College of New Caledonia
www.cnc.bc.ca

2010-11 program guide and course calendar

This is the official online version of CNC's 2010-11 program guide and course calendar

This version current as of
June 2, 2011

www.cnc.bc.ca/exploring/calendar.htm

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Directory

CNC Prince George

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

General information	250-562-2131
Admissions and Registration	250-561-5800
College Store	250-561-5808
Continuing Education	250-561-5846
Counselling and Advising	250-561-5818
Financial Aid	250-561-5838
Library	250-561-5811
Student Recruitment	250-561-5855

CNC Lakes District — Burns Lake

545 Highway 16 West
PO Box 5000
Burns Lake, BC V0J 1E0
Canada
Telephone: 250-692-1700
1-866-692-1943
Fax: 250-692-1750
E-mail: lksdist@cnc.bc.ca

CNC Lakes District — Southside

34314 Keefe's Landing Road
Grassy Plains, BC
Canada
Telephone: 250-694-3397
Fax: 250-694-3391
E-mail: lksdist@cnc.bc.ca

CNC Mackenzie

540 Mackenzie Boulevard
PO Box 2110
Mackenzie, BC V0J 2C0
Canada
Telephone: 250-997-7200
1-877-997-4333
Fax: 250-997-3779
E-mail: cncmackenzie@cnc.bc.ca

CNC Nechako — Fort St. James

179 Douglas Street
PO Box 1557
Fort St. James, BC V0J 1P0
Canada
Telephone: 250-996-7019
Fax: 250-994-7014
E-mail: cncfsj@cnc.bc.ca

CNC Nechako — Fraser Lake

298 McMillan Avenue
PO Box 693
Fraser Lake, BC V0J 1S0
Canada
Telephone: 250-699-6249
Fax: 250-699-6247
E-mail: cncfl@cnc.bc.ca

CNC Nechako — Vanderhoof

3231 Hospital Road
Vanderhoof, BC V0J 3A2
Canada
Telephone: 250-567-3200
1-877-567-3270
Fax: 250-567-3217
E-mail: nechako@cnc.bc.ca

CNC Quesnel

North Cariboo
Community Campus
100 Campus Way
Quesnel, BC V2J 7K1
Canada
Telephone: 250-991-7500
Fax: 250-991-7523
E-mail: quesnel@cnc.bc.ca

CNC Valemount

99 Gorse Street
PO Box 789
Valemount, BC V0E 2Z0
Canada
Telephone: 250-566-4601
1-888-690-4422
Fax: 250-566-4602
E-mail: valemount@cnc.bc.ca

Get the most up-to-date information — visit us at
www.cnc.bc.ca

Please note:

1. All tuition fees are approximate, based on 2010–2011 tuition fees and subject to change. The stated tuition fees include fees such as Students' Union fee, technology fee, etc.; however, they do not include books, tools and supplies, etc.
2. CNC reserves the right to limit, cancel, or adjust programs without notice.
3. The online version of this document (www.cnc.bc.ca/Exploring/CNC_Calendar.htm) is the official version. In the event of a conflict between the printed version and the online version, the online version will prevail.

About the cover: CNC students enjoying their studies in some of the many programs offered by the College of New Caledonia. All photos by Andrea Johnson, Randall Heidt, and Terri Dauvin, CNC Communication Services.

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Aboriginal Studies, Associate Degree

(formerly Aboriginal Studies Diploma)

• Full-time or part-time • Starts: September or January • Fees: $330–$439 per course • Two years • Prince George campus

Careers

This program prepares you for careers in private, non-profit and government sectors, and specifically for employment by Aboriginal organizations and communities.

Equivalent to the first two years of a university degree. Gives you better transfer credit to pursue a degree.

The program also teaches abilities essential for academic success at advanced levels, including computer literacy, advanced reading comprehension, critical thinking and problem solving, scientific and mathematical reasoning with a focus on Aboriginal studies.

Associate degrees

All public universities and university colleges in BC that offer traditional arts and science degrees now give **special transfer credit recognition** for students who have completed an Associate of Arts Degree or Associate of Science Degree.

This program features 27 credits of Aboriginal related content.

Admission requirements

You'll need one of the following:

- Successful completion of Grade 12 (with English 12 or English 12: First Peoples)
- ABE/CCP Advanced Certificate
- GED Certificate
- Completion of Grade 11 with an outstanding academic record in the year of application.

Note 1: It is recommended that high school students consult their counselors to ensure they select the most appropriate high school courses for their chosen career paths.

Note 2: Students who received less than a "B" in English 12 or its equivalent are strongly encouraged to select English 103 as their first university credit English course.

Note 3: The GED certificate meets the general admission requirements, but does not meet specific program or course prerequisites.

Note 4: You will need to comply with the prerequisites of the specific courses you select.

For information on graduation requirements, see Arts, Associate Degree.

Program outline

Semester 1	**September – December**
ABST 100	An Introduction to the World View of First Nations People
ANTH 101	Introduction to Socio-Cultural Anthropology
ENGL 103	Composition and Style
HIST 103	History of Canada to 1867
MATH 100	Pre-calculus Mathematics
or	
CSC 105	Introduction to Computers and Programming
or	
MATH 104	Introduction to Statistics
Semester 2	**January – April**
ABST 101	First Nations Studies II
ENGL 107	Literature and Composition: First Nations Literature
ANTH 102	Introduction to Physical Anthropology and Archaeology
CLCT 110	Carrier Language Level I
Science or Lab Science	
Semester 3	**September – December**
ABST 201	Residential School: History and Intergenerational Impacts
ABST 110	Metis Studies I
CLCT 112	Carrier Language Level II
Science or Lab Science	
UT Arts elective at 200 level	
Semester 4	**January – April**
ABST 202	History of Aboriginal Education in North Central British Columbia
ENGL 219	Contemporary First Nations Authors
or	
ENGL 220	Children's Literature – First Nations Authors
ABST 111	Metis Studies II
UT Arts elective at 200 level	
UT Arts elective at 200 level	

You might also be interested in . . .

- Arts, Associate Degree
- Aboriginal Studies Certificate
- Women's Studies and Gender Relations Diploma

Important dates

TBA

Revised: 11.04.19

Aboriginal Studies Certificate

(formerly First Nations Certificate)

• Full-time or part-time • Starts: September and January • Fees: $2,790 (one year of arts courses) • One year • Prince George campus

Note: As this calendar went to press, this program was under revision. For the most current information, please check www.cnc.bc.ca or consult a counsellor or academic advisor.

Careers

The Aboriginal Studies certificate program prepares you for careers in private, non-profit and government sectors, and especially for employment by Aboriginal organizations and communities.

Note: If you plan to start your degree at CNC, please visit a CNC counsellor/ advisor to create a university transfer program that will provide a smooth transition to your university of choice.

Admission requirements

1. Successful completion of one of the following:
   - Grade 12 (with English 12 or English 12: First Peoples) or
   - ABE/CCP Advanced Certificate or
   - GED Certificate or
   - Grade 11, with an outstanding academic record, in the year of application.

Note 1: It is **strongly recommended** that high school students consult their counsellors to ensure they select the most appropriate high school courses for their chosen career paths.

Note 2: Students who received less than a "B" in English 12 or its equivalent are strongly encouraged to select English 103 as their first university credit English course.

Note 3: The GED certificate meets the general admission requirements, but does not meet specific program or course prerequisites.

Note 4: You will need to comply with the prerequisites of the specific courses you select.

Program outline

Semester 1	**September – December**
ABST 100	An Introduction to the World View of First Nations People
ANTH 101	Introduction to Socio-Cultural Anthropology
CRIM 103	Introduction to the Criminal Justice System
ENGL 103	Composition and Style
HIST 103	History of Canada to 1867
Semester 2	**January – April**
ABST 101	First Nations Studies II
ANTH 102	Introduction to Physical Anthropology and Archaeology
ENGL 107	Literature and Composition: First Nations Literature
GEOG 202	The Surface of the Earth
HIST 104	History of Canada since 1867

You might also be interested in . . .

- Arts, Associate Degree
- Aboriginal Studies, Associate Degree
- Women's Studies and Gender Relations Diploma

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 11.04.19

ABT (Applied Business Technology) Administrative Assistant Certificate

• Full-time • Start dates and fees vary — contact your local CNC campus • $3,579 (Prince George) • 34 weeks • Burns Lake, Mackenzie, Prince George, Quesnel, Vanderhoof

Careers

There is currently a great demand for trained administrative assistants. After graduating from this program, you'll have the confidence to compete in today's highly-skilled workforce in one of these rewarding careers:

- Office clerk
- Receptionist
- Administrative assistant
- Office manager
- Executive assistant
- Small business owner

You'll learn a wide variety of technical skills including the Windows operating system, Microsoft Office, manual and computerized bookkeeping, desktop publishing, and office clerical skills. Your professional image, communication, time management, and interpersonal skills will be developed through lectures and labs.

Combine your skills with work experience or more education, and your opportunities for advancement are limitless.

Admission requirements

1. Successful completion of one of the following:
   - Grade 12 (with English 12 or English 12: First Peoples, Communications 12, or Technical and Professional Communications 12) or
   - ABE/CCP Advanced Certificate or
   - GED Certificate or
   - Mature student status. To explore this option, consult a CNC counsellor/advisor, Regional Director, or ABT faculty member.
2. Completion of a keyboarding proficiency assessment with a minimum speed of 20 net words per minute, or permission from the department (see notes below).
3. You must take the English and Math Achievement Test (EMAT), administered by the college. If you score below a certain level, you must complete upgrading. It's strongly recommended that you write the EMAT early.
4. You must read, sign, and return an ABT Entrance Information Form prior to acceptance into the program.

Note 1: Have you successfully completed ABTC 065 Keyboarding Speed 1, Computer Studies 020, or an equivalent? If so, you won't have to take the keyboarding assessment.

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

Obtain your BC Adult Graduation Diploma (BC AGD)

Are you planning to enter the ABT Administrative Assistant program with one of the following?

- Mature student status
- ABE/CCP Advanced Certificate
- GED Certificate

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

Program outline

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

Semester 1	**August–December**
ABTB 073	Financial Records
ABTE 074	Business Communications I
ABTH 070	Human Relations
ABTP 072	Office Procedures
ABTW 043	Word Processing/ Document Production Levels I, II, and III
ABTW 073	Microcomputer Applications I
Semester 2	**January–May**
ABTA 078	Computerized Bookkeeping
ABTE 075	Business Communications II
ABTP 078	Office Simulations
ABTV 072	Work Experience
ABTW 074	Microcomputer Applications II
ABTW 078	Desktop Publishing

You might also be interested in . . .

- Business Administration Diploma
- Legal Administrative Assistant Certificate
- Management Diploma
- Marketing and Management Diploma
- Medical Office Assistant
- Medical Terminology
- Office Assistant Certificate

Important dates

(Prince George campus only; please contact other campuses directly.)

Fall term

- Classes: August 23, 2010 – December 17, 2010 (includes exams)

Spring term

- Classes: January 4, 2011 – May 6, 2011 (includes exams)
- Study break: March 21 – 25, 2011

Revised: 10.12.03

Accounting and Finance Diploma

• Full-time or part-time • Starts: September and January • Fees, entire program: $5,829 • Two years • Prince George campus

Careers

This program gives you a solid grounding in accounting and finance. You'll be prepared for entry-level positions in public practice and private industry, and for professional accounting programs such as CA, CMA, or CGA, which often combine study and paid employment.

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

Admission requirements

Successful completion of one of the following:

- Grade 12 (with English 12 or English 12: First Peoples, Communications 12, or Technical and Professional Communications 12) **and** Principles of Math 11 or Applications of Math 11 or Foundations of Math 11 or Precalculus 11 or Math 044 or 045
- Adult Dogwood with Math 044 or Math 045
- GED Certificate with English 12 or English 050 and Math 044 or Math 045
- Mature student status with English 12 or English 050 and Math 044 or Math 045 or equivalent, as demonstrated on EMAT

Note 1: ECON 201, ECON 202, FIN 257 and MATH 157 require higher level math skills. Please consult the course descriptions in this calendar or contact the Counselling and Advising department for details regarding these four courses.

Note 2: Essentials of Math 11 does not fulfill the admission requirements.

Program outline notes

Note 1: ECON 101 and 102 are not recognized prerequisites for post-diploma courses. ECON 201 and 202 receive full transfer credit.

Note 2: Kwantlen Polytechnical University requires ENGL 103 and does not accept ENGL 195 or ENGL 196.

Note 3: Students have a choice of taking either all three of ACC 252, ACC 256, and FIN 258 or two of these courses plus an additional elective.

You might also be interested in . . .

- Business Administration Certificate
- Management Diploma
- Marketing and Management Diploma

Program outline (when MATH 145 *is not* required in first semester)

Semester 1

ACC 151	Accounting I
CIS 165	Business Information Systems
Either:	
ECON 101	Canadian Microeconomics Issues (see Program outline notes)
or:	
ECON 201	Principles of Economics — Microeconomics (see Program outline note 1)
MGT 154	Applied Human Relations
MKT 152	Principles of Marketing

Semester 2

ACC 152	Accounting II
Either:	
ECON 102	Canadian Macroeconomics Issues (see Program outline note 1)
or	
ECON 202	Principles of Economics — Macroeconomics (see Program outline note 1)
Either:	
ENGL 103	Composition and Style (see Program outline note 2)
or	
ENGL 195	Effective Communications I (see Program outline note 2)
MATH 157	Business Statistics
Elective (see Electives list)	

Semester 3

ACC 251	Intermediate Accounting I
ACC 255	Management Accounting I
FIN 257	Finance I
Two electives (see Electives list)	

Semester 4

ACC 252	Intermediate Accounting II (see Program outline note 3)
ACC 256	Management Accounting II (see Program outline note 3)
ACC 270	Computerized Accounting
FIN 258	Finance II (see Program outline note 3)
MGT 255	Small Business Development

Program outline (when MATH 145 *is required* in first semester)

Semester 1

ACC 151	Accounting I
CIS 165	Business Information Systems
MATH 145	Math for Business
MGT 154	Applied Human Relations
MKT 152	Principles of Marketing

Semester 2

ACC 152	Accounting II
Either:	
ECON 102	Canadian Macroeconomics Issues (see Program outline note 1)
or	
ECON 202	Principles of Economics — Macroeconomics (see Program outline note 1)
Either:	
ENGL 103	Composition and Style (see Program outline note 2)
or	
ENGL 195	Effective Communications I (see Program outline note 2)
MATH 157	Business Statistics
Elective (see Electives list)	

Semester 3

ACC 251	Intermediate Accounting I
ACC 255	Management Accounting I
Either:	
ECON 101	Canadian Microeconomics Issues (see Program outline note 1)
or	
ECON 201	Principles of Economics — Microeconomics (see Program outline note 1)
FIN 257	Finance I
Elective (see Electives list)	

Semester 4

ACC 252	Intermediate Accounting II (see Program outline note 3)
ACC 256	Management Accounting II (see Program outline note 3)
ACC 270	Computerized Accounting
FIN 258	Finance II (see Program outline note 3)
MGT 255	Small Business Development

Elective list

Either:	
ENGL 195	Effective Communications I (see Program outline note 2)
or	
ENGL 229	Professional Business and Technical Communication
LAW 294	Business Law
Either:	
MATH 101	Calculus I
or	
MATH 165	Calculus for Non-science Majors
Either:	
MATH 103	Finite Mathematics
or	
MATH 204	Linear Algebra
MATH 145	Math for Business
MGT 160	International Business
Either:	
MGT 254	Applied Group and Leadership Skills
or	
COM 222	Management and Organizational Behaviour
MGT 263	Human Resource Development
MGT 264	Industrial Relations
TAX 261	Taxation I

Important dates

Revised: 11.06.02

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Anthropology

• Full-time or part-time • Starts: September and January (most courses) • Fees: $2,790 (per year of arts courses) • Individual university classes • Prince George campus

Careers

Do you like to travel? Encounter new and different peoples? Anthropology (cultural/social) is for you.

Are you interested in where we came from and our ancient civilizations? Anthropology (biological/ archaeological) is for you.

Are you interested in food? We offer a second-year course in the anthropology of food. Do you have medical interests? We offer a second-year course in the anthropology of medicine.

With a background in anthropology, the diversity of employment is vast. With their knowledge of research on the multitude of cultures in the world, anthropology graduates are sought after for their flexibility, research abilities, and cultural sensitivity.

For example, those who choose an archaeological focus can find employment in the field doing research and digging, from Prince George and beyond, throughout the world.

Admission

You'll need one of the following:

- Successful completion of Grade 12 (with English 12 or English 12: First Peoples)
- ABE/CCP Advanced Certificate
- GED Certificate
- Completion of Grade 11 with an outstanding academic record in the year of application.

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we **strongly recommend** that you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings at the back of this calendar).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.

What will you study?

For help creating the two-year anthropology program that meets your personal goals, contact CNC Counselling and Advising, or see Package 3 in the University Classes section (starts page 147) for a sample program of study.

- For information on an associate degree in arts, see page 12
- For a list of all anthropology courses available at CNC, see page 191
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

- Arts, Associate Degree
- Other university-level courses

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 10.08.11

Apprenticeships

• Full-time • Start dates vary – contact campuses • Fees vary — see details below • Length varies • Lakes District, Mackenzie, Prince George, Quesnel and Vanderhoof

Provincial apprenticeship programs

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

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

Automotive Mechanical Repair, Levels 1–4, Prince George

For details, contact the Prince George campus Trades Division directly, 250-561-5804 or 1-866-370-2111.

Carpentry

- **Level 1, Nechako**
  Contact campus for dates
- **Levels 1–4, Prince George**
  Contact campus for dates
- **Levels 2–4, Quesnel**
  Contact campus for dates or check website.

  Costs (Prince George; contact regional campuses for their costs):
  - Registration fee: $15
  - Tuition: $82.80/week
  - Books: $100 (approximate)
  - Support fees: $56
  - Technology fee: $26

  Students must supply their own personal tools (regional campuses only; Prince George provides them).

  Topics include safe work practices, drawing and specification interpretation, materials identification, portable power tools, survey instruments, site layout, building concrete formwork, and rigging and hoisting equipment.

Construction Form Worker Technician, Burns Lake

For details, please contact the Burns Lake campus directly.

Electrical

- **Levels 1–4, Prince George**
- **Level 2, Quesnel**

  Please call for dates.

  Costs (Prince George; contact regional campuses for their costs):
  - Registration fee: $15
  - Tuition: $82.80/week
  - Books: $100 (approximate)
  - Support fees: $78
  - Technology fee: $26

  Topics covered (under review): AC circuit analysis, AC applications, electronic devices, basic motor control, industrial wiring and data cabling, and computer skills and job preparation.

Heavy Duty Mechanical Repair, Levels 1–4, Prince George

For details, contact the Prince George campus Trades Division directly, 250-561-5804 or 1-866-370-2111.

Machinist, Levels 1–4, Prince George

For details, contact the Prince George campus Trades Division directly, 250-561-5804 or 1-866-370-2111.

Machinist IP Certification, Prince George

For details, contact the Prince George campus Trades Division directly, 250-561-5804 or 1-866-370-2111.

Millwright, Levels 1–4, Prince George

For details, contact the Prince George campus Trades Division directly, 250-561-5804 or 1-866-370-2111.

Millwright IP Certification, Prince George

CNC Continuing Education offers upgrading to prepare you for the interprovincial exam.

Planermill Maintenance Technician, Levels 1 and 2, Prince George

For details, contact the Prince George campus Trades Division directly, 250-561-5804 or 1-866-370-2111.

Plumbing

- **Levels 2–4, Quesnel**

  Call for dates or check website.

  This 6-week program is a building block towards your four-year Plumbing Apprenticeship. This program is a combination of theory, training and hands-on practical time.

  Topics covered:
  - Using hand, power and power-actuated tools
  - Reading and interpreting piping drawings and specifications
  - Installing and repairing fixtures
  - Installing compressed air and medical gas systems
  - Installing and testing hot water heating systems
  - Designing and laying out drainage and venting systems

Costs:

- Registration fee: $15
- Technology fee: $25
- Tuition: $600
- Books: $TBA

Power Engineering, Prince George

CNC's Trades department can prepare you for the Class 3 and Class 4 inter-provincial papers.

Residential Building Maintenance Worker

- **Levels 1–3, Burns Lake and Fort St. James**

  Please call for dates.

  This new ITA trade gives apprentices training in a wide variety of residential building maintenance skills. The 8-week program covers classroom instruction and work-based experience. Topics include:

  - Safety
  - Trades math
  - Building structure and design
  - Troubleshooting building problems
  - Carpentry maintenance
  - Drywall repair
  - Care, maintenance and use of tools
  - Identifying building materials

  Costs

  - Application fee: $15
  - Registration fee: $15
  - Technology fee: $26
  - Tuition: $900
  - Textbooks: $300 (approximate)
  - Supplies: $300 (approximate)

Welding, Levels C, B and A, Prince George and Quesnel

For details, please contact the campuses directly (see pages 153–154).

Revised: 10.08.11

Arts, Associate Degree

• Full-time or part-time • Starts: September and January (most courses) • Fees, $330 - $439 per course • Two years • Prince George and Quesnel

Careers

- Covers a broad range of university-level subjects, with a focus on the arts.
- Prepares you for further education and an enriched life as an educated person.
- Equivalent to the first two years of a university degree.

The program also teaches abilities essential for academic success at advanced levels, including computer literacy, advanced reading comprehension, critical thinking and problem solving, scientific and mathematical reasoning, and the application of theoretical understanding.

Associate degrees

All public universities and university colleges in BC that offer traditional arts and science degrees now give **special transfer credit recognition** for students who have completed an Associate of Arts Degree or an Associate of Science Degree.

The Associate Degree curriculum comprises two years of university-level study in a variety of academic areas. Students must complete a broad range of course offerings balanced with in-depth study in specific disciplines. Since many students will continue their studies, the requirements are sufficiently flexible to enable students to plan their educational programs carefully and to complete prerequisites for upper-level course work in their intended majors. Students are exposed to concepts, theories, and modes of inquiry in the humanities, the social sciences, and the sciences to develop:

- An interest in and curiosity about the world around them
- An understanding of the global context in which they live and work
- An appreciation of intellectual thought and human creativity
- An openness to a variety of viewpoints
- A capacity for and interest in self-directed lifelong learning
- Acceptance of the social responsibilities that come with the benefits of advanced learning

Where to find the details

Specific associate degree credit transfer policies at each receiving institution are on the BCCAT website (www.bctransferguide.ca).

Just click on "Other Transfer Guides", and then on "Associate Degree." A link is also provided there to all the general and specific requirements for associate degrees.

Admission

You'll need one of the following:

- Successful completion of Grade 12 (with English 12 or English 12: First Peoples)
- ABE/CCP Advanced Certificate
- GED Certificate
- Completion of Grade 11 with an outstanding academic record in the year of application.

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we **strongly recommend** that you consult a high school counsellor.
- If you received less than a "B" in English 12 (or its equivalent), we strongly encourage you to choose ENGL 103 as your first CNC English course.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings at the back of this calendar).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.

Graduation requirements — general

1. 60 credits of 100-level or higher courses that have university transfer credit. These must include a minimum of 18 credits in second-year arts, in two or more subject areas.
2. It is recommended that up to 30 credits, both assigned and unassigned, be accepted for transfer credit to the Associate of Arts Degree.
3. An overall GPA of 2.0 calculated on all courses counting towards the associate degree.
4. No course can be used to meet more than one of the specific requirements.

Graduation requirements — specific

1. 6 credits in first-year English; and
2. 9 credits in science, which shall include at least
   a) 3 credits in mathematics or computing science or statistics (statistics courses taught in subject areas such as business, commerce, economics, psychology, etc. may also be used to meet this requirement);
   b) 3 credits in a laboratory science, and
3. 36 credits in arts, which shall include
   a) 6 credits in the social sciences;
   b) 6 credits in humanities (including the creative, performing, or fine arts) other than English;
   c) 24 additional credits in arts, and
4. 9 credits in arts, science, or other areas.

Note 1: Students must have completed at least three semester credits in the semester the degree is awarded.

Note 2: Students are advised to consult with a counsellor/advisor in order to determine specific course requirements for entry to a particular university degree program.

Note 3: A laboratory science course is any course in the sciences list worth 3 credits or more and with a lab of at least 2 hours, but excluding any course in applied science (engineering) or computing science.

Classification of subjects

For help designing your program, please talk to a CNC counsellor/advisor.

Only those College of New Caledonia courses with articulated university transfer credit and a College of New Caledonia course designation at the 100-level or higher, will count towards the Associate Degree.

For the purpose of the general and specific requirements for Associate Degrees, College of New Caledonia courses are categorized as follows:

Arts—Humanities

- Aboriginal Studies
- English
- Fine Arts
- French
- History
- Philosophy

Arts—Social Sciences

- Anthropology
- Criminology
- Economics
- Geography (Human)
- Human Kinetics
- Political Science
- Psychology
- Sociology
- Women's Studies

Sciences

- Astronomy
- Biology
- Chemistry
- Computer Science
- Engineering
- Forest Science
- Geography (Physical—201, 202)
- Mathematics
- Physics

Note: Some courses listed above may not carry transfer credit or satisfy major degree requirements at some universities. Please consult the BC transfer guide (www.bctransferguide.ca) or Counselling and Advising at CNC.

Associate Degree – Arts: Course planning worksheet

Required courses	# of credits	Total	Conditions	Your courses
English	6	6	First year level	1. 2.
Arts courses				
1. Humanities (other than English)	6	18		1. 2.
2. Social Sciences	6			1. 2.
3. Soc Sci or Hum	6			1. 2.
Arts courses (200 level)	18	18	200 level taken in 2 or more subject areas	1. 2. 3. 4. 5. 6.
Science courses				
1. Math, CSC or Statistics	3	9	A lab science requires min.	1.
2. Lab science	3		2-hour lab and excludes any	2.
3. Science	3		course in APSC or CSC	3.
Electives in arts, sciences, or other other areas	9	9	100 level or higher	1. 2. 3.
Total credits required: 60				
Minimum cumulative GPA of 2.0 required.				

You might also be interested in . . .

- Individual university-level classes in the arts or sciences
- Completing a bachelor's degree in liberal arts

Important dates

(Prince George only; contact other campuses for their dates.)

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 10.12.03

Associate Certificate in Workplace Conflict

• Part-time • Start date: Please contact Continuing Education • $2,120 • 77 hours • Prince George campus (Continuing Education)

Careers

The College of New Caledonia is proud to partner with the Justice Institute of British Columbia to offer Conflict Resolution programs in our regions. The courses listed below are Prince George offerings, but selected courses are also being offered at CNC's regional campuses — contact them for details.

Get the educational training employers value. Offered in partnership with the Justice Institute of British Columbia, this 11-day/77-hour certificate will enable you to recognize, understand and resolve conflict more effectively, and build productive relationships with clients and colleagues.

This four-course program includes:

- Foundations of Collaborative Conflict Resolution: Workplace Focus
- Negotiation Skills Level 1
- Conflict on the Front Line: Leaders as Conflict Resolvers
- Resolving Conflict in Groups Level 1: Effective Team Dynamics

These courses are also applicable to the Justice Institute's Negotiation and Mediation/Third-Party Intervention Certificate programs, also offered in partnership with CNC.

Admission requirements

There are no formal admission requirements for this program.

Program outline

CEJI 121	Foundations of Collaborative Conflict Resolution: Workplace Focus
CEJI 132	Conflict on the Front Line: Leaders as Conflict Resolvers
CEJI 133	Dealing with Anger
CEJI 134	Balancing Empathy with Assertion

Important dates

Please contact Continuing Education.

Revised: 10.08.11

Automotive Technician, Foundation-Level

• Full-time program • Starts: September • $2,969 (entire program) • 30 weeks • Prince George campus

Careers

This program introduces the automotive repair and services industry and prepares you for apprenticeship positions in:

- Dealerships
- Specialty repair shops
- Parts departments
- Service writer positions
- And more

Admission requirements

1. English 10, English 030 or equivalent
2. Applications of Math 10 or Principles of Math 10 or Math 041 or equivalent with a "C " or higher (Effective Sept. 2012: Common Grade 10 or Apprenticeship and Workplace Math 11 or Trades Math 041 or Math 030 with a "C" or higher)

Students who do not meet the above requirements may wish to consult with a CNC counsellor/advisor to determine their eligibility on the basis of mature student status.

Program outline

Topics include the following (not a complete list):

- Safety
- Employment skills
- Tools and equipment
- Maintenance
- Brakes
- Steering systems
- Electrical/electronics

A complete list is available from the Trades Division Office at 250-561-5804, or toll-free at 1-866-370-2111.

Selection process

Students are encouraged to submit a resumé and handwritten statement indicating reasons for wishing to enter the program as well as complete a test of mechanical reasoning skills, and the College English/Math Achievement Test (EMAT). These items are included in the selection criteria listed below and will be awarded points.

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

1. The letter grade for English 10, English 030 or Communications 11 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
2. The letter grade for Principles of Math 10, Math 030, Applications of Math 10, Math 030, Math 041 or equivalent, will contribute its actual point to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
3. Credit in Physics 11 or equivalent with a grade of "C" or better will be awarded 4 points.
4. The mechanical reasoning test will be awarded a maximum of 5 points.
5. A passing grade in the English portion of the EMAT will be awarded a maximum of 1 point.
6. A passing grade on the Math portion of the EMAT will be awarded a maximum of 1 point.
7. Credit in one or more trades-related courses at the Grade 12 level with a grade of "B" or better, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.
8. Credit in any of the following English 11, Principles of Math 11, or equivalents, or Trades Math 042 with a "C" grade or better will be awarded 3 points.
9. Students are encouraged to submit a resumé and personal handwritten statement indicating their reasons for wishing to enter this program. The resumé and personal statement will be awarded a maximum of 3 points.

Maximum points available = 28

Provincial apprenticeship programs

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

Most apprenticeships take four years. To earn a certificate or ticket, apprentices must complete both work-based training and technical training, including examinations. After working as apprentices for the period specified by the ITA, graduates can write the Interprovincial Standards Examination.

Graduates of the Foundation-Level Automotive Technician program (Entry Level Trades Training) at CNC receive an ITA Certification of Completion and credit for level one technical training of their apprenticeship.

Apprentices who want to schedule their technical training at CNC should contact CNC's Trades Division. Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, call 1-866-660-6011 or visit www.itabc.ca.

You might also be interested in . . .

- Heavy Duty Mechanics/Commercial Transport Mechanical Repair, Foundation-Level

Important dates

- Classes: September 7, 2010 – April 15, 2011
- Christmas break: December 18, 2010 to January 3, 2011

Revised: 10.12.03

Aviation Business Diploma

(Commercial Pilot Licence with Float Rating and Business Training)

• Full-time • 5-semester/20-month program • Starts May 2011 • Fees: TBA • Vanderhoof campus

Careers

Air services requiring a commercial pilot license are vital for serving remote areas in northern Canada for:

- Passenger transport
- Medevac
- Fire-fighting
- Cargo transport
- Just-in-time delivery services

Northern air operators are seeking pilots who possess good communication and business skills, as well as decision-making abilities with regards to managing people and operational logistics.

This accelerated program allows you to earn your Private Pilot License (PPL) then builds on that training to put you on a path to a Commercial Pilot Licence (CPL) with a float rating. The deliberate placement of this program's five semesters over a 20-month period allows you to take advantage of the best training-weather months in the region, while flying during all four seasons.

Upon completion of the program you will earn your Private Pilot Licence, your Commercial Pilot Licence with a float rating, and an Aviation Business Diploma. Or, you can choose to transfer to a partnering program at the end of the fourth semester to University of the Fraser Valley (with a few additional courses) for a:

- UFV Aviation Diploma with multi-engine and multi-engine IFR ratings, or a
- Bachelor of Business Administration in Aviation

Before you transfer, you will earn your Private Pilot Licence and a Business Administration Certificate.

Admission requirements

Admission requirements for the program reflect safety measures established for the aviation industry and ensure candidates accepted into the program have the aptitude and psychological makeup to succeed in becoming a professional pilot.

Admission to the Aviation Business Diploma program is a two-step process. Applicants must first meet the entrance requirements, then will be required to take an aptitude test, attend an interview, and provide references to be admitted into the program.

Step 1

Admission

1. Proof of BC secondary school graduation or equivalent, or proof all graduation requirements will be met no later than June of the same year.
2. A grade of "C+" (67%) or better in: Principles Math 11 (Math 045), Physics 11 (Physics 045) , and English 12 (English 050; not Communications 12).
3. Also recommended, but not required, are Principles of Math 12 (Math 050) and Physics 12 (Physics 050).
4. Math Placement Evaluation
5. Proof of Current Transport Canada Category 1 Medical

Note 1: Acceptance will be given to students completing graduation by June of the same year they are accepted, so as to provide access to graduating high school seniors. Verification of scheduled completion of graduation will be required from the student's enrolling secondary institution in letter format. Verification will also need to state student has met prerequisite course requirements by the end of the first semester of Grade 12.

Note 2: If a student must choose between taking Principles of Math 12 or Physics 12, we advise taking Principles of Math 12 for the CNC program.

Note 3: Students scoring below a specified level will be required to take CNC MATH 145 prior to taking CNC ECON 201 and CNC MATH 157 in their 4th semester.

Note 4: The costs of obtaining a current transport Canada Category 1 Medical are the responsibility of the applicant.

Step 2

Applicants who meet the basic entrance requirements will be required to take an Initial Pilot Aptitude Screening test. This online test will be administered on site at the Vanderhoof campus to give an indication of each applicant's ability in key pilot aptitude areas before they start their pilot training.

The costs of the online test are the responsibility of the applicant.

Following the online test, a short interview will be conducted with each applicant. During this time each applicant's motivation, personal history, conversational English skills, and decision making processes will be noted, and the results of the Initial Pilot Aptitude Screening test will be discussed.

All applicants who are interviewed will be asked to provide three personal references who can give insight into their background and abilities.

Program outline

Semester 1	**May – August**
AVIA 161	Introduction to Aviation
AVIA 162	Flight Training – Private
ENGL 195	Effective Communications I
MGT 157	Principles of Management
MGT 263	Human Resources Development

Semester 2	**September – December**
ACC 151	Accounting I
AVIA 162	Flight Training – Private (cont'd)
COM 222	Management and Organizational Behaviour
MKT 152	Principles of Marketing
LAW 294	Business Law
Semester 3	**January – April**
ACC 152	Accounting II
AVIA 241	Fitness I
AVIA 201	Aviation Theory
AVIA 211	Simulation – Instrument Procedures I
AVIA 221	Aircraft – Commercial I
AVIA 231	Human Factors I
CIS 165	Business Information Systems
Semester 4	**May – August**
AVIA 242	Fitness II
AVIA 302	Aviation Theory II
AVIA 381	Aircraft – Float and Tail Dragger
AVIA 332	Human Factors II
ECON 201	Microeconomics
MATH 157	Statistics
Semester 5	**September – December**
ABST 100	An Introduction to the World View of First Nations People
AVIA 382	Aviation Survival
AVIA 312	Simulation – Instrument Procedures
AVIA 322	Aircraft — Commercial II
MKT 272	Marketing Research Methods

Important dates

- Application process: January – February, 2011
- Selections made: March, 2011
- Classes start: May, 2011

Revised: 11.02.02

BC Adult Graduation Diploma

• Full-time or part-time • Ongoing start dates • Free tuition, but some other costs apply • Length varies • Burns Lake, Mackenzie, Prince George, Quesnel, Southside and Vanderhoof

Get your high school diploma

Would you like to complete your high school graduation diploma at a community college? If you answered "Yes," you're ready to start working towards your BC Adult Graduation Diploma.

There are several ways to get your BC Adult Graduation Diploma:

- Taking college courses in an adult environment
- Taking courses at a high school
- Taking courses through distance learning
- Combining courses and credits from both high school and college

Admission requirements

To obtain your BC Adult Graduation Diploma, you must be at least 19 years of age, and you must take at least three of the courses leading towards graduation as an adult.

To get started, contact your local CNC campus to arrange an assessment of your needs. Be sure to bring school transcripts to your appointment.

Graduation requirements

To get your BC Adult Graduation Diploma, you must complete either 20 credits in the secondary school system, or five courses in the post-secondary (college) system, or a combination of the two.

Many college-level courses meet the requirements for the diploma. For example, a college-level business communications course meets the language arts requirement for the diploma; or, if you complete CNC's Applied Business Technology (ABT) Program, you'll have all the courses required for the diploma.

BC school system Secondary qualifying courses	**College CCP (ABE) program:** Qualifying courses
Language Arts 12 (4 credits)	Provincial level English or higher (1 course)
Mathematics 11 or 12 (4 credits)	Advanced or provincial level or higher mathematics (1 course)
Three (3) Grade 12 Ministry–authorized courses (12 credits)	Three (3) additional courses at the provincial level or higher
Total: 20 credits	Total: 5 courses

Revised: 10.08.11

Biology

• Full-time or part-time • Most courses start September or January • Individual university classes • Fees: $3,530 (per year of science courses) • Prince George; first-year courses also offered in Quesnel

Careers

Are you interested in DNA, biotechnology, genetics, ecology, evolution, health care or viruses? Consider a career in biology — it's a rapidly changing field where new discoveries are constantly expanding our understanding of our place in the universe. CNC offers first- and second-year university-level biology courses that prepare you for careers in the biological sciences, education and health care.

Our biology students can use our courses as a springboard into pharmacy, medicine, nursing, dental hygiene, biotechnology, and many other programs. Students can also apply our courses towards the completion of a bachelor's degree.

Admission

You'll need one of the following:

- Successful completion of Grade 12 (with English 12 or English 12: First Peoples)
- ABE/CCP Advanced Certificate
- GED Certificate
- Completion of Grade 11 with an outstanding academic record in the year of application.

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we **strongly recommend** that you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings at the back of this calendar).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.
- Students applying for admission to MATH 101, CSC 109, PHYS 101, or CHEM 111 who obtained a "C+" grade or less in Principles of Math 12 (interim grade) or Math 050 will be registered in Math 100.
- Students attending in 2013 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 will be registered in MATH 100.

What will you study?

For help creating the two-year biology program that meets your personal goals, contact CNC Counselling and Advising, or see Packages 5 and 6 in the University Classes section (starts page 147) for sample programs of study.

- For information on an associate degree in science, see page 134
- For a list of all biology courses available at CNC, see page 194
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

- CNC health sciences programs
- Natural Resources and Environmental Technology Diploma
- Other university-level courses
- Science, Associate Degree
- University Transfer First-Year Science (Quesnel)

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 10.08.11

Business Administration Certificate

• Full-time or part-time • Starts: September and January • Fees, entire program: $2,921 • One year or more • Prince George and Quesnel; individual courses may be available at other campuses

Careers

Do you fall into any of these groups? The Business Administration Certificate is for you.

- Anyone seeking a successful career in business
- Part-time students who are currently in the workplace
- People who want to enhance their prospects for advancement
- People with experience in a technical field who want to study management broadly

Is your goal to get a diploma? By selecting the appropriate courses, you can carry this program's credits over into one of these CNC diplomas:

- Accounting and Finance Diploma
- Marketing and Management Diploma
- Management Diploma

Make sure you're taking courses that meet the requirements for the diploma you have in mind — check with CNC Counselling and Advising before registering.

Admission requirements

Successful completion of one of the following:

- Grade 12 (with English 12 or English 12: First Peoples, Communications 12, or Technical and Professional Communications 12) **and** Principles of Math 11 or Applications of Math 11 or Foundations of Math 11 or Pre-calculus 11 or Math 044 or 045
- Adult Dogwood with Math 044 or Math 045
- GED Certificate with English 12 or English 050 and Math 044 or Math 045
- Mature student status with English 12 or English 050 and Math 044 or Math 045 or equivalent, as demonstrated on EMAT

Note 1: ECON 201, ECON 202, FIN 257 and MATH 157 require higher level math skills. Please consult the course descriptions in this calendar or contact the Counselling and Advising department for details regarding these four courses.

Note 2: Essentials of Math 11 does not fulfill the admission requirements.

Program outline

The program consists of five required courses, plus five electives.

Required courses

Choose any five courses from the list below.

ACC 151	Accounting I
ACC 152	Accounting II
CIS 165	Business Information Systems
ECON 201	Principles of Economics — Microeconomics
or	
ECON 202	Principles of Economics — Macroeconomics
ENGL 195	Effective Communications I
FIN 257	Finance I
LAW 294	Business Law
MGT 154	Applied Human Relations
MGT 157	Principles of Management
MATH 157	Business Statistics
MKT 152	Principles of Marketing

Note 1: You can take only one economics course — either ECON 201 or ECON 202 — but not both.

Note 2: The following courses are recommended for potential Diploma candidates: ACC 151, CIS 165, ECON 201, MGT 154 and MKT 152

Electives

Choose 15 credits from:

- Accounting
- Commerce
- Economics
- Finance
- Management
- Marketing
- MATH 145 (if required)

With permission of the Dean, up to 3 electives may be taken from university transfer (UT) offerings.

You might also be interested in . . .

- Accounting and Finance Diploma
- Associate Certificate in Workplace Conflict
- Conflict Resolution Certificate, Specializing in Negotiation
- Management Skills for Supervisors
- Management Diploma
- Marketing and Management Diploma

Important dates

(Prince George only; contact other campuses for their dates.)

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 11.06.02

Business Administration Diploma

• Full-time or part-time • Starts: September and January • Fees, entire program: $5,904 • Two years • Prince George campus

Careers

If you're an excellent communicator, self-motivated, organized and attentive to detail, a career in business may be a great fit. A Business Administration Diploma broadens your options for career advancement and gives you options for further education. With enhanced credentials, you could be prepared for jobs such as:

- Administrative officer
- Administrative services co-ordinator
- Marketing specialist
- And more

If you have a Business Administration Certificate or Management Studies Certificate from CNC, you can complete this diploma with only one additional year of study.

As well, see Package 1 in the University Classes section (starts page 147) for a sample path to a bachelor's degree.

Admission requirements

Admission requirements

Successful completion of one of the following:

- Grade 12 (with English 12 or English 12: First Peoples, Communications 12, or Technical and Professional Communications 12) **and** Principles of Math 11 or Applications of Math 11 or Foundations of Math 11 or Pre-calculus 11 or Math 044 or 045
- Adult Dogwood with Math 044 or Math 045
- GED Certificate with English 12 or English 050 and Math 044 or Math 045
- Mature student status with English 12 or English 050 and Math 044 or Math 045 or equivalent, as demonstrated on EMAT

Note 1: ECON 201, ECON 202, FIN 257 and MATH 157 require higher level math skills. Please consult the course descriptions in this calendar or contact the Counselling and Advising department for details regarding these four courses.

Program outline (when MATH 145 *is not* required in first semester)

Semester 1

ACC 151	Accounting I
CIS 165	Business Information Systems
Either:	
ECON 101	Canadian Microeconomics Issues (see Program outline notes)
or	
ECON 201	Principles of Economics — Microeconomics (see Program outline note 1)
MGT 154	Applied Human Relations
MKT 152	Principles of Marketing

Semester 2

ACC 152	Accounting II
Either:	
ECON 102	Canadian Macroeconomics Issues (see Program outline note 1)
or	
ECON 202	Principles of Economics — Macroeconomics (see Program outline note 1)
Either:	
ENGL 103	Composition and Style (see Program outline note 2)
or	
ENGL 195	Effective Communications I (see Program outline note 2)
MATH 157	Business Statistics
Elective (see Electives list)	

Semester 3

ACC 255	Management Accounting I
Either:	
ENGL 196	Effective Communications II (see Program outline note 2)
or	
ENGL 229	Professional Business and Technical Communication (see Program outline note 2)
FIN 257	Finance I
Two electives (see Electives list)	

Semester 4

ACC 256	Management Accounting II
FIN 258	Finance II
MGT 254	Applied Group and Leadership Skills
MGT 255	Small Business Development
Elective (see Electives list)	

Note 2: Essentials of Math 11 does not fulfill the admission requirements.

Program outline notes

Note 1: Applicants are recommended to have a strong working knowledge of personal computer applications. If you have concerns about your computer skills, please speak to a CNC counsellor/advisor.

Program outline (when MATH 145 *is required* in first semester)

Semester 1

ACC 151	Accounting I
CIS 165	Business Information Systems
MATH 145	Math for Business
MGT 154	Applied Human Relations
MKT 152	Principles of Marketing

Semester 2

ACC 152	Accounting II
Either:	
ECON 101	Canadian Microeconomics Issues (see Program outline note 1)
or	
ECON 201	Principles of Economics — Microeconomics (see Program outline note 1)
Either:	
ENGL 103	Composition and Style (see Program outline note 2)
or	
ENGL 195	Effective Communications I (see Program outline note 2)
MATH 157	Business Statistics
Elective (see Electives list)	

Semester 3

ACC 255	Management Accounting I (see Program outline note 3)
Either:	
ECON 102	Canadian Macroeconomics Issues (see Program outline note 1)
or	
ECON 202	Principles of Economics — Macroeconomics (see Program outline note 1)
Either:	
ENGL 196	Effective Communications II (see Program outline note 2)
or	
ENGL 229	Professional Business and Technical Communication (see Program outline note 2)
FIN 257	Finance I
Elective (see Electives list)	

Semester 4

ACC 256	Management Accounting II (see Program outline note 3)
FIN 258	Finance II
MGT 254	Applied Group and Leadership Skills
MGT 255	Small Business Development
Elective (see Electives list)	

Elective list

LEAD 101	Leadership Lab, Part 1
LEAD 201	Leadership Lab, Part 2
BUS 250	International Business School and Cultural Exchange
MATH 145	Math for Business
MGT 157	Principles of Management
MGT 160	International Business

Any 200-level courses from ACC, BUS, COMM, FIN, MGT, or MKT.

Up to 3 university transfer courses.

Note 2: Essentials of Math 11 does not fulfill the admission requirements.

Note 3: In place of ACC 255 and 256, student may take COMM 212 plus an additional elective from the Electives list.

Note 4: Students graduating from Grade 12 in 2013 will require Foundations of Math 11 or Pre-calculus 11.

You might also be interested in . . .

- Accounting and Finance Diploma (Prince George campus)
- Associate Certificate in Workplace Conflict
- Business Administration Certificate
- Conflict Resolution Certificate, Specializing in Negotiation
- Management Skills for Supervisors
- Management Diploma
- Management Studies Certificate
- Marketing and Management Diploma

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 11.06.02

Cabinet Maker / Joiner, Foundation-Level

• Full-time • Starts: September • Fees, entire program: $3,765 • 25 weeks • Fort St. James

Careers

Joiners build, repair and restyle wooden furniture, cabinets, fixtures and other products. There are many similarities with the carpentry trade, and both involve primarily working with wood. Joinery, however, tends to be more specialized. A joiner is designated as a cabinetmaker under the Inter-provincial Red Seal program.

Using architectural drawings, joiners often operate woodworking machines to cut and form parts, which they then assemble into finished products. Some specialize in custom-made furniture. Preparation of cost estimates is often a key skill and responsibility.

Admission requirements

1. Recommended education: Grade 10 or equivalent, including English 10 or ENGL 030, Math 10 or MATH 030, and Science 10.
2. Preferred: Grade 12

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

Program outline

- Safe work practices
- Organizational skills
- Material selection

Costs

- Tuition fees: $3,765
- Application fee: $15
- Registration fee: $15
- Lab supply fee: TBA
- Technology fee: $52
- Textbooks: TBA

Selection process

Students are encouraged to submit a resumé and handwritten statement indicating reasons for wishing to enter the program as well as complete two pre-Trades evaluations: a test of mechanical reasoning skills, and the College English/Math Achievement Test (EMAT). Both of these items are included in the selection criteria listed below and will be awarded points.

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

1. The letter grade for English 10, English 030 or Communications 11 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
2. The letter grade for Principles of Math 10, Math 030, Applications of Math 10, Applied Math 10 or Math 030 or equivalent, will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
3. Credit in Physics 11 or equivalent with a grade of "C" or better will be awarded 4 points.
4. The mechanical reasoning portion of the EMAT will be awarded a maximum of 5 points.
5. The English portion of the EMAT will be awarded a maximum of 1 point.
6. The Math portion of the EMAT will be awarded a maximum of 1 point.
7. Credit in one or more trades-related courses at the Grade 12 level with a grade of "B" or better, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.
8. Credit in any of the following: English 11, Principles of Math 11, or equivalents, or Trades Math 041 and Trades Math 042 with a "C" grade or better will be awarded 3 points.
9. Credit for submitting a resumé and personal handwritten statement indicating their reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points = 28

Note: High school graduation with English 12, Math 11 and Physics 11 (where applicable) is recommended and required by some employers in order to be indentured as an apprentice.

Provincial apprenticeship programs

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

Most apprenticeships take four years. To earn a certificate or ticket, apprentices must complete both work-based training and technical training, including examinations. After working as apprentices for the period specified by the ITA, graduates can write the Interprovincial Standards Examination.

Graduates of the Foundation-Level Cabinet Maker / Joiner program (Entry Level Trades Training) at CNC receive an ITA Certification of Completion and credit for level one technical training of their apprenticeship.

Apprentices who want to schedule their technical training at CNC should contact CNC's Trades Division. Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, call 1-866-660-6011 or visit www.itabc.ca.

You might also be interested in . . .

- Carpentry
- Residential Construction Framing Technician

Important dates

- Classes: September 20, 2010 – April 1, 2011
- Christmas break: December 20, 2010 to January 3, 2011

Revised: 10.08.18

Career Technical Centre (CTC)

• Full-time • Starts: August or September • Fees vary depending on specific program • One year • Prince George and regional campuses

Careers

Imagine graduating from high school with one year of college already completed. With the CTC program, you can. During Grade 11 and 12, you take two semesters at CNC and two at high school, graduating with both your Grade 12 and a CNC Certificate in one of these areas:

- Automotive Service and Collision Repair
- Carpentry/Joinery
- Electrical/Electronics
- Heavy Duty/Commercial Transport Mechanical Repair
- Industrial Mechanic (Millwright)/ Machinist
- Plumbing (for students entering Grade 12 only)
- Professional Cook (for students entering Grade 12 only)
- Welder C Level
- Natural Resources and Environmental Technology (those entering Grade 12 only)
- Dental studies (one introductory evening course, for students entering Grade 12 only)

Note: Our regional campuses also offer similar dual-credit programs for high school students:

- Burns Lakes campus: ABT Admini - strative Assistant, Welding "C"
- For options at other campuses, please contact your high school counsellor or your local CNC campus.

Admission requirements

CTC programs are open to students entering Grade 11 who meet the following requirements:

- From SD #57 (Prince George) or SD #91 (Nechako Lakes)
- C+ average or better in Grade 10
- Satisfactory work habits and good attendance records
- Must maintain C+ average or better during first semester of Grade 11

Please note that non-SD #57 students must arrange room and board in Prince George for the two semesters of the CTC program, and arrange for their own school district to approve funding.

To apply, complete a CTC Application for Admission Form, available from school counsellors, school work experience co-ordinators, the CTC Office at CNC (see below), or at www.cnc.bc.ca/ctc.

Submit completed forms to your career preparation co-ordinator or school counsellor, or fax to the CTC office at CNC 250-561-5854.

Program outline

The CTC program divides Grade 11 and 12 into two semesters at CNC and two at high school. The last semester is at high school so students can graduate with their peers.

Grade 11: Semester 1
September through January:
Students attend their home high school and complete core high school courses.

Grade 11: Semester 2
February through June:
Students attend CNC full-time, completing the first half of the College requirements. They earn high school credits for their CNC studies as well.

Summer: July and August:
Students complete 120 hours of work experience.

Grade 12: Semester 1
September through February:
Students attend CNC full-time to complete College requirements. In February, students graduate from CNC.

Grade 12: Semester 2
February through June:
Students complete Grade 12 at their home high school and graduate with their peers.

Selection process

As demand is high, entrance to CTC programs is competitive. Applicants must:

- Attend a program interview
- Complete Grade 10 before starting
- Have a serious interest in one of the programs
- Complete and submit a CTC student application
- Sign an agreement to enrol
- Each year, sign and update a program of planned transition courses

Important dates

For start/end dates, spring break, etc., please check with campuses listed above. Please note that the CTC schedule follows the CNC calendar, not School District #57's calendar.

Revised: 10.08.11

Carpentry, Foundation-Level

• Full-time • Starts: September and February • Fees, entire program: $2,153 (Prince George) • 21 weeks • Fraser Lake, Mackenzie, Nechako and Prince George

Careers

Learn to create a building from the ground up. Carpenters can work in the residential, commercial, light industrial or heavy construction fields, doing new construction, renovations, or maintenance. As well, they can go on to become supervisors, building inspectors, site superintendents, and more.

Admission requirements

The admission requirements mentioned below are the minimum requirements.

1. Grade 10 with English 10 with a "C" or higher.
2. Principles of Math 10 or Applications of Math 10 with a "C" or higher. (Effective Sept. 2012: Common Grade 10 or Apprenticeship and Workplace Math 11 or Trades Math 041 or Math 030 with a "C" or higher)

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

Program outline

Topics include the following (not a complete list): blueprints and specifications, concrete form work, framing, basic stair construction, and basic cabinets.

Selection process

Students are encouraged to submit a resumé and handwritten statement indicating reasons for wishing to enter the program as well as complete two pre-Trades evaluations: a test of mechanical reasoning skills, and the College English/Math Achievement Test (EMAT). Both of these items are included in the selection criteria listed below and will be awarded points.

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

1. The letter grade for English 10, English 030 or Communications 11 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
2. The letter grade for Principles of Math 10, Math 030, Applications of Math 10, Applied Math 10 or Math 030 or equivalent, will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
3. Credit in Physics 11 or equivalent with a grade of "C" or better will be awarded 4 points.
4. The mechanical reasoning portion of the EMAT will be awarded a maximum of 5 points.
5. The English portion of the EMAT will be awarded a maximum of 1 point.
6. The Math portion of the EMAT will be awarded a maximum of 1 point.
7. Credit in one or more trades-related courses at the Grade 12 level with a grade of "B" or better, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.
8. Credit in any of the following: English 11, Principles of Math 11, or equivalents, or Trades Math 041 and Trades Math 042 with a "C" grade or better will be awarded 3 points.
9. Credit for submitting a resumé and personal handwritten statement indicating their reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points = 28

Note: High school graduation with English 12, Math 11 and Physics 11 (where applicable) is recommended and required by some employers in order to be indentured as an apprentice.

Provincial apprenticeship programs

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

Most apprenticeships take four years. To earn a certificate or ticket, apprentices must complete both work-based training and technical training, including examinations. After working as apprentices for the period specified by the ITA, graduates can write the Interprovincial Standards Examination.

Graduates of the Foundation-Level Carpentry program (Entry Level Trades Training) at CNC receive an ITA Certification of Completion and credit for level one technical training of their apprenticeship.

Apprentices who want to schedule their technical training at CNC should contact CNC's Trades Division. Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, call 1-866-660-6011 or visit www.itabc.ca.

You might also be interested in . . .

- Residential Construction Framing Technician

Important dates

Fall/winter 2010-11 intake

- Classes: September 7, 2010 – February 11, 2011
- Christmas break: December 18, 2010 to January 3, 2011

Spring 2011 intake

- Classes: February 14, 2011 – July 8, 2011

Revised: 10.12.03

Carrier Developmental Standard Term Certificate

• Full-time • Contact Burns Lake campus for dates, duration, and costs

This program prepares graduates to teach the Carrier language and culture in the public school system. After completing the program, students are eligible to apply to the BC College of Teachers for a Level One Teaching Certificate.

The program is delivered in Burns Lake through a partnership between the Lake Babine Nation, the University of Northern British Columbia, and the College of New Caledonia. The certificate is awarded by UNBC, which recognizes courses completed by CNC students as part of this program. Please contact UNBC for additional program details.

The full program includes three separate credentials:

- Certificate in Carrier Language: 30 credits
- Diploma in Carrier Language: 30 additional credits
- Education Certificate: 33 additional credits. **Note:** Students must be admitted to the Education Program before registering in these courses.

Revised: 10.08.11

Chemistry

• Full-time or part-time • Most courses start September or January • Fees: $3,530 (per year of science courses) • Prince George; first-year courses offered in Quesnel

Careers

A chemistry education gives you flexibility to move in numerous career directions. Some possibilities include chemical manufacturing, cosmetics, environmental assessment, medical laboratories, petroleum companies, pharmaceutical companies, analytical chemistry (drug testing), forensic chemistry, medicine, teacher/professor, biotechnology (gene therapy, cancer research).

Even though your major may not be chemistry, there are other occupations in which having a strong chemistry background is beneficial: forestry, nursing, dental hygiene, medical lab technician, environmental consultant and more.

CNC offers two years of university-level courses, all easily and fully transferable to SFU, TRU, UBC, UNBC and UVic (see www.bctransferguide.ca). As well, CNC is establishing a partnership with Thompson Rivers University (TRU) that will enable students with two years of chemistry from CNC to transfer directly to TRU.

Is your chemistry a bit rusty? CNC offers CHEM 113/114, designed for students who feel less comfortable taking the standard course, or who have not taken Chemistry 12. This full-credit course is recognized by all major universities in BC.

Admission

You'll need one of the following:

- Successful completion of Grade 12 (with English 12 or English 12: First Peoples)
- ABE/CCP Advanced Certificate
- GED Certificate
- Completion of Grade 11 with an outstanding academic record in the year of application.

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we **strongly recommend** that you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings at the back of this calendar).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.
- Students applying for admission to Math 101, CSC 109, PHYS 101, or CHEM 111 who obtained a "C+" grade or less in Principles of Math 12 (interim grade) or Math 050 will be registered in Math 100.

Note 1: Students attending in 2013 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 will be registered in MATH 100.

What will you study?

For help creating the two-year chemistry program that meets your personal goals, contact CNC Counselling and Advising, or see Packages 5, 6, and 7 in the University Classes section (starts page 147) for sample programs of study.

- For information on an associate degree in science, see page 134
- For a list of all chemistry courses available at CNC, see page 198
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

- Engineering (Applied Science)
- Medical Laboratory Technology Science Diploma
- Other university-level courses
- Science, Associate Degree
- University Transfer First-Year Science (Quesnel)

Important dates

(Prince George only; contact Quesnel campus for their dates.)

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 10.08.11

College and Career Preparation (Adult Basic Education)

• Full-time or part-time • Start date: August and January (Prince George and Quesnel); dates may differ for other campuses • No tuition fees, but some other costs apply • Available at most CNC campuses (including Burns Lake and Southside/Grassy Plains School)

Careers

Do you want to . . .

- Acquire basic literacy in language and math?
- Finish your high school education?
- Acquire skills and prerequisites for other College courses?

The CCP program is for you. Each year, hundreds of adults continue their learning by signing up for College and Career Preparation (CCP).

You can use CCP courses as prerequisites to other college courses, or to obtain Adult Basic Education (ABE) certificates—Fundamental, Intermediate, or Advanced. You can also use them to gain a BC Adult Graduation Diploma, also known as an Adult Dogwood.

Admission requirements

To take CCP, you must be at least 18 years old. To make sure you start at the right level, you must take an assessment test that covers English, math, and science. The test just provides information on which skills you need to refresh or learn — it's not a pass/fail test. The assessment usually takes two to four hours. To get an application for CCP and sign up for testing, contact CNC Admissions.

If you haven't met the admission requirements or don't have course prerequisites, you might still be able to gain special admission. To do this, you need three documents:

- A written recommendation from a CNC counsellor
- A written recommendation from the program co-ordinator
- An authorization from the Dean

Note: All CCP students are required to write the CCP placement test or they must see a counsellor.

Costs and financial aid

All CCP courses are tuition-free. You pay only the following fees (Prince George only, fees at other campuses may differ):

- Placement test fee: $5
- Application fee: $15
- CNC Students' Union: $9.80 per course
- Registration fee: $15 per semester
- Student Building Fund: $6.60 per semester
- Canadian Federation of Students: $2.01 per course
- Daycare subsidy Fee: $2.50 per year
- Student Newspaper Fee: $3.27 per year
- Technology fee: $5.20 per course (computer accounts are required for all students)
- U-Pass: $48 per semester

There are many ways in which CNC students can receive financial assistance. For details, please contact the Financial Aid office at 250-561-5838.

What you'll study

Using the results of your assessment as a guide, an instructor will help you choose courses from the list below.

Fundamental level

COMP 020	Basic Preparatory Computer Studies
ENGL 020	Basic Preparatory English
MATH 015	Fundamental Mathematics
MATH 020	Basic Preparatory Mathematics

Intermediate level (roughly equivalent to Grade 10)

CNST 030	Intermediate Preparatory Canadian Studies
COMP 030	Intermediate Computer Studies
ENGL 030	Intermediate Preparatory English
MATH 030	Intermediate Algebraic Mathematics
SCI 030	Intermediate Preparatory Science

Advanced level (roughly equivalent to Grade 11)

BIO 045	Advanced Preparatory Biology
CHEM 045	Advanced Preparatory Chemistry
COMP 045	Advanced Preparatory Computer Studies
ENGL 045	Advanced Preparatory English
MATH 041	Trades Math I
MATH 042	Trades Math II
MATH 044	Advanced Developmental Mathematics
MATH 045	Advanced Algebraic Mathematics
PHYS 045	Advanced Preparatory Physics

Provincial level (roughly equivalent to Grade 12)

BIO 050	Provincial Preparatory Biology
CHEM 050	Provincial Preparatory Chemistry
ENGL 050	Provincial Preparatory English
MATH 050	Provincial Preparatory Algebraic Mathematics
PHYS 050	Provincial Preparatory Physics

Class formats

Classes are available in two formats, Regular Classroom and Continuous Intake:

- **Regular Classroom:** The instructor leads the students through the material each day. All students start on the same day, work through the course material together, and finish the course at the same time.
- **Continuous Intake (math only):** Students start their studies at different times throughout the year. Individual students may be studying different levels of courses. The instructor is there to help, but each student must be prepared to work independently. Students who are self-disciplined and work well with printed instructions will be successful in this environment.

CCP academic course repeat policy

A student who has received two consecutive final letter grades of "F" in the same College and Career Preparation course can only enrol in that same course for a third consecutive time with permission from a counsellor or the Dean/Regional Director. However, the student may enrol in the same course again after a one-semester break.

Important dates

(Prince George only; contact other campuses for their dates.)

Orientation

- August 30, 2010

Fall term

- Classes: August 30, 2010 – December 17, 2010 (includes exams)

Spring term

- Classes: January 4, 2011 – April 29, 2011 (includes exams)
- Study break: February 14 – 18, 2011

Revised: 10.08.18

Commerce

• Full-time or part-time • Most courses start September or January • Fees: $3,064 (one year of arts courses) • Prince George campus

Careers

A commerce education gives you a range of vital management and administrative skills. After completing a degree, possible job titles include manager, economist, business analyst, and accountant.

Admission

You'll need one of the following:

- Successful completion of Grade 12 (with English 12 or English 12: First Peoples)
- ABE/CCP Advanced Certificate
- GED Certificate
- Completion of Grade 11 with an outstanding academic record in the year of application.

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we **strongly recommend** that you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings at the back of this calendar).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.
- Students applying for admission to Math 101, CSC 109, PHYS 101, or CHEM 111 who obtained a "C+" grade or less in Principles of Math 12 (interim grade) or Math 050 will be registered in Math 100.

Note 1: Students attending in 2013 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 will be registered in MATH 100.

What will you study?

For help creating the two-year commerce program that meets your personal goals, contact CNC Counselling and Advising, or see Package 1 in the University Classes section (starts page 147) for a sample program of study.

- For information on an associate degree in science, see page 134
- For information on an associate degree in arts, see page 12
- For a list of all commerce courses available at CNC, see page 201
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

- Accounting and Finance Diploma
- Arts, Associate Degree
- Business Administration Certificate
- Management Diploma
- Marketing and Management Diploma
- Other university-level classes
- Science, Associate Degree
- University Transfer First-Year Science (Quesnel)

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 10.10.05

Community and Continuing Education

• Part-time • Start dates throughout the year • Fees vary • Duration varies • All CNC campuses except Valemount

CNC's Community and Continuing Education department offers short-term courses such as computer training, chainsaw safety, pottery, or yoga. Some are for fun or personal development, while others can enhance your resumé.

Sampling of career courses

Do you want to increase your employability or improve your professional skills? We offer short courses in business, computers, health care, hospitality, and trades, including several recognized certificate programs. Here are a few examples of the many courses offered (subject to change):

CNC Lakes District – Burns Lake
- Bookkeeping with Simply Accounting
- Occupational First Aid, Level 3
- Spill Response

CNC Lakes District – Southside
- Occupational First Aid, Level 1
- PowerPoint

CNC Mackenzie
- Forestry certification courses
- Red Cross First Aid
- WorkSafeBC Occupational First Aid, Levels 1 and 3

CNC Nechako – Fort St. James
- BC Log Scaler's License
- Childsafe First Aid

CNC Nechako – Fraser Lake
- FoodSafe Level I
- WHMIS

CNC Nechako – Vanderhoof
- Air Brakes
- Bookkeeping for the Home-Based Business
- FoodSafe Level 1

CNC Prince George
- CISCO Certified Network Associate
- Community Mental Health Certificate
- CompTIA A+ Certificate
- Conflict Resolution Certificate: Specializing in Negotiation
- Human Resources Post-Diploma Certificate
- Maintenance Management Professional Certificate
- Management Skills for Supervisors
- Nursing Unit Clerk Citation

CNC Quesnel
- CFC / HCFC / HFC Control and Recovery
- Community Mental Health Certificate
- Electrical Code Refresher
- Fire Suppression S100
- Forklift Training
- Hybrid Repair and Service
- Low Voltage / AC
- Management Skills for Supervisors
- MS Office 2007: Word, Excel, PowerPoint
- Pesticide Application
- QuickBooks
- Resolving Conflict in the Workplace
- Simply Accounting
- Transportation of Dangerous Goods
- Welding (general interest)

Sampling of general interest courses

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

CNC Lakes District – Burns Lake
- Small Engine Repair
- Home Decorating
- Spanish
- Yoga

CNC Lakes District – Southside
- Cake Decorating
- Firearm Safety I – CORE Hunter Training
- Painting Techniques

CNC Mackenzie
- Introduction to Jewelry Making
- The Language of Colours
- Small Engine Repair

CNC Nechako – Fort St. James
- Golfing lessons
- Pen and Ink with Rouged Oils

CNC Nechako – Fraser Lake
- Art Quilt
- Pottery

CNC Nechako – Vanderhoof
- Digital Photography
- Fly-tying for Beginners

CNC Prince George
- Basic Woodworking
- Techniques of Relaxation Massage
- Introduction to Digital Cameras

CNC Quesnel
- ATV Training

If you don't see it, ask for it

CNC Continuing Education offers customized contract training to suit your organization's needs — call 250-561-5846 today.

Revised: 10.08.11

Community Mental Health Citation

• Part-time • Start date: Contact Continuing Education • Fees, entire program: $3,028 • 210 hours • Prince George campus (Continuing Education)

Careers

The Citation in Community Mental Health provides a college credential for those wishing to enhance their knowledge and skills in the field of mental health. This citation is offered in partnership with Douglas College.

The program's philosophy, principles and practice are based on the Psychosocial Rehabilitation (PSR) approach. Northern Health has identified PSR as a foundation of mental health care.

PSR is defined as "a holistic approach that places the person – not the illness – at the centre of all interventions. The wishes of the person being served direct the rehabilitation process through working partnerships that are forged between the practitioner and the individual with mental illness. Effective rehabilitation builds on a person's strengths and helps the individual to compensate for the negative effects of the psychiatric disability." (Hughes and Weinstein in Best Practices in PSR, 2000)

Two courses make up the citation:

- Introduction to Mental Health
- Psychosocial Rehabilitation (PSR) Principles and Practice

Courses may be taken individually as long as prerequisites are met.

Admission requirements

Those with no or limited experience in the mental health field must start with the Introduction to Mental Health course. There are no formal admission requirements for this course, although English reading and comprehension to the Grade 10 level are recommended.

Health care workers can start with the second course in the series, Psychosocial Rehabilitation Principles and Practice, if they have current experience and evidence of a current knowledge base related to

- Mental health disorders
- The mental health system
- Best practices in mental health reform
- Person-centred practice

Program outline

CECX 120	Introduction to Mental Health
CECX 125	Psychosocial Rehabilitation (PSR) Principles and Practice

Important dates

Please contact Continuing Education.

Revised: 10.08.11

Community Support Worker Certificate

(Community and School Support)

• Part-time (maximum three courses at once) • Starts: August and January • Fees: $274 per course • Equivalent to a one-year certificate program (individual completion time varies) • Distance education through CNC Prince George

Careers

The Community Support Worker program is one of CNC's Community and School Support programs (CASS — formerly Developmental Disabilities). CASS is based on the following values:

- Individuals with developmental disabilities have the right to support services that respect inclusion and choice;
- Individuals with developmental disabilities have the right to work with skilled and respectful support staff in community and school settings.

In addition to the Community Support Worker program, CASS offers these two credentials, both listed in this calendar:

- Education Assistant Certificate
- Human Service Citation

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

The program is designed for practicing support workers. It enhances competence in inclusion, human development, learning and support strategies, health and wellness, communication, community and relationships, and professional practice and accountability.

Admission requirements

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

Note 1: You'll have to undergo criminal record searches — any costs are your responsibility.

Note 2: Students have five years from the time of first registration to complete all of the course and practicum requirement for either the Community Support Worker (CSW) Certificate or the Education Assistant (EA) Certificate.

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

Path #1: Paid Paraprofessional

For students employed as paraprofessionals providing support services to persons with developmental disabilities:

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

Path #2: Volunteer Service Provider

For students volunteering service to people with developmental disabilities:

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

Path #3: Caregiver

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

- Verification (such as a transcript) of having completed English 12 or equivalent with a minimum "C" grade
- A completed CASS Personal Statement Form (available at http://mail.cnc.bc.ca/blogs/CASS/).

Path #4: Special Admission

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

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

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

Program outline

CASS 110	Communication Skills
CASS 120	Human Diversity Across the Lifespan
CASS 130	Ethical Foundations of Practice
CASS 140	Positive Approaches to Teaching and Learning: Part I
CASS 145	Positive Approaches to Teaching and Learning: Part II
CASS 150	Life Planning and Support Systems
CASS 160	Physical Care
CASS 190	Practicum — Community Support Worker

Elective: For information on approved electives, contact CNC Counselling and Advising. Electives must be equivalent to 3.0 credits at a post-secondary level of instruction.

Criminal record search

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

You might also be interested in . . .

- Early Childhood Education Certificate
- Education Assistant Certificate
- Fetal Alcohol Spectrum Disorder (FASD) — Advanced Diploma
- Health Care Assistant Certificate
- Human Service Citation
- Social Service Worker Certificate
- Social Service Worker Diploma
- Social Service Worker (UT) Diploma
- University-level classes in psychology, sociology, or social work

Important dates

Fall term (distance format)

- Classes: August 30, 2010 – December 11, 2010 (includes exams)

Spring term (distance format)

- Classes: January 10, 2011 – April 23, 2011
- Study break: February 14 – 18, 2011

Revised: 10.08.18

Computer/Network Electronics Technician Certificate

• Full-time • Starts: September • Fees, entire program: $3,757 • One year • Prince George campus

Careers

Start your new career in the IT industry. You'll be prepared for entry-level positions like these:

- Computer hardware repair technician
- Network installation technician
- Installation and maintenance technician

There are also opportunities in the retail and contract service sectors, and many graduates may run their own businesses.

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

Admission requirements

1. Grade 12 (with English 12 or English 12: First Peoples, Communications 12, or Technical and Professional Communications 12), ABE/CCP Advanced Certificate, or GED Certificate.
2. One of the following:
   - Principles of Math 11
   - Introductory Math 11
   - Applications of Math 11
   - MATH 044
   - MATH 045
   - MATH 041 and MATH 042

   (Effective Sept. 2012: Foundations of Math 11 or Pre-calculus 11 or Math 042 or Math 044 or Math 045 or equivalent)
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. Before attending the first semester, applicants must take the English and Math Achievement Test (EMAT), administered by the College. Students scoring 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 before attending the first semester.

Program outline

Semester 1	**September – December**
CNET 252	Operating Systems
CNET 253	Computer Hardware I
CNET 256	Basic Electronics
CNET 261	Computer Peripheral Technology
CNET 271	Network Fundamentals
ENGL 195	Effective Communications I
Semester 2	**January – May**
CNET 262	Professional Relations
CNET 265	Advanced Topics
CNET 266	Data Cable Installation
CNET 267	Microsoft Network Software
CNET 269	Novell Network Software
CNET 272	Routing Protocols and Concepts

Selection process

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

1. Math 11, MATH 044, MATH 045, MATH 041 and 042, Applications of Math 11, or equivalent, with a grade of "B" or better, contributes 2 points
2. Successful completion of a secondary or post-secondary computer course featuring at least 25 hours of instruction in the last three years contributes 1 point per course, to a maximum of 2 points

You might also be interested in . . .

- Engineering (Applied Science)
- New Media Communications and Design Diploma
- Science, Associate Degree
- University-level computer science courses
- University Transfer First-Year Science

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010 (includes exams)

Spring term

- Classes: January 4, 2011 – May 6, 2011 (includes exams)
- Study break: February 14 – 18, 2011

Revised: 10.12.03

Computer Science

• Full-time or part-time • Most courses start September or January • Individual university classes • Fees: $3,530 (one year of science courses) • Prince George campus

Careers

If you're interested in any of the following, computer science may be for you: artificial intelligence and robotics, computer graphics, computer hardware and architecture, data communications and networks, databases, operating systems, programming languages, and software engineering.

Graduates planning a career in university teaching or research will need to pursue a PhD, while those wishing to teach computer science in the school system will need a Bachelor's degree. Those hoping for a position in management will usually need an MBA, while other CNC graduates have used their computer science education as a base from which to pursue studies in library science, law, and other areas.

Admission

You'll need one of the following:

- Successful completion of Grade 12 (with English 12 or English 12: First Peoples)
- ABE/CCP Advanced Certificate
- GED Certificate
- Completion of Grade 11 with an outstanding academic record in the year of application.

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we **strongly recommend** that you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings at the back of this calendar).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.
- Students applying for admission to Math 101, CSC 109, PHYS 101, or CHEM 111 who obtained a "C+" grade or less in Principles of Math 12 (interim grade) or Math 050 will be registered in Math 100.

Note 1: Students attending in 2013 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 will be registered in MATH 100.

What will you study?

For help creating the two-year computer science program that meets your personal goals, contact CNC Counselling and Advising, or see Package 6 in the University Classes section (starts page 147) for a sample program of study.

- For information on an associate degree in science, see page 134
- For a list of all computer science courses available at CNC, see page 203
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

- Computer/Network Electronics Technician Certificate
- Engineering (Applied Science)
- Other university-level courses
- Science, Associate Degree
- University Transfer First-Year Science (Quesnel)

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 10.10.05

Conflict Resolution Certificate Specializing in Negotiation

• Part-time • Start date: Please contact Continuing Education • Fees TBA • Two years • Prince George (Continuing Education), Burns Lake, and Fort St. James

Careers

The College of New Caledonia is proud to partner with the Justice Institute of British Columbia to offer conflict resolution programs. The courses listed below are Prince George offerings, but selected courses are also offered at CNC's regional campuses — contact them for details.

This 252-hour (36 training days) specialization provides an excellent opportunity to explore the broad field of conflict resolution, with an emphasis on negotiation skills. It will equip you with concepts and skills to improve your personal and working relationships by learning how to handle conflict more constructively.

Negotiation is a conflict resolution process in which the people involved in the situation talk directly with each other to arrive at an agreement or decision. This program teaches an approach to negotiation that involves looking for mutually satisfactory solutions.

Admission requirements

There are no formal admission requirements for this program.

Program outline

CEJI 121*	Foundations of Collaborative Conflict Resolution: Workplace Focus
CEJI 133*	Dealing with Anger
CEJI 123*	Negotiation Skills Level 1
CEJI 126*	Mediation Skills Level 1
CEJI 122	Asserting Yourself in Conflict Situations
CEJI 135	Building Your Communication Toolbox
CEJI 125	Managing the Hostile Individual
CEJI 134	Balancing Empathy and Assertion

*Required course — the others are electives.

Course descriptions are available at www.jibc.ca

Important dates

Please contact campuses directly.

Revised: 10.08.11

Cook's Assistant Program

• Full-time • Starts: TBA • Fees, entire program: TBA • 7 weeks • For details contact Mackenzie campus

Careers

Interested in working in a commercial kitchen? Jump start your career with this hands-on program. You'll gain the practical skills needed to work in restaurants, hospitals, resorts, hotels, and industrial camps.

This program teaches you to assist a chef in preparing a wide variety of foods, and will enable you to put together a daily meal displaying the skills and techniques learned throughout the course.

As well, you'll gain:

- FoodSafe certification
- Job search skills
- Effective communication skills
- Teamwork skills
- Conflict resolution skills
- Time management skills

Admission requirements

- 19 years of age or older
- Proficient in English and math (recommended minimum of Grade 10 or equivalent)
- Prepared to participate in a physically rigorous environment that requires long working hours
- Physically fit

Graduation requirements

Graduation requirements include the following:

- Successful completion of the work experience practicum
- The creation of a resumé and cover letter
- Demonstrated interview skills

We recommend that you complete your Occupational First Aid Level III (OFA Level III) with the Cook's Assistant Program. Both the Mackenzie and Fort St. James campuses offer OFA III several times each year.

Program outline

Topics include:

- Safety and sanitary regulations
- Understanding recipe instructions
- Grocery and supply orders
- Care and use of commercial cooking equipment
- Preparation work for breakfast, lunch, dinner, and dessert
- Basic knife skills
- Cooking techniques
- An understanding of different meat cuts, fruits, and vegetables

You might also be interested in . . .

- Professional Cook

Important dates

Please contact the campuses directly.

Revised: 10.08.11

Criminology Diploma

• Full-time or part-time • Starts: September and January (most courses) • Fees, 1st year - $2,673, 2nd year - $2,848; entire program: $5,521 • Two years • Prince George campus; individual courses may be available at other campuses (selection of first- and second-year courses available at Quesnel)

Careers

As a trained criminal justice professional, you'll have a variety of careers to choose from:

- Police officer
- Corrections officer
- Probation officer
- Parole officer
- Social worker
- Researcher
- Sheriff
- Bailiff
- Private detective
- And more

Work activities might include protecting the public, detecting and preventing crime, engaging in confidential discussions with offenders, supervising prisoners, or carrying out research.

Admission requirements

1. Successful completion of one of the following:
   - Grade 12 (with English 12 or English 12: First Peoples) or
   - ABE/CCP Advanced Certificate or
   - GED Certificate

Note 1: It is **strongly recommended** that high school students consult their counsellors to ensure they select the most appropriate high school courses for their chosen career paths.

Note 2: Students who received less than a "B" in English 12 or its equivalent are strongly encouraged to select English 103 as their first university credit English course.

Note 3: The GED certificate meets the general admission requirements, but does not meet specific program or course prerequisites.

Note 4: Math 11 or Math 045 or equivalent will be required for second year.

Note 5: Students graduating from Grade 12 in 2013 will require Foundations of Math 11 or Precalculus 11 or Math 045 or equivalent will be required for second year.

Note 6: You will need to comply with the prerequisites of the specific courses you select.

Program outline

Semester 1	**September – December**
ENGL 103	Composition and Style
CRIM 101	Introduction to Criminology
CRIM 103	Introduction to the Criminal Justice System
PSYC 101	Introduction to Psychology I
SOC 101	Introduction to Sociology I
Semester 2	**January – April**
PSCI 131	The Administration of Justice
CRIM 102	Psychology of Criminal and Deviant Behaviour
CRIM 106	Sociological Explanations of Crime and Deviance
PSYC 102	Introduction to Psychology II
SOC 102	Introduction to Sociology II
Semester 3	**September – December**
CRIM 135	Introduction to Canadian Law and Legal Institutions
PSYC 201	Statistics for the Social Sciences

One of:

CRIM 201	Policing in Modern Society
CRIM 241	Introduction to Corrections

Plus two electives — see below

Semester 4	**January – April**
CRIM 120	Research Methods in Criminology
CRIM 230	Criminal Law

One of:

PHIL 101	Moral Philosophy
PHIL 102	Theory of Knowledge
PHIL 110	Logic 1: Propositional Logic
PHIL 220	Political Philosophy

Plus two electives — see below

Electives

During the third and fourth semesters, you must choose electives as follows

- **One** CNC university level-course that transfers directly to SFU (3 credits total). You are limited to these subjects: anthropology, commerce, computer science, economics, English, geography, history, math, philosophy, political science, psychology, sociology, and women's studies.
- **Any three** CNC university-level courses (any subject) that transfer directly to SFU (9 credits total).

Preparing for joint majors at SFU

CNC can prepare you to pursue joint majors at SFU in Criminology/Women's Studies, Criminology/Psychology, and Criminology/Sociology.

If you need help planning your schedule, please see a CNC counsellor/advisor.

You might also be interested in . . .

- Social Service Worker Certificate
- Social Service Worker Diploma
- Social Service Worker (UT) Diploma
- University-level classes in psychology, sociology, or social work

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 10.12.03

Dental Assisting Certificate

• Full-time • Starts: September • Fees, entire program: $4,918 • One year • Prince George campus

Careers

The program combines lectures and clinical practice in preparation for a career in

- Private practice
- Group practice
- Dental clinics
- Public health
- Other related areas.

After completing this program, you'll be eligible to become a Certified Dental Assistant (CDA) through the College of Dental Surgeons of British Columbia.

Admission requirements

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

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

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

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

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

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

Note 6: Effective September 2011 intake, two seats in each program intake will be reserved for qualified aboriginal applicants.

Program outline

Semester 1	**September – December**
DENT 150	Dental Assisting Foundations
DENT 151	Prevention I
DENT 153	Dental Sciences
DENT 157	Dental Assisting Clinic I
DENT 162	Communications
Semester 2	**January – April**
DENT 160	Restorative Dentistry
DENT 161	Prevention II
DENT 163	Dental Specialties I
DENT 166	Professional Issues
DENT 167	Dental Assisting Clinic II
DENT 169	Radiology
DENT 190	Practicum I
Intersession	**May – June**
DENT 173	Dental Specialties II
DENT 176	Office Practice Management
DENT 177	Dental Assisting Clinic III
DENT 191	Practicum II

Selection process

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

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

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.

Applicants are advised that dental studies is a physically demanding profession which may exacerbate any hand, wrist, back, neck, or shoulder problems that an applicant might be experiencing. People with sensitive skin and conditions such as sensitivity to latex or other allergies, may be affected by some materials used in dental care. This information is provided in the event you may wish to discuss it with a health care professional.

Advanced standing

The Dental Studies Department of the College of New Caledonia believes in providing credit for previous education that directly relates to either the Dental Hygiene or Dental Assisting program. Students will have the opportunity to

demonstrate that they have previously met the goals and objectives of a particular course.

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

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

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

Criminal record search

Given the scope of the Criminal Records Review Act, CNC requires criminal records searches for applicants for program 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 programs requiring it) and one through the Ministry of Public Safety and Solicitor General.

Students must provide proof of application for a criminal record search in order to be considered admissible to the program. The result of a criminal record 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 program cannot graduate from the program.

Dental Assisting

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

Re-admission

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

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

1. A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal maintained an overall grade of "C" or 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 program; the student will then be subject to the criteria above and will be accorded third priority.
4. A student who withdraws twice from the same course, and applies for re-admission to that course, will be accorded the lowest priority on the course's waiting list.

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. Applicants are advised to submit their applications as early as possible in the academic year.

Applications received after March 31 for fall entry into open enrolment programs are considered late and will be processed subject to course availability. If the program applied for is oversubscribed at the March 31 deadline, applications and application fees after that date will be returned to the applicant.

Applications must be completed before April 24 to be considered in the selection process. Acceptance into the program commences May 1 for the intake in September.

Licensing

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

You might also be interested in . . .

- Dental Hygiene Diploma
- Medical Laboratory Technology Science Diploma
- Nursing, Bachelor of Science
- Nursing Unit Clerk Citation
- Practical Nurse Certificate

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010 (includes exams)

Spring term

- Classes: January 4, 2011 – April 8, 2011 (includes exams)
- Study break: February 14 – 18, 2011
- Practicum April 11 – April 29, 2011

Intersession

- Classes: May 2, 2011 – June 3, 2011
- Practicum June 6 – 24, 2011

Revised: 11.03.23

Dental Hygiene Diploma

• Full-time • Starts: September • Fees, entire program: $9,198 • Two years • Prince George campus

Careers

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

Admission requirements

1. All of the following or their equivalents at a first-year college/university level, with each course having a minimum of "B-":

   (**Effective September 2012:** All of the following or their equivalents at a first-year college/university level, with an average GPA of 3.0 (B) with no grade lower than a "C" in any of the prerequisite courses)

   - Biology 111 and 112 (Human Anatomy and Physiology, with labs) or equivalent
   - Chemistry 111 and 112, or Chemistry 113 and 114, or equivalent
   - Psychology 101 and 102 or equivalent
   - English 103 or equivalent plus one additional first-year English course
   - Math 104 or Psychology 201 or equivalent
   - One university-level elective

   The university transfer courses must be tranferrable to and from other BC institutions. Refer to the BC Transfer Guide website at www.bctransferguide.ca to ensure course equivalencies from and to other educational institutions. It is highly recommended that applicants discuss their first-year college/ university course choices with a CNC counsellor/advisor.

2. Skills and Abilities Information form must be completed. The form requires the applicant to verify that they understand the personal and physical attributes required to be successful in the program and understand the duties and responsibilities of the dental hygiene profession. (Form included in Application Package.)
3. All candidates must complete the Candidate's Questionnaire on May 13, 2011. (Information included in Application Package.)

May 18, 2011 is the deadline for all documents for Dental Hygiene program. Acceptance process for Dental Hygiene begins June 1.

Note: Effective September 2011 intake, two seats in each program intake will be reserved for qualified aboriginal applicants.

Dental Hygiene program requirements

1. Official college forms certifying current immunizations and dental and health examinations. You will receive these forms as part of CNC's acceptance process, and you must complete them before the program starts. You must also be vaccinated for hepatitis B.
2. Proof of application for a criminal record search (an application form will be sent on acceptance).
3. Upon entry into the program, students must provide documentation of CPR certification, level C (preferred) or Health Care Provider (HCP). CPR on-line courses are not acceptable. Students are responsible for the costs of CPR certification and to maintain certification while in the program.
4. The costs of immunizations and criminal record checks are the responsibility of the student.

Program outline

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

Semester 1	**September – December**
DENH 150	Dental Hygiene Foundations
DENH 152	Oral Sciences I
DENH 153	Professional Issues I
DENH 155	Dental Sciences I
DENH 157	Head and Neck
DENH 158	Microbiology
Semester 2	**January – April**
DENH 162	Oral Sciences II
DENH 164	Pathologies I
DENH 165	Dental Hygiene Foundations II
DENH 167	Prevention
DENH 168	Communications
DENH 169	Radiology
DENH 175	Dental Hygiene Clinic I (runs March–June)
Intersession 1	**May – June**
DENH 170	Dental Hygiene Foundations III
DENH 175	Dental Hygiene Clinic I (runs March–June)
DENH 176	Research Methodology
Semester 3	**September – December**
DENH 250	Dental Hygiene Foundations IV
DENH 251	Dental Hygiene Clinic II
DENH 254	Pathologies II
DENH 255	Dental Sciences II
DENH 256	Community Health I
Semester 4	**January – April**
DENH 260	Dental Hygiene Foundations V
DENH 261	Dental Hygiene Clinic III
DENH 263	Professional Issues II
DENH 264	Pathologies III
DENH 266	Community Health II
Intersession 2	**May – June**
DENH 270	Dental Hygiene Foundations VI
DENH 271	Dental Hygiene Clinic IV
DENH 278	Seminar

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

Selection process

When there are too many applicants for the number of seats, the following criteria will be used to select 100% of the class:

	Max. points
GPA based on Dental Hygiene prerequisites (2.67–4.33 points)	4.33
Completion of the Dental Hygiene prerequisites in a consecutive 24-month period	1.00
Resident of BC or the Yukon	1.00
One of the following: Completion of DENO 150, Certified Dental Assisting program, Dental Receptions program, or employment in a dental office (3 months' full time or equivalent) Note: Volunteer experience does not count	1.00
Persistent interest in the program as shown by repeated application	1.00
Subtotal	8.33
The reference letters and Candidate's Questionnaire for the top 50 candidates will be scored:	
• Two reference letters (0–1 points)	1.00
• Candidate's Questionnaire (1–5 points)	5.00
Total:	**14.33**

Note: Up to three of the selected seats may be occupied by students enrolled in the UBC dental hygiene program.

