College of New Caledonia
www.cnc.bc.ca

2018-19 program guide and course calendar

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

CNC Prince George
3330 22nd Avenue
Prince George, BC
V2N 1P8 Canada
 250-562-2131
 1-800-371-8111
 250-561-5861
 askcnc@cnc.bc.ca

CNC Lakes District — Burns Lake
545 Highway 16 West
PO Box 5000
Burns Lake, BC
V0J 1E0 Canada
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 1-866-692-1943
 250-692-1750
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Grassy Plains, BC Canada
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V0J 2C0 Canada
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 1-877-997-4333
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 cncmackenzie@cnc.bc.ca

CNC Nechako — Fort St. James
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PO Box 1557
Fort St. James, BC
V0J 1P0 Canada
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 cnfcfsj@cnc.bc.ca

CNC Nechako — Vanderhoof
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Vanderhoof, BC
V0J 3A2 Canada
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 1-877-567-3270
 250-567-3217
 nechako@cnc.bc.ca

CNC Quesnel
North Cariboo
Community Campus
100 Campus Way
Quesnel, BC
V2J 7K1 Canada
 250-991-7500
 250-991-7523
 quesnel@cnc.bc.ca

Valemount Learning Centre
– in partnership with CNC
1201 – 5th Avenue
Valemount, BC
V0E 2Z0 Canada
 250-566-4601
 1-888-690-4422
 250-566-4602
 frontdesk@valemountlearningcentre.org

For the most current information on fees, courses and programs visit
www.cnc.bc.ca

Notes
1. Go to www.cnc.bc.ca for up-to-date information on fees, courses, programs and policies.
2. CNC reserves the right to limit, cancel, or adjust programs without notice.
3. The online version of this document (www.cnc.bc.ca/Exploring/Calendar.htm) is the official version. In the event of a conflict between the printed version and the online version, the online version will prevail.
4. The  symbol indicates that at least one course section in the program may be available in an online format.
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SECURITY 250-561-5827

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BUSINESS AND MANAGEMENT

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

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ABT (APPLIED BUSINESS TECHNOLOGY)  
ADMINISTRATIVE ASSISTANT CERTIFICATE

★ Full-time  
่ม Start dates vary — contact your local CNC campus  
⏲ 34 weeks  
📍 Burns Lake, Mackenzie, Prince George, Quesnel and Vanderhoof

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

ADMISSION REQUIREMENTS
1. Successful Completion of Grade 12 (with a minimum of Communications 12 and any grade 11 math or equivalent). For mature student status, (see note 1 below).
2. Completion of a keyboarding proficiency assessment with a minimum speed of 20 net words per minute, or permission from the department (see note 2 below).

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

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

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

Obtain your BC Adult Graduation Diploma (BC AGD)
Are you planning to enter the ABT Administrative Assistant program with mature student status? If so, after completing the ABT program, you'll be eligible to receive an exit certificate. This is equivalent to a BC Adult Graduation Diploma (formerly known as an Adult Dogwood)

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

Semester 1
ABTA 100  Financial Records  
ABTA 105  Business Communications I  
ABTA 110  Human Relations I  
ABTA 115  Office Procedures  
ABTA 120  Word Processing I, II, and III  
ABTA 125  Microcomputer Applications I

Semester 2
ABTA 150  Computerized Bookkeeping  
ABTA 155  Business Communications II  
ABTA 160  Human Relations II  
ABTA 165  Office Simulations  
ABTA 170  Desktop Publishing  
ABTA 175  Microcomputer Applications II  
ABTA 180  Work Experience

YOU MIGHT ALSO BE INTERESTED IN…
• Access Program: Pre-Business  
• Associate Degree in Arts with Commerce specialization  
• Bookkeeping Certificate  
• Business Management

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

Fall term
• August 27 – December 21, 2018

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

Rev. 180625
ACCOUNTING AND FINANCE DIPLOMA

Full-time or Part-time
Starts September or January
Two years
Prince George

This program gives you a solid grounding in accounting and finance. You’ll be prepared for entry-level positions in public practice and private industry, and receive credits towards professional accounting programs. Additional study and work experience can lead to careers such as controller, treasurer, public accountant, and auditor.

ADMISSION REQUIREMENTS
Successful completion of one of the following:

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

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

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 204</td>
<td>Financial Accounting</td>
</tr>
<tr>
<td>ENG 103</td>
<td>Composition And Style</td>
</tr>
<tr>
<td>MATH 145</td>
<td>Math For Business (or UT Level MATH 100)</td>
</tr>
<tr>
<td>MGT 154</td>
<td>Applied Human Relations</td>
</tr>
<tr>
<td>MKT 152</td>
<td>Principles of Marketing</td>
</tr>
<tr>
<td>CIS 165</td>
<td>Business Information Systems (or CSC 105)</td>
</tr>
<tr>
<td>ECON 201</td>
<td>Principles of Economics - Microeconomics</td>
</tr>
<tr>
<td>LAW 294</td>
<td>Business Law</td>
</tr>
<tr>
<td>MATH 157</td>
<td>Business Statistics (Or MATH 104)</td>
</tr>
</tbody>
</table>