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.

Applicants are advised that dental studies is a physically demanding profession which may exacerbate any hand, wrist, back, neck, or shoulder problems that an applicant might be experiencing. People with sensitive skin and conditions such as sensitivity to latex or other allergies, may be affected by some materials used in dental care. This information is provided in the event you may wish to discuss it with a health care professional.

Advanced standing

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

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

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

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

Criminal record search

Given the scope of the Criminal Records Review Act, CNC requires criminal records searches for applicants for program 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 programs requiring it) and one through the Ministry of Public Safety and Solicitor General.

Students must provide proof of application for a criminal record search in order to be considered admissible to the program. The result of a criminal record 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 program cannot graduate from the program.

Dental Hygiene

- All program requirements must be completed within five years of initial enrolment.
- All Dental Hygiene courses must maintain a "B-" as a pass grade and any grade lower than 68.0% will result in an "F" grade.
- Word processing and Internet experience are necessary for students registered in the program.
- Dental Studies graduates are required to undergo criminal records searches as part of the process of licensure. Any costs are the responsibility of the student.
- In addition to expenses of tuition, textbooks, and uniforms, students 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 costs will be provided in an acceptance letter and during the first week of class.
- Dental hygienists need good eyesight. Before you're accepted into the program, it's strongly recommended that you have an eye examination and obtain corrective eyewear if needed.

Dental hygiene degree opportunities

- **University of British Columbia (UBC):** The College of New Caledonia, in partnership with the UBC Faculty of Dentistry, Camosun College, and Vancouver Community College, offers graduating secondary school students the opportunity to access a four-year Dental Hygiene baccalaureate program. Students enrolled in the Dental Hygiene Degree Program will complete the first year of the program at UBC. At the end of the first year, students must achieve an overall academic standing of not less than 77% to advance to second year. Upon successful completion of first year, students will complete the next two years of coursework at one of the three partner colleges. Assignment of second- and third-year students to one of the three partner colleges will be made by UBC; student preferences are considered but cannot be guaranteed. After successful completion of the dental hygiene diploma program at the end of third year, students will return to UBC to complete their fourth-year course work. Graduates of the CNC Dental Hygiene program are eligible to transfer directly into the fourth year of the Dental Hygiene Degree Program. For more information regarding the Bachelor of Dental Hygiene as well as admission requirements and deadlines, please consult the UBC Faculty of Dentistry website at www.dentistry.ubc.ca
- **Thompson Rivers University (TRU):** Graduates from the College of New Caledonia Dental Hygiene Diploma Program have the option of completing a Bachelor of Health Science from TRU. The TRU Bachelor of Health Science degree program is designed to provide health care diploma graduates from recognized programs and institutions with the opportunity to obtain a bachelor's degree. For further details, consult with TRU Faculty of Science Distance Education website at www.tru.ca/schs/disted/index.html

Re-admission

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

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

1. A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal maintained an overall grade of "B-" or 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 "B-" grade standing in the course will be accorded second priority.
3. An evaluation of course work completed elsewhere will be necessary for the student requesting a transfer from another accredited dental hygiene program; the student will then be subject to the criteria above and will be accorded third priority.
4. A student who withdraws twice from the same course, and applies for re-admission to that course, will be accorded the lowest priority on the course's waiting list.

Application procedure

Application forms may be submitted after September 15 for admission in the following year. Applicants are advised to submit their application early in the academic year. Acceptance into the program starts in mid-June for the intake in September. Official transcripts with final grades must be submitted by May 22. Only completed applications will be considered in the selection process.

Applications received after March 31 for fall entry into open enrolment programs are considered late and will be processed subject to course availability. If the program applied for is oversubscribed at the March 31 deadline, applications and application fees after that date will be returned to the applicant.

Licensing

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

You might also be interested in . . .

- Dental Assisting Certificate
- Medical Laboratory Technology Science Diploma
- Nursing, Bachelor of Science
- Nursing Unit Clerk Citation
- Practical Nurse Certificate

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010 (includes exams)

Spring term

- Classes: January 4, 2011 – April 21, 2011 (includes exams)
- Study break: February 14 – 18, 2011

Intersession

- Classes: May 2, 2011 – June 3, 2011

Revised: 11.03.31

Driver Training

• Start dates, durations and fees vary — see below or contact campuses • Prince George Continuing Education; Fort St. James, Fraser Lake, and Vanderhoof (in partnership with E & R Professional Driver Training); Burns Lake (in partnership with BV Driving School)

Commercial Driver's Licences

Class 1: Semi-trailer trucks, buses and logging trucks and all types of motor vehicles and combinations of vehicles except motorcycles.

Class 3: Tandem-axle trucks — trucks with more than two axles, such as dump trucks and large tow trucks, but not buses used to transport passengers.

Class 4, Unrestricted: Vehicles as in Class 5, plus buses up to a maximum 25-person capacity.

Class 4, Restricted: Ambulances, taxis and limousines, and special vehicles used to transport people with disabilities, up to a maximum 10-person capacity.

Class 4 or 5, with Endorsement 20: Any combination of vehicles in Class 5, and trailers or towed vehicles exceeding 4,600 kilograms, provided neither truck nor trailer has air brakes.

Class 4 or 5, with Endorsement 51: Any combination of vehicles in Class 5, and recreational trailers exceeding 4,600 kilograms, provided neither truck nor trailer has air brakes.

Courses offered

Air Brakes—16 hours / 20 hours

If you plan to upgrade your current license to a Class 1 or 3, you need the 16-hour air brake course.

If you need an air endorsement for your Class 2, 4, or 5 license, you should choose the 20-hour air brake course. This course includes a practicum and pre-trip inspection. **Note:** After completing the 20-hour course, you have 30 days to be certified by ICBC.

For admission requirements and additional costs (such as ICBC test fees) for both courses, please contact Continuing Education at the Prince George campus.

Air Brakes—20 hours

- Burns Lake, Fort St. James, Fraser Lake, Vanderhoof
- Approximate tuition fees: Burns Lake: $240; Fort St. James, Fraser Lake, and Vanderhoof: $215

This course covers everything you need to complete your air brake certification. For admission requirements and additional costs (such as ICBC test fees), please contact the campuses directly.

Class 1 (all types—offered on request)

- Fort St. James, Fraser Lake, and Vanderhoof—available on request

Note: This program does not include air brake certification. For admission requirements and additional costs (such as ICBC test fees), please contact the campus directly.

Class 4—Unrestricted

- 4 hours (average)
- Burns Lake, Fort St. James, Fraser Lake, and Vanderhoof
- $177 (Burns Lake—contact other campuses for their fees)

This program prepares you for the road test at the Motor Vehicle Branch. For admission requirements and additional costs (such as ICBC test fees), please contact the campus directly.

Class 4 or 5, with Endorsement 20

- Fort St. James, Fraser Lake, and Vanderhoof—available on request

Note: You must provide a properly certified vehicle and trailer (trailers must be loaded to 4,600 kg or more). For admission requirements and additional costs (such as ICBC test fees), please contact the campus directly.

Class 4 or 5, with Endorsement 51

- Fort St. James, Fraser Lake, and Vanderhoof—available on request

Note: You must provide a properly certified vehicle and trailer (trailers must be loaded to 4,600 kg or more). For admission requirements and additional costs (such as ICBC test fees), please contact the campus directly.

Revised: 10.08.11

Early Childhood Education Certificate

• Full-time or part-time • Starts: September (full-time and part-time) or January (part-time only) • Fees, entire program: $3,155 • Nine months • Fort St. James, Quesnel and Prince George; individual courses may be available at other campuses

Careers

This program prepares you to work with young children in a variety of settings:

- Daycare centres
- Preschools
- Supported childcare programs
- Family development programs
- Social service agencies
- Libraries
- Hospital playrooms
- School District Strong Start programs
- Child Development Centres

As well, some graduates own their own daycare centres or preschools. Finishing a program in early childhood education is the first step towards becoming a Certified Early Childhood Educator in BC.

Admission requirements

1. Successful completion of one of the following:
   - Grade 12 (with English 12 or English 12: First Peoples with a minimum "C" grade) or
   - ABE/CCP Advanced Certificate plus English 050 with a minimum "C" grade or
   - GED Certificate plus English 050 or English 12 with a "C" grade or better.
2. Completion of the English component of the English and Math Achievement Test (EMAT), administered by the College, before the first semester. Students whose test results show difficulties in English must take a developmental program.

   (**Effective September 2012:**

   "2. Completion of the English component of the English and Math Achievement Test (EMAT), administered by the College. If you score below the required level, you must complete upgrading before entering the program. It is strongly recommended that you write the EMAT early.")
3. Mature student status (please consult a CNC counsellor/advisor) plus completion of an English assessment administered by the College (students whose assessments show difficulties in English must participate in English upgrading before entering the program).
4. a) Preference is given to applicants with 30 hours' paid/volunteer experience in an early childhood setting (e.g., group daycare centre, preschool and strong start programs). Please provide a letter signed by a Licensed Early Childhood Educator attesting to your ability to work with children and outlining your work hours.

   b) An additional letter of reference attesting to your personal suitability for early childhood education.
5. Attendance at a spring orientation session.
6. A written statement (at least 300 words) describing career goals, special interests and reasons for seeking entrance to the program.
7. Documents certifying current immunizations and TB screening. These must be on official College forms (**supplied with acceptance**), and must be submitted before the program starts.
8. You'll be required to undergo two criminal record searches, one through the RCMP and one through the Attorney General's Office. The cost is your responsibility. A search which identifies relevant criminal convictions may prevent you from entering into a practicum or clinical setting. Students who cannot complete the practicum or clinical component cannot graduate from the program.

Program outline

Semester 1	**September – December**
ECE 151	Child Growth and Development
ECE 154	Theories and Practices of ECE
ECE 165	Program Development
ECE 170	Observing and Recording Behaviour
ECE 176	Human Relations in Early Childhood Settings
ECE 190	Practicum: Level I and Level II
ENGL 155	Developmental English

Note 1: Students **must** receive an exempt or satisfactory standing in ENGL 155 before continuing with the second term.

Note 2: Effective September 2012, ENGL 155 will be removed from Semester 1

Semester 2	**January – May**
ECE 153	The Child in Society
ECE 155	Theories and Practices of ECE
ECE 166	Program 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: Level I and Level II

Selection criteria

If there are more qualified applicants than the number of seats, the following selection criteria will be used:

1. Work experience in an early childhood centre: A minimum of 30 hours of paid or volunteer experience in an early childhood setting: 10 points
2. Letters of reference:
   a) One letter of recommendation from the work experience program supervisor: 5 points
   b) A second letter of reference from an educator, employer, or other professional, recommending the applicants acceptance in the program: 5 points
3. Previous academic experience: Relevant post-secondary courses with a "C" grade or better (2 points per course to a maximum of 10 points): 10 points
4. Attendance at spring orientation: Participation in all orientation activities (e.g., group discussions, observations at the CNC daycare): 10 points
5. Written statement (describing career goals, special interests, and reasons for seeking entrance into the program):
   a) Clearly stated reasons for applying: 5 points
   b) Congruence between personal goals and program goals: 5 points

Maximum points = 50 points

Post-Basic Courses

These courses provide graduates of the Early Childhood Education Certificate program with the post-basic training necessary to qualify as an Infant and Toddler Supervisor or Supported Child Care Supervisor. Courses are offered on a part-time basis in response to demand. For more information, contact the Admissions office.

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

Core courses

These core courses are required for both specialties.

ECE 251	Infant Growth and Development
ECE 252	Administration of ECE Programs
ECE 272	Health, Safety, and Nutrition
ECE 274	Interacting with Families

Infant and Toddler Supervisor

ECE 255	Care and Guidance of Infants and Toddlers
ECE 290 and 291	Practicum

Supported Child Care Supervisor

ECE 256	Introduction to Inclusive Child Care
ECE 257	Programming for Inclusive Child Care
ECE 292 and 293	Practicum

You might also be interested in . . .

- Community Support Worker Certificate
- Early Childhood Education Certificate, Aboriginal
- Education Assistant Certificate
- Health Care Assistant Certificate
- Social Service Worker Certificate
- Social Service Worker Diploma
- Social Service Worker (UT) Diploma

Important dates

(Prince George only; contact other campuses for their dates.)

Fall term

- Classes: September 7, 2010 – December 17, 2010 (includes exams)

Spring term

- Classes: January 4, 2011 – April 15, 2011 (includes exams)
- Study break: February 28, 2011– March 4, 2011
- Practicum: April 18 to May 27, 2011

Revised: 11.05.04

Early Childhood Education Certificate, Aboriginal

• Full-time or part-time • Starts: September, January, April • Fees, entire program: $6,073 • 38 weeks • Offered online through Mackenzie

This program is offered collaboratively by the College of New Caledonia, Nicola Valley Institute of Technology, Northern Lights College, and Yukon College.

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

Careers

The Aboriginal ECE program is designed to train women and men to be skilled, sensitive teachers of young children in early childhood settings. While learners will be prepared to work with children from diverse cultural backgrounds, the focus is on caring for Aboriginal children in

- Daycare centres
- Preschools
- Supported childcare programs
- Family development programs
- Social service agencies
- Libraries
- Hospital playrooms

When you graduate and complete 500 hours of work in the field, you'll be eligible for licensing as an early childhood educator in BC and the Yukon. As well, the program provides 50 college credits.

Admission requirements

Successful completion of one of the following:

- Grade 12 (with English 12 or English 12: First Peoples with a minimum "C" grade); or
- ABE/CCP Advanced Certificate plus English 050 with a minimum "C" grade; or
- GED certificate plus completion of an English assessment, administered by the College (students whose assessments show difficulties in English must participate in English upgrading before entering the program); or
- Mature student status (please consult a CNC counsellor/advisor) plus completion of an English assessment administered by the College (students whose assessments show difficulties in English must participate in English upgrading before entering the program).

Note 1: Before you start the first practicum, you must provide documentation of successful completion of a first aid course accepted by the Provincial ECE Registry. Your first aid certification must remain valid for each practicum placement.

Note 2: You must provide documents certifying current immunization, TB screening, and a health examination. These must be on official forms (supplied with acceptance), and must be submitted before the program starts.

Note 3: You must also provide proof of application for a criminal record search. The College requires criminal record searches for everyone applying to programs that involve working with children or other vulnerable persons. Applicants must undergo two searches, one through the RCMP and one through the Attorney General's Office. The cost is your responsibility. A search which identifies relevant criminal convictions may prevent you from entering into a practicum setting. Students who cannot complete the practicums cannot graduate from the program.

Program outline

The AECE program recognizes the growing population of First Nations, Inuit, and Métis (Aboriginal) children in our society, and values the wealth of knowledge and tradition derived from Aboriginal peoples. In promoting the development of the whole child, it is essential that children have their cultures affirmed and supported in the early years. Aboriginal settings are the focus of the program; however, you'll develop the skills and knowledge to work with children from all cultures. The program totals 1,010 hours (570 hours of coursework and 440 hours of practicum experience).

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

Acceptance process

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

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

Selection process

If there are more qualified applicants than the number of seats, the following selection process will be used:

1. Work experience in an early childhood centre: A minimum of 30 hours of paid or volunteer experience in an early childhood setting: 10 points
2. Letters of reference:
   a) One letter of recommendation from the work experience program supervisor: 5 points
   b) A second letter of reference from an educator, employer, or other professional, recommending the applicant's acceptance into the program: 5 points
3. Previous academic experience: Relevant post-secondary courses with a "C" grade or better (2 points per course to a maximum of 10 points): 10 points
4. Attendance at spring orientation: Participation in all orientation activities (e.g., group discussions, observations at the CNC day care): 10 points
5. Written statement (describing career goals, special interests, and reasons for seeking entrance into the program):
   a) Clearly stated reasons for applying: 5 points
   b) Congruence between personal goals and program goals: 5 points

Maximum = 50 points

You might also be interested in . . .

- Community Support Worker Certificate
- Early Childhood Education Certificate
- Education Assistant Certificate
- Fetal Alcohol Spectrum Disorder (FASD) Diploma
- Health Care Assistant Certificate
- Social Service Worker Certificate
- Social Service Worker Diploma
- Social Service Worker (UT) Diploma

Revised: 10.08.11

Economics

• Full-time or part-time • Most courses start September or January • Individual university classes • Fees: $3,530 (one year of courses) • Prince George campus; individual courses also offered in Quesnel

Careers

Because economic issues are important in almost every field, an economics background gives you skills that are widely valued.

Many employers are interested in the skills which economics majors tend to possess. These include:

- Gathering and analyzing data
- Writing technical reports and essays
- Critical thinking and quantitative analysis
- Recognizing and analyzing human behaviour in relation to work, production, distribution and consumption

Sample job titles:

- Economist
- Researcher
- Investment analyst
- Economic forecaster
- Insurance agent
- Population studies analyst
- Cost estimator
- International trade specialist
- Budget officer

Admission

You'll need one of the following:

- Successful completion of Grade 12 (with English 12 or English 12: First Peoples)
- ABE/CCP Advanced Certificate
- GED Certificate
- Completion of Grade 11 with an outstanding academic record in the year of application.

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we **strongly recommend** that you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings at the back of this calendar).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.
- Students applying for admission to Math 101, CSC 109, PHYS 101, or CHEM 111 who obtained a "C+" grade or less in Principles of Math 12 (interim grade) or Math 050 will be registered in Math 100.

Note 1: Students attending in 2013 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 will be registered in MATH 100.

What will you study?

For help creating the two-year economics program that meets your personal goals, contact CNC Counselling and Advising, or see Package 1 in the University Classes section (starts page 147) for a sample program of study.

- For information on an associate degree in science, see page 134
- For information on an associate degree in arts, see page 12
- For a list of all economics courses available at CNC, see page 209
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

- Accounting and Finance Diploma
- Arts, Associate Degree
- Business Administration Certificate
- Management Diploma
- Marketing and Management Diploma
- Other university-level classes
- Science, Associate Degree
- University Transfer First-Year Science (Quesnel)

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 10.10.05

Education Assistant Certificate

(Community and School Support — CASS)

• Part-time (maximum three courses at once) • Starts: August and January • Fees: $274 per course • Equivalent to a one-year certificate program (individual completion time varies) • Distance education through Prince George; offered through Quesnel campus on a rotating basis

Careers

The Education Assistant program is one of CNC's Community and School Support programs (CASS — formerly Developmental Disabilities). CASS is based on the following values:

- Individuals with developmental disabilities have the right to support services that respect inclusion and choice;
- Individuals with developmental disabilities have the right to work with skilled and respectful support staff in community and school settings.

In addition to the Education Assistant program, CASS offers these two credentials, both listed in this calendar:

- Community Support Worker Certificate
- Human Service Citation

With an Education Assistant Certificate, you'll be prepared to work as a teacher's aide or education assistant, providing assistance to children with disabilities in school settings.

The program is designed for practicing support workers. It enhances competence in inclusion; supporting literacy; human development; learning and support strategies; communication; school, community and relationships; and professional practice and accountability.

Admission requirements

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

Note 1: You'll have to undergo a criminal record search — any costs are your responsibility.

Note 2: Students have five years from the time of first registration to complete all of the course and practicum requirement for either the Community Support Worker (CSW) Certificate or the Education Assistant (EA) Certificate.

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

Path #1: Paid Paraprofessional

For students employed as paraprofessionals providing support services to persons with developmental disabilities:

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

Path #2: Volunteer Service Provider

For students volunteering service to people with developmental disabilities:

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

Path #3: Caregiver

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

- Verification (such as a transcript) of having completed English 12 or equivalent with a minimum "C" grade
- A completed CASS Personal Statement Form (available at http://mail.cnc.bc.ca/blogs/CASS/).

Path #4: Special Admission

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

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

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

Program outline

CASS 110	Communication Skills
CASS 120	Human Diversity Across the Lifespan
CASS 130	Ethical Foundations of Practice
CASS 140	Positive Approaches to Teaching and Learning: Part I
CASS 145	Positive Approaches to Teaching and Learning: Part II
CASS 150	Life Planning and Support Systems
CASS 180	Supporting Literacy in Diverse Classrooms
CASS 195	Practicum — Education Assistant

Elective: For information on approved electives, contact CNC Counselling and Advising. They must be equivalent to 3.0 credits at a post-secondary level of instruction.

Criminal record search

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

You might also be interested in . . .

- Community Support Worker Certificate
- Early Childhood Education Certificate
- Fetal Alcohol Spectrum Disorder (FASD) Advanced Diploma
- Health Care Assistant Certificate
- Human Service Citation
- Social Service Worker Certificate
- Social Service Worker Diploma
- University-level classes in psychology, sociology, or social work

Important dates

Fall 2011 term: (distance format)

Classes: August 30 – December 11, 2010 (includes exams)

Spring 2011 term:

- Classes: January 10 – April 23, 2011 (includes exams)
- Study break: February 14 – 18, 2011

Revised: 10.08.18

Electrical, Foundation-Level

• Full-time • Starts: September and February • Fees, entire program: $2,080 (Prince George only) • 20 weeks • Fort St. James, Prince George, Quesnel, and Mackenzie

Careers

This program prepares you for the electrical apprenticeship program, or for positions such as counter and warehouse personnel in wholesale/distributing outlets. To work in BC, electricians must be either certified in the trade or registered in a four-year apprenticeship program leading to certification.

Admission requirements

1. Communications 12 (with a minimum "C" grade) or English 11 or English 045, or equivalent.
2. One of the following, or equivalent: Principles of Math 11, Math 045, Applications of Math 12, or Math 042. (Effective Sept. 2012: Foundations of Math 11 or Pre-calculus 11 or Math 042 or Math 045 or equivalent)
3, One of the following, or equivalent: Physics 11 or Physics 045 or Applications of Physics 12.

Students who do not meet the above requirements may wish to consult with a CNC counsellor/advisor to determine their eligibility on the basis of mature student status.

Program outline

Topics include the following (not a complete list): safety; tools and equipment; cables, fixtures and fittings; Canadian Electrical Code; conductors, switches, and devices; distribution systems; electrical drawings; electrical energy and power concepts; electromagnetism; and motors and motor controls.

Selection process

Students are encouraged to submit a resumé and handwritten statement indicating reasons for wishing to enter the program as well as complete a test of mechanical reasoning skills, and the College English/Math Achievement Test (EMAT). These items are included in the selection criteria listed below and will be awarded points.

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

1. The letter grade for English 11, English 045 or Communications 12 or equivalent will contribute its actual grade points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
2. The letter grade for Principles of Math 11, Math 045, Applications of Math 12, or Math 042 or equivalent, will contribute its actual point to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
3. The letter grade for Physics 11 or Physics 045 or Application of Physics 12, or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
4. The mechanical reasoning test will be awarded a maximum of 5 points.
5. A passing grade on the English portion of the EMAT will be awarded a maximum of 1 point.
6. A passing grade on the Math portion of the EMAT will be awarded a maximum of 1 point.
7. Credit in one or more trades-related courses at the Grade 12 level with a grade of "B" or better, or successful completion of any Foundation-Level Trades Training program or documented experience of one year in a trade will be awarded 3 points.
8. Students are encouraged to submit a resumé and handwritten statement indicating their reasons for wishing to enter this program. The resumé and personal statement will be awarded a maximum of 3 points.

Maximum points available = 25

Provincial apprenticeship programs

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

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

Graduates of the Foundation-Level Electrical program (Entry Level Trades Training) at CNC receive an ITA Certification of Completion and credit for level one technical training of their apprenticeship.

Apprentices who want to schedule their technical training at CNC should contact CNC's Trades Division. Apprentices and employers must register with the ITA. For application forms or more information, call 1-866-660-6011 or visit www.itabc.ca.

You might also be interested in . . .

- Computer/Network Electronics Technician Certificate
- Power Engineering, 4th Class Certificate

Important dates

Dates are for Prince George — please contact other campuses for their dates.

Fall/winter 2010-11 intake

- Classes: September 7, 2010 – February 4, 2011
- Christmas break: December 18, 2010 to January 3, 2011

Spring 2011 intake

- Classes: February 14 – July 2, 2011

Revised: 10.12.03

Engineering (Applied Science) Certificate

• Full-time or part-time • Starts: September and January (most courses) • Fees: $4,005 (one year of courses) • One year • Prince George campus

Careers

As an engineer, you'll be a creative problem-solver, applying your skills to make significant contributions.

Careers include chemical engineer, mechanical engineer, civic/structural engineer, environmental engineer, and computer engineer.

Transferability

- UBC — Students who successfully complete this program with a GPA of at least 2.5 are guaranteed admission to second-year engineering at UBC, if they complete their program at one institution in one year.
- UVic— Engineering transfer provides for a seamless transfer to second-year Engineering. CNC applicants will compete on an equal footing with UVic students for placements in their first choice of program in second year
- Other institutions — Individual courses also transfer to SFU, UNBC, TRU, and other institutions in BC and Alberta. Students can also transfer to the following programs (with one or two course substitutions):
  - UNBC/UBC: Joint Environ - mental Engineering program
  - University of Alberta, Faculty of Engineering

Admission requirements

1. Successful completion of Grade 12 (with English 12 or English 12: First Peoples) or ABE/CCP Advanced Certificate or GED Certificate or completion of Grade 11, with an outstanding academic record, in the year of application.
2. Chemistry 12 or CHEM 050
3. Principles of Math 12 or Pre-calculus 12 or Math 050 or Math 100 or equivalent
4. Physics 12 or PHYS 050

Note 1: It is **strongly recommended** that high school students consult their counsellors to ensure they select the high school courses most appropriate for their chosen career paths.

Note 2: The GED certificate meets the general admission requirements, but does not meet specific program or course prerequisites.

Note 3: You will need to comply with the prerequisites of the specific courses you select.

Note 4: Students applying for admission to Math 101, CSC 109, PHYS 101, or CHEM 111 who obtained a "C+" grade or less in Principles of Math 12 (interim grade) or Math 050 will be registered in Math 100.

Note 5: Students attending in 2013 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 will be registered in MATH 100.

Program outline

APSC 100	Introduction to Engineering
APSC 120	Engineering Drawing
CHEM 111	Fundamentals of Chemistry I
CHEM 112	Fundamentals of Chemistry II
CSC 109	Computing Science I
ENGL 103	Composition and Style
MATH 101	Calculus I
MATH 102	Calculus II
MATH 204	Linear Algebra
PHYS 101	Introductory Physics I
PHYS 102	Introductory Physics II
PHYS 204	Mechanics I
Elective	3 credits

Note: Students transferring to UVic are not required to take the above 3 credits of electives, however, they must take CSC 110 while at CNC and must take ENGR 020 while at UVic.

You might also be interested in . . .

- Computer/Network Electronics Technician Certificate
- Science, Associate Degree
- University-level courses in physics
- University Transfer First-Year Science

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 11.02.14

English

• Full-time or part-time • Most courses start September or January • Fees: $2,893 (one year of arts courses) • Individual university classes • Prince George campus; individual courses offered in Fraser Lake, Nechako and Quesnel

Careers

English study opens up a world of employment possibilities. English scholars are valued because of specific knowledge gained through study; as well, English develops important employment skills, including written and oral communication skills, research ability, and critical thinking.

The following is a partial list of careers open to those with a degree in English: archivist, attorney, author, broadcaster, columnist/critic, copywriter, corporate communicator, counsellor, editor, educational researcher, educator, foreign service officer, government service worker, interviewer/journalist/reporter/correspondent, librarian, newspaper/magazine editor, public relations officer, publisher (book, magazine, online), research analyst, and writer (technical, speech, freelance, creative, advertising).

Admission

You'll need one of the following:

- Successful completion of Grade 12 (with English 12 or English 12: First Peoples)
- ABE/CCP Advanced Certificate
- GED Certificate
- Completion of Grade 11 with an outstanding academic record in the year of application.

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we **strongly recommend** that you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings at the back of this calendar).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.

What will you study?

For help creating the two-year English program that meets your personal goals, contact CNC Counselling and Advising, or see Packages 1, 2, and 4 in the University Classes section (starts page 147) for sample programs of study.

- For information on an associate degree in arts, see page 12
- For a list of all English courses available at CNC, see page 211
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

- Arts, Associate Degree
- Individual university-level courses

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 10.10.05

ESL (English as a Second Language)

• Full-time or part-time • Starts: September, January, and May • Fees vary • 15-week semester • Prince George campus

More than 30 years' experience in teaching ESL has placed the College of New Caledonia amongst the best English language institutes in Canada. Study with highly qualified teachers in a pure English environment, and watch your English improve rapidly in our multicultural classrooms. Combine ESL with university and academic programs and make steady progress towards your career goals.

Admission requirements

1. You must be at least 17 years of age, or turn 18 during the first semester at CNC.
2. To ensure you enter the program at the appropriate level, you must complete a placement test before admission. ESL instructors will also interview you before program placement.

Note: TOEFL is not required for admission to ESL.

Program outline

Fundamental Level

ESL 060	Beginner Level ESL

Intermediate Level

ESL 070	Intermediate Grammar
ESL 071	Intermediate Listening and Speaking
ESL 072	Intermediate Writing
ESL 073	Intermediate Reading

Advanced Level

ESL 090	Advanced Grammar
ESL 091	Advanced Listening and Speaking
ESL 092	Advanced Writing
ESL 093	Advanced Reading

English for Academic Purposes (EAP)

ESL 095	EAP Listening and Speaking
ESL 096	EAP Writing and Grammar
ESL 097	EAP Reading

Note: Students in the Advanced and EAP levels may also take either one or two academic courses (depending on their ESL level), in these areas:

- University arts and science
- Business and management
- College and career preparation (upgrading)

There is no additional fee for these courses (international students only).

After you complete the EAP level, you can take university-level English courses (you must meet course requirements before registering).

Grading scale

Note: In the ESL program, you need 80% to pass.

A+	95 – 100%
A	90 – 94.9%
B+	85 – 89.9%
B	80 – 84.9%
CS/F	Below 80%

(CS = Continuing Status — for details, please see "Grading System" the back of the calendar.)

ESL level progression

Level 1 — Fundamental ESL
Main focus: vocabulary building, pronunciation, and conversation. Reading and writing are also taught.

↓

Level 2 — Intermediate ESL
Core courses include grammar, listening and speaking, reading, writing.

↓

Level 3 — Advanced ESL
Core courses include listening and speaking, reading, writing, grammar.

Plus one university course

↓

Level 4 — English for academic purposes
Core courses include college level writing, reading, listening, and speaking.

Plus two university courses

↓

University, business or career technical programs
No TOEFL is required after completing English for academic purposes.

Complete ESL and progress to college or university programs without TOEFL or other testing.

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010 (includes exams)

Spring term

- Classes: January 4, 2011 – April 21, 2011 (includes exams)
- Study break: February 14 – 18, 2011

Revised: 10.08.11

Excavator Training

• Start dates, durations, and fees vary — please see below or contact campuses • Prince George Continuing Education (in partnership with Nahanni Construction Ltd.) Fort St. James and Vanderhoof

Fort St. James and Vanderhoof Excavator Training

- Nine weeks
- Starts:
  September 20, 2010 (Vanderhoof)
  February 7, 2011 (Fort St. James)
- Full-time
- Approx tuition fees, entire program: $8,900

Careers

This program combines hands-on equipment operation with training in an excavator simulator. You'll also get the industrial certifications and entry level service and maintenance skills you need to work as an excavator operator.

Why choose CNC?

- State-of-the-art simulators let you acquire new skills in a controlled environment.

Admission requirements

This program has no specific admission requirements.

Program outline

Topics include the following:

Integrated Skills Training

EXOP 150	Introduction to Computers
EXOP 151	Applied Math for Operators
EXOP 155	Employability Skills Training

Safety Training

EXOP 160	Transportation of Dangerous Goods
EXOP 161	WHMIS
EXOP 162	Defensive Driving
EXOP 165	OFA Level I
EXOP 166	OFA Transportation Endorsement
EXOP 167	Spill Response
EXOP 168	Hazard Recognition and Control

Operator Training

EXOP 170	Job Site Planning
EXOP 171	Job Site Layout
EXOP 172	Fire Suppression
EXOP 173	Environmental Management Systems
EXOP 174	Radio Operations
EXOP 175	Service and Maintenance of Excavator Equipment
EXOP 180	Simulator Training — Excavator
EXOP 190	Practicum

Prince George Excavator Training

- 120 hours
- Continuous intake
- Full-time
- $14,685

Careers

Get one-on-one training in operating an excavator — you'll be job-ready. Forest-related operations are the main focus.
Note: Steel-toed footwear is required.

Admission requirements

This program has no specific admission requirements.

Program outline

Topics include the following:

- Introduction to theory and safety regulations
- Effective operations of hydraulic controls (boom and stick)
- Preventative maintenance
- Road-building
- Sloping
- Ditching
- Clearing
- Landscaping

Revised: 10.08.11

Fetal Alcohol Spectrum Disorder (FASD) Advanced Diploma Online

• Full-time or part-time • Ongoing registration • Fees: $555 per course • Ten 3-credit courses • Available online through Burns Lake campus

Improve your FASD knowledge base

Join our team of provincially and nationally recognized experts, and increase your ability to effect change. Take advantage of the unique opportunity to enrol in an Advanced Diploma in FASD. This exciting leading-edge initiative is designed for professionals working in the area of FASD, and is targeted to provide you with the applied skills to

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

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

Admission requirements

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

Please contact the College for application procedures.

Courses offered

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

FASD 260	Overview of FASD
FASD 300	FASD Support Strategies
FASD 305	FASD Brain and Behaviour
FASD 310	Cultural Perspectives in FASD
FASD 315	Special Topics in FASD
FASD 320	Human Development
FASD 325	Developmental Disabilities and FASD
FASD 330	Addictions
FASD 335	FASD Prevention
FASD 399	Practicum

Acceptance process

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

Students with overseas credentials should contact the program co-ordinator for further information.

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

Revised: 10.08.11

Fine Arts Certificate

• Full-time or part-time • Starts: September • Fees, entire program: $2,344 • One year • Prince George campus; individual courses offered in Quesnel

Careers

Expand your artistic skills. This program prepares you for a career as a professional artist. As well as creative and technical skills, you'll learn to manage the business side of your career: copyright, contracts, commissions, and more.

Admission requirements

Please note the program admits a maximum of 20 students.

1. Successful completion of Grade 12 (with English 12 or English 12: First Peoples) or ABE/CCP Advanced Certificate (with English 045 or equivalent).
2. Submission of a portfolio by the deadline. Portfolios must consist of at least 10 and no more than 20 examples of any of the following: paintings, drawings, carvings, sculptures, crafts, web art, photography, sketchbooks, videos or other types of art. (Please see "Portfolio guidelines," below.)
3. Submission of a typed personal statement (500 – 700 words) explaining why you want to enter the program.

Note: Students who do not meet the academic requirements above may be admitted to selected studio courses based on evaluation of their portfolios and personal statements. Such students must immediately start the English requirements for the program. After successfully completing English 12 or English 12: First Peoples/English 045 or equivalent, students can enter the certificate program.

Program outline

Semester 1	**September – December**
ENGL 103	Composition and Style
FINE 101	Art History I
FINE 103	Drawing I (Studio)
FINE 108	Making a Living as an Artist
FINE 109	Colour Theory (Studio)
Semester 2	**January – April**
FINE 102	Art History II
FINE 104	Drawing II (Studio)
FINE 105	Painting (Studio)
FINE 106	First Nations Art, Design, and Technology (Studio)
FINE 107	Introduction to Digital Arts and Media (Studio)

Quesnel

FINE 101, 102, 103, and 104 offered as UT electives on a rotational basis.

Prince George

Qualified university transfer students are eligible to enroll in FINE 101, 102, 103 and 104 without being admitted to the Fine Arts program. However, in the case of FINE 103 and 104, students admitted to the Fine Arts program will receive priority registration.

Portfolio Guidelines

1. Portfolios must be either mailed or brought to the College by April 24. They can be dropped off at the office of Admissions during regular office hours. Please note that animation, manga, or cartoon imagery is not acceptable.
2. All artworks in the portfolio must be clearly labeled with the artist's name, a unique identifying number, the date created, and the date submitted. Slides or CDs must also be labelled with the title of the work.
3. The portfolio should include a list of all pieces submitted, including dimensions and materials used; for example: "Item #6, sculpture, mixed media, 2 x 3 m."
4. If pieces are larger than 20" x 26", or are three-dimensional or fragile, send good-quality photographs or slides rather than the original pieces.
5. If digital work is submitted via CD-ROM or website URL, include information about the software, file format, and fonts. Include a printout of each work, labelled with its file name or its location on the website.
6. Artworks must be produced, drawn, designed or photographed by the applicant, unless the work was part of a collaboration with others. If applicants submit work that was part of a collaboration, they must clearly indicate what part they played in the process.
7. If mailing a portfolio from outside Canada, applicants should note on the outside of the package, "Temporary Entry" and "Goods are to be Returned." To avoid customs brokerage fees, the work should also be noted as having "No commercial value."
8. Applicants are responsible for all postage and shipping costs, including return postage/shipping. Portfolios must include a self-addressed return label and sufficient postage, in Canadian funds, for return mail. Portfolios will not be returned COD.
9. Applicants should insure their pieces. CNC is not responsible for anything lost or damaged in shipping or storage. CNC takes every precaution to ensure that portfolios are handled carefully, but does not accept responsibility for loss of, or damage to, materials submitted.
10. Portfolios may be picked up from Admissions after the second week of June (during regular office hours).
11. Applicants are encouraged to use and explore a variety of media and images. However, animation,

manga, or cartoon images are illustrative; they do not fall into the realm of fine arts and are therefore not acceptable.

Selection process

1. Portfolios are reviewed by a Fine Arts program committee and will be assessed on the basis of skill, design, and creativity. Portfolio evaluations are valid for four years.
2. In the event that the program is oversubscribed, the following selection process will be used:
   a) Student portfolio: 7 points
   b) Geographic location (awarded to students who are residents of northern, rural, and remote areas: 2 points
   c) Typed personal statement: 1 point

Fine Arts part-time study

The Fine Arts program is pleased to offer a limited number of seats for part-time study. Students wishing to take longer than two semesters may do so, but all courses must be completed in a maximum of four years to be eligible for the certificate. It is suggested that students enrol in a minimum of two courses each semester. Students applying for part-time study must do so before each academic year to be considered for the program. Students entering part-time study must meet all of the admission requirements outlined above.

If there are more people interested in part-time study than seats available, special selection process will give priority to those persons who have already started the program.

Selection process for part-time students

In the event that part-time seats are oversubscribed, the following will be used as selection process:

1. Students who have successfully completed a FINE course in the previous academic year will receive first priority. They will be ranked in order of portfolio grade.
2. Second priority is given to students who have completed a FINE course within the previous three academic years. They will be ranked in order of portfolio grade.
3. Third priority is given to new part-time applicants. They will be ranked in order of portfolio grade.
4. In the event of a tie, decisions in the three categories above will be considered in the part-time selection process.

Only those courses which are a part of the FINE certificate program will be considered in the part-time selection process.

When all of the above process are exhausted, the final selection will be done randomly.

Portfolios are reviewed by a Fine Arts program committee and will be assessed on the basis of skill, design, and creativity. Portfolio evaluations are valid for four years.

You might also be interested in . . .

- Arts, Associate Degree
- New Media Communications and Design Diploma

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Study break: February 14 – 18, 2011
- Exams: April 14 – 21, 2011

Revised: 11.05.31

Focus Employment Program

• Full-time or part-time • Ongoing registration • Free tuition • 9.5 months • Burns Lake

How does the Focus Employment Program help students?

Students will

- Learn job readiness skills:
  - How to be a good worker
  - Job safety
  - How to get along with co-workers and the boss
- Learn about:
  - Anger management
  - Stress management
  - Time management
  - Life skills
- Improve reading, writing, and computer skills
- Improve communication abilities
- Gain supported work placement and practical job experience

Who can join the Focus Program?

- Adults over 21 years of age (people under this age may attend with the instructor's permission)
- Adults who had a difficult time in school
- Adults who believe their mother drank alcohol while pregnant with them, or who have been diagnosed with FASD
- Adults who wish to improve their personal and pre-employment skills

Revised: 10.08.11

Forest Industry Safety Training

• Full-time or part-time • Start date varies • Fees vary • Duration varies • Burns Lake, Mackenzie, Nechako and Southside

Careers

Improve your employability in the forest industry. Choose from industry-approved courses such as Fire Suppression, First Aid, Log Scaling and Grading, and Chainsaw Safety.

Admission requirements

There are no specific admission requirements for these courses.

Courses available

(All courses may not be available at all campuses.)

- All-terrain vehicle rider course
- BC Faller Certification
- Bear Aware
- Chainsaw Safety
- Environmental Management Systems
- Fire Suppression
- First Aid
- Heat and Cold Stress
- Helicopter Safety
- Log Scaling and Grading
- Residue and Waste Measurement
- Resource Road Driving
- Spill Response
- Snowmobile rider courses
- Transportation of Dangerous Goods
- WHMIS (Workplace Hazardous Materials Information Systems)
- WorkSafeBC training modules

Revised: 10.08.11

French

• Full-time or part-time • Most courses start September or January • Fees, per lecture course: $330 - $439 • Individual university classes • Prince George campus

Careers

- The ability to speak French increases your employability, particularly with the federal government
- Knowing a second language broadens your cultural perspectives
- Many university degrees require the study of a language other than English

Admission

You'll need one of the following:

- Successful completion of Grade 12 (with English 12 or English 12: First Peoples)
- ABE/CCP Advanced Certificate
- GED Certificate
- Completion of Grade 11 with an outstanding academic record in the year of application.

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we **strongly recommend** that you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings at the back of this calendar).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.

What will you study?

For help creating the two-year French program that meets your personal goals, contact CNC Counselling and Advising.

- For information on an associate degree in arts, see page 12
- For a list of all French courses available at CNC, see page 218
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

- Arts, Associate Degree
- Other university-level courses

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 10.10.05

Geography

• Full-time or part-time • Most courses start September or January • Fees: $330–$439 per course • Individual university classes • All courses available at Prince George campus; many also at regional campuses

Careers

Are you curious about climate change, earthquakes, tsunamis, cities, different cultures, or other aspects of the world around you?

If so, you may want to take one of the many geography courses offered at CNC. With a degree in geography, you can work in a broad range of fields related to your interests and aptitudes — examples include education, forestry, real estate, natural resource management, planning, and parks and recreation.

Many people think geography is a boring "catalogue" of rivers, mountains, natural resources, and capital cities. Nothing could be further from the truth.

Modern geography studies all aspects of the physical and human landscape and the interactions between them. Geography uses a holistic approach to understand the complex problems being faced on planet Earth today.

Students study geography for many reasons: they may be pursuing an associate degree or bachelor's degree, fulfilling course requirements for programs such as forestry or education, or they may simply be curious about the world in which they live.

Admission

You'll need one of the following:

- Successful completion of Grade 12 (with English 12 or English 12: First Peoples)
- ABE/CCP Advanced Certificate
- GED Certificate
- Completion of Grade 11 with an outstanding academic record in the year of application.

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we **strongly recommend** that you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings at the back of this calendar).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.
- Students applying for admission to Math 101, CSC 109, PHYS 101, or CHEM 111 who obtained a "C+" grade or less in Principles of Math 12 (interim grade) or Math 050 will be registered in Math 100.

Note 1: Students attending in 2013 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 will be registered in MATH 100.

What will you study?

For help creating the two-year geography program that meets your personal goals, contact CNC Counselling and Advising, or see Packages 2 and 6 in the University Classes section (starts page 147) for sample programs of study.

- For information on an associate degree in science, see page 134
- For information on an associate degree in arts, see page 12
- For a list of all geography courses available at CNC, see page 218
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

- Arts, Associate Degree
- Natural Resources and Environmental Technology Diploma
- Other university-level classes
- Science, Associate Degree
- University Transfer First-Year Science (Quesnel)

Important dates

(Prince George only; contact other campuses for their dates.)

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 10.10.05

Health Care Assistant Certificate

(formerly Home Support/Resident Care Attendant Certificate)

• Full-time or part-time • Start dates vary — please contact campuses directly • Fees, entire program: $3,161 (Prince George) • 29-week program offered over 35 weeks • Prince George, Quesnel, and Vanderhoof

Careers

The BC government predicts excellent job opportunities in this field. There are employment opportunities with health authorities, community agencies, group homes, school systems, and clients in their own homes.

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

Admission requirements

1. Grade 10 reading level (at a minimum). Testing is administered by the College.
2. A handwritten statement describing your understanding of the role of the Health Care Assistant (150 words).

Note 1: You'll have to undergo criminal record searches.

Note 2: Before the clinical component of the program starts, you must have Safety Oriented First Aid, Emergency Level (EFASO) and FoodSafe Level I certificates. We recommend that you obtain these certificates before you start the program. The EFASO Certificate must also be valid at time of graduation. It's also beneficial if you have some experience, volunteer or paid, related to the field.

Note 3: You must also complete your immunizations and screening for TB and hepatitis B before the clinical experience component of the program.

Note 4: The costs of immunizations and criminal record checks are the responsibility of the student.

Acceptance process

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

Program outline

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

Some seats are available for part-time students. All nine courses must be completed within four years.

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

Important notes

- Campus labs and clinical experience include lifting and moving clients with disabilities. It is therefore very important for the student to be in good physical condition.
- Students are 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 program while enrolled in the course.
- Students are expected to provide their own transportation to various community agencies and long-term care facilities. Approximately 50% of this program is spent gaining practical experience at the above institutions. The schedule varies weekly and can include shifts from 0600 to 1400 and 1500 to 2200, plus numerous shorter appointments.
- In addition to disbursements for tuition and textbooks, students are expected to purchase their own uniform and supplies, provide funds for travel to community agencies, pay for parking, and cover the cost of the Safety Oriented First Aid (EFASO) 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.
- Students are advised to complete the EFASO Emergency Level and the FoodSafe Certificate before the start date of the Health Care Assistant program. If students have not had the opportunity to complete these certificates before the program, they will be required to do so during free time (not class time) and to be responsible for the costs of said certificates. Students are required to have successfully completed these two areas before their clinical experience (week nine of the schedule). The first aid certificate must also be valid at the time of graduation from the program.
- A student who accumulates five days of absence with no communication with the instructors of the program may be terminated from the program, by the Dean, upon the instructor's recommendation.

Application/intake/qualification/ acceptance process

Application forms are available from the Office of Admissions, Registration and Records and may be submitted after September 15 for the following academic year. The program begins in late August each year.

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

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

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

Criminal record check

You will have to undergo two criminal record searches: one through the RCMP and one through the Ministry of Public Safety. The cost of these searches is your responsibility. A search which identifies relevant criminal convictions may prevent you from doing a practicum or entering a clinical setting. Students who cannot enter the practicum or clinical component of the program cannot graduate from the program.

Re-admission

A student who is unsuccessful in a Health Care Assistant course once will be allowed to apply for re-admission to that course. Two course failures or withdrawals in a given course will exclude the student from further study in that course. All eight courses must be completed in order to receive the HCA Certificate. Re-admission 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 an HCA course or who has withdrawn from the HCA course with less than a "C" grade standing in the course will be accorded second priority;
3. A student requesting transfer from HCA programs at other institutions will be subject to the above process and will be accorded third priority.

Part-time study

The Health Care Assistant Program 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 completed in a maximum of four years. It is suggested that students enrol 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 program. Students entering part-time study must meet all of the admission requirements outlined above and must meet with one of the instructors before admission.

Selection process: Part-time students

In the event that part-time seats are oversubscribed, the following will be used as selection process:

1. First priority is given to those students who have successfully completed a Health Care Assistant Certificate course in the previous year.
2. Second priority is given to those students who have not successfully completed a course in the Health Care Assistant Certificate program.
3. Last priority is given to new part-time applicants.

When all of the above processes are exhausted, the final selection will be done randomly.

You might also be interested in . . .

- Community Support Worker Certificate
- Early Childhood Education Certificate
- Practical Nurse Certificate
- Social Service Worker Certificate
- Social Service Worker Diploma
- Social Service Worker (UT) Diploma

Important dates

(Prince George only; contact other campuses for their dates.)

Fall term

- Classes: August 25, 2010 – December 10, 2010

Spring term

- Classes: January 4, 2011 – May 30, 2011
- Study break: February 28 to March 4, 2011

Revised: 10.08.11

Heavy Duty Mechanics / Commercial Transport Mechanical Repair, Foundation-Level

• Full-time • Starts: September • Fees, entire program: $2,969 • 30 weeks • Prince George campus

Careers

Learn to repair transport trailers, crawler tractors, loaders, skidders, feller bunchers, excavators, and more. On graduation, you'll be ready for an apprenticeship, or for work in

- The heavy duty or commercial transport repair industries
- Service writing and parts distribution for service shops, dealerships, corporate shops, mills, and more

Admission requirements

The admission requirements mentioned below are the minimum requirements.

1. Grade 10 with English 10 with a "C" or higher.
2. Principles of Math 10 or Applications of Math 10 with a "C" or higher. (Effective Sept. 2012: Common Grade 10 or Apprenticeship and Workplace Math 11 or Trades Math 041 or Math 030 with a "C" or higher)

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

Program outline

Topics include the following (not a complete list):

- Tools, shop resources and equipment
- Rigging
- Welding
- Basic braking systems
- Frames, suspension, steering, and running gear
- Servicing electrical and electronic systems
- Servicing air-operated equipment
- Servicing suspensions, steering, and wheels
- Employment skills

Selection process

Students are encouraged to submit a resumé and handwritten statement indicating reasons for wishing to enter the program as well as complete two pre-Trades evaluations: a test of mechanical reasoning skills, and the College English/Math Achievement Test (EMAT). Both of these items are included in the selection criteria listed below and will be awarded points.

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

1. The letter grade for English 10, English 030 or Communications 11 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
2. The letter grade for Principles of Math 10, Math 030, Applications of Math 10, Applied Math 10 or Math 030 or equivalent, will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
3. Credit in Physics 11 or equivalent with a grade of "C" or better will be awarded 4 points
4. The mechanical reasoning portion of the EMAT will be awarded a maximum of 5 points.
5. The English portion of the EMAT will be awarded a maximum of 1 point.
6. The Math portion of the EMAT will be awarded a maximum of 1 point.
7. Credit in one or more trades-related courses at the Grade 12 level with a grade of "B" or better, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.
8. Credit in any of the following: English 11, Principles of Math 11, or equivalents, or Trades Math 041 and Trades Math 042 with a "C" grade or better will be awarded 3 points.
9. Credit for submitting a resumé and personal handwritten statement indicating their reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points = 28

Note: High school graduation with English 12, Math 11 and Physics 11 (where applicable) is recommended and required by some employers in order to be indentured as an apprentice.

Provincial apprenticeship programs

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

Most apprenticeships take four years. To earn a certificate or ticket, apprentices must complete both work-based training and technical training, including examinations. After working as apprentices for the period specified by the ITA, graduates can write the Interprovincial Standards Examination for Heavy Duty or Commercial Transport.

Graduates of the Foundation-Level Heavy Duty Commercial Transport program (Entry Level Trades Training) at CNC receive an ITA Certification of Completion.

Apprentices who want to schedule their technical training at CNC should contact CNC's Trades Division. Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, call 1-866-660-6011 or visit www.itabc.ca.

You might also be interested in . . .

- Automotive Technician, Foundation-Level
- Excavator Training
- Heavy Equipment Operator
- Industrial Mechanic (Millwright)/ Machinist, Foundation-Level
- Power Engineering, 4th Class Certificate

Important dates

- Classes: September 7, 2010 – April 15, 2011
- Christmas break: December 18, 2010 – January 3, 2011

Revised: 10.12.03

Heavy Equipment Operator

• Continuous intake (variable dates and times) • Quesnel; may be available at Mackenzie campus

Careers

After completing any of these courses, you'll be ready for work in construction, logging, and more. All courses meet or exceed industry standards. For all courses, WorkSafeBC regulations are in effect, including the requirement to wear steel-toed footwear.

Heavy Equipment Operator

- 5 weeks
- Quesnel
- $8,800

This course features 55 hours of classroom instruction, including a Level 1 First Aid and Transportation Endorsement, TDG, Fire Suppression, and more. You'll also get 96 hours of hands-on experience, including equipment maintenance, fuel spills training, and more.

Choose one of these machines:

- Feller buncher
- Cat
- Danglehead processor
- Excavator
- Butt 'n' top loader

Please contact the Quesnel campus directly for admission requirements.

You might also be interested in . . .

- Excavator Training

Revised: 10.08.11

Heritage Building Conservation Certificate

• Part-time • Start date: Please contact Continuing Education, Quesnel • Fees, entire program: $5,896 • 22 weeks • Quesnel (Continuing Education)

The Heritage Building Conservation Certificate is an accredited program offered through Quesnel Continuing Education that focuses on wood structures. This program includes 22 weeks of theory and hands-on work experience. The program is competency based and will incorporate online eLearning, classroom instruction, and field experience.

The College of New Caledonia is partnering with School District #28 and Barkerville Heritage Trust to deliver this program. The program is supported and developed in consultation with our delivery partners, the Provincial Heritage Branch of BC, the University of Victoria Cultural Resource Program, Parks Canada, and other partners.

Admission requirements

1. Successful completion of Grade 10 with Principles of Math 10 and English 10 or equivalent (transcripts required), or mature student status. (Students who are at least 19 years old and have been out of the regular school system for at least one year may gain entry as a mature student. Students wishing to be considered for admission based on this status must consult with the administrator, instructor, or counselor/advisor.)
2. 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.

Note 1: Conditional to starting the program, students must complete a 15-hour online learner success course.

Note 2: This 22-week program is student loan eligible for full-time students and earns 30 credits leading to a Certificate in Heritage Building Conservation.

Note 3: Although this program is intended for full-time students, part-time students may be admitted.

Technology requirements

To be successful with the online course components, the learner will need access to the following technology and will require basic skills as noted:

- A current computer compatible with the programs listed below, and equipped with high-speed internet and e-mail
- Windows 95 or newer; or equivalent
- Internet Explorer 6.0 or newer; or equivalent
- Microsoft Office 2003 or newer (Word, Power Point, Excel); or download free OpenOffice Suite or StarOffice Suite
- A digital camera or a camera and scanner for uploading to the Learning Management System (LMS)
- Basic keyboarding and computer skills to navigate the Internet and use e-mail. A minimum keyboarding speed is not required but you will need to be able to type and upload assignments to the LMS used, and participate in online discussions and learning exercises.

If you require access to the above technology, please contact us, as your local college campus may provide regular computer access or other options.

Other requirements

Students will be required to provide their own transportation to and from worksites for practicums. Some sponsorship may be available.

Selection process

Preference will be given to: (each statement worth 1 point)

- Students having Heritage Preserva - tion Trades Skills 12;
- Students having successfully completed an entry-level or Level 1 trades program in a related discipline, such as the Residential Construction Framing Technician program; Carpentry program; Residential Building Maintenance Worker program; or other related disciplines;
- Students with related industry experience in lieu of formal qualifications submitting a resumé that includes some occupational/career access skills such as safety training, knowledge and use of carpentry tools and equipment; and knowledge and use of building materials;
- Students submitting a resumé and one-page handwritten statement summarizing why they wish to enter the program.

Note: It is recommended that the student provide these documents with the application to assist in the selection process if the program is oversubscribed. Selection will be based on the relevance and extent of experience in this field, and level of knowledge and interest.

Program outline

HBCN 100	Fundamentals of Heritage Building Conservation
HBCN 105	Introduction to Building Materials, Tools and Equipment
HBCN 110	Building Systems and Approaches
HBCN 120	Perform Miscellaneous Site Interventions
HBCN 125	Perform Structural Interventions
HBCN 130	Perform Exterior Architectural Interventions
HBCN 135	Perform Interior Architectural Interventions
HBCN 140	Perform Interventions to Building Services

Revised: 10.08.11

History

• Full-time or part-time • Most courses start September or January • Fees: $2,893 (one year of arts courses) • Individual university classes • Prince George campus; individual courses also offered in Quesnel

Careers

Do you enjoy reading about the past? Would you like to understand how the world, or Canada, or BC developed?

Consider a course or a career in history.

With a degree in history, you can find employment in a broad range of career fields related to your own interests and aptitudes: economic development, planning, conservation and tourism, recreation, municipal departments, provincial and federal government ministries, private sector companies, and teaching.

For more information about careers in history, visit www.historians.org/pubs/careers.

Admission

You'll need one of the following:

- Successful completion of Grade 12 (with English 12 or English 12: First Peoples)
- ABE/CCP Advanced Certificate
- GED Certificate
- Completion of Grade 11 with an outstanding academic record in the year of application.

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we **strongly recommend** that you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings at the back of this calendar).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.

What will you study?

For help creating the two-year history program that meets your personal goals, contact CNC Counselling and Advising, or see Package 2 in the University Classes section (starts page 147) for a sample program of study.

- For information on an associate degree in arts, see page 12
- For a list of all history courses available at CNC, see page 221
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

- Arts, Associate Degree
- Individual university-level courses

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 10.10.05

Horticulture Technician Foundation Program

• Full-time • Starts: April • Tuition: $4,500 • 36 weeks • Quesnel

Careers

Learn to become a horticulture apprentice that meets industry standards. You'll learn how to explain and identify plant morphological characteristics, growing requirements, life cycles and adaptations as they apply to plant identification, plant propagation, aboriculture, and turf maintenance. You'll examine the internal anatomy of stems, roots and leaves as they relate to photosynthesis and respiration. You'll describe chemical characteristics of soil and soil-less media.

You'll also learn how to practise safe horticultural skills and practise maintenance on one- and multiple-cylinder engines.

Admissions requirements:

1. Successful completion of at least one of the following:
   - Grade 10, with English 10, Mathematics 10 and Science 10 or equivalents
   - ABE/CCP Intermediate Certificate
   - GED

   Students who do not meet the above requirement, and think they may be admissible as a mature student should consult a CNC counsellor/advisor.
2. All applicants must write the English and Math Achievement Test, which includes math, English and mechanical reasoning.

Acceptance process

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

Program overview

Topics include the following:

- Identification and use of plants
- Understanding effective supervision
- Equipment maintenance and safety
- Plant science as it applies to horticulture
- Plant health and pest management
- Managing soils
- Practicing horticulture skills

You might also be interested in . . .

- Biology
- Natural Resources and Environmental Technology
- Northern Outdoor Recreation and Ecotourism

Important dates

- Classes: TBA

Revised: 10.08.11

Human Kinetics Diploma

• Full-time or part-time • Starts: September • Fees, entire program: $5,740 (science); $5,275 (arts) • Two years • Individual university classes • Prince George campus

Note: As this calendar went to press, this program was under revision. For the most current information, please check www.cnc.bc.ca or consult a CNC counsellor or academic advisor.

Careers

Human kinetics offers a wide range of career possibilities in health and fitness, sports administration, sport sciences, teaching and coaching, ergonomics, and related fields. Possible job titles include:

- Fitness consultant
- Coach
- Recreation program
- Sports psychologist
- Wellness program

Human kinetics, formerly known as physical education, involves the study of all aspects of human movement, including anatomy, conditioning, the analysis of team and individual sports, coaching theory, and introduction to sports administration.

Admission requirements

Note: This program is currently under revision. Students who were admitted to this program in September 2008, as well as those who are already in the program, must have finished their first- and second-year courses by the end of the spring 2010 semester.

1. Successful completion of Grade 12 (with English 12 or English 12: First Peoples) or ABE/CCP Advanced Certificate or GED Certificate or completion of Grade 11, with an outstanding academic record, in the year of application;

Note 1: It is **strongly recommended** that high school students consult their counsellors to ensure they select the most appropriate high school courses for their chosen career paths.

Note 2: Students who have received less than a "B" grade in English 12 or its equivalent are strongly encouraged to select English 103 as their first University Credit English course.

Note 3: The GED certificate meets the general admission requirements but does not meet specific program or course prerequisites.

Note 4: You will need to comply with the prerequisites of the specific courses you select.

Note 5: Students applying for admission to Math 101, CSC 109, PHYS 101, or CHEM 111 who have obtained a "C+" grade or less in Pre-calculus 12 (interim grade) or Math 050 will be registered in Math 100.

Note 6: Students attending in 2013 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 will be registered in MATH 100.

Program outline

Year One:

Semester 1	**September – December**
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

Plus university-level elective (Arts/ Science/Commerce)

Semester 2	**January – April**
HK 100	National Coaching Certificate Program Level 1
HK 200	National Coaching Certificate Program Level 2
HK 120	Biomechanical Analysis of Sport and Dance Performance
HK 121	An Introduction to the Study of Sport
HK 125	Dance Forms

Plus university-level elective (Arts/ Science /Commerce)

Year Two:

Semester 3	**September – December**
HK 124	Dynamics of Motor Skill Acquisition
HK 210	Introduction to Sports Administration
HK 223	Human Functional Anatomy
HK 240	Performance Analysis of Selected Team Sports and Activities

Plus university-level elective (Arts/ Science/ Commerce/Human Kinetics)

Semester 4	**January – April**
HK 127	Personal Health and Wellness
HK 221	Physical Growth and Motor Development
HK 230	Performance Analysis of Selected Individual Sports and Activities
HK 291	Field Experience in Human Kinetics

Plus university-level elective (Arts/ Science/ Commerce/Human Kinetics)

You might also be interested in . . .

- Northern Outdoor Recreation and Ecotourism (NORE) Certificate
- University-level classes in anatomy and physiology, anthropology, biology, human kinetics, or microbiology

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 11.04.04

Human Resources Advanced Diploma

Full-time and part-time • Starts: Fall and spring semesters • 10-course format over a minimum of two semesters for Canadian and international students • Fees: $5900 (approx.) plus textbooks • Prince George campus (Continuing Education)

Careers

This program will give students the knowledge they require to become effective supervisors, or Human Resources professionals in Canada. Graduates of this program may be eligible to take the National Knowledge Exam, the first of two exams towards the Certified Human Resource Professional (CHRP) designation. The program covers the Canada Council of Human Resource Associations' Body of Knowledge.

Credentials

To attain the CHRP designation, students must:

1. Become members of the BC Human Resources Association (BCHRMA)
2. Have at a minimum an undergraduate degree from an accredited university.
3. Successfully complete the National Knowledge Exam.
4. Sucessfully complete the National Practice Exam.

Admission requirements

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

There will be two intakes a year – one in the Fall semester and one in the Spring semester. Courses will be spread over a minimum of two semesters to meet the academic needs of international and Canadian students.

Program outline

Classes in this program will be highly interactive. For this reason it makes sense to ensure the classes themselves are held in workshop-like three-hour "chunks." The exception to that is MGT 266, which will be delivered as a six-hour class once a week (i.e., 9 a.m. – noon, 1 p.m. – 4 p.m.)

HRPR 300	Strategic HR Planning
HRPR 301	Compensation and Benefits
HRPR 302	Occupational Health and Safety
HRPR 303	Training and Development
HRPR 304	Performance Management
HRPR 305	Employment Law/ Employment Standards and Human Rights
HRPR 306	Professional Practice in Canada
HRPR 307	Recruitment and Selection (Staffing)
MGT 264	Industrial Relations
MGT 266	Management Skills for Supervisors

Important dates

Please contact Continuing Education.

Revised: 10.12.03

Human Service Citation

(Community and School Support — CASS)

• Part-time (maximum three courses at once) • Starts: August and January • Fees: $274 per course • Individual completion time varies • Distance education through Prince George

Careers

The Human Service Citation is one of CNC's Community and School Support programs (CASS — formerly Developmental Disabilities). CASS is based on the following values:

- Individuals with developmental disabilities have the right to support services that respect inclusion and choice;
- Individuals with developmental disabilities have the right to work with skilled and respectful support staff in community and school settings.

In addition to the Human Service Citation, CASS offers these two credentials, both listed in this calendar:

- Community Support Worker Certificate
- Education Assistant Certificate

The Human Service Citation consists of four CASS courses. It gives you exposure to the human service field and allows you to choose only the courses you're interested in. All courses are transferable into the Community Support Worker Certificate or the Education Assistant Certificate.

Admission requirements

All applicants must provide a transcript or other official proof that they have completed English 12 (with a final grade of at least "C"), or equivalent.

To download an admissions package, please go to http://mail.cnc.bc.ca/blogs/CASS/

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

Path #1: Paid Paraprofessional

For students employed as paraprofessionals providing support services to persons with developmental disabilities:

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

Path #2: Volunteer Service Provider

For students volunteering service to people with developmental disabilities:

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

Path #3: Caregiver

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

- Verification (such as a transcript) of having completed English 12 or equivalent with a minimum "C" grade
- A completed CASS Personal Statement Form (available at http://mail.cnc.bc.ca/blogs/CASS/).

Path #4: Special Admission

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

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

English 12 or equivalent: If you don't have English 12 or equivalent with a minimum "C" grade, you must write an English test at CNC. It's your responsibility to contact Admissions at 1-800-371-8111, ext. 5800 and arrange to write this test. **Note:** If your results don't meet the required level, you must upgrade before admission to the program.

Program outline

To qualify for the citation, you must complete any four of the following courses:

CASS 110	Communication Skills
CASS 120	Human Diversity A Disability Perspective
CASS 130	Ethical Foundations of Practice
CASS 140	Positive Approaches to Teaching and Learning: Part I
CASS 145	Positive Approaches to Teaching and Learning: Part II
CASS 150	Life Planning and Support Systems
CASS 160	Physical Care
CASS 180	Supporting Literacy in Diverse Classrooms

You might also be interested in . . .

- Community Support Worker Certificate
- Early Childhood Education Certificate
- Education Assistant Certificate
- Fetal Alcohol Spectrum Disorder (FASD) Advanced Diploma
- Health Care Assistant Certificate
- Social Service Worker Certificate
- Social Service Worker Diploma
- Social Service Worker (UT) Diploma
- University-level classes in psychology, sociology, or social work

Important dates

Fall 2010 term (distance format):

- Classes: August 30 – December 11, 2010 (includes exams)

Spring 2011 term (distance format):

- Classes: January 10 – April 23, 2011 (includes exams)
- Study break: February 14 – 18, 2011

Revised: 10.08.13

Industrial Mechanic (Millwright) / Machinist, Foundation-Level

• Full-time • Starts: September • Fees, entire program: $2,227 (Prince George) • 22 weeks • Mackenzie, Prince George and Vanderhoof campuses

Careers

Graduates will be qualified for entry-level employment opportunities in

- Industrial/commercial machine shops
- Pulp mills, sawmills, and mines
- Mines
- Food and beverage processing operations
- Construction, oil and gas plants/ transmission
- Secondary manufacturing of all types of products.

The activities of an industrial mechanic (millwright)/machinist include maintenance, installation, and repair of stationary industrial equipment in factories, mills, mines, production plants, and recreational facilities. These skilled tradespeople also use lathes, milling machines, grinders, and other equipment to machine parts to accurate dimensions. Because they work in close association with instrument mechanics, pipefitters, welders, electricians, and heavy equipment mechanics, they need to be team players.

Admission requirements

The admission requirements mentioned below are the minimum requirements.

1. Grade 10 with English 10 with a "C" or higher
2. Principles of Math 10 or Applications of Math 10 with a "C" or higher (Effective Sept. 2012: Common Grade 10 or Apprenticeship and Workplace Math 11 or Trades Math 041 or Math 030 with a "C" or higher)

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

Program outline

Topics include the following (not a complete list): blueprint interpretation, safety, hand tools, power tools, engine lathes, milling machines, grinders, rigging, welding, conveyors, reducers, pumps, and basic hydraulics.

Selection process

Students are encouraged to submit a resumé and handwritten statement indicating reasons for wishing to enter the program as well as complete two pre-Trades evaluations: a test of mechanical reasoning skills, and the College English/Math Achievement Test (EMAT). Both of these items are included in the selection criteria listed below and will be awarded points.

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

1. The letter grade for English 10, English 030 or Communications 11 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
2. The letter grade for Principles of Math 10, Math 030, Applications of Math 10, Applied Math 10 or Math 030 or equivalent, will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
3. Credit in Physics 11 or equivalent with a grade of "C" or better will be awarded 4 points
4. The mechanical reasoning portion of the EMAT will be awarded a maximum of 5 points.
5. The English portion of the EMAT will be awarded a maximum of 1 point.
6. The Math portion of the EMAT will be awarded a maximum of 1 point.
7. Credit in one or more trades-related courses at the Grade 12 level with a grade of "B" or better, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.
8. Credit in any of the following: English 11, Principles of Math 11, or equivalents, or Trades Math 041 and Trades Math 042 with a "C" grade or better will be awarded 3 points.
9. Credit for submitting a resumé and personal handwritten statement indicating their reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points = 28

Note: High school graduation with English 12, Math 11 and Physics 11 (where applicable) is recommended and required by some employers in order to be indentured as an apprentice.

Provincial apprenticeship programs

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

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

CNC graduates of this program receive an ITA certificate of completion and credit for level one technical training of their apprenticeship.

Apprentices who want to schedule their technical training at CNC should contact CNC's Trades Division. Apprentices and employers must

register apprenticeships with the ITA. For application forms or more information, call 1-866-660-6011 or visit www.itabc.ca.

You might also be interested in . . .

- Automotive Technician, Foundation-Level
- Heavy Duty Mechanics/Commercial Transport Mechanical Repair, Foundation-Level
- Plumbing, Foundation-Level
- Power Engineering, 4th Class Certificate
- Welding Levels B and A
- Welding Level C

Important dates

- Classes: August 23, 2010 – January 28, 2011
- Christmas break: December 18, 2010 to January 3, 2011

Revised: 10.12.03

Industry Training

• Part-time • Durations, start dates, and fees vary • Offered at all CNC campuses

In today's market, employee training is critical. CNC offers updated equipment and instructors with extensive industry knowledge and background (WorkSafeBC-certified where applicable). We'll bring the training to your site, or you can use our top-notch facilities.

Note: At the Prince George campus, Industry Training is offered through the Continuing Education department.

Sampling of courses offered

Courses are constantly being developed in response to community needs. Therefore, the list presented here is only a sample. For the most up-to-date list of what's currently available, or to have a custom training package delivered at your facility, please contact your local CNC campus.

Key to campuses

BL	Burns Lake	N	Nechako
FL	Fraser Lake	PG	Prince George
FSJ	Fort St. James	Q	Quesnel
M	Mackenzie	V	Vanderhoof

Automotive

- Air Conditioning Retrofit Certification (ICBC-accredited) (PG)
- Aluminum Welding (ICBC-accredited) (PG)
- Automotive Lift Inspection/ Operation (PG)
- Automotive Lab Scopes and Scan Tool Diagnosis (PG)
- Basic Automotive/Heavy-Duty Air Conditioning (PG)
- CFC/HCFC/HFC Control for the Refrigeration and Air Conditioning Industry (Environment Canada Certification) (PG)
- Commercial Vehicle Inspection Program (CVIP) (PG)
- Diesel Engine Electronics, Levels 1 and 2 (PG)
- Diesel Engine Training—Domestic Automotive (Ford/GM/Dodge) (PG)
- Electronic Scan Tool Training for ICBC Auto Shop Body Workers (PG)
- Hybrid Technology (PG)
- Wheel Alignment (ICBC-accredited) (PG)

Driving (Also see "Driver Training" listing in this calendar)

- Air Brakes, 20 hours (BL, FL, FSJ, M, V)
- Class 1 Basic (BL, FL, FSJ, V)
- Class 4—Unrestricted (BL, FL, FSJ, V)
- Class 4 or 5, with Endorsement 20 (FL, FSJ, V)
- Defensive Driving (BL)

Electrical / Electronics

- AC/DC Fundamentals (PG)
- Circuit Breaker (General) (PG)
- Electrical Code Refresher (PG, Q)
- Electrical Drawings and Control Systems (PG)
- Electrical System Protection Relaying (PG)
- High Voltage Electrical Awareness (for Private Stations) (PG)
- Lighting Design and Control Systems Training (PG, Q)
- Programmable Logic Controllers (PG)
- Safety Training for Electricians (PG)

Heavy equipment (Also see "Heavy Equipment Operator" listing in this calendar)

- Excavator Training (BL, M, N, PG, Q)

Industry

- Aerial Work Platform (Scissor-lift) Certification (PG)
- Brushing, Spacing, Thinning (BL, M, N)
- Bug Probing (M, N)
- Culturally Modified Trees (BL, M, N)
- Environmental Management Systems (BL, M, N)
- Fire Suppression (BL, M, N)
- Forklift—Introductory (BL, M, N, PG)
- Forklift Operator—Certification / Recertification (BL, M, N, PG)
- Hoisting and Rigging (BL, M, N, PG)
- Log Scaling (BL, M, N)
- Powered Boomlift Certification (PG)
- Pre-Foundation-Level Trades Math (PG, Q)
- Small Engine Repair (PG)

Safety

- All-Terrain Vehicle Rider course (BL, M, N, PG)
- Accident/Incident Investigation (M, PG)
- Bear Awareness (BL, M, N)
- Chainsaw Safety (BL, M, N, PG)
- Confined Space—Awareness/ Entry/Rescue (PG, BL, M, N)
- CPR/Automated External Defibrillator (AED) (BL, M, PG)
- Fall Protection Awareness (BL, M, PG)
- Gas Detection (PG)
- H_2S Alive (M, PG)
- Heat and Cold Stress (BL, M, N)
- Occupational First Aid Levels 1, 3, and Transportation Endorsement (BL, M, N)
- Pesticide Application/Dispenser/Certification (PG, BL, M, N)
- Red Cross First Aid (BL, M, N)
- Respiratory Protection and Respirator Fit Testing (PG)
- Rigging and Lifting (M, PG)
- Safety Committee courses (M, PG)
- Scaffolding (M)
- Snowmobile rider courses (BL, M, N)
- Spill Response (BL, M, N, PG)
- Transportation of Dangerous Goods (TDG) (BL, M, N, PG)
- WHMIS (BL, M, N, PG)
- Workplace Inspections (M, PG)
- WorkSafe (BL, M, N, PG)

Trades

- Gas Fitter "A" / "B/C" (PG)
- Machinist—Computer Numerically Controlled Machining—Basic (PG, Q)
- Millwright—Hydraulics—Basic and Advanced (M, PG, Q)
- Millwright—Laser Alignment (PG, Q)

- Millwright—Lubrication and Bearings (PG, Q)
- Millwright—Upgrading for IP exam (PG, Q)
- Welding—Arc / Oxy-Fuel Welding (beginner level) (M, PG, Q)
- Welding—Gas Metal Arc Welding (GMAW) (MIG) (PG, Q)

You might also be interested in . . .

- Automotive Technician, Foundation-Level
- Excavator Training
- Heavy Duty Mechanics/Commercial Transport Mechanical Repair
- Heavy Equipment Operator
- Industrial Mechanic (Millwright) / Machinist, Foundation-Level
- Maintenance Management Professional Certificate
- Plumbing, Foundation-Level
- Power Engineering, 4th Class Certificate
- Welding Level C, B, and A

Revised: 10.08.11

JET (Job Education and Training)

Fees, entire program: • Part-time • Starts: September • $723 • Nine months • Prince George campus

About JET

Gain the skills you need to get a job. The JET program prepares people with learning difficulties for entry-level positions in competitive employment. Our graduates are employed in entry-level positions in a variety of settings.

The program alternates classroom theory with job training placements provided by interested employers. Job training sites are arranged using the student's personal job plan. Local businesses provide specific job skills training for the position that the student has identified. Financial aid is available.

JET staff provide monitoring, adjust support, and help evaluate progress for both student and employer. Students may have up to three job training sessions during the year.

Admission requirements

Members of the JET staff interview each student to see if the program is right for them. Parents and other support people are welcome to attend the interview. Applications are welcome at any time during the year.

Program outline

JET 151: Job Orientation
Job Orientation helps students develop personal goals for competitive employment. They examine their interests, attitudes, values, aptitudes and goals, then investigate the local labour market and develop a personal job plan. Students participate in a four- to five-week unpaid job training placement.

JET 152: Assertiveness and Interpersonal Skills for Employment
Students explore their personal level of assertiveness, familiarize themselves with assertiveness techniques, and develop skills to handle situations assertively. Important components of this course include strategies for stress management, conflict resolution, and building self-esteem.

JET 153: Interview Skills
This course provides practical training in all phases of the job interview, including contacting employers, preparation for the interview, personal presentation during the interview, and follow-up with the employer. Each student refines his or her interview skills by participating in an interview circuit with community employers.

JET 154: Job Maintenance
Job Maintenance helps students develop skills and strategies to function competitively on the job. The job-keeping strategies covered in the course will enhance personal performance. Students participate in a four- to five-week unpaid job training placement.

JET 155: Job Search
This course provides students with strategies and techniques to locate job opportunities and perform independent job searches. Students participate in a four- to five-week unpaid job training placement, or an active job search supported by JET staff.

Questions?

Contact JET staff at 250-561-5836 / 1-800-371-8111, ext. 5836, or e-mail dauvinj@cnc.bc.ca

You might also be interested in . . .

- TARGET

Important dates

Fall 2010 term:

- Classes: September 7, 2010 – December 16, 2010
- Christmas break: December 20, 2010 – January 3, 2011

Spring 2010 term:

- Classes: January 4 – May 12, 2011
- Study break: March 21 – 24, 2011

Revised: 10.08.11

Legal Administrative Assistant Certificate (ABT*)

(*Applied Business Technology)

• Full-time and part-time • Start date varies • Fees: Contact campus for details • Duration varies • Online through CNC Mackenzie

Careers

Become an important member of the legal team. Perform valuable administrative and support tasks to ensure law firms function efficiently. The Legal Administrative Assistant Certificate will give you the skills and knowledge you need for entry-level employment in any legal, notary or government office team dealing in civil, corporate, family, or probate law or in conveyancing.

Admission requirements

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

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

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

Applicants with Applied Business Technology or Office Administration Certificates from other institutions must contact the College of New Caledonia at 1-877-997-4333.

Highly recommended:

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

- ABTC 075 Human Relations, or ABTH 070 Human Relations.
- ABTC 080 Business Math and Calculator Skills, or ABTB 073 Financial Records, or equivalent.
- ABTC 090 Administrative Procedures, or ABTP 078 Office Simulations, or ABTP 076 Office Simulations, or equivalent.
- ABTC 091 Records Management, or ABTP 072 Office Procedures, or ABTP 073 Office Procedures, or equivalent.

Program outline

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

Revised: 10.08.11

Maintenance Management Professional Certificate

• Part-time • Start date: Please contact Continuing Education • Fees, entire program: $6,795 • 225 hours • Prince George campus (Continuing Education)

Careers

CNC and the Plant Engineering and Maintenance Association of Canada (PEMAC) are proud to offer the Maintenance Management Professional (MMP) Certificate Program.

Developed and authorized by PEMAC, this program is designed for those aspiring to management positions in the maintenance field, those already in maintenance management and looking for formal training, those seeking the full maintenance designation (MMP Certificate), and those seeking only focused training in selected areas.

Every business has physical assets used to create value in terms of the products or services you offer your customers. Effective maintenance management of your organization's physical assets improves the following:

- Uptime
- Production capacity
- Equipment reliability
- Economic life of assets
- Safety records
- Environmental compliance
- Return on your financial investment in capital assets.

The MMP certification program enables you and your employees to provide the most cost-effective management of your business's physical assets.

Admission requirements

There are no formal admission requirements for this program.

Program outline

This program consists of eight modules:

Module 1	Maintenance Management — Skills and Techniques
Module 2	Production and Operations Management for the Maintenance Manager
Module 3	Human Resource Management
Module 4	Financial Management for the Maintenance Manager
Module 5	Developing and Imple - menting Maintenance Tactics Management
Module 6	Maintenance Planning and Scheduling
Module 7	Computerized Maintenance Management Systems
Module 8	Capstone course

Revised: 10.08.11

Management Diploma

• Full-time or part-time • Starts: September and January • Fees, entire program: $5,617 • Two years • Prince George campus; individual courses may be available at other campuses

Careers

Take the first step towards a career as a manager. This program is designed primarily for mature students who want to build on their existing work experience and move into management positions. (Students with little work experience should expect junior or entry-level positions with potential for movement into management.) If you think you may be admissible as a mature student, please consult a CNC counsellor/advisor.

Job opportunities in this field are strong. BC Work Futures states "between 2001 and 2011, it is expected that 7,850 positions in this field will become available."

Possible job titles include administrative officer, administrative services coordinator, office manager, liaison officer, and departmental manager.

This program also prepares you for further study (please consult with a faculty member or counsellor/advisor before enrolling in second year). Options include a block transfer to UNBC (up to 60 credits), and transferability to the University of Lethbridge.

Admission requirements

Successful completion of one of the following:

- Grade 12 (with English 12 or English 12: First Peoples, Communications 12, or Technical and Professional Communications 12) **and** Principles of Math 11 or Applications of Math 11 or Foundations of Math 11 or Pre-calculus 11 or Math 044 or 045
- Adult Dogwood with Math 044 or Math 045
- GED Certificate with English 12 or English 050 and Math 044 or Math 045
- Mature student status with English 12 or English 050 and Math 044 or Math 045 or equivalent, as demonstrated on EMAT

Program outline (when MATH 145 *is not* required in first semester)

Semester 1

ACC 151	Accounting I
CIS 165	Business Information Systems
Either:	
ECON 101	Canadian Microeconomics Issues (see Program outline notes)
or	
ECON 201	Principles of Economics — Microeconomics (see Program outline note 1)
MGT 154	Applied Human Relations
MKT 152	Principles of Marketing

Semester 2

Either:	
ECON 102	Canadian Macroeconomics Issues (see Program outline note 1)
or	
ECON 202	Principles of Economics — Macroeconomics (see Program outline note 1)
Either:	
ENGL 103	Composition and Style (see Program outline note 2)
or	
ENGL 195	Effective Communications I (see Program outline note 2)
LAW 294	Business Law
MATH 157	Business Statistics
MGT 157	Principles of Management

Semester 3

Either:	
ENGL 196	Effective Communications II (see Program outline note 2)
or	
ENGL 229	Professional Business and Technical Communication (see Program outline note 2)
MGT 263	Human Resource Development
Three electives (see Electives list)	

Semester 4

COM 222	Management and Organizational Behaviour
MGT 254	Applied Group and Leadership Skills
MGT 255	Small Business Development
MGT 264	Industrial Relations
Elective (see Electives list)	

Note 1: ECON 201, ECON 202, FIN 257 and MATH 157 require higher level math skills. Please consult the course descriptions in this calendar or contact the Counselling and Advising department for details regarding these four courses.

Note 2: Essentials of Math 11 does not fulfill the admission requirements.

Program outline (when MATH 145 *is required* in first semester)

Semester 1

ACC 151	Accounting I
CIS 165	Business Information Systems
MATH 145	Math for Business
MGT 154	Applied Human Relations
MKT 152	Principles of Marketing

Semester 2

Either:
ECON 101 Canadian Microeconomics Issues (see Program outline note 1)
or
ECON 201 Principles of Economics — Microeconomics (see Program outline note 1)
Either:
ENGL 103 Composition and Style (see Program outline note 2)
or
ENGL 195 Effective Communications I (see Program outline note 2)
LAW 294 Business Law
MATH 157 Business Statistics
MGT 157 Principles of Management

Semester 3

Either:
ECON 102 Canadian Macroeconomics Issues (see Program outline note 1)
or
ECON 202 Principles of Economics — Macroeconomics (see Program outline note 1)
Either:
ENGL 196 Effective Communications II (see Program outline note 2)
or
ENGL 229 Professional Business and Technical Communication (see Program outline note 2)
MGT 263 Human Resource Development
Two electives (see Electives list)

Semester 4

COM 222	Management and Organizational Behaviour
MGT 254	Applied Group and Leadership Skills
MGT 255	Small Business Development
MGT 264	Industrial Relations

Elective (see Electives list)

Program outline notes

Note 1: ECON 101 and 102 are not recognized prerequisites for post-diploma courses. ECON 201 and 202 receive full transfer credit.

Note 2: Kwantlen Polytechnical University requires ENGL 103 and does not accept ENGL 195 or ENGL 196.

Note 3: MATH 145 may be required in the first semester and would be taken instead of ECON. ECON would be taken later in the program of studies.

Electives list

A total of five electives from:

LEAD 101	Leadership Lab, Part 1
LEAD 201	Leadership Lab, Part 2
BUS 250	International Business School and Cultural Exchange

Any COM course

Any required courses from Marketing or Accounting and Finance core courses

With at least two of the five electives must be from this list:

ECON 207	Managerial Economics
ENGL 196	Effective Communications II(see Program outline note 2)
MATH 145	Math for Business
MGT 160	International Business

You might also be interested in . . .

- Accounting and Finance Diploma
- Associate Certificate in Workplace Conflict
- Business Administration Certificate
- Conflict Resolution Certificate, Specializing in Negotiation
- Management Skills for Supervisors
- Marketing and Management Diploma

Important dates

Fall term

- Classes: September 7 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 11.06.02

Management Skills for Supervisors

• Part-time • Please contact campuses for specific dates • $555 • Length varies • Prince George (Continuing Education) and Quesnel; may be available at Vanderhoof

Careers

Improve your management skills, add to your resumé, and improve your ability to manage time and stress — take Management Skills for Supervisors at CNC.

The program is delivered in three 26-hour modules. Each module is a complete and separate learning experience, but it is best to take them in sequence, as the overall program is designed to build upon knowledge and skills of the previous module.

Program outline

Interpersonal Communication and Conflict Resolution

In this session you'll learn how to give and receive effective feedback that will help resolve even the most difficult situations, and how to set a supportive communication climate for a one-to-one problem-solving discussion, whether it's with a fellow employee, colleague, or boss.

Topics of discussion will focus on identification and prevention of win/lose situations before they begin, six rules to developing a supportive work climate, three essential skills to help resolve all interpersonal conflict, and understanding why people do the things they do and how you can turn all conflict into co-operation.

Group Decision-Making and Problem Solving

This session will identify your problem-solving, decision-making style and how it may positively or negatively affect others. You will learn how to be more effective in your group/team meetings and take advantage of the skills of shared responsibility and leadership.

This session focuses on applying the "4-Factory Theory," identifying your preferred problem-solving, decision-making style, five motivational drives of all people, skills required to effectively participate in group discussion, and facilitating a problem-solving session.

Self-Management and Leadership Development

Refine your interpersonal skills by identifying your behavioural preferences and motivational drives. Learn how to adjust your style of interaction to best meet the motivational needs of others.

Through a very reliable test you will discover your negative responses to stress and how to overcome this without having to change your lifestyle.

Manage yourself better in relation to time by identifying strengths and potential areas of development, applying effective interaction strategies to meet the various motivational needs and behavioural styles, and recognizing your reactions under tension, pressure, and stress.

Revised: 10.08.11

Marketing and Management Diploma

• Full-time or part-time • Starts: September and January • Fees, entire program: $5,808 • Two years • Prince George campus; individual courses may also be available at other campuses

Careers

Literally thousands of organizations provide career opportunities in marketing. Examples include manufacturing, retailing, wholesaling, service marketing, non-profit organization marketing, government, and international marketing.

This program prepares you for management trainee and specialist positions in areas such as:

- Sales
- Advertising
- Marketing research
- Purchasing
- Product/brand management
- Physical distribution
- Public relations

The program permits a two-year block transfer (up to 60 credits) towards an undergraduate degree at UNBC, Royal Roads University, Athabasca University, or the University of Lethbridge. If planning to continue to university, consult with a faculty member or counsellor/advisor before enrolling.

Admission requirements

Successful completion of one of the following:

- Grade 12 (with English 12 or English 12: First Peoples, Communications 12, or Technical and Professional Communications 12) **and** Principles of Math 11 or Applications of Math 11 or Foundations of Math 11 or Pre-calculus 11 or Math 044 or 045
- Adult Dogwood with Math 044 or Math 045
- GED Certificate with English 12 or English 050 and Math 044 or Math 045
- Mature student status with English 12 or English 050 and Math 044 or Math 045 or equivalent, as demonstrated on EMAT

Note 1: ECON 201, ECON 202, FIN 257 and MATH 157 require higher level math skills. Please consult the course descriptions in this calendar or contact the Counselling and Advising department for details regarding these four courses.

Note 2: Essentials of Math 11 does not fulfill the admission requirements.

Program outline

The program is normally completed in four terms over two years. Some students, however, may wish to take it over six terms—for example, if they have employment obligations or family responsibilities. CNC counsellors/advisors can help develop schedules to suit each student.

Business Common Core Semester

ACC 151	Accounting I
CIS 165	Business Information Systems
Either:	
ECON 101	Canadian Microeconomics Issues (see Note 1)
or	
ECON 201	Principles of Economics — Microeconomics (see Note 1)
MGT 154	Applied Human Relations
MKT 152	Principles of Marketing

Marketing and Management Core Courses

ACC 152	Accounting II
ACC 255	Management Accounting I
Either:	
ENGL 103	Composition and Style (see Note 2)
or	
ENGL 195	Effective Communications I (see Note 2)
MATH 157	Business Statistics
MKT 251	Marketing Management Theory and Applications
MKT 266	Promotion
MKT 271	Consumer Behaviour
MKT 272	Marketing Research Methods
MKT 276	Retailing and Merchandising
MKT 281	Personal Selling
MKT 285	Internet Marketing
MGT 255	Small Business Development

Electives

Any three courses from:

ENGL 196	Effective Communications II (see Note 2)
LAW 294	Business Law
MATH 145	Math for Business (see Note 3)
MGT 254	Applied Group and Leadership Skills

Note 1: ECON 101 and 102 are not recognized prerequisites for post-diploma courses. ECON 201 and 202 receive full transfer credit.

Note 2: Kwantlen Polytechnical University requires ENGL 103 and does not accept ENGL 195 or ENGL 196.

Note 3: MATH 145 may be required in the first semester and would be taken instead of ECON. ECON would be taken later in the program of studies.

You might also be interested in . . .

- Accounting and Finance Diploma
- Associate Certificate in Workplace Conflict
- Business Administration Certificate
- Conflict Resolution Certificate, Specializing in Negotiation
- Management Diploma
- Management Skills for Supervisors

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 11.06.02

Mathematics

• Full-time or part-time • Most courses start September or January • Fees: $3,530 (one year of science courses) • Individual university classes • Prince George campus; individual courses also offered in Quesnel

Careers

Mathematics reveals hidden patterns that help us understand the world around us. As well, mathematicians can make a lasting contribution by helping to solve problems in fields such as medicine, management, economics, government, computer science, physics, psychology, engineering, and social science.

A degree in math can lead to careers in education, computer science, statistics, research, physics, and more.

Admission

You'll need one of the following:

- Successful completion of Grade 12 (with English 12 or English 12: First Peoples)
- ABE/CCP Advanced Certificate
- GED Certificate
- Completion of Grade 11 with an outstanding academic record in the year of application.

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we **strongly recommend** that you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings at the back of this calendar).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.
- Students applying for admission to Math 101, CSC 109, PHYS 101, or CHEM 111 who obtained a "C+" grade or less in Principles of Math 12 (interim grade) or Math 050 will be registered in Math 100.

Note 1: Students attending in 2013 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 will be registered in MATH 100.

What will you study?

For help creating the two-year math program that meets your personal goals, contact CNC Counselling and Advising, or see Packages 1, 5, 6, and 8 in the University Classes section (starts page 147) for sample programs of study.

- For information on an associate degree in science, see page 134
- For information on an associate degree in arts, see page 12
- For a list of all math courses available at CNC, see page 224
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

- Arts, Associate degree
- Computer/Network Electronics Technician Certificate
- Engineering (Applied Science)
- Other university-level courses
- Science, Associate Degree
- University Transfer First-Year Science

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 10.10.05

Medical Laboratory Technology Science Diploma

• Full-time • Starts: January • Fees, entire program: $16,516 • 2.5 years — 1.5 in the classroom, and 1 on practicum • Prince George campus

Careers

There's a worldwide shortage of medical laboratory technologists. Help fill the need and enjoy a respected career.

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

This program prepares you to work in

- Hospital laboratories
- Public and private clinical laboratories
- Research, veterinary, forensic, pharmaceutical, and industrial laboratories
- Laboratory instrument sales and service

Educational opportunities include a post-diploma bachelor of science in medical lab technology (UBC) and/or Advanced Registered Technologist certification (Canadian Society of Medical Laboratory Science, or CSMLS). Post-diploma professional development is also offered locally, provincially, and nationally.

CNC's Medical Laboratory Technology Science Diploma program is fully accredited by the Canadian Medical Association (CMA).

After graduating, you'll be eligible to write the CSMLS national examination to become professionally certified, which qualifies you to work as a medical laboratory technologist anywhere in Canada. Job prospects are excellent throughout the country, and particularly in northern BC.

Admission requirements

1. Grade 12 or ABE Advanced Certificate.
2. The following courses, each with a grade of "C" or better:
   - English 12 or English 12: First Peoples or Technical and Professional Communications 12 or English 045 or equivalent;
   - Biology 12 or Biology 050 or equivalent;
   - Chemistry 12 or Chemistry 050 or equivalent
   - Principles of Math 12 or Math 050 or equivalent (for students graduating secondary school prior to 2013)
   - Foundations of Math 12 or Pre-Calculus 12 or Math 050 or equivalent (for students graduating secondary school 2013 and later)

   Note: Student selection for the program is extremely competitive. "C" is the minimum, but higher grades will improve your chances of being accepted.
3. Completion of Self-Report on Suitability form.
4. Completion of the Medical Laboratory Technology Career Investigation Report form.

Note 1: As part of the selection process, only those applicants who are shortlisted will be interviewed. The MLT Career Investigation Report form (Admission Requirement 4, above) is the primary means of selection for this interview — for more details, please see Selection Process on the next page.

Note 2: When you're accepted into the program, you'll have to supply us with documents certifying that you have current immunizations and health examinations, and a current first aid certificate. We'll send you more information on this in your acceptance package.

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

Note 4: You'll have to undergo criminal record searches.

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

Program outline

Semester 1	**17 weeks**
MLTS 101	Medical Terminology
MLTS 104	Infection Control and Safety
MLTS 105	Normal Hematology
MLTS 106	Specimen Collection and Handling
MLTS 109	General Laboratory Practice
MLTS 113	Anatomy and Physiology
MLTS 115	Quality Management
MLTS 122	Analytical Principles
MLTS 142	Microbiology I
Intersession	**Can be taken after either Semester 1 or Semester 2**
MLTS 190	Specimen Collection/ Handling Practicum
MLTS 151	Management Practices
Semester 2	**17 weeks**
MLTS 131	Histotechnology I
MLTS 135	Histology
MLTS 136	Histotechnology II
MLTS 143	Microbiology II
MLTS 155	Immunology
MLTS 161	Hematopathology
MLTS 166	Clinical Chemistry I
MLTS 181	Transfusion Medicine I
Semester 3	**17 weeks**
MLTS 144	Microbiology III
MLTS 150	Professional Practices
MLTS 153	Fundamentals of Research
MLTS 162	Coagulation
MLTS 167	Clinical Chemistry II
MLTS 170	Urinalysis
MLTS 176	Molecular Diagnostics
MLTS 182	Transfusion Medicine II

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

Practicum (39 weeks)	
MLTS 230	Histotechnology Theory
MLTS 235	Histotechnology Practicum
MLTS 240	Microbiology Theory
MLTS 245	Microbiology Practicum

MLTS 260 Hematology Theory
MLTS 262 Hematology Practicum
MLTS 265 Clinical Chemistry Theory
MLTS 266 Clinical Chemistry Practicum
MLTS 280 Transfusion Medicine Theory
MLTS 285 Transfusion Medicine Practicum

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

Selection process

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

		Max. points
1.	The cumulative grade point average of the required English, biology, chemistry and mathematics courses contributes its actual points – e.g., a GPA of 3.2 contributes 3.2 points.	4.00
2.	30 credits or more at the post-secondary level, or 1-year equivalency, contributes 2 points	2
3.	A completed "Medical Laboratory Technology Career Investigation Report" contributes up to 4 points. Note: This is the primary means of selection for the interview.	4
4.	A completed "Self-Report on Suitability" contributes 1 point.	1
5.	Residents of BC or the Yukon will be awarded 1 point.	1
6.	Persistent interest in the program, as shown by repeated qualified applications, contributes 1 point.	1
7.	The interview contributes up to 5 points	5
Total possible points		**18**

Note: Not all segments of this program are eligible for student loans. Students need to begin financial planning early.

Certification

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

Criminal record check

You will have to undergo two criminal record searches: one through the RCMP and one through the Ministry of Public Safety. The cost of these searches is your responsibility. A search which identifies relevant criminal convictions may prevent you from doing a practicum or entering a clinical setting. Students who cannot enter the practicum or clinical component of the program cannot graduate from the program.

Financial planning and awareness

Please be aware that not all segments of this program are eligible for student loans. Students are required to make significant tuition payments during the program and plan for costs of practicum placements outside of Prince George. Students applying to this program need to begin financial planning early.

Readmission policy

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

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

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

1. A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal maintained an overall grade of "C" 60% or better will be accorded first priority.
2. A student who has failed an MLTS course or who has withdrawan from the MLTS course will less than a "C" 60% grade standing in the course will be accorded second priority.
3. An evaluation of course work completed elsewhere will be necessary for the student requesting a transfer from another accredited MLTS program; the student will then be subject to the above and will be accorded third priority.

You might also be interested in . . .

- Dental Assisting Certificate
- Dental Hygiene Diploma
- Nursing, Bachelor of Science
- Practical Nurse Certificate
- Science, Associate Degree
- University-level science courses
- University Transfer First-Year Science

Important dates

Fall term

- Classes: August 16, 2010 to December 17, 2010 (Semester II)
- Study break: October 12 – 15, 2010

Intersession

- Classes: December 20, 2010 to January 7, 2011

Spring term

- Classes: January 10, 2011 to May 13, 2011 (Semesters I and III)
- Study break: March 7 – 11, 2011

Practicum

- Between May 16, 2011 to May 14, 2012 (Semester III students)

Revised: 11.01.25

Medical Office Assistant Certificate (ABT*)

(*Applied Business Technology)

• Full-time and Part-time • Start date varies • Fees: Contact campus for details • Duration varies • Online through CNC Mackenzie

Careers

Medical office assistants are in demand by physicians and other allied health care providers. The complex and detailed nature of working in the demanding position of a medical office assistant requires excellent communication and office skills to co-ordinate quality patient care.

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

Admission requirements

1. Applicants who have completed CNC's Administrative Assistant or Office Assistant Certificate within the past five years meet the program admission requirements. Those applicants with older certificates should contact the Mackenzie campus to discuss potential admission exemptions.
2. Applicants without CNC certificates will need the following:
   - ABTC 060 Computers and the Internet or ABTW 073 Micro Computers 1 or equivalent
   - ABTC 066 Keyboarding II or a keyboarding speed of 45 net words per minute
   - ABTC 070 Word Processing I and Word Processing II or ABTW 043 Word Processing/ Document Production Levels I, II, III
   - ABTC 080 Business Math and calculators, or equivalent
   - ABTC 085 Business English or ABTE 074 Business Communications 1, or equivalent
3. Applicants with Applied Business Technology, Office or Administrative Assistant certificates from an institution other than CNC must submit transcripts with their application to enable potential admission exemptions.
4. Applicants with current, relevant office experience within the last two years may contact the Mackenzie campus to discuss potential admission exemptions.
5. Applicants without an online certificate will need to complete ABTC 050 prior to entrance or as part of the program.

Program outline

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

Computer/technical requirements

- Pentium 233 or higher processor, at least 65 MB memory, 1.5 GB hard disk space
- Sound Blaster 16 with compatible sound card
- USB or serial port for foot pedal
- Headset jack or port to connect headset
- Standard audio headset
- High-speed Internet access
- Windows XP or newer (Macintosh compatibility is possible)
- Microsoft Word 2007
- Adobe Acrobat Reader (free download from www.adobe.com)
- Internet Explorer 6.0 or higher or Firefox (with cookies enabled)
- Sun Java Runtime JRE 1.5.x or higher, with JavaScript enabled
- Digital Wav pedal (available for purchase from www.cost-plus.com; see details in online classroom) or wav pedal with Start/Stop software (available with Medical Transcription, 3rd ed., discounted package); needed prior to starting ABTM 036
- Express Scribe (free download from www.nch.com/au/scribe — see details in online classroom) or Start/Stop transcription software (available with Medical Transcription, 3rd ed., discounted package); needed prior to starting ABTM 036
- Smart Series Professional Regent Health Care Systems (available at web.regenthealthcare.ca); only to be accessed/purchased once ABTM 025 is started

Important dates

TBA — please contact the Mackenzie campus for details.

Revised: 10.08.11

Medical Radiography Technology Diploma

• Full-time • Starts: September 2011 • Fees, entire program TBD • 2 consecutive years – alternating semesters of theory/labs with clinical placements in the field • Prince George campus

Careers

A northern Medical Radiography Technologist Program is critical to the continuation and provision of high quality radiographic services and medical care for residents of Northern British Columbia.

There is a current shortage of medical radiography technologists (MRTs) in the North and throughout the province. Increasing demands for imaging tests, reduced personnel supply, and an aging workforce are all contributing to a crisis in the number of MRTs available to provide crucial medical support.

A provincial and national shortage has been identified by the Canadian Association of Medical Radiation Technologists. Northern British Columbia will feel the effects of this shortage especially, given the general difficulty in recruiting qualified professionals to northern communities.

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

As a medical radiography technologist, you will use computer generated images to aid in making medical diagnoses. A digital image (X-ray) may be for a routine chest or a broken finger or it may form part of the sophisticated examinations used in the detection of heart, blood vessel, or brain abnormalities.

The medical radiography graduate is an imaging technologist who works as part of the health team composed of radiologists, interns, surgeons, nurses, laboratory technologists, biomedical technologists, nuclear medicine technologists, sonographers and other specialists.

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

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

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

Clinical placement/Work experience

Students will undertake extensive unpaid work experience at radiography sites during their education. CNC will utilize as many northern sites as possible, in collaboration with Northern Health; however some placements may be in the Interior and Lower Mainland to ensure students can obtain MRT competencies that can only be achieved at urban sites. Some placements may also be in the Yukon and Northwest Territory.

Credentials

CNC's program will share curriculum and many resources with BCIT as part of a new provincial model of collaborative delivery. The CNC program will grant its own credential and will be accredited separately from BCIT.

CNC's MRT diploma credential and competencies are set by the Canadian Association of Medical Radiography Technology. Medical Radiography Technology programs undergo a national accreditation process by the Canadian Medical Association (CMA). CNC submitted its registration form to begin the accreditation process in July 2010. The full accreditation process will not be complete until early spring 2013 as the first cohort of students move into their final phase of the program.

Admission requirements

1. High school graduation or equivalent
2. The following courses, each with a grade of "B" or better:
   - English 12 or equivalent
   - Principles of Math 12 or Applications of Math 12 or equivalent (for students graduating secondary school prior to 2013)
   - Foundations of Math 12 or Pre-Calculus 12 (for students graduating secondary school 2013 and later)
   - Physics 12 or equivalent
   - Biology 12 or equivalent
3. Completed Self-Report on Suitability Form
4. Participate in a program information session (these will be delivered face-to-face or available by electronic means for applicants.
5. 30 hours of volunteer/paid work in a patient care environment.
6. Submit a letter from facility supervisor, volunteer co-ordinator or employer confirming volunteer work or paid employment – acceptable and unacceptable examples will be developed by program co-ordinator.

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

March 31, 2011 is the deadline to submit application and all qualifying documentation for the Medical Radiography Technology Diploma program.

General requirements essential to success for MRT students

- Strong sense of responsibility, caring nature, interest in the well-being of others, excellent interpersonal skills, strong problem-solving skills and good teamwork.
- Aware that MRT profession is both physically and mentally demanding, and requires individuals to cope well in a stressful environment.
- Maintain a controlled sensitivity to disturbing scenarios such as trauma patients, surgical procedures and symptoms of hospitalized patients.
- Excellent physical fitness and mental acuity; this includes good eyesight and hearing.
- Competent in written and oral English; must be able to accurately follow written requisitions and fast paced verbal directions.
- Computer literacy, such as interacting with various computer operating and software programs (internet browser, e-mail, word processing). This program has a significant percentage of course work delivered via electronic learning platforms such as Desire to Learn (D2L). Radiographic images are viewed and shared electronically.

Selection

The program will enrol 16 students per intake. This number is based on the anticipated capacity to secure clinical placements of the students.

Across the country, student selection for all medical radiography technology programs is highly competitive. In cases of oversubscription for this program, selection is based on criteria that may include academic achievement beyond the minimum prerequisites identified in the calendar or application form. Given the high number of people on the CNC MRT program interest list, we anticipate a competition for the limited number of seats (16) and will utilize a three-step selection process.

Selection process

Note 1: Only a selected number of qualified applicants will be shortlisted and invited to attend an interview.

Note 2: A limited number of interviewed applicants will then qualify for an invitation to visit and observe in an actual radiography lab and complete a career investigation report.

Note 3: Final selection will be completed using the following criteria elements:

- Cumulative grade point average of the required courses, post-secondary credits
- Completed MRT technology career investigation report/test
- BC or Yukon residency
- Persistent interest in program
- Interview

Note 4: Self-identified Canadian Aboriginal applicants who meet the admission requirement by the priority deadline will be given priority for two seats.

Information sessions will start fall 2010 for interested applicants. Please note that once a program co-ordinator has been hired in September, the elements and points awarded for selection process will be finalized.

Program requirements once accepted into the MRT program:

- Immunizations – these will follow the requirements of BC Health Authorities
- Upon entry into the program, students must provide documentation of CPR certification, level C (preferred) or Health Care Provider (HCP). CPR on-line courses are not acceptable. Students are responsible for the costs of CPR certification and to maintain certification while in the program.
- Criminal record check
- Successful completion of MRAD 100 Medical Terminology course (approximately 10 hours of self-directed learning) which has a radiography language focus

Costs of program requirements are the responsibility of the student.

Re-admission policy

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

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

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

Program outline

Semester 1	**September–December (15 weeks)**
MRAD 103	Human Behaviour
MRAD 101	Radiographic Sciences 1
MRAD 105	Radiographic Anatomy and Physiology
MRAD 109	Radiographic Procedures 1
MRAD 107	Clinical Orientation
MRAD 111	Patient Care
MRAD 113	Physics – Medical Radiography 1
MRAD 115	Relational Anatomy and Physiology 1

Semester 2 January–May (20 weeks)
MRAD 120 Clinical Education 1
MRAD 122 Pathology 1
MRAD 124 Radiobiology and Radiation Protection

Semester 3 June–August (11 weeks)
MRAD 125 Relational Anatomy and Physiology 2
MRAD 127 Professional Ethics and Canadian Health care System
MRAD 129 Clinical Applications in Computer Tomography

Semester 4 mid-August–December (17 weeks)
MRAD 230 Clinical Education 2
MRAD 235 Radiographic Procedures 2
MRAD 237 Inter-professional Imaging Practice

Semester 5 January–May (20 weeks)
MRAD 240 Radiographic Anatomy and Physiology 2
MRAD 241 Radiographic Procedures 3
MRAD 243 Radiographic Sciences 2
MRAD 245 Physics – Medical Radiography 2
MRAD 246 Relational Anatomy and Physiology 3
MRAD 247 Communication and Research Skills
MRAD 248 Pathology 2
MRAD 249 CT – Physical Principles

Semester 6 June–August (13 weeks)
MRAD 250 Clinical Education 3
MRAD 255 Capstone

Grading system

A passing grade is a minimum of 64%.

Grading Scale:

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%

Any grade below 64% will not be considered a pass.

Financial planning and awareness

Please be aware that not all segments of this program are eligible for student loans. Students are required to make significant tuition payments during the program and plan for costs of practicum placements outside of Prince George. Students applying to this program need to begin financial planning early.

You might also be interested in. . .

- Dental Assisting Certificate
- Dental Hygiene Diploma
- Medical Laboratory Technology Science Diploma
- Nursing, Bachelor of Science
- Practical Nurse Certificate
- University-level science courses
- University Transfer first-year science

Important dates

TBD – please contact the Prince George campus for details

Revised: 11.03.08

Mining Industry Certificate

Full-time • Start date: Contact campuses • Fees: TBD • 16-week program • Burns Lake, Fort St. James and Mackenzie

Careers

The BC Mineral Exploration and Mining Labour Task Force has stated in its study the mining industry needs to attract 15,000 new workers within the next decade. The task force estimates there will be 7,500 new job openings in the mineral exploration mining industry in BC through 2012.

CNC's MINE Industry Certificate endeavours to provide recognized industry standards in an entry-level surface mineral/mining education program with the outcome leading to "job-ready" individuals or readiness to enter into further technical training.

The program includes classroom instruction, WorkSafe BC Certification, Ministry of Energy, Mines, and Petroleum Resources (MEMPR) education based on the Health, Safety and Reclamation Code for Mines in British Columbia, skill certification, safety training, applied human relation skills, employability skills, simulator training, and field orientation and ex periences.

After completing the program, you will have:

- A Mining Industry Certificate
- Fundamental training and the necessary supports to obtain employment in the mining industry
- Significant hands-on experience in the mining industry that promotes a fluid transition from the classroom to employment
- The necessary personal management skill development to assist in obtain - ing and retaining employment in the mining industry
- An opportunity to build credits towards and/or complete the BC Adult Graduation diploma
- A base of knowledge that would be beneficial for students who pursue further education in the Mining Technology diploma

Admission requirements

1. Successful completion of Grade 10, or ABE / CCP Intermediate Certificate or equivalent or mature student status.
2. The applicant will submit their high school transcript or meet with CNC Counselling and Advising to explore mature student status.
3. Completion of an English and math skills assessment:
   - Reading Vocabulary
   - Reading Comprehension
   - Mathematics Concepts and Applications
4. Submission of a statement of interest that summarizes:
   - The applicant's interest in the mining industry, supported by past activities and future career goals.
5. Completion of a signed health/ fitness declaration.

   Note 1: As the mining industry can be a physically demanding environment and to ensure students can successfully obtain and retain employment, it is important for potential candidates to evaluate their own health and fitness in this context.

   Note 2: The applicant will be required to sign a declaration that states the applicant:
   - is physically able to perform tasks required for successful completion of the program, and
   - does not have health issues that would preclude them from taking part in the field orientation, skill certification, and job entry operations components of the program.
6. Information Session:
   - An in-person information session is highly recommended as it will provide an overview for the MINE Certificate program, the intake and selection processes, and the final selection interview for acceptance into the program. It is possible a situation arises where an applicant cannot attend the information session. In this case, the information will be provided to the applicant by e-mail, fax, or video as determined appropriate for the individual applicant.

Program outline

MINE 110	Introduction to the Minerals Industry (45 hours)
MINE 120	Exploring Mining Opportunities (45 hours)
MINE 130	Mining Industry Safe Work Practices (52 hours)
MINE 140	Mining Industry Skill Certification (114 hours)
MINE 150	Job Entry Operations (150 hours)
MGT 154	Applied Human Relations (60 hours)

Selection process

After an applicant has successfully met the admission requirements as identified in the Application process, to be accepted into the MINE Certificate program involves the following two steps:

1. Weighting and scoring of the entrance requirements, and
2. Final selection interview.

Selection process (weighted and scored)

Once an applicant completes the entrance requirements, the admission following submissions will be weighted and scored as follows:

	Max. Points
Statement of interest	9
English and Math skills assessment	9
Additional academic weighting opportunities	4
Total possible points	**22**

An applicant must achieve a minimum of 14/22 in order to gain the opportunity to be eligible for the Final Selection Interview that is also weighted and scored and is to be used as the final ranking activity for program applicants.

Statement of interest

Submission of a statement that summarizes the applicant's interest in the mining industry, supported by past activities and future career goals (minimum possible score = 6; maximum acceptable score = 9).

1. Description of interest and rationale for interest – score out of 3
2. Indicates understanding of the mining industry
3. Indicates understanding of self in relation to the mining industry
4. Description of past activities – score out of 3
5. Identifies relationship to the mining industry
6. Indicates understanding of transferable skills
7. Identification of future career goals – score out of 3

English and Math skills assessment

Testing in general reading vocabulary and reading comprehension, along with industry-oriented testing in mathematics concepts and applications (minimum possible score = 6; maximum acceptable score = 9).

1. Reading Vocabulary
   - 26 or greater: 3 points
   - 19–25: 2 points
   - 15–18: 1 point
   - Less than 14: 0 points
2. Reading Comprehension
   - 30 or greater: 3 points
   - 23–29: 2 points
   - 18–22: 1 point
   - Less than 17: 0 points
3. Mathematics Concepts and Applications
   - 34–41: 3 points
   - 27–33: 2 points
   - 24–26: 1 point
   - Less than 24: 0 points

Additional academic weighting opportunities

(Minimum acceptable score = 2, maximum acceptable score = 4)

1. English 11 or Technical and Professional Communications 12 or ENGL 045, or greater with a minimum "C" grade (1 point)
2. Principles of Math 11, Applications of Math 11, Foundations of Math 11, Pre-Calculus 11, Apprenticeship Workplace Math 11, Math 044, or Math 045, or greater with a minimum "C" grade (1 point)
3. Satisfactory completion of the English and Math Skills Assessment as outlined above (2 point)
4. Trades courses at the Grade 12 level (grade "B" or better) or successful completion of any Entry-Level Trades Training or documented experience of one year in a trade (1 point)

Final selection interview (weighted and scored)

The final step in the acceptance process involves the interviewing of the top scoring applicants. The interviews will assist the applicant and instructor(s) in ensuring the best student/mine industry fit is found.

CNC will determine the class size and then conduct interviews with the potential program candidates.

An applicant must achieve a minimum of 14/22 (64%) to be considered for the Final Selection Interview. A minimum of 5 per cent more candidates than the determined class size will be interviewed in order to ensure the best candidates for the program are selected. Appointments for interviews will be scheduled by CNC.

Final selection interview weighting Criteria

	Points available
Candidate can:	
a) Articulate a career path towards employment in the Mining industry	4
b) Articulate relevant work experience in the Mining industry	4
c) Demonstrate effective communication skills: listening, clarifying, appropriate responses, time management within interview setting	4
d) Demonstrate personal preparedness and suitability for entry-level work in the mining industry: team-oriented, industrious, self-awareness based on previous feedback in work/life	4
e) Identify "lesson learned" or "job-well-done" as pertains to a relevant safety issue/situation	1
Total	**17**

Note 1: A minimum score of 11 is required to pass the Final Selection Interview and to be accepted as a candidate into the MINE Certificate program.

Note 2: After the Final Selection Interview, candidates will be ranked from highest to lowest, with the top scorers accepted into the program.

Note 3: The total maximum score is out of 39 with a minimum acceptable score of 25/39 (64%). The MINE Certificate program will reserve two seats for qualified aboriginal applicants.

Designated Aboriginal seat methodology and process

1. All qualified applicants will be ranked based on the weighting and scoring of the entrance requirements and final interview.
2. After the Final Selection Interview, all applications will be reviewed to determine if any applications are from self-declared Aboriginal students:
3. If there is a minimum of two self-declared qualified aboriginal students within the top qualified applicants then the reserved seats will be considered filled;
4. If not, then the remaining qualified applications will be reviewed to identify the next qualified aboriginal applicants to fill the designated seats;
5. If there are no qualified aboriginal applicants, the two remaining seats would be filled with the next qualified applicants.

Important dates

Please contact the campuses for details.

Revised: 10.08.11

Motor Vehicle Body Repair Foundation Program

(Autobody Repairs)

• Full-time • Starts: November • Fees, entire program: $2,969 • 30 weeks • Prince George campus

Careers

Work with all makes and models of vehicles, preparing vehicle repair estimate reports and determine what needs to be repaired. You'll repair dents, buckles and other defects, remove damaged fenders, panels and grills and straighten bent frames. It will also include repairing and replacing doors, front-end body and body components as well as interior components such as instrument panels and frame assemblies. You'll learn how to properly prepare for filing, grinding, sanding and painting the repaired exterior and interior body surfaces.

Upon graduation, you'll have Level One technical training credit and 625 work-based hours credit toward completion of the Motor Vehicle Body Repairer apprenticeship program.

Program outline

In this course the student will work in a supervised environment and perform basic auto-collision repairs, utilizing safety techniques, correct terminology and a variety of vehicle repair methods in the auto-collision industry. Prior to beginning repairs, Motor Vehicle Body Repair Foundation students prepares or reviews motor vehicle repair estimate reports to determine what needs to be repaired. During the course of these repairs, students will hammer out dents, buckles and other defects, remove damaged fenders, panels and grills and straighten bent frames. The program will also include repairing and replacing doors, front-end body and body components as well as interior components such as instrument panels and frame assemblies. They will learn how to properly prepare for filing, grinding, sanding and painting the repaired exterior and interior body surfaces. At this level the student should develop a solid foundation of the auto-collision skill.

Admission requirements

The admission requirements mentioned below are the minimum requirements.

1. Grade 10 with English 10
2. Essentials of Math 10 or Applications of Math 10 or Principles of Math 10 or equivalent with a "C" or higher (Effective Sept. 2012: Apprenticeship and Workplace Math 10 or Trades Math 041 or Math 030)

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

Selection process

Students are encouraged to submit a resumé and handwritten statement indicating reasons for wishing to enter the program as well as complete two pre-Trades evaluations: a test of mechanical reasoning skills, and the College English/Math Achievement Test (EMAT). Both of these items are included in the selection criteria listed below and will be awarded points.

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

1. The letter grade for English 10, English 030 or Communications 11 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
2. The letter grade for Principles of Math 10, Math 030, Applications of Math 10, Applied Math 10 or Math 030 or equivalent, will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
3. The mechanical reasoning portion of the EMAT will be awarded a maximum of 5 points.
4. The English portion of the EMAT will be awarded a maximum of 1 point.
5. The Math portion of the EMAT will be awarded a maximum of 1 point.
6. Credit in one or more trades-related courses at the Grade 12 level with a grade of "B" or better, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.
8. Credit in any of the following: English 11, Principles of Math 11, or equivalents, or Trades Math 042 with a "C" grade or better will be awarded 3 points.
9. Credit for submitting a resumé and personal handwritten statement indicating their reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points = 24

Provincial apprenticeship programs

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

Most apprenticeships take four years. To earn a certificate or ticket, apprentices must complete both work-based training and technical training, including examinations. After working as apprentices for the period specified by the ITA, graduates can write the Interprovincial Standards Examination.

Graduates of the Motor Vehicle Body Repair Foundation program (Entry Level Trades Training) at CNC receive an ITA Certification of Completion and credit for level one technical training of their apprenticeship.

Apprentices who want to schedule their technical training at CNC should contact CNC's Trades Division. Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, call 1-866-660-6011 or visit www.itabc.ca.

You might also be interested in . . .

- Automotive Technician, Foundation level
- Heavy Duty Mechanics/Commercial Transport Mechanical Repair

Important dates

- Classes: November 8, 2010 – June 17, 2011
- Christmas break: December 18, 2010 to January 3, 2011

Revised: 11.01.25

Natural Resources and Environmental Technology Diploma

Full-time • Starts: September • Fees, entire program, $8,634 • Two years • Prince George campus

Careers

- Experience adventure
- Work outdoors
- Work somewhere where you make a difference
- Get an affordable education that leads straight to a job
- Get an education that gives you lots of options

You'll learn skills that are valuable to forestry, oil/gas/mining exploration, utilities sectors, municipalities, parks – you'll be useful to any organization that develops, explores, researches or protects our forests and natural resources.

Graduates of this program are the people physically on the ground actively collecting data, summarizing and analyzing, reporting results, and implementing and enforcing environmental standards. This requires travel to remote locations of BC, participating with and leading professional teams, and applying practical solutions in the field.

You'll graduate with a diploma of technology that's recognized by the Association of BC Forest Professionals. If you wish, you'll be in a good position to continue your education at university (forestry, fish and wildlife, outdoor recreation and more) – this program has good transfer credit to UNBC, UBC, and the University of Alberta.

As well, the College offers more than $20,000 in forest/resource-based scholarships and bursaries exclusively to students in this program.

Note: Fees in first year include $200 for outdoor recreation activities and a Level 1 first aid certification or equivalent. There may be an additional fee of up to $600 for field trips in second year (may be reduced by class fundraising).

Admission requirements

1. Successful completion of Grade 12 or ABE/CCP Advanced Certificate or GED Certificate;
2. Technical and Professional Communications 12 (with a minimum "C" grade), or English 12 or English 12: First Peoples or English 045, or equivalent
3. Successful completion of
   - Principles of Math 11, or
   - Applications of Math 11 with a "C" or better, or
   - MATH 045, or
   - MATH 044 or equivalent, with a "C" or better.
4. Biology 11 or Biology 045 or Chemistry 11 or Chemistry 045, or Physics 11 or Physics 045 or Resource Sciences: Forests 12, or equivalent, with a "C" grade or better.

Note 1: Students graduating from Grade 12 in 2013 who have Pre-calculus 12, or MATH 050 or MATH 100 with a standing of "C" or better, will be exempted from taking MATH 195.

Note 2: For students graduating from Grade 12 in 2013, prerequisites are Pre-calculus 11 or Foundations of Math 11 with a "C" or better or Math 045 or Math 044 with a "C" or better.

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

Acceptance process

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

Program outline

Semester 1	**September – December**
FOR 161	Forest Measurements I
FOR 177	Introduction to Computers
MATH 195	Mathematics for Technologies
NRES 150	Silvics and Dendrology
NRES 155	Indigenous Plants: Identification, Autoecology and Cultural Uses
NRES 157	Introduction to Forest Soils
NRES 158	Ornithology and Mammalogy
NRES 170	Aerial Photography and Image Interpretation
Semester 2	**January – April**
ABST 100	An Introduction to the World View of First Nations People
ENGL 103	Composition and Style
FORS 202	Forest Ecology
FOR 162	Forest Measurements II
FOR 164	Fire Management
NRES 160	Outdoor Recreation and Tourism
NRES 180	Introduction to Earth Sciences
NRES 185	Geomatics and Cartography
Semester 3	**September – December**
ENGL 229	Professional Business and Technical Communication
FOR 253	Silviculture I
FOR 263	Forest Measurements III
FOR 273	Habitat Management
NRES 250	Natural Resources Policy and Practice
NRES 265	Natural Resources Seminar I
NRES 267	Supervisory Skills
NRES 270	Forest Engineering I
Semester 4	**January – April**
ENGL 252	Technical Communications
FOR 254	Silviculture II
NRES 289	Natural Resource Finance

NRES 255	Forest Health
NRES 285	Introduction to Geographic Information Systems
NRES 266	Natural Resources Seminar II
NRES 275	Forest Engineering II
NRES 290	Applied Research Project
NRES 299	Extended Natural Resources Field Studies

You might also be interested in . . .

- Northern Outdoor Recreation and Ecotourism (NORE) Certificate
- Registered Forest Technologist (RFT) exam preparation online
- Registered Professional Forester (RPF) exam preparation online
- Science, Associate Degree
- University Transfer First-Year Science (Quesnel)

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 10.08.11

New Media Communications and Design Diploma

• Full-time • Starts: September • Fees, entire program: $6,498 • Two years • Prince George campus

Careers

Prepare for work in the new media industry – designing websites, writing copy, desktop publishing, and more. Learn using both Mac and Windows platforms with industry-standard software such as Adobe Creative Suite, Quark XPress, and Flash.

Admission requirements

1. Successful completion of Grade 12 with English 12 or English 12: First Peoples or ABE/CCP Advanced Certificate (with English 045 or equivalent).
2. a) A minimum score of 4 on the essay portion of a Language Proficiency Index (LPI) test. For a schedule of LPI tests at CNC, contact CNC Academic Foundations and Social Services at 250-561-5826. Students may also write the LPI at other locations in Prince George or elsewhere. For a list of test dates/locations across the province, visit www.ares.ubc.ca/LPI. Out-of-province students can also consult this website to arrange for private sittings.
   b) If the LPI is unavailable, students must write the CNC English Proficiency Test. Students must achieve a minimum score of 4 on the essay portion.
3. Submission of an acceptable digital portfolio by April 24 (see "Digital portfolios", below).
4. Submission of a statement outlining computer skills and proficiency. Students must have some experience with computers and computer software. However, a high degree of experience is not required.

   Note: Students who believe they need to upgrade their computer skills should contact CNC's Continuing Education Department or College and Career Preparation Department, or a college or university in their region. Students who need upgrading or remedial work in other areas should contact CNC Counselling and Advising.
5. Submission of a statement outlining relevant background and experience, career goals, and motivation for entering the program.

Program outline

Year One:

Semester 1	**September – December**
NMCD 111	Writing I
NMCD 121	Publishing I
NMCD 131	Creativity
NMCD 141	Web I
NMCD 151	Illustration
Semester 2	**January – April**
NMCD 112	Writing II
NMCD 122	Publishing II
NMCD 132	Multimedia Design and Technology I
NMCD 145	Design History
NMCD 152	Animation, Video and Sound

Year Two:

Semester 3	**September – December**
NMCD 211	Writing III
NMCD 221	Publishing III
NMCD 231	Multimedia Design and Technology II
NMCD 241	Web II
NMCD 290	Industry Seminar
Semester 4	**January – April**
NMCD 212	Writing IV
NMCD 222	Publishing IV
NMCD 232	Multimedia Design and Technology III
NMCD 260	Portfolio and Professional Practice
NMCD 299	Industry Internship

Digital portfolios

Digital portfolios must demonstrate some ability and potential in at least one (and preferably several) of the following areas:

- Communications
- Dramatic arts
- Graphic arts and/or design (traditional or computer-based)
- Journalism
- Music/sound
- Photography
- Publishing
- Video/film
- Writing
- Website creation
- Other fine arts

The portfolio must consist of 3–10 examples of your work in one or more of the above areas. If you have questions, please contact the Arts and Science Divisional office (250-561-5815) for referral to an instructor.

Portfolios are assessed on the basis of skill, design, and creativity. Portfolios must be mailed or brought to the College by April 24. They can be dropped off at the Admissions office.

Selection process

If there are too many applicants for the number of seats, the following selection process will be used:

1. Language Proficiency Index test: Students must receive a minimum score of 4 on the essay portion of the LPI test or CNC English Proficiency Test, and will receive selection process points that are equivalent to their test score. For example, a score of 4 on the LPI will be equivalent to 4 points, a score of 5 provides 5 points, and so on to a maximum of 6 points.

2. Portfolio: 6 points maximum
3. Statement on reasons for entering the program, relevant background and experience, and career goals: 1 point maximum
4. Geographic location (awarded to students who are residents of northern, rural and remote areas): 1 point

You might also be interested in . . .

- Fine Arts Certificate
- University-level English courses

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 10.08.11

Northern Collaborative Information Technology Certificate

Revised: 10.08.11

• Online through Mackenzie campus • Contact campus at 250-997-7200 for details

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

Learners will be able to install, configure, and troubleshoot software in both standalone and Northern Collaborative Information Technology Certificate networked environments. The first year consists of courses in customer service, business applications, operating systems, networking, programming, and website development at the fundamental level and also includes a foundational team project. Learners will be able to demonstrate effective problem definition and problem solving in a positive customer-service context. The certificate program prepares learners with the knowledge and skills for employment as an entry-level hardware technician, network technician, or junior programmer with small businesses, government, industry, and other organizations.

Admission requirements

- Grade 10 Math (Applications or Principles); or CCP Math 030; or GED
- Grade 10 English; or CCP English 030; or GED
- English and Math placement evaluation at the Grade 10 level

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

Technology requirements

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

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

- Pentium II processor with a recommended 300 MHz processor
- 6 GB empty hard drive space (to be partitioned to install two operating systems)
- 64 MB RAM, although 128 MB is recommended
- Network card
- Internet connection

Program outline

NCIT 100	Business of Information Technology
NCIT 102	Computer Hardware
NCIT 106	Introduction to Programming
NCIT 108	Operating Systems I
NCIT 110	Professionalism and Customer Service
NCIT 112	Foundations of Web Development
NCIT 114	Networking
NCIT 118	Operating Systems II
NCIT 120	Foundations of Systems Development
NCIT 122	Foundation Project

Transfer equivalencies

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

Northern Outdoor Recreation and Ecotourism (NORE) Certificate

• Full-time • Starts: August • Fees, entire program: $7,275 • Nine months • Valemount campus

The NORE program takes place in Valemount, a vibrant, friendly community surrounded by a world-class outdoor recreation playground. NORE has small class sizes and a proven track record of successful students employed in adventure tourism. NORE instructors are active in the industry and committed to student success.

Careers

Get the skills you need to work in the outdoor recreation industry. Our nine-month certificate can lead directly to a job, or you can continue your education by applying your credits towards a tourism degree or diploma.

Our graduates have worked as professional guides in

- Rafting
- Fishing
- Mountain biking
- Driving all-terrain vehicles (ATV-ing)
- Canoeing
- Hiking
- Horseback riding
- Snowmobiling
- Dogsledding

Graduates have also worked as

- Nature interpreters
- Recreation co-ordinators
- Park information counsellors
- Children's camp leaders
- Ski and snowboard instructors

Admission requirements

1. Successful completion of Grade 12 (with English 12 or English 12: First Peoples, Communications 12, or Technical and Professional Communications 12), or ABE Advanced Certificate or GED Certificate.
2. Successful completion of one of the following: Accounting 11, Math 11A, Introductory Math 11, Applications of Math 11, Principles of Math 11, Math 044, or Math 045.
3. A work/volunteer experience resumé listing
   a) Experience in tourism and/or customer service
   b) Level of knowledge and interest in natural history
   c) Experience and level of proficiency in ecotourism field activities
   d) Three references who have first-hand knowledge of the items listed in a), b), and c)
4. Applicants must be in good mental and physical condition and able to participate in moderate outdoor recreation activities. They must provide a doctor's certificate of health.
5. Students must provide proof of medical coverage.

Note 1: Students must sign a liability release form. For students under age 19, the form must also be signed by a parent or legal guardian.

Note 2: Before entering the program, applicants may be required to take an assessment in English and math administered by the College.

Program outline

Semester 1	**August – December**
ECOT 150	Introduction to Tourism and Ecotourism
ECOT 154	Leadership in Tourism
ECOT 155	Trip Planning and Emergency Situation Management
ECOT 157	Wilderness First Aid Responder
ECOT 165	Natural History
ECOT 180	Dayhiking*
ECOT 182	Horse Trail Guiding*
ECOT 187	Avalanche Skills Training*
ENGL 195	Effective Communications
Semester 2	**January – June**
ECOT 152	Interpretive Guiding Skills
ECOT 160	Environmental Stewardship
ECOT 161	Entrepreneurship in Ecotourism
ECOT 174	Freshwater Fishing I*
ECOT 175	Rafting I*
ECOT 179	Canoeing I*
ECOT 190	Work Experience
MGT 154	Applied Interpersonal Skills

Any two of the following three courses:

ECOT 171	Cross Country Ski Touring*
ECOT 173	Snowmobile Touring*
ECOT 185	Dog Sledding*

*Technical skill course. To receive a NORE certificate, you must obtain a satisfactory passing grade of 75% or higher in 7 of the 8 technical skill courses, and successfully complete all other courses (theory courses).

Housing

The College will assist students in finding suitable accommodation by providing students with a list of contacts for rooms, apartments, and houses available for rent in and near the village of Valemount.

Clothing and equipment

Participants will be required to provide a substantial amount of personal clothing and equipment for this program either through purchase or rental. This includes clothing, backpack, sleeping bag, boots, etc. The College provides group equipment such as canoe equipment and rafting equipment. A list of required clothing and equipment is available at www.cnc.bc.ca/valemount, or will be mailed out upon request.

Selection process

In those cases where the program is oversubscribed on the review date, selection will be made on the basis of the resumé submitted with an emphasis placed on the relevance and extent of experience in tourism and/or customer service, level of knowledge and interest in natural history, and experience and level of proficiency in ecotourism field activities.

Assumption of risk release

Due to the varying levels of risk associated with outdoor recreation activities, participants will be required to sign an Assumption of Risk and Indemnifying Release form. In the case of participants under the age of 19 years, the form must also be signed by a parent or legal guardian.

You might also be interested in . . .

- Natural Resources and Environmental Technology Diploma

Important dates

- Classes: TBA

For more information

CNC Valemount
99 Gorse Street
PO Box 789
Valemount, BC V0E 2Z0
250-566-4601 / 1-888-690-4422
Fax: 250-566-4602
E-mail: valemount@cnc.bc.ca

Revised: 10.08.11

Nursing, Bachelor of Science

(Northern Collaborative Baccalaureate Nursing Program (NCBNP))

• Full-time or part-time • Starts: September • Fees: first year – $3,457; second year – $5,675 (Prince George) • Four years total • Prince George and Quesnel

Careers

Start your bachelor's degree in nursing at CNC. The Northern Collaborative Baccalaureate Nursing Program leads to a Bachelor of Science in Nursing (BScN), awarded by UNBC.

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

Note: Are you a licensed practical nurse? Your education and/or experience may provide transfer credits towards this program. For details, please see CNC's Academic Advisor—Nursing.

Admission requirements

Admission is based on academic qualifications and available space. You must meet UNBC admission requirements, and have completed the following courses with a minimum of "C+" (65%) in each course: Foundations of Mathematics 11, Pre-calculus 11, or Principles of Math 11; Chemistry 11. English 12; and have completed Biology 12 with a minimum "B" (73%) within 5 years of application.

Other applicants must meet UNBC admission requirements, and have completed the equivalent of the following courses with a minimum C+ (65%) in each course: Foundations of Mathematics 11, Pre-calculus 11, or Principles of Math 11 or Math 045, Chemistry 11 or Chem 045, English 12 or Engl 050, and have completed the equivalent of Biology 12 or Biol 050 with a minimum "B" (73%) within 5 years prior to semester of admission to the program.

Note 1: With the exception of English 12 or English 12: First Peoples (see below), you don't need Grade 12 provincial exams to get into this program. However, if you write any provincial exams and score above your school grade, we'll blend the two grades and use this new, higher grade when assessing your application. But if the provincial exams lower your grade, we'll look at only your school grades. In other words, we'll use the grades that are most favourable to you.

Note 2: The above does not apply to English 12; you must write the provincial exam. As well, we always use the blended grade for English 12 (combination of school grade and provincial exam grade), even if it's lower than your school grade.

Note 3: There is a 20% allocation of seats for Aboriginal students (self-declared) who meet the minimum requirements.

Note 4: Basic computer literacy is strongly recommended.

Note 5: You'll have to undergo criminal record searches.

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

How to apply

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

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

Note: Admission to the program does not guarantee registration in specific courses; if possible, register early.

Statement of Nursing

Nursing is a professional practice discipline which offers a valuable service to the public by working with individuals, families, groups, and communities to develop and implement strategies to meet health care needs. Caring is a central and dominant feature of nursing.

Nursing: a) considers the physical, psychological, social, environmental, and spiritual domains of clients; b) requires cultural sensitivity; and c) collaborates with clients, other health care providers, and the community. Nursing is based on knowledge and skills developed in its own and related disciplines. Nursing knowledge is developed through research and other methods. Nursing advocates for a health care system that: a) emphasizes health promotion and illness prevention; b) is based on practical, affordable, manageable, and culturally acceptable care and technology; and c) is available for all clients in a universal, equitable manner.

Statement of nursing education

Nursing education responds to societal concerns by developing a curriculum that is relevant and considers future trends in health care. Nursing education strives to provide an environment that is challenging and supportive, where all students learn the practice of nursing through the application and evaluation of knowledge, the practice of skills, and the internalization of caring and professional attitudes. A dynamic and positive relationship occurs between health care services and education through the sharing of knowledge, skills, and research.

Northern Collaborative Baccalaureate Nursing Program (NCBNP): This program is offered collaboratively between the College of New Caledonia (CNC) and the University of Northern British Columbia (UNBC) and provides entry into the nursing profession. The integrated program of studies leads to a Bachelor of Science in Nursing (BSN), awarded by UNBC. Graduates are eligible to write the Canadian Registered Nurse Examination and to apply for registration with the College of Registered Nurses of British Columbia (CRNBC) after passing the exams.

Aims of the BSN program

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

- 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 the 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 CRNBC's "Nursing Competencies and Skills Required of the New Graduate."

Specific program admission requirements

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

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

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

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

Prerequisite equivalency options should be discussed with a CNC counsellor/ advisor or the Nursing Program Officer.

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

General requirements for nursing students

Health self-assessment, immunization, and CPR certification

To attain competencies in the context of entry-level registered nursing practice in BC, students need certain basic skills and abilities. Therefore, all students who apply to the NCBNP program must demonstrate the capacity to meet the requisite skills and abilities set out by the College of Registered Nurses of British Columbia (CRNBC). These skills and abilities are listed on the CRNBC website at www.crnbc.ca/ downloads/464.pdf

Once accepted into the program, all students must submit the following:

- Record of immunization status: All students accepted into the program will be sent documentation and information on immunization policies. Current status for the following immunizations is strongly recommended: diphtheria, tetanus, poliomyelitis, measles, mumps, rubella, hepatitis B, and varicella. A Mantoux test (PPD) for tuberculosis is also strongly recommended. You must submit completed immunization forms to the CNC Admissions Office by September 30 of the first year of attendance. If you do not do so, you may not be allowed to practice in the clinical setting.
- Upon entry into the program, students must provide documentation of CPR certification, level C (preferred) or Health Care Provider (HCP). CPR on-line courses are not acceptable. Students are responsible for the costs of CPR certification and to maintain certification while in the program.

Criminal record search

You will have to undergo two criminal record searches: one through the RCMP and one through the Ministry of Public Safety. The cost of these searches is your responsibility. A search which identifies relevant criminal convictions may prevent you from doing a practicum or entering a clinical setting. Students who cannot enter the practicum or clinical component of the program cannot graduate from the program.

Program costs

Costs associated with study in the BSN program are the responsibility of the individual student, including transportation costs and any expenses involved in academic studies, lab, and clinical practica. **Students may be required to complete clinical experience at sites other than Prince George. 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
- Students must obtain a minimum passing grade of 2.0 (C) in all courses for credit towards the degree with the exception of PSYC 101 and any non-NURS electives.
- Complete with a passing grade (Satisfactory) in all clinical practica nursing courses
- Complete all requirements for the BSN program within eight years of admission into the program or from the first nursing course used for credit towards the degree.

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

Transfer credit

Transfer credit 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 program will be evaluated at the request of the student, and applied at the time of initial registration in the program.

Northern Collaborative Baccalaureate Nursing Program: 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 five years prior to admission to be eligible for transfer credit into the nursing program.

Part-time studies

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

Withdrawal from the nursing program

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

Clinical practica scheduling and expectations

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

Attendance in each nursing practicum course is mandatory. Students may miss clinical hours only for approved reasons following prior consultation with their clinical instructors. Students who miss more than 10% of their total required practicum experience hours will be considered at risk for failure and may be required to withdraw from the course. Clinical placements may feature day and/or evening shifts on weekdays and/or weekends.

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

Academic performance

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

Students must obtain the minimum passing grade for all required Nursing (NURS or equivalent) courses as defined under "Qualification for Degree." Students who do not meet these criteria may repeat the course once. If, on the second attempt, the student does not meet the minimum passing grade, he/she will be required to withdraw from the program and will not be allowed to reapply to the program at any time in the future.

Students who do not demonstrate satisfactory performance in a clinical or theory course will be placed on a Learning Contract/Action Plan. For clinical courses, issues related to the implementation of the Learning Contract/Action Plan must be resolved by the final grade submission or a grade of "F" will automatically be assigned. Students who removed from a clinical setting due to "unsafe or unprofessional" performance/conduct will receive a final grade of "F" in that clinical course. For theory courses, issues related to the implementation of a Learning Contract/Action Plan must be resolved by the final grade submission or the student will not receive the minimum passing grade for the course.

Standards of professional conduct

Any conduct that violates the ethical or legal standards of the institution at which the student is currently registered, particularly those related to academic dishonesty, is a serious offense. Academic misconduct and/or professional misconduct may result in the student being required to withdraw from the respective Nursing program and possibly the College and University. Satisfactory academic performance is

not the sole criterion for progression or graduation. The School of Nursing and the NCBNP institutional partners reserve the right to require a student to withdraw from the student's respective program if the student is considered to be unsuited to proceed with the study or practice of nursing.

Requirements

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

Program requirements for BSN

The program consists of 134 credits with 95 required credits in nursing.

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

Year One:

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

Year Two:

NURS 201	Introduction to Health Assessment
NURS 202	Pathophysiological Concepts
NURS 203	Health Promotion in Families
NURS 204	Healing Modalities
NURS 205	Introduction to First Nations Health
NURS 206	Basic Nutrition
NURS 210	Nursing Practice with the Adult
NURS 211	Clinical Practicum: Adult
MATH 104*	Statistics (recommended)

*Math 157 or PSYC 201 also meet statistics requirements.

Intersession 1

NURS 220	Extended Clinical Practicum 1

(4 weeks, supervised, 32.5 hours per week)

Year Three (offered at UNBC):

NURS 304	Introduction to Nursing Knowledge
NURS 306	Introduction to Epidemiology
NURS 308	Ethics and Law in Nursing
NURS 312	Mental Health Nursing Practice
NURS 313	Nursing Practice — Older Adult
NURS 315	Clinical Practicum: Mental Health
NURS 316	Clinical Practicum: Older Adult
NURS 317	Maternity Nursing Theory
NURS 318	Pediatric Nursing Theory
NURS 321	Maternity Nursing Clinical
NURS 322	Pediatric Nursing Clinical

Intersession 2

NURS 320	Extended Clinical Practicum 2

(5 weeks, supervised, 32.5 hours per week)

Year Four (offered at UNBC):

NURS 403	Introduction to Nursing Research
NURS 408	Nursing Leadership Seminar
NURS 415	Introduction to Community Health and Nursing
NURS 416	Clinical Practicum: Community Nursing
POLS 403	Social & Health Policy & Administration

Focus area theory course – 3 credits
Focus area practicum course – 5 credits

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

Acute Care Nursing (NURS 426 & NURS 443); Rural Nursing (NURS 424 & NURS 442); First Nations Health & Nursing (NURS 422 & NURS 441); Community Health Nursing (NURS 420 & NURS 440); Mental Health Nursing (NURS 432 & NURS 444); or Maternal and Child Nursing (NURS 434 and NURS 445)

Electives

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

- Three credit hours in First Nations studies (100-level or above)
- Three credit hours in humanities (100-level or above)
- At least three credit hours at the 200 level or above
- At least three credit hours at the 300 level or above
- Three credit hours at the 200 level or above related to nursing
- Three credit hours at any level in any subject

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

You might also be interested in . . .

- Dental Hygiene Diploma
- Medical Laboratory Technology Science Diploma
- Practical Nurse Certificate

Important dates

(Prince George only; contact other campuses for their dates.)

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Intersession

- April 26, 2011 – May 24, 2011 (second-year students only)

Revised: 11.03.08

Nursing Unit Clerk Citation

• Part-time • Start date: Please contact Continuing Education • Fees, entire program: $4,200 • 405 hours • Prince George campus (Continuing Education)

Careers

This program prepares you for work as a nursing unit clerk (NUC) in local hospitals, or upgrades the skills of those currently employed as nursing unit clerks.

Many graduates from the program are hired immediately, on a casual basis at University Hospital of Northern BC and then apply and bid on other NUC positions. In addition, many move on to other opportunities in the work environment if they meet the posted qualifications.

A certificate is a prerequisite for employment as an NUC at most regional hospitals throughout British Columbia.

Admission requirements

1. Successful completion of English 11, English 045 or equivalent.
2. Successful completion of CNC's Medical Terminology course or approved equivalent.
3. Proof of application for a criminal record search.
4. Appropriate immunization, as established by Northern Health, before starting the practicum.
5. Keyboarding skills of 35 wpm.

As well, familiarity with the Windows environment is recommended.

Program outline

CENR 170	Communication Skills for the Nursing Unit Clerk
CENR 171	Patient Chart Records
CENR 172	Admission, Discharge, and Transfers
CENR 173	Pharmacology and Medication Orders I
CENR 174	Pharmacology and Medication Orders II
CENR 175	Laboratory Orders
CENR 176	Diagnostic Orders
CENR 177	Surgical Orders
CENR 178	Therapeutic Orders
CENR 179	Nursing Unit Clerk Practicum

Important dates

Please contact Continuing Education.

Revised: 10.08.11

Office Assistant Certificate (ABT*)

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

• Online full-time and part-time • Start date varies • Per-course pricing — please contact the campus for details • Duration varies • Through CNC Mackenzie

Careers

There is currently a great demand for trained office assistants. Graduates can look forward to rewarding careers such as office clerk, receptionist, administrative assistant, office manager, or executive assistant. Combine your skills with work experience or more education, and your opportunities for advancement are limitless.

Are you interested in:

- Studying online?
- Learning new or improving current office skills?
- Building confidence and skills to enter business programs?

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

Admission requirements

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

- Grade 12 or ABE/CCP Advanced Certificate or GED Certificate
- Completion of EMAT (English and math placement evaluation)
- Course prerequisites or equivalent where required.

Technology requirements

To be successful with these online courses, the following technology is required:

- Regular access to a computer (PIII or newer)
- Internet Explorer 6 or newer
- Windows XP or newer
- Microsoft Office 2007
- High-speed Internet access

If you require access to the above technology, please contact us, as your local College campus may provide regular computer access or other options.

Program outline

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

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

You might also be interested in . . .

- ABT Administrative Assistant Certificate
- Business Administration Certificate
- Legal Administrative Assistant Certificate
- Medical Office Assistant

Revised: 10.08.11

Philosophy

• Full-time or part-time • Most courses start September or January • Fees $330–$439 per course • Individual university classes • Prince George campus

Careers

Philosophy is the use of reason to inquire into matters of fundamental principle and ultimate concern.

Graduates in philosophy have been successful in the following fields:

- Law
- Teaching
- Health professions
- Government
- Communications
- Information technology
- Ministry
- Social work
- Business

Admission

You'll need one of the following:

- Successful completion of Grade 12 (with English 12 or English 12: First Peoples)
- ABE/CCP Advanced Certificate
- GED Certificate
- Completion of Grade 11 with an outstanding academic record in the year of application.

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we **strongly recommend** that you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings at the back of this calendar).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.

What will you study?

For help creating the two-year philosophy program that meets your personal goals, contact CNC Counselling and Advising.

- For information on an associate degree in arts, see page 12
- For a list of all philosophy courses available at CNC, see page 240
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

- Arts, Associate Degree
- Individual university-level courses

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 10.08.11

Physics

• Full-time or part-time • Most courses start September or January • Fees: $3,530 (one year of science courses) • Individual university classes • Prince George campus; individual courses offered in Quesnel

Careers

If you like mathematics and science, a physics career offers many opportunities. A course in physics can be the beginning of a career in science or an important building block for another profession.

Physics is the most fundamental natural science, and physicists want to really understand how the world works, in every detail and at the deepest level. This includes everything from elementary particles to the universe itself, and everything in between.

Admission

You'll need one of the following:

- Successful completion of Grade 12 (with English 12 or English 12: First Peoples)
- ABE/CCP Advanced Certificate
- GED Certificate
- Completion of Grade 11 with an outstanding academic record in the year of application.

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we **strongly recommend** that you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings at the back of this calendar).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.
- Students applying for admission to Math 101, CSC 109, PHYS 101, or CHEM 111 who obtained a "C+" grade or less in Principles of Math 12 (interim grade) or Math 050 will be registered in Math 100.

Note 1: Students attending in 2013 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 will be registered in MATH 100.

What will you study?

For help creating the two-year physics program that meets your personal goals, contact CNC Counselling and Advising, or see Packages 5, 6 and 8 in the University Classes section (starts page 147) for sample programs of study.

- For information on an associate degree in science, see page 134
- For a list of all physics courses available at CNC, see page 241
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor/advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

- Computer/Network Electronics Technician Certificate
- Engineering (Applied Science)
- Other university-level courses
- Science, Associate Degree
- University Transfer First-Year Science (Quesnel)

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 10.10.05

Plumbing, Foundation-Level

• Full-time • Starts: September • Tuition: $3,249 • 20 weeks • Quesnel campus

Careers

Get ready for the plumbing apprenticeship program, or for other related areas, such as

- Steamfitting
- Gasfitting
- Sprinklerfitting

When you complete the program, you'll receive credit towards Year One theory of a plumbing apprenticeship and a percentage of practical hours will be applied towards the work hours required for Year One apprenticeship.

Admission requirements

1. Successful completion of one of the following:
   - Grade 10; or
   - ABE/CCP Intermediate Certificate; or
   - GED Certificate; or
   - Mature student status (consult a CNC counsellor/advisor); or
   - A foundation-level program in a related discipline (related industry experience may be considered in lieu of formal qualifications).

   (Effective Sept. 2012: Common Grade 10 or Apprenticeship and Workplace Math 11 or Trades Math 041 or Math 030)
2. All applicants must write the English and Math Achievement Test, which includes math, English, and mechanical reasoning.
3. **Applicants must submit a resumé along with a handwritten statement on why they wish to enter the program.**

Note: Essentials of Math 11 does not fulfill the admission requirements.

Program outline

Topics covered:

- Using safe work practices
- Solving math problems related to the plumbing trade
- Solving related science problems
- Using hand, power and power-actuated tools
- Selecting pipes, valves and fittings
- Using rigging and hoisting equipment
- Cutting, welding, brazing, and soldering metals
- Reading and interpreting piping drawings and specifications

Selection process

When there are too many applicants for the number of seats, the following criteria will be used to select the class (criteria are listed in order of priority):

1. Work experience as outlined in the written submission.
2. Academic qualifications, with preference to those with English 12 or English 12: First Peoples or Technical and Professional Communications 12 or ENGL 045; Math 12 or Math 050; Physics 11 or PHYS 045.
3. Level of commitment to the program, as outlined in the written submission.

Financial aid

There are many ways in which CNC students can receive financial assistance. For details, please contact Quesnel's Academic Advising office at 250-991-7500, local 7638.

Provincial apprenticeship programs

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

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

Graduates of the Foundation-Level Plumbing program (Entry Level Trades Training) at CNC receive an ITA Certification of Completion and credit for level one technical training of their apprenticeship.

Foundation-Level students are not apprentices, but completing a Foundation program makes it easier to find an apprenticeship. In many trades, completion of the Foundation level is a prerequisite to an apprenticeship. Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, call the ITA at 1-866-660-6011 or visit www.itabc.ca.

Important dates

Please contact the Quesnel campus.

Prince George

- Classes: February 14 – July 8, 2011

Revised: 10.12.03

Power Engineering, 3rd Class Certificate

Full-time • Starts: November • Fees, entire program: $2,676 • 22 weeks • Prince George campus

Building on your 4th-class designation, this program adds to your power engineering expertise. Third class power engineers operate and maintain power (steam) plants in sawmills, hospitals, refineries, pulp mills, refrigeration plants, breweries, public buildings, and more. After completing the program, you'll be qualified to write the inter-provincial 3rd class power engineering examinations.

Admission requirement

- 4th class power engineering certification

Program outline

Topics include

- Applied mechanics
- Thermodynamics
- Chemistry
- Boiler codes
- Electrical and instrumentation theory
- Pumps
- Boilers
- Prime movers
- Refrigeration

You might also be interested in . . .

- Industrial Mechanic (Millwright) / Machinist, Foundation-Level
- Power Engineering, 4th class
- Welding Levels B and A
- Welding Level C

Important dates

- Classes: November 1, 2010 – April 15, 2011
- Christmas break: December 18, 2010 to January 3, 2011

Revised: 10.10.25

Power Engineering, 4th Class Certificate

• Full-time • Starts: September • Fees, entire program: $3,362 (Prince George) TBA (Quesnel) • 1,200 hours • Prince George and Quesnel campus

Careers

This program provides practical and technical training for a career in power plant operation and maintenance. Fourth class power engineers work in

- Sawmills
- Hospitals
- Refineries
- Pulp mills
- Refrigeration plants
- Breweries
- Public buildings
- And more

After completing the program, you'll be qualified to write the BC Safety Authority's fourth class power engineer's exam.

Admission requirements

1. Successful completion of one of the following:
   - Grade 12; or
   - Advanced ABE/CCP Certificate; or
   - GED Certificate; or
   - Achievement of the required standard in Admissions testing (see item 2, below); or
   - A foundation-level program in a related discipline (related industry experience may be considered in lieu of formal qualifications).

   (Effective Sept. 2012: Foundations of Math 11 or Pre-calculus 11 or Math 042 or Math 045 or equivalent)
2. All applicants must write the Admissions Test, which includes math, English, and mechanical reasoning.

Program outline

PWER 151	4th-class science (90 hours)
PWER 154	Electricity/Instrumentation/Computers (150 hours)
PWER 157	Welding and Metallurgy (90 hours)
PWER 158	Power Plant Training (150 hours)
PWER 159	Workshop (120 hours)
PWER 160	High Pressure Boilers and Auxiliaries (210 hours)
PWER 161	Heating and Boiler Systems, Refrigeration and Air Conditioning (240 hours)
PWER 162	Safety and Environment (120 hours)
PWER 163	Sketching Fundamentals (30 hours)
Total	1,200 hours

Selection process

Note: The selection process is under review.

If there are more qualified applicants than the number of seats, the following criteria will be used to select the class in the following order of priority:

1. Work experience, as outlined in a resumé.
2. Academic qualifications, with preference to those with the following: Math 11 / Applications of Math 12 / MATH 045 / MATH 041 **and** MATH 042; Physics 11 or PHYS 045; Chemistry 11 or CHEM 045; drafting.
3. Level of interest or persistence in entering the program, as demonstrated by continuing applications.
4. Level of commitment to the program, as outlined in a resumé.

You might also be interested in . . .

- Industrial Mechanic (Millwright) / Machinist, Foundation-Level
- Welding Levels B and A
- Welding Level C

Important dates

- Classes: September 7, 2010 – June 24, 2011
- Christmas break: December 18, 2010 to January 3, 2011

Revised: 11.04.19

Practical Nurse Certificate

• Full-time • Starts: September (Prince George); January (Quesnel — call for availability) • Fees, entire program: $5,800 • One year • Prince George and Quesnel (call for next intake)

Careers

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

Note: This program (and/or bridging program to LPN level) may be offered at the Quesnel campus — contact them for details.

Admission requirements

1. Successful completion of Grade 12 or ABE/CCP Advanced Certificate or mature student status.
2. Biology 12 or Biol 050, with a grade of C or better.

   Effective September 2012 intake, the biology requirement will be: BIO 130 with a grade of C+ or better
3. English 12 or Engl 050, with a grade of C+ or better.
4. One of Foundations of Math 11 or Pre-calculus 11, or Principles of Math 11, or Math 045 with a grade of C+ or better.

Note 1: Before the program starts, you'll need to complete College forms certifying current immunizations, hepatitis B vaccination, TB screening, and a health self-assessment. The documentation must be on official College forms (supplied with acceptance). You must submit these forms by week 10 of semester 1.

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

Note 3: You'll have to undergo criminal record searches, the costs of which are your responsibility.

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

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

Note 6: Effective September 2011 intake, two seats will be reserved for qualified aboriginal applicants.

Program outline

Note: The CNC Practical Certificate program matrix and curriculum is currently 49 weeks long. This is under review on a provincial level and may be lengthened starting as early as September 2011 intake.

Each semester must be successfully completed before the next one can be attempted.

Semester 1	**September – December**
Emphasis: Health Promotion	
PNUR 101	Health I
PNUR 103	Professional Growth I
PNUR 105	Healing I
PNUR 107	Human Relationships I
PNUR 110	Human Anatomy/Physiology
PNUR 111	Nursing Arts I
PNUR 197	Clinical I

Semester 2	**January – April**
Emphasis: Support for the Older Adult	
PNUR 102	Health II
PNUR 106	Healing II
PNUR 108	Human Relationships II
PNUR 112	Nursing Arts II
PNUR 198	Clinical II (Gerontology)

Semester 3	**April – July**
Emphasis: Acute Care Settings	
PNUR 201	Health III
PNUR 203	Professional Growth
PNUR 205	Healing III
PNUR 211	Nursing Arts III
PNUR 297	Clinical III

Practicum	**July – September**
PNUR 299	Practicum

Statement of purpose

The Practical Nurse (PN) program is designed to provide graduates with opportunities to develop knowledge, skills, and values necessary to assist individuals and families in community, acute, and long-term settings. This program emphasizes care with a holistic multidisciplinary approach that encourages the practical nurse to work in partnership with other health care professionals. Upon successful completion of licensing exams, graduates will be able to work in a variety of health care settings. The program must be completed within five years.

Criminal record search

Given the scope of the Criminal Records Review Act, CNC requires criminal record searches for applicants for program areas that involve working with children or other vulnerable persons. 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 programs requiring it) and one through the Ministry of Public Safety and Solicitor General. (Forms supplied with acceptance.)

Students must provide proof of application for a criminal record search in order to be considered admissible to the program. 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 program cannot graduate from the program.

Application and document submission deadline

Application forms are available from the Admissions, Registration and Records Office and may be submitted after September 15 for entry in the following fall.

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

You must submit your application and all required documents (see Admission Requirements) by April 24 in order to be eligible for selection.

Selection process

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

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

		Max. points
1.	Biology 12 grade — The letter grade for Biology 12 will contribute its actual points (i.e., A = 4.0, B+ = 3.33, etc.). (Effective September 2012, biology requirement will be BIO 130, contributing its actual points)	4
2.	English 12 or English 12: First Peoples grade – The letter grade for English 12 or English 12: First Peoples will contribute its actual points, as above.	4
3.	Mathematics 11 grade – The letter grade for Mathematics 11 will contribute to its actual points as above.	4
4.	Geographical location — Residents of BC or the Yukon will be awarded 1 point.	1
5.	Persistent interest in the program, as demonstrated by a qualified applicant who applies more than once, contributes 1 point.	1
Total possible points		**14**

Re-admission

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

1. A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal, maintained an overall average of "C+" (65%) or better in the course, will be awarded first priority.
2. A student who has failed a PN course or who has withdrawn from the PN course with less than a "C+" (65%) grade standing in the course will be awarded second priority.
3. A student requesting transfer from PN programs at other institutions will be subjected to the above criteria and be accorded third priority.

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

You might also be interested in . . .

- Community Support Worker Certificate
- Dental Assisting Certificate
- Health Care Assistant Certificate
- Medical Laboratory Technology Science Diploma
- Northern Collaborative Baccalaureate Nursing program

Important dates

(Prince George only; contact Quesnel campus for their dates)

Fall term

- Classes: September 7, 2010 – November 26, 2010 (Semester I)
- Classes: November 29, 2010 – December 17, 2010 (Clinical I)
- Christmas break: December 20, 2010 – January 4, 2011

Spring term

- Classes: January 4, 2011 – March 4, 2011 (Semester II)
- Classes: March 7, 2011 – April 15, 2011 (Clinical II)
- Study break: April 18, 2011 – 21, 2011

Intersession

- Classes: April 26, 2011 – June 17, 2011 (Semester III)
- June 20 – 24, 2011 (Nursing Arts Week)
- Classes: June 27, 2011 – July 29, 2011 (Clinical III)

Practicum IV

- Classes: August 2, 2011 – September 2, 2011

Revised: 11.03.22

Pre-professional programs

• Full-time or part-time • Starts: September and January (most courses) • Fees: $2,893 (one year of arts courses); $3,530 (one year of science courses) • Individual university classes • All courses available at Prince George campus; many at Lakes, Nechako, and Quesnel

Planning a professional career? Start with us

Start your degree at CNC — take university classes at college. You'll save money and get the benefits of smaller class sizes and instructors who are involved and easy to access. You'll see the difference in your GPA.

At CNC, you can prepare for careers in

- Chiropractic
- Dentistry
- Education
- Law
- Medicine
- Naturopathic medicine
- Optometry
- Pharmaceutical studies
- Rehabilitation sciences
- Veterinary medicine

Admission requirements

1. Successful completion of Grade 12 (with English 12 or English 12: First Peoples) or ABE/CCP Advanced Certificate or GED Certificate or completion of Grade 11, with an outstanding academic record, in the year of application.

Note 1: It is **strongly recommended** that high school students consult their counsellors to ensure they select the most appropriate high school courses for their chosen career paths.

Note 2: The GED certificate meets the general admission requirements but does not meet specific program or course prerequisites.

Note 3: You will need to comply with the prerequisites of the specific courses you select (see course listing in the back of this calendar).

Note 4: Students applying for admission to Math 101, CSC 109, PHYS 101, or CHEM 111 who have obtained a "C+" grade or less in Principles of Math 12 (interim grade) or Math 050 will be registered in Math 100.

Note 5: Students attending in 2013 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 will be registered in MATH 100.

For full details on planning your pre-professional program, please talk to a CNC counsellor/advisor.

Important dates

(Prince George only; contact other campuses for their dates.)

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 10.08.11

Professional Cook Program

(formerly Culinary Arts)

• Full-time • Starts: August (Prince George); Fees: $3,357 • Burns Lake and Fort St. James: TBA • Ten months • Burns Lake, Fort St. James, and Prince George; may be available in Mackenzie

Careers

Cook up your dream career. Fast-paced and rewarding, a career in culinary arts lets you express your creativity. You'll find jobs at hotels, exotic resorts, cruise ships and local restaurants. You might even own your own restaurant one day.

Admission requirements

1. Successful completion of at least one of the following:
   - Grade 10 with English 10 or Communications 11 or English 030 (with a "C" grade or higher) and any of Essentials of Math 10 or Apprenticeship and Workplace Math 10 (with a "C" grade or higher) or successful completion of Applications of Math 10 or Principles of Math 10 or Math 041 or Math 030 or equivalent
   - ABE/CCP Intermediate Certificate with a minimum "C" grade in English 030
   - GED with English 030 (with a minimum "C" grade) and Math 041 or Math 030

   Students who do not meet the above requirements may wish to consult with a CNC counsellor/advisor to determine their eligibility on the basis of mature student status.

Note 1: Documents certifying a current TB screening and health examination must be submitted before the program starts, on official College forms (supplied with acceptance).

Note 2: In addition to the minimum requirements, it is suggested that anyone planning to apply to this program acquire some background by taking Foods 11 and 12 and Career Preparation/ Hospitality Foods or Cafeteria 11 and 12. It is also advisable to have recent work experience in a kitchen.

Selection process

Students are encouraged to submit a resumé and a handwritten statement indicating reasons for wishing to enter the program. These items are included in the selection criteria listed below.

If the program is over-subscribed, students will be selected based on the following selection criteria:

1. The letter grade for English 10, English 030 or Communications 11 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0; "B+" = 3.33, etc.
2. The letter grade for the student's selected math course will contribute its actual points to the selection process: e.g., "A" = 4.0; "B+" = 3.33, etc.
3. Successful completion in any of
   - English 11, Principles of Math 11 or equivalents; or
   - Trades Math 041 and Trades 042 with a "C" grade or better

   will be awarded 3 points
4. Credit for submitting a resumé and personal handwritten statement indicating the reasons for wishing to enter this program will be awarded a maximum of 3 points

Maximum points available = 14

Program outline

This program is a full-time program. Students must complete each level with a 70% combined theory and practical grade before advancing to the next level.

Level 1 Basic (August to February) CULA 150

In this course, the student will work in a supervised environment and perform basic cooking and food preparation tasks utilizing knife skills, correct terminology, and a variety of cooking methods. The student will learn how to follow recipes, weigh and measure food accurately, and have an understanding of the major techniques and principles used in cooking, baking, and other aspects of food preparation. At this level, the student should develop a solid foundation of culinary skill.

Level 2 Advanced (February to May) CULA 160

At this level, the student usually works with some supervision and performs a variety of cooking and food preparation tasks using multiple cooking methods. In addition to using the major techniques and principles used in cooking, baking and other aspects of food preparation at this level, the student will be taught a preliminary understanding of food costing, menu planning and purchasing processes.

There is a work experience in Level 2 for a minimum of 3 weeks:

- Team Earth: March 22–April 9, 2010
- Team Water: April 12–30, 2010

There is a third level of the Professional Cook program which is not offered at CNC but which program graduates may apply to. This final session of training puts some "finishing" to the whole apprenticeship program. Advanced skills are taught. Upon completion of Level 3, apprentices may earn the opportunity to write the Interprovincial Examination and receive their Red Seal. A detailed program description and course outline is available at the ITA website:

- www.itabc.ca/Page621.aspx

Acceptance process

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

You might also be interested in . . .

- Cook's Assistant
- Northern Outdoor Recreation and Ecotourism (NORE) Certificate

Important dates

Prince George

- Classes: August 3, 2010 to February 4, 2011 (CULA 150)
- Christmas break: December 20, 2010 to January 3, 2011
- Classes: February 7, 2011 to May 13, 2011 (CULA 160)

Burns Lake and Fort St. James

Contact the campuses for details.

Revised: 11.05.04

Psychology

• Full-time or part-time • Most courses start September or January • Fees, per year of arts courses $2,893; per year of science courses: $3,530 • Individual university classes • Prince George campus; individual courses also offered in Quesnel

What is psychology?

Psychology is the scientific study of human thought, emotion and behaviour. Psychologists attempt to determine causes for behaviour and try to find answers by exploring biological and environmental influences. Some psychologists perform research in laboratories while other work in social organizations, but both are attempting to find solutions to real-world problems.

Why study psychology?

Have you ever wondered . . .

- Why people have different personalities?
- What intelligence is and how it's measured?
- Why one person is attracted to another?
- Why people dream, and what dreams mean?
- How your unconscious mind influences your behaviour?
- Whether people are either left-brained or right-brained?
- What you can do to help raise a psychologically healthy child?
- What stress is and how it can be prevented?

Psychology helps you gain fascinating insights into the way people think and react. It also helps you develop marketable skills in research, critical thinking, observation, problem-solving and effective communication.

Where do psychologists work?

- Public and private clinics: Individual and group therapy (marital counselling, anger management, eating disorders, addictions); psychological testing and assessment (children with attention deficit, autism); program development and delivery (stress management, smoking cessation and exercise programs)
- Community mental health centres/social service agencies: Mental health program development (substance abuse, suicide prevention, raising healthy children); program delivery, evaluation and training
- Courts, the justice system, prisons: Behavioural analysis of criminal offenders; therapy for offenders; expert testimony in court; jury evaluation
- Universities and colleges: Teaching; research (performing research, research assistant); academic and personal counselling
- Public and private school systems: Teaching; student counselling; psychological testing and evaluation of students; curriculum development (mental health lessons, self-esteem)
- Hospitals and health care: Patient and family counselling; psychological testing and assessment; delivery of programs (rehabilitation, brain injury programs); individual and group therapy (dealing with mental illness, physical disabilities, stroke)
- Corporations: Developing and delivering training programs (leadership, motivation, interviewing and teamwork); ergonomics/human factors (designing offices and machines to interact with humans effectively)
- Advertising and market research: Surveying consumers; focus groups; testing advertising campaigns; measuring the impact of commercials
- Sports: Motivational counselling for athletes and coaches; analyzing strengths and weaknesses of teams
- Private consulting: Helping police with cases; training seminars for organizations; providing services for hospitals and mental health centres; private research

As well, many psychology graduates use their training to embark on careers in law, medicine, criminology, business and education.

For more information about psychology at CNC, visit our website at www.cnc.bc.ca/Program_websites/psyc.htm

Admission

You'll need one of the following:

- Successful completion of Grade 12 (with English 12 or English 12: First Peoples)
- ABE/CCP Advanced Certificate
- GED Certificate
- Completion of Grade 11 with an outstanding academic record in the year of application.

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we **strongly recommend** that you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings at the back of this calendar).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.
- Students applying for admission to Math 101, CSC 109, Phys 101 or Chem 111 who obtained a "C+" or less in Principles of Math 12 (interim grade) or Math 050 will be registered in Math 100.

Note 1: Students attending in 2013 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 will be registered in MATH 100.

What will you study?

For help creating the two-year psychology program that meets your personal goals, contact CNC Counselling and Advising, or see Packages 4, 5 and 6 in the University Classes section (starts page 147) for sample programs of study. Our psychology courses transfer to most major institutions in the province including UNBC, UBC, UVic, TRU and SFU. For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC.

- For information on an associate degree in science, see page 134
- For information on an associate degree in arts, see page 12
- For a list of all psychology courses available at CNC, see page 245

You might also be interested in . . .

- Aboriginal Studies, Associate Degree
- Arts, Associate Degree
- Criminology Diploma
- Other university-level courses
- Women's Studies and Gender Relations Diploma

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 11.04.19

Residential Construction Framing Technician Certificate

• Full-time • Starts: November (Quesnel): January (Vanderhoof) • Fees, entire program: $3,600 • 23 weeks • Quesnel and Vanderhoof

Careers

The BC construction industry is booming. It's estimated that by 2011, there will be 62,000 new job openings in this field. Come to CNC and you'll be ready for a rewarding career as a framing professional. This trade has been recognized by the Industry Training Authority (ITA) as a new provincial trade and credential.

After completing this program, you'll be granted credit for first-year theory for carpentry. When you complete the required hours of on-the-job training, the ITA will issue you with a Residential Construction Framing Technician Certificate.

Admission requirements

1. Successful completion of Grade 10 or equivalent (transcripts required).
2. Applicants must write the EMAT assessment with the purpose of providing additional assistance to contribute to the student's success
3. Students must submit a handwritten, one-page statement as to why they want to enter the program.
4. Students must attend a program orientation session.
5. Students must be physically fit, exhibit manual dexterity, be adaptable to adverse working conditions, and interested in working outdoors.

The program is usually offered at the CNC Quesnel campus from October through April each year. For more detailed information, contact the Quesnel campus at 250-991-7500.

Program outline

The program covers 64 competencies, including the following:

- Core (safety, tools, equipment, materials)
- Blueprint reading, specifications/layout, surveying
- Framing
- Basic forming
- Renovating, building science
- Planned future CHBA-BC modules: Forming, interior finishing, and exterior finishing

Competencies are verified by use of student logbooks, and directly linked to national standards. The ITA will automatically grant Level 1 Carpentry credit to those who successfully meet the requirements of the Residential Construction Framing Technician program and are issued an ITA Certificate of Qualification.

Acceptance process

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

Two options for continued studies

Option One:

Students successfully completing the program and the required on-the-job training (500 hours) will receive from the Industry Training Authority the Residential Construction Framing Technician Certificate, and as programs are developed, continue to complete the Residential Construction Technician Certificate (equivalent to a Journeyman Carpenter).

Option Two:

Students successfully completing the program will also receive credit for Year 1 of a carpentry apprenticeship and practical hours towards their required year one hours. Students may choose to continue in the traditional carpentry apprenticeship.

Linkage to Carpentry Apprenticeship

- Estimated: 100% of Carpentry Year 1
- 40% of Carpentry Year 2
- 70% of Carpentry Year 3
- 70% of Carpentry Year 4

Important dates

Please contact campuses.

Revised: 10.08.11

RFT Exam Preparation Online

• Part-time • Starts: June 2011 • Fees: $455 • Online through Burns Lake campus

Careers

Registered Forest Technologists (RFTs) are important members of the forestry team. They specialize in on-the-ground fieldwork and perform technical forestry functions in areas such as silviculture, forest protection, forest operations and forest measurements.

All current Trainee Forest Technologists (TFTs) are required to write the RFT registration exam — let CNC help you prepare.

This course is offered in two formats: a five-week version, and a condensed version which covers the same material in three weeks.

Program outline

- Week 1: Forest Measurements and Silviculture
- Week 2: Forest Operations and Protection
- Week 3: The Forest Team, Professional Reliance; Exam 1
- Week 4: Ethics and Standards, Professional Practices, Due Diligence; Exam 2
- Week 5: Dispute Resolution, Public Interest; Exam 3

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

What you need to successfully complete this online course

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

About the course developer

This course was developed by Ben Wilson, B.Sc., RPF, to help students successfully prepare for the RFT exam. Ben has 10 years of experience, along with a keen interest in topics currently facing professional foresters. His diverse experience base and strong educational focus have helped many students gain the knowledge and skills needed to pass the RFT exam.

Ben is an active Registered Professional Forester with the Association of British Columbia Forest Professionals. He currently owns and operates a forestry consulting company which works closely with many industry and First Nations clients.

Important dates

Please contact the campus directly.

Revised: 10.08.11

RPF Exam Preparation Online

• Part-time • Starts: June 2011 • Fees: $600 • Seven weeks • Online through Burns Lake campus

Careers

Registered Professional Foresters (RPFs) are responsible for looking after the forests of British Columbia. RPFs form an integral part of the professional forestry team responsible for planning and approving all activities related to forest management. Let CNC help you prepare for the next exam.

Program outline

This is a seven-week, 70-hour course. The first four weeks focus on core topics that typically show up on the Registration Exam and represent the "bread and butter" concerns of forestry in BC. The final three weeks deal with the hot issues of the day such as bark beetles, First Nations, and softwood lumber. Coupled with each of these topics is a professionalism component which explores what it means to be a professional forester.

A typical week runs from Sunday to Saturday and includes assigned readings, online discussions and online learning exercises. During weeks 3, 5 and 7 participants are expected to complete a sample exam in a single two-hour sitting and submit it by e-mail for marking.

After being marked by the instructor, the exam questions are open for discussion and individual feedback will be provided. For more course information, visit www.cnc.bc.ca/lakesdistrict.

Schedule of courses

Week 1: AAC and Timber Supply

Week 2: Tenure and Valuation

Week 3: Planning, Operations, and SFM; Exam 1

Week 4: Enforcement and Ministry Roles, the Forestry Team, and Professional Reliance

Week 5: Mountain Pine Beetle Ethics, Standard of Professional Practices; Exam 2

Week 6: First Nations, Continuing Competency, and Due Diligence

Week 7: Trade and Dispute Resolution, Public Interest; Exam 3

What you need to successfully complete this online course

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

About the course developer

This course was developed by Ben Wilson, B.Sc., RPF, to help students successfully prepare for the RPF exam. Ben has 10 years of experience, along with a keen interest in topics currently facing professional foresters. His diverse experience base and strong educational focus have helped many students gain the knowledge and skills needed to pass the RPF exam.

Ben is an active Registered Professional Forester with the Association of British Columbia Forest Professionals. He currently owns and operates a forestry consulting company which works closely with many industry and First Nations clients.

Important dates

Please contact the campus directly.