Semester 3

| ACC 251    | Intermediate Accounting I |
| ACC 256    | Managerial Accounting II |
| ECON 202   | Principles of Economics - Macroeconomics |
| FIN 257    | Finance I |
| MGT 255    | Small Business Development |

Semester 4

| ACC 252    | Intermediate Accounting II |
| ACC 270    | Computerized Accounting |
| FIN 258    | Finance II |
| MGT 255    | Small Business Development |

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

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

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

YOU MIGHT ALSO BE INTERESTED IN…
- Access Program: Pre-Business
- Associate Degree in Arts with Commerce specialization
- Bookkeeping Certificate
- Business Management Certificate and Diploma

IMPORTANT DATES

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

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

Rev. 180625
APPLIED
LEADERSHIP
CERTIFICATE

★ Full-time or ★ Part-time
📅 Starts September
📍 Prince George

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

ADMISSION REQUIREMENTS
Successful completion of one of the following:

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

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

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>COM 222</td>
<td>Management and Organizational Behaviour</td>
</tr>
<tr>
<td>LEAD 101</td>
<td>Developing the Leader Within</td>
</tr>
<tr>
<td>LEAD 201</td>
<td>Exploring the Five Practices for Exemplary Leaders</td>
</tr>
<tr>
<td>LEAD 250</td>
<td>Experiential Leadership Project</td>
</tr>
<tr>
<td>MGT 254</td>
<td>Applied Group and Leadership Skills</td>
</tr>
<tr>
<td>One of:</td>
<td></td>
</tr>
<tr>
<td>ABST 100</td>
<td>Yinka Dene Worldview: History and Traditions of the Carrier People</td>
</tr>
<tr>
<td>ANTH 101</td>
<td>Introduction to Socio-Cultural Anthropology</td>
</tr>
<tr>
<td>GEOG 101</td>
<td>Sense of Place: An Introduction to Human Geography</td>
</tr>
<tr>
<td>MGT 270</td>
<td>Cross-Cultural Workplace Practices</td>
</tr>
<tr>
<td>MGT 263</td>
<td>Human Resource Development</td>
</tr>
</tbody>
</table>

YOU MIGHT ALSO BE INTERESTED IN…
- Access Program: Pre-Business
- Accounting and Finance Diploma
- Administrative Assistant Certificate
- Associate Degree in Arts with Commerce specialization
- Business Management Certificate and Diploma

IMPORTANT DATES
Fall term
- September 4 – December 14, 2018
- Exams: December 6 – 14, 2018

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

Intersession
- May 6 - July 26, 2019
- Exams: July 22 – July 26, 2019
BOOKKEEPING CERTIFICATE

Part-time

September and January

Prince George (Continuing Education)

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

ADMISSION REQUIREMENTS

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

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

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

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

International students

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

Prerequisites:

As per course outlines.

Previous Coursework Credit:

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

Advance Course Credit

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

Students with:

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

PROGRAM OUTLINE

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

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

Graduation Requirement:

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

YOU MIGHT ALSO BE INTERESTED IN…

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

Rev. 170310
BUSINESS MANAGEMENT CERTIFICATE AND DIPLOMA

★ Full-time or
★★ Part-time
📅 September, January and May
☒ One year (certificate); two years (diploma) for full-time studies
プリンセス・ジョージ, part time offered through Burns Lake and Quesnel

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

ADMISSION REQUIREMENTS
Successful completion of one of the following:

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

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

PROGRAM OUTLINES
Certificate (30 credits)
COM 204 Financial Accounting
CIS 165 Business Information Systems
or CSC 105 Introduction to Computers and Programming
ENGL 103 Composition and Style
MGT 154 Applied Human Relations
MKT 152 Principles of Marketing

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

Diploma (60 credits)
Business Management Certificate plus:
MGT 254 Applied Group and Leadership Skills
MGT 255 Small Business Development
or MGT 256 Entrepreneurial Development

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

Diploma citations
In addition to the above courses, Business Management Diploma students may add one or more citations to their diploma by selecting one or more of the following electives:
BUS 250 International Work Experience
BUS 251 Work Experience
SERV 250 International Service Learning

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

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

Plus any one of:
BUS 250 International Work Experience
BUS 251 Work Experience
SERV 250 International Service Learning

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

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

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

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

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

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

IMPORTANT DATES

**Fall term**
- September 4 – December 14, 2018
- Exams: December 6 – 14, 2018

**Spring term**
- January 7 – April 23, 2019
- Exams: April 13 – April 23, 2019
- Study break: February 19 – 22, 2019
HUMAN RESOURCES MANAGEMENT POST-DIPLOMA

★ Full-time or ★ Part-time
📅 September and January
⏰ 12-course format over four semesters
📍 Prince George (Continuing Education)

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

ADMISSION REQUIREMENTS

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

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

Criminal Record Check

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

Graduation requirements

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

Credentials

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

Chartered Professionals in Human Resources

PROGRAM OUTLINE

Semester 1

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

Semester 2

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

Semester 3

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

Semester 4

HRPR 300  Strategic Human Resources Planning
HRPR 309  Advanced Topics in Professional Practice
Either:
HRPR 400  Human Resources Management Practicum
Or
HRPR 401  Human Resources Management Capstone Project

YOU MIGHT ALSO BE INTERESTED IN:

•  Applied Leadership Certificate

IMPORTANT DATES

Fall term
• September 4 – December 14, 2018
• Exams: December 6 – 14, 2018

Spring term
• January 7 – April 23, 2019
• Exams: April 13 – April 23, 2019
• Study break: February 19 – 22, 2019

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

Rev. 180625
LEGAL ADMINISTRATIVE ASSISTANT CERTIFICATE (ABT*)

(*Applied Business Technology)

Full-time or Part-time
Start date varies Duration varies
Online through CNC Mackenzie

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

ADMISSION REQUIREMENTS

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

2. Applicants without a certificate will need to complete the following prerequisites:
   - ABTC 050 Online Learner Success, or equivalent.
   - ABTC 060 Computers and the Internet, or ABTW 073 Microcomputers I, or equivalent.
   - ABTC 066 Keyboarding II or equivalent, or a keyboarding speed of 45 net words per minute.
   - ABTC 070 Word Processing I, or equivalent and ABTC 071 Word Processing II, or ABTW 043 Word Processing/Document Production Levels I, II, III (covers Word Processing I and II), or equivalent.
   - ABTC 085 Business English, or ABTE 074 Business Communications I, or equivalent.

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

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

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

Highly recommended:

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

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

Technology requirements:

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

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

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

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

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

PROGRAM OUTLINE

<table>
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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ABTL 010</td>
<td>Introduction to the Canadian Legal System</td>
</tr>
<tr>
<td>ABTL 020</td>
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</tr>
<tr>
<td>ABTL 030</td>
<td>Litigation Procedures I</td>
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<tr>
<td>ABTL 040</td>
<td>Litigation Procedures II</td>
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<tr>
<td>ABTL 050</td>
<td>Family Litigation Procedures</td>
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<td>ABTL 060</td>
<td>Corporate Procedures I</td>
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<tr>
<td>ABTL 065</td>
<td>Corporate Procedures II</td>
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<tr>
<td>ABTL 070</td>
<td>Conveyancing Procedures I</td>
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<tr>
<td>ABTL 080</td>
<td>Conveyancing Procedures II</td>
</tr>
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IMPORTANT DATES

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

Rev. 170310
MEDICAL OFFICE ASSISTANT ASSOCIATE CERTIFICATE

⭐ Part-time
📅 Starts January 2019
📍 Prince George (Continuing Education)

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

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

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

ADMISSION REQUIREMENTS

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

Program Requirements

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

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

Notes:

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

PROGRAM OUTLINE

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

Course Completion

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

Rev. 180625
MEDICAL OFFICE ASSISTANT CERTIFICATE (ABT*)

(*Applied Business Technology)
★ Full-time or
★ Part-time
📅 Start date varies
📅 Duration varies
💻 Online through CNC Mackenzie

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

ADMISSION REQUIREMENTS

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

2. Applicants without CNC certificates will need the following:
   - ABTC 060 Computers and the Internet or ABTW 073 Microcomputer Applications I or equivalent
   - ABTC 066 Keyboarding II or a keyboarding speed of 45 net words per minute
   - ABTC 070 Word Processing

I and ABTC 071 Word Processing II or ABTW 043 Word Processing/Document Production Levels I, II, III
- ABTC 080 Business Math and Calculator Skills, or equivalent
- ABTC 085 Business English or ABTE 074 Business Communications 1, or equivalent

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

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

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

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Course Code</th>
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<tbody>
<tr>
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<td>ABT 010</td>
<td>Medical Administrative Procedures</td>
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<td>ABTM 025</td>
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<tr>
<td>ABTM 030</td>
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</tr>
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<td>ABTM 035</td>
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</tr>
<tr>
<td>ABTM 040</td>
<td>Medical Clinical Procedures and Practices</td>
</tr>
</tbody>
</table>

Technology requirements:

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

Mac
- Internet Browser: Firefox 3.5 or higher
- Operating System: Mac OS X
- System Memory: 1GB or higher
- Internet Connection: Broadband DSL or Cable-Modem strongly recommended
- Audio: Sound Card and Speakers Also Recommended: Computer headphones with microphone
- Video: 1024 x 768 or higher resolution
- JavaScript: Enabled
- Cookies: Enabled
- Popup Blocker: set Popup Blockers Allowed

Sites to include: onlinecollaborative.ca

Windows
- Internet Browser: Firefox 3.5 or higher
- Operating System: Microsoft Windows 7 or 8
- System Memory: 1GB (Vista)
- Internet Connection: Broadband DSL or Cable-Modem strongly recommended
- Audio: Sound Card and Speakers Also Recommended: Computer headphones with microphone
- Video: 1024 x 768 or higher resolution
- JavaScript: Enabled
- Cookies: Enabled
- Popup Blocker: set Popup Blockers Allowed

Sites to include: onlinecollaborative.ca

The ABT Online Collaborative Program may require the use of the following which are not supported for Mac
- Wavpedal Foot Pedal
- Wav player software (see below for ordering details for foot pedal and software)
- 1 available serial, or USB port for Wavpedal