Revised: 10.08.11

Road Builder and Heavy Construction, Foundation-Level

• Full-time • Starts: September • Fees: TBD • Five weeks (150 hours) • Nechako campus

Careers

This program is intended to serve as a pre-employment program for individuals who wish to enter the road building and heavy construction industry.

Admission

Applicants must meet one of the following requirements:

1. Completion of Grade 10 with English 10 and a "C" grade or better in one of Math 10 or Foundation of Mathematics & Pre-Calculus or Apprenticeship and Workplace Math 11, or Math 030;
2. CCP/ABE Intermediate Certificate;
3. GED Certificate with Math 030 with a grade of "C" or better.

Students who do not meet the above requirements may wish to consult with a CNC counselor or advisor to determine their eligibility on the basis of mature student status.

Program outline

The in-school training is designed to meet the competency standards, profile and essential skills defined by the industry. Students will have access to heavy equipment, such as compaction equipment, tractors, skid steer loaders, trucks, excavators, loaders, scrapers, graders, crawler tractors, and paving machines.

Topics include the following (not a complete list):

- Environmental hazards
- Sediment and Drainage Management
- Fuel and special materials
- Safety
- Hydraulics, electrical and air brakes systems
- Concrete properties and technology

Grading system

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

Graduation requirements

- Module A (57 hours) written module examination
- Module B (45 hours) written module examination
- Module C (33 hours) written module examination
- Module D (15 hours) written module examination

Students must complete the program with a 70% combined theory and practical grade. Assessments will include in-school (practical and written exams; module exams); and final assessment (ITA Certification exam).

Linkages to other credentials

The Road Builder and Heavy Construction Foundation program will serve as a prerequisite for entry into any of the following ITA programs which are currently under development:

- Asphalt/Lay-down Technician
- Heavy Equipment Technician

For more information, please call Nechako Campus in Vanderhoof, 250-567-3200.

Important dates

Please contact the campus directly.

Revised: 11.06.02

Science, Associate Degree

• Full-time or part-time • Starts: September and January (most courses) • Fees: $3,530 (one year of science courses) • Two years • Prince George and Quesnel

Careers

- Covers a broad range of university-level subjects, with a focus on sciences.
- Prepares you for further education and an enriched life as an educated person
- Equivalent to the first two years of a university degree

The program also teaches abilities essential for academic success at advanced levels, including computer literacy, advanced reading comprehension, critical thinking and problem solving, scientific and mathematical reasoning, and the application of theoretical understanding.

All public universities and university colleges in BC that offer traditional arts and science degrees now give **special transfer credit recognition** for students who have completed an Associate of Arts Degree or an Associate of Science Degree.

The Associate Degree curriculum comprises two years of university-level study in a variety of academic areas. Students must complete a broad range of course offerings balanced with in-depth study in specific disciplines. Since many students will continue their studies, the requirements are sufficiently flexible to enable students to plan their educational programs carefully and to complete prerequisites for upper-level course work in their intended majors. Students are exposed to concepts, theories, and modes of inquiry in the humanities, the social sciences, and the sciences to develop

- An interest in and curiosity about the world around them
- An understanding of the global context in which they live and work
- An appreciation of intellectual thought and human creativity
- An openness to a variety of viewpoints
- A capacity for and interest in self-directed lifelong learning
- Acceptance of the social responsibilities that come with the benefits of advanced learning

Associate Degree – Science: Course planning worksheet

Required courses	# of credits	Conditions	Your courses
English	6	100 level	1. 2.
Mathematics	6	Must include 3 credits of Calculus	1. 2.
Science	18		1. 2. 3. 4. 5. 6.
Science	18	200 level — taken in two or more subject areas	1. 2. 3. 4. 5. 6.
Arts electives	6	100 level or higher — excluding required English, Math, and lab-based Science	1. 2.
Electives	6	100 level or higher — Arts or Science courses or other subjects with university transfer credit	1. 2.
Total credits required: 60			

Minimum cumulative GPA of 2.0 required.

Where to find the details

Specific associate degree credit transfer policies at each receiving institution are on the BCCAT website (www.bctransferguide.ca).

Just click on "Other Transfer Guides," and then on "Associate Degree." A link is also provided there to all general and specific requirements for associate degrees.

Admission requirements

1. Successful completion of Grade 12 (with English 12 or English 12: First Peoples) or ABE/CCP Advanced Certificate or GED Certificate or completion of Grade 11, with an outstanding academic record, in the year of application.

Note 1: It is **strongly recommended** that high school students consult their counsellors to ensure they select the most appropriate high school courses for their chosen career paths.

Note 2: Students who received less than a "B" grade in English 12 or its

equivalent are strongly encouraged to select English 103 as their first English course.

Note 3: Students applying for admission to Math 101, CSC 109, Phys 101 or Chem 111 who obtained a "C+" or less in Principles of Math 12 (interim grade) or Math 050 will be registered in Math 100.

Note 4: The GED certificate meets the general admission requirements but does not meet specific program or course prerequisites.

Note 5: You will need to comply with the prerequisites of specific courses you select.

Note 6: Students attending in 2013 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 will be registered in MATH 100.

Graduation requirements — general

1. 60 credits of 100-level or higher courses that have university transfer credit. These must include a minimum of 18 credits in second-year science, in two or more subject areas.
2. It is recommended that up to 30 credits, both assigned and unassigned, be accepted for transfer credit to the Associate of Science Degree.
3. An overall GPA of 2.0 calculated on all courses counting towards the associate degree.
4. No course can be used to meet more than one of the specific requirements.

Graduation requirements — specific

1. 6 credits in first-year English; and
2. 6 credits in mathematics which shall include at least 3 credits in calculus; and
3. 36 credits in science, which shall include at least 3 credits in a laboratory science; and
4. 6 credits in arts, other than English (excluding mathematics and laboratory-based science courses); and
5. 6 credits in arts, science, or other areas.

Note 1: Students must have completed at least three semester credits in the semester the degree is awarded.

Note 2: Unassigned credits from other institutions for inclusion in the course work leading to the Associate Degree–Sciences will be limited to 15 credits. The final decision for determining course area, level, and number of credit hours will be made by the Dean or senior academic administrator in the UT Science program area.

Note 3: Students are advised to consult with a counsellor/advisor in order to determine specific course requirements for entry to a particular university degree program.

Note 4: A laboratory science course is any course in the sciences list worth 3 credits or more and with a lab of at least 2 hours, but excluding any course in applied science (engineering) or computing science.

Classification of subjects

For help designing your program, please talk to a CNC counsellor/advisor.

Only those College of New Caledonia courses with articulated university transfer credit and a CNC course designation at the 100-level or higher, will count towards the Associate Degree.

For the purpose of the general and specific requirements for Associate Degrees, College of New Caledonia courses are categorized as follows:

Arts—Humanities

- Aboriginal Studies
- English
- Fine Arts
- French
- History
- Philosophy

Arts—Social Sciences

- Anthropology
- Criminology
- Economics
- Geography (Human)
- Human Kinetics
- Political Science
- Psychology
- Sociology
- Women's Studies

Sciences

- Applied Science
- Astronomy
- Biology
- Chemistry
- Computer Science
- Forest Science
- Geography (Physical—201, 202)
- Mathematics
- Physics

Note: Some courses listed above may not carry transfer credit or satisfy major degree requirements at some universities. Please consult the BC transfer guide (www.bctransferguide.ca) or CNC's Counselling and Advising Department.

You might also be interested in . . .

- Computer/Network Electronics Technician Certificate
- Individual university-level classes in the arts or sciences
- Natural Resources and Environmental Technology Diploma

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 10.12.03

Social Service Worker Certificate

• Full-time or part-time • Starts: September • Fees, entire program: $3,227 (Prince George); Fort St. James and Quesnel: TBA • Nine months • Fort St. James, Prince George and Quesnel; individual courses may be available at other campuses

Careers

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

Admission requirements

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

   Note: For all of the above, you must have a minimum "C" grade in English 12 or English 12: First Peoples/English 045.
2. Completion of the English component of the EMAT.
3. Two references from a Social Service employer, volunteer supervisor, teacher, or social service professional, attesting to your personal suitability for work in the field.
4. A work/volunteer experience resumé. You must have at least 30 verifiable hours of volunteer experience in the past three years.
5. A written statement (maximum four pages) on your interest in the social service field, your understanding of what the field is about, and types of attributes you possess that would make you a viable candidate for this program.

Note 1: You'll have to undergo a criminal record search — any costs are your responsibility,

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

Note 3: It is strongly recommended that all applicants have current certificates in Safety Oriented First Aid and FoodSafe. Certifications in therapeutic crisis intervention and suicide prevention are also valuable assets for work in the field.

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

Program outline

Semester 1	**September – December**
ENGL 103	Composition and Style
SOC 101	Introduction to Sociology I
SSWK 145	Communication and Interpersonal Relationship Skills
SSWK 171	Introduction to Social Service Practice
SSWK 195	Issues and Principles of Fieldwork and Community: Seminar I
UT Elective	One of PSYC 101, PSYC 102, CRIM 103, ABST 100, WMST 101, or other UT courses, chosen in consultation with the Social Work department and CNC Counselling and Advising
Semester 2	**January – April**
SOC 206	Social Problems
SSWK 142	Helping Skills: Practical Applications
SSWK 151	History and Philosophy of Social Welfare Policy
SSWK 196	Practicum and Seminar
Intersession	**May**
SSWK 199	Practicum and Seminar

Acceptance process

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

Criminal records searches

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

You might also be interested in . . .

- Community Mental Health Certificate
- Community Support Worker Certificate
- Early Childhood Education Certificate
- Education Assistant Certificate
- Social Service Worker Diploma
- Social Service Worker (UT) Diploma
- Teacher Replacement Training Citation

Important dates

(Prince George only; contact other campuses for their dates.)

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 10.08.24

Social Service Worker Diploma

• Full-time or part-time • Starts: September • Fees, entire program: $6,508 • Two years • Prince George campus; individual courses may be available at other campuses

Careers

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

Admission requirements

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

   Note: For all of the above, you must have a minimum "C" grade in English 12 or English 12: First Peoples/English 045.
2. Completion of the English component of the EMAT.
3. Two references from a Social Service employer, volunteer supervisor, teacher, or social service professional, attesting to your personal suitability for work in this field.
4. A work/volunteer experience resumé with at least 30 verifiable hours of volunteer experience in the past 3 years.
5. A written statement (max. 4 pages) on your interest in the field, your understanding of what the field is about, and personal attributes that make you a viable candidate.

Note 1: You'll have to undergo a criminal record search — any costs are your responsibility,

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

Note 3: It is strongly recommended that all applicants have current certificates in Safety Oriented First Aid and FoodSafe. Certifications in therapeutic crisis intervention and suicide prevention are also valuable assets for work in the field.

Note 4: To enter the second year of the program, you must complete all first-year social service worker courses with a grade of "C" or better.

Note 5: To do a practicum, you must obtain a "C" grade or better in all social service worker courses.

Program outline

Year One:

Semester 1	**September – December**
ENGL 103	Composition and Style
SOC 101	Introduction to Sociology I
SSWK 145	Communication and Interpersonal Relationship Skills
SSWK 171	Introduction to Social Service Practice
SSWK 195	Issues and Principles of Fieldwork and Community: Seminar I

UT Elective:
One of PSYC 101, PSYC 102, CRIM 103, ABST 100, WMST 101, or other UT courses, chosen in consultation with the Social Work department and CNC Counselling and Advising

Semester 2	**January – April**
SOC 206	Social Problems
SSWK 142	Helping Skills: Practical Applications
SSWK 151	History & Philosophy of Social Welfare Policy
SSWK 196	Practicum and Seminar
Intersession	**May**
SSWK 199	Practicum and Seminar

Year Two:

Semester 3	**September – December**
SSWK 225	Introduction to Disabilities
SSWK 252	Social Welfare Policy II
SSWK 255	Counselling Theories
SSWK 241	Group Process and Practice
SSWK 263	Chemical Dependency
SSWK 282	Behaviour Manage - ment: Techniques for Working with Children and Youth
SSWK 295	Issues and Principles of Fieldwork and Community Seminar II
Semester 4	**January – April**
SOC 230	Critical Perspectives on Contemporary Families
SSWK 232	Loss and Grief
SSWK 242	Community Development
SSWK 271	Health and Wellness Self-Care Lab
SSWK 296	Practicum and Practicum Seminar
Intersession	**May**
SSWK 299	Practicum and Seminar

Acceptance process

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

Criminal records searches

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

You might also be interested in . . .

- Community Mental Health Certificate
- Community Support Worker Certificate
- Early Childhood Education Certificate
- Education Assistant Certificate
- Social Service Worker Certificate
- Social Service Worker (UT) Diploma
- Teacher Replacement Training Citation

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 10.08.24

Social Service Worker (UT) Diploma

• Full-time or part-time • Starts: September • Fees, entire program: $6,552 • Two years • Prince George campus; individual courses may also be available at other campuses

Careers

The Social Service Worker (UT) Diploma prepares individuals for in the social service area while preparing you for entry into the BSW and CYC degreee programs at UNBC, TRU, and UVic. It also provides entry into the Human Services degree offered by Athabasca University. After completing the BSW degree, career opportunities can include child protection, probation, mental health, residential treatment, alcohol and drug programs, and more.

Admission requirements

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

   Note: For all of the above, you must have a minimum "C" grade in English 12 or English 12: First Peoples/English 045.
2. Completion of the English component of the EMAT.
3. Two references from a Social Service employer, volunteer supervisor, teacher, or social service professional, attesting to your personal suitability for work in this field.
4. A work/volunteer experience resumé. You must have at least 30 verifiable hours of volunteer experience in the past three years.
5. A written statement (max. 4 pages) on your interest in the social service field, your understanding of what the field is about, and the personal attributes that would make you a viable candidate for this program.

Note 1: You'll have to undergo a criminal record search — any costs are your responsibility,

Note 2: It is strongly recommended that all applicants gain a one-day Emergency First Aid, Safety Oriented (EFASO) Certificate.

Note 3: Depending on your practicum placement, you may have to submit a medical certificate showing TB testing and an up-to-date immunization record.

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

Program outline

Year One:

Semester 1	**September – December**
ENGL 103	Composition and Style
SOC 101	Introduction to Sociology I
SSWK 145	Communication and Interpersonal Relationship Skills
SSWK 171	Introduction to Social Service Practice
SSWK 195	Issues and Principles of Fieldwork and Community: Seminar I
UT Elective	One of PSYC 101, PSYC 102, CRIM 103, ABST 100, WMST 101, or other UT courses, chosen in consultation with the Social Work department and CNC Counselling and Advising
Semester 2	**January – April**
SOC 206	Social Problems
SSWK 142	Helping Skills: Practical Applications
SSWK 151	History and Philosophy of Social Welfare Policy
SSWK 196	Practicum and Seminar
Intersession	**May**
SSWK 199	Practicum and Seminar

Year Two:

Semester 3	**September – December**
SSWK 255	Counselling Theories
SSWK 241	Group Process & Practice
SSWK 263	Chemical Dependency
UT Elective	Three courses
Semester 4	**January – April**
SSWK 232	Loss and Grief
SSWK 271	Health and Wellness Self-Care Lab
SOC 230	Critical Perspectives on Contemporary Families
UT Elective	Four courses

The second year of the SSWK (UT) diploma requires seven university transfer courses. We strongly recommend that you choose them from the following disciplines:

- Aboriginal Studies
- Anthropology
- Criminology
- English
- Psychology
- Sociology
- Women's Studies

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

Acceptance process

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

Criminal records searches

You have to undergo a criminal record search. The cost of this searches is your responsibility. A search which identifies relevant criminal convictions may prevent you from doing a practicum or entering a clinical setting. Students who

cannot enter the practicum or clinical component of the program cannot graduate from the program.

You might also be interested in . . .

- Community Mental Health Certificate
- Community Support Worker Certificate
- Education Assistant Certificate
- Early Childhood Education Certificate
- Education Assistant Certificate
- Social Service Worker Certificate
- Social Service Worker Diploma
- Teacher Replacement Training Citation

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 10.08.24

Sociology

• Full-time or part-time • Most courses start September or January • Fees: $2,893 (one year of arts courses) • Individual university classes • Prince George; individual courses may be offered in Quesnel

Careers

Sociology is the study of societies and the ways they shape people's attitudes, actions, identities, interactions, and institutions. Sociology helps us to make sense of the rapidly changing world we live in. At the same time, it helps us to know ourselves in new and exciting ways. By studying sociology, you'll acquire an increased understanding of human interactions and the ability to interpret social events.

Admission

You'll need one of the following:

- Successful completion of Grade 12 (with English 12 or English 12: First Peoples)
- ABE/CCP Advanced Certificate
- GED Certificate
- Completion of Grade 11 with an outstanding academic record in the year of application.

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we **strongly recommend** that you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings at the back of this calendar).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.

What will you study?

For help creating the two-year sociology program that meets your personal goals, contact CNC Counselling and Advising, or see Package 4 in the University Classes section (starts page 147) for a sample program of study.

- For information on an associate degree in arts, see page 12
- For a list of all sociology courses available at CNC, see page 246
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor/advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

- Aboriginal Studies, Associate Degree
- Arts, Associate Degree
- Criminology Diploma
- Other university-level courses
- Psychology
- Women's Studies and Gender Relations Diploma

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 11.04.19

TARGET

(Techniques for Access, Reaching Goals, and Employment Training)

• Part-time• Starts: September • Fees, entire program: $751 • Nine months • Prince George campus

About TARGET

TARGET teaches skills to help students succeed in future employment situations. The program combines classroom instruction with supported student work practicum placements.

The program aims to provide basic work skills, attitudes, and experience to those students with developmental disabilities who have limited knowledge of the world of work. Financial aid is available.

TARGET is designed for students who need the following:

- Support finding a job: the TARGET placement co-ordinator can help market the student to employers.
- Support with interviews: interview techniques are developed in the classroom, and then work placement interviews are completed with assistance from the TARGET placement co-ordinator.
- Modifications to the job (if needed) so that they are able to carry out all required tasks.
- Extra support to learn job tasks: the TARGET placement co-ordinator can provide extra training.
- Support with problems which might arise on the job: Examples include relationship issues with co-workers or supervisors, training for new tasks, or job performance concerns. The TARGET placement co-ordinator can help with all of these.
- Support adjusting their non-work life and employment: Many people lose jobs because they have trouble fitting work into their lives. Again, people in supported employment can get help from the TARGET placement co-ordinator.

Admission requirements

TARGET staff interview each student to see if the program is right for them. Parents and other support people are welcome to attend this interview.

Program outline

Basic employment skills training
This program component is offered in both semesters. Students learn skills and attitudes which will help them adjust to the demands of the workplace. Some of the areas covered include general work skills, relationships with supervisors, relationships with co-workers, safety in the workplace, work terms, work attitudes, and conflict resolution on the job.

Communications and interpersonal relations
This component's focus is on helping students develop effective communication and interpersonal skills. Topics covered include conversation skills, assertiveness, relationships, and problem-solving.

Success strategies for employment
This section is designed to help students gain greater independence in the world of work. The components include time management, values and self-esteem, rights and responsibilities, goal setting, critical thinking strategies, resumé writing, and interview techniques.

Work practicum placements
Students will participate in part-time work practicum placements during designated program segments. Work practicum placements give students opportunities to apply skills learned in the classroom to employment settings. Students will also have the opportunity to learn specific work skills. Both direct and indirect support will be provided to students while they are in placement.

FAQs

My son didn't have teacher aide support in high school. Is he still eligible for TARGET?
Many TARGET students didn't have teacher aide support in high school. Admission to the program is determined by an interview with the student.

My daughter had teacher aide support throughout school. Will she be able to function alone in college?
Some students who needed support in high school are often able to function independently at home or in other environments. Many of these students have been able to learn how to function independently at college and on work practicums.

Questions?

Contact TARGET staff at 250-561-5836/ 1-800-371-8111, ext. 5836, or e-mail dauvinj@cnc.bc.ca

You might also be interested in . . .

- JET

Important dates

- Classes: TBA
- Study break: TBA

Revised: 10.08.11

Teacher Replacement Training Citation

• Full-time • Starts: September • Fees, entire program: $1,984 • Online through Burns Lake campus

Interested in working with children in the classroom, but not sure you have the skills? The TRTC program will provide you with the knowledge and tools to be an effective non-certified substitute teacher. Created in partnership with School District 91, this practical program focusses on classroom management, instructional techniques, and the responsibilities of teachers. The program can be completed in 10 months of part-time study and involves both online courses and a practicum.

Careers

A public school student will spend one whole year of his or her K–12 career being taught by substitute teachers. There are not enough certified teachers to fill this need, opening up opportunities for non-certified substitutes. Completion of this program will enhance your ability to be an effective teacher replacement.

Admission requirements

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

Note 1: You must provide documents certifying current immunization.

Note 2: You must also provide proof of application for a criminal record search. The College requires criminal record searches for everyone applying to programs that involve working with children or other vulnerable persons. Applicants must undergo two searches, one through the RCMP and one through the Attorney General's Office. The cost is your responsibility. A search which identifies relevant criminal convictions may prevent you from entering into a practicum setting. Students who cannot complete the practicums cannot graduate from the program.

Program outline

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

You might also be interested in . . .

- Education Assistant

Revised: 10.08.11

Teaching — Elementary and Secondary

• Full-time or part-time • Fees: $2,893 (one year of arts courses)
• Individual university classes
• Prince George campus

Careers

Make an impact on the future, inspire young people, and help them learn and grow — these are some of the reasons to become a teacher. Teaching is a respected and valued profession that will always be in demand. You can take the first two years of a bachelor's degree in education (elementary or secondary) at CNC.

Admission

You'll need one of the following:

- Successful completion of Grade 12 (with English 12 or English 12: First Peoples)
- ABE/CCP Advanced Certificate
- GED Certificate
- Completion of Grade 11 with an outstanding academic record in the year of application.

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we **strongly recommend** that you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings at the back of this calendar).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.
- Students applying for admission to Math 101, CSC 109, PHYS 101, or CHEM 111 who obtained a "C+" grade or less in Principles of Math 12 (interim grade) or Math 050 will be registered in Math 100.

Note 1: Students attending in 2013 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 will be registered in MATH 100.

What will you study?

For help creating a two-year program that transfers to the third year of a bachelor's degree in education (elementary or secondary), contact CNC Counselling and Advising, or see Package 2 in the University Classes section (starts page 147) for a sample program of study for elementary school teachers.

For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

- Arts, Associate Degree
- Science, Associate Degree
- Other university-level courses
- University Transfer First-Year Science (Quesnel)

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 10.08.11

University classes

• Full-time or part-time • Starts: September and January (most courses) • Fees: $2,893 (one year of arts courses); $3,530 (one year of science courses) Prince George • All courses available at Prince George campus; many at Lakes, Nechako, and Quesnel

I want to get a university degree. Can I start at CNC?

Definitely. We offer dozens of university-level courses. A bachelor's degree (also known as an undergraduate degree) usually takes four years. Many people take the first two years at a community college such as CNC, then transfer to university for years 3 and 4. Advantages of starting at a community college include smaller classes, more one-on-one attention from instructors, and lower tuition fees.

Associate degrees

We offer associate degrees in arts and science, featuring two years of university-level study in a variety of academic subjects. These degrees transfer into university programs, and give you preferential admission at UNBC and SFU. All public universities and university-colleges in BC give special recognition of transfer credit to students with associate degrees. See "Arts, Associate Degree" and "Science, Associate Degree" elsewhere in this calendar.

A diploma gives you recognition

Like an associate degree, a diploma can be equivalent to the first two years of a university degree in that particular subject. With a diploma, you can go to work immediately, or transfer to university. If you decide to work, a diploma gives you more options in the workplace. We offer diplomas in accounting and finance, criminology, human kinetics, marketing and management, social work, and more.

What do you mean by transfer courses?

Since CNC offers only the first two years of instruction, you need to transfer to a university to finish your degree. You transfer the credits you receive for CNC courses to a university and continue on to complete your degree.

When you take a course from one of our instructors, it's as though you were sitting in the same class at (for example) UNBC, UVic, or Thompson Rivers University. For example, if you complete our introductory psychology course, a university will give you credit for its introductory course.

To ensure your credits transfer seamlessly, CNC has formal agreements in place with the following BC universities:

- Athabasca University
- Emily Carr University
- Kwantlen Polytechnic University
- University of British Columbia
- University of Northern British Columbia
- Simon Fraser University
- Thompson Rivers University
- University of Victoria
- Vancouver Island University

You can also transfer to universities in other provinces, and internationally — talk to a CNC counsellor or advisor for details.

Once you have your bachelor's degree, you have the option to go on and obtain a master's degree (M.A. or M.Sc.) or a doctorate (Ph.D.).

University transfer information (BCCAT)

Students planning to transfer their credits to another institution should consult the British Columbia Transfer Guide to verify transferability of credits.

The British Columbia Transfer Guide is published by the British Columbia Council on Admissions and Transfer and is available online.

CNC counsellors/advisors will assist students in selecting transferable courses; however, the final responsibility for course selection rests with the student.

The British Columbia Council on Admissions and Transfer (BCCAT) website is located at www.bctransferguide.ca

Admission requirements

1. Successful completion of Grade 12 (with English 12 or English 12: First Peoples) or ABE/CCP Advanced Certificate or GED Certificate or completion of Grade 11, with an outstanding academic record, in the year of application.

Note 1: It is **strongly recommended** that high school students consult their counsellors to ensure they select the most appropriate high school courses for their chosen career paths.

Note 2: Students who have received less than a "B" grade in English 12 or its equivalent are strongly encouraged to select English 103 as their first University Credit English course.

Note 3: The GED certificate meets the general admission requirements but does not meet specific program or course prerequisites.

Note 4: You will need to comply with the prerequisites of the specific courses you select.

Note 5: Students applying for admission to Math 101, CSC 109, PHYS 101, or CHEM 111 who have obtained a "C+" grade or less in Principles of Math 12 (interim grade) or Math 050 will be registered in Math 100.

Note 6: Students attending in 2013 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 will be registered in MATH 100.

Start your degree at CNC — take university classes at College

We offer university classes leading to degrees in these subjects:

- Aboriginal Studies
- Accounting
- Anatomy and physiology
- Anthropology
- Biology
- Chemistry
- Commerce
- Computing science
- Criminology
- Dental hygiene
- Earth science
- Economics
- Engineering
- Engineering (applied science)
- English
- Environmental science
- Fetal Alcohol Spectrum Disorder
- Finance
- Fine arts
- Forestry
- Geography
- History
- Human kinetics
- Human resource management
- Humanities
- International business
- Kinesiology
- Management
- Marketing
- Mathematics
- Microbiology
- Nursing
- Philosophy
- Physical education
- Physics
- Political science
- Psychology
- Public policy
- Social Service
- Sociology
- Statistics
- Teaching
- Women's studies

Pre-professional programs

At CNC, you can prepare for careers in

- Chiropractic
- Dentistry
- Education
- Law
- Medicine
- Naturopathic medicine
- Optometry
- Pharmaceutical science
- Rehabilitation science
- Veterinary medicine

University transfer packages

"I'm planning to get a degree — which first-year CNC courses should I take for the best chance of successfully transferring to university?"

The packages below help answer this question.

Note: The packages are only guidelines — they don't represent mandatory requirements. As well, they're not an exhaustive list of all career paths available at CNC — it's possible to do the first year and often the second year as well in disciplines that aren't specifically referenced below.

Also, the packages cover first year only. To plan a second-year program that transfers smoothly to your university of choice, or for any other questions, please consult CNC Counselling and Advising (1-800-371-8111, ext. 5818, or 250-561-5818).

Other sources of information on transferability:

- www.bctransferguide.ca
- The university you plan to attend after CNC

Package 1:
Path to a bachelor's degree in commerce, business administration, economics, English, industrial relations, or mathematics (arts focus)

Year One:

Semester 1 September–December

- ECON 201 (Principles of Economics — Microeconomics)
- ENGL 103 (Composition and Style)
- MATH 100 (Pre-Calculus Mathematics) or MATH 101 (Calculus 1)
- CSC 105 (Introduction to Computers and Programming) or CSC 109 (Computing Science 1)
- COM 204 (Financial Accounting)

Semester 2 January–April

- ECON 202 (Principles of Economics—Macroeconomics)
- ENGL 102 (Literature and Composition II), ENGL 103 (Composition and Style), or ENGL 104 (Introduction to Literature and Composition)
- MATH 101 (Calculus I) or MATH 102 (Calculus II)
- COM 222 (Management and Organizational Behaviour)
- COM 212 (Managerial Accounting)

Notes:

1. Prerequisites: Principles of Math 11, or MATH 045 (for MATH 100); Principles of Math 12, or MATH 100, or MATH 050 (for MATH 101) or equivalent; Principles of Math 11 (for CSC 105) or equivalent.
2. Are you planning to transfer to UBC's Faculty of Commerce and Business Administration? You must take ENGL 103 along with one other English course.
3. For students graduating Grade 12 in 2013, prerequisites are: Foundations of Math 11, or Pre-calculus 11, or MATH 045 (for Math 100) or equivalent; Pre-calculus 12 or

Math 100 or Math 050 (for Math 101) or equivalent; Foundations of Math 11 or Pre-calculus 11 or Math 045 (for CSC 105) or equivalent.

Package 2:
Path to a degree in English, geography (arts focus), history, or teaching (elementary)

Semester 1

- ENGL 101 (Literature and Composition 1) or ENGL 103 (Composition and Style)
- One science course: BIO 103 (Biology for Humanities and Social Science Studies I) or BIO 107 (Cellular and Organismal Biology) or CHEM 113 (Introduction to Chemistry I) or GEOG 201 (Weather and Climate) or PHYS 105 (General Physics I)
- HIST 103 (History of Canada to 1867)
- GEOG 103 (Canada: Some Geographical Perspectives)
- One elective

Semester 2

- ENGL 102 (Literature and Composition II), or ENGL 104 (Introduction to Literature and Composition)
- One science course: BIO 104 (Biology for Humanities and Social Science Studies II) or BIO 120 (Genetics, Evolution, and Ecology) or CHEM 114 (Introduction to Chemistry II) or GEOG 202 (Weather and Climate) or PHYS 106 (General Physics II)
- HIST 104 (History of Canada since 1867)
- Two electives

Note: For elementary education, you'll need one of the following (can be taken as an elective in second year): MATH 100, 101, 104, or 190

Package 3:
Path to a BA in anthropology

Semester 1

- ENGL 101 (Literature and Composition 1) or 103 (Composition and Style)
- One science course: BIO 103 (Biology for Humanities and Social Science Studies I) or BIO 107 (Cellular and Organismal Biology) or CHEM 113 (Introduction to Chemistry I) or GEOG 201 (Weather and Climate) or PHYS 105 (General Physics I)
- HIST 103 (History of Canada to 1867)
- GEOG 103 (Canada: Some Geographical Perspectives)
- ANTH 101 (Introduction to Sociocultural Anthropology)

Semester 2

- ENGL 102 (Literature and Composition II), or 104 (Introduction to Literature and Composition)
- One science course: BIO 104 (Biology for Humanities and Social Science Studies II) or BIO 120 (Genetics, Evolution, and Ecology) or CHEM 114 (Introduction to Chemistry II) or GEOG 202 (Weather and Climate) or PHYS 106 (General Physics II)
- HIST 104 (History of Canada since 1867)
- ANTH 102 (Introduction to Physical Anthropology and Archaeology)

Package 4:
Path to a BA in English, psychology, sociology, or social work

Semester 1

- ENGL 101 (Literature and Composition 1) or 103 (Composition and Style)
- PSYC 101 (Introduction to Psychology I)
- SOC 101 (Introduction to Sociology I)
- Two electives

Semester 2

- ENGL 102 (Literature and Composition II), or 104 (Introduction to Literature and Composition)
- PSYC 102 (Research Methods in Psychology)
- SOC 102 (Introduction to Sociology II)
- Two electives

Note: We strongly recommend a statistics course (MATH 104 or PSYC 201) during the first two years.

Package 5:
Path to a B.Sc. in the sciences or health sciences

Biochemistry, biological sciences, biology, biophysics, chemical physics, chemistry, chiropractic medicine, dentistry, home economics, mathematics (science focus), medicine, microbiology, oceanography, pharmacology, physics, physiology, psychology (science focus), or rehabilitation medicine.

Semester 1

- BIO 107 (Cellular and Organismal Biology)—life sciences majors only
- CHEM 111 (Fundamentals of Chemistry I) or CHEM 113 (Introduction to Chemistry I)
- ENGL 101 (Literature and Composition 1) or ENGL 103 (Composition and Style)
- MATH 101 (Calculus I)
- PHYS 101 (Introductory Physics I) or PHYS 105 (General Physics I)

Semester 2

- BIO 120 (Genetics, Evolution, and Ecology)-life sciences majors only
- CHEM 112 (Fundamentals of Chemistry II) or CHEM 114 (Introduction to Chemistry II)
- ENGL 102 (Literature and Composition II), or ENGL 104 (Introduction to Literature and Composition)

- MATH 102 (Calculus II)
- PHYS 102 (Introductory Physics II) or PHYS 106 (General Physics II)

Notes:

1. Prerequisites: Math 12 or MATH 100 or MATH 050; Biology 11 or BIO 045; Chemistry 12 or CHEM 050 (for CHEM 111); Chemistry 11 or CHEM 045 (for CHEM 113); Physics 12 or PHYS 050 (for PHYS 101); Physics 11 or PHYS 045 (for Physics 105).
2. If you want to major in the life sciences (biochemistry, biology, botany, microbiology, pharmacology, physiology, or zoology), you must take BIO 107 and 120 in the first year. Otherwise, you can choose an arts elective instead.
3. Students considering programs in the physical sciences should take CHEM 111 and 112, and PHYS 101 and 102.
4. For students graduating Grade 12 in 2013, prerequisites are Precalculus 12 or MATH 050 or MATH 100 or equivalent.
5. Are you considering UBCs' biology program? You should take PHYS 105 and 106, not PHYS 101 and 102.

Package 6:
Path to a B.Sc. in the sciences, health sciences, computer science, or geography

Biochemistry, biological sciences, biology, biophysics, chemical physics, chemistry, computer science, dentistry, home economics, geography (science focus), mathematics (science focus), medicine, microbiology, oceanography, pharmacology, physics, physiology or psychology (science focus).

Semester 1

- CHEM 111 (Fundamentals of Chemistry I) or CHEM 113 (Introduction to Chemistry I)
- ENGL 101 (Literature and Composition 1) or ENGL 103 (Composition and Style)
- MATH 100 (Pre-calculus Mathematics) or 101 (Calculus I)
- CSC 105 (Introduction to Computers and Programming) or CSC 109 (Computing Science 1)
- Elective

Semester 2

- CHEM 112 (Fundamentals of Chemistry II) or CHEM 114 (Introduction to Chemistry II)
- ENGL 102 (Literature and Composition II), or ENGL 104 (Introduction to Literature and Composition)
- MATH 101 (Calculus I) or 102 (Calculus II)
- CSC 109 (Computing Science 1) or CSC 110 (Computing Science II)
- Elective

Notes:

1. Prerequisites: Principles of Math 11 or MATH 045 (for MATH 100); Principles of Math 12 or MATH 100 or MATH 050 (for MATH 101) or equivalent; Chemistry 11 or CHEM 045 (for CHEM 113); Chemistry 12 or CHEM 050 (for CHEM 111)
2. Students majoring in computer science should select PHYS 101 and PHYS 102 as their electives.
3. For students graduating Grade 12 in 2013, prerequisites are: Foundations of Math 11 or Pre-calculus 11 or MATH 45 (for MATH 100) or equivalent; Pre-calculus 12 or MATH 100 or Math 050 (for MATH 101) or equivalent.

Package 7:
Path to a degree in chemistry, dentistry, medicine, or rehabilitation medicine

Note: You can also use Package 5 to prepare for these careers.

Semester 1

- BIO 107 (Cellular and Organismal Biology)
- CHEM 111 (Fundamentals of Chemistry I) or CHEM 113 (Introduction to Chemistry I)
- ENGL 101 (Literature and Composition 1) or ENGL 103 (Composition and Style)
- Two electives

Semester 2

- BIO 120 (Genetics, Evolution, and Ecology)
- CHEM 112 (Fundamentals of Chemistry II) or CHEM 114 (Introduction to Chemistry II)
- ENGL 102 (Literature and Composition II), or ENGL 104 (Introduction to Literature and Composition)
- Two electives

Notes:

1. Prerequisites: Principles of Math 11 or MATH 045 (for MATH 100); Principles of Math 12 or Math 100 (for MATH 101) or equivalent; 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 occupational therapy should choose MATH 104 and either SOC 101 or ANTH 101 as electives.
3. Students majoring in physical therapy at UBC should select PHYS 105 (unless they've taken Physics 12), plus MATH 104.
4. Students seeking to enter dentistry, medicine, or rehabilitation medicine may also take Package 5.
4. Effective Sept. 15, 2013, prerequisites are: Foundations of Math 11 or Pre-calculus 11 or MATH 045 (for MATH 100) or equivalent; Pre-calculus 12 or MATH 100 or MATH 050 (for MATH 101) or equivalent.

Package 8:
Path to forestry, natural resources, mathematics, physics

Semester 1

- BIO 107 (Cellular and Organismal Biology) or CHEM 113 (Introduction to Chemistry I) or PHYS 105 (General Physics I)
- ENGL 101 (Literature and Composition 1) or ENGL 103 (Composition and Style)
- MATH 101 (Calculus I)
- MATH 104 (Introduction to Statistics)
- Elective (may be one of the sciences listed above in this package)

Semester 2

- BIO 120 (Genetics, Evolution, and Ecology) or CHEM 114 (Introduction to Chemistry II) or PHYS 106 (General Physics II)
- ENGL 102 (Literature and Composition II) or ENGL 104 (Introduction to Literature and Composition)
- MATH 102 (Calculus II)
- MATH 105 (Introductory Programming with Statistics)
- Elective (may be one of the sciences listed above in this package)

Notes:

1. Prerequisites: Principles of Math 11 or MATH 045 (for MATH 100); 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. For students graduating Grade 12 in 2013, prerequisites are: Foun - dations of Math 11 or Pre-calculus 11 or MATH 045 (for MATH 100) or equivalent.
3. Please consult a CNC counsellor for specific requirements for UBC, UNBC, and the University of Alberta.

Package 9: Path to a bachelor's degree in wood products processing

Semester 1

- CHEM 111 (Fundamentals of Chemistry I) or CHEM 113 (Introduction to Chemistry I)
- ENGL 103 (Composition and Style)
- MATH 101 (Calculus I)
- PHYS 101 (Introductory Physics I) or PHYS 105 (General Physics I)
- ECON 201 (Principles of Economics—Microeconomics)

Semester 2

- CHEM 112 (Fundamentals of Chemistry II) or CHEM 114 (Introduction to Chemistry II)
- ENGL 102 (Literature and Composition II) or ENGL 104 (Introduction to Literature and Composition)
- MATH 102 (Calculus II)
- PHYS 102 (Introductory Physics II) or PHYS 106 (General Physics II)
- Elective

Notes:

1. Prerequisites: Principles of Math 12 or MATH 100 or MATH 050 (for MATH 101) or equivalent; Chemistry 11 or CHEM 045 (for CHEM 113); Chemistry 12 or CHEM 050 (for CHEM 111); Physics 11 or PHYS 045 (for Physics 105); Physics 12 or PHYS 050 (for PHYS 101).
2. Students with credit in Physics 12 must take PHYS 101.
3. Effective Sept. 15, 2012, prerequisites are: Pre-calculus 12 or MATH 100 or MATH 050 (for MATH 101) or equivalent.

Revised: 10.08.11

University Transfer First-Year Science

• Full-time or part-time • Starts: September • Fees: $3,530 (one year of science courses) • One year • Quesnel campus; all courses also available at Prince George; contact other campuses for availability

Careers

Take university courses at College. You'll save money and get the benefits of smaller class sizes and instructors who are involved and easy to access. You can take the first step to preparing for the following careers:

- Astronomy
- Biochemistry
- Biological sciences
- Biophysics
- Chemistry
- Chiropractic medicine
- Dentistry
- Home economics
- Medicine
- Microbiology
- Oceanography
- Pharmaceutical science
- And more

Note: If you plan to start a degree at CNC, please visit a CNC counsellor/ advisor to create a university transfer program that will provide a smooth transition to your university of choice.

Admission requirements

1. Successful completion of one of the following:
   - Grade 12 (with English 12 or English 12: First Peoples) or
   - ABE/CCP Advanced Certificate or
   - GED Certificate

Note 1: It is **strongly recommended** that high school students consult their counsellors to ensure they select the most appropriate high school courses for their chosen career paths.

Note 2: You will need to comply with the prerequisites of the specific courses you select.

Note 3: Students applying for admission to MATH 101, CSC 109, PHYS 101, or CHEM 111 who have obtained a "C+" grade or less in Principles of Math 12 (interim grade) or MATH 050 will be registered in MATH 100.

Note 4: Students attending in 2013 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 will be registered in MATH 100.

Note 5: Students who received less than a "B" in English 12 or its equivalent are strongly encouraged to select English 103 as their first university credit English course.

Note 6: The GED certificate meets the general admission requirements, but does not meet specific program or course prerequisites.

Program outline

Semester 1	**September – December**
BIO 107	Cellular and Organismal Biology
CHEM 113	Introduction to Chemistry I
ENGL 103	Composition and Style
MATH 100	Pre-calculus Mathematics
PHYS 105	General Physics I
Semester 2	**January – April**
BIO 120	Genetics, Evolution and Ecology
CHEM 114	Introduction to Chemistry II
ENGL 104	Introduction to Litera - ture and Composition
MATH 101	Calculus I
PHYS 106	General Physics II

Important dates

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 10.08.11

Welding Levels B and A

• Full-time • Continuous intake; no specific start date • Fees: Prince George: $386/month plus materials fee; • Level B — 16 weeks; Level A — 8 weeks • Prince George campus (Levels B and A); Burns Lake and Fort St. James (Level B)

Note: Trades programs may be available at any of our regional campuses — please check our website for the latest information.

Careers

From construction sites to production shops, welding is an important skill in almost every trade. With advancing technology, welding equipment and techniques are constantly changing. Therefore, it's imperative for welders to update their skills.

CNC offers welding training in levels C, B, and A (C is the introductory level, A is the most advanced). Graduates of Welding B and A will be qualified for a variety of jobs in the construction and metal working industries. Possible job titles include:

- Production welder
- Maintenance welder
- Welder fabricator
- Welder fitter
- Construction welder
- Pipe welder (in pulp mills, gas plants, and refineries)

Admission requirements

1. To enter levels B or A, you must have completed the registered C level.
2. Challenges to levels C, B, and A are subject to ITA approval.

Program outline

Courses include the following:

Level B

- P-7 Shielded Metal 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

Level A

- 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

Detailed course descriptions are available from the Trades Division Office at 250-561-5804, or toll-free at 1-866-370-2111.

You might also be interested in . . .

- Heavy Duty Mechanics/Commercial Transport Mechanical Repair
- Industrial Mechanic (Millwright)/ Machinist

Revised: 10.08.11

Welding Level C

• Full-time • Starts: October (Burns Lake); September (Prince George); TBA (Quesnel) • Fees, entire program: $3,070 (Prince George); TBA (Quesnel); $4,843 (Burns Lake) • Seven months • Burns Lake, Fort St. James, Mackenzie, Prince George, and Quesnel

Careers

CNC offers welding training in levels C, B, and A (C is the introductory level, A is the most advanced).

As a graduate of Welding C, you'll be qualified for a variety of jobs in the construction and metal working industries. You'll also be prepared to successfully complete employers' skill assessments. Possible job titles include

- Production welder
- Maintenance welder
- And more

Admission requirements

1. English 10, English 030 or equivalent and
2. Essentials of Math 10 ("C" grade or higher) or credit in Applications of Math 10 or Principles of Math 10 or Math 041 or equivalent.

Students who do not meet the above requirements may wish to consult with a CNC counsellor/advisor to determine their eligibility on the basis of mature student status.

Program outline

Courses include the following (not a complete list):

- P-1 Introduction and Program Orientation
- P-3 Gas and Braze Welding
- P-5 Air Carbon Arc Welding
- RK-1 Material Handling and Rigging
- RK-3 Introduction to Metallurgy I

A full list of courses is available from the Trades Division Office at 250-561-5804, or toll-free at 1-866-370-2111.

Selection process

Students are encouraged to submit a resumé and handwritten statement indicating reasons for wishing to enter the program as well as complete a test of mechanical reasoning skills, and the College English/Math Achievement Test (EMAT). These items are included in the selection criteria listed below and will be awarded points.

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

1. The letter grade for English 10, English 030 or Communications 11 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
2. The letter grade for your selected math course will contribute its actual grade point to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
3. The mechanical reasoning test will be awarded a maximum of 5 points.
4. A passing grade on the English portion of the EMAT will be awarded a maximum of 1 point.
5. A passing grade on the Math portion of the EMAT will be awarded a maximum of 1 point.
6. Credit in one or more trades-related courses at the Grade 12 level with a grade of "B" or better, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.
7. Credit in any of the following: English 11 or equivalent, Principles of Math 11 or equivalent, or Trades Math 042 with a "C" grade or better will be awarded 3 points.
8. Students are encouraged to submit a resumé and personal handwritten statement indicating their reasons for wishing to enter this program. The resumé and personal statement will be awarded a maximum of 3 points.

Maximum points available = 24

Provincial apprenticeship programs

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

Most welding apprenticeships take three years. Before apprentices can earn a certificate or ticket, they must complete both work-based training and technical training, including examinations. After working as apprentices for the period specified by the ITA, graduates can write the Interprovincial Standards Examination.

Apprentices who want to schedule their technical training at CNC should contact CNC's Trades Division at 250-561-5804 or 1-866-370-2111. Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, call 1-866-660-6011 or visit www.itabc.ca.

You might also be interested in . . .

- Welding Levels B and A

Important dates

- Classes: September 7, 2010 – April 15, 2011
- Christmas break: December 18, 2010 – January 3, 2011

Revised: 10.12.03

Women's Studies and Gender Relations Diploma

• Full-time or part-time • Starts: September and January (most courses) • Fees: $2,893 (one year of arts courses) • Two years • Prince George campus

Careers

The Women's Studies and Gender Relations Diploma prepares you for a variety of career options within fields of feminist practice.

Admission requirements

1. Successful completion of Grade 12 (with English 12 or English 12: First Peoples) or ABE/CCP Advanced Certificate or GED Certificate or completion of Grade 11, with an outstanding academic record, in the year of application.

Note 1: It is **strongly recommended** that high school students consult their counsellors to ensure they select the most appropriate high school courses for their chosen career paths.

Note 2: Students who have received less than a "B" grade in English 12 or its equivalent are strongly encouraged to select English 103 as their first University Credit English course.

Note 3: The GED certificate meets the general admission requirements but does not meet specific program or course prerequisites.

Note 4: You will need to comply with the prerequisites of the specific courses you select.

Program outline

Year One:

Semester 1	**September – December**
WMST 101	Introduction to Women's Studies I
ABST 100	An Introduction to the World View of First Nations People
PSYC 101	Introduction to Psychology I
SOC 101	Introduction to Sociology I
One of:	
ENGL 101	Literature and Composition I
ENGL 102	Literature and Composition II
ENGL 103	Composition and Style
ENGL 104	Introduction to Literature and Composition
ENGL 107	Literature and Composition: First Nations Literature

Semester 2	**January – April**
WMST 102	Introduction to Women's Studies II
MATH 104	Introduction to Statistics
PSYC 102	Introduction to Psychology II
SOC 102	Introduction to Sociology II

One English course from the choices listed for Semester 1

Year Two:

Semester 3	**September – December**
ENGL 217	Women and Men in Literature I
PSYC 205	Developmental Psychology I
SOC 230	Critical Perspectives on Contemporary Families
UT elective	
UT elective	

Semester 4	**January – April**
ENGL 218	Women and Men in Literature II
PSYC 206	Developmental Psychology II
SOC 220	Women in Society
UT elective	
UT elective	

You might also be interested in . . .

- Arts, Associate Degree
- Social Service Worker Certificate
- Social Service Worker Diploma
- Social Service Worker (UT) Diploma
- University-level psychology courses

Important dates

Fall term

- Classes: September 7, 2010 – December 17, 2010
- Exams: December 9 – 17, 2010

Spring term

- Classes: January 4, 2011 – April 21, 2011
- Exams: April 14 – 21, 2011
- Study break: February 14 – 18, 2011

Revised: 10.08.11

Services and facilities (Prince George)

CNC offers a full range of services and facilities to help you have the best possible learning experience. This section focuses on services at Prince George, our largest campus, but our regional campuses also provide excellent services tailored to the needs of their students. Please consult campuses for details.

Most services/facilities listed below also have web pages — please visit www.cnc.bc.ca.

Aboriginal Resource Centre (ARC)

Ph: 250-562-2131, ext. 5460/5488
Toll-free: 1-800-371-8111, ext. 5460/5488
Fax: 250-561-5874

The ARC welcomes Aboriginal students in a unique gathering place. There are spaces for quiet study, computer access, and activities. Students will have the support of the ARC manager, an access instructor, a cultural advisor and an academic advisor. Services include tutoring, advice on financial support, liaison with sponsoring agencies and CNC faculty, academic and career planning, and advice on support services at CNC and in Prince George. In addition, the ARC supports the activities of the CNC Dream Hunters Aboriginal Student Club. The ARC is a supportive community that provides the necessary services for an easier transition into college and continued success during your academic journey.

Admissions

Ph: 250-561-5800
Toll-free: 1-800-371-8111, ext. 5800
Fax: 250-561-5861
E-mail: admissions-info@cnc.bc.ca

The friendly staff in Admissions will help you submit applications, register for classes, get a student ID card, pay your fees, and obtain transcripts. They can also arrange entrance testing, sign you up for Convocation, and help you apply for your certificate or diploma.

Cafeteria

Ph: 250-561-5807
Toll-free: 1-800-371-8111, ext. 5807

Food for your mood. Visit the grill in our newly-renovated servery for hamburgers and fries, or try out our Professional Cook students' ever-changing hot lunch plates—it's the best deal in town. They also make great muffins, cinnamon buns, and desserts.

Centre for Student Success

Ph: 250-561-5837
Toll-free: 1-800-371-8111, ext. 5837
Fax: 250-561-5883

Student Central: Rm 1-725

The Centre offers helpful seminars on study techniques, test-taking strategies, time management, and more. You can connect with an English/math instructor, take a short course in basic English or math, or use the Centre's textbooks, videos, and handouts. Computers and a quiet study area are also available. All services are free to CNC students.

Chaplaincy

Ph: 250-561-5306
Toll-free: 1-800-371-8111, ext. 5306
E-mail: chaplain@cnc.bc.ca

Chaplaincy Office: Room 1-222
Monday–Friday: 11 a.m. to 1 p.m.

Interfaith Prayer Room, 1-123
Open 6 a.m. - 10 p.m.

CNC Interfaith Chaplaincy is a coalition of faith communities offering services to students and staff that include:

- Information on local faith groups and places to worship;
- Pastoral care and counsel in times of need or crisis;
- Space for prayer and reflection;
- Help with issues of faith and lifestyle;
- Spiritual guidance and opportunities for spiritual development through prayer, discussion, lectures and worship;
- Opportunities for understanding between people of different faiths.

Cinema CNC

Ph: 250-562-2131, ext. 5308
Toll-free: 1-800-371-8111, ext. 5308
E-mail: maides@cnc.bc.ca

Movies at special student prices, shown right on campus. Watch for theme movie nights and film festivals as well.

College of New Caledonia Students' Union, Local 13 – Canadian Federation of Students

Ph: 250-562-7415
Toll-free: 1-800-371-8111, ext. 5365
Fax: 250-562-4709
E-mail: info@cncsu.ca

The College of New Caledonia Students' Union is comprised of all students registered in credit courses at the College. Your membership in the Students' Union begins at registration, upon payment of the membership fees and ceases at the end of your last term of registered study.

At the campus level, the CNC Students' Union advocates for the rights and interests of its members within the College and the local community, as well as offering a variety of social events and useful services such as club funding, discount/ID cards, locker rentals, photocopying and faxing, travel discounts, and much more. As a member of the CNC Students' Union, you are also a member of the Canadian Federation of Students, an alliance of over 80 college and university students' unions representing more than 500,000 students from across Canada. Your Students' Union can address student issues at the provincial and national levels, access research on post-secondary education issues, conduct lobbying work, and offer provincial and national services to CNC students, via the Federation.

The activities, services, and political work of the CNC Students' Union are co-ordinated by an Executive Committee comprised of elected representatives who are students just like you. Elections for the Executive Committee takes place during the winter semester. All members of the Students' Union are eligible, and encouraged, to run for office and vote in these elections. As well, the Students' Union has committees where you can get more involved, and holds at least one

General Meeting each year, which everyone is welcome to attend.

Getting active in your Students' Union is one of the most important ways CNC students can contribute positively to their experiences on and off campus. By getting involved, students can help create a fuller educational experience, and a better future, for themselves and others — there is strength in numbers.

For further information about the work and services available through your CNC Students' Union and how you can get involved, please visit the nearest Students' Union Office, call 250-562-7415 (toll-free 1-800-371-8111 ext. 5365 if outside the Prince George area), or visit our website at www.cncsu.ca. For information on the Canadian Federation of Students, please visit www.cfs-fcee.ca or www.cfs.bc.ca.

College Store

Ph: 250-561-5808
Toll-free: 1-800-371-8111, ext. 5808
Fax: 250-561-5822

At the College Store, you can buy textbooks, stationery, and supplies for all your courses. Three times a year, the store holds used-book buy-backs. The store stocks gifts, magazines, snacks, and College-crested sportswear, glassware, and mementos. They also offer special discount prices on computer software and supplies.

Communication Services

Ph: 250-561-5859
Toll-free: 1-800-371-8111, ext. 5859
Fax: 250-561-5876
Room 2-354
E-mail: dauvint1@cnc.bc.ca

Our department has two main goals:

- To present CNC in its best light (public relations/media relations)
- To attract and retain students.

What we do:

- Advertising
- Alumni/fundraising
- College events
- Internal communications
- Public relations/media relations
- Publications/Graphic design
- Student recruitment
- Web design

Communication Services is the place to come to find out about upcoming college events such as Convocation, free movie nights, or information fairs. Tell us about your event and we'll help promote it.

You can also call our friendly recruiter if you have questions about CNC programs, or to arrange a tour of the Prince George campus.

Counselling and Advising

Ph: 250-561-5818
Toll-free: 1-800-371-8111, ext. 5818
Fax: 250-561-5863

Student Central: Rm 1-753,
www.cnc.bc.ca/exploring/services/counselling.htm

The Counselling and Advising Department provides comprehensive academic advising and counselling services to assist students and prospective students to maximize their chance of success at the College of New Caledonia.

Academic advisors are available to assist students with:

- Preparing to enter college;
- Establishing educational and career goals;
- Encountering barriers to personal and academic success;
- Obtaining information on career options, skill requirements and admission criteria;
- Planning educational programs;
- Adding or dropping courses;
- Transferring to another post-secondary institution;
- Determination of mature student status;
- Job search preparation and techniques.

Counsellors are available when students require assistance with:

- Barriers to personal and academic success;
- Personal problems or crises;
- Test anxiety or stress reduction;
- Mental health issues;
- Career counselling and/or interest testing;
- Withdrawal from courses/programs for personal or medical reasons after deadline dates;
- Determination of mature student status;
- Academic probation and program approval;
- Assistance with College appeal process.

Hours: Monday – Friday, 8 a.m. – 4 p.m. Later appointments may be available. Drop-in times are available daily.

CNC's Quesnel and Lakes District campuses also offer part-time Counselling and Advising services. Contact the campuses directly for an appointment.

Daycare

Ph: 250-561-5834
Toll-free: 1-800-371-8111, ext. 5834

CNC's own on-site daycare is proud to provide full-time care for 3–5 year-olds in the Prince George community. It's also a teaching centre for our Early Childhood Education students. The daycare is open from September until the end of April.

Deli

Ph: 250-561-5807
Toll-free: 1-800-371-8111, ext. 5807

The Deli (in the Brink Building) provides hot and cold snacks and light meals.

Disability Support Services

Ph: 250-562-2131, ext. 5301
Toll-free: 1-800-371-8111, ext. 5301
TDD/TTY: 250-561-5852
Fax: 250-561-5863

Student Central: Rm. 1-753
www.cnc.bc.a/exploring/services/Disability_Support_Services.htm

The purpose of Disability Support Services is to ensure that all students who meet regular entrance requirements have equal access to programs and services at the College of New Caledonia, regardless of disability. Prospective stu-

Emergencies/Evacuation Procedure: 250-561-5827

In case of emergency, call one of these numbers:

- Ph: 250-561-5827 or ext. 200
- Safety phones at most entrances
- "S" button on most payphones
- Emergency phones in parking lots

E-mail: helpdesk@cnc.bc.ca

The fire alarm operates in two stages; a slow intermittent ring signals a fire occurring in another area of the College. A fast ring indicates a fire in the immediate area, and everyone must leave the building via the nearest exit—the elevators must not be used.

Students needing assistance to evacuate are asked to go directly to the designated evacuation areas located on the third floor (700-block main stairwell), or the secondary location on the third floor (100-block north stairwell). The second-floor evacuation area is located in the 700-block main stairwell by the library.

Emergency messages to individual students

The College does not have a public address system that extends to classrooms. Given the large number of students and classrooms, it is impossible to communicate messages to individual students, except in genuine emergencies. In some cases, messages may be relayed through the Students' Union office at 250-562-7415 or 250-562-2131, ext. 5365, or through the switchboard (250-562-2131, ext. 0).

dents are encouraged to contact Disability Support Services at least one semester (4 to 6 months) before their program starts.

To ensure that appropriate services can be identified and provided in a timely manner, Disability Support Services needs current documentation. Services are individualized to meet specific disability-related needs. Every effort will be made to accommodate required supports and services; however, early contact is essential, as some accommodations require significant time to arrange. Supports and services may include, but are not limited to

- Assistance with external funding applications for services and/or equipment
- Liaising with instructors and community agencies
- Accommodation planning
- Assistance with the admissions/registration process
- Provision of assistive technology through AT-BC
- Entrance exam accommodations
- Provision of support services such as note-taking, tutors, exam accommodations,
- Supportive counselling by a Registered Clinical Counsellor;
- Providing interpreters, alternate format textbooks, instruction in learning strategies, or other support requirements related to specific disability issues.

Disability Support Services is available between August and June each year. Referrals from instructors, counselling and community agencies are welcomed, as are self-referrals.

Financial Aid Department

Ph: 250-561-5838
Toll-free: 1-800-371-8111, ext. 5838
Fax: 250-561-5863
Student Central: Rm 1-753

The Financial Aid Department offers a variety of services to students who are arranging funding for their education including:

- Help with personal budgeting;
- Assistance with application to Student Aid BC;
- Assistance with application for Adult Basic Education Assistance Program (ABESAP);
- Emergency loans and hardship assistance;
- Appeals related to funding issues
- Scholarship and bursary applications.

Scholarships, awards, and bursaries

The College of New Caledonia lists scholarships, awards, and bursaries in a Financial Aid catalogue. CNC offers more than $168,000 in student awards each year. The catalogue provides complete information on all financial awards, and is available at regional campuses, and on the CNC website.

For a full list of awards and step-by-step instructions on how to apply for them, please visit the CNC Financial Aid office's website at www.cnc.bc.ca/Exploring/Services/Financial_Aid.htm

Awards process for scholarships and bursaries

- Consult the online Financial Aid Catalogue to determine the awards for which you would like to apply;
- Ensure that you meet the eligibility requirements for each award;
- Make an online application for the awards at www.cnc.bc.ca/Exploring/Services/Financial_Aid/Scholarships_and_Bursaries.htm

Please be aware that only successful applicants will be notified by letter. To receive your award:

- Awards of more than $500 will be presented at an award ceremony.
  - RSVP to the Financial Aid Clerk regarding your attendance at the Award Ceremony.
  - Write a thank-you letter to the donor of your award and deliver it to the Financial Aid Clerk prior to the Award Ceremony.
- Awards of less than $500 will be available at the Financial Aid Office after the Award Ceremony.

- Write a thank-you letter to the donor of your award and deliver it to the Financial Aid Clerk in order to receive your award cheque.

Financial assistance

There are many sources of financial assistance available to students at the College of New Caledonia. It is to the benefit of students to become familiar with the various sources of funds for which they may be eligible.

The main source of financial assistance is StudentAid BC, which is a combination of Canada Student Loans and BC Student Loans. There are also other loans, as well as scholarships and bursaries for which students may apply.

- **StudentAid BC:** This is a comprehen - sive program of assistance for post-secondary students to ensure that British Columbia residents are not denied the opportunity to reach their educational objectives due to lack of funds.

  For a quick and easy way to access service 24 hours a day, check out www.studentaidbc.ca

Health and Safety

The College is committed to providing a safe and healthy environment for employees and students. Therefore, all health and safety regulations are enforced, unsafe conditions are promptly corrected, and safety education is provided on a continuous basis. The College's Occupational Health and Safety Committee, comprised of employee and management representatives, meets monthly. Students must comply with WorkSafeBC safety regulations as outlined elsewhere in this calendar, where applicable.

WorkSafeBC coverage

WorkSafeBC coverage extends to all students while participating in the practicum components of all programs offered by BC colleges and institutes, regardless of the source of funding for these programs.

A practicum is defined as

- An integral component of a program which is required for program completion and certification
- Unpaid and supervised work experience which takes place at the host employer's premises or place of business

This coverage does not apply to work-places established specifically for the purpose of experiential training that is established within a program by an institution. Practicums outside BC are not covered.

WorkSafeBC coverage covers student apprentices only while attending the classroom/lab/shop for the technical training component of an apprenticeship program. This coverage does not extend to non-apprentice students in any other programs.

Homestay Program (International Students)

Ph: 250-561-5857
Toll-free: 1-800-371-8111, ext. 5857
Fax: 250-561-5856
E-mail: intl_edu@cnc.bc.ca
Website: www.cnc.bc.ca/ined

Homestay gives you the opportunity to live with a Canadian family to improve your English and learn about living in Canada. You'll have a private bedroom, and share the rest of the house with your family. Your English will improve quickly as you use English each day with your family. The homestay program is the first choice for many students because it allows you to learn about Prince George and your new culture in a supported family environment.

You can apply to the homestay program at the same time you apply to the College. The non-refundable homestay application fee is $200. Students also pay a security deposit of $650 which is returned after leaving homestay (if all terms of the homestay agreement have been met). The fee paid by students to the family is $650 per month, which covers accommodation and meals.

Information Technology Services

Ph: 250-561-5812
Toll-free: 1-800-371-8111, ext. 5812
E-mail: helpdesk@cnc.bc.ca

The College has many student computer labs containing microcomputers, laser printers and overhead projectors. All labs are fully networked. Most labs run Windows, however, there are also Macs available. There's also a drop-in lab set up for users to print from laptops.

There are a variety of microcomputers and printers located in the public access areas in the library. These are accessible to all students during library hours. Users have access to a variety of software and to the Internet.

The College is connected to the Internet with a 100-megabyte fibre optic feed. As well, the entire Prince George campus, including the Brink building, has wireless access. The following regional campuses also have wireless access:

- CNC Burns Lake
- CNC Mackenzie
- CNC Quesnel
- CNC Vanderhoof

International Education Department

Ph: 250-561-5857
Toll-free: 1-800-371-8111, ext. 5857
Fax: 250-561-5856
E-mail: intl_edu@cnc.bc.ca

The staff at the International Education Department is pleased to welcome international students to the College of New Caledonia. Our goal is to help you adjust to life in Canada, and studies at the College of New Caledonia. A full range of services is available to you, including airport pickup, a comprehensive orientation to the College, academic advising, homestay placement, personal and career counseling, and assistance with visa extensions and work permit applications. Each semester, the International Department organizes activities to help you meet new friends, learn about life in Canada and have fun.

Program choices

International students may work with our academic advisor to plan a program path to meet their goals. As an international student, you must meet program admission requirements as outlined in the calendar for your specific program. After completing appropriate ESL coursework and/or program prerequisites at the College of New Caledonia, international students can begin earn-

ing diploma, certificate, or degree credits. The availability of seats varies with each program. International students must check with the International Education Department concerning availability in the program of their choice, and to plan their academic paths.

If you're planning a university degree, you can begin at the College of New Caledonia with a two-year Associate Degree, and transfer to any one of the many excellent universities in BC and across Canada for your final two years. Two years at CNC and two years at university equals your degree.

If your career dreams include business administration, accounting and finance, or advertising and public relations, then CNC's business certificate or diploma may be for you. Check out the many program choices offered to help you reach a rewarding career in the world of business.

CNC also offers excellent specialized programs that are attractive to many international students, such as

- Early Childhood Education Certificate
- Engineering (Applied Science) Certificate
- Fine Arts Certificate
- Health Care Assistant Certificate
- Northern Outdoor Recreation and Ecotourism Certificate

The college's International Education department also works with schools abroad to offer internship experiences and short-term language and cultural studies. Find out how your resumé can be globalized with a work-language partnership at CNC.

Kodiaks Restaurant

Ph: 250-562-2131, ext. 5623
Toll-free: 1-800-371-8111, ext. 5623

Here's where Professional Cook students work to create a gourmet dining experience. The restaurant is open several times each academic year for lunch and dinner.

Library

Ph: 250-561-5811
Toll-free: 1-800-371-8111, ext. 5811
Fax: 250-561-5845
E-mail: cnclibrary@cnc.bc.ca

The goal of the library is to help you succeed in your studies. In addition to the main library in Prince George, there are regional campus libraries in Burns Lake, Fort St. James, Mackenzie, Quesnel, Valemount, and Vanderhoof. Visit your nearest CNC library to access collections, online resources, e-mail, and the web.

At the Prince George library you can also relax in the reading lounge, reserve a study room, or borrow one of 2,200 movies from the Cinema CNC collection. You can use e-mail, access online journals and the Internet, or choose a book from our collection of 180,000. All services are free.

Media Services

Ph: 250-561-5805
Toll-free: 1-800-371-8111, ext. 5805
Fax: 250-561-5872
E-mail: buksa@cnc.bc.ca

Media Services provides a wide range of services, including equipment and media loans, and video and audio production. Media Services can duplicate video or audiotapes, convert videos to and from most formats, help with CD/DVD burns, and laminate posters. As well, there are two bookable rooms and a media lab where you can make transparencies, do lettering, and use light tables, scanners, and various colour and black-and-white printers.

Nurse Practitioner

Ph: 250-562-2131, ext 5301
Toll-free: 1-800-371-8111, ext. 5301
Fax: 250-561-5868

E-mail: health@cnc.bc.ca
Student Central: Rm. 1-753

August to May hours

- Drop-in appointments on a first-come, first-serve basis Wednesday and Thursday, 9 a.m. - 11 a.m.
- Booked appointments
  - Wednesday 1:30 to 3:30 p.m.
  - Thursday 1:30 to 4:30 p.m.

June to July hours

- Please check for availability

The College has a Family Nurse Practitioner who is available to provide students with primary health care services. Nurse practitioners are registered nurses with advance practice education that prepares them to diagnose/treat common health problems including prescribing medications, ordering tests and referring to other health-care providers including physician specialists. They can also order and interpret X-rays, lab work and other tests. Contact Brenda Wilfur, ext. 5301 or health@cnc.bc.ca to make an appointment or book appointments in person in Student Central, Rm. 1-753.

Recreation

Ph: 250-561-5859
Toll-free: 1-800-371-8111, ext. 5859

Security and First Aid: 250-561-5827

There are several ways to phone Security and First Aid:

- Ph: 250-561-5827 or ext. 200
- Safety phones at most entrances
- "S" button on most payphones
- Emergency phones in parking lots

E-mail: helpdesk@cnc.bc.ca

The Security Department is open 24 hours a day, seven days a week, including statutory holidays.

SafeWalk

Security services will walk you safely to your vehicle, a bus stop, the student residence, or other on-campus locations.

SafeWalk is available 24 hours a day, seven days a week (provided the guard has not been called away on an emergency). To access SafeWalk, call Security at one of the numbers above.

First Aid

The College has several qualified first aid attendants on staff — call First Aid at any of the numbers listed above.

All accidents must be reported to the Physical Plant office (Room 2-332) within 24 hours of occurrence.

Student Employment Services

Ph: 250-561-5806
Toll-free: 1-800-371-8111, ext. 5806
Fax: 250-561-5850
E-mail: dittman@cnc.bc.ca

Student Central, Rm. 1-753

Student Employment Services offers high-quality employment-related services to students, graduates, and employers:

- Helps students with resumés, cover letters, and job search resources
- Co-ordinates employment workshops and informational career presentations on campus
- Posts employment opportunities on campus
- Promotes and markets students and graduates to employers

Student Employment Services is located in room 1-756, in the Counselling and Advising Centre.

Student Residence

Ph: 250-561-5849
Toll-free: 1-800-371-8111, ext. 5849
E-mail: krushelnicki@cnc.bc.ca

Stay in our comfortable student residence — it's right on campus. Apply early to have the best chance for acceptance.

The residence has 92 private rooms, each with a fridge, microwave, closet, desk, and bed. Most share a bathroom with one other room. There are also four units accessible to students with disabilities.

In the spacious shared common areas there are two comfortable lounges, a main floor sink/stove area, laundry facilities, and park-like grounds with a patio, picnic tables, and barbecue.

During the school year, six student advisors live in the residence and assist with programs. Rates start at $345 per month. This covers high-speed Internet, heat, light, and all other utilities except telephone and parking.

You can apply online at www.cnc.bc.ca/campuses/Prince_George_campus/Student_Residence.htm

Admissions, registration, and records

Note: This section does not pertain to admission to Continuing Education programs. Please see program contact information for full details.

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 program 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 program, the College offers a broad range of developmental programs which lead to the qualifications necessary for specific program entry.

1. General admission

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

While many programs at the College do not require Grade 12 or equivalent, and students are encouraged to examine specific program 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 BC secondary school or have a BC Adult Graduation Diploma;

b) Students who have completed the GED meet the general admission requirements for Grade 12 or equivalent, but are subject to specific program 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 program 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. This 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 program 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

program requirements admission. Students requesting admission using Senior Alternate Education must receive specific program 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 study permit 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, or

d) study in a program for less than six months as a visitor to Canada.

3. International students

Admission requirements

ESL programs: For admission requirements, please see the ESL program in this calendar.

Non-ESL programs:

- Must be 18 years of age or more
- Must have completed high school or equivalent of Grade 12 in British Columbia
- Must meet all program admission requirements
- For programs exceeding 6 months, must possess a valid study permit
- Must have a minimum TOEFL score of 550 (PBT), 213 (CBT) 80 (IBT), a 6.0 IELTS score, or have successfully completed Level 4, English for Academic Purposes, at CNC.

When to apply

ESL programs: Offered 12 months of the year. Programs run 15 weeks and begin in September, January and May. While it is a good idea to apply at least six months before the start of each semester, applications received up to the start of each semester will be considered as long as there are seats available in the program.

Non-ESL programs: Please see "When should I apply?" (page 252).

Application procedure

1. Complete an International Student Application form. Enclose a certified copy of all educational documents in the original language, and a certified copy translated into English. No educational documents are required for ESL study only.
2. Arrange to have an original copy of your TOEFL or IELTS results sent to the College of New Caledonia. TOEFL score required except for all programs except ESL is 80 IBT, 213 PBT or 550 PBT. IELTS required score is 6.0. CNC's institutional TOEFL code is 9053.
3. Send the International Student Application, official documents, and a $125 application fee to the College of New Caledonia. For the best chance of acceptance, send your application as early as possible.
4. When your documents have been assessed and you have been determined to be admissable to the program for which you applied, you will be sent a Letter of Conditional Offer and a fee assessment.
5. When we have received your first semester deposit and all documents, you will receive an Official Letter of Acceptance from the College. Take the letter to the nearest Canadian Consulate to apply for a Study Permit allowing you to study in Canada.
6. Make arrangements with the International Education Centre for accommodation and airport pick up.

4. Special admission

Note: This policy is currently under review. Please consult the CNC Counselling and Advising Department. 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 BC 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 program 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 programs 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 program or course being applied for must be met or exempted by the appropriate department/program.

c) Students who are under 18 years of age may be granted special admission to a program or course upon the written recommendation of a College of New Caledonia counsellor and upon the authorization of the specific program Division Dean. 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 program or course prerequisites may be granted permission to enter a program 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 programs

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 program 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 your local CNC campus (see contact information for all campuses at the end of this document).

   Application forms may also be obtained from the College's website at www.cnc.bc.ca or at any of the College's regional campuses. Applications may also be submitted online at www.pas.bc.ca

b) For programs beginning in September of the following year, students may apply any time after September 15. Submit the completed application as early as possible (seats are limited in many programs) along with the $15 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 program waiting lists until transcripts or secondary school status statements are received by the College. Applications received before March 31 for fall entry into limited enrolment programs will receive priority processing.

c) Applications received after March 31 for fall entry into limited enrolment programs are considered late. If the program applied for is oversubscribed at the March 31 deadline, unprocessed applications and application fees received after that date will be returned. Applications and fees will be processed in date order, as space permits.

   Limited enrolment programs which become oversubscribed after March 31 will be deemed closed by Admissions. Unprocessed applications and fees submitted after the program is closed will be returned to the applicant.

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 program 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 must complete and submit an application along with $15 application fee as early as possible.

3. Documents required

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

a) Transcripts (i.e., signed and sealed):

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

   Applicants who have completed post-secondary courses in other institutions and who request Advance Credit must submit an official transcript for evaluation.

   Applicants from outside Canada, and those whose documents are not in English, must provide a notarized translation as well as notarized course descriptions.

   Applicants who are currently attending secondary school may initially submit an official verification 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.

   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 CNC Counselling and Advising Department.

b) Other supporting documents for specific programs:

   Some programs have specific document requirements — check at the time of application, or see the admission requirements on specific program in this document.

4. Change of program

As entry qualifications vary between programs, a student who wishes to change his or her program of studies must submit a new application along with a $15 application fee to the Admissions Office. 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 BC Freedom of Information and Privacy Protection Act (1992). See also Confidentiality of Student Records (page 170).

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 program research and evaluation, but any personal information disclosed for these purposes will be in non-identifiable form. These uses have been reviewed and approved by the Information and Privacy Commissioner. Students are required to supply this information to complete their registration in courses or programs at CNC. If you have any questions about the use of the PEN, please contact the Freedom of Information (FOI) co-ordinator at CNC.

Admission procedures

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

Admission processes

There are three different program admission processes – Open, Limited and Selective:

Open admission: Applications are accepted and admission determined on a "first qualified, first admitted" basis for qualified applicants, using the date by which the application was received. The programs that offer Open Admission are University Transfer and Business Administration. Students who apply while still in Grade 12 can be given conditional admission. Under this process, being admitted and invited to register is not a guarantee that space will be available in the desired courses, as new student registration priority is based on the date of application.

Limited admission: When there is a limited number of seats available in the program, applications are accepted, and admission is determined on a "first qualified, first admitted" basis, using the date by which applicants have met all of the program admission requirements. Once an applicant is determined to be qualified, they will be offered admission, having a specified date to confirm acceptance by submitting payment of a registration deposit. Once all seats are filled, qualified applicants will be placed on a waitlist.

Selective admission: All applications are accepted up to our March 31st priority deadline date, after which they are assessed using an established selection process. Meeting the minimum requirements for admission does not guarantee acceptance to the program. Once the assessment and ranking of qualified applicants has been completed, the limited number of seats in the program will be filled by offers of admission to those students selected; all other qualified applicants will be placed on a waitlist. Applicants being offered admission will have a specified date to confirm their acceptance by submitting payment of a registration deposit.

Limited enrolment programs

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

Open 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/advisor 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) Change in registration: Students wanting to modify their registered courses are advised to consult with a College counsellor/advisor.

b) Identification cards: Student identification cards are issued by the Admissions Office upon full payment of fees. Replacement cards can be obtained from the Office of Admissions, Registration and Records for a fee of $15.

Student selection procedures

On April 24, all programs **(with the exception of Dental Hygiene and Early Childhood Education)** will be reviewed, and on this date it will be established whether a program is over- or undersubscribed. Specific admissions procedures for Dental Hygiene and Early Childhood Education are noted under sections 3 and 4 of this policy.

1. For limited enrolment programs that are not oversubscribed, selections will be made as follows:
   a) Applicants who meet admission requirements will be accepted on April 24 or thereafter until the program is fully subscribed.
   b) Where possible, registrations will be conducted by mail.
   c) By April 24 all applicants must demonstrate that they have completed or are in the process of completing admission requirements for the program for which they have applied. Each required course in progress must be at least 50% completed in order to qualify. Applicants who have not completed the admission requirements or have not demonstrated that they have completed at least 50% of each required course in progress will not be considered qualified for priority in the selection process.
   d) All applicants who are selected in the initial acceptance process

and who are sent a notice of acceptance will be required to submit a $100 refundable tuition deposit plus a $15 non-refundable registration fee. (Deposit is refundable up to final fee date.) If the deposit is not received in the Admissions Office by the deposit deadline date, the applicant will lose his/her seat.

e) All remaining fees must be paid no later than the normal program final fee date.

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

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

   a) By April 24 all applicants must demonstrate that they have completed or are in the process of completing admission requirements for the program for which they have applied. Each required course in progress must be at least 50% completed in order to qualify. Applicants who have not completed the admission requirements or have not demonstrated that they have completed at least 50% of each required course in progress will not be considered qualified for priority in the selection process.

   b) On May 1, 50% of all acceptable applicants for these programs will be selected by the appropriate Dean and/or his or her selection committee. Selection processes for most programs have been published under the program areas in this calendar. Students are encouraged to review these criteria and respond to them if they wish to increase their chances of acceptance.

   c) 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.

   d) All applicants who are selected in the initial acceptance process and who are sent a notice of acceptance will be required to submit a $100 refundable tuition deposit plus a $15 non-refundable registration fee. (Deposit is refundable up to final fee date.)

      If the deposit is not received in the Admissions Office by the deposit deadline date the applicant will lose his/her seat.

   e) All remaining fees must be paid not later than the normal program final fee date.

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

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

   a) On May 17, 1000% of all acceptable applicants for this program will be selected by the appropriate Dean and/or his or her selection committee. Selection process for this program have been published under the program area in this calendar. Students are encouraged to review these criteria and respond to them if they wish to increase their chances of acceptance.

   b) Applicants who have not completed the admission requirements and who have not submitted official transcripts on or before May 17 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 required to submit a $100 refundable deposit.

      If the deposit is not received in the Admissions Office by the deposit deadline date, the applicant will lose his/her seat.

   d) All remaining fees must be paid not later than the normal program final fee date.

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

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

   a) On April 24, all eligible applicants for this program will be selected by the appropriate Dean and/or his or her selection committee. Selection processes are published under the program areas in 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 program. 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 required to submit a $100 refundable tuition deposit plus a $15 non-refundable registration fee. (Deposit is refundable up to final fee date.)

      If the deposit is not received in the Admissions Office by the deposit deadline date, the applicant will lose his/her seat.

   d) All remaining fees must be paid not later than the normal program final fee 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 program 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 program. Students are advised to ask the Admissions Office or Counselling and 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/advisor well before classes begin, and to obtain a written acceptance of their advanced standing.

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

Advanced Placement Program

Transfer credit may be granted to students who complete Advanced Placement Program examinations with a grade of 4 or 5 as determined by the College Entrance Examination Board.

Potential transfer credits include:

Advanced Placement Course	**CNC Recognition**
Biology	BIO 103/104 (6)
Calculus A B	MATH 100/101 (6)
Chemistry	CHEM 113/114 (6)
English	ENGL (3)
History	HIST (3)
Physics	PHYS 105/106 (6)
Psychology 12	3 unassigned credits

International Baccalaureate Program

Transfer credit may be granted to students who complete International Baccalaureate Program courses with a standing of 6 or greater, as outlined below:

International Baccalaureate Course	**CNC Recognition**
Biology	BIO 103/104 (6)
Chemistry	CHEM 113/114 (6)
English — Lang. A	ENGL (3)
Geography	GEOG (3)
Mathematics	MATH 100/101 (6)
Physics	PHYS 105/106 (6)

Audit status

Students may audit courses under the following provisions:

1. There must be a vacancy in the class and students must satisfy course prerequisites. Students seeking permission to audit courses without satisfying course prerequisites require the signature of the appropriate Dean/Regional Director/Designate and the course instructor on a College "Course Registration Authorization" form. These forms are available from the Office of Admissions, Registration and Records or the Counselling and Advising Department.
2. Students requesting a status change from "Credit to Audit" shall do so by the end of the **fourth** week of the course to be audited. Students seeking a status change require their instructor's signature on a College "Course Registration Authorization" form.
3. Students requesting a status change from "Audit to Credit" shall do so by the end of the **second** week of the course being audited. Students may only make such a change if they have fulfilled all admission requirements, the course prerequisites and have obtained their instructor's signature on a College "Course Registration Authorization" form. Students who lack the prerequisites for the course shall follow the procedure delineated in item #1 above.
4. No course credits are granted for an audited course. An audit grade is assigned but is not included in the calculation of the student's Grade Point Average.
5. Students must pay all applicable fees associated with the course.
6. Courses taken on an "Audit" basis are not considered part of the student's official workload.
7. Audited courses cannot be used to meet prerequisites to other courses nor can audited courses be used to meet program credential requirements.
8. The degree of participation in a course for an audit student is at the discretion of the instructor.

Applying for a certificate/diploma/degree

Students anticipating completion of their certificate, diploma, or degree program 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 awarded to recognize academic studies which generally take one year to complete. The following programs award official College of New Caledonia certificates:

- Aboriginal Studies
- Applied Business Technology:
  - Administrative Assistant
  - Legal Administrative Assistant
  - Office Assistant
- Business Management:
  - Advanced Professional Communications
  - Business Administration
  - Computer Information Systems
- College and Career Preparation:
  - Fundamental, Intermediate, Advanced
- Computer/Network Electronics Technician

- Dental Assisting
- Early Childhood Education (Basic)
- Early Childhood Education (Post-Basic)
- Engineering (Applied Science)
- Fine Arts
- Foundation-Level Trades:
  - Automotive Technician
  - Carpentry
  - Commercial Transport Mechanical Repair
  - Electrical
  - Heavy Duty Mechanical Repair
  - Industrial Mechanic (Millwright) / Machinist
- Health Care Assistant
- Human Resources Post-Diploma Certificate
- Mining Industry Certificate
- Northern Outdoor Recreation and Ecotourism
- Power Engineering (4th Class)
- Plumbing
- Practical Nursing
- Professional Cook
- Social Service Worker Programs:
  - Community Support Worker
  - Education Assistant
  - Social Service Worker
- Welding ("C" Level)

Diplomas

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

- Aviation Business Diploma
- BC Adult Graduation Diploma
- Business Administration:
  - Accounting and Finance
  - Business Administration
  - Computer Information Systems
  - Management
  - Marketing and Management
- Dental Hygiene
- Early Childhood Education
- Forest Resource Technology
- Medical Laboratory Technology Science
- Medical Radiography Technology Diploma
- New Media Communications and Design
- Social Service Programs:
  - Social Service Worker
  - Social Service Worker (UT)
- University Credit:
  - Criminology
  - Human Kinetics
  - Women's Studies and Gender Relations

Degrees (Associate)

Associate Degrees are official CNC qualifications which recognize 60 credit hours of university-level study and which meet the specific requirements of the degree. Specific requirements are listed under Aboriginal Studies, Associate Degree; Arts, Associate Degree; and Science, Associate Degree elsewhere in this calendar.

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 February 1 from the Admissions, Registration and Records office, the Counselling and Advising Department, the Library, the Students' Union, 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 program requirements.

Prior Learning Assessment is the assessment of knowledge, skills, and attitudes acquired through life skills, work, and study not previously associated with conventional college credit. PLA measures and evaluates what has been learned, regardless of the source of learning, and translates this into course credit towards a certificate or diploma.

The maximum number of credits that can be awarded through the prior learning assessment process is 50% of the number required to complete the program.

Criteria

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

7. Students seeking PLA credit for experiential learning must demonstrate attainment of course objectives using one or more of the following methods:
   a) 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 is equivalent to the course tuition fee for which credit is being sought at the time of assessment. 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.

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. Although 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 Dean of the Division.

Full- and part-time status

Credit programs

Course Load

A full course load is normally five courses per semester, or 15 semester credits. Students are encouraged to enrol in not more than five courses per semester and may not enrol in more than six courses without the permission of a counsellor/advisor. Some programs, such as Computer Network Electronics, require students to enrol in more than 5 courses.

Full-Time Enrolment

A full-time student is enrolled in 60% or more of the full or standard course load for their program of studies. For university credit and most business administration programs, this is 9 semester credits – usually three courses.

Part-Time Enrolment

A part-time student is enrolled in less than 60% of a full or standard course load for their program of studies.

Students who wish to apply for a student loan should consult the Financial Aid Office for more information about the minimum course load required to qualify.

Some external agencies, such as Revenue Canada and WorkSafeBC, may set different criteria and guidelines as to full-time enrolment status.

College and Career Preparation and English as a Second Language programs

CCP

- Levels 010 and 020 – A full-time student is one who is enrolled in two courses per term.
- Levels 030, 040, 050 – A full-time student is one who is enrolled in three courses per term. A student may not enrol in more than three courses per term without the permission of a counsellor.

ESL

- Fundamental Level (060) – A student enrolled in ESL 060 is considered as full-time.
- Intermediate Level, Advanced, and Academic Levels – A student enrolled in three courses or more per term is considered as full-time and will pay full-time fees.

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 permitted for a course to serve as an acceptable prerequisite unless specifically noted following a course description or within the program requirements.	2.00
C-		1.67
D	Marginal performance	1.00
F	Unsatisfactory performance (fail)	0.00
N	A student who completes no assignments for grading and who fails to officially withdraw from the course or program of studies.	0.00
S	Successful achievement of determined learning requirements in a competency-based course.	NC*
U	Unsuccessful achievement of determined learning requirements in a competency-based course.	NC*
I	Incomplete. Grade and credit withheld until all requirements of the course have been met. Students must complete all required work within 4 weeks from the last day of semester term and within 3 weeks from the last day of trimester term or an "F" grade will be assigned.	NC*
CS	Continuing Status. Student may continue in the same level. This grade may be used only once per course. Applicable to 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 program. An annotated report is available.	NC*
TER	This letter grade signifies that the student was terminated from the applicable course(s) and requires the permission of the Divisional Dean to re-enrol.	NC*
PL	A PL grade will be assigned to students who have successfully received credit for that course through the PLA process.	NC*

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

Grading system

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

	Grade points	Per cent conversion	Dental and Culinary Arts programs
A	4.00	88–100%	90–100%
B+	3.50	81–87%	85–89%
B	3.00	74–80%	80–84%
C+	2.50	67–73%	75–79%
C	2.00	60–66%	70–74%
D	1.00	50–59%	N/A
F	0.00	0–49%	0–69%

Calculating a grade point average (GPA)

The GPA is calculated by multiplying the grade points earned by the number of credits, and then dividing the result by the number of credit hours taken. Example:

	Credit hours	Letter grade	Grade points	Grade points Credit hours
Course #1	3	A	4	12
Course #2	3	B	3	9
Course #3	4	C	2	8
Course #4	2	D	1	2
Course #5	3	F	0	0
Total	**15**			**31**

GPA: 31 ÷ 15 = 2.07

Majority of programs:

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%

Applied Business Technology, Aviation Business, Dental Assisting, Professional Cook:

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%

Note: Aviation courses graded according to Flight Test Standards (all fitness, simulation and flying courses).