IMPORTANT DATES

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

Rev. 170310
OFFICE ASSISTANT CERTIFICATE (ABT*)

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

★ Full-time or ★ Part-time
❖ Start date varies ❖ Duration varies
 Online through CNC Mackenzie

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

ADMISSION REQUIREMENTS

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

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

Technology requirements:

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

Mac
Internet Browser: Firefox 3.5 or higher
Operating System: Mac OS X
System Memory: 1GB or higher
Internet Connection: Broadband DSL or Cable-Modem strongly recommended
Audio: Sound Card and Speakers Also Recommended: Computer headphones with microphone

Windows
Internet Browser: Firefox 3.5 or higher
Operating System: Microsoft Windows 7 or 8
System Memory: 1GB (Vista)
Internet Connection: Broadband DSL or Cable-Modem strongly recommended
Audio: Sound Card and Speakers Also Recommended: Computer headphones with microphone

Video: 1024 x 768 or higher resolution
JavaScript: Enabled
Cookies: Enabled
Popup Blocker: set Popup Blockers Allowed Sites to include: onlinecollaborative.ca

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

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<td>ABTC 065</td>
<td>Keyboarding I</td>
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<td>ABTC 066</td>
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<tr>
<td>ABTC 067</td>
<td>Databases</td>
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<tr>
<td>ABTC 068</td>
<td>Spreadsheets I</td>
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<tr>
<td>ABTC 069</td>
<td>Presentation Software</td>
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<tr>
<td>ABTC 070</td>
<td>Word Processing I</td>
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<tr>
<td>ABTC 071</td>
<td>Word Processing II</td>
</tr>
<tr>
<td>ABTC 072</td>
<td>Spreadsheets II</td>
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<tr>
<td>ABTC 075</td>
<td>Human Relations</td>
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<tr>
<td>ABTC 080</td>
<td>Business Math and Calculator Skills</td>
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<td>ABTC 081</td>
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</tr>
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<td>ABTC 082</td>
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<td>ABTC 083</td>
<td>Computerized Accounting</td>
</tr>
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<td>ABTC 085</td>
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<td>ABTC 086</td>
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</tr>
<tr>
<td>ABTC 090</td>
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<tr>
<td>ABTC 091</td>
<td>Records Management</td>
</tr>
<tr>
<td>ABTC 095</td>
<td>Job Search Techniques</td>
</tr>
</tbody>
</table>

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

YOU MIGHT ALSO BE INTERESTED IN...

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

IMPORTANT DATES

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

Rev. 170310
POST DIPLOMA IN TOURISM AND HOTEL MANAGEMENT

⭐ Full-time
齁 Start September and January
📍 Prince George
 стоим 2 years

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

ADMISSION REQUIREMENTS

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

Graduation Requirements:

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

PROGRAM OUTLINE

<table>
<thead>
<tr>
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<th>Course Title</th>
<th>Description</th>
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<tbody>
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<td>THMG 300</td>
<td>The Business of Global Tourism</td>
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<td>THMG 302</td>
<td>Business Writing for the Tourism Industry</td>
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<tr>
<td>THMG 304</td>
<td>Communications and Technology in Tourism</td>
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<tr>
<td>MGT 263</td>
<td>Human Resource Development</td>
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<td>THMG 308</td>
<td>Marketing the Tourism Industry</td>
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</tr>
<tr>
<td>COM 204</td>
<td>Financial Accounting</td>
<td></td>
</tr>
<tr>
<td>THMG 310</td>
<td>Financial Management for Tourism and Hotel Management</td>
<td></td>
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<tr>
<td>THMG 312</td>
<td>Customer Service Management of Tourism Operations</td>
<td></td>
</tr>
<tr>
<td>THMG 314</td>
<td>Contemporary Issues in Tourism and Hotel Management</td>
<td></td>
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<tr>
<td>THMG 316</td>
<td>Strategic Tourism Management</td>
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<tr>
<td>THMG 318</td>
<td>The Business of Hotel Management</td>
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<td>THMG 320</td>
<td>Event Coordination Essentials</td>
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<td>THMG 322</td>
<td>Leadership Skills for Tourism</td>
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<td>CUE 152</td>
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<td>CUE 154</td>
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<td>CUE 156</td>
<td>Skills Development: Team Building</td>
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</tr>
<tr>
<td>THMG 340</td>
<td>Tourism and Hotel Management Practicum</td>
<td></td>
</tr>
</tbody>
</table>

YOU MIGHT ALSO BE INTERESTED IN...