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%

Transcripts and certificates

All obligations relating to fees, library books or fines, rentals, loans, etc. must be met before any official 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 recalculate grade point average (GPA) in accordance with their 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 student information 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) A Ministry of Advanced Education request for information for the purpose of statistical analysis or research provided that confidentiality is assured;

d) Requests from 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 163, Protection of Privacy and Access to Information.

Graduation honours

Any student in a program 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 program where GPAs are not calculated, such as Vocational or College and Career Preparation (formerly ABE), will receive graduation honours upon recommendation of the faculty and dean.

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

Transcripts

An **official** transcript of a student's academic record will, on written request of the student, be mailed directly to the institution indicated in the request or given to the student in a sealed envelope bearing the inscription "Official transcript enclosed. Invalid if seal broken on envelope." Requests from third parties must be accompanied by a signed authorization from the student.

Official transcripts will not be released if financial or other obligations to the College are outstanding.

In accordance with the Freedom of Information and Protection of Privacy legislation in the province of BC, the College of New Caledonia will not accept transcript requests without the student's signature. Parents or partners wanting to order or pick up transcripts for a student must have that student's signed authorization specifically requesting the release and including the name of the person who will be acting for them.

Ordering transcripts

Fees for transcripts are $11.20 (includes HST) for each copy ordered. This fee is payable in advance. Transcripts may be ordered in one of three ways:

1. In person: Requests may be made at any of the CNC campuses.
2. By mail: Written requests should be mailed to:

   College of New Caledonia
   Admissions & Registration Office
   3330 – 22nd Avenue
   Prince George, BC V2N 1P8
3. By fax: Requests by fax should be sent to 250-561-5861.

The following information is required to complete transcript transaction:

1. Full name of the student requesting the transcript. Include your former or maiden name if this is applicable.

2. Student number (or birth date if you can't remember your number).
3. The number of copies required.
4. The full address where you would like the transcript(s) sent.
5. Your signature. We cannot process your request without this.

Methods of payment

1. Cash and Interac: In person only
2. Cheque or money order: In person or by mail
3. Visa or MasterCard: In person, by mail, or by fax. (Please include your full Visa or MasterCard number and expiry date.)

Transfer of credits

Transfer to other institutions

In order to verify the transferability of credits taken at CNC, students planning to transfer to another institution should consult the calendar of that institution as well as the British Columbia Transfer Guide, published by the BC Council on Admissions and Transfer and available in the CNC Counselling and Advising Department or online at www.bctransferguide.ca

CNC counsellors/advisors 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 grade of "D" or higher 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 a course or program

Students wishing to withdraw from a course or program must do so officially by completing a withdrawal form available from Admissions, Registration and Records or the Counselling and Advising Department.

If no official withdrawal form has been completed, or a student does not attend classes, a grade of "N" (grade point = 0) will be assigned to the student's course record. A student who does not complete formal withdrawal procedures will continue to be liable for all assessed fees.

In all cases of course or program withdrawals, students are encouraged to consult with instructors and the Counselling and Advising Department to determine whether there might be alternatives to withdrawal.

2010-11 Refund / withdrawal dates

Note 1: The dates below apply to CNC Prince George. Dates may be different at other CNC campuses.

Note 2: See page 175 for refund policy for International students.

Withdrawal dates

A student may withdraw, without academic penalty, up to completion of 60% of the course or program. After this date, students who withdraw will be assigned an "F" grade (grade point = 0) unless the withdrawal is approved by a dean, regional manager, or counsellor/advisor. For a copy of CNC's Course Withdrawal and Refund Policy, go to http://www.cnc.bc.ca/_shared/assets/ST3010_Course_Withdrawal_and_Refund_policy595.pdf

Semester programs

(All programs except College and Career Preparation, Professional Cook, and Trades)

Fall 2010
(Semester starts September 7, 2010)

- September 16, 2010: Last day to withdraw and receive a 60% tuition refund.
- September 17, 2010: Last day to add courses without the appropriate instructor's and division dean's signature.
- September 23, 2010: Last day to withdraw and receive a 40% tuition refund. After this date, no refund is available.
- October 15, 2010: Last day to change enrolment to audit status with written approval from the instructor. After this date, approval from the instructor and division dean is required. **Note:** Audit policies are currently under review.
- November 5, 2010: Last day to withdraw without academic penalty. After this date, students withdrawing will receive an "F" grade.

Spring 2011
(Semester starts January 4, 2011)

- January 12, 2011: Last day to withdraw and receive a 60% tuition refund.
- January 14, 2011: Last day to add courses without the appropriate instructor's and division dean's signature.
- January 20, 2011: Last day to withdraw and receive a 40% tuition refund. After this date no refund available.
- February 11, 2011: Last day to change enrolment to audit status with written approval from the instructor. After this date, approval from the instructor and division dean is required. Note: Audit policies are currently under review.
- March 4, 2011: Last day to withdraw without academic penalty. After this date, students withdrawing will receive an "F" grade.

College and Career Preparation
(Formerly ABE)

Fall 2010
(Classes start August 30, 2010)

- October 15, 2010: Last day to change enrolment to audit status with instructor's signature. After this date, approval from the instructor and division dean is required.
- November 5, 2010: Last day to withdraw without academic penalty. After this date, students withdrawing will receive an "F" grade.

Spring 2011
(Classes start January 4, 2011)

- February 11, 2010: Last day to change enrolment to audit status with instructor's signature. After this date, approval from the instructor and division dean is required.
- March 4, 2010: Last date to withdraw without academic penalty. After this date, students withdrawing will receive an "F" grade.

Criminal record searches

Given the scope of the Criminal Records Review Act, CNC requires criminal record searches for applicants to program 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 programs requiring it) and one through the Ministry of Public Safety and Solicitor General.

Students must have completed the Criminal record search process in order to be considered admissible to the program. A Criminal record 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 program cannot graduate from the program. Students may be unable to obtain registration or a license to practise 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 offence(s) and, where possible, seek a pardon.

Criminal record searches through the RCMP and the Ministry of Public Safety are required for the following programs:

- College Foundations programs:
  - Early Childhood Education
- Health Sciences programs:
  - Dental Assisting
  - Dental Hygiene
  - Health Care Assistant
  - Medical Laboratory Technology
  - Medical Radiography Technology
  - Nursing, Bachelor of Science
  - Practical Nurse
- Social Service programs:
  - Community Support Worker Certificate
  - Education Assistant Certificate
  - Social Service Worker (UT) Diploma
  - Social Service Worker Certificate
  - Social Service Worker Diploma

Criminal record reviews under the Criminal Records Review Act (Ministry of Public Safety) are also required for the following programs:

- Early Childhood Education
- Education Assistant

Note: There is a Ministry fee charged for each consent form submitted for a criminal record check. All consent forms must be accompanied by payment of fees. All fees are your responsibility.

All relevant information is available on the following website:

www.gov.bc.ca/pssg

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.

Fee information for semester programs

Fees listed below are those established for the 2010–11 academic year and are subject to change. The fees below apply to offerings at the Prince George campus, and may differ for other campuses.

For international student fees, please see page 175.

Program	Tuition (per course) (standard lecture —45 hours)	Lab fees (if applicable) (standard lab —45 hours)	Registration fee (per term)	Technology fees (per course)	Students' Union fees
Applied Business Technology	$237.76	$116.50	$15	$5.20	see below
Business Administration	$237.76	$116.50	$15	$5.20	see below
Computer Information Systems	$237.76	$116.50	$15	$5.20	see below
Computer/Network Electronics Technician	$237.76	$116.50	$15	$5.20	see below
Dental Assisting	$237.76	$116.50	$15	$5.20	see below
Dental Hygiene	$237.76	$116.50	$15	$5.20	see below
Fine Arts	$237.76	$116.50	$15	$5.20	see below
Natural Resources and Environmental Technology	$237.76	$116.50	$15	$5.20	see below
Social Service Training	$237.76	$116.50	$15	$5.20	see below
University Credit	$237.76	$116.50	$15	$5.20	see below

All fees are payable at the time of registration. Fees are charged by course based on lecture plus lab contact hours. For programs not listed above, check the next page or contact your local CNC campus.

Students' Union fees

- The following Students' Union fees are charged to students (may not apply to all campuses):
  - Union Building Fund Fee—$6.60 per semester
  - Canadian Federation of Students Fees—$2.01 per course or month ($8.04 maximum)
  - Daycare Fee—$2.50 per semester or term
  - Newspaper Fee —$3.27 per semester or term
  - Students' Union—$8.16 per month or $9.80 per course ($39.20 per semester maximum)
  - U-Pass — $12 per month ($48 per semester)

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

Fee information for vocational and other programs

Fees listed below are those established for the 2010–11 academic year and are subject to change. The fees below apply to offerings at the Prince George campus, and may differ for other campuses.

Program	Tuition	Materials fee	Registration fee	Tech fees	Students' Union fees	Total
Applied Business Technology	$3,281.10	—	$30	$52	$119.22 (+ $96 U-Pass)	$3,579.32
Courses at Centre for Student Success	$207.80 per course	—	$15 per semester	$5.20 per course	—	$228.00
College and Career Prep	No tuition fee		$15 per semester	$5.20 per course	Variable (see below)	Variable
Early Childhood Education	$2,858.04	—	$30	$52 (max.)	$113.28	$3,155.26
ESL (6-month program)	Variable (per course)	—	$15 (per semester)	$5 per course	$11.81 per course	
Foundation-Level trades (5-month programs)	$1,551.06	$212.16	$15	$52	$63.22 (+ $60 U-Pass)	$2,153.44 (includes $200 refundable tool deposit)
Foundation-Level trades (7-month programs)	$1,624.92	$212.16	$15	$52	$63.22 (+ $60 U-Pass)	$2,227.30 (includes $200 refundable tool deposit)
Foundation-Level trades (30-week programs)	$2,215.18	$318.24	$15	$52	$83.56 (+ $84 U-Pass)	$2,968.61 (includes $200 refundable tool deposit)
Health Care Assistant	$2,952.80	—	$15	$26	$59.61 (+ $108 U-Pass)	$3,161.41
Medical Laboratory Technology, Year 1	$8,456.73	$150	$60	$88.40	$214.82 (+ $156 U-Pass)	$9,125.95
Medical Laboratory Technology, Year 2	$7,303.62	—	$15	$26	—	$7,344.63
Power Engineering	$2,954.61	$106.08	$15	$52	$114.07 (+ $120 U-Pass)	$3,361.76
Professional Cook	$3,028.23	—	$30	$52	$126.48 (+ $120 U-Pass)	$3,356.67
Trades Apprentice	$82.80 per week	—	$15	$26	Approx. $21/week (+ $12/month U-Pass)	
Welding B & A	Variable – $331.24 per month	—	$15 per program – not applied to extensions	$20 per month	Approx. $21/week (+ $12/month U-Pass)	Variable
Welding C—7 month	$2,317.67	$318.24	$15	$52	$83.57 (+ $84 U-Pass)	$3,070.47 (includes $200 refundable tool deposit)

Students' Union fees

- The following Students' Union fees are charged to students (may not apply to all campuses):
  - Annual Students' Union Building Fund fee—$6.60 per semester
  - Canadian Federation of Students fees—$2.01 per course or month ($8.04 maximum)
  - Daycare fee—$2.50 per semester or term
  - Newspaper fee —$3.27 per semester or term
  - Students' Union fee—$8.16 per month or $9.80 per course ($39.20 per semester maximum)
  - U-Pass—$12 per month; $48 per semester

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]

Refund policy for Continuing Education courses

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/program one or more days prior to the advertised course registration deadline.

No refund of fees will be given if a student cancels their enrolment 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

Tuition (in Canadian funds)

- English Language Training $4,700 per semester
- College and Career Preparation $4,700 per semester
- University-level classes and other career programs $1,149 per course
- Labs $150 each
- Trades Contact the International Education department

CNC reserves the right to change fees without notice.

Additional fees

In addition to tuition fees, international students will also be charged fees for the CNC Students' Union and other applicable fees, which are payable at the time of registration. Likewise, international students will also pay for such expenses as their textbooks, housing, food, transportation, and medical insurance costs. For more information and sample fee assessments, please visit www.cnc.bc.ca/ined

Medical insurance

All international students must purchase temporary medical insurance through the College of New Caledonia if they are not already enrolled with BC Medical. Students studying for more than 4 months in Canada must apply for the BC Medical Services Plan. Students must have approved medical coverage before registering for classes.

Refund policy

The refund policy for international students is as follows:

- 50% refund if a student withdraws from CNC before classes start
- 25% refund if a student withdraws from CNC during the first or second week of classes
- No refund after the second week of classes
- Student Union and activity fees are not refundable

There is a $250 administrative fee for all international student refunds. Students who are unable to obtain a study permit must send verification that the application was declined. A full refund, less the $250 administrative fee, will then be provided to the student.

Status change

If a student's status changes from requiring a student authorization, or study permit, to a landed immigrant, after the first day of classes in any given semester, the change in tuition fees will occur the following semester. Students must show proof of the status change.

Fees for senior citizens

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

Service fees and other charges

Prices include HST.

- Application fee: $15 per program
- Registration fee: $15 per term
- Transcripts: $11.20 per copy
- Courier fee: $9.50
- Faxing documents: $10
- External typing tests: $28
- Rush service — official transcripts: $21
- EMAT (English & Math Achievement Test): $15
- College and Career Preparation (formerly ABE) placement test: $5
- ID Replacement: $15
- Prior Learning Assessment (PLA) fee: Equivalent to course tuition
- Invigilation of external exams: $28
- Exam re-write fee: $56 per rewrite

Fees for sponsored students

A number of agencies, such as Human Resources and Social Development Canada (HRSDC), sponsor students by purchasing spaces in some programs or by paying tuition fees. Students who have been admitted as sponsored students may be required to pay Students' Union and other fees not covered by the sponsorship and must present written confirmation of sponsorship prior to registration.

Course withdrawal and refund policy

International students — please see information under "International student fees."

Policy

The College of New Caledonia is a comprehensive community college that provides access to lifelong learning and facilitates the achievement of personal and educational goals. It is recognized that there are circumstances where a student may wish to withdraw from a course(s) and/or a College program and will do so by completing a Change of Enrolment Status form and submitting this form to the Admissions Department. The following are the general parameters that apply to withdrawals:

- **Prior to sixty per cent** of the course being conducted, a student may withdraw from courses without academic penalty.
- **After sixty per cent** of the course has been conducted, a student who withdraws will be assigned an "F" grade which has a grade point value of zero which will be used in the calculation of the student's grade point average (GPA). A Change of Enrolment Status form signed by both the student and a counsellor will be submitted to the Admissions Department.

Medical and personal withdrawals

The College recognizes that there can be medical reasons and/or extenuating personal circumstances that could result in student withdrawal from course(s) and/or a program.

Medical Withdrawal

All Change of Enrolment Status forms for **medical reasons must** be signed by a counsellor and the student and be accompanied by a medical certificate/doctor's note. The Admissions Department will not accept medical notes across the counter from students or process a withdrawal/refund without this documentation.

- A medical withdrawal from an entire **program** or a **full semester** will result in "W's" for the course grade and a seventy-five per cent refund of tuition only. There is no refund of student fees, application fees, or registration fees.
- Medical withdrawals from **courses** (i.e., a partial program withdrawal) will result in "W's" for the course grade but **no tuition refund** unless approved by a counsellor **and** the vice-president Student Services/Regional Director or their designate.
- Program or course withdrawals **after the final withdrawal date**, for other than **personal** reasons, will result in an "F" grade unless indicated otherwise by the appropriate Divisional Dean/Regional Director's signature on the Change of Enrolment Status form. In this case, the counsellor's signature on the form indicates that the options and ramifications of a withdrawal after the final withdrawal date have been discussed with the student.

Personal Withdrawal

On all campuses, program and/or course withdrawals for **extenuating personal reasons** require completion of a Change of Enrolment Status form and the signature of the student and a counsellor.

- Prior to the final withdrawal date, withdrawal for **extenuating personal reasons** will result in "W's" for the course grade and no tuition refund unless approved by a counsellor **and** the vice-president Student Services/ Regional Director or designate. On regional campuses that do not have a counsellor, tuition refunds can be approved by the Regional Director/designate. Consultation with a counsellor will be offered. There is no refund of student fees, application fees, or registration fees.
- After the final withdrawal date, withdrawals made for **extenuating personal reasons** at the Prince George campus are subject to review by the Counselling and Advising Department. The Co-ordinator of Counselling will consult with the appropriate administrator before signing off the withdrawal form.

Refunds

A complete refund of fees is made only when a course or program is cancelled. In those cases where a student elects to withdraw, the following scale of refunds applies:

a) The $100 tuition deposit will be fully refunded if a student withdraws before the final fee payment deadline. There is no refund of student fees, application fees, or registration fees.

b) A sixty per cent refund of tuition fees will be made if the student withdraws before the end of the first week of classes or prior to completion of seven per cent of the course in courses/programs less than four months in length. There is no refund of student fees, application fees, or registration fees.

c) A forty per cent refund of tuition fees will be made if the student withdraws before the end of the second week of classes or prior to completion of fourteen per cent of the course in course/programs less than four months in length. There is no refund of student fees, application fees, or registration fees.

d) Complete **program withdrawals** for **medical** and/or **extenuating personal reasons** may result in refunds up to one hundred per cent of the tuition fees when approved by a counsellor **and** the vice-president Student Services/ Regional Director or designate. There is no refund of student fees, application fees, or registration fees.

e) Complete **program withdrawals for medical** and/or **extenuating personal reasons** may result in refunds up to one hundred per cent of tuition fees when approved by the Regional Director or designate. There is no refund of student fees, application fees, or registration fees.

No refund will be made if the student withdraws more than two weeks after commencement of classes or after fourteen per cent of the content has been completed in courses/programs less than four months in length.

Appeals, complaints, and discipline

Repeating courses

If a student has received three failures in a University Credit Arts or Science course, he/she must apply to the appropriate Dean for special permission to take the course again.

Grade appeals

The purpose of this policy is to provide a process for students who have reason to believe that they have grounds to appeal their final grade. The appeal must be of sufficient substance to warrant a review of a final grade. The grounds for appeal are limited to:

a. The course objectives have not been followed by the instructor and/or;

b. The evaluation criteria have not been applied according to the Grading Policy and/or;

c. The evaluation criteria have not been applied in a reasonable, fair and just manner.

Scope/limits

This policy applies to all students enrolled in College of New Caledonia courses and programs. This policy applies to final grades only.

Principles

1. The College is committed to the provision of a fair and timely appeal process through which student concerns regarding final grades can be addressed.
2. Students shall have access to a multi-stage process for appealing a decision regarding a final grade.
3. A final stage of appeal may be provided if, in the assessment of the Executive vice-president academic, sufficient grounds for an appeal have been demonstrated.
4. A student can withdraw his or her appeal at any stage of the appeal process. If the student withdraws the appeal, the matter will be considered closed and no further appeal shall be allowed with respect to the same matter.

Multi-Level Resolution Process

Instructor-Level Resolution

1. The appeal process for a final grade begins with a student-initiated discussion with the instructor. These discussions must be initiated by the student **within ten working days** of the last day of the official exam period or the last official day of a program. If the student is unable to reach the instructor, assistance should be sought through the appropriate Dean/Director.
2. The student and the instructor should attempt informal resolution by discussing the assigned grade. These discussions must be concluded **within five working days** of being initiated. The instructor must complete the Instructor-Level Resolution Form and a copy of the form shall be provided to the appropriate Dean/Director.

Dean/Director-Level Resolution

1. Failing satisfactory resolution at the Instructor Level, the student must provide a written submission of his or her concerns **within five working days** to the Dean/Director. A full discussion between the Dean/Director and student will conclude **within five working days** of receipt of the written submission. The Dean/Director and student shall complete the Dean/Director-Level Resolution Form and a copy of the form shall be provided to the Executive vice-president academic **and Faculty.**

Executive vice-president academic-Level Resolution

1. If the student is not satisfied with the decision of the Dean/Director, the student may apply to the Executive vice-president academic to advance the appeal.
2. The student in all occurrences shall submit a completed **Final Appeal Request Form** and all supporting documentation to the Executive vice-president academic **within five working** days of receiving the Dean/Director written decision.
3. The Executive vice-president academic shall evaluate the **Final Appeal Request Form** and supporting documentation and shall determine if there are sufficient grounds for an appeal. The Executive vice-president academic may seek further information and/or clarification from any person involved in the appeal.
4. The Executive vice-president academic shall **within five working days:**
   a. Direct that the Grade Appeal Committee be convened or;
   b. Direct that the Grade Appeal Committee not be convened or;
   c. Direct that some but not all of the issues raised in the Appeal be presented to the Grade Appeal Committee.

The Grade Appeal Committee

1. If the Executive vice-president academic determines that sufficient grounds for an appeal have been demonstrated, he/she shall communicate to the student the details related to the process, timing and location of the Grade Appeal Committee.
2. The vice -president Community and Student Services shall form a Standing Appeal Committee and it shall be comprised as follows:
   a. The President of the Faculty Association shall in September of each year appoint five (5) of its members to the Committee. Clinical faculty shall be appointed on an as-needed basis.
   b. The Chair of the Student Union shall in September of each year, appoint five (5) registered students to the Committee, Clinical students shall be appointed on an as-needed basis.
3. The Grade Appeal Committee will be comprised of the vice-president Community and Student Services

(Chair) or designate, two students, and two faculty.

4. For Clinical Grade Appeals, faculty and students shall be from clinical areas, and as well a community member of that program profession shall sit on the Grade Appeal Committee.
5. The Chair will have a vote and will be responsible for ensuring that the members of the Grade Appeal Committee are free of conflict of interest related to the case being heard. Every attempt will be made to hear the appeal in a timely manner.
6. The decision of the Grade Appeal Committee shall be final and binding and shall be communicated to the parties in writing. A copy of the decision shall be provided to the appropriate Dean/Director and instructor.

Grade Appeal Committee Procedure

1. Each student and instructor may bring one support person to the Grade Appeal Hearing. Support persons **may** participate in the appeal **if** called on by the Chair to do so.
2. Participation of witnesses shall be limited to providing evidence and responding to questions from the Grade Appeal Committee. Witnesses may be present at the hearing only when providing evidence or responding to questions from the Grade Appeal Committee.
3. The Grade Appeal Hearing shall proceed as follows:
   a. An initial briefing and review of the case by the Committee members;
   b. Presentation of the case by the student;
   c. Presentation of information by the instructor(s);
   d. Subsequent re-examination of either party or any witnesses if required.
4. There shall be no representation by legal counsel during any stage of the appeal process.
5. The Grade Appeal Committee Chair shall be responsible for keeping official records of appeal proceedings (i.e., minutes of meetings, correspondence between the parties).
6. Following a decision by the Grade Appeal Committee, the Chair shall notify the parties in writing of the decision, including a brief rationale for the decision.
7. The vice-president Community and Student Services shall retain for seven years a permanent appeal file, containing the official record of proceedings, all referenced documents and a copy of the letter notifying the parties of the Grade Appeal Committee decision. Students' documentation shall be returned to the student. Committee members' copies shall be returned to the College at the end of the hearing and shall be destroyed.

Guidelines for the Grade Appeal Committee

1. The appeal shall be conducted in a fair and impartial manner.
2. Each appeal shall be considered independently and decided on its merits.
3. The Grade Appeal Committee shall only consider matters and evidence relevant to the grounds of appeal set out in the Final Appeal Request Form.
4. All information reviewed and discussed during an appeal shall remain confidential.
5. The Grade Appeal Committee may direct the parties to provide and produce additional material or witnesses directly related to the appeal.
6. The Grade Appeal Committee shall render its decision **within five working days** of the hearing.
7. The Grade Appeal Committee may in its discretion offer recommendations to any of the instructors, or the student, or the College to enhance learning, practice and the application of policy in the future.

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 plus HST** will be charged for each rewrite.

In those circumstances where programs 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.

Student responsibility and accountability

The College of New Caledonia, as a comprehensive community college, provides access to lifelong learning, and facilitates the achievement of personal and educational goals. In order to promote student success, the College of New Caledonia has established standards of conduct which contribute to a successful learning environment.

All College students, operational staff, faculty and administrators are expected

to interact with colleagues, other students and operational staff in a mature, honest and respectful manner. Academic integrity and honesty, as well as personal accountability and responsibility, are expected and valued.

Students, operational staff, faculty and administrators are encouraged to seek mutual resolution to problems that arise within the context of their College experience. Disregard for personal responsibility, accountability and academic honesty are viewed as jeopardizing the effectiveness of the learning environment and the mission of the College and may be considered academic misconduct and/or personal misconduct.

Academic misconduct

Academic misconduct includes, but is not limited to, cheating and plagiarism.

Cheating includes, but is not limited to, a student or group of students using or attempting to use unauthorized aids, electronic devices, assistance, materials, or methods in tests, assignments, projects, presentations, labs, examinations or any other evaluation method used.

Plagiarism is the presentation of someone else's work, words or ideas as if they were one's own. Plagiarism can take the following forms:

- **Deliberate plagiarism** is where an idea, phrase, sentence or longer passage is submitted as one's own work; where one hands in someone else's partial or entire paper, whether bought, stolen or acquired on the Internet, as one's own; or where ideas are summarized or paraphrased without acknowledgment in text citations, footnotes/endnotes or by other accepted academic practices. This includes all sources of thought and writing obtained from all sources including the electronic.
- **Accidental plagiarism** is where, through carelessness, quotation marks are not placed around another writer's words or where a source reference has been omitted when summarizing another's idea.

Other forms of Academic Dishonesty may include, but are not limited to:

- Submitting the same or substantially the same essay, project or research paper for credit in more than one course without faculty permission, whether the earlier submission was at CNC or another institution.
- Consenting to having one's work copied by another. The individual consenting is considered as guilty of academic dishonesty as the one who copies the work of others.

Sanctions

Sanctions for academic misconduct include:

- **Level 1** — For most first offences, the instructor will assign a grade of zero for the affected assignment, test, paper, project, lab, etc.;
- **Level 2** — For most second offences, the instructor will assign a failing grade in the affected course;
- **Level 3** — Depending on the circumstances surrounding the first or second offence, a more severe level of discipline may be imposed by the College, including denial of admission or re-admission to a course and/or a program;
- **Level 4** — For any third offence, the matter must be referred to the Executive vice-president academic for assignment of a sanction, which may include suspension or expulsion from the College.

Level 1 and Level 2 sanctions imposed for academic misconduct will be made by the course instructor who will ensure that the appropriate Dean/Director is made aware of the situation. If there is any documentation related to a Level 1 or Level 2 sanction, it shall be retained by the course instructor.

Level 3 and Level 4 sanctions imposed for academic misconduct will be made by the Executive vice-president academic.

Proposed **Level 3 and Level 4** sanctions for academic 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. The sanction assigned will depend on (a) whether the academic misconduct was accidental or deliberate and (b) the seriousness of the offence.

Students will be provided with the opportunity for a personal interview with the person authorized to impose the sanction, prior to any sanction being imposed. During this interview the student will have the opportunity to present arguments/interpretations as to the circumstances that gave rise to the sanction and as to the severity of the sanction being considered. The exception to this will be in those cases where the continued presence of the student on campus may pose a safety hazard to others or themselves. Under those circumstances immediate action may be taken without the interview.

After consideration of the arguments/interpretations presented by the student in the personal interview, the person authorized to impose the sanction will notify the student in writing within five (5) working days as to the disposition of the sanction proceedings.

Academic misconduct sanction appeal process

With the exception of Level 3 and 4 sanctions involving the denial of admission or re-admission, suspension or expulsion, the student has the right to appeal a sanction for Academic Misconduct to the appropriate Dean/Director **within five working days** of the receipt of the sanction. The appeal must be in writing. The Dean/Director will undertake appropriate review procedures to explore the appeal. The decision of the Dean/Director shall be final and communicated to the student and instructor in writing **within five working days** of the receipt of the written student appeal.

Information on **Level 3 and Level 4** sanctions is in the **Suspension or Expulsion Appeal Process** section of this calendar (page 181).

Personal misconduct

Personal misconduct includes, but is not limited to:

- Damage to property;
- Assault on individuals and threatening or dangerous behaviour;
- Misrepresentation;

- Disruptive behaviour;
- Verbal or non-verbal harassment.

Offences covered by the Criminal Code of Canada shall also be dealt with through the courts of law.

Damage to property includes, but is not limited to, behaviour leading to vandalism of College, staff or student property, websites and computer files.

Assault on individuals and threatening and dangerous behaviour includes, but is not limited to, assault, subjecting or threatening to subject any student or College employee to physical, mental or emotional harm, injury, indignity, written or spoken abuse, stalking, physical intimidation and action that deliberately endangers students or employees. Personal and/or sexual harassment can also be considered personal misconduct.

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

Disruptive behaviour includes, but is not limited to, speech, action, electronic messaging or cell phone behaviour that seriously detracts from the task at hand and is not part of the learning process and creates an atmosphere of hostility, intimidation, ridicule or anxiety among other students or employees. This can also include action that impedes the delivery of College services, 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.

Sanctions

Sanctions for personal misconduct may include:

- **Miscellaneous consequences** — may include a required apology, payment for recovery of damaged property and/or restorative College community service;
- **Denial of admission or re-admission** to a specific program or class;
- **Official warning** — a review and explanation of the relevant guidelines for responsible and accountable behaviour accompanied by a written warning that future violations would likely result in official sanctions. This can also include a personal conduct/performance contract. A record is kept by the vice-president of Student Services;
- **Probation** — the student remains enrolled with the understanding that further violations would likely result in suspension. Probation impacts participation on athletic teams and may also include a personal conduct/performance contract, denial of access to specific College areas, facilities or services and forfeiture of College scholarships and/or bursaries. A record is kept by the vice-president of Student Services.
- **Suspension** — an involuntary separation of the student from the College for a specified length of time. This usually includes awarding a failing grade in the relevant course or program. A written record is kept in the student's file in the Admissions Department and the student's file is flagged.
- **Expulsion** — a permanent separation of the student from the College with a permanent notation on the student's file. This usually includes awarding a failing grade in the relevant course and/or program. A written record is kept in the student's file in the Admissions Department and the student's file is flagged.

Although each situation is considered on an individual basis, repeated violations of the policies and guidelines of the College are taken into consideration when consequences for personal misconduct are determined. As well, because the College represents a community of people, the welfare of the community will be balanced against the rights of the individual when sanctions are imposed. The sanction assigned will also depend on (a) whether the personal misconduct was accidental or deliberate, (b) the seriousness of the offence, and (c) whether a student has committed a previous offence.

Formal complaint process

Formal complaints pertaining to personal misconduct shall be made to the vice-president Student Services or Regional Director. The vice-president Student Services or Regional Director may undertake such measures as deemed appropriate to resolve the complaint informally. If the informal measures are unsuccessful or if the vice-president Student Services or Regional Director determined that the complaint is of sufficient merit in the first instance, an immediate sanction may be imposed.

Proposed sanctions 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. Students will be provided with the opportunity for a personal interview with the person authorized to impose the sanction, prior to any sanction being imposed. During this interview the student will have the opportunity to present arguments/interpretations as to the circumstances that gave rise to the sanction and as to the severity of the sanction being considered. The exception to this will be in those cases where the continued presence of the student on campus may pose a safety hazard to others or themselves. Under those circumstances immediate action may be taken without the interview.

After consideration of the arguments/interpretations presented by the student in the personal interview, the person authorized to impose the sanction will notify the student in writing **within five working days** as to the disposition of the sanction proceedings.

Personal misconduct sanction appeal process

With the exception of sanctions involving the denial of admission or re-admission, suspension or expulsion **(see below)**, the student has the right to appeal a sanction for Personal Misconduct to the Executive vice-president Academic **within five working days** of the receipt of the sanction. The appeal must be in writing. The Executive Vice President Academic will undertake appropriate review procedures to explore the appeal. The decision of the

Executive vice-president academic shall be final and communicated to the student, instructor and appropriate Dean/Director in writing **within five working days** from receipt of the written student appeal.

Suspension or expulsion appeal process

A student may be denied admission or re-admission, suspended or expelled from the College for disciplinary reasons. A student who feels the decision is unjust has the right to appeal the decision.

1. The student must initiate the appeal process **within five 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. **Electronic notification via e-mail or instant messaging will not be considered.**
2. The President will establish an ad hoc Suspension or Expulsion Appeal Committee to hear the appeal **within five working days** of receipt of the student's written notification. This committee will consist of one Student named by the Student Union, one Counsellor named by the vice-president of Student Services, one Faculty Member named by the Executive vice-president academic and one Administrator named by the President. The President will name the Chair of the Committee.
3. The ad hoc Suspension or Expulsion Appeal Committee will conduct hearings **within five 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 Expulsion Appeal Committee will advise the President **within two working days** following any hearings of the Committee's recommendation. The President will review the recommendation and make a final judgment on the appeal.
5. If the student finds the final judgment 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 procedural review if such has not been the case.

Before being considered for re-admission, students who have been denied admission or re-admission, suspended or expelled for **Academic Misconduct** must have the prior written approval of the Executive vice-president academic. If the student were to be re-admitted, the Executive vice-president academic may impose such restrictions and conditions as are deemed necessary to ensure appropriate academic conduct.

Students who have been denied admission or re-admission, suspended or expelled 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 necessary to ensure appropriate personal conduct if a student were to be re-admitted.

Academic probation and dismissal

Programs where grade point average applies

A student registered in any number of credit hours who receives less than a 1.0 Grade Point Average (GPA) 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 GPA of 1.0 or greater at the end of the probationary term.

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

A student who achieves a GPA 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 programs where grade point average does not apply

In programs where Grade Point Average (GPA) 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 program.

Re-admission will be subject to program policy. Where specific divisional policies exist for students on Academic Probation, these will supersede 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.

Human Rights

All members of the College community have the responsibility to respect the rights of others. The College does not condone and will not tolerate discrimination or harassment, which undermines the dignity, self-esteem, or productivity of any student or employee.

The College considers any form of harassment or discrimination of any member of the College community to be a serious violation of that individual's

fundamental rights. Complaints of harassment or discrimination must pertain to College-related activities.

Harassment is a form of discrimination that adversely affects the recipient on one or more of the prohibited grounds under the BC Human Rights Code: **age, race, colour, ancestry, place of origin, political belief, religion, marital status, physical or mental disability, sex, sexual orientation, and in the case of employment, unrelated criminal convictions.**

Any student who perceives that s/he may have been harassed has recourse to the following steps:

- Attempt to address her/his problem directly with the individual concerned or consult with a counsellor, a supervisor, Human Resources, or a representative from the CNC Students' Union.
- If the complainant is uncomfortable doing so, or if the complainant is unsuccessful dealing directly with the respondent, s/he may take the complaint to the Human Resources Director who acts as the Human Rights Officer.
- The Human Resources Director will listen to the complainant's concerns to understand the origins of the problem, the current situation, and the impact on the complainant. The Human Resources Director, with the complainant, will review the Human Rights Policy and the options available for addressing a concern.

Student complaint procedure

This policy is to be followed in the event of a student-initiated complaint regarding instruction, services or application of a policy or procedure at the College of New Caledonia. A student may wish to seek advice from a Counsellor or Regional Director/Designate on campuses without a Counsellor to ensure that this policy is appropriate to the concern being raised. The goal of the Student Complaint policy is the timely and successful resolution of the complaint.

The College of New Caledonia has a commitment to providing quality education and service to its students. However, in a community of people as diverse as a college, problems may arise. The College is committed to an open, collaborative approach to dealing with student concerns and we will endeavour to resolve complaints at an informal level wherever possible. Complaints that are anonymous, frivolous or vexatious shall not be considered. Should informal resolution not be successful, students have the option of initiating a formal complaint.

Procedure

All parties are encouraged to review related policies such as the College of New Caledonia's Human Rights Policy (HR 5017) and to seek advice if required. It is expected that information-sharing between the student, the complainant, and the employee, the respondent, in the complaint resolution process will occur in a respectful and professional manner. Electronic notification of a student complaint via e-mail or instant messaging is not acceptable.

Clarification of the steps in the student complaint resolution process and/or assistance with articulation of the complaint can be sought from a Counsellor or the relevant Regional Director/Designate/Dean.

Informal resolution stage

Step 1

- The student shall first communicate directly with the individual involved.
- In their discussion the student shall outline the nature of the complaint including a brief description of what occurred, when and where it took place and who was involved.
- The respondent shall consider the student's concerns and outline his/her understanding of the situation.
- Both parties are encouraged and expected to clarify their perspectives.
- Students and employees are encouraged to pursue this dialogue to reach a successful resolution.

If a student is having difficulty attempting to resolve the complaint, the student should contact a Counsellor or the Regional Director/Designate on campuses without a Counsellor. The role of this individual is to clarify the steps in the process, explore options to assist the student in their efforts to resolve any concerns and, where appropriate, suggest sources of support for the student. If the student's complaint is with the Counsellor/Advisor or the Dean/Regional Director, the student should contact the appropriate Administrator, the vice-president of Community and Student Services or the Executive vice-president academic.

Students are encouraged to attempt resolution of his/her complaint as soon as possible; informal resolution procedures shall be initiated **within ten working days** of the incident which led to the complaint.

Step 2

If the complaint involves a student and an instructor and they are unable to resolve the issue themselves, either party can request mediation from the appropriate Dean/Regional Director. In addition, the Executive vice-president academic shall be notified by the Dean/Regional Director that mediation is being undertaken. Upon receipt of a request for mediation, the Dean/Regional Director shall schedule a mediation meeting **within ten working days.**

If the complaint involves a College employee other than an instructor, then either party can request mediation from the employee's immediate supervisor. Upon receipt of a request for mediation, the Supervisor shall schedule a mediation meeting **within ten working days.**

If mediation satisfactorily resolves the complaint, the Dean/Regional Director/Supervisor shall provide **within ten working days** from the date of the mediation meeting, a brief written summary of the resolution to the complaint to each party involved in the mediation process.

Formal resolution stage

If mediation does not satisfactorily resolve the complaint, the student may pursue the complaint.

1. The student shall provide a written submission to the President **within five working days** of the mediation meeting. This submission will include a summary of the information discussed in both Step 1 and Step 2 of the Informal Resolution Stage. **Electronic notification via e-mail or instant messaging will not be considered.**
2. The President will establish an ad hoc Student Complaint Resolution Committee to hear the complaint **within five working days** of receipt of the student's written notification. This committee will consist of one Student named by the Student Union, one Counsellor named by the vice-president of Community and Student Services, one Faculty Member named by the vice-president academic and one Administrator named by the President. The President will name the Chair of the Committee.
3. The ad hoc Student Complaint Resolution Committee will conduct hearings **within five 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 Student Complaint Resolution Committee will advise the President **within two working days** following any hearings of the Committee's recommendation. The President will review the recommendation and make a final judgment on the appeal.

Student Complaint Resolution Committee Procedure

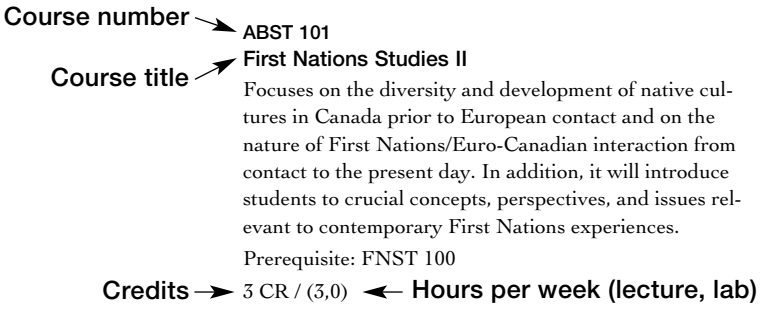
1. Each student may bring one support person to the Student Complaint Resolution Hearing. Support persons shall not partici - pate in the proceedings unless called on by the Chair to do so.
2. Participation of witnesses shall be limited to providing evidence and responding to questions from the Student Complaint Resolution Committee. Witnesses may be present only when providing evidence or responding to questions from the Student Complaint Resolution Committee.
3. The Student Complaint Resolution Hearing shall proceed as follows:
   a. An initial briefing and review of the complaint by the Committee members;
   b. Presentation of the complaint by the student;
   c. Presentation of information by the respondent;
   d. Subsequent re-examination of either party or any witnesses if required.
4. There shall be no representation by legal counsel during any stage of the Student Complaint Resolution process.
5. The vice president Community Initiatives and Student Services shall be responsible to retain for seven years a permanent Student Complaint Resolution file, containing the official record of proceedings, all referenced documents and a copy of the recommendation(s) made to the President. Students' documentation shall be returned to the student. Committee members' copies shall be returned to the College at the end of the hearing and shall be destroyed.

Guidelines for the Student Complaint Resolution Committee

1. The hearing shall be conducted in a fair and impartial manner.
2. Each complaint shall be considered independently and decided on its merits.
3. The Student Complaint Resolution Committee shall only consider matters and evidence relevant to the grounds of the complaint as set out in the student's written submission to the President.
4. All information reviewed and discussed during an appeal shall remain confidential.
5. The Student Complaint Resolution Committee may direct the parties to provide and produce additional material or witnesses directly related to the complaint.
6. The Student Complaint Resolution Committee may in its discretion offer recommendations to the President to enhance learning, practice, provision of services and the application of policy/procedure in the future.

Course descriptions

Key



Course number: A unique identifying name/number. You'll need to use this when registering.

Prerequisite: A course you must take, or a credential you must have, before taking this course. For example, Business I is a prerequisite for Business II, and Grade 12 is a prerequisite for university-level courses.

Note: Students who have taken a prerequisite at the College of New Caledonia or another college or university must have a minimum grade of "C" in the prerequisite course, unless otherwise stated under the course description or within the program requirements.

Corequisite: A course you must take at the same time. For example, Dental Hygiene Clinic I is a corequisite for Dental Hygiene Foundations III.

Credits: You need a certain number of credits to graduate. One credit usually represents one hour per week of classroom lectures, and most courses provide three credit hours (three lecture hours per week). For full-time status, you normally need 10 or more credit hours each semester.

Hours: The number in brackets shows the number of lecture hours and lab/seminar hours per week. Thus (3, 2) indicates 3 hours of lectures and 2 hours of lab or seminar. (Continuing Education courses listed in this section may list only total number of hours for the course.)

More examples:

(0, 12.5)	No lectures, 12.5 hours of labs or seminars per week
(3, 1)	3 hours of lectures per week, plus a one-hour lab or seminar
(5, 0)	5 hours of lectures per week, no labs or seminars

Note 1: 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.

Note 2: Not all courses are offered each year. Please check with your local CNC campus — see contact numbers on the inside front cover.

Note 3: A list of Continuing Education courses is available in a separate calendar and also online.

You can transfer credits from many CNC courses to universities and other degree-granting institutions in BC, and (to a lesser extent) those in other provinces. In the following pages, these courses are labelled **UT** (University Transfer).

However, transfer options vary from institution to institution. If you're planning to continue to university, please check the transferability of the CNC courses you'd like to take. Check before you register.

- Talk to a CNC counsellor
- Visit www.bctransferguide.ca
- Check with the specific university you plan to attend

Other courses are labelled **BUS** (Business) — their credits are transferable to various colleges in BC. Again, please check their transferability before you register:

- Talk to a CNC counsellor
- Visit www.bctransfer guide.ca/business
- Check with the college you plan to attend.

Aboriginal Studies

ABST 100 **UT**
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 the experiential process.

3 CR / (3,0)

ABST 101 **UT**
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: ABST 100

3 CR / (3,0)

ABST 110 **UT**
Métis Studies I

The purpose of this course is to help students explore and understand past and present Métis perspective in all areas of life with an eye toward fostering positive cross-cultural interaction between Métis and non-Métis individuals and communities.

3 CR / (3,0)

ABST 111 **UT**
Métis Studies II — Art and Material Culture

The purpose of this course is to examine and explore aspects of Métis identity using an ethnographic approach toward the study of Métis art forms. Following Métis Studies I, Métis Studies II continues to rebuild the historiography of Métis people as revealed through Métis material culture. Hands-on reproduction of art and technology techniques (beadwork, caribou hair tufting, and finger weaving) combined with oral traditions and readings from the work of Métis scholars will provide the learner with insight into the historical and contemporary socio-political identity of BC Métis communities. Learners will consider ethical, economic, aesthetic, and functional implications, discussing protocol for appropriation (borrowing of style and technique), and reinterpretation.

3 CR / (3,0)

ABST 201 **UT**
Residential School: History and Intergenerational Impacts

The course provides students with an in-depth study of the issues and impacts of the residential school system on Aboriginal culture, language, spirituality, community, and social structures. The historical context of the development of the Canadian government's policy with regard to First Nations' education will be examined. Students also explore interventions that assist individuals, families, and communities addressing the results of the abuse.

Prerequisite: ABST 100 or ANTH 101

3 CR / (3,0)

ABST 202 **UT**
History of Aboriginal Education in North Central British Columbia

The course provides students in the second year with an in-depth study of the issues and impacts of the school systems on Aboriginal culture, language, spirituality, community and social structures. The historical context of the development of the Canadian government's policy with regard to the First Nations education will be examined. Students explore the historical occurrences with Aboriginal education in Canada, as well as traditional education.

Prerequisite: ABST 100 or ANTH 101

3 CR / (3,0)

Aboriginal Early Childhood Education

AECE 151
Prenatal, Infant, and Toddler Development

This course focuses on growth and development from conception through toddlerhood. Students who successfully complete this course will be able to apply knowledge of prenatal, infant, and toddler development to Aboriginal and mainstream ECE settings. Aboriginal beliefs and child-rearing practices regarding children aged birth to two are explored. Emphasis is placed on genetic and environmental factors that may influence the holistic development of the child. Foundational and contemporary research related to child development is covered.

Prerequisite: Admission to the program

3 CR / (5, 0)

AECE 154
Guiding and Caring for Young Children

The course provides students with practical skills for use in early childhood education programs. Students create strategies and develop skills for showing care and guiding young children's behaviour. Both mainstream and traditional Aboriginal concepts of guidance are explored.

Prerequisite: Admission to the program

3 CR / (5, 0)

AECE 156
Program Planning I

This course prepares students to evaluate and design early childhood education programs for developmentally appropriate practice and holistic child development within mainstream and Aboriginal contexts. Topics covered include learning through play, develop-mentally appropriate practice, anti-bias curriculum development, and creating early childhood education programs that support diversity and inclusion.

Prerequisite: Admission to the program

3 CR / (5, 0)

AECE 157
Historical Perspectives in Early Childhood Education

This course prepares students to create quality ECE experiences and programs rooted in Aboriginal beliefs and foundational theories of child development. Topics covered include the history, foundations, and philosophies of contemporary and Aboriginal early childhood education programs as well as the contemporary and historical role of the teacher in Aboriginal communities.

Prerequisite: Admission to the program

3 CR / (5, 0)

AECE 161
Preschool and School-aged Child Development

This course focuses on the growth and development of children aged three to eleven. Students who successfully complete this course will have the ability to apply knowledge of preschool and school-aged child development to Aboriginal and mainstream ECE settings. Aboriginal beliefs and child rearing practices regarding children aged three to eleven are explored. Issues related to the development of children aged three to eleven are discussed from the perspective of the Aboriginal community. Emphasis is placed on genetic and environmental factors that influence the holistic development of the child. Foundational and contemporary research related to child development is covered.

Prerequisite: Admission to the program

3 CR / (5, 0)

AECE 164
Professional Interactions

This course provides an opportunity for students to develop skills related to active listening, reflection, self-challenge, and appropriate self-disclosure. Students will develop skills in showing appreciation for and enjoyment of others as well as being patient and professional. Students are expected to articu-

late their personal values and assess their own strengths and weaknesses as well as explore giving and receiving constructive criticism. In addition, setting personal limits, exploring growth and change, and developing skills in self-care are covered.

Prerequisite: Admission to the program

3 CR / (5, 0)

AECE 166
Program Planning II

This course provides students with experience in evaluating and designing early childhood education programs to support the well-being and inclusion of young children. Emphasis is placed on observation-based planning. Students explore ways to create a supportive learning environment from both a mainstream and Aboriginal perspective.

Prerequisites: AECE 151, 154, 156; all with a "C" grade or better

Prerequisite or corequisite: AECE 161 with a "C" grade or better

3 CR / (5, 0)

AECE 167
Curriculum Development

This course focuses on developing, planning, and implementing activities for young children and building skills within the student to ensure the needs of individual children are being met. Students explore topics such as promoting creativity within an Aboriginal context, supporting play in culturally sensitive programs, using appropriate dialogue, and developing group times that are inclusive of Aboriginal culture.

Prerequisites: AECE 151 and 156 with a "C" grade or better

Prerequisite or corequisite: AECE 161 with a "C" grade or better

3 CR / (5, 0)

AECE 170
Observing and Recording Children's Behaviour

This course encourages students to observe and record children's behaviour in order to evaluate children's developmental abilities and assess their needs. Students will discuss the relationship between the seven major areas of development and Aboriginal culture. This course provides students with the opportunity to use mainstream theories and traditional Aboriginal beliefs to evaluate the development of an individual child. Students will have the opportunity to use an unbiased and non judgmental approach to observing and recording the development of young children.

Prerequisites: AECE 151, 161

4 CR / (5, 0)

AECE 172
Health Safety and Nutrition

Students develop skills in creating healthy programs for young children. Strong emphasis is placed on the use of universal precautions, illness prevention, modeling healthy behaviours, and the inclusion of traditional Aboriginal foods in daily menus. Students gain basic understanding of nutrition and traditional Aboriginal medicine. Furthermore, the current and historical role of social service agencies in Aboriginal communities is explored and community resources for families and children are identified.

Prerequisite: Admission to the program

3 CR / (5, 0)

AECE 175
Language and Literature in Early Childhood Education

Through the use of quality Aboriginal and Canadian literature, this course focuses on promoting the development of language and literacy in young children. Students develop skills in promoting language development, providing a literacy-rich environment for young children, and recognizing the role of culture and first language in language development.

Prerequisites: AECE 151, 161, and 167; all with a "C" grade or better

3 CR / (5, 0)

AECE 177
Working with Families

This course provides an opportunity for students to develop effective culturally inclusive skills for use in working with children and families. Students will explore the importance of valuing the diverse nature of families and promoting family involvement in early childhood education programs. The United Nations Convention on the Rights of the Child will be discussed.

Prerequisite: Admission to the program

3 CR / (5, 0)

AECE 190
Practicum I

This is an introductory practicum to the work of being an early childhood educator. Emphasis is placed upon gaining the skills needed to become a competent early childhood education assistant while under the direction of a qualified supervisor. Students are provided the opportunity to apply their recent learning to the daily practice of working in an early childhood education setting. Students are expected to take a hands-on approach to working with and caring for children in their placement setting. This course includes 120 hours in a practicum setting plus nine hours of practicum seminar where students will reflect upon their practicum experience.

Prerequisites: AECE 151, 154, 156, and 157; all with a "C" grade or better

4 CR / (9, 120)

AECE 191
Practicum II

This is an intermediate-level practicum. Students are expected to progressively take on more responsibility in the second practicum. Emphasis is placed on demonstrating respect, acceptance, an attitude of inclusion, and professionalism. Students will supervise small and large groups of children and apply developmentally appropriate guidance to children's behaviours while under the direction of a qualified supervisor. This course includes 120 hours in a practicum setting plus nine hours of practicum seminar where students will reflect upon their practicum experience.

Prerequisites: AECE 164, 166, 190; all with a "C" grade or better

Prerequisite or corequisite: AECE 167 with a "C" grade or better

4 CR / (9, 120)

AECE 192
Practicum III

This is the final practicum for the Aboriginal Early Childhood Education program. Students are expected to progressively take on more responsibility in the third practicum. This practicum provides the students with experience in applying theory to practice. Students take on the role of the early childhood educator while having the direction and support of a sponsor teacher. This course includes 200 hours in a practicum setting plus 12 hours of practicum seminar where students will reflect upon their practicum experience.

Prerequisites: AECE 170, 175, 177, 190, 191; all with a "C" grade or better

Prerequisite or corequisite: AECE 172 with a "C" grade or better

6 CR / (12, 200)

Applied Business Technology

Note: ABT courses are restricted to students in the ABT programs.

ABTA 078
Computerized Bookkeeping

In the field of accounting, employers require a sound understanding of accounting principles, as well as general computer literacy skills. In this course, you will be taught to transfer manual bookkeeping skills to an automated accounting program. On completion of this course, you will be able to maintain a set of computerized books up to year end.

Prerequisites: Successful completion of ABTA 070 and ABTB 070 or ABTB 073

1.5 CR / (0,3)

ABTB 073
Financial Records

Provides a basic understanding of the accounting process for use in the business office. You will practise the application of basic accounting principles in a manual format. As well, you will learn and practice addition, subtraction, multiplication, division, and the use of the percentage key using a standard business calculator. Common business applications will be covered, as well as speed and accuracy drills.

2.5 CR / (5,0)

ABTC 050
Online Learner Success

This 15-hour course gives students a working knowledge of web resources, enabling them to be successful with online learning. This is course is required for the Office Assistant Certificate and Legal Administrative Assistant Certificate.

0 CR / (5,0)

ABTC 060
Computers and the Internet

This course provides a basic introduction to the Internet, computers, and an operating system. The student will gain knowledge of essential terms and concepts and file and disk management for Windows, as well as how to browse and search the Internet.

Prerequisite: ABTC 050

2 CR / (5,0)

ABTC 065
Keyboarding I

This course gives you the ability to keyboard accurately and proficiently, proofread quickly and accurately, and key at a minimum speed of 25 net words per minute.

Prerequisite: ABTC 050

1 CR / (5,0)

ABTC 066
Keyboarding II

This course gives you the skills to key accurately and proficiently. The course builds on your present keyboarding skills to assist you in reaching a minimum of 45 net words per minute on a five-minute timing.

Prerequisites: ABTC 050, ABTC 065

2 CR / (5,0)

ABTC 067
Databases

This course introduces you to data management. This course will focus on planning, designing, and creating a database to meet the information management needs of today's workplace. You will learn terminology, database concepts, and features of relational databases. You will use various commands and features to create tables, queries, forms, and reports. You will enter data, work with calculations, extract information, and generate and print reports. Each unit begins with an introduction and a set of learning objectives. The assigned readings, hands-on computer activities, and follow-up reinforcement exercises are your principal learning activities. Additional materials and resources are available online.

Prerequisites: ABTC 050, ABTC 060

2 CR / (5,0)

ABTC 068
Spreadsheets I

This course gives you a working knowledge of electronic spreadsheets. You will learn how to design, create, modify, and present professional-looking spreadsheets for use in today's workplace. Exercises include using formulas and built-in functions to solve mathematical problems. You will also learn how to illustrate and present spreadsheet data in graphic form. Each unit begins with an introduction and a set of learning objectives. The assigned readings, hands-on computer activities, and follow-up reinforcement exercises are your principal learning activities. Additional materials and resources are available online.

Prerequisites: ABTC 050, ABTC 060, ABTC 080

2 CR / (5,0)

ABTC 069
Presentation Software

Using presentation software, you will apply appropriate design concepts to present data and information in a colourful and well-organized format. You will learn how to use design templates, apply various attributes, and include a variety of objects to create, modify, save, and deliver presentations.

Prerequisites: ABTC 050, ABTC 060

1 CR / (5,0)

ABTC 070
Word Processing I

This course enables you to use the basic functions of a word processing program, as well as to learn how to properly format documents such as letters and memoranda. Although you will be required to use a current word processing package to complete this course, many of the skills are generic and can be transferred to most word processing packages.

Prerequisites: ABTC 050, ABTC 065

2 CR / (5,0)

ABTC 071
Word Processing II

This course is a continuation of ABTC 070. The course will cover additional instruction and practice with letter styles, tables, charts, and reports, plus many advanced features of word processing software such as merging, macros, outlines, graphics, and styles.

Prerequisites: ABTC 050, ABTC 070

2 CR / (5,0)

ABTC 072
Spreadsheets II

This course gives you an advanced knowledge of electronic spreadsheets. You will learn to use spreadsheets for advanced applications in today's workplace. Exercises include using advanced functions and formulas, performing calculations, filtering and formatting data, creating integrated documents, and developing custom spreadsheet applications. This course is a continuation of the material in ABTC 068.

Prerequisites: ABTC 050, ABTC 068, ABTC 080

2 CR / (5,0)

ABTC 075
Human Relations

This course concentrates on personal and professional development skills needed in today's workplace. These skills include self-examination and assessment, development of effective communication skills, interpersonal skills, client relations, teamwork, problem solving, and an understanding of business ethics.

Prerequisite: ABTC 050

1 CR / (5,0)

ABTC 080
Business Math and Calculator Skills

Good math skills are a valuable tool in today's business environment. Math skills are required for applications such as accounting, electronic spreadsheets, database management, and office procedures. This course examines current trends in office technology and teaches the touch method, explains common calculator features, and emphasizes business problem solving. Since communication skills are important in the business world, communication problems have been added to this course—these ask you to read, write, show, or draw explanations about new concepts.

Prerequisite: ABTC 050

1.5 CR / (5,0)

ABTC 081
Accounting I

This course gives you an introduction to manual accounting. The emphasis is on fundamental accounting principles and their application in day-to-day business situations. This course is based on a service business organized as a sole proprietorship. ABTC 081 covers basic bookkeeping and accounting skills, including double-entry general journal entries, posting to the general ledger, preparing a trial balance, recording adjustments in a

10-column worksheet, producing period-end financial statements, closing temporary accounts, maintaining petty cash, and preparing bank reconciliations. This course provides a solid foundation for those wishing to further their accounting skills through computer accounting programs, payroll, or advanced accounting courses.

Prerequisites: ABTC 050, ABTC 080

2 CR / (5,0)

ABTC 082
Accounting II

ABTC 082 is an intermediate approach to manual accounting. This course is designed to provide additional knowledge in common accounting systems including sales, purchases, taxes, inventory, and payroll. The concepts will be presented in the context of a merchandising business. You will study payroll concepts and principles, tax responsibilities, and annual reporting. Also, you will be introduced to specialized journals, combined journals, year-end procedures and worksheets, GST/PST, bad debts, and merchandise inventory. Financial statements are prepared in detail including a classified balance sheet, and an income statement with a cost of goods sold section.

Prerequisites: ABTC 050, ABTC 081

3 CR / (5,0)

ABTC 083
Computerized Accounting

This course introduces you to integrated computerized accounting. Upon completion, the student can establish company records; maintain daily transactions using the general ledger, accounts payable, accounts receivable, inventory, account reconciliation, and payroll features; and create financial statements.

Prerequisites: ABTC 050, ABTC 081

2.5 CR / (5,0)

ABTC 085
Business English

This course focuses on correct English usage in a business environment and provides a comprehensive review of grammar, punctuation, and style, as well as business spelling and vocabulary development. The course materials are presented in small, manageable learning segments. Why study business English? Employers continually report that job applicants with appropriate language skills are hard to find. This course is intended to help refine everyday language and make it effective for business purposes.

Prerequisite: ABTC 050

3 CR / (5,0)

ABTC 086
Business Communications

This course teaches you how to plan, organize, and write correct, effective, and reader-friendly business documents appropriate for use in today's global business environment. You will learn how to write business letters, memos, reports, and electronic messages. Each unit begins with a set of learning objectives. The assigned readings together with the reinforcement exercises are your principal learning activities. Additional materials and resources are available online.

Prerequisites: ABTC 050, ABTC 085

2 CR / (5,0)

ABTC 090
Administrative Procedures

The dynamic office of today requires that office workers demonstrate the ability to communicate effectively, think critically, apply problem-solving skills, and work effectively with other members of the office team. The rapid pace of change in the office of today demands that office workers have the ability to develop new skills and understand new processes as jobs evolve. In this course you will master essential organizational skills and develop efficient office practices in preparation for entry into the contemporary office.

Prerequisites: ABTC 050, ABTC 070

1 CR / (5,0)

ABTC 091
Records Management

The amount of information created and used in offices has increased significantly in recent years. Records, which contain all of the daily information necessary to the operation of any business, need to be managed effectively and efficiently. In today's office, maintaining the integrity of the records system means that all office workers need to be aware of the importance of correct creation, storage, use, retrieval, protection, control, and disposition of records. Technology continues to change the role played by today's office worker. This course will provide the student with the knowledge, skills, and abilities to face these challenges and new responsibilities in dealing with both manual and electronic files.

Prerequisites: ABTC 050, ABTC 070

1 CR / (5,0)

ABTC 095
Job Search Techniques

This course helps you develop successful job search strategies for today's competitive and changing job market. Topics include self-assessment, employability skill testing, job search strategies and research, using the Internet for job search and career planning, networking, resumés, employment-related communications, application forms, portfolios, and interviews.

Prerequisites: ABTC 050, ABTC 070

1 CR / (5,0)

ABTE 074
Business Communications I

Effective communication is essential to successful family, social, and business relationships. Good communication skills can positively affect most aspects of our relationships with others. Participants in a business must not only acquire a thorough knowledge of their field, but also they must be effective communicators. All office personnel, including administrative assistants, managers, reservation clerks, accountants, executives, and computer operators must listen, speak, write, and read on their jobs; often these employees spend the majority of their working hours communicating with clients, suppliers, and coworkers. Traditionally, the highest communication standards have been expected of office personnel.

2.5 CR / (4,1)

ABTE 075
Business Communications II

This course is a continuation of ABTE 074. Emphasis is placed on applying the techniques of planning and organizing to writing a variety of communications, such as request letters, order letters, sales letters, memos, and e-mails. The application of oral communication skills to formal speeches and informal talks will form an important component of this course. In addition, job search skills such as designing a resumé, writing a letter of application, and participating in effective interviews will be acquired. Traditionally, the highest communication standards have been expected of office personnel.

Prerequisite: Successful completion of ABTE 074 and keyboarding/word processing skills or equivalent as assessed by the ABT program committee

2.5 CR / (1,4)

ABTH 070
Human Relations

This course helps students develop an understanding of human relations, good self-esteem, teamwork skills, a customer-focused attitude, an organizational effectiveness plan, and interpersonal communication skills. All jobs have a human relations responsibility. Accordingly, one must strive to develop interpersonal skills that will have a positive influence on relationships. This course explores strategies and techniques to positively influence an employee's performance in an office position.

1 CR / (2,0)

ABTL 010

Introduction to the Canadian Legal System

The primary purpose of this course is to provide the student with a general understanding and a working knowledge of the Canadian legal system.

Prerequisite: Program entrance

3 CR / (5,0)

ABTL 020
Legal Office Procedures

This course introduces the student to the legal profession, including the functions and duties of the legal administrative assistant in British Columbia. Topics covered will include: legal terminology, legal office procedures, precedents, preparation of correspondence and basic legal documents, legal recordkeeping and billing, and citations and references to Acts.

Prerequisite: Program entrance

3 CR / (5,0)

ABTL 030
Litigation Procedures I

Litigation Procedures I introduces the student to the functions and duties of a legal administrative assistant working in civil litigation in BC. Subjects covered will include terminology and rules relating to preparing and handling legal correspondence and documents in civil litigation actions and matters in the Supreme Court of BC. Litigation Procedures I will also introduce students to the legal concepts necessary to a basic understanding of the functioning of the courts and the professional environment that they will be entering. This is primarily a hands-on course in which the students integrate keyboard, computer, transcription, and document formatting with a knowledge of civil law. Because it is intended that the student progress on to Litigation Procedures II after taking Litigation I, this course deals with documents and procedures from the initiation of a lawsuit through to the completion of pleadings and the possibility of obtaining default judgment. It does not deal with preparation for trial, interlocutory applications, or procedures after trial, all of which are covered in ABTL 040.

Pre- or corequisites: ABTL 010, ABTL 020

3 CR / (5,0)

ABTL 040
Litigation Procedures II

Litigation Procedures II builds on skills and knowledge from ABTL 030. Subjects covered will include terminology and rules relating to preparing and handling legal correspondence and documents in civil litigation actions and matters in the Supreme Court of BC. Litigation Procedures II will continue the students' introduction to the legal concepts necessary to a basic understanding of the functioning of the courts and the professional environment that they will be entering. This is primarily a hands-on course in which the students integrate keyboard, computer, transcription, and document formatting with a knowledge of civil law. As the second of two Litigation Procedures courses, this course deals with documents and procedures from the discovery process to preparation and attendance at trial and post-trial procedures including bills of costs and enforcement procedures. This course also deals with preparation for Chambers hearings. It does not deal with the initiation of lawsuits, drafting pleadings, or applying.

Prerequisite: ABTL 030

3 CR / (5,0)

ABTL 050
Family Litigation Procedures

Family Litigation Procedures introduces the student to the functions and duties of a legal administrative assistant working in a family law practice in BC. Subjects covered include legal terminology, the applicable provincial and federal statutes, the court system, and the theory and practical application of preparation of legal correspondence, undefended and defended divorces, and separation and marriage agreements.

Prerequisite: ABTL 030

Corequisite: ABTL 040

3 CR / (5,0)

ABTL 060
Corporate Procedures I

This course introduces the student to the role and responsibilities of a Legal Administrative Assistant working in the field of corporate law. Through an extensive overview of the various forms of business organizations, this course will cover corporate structure including Sole Proprietorship, Partnership (General and Limited), and Corporations (Private: Non-Reporting, and Public: Reporting) and Corporate Registry. Students will acquire a basic knowledge of the Business Corporations Act, learn specialized terminology, and apply practical experience in document preparation, necessary for maintaining records of a British Columbia corporation. The course covers incorporation procedures, post-corporate procedures, and annual maintenance also.

Prerequisites: ABLT 010 and ABTL 020

3 CR / (5,0)

ABTL 065
Corporate Procedures II

This course is a continuation of the material covered in ABTL 060 which introduced the student to the role and responsibilities of a Legal Administrative Assistant working in the field of corporate law. This course covers corporate structure and completion of filing forms as it relates to Sole Proprietorship, Partnership, Limited Partnerships, Societies, Co-operatives, Non-Reporting companies and Extra-Provincial Non-Reporting companies. The course also introduces the student to Securities and to BC Online (an Internet access to government services and information about BC companies).

Prerequisite: ABTL 060

3 CR / (5,0)

ABTL 070
Conveyancing Procedures I

This course introduces the student to the role and responsibilities of a Legal Administrative Assistant employed in the field of conveyancing in British Columbia. Subjects covered will include knowledge and practical experience in topics such as systems of land registration, land title searches, contracts of purchase and sale, methods to convey interests in land, statements of adjustments, and the execution and registration of electronic documents filed in Land Title Offices. This course focuses on the purchaser's procedures for a simple conveyance not involving financing. After taking ABTL 070, students should progress on to ABTL 080 which will cover procedures for financed purchaser conveyances, vendor sales, and mortgage loans. ABTL 080 will also cover acting for a purchaser and a mortgagee at the same time, as well as documents involved in the sale and purchase of manufactured homes.

Prerequisites: ABTL 010 and ABTL 020

3 CR / (5,0)

ABTL 080
Conveyancing Procedures II

This course introduces the student to the role and responsibilities of a Legal Administrative Assistant employed in the field of conveyancing in British Columbia. This course is a continuation from the material covered in ABTL 070. Students will gain knowledge and practical experience in topics such as methods to convey interests in land involving purchaser financing, strata property considerations, builder's liens, acting for the vendor, acting for mortgage lenders, additional adjustments for statements of adjustments, authorities to pay, the execution and registration of electronic documents filed in Land Title Offices, acting for both the purchaser and mortgagee, and documents for the transfer of manufactured homes.

Prerequisite: ABTL 070

3 CR / (5,0)

ABTL 090
Wills and Estates

This course introduces the student to the role and responsibilities of a Legal Administrative Assistant employed in the field of wills and estates in British Columbia. Students will gain knowledge and practical experience in preparation of wills and codicils and the documents

necessary to apply grants of Letters Probate and Letters of Administration (with and without a Will), Administration Bonds, transferring the deceased's assets, and winding up estates. Students will prepare documents acceptable to the Probate Registry for filing, followed by transmission and distribution of estates. This is a hands-on course in which the students integrate keyboard, computer, document formatting, and transcription skills, with knowledge of estate law.

Prerequisites: ABTL 010 and ABTL 020

3 CR / (5,0)

ABTP 072
Office Procedures

This course introduces the student to a variety of office procedures including banking and financial management, planning meetings and conferences, postal services, reprographics, telephone and telecommunications, and travel arrangements. This course will also provide students with basic training in file management to meet the entry-level file management needs of a business. Students will learn to manage secretarial responsibilities professionally and exhibit a positive and co-operative attitude. Students will use critical thinking skills to analyze their projects in order to produce work of acceptable business quality.

1.5 CR / (2,1)

ABTP 078
Office Simulations in the Electronic Office

Using information from the text and varied reference materials, the student 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, machine transcription, computational skills, etc. In addition, the student will gain experience working as part of a team.

Prerequisites or corequisites: ABTP 072, ABTW 043, ABTW 073 or equivalents as assessed by the ABT program committee

3 CR / (0,6)

ABTV 072
Work Experience

As an integral part of the learning experience, practicum placement weaves together the various knowledge strands to which the student has been exposed. The practicum deepens the student's understanding of classroom experience and is a bridge for the student between the academic present and the professional future. The practicum is a three-way partnership among the College, the student, and a host employer where practical experience is gained in an actual office environment.

Prerequisites or corequisites: Successful completion of or current enrolment in, with a minimum grade of "C", all courses in the Administrative Assistant certificate program

3 CR / (0,6)

ABTW 043
Word Processing/Document Production Levels I, II, and III

This course combines a beginner and/or refresher course in basic keyboarding skills with an introduction to the basic document formatting functions of a word processing software program. In addition, the course will cover intermediate and advanced functions of a word processing software program and advanced formatting techniques. Throughout the course, the student will continue to develop speed and accuracy in keyboarding skills.

Prerequisites: Minimum keyboarding speed of 20 net words per minute.

5 CR / (0,10)

ABTW 073
Microcomputer Applications I

This course provides working-level computer literacy through extensive hands-on experience with microcomputer applications, as well as in-class discussions of typical uses. The experience provides the confidence to make a comfortable adjustment to whatever computer tools are available in the workplace.

2.5 CR / (0,5)

ABTW 074
Microcomputer Applications II

This advanced microcomputer applications course is designed to initially reinforce Windows environment features and to then provide the opportunity to learn the more advanced features of spreadsheet, database, and word processing programs. The course also includes instruction in using the object linking and embedding features of these programs and provides practice in researching data on the Internet for production of and inclusion in documents.

Prerequisites: ABTW 043, ABTW 073

2.5 CR / (0,5)

ABTW 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 the preparation of 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: ABTW 043 or equivalent as assessed by the ABT program committee

2.5 CR / (0,5)

Accounting

ACC 149 **BUS**
Accounting Essentials for Non-Accountants

This course presents a broad range of accounting-related topics of particular interest to business owners and entrepreneurs. The focus is on those things a business owner really needs to know and includes such items as government requirements for tax and payroll, financial statement interpretation and analysis, bookkeeping basics, accounting systems, and interacting effectively with your accountant.

3 CR / (3,0)

ACC 151 **BUS**
Accounting I

This course is a study of the fundamental concepts and techniques of the accounting process in proprietorships and corporations. Students are taken through the accounting cycle. Topics include the balance sheet equation, journals, adjusting entries, financial statement preparation, and closing entries. Current and capital assets are studied in detail. Topics include cash, receivables, inventories, and acquisition, amortization, and disposal of capital assets. Current liabilities are also discussed.

3 CR / (4,0)

ACC 152 **BUS**
Accounting II

A continuation of the introduction to fundamental accounting concepts and techniques. Topics include partnership and corporation accounting, investments and shareholders' equity. The cash flow statement is studied, and financial analysis is introduced. The computer lab component provides an introduction to electronic spreadsheet software and computerized accounting software.

Prerequisite: ACC 151

3 CR / (3,1.5)

ACC 251 **BUS**
Intermediate Accounting I

A sound knowledge of fundamental accounting principles is essential to deal with the concepts presented in this course. The emphasis is on solving problems related to the preparation of financial statements. Specific financial statement elements covered are cash, accounts receivable, inventories, capital assets, and investments. The preparation of the Financial Statement is thoroughly reviewed.

Prerequisite: ACC 152 or COM 204

3 CR / (4,0)

ACC 252 **BUS**
Intermediate Accounting II
An analysis of financial statement elements started in ACC 251 is concluded with coverage of current liabilities, long-term debt, and shareholder's equity. Special topics include leases, pensions, income tax, and financial statement analysis. The preparation of the Cash Flow Statement is thoroughly reviewed.
Prerequisite: ACC 251
3 CR / (4,0)

ACC 255 **BUS**
Management Accounting I
This course is an introduction to managerial accounting. Emphasis is placed on cost for planning and control. Some of the topics include cost terms and classifications, job-order costing, process costing, activity-based costing, cost behaviours, and cost-volume-profit relationships. The computer lab component utilizes spreadsheet software.
Prerequisite: ACC 152 with spreadsheet software or COM 204
3 CR / (3,1.5)

ACC 256 **BUS**
Management Accounting II
This course is a continuation of Management Accounting I. Some of the topics include variable costing, budgeting, standard costs, overhead analysis, transfer pricing, evaluating performance, relevant costs for decision making, and capital budgeting. The computer lab component utilizes spreadsheet software.
Prerequisite: ACC 255
3 CR / (3,1.5)

ACC 268 **BUS**
Computerized Accounting I
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 269 **BUS**
Computerized Accounting II
This course builds on the Simply Accounting software skills learned in ACC 268. Students continue to practice setting up a company's books, processing transactions, and printing financial reports. In addition, students will learn more advanced topics such as account reconciliation, debit card sales, credit card sales, and purchase order and sales order generation, to name a few. Also, they will learn to use the Inventory and the Payroll Modules and how they fit with the other modules.
Prerequisite: ACC 264 or 268
2 CR / (0,2)

ACC 270 **BUS**
Computerized Accounting
This course is intended to give students a working knowledge of a commonly used accounting software program. Students gain a conceptual understanding of topics and applied skills in setting up a company's books and the full accounting cycle. Topics include: general ledger set-up, special journals, subsidiary ledgers, credit transactions, sales taxes, payroll and source deductions, inventory, budgeting, and account reconciliations.
Prerequisite: ACC 152 or COM 204
3 CR / (1,2)

ACC 354 **BUS**
Advanced Accounting
This course covers the following topics 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 **BUS**
Auditing
This course 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)

Anthropology

ANTH 101 **UT**
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 **UT**
Introduction to Physical Anthropology and Archaeology
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 **UT**
Social Structure I: Ethnography
An examination of the ethnological approach to culture and society with a focus on social/cultural varieties of expression.
Prerequisite: ANTH 101 or permission from instructor
3 CR / (3,0)

ANTH 202 **UT**
Social Structure II: Theory and Method
Examination of major concepts and theories used in anthropology.
Prerequisite: ANTH 101 or permission from instructor
3 CR / (3,0)

ANTH 205 **UT**
Anthropology of Food
This course examines ways in which food acts as a cultural symbol, an economic asset, an ethnic marker, and a way of relating families, classes, nations, and global communities. It examines relationships between food and religion, food and gender, and food and the human body (obesity, anorexia, and bulimia). Other topics include food preparation; vegetarianism and meat-eating (including cannibalism); moral and ethical aspects of food production, including industrial food, fast food, and the Slow Food movement; and connoisseurship, Frankenfoods, and cookbooks.
Prerequisite: ANTH 101
3 CR / (3,0)

ANTH 206 **UT**
Anthropology of Medicine
Medical anthropology focuses on beliefs and practices related to human health. One of the most important questions asked by medical anthropologists is, "How do disease and illness change culture, and how does culture change illness and disease?" This course begins by presenting evidence from our past and continues with examinations of causation, witchcraft, the cultural construction of illness, mental illness in different cultures, the different roles of practitioners (shamanism, etc.), and how culture impinges on illness and disease.
Prerequisite: ANTH 101
3 CR (3,0)

Applied Science (Engineering)

APSC 100 **UT**
Introduction to Engineering
This is a mandatory non-credit course for engineering students. The student is given an opportunity to meet practicing engineers and discuss their areas of specialization.
0 CR / (1,0)

APSC 120 UT
Engineering Drawing

This is an introductory mechanical drafting and computer aided drafting course for those students who are interested in a degree in engineering. Topics covered are orthographic projection, technical sketching, engineering geometry, graphic solution of space and vector problems, azimuth and bearing problems, contour lines, cutting planes and developments, graphical integration and differentiation, logarithmic graphs, and presentation of engineering data on graphs.

3 CR / (2,3)

Astronomy

ASTR 101 UT
Introductory Astronomy 1

An introductory course for science credit. The emphasis will be on the solar system introduced in a historical context. Also covered will be basic observing, celestial co-ordinates, astronomical instruments, and the relevant basic physics.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at 250-561-5815.

Prerequisites: Physics 11 or PHYS 045 and Math 11 or MATH 045

Prerequisites (effective Sept. 15, 2012,): Pre-calculus 11 or Foundations of Math 11 with a B or higher or MATH 045 or equivalent.

3 CR / (3,3)

ASTR 102 UT
Introductory Astronomy II

An introductory course for science credit to follow ASTR 101. The emphasis will be on stars (stellar parallax and motions, the HR diagram, star clusters, stellar models, stellar evolution, exotic objects) and galaxies (the Milky Way Galaxy, external galaxies, cosmology).

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at 250-561-5815.

Prerequisite: ASTR 101 or permission of the instructor

3 CR / (3,3)

ASTR 105 UT
Introductory Astronomy

An introductory course for the non-science student. Topics include: A brief history of astronomy, ancient to modern; the methods and tools of astronomy; the earth, moon, and solar system; the sun; properties of stars; multiple systems; variable stars; stellar evolution and the death of stars; the Milky Way; distant galaxies and cosmology. Students will be participating in several observing sessions.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at 250-561-5815.

3 CR / (3,0)

Automotive — Foundation Level

AUTO 190
Foundation-Level Automotive

This 30-week program introduces the automotive repair and services industry and prepares students for apprenticeship positions or employment in dealerships, specialty repair shops, parts departments, service writer positions, and more.

Automotive Apprenticeship

Note: The following courses are restricted to students in the Automotive Apprenticeship program.

AUTO 150
Level 1 Technical Training

This course covers safe work practices; wheels, hubs, tires, and bearings; frames and manual suspension systems; manual and power steering; brake systems; and basic electrical and batteries

AUTO 250
Level 2 Technical Training

Topics include gasoline engines; diesel engines; cooling systems; exhaust systems; engine lubrication systems; auxiliary electrical; air conditioning and HRAI ODS course; diesel fuel injection systems; starting motors and circuits; and AC charging systems.

AUTO 350
Level 3 Technical Training

This course covers the following: covers standard and electronic ignition systems; fuel systems; emission control systems; and electronic engine controls.

AUTO 450
Level 4 Technical Training

This course covers clutches, standard transmissions/transaxles, and manual overdrive; testing and servicing transfer cases; testing and servicing automatic transmissions; the Air Care program; testing and servicing drive lines; and testing and servicing drive axles and differentials.

Aviation Business Diploma

AVIA 161
Introduction to Aviation

This course includes the theory needed to become a private pilot. It prepares students for the Transport Canada Private Pilot written examination and gives the necessary theory for private license flight training. Topics include air regulations, aerodynamics and theory of flight, airframes, engines and systems, flight instruments, flight operations, radio and electronic theory, navigation, meteorology, licensing requirements, pilot decision-making, and human factors.

Prerequisite: Admission to the Aviation Business Diploma Program

2 CR / (50 hours per term)

AVIA 162
Flight Training — Private

AVIA 162 is a two-semester course, as it contains all flight training for the private pilot license, and students are given continuous training, building on each previous lesson until all requirements are complete. This course provides the aircraft and simulator training toward the private pilot licence. It satisfies all of Transport Canada's minimum licensing requirements for the private pilot licence, including cross country and instrument hours. The simulator portion introduces students to basic instrument flying and to radio aids to navigation.

Prerequisites: Admission to the Aviation Business Diploma Program

2 CR / (87 hours per term)

AVIA 201
Aviation Theory I

This course provides a review of the theory received in the private pilot licence training, and an introduction to the subject matter that a commercial pilot must know in the areas of theory of flight, aircraft systems, Canada Air Regulations, meteorology, and navigation. Topics covered include: orientation, theory of flight, instrument, navigation holding, aviation law, propulsion, airframes, systems and limitations, meteorology and navigation.

Prerequisites: Private Pilot Licence

3 CR / (60 hours lecture)

AVIA 211
Simulation — Instrument Procedures I

In this course students are introduced to attitude instrument flying, basic instrument procedures, and navigation using computer-based training. Students will develop the knowledge to: identify VOR/ADF airways, and track within these airways; perform ILS, NDB, and Localizer approaches; demonstrate how to

enter and maintain holds; and perform cross-country planning.

Prerequisites: Private Pilot Licence

1 CR / (35 hours per term)

AVIA 221
Aircraft – Commercial I

This course begins with a review of the basic flying skills of the student and then introduces attitude instrument flying procedures, and instrument flight navigation. Upon completion of this course, the student will have developed the knowledge and skills to: plan and execute cross-country flying; demonstrate emergency procedures; recognize and respond to radio aids to navigation; and, demonstrate night flying ability. A student must obtain an overall grade of 70% without any failing items in order to obtain credit for this course.

Prerequisite: Private Pilot Licence

2 CR / (60 hours per term)

AVIA 231
Human Factors I

This is an airmanship course which focuses on human factors associated with flight, including pilot judgment and decision-making. Students will learn pilot judgment is a process which produces a thoughtful, considered decision relating to the operation of an aircraft, along with the response to the decision. This course also introduces the physiological factors that affect pilots and flight. Discussion of case studies is frequently used to point out the significance to the concepts which are introduced.

Prerequisite: Private Pilot's Licence

1 CR (20 lecture hours per term)

AVIA 241
Fitness I

A commercial pilot's health and weight can be impacted by lack of routine and unpredictable hours. A pilot needs to engage in regular physical activity to maintain cardiovascular and muscular fitness, and ensure he/she gets enough sleep to keep normal biochemical, physiological, and behavioral rhythms in sync. Students in this course are required to set up a Personal Fitness Program at a local fitness facility and attend a minimum of 24 fitness sessions per semester. A student must obtain an overall grade of 70% without any failing items in order to obtain credit for this course.

Prerequisite: Admission to the Aviation Business Diploma Program

1 CR / (25 hours per term)

AVIA 242
Fitness II

Students in this course are required to expand on their Personal Fitness Program developed in AVIA 241, augmented to include activities that will physically challenge, and attend a minimum of 24 fitness sessions in the semester. A student must obtain an overall grade of 70% without any failing items in order to obtain credit for this course.

Prerequisite: Admission to the Aviation Business Diploma Program

1 CR / (25 hours per term)

AVIA 302
Aviation Theory II

This course contains theory in the subject areas of aeronautics, meteorology, navigation, and power plants to bring students to a commercial pilot standard and prepare them for the Transport Canada commercial written examination, and an introduction to the concepts underlying the flying of an aircraft by reference solely to the instruments. Topics covered include: radio navigational aids, holds, approaches, IFR rules and procedures and aircraft propulsion. During this course, students will write the Transport Canada Commercial Pilot written exam.

Prerequisites: AVIA 201

3 CR / (60 hours per term)

AVIA 312
Simulation — Instrument Procedures II

This course is a continuation of AVIA 211. It continues to develop the student's instrument flying skills in the flight training device to a single-engine instrument flight test standard. Upon completion of this course, the student will have developed the knowledge and skills to:

- Recognize and respond to radio aids to navigation;
- Demonstrate instrument flying techniques and procedures in accordance with instrument flight rules;
- Execute flying techniques for departures, en route, and arrivals;
- Accurately perform holds and approaches; and,
- Understand in-flight emergencies.

A student must obtain an overall grade of 70% without any failing items in order to obtain credit for this course.

Prerequisites: Admission to the Aviation Business Diploma Program and AVIA 211

1 CR / (40 hours per term)

AVIA 322
Aircraft — Commercial II

This course is a continuation of Aviation 221 and prepares the student for the commercial pilot flight test. Upon the completion of this course, the student will have developed the knowledge and skills to:

- Execute instrument flying procedures;
- Demonstrate IFR flight operations;
- Demonstrate IFR cross country operations;
- Demonstrate aircraft operating techniques; and,
- Complete the commercial pilot flight test.

Prerequisites: Admission to the Aviation Business Diploma Program and AVIA 221

2 CR / (54 hours per term)

AVIA 332
Human Factors II

This course is a continuation of Aviation 231. Topics covered include survival training, dangerous goods and hazardous materials, latent problems in aviation, human issues related to automation, and advanced physiology. Also discussed are human factors as they apply to maintenance, crew resource management concepts, and error management.

Prerequisites: AVIA 231

1 CR / (20 hours per term)

AVIA 381
Float and Tail Dragger

Handling a seaplane on the water requires a great deal of skill and judgment. What might one day be simple beaching or docking could change greatly the next day depending on wind, water conditions, available space, etc. Likewise, seaplane operations are often conducted far from resources that landplane pilots tend to take for granted, such as weather and flight planning, refuelling, and air traffic services. This course teaches the student the theory behind maneuvering a seaplane through water at various taxi speeds for different purposes, how to master water-handling skills, and how to develop a high level of situation awareness to make good decisions as a seaplane pilot.

Prerequisites: Private Pilot Licence

3 CR / (65 hours per term)

AVIA 382
Aviation Wilderness Survival

This course teaches practical techniques for aviation wilderness survival, including an understanding of the emotional aspects of surviving an aircraft accident, wilderness first aid, orienteering skills, gathering food and water, dealing with wildlife, and using pieces of the aircraft as protection from the elements. Included in this course is a three-day outdoor survival exercise during which students will apply practical techniques they learn.

Prerequisites: Private Pilot Licence

3 CR / (54 hours per term)

Biology

BIO 045
Advanced Preparatory Biology

A lab-oriented course dealing with the basic elements of biology. Emphasis will be placed on the study of ecology and will include a survey of the diversity of plant and animal life.

Prerequisites: English 030 or English 10 or appropriate reading level as evaluated by the CCP placement test

BIO 050
Provincial Preparatory Biology

A lab-oriented course dealing with the basic elements of biology. The emphasis will be placed on the study of cell biology, bioenergetics, genetics and human biology.

Prerequisites: One of Biology 045, Biology 11, English 045, English 12 or English 12: First Peoples; or appropriate reading comprehension level as evaluated by a CCP placement test

BIO 103 **UT**
Biology for Humanities and Social Science Students I

Biology 103 is a general biology course which introduces non-science students to basic scientific methods and concepts. This course focuses on the fundamental unit of living things, the cell. A study of cell structure and metabolism provides a basis for understanding the basics of cancer, genetics, and gene technology. A variety of current gene technology applications is presented.

3 CR / (3,3)

BIO 104 **UT**
Biology for Humanities and Social Science Students II

Biology 104 is a general biology course which introduces non-science students to basic scientific methods and concepts. The focus is on evolution and ecology. Students will develop the concept of an evolving biosphere as a basis for exploring the human place in the biosphere.

3 CR / (3,3)

BIO 105 **UT**
Basic Microbiology

The basic principles of microbiology are presented in this course, with an emphasis on the relevance of these principles to human health. This course deals with studies of the morphology, growth, and modes of transmission of microorganisms. Topics will also include asepsis, immunology, chemotherapeutic drugs, and epidemiology of infectious diseases.

Note: This course is primarily reserved for nursing students. Other UT students may take this course with permission from the instructor, subject to seating availability.

Prerequisites: Biology 12 or 050, Chemistry 11 or 045

3 CR / (3,1)

BIO 107 **UT**
Cellular and Organismal Biology

An introductory course emphasizing principles of wide applications to all organisms, including cell structure and function, nutrition, energetics, and physiology and reproduction. Examples are drawn from both the cellular and whole organism levels of organization. The laboratory will explore biological principles through a study of several local ecosystems; field trips during laboratory sessions will be mandatory.