- Business Management Certificate and Diploma

IMPORTANT DATES

Fall term

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

Spring term

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

Rev. 180625
COMMUNITY AND CONTINUING EDUCATION

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

IF YOU DON’T SEE IT, ASK FOR IT!
CNC’s Continuing Education departments in all regions offer customized training to suit your organization’s needs.
COMMUNITY AND CONTINUING EDUCATION

Part-time
Start date varies
Duration varies
All CNC campuses

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

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

CNC Nechako – Fort St. James
Airbrakes
Computer Studies
Customer Service Training
H2S Alive
Live Burn Orientation
Live Fire Level 1 and 2
Occupational Health and Safety Training:
  - Confined Space
  - Fall Protection
  - Spill Response
Red Cross First Aid
Professional Development
Train-the-Trainer
WorkSafeBC First Aid Levels 1 and 3

CNC Nechako – Vanderhoof
Bookkeeping for the Home- Based Business
Cashier Training
Customer Service
Occupational First Aid

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

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

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

CNC Lakes District – Burns Lake
Aikido
Firearms Safety

CNC Lakes District - Granisle
Computer Training
Seniors’ Computer Training

CNC Lakes District – Southside
CORE Hunter Training
Firearms Safety

CNC Mackenzie
Cake Decorating
Babysitting

CNC Nechako – Fort St. James
ATV Training
Belly Dancing
Cooking

CNC Nechako
Beekeeping
Digital Photography

CNC Prince George
Kids Pro D Days
Photography
Summer Camps
CNC Quesnel

ATV Training

IF YOU DON'T SEE IT, ASK FOR IT

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

- CNC Lakes District
  - Burns Lake:
    - 250-692-1700

- CNC Mackenzie:
  - 250-997-7200

- CNC Nechako
  - Fort St. James:
    - 250-996-7019
  - Vanderhoof:
    - 250-567-3200

- CNC Prince George:
  - 250-561-5846

- CNC Quesnel:
  - 250-991-7500
HEALTH SCIENCES

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

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DENTAL ASSISTING CERTIFICATE

★ Full-time
📅 Starts September
📅 One year
📍 Prince George

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

ADMISSION REQUIREMENTS

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

2. Successful completion of either Biology 12 or Biology 050, with a grade of C or higher.

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

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

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

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

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

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

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

Selection process

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

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

PROGRAM OUTLINE

Semester 1
- DENT 150 Dental Assisting Foundations
- DENT 151 Prevention I
- DENT 153 Dental Sciences
- DENT 157 Dental Assisting Clinic I
- MGT 154 Applied Human Relations

Semester 2
- DENT 160 Restorative Dentistry
- DENT 161 Prevention II
- DENT 163 Dental Specialties I
- DENT 166 Professional Issues
- DENT 167 Dental Assisting Clinic II
- DENT 169 Radiology
- DENT 190 Practicum I

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

General requirements and information

- Word processing and Internet experience are necessary for students registered in the program.
- In addition to expenses of tuition, textbooks, and uniforms, students are expected to purchase miscellaneous clinic supplies and to cover the cost of CPR training. Specific information regarding the purchase of equipment, clinical attire, textbooks, and other costs will be provided in an acceptance letter and during the first week of class.
- It may be necessary for a student to be placed in a practicum location outside the Prince George area. Students are expected to cover the costs of accommodation, travel, and living expenses.
- Dental assistants need good eyesight. Before you’re accepted into the program, it’s strongly recommended that you have an eye examination and obtain corrective eyewear if needed.
Advanced standing
The Dental Studies Department of the College of New Caledonia believes in providing credit for previous education that directly relates to either the Dental Hygiene or Dental Assisting program. Students will have the opportunity to demonstrate they have previously met the goals and objectives of a particular course.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

You might also be interested in…
• Dental Hygiene Diploma
• Medical Laboratory Technology Science Diploma
• Medical Radiography Technology Diploma
• Nursing, Bachelor of Science in Nursing
• Nursing Unit Assistant Certificate
• Practical Nurse Diploma

IMPORTANT DATES
Fall term
• September 4 – December 14, 2018 (includes exams)

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

Practicum
• April 8 – 18, 2018

Intersession
• April 22 – May 24, 2019

Practicum
• May 27 – June 7, 2019
Rev. 180625
DENTAL HYGIENE
DIPLOMA

★ Full-time
🗓 Starts September
📅 Two years
🌐 Prince George

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

ADMISSION REQUIREMENTS

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

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

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

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

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

Program requirements and general information

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

Advanced standing

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

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

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

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

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

Max. points

| GPA based on Dental Hygiene prerequisites (2.67–4.33 points) | 4.33 |
| Completion of the Dental Hygiene prerequisites in a consecutive 24-month period | 1.00 |
| Resident of BC or the Yukon | 1.00 |
| One of the following: | 1.00 |
| • Completion of DENO 150, Certified Dental Assisting program, Dental Receptionist program | |
| • Employment in a dental office (3 months full time or equivalent) | |

Note: Volunteer experience does not count

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

1.00

Subtotal 8.33

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

- Two reference letters | (0–1 points) 1.00 |
- Candidate’s Questionnaire | (1–2 points) 2.00 |

Total: 11.33

PROGRAM OUTLINE

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

Semester 1

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<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
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<tbody>
<tr>
<td>DHYG 200</td>
<td>Clinic I</td>
</tr>
<tr>
<td>DHYG 205</td>
<td>Dental Hygiene Care I</td>
</tr>
<tr>
<td>DHYG 210</td>
<td>Dental Anatomy</td>
</tr>
<tr>
<td>DHYG 215</td>
<td>Oral Microbiology</td>
</tr>
<tr>
<td>DHYG 220</td>
<td>Professional Practice I</td>
</tr>
<tr>
<td>DHYG 225</td>
<td>Oral Health Promotion</td>
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<tr>
<td>BIO 230</td>
<td>Head and Neck Anatomy</td>
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Semester 2