Prerequisites: Biology 11 or 045 and Chemistry 11 or 045

3 CR / (3,3)

BIO 111 **UT**
Human Anatomy and Physiology I

This course is the first half of a comprehensive survey of the structures and functions of the human organ systems. Lecture topics include cellular physiology, histology, and studies of the integumentary, skeletal, nervous, and endocrine systems. An extensive laboratory component is included. This course is appropriate for students who intend to enter Health Sciences programs.

Prerequisites: Biology 12 or BIO 050 or BIO 107; and Chemistry 11 or CHEM 045

3 CR / (3,3)

BIO 112 **UT**
Anatomy and Physiology II

This course is a continuation of Human Anatomy and Physiology I. It is designed to cover the anatomy and physiology of the muscular, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. The emphasis is on the importance of homeostasis and how it is maintained by the concerted functioning of body systems. A laboratory component is included.

Prerequisite: BIO 111

3 CR / (3,3)

BIO 120 **UT**
Genetics, Evolution, and Ecology

An introductory course exploring topics in the mechanism of inheritance at the organismal and molecular levels, evidence for and mechanisms of evolution, ecological relationships, and animal behaviour. The laboratory will include several long-term investigations, including laboratory experiments on organism-environmental relationships and optional field work.

Prerequisites: Biology 11 or 045 and Chemistry 11 or 045

3 CR / (3,3)

BIO 130
Anatomy and Physiology for Practical Nurse

This course is an admission requirement for the Practical Nurse program as of September 2012. This course gives an overview of the structure and function of ten body systems. It also encourages various health promotion strategies that work toward the optimal functioning of these systems.

Prerequisite: Biology 12 or BIO 050 with a grade of C or better

3 CR / (4,0)

BIO 201 **UT**
Cell Structure

Beginning with experimental techniques, this course covers physical and chemical aspects of biological structure in prokaryote and eukaryote cells. Additional topics include cell events (mitosis, meiosis, and movement) and correlations of structural diversity with functional specialization.

Prerequisites: BIO 107 and 120, CHEM 111 and 112 or CHEM 113 and 114

Prerequisite or corequisite: CHEM 203

3 CR / (3,3)

BIO 202 **UT**
Introductory Biochemistry

An introductory biochemistry course focusing on the chemical basis of life. This course emphasizes the biochemistry and function of proteins, DNA, carbohydrates and lipids in living systems. Other topics covered include bioenergetics, properties of enzymes, regulation of enzymatic activity, and current laboratory technology used in the recovery and analysis of DNA and proteins.

Prerequisite: BIO 201

Prerequisite or corequisite: CHEM 204

3 CR / (3,3)

BIO 205 **UT**
Introduction to Microbiology I

A historical perspective of microbiology, followed by topics which include a survey of the bacteria, bacterial cell structure in relation to its function, bacterial growth kinetics, and a survey of the lower protists. An introduction to virology and bacterial metabolism, including environmental factors which affect microbial growth and survival will also be presented.

Prerequisites: BIO 107 and 120

Prerequisite or corequisite: CHEM 203

3 CR / (3,3)

BIO 206 **UT**
Introduction to Microbiology II

This course will include an introduction to the genetics of bacteria and viruses; sporulation as a form of bacterial differentiation; immunology, including both antibody and cellular responses to antigen, and an analysis of host-parasite relationships.

Prerequisite: BIO 205

Prerequisite or corequisite: CHEM 204

3 CR / (3,3)

BIO 207 **UT**
Comparative Anatomy of Vertebrates

A systematic approach to the comparative anatomy of the vertebrates. Organisms exhibiting a variety of morphological advances will be dissected in the laboratory.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at 250-561-5815.

Prerequisites: BIO 107 and 120

3 CR / (3,3)

BIO 211 **UT**
Invertebrate Zoology

A systematic treatment of the invertebrates following evolutionary trends in form and function. A representative selection of invertebrates will be examined in the laboratory.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at 250-561-5815.

Prerequisites: BIO 107 and 120

3 CR / (3,3)

BIO 220 **UT**
Introductory Genetics

An introductory course exploring the mechanism of inheritance at the cellular and molecular levels. Topics include the chemical nature of DNA, DNA replication, gene expression, DNA repair, genomics, Mendelian and non-Mendelian genetics. The laboratory will include several long-term investigations, many of which employ the use of the important model organism, *Drosophila melanogaster*. Experiments include genetic mapping of drosophila genes, population genetics, genome database searches/bioinformatics, and human genome analysis.

Prerequisites: BIO 107, BIO 120, and either CHEM 112 and 112 or CHEM 113 and 114

3 CR / (3, 3)

Business

BUSN 250
International Business Field School and Cultural Exchange

The participants will experience a hosted, active field study of business practices in an international setting. The three areas of focus are business practices, socio-culture, and communications. Participants will experience and examine the international aspects through planning, travel, day-to-day living, selected lectures, activities, and field trips along with interaction with professionals and students within the international setting. Structured sessions will include aspects of the three focal areas. The formal learning activities will occur during preparation to the field trip, extensively while on site at the host institution, complemented by tours and visits to regional sites and through reflective examination upon the participants' return to the College of New Caledonia. Participants will examine the diversity of business practices including the perspectives of local entrepreneurs within the retail, finance, transportation, and communications sectors. Key to the experience will be extended interaction with host students studying Business and International Relations.

Prerequisites: Prior completion of 15 credits recognized by CNC's Business or Commerce programs

3 CR / (90 hours)

Carpentry — Foundation Level

CARP 190
Foundation Level Carpentry

This 21-week program introduces the carpentry trade and prepares students for apprenticeship positions or employment in residential, commercial, light industrial or heavy construction.

Carpentry Apprenticeship

Note: The following courses are restricted to students in the Carpentry Apprenticeship program.

CARP 150
Level 1 Technical Training

This course covers a description of the carpentry trade; safe work practices; interpreting drawings and specifications; identifying materials; hand tools; portable power tools; shop equipment; survey instruments; site layouts; building concrete framework; and framing residential housing.

CARP 250
Level 2 Technical Training

Topics include safe work practices; interpreting drawings and specifications; identifying materials; portable power tools; survey instruments; site layout; building concrete formwork; rigging and hoisting equipment.

CARP 350
Level 3 Technical Training

This course covers the following: interpreting drawings and specifications; identifying materials; hand tools; portable power tools; shop equipment; survey instruments; framing residential housing; applying finishing materials; and insulation and energy conservation.

CARP 450
Level 4 Technical Training

This course covers interpreting drawings and specifications; identifying materials; survey instruments; site layout; building concrete formwork; framing residential housing; using special construction features; and applying finishing materials

Community and School Support Program

Note: CASS courses are restricted to students in the three CASS programs (Community Support Worker, Education Assistant, and Human Service Citation).

CASS 110
Communication Skills

Delivered via distance education.

Topics include perception of self and others, verbal and non-verbal communication, managing conflict, communication in work relationships, effective participation in groups and teams, and the ethics of communication. Consideration is also given to the influence of disability, gender, and culture on communication.

Note: Students need access to video camera equipment to complete two assignments for this course. Prince George students participate in a Skills Workshop; students outside Prince George participate in a teleconference.

3 CR

CASS 120
Human Diversity: A Disability Perspective

Delivered via distance education.

Human development takes many diverse paths. This course examines disability as one expression of this richness. The common categories of disability are surveyed within the context of the person and his/her cultural, social, and physical environments. Students will also explore how disability is viewed and valued in Canada, as well as some current examples of disability culture.

3 CR

CASS 130
Ethical Foundations of Practice

Delivered via distance education.

Community and school support staff need to have a solid grounding in ethics in order to work competently with vulnerable people.

This course introduces the Canadian Charter of Rights and Freedoms, the BC Human Rights Code, and relevant professional codes of ethics as foundations of practice. Using a selection of short case studies, students will reflect on the balance between their own personal and professional ethics, learn to identify ethical dilemmas, and apply a process for ethical decision making. The course also reviews relevant law and liability issues.

3 CR

CASS 140
Positive Approaches to Teaching and Learning: Part I

Delivered via distance education.

This course introduces the student to strategies for teaching new skills and addressing challenging behaviour. The intent of this course is to provide a thorough exposure to training strategies and procedures, while alerting the student to ethical concerns when using these strategies.

3 CR

CASS 145
Positive Approaches to Teaching and Learning: Part II

Delivered via distance education.

A continuation of CASS 140, this course builds on the foundation of the introduction to behaviour change. Successful students will expand their knowledge of developing and implementing procedures of behaviour change to enhance the quality of life of individuals with developmental disabilities.

Prerequisite: CASS 140 (with a minimum "C" grade)

3 CR

CASS 150
Life Planning and Support Systems

Delivered via distance education.

In this course, life planning is presented as a process that values and empowers individuals and their families. Several "person-centred" methods to assess needs, make decisions, act, and evaluate are discussed. The course also surveys a variety of formal (e.g., education, social service) and informal (e.g., family) systems that support individuals with disabilities in fulfilling their life dreams.

Prerequisites: CASS 140 and 145 (with a minimum "C" grade in each)

3 CR

CASS 160
Physical Care

Delivered via distance education.

Maintaining the physical health and safety of persons with a disability and the staff who support them is the focus of this course. Emphasis is given to providing personal care in the most dignified and least intrusive ways possible. Topics covered in the course include personal hygiene, nutrition, feeding, body mechanics, lifting and transferring, and medication safety. Procedures for responding to medical emergencies, such as seizures, are also discussed.

3 CR

CASS 180
Supporting Literacy in Diverse Classrooms

Delivered via distance education.

This course introduces the education assistant to the basic skills, knowledge, and attitudes necessary for learning to read, write, and communicate in BC classrooms (Grades K–10). The course looks specifically at the impact that disabilities such as learning disabilities, autism spectrum disorders, intellectual disability, physical disability, and sensory (vision and hearing) disabilities may have on a young person's literacy and communication. The course uses a balanced literacy framework and introduces a wide variety of practical and positive ways that education assistants can support diverse students.

3 CR

CASS 190
Practicum (Community Support Worker)

Delivered via distance education.

CASS 190 is a community-based practicum. It is an opportunity for students to integrate and apply skills, attitudes and knowledge learned in coursework. Under the guidance of an individual with a developmental disability and/or their caregivers, students are expected to facilitate a complete planning process which includes getting to know the person, helping him/her identify goals, locating and implementing community resources/supports in order to achieve the goal, evaluating outcomes, and anticipating future needs or transitions. Students are responsible for identifying local mentors or supervisors. Practicum students complete a variety of assignments and journal exercises, and participate in a seminar. (The seminar may be online, via teleconference or face-to-face, depending on student schedules and locations.)

Prerequisites: CASS 110, 120, 130, 140, 145, 150, and 160 (with a minimum "C" grade in each) and an approved elective; Criminal Record Search

3 CR

CASS 195
Practicum (Education Assistant)

Delivered via distance education.

CASS 195 is a school-based practicum. It is an opportunity for students to integrate and apply skills, attitudes, and knowledge learned in coursework. Students work under the supervision of a classroom teacher or other school personnel, assisting in the classroom as directed. Practicum students complete a variety of assignments and journal exercises, and participate in a seminar. (The seminar may be online, via teleconference or face-to-face, depending on student schedules and locations.)

Prerequisites: CASS 110, 120, 140, 145, 150, 160 and 180 (with a minimum "C" grade in each) and an approved elective; Criminal Record Search

3 CR

Community Mental Health Citation (Continuing Education)

CECX 120
Introduction to Mental Health

This course explores a "best practices" approach to mental health care through learning activities that encompass grounded theory, new developments in the field, problem solving, and group interaction. You'll learn about the philosophy and values that direct care; disorders that constitute serious and persistent mental illness; person-centred practice; facilitative communication; behaviour management; non-violent crisis intervention; the mental health system; and evidence-based practice.

This course is an excellent introduction to the field of mental health care for those with no previous experience and is often a prerequisite for employment with many agencies and organizations. It also benefits those working in the mental health field who wish to strengthen their knowledge and skill base and acquire a credential. This course is a prerequisite for CECX 121. (60 hours)

Prerequisites: None, although it's recommended that you have English reading and comprehension equivalent to Grade 10.

CECX 125
Psychosocial Rehabilitation (PSR) Principles and Practice

Build your foundation for PSR or psychiatric rehabilitation practice in PSR Principles. This course focuses on core concepts of psychiatric rehabilitation, psychiatric rehabilitation models, and key competencies for working in a psychiatric rehabilitation environment. Key competencies include: appropriate engagement; inclusiveness; knowledge of mental health issues; understanding of severe and persistent mental illness; development of individualized service plan; best practices of intervention and support strategies; effective community mapping and networking; collaborative and co-operative approach; ethical behaviour; being culturally competent.

PSR supports the individual to live, learn and

work in his/her chosen environment. This course is designed to help the practitioner address his/her own self awareness and belief systems. (60 hours)

Prerequisites: CECX 120

Conflict Resolution Certificate, Specializing in Negotiation (Continuing Education)

CEJI 121
Foundations of Collaborative Conflict Resolution: Workplace Focus

Dealing effectively with workplace conflicts is a key competency for success in any job. This foundation course offers you effective and practical tools for resolving conflicts collaboratively in the workplace. Through examination of the sources of conflict attitudes and beliefs, conflict styles, and the role of assumptions and emotions, you will gain an overview of conflict dynamics and collaboration strategies. This highly participatory course emphasizes self-awareness and understanding through structured exercises and simulations. Students must take this course as a prerequisite for other required courses in the certificates. (21 hours)

Prerequisite: None

CEJI 133
Dealing with Anger

This course builds on the material in Foundations of Collaborative Conflict Resolution: Workplace Focus (CEJI 121) and Resolving Conflict in the Workplace (CR110B), and presents theory, skills and approaches for managing one's own angry feelings and behaviours, and responding to anger in others. Angry, hostile or resistant feelings and behaviours are commonly generated in conflict situations. Efforts to resolve the conflict may be ineffective if these feelings are ignored or denied. Topics such as anger triggers, self-management, defusing skills, the origins of personal expressions of anger and disengaging from angry encounters are explored. Emphasis is on self-awareness and skill development through small-group exercises. (21 hours).

Prerequisite: CEJI 121

CEJI 123
Negotiation Skills Level 1

In this course, you will learn to prepare for negotiations, assess your alternatives, build a climate of collaboration, get beyond stubborn positioning and develop agreements that work for both sides. Negotiation skills are essential in daily interactions with others. Traditional approaches to negotiation promote competitive tactics, often resulting in unsatisfactory outcomes for one or both negotiators. Collaborative or interest-based negotiation aims for agreements that respond to the interests of both parties. Emphasis is on skill development through simulated negotiations assisted by trained coaches. (21 hours)

Prerequisite: CEJI 121

CEJI 126
Mediation Skills Level 1

This course introduces you to the concepts, skills and techniques needed to mediate disputes: determining whether mediation is appropriate, the role of the mediator, guiding the process, managing emotions and using communication skills as a mediator. Mediation is a practical method for helping people resolve their conflicts and attain mutually satisfactory outcomes. You will have opportunities to mediate simulated disputes involving co-workers, customers, committee members, neighbours, parents/teens and co-parents. Emphasis is on skill development through simulated mediations assisted by trained coaches. (21 hours)

Prerequisite: CEJI 121

CEJI 134
Balancing Empathy with Assertion

In this two-day course, you'll practice strategies for achieving the mental and emotional clarity necessary to effectively use assertion and empathy. Through facilitated small-group exercises, you will have opportunities to practice finding – and keeping – the elusive balance between empathy and assertion. Often described as the two foundations of collaborative conflict resolution, finding the balance between them can be tricky. After completing this course, you'll be able to recognize when conflicts are about to occur and skillfully self-manage the interactions away from the conflict, or move through it. (14 hours)

Prerequisite: CEJI 121

Nursing Unit Clerk Citation (Continuing Education)

CENR 170
Communication Skills for the Nursing Unit Clerk

This course will be an introduction to the role of the nursing unit clerk, and its history. The role of the Nursing Unit Clerks, as part of the healthcare team and their interaction with other departments will be learned. In addition students will examine how patients, visitors, and family members view the role of the NUC. Confidentiality, hospital emergencies (such as cardiac arrest) and the role of the NUC during these emergencies will also be discussed. Multiculturalism and how it affects patients, and staff is another topic that will be examined. Various methods used by the nursing unit clerk to communicate with other departments and staff members will also be learned. (18 hours)

Prerequisite: None

CENR 171
Patient Chart Records

This course will introduce the student to patient charts, the various forms that are commonly used on all charts, as well as the specialty forms that are used. The students will learn to recognize each form, the uses of each form and the placement within the patient's chart. They will learn the chart order and the nursing unit clerk's responsibility regarding the maintenance of the precise order. (18 hours)

Prerequisite: CENR 170 with a "B" grade or better

CENR 172
Admissions, Discharges and Transfers

The student learns refined and expanded applications of the topics introduced CENR 171. The responsibilities of the Nursing Unit Clerk in admitting, discharging and transferring patients and the forms used for each procedure are detailed. The different types of isolation precautions are learned and students will relate the role the NUC plays in ensuring that proper precautions are taken. Physicians' orders, transcription and sign off procedures are learned at an introductory level. (24 hours)

Prerequisite: CENR 171 with a "B" grade or better

CENR 173
Pharmacology Medication Orders I

Students in this course will learn how to use the 24-hour clock and how it applies in a clinical setting. They will learn about specific drug categories and their uses. Medication Administration records will be introduced to the students. Students will practise transcribing medication orders onto the records, learn how to use the Compendium of Pharmaceuticals (CPS), and introduced to vocabulary specific to pharmacology. (30 hours)

Prerequisite: CENR 172 with a "B" grade or better

CENR 174
Pharmacology Medication Orders II

The student will further learn on the topics introduced in Pharmacology I. The students will learn about drugs that affect the nervous, endocrine, and respiratory systems and about topical medications. The student will continue to practise and become proficient at transcribing physician medication orders onto the correct forms. The Compendium of Pharmaceuticals will continue to be used as a reference guide to medications, their alternate names and prescribed uses. (36 hours)

Prerequisite: CENR 173 with a "B" grade or better

CENR 175
Laboratory Orders

In this course students will be learn about the laboratory including its various sub-departments such as haematology, chemistry, and microbiology, etc. The student will learn how to complete requisitions, what if any the patient preparations would be, what component of the laboratory would perform that test and what is done with the results once they are available. The student will also briefly review the role of the Provincial Laboratory and the Cancer Control Agency of British Columbia (CCABC) in patient testing and treatment. (45 hours)

Prerequisite: CENR 174 with a "B" grade or better

CENR 176
Diagnostic Orders

The student will learn about the diagnostic imaging department, including x-ray, ultrasound, nuclear medicine, computerized tomography, and magnetic resonance imaging. Students will learn characteristics of the different types of tests performed, which department carries them out, the various requisitions used to order these tests and what the patient preparations might be. The role of respiratory therapy and outpatient services will be taught as well. (30 hours)

Prerequisite: CENR 174 with a "B" grade or better

CENR 177
Surgical Orders

Students will learn processes related to surgical orders and the various categories used when people are scheduled for surgery. Students will be taught about forms specific to the Operating room, PAR, the OR slate and Home Care Referral. (30 hours)

Prerequisite: CENR 175 with a "B" grade or better

CENR 178
Therapeutic Orders

In this final theory course students learn the tasks of processing, transcribing and requisitioning physician's orders relating to dietary needs and necessary rehabilitation requirements such as physiotherapy, speech therapy, etc. They will learn all of the different types of diets that can be ordered and how to order them. (24 hours)

Prerequisite: CENR 171 with a "B" grade or better

CENR 179
Nursing Unit Clerk Practicum

In this practicum portion of the Nursing Unit Clerk program students will be placed with experienced full-time or regular part-time nursing unit clerks at University Hospital of Northern BC. The students will have the opportunity to apply all of the skills they have learned. The practicum placement is scheduled for 150 hours; however, students may successfully complete the required components in less time. (Up to 150 hours)

Prerequisite: CENR 178 with a "B" grade or better

Management Skills for Supervisors (Continuing Education)

CESS 151
Management Skills for Supervisors: Interpersonal Communication Skills and Conflict Resolution

In this four-day session, you'll learn how to give and receive effective feedback that will help resolve even the most difficult situations. You'll also learn how to create a supportive communication climate for one-to-one problem solving discussions, whether it's with a fellow employee, colleague, or boss. Topics of discussion will focus on identification and prevention of win/lose situations before they begin; six rules to developing a supportive work climate; three essential skills to help resolve all interpersonal conflict; understanding why people do the things they do; how you can turn all conflict into co-operation. (26 hours)

CESS 152
Management Skills for Supervisors: Group Decision-Making and Problem Solving Skills

This four-day session will identify your problem-solving and decision-making style and how it may positively or negatively affect others. You'll learn how to be more effective in group/team meetings, and how to take advantage of the skills of shared responsibility and leadership. This course focuses on applying the "Four Factor Theory;" identifying your preferred problem-solving decision-making style; five motivational drives of all people; skills required to effectively participate in group discussion; facilitating a problem-solving session. (26 hours)

CESS 153
Management Skills for Supervisors: Self-Management Skills

Refine your interpersonal skills by identifying your behavioural preferences and motivational drives. Learn how to adjust your style of interaction to best meet the motivational needs of others. Through a very reliable instrument, you will discover your negative responses to stress and how to overcome this without having to change your lifestyle. Manage yourself better in relation to time by identifying strengths and potential areas of development; applying effective interaction strategies to meet the various motivational needs and behavioural styles; recognizing your reactions under tension, pressure and stress. (26 hours)

CESS 157
Recruitment and Selection

The recruitment and selection of good employees is the most important aspect of effective organizational development. You'll examine each step of this process, beginning with the review of the job description, progressing through the recruiting and selection processes, and concluding with the key aspects of effective orientation. Different selection tools will be examined for strengths and weaknesses, along with increased power of effective combinations. You'll learn about behavioural questioning processes via active participation in role-plays and case studies. (12 hours)

CESS 158
Positive Discipline Process

This course will help you develop skills and learn strategies that provide the best opportunities to develop and support change in the underperforming employee. By changing the discipline relationship from adversarial to developmental, the supervisor becomes the facilitator of the process. By recognizing the shifts in the employer/employee relationship and understanding the benefits of effective employee development and retention, you'll progress through a series of activities that will make it easier to apply the Positive Discipline process within your own environment. (6 hours)

Chemistry

CHEM 045
Advanced Preparatory Chemistry

This course covers such topics as measurement, states of matter, composition of matter, structure of the atom, periodic table, bonding, naming compounds, formula writing, mole and composition problems, equations and calculations, solutions, and introductory organic chemistry. Lab work is an integral part of this course.

Prerequisite or Corequisite: One of Math 044, Math 045 or Principles of Math 11, Foundations of Math 11 or Pre-calculus Math 11 completed within the last year; or appropriate math level as evaluated by a CCP placement test

CHEM 050
Provincial Preparatory Chemistry

This course covers such topics as: gas laws, liquids and solids, energy and changes of state; water reactions, solutions; acids, bases, and salts; oxidation-reduction reactions, electrochemistry; reaction rates and chemical equilibria; organic chemistry. Lab work is an integral part of the course.

Prerequisites: Chem 045 or Chem 11 completed within last three years and one of Math 044, Math 045, or Principles of Math 11, Foundations of Math 11 or Pre-calculus Math 11 completed within the last year; or appropriate math level as evaluated by a CCP placement test

CHEM 111 **UT**

Fundamentals of Chemistry I

This course is designed for students who have taken a Chemistry 12 equivalent course within the past two years. Topics covered include the electronic structure of atoms, trends of the periodic table, modern bonding theories, intermolecular forces and organic chemistry. A strong understanding of stoichiometry is recommended.

Prerequisites: Chemistry 12 or CHEM 050 and Math 12 or MATH 100 or MATH 050; with a "C" or better recommended for both prerequisites

Prerequisite (effective Sept. 15, 2013): Pre-calculus 12 or MATH 100 or MATH 050 or equivalent

3 CR / (3,3)

CHEM 112 **UT**

Fundamentals of Chemistry II

Together with CHEM 111, this course provides credit for first-year university chemistry. Topics covered include thermochemistry and chemical thermodynamics, properties of solutions, solution stoichiometry and aqueous equilibria, chemical equilibrium, acid base equilibrium, electrochemistry and reaction kinetics.

Prerequisite: CHEM 111

3 CR / (3,3)

CHEM 113 **UT**

Introduction to Chemistry I

This course is primarily intended for students without a Chemistry 12 equivalent prerequisite. Topics covered include stoichiometry, the electronic structure of atoms, trends of the periodic table, modern bonding theories, intermolecular forces and organic chemistry.

Prerequisite: Chemistry 11 or CHEM 045

3 CR / (4,3)

CHEM 114 **UT**

Introduction to Chemistry II

Together with CHEM 113, this course provides credit for first-year university chemistry. Topics covered include thermochemistry and chemical thermodynamics, properties of solutions, solution stoichiometry and aqueous equilibria, chemical equilibrium, acid base equilibrium, electrochemistry and reaction kinetics.

Prerequisite: CHEM 113

3 CR / (4,3)

CHEM 201 **UT**

Physical Chemistry

This course, a survey of physical chemistry, is suitable for students majoring in science programs such as chemistry, physics, biology, and pharmacy. The course comprises a discussion of the laws of thermodynamics followed by a treatment of the equilibrium thermodynamics of gases and solutions.

Prerequisite: CHEM 112 or 114

3 CR / (3,3)

CHEM 202 **UT**

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 **UT**

Organic Chemistry I

The course provides an introduction to organic chemistry. A survey of structure and reactivity for the major functional groups is followed by an introduction to analysis and structure determination. A major topic on chirality and conformational analysis is included. Laboratory experience includes an introduction to synthetic methods and infrared spectroscopy.

Prerequisite: CHEM 111 or 113

3 CR / (3,3)

CHEM 204 **UT**

Organic Chemistry II

Mechanism and synthesis are discussed as central themes in organic chemistry. This course surveys substitution, addition, elimination, rearrangement, and oxidation reduction reactions for the functional groups introduced in CHEM 203. Additional topics in carbonyl and carbohydrate chemistry are included, as is an introduction to nuclear magnetic resonance. Laboratory experiments provide experience in contemporary synthetic methods and gas chromatography.

Prerequisite: CHEM 203

3 CR / (3,3)

CHEM 205 **UT**

Introduction to Analytical Chemistry

This one-semester course is an introduction to the principles and techniques of quantitative chemical analysis. Emphasis is placed on solution equilibria (involved in acid base, oxidation-reduction, complex formation, and precipitation reactions), statistical treatment of chemical data, potentiometric, spectrophotometric and chromatographic methods. An integral part of this course is analysis (organic, inorganic, and environmental).

Prerequisites: CHEM 111 and 112 or 113 and 114

3 CR / (3,3)

Computer Information Systems

CIS 160 **BUS**

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, 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 165 **BUS**

Business Information Systems

The student examines the evolving conceptual framework of business information systems, the application of information system processes supporting current and emerging business strategies, and the development of new business information systems. Through selective hands-on processes, the student will acquire skills required to support the problem-solving processes involved in business information system development, acquisition and implementation. The student will demonstrate proficiency in emerging cross-platform, web-based processes in addition to traditional office applications. The term project will result in an integration of the conceptual framework of management information systems with the challenge of systems development. Interdisciplinary discussions will prepare the student for further studies within core specialties within the business sectors.

3 CR / (3,3)

Carrier Language

CLCT 100

Carrier Language and Culture

This introductory-level course will introduce

the student to concepts of Carrier culture and language and its interrelationship with language. The teaching and learning styles promoted in this course are reflective of First Nations' cultures and will be experiential in nature, drawing on the wisdom and knowledge of Elders and other resource people from within the Carrier Nations. Students will explore the intricacies and structures of Carrier culture, including clan systems, traditional ceremonies, arts and crafts, and the importance of oral history and storytelling. Basic Carrier words and phrases needed in day-to-day communication with Carrier people, from infants to Elders, will also be taught. In addition, the importance of Carrier language and traditions, and the link language plays in the preservation of culture, will be reviewed.

3 CR

CLCT 110
Carrier Language Level I

Participants will be introduced to the Carrier language, spoken and written, including pronunciation, basic conversation, and culturally important vocabulary. Considerable emphasis is placed on the grammar, due to its great complexity and unfamiliarity, so that the student will learn to produce and understand utterances beyond memorized rituals. The Carrier Linguistic Committee (CLC) writing system will be introduced first as it is more widely used, but an introduction to the Carrier Syllabics will also be given.

This course focuses on the Saik'uz (Stoney Creek) dialect of Carrier. Although speakers of all dialects can understand each other, there is considerable variation among Carrier dialects and we must focus on one dialect for concreteness. The Saik'uz dialect is very similar to that of Lheidli T'enneh (Prince George), slightly less similar to those of Nadleh (Fort Fraser) and Stellat'en (Fraser Lake). A small amount of information on how this dialect differs from other dialects will be incorporated into the course. A more systematic discussion of dialect differences is given in Level II.

3 CR (3,0)

CLCT 112
Carrier Language Level II

Level II continues the introduction to the Saik'uz dialect of the Carrier language, spoken and written. Considerable emphasis, as with Level I, is placed on the grammar, due to its great complexity and unfamiliarity, so that the student will learn to produce and understand utterances beyond memorized rituals. This level also introduces additional forms of the verb, complex sentences, as well as new vocabulary. A survey of differences among Carrier dialects is included.

Prerequisite: CLCT 110

3 CR (3,0)

Computer/Network Electronics

Note: CNET courses are restricted to students in the Computer/Network Electronics program.

CNET 171
CCNA Discovery Level 1: Networking for Home and Small Business

CCNA Discovery teaches networking based on application, covering networking concepts within the context of network environments students may encounter in their daily lives — from small office and home office (SOHO) networking to more complex enterprise and theoretical networking models later in the curriculum.

Prerequisites: Applicants must have completed Grade 10 with a minimum "C+" average and be currently enrolled in Grade 11 with a "C+" average or better

3 CR / (2,3)

CNET 172
CCNA Discovery Level 2: Small-to-Medium Business or ISP

CCNA Discovery teaches networking based on application, covering networking concepts within the context of network environments students may encounter in their daily lives — from small office and home office (SOHO) networking to more complex enterprise and theoretical networking models later in the curriculum.

Prerequisite: CNET 171

3 CR / (2,3)

CNET 252
Operating Systems

This is a lecture/lab course that covers the fundamentals of the microcomputer operating system, BIOS, and the relationship between software and hardware. Topics include function, installation, configuration, diagnostics, troubleshooting, optimization, and operation. Emphasis is on computer workstation operating systems. The course will cover the software requirements of the A+ Certification program.

3 CR / (2,3)

CNET 253
Computer Hardware I

This is a lecture/lab course that covers the detailed operation of a microcomputer, its subcomponents, and the interaction of software and hardware. Topics include microcomputer design, architecture of a typical microcomputer system, memory and bus structures, interfacing hardware (loading and timing considerations), I/O techniques, systems interrupts, memory systems and hardware, serial and parallel ports, video control and monitors, disk drive operations, and installation and configuration of the BIOS and operating systems. The course will cover the hardware requirements of the A+ Certification program.

3 CR / (2,3)

CNET 256
Basic Electronics

This course will teach the basics of electronics. Students will learn about Ohm's law, series and parallel circuits, and basic transistor circuits used as an amplifier and a switch. There will be an emphasis on learning to use the test equipment and understanding the readings that are obtained.

2 CR / (1,2)

CNET 261
Computer Peripheral Technology

This is a detailed lecture/lab course that covers the operation and repair of computer peripherals. Topics include printers and printer technology, scanners, and data loggers. There will also be an introduction to non-broadcast video systems in general and computer video in particular, including operation, installation, and troubleshooting. The course includes the theory of operation of video monitors including sync circuits, high voltage circuits, timing circuits, etc., plus video standards, interfacing standards, video cards, and software. The course concludes with a study of current video cards and future development.

3 CR / (3,1)

CNET 262
Professional Relations

This course is an applied skills course focusing on the development and enhancement of effective communication in working with people as teammates, employers, employees, supervisors, and customers. Students participate in studies and activities necessary for successfully functioning and advancement in the business world in a variety of types of companies, as well as in public and interdepartment relations. Students learn skills required to network and to present themselves effectively to employers, customers, clients, and subordinates. Specific skills of stress and time management, assertiveness, giving and receiving feedback, effective listening, and conflict resolution are introduced. Students will secure their own work experience as part of this course.

Prerequisite or corequisite: ENGL 195

3 CR / (1,2)

CNET 265
Advanced Topics

In this course students will cover material in preparation for the Network Plus examination requirements. Topics covered will

include the OSI Model, protocols, media types, hardware LAN–WAN architecture, remote connectivity, networking with UNIX, TCP/IP, workstation and server design implementation, troubleshooting and maintaining network systems, and network integrity, availability, security, and upgrading.

Prerequisite: CNET 255

3 CR / (3,2)

CNET 266
Data Cable Installation

Data Cable Installation is an integrated lab-based course which teaches the concepts behind cabling standards, and the tasks required of a certified cable installer. The course will also prepare students for industry-standard certification exams.

3 CR / (3,1)

CNET 267
Microsoft Network Software

This lecture/lab course deals with the installation, configuration, and troubleshooting of a Microsoft server. It will simulate wide area and local networks using a current version of Microsoft's Server operating system, with advanced network concepts targeting layout, installation, and troubleshooting. Topics will include security, firewall, industrial networks, data highways, and site-specific disaster recovery.

Prerequisite: CNET 252

3 CR / (3,3)

CNET 269
Novell Network Software

This lecture/lab course deals with the configuration, installation, and troubleshooting of a Novell server, simulating wide area and local networks using a current version of Novell's network operating system. Advanced network concepts will target layout, installation, and troubleshooting. Topics will include security, firewalls, industrial networks, data highways, and site-specific disaster recovery.

Prerequisite: CNET 252

3 CR / (3,3)

CNET 271
Network Fundamentals

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the natures and roles of protocols and services at the application, network, data link, and physical layers. Principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Labs are used as "model Internet" to allow students to analyze real data without affecting production networks. "Packet Tracer" (PT) activates help students to analyze protocol and network operation and build small networks in a simulated environment. At the end of the course, students build simple LAN topologies by applying basic principles of cabling, performing basic configuration of network devices such as routers and switches, and implementing IP addressing schemes.

Prerequisite: Admission to the CNET program

3 CR, (2,3)

CNET 272
Routing Protocols and Concepts

This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP and OSPF. By the end of this course, students will be able to recognize, and correct common routing issues and problems. Students complete a basic procedural lab, followed by basic configuration, implementation, and troubleshooting labs in each chapter. "Packet Tracer" (PT) activities reinforce new concepts and allow students to model and analyze routing processes that may be difficult to visualize or understand.

Prerequisite: CNET 271

3 CR (2,3)

CNET 273
LAN Switching and Wireless

This course provides a comprehensive, theoretical, and practical approach to learning the technologies and protocols needed to design and implement a converged switched network. Students learn about the hierarchical network design model and how to select devices for each layer. The course explains how to configure a switch for basic functionality and how to implement Virtual LANs, VTP, and Inter-VLAN routing in a converged network. The different implementations of Spanning Tree Protocol in a converged network are presented, and students develop the knowledge and skills necessary to implement a WLAN in a small-to-medium network.

Prerequisite: CNET 272 or equivalent

3 CR (2,3)

CNET 274
Accessing the WAN

This course discusses the WAN technologies and network services required by converged applications in the enterprise networks. The course uses Cisco Network Architecture to introduce integrated network services and explain how to select the appropriate devices and technologies to meet network requirements. Students learn how to implement and configure common data link protocols and how to apply WAN security concepts, principles of traffic, assess control, and address services. Finally, students learn how to detect, troubleshoot, and correct common enterprise network implementations issues.

Prerequisite: CNET 273 or equivalent

3 CR (2,3)

Canadian Studies

CNST 030
Intermediate Preparatory Canadian Studies

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 multiculturalism 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

CNST 045
Advanced Preparatory Canadian Studies

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

Commerce

COM 100 UT
Fundamentals of Business

The student examines a broad overview of the Canadian business system: how it functions and how it relates to specific areas such as marketing, production, finance and human resources. The student will gain specific insights into actual business operations and some of the major areas of concern regarding the role of business in society.

3 CR / (3,0)

COM 204 UT
Financial Accounting

Introduction to accounting procedures, principles and financial statement preparation, and the analysis of accounting information for business decision-making. Emphasis is on accounting policies and generally accepted accounting principles.

3 CR / (3,0)

COM 212 UT
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 **UT**

Management and Organizational Behaviour

Information extracted from various areas of psychology (social, industrial/organizational) and management will be utilized to study the nature of work, people, and organizations. Topics include: leadership, motivation, group dynamics, communication, Japanese management, job design, organizational design, organizational culture, organizational development, stress, and time management. Organizational behaviour and its impact on management will be examined through lecture, discussion, case analyses, and practical applications of the material.

3 CR / (3,0)

COM 288 **UT**

Introduction to Management Science

Management science involves the use of quantitative models to investigate and resolve management problems. Some examples of these problems are: how to minimize production costs without sacrificing quality, how to best estimate the time it will take to complete a complex project, how to set up an effective inventory order system, and how to evaluate marketing strategies. Topics include: decision theory, inventory models, linear programming, risk analysis, transportation problems, simulation, networks, waiting lines, and Markov analysis.

Prerequisites: MATH 157 or MATH 104; and MATH 103 or MATH 204; and MATH 101 or MATH 165

Prerequisite or Corequisite: ECON 101 or ECON 201

The prerequisites and corequisites are consistent with the requirements for transferring credits to UNBC or TRU.

3 CR / (2,1)

Computer Studies

COMP 020

Basic Computer Studies

This course is designed primarily for students with little or no computer experience. Students will learn essential computer concepts and terminology, including the theory of computer architecture, hardware, software, and networks. Through hands-on experience, students will acquire skills with computer applications such as word processing (Word) and the Internet.

COMP 030

Intermediate Computer Studies

Computer Studies 030 builds on the skills acquired in Computer Studies 020. Through hands-on experience, students will acquire skills with computer applications such as Windows XP file management, spreadsheets (Excel), and advanced word processing. The course allows students to experience the project development while improving their software skills and knowledge of word processing and spreadsheets.

COMP 045

Advanced Computer Studies

Through hands-on experience, the student acquires skills with a variety of computer applications such as word processing, spreadsheets, database management, graphics and presentation software. Supporting discussions include introductory theory of computer architecture, hardware, software, networks, and computer use in society.

Prerequisites: English 030 or English 10 and one of Math 030, Principles of Math 10, Foundations of Math and Pre-calculus 10 or Computers 030; or appropriate reading and math levels as evaluated by a CCP placement test

Criminology

CRIM 101 **UT**

Introduction to Criminology

This course is an introduction to the interdisciplinary subject of criminology. The topics explored include a historical analysis of the development of criminology as a scientific discipline, its methods of analysis, and the various theoretical explanations for crime, criminality, and social control. The course will also focus on current issues related to crime and the administration of criminal justice.

3 CR / (3,0)

CRIM 102 **UT**

Psychology of Criminal and Deviant Behaviour

This course examines various theoretical approaches to the psychology of criminal and deviant behaviour. It commences with historical perspectives that are based upon internal, biological contracts and progresses through the psychoanalytical and type theories to a social learning perspective including the social–
structural and symbolic–interactionist theory.

Prerequisite: CRIM 101 or PSYC 101

3 CR / (3,0)

CRIM 103 **UT**

Introduction to the Criminal Justice System

An introduction to the legal and social organization of the Canadian criminal justice system. The accused is followed from initial contact with the police to a final disposition on the street, at court, or in the correctional system. The rights, responsibilities, and discretion of all participants in the proceedings will be examined in detail. The processing and treatment of offenders in Canada will be evaluated in terms of fairness and effectiveness.

3 CR / (3,0)

CRIM 106 **UT**

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 **UT**

Research Methods in Criminology

Introduction to the practice of research methods in criminology. Study of theory, logic, process, and structure of research as well as research design, data collection, and analysis. Introduction to research report writing. Hands-on computer experience and direct working interaction with local criminal justice system agencies.

Prerequisites: PSYC 201 and four of CRIM 101, 102, 103, 106, 241

3 CR / (3,1.5)

CRIM 135 **UT**

Introduction to Canadian Law and Legal Institutions

This course provides a general introduction to the fundamental and competing principles of jurisprudence and to the basic legal institutions of Canada. The course is designed to prepare students for those law and law-related courses offered within the Department of Criminology and will consider the history of Canadian law, the development of the Canadian constitution, the system of Canadian courts, and the roles and responsibilities of members of the legal profession. In addition, the course 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.

3 CR / (3,0)

CRIM 201 **UT**
Policing in Modern Society

This course examines both historical and current issues related to policing in modern society. Topical emphasis will be on police roles, powers, accountability, discretion, surveillance, and technology. Analysis of these issues will be comparative between "public" and "private" methods of policing.

Prerequisites: CRIM 101 and 103

3 CR / (3,0)

CRIM 230 **UT**
Criminal Law

Nature, purpose, scope, sources, and basic principles of the criminal law. History and evolution of the criminal law. Study of certain fundamental legal concepts such as mens rea, negligence, and strict liability. Analysis of the concept of criminal responsibility in Canada. Critical examination of the legislative policies expressed in the Criminal Code. Study of the basic elements of a criminal offence; actus reus and mens rea. Examination of the legal principles relating to certain specific crimes and to certain major defences. CRIM 135 is strongly recommended.

3 CR / (3,0)

CRIM 241 **UT**
Introduction to Corrections

Introduction to the Canadian correctional system. History and development of prisons in Canada. Examination of punitive philosophies in Canada. Structure, organization, and dynamics of correctional institutions. Examination of treatment and programming in Canadian corrections.

Prerequisites: CRIM 101 and 103

3 CR / (3,0)

Computer Science

CSC 105 **UT**
Introduction to Computers and Programming

The main goal of this course is to familiarize students with computers and introduce the elements of computer programming. Topics covered include the basic structure of a digital computer system; applications of computers in arts, business, science, industry, and everyday life; and computer programming using a high-level language. The laboratory provides hands-on experience with the microcomputer, programming, and current software (such as word processors, spreadsheets, and databases). No prior knowledge of computing or advanced mathematics is required; however, basic typing skills are a definite asset.

Prerequisite: Math 11, MATH 45 or Applications of Math 12

Prerequisite: (effective Sept. 15, 2012): Foundations of Math 11 or Pre-calculus 11, MATH 045 or equivalent

3 CR / (3,3)

CSC 109 **UT**
Computing Science I

This is a general introductory course in computer science. Topics include computer architecture, computer systems, development of algorithms and computer programs, and programming style. Programming topics include selection and loop structures, arrays, functions, procedures, and string processing. The main emphasis of this course is on the study and development of algorithms, using a procedural language.

Prerequisite: Math 12 or MATH 050 or MATH 100. Students with a grade of "B" or better in CSC 12 may take CSC 110 instead of CSC 109. ETCC 159 students who have completed Electronics Technician Common Core meet all prerequisites for this course.

Prerequisite: (effective Sept. 15, 2012): Foundations of Math 12 or Pre-calculus 12 or MATH 050 or MATH 100 or equivalent

3 CR / (3,3)

CSC 110 **UT**
Computing Science II

This is a continuation of CSC 109—more advanced algorithms and computer programs are developed. Topics include advanced string processing, sets, recursion, and linear and non-linear data structures.

Prerequisite: CSC 109 or a grade of "B" or better in CSC 12

Prerequisite or corequisite: MATH 101

3 CR / (3,3)

CSC 115 **UT**
Discrete Computational Mathematics I

This course introduces the student to the mathematical models and formalisms that are of genuine use in computer science and mathematics. Topics covered include set theory, principles of counting, logic, mathematical induction relations and functions, finite-state machines, and the principle of inclusion and exclusion.

Prerequisite: Math 12 or MATH 050 or MATH 100

Prerequisite: (effective Sept. 15, 2012): Foundations of Math 12 or Pre-calculus 12 or MATH 050 or MATH 100 or equivalent

3 CR / (3,0)

CSC 212 **UT**
Object-Oriented Software Development

This course covers extensively the programming and object-oriented techniques of Java. It introduces students to object-oriented programming concepts, teaches them the fundamentals of the Java language and syntax, introduces them to the major class libraries, and prepares them to begin development of Java applications.

Prerequisite: CSC 110

3 CR / (3,3)

CSC 214 **UT**
Introduction to Computer Systems

This course is an introduction to the basic concepts of computer systems and computer architecture, and to machine and assembly language. Students 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.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at 250-561-5815.

Prerequisite: CSC 110

3 CR / (3,3)

CSC 215 **UT**
Discrete Computational Mathematics II

This course is a continuation of CSC 115. Topics covered include generating functions, recurrence relations, graph theory, trees, optimization and matching, rings and modular arithmetic, Boolean algebra and switching functions, coding theory, finite fields, and combinatorial designs.

Prerequisites: CSC 115, MATH 101

3 CR / (3,0)

CSC 216 **UT**
Introduction to Data Structures

This course is an introduction to data structures and their associated algorithms. The data structures discussed will include stacks, queues, lists, and trees. Data structures applications include sorting techniques, hash tables, sparse matrix representation, and priority queues. An object-oriented programming language is used in this course.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at 250-561-5815.

Prerequisite: CSC 110

3 CR / (3,3)

CSC 218 **UT**
Introduction to Software Engineering

This course provides an overview of object-oriented software development using Java. It uses the Java 2 platform throughout. The material is presented from both a theoretical

and a practical perspective, instilling the object-oriented way of thinking through the use of design patterns, exploration of the design of the Java Class Libraries, and illustration of iterative and incremental software development process.

Prerequisite: CSC 212

3 CR / (4,2)

CSC 224 **UT**
Computer Organization

This course is an introduction to the internal structure (at the logic block level) of the major components of modern digital computers 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, microprogram control, ALU, I/O bus structures, interrupts—are studied.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at 250-561-5815.

Prerequisite: CSC 215

3 CR / (3,3)

College and University Experience

CUE 101 **UT**
College/University Experience

The course provides both first-time and returning students with specific skills and strategies needed to accomplish their academic goals with greater success. Students are introduced to a variety of topics critical to student success, including, but not limited to, time management, planning and goal-setting, learning styles, test-taking, and study techniques.

The purpose of this course is to give students an opportunity to cultivate the skills, values, and attitudes necessary to become confident, capable students and contributing community members. In addition, the course opens the door to learning as a lifelong process. It specifically assists in guiding students through the critical thinking process, culminating in a practical application: researching, developing, writing, and presenting a proposal for change within our college community.

Prerequisites: None

3 CR / (3,0)

Dental Hygiene

Note: DENH courses are restricted to students in the Dental Hygiene program.

DENH 150
Dental Hygiene Foundations I

A clinical and theoretical course introducing basic principles of dental hygiene care. Emphasis is placed upon asepsis, initial client assessment, basic instrumentation, and other fundamental skills associated with dental hygiene practice. Clinic sessions will be used to practice clinical procedures needed prior to treating clients. Students will begin to develop problem-solving capabilities in the clinical setting.

Prerequisites or corequisites: DENH 152, 153, 155, 157, 158

5 CR / (4,9)

DENH 152
Oral Sciences I

This course provides information on general and orofacial histology and embryology, featuring the development of hard and soft tissues of the oral cavity. Tooth histology, calcification, eruption, morphology, and identification are stressed. The course also discusses oral anatomic landmarks and establishes an understanding of the relationship between structure and function.

Prerequisites or corequisites: DENH 150, 153, 155, 157, 158

3 CR / (3,3)

DENH 153
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 and explored. An historical perspective of dental hygiene is provided. Information access and evaluation of information are also emphasized. Students will be required to use an e-mail address and the Internet.

Prerequisites or corequisites: DENH 150, 152, 155, 157, 158

3 CR / (3,0)

DENH 155
Dental Sciences I

A theoretical and practical application course designed to provide the dental hygienist with an understanding and basic working knowledge of modern dental biomaterials commonly used in the dental environment. Laboratory experience will emphasize the manipulation of a variety of the more common dental biomaterials.

Prerequisites or corequisites: DENH 150, 152, 153, 157, 158

3 CR / (2,3)

DENH 157
Head and Neck Anatomy

This course presents the structural and functional elements of the head and neck region and relates these structures to the major organ systems. Emphasis is placed on application to dental hygiene practice.

Prerequisites or corequisites: DENH 150, 152, 153, 155, 158

2 CR / (2,1)

DENH 158
Microbiology

The basic principles of microbiology are presented in this course, with an emphasis on the relevance of these principles to human oral health. Diseases of microbial origin that concern the dental hygienist are presented to illustrate the principles of pathogenesis, host-parasite interaction, and modes of transmission.

Prerequisites or corequisites: DENH 150, 152, 153, 155, 157

3 CR / (2,2)

DENH 162
Oral Sciences II

This course introduces basic knowledge and practical application of the study of local anaesthesia. Course content will develop the student's understanding of pain and pain control. As well, the prevention and handling of emergencies in the dental environment is covered.

Prerequisites: DENH 150, 152, 153, 155, 157, 158

Prerequisites or corequisites: DENH 160, 164, 167, 168, 169

2 CR / (2,1.5)

DENH 164
Pathologies I

A combination of case-based learning and other teaching/learning modalities is used to introduce the student to the topics of general pathology, periodontology, and cariology. Etiological factors and assessment using radiographic interpretation will be emphasized.

Prerequisites: DENH 150, 152, 153, 155, 157, 158

Prerequisites or corequisites: DENH 160, 162, 167, 168, 169

3 CR / (3,0)

DENH 165
Dental Hygiene Foundations II

A pre-clinical and theoretical course designed to provide further development of the knowledge base, professional skills, attitudes, and abilities required for dental hygiene practice. Course materials and activities are closely associated with clinical activities to enhance continuity and build on previous knowledge and skill base. Students will participate in

weekly seminars for guided discussion on cases and clinical experiences.

Prerequisites: DENH 150, 152, 153, 155, 157, 158

Prerequisites or corequisites: DENH 162, 164, 167, 168, 169

5 CR / (3,9)

DENH 167
Prevention

A study of content designed to familiarize the student with methods of preventing oral disease. The components of preventive dentistry are covered. The student will also become familiar with basic principles of the teaching/learning model and of motivation. Emphasis is placed on individualized client education, goal writing, approaches for various age groups, and the use of appropriate visual aids.

Prerequisites: DENH 150, 152, 153, 155, 157, 158

Prerequisites or corequisites: DENH 160, 162, 164, 168, 169

3 CR / (3,0)

DENH 168
Communications

This course will focus on the development of interpersonal skills and working relationships that are required in the dental work environment. Topics covered include stress and time management, perceptions, effective communication, assertiveness skills, client motivation, instructional techniques, and group dynamics. Opportunities will be provided to practise and critique communication skills that are specific to the dental workplace. Scenarios used will include some ethical dilemmas.

Prerequisites: DENH 150, 152, 153, 155, 157, 158

Prerequisites or corequisites: DENH 160, 162, 164, 167, 169

3 CR / (4,0)

DENH 169
Radiology

This course has been designed to provide the student with the theory of technical aspects of radiation and the principles of exposing, processing, and mounting dental radiographs. Clinical experience will emphasize radiation hygiene and technique. Students will also learn the basics of dental photography and utilization of radiographs in dental hygiene practice.

Prerequisites: DENH 150, 152, 153, 155, 157, 158

Prerequisites or corequisites: DENH 160, 162, 164, 167, 168

3 CR / (3,2)

DENH 170
Dental Hygiene Foundations III

A theoretical course allied with the clinical component, focusing on caries prevention, tobacco cessation, and other clinically related topics. Course materials and activities are closely associated with clinical activities to enhance continuity and build on previous knowledge and skill base.

Prerequisites: DENH 160, 162, 164, 167, 168, 169

Corequisite: DENH 175, 176

3 CR / (3,0)

DENH 175
Dental Hygiene Clinic I

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. Students will also participate in weekly seminars for guided discussions on cases and clinical experiences.

Prerequisites: DENH 162, 164, 165, 167, 168, 169

Prerequisites or corequisites: DENH 165, 170, 176

4 CR / (0,9)

DENH 176
Research Methodology

This course introduces basic concepts and methodologies of research design. Application of these principles to the dental and dental hygiene professions is also discussed. Current dental and dental hygiene research needs are also discussed.

Prerequisites: DENH 160, 162, 164, 167, 168, 169

Prerequisites or corequisites: DENH 170, 175

2 CR / (4,0)

DENH 250
Dental Hygiene Foundations IV

This course provides a survey of the fundamentals of nutrition and the factors influencing the ability of the individual and family to secure and maintain optimal nutrition status. The relationship of nutrition to the practice of dental hygiene is emphasized. The course also provides theories of advanced clinical practice skills.

Prerequisites: DENH 170, 176

Prerequisites or corequisites: DENH 175, 254, 255, 256

3 CR / (4,0)

DENH 251
Dental Hygiene Clinic II

A clinical course designed to provide the opportunity for the continued development of the professional skills and attitudes required for the practice of dental hygiene. Students see regularly scheduled clients and are introduced to more complex skills in assessment, planning, implementation, and evaluation of dental hygiene treatment. Students will also participate in weekly seminars for guided discussions on cases and clinical experiences.

Prerequisite: DENH 175

Prerequisites or corequisites: DENH 250 or 254, 255, 256

4 CR / (0,13)

DENH 254
Pathologies II

This course builds upon Pathologies I. This course is case-based, and a variety of other teaching/learning methods will be utilized to further the student's knowledge related to cariology, periodontology and oral pathology, and to facilitate its application. Diagnosis and treatment using clinical data and radiographs are emphasized.

Prerequisites: DENH 170, 176

Prerequisite or corequisite: DENH 175, 250, 255, 256

4 CR / (5,0)

DENH 255
Dental Sciences II

The focus of this course is on the study of drugs, with an emphasis on those that are used in or have an effect on the practice of dentistry. Students will become acquainted with the origins, physical and clinical properties, modes of administration, effects, and interactions of these drugs. The more common naturopathy supplements will also be examined. A variety of dental and dental hygiene practice settings are explored. Dental specialties and their relationship to general practice will be covered.

Prerequisites: DENH 170, 176

Prerequisites or corequisites: DENH 175, 250, 254, 256

3 CR / (4,0)

DENH 256
Community Health I

This course covers the study of oral health and the role of the dental hygienist from a community perspective. Basic concepts of epidemiology and the Canadian health care system are covered. Principles of health promotion and the responsibilities of a dental hygienist towards general health are also introduced. Lesson plans and health program planning are covered.

Prerequisites: DENH 170, 176

Prerequisites or corequisites: DENH 175, 250, 254, 255

3 CR / (4,0)

DENH 260
Dental Hygiene Foundations V

This course focuses on the special needs client in regards to dental hygiene care. General characteristics, clinical adaptations, and other pertinent information regarding various physical, mental, and other types of challenges are considered. Job search skills, compensations, employment standards, and disability insurance are also discussed.

Prerequisites: DENH 250, 254, 255, 256

Prerequisites or corequisites: DENH 251, 263, 264, 266

3 CR / (4,0)

DENH 261
Dental Hygiene Clinic III

A clinical course designed to provide the opportunity for the continued development of the professional skills and attitudes required for the practice of dental hygiene. Students see regularly scheduled clients to continue to learn more complex skills in the assessment, planning, implementation, and evaluation of dental hygiene treatment. Students participate and lead discussions on cases and clinical experiences in weekly seminars.

Prerequisite: DENH 251

Prerequisites or corequisites: DENH 260, 263, 264, 266

4 CR / (0,13)

DENH 263
Professional Issues II

This course is a continuation of Professional Issues I. It explores issues that dental health care practitioners face in today's society. Current trends and issues concerning the profession and practice of dental hygiene in Canada are presented, along with exploration of future trends. Career development is discussed and advanced ethical dilemmas are explored.

Prerequisites: DENH 254, 255, 256

Prerequisites or corequisites: DENH 250, 260, 264, 266

3 CR / (3,0)

DENH 264
Pathologies III

This course builds upon Pathologies I and Pathologies II. Case-based learning will be utilized to facilitate continued learning about periodontal conditions and other oral pathologies. Diagnosis and treatment using clinical data and radiographs are emphasized.

Prerequisites: DENH 250, 254, 255, 256

Prerequisites or corequisites: DENH 251, 260, 263, 266

3 CR / (3,0)

DENH 266
Community Health II

This course is a continuation of Community Dental Health I. Community health approaches to prevention of dental diseases are discussed. There is also a study of specialty groups from a community perspective. Students have practical experience by planning and implementing lesson plans for community groups and visiting a long-term care facility.

Prerequisites: DENH 250, 254, 255, 256

Prerequisites or corequisites: DENH 251, 260, 263, 264

3 CR / (3,3)

DENH 270
Dental Hygiene Foundations VI

This is the final theoretical course designed to enhance all dental hygiene competencies. A comprehensive case study is completed and presented in detail to the class. Students participate in peer evaluation and analysis of the case presentations.

Prerequisites: DENH 260, 263, 264, 266

Prerequisites or corequisites: DENH 261, 278

2 CR / (3,0)

DENH 271
Dental Hygiene Clinic IV

This is the final clinical course which is designed to provide the opportunity for continued development of professional skills and attitudes required for the practice of dental hygiene. Students see regularly scheduled clients to refine their skills in assessment, dental hygiene diagnosis, planning, implementation, and evaluation of dental hygiene treatment. Students participate and lead weekly seminars for guided discussions on cases and clinical experiences.

Prerequisite: DENH 261

4 CR / (0,17)

DENH 278
Seminar

A seminar course based on journal readings, guided discussions, and presentations. Students can examine various topics in greater depth. Topics will vary based on student and instructor interests.

Prerequisites: DENH 260, 263, 264, 266

Prerequisites or corequisites: DENH 261, 270

1 CR / (3,0)

Dentistry

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)

Dental Assisting

Note: DENT courses are restricted to students in the Dental Assisting program.

DENT 150
Dental Assisting Foundations

This course introduces basic principles of dental assisting techniques and the assessment phase of client care. Theoretical knowledge pertaining to basic instrumentation, fundamental skills associated with dental assisting, and an introduction to biomaterials will be covered. In addition, students will receive information regarding the rationale for obtaining medical and dental histories, vital signs, dental charting, initial client observations, and isolation techniques. The course material includes the prevention and handling of complications and medical emergencies that may occur in the dental office.

Corequisites: DENT 151, 153, 157, 162

3 CR / (4,0)

DENT 151
Prevention I

This course emphasizes infection control and prevention of oral disease. Awareness will be placed on the nature of oral organisms, modes, and management of transmission for diseases of dental importance. This course also familiarizes the student with methods and materials used to prevent oral disease. Plaque, methods to control oral diseases, devices, and other components of preventive dentistry are covered.

Corequisites: DENT 150, 153, 157, 162

3 CR / (5,0)

DENT 153
Dental Sciences

A study of form, structure, and interrelationships of the head and neck. Also included is the study of histology, morphology, supporting structures, occlusion, identification, and anomalies as they relate to dentition. Anatomical landmarks and understanding of the relationship between structure and function will be provided.

Corequisites: DENT 150, 151, 157, 162

4 CR / (5,0)

DENT 157
Dental Assisting Clinic I

The first in a series, this clinic provides an opportunity for the student to integrate theory into clinical and laboratory experiences. The focus is on clinical asepsis, basic instrumentation, initial client observation, isolation techniques, and the manipulation of a variety of dental materials.

Corequisites: DENT 150, 151, 153, 162

3 CR / (0,12.5)

DENT 160
Restorative Dentistry

This theoretical component provides the student with background into dental anesthesia, cavity preparation and design, and restorative instruments. Knowledge of the dental materials utilized in the prevention and treatment of oral disease will also be covered. A series of lectures will be given dealing with the etiological fundamentals of dental caries and methods used to prevent caries.

Prerequisites: DENT 150, 151, 153, 157, 162

Corequisites: DENT 161, 163, 166, 167, 169, 190

3 CR / (3,0)

DENT 161
Prevention II

This course provides the student with knowledge regarding the potential of oral manifestations such as periodontal disease and caries. The student learns to prevent these diseases through clinical preventive procedures, understanding nutrition, and teaching the client oral self-care. An additional component has the student developing and presenting preventive oral health lesson plans to select members of the local community.

Prerequisites: DENT 150, 151, 153, 157, 162

Corequisites: DENT 160, 163, 166, 167, 169, 190

3 CR / (4,0)

DENT 162
Communications

This course focuses on the development of interpersonal skills and working relationships that are required in the dental work environment. Topics covered include stress and time management, perceptions, effective communication, assertiveness skills, client motivation, instructional techniques, and group dynamics. Opportunities will be provided for the student to practise and critique communication skills that are specific to the dental workplace. Scenarios used will include some ethical dilemmas.

Corequisites: DENT 150, 151, 153, 157

3 CR / (4,0)

DENT 163
Dental Specialties I: Oral Surgery and Prosthodontics

This course has an emphasis on the dental specialties of oral surgery and prosthodontic dentistry. It provides the student with the knowledge of pre-surgical evaluation, pharmacological considerations, procedures, post-operation treatments, and the role of the certified dental assistant in the care of an oral surgery case. Students are also introduced to prosthetic procedures which are devoted to the restoration of function and the form of the dentition, including fixed and removable appliances and implants.

Prerequisites: DENT 150, 151, 153, 157, 162

Corequisites: DENT 160, 161, 166, 167, 169, 190

3 CR / (4,0)

DENT 166
Professional Issues

This course will provide the student with an overview of the dental profession and its organization. It will also introduce the learner to dental jurisprudence, ethical dilemmas and problem-solving. The BC Health Professions Act and duties of the graduate BC Certified Dental Assistant will be discussed.

Prerequisites: DENT 150, 151, 153, 157, 162

Corequisites: DENT 160, 161, 163, 167, 169, 190

3 CR / (2.5,0)

DENT 167
Dental Assisting Clinic II

This course builds on the foundation gained in Dental Assisting I, expanding clinical and laboratory competencies and enhancing the student's knowledge, skills, and attitudes. Students will begin to schedule clients and perform prescribed services. Students also participate in weekly guided group discussions of their clinical experiences and cases.

Prerequisites: DENT 150, 151, 153, 157, 162

Corequisites: DENT 160, 161, 163, 166, 169, 190

3 CR / (0,12.5)

DENT 169
Radiology

This course has been designed to provide students with the theory of the technical aspects of radiation and principles of exposing, processing, and mounting dental radiographs. Clinical experience emphasizes radiation hygiene and technique.

Prerequisites: DENT 150, 151, 153, 157, 162

Corequisites: DENT 160, 161, 163, 166, 167, 190

3 CR / (2.5,0)

DENT 173
Dental Specialties II

A theoretical course where emphasis is placed on the dental specialties of oral pathology, orthodontics, endodontics, geriodontics, pedodontics, and special needs clients.

Prerequisites: DENT 160, 161, 163, 166, 167, 169, 190

Corequisites: DENT 176, 177, 191

3 CR / (9,0)

DENT 176
Office Practice Management

This course with the learner with an introduction to dental office practice procedures in relation to the clinical setting. The student will be involved in a combination of guided self-study, projects, and class discussions to complete this course.

Prerequisites: DENT 160, 161, 163, 166, 167, 169, 190

Corequisites: DENT 173, 177, 191

0.5 CR / (1,0)

DENT 177
Dental Assisting Clinic III

The last course in the clinical sequence, this clinic allows the student to build on previous experiences and to integrate new skills into clinical and laboratory activities. Clinical activities will include treating scheduled clients for prescribed services and providing dental health education to members of the community. Students participate in weekly guided discussions of their clinical experiences and cases.

Prerequisites: DENT 160, 161, 163, 166, 167, 169, 190

Corequisites: DENT 173, 177, 191

4 CR / (0,13)

DENT 190
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.

Prerequisites: DENT 150, 151, 153, 157, 162

Corequisites: DENT 160, 161, 163, 166, 167, 169

3 CR

DENT 191
Practicum II

This practicum experience furthers the opportunity the student has for dental assisting in a dental office. The emphasis on professionalism and communication skills continues. Advanced chairside assisting, direct client care procedures, and laboratory skills may also be included in the experience.

Prerequisites: DENT 160, 161, 163, 166, 167, 169, 190

Corequisites: DENT 173, 176, 177

3 CR

Directed Studies

DS 800
Self-Directed Studies

The Self-Directed Studies course provides students with the skills and supports necessary to successfully complete online, teleconference, correspondence, and other distance education courses. The Self-Directed Studies course will provide access to computer labs and to instructional supports, such as study skills, time management skills, computer literacy skills, and other skills necessary for success in online or text-based learning situations. Students will access distance education courses from the College of New Caledonia or from other institutions around the globe—the possibilities are unlimited. Students will gain experience registering for and participating in distance education courses. Any costs incurred for distance education courses accessed through Self-Directed Studies 800 will become the responsibility of the student. In order to verify the transferability of credits for Self-Directed Studies 800, students planning to transfer credits to another institution should always consult with the receiving institution.

2 CR

Early Childhood Education

Note: ECE courses are restricted to students in the Early Childhood Education program.

ECE 151
Child Growth and Development

A study of the growth and development of the child from conception through the preschool years. Emphasis will be placed on the genetic and environmental factors that influence physical, intellectual, emotional and social development of the child. Early and contemporary research related to behaviour will be studied.

4 CR / (6,0)

ECE 153
The Child in Society

The course is designed to develop the student's awareness of the many social, cultural and political influences of children and their families. Students will investigate the current status of the Canadian family and the problems confronting it. They will become familiar with regulations affecting children and programs for children. The role of the early childhood educator as an advocate for children will be emphasized.

3 CR (4)

ECE 154
Theories and Practices of ECE

Students will focus on the major historic and current theories of Early Childhood Education. Emphasis will be placed on the practices that have evolved from those theories. The role of play in the overall development of the preschool child is examined. Goals, objectives and approaches to programming for early childhood educators are studied.

4 CR (5)

ECE 155
Theories and Practices of ECE

This course expands on the information presented in ECE 151, ECE 154, and ECE 170. Skills for effective and sensitive interactions with young children are presented. Students learn various approaches to classroom management, guiding of children's behaviour and planning for groups and individual children. Students discuss, review and implement a variety of observation techniques with young children. Each student will create a Child Portfolio based on confidential information she has observed about an individual child on practicum. The ECEBC Code of Ethics will be examined as a standard practice for caring for young children and families.

Prerequisite: ECE 151, ECE 154 and ECE 170

4 CR (6)

ECE 165
Program Development

The student will plan, implement, and evaluate activities that reflect anti-bias content and support the development of children from diverse backgrounds. Emphasis will be on providing activities which are geared developmentally to the individual child and/or a group of children in an inclusive learning environment.

4 CR (5.5)

ECE 166
Program Development

This course will focus on designing curriculum and planning individual activities that reflect anti-bias inclusive programming. An emphasis will be placed on adapting the curriculum to support and enhance each child's development.

The student will study the planning of young children's curriculum in fields such as art, music, movement, science, math, social studies, language, and literature.

Prerequisite: ECE 165

4 CR (6)

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 151 and ECE 190

4 CR (2,2)

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.

3 CR (4)

ECE 174
Interacting with Families

This course will examine the interrelationships between home and early childhood setting. Attention is given to developing an effective parent program curriculum to support the diverse nature of today's families. The student is asked to reflect on her/his worldview to develop an understanding how this will impact her/his practice with children and families. Strategies are presented to assist the student in developing effective parent-teacher communication.

Prerequisite: ECE 170

3 CR (3)

ECE 176
Human Relations in Early Childhood Settings

Students are introduced to the field of interpersonal communication. They will become more aware of their own communication behaviour through active observation and participation. Students will develop more effective skills in communicating, establishing helping relationships, and working as an effective team member.

3 CR (3)

ECE 177
Human Relations in Early Childhood Settings

This course assists the student in exploring her or his own values, goals, and style of interacting with others. Students will acquire skills needed to establish helping relationships and to work as an effective team member.

Prerequisite: ECE 176

3 CR (3)

ECE 190 and 199
Practicum

Students gain practical experience working with young children and their families while working under licensed early childhood educators. During practicum, students are required to attend a two-hour seminar every Friday. Students plan and implement learning activities in ECE settings. ECE 190 is divided into Level I and II. Students must maintain a minimum of a "C" grade in all first semester courses to proceed into Level II. ECE 199 is divided into Levels III and IV. Level IV includes six weeks of full-time work experience. Students must complete all courses with a minimum "C" grade to enrol in 199.

ECE 190: 6 CR (0,2)

ECE 199: 10 CR (0,2)

ECE 251
Infant Growth and Development

A study of contemporary theories in growth and development of the child from conception to 36 months.

Prerequisite: Completion of Early Childhood Education Certificate

ECE 252
Administration of ECE Programs

A study of basic administrative skills including the management of personnel, centre administration, and finances.

Prerequisite: Completion of Early Childhood Education Certificate

ECE 255
Care and Guidance of Infants and Toddlers

In this course the student will develop program planning and implementation skills for application in the infant or toddler group care setting.

Prerequisite: Completion of Early Childhood Education Certificate

ECE 256
Introduction to Inclusive Child Care

The course is designed to develop the student's awareness of inclusive child care and the role it plays in today's society. Students will explore status, issues, and regulations of inclusive child care.

Prerequisite: Completion of Early Childhood Education Certificate

ECE 257
Programming for Inclusive Child Care

This course is designed to further expand curriculum to meet the developmental needs of individual children and the group in an inclusive setting.

Prerequisite: Completion of Early Childhood Education Certificate

ECE 272
Health, Safety and Nutrition

The students will learn to establish healthy, safe environments for young children.

Prerequisite: Completion of Early Childhood Education Certificate

ECE 274
Interacting with Families

The student will learn to co-ordinate home and program goals for typical and atypical infants in child care settings.

Prerequisite: Completion of Early Childhood Education Certificate

ECE 290 & 291
Practicum

The student will demonstrate skills in observation and the knowledge of age-appropriate activities for children in an infant centre and in a toddler centre.

Prerequisite: Completion of Early Childhood Education Certificate

ECE 290: 3 CR

ECE 291: 3 CR

ECE 292 & 293
Practicum

These two supervised practica will provide the student with a hands-on approach to applying and integrating theoretical knowledge from the post-basic core courses and the Inclusive Child Care courses. ECE 293 will also provide experiences in working with transdisciplinary teams and environmental and curriculum assessment.

Prerequisite: Completion of Early Childhood Education Certificate

ECE 292: 3 CR

ECE 293: 3 CR

Early Childhood Education, Aboriginal

See AECE course descriptions beginning on page 135.

Economics

ECON 101 **UT**
Canadian Microeconomics Issues

Topics include: an overview of economic systems, the operation of markets, the organization and behaviour of producers, and an evaluation of the performance of markets. Throughout, issues related to the cost and value of things, and to the incentives to buy and produce, will be discussed.

3 CR / (3,0)

ECON 102 **UT**
Canadian Macroeconomics Issues

This course introduces economic models that help a person think through issues such as unemployment, inflation, taxation, the role of government in the macro-economy, and international trade. This course is aimed at liberal arts and business diploma students who wish to become more familiar with the economic issues of the day as well as with the ways that the economy influences our livelihoods.

3 CR / (3,0)

ECON 201 **UT/BUS**
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 a possible replacement for the market system. By the end of this course the student should have the ability to analyze the impact of events on the price and production of goods and services.

Prerequisite: Math 12 or Pre-calculus 12 or Foundations of Math 12 or MATH 044 (with a grade of "C+" or better) or MATH 045 (with a grade of "C+" or better) or MATH 100 or MATH 101 or MATH 145

3 CR / (3,0)

ECON 202 **UT/BUS**
Principles of Economics—Macroeconomics

Beginning with the techniques for measuring important variables such as GDP, unemployment, and the price level, the course will develop a model of the economy with which various "shocks" can be analyzed. How the government uses its spending, taxation, and control of the money supply to achieve economic goals will be discussed. By the end of the course the student should have the ability to analyze the macroeconomic impact of most events influencing the economy.

Prerequisite: Math 12 or Pre-calculus 12 or Foundations of Math 12 or MATH 044 (with a grade of "C+" or better) or MATH 045 (with a grade of "C+" or better) or MATH 100 or MATH 101 or MATH 145

3 CR / (3,0)

ECON 207 **UT**
Managerial Economics

This course is an application of economic theory to a variety of management and planning decisions such as output maximization and cost minimization given the constraints faced by the firms.

Prerequisites: ECON 201 and 202

3 CR / (3,0)

Ecotourism

Note: ECOT courses are offered only at the Valemount campus.

ECOT 150
Introduction to Tourism and Ecotourism

This course provides an overview of the tourism industry with an emphasis on ecotourism. Topics include: tourism sectors; size, scope, and infrastructures; trends and current issues; travel motivators; career opportunities; ethical issues; and the role of tourism organizations.

3 CR / (3,0)

ECOT 152
Interpretive Guiding Skills
This course covers the design and delivery of nature and heritage programs, interpretive techniques for guiding, guest relations, professionalism, food preparation, and camping skills.
3 CR / (3,0)

ECOT 154
Leadership in Tourism
This course focuses on the leadership skills required in guiding for tourism operations. It covers leadership styles and responsibilities, decision making, effective communications, group dynamics, and conflict resolution.
3 CR / (3,0)

ECOT 155
Trip Planning and Emergency Situation Management
This course covers the fundamentals of trip preparation and planning, hazard avoidance, and emergency situation management. It includes navigation, environmental concerns, route plans, trip planning, identifying and avoiding hazards, survival skills, emergency situation management, and developing response plans.
3 CR / (48 hours total)

ECOT 157
Wilderness First Responder
This course prepares the student for emergency situations that involve: prolonged patient care, severe environments, and improvised equipment. It prepares graduates to handle most wilderness trauma and medical emergencies. This course will equip graduates with the knowledge to evaluate medical emergencies and make decisions concerning field treatment and evacuation priorities. This course is complete medical training for trip leaders and is designed for those people who work and/or travel in remote areas.
Prerequisite: Students must be at least 16 years of age to participate; students aged 16 and 17 require parental permission
3 CR / (80 hours total)

ECOT 160
Environmental Stewardship
This course examines the relationship between tourism, outdoor recreation, and the management and conservation of natural resources. It incorporates the central concepts of sustainability and sustainable development in working with communities, other resource-based industries, and with visitors to natural resource-based areas. It includes planning and management strategies to maximize benefits and minimize impacts.
3 CR / (3,0)

ECOT 161
Entrepreneurship in Ecotourism
This course covers the concepts and practices of entrepreneurship applied to ecotourism businesses, including assessment, research, planning, and implementation strategies. It includes creating a vision, goal setting, financial and business planning, marketing, research, and business laws and regulations.
3 CR / (3,0)

ECOT 165
Natural History
This course provides an in-depth study of the natural history of northern interior British Columbia, including flora, fauna, and geology. It includes species identification, plant identification, bird identification, forest ecology, and the biogeoclimatic classifications of British Columbia. It will include research and field studies.
3 CR / (3,0)

ECOT 171
Cross Country Ski Touring
This course provides an introduction to the Canadian Association of Nordic Ski Instructors Cross Country Level I course. It includes warm-up activities, classic and skate ski techniques.
Prerequisite: ECOT 155
2 CR / (45 hours total)

ECOT 173
Snowmobile Touring
This course covers navigation, low-impact travel, environmental ethics, route plans, group management, client care, and snowmobile safety. It leads to the BC Snowmobile Federation Operator's Certificate. It also includes maintenance procedures and minor repairs for snowmobile engines.
Prerequisite: ECOT 155
Prerequisite or corequisite: ECOT 170
2 CR / (30 hours total)

ECOT 174
Freshwater Fishing I
This course prepares students for work as fishing guides. It includes BC freshwater fishing regulations, equipment, fly fishing, spin fishing, fish identification, guest management, and client safety.
Prerequisite: ECOT 155
Prerequisite or corequisite: Recreational Boat Operator certification
2 CR / (45 hours total)

ECOT 175
Rafting I
This course covers river rafting instruction for guiding rafting float trips. It includes navigation, rafting equipment, maintenance, oar rafting skills, guest management, low-impact travel, and environmental ethics.
Prerequisite: ECOT 155
2 CR / (45 hours total)

ECOT 179
Flatwater Canoeing
This course covers equipment construction and care, flatwater strokes, canoe rescue, and tandem and solo paddling. It includes navigation, low-impact travel, route plans, group management, client care, and environmental ethics. Students will be expected to meet British Columbia Recreational Canoeing Association standards for Advanced Solo Paddling (Basic Flatwater 4).
Prerequisite: ECOT 155
2 CR / (45 hours total)

ECOT 180
Day-hiking
This course is for guides leading day-hiking trips. It covers navigation, low-impact travel, route plans, group management, client care, pacing, nature interpretation in a hiking situation, environmental ethics, and an introduction to heli-hiking.
Prerequisite: ECOT 155
2 CR / (45 hours total)

ECOT 182
Horse Guiding
This course covers low-impact travel, horse care and farrier skills, horse handling and safety, packing, equipment management, and client care.
Prerequisite: ECOT 155
2 CR / (32 hours total)

ECOT 185
Dog Sledding
This course is for guides leading dog sledding trips. It covers dog care and handling, safety, harnessing, mushing, equipment management, and client care.
Prerequisite: ECOT 155
2 CR / (35 hours total)

ECOT 187
Avalanche Skills Training
This course provides an introduction to avalanche safety. An emphasis will be placed on recognizing avalanche terrain, safe travel techniques, self-rescue and companion rescue. This course follows the guidelines of the Canadian Avalanche Association Avalanche Skills Training Level 1 and is a prerequisite for the CAA's professional Avalanche Opera-

tions training.

Prerequisite: ECOT 155

2 CR / (22 hours total)

ECOT 190
Work Experience

This course provides experiential, workplace-based learning opportunities. The experience builds employable competencies and reinforces the principles and skills learned during classroom study. It builds employment linkages and establishes the foundations of an individual's employment history.

Prerequisite: Successful completion of the first semester of the Northern Outdoor Recreation and Ecotourism Certificate Program

3 CR / (120 hours total)

Education and Career Planning

Ed Cp 045
Advanced Level Education and Career Planning

This course provides adult learners with life and employment readiness skills. Students 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 is 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

Electrical — Foundation Level

ELEC 190
Foundation-Level Electrical

This 20-week program is the first step for those who are interested in becoming electricians. The program provides the skills and theory needed to obtain an apprenticeship or other work in the field.

Electrical Apprenticeship

The following courses are restricted to students in the Electrical Apprenticeship program. These courses are currently under review.

ELEC 150
Level 1 Technical Training

This course covers fundamentals; DC circuits; electromagnetism and applications; meters and test equipment — Part 1; electrical prints and drawings; AC motor controls — Part 1; electrical code and wiring — Part 1; and industrial power electronics — Part 1.

ELEC 250
Level 2 Technical Training

This course covers the following: alternating current fundamentals; meters and test equipment — Part 2; single phase alternating current circuits; circuit protection devices; single-phase transformers; AC motor controls — Part 2; lighting; electrical code and wiring — Part 2; industrial power electronics — Part 2.

ELEC 350
Level 3 Technical Training

Topics include three-phase alternating current circuits; three-phase transformers; direct current machines and controls; alternating current machines; AC motor controls — Part 3; industrial power electronics — Part 3; and electrical code and wiring — Part 3.

ELEC 450
Level 4 Technical Training

This course covers applied trade concepts; industrial computing; digital logic; programmable logic controllers; high-voltage installations; modern building systems; automated control systems; variable speed drives; and electrical code and print reading.

English

ENGL 855
Components of Developmental English

This individual student program consists of components drawn from the ENGL 155 program.

ENGL 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 (ESL) students unless they are referred by an ESL instructor.

ENGL 020
Basic Preparatory English

This English course includes fundamental skills in reading, writing, and grammar.

Prerequisite: Evaluated by a CCP placement test

Note: At the Prince George campus, English 020 is not a course for English as a Second Language (ESL) students unless they have been referred by an ESL instructor.

ENGL 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 English 9 or as evaluated by a CCP placement test

ENGL 045
Advanced Preparatory English

The course includes reading, writing, speaking, and listening skills. Extensive writing and research skills are taught. There is a literature component, as well as a section on media literacy.

Prerequisite: ENGL 030 or English 10 or as determined by a CCP placement test

ENGL 050
Provincial Preparatory English

This course emphasizes writing, research, and communication skills. There is a strong literature component, which includes study in all literary genres.

Prerequisite: English 045 or English 11 (not Communications 11) or as evaluated by a CCP placement test

ENGL 101 UT
Literature and Composition I

A study of twentieth-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 UT
Literature and Composition II

A study of twentieth-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 UT
Composition and Style

A study of grammar, composition, and style. A vigorous program of essay-writing plus a variety of writing assignments or exercises dealing with specific problems in essay-writing. Strongly recommended for students who wish to improve their writing skills.

3 CR / (3,0)

ENGL 104 UT
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 **UT**
Film Studies

A survey of styles and genres in international and Hollywood cinema from 1940 to the present. A feature film will be screened each week and discussed in conjunction with assigned readings. University credit students will write essays and exams; non-university credit students may audit the course for general interest.

3 CR / (1,2)

ENGL 107 **UT**
Literature and Composition: First Nations Literature

This first-year course focuses on a broad spectrum of First Nations literature. Students assess traditional tales from an oral storytelling tradition, as well as poems, plays, and short stories by contemporary writers. As well, students learn effective composition skills and the techniques of literary analysis. Students are 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 155
Developmental English

Based on the results of the EMAT and the requirements of the program in which they are enrolled, students are assigned a course of study which is drawn from the following components:

- Developmental and College Reading: A self-paced course for students who are weak in reading, designed to help students acquire the basic reading skills needed to handle college-level material. Skills covered are designed to improve critical analysis skills and comprehension.
- Writing: This course helps the student acquire the basic skills of writing. Students are assigned work on punctuation and grammar. Structure and style are practised and then incorporated into organized paragraphs and essays.
- Spelling: This course helps the student to apply basic spelling rules and to spell commonly misspelled words.

ENGL 195 **BUS**
Effective Communications I

This course introduces students to principles and practices of written and oral communications as applied in current business and career contexts. Students develop an ability to write clearly and speak effectively. Instruction emphasizes grammar, style, and presentation as important elements applied to a variety of writing and speaking situations: e-mail, web analysis and summaries, memos, letters, proposals, resumés, interviews, and instructional and persuasive talks.

3 CR / (3,0)

ENGL 196 **BUS**
Effective Communications II

This course is a discipline-based research course that introduces career and technical students to current research, writing, and speaking formats and techniques as practiced in collaborative small group contexts. Students learn how to do original research, how to write in appropriate formats, and how to present oral reports, while working co-operatively in a group. Grammar, style, and document presentation are stressed as important elements applied to a variety of writing and speaking situations: topic selection, bibliographies, proposals, progress reports, and visual design.

Prerequisite: ENGL 195

3 CR / (3,0)

ENGL 201 **UT**
English Literature, 1350–1744

A survey of English Literature from Chaucer to Pope based on a selection of works from major authors. The course includes work from the Old English period. Students are required to submit at least three essays on literary topics.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 202 **UT**
English Literature, 1744–1900

A survey of English Literature from Blake to Browning based on a selection of works from major authors. Students will submit at least three essays on literary topics.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 203 **UT**
Canadian Literature I

An introduction to the study of Canadian literature involving writers from its beginning to the 1940s. Journals, poetry, and fiction are included. Students are required to submit a minimum of three essays on literary topics.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 204 **UT**
Canadian Literature II

A study of the development of poetry, fiction, drama, and essays from 1940 to the present. Students are required to submit a minimum of three essays on literary topics.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 205 **UT**
Creative Writing I

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 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: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 206 **UT**
Creative Writing II

This course is a continuation of ENGL 205.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 213 **UT**
Short Fiction I

A survey of the short story and novella from Poe to Lawrence. Students are required to write at least three essays on literary topics.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 214 **UT**
Short Fiction II

A survey of the short story and novella from Kafka to the present. Students will write at least three essays on literary topics.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 215 **UT**
Children's Literature I

A study of children's literature focussing on the different genres: fantasy, realistic fiction, science fiction, historical fiction, etc.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 216 **UT**
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 a historical approach to the study of children's literature. Representative literature from the Victorian period to the Modern period is examined. The course addresses the question of how our definitions of children's literature and our attitudes toward children's literature have changed over the years.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 217 **UT**

Women and Men in Literature I

Students will read a selection of novels reflecting different cultural and historical periods. With a primary focus on gender roles, students also focus on literary, feminist, and general socio-cultural concerns, providing fresh insights into literary traditions. Students will write at least three essays on literary topics.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 218 **UT**

Women and Men in Literature II

Students will read a selection of novels/plays reflecting historical/contemporary gender roles and gender relations. Students will consider the representation of men and women in the literature of the twentieth century. Students will write at least three essays on literary topics.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 219 **UT**

Contemporary First Nations Authors

This course focuses on contemporary First Nations authors. Novels, plays, and poems which reflect the experiences of First Nations people in Canada from the 1940s to the 1990s are studied. How literature reflects specific regional/personal concerns and issues is considered. Universal themes developed in these writings are also considered. First Nations authors are compared with Canadian authors studied in traditional and Canadian literature classes and similarities/differences in style, themes, and subject matter are considered.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 220 **UT**

Children's Literature — First Nations Authors

This course examines some of the traditional tales from the oral story-telling tradition as well as tales told by contemporary novelists. These stories are assessed 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: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 229 **UT**

Professional Business and Technical Communication

This course includes both the theory and practice of writing for the workplace. Students will first learn the rules and guidelines of professional communication and then will move beyond them, investigating the underlying theory, ethics and social factors that contribute to the challenges of work writing. This course introduces effective strategies for communicating effectively to a variety of audiences in a variety of workplace genres. Students work both individually and in collaboration, completing both written and oral projects that are relevant to their professional goals and the requirements of the business, technical, and professional communities.

Prerequisites: Two of ENGL 101, 102, 103, 104, 106, 107, or their equivalent

Note: Natural Resource and Environmental Technology (NRES) students will be admitted with successful completion of ENGL 103 and completion of all first-year courses. Business Program students will be admitted with successful completion of ACC 151, CIS 165, ENGL 103, MGT 154, MKT 152, and one of ECON 101 or ECON 201.

3 CR / (3,0)

ENGL 230 **UT**

Critical Thinking and Writing for Science and Technology

In this course, writing about science and technology is examined theoretically and practically. Students learn to communicate what they learn in the appropriate form to a variety of audiences. Both research and non-research forms of communication, both written and oral, will be examined in preparing students for further studies in science and technology.

Prerequisites: Two of ENGL 101, 102, 103, 104, 106, 107, or their equivalent

3 CR / (3,0)

ENGL 231 **UT**

Intermediate Composition I

Students study and practise 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.

Note: This is not a remedial or basic skills course.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

3 CR / (2,1)

ENGL 232 **UT**

Intermediate Composition II

Students will write a variety of expository and argumentative essays (some done in class) and a final examination. Particular emphasis is placed upon the production of a major research report (minimum length 2,000 words) with full documentation. Recommended for students interested in the teaching profession.

Note: This is not a remedial or basic skills course.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

3 CR / (2,1)

ENGL 252

Technical Communications for Forest Technology

This course builds upon the skills introduced in ENGL 195 and ENGL 196 and introduces the student to writing tasks that are more closely related to real-world working situations and controversies. Topics covered include medium length reports, integration of research with personal experience, and persuasive speaking and writing.

Prerequisites: ENGL 103 and ENGL 229

3 CR / (3,0)

English as a Second Language (ESL)

Note: ESL courses are restricted to students in the ESL program.