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<td>Clinic II</td>
</tr>
<tr>
<td>DHYG 265</td>
<td>Dental Hygiene Care II</td>
</tr>
<tr>
<td>DHYG 275</td>
<td>Pain Management</td>
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<tr>
<td>DHYG 280</td>
<td>Dental Diseases I</td>
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<tr>
<td>BIO 270</td>
<td>Pathology and Oral Biology</td>
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<tr>
<td>DHYG 285</td>
<td>Dental Radiography</td>
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<td>DHYG 290</td>
<td>Evidenced Based Practice I</td>
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Semester 3

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<td>DHYG 305</td>
<td>Nutrition</td>
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<tr>
<td>DHYG 315</td>
<td>Dental Diseases II</td>
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<tr>
<td>DHYG 320</td>
<td>Pharmacology for Dental Hygiene Care</td>
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<tr>
<td>DHYG 325</td>
<td>Community Health</td>
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Semester 4

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<td>Clinic IV</td>
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<td>DHYG 355</td>
<td>Practice Management</td>
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<tr>
<td>DHYG 360</td>
<td>Oral Pathology</td>
</tr>
<tr>
<td>DHYG 365</td>
<td>Community Dental Health</td>
</tr>
<tr>
<td>DHYG 370</td>
<td>Professional Practice II</td>
</tr>
<tr>
<td>DHYG 380</td>
<td>Evidence Based Practice II</td>
</tr>
</tbody>
</table>

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

Re-admission

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

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

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

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

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

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

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

Time lapse between clinical courses

Students who are out of clinical practice in the CNC dental hygiene program for more than 8 months will be assessed by faculty to determine what (if any) clinical practice remediation is needed in order to ensure the student is safe to work on patients. This assessment will be determined on a student by student basis. This assessment of skills may take place prior to the students
return to clinical courses or within the first 2 weeks of returning to clinic. The outcome of this remediation may result in the students extending their completion time within the program.

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

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

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

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

YOU MIGHT ALSO BE INTERESTED IN...
- Dental Assisting Certificate
- Medical Laboratory Technology Science Diploma
- Medical Radiography Technology Diploma
- Nursing, Bachelor of Science in Nursing
- Nursing Unit Assistant Certificate
- Practical Nurse Diploma

IMPORTANT DATES

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

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

Rev. 180625
DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

Full-time
Starts January 2019
2 years
Prince George

ADMISSIONS REQUIREMENTS

1. Successful completion of Grade 12 or equivalent

2. The following courses, with a grade of ‘B’ or better in each:
   - English 12 or English 12: First Peoples or equivalent*
   - Foundations Math 12 or Pre-Calculus Math 12 or equivalent
   - Physics 12 or equivalent
   - Biology 12 or equivalent

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

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

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

1. English as a Foreign Language (TOEFL iBT) score of 88 with no section below 20, within the previous 2 years or:
   - International English Language Testing System (IELTS) equivalency of 6.5 with no bands below 6.0.

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

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

SELECTION PROCESS

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

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

1. The cumulative grade point average of the required English, Biology, Physics and Mathematics courses (minimum GPA 3.0 with a ‘B’ or better in each) contributes its actual points, i.e. a GPA of 3.7 contributes 3.7 points
   - 4.33

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

3. Education in a health care field – proof of degree, diploma or certificate (minimum 6-month full time program) is required
   - 1.00

4. 2 Original references
   - 1.00

5. Residency in the two years prior to the date of application contributes a maximum of 2.00 points (proof may be required):
   - BC/Yukon/NWT resident (1.00 point)
   - Northern BC resident (2.00 points)
   - Maximum of 2.00

Total possible score 10.33

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

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

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

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

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

Clinical Requirements:

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

- Influenza Prevention Policy – Provincially mandated through the BC Centre for Disease Control, this policy states that anyone working in patient care areas must either be vaccinated yearly or wear a mask for the duration of the influenza season. Information will be provided to students as it becomes available.
- N95 Respiratory Protection Policy – Worksafe BC regulates the use of...
Personal Protective Equipment for health care workers; this policy requires anyone working with patients on respiratory isolation precautions be FIT tested for a N95 respirator. This is an annual competency requirement that is incurred at the student’s expense. Students will be provided with specific instructions on how to access fit testing by the program prior to the first clinical.

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

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

**General requirements**

Qualities essential to success for Medical Diagnostic Sonography students include:

- **Strong sense of responsibility, caring nature, interest in the well-being of others, excellent interpersonal skills, strong problem-solving skills and ability to work in diverse teams**
- **Physical and mental stamina.**
  
  Sonographers are required to move and transfer patients, work with and around heavy equipment, and to manage in busy and often stressful workplace environments.