ESL 060

Beginner Level ESL

This program offers listening, speaking, reading, and writing at a beginner level. Students will also learn and practice some English idioms, new vocabulary, and communicative grammar. Pre-writing and revision strategies will be introduced. Some knowledge about Canadian culture will be presented through films and music.

ESL 070
Intermediate Grammar
This course will strengthen and develop grammar structures through listening, speaking, and writing. Students will be able to use and manipulate grammar points (verb tenses, modals, nouns, adjectives, conditionals).

ESL 071
Intermediate Listening and Speaking
In the context of specific dialogues, the students will practise listening, speaking, and using idiomatic expressions common in North American English. This course will also give the student an opportunity to interact with native speakers of English.

ESL 072
Intermediate Writing
In this course the students will learn the organization of a paragraph. Prewriting and editing strategies will be strengthened, and writing for various purposes will be introduced.

ESL 073
Intermediate Reading
This course develops the skills of reading for the main idea, skimming, scanning, predicting, guessing meaning from context, and drawing inferences. Students will work with a variety of written material of gradually increased difficulty. This course also includes an intensive "words in context" approach, where students learn new words by reading and hearing them in a variety of situations.

ESL 090
Advanced Grammar
Students will become familiar with the English verb system in terms of time frame and aspect. Students study the form, meaning, and use of grammatical structures, such as passive verbs, conditionals, gerunds and infinitives, modals of prediction and inference, reported speech, adverbials, degree compliments and intensifiers, etc.

ESL 091
Advanced Listening and Speaking
Students practise listening to advanced level speech for main ideas and specific information. Using various dialogues taken from social and academic contexts, they will examine and practice using idioms common to Canadian English. Students will participate in class discussions and give short presentations.

ESL 092
Advanced Writing
This course focuses on paragraph writing for various purposes. Students can write several types of complex sentences and give supporting details for their ideas in well organized paragraphs. Essay writing is introduced.

ESL 093
Advanced Reading
Students read short stories, articles, essays, and novels in order to practise skimming a text for the main idea, deducing meaning from context, classifying elements as fact or opinion, scanning for specific information, identifying supporting details, making inferences, building vocabulary, and predicting.

ESL 095
English for Academic Purposes: Listening and Speaking
This course gives students the opportunity to practise listening to lectures, presentations and dialogues at an academic level. Students participate in group surveys, discussions, and interviews and give a minimum of three presentations.

ESL 096
English for Academic Purposes: Advanced Grammar and Writing
Students will learn techniques for producing sound, effective, and successful essays through the themes of unity, support, coherence, and sentence skills. Students can practise and develop their skills, while comparing their own work with provided readings. In addition, students study advanced grammar points, as well as techniques for finding information for research essays.

ESL 097
English for Academic Purposes: Reading
This course advances students' literal and critical reading comprehension skills to help them prepare for Canadian college and university. Various college-level reading selections, as well as novels, are provided to help students develop effective reading and clear thinking skills.

Fetal Alcohol Spectrum Disorder (FASD)

FASD 260
Overview of FASD
Develop a critical FASD context. This course provides an academic and comprehensive overview by exploring the unique complexities of FASD. The impacts of this disorder on social, criminal, educational, financial and health care systems are considered.

3 CR

FASD 300
FASD Support Strategies
Understanding the complexities behind effective support strategies is crucial to working with individuals and families impacted by FASD. This course focuses on the skills necessary to develop effective individualized and service based supports.

Prerequisite: FASD 260

3 CR

FASD 305
FASD Brain and Behaviour
Given the profound impact of alcohol on the brain, this challenging course is integral to a thorough understanding of FASD. In this course the current knowledge of human brain structure is integrated with the effects of alcohol on the developing brain.

Prerequisite: Two years of college- or university-level courses in a related discipline (or permission of the instructor)

Prerequisite or corequisite: FASD 260

3 CR

FASD 310
Cultural Perspectives in FASD
Consider FASD from an indigenous worldview framework. This course explores constituents of effective prevention and intervention strategies from the concept of "within community."

Prerequisite: Two years of college- or university-level courses in a related discipline (or permission of the instructor)

Prerequisite or corequisite: FASD 260

3 CR

FASD 315
Special Topics in FASD
Study new and emerging topics in FASD. Join leaders in the field in this online lecture series.

Prerequisite: Two years of college- or university-level courses in a related discipline (or permission of the instructor)

Prerequisites or corequisites: FASD 260, 300, or 335

3 CR

FASD 320
Human Development
View human development across the lifespan through the lens of Aboriginal, feminist, and anti-oppressive approaches to practice. An emphasis on the established norms for each life stage provides a framework for students to thoroughly understand the developmental delays characteristic of FASD.

Prerequisite: FASD 260

3 CR

FASD 325
Developmental Disabilities and FASD
Focus on the disabilities that overlap and coexist with FASD to enhance your ability to work with affected individuals.

Prerequisite: Two years of college- or university-level courses in a related discipline (or permission of the instructor)

Prerequisite or corequisite: FASD 260 or 305

3 CR

FASD 330
Addictions

Strengthen your ability to work with diverse populations, including those with FASD, and link the broad understanding of substance misuse, abuse and compulsive addictive behaviour within an FASD framework.

Prerequisite: Two years of college- or university-level courses in a related discipline (or permission of the instructor)

3 CR

FASD 335
FASD Prevention

Explore the tri-level system of prevention — primary, secondary and tertiary. You will have an opportunity to critically examine prevention initiatives at each level and develop a comprehensive prevention plan.

Prerequisite or corequisite: FASD 260

3 CR

FASD 399
Practicum

Accomplish specific practicum goals within your discipline.

Prerequisite: Eight courses from the FASD program, including FASD 260, 300, and 335

3 CR

Finance

FIN 251 **BUS**
Canadian Securities I

This course introduces the student to the overall organization and functioning of Canadian securities markets, as well as to present the major types of securities traded and techniques with which to analyze and manage these investments. The major areas covered in detail include characteristics and functions of stock exchanges and capital markets, trading in listed securities, the underwriting process, the corporation and their financial statements, fixed-income securities, and equity securities.

3 CR / (3,0)

FIN 252 **BUS**
Canadian Securities II

This course builds on the knowledge gained in FIN 251. Having studied the overall organization of Canadian securities markets and major types of securities traded, the focus is on techniques with which to analyze and manage these investments. The major areas covered include mutual funds, other managed products, segregated funds, derivative securities, fundamental, quantitative, and technical analysis, financial planning and taxation issues, portfolio management, and building the client relationship.

Prerequisite: FIN 251

3 CR / (3,0)

FIN 253 **BUS**
Professional Financial Planning I

This course gives the student an understanding of the steps in the development of a financial plan. These steps occur as a client is interviewed, and then when goals are set, problems are identified, and a plan is written out, implemented, monitored, and reviewed. The major areas that are covered in detail include financial planning practice, budget and savings planning, residential mortgages, business law (covering contract and agency law, and fiduciary duty), family law (covering marriage, separation, divorce, and their financial implications), and insurance, both general and life, as well as the broader concept of risk management.

Prerequisite: FIN 252

3 CR / (3,0)

FIN 254 **BUS**
Professional Financial Planning II

This course builds on the knowledge gained in FIN 253. Having studied the overall organization of a financial plan and various topics, the focus of this course will be on further topics of financial planning, including tax planning of individuals, business and financial products, retirement planning with a special emphasis on pension plans, estate planning, investment planning, and a financial planning case which provides a sample case study and illustrates the implementation of a financial plan.

Prerequisite: FIN 253

3 CR / (3,0)

FIN 257 **BUS**
Finance I

This course provides an introduction to the role of financial management and the environment in which it operates. Topics include: the functions of corporate finance, foreign exchange transactions, financial mathematics (time value of money), bond valuation, short and long-term financing instruments, securities markets, individual and personal income taxes, and financial statement analysis. The computer lab will use spreadsheet software and the Internet to solve financial problems.

Prerequisite: Math 12 or Pre-calculus 12 or Foundations of Math 12 or MATH 044 (with a grade of "C+" or better) or MATH 045 (with a grade of "C+" or better) or MATH 100 or MATH 101 or MATH 145

3 CR / (3,1.5)

FIN 258 **BUS**
Finance II

This course continues the introduction to financial management which was presented in Finance I. Topics include: stock valuation, net present value and other capital budgeting techniques, deriving cash flow information from financial statements, capital markets, risk and return, cost of capital, financial leverage, and dividend policy. The computer lab will use spreadsheet software and the Internet to solve financial problems.

Prerequisite: FIN 257

3 CR / (3,1.5)

Fine Arts

FINE 101 **UT**
Art History I

Art history, a broad intellectual discipline, is central to the humanities. This introductory survey course will examine, analyze, and evaluate the major time periods, movements, and trends in the visual arts (primarily painting, sculpture, and architecture) of both western and nonwestern civilizations from prehistory through the Late Medieval period. In addition to the stylistic and structural components of art, students will study, through lectures and class discussion, historical, social, religious, political, technological, philosophical, and gender issues integral and related to the production and development of art.

3 CR / (3,0)

FINE 102 **UT**
Art History II

This introductory survey course continues to examine, analyze, and evaluate the major time periods, movements, and trends in the visual arts (primarily painting, sculpture, and architecture) of both western and non-western civilizations from the Early Renaissance to the present. In addition to the stylistic and structural components of art, students will study, through lectures and class discussion, historical, social, religious, political, technological, philosophical, and gender issues integral and related to the production and development of art.

3 CR / (3,0)

FINE 103 **UT**
Drawing I (Studio)

This intensive studio course provides an introduction to the methods, materials, and concepts of drawing, both as a visual language and as a tool for enhancing perceptual awareness. While investigating process and developing a critical vocabulary, students begin to acquire the skills to translate immedi-

ate observations and ideas into two-dimensional form. A variety of subject matter is used, including live models. In-class projects and assignments will encompass various aspects of drawing, while visual presentations and class discussion will introduce students to contemporary and historical ideas of art and design. Techniques for evaluating and critiquing (both oneself and other students) will be discussed and incorporated into the course work.

4 CR / (1,3)

FINE 104 **UT**

Drawing II (Studio)

This intensive studio course is a continuation of FINE 103 and further explores the fundamentals of drawing (line, shape, tone, texture, volume, proportion, shadow, space, composition, scale, mark-making tools, and media). Exercises and projects are designed for students to continue work on perceptual and expressive drawing and hand–eye co-ordination. A variety of subject matter will be used, including live models. In-class projects and assignments will encompass various aspects of drawing, while visual presentations and class discussion introduces students to contemporary and historical ideas of art and design. Regular evaluations and critiques are part of the course work.

Prerequisite: FINE 103

4 CR / (1,3)

FINE 105 **UT**

Painting (Studio)

This course introduces a variety of approaches to painting as a contemporary art practice. Students are assigned projects and exercises that address specific topics related to formal, expressive and historic/social issues of painting. They will explore the language of materials as it pertains to paint handling and surface, as well as strategies of representation and the development of imagery from a range of sources. Students can expect to combine intellectual information with experimentation, sensory alertness, and practical paint mixing skills. Through demonstrations of techniques and processes, work in class and homework, slide talks and critiques, students learn the basic skills required to produce paintings. In-class work and assignments will be reviewed in critiques.

Prerequisite: Entry to Fine Arts program and FINE 109

4 CR / (1,3)

FINE 106 **UT**

First Nations Art, Design, and Technology (Studio)

This course provides an opportunity for students, artists, educators, and people in the community to study First Nations art, design, and technology. It focuses on the forms and techniques of Pacific Northwest Coast First Nations (both traditional and contemporary) to create functional and aesthetic objects. However, students will have leeway to create objects that apply to their own cultural context. Examples are discussed as to how the artistic forms are linked to oral history and the clan structure of First Nations societies in the region. Technical hands-on instruction is balanced with access to First Nations traditional materials and studio-based art practices.

Prerequisite: Entry to Fine Arts program

4 CR / (1,3)

FINE 107 **UT**

Introduction to Digital Arts and Media (Studio)

Students explore and further develop their image-making skills and ideas about pictorial space in a digital environment, along with learning about the historical and conceptual connections between digital technologies and contemporary art. They will be instructed in the use of computer graphics software (Photoshop and Dreamweaver) and hardware, as well as in digital scanning, image processing, and laser printing. Fundamental computer concepts such as input and output, the relation of analog to digital, bitmap and vector-based images, resolution, and disk storage will also be covered. By the end of the course, students will have created a digital portfolio of their work. Basic computer literacy is recommended in order for students to succeed in this class.

Prerequisite: Entry to Fine Arts program

4 CR / (1,3)

FINE 108 **UT**

Making a Living as an Artist

This course guides students to create their own artistic portfolios (traditional), as well as educating them about some of the professional practices required of graphic and fine artists. It covers the essential elements of a portfolio, as well as the preparation of resumés and slides. Health and safety, copyright, contracts, photographing artwork for portfolios, commissioned work, public speaking skills, participation in commercial galleries and artist-run centres, and other professional practices issues are covered as well.

Prerequisite: Entry to Fine Arts program

2 CR / (2,0)

FINE 109 **UT**

Colour Theory (Studio)

This is a course on understanding and using colour. It focuses on colour applications for visual art and design, the principles of colour theory and visual perception, and the cultural dimensions of colour. Using colour, students work with various media including pigment, light, and other materials to explore ideas and concepts relevant to visual arts and design. Through the study of cultural history, students increase their understanding of the role of colour in art and life. The course includes lectures, demonstrations, and studio projects, as well as group and individual critiques.

Prerequisite: Entry to Fine Arts program

4 CR / (1,3)

FINE 110 **UT**

First Nations Art and Material Culture

This introductory course on First Nations art and material culture will include an exploration of First Nations artists and art, local and regional First Nations culture, as well as hands-on creative projects. Although many First Nations artists continue to employ traditional materials and concepts, they also explore Western materials and concepts in the artistic expression of cultural and social issues. Students will explore contemporary First Nations art through readings, discussions, and lectures.

3 CR / (1,3)

FINE 150 **UT**

Fundamentals of Digital Photography — Exploring the Digital Photography Workflow

In this course, students develop the fundamental skills and techniques involved in compact digital photography. Students explore the digital photography workflow covering basic concepts and best practices around taking, enhancing, managing, manipulating, and sharing digital photographs. This will include students developing an operational familiarity with several professional level image editing, photo management and workflow productivity software programs. Opportunities are provided for the student to critique other students' digital photos with the aim of gaining insight into the composition of their own work. Students will develop an understanding of how the compact digital camera fits into the current photography landscape. Students are required to bring their own camera (which must meet minimum instructor-specified specifications) to class.

Note: Basic computer skills highly recommended.

4 CR / (1,3)

Forest Resource Technology

Note: FOR courses are restricted to students in the Natural Resources and Environmental Technology program.

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 provides 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 195

5 CR / (3,4)

FOR 164
Fire Management

The principal 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. Successful participants will know their responsibilities under the Forest Practices Code Act and related regulations. Suppression instruction will focus on initial attack, including fire assessment, reporting, forecasting behaviour, determining tactics, and equipment needs. Participants can document their plans and actions. Participants successfully completing this course will meet basic certification standards for forestry workers. Fire safety will be stressed throughout this course.

3 CR / (2,2)

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 / (0,3)

FOR 253
Silviculture I

Silviculture is the application of basic tree biology and forest ecology to the growing, harvesting, and regeneration of trees. 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 program

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 and precommercial and commercial thinning. Participants are expected to synthesize course material at the stand level with the preparation of a silviculture prescription. Participants are expected to apply silviculture operations within the context of public, environmental, and economic concerns.

Prerequisite: FOR 253

5 CR / (4,2)

FOR 263
Forest Measurements III

This course introduces students to the BC Metric Log Scaling and Grading system, weight scale sampling, Ministry of Forests cyclic billing practices, and residue and waste assessment. It also covers the practical application of timber cruising in compliance with the BC Forest Service Cruising Manual. Students use field data taken from a first-year operational timber cruise 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.

Prerequisite: Completion of first-year program

3 CR / (1,3)

FOR 273
Habitat Management

This course is designed 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 in a healthy forest. Students will also study forest practices and management techniques that seek to harmonize biodiversity objectives with forest activities.

Prerequisite: Completion of first-year program

3 CR / (2,2)

Forestry

FORS 111 UT
Dendrology I

This course covers both morphology (identification) and functioning (physiology) of trees. The lectures cover the structure and function of seed, roots, stem, and leaves; tree growth; dormancy; and stand development. The labs concentrate on recognition of BC and Canadian species of broadleaf trees, with experimental assignments to reinforce lecture material.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at 250-561-5830.

Prerequisite: Biology 11 or BIO 045

3 CR / (3,2)

FORS 112 UT
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 BC conifers, and the more important North American/World species. Analytical and experimental labs will be assigned.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at 250-561-5830.

Prerequisite: FORS 111

3 CR / (3,2)

FORS 202
Forest Ecology

This course provides an introduction to the ecosystem concept, energy biomass and nutrient cycling, the physical environment, population and community ecology, and ecological succession. It also introduces the biogeoclimatic classification of BC and examples of Central Interior ecosystems.

Prerequisites or corequisites: FORS 111, 112, 210 or FOR 155, 157 or NRES 150, 155, 157

3 CR / (3,2)

FORS 203 UT
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.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at 250-561-5830.

Prerequisites: FORS 202, FORS 210

3 CR / (3,2)

FORS 250 **UT**
Natural Resource Field School and Cultural Exchange

This course gives participants the opportunity to experience firsthand the range of natural forested ecosystems located around the city of Li'an, China. It includes onsite visits to natural forested ecosystems in the area, and seminars covering the resources are contained in these natural forested ecosystems; how the Chinese manage their forested land base; and the range and type of manufacturing processes supported by the forests. There will also be visits to manufacturing facilities in the area and seminars covering how the Chinese balance forest stakeholders' demands while maintaining biodiversity. In a cross-cultural context, students will be able to compare the Chinese approach to forest land management with that of British Columbia. Seminars on Chinese culture and history and participation in a wide variety of sociocultural activities will round out the field school.

2 CR

French

FREN 101 **UT**
Intermediate College French, Level 5

This course consists of three parts:
1. A review of the essential structures of French grammar; 2. French conversation; 3. Exercises in comprehension of oral French. Conversation classes will be based on current social issues. The course is conducted in French and highly recommended for prospective elementary teachers.

Note: Students with preparation in French other than specific course prerequisite may be admitted. Please contact a counsellor/advisor.

Prerequisite: French 12

3 CR / (3,1.5)

FREN 102 **UT**
Intermediate College French, Level 6

This course consists of three parts: 1. Continuation of review of the essential structures of French grammar; 2. Writing practice; and 3. Literary analysis. The course is conducted in French and highly recommended for prospective elementary teachers.

Prerequisite: FREN 101

3 CR / (3,1.5)

FREN 120 **UT**
Introductory French I

This course is designed for students who have no knowledge of the French language and those who have not completed Grade 11 French or its equivalent. The course consists of listening comprehension and oral production, as well as reading, writing, and using French grammar.

The emphasis is on communicative practice during class time. Students will be given lots of opportunities to speak the language as soon as they learn it (asking questions, reading dialogues, role-plays, and pronunciation). The explanation of grammar is done in situation or in context. During labs, students can practice their listening tasks by completing activity sheets. Students will be able to borrow cassettes or CDs for individual practice according to their needs.

Prerequisite: None

3 CR / (3, 1.5)

FREN 121 **UT**
Introductory French II

With its emphasis on training in listening comprehension and oral production, this course is also designed for students who have studied French previously, allowing them to refresh their language skills, particularly their communicative abilities. The course also consists of reading, writing, and applying grammar rules in short compositions.

During labs, students can practice their listening tasks by completing activity sheets. Students will be able to borrow cassettes or CDs for individual practice according to their needs.

Prerequisite: French 120 or equivalent. If in doubt, please consult with the instructor or a counsellor.

3 CR / (3, 1.5)

Geography

GEOG 101 **UT**
Sense of Place: An Introduction to Human Geography

This course serves as an introduction to the development, structure, concepts, and methods of modern human geography. Students are introduced to the many sub-fields of human geography, including urban geography, cultural geography, environmental geography, historical geography, regional geography, political geography, and economic geography. This course is not only important to those students who wish to study for a BA in geography; it will prove useful for those students who wish to enter programs in architecture, urban and regional planning, education, etc.

3 CR / (3,3)

GEOG 102 **UT**
Introduction to Contemporary Environmental and Resource Issues

This course provides an overview of the types of environmental and resource issues facing the planet today. It concentrates on both the spatial component of these issues and on the human/environmental interactions. Topics covered include environmental ethics, the nature of ecosystems including biogeochemical cycles, energy flows, environmental hazards, politics, and economics, as well as various resource issues such as parks, forests, fisheries, wildlife, pollution, etc.

3 CR / (3,3)

GEOG 103 **UT**
Canada: Some Geographical Perspectives

An introduction to the geographical character of Canada. Emphasis is on an examination of the development of settlement patterns, the Canadian urban system, changes in rural Canada, resource development, and the characteristics of the North. This course may be useful for students wishing to enter programs in elementary and secondary education.

3 CR / (3,0)

GEOG 201 **UT**
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 **UT**
The Surface of the Earth

This course is a laboratory science course. It provides an introduction to the major systems, cycles, and processes which cause and sculpture the landforms of the earth's surface. It is a required course for a 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 **UT**
Economic Geography

A geographic view of economic activities and behaviour, using both a "systems" and "behavioural" approach. Traditional and more recent theories of economic geography will be examined in the light of these two approaches. This course may be useful for students wishing to enter programs in economics, commerce, appraising, and municipal administration.

Prerequisites: GEOG 101 and 103

3 CR / (3,0)

GEOG 204 **UT**
Forest and Agricultural Climatology

This course focuses on the fundamental prin-

ciples 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 **UT**

The Evolution of the Cultural Landscape

An investigation of the dynamic nature of the human/land relationship in terms of cultural, sociological, institutional, and psychological influences upon human use and organization of the environment.

Prerequisites: GEOG 101 and 103

3 CR / (3,0)

GEOG 210 **UT**

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 enrol in a GIS program.

3 CR / (3,3)

Health Care Assistant

(formerly Home Support/Resident Care Attendant)

Note: All HCAP courses are restricted to students in the Health Care Assistant program.

HCAP 120

Health and Healing: Concepts for Practice

This course provides students with the opportunity to develop a theoretical framework for practice. Students are introduced to the philosophical values and theoretical understandings that provide a foundation for competent practice as an HCA. The course focuses on concepts of caring and person-centred care; basic human needs and human development; family, culture and diversity as they relate to health and healing. Students are also introduced to a problem-solving model that will be critical to their practice.

Prerequisite: Admission to the HCA program

3 CR

HCAP 125

Health 1: Interpersonal Communications

This course focuses on the development of self-awareness, increased understanding of others and development of effective interpersonal communication skills that can be used in a variety of care-giving contexts. Students are encouraged to become more aware of the impact of their own communication choices and patterns. They will have opportunity to develop and use communication techniques that demonstrate personal awareness, respect and active listening skills.

Prerequisite: Admission to the HCA program

2 CR

HCAP 130

Health 2: Lifestyle and Choices

This course introduces students to a holistic concept of health and the components of a health-enhancing lifestyle. Students are invited to reflect on their own experience of health, recognizing challenges and resources that can impact lifestyle choices. Students are introduced to a model that can be applied in other courses to understand the multi-faceted aspects of health and healing.

Prerequisite: Admission to the HCA program

2 CR

HCAP 135

Health Care Assistant: Introduction to Practice

This course provides an introduction to the role of the HCA within the British Columbia health care system. Students are introduced to the health care team and the roles and functions of HCA within the team. Students will also have opportunities to develop self-reflective skills required for competent practice and will be introduced to effective job-finding approaches.

Prerequisite: Admission to the HCA program

2 CR

HCAP 140

Healing 1: Caring for Individuals Experiencing Common Health Challenges

This course introduces students to the normal structure and function of the human body and normal bodily changes associated with aging. Students explore common challenges to health and healing in relation to each body system. Students are also encouraged to explore person-centred practice as it relates to the common challenges to health and, in particular, to end-of-life care.

Prerequisites: Passing grade (60%) in HCAP 120, HCAP 125, HCAP 130, HCAP 135, HCAP 150

5 CR

HCAP 145

Healing 2: Caring for Individuals Experiencing Cognitive or Mental Challenges

This course builds on content from other courses to assist students to explore concepts and care-giving approaches that will allow them to work effectively with individuals experiencing cognitive or mental challenges. Emphasis is on recognizing behaviours and identifying person-centred interventions strategies.

Prerequisites: Passing grade (60%) in HCAP 120, HCAP 125, HCAP 130, HCAP 135, HCAP 150

3 CR

HCAP 150

Healing 3: Personal Care and Assistance

This practical course offers students the opportunity to acquire personal care and assistance skills within the parameters of the HCA role. The course is comprised of class and supervised laboratory experiences which assist the student to integrate theory from other courses to develop care-giver skills that maintain and promote the comfort, safety and independence of individuals in community and facility contexts.

Prerequisite: Admission to the HCA program

5 CR

HCAP 195

Practice Experience in Home Support and/or Assisted Living

This practice course provides students with an opportunity to apply knowledge and skills from all other courses with individuals and families in a community setting. Opportunity is provided for students to become more familiar with the role of the HCA within a home support agency and gain abilities that will prepare graduates to assume the role of a community health worker.

Prerequisites: Admission to the HCA program. Students must have maintained a 60% average in all other courses to enter and remain in this course.

2 CR

HCAP 199

Practice Experience in Multi-Level and/or Complex Care

This supervised practice experience provides students with an opportunity to apply knowledge and skills from all other courses in the program with individuals in a multi-level or complex care setting. A portion of this clinical experience is devoted to working with individuals experiencing cognitive challenges. Opportunity will be provided for students to gain expertise and confidence with the role of the HCA within a continuing care facility. The final two weeks of this course consists of

a preceptorship during which the student performs clinical or other professional care-giving procedures in an appropriate health care setting under the immediate supervision of a fully qualified individual.

Prerequisites: Admission to the HCA program. Students must have maintained a 60% average in all other courses to enter and remain in this course.

5 CR

Heavy-Duty / Commercial Transport Mechanics — Foundation-Level

HDM 190
Foundation-Level Heavy Duty / Commercial Transport

This 30-week program covers safe work practices; preparing for employment; work practices and procedures; heavy duty wheeled equipment and attachments; track machines and attachments; wire rope and winches; hydraulic systems; hydraulic brake system; air brake systems; alternate brake systems; air operated systems; diesel engines; electrical and electronic systems; spark ignition systems; mechanical diesel fuel systems; and power train components.

Heavy Duty or Commercial Transport Apprenticeship

Note: The following courses are restricted to students in the Heavy Duty Mechanics Apprenticeship program.

HDM 150
Level 1 Technical Training

Topics include diagnostic procedures; hydraulic systems; hydraulic brake systems; alternate brake systems; air brake systems; air operated systems; and HD wheeled equipment and attachments

HDM 250
Level 2 Technical Training

This course covers work practices and procedures; diesel engines; mechanical diesel fuel systems; electrical and electronic systems; spark ignition systems; and alternate brake systems.

HDM 350
Level 3 Technical Training

This course covers the following: work practices and procedures; mechanical diesel fuel systems; electrical and electronic systems; spark ignition systems; and electronic diesel fuel systems.

HDM 450 / CT 450
Level 4 Technical Training

This course covers work practices and procedures, alternate brake systems, power train components, and air conditioning systems.

Heritage Building Conservation

HBCN 100
Fundamentals of Heritage Building Conservation

This course provides an exposure to heritage conservation and guidelines; basic principles and practices in building conservation; the recording of assets through the use of a Statement of Significance and Condition Survey; the background knowledge and skills required to inspect, record, maintain accurate records and monitor and assess heritage assets; the skills to develop basic maintenance plans and implement capital and maintenance plans; the interpretation of documents and estimating; the skills to select suppliers, tradespersons, contractors; and the ability to identify issues related to tendering of projects. This course also includes math skills that will provide the student with the knowledge and skills to perform trade-based construction calculations using geometry, algebra, the principles of ratio and proportion, elements of basic and advanced trigonometry, and mechanical reasoning for project estimating and calculations.

Prerequisite: Admission to the program

3 CR

HBCN 105
Introduction to Building Materials, Tools and Equipment

This course provides the student with the basis for determining the resources required for a project, an understanding of building materials, tools and equipment, and safety skills required to undertake projects. A field trip will be held to get a good understanding of buildings, period materials, tools and equipment, and to view miscellaneous projects. Shop projects will include window and door repair, and other architectural woodworking projects. Shop tools and equipment will be used to develop the skills required for heritage restoration projects.

Prerequisite: Admission to the program

4 CR

HBCN 110
Building Systems and Approaches

This course provides the student with a technical understanding of building systems; and the methods of investigation, documentation, and assessment of heritage buildings to determine priorities and approaches for the conservation of buildings using the principles and practices of heritage conservation. A field trip to historic places and sites will be held to get a good understanding of building investigation, documentation, and assessment of heritage buildings to determine priorities and approaches to conservation.

Prerequisite: HBCN 105

3 CR

HBCN 120
Perform Miscellaneous Site Interventions

This course introduces the student to different types of construction tasks that may require conservation, repair, or replacement of such things as boardwalks, smaller utility buildings or structures, fences and gates, site grading, and landscaping that may be performed as part of their work or employment.

Prerequisite: HBCN 110

1 CR

HBCN 125
Perform Structural Interventions

This course introduces students to the theory behind structural interventions. Foundations, floor systems, wall systems, insulation and air/vapour barriers, and roof systems will be covered. The practicum provides the practical experience required for structural interventions, building stabilization, preserving, repairing or replacing foundations, floor systems, wall systems, and roof systems. It will include use of different roofing materials and repairs to roofs.

Prerequisite: HBCN 110

6 CR

HBCN 130
Perform Exterior Architectural Interventions

This course introduces students to the theoretical components involved in exterior architectural interventions including wall trim, cladding, stone and brick work, ornamental and other miscellaneous features, doors, windows, stairs, landings, guards, and handrails. The practicum provides the experience required to intervene with exterior architectural components including doors, windows, guards, stairs, landings, handrails, and ornamental features. It will include the application of different sidings, preservation, repair, or replacement of log and timber structures, and preservation, repair, or replacement of other exterior building components.

Prerequisite: HBCN 110

6 CR

HBCN 135
Perform Interior Architectural Interventions

This course introduces students to the theoretical components involved in interior architectural interventions. Interior finishes such as paint, wall coverings including wood finishes, ornamental finishes, wallpaper, doors and hardware, stairs and landings, ceiling fin-

ishes, tiles, and flooring will be covered. The practicum provides the experience required to intervene with interior architectural components including interior finishes such as paint, wall coverings, wood finishes, ornamental features, flooring, wall finishes, ceiling finishes, interior doors, stairs, and guardrails. Repair, replacement, and preservation will be included.

Prerequisite: HBCN 110

6 CR

HBCN 140
Perform Interventions to Building Services

This course introduces students to an understanding of the components involved in building services interventions. Heating, electrical, plumbing, and fire suppression components will be covered as well as when certain services may be required to meet building code requirements. The practicum will provide a practical assessment of building services and the approaches for intervention. The need for a certified tradesperson will also be examined.

Prerequisite: HBCN 110

1 CR

History

HIST 101 **UT**
World History: The Early Twentieth Century

A survey of significant events from the 1890s to 1939, with particular emphasis on the First World War, the instability of the 1920s and 1930s, the rise of Japan, and the road to the Second World War

3 CR / (3,0)

HIST 102 **UT**
World History: The Late Twentieth Century

A sequel to HIST 101, covering the Second World War, struggles in the Third World, America's victory over the Soviet Union in the Cold War, and the emergence of new superpowers in Japan and the European Union.

3 CR / (3,0)

HIST 103 **UT**
History of Canada to 1867

A survey of social, economic, and political developments. Topics include First Nations – White relations, early exploration, imperial rivalries, political reform, and social conflict.

3 CR / (3,0)

HIST 104 **UT**
History of Canada since 1867

A sequel to HIST 103. Emphasis is placed on Confederation, the Riel Rebellion, immigration, urbanization and industrialization, and the evolution of foreign policy.

3 CR / (3,0)

HIST 204 **UT**
History of the Prairie West

A lecture/seminar surveying prairie development from the mid-19th century to the present. Focusing on First Nations and the fur trade, colonial institutions and provincial status, immigration, agriculture, wars, decades of discord, the origin of third parties, and post-war economic and political development.

Prerequisite: HIST 101 or 102 or 103 or 104

3 CR / (3,0)

HIST 205 **UT**
History of BC

A lecture/seminar surveying BC with emphasis on aboriginal culture, resource development, ethnic relations, labour, wars, depression, and the development of provincial politics.

Prerequisite: HIST 101 or 102 or 103 or 104

3 CR / (3,0)

HIST 206 **UT**
Pre-Confederation British North America

A lecture/seminar course focusing on social, economic, and political developments in BNA from 1759 to 1867. Students study the impact of the conquest, the Maritime colonies, Upper Canada/Canada West and Lower Canada/Canada East, as well as the Prairies and New Caledonia before Confederation.

Prerequisite: HIST 101 or 102 or 103 or 104

3 CR / (3,0)

HIST 211 **UT**
Local History

An introduction to the north-central interior of British Columbia. Topics include First Nations – White relations, resource development, and settlement patterns. Particular emphasis is placed on historical methodology and research.

3 CR / (3,0)

HIST 213 **UT**
Western Thought from Plato to Hegel

A survey of influential European thinkers from the ancient Greeks and Hebrews through the Middle Ages and Renaissance to the early nineteenth century.

3 CR / (3,0)

HIST 214 **UT**
Western Thought from Marx to Postmodernism

A sequel to HIST 213, covering influential European thinkers from Marx and Darwin through Nietzsche, logical positivism and existentialism to structuralism and post-modernism.

3 CR / (3,0)

HIST 216 **UT**
Introduction to South Asia

A multidisciplinary course intended to introduce students to the history, geography, religion, literature, and economics of the countries of the Indian sub-continent. 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 **UT**
Introduction to Southeast Asia

A multidisciplinary 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)

Human Kinetics

HK 100 **UT**
National Coaching Certificate Program Level I

This course is designed to teach you how to introduce skills, organize training lessons, and 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 **UT**
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 **UT**
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 **UT**
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 programs for games and sports will be the prime focus of this course.

3 CR / (3,1)

HK 123 **UT**

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 **UT**

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 interrelationship of these topics in the acquisition and performance of motor skills.

3 CR / (3,0)

HK 125 **UT**

Dance Forms

The theory and practice of dance as a human physical activity. Focus is 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 127 **UT**

Personal Health and Wellness

This course provides students with an introduction to general concepts of personal health and wellness from a holistic perspective. It considers the physical, psychological, and social well-being of individuals through study of such topics as physical fitness, nutrition, stress management, alcohol and drug use, safe sex, aging, and health consumerism.

3 CR / (3,0)

HK 200 **UT**

National Coaching Certificate Program 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 **UT**

Introduction to Sports Administration

This course introduces the student to aspects of leisure and sport administration and management. Philosophical foundations, trends, sport marketing and sponsorship, communication and leadership, decision-making, and various aspects of planning are some of the areas that will be addressed.

3 CR / (4,0)

HK 220 **UT**

Analyzing Performance in Team Sports

Using 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 **UT**

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 programs.

Prerequisite: HK 124

3 CR / (3,0)

HK 222 **UT**

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 **UT**

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 or instructor's permission

3 CR / (4,0)

HK 224 **UT**

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 or instructor's permission

3 CR / (4,0)

HK 230 **UT**

Performance Analysis of Selected Individual Sports and Activities

Specific individual topics to be announced each year.

Prerequisite: HK 120 or instructor's permission

3 CR / (2,2)

HK 240 **UT**

Performance Analysis of Selected Team Sports and Activities

Specific individual topics to be announced each year.

Prerequisite: HK 220 or instructor's permission

3 CR / (2,2)

HK 291

Field Experience in Human Kinetics

This course provides 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.

Note: This is not a university transfer course, but is required for the Human Kinetics Diploma.

Prerequisite: HK 210

0 CR / (0,.5)

HK 300 **UT**

National Coaching Certificate Program 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)

Human Resources Advanced Diploma

Note: HRPR courses are restricted to students in the Human Resources Advanced Diploma program.

HRPR 300

Strategic Human Resource Planning

This course introduces students to strategy formulation and implementation within a Human Resource (HR) context. Students learn to identify trends and issues, as well as develop and understand the concepts of HR strategy, program development and implementation. HR managers have a critical strategic role in organizations, and HR

strategies must be aligned with business objectives and performance indicators in order to maximize the effectiveness of the organization. This course focuses on theory and practical applications to the worksite.

Prerequisite: Students must be admitted into the Human Resources Advanced Diploma program

3 CR (3,0)

HRPR 301
Compensation and Benefits

This course introduces students to the complex field of compensation and benefits. There are as many different compensation schemes as there are types of occupations, and there is no "one size fits all" approach to compensation. Compensation packages must be linked to the organization's goals and strategies in order to maximize the effectiveness of the organization. Students learn how to design an appropriate compensation system by identifying the different ingredients available to HR managers, their benefits and constraining factors. Performance pay plans, compensation values, and the technical processes required to implement the compensation package are examined.

Prerequisite: Students must be admitted into the Human Resources Advanced Diploma program

3 CR (3,0)

HRPR 302
Occupational Health and Safety

Occupational health and safety programs used to be delegated to technical experts, but in British Columbia there is a growing awareness that responsibility (and liability) for an effective OHS program starts at the front line and extends through all the layers of supervision and management in an organization. This course gives students a basic understanding of the elements that combine to create an effective occupational health and safety program (OHS). The course focuses on theory and practical applications to the worksite.

Prerequisite: Students must be admitted into the Human Resources Advanced Diploma program

3 CR (3,0)

HRPR 303
Training and Development

In today's economy, employee skills and talents are often the source of "competitive advantage" for organizations. Human resource managers are often tasked with developing in-service training for front-line employees and professional development programs for future leaders and managers.

This course teaches students to balance the need for training and development opportunities with the organization's demand for accountability and return on investment. Students learn about the increasing use of technology, blended approaches to training delivery, explicit and hidden costs of training as well as how to evaluate the effectiveness of the training.

Prerequisite: Students must be admitted into the Human Resources Advanced Diploma program

3 CR (3,0)

HRPR 304
Performance Management

This course investigates the circumstances of the "underperforming employee" and moves students from the common misconception of the "lazy," "unmotivated," or "incompetent" employee to an accurate diagnosis and mitigation of the real performance issue. Performance management on an organizational basis is examined, identifying organizational strategies such as regular performance evaluations, job design and rewards as tools that can prevent potential problems from arising. Processes and strategies are identified to use once a performance problem has been identified, including positive discipline and progressive discipline.

Prerequisite: Students must be admitted into the Human Resources Advanced Diploma program

3 CR (3,0)

HRPR 305
Employment Law, Employment Standards and Human Rights

This course gives students an overview of employment contracts and employment relationships as they are dealt with both by common law and statute, including human rights, occupational health and safety, and industrial standards. The primary focus of this course is the non-unionized workplace, which compliments MGT 264 Industrial Relations, which focuses on the unionized workplace. This course will focus on theory and practical applications to the worksite.

Prerequisite: Students must be admitted into the Human Resources Advanced Diploma program

3 CR (3,0)

HRPR 306
Professional Practice in Human Resource Management

HR managers must develop strategies that compliment the overall business strategy; they manage budgets, develop, implement and measure programs and projects, procure contracted service providers, and are a collaborative member of the management team. This course prepares students to step into an HR management role in Canada by giving an overview of the business environment, protocols, and tools used by managers in Canadian organizations.

Prerequisite: Students must be admitted into the Human Resources Advanced Diploma program

3 CR (3,0)

HRPR 307
Recruitment and Selection

Successful organizations know that the first rule of success is to hire the right people. As Canada moves into a skilled labour shortage, understanding effective recruitment practices is critical to identifying a qualified pool of candidates. Once candidates are identified, they must be assessed on a number of different levels, including the skills and talents they bring to the organization and their fit with the team. This course will provide students with a comprehensive study of current recruitment and selection practices in Canada. It is recommended for small business owners, front-line managers and human resource professionals.

Prerequisite: Students must be admitted into the Human Resources Advanced Diploma program

3 CR (3,0)

Industrial Mechanic (Millwright) / Machinist — Foundation-Level

MILL 190
Industrial Mechanic (Millwright) / Machinist

This 22-week program gives students basic skills and knowledge in both the millwright and machinist trades. It covers all requirements for a first-year apprentice in both trades, as well as topics from other years to give students the skills needed to be successful in this industry. The program is 67% practical and 33% theory. Successful graduates of this course will receive accreditation as first-year apprentices for the educational part of both the millwright and machinist trades.

International Service

SERV 250
International Service Learning

This course is a form of experiential education that integrates meaningful volunteer experiences with academic coursework and critical reflective practices. Participants will experience a positive, active and meaningful volun-

teer program in an international context. They will experience and examine the international aspects of community service learning through pre-departure preparations, travel, day-to-day living, volunteer contributions, leadership and team building activities and field trips in co-operation with local community members as well as other students and student leaders within the international setting.

Prerequisite: prior completion of 15 credits

3 CR / (90 lecture hours)

Job Education and Training

Note: All JET courses are restricted to students in the Job Education and Training program.

JET 151
Job Orientation

Job Orientation helps students develop personal goals for competitive employment. They examine their interests, attitudes, values, aptitudes and goals, then investigate the local labour market and develop a personal job plan. Students participate in a four- to five-week unpaid job training placement.

JET 152
Assertiveness and Interpersonal Skills for Employment

Students explore their personal level of assertiveness, familiarize themselves with assertiveness techniques, and develop skills to handle situations assertively. Important components of this course include strategies for stress management, conflict resolution, and building self-esteem.

JET 153
Interview Skills

This course provides practical training in all phases of the job interview, including contacting employers, preparation for the interview, personal presentation during the interview, and follow-up with the employer. Each student refines his or her interview skills by participating in an interview circuit with community employers.

JET 154
Job Maintenance

Job Maintenance helps students develop skills and strategies to function competitively on the job. The job-keeping strategies covered in the course will enhance personal performance. Students participate in a four- to five-week unpaid job training placement.

JET 155
Job Search

This course provides students with strategies and techniques to locate job opportunities and perform independent job searches. Students participate in a four- to five-week unpaid job training placement, or an active job search supported by JET staff.

Law

LAW 294 BUS
Business Law

This course introduces students to fundamental legal concepts, principles, and issues that are relevant to Canadian business. It also promotes an understanding of how these legal concepts and issues are applied to specific problems in business. Topics include an introduction to the Canadian legal system, the law of torts, and the law of contract. An in-depth investigation is then made in specific areas of contract and business law, including sale of goods contracts, employment contracts, the law of agency, corporations, secured transactions, the law of real property and mortgages, and negotiable instruments.

3 CR / (3,0)

Leadership Lab

LEAD 101
Leadership Lab, Part 1

LEAD 101 focuses on recognition and development of personal leadership skills and introduces group skills. In this course you will experience what it means to be a leader. Through a variety of dynamic interaction sessions, Part 1 of The Leadership Lab will begin to equip you to function as a leader. The Leadership Lab will explore conventional notions of leadership but will take you beyond to an understanding of leadership as lifestyle through practical leadership experiences. Eighty percent attendance is required. This course also includes a mandatory weekend retreat. This retreat will occur the first weekend after class start.

Prerequisites: English 12 or English 12: First Peoples, English 045 or equivalent, or mature student status (please consult a CNC counsellor /advisor).

3 CR (3,3)

LEAD 201
Leadership Lab, Part 2

LEAD 201 builds on the skills acquired in LEAD 101 as you refine your group skills and apply them in community settings. In this course you will experience what it means to be a leader. Through a variety of dynamic interaction sessions, the Leadership Lab will continue to equip you to function as a leader in all of life's challenging environments including home, work, and play. The Leadership Lab will continue to explore conventional notions of leadership but will take you beyond to an understanding of leadership as lifestyle through practical leadership experiences in groups and in the general community. Learning will take place both in the classroom and in the community. LEAD 201 is primarily focused on leadership in groups and in the public eye. The personal development started in LEAD 101 will continue but is not the primary focus. Eighty percent attendance is required. This course also includes a mandatory weekend retreat. This retreat will occur the first weekend after class start.

Prerequisite: LEAD 101 (Leadership Lab, Part 1)

3 CR / (3,3)

Machinist Apprenticeship

Note 1: The following courses are restricted to students in the Machinist Apprenticeship program.

Note 2: The contents of the levels may change due to a revision of the program through RTO and ITA.

MACH 150
Level 1 Technical Training

This course covers trades-related mathematics, blueprint-reading, sketching, essential benchwork, measurement devices, angular measurement devices, layout tools and procedures, threads and fasteners, taper systems, machine maintenance procedures, hand-held power tools, drilling machines, lathes, power saws, machine hop rigging, metallurgy, and oxy-acetylene equipment.

MACH 250
Level 2 Technical Training

This course covers milling machines, milling accessories, diving heads, advanced threading, lathe attachments and accessories, advanced cutting tool materials and technologies, planers and slotters, advanced metallurgy, metal specifications and testing, limits and fits, blueprint-reading, sketching, and an introduction to computer numerically controlled equipment and programming.

MACH 350
Level 3 Technical Training

This course covers advanced milling technology, gear types, gear manufacturing, abrasives, grinding machines and processes, boring mills, jig boring and grinding, machine broaching, jigs and fixtures, limits and fits, estimation, and advanced computer numerically controlled equipment and programming.

MACH 450
Level 4 Technical Training

This course covers advanced gear production technology; cam manufacturing; graduating techniques; manufacturing and calculation of splines, belts and pulleys; basic hydraulics; non-traditional manufacturing processes; surface finish; precision measurement; gauges and comparators; calibration of measurement devices; and advanced computer numerically controlled equipment and programming.

MACH 550
Interprovincial Exam: Upgrader

This course is intended to prepare participants to challenge the interprovincial machinist exam; it will review all essential elements of the machinist trade.

Maintenance Management (Continuing Education)

Maintenance Management — Skills and Techniques

This course introduces the latest concepts in cost-effective maintenance management. A brief overview of the remaining seven courses will also be provided.

After completing this course, you'll have a basic knowledge of

- How plant equipment has evolved from the Industrial Revolution to the present time.
- The diversity of current maintenance practices.
- How Japanese methods have influenced current maintenance practices
- The meaning of terms such as Total Production Maintenance (TPM), Total Maintenance Management (TMM), Predictive Maintenance, and Preventive Maintenance.
- The necessity of integrating maintenance goals with production goals.
- How issues such as due diligence, workplace safety and energy management impact upon current maintenance practices.
- How current management theory applies to maintenance management.

(15 hours)

Mathematics

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 (Competency-Based)

This is a course designed for the student who has some understanding of whole numbers and who wants to expand his or her knowledge of whole numbers, fractions, decimals, estimation, and problem solving.

Prerequisite: Evaluated by a CCP placement test

MATH 020
Basic Preparatory Mathematics (Competency-Based)

This course is a review of basic operations in whole numbers, decimals and fractions, basic operations with ratio and proportion and per cent, as well as an introduction to metric measurement, geometry, and graphing.

Prerequisite: Math 015 or as evaluated by a CCP 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 writing equations from graphs, and right angle triangle trigonometry.

Prerequisite: Math 020 or as evaluated by a CCP 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 CCP placement test

MATH 041
Trades Math I

The course is designed for students who are pursuing a career in trades or a trades-related field. It serves as a math prerequisite for either entry-level programs or apprenticeships. This course emphasizes basic mathematics skills and their practical application in trades. Topics include whole number operations, decimals, fractions, measurement systems and instruments, geometry of plane and solid figures, Pythagorean Theorem, ratio, proportion, percentage, geometric constructions with circles, triangles, and lines plus trades-related problems for all topics.

Prerequisite: Math 020 or as placed by the CCP placement test

MATH 042
Trades Math II

This course is designed for students who are pursuing entry-level trades training or an apprenticeship in a trade which requires a background in algebra and trigonometry. Students entering electrical, millwright, machinist, power engineering, or computer/network electronics technician programs could use this course as a math prerequisite. Topics include review of fractions, decimals, percentage and ratio and proportion plus operations with signed numbers, exponents, roots, basic algebra, formula use and manipulation, Pythagorean Theorem, right triangle trigonometry, solution of linear and quadratic equations plus trades-related problems for all topics. The course is competency based.

Prerequisite: One of Math 030, Math 041, Apprentice and Workplace 10, Foundations of Math and Pre-calculus 10 completed within the last three years or as evaluated by a CCP placement test

MATH 044
Advanced Developmental Mathematics

The course includes math for science, number and number operations, geometry, algebra—linear and quadratic equations, inequalities, factoring polynomials, simplification, addition, subtraction, multiplication, and division of rational expressions.

Prerequisite: Math 030 or Principles of Math 10, or Foundations of Math and Pre-calculus 10 completed within the last year or as evaluated by a CCP placement test

MATH 045
Advanced Algebraic Mathematics

This course includes a core of algebra; factoring; radicals; exponents; graphing; solving linear, simultaneous, and quadratic equations; formulas; functions; and trigonometry.

Prerequisite: Math 030 with a grade of "B+" or better, Math 044,or "B+" or better in Principles of Math 10, Foundaitons of Math and Pre-calculus 10 completed within the last year or as evaluated by a CCP placement test

MATH 050
Provincial Preparatory Algebraic Mathematics

This course is designed for students who are seeking admission to technical programs or who need to meet a prerequisite of Math 12. This course will also prepare students for introductory calculus. Topics include polynomials; equations and inequalities; imaginary and complex numbers; sequences and series; and exponential, logarithmic, circular, trigonometric and inverse functions.

Prerequisite: Math 045 or "B+" or better in Principles of Math 11, Foundations of Math 11 or Pre-calculus 11 completed within the

last year or as evaluated by a CCP placement test

MATH 100 **UT**

Pre-calculus Mathematics

This course prepares students for the introductory calculus sequence. It is intended primarily for those students whose mathematical background needs strengthening, i.e., students who do not have an "A" or "B" grade in Math 12, or who have been unsuccessful in passing the Calculus Readiness Test administered by the College, or who have not studied any mathematics during the past few years. Topics covered in the course are a review of real numbers and algebra, solving equations and inequalities, graphing and an introduction to functions, linear and quadratic functions, polynomial and rational functions, exponential and logarithmic functions, and an introduction to trigonometry.

Prerequisite: Math 11 or MATH 045 or Applications of Math 12

Prerequisite: Effective Fall 2013 intake Foundations of Math 11 or Pre-calculus 11 or MATH 045, or equivalent

3 CR / (4,0)

MATH 101 **UT**

Calculus I

This course is the first half of a two-semester introductory calculus sequence. Topics covered in the course are the concepts, techniques, and applications of differentiation and an introduction to integration. Instruction includes 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 programs.

Note: Persons with a "C+" grade or less in Math or MATH 050 will be registered in MATH 100.

Prerequisite: Math 12 or MATH 100 or MATH 050 or Electronics Technician Common Core

Prerequisite: Effective Fall 2013 intake Precalculus 12 or MATH 100 or MATH 050 or equivalent

3 CR / (4,0)

MATH 102 **UT**

Calculus II

This course is a continuation of MATH 101 and forms the second half of the two-semester introductory calculus sequence. Topics covered in the course are the definite integral, applications of integration, logarithmic and exponential functions, trigonometric and inverse trigonometric functions, hyperbolic functions, techniques of integration, and infinite sequences and series. Instruction includes 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 programs.

Prerequisite: MATH 101

3 CR / (4,0)

MATH 103 **UT**

Finite Mathematics

MATH 103 is intended primarily for Liberal Arts and Education students who want some exposure to modern mathematical concepts. Topics are chosen at the discretion of the instructor and may include such areas as logic, set theory, algebraic systems, combinatorics, probability, elementary number theory, matrices, linear programming, dynamic programming, game theory, and network analysis.

Prerequisite: Math 11 or MATH 045 or Applications of Math 12

Prerequisite: Effective Fall 2013 intake Foundations of Math 11 or Pre-calculus 11, or MATH 045 or equivalent

3 CR / (3,0)

MATH 104 **UT**

Introduction to Statistics

This course provides a basic knowledge of statistical methodology. Topics include descriptive statistics, elementary probability theory, probability distributions, sampling, and some standard concepts and techniques of statistical inference, correlation, and linear regression. Applications to a wide variety of problems are emphasized.

Prerequisite: Math 11 or Math 045 or Applications of Math 12

Prerequisite: Effective Fall 2013 intake Foundations of Math 11 or Pre-calculus 11 or, MATH 045, or equivalent

3 CR / (4,0)

MATH 105 **UT**

Introductory Programming with Statistics

This course is a continuation of MATH 104, and is intended for students who plan to study Forestry at UBC. The students will write their own programs and also use a library of programs in order to solve problems (word-processing, spreadsheet, and database programs).

Prerequisite: MATH 104

3 CR / (3,3)

MATH 145 **BUS**

Math for Business

This course introduces students to the principle and practices of mathematics with applications to business. The course covers the mathematical interpretation of fundamental business, economic and financial concepts with application to managerial decision making.

Prerequisite: EMAT with a score at the midpoint cutoff or higher.

3 CR / (3,0)

MATH 155

Developmental Mathematics

Based on the results of the EMAT and the requirements of the program in which they are enrolled, students are assigned a course of study which is drawn from the following components:

- Fundamental Arithmetic: Fundamental arithmetic includes whole number operations, decimals, fractions and mixed numbers, ratio and proportion, per cent, simple graphs, and an overview of the metric system.
- Basics of Algebra: This is a review of signed numbers, real numbers, polynomials, equations with one variable, formulas, exponents, factoring, the Cartesian coordinate system, word problems, and manipulating and deriving formulas.

MATH 157 **BUS**

Business Statistics

This course introduces the student to basic statistical methods. Topics include descriptive statistics, probability, estimation, hypothesis testing, charting, and linear regression. Applications to business are stressed.

Prerequisite: Math 12 or Pre-calculus 12 or Foundations of Math 12 or MATH 044 (with a grade of "C+" or better) or MATH 045 (with a grade of "C+" or better) or MATH 100 or MATH 101 or MATH 145

3 CR / (3,0)

MATH 165 **UT**

Calculus for Non-Science Majors

The topics covered in this course are the basic concepts and techniques of differential and integral calculus, with emphasis on applications of interest to students not majoring in mathematical sciences.

Prerequisite: Foundations of Math 12 or Pre-calculus 12 or MATH 050, or equivalent

3 CR / (4,0)

MATH 190 **UT**

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 195

Mathematics for Technologies

This course introduces students to the principles and practices of mathematics with application to technologies. Topics include number systems, algebraic concepts, analytic geometry, functions and graphs, and trigonometry. Instruction will emphasize topics and examples relevant to the discipline.

3 CR / (3,0)

MATH 201 **UT**
Calculus III

Vectors in two and three dimensions, vector functions and their derivatives, functions of several variables, partial differentiation, the gradient, chain rule, implicit functions, and extremal problems, including Lagrange Multipliers and the second derivative test.

Prerequisite: MATH 102

3 CR / (3,0)

MATH 202 **UT**
Calculus IV

Multiple integrals, vector fields, line and surface integrals, Green's Theorem, Stoke's Theorem, Gauss's Theorem, complex numbers and functions, and an introduction to differential equations.

Prerequisite: MATH 201

3 CR / (3,0)

MATH 203 **UT**
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.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at 250-561-5815.

Prerequisite: MATH 102

3 CR / (3,0)

MATH 204 **UT**
Linear Algebra

Systems of linear equations, matrices, determinants, geometry of 2-space and 3-space, vector spaces, linear transformations, eigenvalues, and applications.

Prerequisite: MATH 101

3 CR / (3,0)

MATH 205 **UT**
Probability and Statistics

The laws of probability; discrete and continuous random variables; expectations; joint distributions; central limit theorem; estimation; and an introduction to hypothesis testing.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at 250-561-5815.

Prerequisite: MATH 101

Prerequisite or corequisite: MATH 102

3 CR / (3,0)

MATH 215 **UT**
Differential Equations I

A first course in differential equations for students going on in mathematics, engineering, or other subjects requiring additional mathematics. Topics include first-order ordinary differential equations, second-order linear equations, nth-order linear equations, series solutions of second order linear equations, the Laplace transform, systems of first order linear equations, applications to growth and decay, epidemics, population dynamics, compartmental analysis, curves of pursuit, mechanical and electrical vibrations.

Prerequisite: MATH 102

Prerequisite or corequisite: MATH 204

3 CR / (3,0)

MATH 855
Components of Developmental Mathematics

This individual student program consists of components drawn from the MATH 155 program.

Management

MGT 154 **BUS**
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.

3 CR / (2,2)

MGT 157 **BUS**
Principles of Management

This course focuses on the foundations of management theory. Management is presented as a discipline and as a process. The course introduces the key issues of management from the essential skills to management ethics. Major topic areas will include the foundations of planning and decision making, organizational design, managing change and innovation, leadership, motivation, communications, supervision, and control of operations.

3 CR / (3,0)

MGT 160 BUS
International Business

Students investigate the importance of international business and international trade to Canada and the local region. They will study importing and exporting from the perspective of a small or medium size business in central British Columbia. By the end of the course, students should be able to constructively discuss an international business proposal in terms of its commercial merit and practicality as a way of promoting economic growth and job opportunities.

3 CR / (3,0)

MGT 254 BUS
Applied Group and Leadership Skills

Teamwork is a vital part of organizational life. Participating effectively in teams and groups requires the ability to understand how groups develop and to understand our own personal style, the styles of others, and how these impact the development of a group. Effective teams and groups require effective leaders. Students will be introduced to different leadership styles and discover their personal leadership profile. Areas covered include stages of group development, functional leadership, motivation, lines of communication, conflict resolution, and managing change. As this is an applied skills course, students are given the opportunity to participate in and analyze a group experience for the semester.

Prerequisite: ACC 151, CIS 152 or 165, MATH 157, MGT 154, MKT 152 and one of MATH 145 or ECON 101 or ECON 201

3 CR / (2,2)

MGT 255 BUS
Small Business Development

This course provides students with the knowledge required in starting up and successfully operating a small business. Topics include business structures, location and market assessment considerations, business plans 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.

Prerequisite: ACC 151, CIS 152 or 165, MATH 157, MGT 154, MKT 152 and one of MATH 145 or ECON 101 or ECON 201

3 CR / (2,2)

MGT 256 BUS
Entrepreneurial Development

A study of entrepreneurship including the various methods and support systems required to successfully launch a new venture, product, or system. Consideration is given to methods required for both new and existing enterprises. This course draws together the many skills of various programs culminating in an interdisciplinary project.

3 CR / (2,2)

MGT 262 BUS
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 BUS
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 ap-praisal, 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 BUS
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 BUS
Management Skills for Supervisors

Students can receive credit for this course only through successful completion of the three modules of the certified Management Skills for Supervisors Program.

3 CR

Millwright / Machinist

See Industrial Mechanic (Millwright) Machinist course description on page 173.

Millwright Apprenticeship

Note: The following courses are restricted to students in the Millwright Apprenticeship program.

MILL 150
Level 1 Technical Training (Industrial Mechanic)

Course topics include tools; trades science; work practices; cutting, fitting, and fabricating; and installing equipment.

MILL 250
Level 2 Technical Training (Industrial Mechanic)

This course covers the following: trades science; power transmissions; material handling systems; cutting, fitting, and fabricating; installing equipment; and lubricants, seals, and bearings.

MILL 350
Level 3 Technical Training (Industrial Mechanic)

Course topics include pumps, fluid power, power transmissions, and installing equipments.

MILL 450
Level 4 Technical Training (Industrial Mechanic)

This course covers prime movers, trades science, fluid power, power transmissions, material handling systems, work practices, installing equipment, compressors, HVAC and pollution control, and operational equipment effectiveness.

Marketing

MKT 152 BUS
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 BUS
Marketing Management Theory and Applications

This course presents the analysis of marketing management as it relates to marketing opportunities, marketing planning, and product strategy. The decision-making responsibilities of the marketing manager are examined with particular emphasis on market research,

demand analysis, cost analysis, and market planning and development. Case studies and computer-based simulations are used extensively throughout the course.

Prerequisite: MKT 152

3 CR / (3,2)

MKT 266 **BUS**
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 forms of promotion, such as special events.

Prerequisite: MKT 152

3 CR / (3,0)

MKT 271 **BUS**
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 **BUS**
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 **BUS**
Retailing and Merchandising

This course examines 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 **BUS**
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 include communications principles, buyer behaviour, prospecting potential customers, sales presentations, overcoming objections, and closing the sale.

Prerequisite: MKT 152

3 CR / (3,0)

MKT 285 **BUS**
Internet Marketing

This is an introduction course to the Internet marketing concepts and strategies that examines the strategic and tactical marketing principles needed for successful online business development. Topics include principles of Internet and participation marketing, Internet marketing strategies such as one-to-one, permission and viral marketing, online customer behaviour and market research, online competitive analysis, resource and funding requirements, interactive marketing communications, online advertising and promotional strategies, and Internet publishing.

Prerequisites: CIS 152 and MKT 152

3 CR / (2,2)

Medical Laboratory Technology Science

Note: All MLTS courses are restricted to students in the Medical Laboratory Technology Science program.

MLTS 101
Medical Terminology

This course gives the student the basic fundamentals of medical terminology in both the written and spoken forms. A good command of the English language with particular emphasis on accuracy in spelling is highly desirable for success in this course. Mastery of word parts and building skills will aid the student in understanding medical terminology.

1 CR

MLTS 104
Infection Control and Safety

This course deals with transmission of microorganisms, immunization practices for healthcare workers, blood-borne pathogens (Hepatitis and HIV), Standard Precautions, isolation procedures, sterilization and disinfection, safety and WHMIS.

Pre- or corequisites: MLTS 101, 109, 113

1 CR

MLTS 105
Normal Hematology

This course is a study of the production and function of the normal blood cells: erythrocytes, leukocytes and platelets. The laboratory sessions include microscopic evaluation of blood films as well as some of the procedures routinely performed in the clinical laboratory to evaluate blood cells.

Prerequisites or corequisites: MLTS 101, 104, 106, 109, 113, 122

3 CR

MLTS 106
Specimen Collection/Handling

This course includes information for the collection, handling and transportation of various laboratory specimens to help ensure the quality of laboratory results are covered. Emphasis is on the collection of blood specimens, and practice in venous collection on adults and capillary collection will be provided.

Pre- or corequisites: MLTS 101, 104, 109, 113

1 CR

MLTS 109
General Laboratory Practice

The theory and practice required to perform basic procedures in a laboratory will be presented. Laboratory glassware, pipettes, use of balance, centrifuges, thermal equipment, microscopes and solution preparation with related calculations, and laboratory safety will be covered.

Pre- or corequisites: MLTS 101, 104

1.5 CR

MLTS 113
Anatomy and Physiology

This course develops the student's understanding of the structure and function of organs and systems in the normal human body. A study of basic chemical principles is included. Medical terminology is expanded and concepts of pathology introduced.

Prerequisite: Admission to the MLTS program

3 CR

MLTS 115
Quality Management

This course is designed to provide individuals with a complete overview of quality patient care. This includes an emphasis on the use of established quality assurance control techniques to validate test results.

Pre- or corequisites: MLTS 101, 104, 106, 109

1 CR

MLTS 122
Analytical Principles

This course focuses on the principles commonly used for quantitative analysis in clinical laboratories. Principles and applications of light measuring systems, and electrochemistry will be discussed. It introduces the student to

the principles and applications of light scatter, electrophoresis, chromatography and immunoassay.

Pre- or corequisites: MLTS 101, 104, 106, 109

3 CR

MLTS 131
Histotechnology I

This course provides an introduction to the principles and practices of preparing quality clinical specimens for histological examination. Fixation, decalcification, processing, embedding, and microtomy will be presented and practiced.

Pre- or corequisites: MLTS 101, 104, 109, 113

2 CR

MLTS 135
Histology

This course provides an introduction to the functional classification of cells, tissue, and organ arrangements. Students will learn to recognize the microanatomical structure of cells, tissues, and organs at the microscopic level.

Prerequisites or corequisites: MLTS 101, 104, 109, 113, 131

1.5 CR

MLTS 136
Histotechnology II

This course provides an overview of the techniques used to determine cellular and non-cellular components for microscopic examination. Students perform some of these techniques and evaluate their results.

Prerequisites or corequisites: MLTS 101, 104, 109, 113, 131, 135

2 CR

MLTS 142
Microbiology I

This course provides a brief history of the development of microbiology and an overview of microbial forms as well as an overview of bacterial genetics. Emphasis is on morphological, physiological and disease-producing properties, and methods of isolation and identification. Laboratory exercises provide practical experience and complement the theory.

Prerequisites or corequisites: MLTS 101, 104, 106, 109, 113

3 CR

MLTS 143
Microbiology II

This course is a continuation of Microbiology I.

Prerequisite: MLTS 142

3 CR

MLTS 144
Microbiology III

This course is a continuation of Microbiology II.

Prerequisite: MLTS 143

3 CR

MLTS 150
Professional Practices

This introductory course develops the student's understanding of the importance of effective interpersonal communication skills and teamwork in the health care setting. The diverse needs and human relations posed by health care clients are also explored. Students will also analyze their personal effectiveness related to wellness, conflict, change, and stress management.

Prerequisite: Admission to the MLTS program

1 CR

MLTS 151
Management Practices

This online course provides a study of health care organizational behaviour. It exposes the student to the skills required for supervisory/management positions within laboratory medicine. Budget planning, how to use a budget, as well as productivity and work load measurements are discussed.

Prerequisites: Successful completion of all Semester I courses, including MLTS 106.

Corequisite: MLTS 190

1 CR

MLTS 153
Fundamentals of Research

This course introduces the student to basic concepts and methodologies of research design. Application of these principles to the medical laboratory technology profession is discussed. Current medical laboratory technology research needs are also explored.

Prerequisite: Admission to the MLTS program

1 CR

MLTS 155
Immunology

This course is a study of the body's defense mechanisms, both innate and acquired. The involvement of the immune system in various disease states and clinical conditions are also discussed. The student is introduced to the principles of antigen–antibody reactions and their application in many laboratory tests.

Pre- or corequisites: MLTS 101,104, 106, 109, 113

1 CR

MLTS 161
Hematopathology

Hematopathology Part I is a study of the pathophysiology of various anemias as related to the laboratory involvement in diagnosis and treatment. Special tests used for differential diagnosis are included. This information is applied to the detection of analytical discrepancies and ensuring timely, valid results. The pathology of blood diseases involving leukocytes as related to the laboratory involvement in diagnosis and treatment are studied in Hematopathology Part II. Special tests used for differential diagnosis are included. This information is applied to the detection of analytical discrepancies and ensuring timely, valid results.

Prerequisites or corequisites: MLTS 101, 104, 105,106, 109, 113,122

3 CR

MLTS 162
Coagulation

This course includes the basic theory of hemostasis. Lab sessions include both manual and automated routine tests for coagulation.

Prerequisites or corequisites: MLTS 101, 104, 106, 122

1 CR

MLTS 166
Clinical Chemistry I

This course provides the knowledge and skills required to perform selected tests for carbohydrates, electrolytes, enzymes and renal and liver functions.

Prerequisites or corequisites: MLTS 101, 104, 106, 109, 113, 122

3 CR

MLTS 167
Clinical Chemistry II

The knowledge and skills required to perform more advanced testing for electrolyte, enzyme, renal and liver function procedures are covered. Additional knowledge and skills are provided for proteins, therapeutic drugs, drugs of abuse, and endocrine testing.

Prerequisite: MLTS 166

3 CR

MLTS 170
Urinalysis

This course includes learning about macroscopic (chemical) and microscopic evaluation of urine constituents, the role of the kidney in maintaining homeostasis, as well as the components and procedures of a quality control program. Result correlation and clinical significance of results are discussed.

Prerequisites or corequisites: MLTS 101, 104, 106, 122

1.5 CR

MLTS 176
Molecular Diagnostics

This course provides the student with an introduction to the principles of molecular diagnostic techniques and the practical applications of this technology in a diagnostic laboratory. Topics include, but are not limited to, DNA/RNA isolation, hybridization, polymerase chain reaction, and restriction enzyme analysis.

Prerequisites or corequisites: MLTS 101, 104, 106, 122

2 CR

MLTS 181
Transfusion Medicine I

This course involves the theory of inheritance of blood groups and the study of red cell blood group systems as they apply to the testing of blood for transfusion purposes. The detection, treatment and prevention of hemolytic disease of the newborn is also covered. Laboratory exercises provide practical experience and complement the theory.

Prerequisites or corequisites: MLTS 101, 104, 105, 106, 109, 113,122,155

2 CR

MLTS 182
Transfusion Medicine II

This course involves the study of immunology, the theory of genetics, blood donations, and red cell blood group systems as they apply to the testing of blood for transfusion purposes. The detection, treatment and prevention of hemolytic disease of the newborn is also covered. Laboratory exercises provide practical experience and complement the theory.

Prerequisite: MLTS 181

3 CR

MLTS 190
Specimen Collection and Handling Practicum

Major topics covered are blood collection, safe work practices, and professionalism. Students will practise the collection, handling, transportation, and processing of various laboratory specimens to help ensure the quality of laboratory results. Emphasis is on the collection of blood specimens, and practice in venous collection on adults and capillary collection will be provided.

Prerequisites: Successful completion of every Semester 1 course, including MLTS 106

Corequisite: MLTS 151

2 CR

MLTS 230
Histotechnology Theory

This course reviews and expands the student's theoretical knowledge of histotechnology through case studies, worksheets, and exams. This course runs concurrently with MLTS 235 Histotechnology Practicum.

Prerequisite: To progress into year 2, you must pass every year 1 course with at least a 60% grade ("C").

Corequisite: MLTS 235

1.5 CR

MLTS 235
Histotechnology Practicum

This course covers the practical component of Histotechnology through work experience in a clinical laboratory. This course runs concurrently with MLTS 230.

Prerequisite: To progress into year 2, you must pass every year 1 course with at least a 60% grade ("C").

Corequisite: MLTS 230

3 CR

MLTS 240
Microbiology Theory

This course reviews and expands the student's theoretical knowledge of microbiology through tutorials, worksheets, case studies and exams. This course runs concurrently with MLTS 245.

Prerequisite: To progress into year 2, you must pass every year 1 course with at least a 60% grade ("C").

Corequisite: MLTS 245

2 CR

MLTS 245
Microbiology Practicum

This course covers the practical component of microbiology through work experience in a clinical laboratory. This course runs concurrently with MLTS 240.

Prerequisite: To progress into year 2, you must pass every year 1 course with at least a 60% grade ("C").

Corequisite: MLTS 240

5 CR

MLTS 250
Management Practices

This course provides a study of health care organizational behaviour including skills required for supervisory/management positions within a laboratory.

Prerequisites: To progress into year 2, you must pass every year 1 course with at least a 60% grade ("C").

1 CR

MLTS 260
Hematology Theory

This course reviews and expands the student's theoretical knowledge of hematology through case studies, worksheets, and exams. This course runs concurrently with MLTS 262.

Prerequisite: To progress into year 2, you must pass every year 1 course with at least a 60% grade ("C").

Corequisite: MLTS 262

2 CR

MLTS 262
Hematology Practicum

This course covers the practical component of hematology through work experience in a clinical laboratory. This course runs concurrently with MLTS 260.

Prerequisite: To progress into year 2, you must pass every year 1 course with at least a 60% grade ("C").

Corequisite: MLTS 260

5 CR

MLTS 265
Clinical Chemistry Theory

This course reviews and expands the student's theoretical knowledge of clinical chemistry through tutorials, worksheets, case studies and exams. This course runs concurrently with MLTS 26.

Prerequisites: To progress into year 2, you must pass every year 1 course with at least a 60% grade ("C").

Corequisite: MLTS 266

2 CR

MLTS 266
Clinical Chemistry Practicum

The course covers the practical component of clinical chemistry through work experience in a clinical laboratory. This course runs concurrently with MLTS 265.

Prerequisite: To progress into year 2, you must pass every year 1 course with at least a 60% grade ("C").

Corequisite: MLTS 265

5 CR

MLTS 270
Blood Collection Practicum

Major topics covered are blood collection, safe work practices, and professionalism. Students practise the collection, handling, transportation, and processing of various laboratory specimens to help ensure the quality of laboratory results. Emphasis is on the collection of blood specimens, and practice in venous collection on adults and capillary collection will be provided.

Prerequisites: To progress into year 2, you must pass every year 1 course with at least a 60% grade ("C").

2 CR

MLTS 280
Transfusion Medicine Theory
This course reviews and expands the student's theoretical knowledge of transfusion science through case studies, worksheets and exams. This includes the principles of immunology, quality control procedures, red blood cell antigens and antibodies, and adverse transfusion reactions. This course runs concurrently with MLTS 285.

Prerequisite: To progress into year 2, you must pass every year 1 course with at least a 60% grade ("C").

Corequisite: MLTS 285

1.5 CR

MLTS 285
Transfusion Medicine Practicum
This course covers the practical component of transfusion science through work experience in a clinical laboratory. This includes performing quality control procedures, the detection of antigens and antibodies, identifying common red blood cell antigens and antibodies, preparing and issuing blood products, and recognizing and investigating adverse transfusion reactions. This course runs concurrently with MLTS 280.

Prerequisite: To progress into year 2, you must pass every year 1 course with at least a 60% grade ("C").

Corequisite: MLTS 280

3 CR

Medical Office Assistant

ABTM 010
Medical Administration Procedures
This course introduces the student to the administrative duties and procedures required in a medical office/hospital setting. Topics covered include reception skills, appointment scheduling, telephone techniques, interpersonal skills, stress management, inventory control, mail processing, and filing/records management procedures. Medical law and ethics are an integral part of the course.

Prerequisites: Admission to the program and ABTC 050

ABTM 020
Medical Billing — Manual
This 30-hour course teaches the theory for billing of medical services to MSP, ICBC, WCB, and other private insurers.

Prerequisites: Admission to the program and ABTC 050

ABTM 025
Medical Billing — Computerized
This 30-hour course introduces the student to automated medical billing software and procedures for the province of British Columbia.

Prerequisite: ABTM 020

ABTM 030
Medical Terminology I
In this course, students complete an introductory study of the construction of medical terms including root words, suffixes, and prefixes relating to the various body systems.

Prerequisites: Admission to the program and ABTC 050

ABTM 035
Medical Terminology II — Related Anatomy and Physiology
This 90-hour course is a continuation of ABTM 030 and introduces anatomy and physiology related ti the main systems of the body.

Prerequisite: ABTM 030

ABTM 036
Medical Transcription
This is an introductory course that familiarizes students with transcribing from oral dictation, medical documents with accurate content, applying correct formats, grammar, and punctuation. The course provides students with knowledge of the content and formats of medical reports typically dictated in clinics and hospitals.

Prerequisite: ABTM 035

ABTM 037
Medical Terminology III — Pharmacology and Specialties
In this course, students complete a study of the construction of medical terms, including root words, suffixes and prefixes relating to pharmacology, and the specialties of oncology, radiology, nuclear medicine and psychiatry.

Prerequisite: ABTM 035

ABTM 040
Medical Clinical Procedures and Practices
This course enables the medical office assistant to perform basic clinical procedures and complete a clinical skills assessment, including the use and management of medical equipment. The student learns to perform basic laboratory tests and assist the physician with specific examinations and procedures. Emphasis is placed on the role of the medical assistant as a link between the doctor and external medical testing and treatment facilities. The clinical skills assessment is completed onsite with a faculty member or with a qualified host organization.

Prerequisite: ABTM 010 and ABTM 035

Medical Radiography Technology

Note: All MRAD courses are restricted to students in the Medical Radiography Technology Diploma program.

MRAD 100
Medical Radiography Terminology
This course is intended to familiarize students with medical terminology and equip them to be proficient in interpreting and effectively using that terminology. Topics covered include an overview of medical terms specific to medical radiography, as well as the root words, prefixes, suffixes and acronyms for many other common medical terms. The required pass mark is 80%. Students will be granted two attempts at taking the final examination.

Prerequisite: Admission to the MRT program

0 CR / (0,10)

MRAD 103
Human Behaviour
This course is designed to enhance human relations skills and knowledge base of medical radiography students to support their learning and clinical performance. This course explores psychological and sociological concepts, research, and applications of relevance to
medical imaging technologists in training and in clinical practice. Topics include: skills for interaction and communication; preventing and managing distress in clients and self; working with cultural diversity; dealing with clients' needs associated with age and abilities; mortality; managing interpersonal conflict and harassment. Emphasis is on improving sensitivity and human relations skills in dealing with patients, health care team and self.

Prerequisite: Admission to the MRT program

2 CR / (2,0)

MRAD 101
Radiographic Sciences 1
This course is designed to provide students with the knowledge needed to operate radiographic and accessory imaging equipment in the clinical environment. It covers the technical and physical principles affecting the radiographic image acquisition, processing, display and storage. The curriculum is based on digital imaging environments, however film screen imaging (sensitometric curve) will be used as reference to enhance and build on key concepts. Random computed radiographic images will be used to discuss vari-

ables in quality and diagnostic parameters with respect to providing solutions based on technical, equipment, exposure technique or patient influence. The imaging principles of fluoroscopic equipment used in the general imaging department as well as mobile C-arms will be covered. The design, construction, advantages and challenges of producing images with this type of equipment will be discussed in depth.

Prerequisite: Admission to the MRT program

4 CR / (3,1)

MRAD 105
Radiographic Anatomy and Physiology 1

This course parallels and supports topics presented in MRAD 115. The content is covered in a laboratory environment using digital patient images, and anatomical models. The content will provide an in-depth focus of the entire skeleton (except cranium) and the digestive system. Patient images will include sectional presentation where applicable. This course will also provide the anatomical information required for MRAD 109, positioning and critique laboratory sessions.

Prerequisite: Admission to the MRT program

2 CR / (0,2)

MRAD 109
Radiographic Procedures 1

This course is the first of three focusing on patient care, medicolegal documentation, image production and diagnostic quality. This course provides the theory and skills required to perform basic imaging procedures of the axial (vertebrae and thoracic cage) and appendicular skeleton (excluding skull), chest and abdomen. In addition, students will cover the positioning requirements and patient care associated with gastrointestinal system examination. Emphasis is placed on problem solving for atypical patients and their specific physical, emotional and psychological needs. The theory will be supported by various laboratory settings and hands-on experiences to prepare for the clinical practice.

Prerequisite: Admission to the MRT program

8 CR / (6,6)

MRAD 107
Clinical Orientation

This course introduces the student to the clinical environment through online delivery of theory and visual presentation. Topics include essential elements of the general imaging department such as workflow, patient and departmental documentation, the role of the technologist in the workplace and their relationship with patients and other healthcare members. This includes acceptable behaviour and professionalism in the imaging department. The student will become familiar with hospital/department administrative levels, workplace safety regulations, incident/ abuse reporting procedures and medical information documentation requirements. Students will be prepared for their first clinical experience through an understanding of radiation protection procedures and regulations concerning all members of the workplace.

Prerequisite: Admission to the MRT program

1 CR / (1 0)

MRAD 111
Patient Care

Students in this course gain knowledge and skills for patient care as required prior to, during and post-imaging exams. They are introduced to imaging accessory equipment and patient support equipment used in the operating room, patient's room and the emergency/trauma areas. Students gain skills in preparing sterile surgical trays, injectable medication, application of oxygen supply, ECG leads and intravenous lines. Students will also focus on the atypical patient. Through the study of various patient disability scenarios (physical, mental and emotional), students will plan patient specific care models. This course provides the knowledge and skills to effectively manage patients during imaging procedures for the post surgical patient, critical/trauma patient and those with life lines and tube attachment. It will also provide the theory and practice for assessment of patient vital signs such as temperature, pulse, respiration and oxygen saturation levels. The skills required for the delivery of contrast media for urinary and gastrointestinal examinations such as catheterization and enema will be covered. Theory is supported with supervised laboratory activities designed to give students opportunities to apply their critical thinking and manual skills to a variety of patient care situations.

Prerequisite: Admission to the MRT program

4 CR / (2,2)

MRAD 113
Physics – Medical Radiography 1

This introductory level course emphasizes the application of physical phenomena in medical radiography. Topics include structure of matter, electromagnetic radiation, electrostatics, direct and alternating current circuits, magnetism, and production of X-rays. The physics of X-ray tubes and the X-ray generator components, including heat dissipation, are also discussed. Students will relate the production of radiation to a resultant radiographic image. Also discussed will be radiation exposure factors/setting and their direct effect on image diagnostic quality.

Prerequisite: Admission to the MRT program

5 CR / (3,2)

MRAD 115
Relational Anatomy and Physiology 1

This course is the first of three consecutive courses examining normal human structure and function. Three approaches to anatomy are utilized: first, an examination of selected body systems, followed by a regional approach, relating components of these systems to nearby organs. Finally, the systems and regional viewpoints are integrated into a sectional imaging approach, viewing parts of the body in all three fundamental body planes, and in oblique planes where appropriate. Conventional anatomic presentations are supplemented by images obtained from a variety of diagnostic medical imaging technologies.

Prerequisite: Admission to the MRT program

4 CR / (4,0)

MRAD 120
Clinical Education 1

This is the first of three clinical education courses. Students will be provided with ample opportunities to apply their patient care and patient positioning skills. With this extended term, students will attain both competency and confidence in the imaging workplace. The primary focus is for patient examinations of the entire skeleton (except cranium), chest, abdomen, and gastrointestinal contrast studies. Students are scheduled in all areas related to patient imaging practice such as general imaging department, acute/trauma areas, operating room, patient wards and outpatient clinics. Patient competency evaluations will be performed on ambulatory and patients with low medical acuity.

Prerequisite: All MRT Term 1 courses

22 CR / (0,28)

MRAD 122
Pathology 1

This online course provides an introduction to general pathology and specifics of bone pathology. Students will study commonly occurring bone fractures seen in the clinical environment. Emphasis is placed on recognition of fractures and subsequent changes to required patient care and exposure factors. The theoretical component are supported by images demonstrating normal and pathological presentations.

Prerequisite: All MRT Term 1 courses

2 CR / (1.5,0)

MRAD 124
Radiobiology and Radiation Protection

Students will gain a knowledge of radiation biology so they can apply effective radiation protection measures to patients, personnel and members of the public; in meeting the entry to practice competencies of the CAMRT, for radiation, health and safety in

radiology. The first part of this course deals with a rationale for radiation protection and the fundamental concepts of radiobiology through a discussion of radiation interaction with tissue, radiosensitivity, and early and late effects of radiation. In the second part of the course, current standards for radiation protection are introduced. The course concludes with a discussion of the Canadian Radiation Protection Safety Code, SC-35, on topics defined by the CAMRT competencies and how they relate to the factors affecting dose to patients, personnel and members of the public. All radiation protection codes covered in this course will be those for Canada and not for the United States as described in Stewart Bushong's textbook on Radiologic Science.

Prerequisite: All MRT Term 1 courses

2 CR / (1.5,0)

MRAD 125
Relational Anatomy and Physiology 2

This course is the second of three consecutive courses examining normal human structure and function. It is available on-line after completion of the first clinical experience in term 2 of the program. This on-line course takes up where MRAD 115 ended, with an examination of organ systems located primarily in the abdomino-pelvic cavity. These include the kidneys and urinary tract, and reproductive systems of the adult male and female. Emphasis is placed on the gross anatomy, location and anatomical relationships among component organs within the cavity. Microscopic structure and physiological function are discussed where appropriate.

Prerequisite: MRAD 115 and MRAD 120

4 CR / (5,0)

MRAD 127
Professional Ethics and Canadian Healthcare System

The student explains current and emerging issues in the Canadian health care system such as: organizational change, resource management, departmental operation and professionalism in the workplace. The student evaluates ethical issues as encountered in current healthcare environment relevant to: application of their Professional Code of Ethics, Canadian health care principles versus patient's rights, cultural and ethnic implications for treatment, socio-economic implications on healthcare and public versus private health care access.

Prerequisite: Admission to the MRT program

2 CR / (3,0)

MRAD 129
CT – Clinical Applications in Computed Tomography

This online course provides students with the basic skill set to perform common and specialized CT scan examinations. Emphasis is placed on practical application and theoretical concepts of CT imaging. Students will cover the patient care requirements and image acceptability criteria. Class discussions/blogs will bring relevance of theory to examinations currently performed in the clinical environment. Students focus on basic CT scan protocols for the head, neck, chest, abdomen and pelvis, spine and extremities. Commonly occurring pathologies are described and identified with supporting images and referenced to normal presentations.

Prerequisite: MRAD 120

3 CR / (4,0)

MRAD 230
Clinical Education 2

This is the second of three clinical education courses. Students will build on their previous clinical experience by focusing on higher acuity patient cases. Term objectives will remain on examinations of the entire skeleton (except cranium), chest, abdomen, and gastrointestinal contrast studies. Students are scheduled in all areas related to patient imaging practice such as general imaging department, acute/trauma areas, operating room, patient wards and outpatient clinics. In addition, students are directed to start their required Bone Mineral Densitometry, Mammography and CT Scan rotation. This includes performing CT Scans of the head, thorax, abdomen/pelvis and spine.

Prerequisite: MRAD 120 and all MRT Term 3 courses

19 CR / (0,28)

MRAD 235
Radiographic Procedures 2

This course introduces the student to the fundamentals of specialized and interventional procedures in medical imaging. Students will focus on the anatomical and radiographic presentation for specific procedures, including: cerebral and renal angiography, angioplasty, embolizations, stent insertions and AIFs. The curriculum also identifies commonly used surgical instruments, angiography catheters, contrast media and relevant technical exposure factors relative to specific procedures. This course also covers routine examinations for mammography, female reproductive and bone mineral densitometry (BMD) studies. It will include patient care, equipment, common pathologies, normal and variant results for each of these procedures. The curricula will be illustrated and delivered through online learning modules, online demonstrations, audio-visual aids and student projects.

Prerequisite: MRAD 109

2 CR / (1.5,0)

MRAD 237
Inter-professional Health Practice

Students are introduced to complimentary imaging and related health disciplines such as nuclear medicine, sonography, magnetic resonance, health records (patient files) and medical laboratory. Each of these professions contributes to the patients overall diagnosis and treatment planning. Information from these areas will be correlated to fully understand the patient's medical circumstances. Although the curricula will be cursory, it will provide insight and understanding amongst the professional staff.

Prerequisite: Admission to the MRT program

2 CR / (1.5,0)

MRAD 240
Radiographic Anatomy and Physiology 2

This course parallels and emphasizes topics presented in MRAD 246. The course content is covered in a laboratory environment using digital patient images, and anatomical models. The content provides an in-depth focus of the cardiovascular, nervous (CNS) and respiratory systems, cranium, neck and thorax. Patient images will mainly focus on sectional presentation. In addition, sectional images of the spine, abdomen and pelvis will be included. Students will study the key anatomical structures and features featured on sectional anatomy as used by several disciplines such as Computed Tomography Scanning and Magnetic Resonance. This course also has significant importance for the understanding and success of several courses such as Radiographic Procedures 3, Pathology 2nd CT Clinical Application.

Prerequisite: MRAD 105 and MRAD 125

2.5 CR / (0,2)

MRAD 241
Radiographic Procedures 3

This course is a continuation of Radiographic Procedures 1 and 2. Students will build on their core knowledge from previous courses and clinical practica. The main focus is on specialized examinations of the skeleton and joints (e.g. hips, shoulder girdle, scoliosis exams) to include cranium and contrast studies. In addition, students will study the radiographic examinations of the complete urinary system. Students are challenged to apply their existing knowledge and clinical experience to imaging studies of emergency/trauma and operating room procedures. Students will continue to build their skills in critiquing images for diagnostic and technical acceptability. A requirement for this course is to develop a radiographic exposure chart for various anatomical areas. This chart will reflect requirements of normal versus atypical patient anatomy. The theory will be supported by various laboratory activities and

hands-on experience to prepare for their final clinical practicum.