- **Ability to meet all competencies listed in the Self-Report on Suitability form.**
- **Maintain professional sensitivity to disturbing scenarios such as trauma patients, surgical procedures and symptoms of hospitalized patients.**
- **Exemplary demonstrated written and oral English; sonographers are required to accurately follow written requisitions and fast-paced verbal directions.**
- **Computer literacy is required in both the workplace setting and in the classroom setting where course work will be delivered via electronic platforms (online learning).**

**Re-Admission Policy**

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

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

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

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

**PROGRAM OUTLINE**

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<thead>
<tr>
<th>Term 1</th>
<th>(15 weeks)</th>
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<tbody>
<tr>
<td>BIO 170</td>
<td>Anatomy and Physiology for Sonography</td>
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<tr>
<td>SONO 100</td>
<td>General Sonography I</td>
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<td>SONO 105</td>
<td>Women’s Sonography I</td>
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<td>SONO 103</td>
<td>Cardiac Sonography I</td>
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<td>SONO 107</td>
<td>Patient Care for Sonography</td>
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<td>PHYS 170</td>
<td>Physics for Sonography I</td>
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<td>SONO 109</td>
<td>Relational Practice I</td>
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<tr>
<td>SONO 129</td>
<td>Relational Practice II</td>
</tr>
<tr>
<td>SONO 120</td>
<td>General Sonography II</td>
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<tr>
<td>SONO 125</td>
<td>Women’s Sonography II</td>
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<tr>
<td>SONO 123</td>
<td>Cardiac Sonography II</td>
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<tr>
<td>SONO 131</td>
<td>Vascular Sonography I</td>
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<td>PHYS 173</td>
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<tbody>
<tr>
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<td>Clinical Orientation</td>
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<td>SONO 145</td>
<td>Pathophysiology for Sonography</td>
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<td>SONO 135</td>
<td>Clinical I</td>
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<th>(13 weeks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>SONO 230</td>
<td>General Sonography III</td>
</tr>
<tr>
<td>SONO 237</td>
<td>Women’s Sonography III</td>
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<tr>
<td>SONO 233</td>
<td>Cardiac Sonography III</td>
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<tr>
<td>SONO 231</td>
<td>Vascular Sonography II</td>
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<tr>
<td>PHYS 175</td>
<td>Physics for Sonography III</td>
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<table>
<thead>
<tr>
<th>Term 5</th>
<th>(15 weeks)</th>
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<tbody>
<tr>
<td>SONO 235</td>
<td>Clinical II</td>
</tr>
</tbody>
</table>

For the most current information on fees, courses and programs visit [www.cnc.bc.ca](http://www.cnc.bc.ca)
SONO 236  Professional Development

**Term 6  (20 weeks)**

- SONO 245  Clinical III
- SONO 250  Clinical IV

**YOU MIGHT ALSO BE INTERESTED IN…**

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

★ Full-time

📅 Start dates vary — please contact campuses directly

프로그래밍 35 weeks (Prince George)

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

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

ADMISSION AND PROGRAM REQUIREMENTS

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

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

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

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

Acceptance process

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

PROGRAM OUTLINE

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

This is a full time, outcomes based program.

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

IMPORTANT NOTES

- Campus labs and clinical experience include lifting and moving clients with disabilities. It is therefore very important for the student to be in good physical condition.
- Students are advised that a history of back problems may prevent completion...
of the course or success in finding and maintaining employment. Students are encouraged to participate in a fitness program while enrolled in the course.

- Students are expected to provide their own transportation to various community agencies and long-term care facilities. Approximately 50% of this program is spent gaining practical experience at the above institutions. The schedule varies weekly and can include shifts from 0600 to 1400 and 1500 to 2200, plus numerous shorter appointments.

- In addition to disbursements for tuition and textbooks, students are expected to purchase their own uniform and supplies, to provide funds for travel to community agencies, to pay for parking, and to cover the cost of the CPR Level C, Standard First Aid and FoodSafe certificates. Specific information regarding the purchase of equipment, clinical attire, textbooks, and other items will be provided during the first week of class.

- Students are advised to complete the CPR Level C, Standard first aid and the FoodSafe certificates before the start date of the Health Care Assistant program. If students have not had the opportunity to complete these certificates before the program, they will be required to do so during free time (not class time) and to be responsible for the costs of said certificates. Students are required to have successfully completed these certificates before their clinical experience. The first aid certificate and CPR Level C must also be valid at the time of graduation from the program.

- A student who accumulates five days of absence with no communication with the instructors of the program may be terminated from the program, by the Dean, upon the instructor’s recommendation. Application/intake/qualification/acceptance process Application forms are available from Office of the Registrar and may be submitted after September 15 for the following academic year. The program begins in late August each year. The intent is to allow both accepted and non-accepted applicants know their admission status in a timely manner to support their decision-making process. As applicants apply and meet the admission requirements for the program, they will be accepted on an on-going basis until the program is full. If it becomes necessary to prioritize applicants for acceptance and wait listing, the original date of application is considered the “conditional qualification” date. This supports the “first qualified, first accepted” concept espoused by the College. The College will keep the wait list through the first week of the program. Should an applicant on the wait list not gain acceptance by that time, he/she must re-apply for the next intake for the HCA program.