Prerequisite: MRAD 230 and MRAD 235

8 CR / (3,5)

MRAD 243
Radiographic Sciences 2

This course is divided into two parts. Part A will explore the structure and function of specialized X-ray tubes including recent innovations in X-ray tube technology, mammographic imaging, digital flat-panel radiography, digital mammography, including digital tomosynthesis of the breast, digital fluoroscopy, and Picture Archiving and Communication Systems (PACS), including the goals of Integrating the Healthcare Enterprise (IHE).

Part B will describe the concepts of Total Quality Management (TQM), Continuous Quality Improvement (CQI) and the Elements of Quality Assurance (QA) and Quality Control (QC) in Radiology. In particular, QC tests will be discussed for film-screen systems, digital imaging systems including digital radiography, fluoroscopy, mammography, and bone mineral densitometry systems, with particular reference to Safety Code 35

Prerequisite: MRAD 101

4 CR / (3,0)

MRAD 245
Physics – Medical Radiography 2

This course emphasizes the application of physical phenomena in medical radiography. Topics include electromagnetic spectrum, nuclear reactions and radioactive decay, mechanisms of attenuation and their effects on radiation production. The elements of image production and quality are discussed relevant to quantum noise, spatial resolution and Nyquist theorem. Students will cover the use of solid state physics, detectors and analog to digital converters in modern imaging equipment. In addition, the physics of CCD cameras, photo stimulable phosphor plates and other X-ray detectors will be discussed. This course requires students to perform precise measurement, graph plotting and data interpretation.

Prerequisite: MRAD 113

5.5 CR (2,2)

MRAD 246
Relational Anatomy and Physiology 3

This course is the last of three consecutive courses examining normal human structure and function. It is delivered in classroom format during the final academic term of the program. Physiology is presented where it is relevant to, and contributes to an understanding of structure, the relationships among adjacent organs, to fundamental body processes, functional diagnostic imaging procedures and important clinical considerations. The course begins with an examination of the cardiovascular, lymphatic and respiratory systems.

The course then turns to study of the head and neck, commencing as usual with a systems approach. The remaining part of the course focuses on the sectional anatomy of the head and neck using images in all three fundamental body planes and the more oblique transverse planes conventionally used when assessing the skull and brain.

Prerequisite: MRAD 125

4 CR / (3,0)

MRAD 247
Communication and Research Skills

As a Medical Imaging Technologist, you will be professionally communicating on many technical and interpersonal levels with colleagues and other medical personnel, clients, and patients. MRAD 247 introduces you to the research and workplace communication skills you require to be successful in your career. Skills in assessing the needs of audiences and situations are fundamental in deciding what information to provide and how to say it in a way that will be understood and well received. In this course you will initiate and complete a research paper related to medical imaging and present your research as an oral presentation to your fellow students and instructors.

Prerequisite: Admission to the MRT program

2.5 CR / (2,0)

MRAD 248
Pathology 2

This online course builds on Pathology 1 by providing theory describing complex bone pathologies resulting from trauma and disease. Emphasis is placed on discerning between benign versus malignant bony pathologies. The main focus of this course is commonly occurring pathological processes and their radiographic presentations of the following anatomical systems: respiratory, gastrointestinal, urinary, mammary, cardiovascular, nervous, lymphoreticular and endocrine.

Prerequisite: MRAD 122

4 CR / (2,1)

MRAD 249
CT – Physical Principles

This course deals with the physical principles and technological aspects of Computed Tomography (CT). First, the physical principles are described followed by a description of data acquisition concepts, and the fundamentals of image reconstruction. The major components of a CT scanner are outlined and image manipulation of the CT image will be described. Secondly, the technical principles of multi-slice CT (MSCT) systems including evolution of MSCT systems, physical principles and equipment are explained. Important concepts such as multi-row detector technology and associated electronics and pitch will be elaborated. The major considerations in addressing the connection of the CT scanner to a Picture Archiving and Communication System (PACS) are highlighted. The course concludes with an overview of image quality, radiation dose and quality control (QC) aspects and specific quality tests for CT.

Prerequisite: MRAD 129

2.5 CR / (2,0)

MRAD 250
Clinical Education 3

This is the last of three clinical education courses. Students will refine their previous clinical experience by focusing on high acuity patient cases. Term objectives will remain on examinations of the entire skeleton (including cranium), chest, abdomen, and gastrointestinal contrast studies. Students are scheduled in all areas related to patient imaging practice such as general imaging department, acute/trauma areas, operating room, patient wards and outpatient clinics. In addition, students will be directed to complete their required Bone Mineral Densitometry, Mammography and CT Scan rotation. This includes performing CT scans of the head, thorax, abdomen/pelvis and spine.

Prerequisite: MRAD 230

15 CR / (0,29)

MRAD 255
Capstone

This course builds upon the core curriculum and provides the opportunity for students to integrate and synthesize the knowledge, skills, judgements and attitudes gained through the various CNC Medical Radiography courses and clinical practice sessions. Students will use a variety of academic learning tools to solidify knowledge and further develop critical thinking skills towards making informed decisions in the clinical setting. Through guided self study and assessments, the student will develop effective study skills to prepare for the CAMRT certification examination and improve the necessary analytical skills to required in the clinical setting.

Prerequisite: MRAD 230 and all term 5 courses

3 CR / (3.5,0)

Mining Industry Certificate

MINE 110
Introduction to the Minerals Industry

This course introduces students to the wide scope of the mining industry and prepares them for further courses in mining. The course covers the breadth of the industry from mineral exploration through to processing and marketing of mining products. The importance of environmental considerations and sustainable development are introduced. Students will learn the terminology used in the industry in preparation for further courses taught during the program. Except for online courses, a visit to an active mining operation will form part of the course curriculum. This course is identical to MINE 1100 from BCIT's Mine Technology Diploma and would provide a credit for students who enter into that diploma offering.

Prerequisite: None

3 CR / (3,1.5)

MINE 120
Exploring Mining Opportunities

This course provides the student with an overview of employment opportunities in the mining industry. Students are introduced to the variety of employment opportunities available within both the local and global mining industry and identify areas of employment interest. Action plans and career goals will be identified in order for students to increase employment success within the mining industry.

Prerequisite: None

3 CR / (3,1)

MINE 130
Mining Industry Safe Work Practices

Through a variety of courses, as outlined in the outcomes section, students gain understanding and knowledge of safe work practices and Work Safe BC regulations as they pertain to both the Health, Safety and Reclamation Code for Mines in British Columbia and the mining industry. The student will become proficient in understanding the responsibilities of joint health and safety training, safety, hazard recognition and control, musculoskeletal disorder prevention, workplace violence prevention, due diligence, risk assessment and control, lock out procedures, and accident investigations. With this information, the student will have current and relevant information to maintain a high level of knowledge and on-the-job safety. This foundation course is a prerequisite for any on-site work in the program and is complemented by integrated safety components within the applied courses of the MINE Certificate program.

Prerequisite: None

3 CR / (4,1.2)

MINE 140
Mining Industry Skill Certification

This course will provide students with fundamental skills in core components of tasks required by workers within the mining industry. Each skill is an essential component of being able to effectively function in the mining industry environment. This foundation course is prerequisite to any on-site work in the resource industry and is complemented by integrated safety components within the applied courses. This course can be tailored to the needs of local and regional industry by providing a minimum of seven certificate courses. Successful completion of MINE 140 will be granted upon achievement of 70% of the offered certificate courses. Possible certificate options may include and not be limited to the following certificates:

- Standard First Aid Mine with Transportation Endorsement (24 hours)
- Mine Rescue Surface Course (40 hours)
- Confined Space (4 hours)
- Fall Protection (4 hours)
- Environmental Spills (EMS) (4 hours)
- Rigging and Lifting (8 hours)
- Radio Communications (6 hours)
- Introduction to Forklift Operations (12 hours)
- Introduction to Skid Steer Operations (12 hours)

Prerequisite: None

3 CR / (8.5, 2.9)

MINE 150
Job Entry Operations

Through an industry supported work shadowing experience, students will be provided fundamental skills in typical mining industry entry-level positions, and will be coached through industry selected positions by the same process used in by the host mine. Students are exposed to knowledge of positions other than entry-level in the mining industry sector. The student are provided with a logbook and will chronicle the various positions they observe. In this logbook, the student will note the skills, requirements, and hazards for these positions. In a classroom environment, students will have access to simulator training. Using the technology of simulation, the student will master the simulated art of operating and managing mining industry equipment. Using an operator console consisting of industrial selectors, levers, lights, etc., students are introduced to the principles of operating a console. The trainee will spend approximately 100 hours (2.5 weeks) in a variety of job-shadowing activities.

Prerequisite: MINE 110, MINE 130, MINE 140, MGT 154

Corequisite: MINE 120

3 CR / (3, 7)

Northern Collaborative Information Technology Certificate

NCIT 100
The Business of Information Technology

This course is an introduction to the language and world of business. Basic concepts of accounting/finance, sales and marketing, and management/operations will be covered. An explanation of current states of IT as a business and a service place will be investigated along with the future of IT and careers in IT. Rural, remote and Aboriginal perspectives will be examined. A definition of Management Information Systems (MIS) and its role in business will be explored in relationship to its place within the culture of an organization and its potential as an agent of change. The definition and role of the Chief Information Officer (CIO) will be examined.

Prerequisite: Admission to the program

3 CR / (1,2)

NCIT 102
Computer Hardware

This course begins to prepare students to support and repair personal computers by examining: basic lab safety concerns, the operation of the major parts of PCs, the operation of devices that are commonly attached to PCs, basic troubleshooting guidelines, and the use of Utility Software. For students interested in pursuing an A^+ certification, the material presented in the course will be helpful for the hardware component of the A^+ certification exams.

Prerequisite: Admission to the program

3 CR / (1,2)

NCIT 106
Introduction to Programming

Programming pervades IT systems and devices. This course provides an introduction to the core concepts common to most programming and a survey of the wide variety of situations in which IT workers modify or create programs. The course begins with an introduction to the core concepts common to most programming: the sequence, selection and iteration control structures, and the notion of objects as it is encountered in object-based programming. The remainder of the course consists of a series of case studies of programming as it occurs in different areas, e.g., programming routers, using Javascript to add behaviour to web pages, using SQL to access information in databases, using macros to enhance MS Excel. Good programming practices are emphasized throughout including: top-down design, modularization, code re-use, debugging techniques, and creating useful documentation.

Prerequisite: Admission to the program

3 CR / (1,2)

NCIT 108
Operating Systems I

This course introduces students to the basic concepts of a computer's operating system. The course will spend time on the installation and configuration of the Windows 2000 Professional and Windows XP operating systems. You will also be introduced to how to modify as well as optimize your Windows environment.

Prerequisite: Admission to the program

3 CR / (1,2)

NCIT 110
Professionalism and Customer Service

This course provides focused knowledge and practical skills in public and customer relations with an IT emphasis. Topics include interpersonal relations, positive customer attitudes and awareness, quality customer service, verbal and nonverbal communications, customer service policies and skills, dealing with difficult customers, conflict resolution and negotiation, common support problems in IT, computer user support, skills necessary for user support agents, help desk operation, and customer service via technology. Cultural diversity and sensitivity is emphasized throughout in meeting the needs of multicultural customers.

Prerequisite: Admission to the program

3 CR / (1,2)

NCIT 112
Foundations of Web Development

This course introduces web page development. It covers HTML and XHTML code, standards and validation. Use of design elements (colour, images) and multimedia are discussed. The student examines the multitude of browsers, standards, and requirements for web surfers everywhere and will produce a final web page that can satisfy most (or all) browser types. In the second half of the course, cascading style sheets (CSS) are used extensively, while XML and JavaScript are both touched on briefly. Students will also explore current issues in web development. Students will also explore the future of web development.

Prerequisite: Admission to the program

3 CR / (1,2)

NCIT 114
Networking

This course covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. It not only introduces a variety of concepts, but also discusses in depth the most significant aspects of networking, such as the TCP/IP protocol suite. In addition to explaining concepts, the course uses a multitude of networking issues from a professional's standpoint, making it a practical preparation for the real world.

Prerequisite: NCIT 108

3 CR / (1,2)

NCIT 118
Operating Systems II

This course provides students with an introduction to the UNIX operating system using Linux. Students will learn how to create, delete, copy, move, and search for information on a UNIX system as well as organize information using the UNIX system file structure. They will be introduced to the screen-oriented VI editor as well as have a chance to experiment with several other editors. Students will learn how to use the BASH shell and create shell scripts and be introduced to the X Window system and its graphical user interface. They will also spend time exploring UNIX capabilities in the network environment and on the Internet. System administration, job control, and printing will be covered.

Prerequisite: NCIT 108 or permission of the instructor

3 CR / (1,2)

NCIT 120
Foundations of System Development

This course introduces the tools and techniques that are used for systems analysis and design. Both the traditional and the object-oriented approach to systems analysis and design will be used. This involves methods of analysis for assessing the information needs of an organization and determining how computer systems can provide problem-solving help. Requirements modeling will include additional coverage on use cases and use case descriptions. System design involves specifying in detail how the components of systems should be implemented and should be based on an in-depth understanding of the business problem obtained from systems analysis. At all stages throughout this course an iterative approach to systems development will be emphasized.

Prerequisite: Admission to the program

3 CR / (1,2)

NCIT 122
Foundation Project

This capstone course emphasizes teamwork and project management in building an information system from a comprehensive, real-life case study. The instructor will lead the group through the phases of the software development cycle to produce and demonstrate a working model of the target system.

Prerequisite: Completion or concurrent registration in all first-year NCIT courses

3 CR / (1,2)

New Media Communication and Design

Note: All NMCD courses are restricted to students in the New Media Communication and Design program.

NMCD 111
Writing I: Basics of Writing for New Media

Writing for new media comprises a large and diverse number of formats and types of writing for a large and diverse number of clients. This course familiarizes students with the many forms of new media and the wide variety of types of writing particular to those forms. The course focuses on developing students' skills in identifying audience and market, writing in different styles and voice appropriate to the audience, and generating content for new media formats. Students will learn how to structure many types of documents, develop professional writing skills, and edit content.

Prerequisite: Program entrance

3 CR / (3,0)

NMCD 112
Writing II: Telling the Story

The basic elements of storytelling are the foundation for much writing and design in both new and traditional media. Much corporate communication, advertising, web design, and content of periodicals relies on the elements of the story. In this course, students will learn the elements of story, practice finding material for stories, and write stories for different new and old media formats. Students will also learn how to shape stories depending on audience, find new angles for existing stories, and condense and simplify stories. Students will learn to edit and revise their stories and understand and apply style sheets.

Pre- and corequisite: NMCD 111

3 CR / (3,0)

NMCD 121
Publishing I

This hands-on course introduces students to desktop publishing and the fundamentals of print layout, design, and production, as well as to various professional level software programs. Students learn the publishing process as well as image and text manipulation and fundamental print and graphic design principles.

Prerequisite: Program entrance

3 CR / (1,3)

NMCD 122
Publishing II

This hands-on course is a continuation of NMCD 121. Using professional level software programs, students work on publishing

projects in a variety of formats, including designing and producing chapbooks, book covers, CD covers, and storyboards. Students will solve design and operational problems and work on both individual and group projects. Students will learn intermediate print and graphic design principles, as well as the planning, procedures, and steps in taking a publication from conception to delivery.

Prerequisites: NMCD 111, 121, 131, 141, 151

3 CR / (1,3)

NMCD 131
Creative Explorations

This course explores creative problem solving in a multi-disciplinary format.

Prerequisite: Program entrance

3 CR / (2,2)

NMCD 132
Multimedia Design and Technology I

This is an introductory course to digital multimedia and design, using professional level multimedia software programs. Students will learn the fundamentals of multimedia and interactive design, as well as how to plan, design, and develop interactive media projects with an emphasis on portfolio development. Students will learn to design and create banners, buttons, rollovers, hot spots, navigation bars, and other interactive multimedia technologies.

Prerequisite: NMCD 141

Corequisite: NMCD 152

3 CR / (1,3)

NMCD 141
Web I: Introduction to the Internet and the World Wide Web

This hands-on course introduces students to the online world of the Internet and to the fundamentals of web page creation and design. Students will learn HTML, HTML Editor, and Dreamweaver. They will be introduced to the architecture and functioning of the Internet and web, basic elements of web page creation and design, web project management, storyboarding, URLs, hyperlinks, plug-ins, browsers, protocols, client/server relationship, and the publication process for the web. In addition, students will learn how to analyze commercial websites with a view to gaining insight into the design of their own websites.

Prerequisite: Program entrance

3 CR / (1,3)

NMCD 145
Design History

This survey course introduce students to the history of design and style with a focus on the contemporary. Students explore the application of graphic design and style to web and print publishing. The course will also introduce students to client relations and communication in design projects, as well as principles and techniques of marketing.

Prerequisites: NMCD 111, 121, 131, 141, 151

3 CR / (3,0)

NMCD 151
Illustration

This hands-on course introduces students to the concepts of visual literacy and communications. No previous experience in drawing or painting is required. They will learn the fundamentals of black and white drawing, both computer (using professional level graphic software programs) and non-computer, and basic 2D design principles. They will also learn elements and principles of colour theory, especially as they relate to the publishing industry, and also how to use and manipulate colour. Techniques for evaluating and critiquing (both oneself and other students) will be discussed and incorporated into the course work.

Prerequisite: Program entrance

3 CR / (1,3)

NMCD 152
Animation, Video, and Sound

This course concentrates on the production and integration of dynamic media in multimedia projects. Students learn basic principles of digital animation, video and audio creation, and gain experience in applying these principles. The course introduces students to digital video and audio editing, using various advanced software programs.

Corequisite: NMCD 132

3 CR / (1,3)

NMCD 211
Writing III: Writing for Technical and Corporate Communications

In this course, students will learn about the more specialized aspects of technical writing and writing for business in new media formats. For technical writing, students learn how to use language to communicate processes and create clear instructions and descriptions for new media formats. For business writing, students create communications in keeping with the corporate "voice" and marketing strategy. Further, students will create a variety of types of business writing for new media formats. Students will learn the fundamental skills of online research and will also learn more about intellectual property laws.

Prerequisites: NMCD 111 and 112

3 CR / (3,0)

NMCD 212
Writing IV: Writing for the Portfolio

Students will prepare different types of documents for a variety of new media formats for their individual portfolios. Additionally, students will heavily edit their own work and also each other's work in a peer editing process. Student documents will represent the breadth of learning in the program. Part of this course will deal with the planning of a timed work project and learning to assess the best presentation format for a particular piece.

Prerequisites: NMCD 111, 112, 211

Corequisite: NMCD 260

3 CR / (3,0)

NMCD 221
Publishing III

This hands-on course is a continuation of NMCD 122. Students will apply the skills learned in Publishing I and II and work on publishing projects of professional business quality. They will learn principles of client-centred marketing and communications, and, using professional level publishing software programs, will produce a manual, magazine, and other print products. They will also develop experience in project development and management, as well as applying business communication and marketing principles and techniques.

Prerequisites: NMCD 122, 132, 145

3 CR / (1,3)

NMCD 222
Publishing IV

This hands-on course is a continuation of NMCD 221. Students will focus on the development of a final portfolio suitable for presentation to industry and employers. All elements of previous print publishing courses will be included in the authoring process so as to create a variety of print and graphic works. Students will also develop a communications strategy and plan for working with specific clients.

Prerequisites: NMCD 211, 221, 231, 241, 290

Corequisite: NMCD 260

3 CR / (2,2)

NMCD 231
Multimedia Design and Technology II

This course is a continuation of NMCD 132, but with higher expectations in terms of visual and interactive design, and overall technical competency. Students will learn advanced techniques in various graphic, animation, and scripting software programs. Students will plan, design, and develop a number of interactive media projects that have a problem-solving nature, and that will contribute to the development of their portfolios. A component of the course focuses on digital camera use, as well as the design and editing of digital photography. Some assignments will be large team projects and others

will be projects with tight two- or three-hour time limits.

Prerequisites: NMCD 122, 132, 145, 152

Corequisite: NMCD 241

3 CR / (1,3)

NMCD 232
Multimedia Design and Technology III

This hands-on course is a continuation of NMCD 231. Students focus on the development of a final portfolio suitable for presentation to industry and employers. They will concentrate on the development of several multimedia and interactive projects, including one with a real client. All elements of new media including text, animation, video, graphics, and sound will be included in the authoring process so as to create interactive media products such as websites and CD-ROMs. Students will identify the main elements in project development and scope out projects, identifying the key components, resources, timelines, and budget.

Prerequisites: NMCD 211, 221, 231, 241, 290

Corequisite: NMCD 260

3 CR / (1,3)

NMCD 241
Web II: Advanced Web Page Creation, Design, and Marketing

This hands-on course is a continuation of NMCD 141 and will focus on advanced web page creation, design, marketing, and site management using Dreamweaver and other graphic software programs. Students will create and design interactive web pages, incorporate templates, frames, tables, forms, cascading style sheets, image maps, buttons, scroll bars, dialogue boxes, scripting, and other technologies and components. They will also gain experience in incorporating other media such as animation, video, and sound into their websites. The course will have a problem-solving and team focus where students will become experienced in planning (using navigation schemes, storyboarding, and scheduling), developing, and planning large projects, as well as projects with tight two- or three-hour time limits. Students will study various examples of effective web and interactive design, create websites using various design principles, and learn how to maintain consistent style in larger websites. They will also formulate a communication and marketing strategy.

Prerequisites: NMCD 132, 141, 152

Corequisite: NMCD 231

3 CR / (1,3)

NMCD 260
Portfolio and Professional Practices

This course guides students to create their own portfolio, both in hard and digital format. The course also educates students about practices of new media professionals. Additionally, the course will also cover the preparation of documentation to accompany the portfolio, as well as the oral and other skills required to present the portfolio effectively.

Prerequisites: NMCD 152 and 241

Corequisites: NMCD 212, 222, 232, 299

3 CR / (3,0)

NMCD 290
Industry Seminar

The Industry Seminar will introduce students to working professionals from a variety of new media fields. Additionally in this course, students will learn about basic business, entrepreneurial, and marketing practices, as they apply to new media.

Pre- and corequisites: NMCD 211, 221, 231, 241

3 CR / (3,0)

NMCD 299
Industry Internship

Students are placed with a new media company or professional for one day a week (10 days maximum) to provide them with an opportunity to familiarize themselves with the practices of professionals in the community. Additionally, students will attend a seminar each week to help them integrate the knowledge and skills acquired in the classroom with their experience in the field.

Prerequisites: NMCD 211, 221, 231, 241, 290

Corequisite: NMCD 260

4 CR / (0,2)

Natural Resources and Environmental Technology Diploma

NRES 150
Silvics and Dendrology

Students learn to identify all coniferous and broad-leaved trees native to British Columbia, and their silvical, ecological, and physiological characteristics.

Prerequisite: Admission to the program or written permission of the instructor

3 CR / (2,2)

NRES 155
Indigenous Plants: Identification, Autoecology, and Cultural Uses

Students learn to identify key indigenous plants in British Columbia, understand these plants' autoecology and the cultural uses for these plants associated with various First Nations and other groups. It also includes the indicator role these indigenous plants play in the classification of forest sites and other land management activities.

Prerequisite: Admission to the program or written permission of the instructor

3 CR / (2,2)

NRES 157
Introduction to Forest Soils

The course is basic to an understanding of forest productivity and the side effects resulting from various forestry practices, with applications in silviculture, watershed management, and engineering. Topics covered are landforms and soil formation, physical and chemical properties of soils, description of profiles, the Canadian System of Soil Classification, and basic principles of hydrology. Field exercise will emphasize sampling description and classification of soils.

Prerequisite: Admission to the program or written permission of the instructor

3 CR / (3,2)

NRES 158
Ornithology and Mammalogy

This course gives students knowledge about some of the birds and mammals that live in British Columbia and the habitat that sustains them. Along with studying some anatomy, physiology, reproductive, and behavioural characteristics of these species, the course focuses on learning how to correctly identify the various birds and mammals by their sound, appearance, coloration, and the type of habitat they are found in. The course also studies the population status and current health of the environment in which these birds and mammals live.

Prerequisite: Admission to the program or written permission of the instructor

3 CR (2,3)

NRES 160
Outdoor Recreation and Tourism

This course gives students a basic knowledge of outdoor recreation and tourism in British Columbia. It focuses on legislation and policy that regulate outdoor recreation in BC and the ecological, social, and economic impacts outdoor recreation has in the province. The course covers the basic concepts of outdoor recreation, the business aspect of it, its current trends, and how it is managed at the local and provincial level. In addition to class lectures, part of the course engages students in some outdoor recreation activities like cross-country skiing, snowboarding, camping and hiking, canoeing, etc.

Prerequisite: Admission to the program or written permission of the instructor

3 CR (2,3)

NRES 170
Aerial Photography and Image Interpretation

This course provides students with an understanding of the photogrammetric practice and image interpretation in natural resource disciplines. Students learn basic photo geometry and photogrammetric measurements, mapping from aerial photographs, image interpre-

tation, and applications of aerial photography in natural resource inventory. The applications of other remote sensing imagery will also be explored.

Prerequisite: Admission to the program or written permission of the instructor

3 CR (1,3)

NRES 180
Introduction to Earth Sciences

This course provides the student with a working knowledge of the important geologic processes that created the various landforms in British Columbia. Students will learn to recognize various landforms common to BC. Student will also learn to identify various rocks and minerals common to BC and understand the important economic role certain rocks and minerals deposits play in the maintenance of a healthy mining industry in BC.

Prerequisite: Admission to the program or written permission of the instructor

3 CR (2,2)

NRES 185
Geomatics and Cartography

Geomatics involves the gathering, storing, processing and delivering of geographic information. This type of information is critical for effective resource analysis to achieve resource management goals. This course provides students with skills in field data collection, mapping, and map interpretation. Topics include cartographic principles, map projections, coordinate system, global positioning system (GPS), mapping, evaluation and interpretation of maps. The field data sets and resource management activities in other program studies will be used for mapping project.

Prerequisite: Admission to the program

Corequisite: FOR 162

3 CR (1,3)

NRES 250
Natural Resources Policy and Practice

This course covers the history and legal basis for natural resource management of Crown forest land in British Columbia. First Nations concerns and their roles with respect to land management in BC are discussed. Emphasis is placed on the Forest Act and Forest and Range Practices Act, Land Act, Wildlife Act, Fisheries Act, Petroleum and Natural Gas Act, Mines Act and associated regulations. Inventory, biodiversity, and planning concepts are introduced.

Prerequisite: Completion of first-year program

3 CR (3,2)

NRES 255
Forest Health

This course examines the role of insects and diseases in ecosystem structure and function and their impacts on forest values. Identification, ecological role, economic importance and evaluation/management techniques for provincially significant insects, diseases, abiotic injuries and disorders are studied.

Prerequisite: FORS 202

3 CR (2,2)

NRES 265
Natural Resources Seminar I

This course consists of a series of seminars covering a wide range of topics dealing with current environmental and stewardship issues impacting natural resource management. As part of the course, students will gain experience in researching, documenting, and analyzing information and data associated with these current environmental and stewardship issues.

Prerequisite: Completion of first-year program

2 CR (2,0)

NRES 266
Natural Resources Seminar II

This course consists of a series of seminars covering a wide range of topics dealing with the role various groups and organizations have in influencing and resolving important resource management issues in BC. The course explores how these groups and organizations approach various natural resource management issues and what mechanisms are available to help these groups and organizations interact. As part of the course, students are asked to develop and present an oral report that documents how a current resource management issue has progressed over time and what natural resource managers have done to help resolve the issue.

Prerequisites: NRES 265, NRES 267

2 CR (2,0)

NRES 267
Supervisory Skills

Students in this course will develop group management skills for successful workplace relationships with superiors, peers and subordinates. This course promotes communication, teamwork and leadership skills for application in group and supervisory situations. Topics covered will include group communication and dynamics, leadership styles, motivation, conflict resolution and work ethics.

Prerequisite: Completion of first-year program

2 CR (2,0)

NRES 270
Forest Engineering I

This course provides the student with a basic knowledge of forest engineering practice in the field of forest road design, construction, maintenance, and deactivation. Other topics include soil classification, watershed assessment, survey and design of drainage structure, and Forest and Range Act and associated regulations. Emphasis is placed on field procedures and microcomputer design applications.

Prerequisite: Completion of first-year program

3 CR (3,3)

NRES 275
Forest Engineering II

This course provides the student with an introduction to the common harvesting systems and methods used in British Columbia. Topics include the principles of sustainable development in forest practice, evaluation of site and recommendation of harvesting system, harvesting planning, harvesting budget, log transportation, and safety management.

Prerequisite: NRES 270

3 CR (3,3)

NRES 285
Introduction to Geographic Information Systems

This course provides an introduction to the major concepts in Geographic Information System (GIS). Emphasis is given to the processes involved in the operation of GIS software and the development and maintenance of the requisite databases. Topics include geo-referencing, data acquisition and input, data analysis and processing, and data output. Laboratory exercises will complement the theory presented in the lectures.

Prerequisite: Completion of all courses from semesters 1–3

3 CR (1,3)

NRES 289
Natural Resource Finance

This course introduces the students 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.

Prerequisite: Completion of first-year program

3 CR (2,2)

NRES 290
Applied Research Project

This course satisfies the applied research project requirements of the Canadian National Technology Accreditation Board for the Natural Resources and Environmental Technology program. Students will undertake an exercise in basic applied research, developing a hypothesis, collecting data to test the hypothesis, completing an analysis and finally drawing

conclusions. Real world situations will be explored with a focus on natural resources.

Prerequisite: Completion of all courses from semesters 1–3

Corequisite: ENGL 252

3 CR (0,3)

NRES 299
Extended Natural Resource Field Studies

This course is an intensive seven-day set of field exercises in which students are exposed to a range of natural resource practices and activities in different parts of BC from the interior to the BC lower coast. Field activities will involve exercises, observation, and analysis of research facilities, forestry operations and manufacturing facilities.

Prerequisite: Completion of all courses from semesters 1–3

3 CR

Nursing

Note: NURS courses are normally restricted to students in the nursing program. Non-nursing students may take selected courses if space is available, and with permission of the Associate Dean of Health Sciences.

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. This course provides the opportunity to care for the adult with health problems in a clinical setting.

Restricted to students in the NCBNP.

3 CR / (3,1, 2 clinical hours)

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. Students will be introduced to the clinical setting, where they will put into practice the communication skills learned in theory and lab.

Restricted to students in the NCBNP.

3 CR / (2,2, 0.5 clinical hours)

NURS 201
Introduction to Health Assessment

Provides the basis to gather a health history and to assess the functioning of individuals through the proper use of physical examination techniques. Psychosocial and cultural assessment is included. The emphasis is on recognition and identification of normal findings.

Prerequisites: All 100 level nursing courses; HHSC 111 and 112; or BIO 111 and BIO 112

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.

Prerequisites: HHSC 111 and 112 and HHSC 110 or BIO 111 and 112 and BIO 105

3 CR / (3,0)

NURS 203
Health Promotion in Families

Introduces theory related to families across the lifespan within the context of primary health care in the North. Emphasis is on family assessment skills and working in partnership with families in the development of health promotion and illness and injury prevention strategies. Holistic care of families during transitions such as normal childbearing, childrearing, and caring for an elderly parent is included.

Prerequisites or corequisites: NURS 101; HHSC 111 and 112 at UNBC, or BIO 111 and 112

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.

Prerequisite 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 is by permission of the Associate Dean of Health Sciences.

Prerequisite or corequisite: ANTH 101 or equivalent

3 CR / (3,0)

NURS 206
Basic Nutrition

Examines the nutritional needs of specific client groups throughout the lifespan and in various states of wellness and illness. The course reviews the physiology of carbohydrate, fat, protein, and energy metabolism. Topics include enteral and parenteral nutrition, trends and issues in nutritional practice, and the psychosocial and cultural aspects of food and eating behaviours.

Admission of non-nursing students is by permission of Associate Dean of Health Sciences.

3 CR / (3,0)

NURS 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.

Prerequisites or corequisites: NURS 201, NURS 202, NURS 203, NURS 204, and 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 psychomotor 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.

Prerequisite or corequisite: NURS 202 and NURS 210

5 CR / (0,2,12)

Philosophy

PHIL 101 UT
Moral Philosophy

An inquiry into the nature and justification of moral standards. No conduct is legal or illegal apart from our making it so. Is any conduct morally right or wrong apart from our thinking it so? Is there a correct method of distinguishing right from wrong? Must morality be based on religion? Why should happiness rather than virtue be thought to be the highest good? Can an action be morally wrong even if it harms no one?

3 CR / (3,0)

PHIL 102 **UT**

Theory of Knowledge

An examination of skeptical doubts concerning the possibility of knowledge. What distinguishes knowledge from opinion? Does evidence have to convince everyone before it constitutes proof? Does what is true depend on what people regard as true? Can perception show us how the world really is or merely how it appears to creatures like us? Should we believe only what there is sufficient evidence to support? How is faith related to knowledge and belief?

3 CR / (3,0)

PHIL 106 **UT**

Critical Texts in Western Thought: Ancient to Renaissance

This course is a companion to PHIL 107 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 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 ancient, medieval, and renaissance 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. Texts will vary from year to year.

3 CR / (3,0)

PHIL 107 **UT**

Critical Texts in Western Thought: Modern and Contemporary

This course is a companion to PHIL 106 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 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 and contemporary 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. Texts will vary from year to year.

3 CR / (3,0)

PHIL 110 **UT**

Logic I: Propositional Logic

This course undertakes to establish some elementary criteria for assessing the deductive validity of arguments. It provides practice in translating arguments from ordinary language into the formal language of logic, testing arguments for validity, and constructing proofs for valid arguments. Further topics may include applications to inductive reasoning and the theory of probability. Students of mathematics and computer science will also find this course beneficial because of its emphasis on proof construction in a formalized language.

3 CR / (3,0)

PHIL 205 **UT**

Philosophy of Science

An examination of philosophical issues concerning the nature of scientific theories and explanations. How is theory to be distinguished from observation? How can theories be tested by confrontation with observed facts if what we are willing to count as a fact depends in part on the theories we already hold? Can we be immediately aware of more than our own present sensory experiences? Does every event have a cause? Do we have reason to think that any event has a cause? Are scientific and supernatural explanations incompatible?

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at 250-561-5815.

3 CR / (3,0)

PHIL 210 **UT**

Logic II: Predicate Logic

This course expands the power of logic to handle a range of arguments far beyond those whose validity can be explained by propositional logic. It concentrates on translation from ordinary language into the formal language of predicate logic and the construction of proofs for valid arguments. Topics may include the syllogism, identity and the theory of descriptions, and the elementary theory of classes. An understanding of propositional logic is presupposed.

Prerequisite: PHIL 110

3 CR / (3,0)

PHIL 220 **UT**

Political Philosophy

An introduction to political philosophy. Of central concern will be an examination of attempts to provide a basis for political obligation and to justify civil disobedience and revolution. Why should the legitimacy of government have to rest on the consent of the governed? Do we have a moral obligation to obey even unjust laws until we can convince the majority to change them? What if we try our best to convince them but fail? Do citizens have "natural" rights which the state might refuse to recognize and therefore fail to protect?

3 CR / (3,0)

PHIL 221 **UT**

Social Philosophy

An investigation into the social ideals of liberty, equality, and justice. What sort of equality is compatible with liberty and required by justice? Why should all opinions be allowed equal opportunity for expression in a free market of ideas? Is it likely that true and intelligent ideas will triumph over false and stupid ideas in open competition? Is capitalism just as much a system of exploitation as slavery or feudalism?

3 CR / (3,0)

PHIL 230 **UT**

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)

Physics

PHYS 045

Advanced Preparatory Physics

This introductory physics course prepares students to the Physics 11 level. It covers such topics as measurement, motion, dynamics, energy, electricity, and heat. Lab work is an integral part of this course.

Prerequisite: One of Math 030, Math 044, Principles of Math 10 or Foundaitons of Math and Pre-calculus 10 or as evaluated by a CCP placement test

Prerequisite or Corequisite: One of Math 045, Principles of Math 11, Foundations of Math 11 or Pre-calculus Math 11

PHYS 050

Provincial Preparatory Physics

Provincial Preparatory Physics introduces students to the physical laws governing motion in two dimensions, electrical field, electromagnetism, vibrations and waves, and optics. Problem solving, critical thinking, and experimentation are important components of the course.

Prerequisites: Physics 045 or Physics 11 completed within last three years, and one of Math 045, Principles of Math 11, Foundations of Math 11 or Pre-calculus Math 11 completed within the last year or appropriate math level as evaluated by the CCP math placement test

PHYS 101 **UT**

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.

Prerequisite: Physics 12, Applications of Physics 12 with a "B" or better, or PHYS 050; Math 12 or MATH 100 or MATH 050

Prerequisite (effective Sept. 15, 2012): Pre-calculus 12 or MATH 100 or MATH 050, or equivalent

Prerequisite or corequisite: MATH 101

3 CR / (3,3)

PHYS 102 **UT**
Introductory Physics II

A sequential course to PHYS 101. Topics covered are electric charges, electric fields, electric currents, electrical circuits, magnetic fields, electromagnetism, light, atomic physics, and nuclear reactions.

Prerequisites: PHYS 101, MATH 101

Prerequisite or corequisite: MATH 102

3 CR / (3,3)

PHYS 105 **UT**
General Physics I

A general, algebra-based physics course, intended for those not majoring in the physical sciences. Topics covered are kinematics, circular motion, dynamics, equilibrium, momentum, energy, fluids, temperature, and heat.

Prerequisites: Math 11 with a B or higher or MATH 045, or equivalent and one of the following: Physics 11, Applications of Physics 12 with a "B" or better; PHYS 045

Prerequisite (effective Sept. 15, 2012): Pre-calculus 11 or Foundations of Math 11 with a grade of "B" or higher or MATH 045 or equivalent

3 CR / (3,3)

PHYS 106 **UT**
General Physics II

This course, along with PHYS 105, will satisfy the physics requirement for those whose major program areas require a year of university-level physics. Topics include electric charges, electric fields, magnetic fields, electric currents, electrical circuits, light atomic physics, and nuclear reactions.

Prerequisites: Math 11 with a B or higher or MATH 045, or equivalent and one of the following: Physics 11, Applications of Physics 12 with a grade of "B" or better; PHYS 045

Prerequisite (effective Sept. 15, 2012): Pre-calculus 11 or Foundations of Math 11 with a "B" or higher or MATH 045 or equivalent.

3 CR / (3,3)

PHYS 200
Introduction to Modern Physics

The course covers special relativity (Lorenz transformation, dynamics and conservation laws), and quantum physics (the experimental evidence for quantization; a qualitative discussion of the concepts of quantum mechanics and their application to simple systems of atoms and nuclei).

Corequisite or prerequisite: MATH 201 or 204 or 215, or equivalent

Prerequisites: MATH 102, and either PHYS 102 or both PHYS 105 and 106 (or equivalents)

3 CR / (3,0)

PHYS 204 **UT**
Mechanics I—Statics

A first course for students in engineering and the physical sciences. Topics include vectors (two and three dimensions, dot products, cross products, and triple products), statics of particles and rigid bodies, laws of dry friction, and kinematics and kinetics of particles.

Note: MATH 204 is highly recommended

Prerequisites: PHYS 101 (or PHYS 105 with an A- grade or higher) and MATH 101

Prerequisites or corequisites: MATH 102

3 CR / (3,0)

PHYS 205 **UT**
Mechanics II—Dynamics

A continuation of PHYS 204. Topics include systems of particles, kinematics and dynamics of rigid bodies, centroids and moments of inertia, and mechanical vibrations (optional).

Prerequisite: PHYS 204

Prerequisite or corequisite: MATH 202

3 CR / (3,0)

PHYS 211 **UT**
Thermodynamics

A first course in thermodynamics suitable for those continuing in chemistry, physics, or engineering. Topics include temperature, heat and work, heat transfer, molecular properties, ideal and real gases, heat engine cycles, evaporation and refrigeration, entropy and the second law, and the third law. This course is identical to PHYS 201 except that there is no lab component.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at 250-561-5815.

Prerequisites: PHYS 101 or 105, and MATH 102

Corequisite: MATH 101

3 CR / (3,0)

PHYS 212 **UT**
Introduction to Linear Circuits

This course is recommended for students of engineering and the applied sciences. The program addresses advanced applications of Kirchhoff's Laws; Thevenin and Norton Circuit Theorems; DC Circuits; RLC circuits; natural and forced response; and impedance phasors.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at 250-561-5815.

Prerequisite: PHYS 102

3 CR / (3,3)

Plumbing

Note: All Plumbing courses are restricted to students in the Plumbing programs.

Plumbing (Foundation-Level trades training)

For more information on specific topics covered in this program, please contact Prince George Trades Division office, 250-561-5804 or Quesnel campus, 250-991-7500.

Plumbing (2nd-year apprenticeship)

For more information on specific topics covered in this program, please contact the Quesnel campus at 250-991-7500.

Practical Nurse

Note: All PNUR courses are restricted to students in the Practical Nurse program.

PNUR 101
Health I

This course introduces students to the concept of health as a dynamic, non-static process, rather than a goal. Viewed within the context of the Canadian society, health is seen as a holistic process on which our daily choices have a significant effect. The integration of body, mind, and spirit is examined in order to develop an appreciation for the idea that everything we do, think, feel, and believe has an impact on our state of health and that health is comprised of six dimensions, each of which impacts well-being. Health promotion is examined throughout the lifespan.

Prerequisite: Program entrance

3 CR / (5,0,0)

PNUR 102
Health II

Society is bombarded with a variety of myths, stereotypes, and prejudices related to aging. To gain a more factual picture of aging, this course will explore the process and theories of aging. In particular, it will examine the demographic profile of the older adult, along with issues such as the aging family, personal adjustments required by the aging individual, and community resources available for the aging person. A holistic approach to health promotion and wellness in the older adult is a major theme. This course will also include concepts, issues, and skills related to geropharmacology.

Prerequisite: Successful completion of all

Semester 1 courses

3 CR / (6,0,0)

PNUR 103
Professional Growth I

This course introduces the student to the evolution and position of practical nursing as a health profession within the health care system. It focuses on the legal, ethical, and philosophical basis for practice. The PN role, multidisciplinary team, partnership, delegation, reporting, and documenting are discussed. This course also explores reflective writing, practice, and critical thinking skills.

Prerequisite: Program entrance

1 CR / (3,0,0)

PNUR 105
Healing I

This course provides the student with the opportunity to explore healing as a holistic process. In doing so, the following concepts will be examined: complementary approaches to healing, common challenges to the healing process, the needs of persons with disabilities from a healing perspective, the concepts of primary health care as a method of promoting healing; basic pharmacology.

Prerequisite: Program entrance

3 CR / (4,0,0)

PNUR 106
Healing II

This course covers promotion of autonomy and independence with challenges associated with aging using the nursing process; disease process associated with aging; psychogeriatrics; gerontological nursing care; hospice, death, and dying; and the nursing process.

Prerequisite: Successful completion of all Semester 1 courses

3 CR / (6,0,0)

PNUR 107
Human Relationships I

This course provides opportunities for participants to examine and practise caring within the context of human relationships, own interpersonal style and how it affects others, interpersonal skills which are necessary to establish helping relationships, phases of helping relationships between nurses and their clients, effective communication skills in groups, ways of adapting communication when interacting with the physically and/or mentally disabled person.

Prerequisite: Program entrance

2 CR / (3,0,0)

PNUR 108
Human Relationships II

This course focuses on effective communication with the older adult. While it is generally agreed that the ability to communicate is an essential ingredient of being with others, age-related changes often interfere with the process. The nurse needs to learn not only to communicate effectively with the older adult on a one-to-one basis, but also needs to understand the benefits of group communications to the psychosocial well-being of the older adult. In addition, this course emphasizes the importance of effective communication and leadership skills with co-workers in long-term care settings.

Prerequisite: Successful completion of all Semester 1 courses

3 CR / (3,0,0)

PNUR 110
Human Anatomy/Physiology

This course gives an overview of the structure and function of ten body systems. It also discusses various health promotion strategies that work toward the optimal functioning of these systems.

Prerequisite: Program entrance

3 CR / (4.5,0)

PNUR 111
Nursing Arts I

This course emphasizes the development of basic nursing skills that support health promotion. The classroom and laboratory components will assist the student in acquiring the basic knowledge and skills of nursing assessment of health and environment, promotion of independence, activity, comfort, and personal care skills. This course is intended to help students integrate theory from other course work and relate it to selected clients. Organizational skills, safety to practise, and therapeutic communication are underlying themes of Nursing Arts.

Prerequisite: Program entrance

3 CR / (4,6.5,0)

PNUR 112
Nursing Arts II

This course emphasizes the development of practical nursing competencies in order to promote health and healing when caring for the older adult. Clients are viewed from a holistic perspective based on an accurate and comprehensive assessment of their unique needs. Laboratory and clinical experience components will promote integration of theory to practise.

Prerequisite: Successful completion of all Semester 1 courses

3 CR / (6,8,0)

PNUR 197
Clinical I

This three-week community clinical provides the student with an opportunity to integrate the theory from Semester I into practice. It offers the student experience in working with individuals with disabilities in a variety of community settings including residential care, community care, palliative care, ambulatory care, daycare, and respite care.

Prerequisite: Successful completion of all Semester I courses

5 CR / (0,0,24)

PNUR 198
Clinical II (Gerontology)

This six-week clinical provides the student with a supervised experience which will enhance the student's ability to integrate
theory to practice in caring for the older adult in diverse care settings. Some examples include adult day centres, intermediate care, extended care, special needs units/psycho-geriatric care.

Prerequisite: Successful completion of all Semester 2 courses

3 CR / (0,0,30)

PNUR 201
Health III

This course focuses on the promotion of health for individuals across the lifespan in acute care. Health promotion programs are examined. The role of the practical nurse in supporting and assisting clients across the lifespan in acquiring information is explored. The responsibilities of accurate reporting and documenting will be discussed. The nurse also needs to understand the collaboration between various health sectors in order to ease transition when the clients enter or leave acute care. Opportunities for client teaching and learning are stressed.

Prerequisite: Successful completion of all Semester 2 courses

1 CR / (3,0,0)

PNUR 203
Professional Growth

This course prepares the student for the role of a licensed practical nurse. It further explores his/her role as an advocate and a member of the interdisciplinary team. Issues such as Standards of Practice and professional and union affiliations in practical nursing are discussed. Being an effective team member, change theory, and lifelong learning are explored.

Prerequisite: Successful completion of all Semester 2 courses

1 CR / (2,0,0)

PNUR 205
Healing III

This course emphasizes the promotion of healing of individuals across the lifespan in acute care with acute and chronic diseases. The practical nurse must understand the pathophysiology, clinical manifestations, and the appropriate nursing interventions to plan

and deliver care for clients.

Prerequisite: Successful completion of all Semester 2 courses

3 CR / (7, 0, 0)

PNUR 211
Nursing Arts III

This course emphasizes the development of nursing skills in the promotion of health and healing when caring for individuals who require acute nursing interventions. Building on the theory and practice from Semesters I and II, a nursing process approach to the management of holistic care is reinforced while integrating new knowledge and technical skills relevant in an acute care setting. The focus is on performing accurate, comprehensive nursing assessments and using the nursing process to determine care for clients requiring acute care across the lifespan. Opportunities for client teaching and learning will be stressed. The laboratory setting as well as the practice settings provides the opportunity for integration of theory to practice.

Prerequisite: Successful completion of all Semester 2 courses

4 CR / (15,10,0)

PNUR 297
Clinical III

This five-week clinical session provides the student with experiences which will enhance their ability to integrate and build on theory and practice in caring for individuals, across the lifespan, who require acute nursing interventions. The selection of learning experiences should be based on client acuity and complexity. The distinct role of the practical nurse as a partner, collaborator, and advocate with the health care team and the client needs to be emphasized.

Prerequisite: Successful completion of all Semester 3 courses

5 CR / (0, 0, 30)

PNUR 299
Practicum

This experience provides a transition for the student from student to graduate. During this time, the student will work closely with a preceptor who will guide the student as a facilitator, teacher, and mentor to help the student gain further insights, awareness, and knowledge through the realities of the work setting. Program instructors will collaborate with the preceptor and student to facilitate the preceptorship.

Prerequisite: Successful completion of all other program courses.

5 CR / (0,0,30)

Power Engineering, 3rd Class

Note: Power Engineering courses are restricted to students in the Power Engineering programs.

PWER 180
3rd Class Power Engineering

This course prepares working power engineers to challenge the interprovincial third class power engineering exams. Topics include applied mechanics, thermodynamics, chemistry, boiler codes, electrical and instrumentation theory, pumps, boilers, prime movers, and refrigeration.

Power Engineering, 4th Class

Note: Power Engineering courses are restricted to students in the Power Engineering programs.

PWER 151
4th Class Science

This course covers the required sciences for the 4th class power engineering program. Topics include applied mathematics, elementary mechanics and dynamics, and elementary thermodynamics.

PWER 154
Electricity, Instrumentation and Computers

This course provides a basic understanding of electricity, instrumentation, and computers. Topics include electricity, controls, instrumentation, computers, and heating boiler and heating system controls.

PWER 157
Welding and Metallurgy

This is a 90-hour beginners' welding course that covers oxyacetylene and arc welding and associated safety during their use. Both theory and practical are covered.

PWER 158
Plant Training

This course has two purposes. First, it allows the student to learn how a power plant operates through a learning assignment while "job shadowing" the power engineer in several types of plants such as power, heating, and refrigeration. Second, it gives employers an opportunity to meet the students. Many employees are program graduates. There will also be field trips to power plant equipment vendors.

PWER 159
Workshop

This is a lab course where the student performs lab and power plant maintenance exercises that covers the theory in courses PWER 154, 160, 161, and 162.

PWER 160
High Pressure Boilers and Auxiliaries

This course covers larger industrial type boilers and the associated equipment required for their operation. Topics covered include materials and welding, piping, high-pressure boiler design, high-pressure boiler parts, high-pressure boiler fittings, boiler operation, feedwater treatment, prime movers, pumps, compressors, and lubrication.

PWER 161
Heating Boiler and Systems, Refrigeration, and Air Conditioning

This course is a continuation of PWER 160, High Pressure Boilers and Auxiliaries. It covers the equipment found in commercial, heating, air conditioning, refrigeration, hot oil, sawmills, and pulp-mill-type plants.

PWER 162
Safety and Environment

This course covers safety and environmental issues pertaining to industrial, commercial, heating, and refrigeration plants. Topics include boiler safety codes, WHMIS, general safety, fire protection, and environmental issues.

PWER 163
Sketching Fundamentals

This course covers the basic drafting fundamentals required for power engineering. Topics include basic mechanical drawing, geometric constructions, and basic orthographic projection.

For more information on the topics listed above, please contact the Trades Division at 250-561-5804 or 1-866-370-2111, or visit www.cnc.bc.ca/tools/programs.

Political Science

PSCI 131 **UT**
The Administration of Justice

This introductory course is concerned with the major issues associated with the administration of justice in Canada. It will examine such issues as civil liberties and effective law enforcement, social and political justice, and national integrity. The course provides students with an understanding of the dynamic processes of change in the administration of justice. Significant tensions exist between the ideals of justice and the realities of politics. This fact will become apparent as we examine political changes and the emergence of new problems to which laws and structures must constantly respond.

Prerequisite: CRIM 103 or permission of the instructor

3 CR / (3,0)

Professional Cook

Note: CULA courses are restricted to students in the Professional Cook program.

CULA 150
Professional Cook 1

In this course, the student will work in a supervised environment and perform basic cooking and food preparation tasks utilizing knife skills, correct terminology, and a variety of cooking methods. They will learn how to follow recipes, weight and measure food accurately, and have an understanding of the major techniques and principles used in cooking, baking and other aspects of food preparation. At this level, the student should develop a solid foundation of culinary skill.

Prerequisite: Admission to the Culinary Arts program

CULA 160
Professional Cook 2

At this level, the student usually works with some supervision and performs a variety of cooking and food preparation tasks using multiple cooking methods. In addition to using the major techniques and principles used in cooking, baking and other aspects of food preparation at this level, the student will be taught a preliminary understanding of food costing, menu planning and purchasing processes.

Prerequisite: CULA 150

Psychology

PSYC 101 UT
Introduction to Psychology I

This general survey course includes topics such as a brief history of psychology, elementary experimental design, the nervous system, sensation, perception, learning, memory, language, and thought.

3 CR / (3,0)

PSYC 102 UT
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 UT
Human Sexuality

This course provides a basic understanding of human sexuality from a biological, psychological, and social perspective. Topics include such items as anatomy, physiology, and sexual responses, psychosexual development, sexual behaviour, and sexual complications.

3 CR / (3,0)

PSYC 201 UT
Statistics for the Social Sciences

This course covers the basic principles of descriptive and inferential statistics and their application to research in the social sciences. Experience will also be gained on the use of computer programs for data analysis. Highly recommended for majors in the social sciences.

Prerequisite: Math 11, MATH 04 or Applications of Math 12

Prerequisite: (effective Sept. 15, 2012): Foundations of Math 11 or Pre-calculus 11 or MATH 045, or equivalent

3 CR / (3,3)

PSYC 202 UT
Research Methods in Psychology

This course introduces the logic and application of various research methods in psychology. Students formulate research questions and choose appropriate research designs. Direct experience in data collection and research design is provided in the laboratory. Additionally, students will learn how to write a research report according to APA standards.

Prerequisites: PSYC 101 and 102—minimum "D" grades

3 CR / (3,1)

PSYC 203 UT
Introduction to Personality

The student is introduced to the field of personality through the examination of several theories of personality (i.e., psychoanalysis, trait theory, Rogerian self theory, behavioural theories). These theories, as well as 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 UT
Social Psychology

The study of human behaviour and adjustment within interpersonal and social situations. Some of the topics include affiliation, attraction, attitude and attitude change, prejudice, conformity, obedience, aggression, altruism (helping behaviour), group dynamics, and selected topics in human sexuality. Major social psychological theories are presented along with a critical evaluation of research and research methodology related to the topics.

Prerequisites: PSYC 101 and 102—minimum "D" grades

3 CR / (3,0)

PSYC 205 UT
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 a critical analysis of the physical, cognitive, social, and emotional aspects of development.

Prerequisites: PSYC 101 and 102—minimum "D" grades

3 CR / (3,0)

PSYC 206 UT
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 a critical analysis of the physical, cognitive, social, and emotional aspects of development.

Prerequisites: PSYC 101 and 102— minimum "D" grades

3 CR / (3,0)

PSYC 207 UT
Introduction to Abnormal Behaviour

This course examines a wide variety of models of abnormal behaviour, (i.e., medical, psychodynamic, behavioural). The causes and treatments of several disorders (i.e., anxiety disorders, somatoform disorders, schizophrenia, affective disorders, psychopathy, alcoholism) will be examined from the perspective of each model.

Prerequisites: PSYC 101 and 102—minimum "D" grades

3 CR / (3,0)

PSYC 209 UT
Introduction to Biological Psychology

This course introduces students to the relationship between brain function and behaviour in both humans and non-humans. Topics include behavioural genetics, neural function and organization, neuroanatomy, and methods. Sensory and motor systems as well as higher cognitive processes such as learning, memory, and language will also be discussed.

Prerequisites: PSYC 101 and 102— minimum "D" grades

3 CR / (3,0)

PSYC 210 UT
Introduction to Cognitive Psychology

This course introduces the student to current research and theories of human mental processes. Topics may include attention, concept formation, memory, reasoning, decision making, cognitive maps, imagery, applied and personal cognition, and language processing. Highly recommended for psychology majors.

Prerequisites: PSYC 101 and 102— minimum "D" grades

3 CR / (3,0)

Residential Construction Framing Technician

Residential Construction Framing Technician courses are restricted to students in the Residential Construction Framing Technician program.

Residential construction framing technician

For more information on specific topics covered in this program, please contact the Quesnel campus at 250-991-7500.

Science

SCI 030
Intermediate Preparatory Science

This course is an introductory study of the basic principles of biology, chemistry, and physics. Some topics of investigation include the scientific method, cells, environmental science, atoms and compounds, periodic table, writing and balancing chemical equations, problem solving, simple machines, and energy and matter. This course fulfills the prerequisites for Biology 045, Chemistry 045, and Physics 045.

Prerequisites: English 020 and Math 020 or as evaluated by the CCP placement test

Prerequisite or Corequisite: MATH 030

SCI 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

Sociology

SOC 101 UT
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 UT
Introduction to Sociology II

A continuation of SOC 101. Topics described and explained 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 120 UT
Issues on Sexual Diversity and Equity in Canada

Using a sociological perspective, this course will provide a background to current issues utilizing a multidisciplinary survey of the historical and cultural roots through which we have come to define sexuality and gender. The course draws upon a selection of theoretical perspectives and sociological case studies dealing with sexual and gender identity in order to provide a backdrop for analyzing current social and political issues shaping the struggles faced by sex and gender equity groups in Canada today.

3 CR / (3,0)

SOC 201 UT
The Sociology of Work—General

This course provides an overview of the transformations in the structure of work during the industrial and post-industrial periods. The course focuses on an analysis of the sociological and economics theories and debates that deal with the results of industrial capitalist and bureaucratic forms of organizing and managing work since 1900. Sociological research will be drawn upon to present a critical 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 deals with a variety of contemporary concerns, including globalization, downsizing, technology and de-skilling, professionalism, the decrease in the "real wage," unemployment, underemployment, credentialism, the disempowerment of governments and unions, free trade agreements, and the increasing restrictions imposed by human resource models of management. The course is specifically designed to have students research an occupation in which they have an interest.

Prerequisites: SOC 101 and 102

3 CR / (3,0)

SOC 202 UT
The Sociology of Work — Industry, Technology, and Social Change

Cover topics relevant to contemporary labour markets and the globalized economy. The course focuses on descriptions of the social transformations that have occurred with the growth of service sector employment, and emphasis will be placed on Canadian industries. Topics include the use of information technology, unpaid labour, designing leisure, entrepreneurialism, the informal economy and micro-entrepreneurialism. The course presents analyses of trends aimed at resistance to transnational corporate organization, as well as a selection of social movements that have resulted in the use of alternative ways of organizing work. This course also provides an overview of the positions of specific groups of people experiencing double jeopardy in the labour market, i.e., people of colour, women, new immigrants, the differently abled, non-heterosexual persons, young people, and persons being re-trained.

Prerequisites: SOC 101 and 102

3 CR / (3,0)

SOC 203 UT
Canadian Society I: Identities and Ideologies

An examination of the structural, cultural and regional variations in the development of social identities and political ideologies in Canada. An evaluation of the traditional ideologies of Liberals, Conservatives, and Socialists in Canada. An exploration of the modern political approaches of the Social Democrats and Neo-Conservatives. A study of the conditions under which radical fringe political parties emerge and decline. An analysis of how the various Canadian identities are tied to the political ideologies.

Prerequisites: SOC 101 and 102

3 CR / (3,0)

SOC 204 UT
Canadian Society II: Race and Ethnic Relations

An examination of the social organization of race and ethnic relations in Canada. The causes and consequences of the changing pattern of immigration. Descriptions of the major ethnic groups and communities. The development of the ideology, policy, and practice of multiculturalism. The survival and decline of ethnic identities. An examination of problems of private prejudice and the practice of institutional racism. The culture and behaviour of First Nations in Canada. An analysis of the land claims issue in Canada.

Prerequisites: SOC 101 and 102

3 CR / (3,0)

SOC 206 **UT**
Social Problems

A sociological study of the creation, causes, and consequences of contemporary social problems in Canadian society. Topics include: organized crime, juvenile delinquency, sexual harassment, AIDS, mental illness, alcoholism, and drug abuse. Factual and moral aspects of these and other social problems will be argued.

Prerequisite: SOC 101 or CRIM 101 or permission of the instructor

3 CR / (3,0)

SOC 220 **UT**
Women In Society

This course aims at a critical examination of the historical and contemporary position of women in various societies, with particular emphasis on Canada. Traditional sociological theories and a number of feminist perspectives will be used to analyze gender inequality, the institutionalized means through which it is reproduced, and the possibilities for meaningful change in Canada.

Prerequisite: SOC 101 or WMST 101

3 CR / (3,0)

SOC 230 **UT**
Critical Perspectives on Contemporary Families

This course provides an introduction to the contemporary debates within the sociology of family. The course explores the interaction and conflicts between our intimate lives as family members and the economic, political, legal, and cultural changes that define the beliefs and issues surrounding the institution of family. Utilizing current sociological theory and analyses, the course critically examines the history of the western family, the ideology of the family, gender ideology, and social policies and practices affecting Canadian families. The course explores central issues faced by families today, including dating, mating and marriage, the contradictions between romantic love and social constructions of the ideal family, the gendered division of labour, parenting, divorce, poverty, alternative family forms, and violence within intimate relationships. Critical analysis of debates surrounding single parent families, same-sex marriages, and recent trends in reproductive science will form an additional aspect of the coursework.

Prerequisite: SOC 101

3 CR / (3,0)

SOC 250 **UT**
The Sociology of Popular Culture

This course is dedicated to the sociological investigation of popular culture, its role in our lives, and its broad effects on Canadian society. Not only can understanding popular culture tell us a lot about how people live their lives, it can also focus attention on patterns of global power, mass media, and consumerism. The major course assignment will involve primary research of a particular site of popular culture within the Prince George region. In particular, students will choose a site where music is an important feature.

Prerequisites: SOC 101 and SOC 102 or permission of the instructor

3 CR / (3,0)

Social Work

Note: SSWK courses are normally restricted to students in the Social Work programs. Non-Social Work students may take selected courses if space is available, and with the permission of the instructor.

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 provides an overview of communication theories as well as a practical basis for learning interpersonal skills. This includes discussions of how self-concept, perceptual process, language, and non-verbal behaviour influence communication. 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 195
Issues and Principles of Fieldwork and Community Seminar I

This course is designed to introduce first-year students to the purpose and structure of the SSWK field work experience referred to as "practicum." You will be introduced to the theoretical context of experiential learning and its value in the learning process. Essential components of a practicum and its linkage to the academic work in other SSWK and university transfer courses are explored. A sampling of the agencies in our region that provide practicum experience are introduced. You will have explored a number of articles that discuss some of the key issues in the profession. You will interview for and be accepted in a practicum placement that will run two days a week beginning in January and end with a two-week block placement in April/May.

Pre- or corequisites: SSWK 145, 171

3 CR / (0,3)

SSWK 196
Practicum and Practicum Seminar

Students will attend a social service agency site for two days a week throughout the semester. At the agency, students will construct a learning contract, perform work for the agency, and receive guidance and supervision from an agency-based field supervisor. The seminar is designed to allow all students in the two-day-a-week practicum to reflect on the learning accomplished during practicum. You will keep a journal as discussed in SSWK 195 and will present writings from it to your colleagues. We will problem solve around issues and concerns pertaining to practicum. We will attempt to link theoretical components from your courses to actual practicum events.

Prerequisites: Successful completion of all SSWK courses in the first semester with a grade of "C" or better

Corequisites: SSWK 142, 151

5 CR / (0,2)

SSWK 199
Practicum and Seminar

Starting in late April, at the end of the second semester, students will complete a two-week block placement in the same community agency where they have been working during SSWK 196. The students will already be familiar with the agency and will be expected to participate more fully and contribute to the goals of the agency. A weekly two-hour seminar will be offered.

Prerequisites: Successful completion of all SSWK courses in the second semester with a grade of "C" or better and an "S" grade in SSWK 196

3 CR / (0,2)

SSWK 225
Introduction to Disabilities

This course provides an understanding of the implications of disabilities on people's lives from a social context. Students will examine attitude, values and predominant views of disability in Canadian culture. A focus of this course is on an empowerment approach to supporting people with disabilities.

3 CR / (3,0)

SSWK 232
Loss and Grief

This course explores 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 program or be registered in the Teaching Assistant Certificate program

3 CR / (3,0)

SSWK 241
Group Process and Practice

This course provides the students with a basic understanding of group work theory and practice. The basic assumption is that there is a significant correlation between social functioning and group experience. Topics of study include group dynamics, leadership styles and skills, group development, cultural 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 program with successful completion of first-year SSWK courses

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 worldwide. 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 SSWK courses.

3 CR / (3,0)

SSWK 252
Social Welfare Policy II

This course focuses on legislation concerning the protection of children, children in conflict with the law, special needs children, poverty, education, health, and regulation.

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 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 SSWK courses

3 CR / (3,0)

SSWK 263
Chemical Dependency

This course gives students 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 their 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 SSWK courses

3 CR / (3,0)

SSWK 271
Health and Wellness Self-Care Lab

The key to personal success in the helping professions is to maintain a balance between your personal wellness and the professional tasks and interventions you will be providing. Learning to recognize these emotions provides opportunities for self-reflection, self-awareness, and new perspectives. SSWK 271 is a 1.5 hour mandatory lab in the SSWK program. It is intended to provide the student with a basic introduction to strategies to develop self-care responsibility. It emphasizes a preventive approach to holistic wellness that incorporates physical, emotional, social, and spiritual aspects. It is an experiential lab that focuses on self-awareness and sensitivity as contributing factors to your state of wellness. The predominant objective is to identify practical techniques and exercises that are easy to do and are easily incorporated into daily living. The goal is to optimize our personal wellness as a strategy to manage professional and personal stressors.

Prerequisite: Successful completion of first-year SSWK program

1.5 CR / (0,1.5)

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.

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 program or be registered in the Teaching Assistant Certificate program

3 CR / (3,0)

SSWK 295
Issues and Principles of Field Work and Community Seminar II

Students will, for two hours a week, attend a two-hour practicum preparation class. Students will assess their strengths and areas needing improvement. They will focus on issues of professional ethics and conduct in the social service field. They will discuss the impact that they can have both personally and professionally on clients. They will address issues of boundaries, emotional and physical self-care, dual relationships, and other issues related to working in the field. Students will establish learning objectives and negotiate practicum contracts with agencies.

Prerequisite: Successful completion of all first-year SSWK courses

2 CR / (0,2)

SSWK 296
Practicum and Practicum Seminar

Students will attend a social service agency site for two days a week throughout the semester. During this time, students will participate in the design of a learning contract, perform work for the agency, and receive guidance and supervision from an agency-based field supervisor. Students will attend a two-hour practicum class. The intent of this class is to have the students reflect upon the learning that is taking place in the field placement. Students will have the opportunity to problem solve around issues and concerns related to their practicum experience. This class will link theoretical components from the courses to the practicum.

Prerequisite: Successful completion of all first-year SSWK courses

5 CR / (0,2)

SSWK 297
Practicum and Seminar

Students will work one day per week in a classroom setting under the supervision of a teacher and classroom aide. A weekly 1.5-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

4 CR / (0,1.5)

SSWK 298
Practicum and Seminar

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 299
Practicum and Seminar

Starting in late April, at the end of the second semester, students will enrol in and complete a two-week block placement in the same community agency as their SSWK 296 placement. The students will already be familiar with the agency and will be expected to participate more fully and contribute to the goals of the agency. Students must also attend a two-hour seminar on campus during each of these weeks.

Note: In order to continue with the practicum, students must obtain a "C" grade or better in all SSWK courses and an "S" grade in SSWK 296.

3 CR / (0,2)

Student Success

STSS 800
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, note-taking, and tests. It will also deal with a variety of topics such as creativity, relationships, and health. 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

Taxation

TAX 261 BUS
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 BUS
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 261

3 CR / (3,0)

Job Search

TJSS 160
Job Search Seminars

This course consists of a series of seminars offering students up-to-date information on resumés and cover letters. Students will also learn what employers look for in an interview and how to build a network of employers.

Teacher Replacement Training Citation

TRTC 100
Safety, Legal and Ethical Issues

This course gives students exposure to safety, legal, and ethical issues that impact students and staff in schools. Graduates of this course can approach decision-making in the workplace from an ethical basis. Key school policies and practices will be studied, including obligatory reporting procedures. Situations in which harassment might potentially occur will be identified and appropriate responses developed. Risk-reduction strategies to ensure safety in the workplace will also be addressed. Case studies will be used as a basis for exploration.

Prerequisite: TRTC 150

3 CR

TRTC 106
Instruction

This course provides students with the skills to create lesson plans and deliver effective lessons. Students are introduced to various methods of instruction and delivery, and will gain an understanding of methods to use in various teaching situations. Students will progress from needs assessments and evaluation to objectives-based instruction.

Prerequisite: TRTC 150

3 CR

TRTC 108
Behaviour Management — Techniques for Managing Classroom Behaviour

Students are introduced to specific techniques based on the theoretical models of child discipline. Research on the most effective discipline models will be examined, as well as practical strategies that have been proven successful in classroom management. Students will acquire a repertoire of methods for establishing and maintaining a well-run classroom.

Prerequisite: TRTC 150

3 CR

TRTC 150
Introduction to Substitute Teaching
TRTC 150 examines the role of the substitute teacher and provides the student with an overview of the critical aspects of substitute teaching: managing the classroom, delivering instruction, and keeping students safe. These three themes are introduced in this course and expanded upon in subsequent TRTC courses.

Prerequisite: Meets program admission requirements

3 CR

TRTC 199
Practicum and Practicum Seminar
This course is a supervised practicum course designed to give students direct experience in working with children or youth in an educational facility. The practicum course requires seminar time in addition to work experience in a school setting. The practicum experience is a vital part of the training of classroom assistants. It gives the students an opportunity to gain experience in a setting related to their particular areas of professional interest. Through feedback, the student connects classroom theory with practical setting. The seminar component promotes integrated learning and supports the practicum base through consultation with peers.

Prerequisites: TRTC 150

4 CR

Technology Management

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)

Tourism

TOUR 170
Tourism Visitor Information Counselling
Covers information counselling procedures, including using tourism resources, researching destinations, operational procedures, merchandising and sales, and computerized reservation services.

3 CR / (54 hours total)

TOUR 190
Tourism Administration Work Experience
Provides workplace-based learning to build employable competencies and practice the principles and skills learned in the classroom.

Prerequisite: Completion of Semester I of Tourism Administration Certificate Program

3 CR / (54 hours total)

Welding

Note: The following courses are restricted to students in the Welding program.

WELD C
Introductory Welding
Topics include introduction and program orientation; oxy-fuel cutting; gas welding and braze welding; shielded metal arc welding (SMAW I); air carbon arc gouging; gas metal arc welding (GMAW I); flux cored arc welding (FCAW I); material handling; blueprint reading I; mathematics; welding metallurgy 1.

WELD B
Intermediate Welding
Course topics include shielded metal arc welding (SMAW II); gas tungsten arc welding (GTAW); quality control and inspection; welding code standards and specifications; blueprint reading II; and metallurgy II.

WELD A
Advanced Welding
Topics include P11 — SMAW III; P12 — GTAW II; RK8 — Metallurgy III; RK9 — Blueprint reading III.

Welding Apprenticeship

Note: The following courses are restricted to students in the Welding Apprenticeship program.

WELD 110
Level 1 Technical Training
This course covers the following: introduction and program orientation; oxy-fuel cutting; gas welding and braze welding; shielded metal arc welding (SMAW I); air carbon arc gouging; gas metal arc welding (GMAW I); and flux cored arc welding (FCAW I). When taken together with Welding 120, this course is equivalent to WELD C, above.

WELD 120
Level 2 Technical Training
This course covers gas welding and braze welding; shielded metal arc welding (SMAW I); gas metal arc welding (GMAW I); and flux cored arc welding (FCAW I); material handling; blueprint reading I; mathematics; welding metallurgy 1. When taken together with Welding 110, this course is equivalent to WELD C, above.

WELD 210
Apprenticeship Training
Course topics include shielded metal arc welding (SMAW II); gas tungsten arc welding (GTAW); quality control and inspection; welding code standards and specifications; blueprint reading II; and metallurgy II.

WELD 310
Apprenticeship Training
Topics include P11 — SMAW III; P12 — GTAW II; P8 — GTAW or P9 — FCAW; RK8 — Metallurgy III; RK9 — Blueprint reading III.

How to apply

Note 1: For full details, see "Admissions, registration, and records," starting on page 161. (International students, see pages 162–164 and 175.)

Note 2: The process may differ for Community and Continuing Education courses

How do I apply?

- **In person:** Visit your local CNC Admissions Office (see addresses on the inside front cover of this Calendar).
- **By mail:** Download an application form from www.cnc.bc.ca/Exploring/Applying_to_CNC.htm and return it to the address on the form. Please include a $15 cheque or money order.
- **By fax:** Fill out and sign the application form in full and fax to 250-561-5861. Please include your return fax number and Visa/MasterCard information.
- **Online:** Use a credit card to apply at www.cnc.bc.ca/Exploring/Applying_to_CNC.htm or www.pas.bc.ca (post-secondary application service of BC).

What's the difference between applying and registering?

Applying is Step 1 in the admissions process. It's when the College decides if you can take the program you've chosen. Depending on the program, we might look at

- Whether there's room in the program
- The date you applied
- Courses you've taken in the past and grades achieved
- Your work experience

Registering is Step 2 – It's when you sign up for specific classes and pay your course fees.

Note: For Continuing Education courses, there is no application process – you just skip right to registration.

How much does it cost to apply?

$15

I've applied to CNC before — do I have to pay the application fee again?

Yes, if you are changing programs and if you have missed a semester.

How much does it cost to register?

It depends on the cost of your courses. At CNC, lecture courses cost about $339 per semester (as compared to about $400 per semester for the same course at a university).

When should I apply?

You can apply any time. If there's room in a class, we accept applications right up to the day the class starts. But some courses fill up quickly — you should apply for these as much as a year in advance (for example, welding, dental hygiene, dental assisting). Key application dates:

- **September 15:** You can apply for programs that start the following fall (e.g., apply in fall 2010 for programs starting in fall 2011).
- **October 31:** Deadline date for priority admission to Trades programs starting in January/February. Note: Applications are still accepted after this point as space permits.
- **March 31:** Applications for limited enrolment programs for the upcoming fall semester received after this date will be processed as space permits.
- **April 24:** Submission deadline for supporting documents for admission to fall limited enrolment programs. This includes secondary school Progress Reports or final transcripts.
- **May 17:** Submission deadline for all supporting documents (including final transcripts) for the Dental Hygiene program.

What's a PEN? How do I find out my PEN?

It stands for Provincial Education Number. To find your PEN, look on the official transcript you received from the government when you completed Grade 12, or contact your high school.

What documents should I submit with my application?

- An official transcript of your grades. You can get this from your high school or from other post-secondary institutions you've attended. You can submit your transcript after you've submitted your application.
- Other documents may also be required. Please refer to the admission requirements listed on specific program pages.

How do I know if I've been accepted?

- When you've been accepted, we'll send you an acceptance letter/package outlining the registration procedure and fee payment deadline for your program. Congratulations, and welcome to CNC.

How do I apply for apprenticeship classes?

- For information on applying for apprenticeship classes, please call the Trades Office at 250-561-5804 or 1-800-370-2111.

College of New Caledonia

Application for Admission

Prince George • Lakes District • Mackenzie • Nechako • Quesnel

For mailing addresses and contact information, please see reverse side of form.

Application Fee: $15.00

A. PERSONAL INFORMATION

Please print **Complete application thoroughly**

1. CNC Student Number (if previously applied):

2. Last Name	First Name	Middle Name

3. Former Name (if applicable)

4. Mailing Address	City/Province	Postal Code

5. Local Address (if different from above)	City/Province	Postal Code

6. **E-mail address:**	7. **Birthdate** (Year/Month/Day)

8. Phone Number (home)	Phone Number (alternate)	9. Gender
( )	( )	☐ Male ☐ Female

B. Educational Goal

1. Program applied for:

2. Intended Enrollment
☐ Full-Time Student ☐ Part-Time Student

3. Preferred entry date:
Year _____ ☐ Fall (Sep–Dec) ☐ Spring (Jan–Apr) ☐ Intersession (May–Aug)

4. Location(s)/Campus:

C. Citizenship

1. ☐ Canadian ☐ Landed Immigrant ☐ International Student*

2. Country of Citizenship (if not Canadian)

***International Students** must fill out a different application form: please contact your local campus.

D. Emergency Contact Information

1. Last Name First Name

2. Emergency Contact – Phone Number #1	3. Emergency Contact – Phone Number #2
( )	( )

E. Aboriginal Status

1. If you have status, with which band are you currently registered?

2. Do you identify yourself as an Aboriginal person? (select one) ☐ Yes ☐ No

If you would like more information regarding support services, contact **First Nations Education Support Services at 250-562-2131, ext. 5460.**

3. If you identify yourself as an Aboriginal person, are you (may provide multiple responses): ☐ First Nations ☐ Métis ☐ Inuit

F. Disability

☐ Yes
☐ No

Disability Support Services (DSS) provides assistance to students with documented disabilities. For further information regarding eligibility for services, please contact **Disability Support Services at 250-562-2131, ext. 5301.**
Would you like DSS to contact you? ☐ Yes ☐ No

G. Educational History (Official Transcripts are required for all institutions attended)

Last High School Attended	Location	BC Personal Education Number (PEN)

Please indicate:

Last Grade Completed: _____

Your Last Date of Attendance : Year:_____ Month:_____

School District No: _____

High School Transcripts: ☐ enclosed ☐ on file ☐ to follow

If currently enrolled, expected graduation date: Year: _____ Month:_____

Post-Secondary Institutions Attended:

Name	Location	Date last Attended	Program
1.			
Transcripts: ☐ enclosed ☐ on file ☐ to follow			
2.			
Transcripts: ☐ enclosed ☐ on file ☐ to follow			
3.			
Transcripts: ☐ enclosed ☐ on file ☐ to follow			
4.			
Transcripts: ☐ enclosed ☐ on file ☐ to follow			

Declaration

Collection of Information: The information on this form and all required admissions documentation is collected for the purpose of determining admission, registration, research, alumni and development, and statistical analysis. It is collected under the authority of the College and Institute Act and your privacy is protected under the Freedom of Information and Privacy Act limiting how your information may be used or disclosed. If you have any questions about the collection and use of your information contact the **Freedom of Information Coordinator, College of New Caledonia at 250-561-5828.**

All hard copied materials/information provided by you in support of your application to CNC become the property of the College and will not be returned to students. These materials/information may be destroyed in six months if you do not attend CNC, six months after successful completion of your program, or after two years of not attending courses at CNC.

Declaration: I declare that the information that I have provided in this application is complete and correct. Completion of this signed application permits the College to request and/or confirm any information necessary to support my application for admission. Falsifying any document or information submitted will result in the cancellation of admission or registration at the College of New Caledonia.

I understand the submission of this application in no way guarantees admission to a program or course, and that admission is subject to meeting program or course prerequisites and space availability.

If I am admitted to the College of New Caledonia, I agree to familiarize myself with and to abide by the most current policies of the College during my tenure as a student.

In addition, I agree as a condition of registration at the College of New Caledonia to pay all fees and charges as approved by the Board of Governors to the College as required by the deadlines posted by the College, and to pay any interest charges on any sum which becomes due and payable according to the payment procedures at the College of New Caledonia.

Signature:_____ Date: _____

College of New Caledonia
3330 22nd Avenue
Prince George, BC
V2N 1P8 Canada

Phone 250-562-2131 or
Toll-Free 1-800-371-8111

College of New Caledonia
Lakes District Campus
545 Highway 16 West
Box 5000
Burns Lake, BC
V0J 1E0 Canada
Phone 250-692-1700

College of New Caledonia
Mackenzie Campus
540 Mackenzie Boulevard
Box 2110
Mackenzie, BC
V0J 2C0 Canada
Phone 250-997-7200

College of New Caledonia
Nechako Campus
3231 Hospital Road
Vanderhoof, BC
V0J 3A2 Canada

Phone 250-567-3200

College of New Caledonia
North Cariboo
Community Campus
100 Campus Way
Quesnel, BC
V2J 7K1 Canada
Phone 250-991-7500

For Office Use Only

Date received: _____

Operator: _____

Verified: _____

CCP Test: _____

Receipt #: _____

EMAT Test: _____

100722

Follow your passion, find your career

Here's a sampling of the courses and programs offered at the campuses of the College of New Caledonia.

Discover more programs and find out where programs are offered by visiting our website at www.cnc.bc.ca

Business and management

- ABT — Administrative Assistant Certificate
- Accounting and Finance Diploma
- Associate Certificate in Workplace Conflict
- Business Administration Certificate
- Ch'nook Diploma
- Conflict Resolution Certificate, Specializing in Negotiation
- Human Resources Post-Diploma Certificate
- Legal Administrative Assistant Certificate – ABT
- Maintenance Management Professional Certificate
- Management Diploma
- Management Skills for Supervisors
- Marketing and Management Diploma
- Office Assistant Certificate – ABT

Health sciences and social services

- Carrier Developmental Standard Term Certificate
- Community Mental Health Citation
- Community Support Worker Certificate
- Dental Assisting Certificate
- Dental Hygiene Diploma
- Early Childhood Education Certificate
- Early Childhood Education Certificate, Aboriginal
- Education Assistant Certificate
- Fetal Alcohol Spectrum Disorder (FASD) — Advanced Diploma
- Health Care Assistant Certificate
- Human Service Citation
- Medical Laboratory Technology Science Diploma
- Medical Radiography Technology Diploma
- Nursing, Bachelor of Science (Northern Collaborative Baccalaureate Nursing Program)
- Nursing Unit Clerk Citation
- Practical Nurse Certificate
- Social Service Worker Certificate
- Social Service Worker Diploma
- Social Service Worker (UT) Diploma

Pre-professional programs

At CNC, you can prepare for careers in fields such as chiropractic, dentistry, education, law, medicine, naturopathic medicine, optometry, pharmaceutical science, rehabilitation science, and veterinary medicine.

Science and technology

- Computer/Network Electronics Technician Certificate
- Engineering (Applied Science)
- Natural Resources and Environmental Technology Diploma
- New Media Communications and Design Diploma
- Registered Forest Technologist exam preparation online
- Registered Professional Forester exam preparation online
- Science, Associate Degree
- University Transfer First-Year Science

Specialty programs

- Aviation Business Diploma
- Career Technical Centre (CTC)
- English as a Second Language (ESL)
- Heritage Building Conservation
- Horticulture Technician
- JET (Job Education and Training)
- TARGET

Tourism and culinary

- Cook's Assistant
- Northern Outdoor Recreation and Ecotourism (NORE) Certificate
- Professional Cook Certificate

Trades and industry

- Automotive Technician
- Carpentry
- Construction Form Worker Technician
- Driver Training
- Electrical
- Excavator Training
- Forest Industry Safety Training
- Heavy Duty Mechanics/Commercial Transport Mechanical Repair, Foundation-Level
- Heavy Duty Mechanics Apprentice
- Heavy Equipment Operator
- Industrial Mechanic (Millwright) / Machinist, Foundation-Level
- Industry Training
- Machinist / Millwright Apprentice
- Mining Industry Certificate
- Motor Vehicle Body Repair
- Plumbing
- Power Engineering
- Residential Construction Framing Technician Certificate
- Welding

University classes

- Aboriginal Studies, Associate Degree
- Aboriginal Studies Certificate
- Arts, Associate Degree
- Criminology Diploma
- Engineering (Applied Science)
- Fine Arts Certificate
- Human Kinetics Diploma
- Science, Associate Degree
- Teaching, Elementary and Secondary
- University Transfer First-Year Science
- Women's Studies and Gender Relations Diploma

We also offer university classes leading to degrees in

- Aboriginal studies
- Accounting
- Anatomy and physiology
- Anthropology
- Biology
- Chemistry
- Chiropractic
- Commerce
- Computing science
- Criminology
- Dental hygiene
- Dentistry
- Earth science
- Economics
- Education
- Engineering (applied science)
- English
- Environmental science
- Fetal Alcohol Spectrum Disorder
- Finance
- Fine arts
- Forestry
- Geography
- History
- Human kinetics
- Human resource management
- Humanities
- International business
- Kinesiology
- Law
- Management
- Marketing
- Mathematics
- Medicine
- Microbiology
- Naturopathic medicine
- Nursing
- Optometry
- Pharmaceutical science
- Philosophy
- Physical education
- Physics
- Political science
- Psychology
- Public policy
- Rehabilitation science
- Social service
- Sociology
- Statistics
- Teaching
- Veterinary medicine
- Women's studies

Upgrading

- Adult Education Centres
- BC Adult Graduation Diploma
- College and Career Preparation – Adult Basic Education
- Focus Employment Program

What's offered where

Discover more programs and find out where programs are offered by visiting our website

www.cnc.bc.ca

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Experience the CNC advantage!

- Small classes and friendly atmosphere
- Instructors who focus on teaching, not research
- Low cost of living
- Affordable tuition
- Beautiful natural scenery

Call us at CNC — 250-562-2131 / 1-800-371-8111 or online at www.cnc.bc.ca

Important dates for the academic year

Program start/end dates

Are you looking for important dates for your program — start dates, exam periods, or reading breaks?

Programs are listed alphabetically in this document. Each program page has a section called "Important dates" with the information you need. They're also listed on our website at http://www.cnc.bc.ca/__shared/assets/Imdates.pdf

When to apply

September 15
This is the earliest you can apply for programs that start the following fall. For example, apply on or after September 15, 2010 for programs starting in fall 2011.

October 31
Deadline date for priority admission to Trades programs starting in January/February. Note: Applications are still accepted after this point, as space permits.

March 31

- Applications for limited enrolment programs for the upcoming fall semester received after this date will be processed as space permits. However, we'll continue to accept applications as long as there are seats available.
- Submission deadline for application and all qualifying documentation for the Medical Radiography Technology program.

April 24
Submission deadline for supporting documents for admission to fall limited enrolment programs. This includes secondary school progress reports, mid-term grades or final transcripts.

May 18
Submission deadline for all supporting documents (including final transcripts) for the Dental Hygiene program.

Call us at CNC:
250-562-2131
1-800-371-8111

Important dates

Note: Your program's dates may be different! **Please check individual programs in this calendar.**

Fall 2010 semester

BC Day, all campuses closed	August 2
Labour Day, all campuses closed	September 6
Orientation / Evening classes begin, university credit and business	September 7
Daytime classes begin, university credit and business	September 8
Thanksgiving, all campuses closed	October 11
Remembrance Day, all campuses closed	November 11
Christmas Day, all campuses closed	December 25
Boxing Day, all campuses closed	December 26
Statutory holiday, all campuses closed	December 27
Statutory holiday, all campuses closed	December 28
Admissions and Registration/Switchboard closed	December 29–31

Spring 2011 semester

New Year's Day, all campuses closed	January 1
Statutory holiday, all campuses closed	January 3
Good Friday, all campuses closed	April 22
Easter Monday, all campuses closed	April 25
Convocation	May 14
Victoria Day, all campuses closed	May 23
Canada Day, all campuses closed	July 1

Fall 2011 semester

BC Day, all campuses closed	August 1
Labour Day, all campuses closed	September 5
Orientation / Evening classes begin university credit and business	September 6
Daytime classes begin, university credit and business	September 7
Thanksgiving, all campuses closed	October 10
Remembrance Day, all campuses closed	November 11
Christmas Day, all campuses closed	December 25
Boxing Day, all campuses closed	December 26
Statutory holiday, all campuses closed	December 27

Spring 2012 semester

New Year's Day, all campuses closed	January 1
Statutory holiday, all campuses closed	January 2
Good Friday, all campuses closed	April 6
Easter Monday, all campuses closed	April 9
Victoria Day, all campuses closed	May 21
Canada Day , all campuses closed	July 1
Statutory holiday, all campuses closed	July 2