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

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

Requirements for graduation
In order to graduate, the student must
- Obtain a minimum grade of “C” in all graded HCAP courses
- Complete all clinical practice Health Care Assistant courses with a satisfactory grade
- Complete all requirements for the Health Care Assistant Certificate within a four-year time frame.

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

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

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

3. Placed under new heading.

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

YOU MIGHT ALSO BE INTERESTED IN…
- Access Program: Pre-Practical Nurse
- Access Program: Pre-Social Worker
- Community Support Worker Certificate
- Early Childhood Care and Learning Certificate
- Practical Nurse Diploma
- Social Service Worker Certificate
- Social Service Worker Applied Diploma
- Social Service Worker (UT) Diploma

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

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

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

Rev. 180625
MEDICAL DEVICE REPROCESSING TECHNICIAN ASSOCIATE CERTIFICATE

★ Full-time

Prince George (Community and Continuing Education)

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

ADMISSION REQUIREMENTS

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

Program Requirements

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

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

   A baseline TB skin test is also strongly recommended.

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

   Notes:
   1. The costs of immunizations and a Criminal Record Check are the responsibility of the student.
   2. A minimum grade of "B" in MDRT 100 and successful completion (S) of MDRT 110 is required to graduate from the Medical Device Reprocessing Technician Associate Certificate program.
   3. Students should be aware that following characteristics are strongly recommended to be successful in the MDRT program:
      - Good command of the English language.
      - Ability to attend to detail, to work accurately and neatly, and to manage time effectively.
      - Ability to work under close direction as well as ability to act with initiative as member of a health care team.
      - Ability to work in a busy atmosphere and to respond quickly to both verbal and written requests.
      - Ability to work in a hospital setting. Previous hospital experience may be an advantage.

   Program Outline

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

   Course Completion

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

   YOU MIGHT ALSO BE INTERESTED IN...
   - Access Program: Pre-Practical Nurse
   - Access Program: Pre-Social Worker
   - Community Support Worker Certificate
   - Early Childhood Care and Learning Certificate
   - Practical Nurse Diploma
   - Social Service Worker Certificate
   - Social Service Worker Applied Diploma
   - Social Service Worker (UT) Diploma

Rev. 180625
MEDICAL LABORATORY TECHNOLOGY SCIENCE DIPLOMA

★ Full-time
❖ Starts January
やすい 2.5 years (to be completed within 5 years) — 1.5 in the classroom, and 1 in practicum
噂 Prince George

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

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

CNC’s Medical Laboratory Technology Science Diploma program is fully accredited. After graduating, you’ll be eligible to write the CSMLS national examination to become professionally certified, which qualifies you to work as a medical laboratory technologist anywhere in Canada.

ADMISSION REQUIREMENTS

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

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

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

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

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

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

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

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

<table>
<thead>
<tr>
<th>Max. points</th>
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<tbody>
<tr>
<td>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.</td>
</tr>
<tr>
<td>4.00</td>
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<tr>
<td>2. 30 credits or more at the post-secondary level, or 1-year equivalency, contributes 2 points</td>
</tr>
<tr>
<td>3.00</td>
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<tr>
<td>3. A completed “Medical Laboratory Technology Career Investigation Report” contributes up to 6 points.</td>
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<tr>
<td>6.00</td>
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<tr>
<td>4. Residents of BC or the Yukon will be awarded 1 point.</td>
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<tr>
<td>1.00</td>
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<tr>
<td>5. Certified as a Medical Laboratory Assistant</td>
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<td>1.00</td>
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</tbody>
</table>

Total possible points 14.00

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

PROGRAM OUTLINE

Semester 1 17 weeks
MLTS 101 Medical Terminology
MLTS 110 Clinical Microbiology and Infection Prevention
MLTS 112 Introduction to Laboratory Medicine
MLTS 114 Anatomy and Physiology
MLTS 116 Quality Systems
MLTS 122 Introduction to Laboratory Analysis

Semester 2 17 weeks
MLTS 131 Histotechnology I
MLTS 143 Clinical Microbiology II
MLTS 158 Introduction to Hematology
MLTS 164 Chemistry I
MLTS 176 Molecular Diagnostics
MLTS 181 Transfusion Medicine I

Semester 3 17 weeks
MLTS 136 Histotechnology II
MLTS 144 Clinical Microbiology III
MLTS 161 Hemopathology
MLTS 168 Chemistry II
MLTS 182 Transfusion Medicine II
MLTS 195 Practicum Preparation

Practicum 39 weeks
MLTS 238 Histotechnology
Practicum

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

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

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

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

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

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

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

Certification

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

Financial planning and awareness

Be aware that even though the program is eligible for student loans, the loans will not cover the entire cost of the program. Students are required to make significant tuition payments during the program and plan for costs of practicum placements outside of Prince George. Students applying to this program need to begin financial planning early.

Re-admission policy

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

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

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

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

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

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

YOU MIGHT ALSO BE INTERESTED IN...

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

IMPORTANT DATES

Fall - Semester II
• August 20 – December 21, 2018
• Break: October 8 – 12, 2019

Spring- Semester I & III
• January 7 – May 17, 2019
• Break: March 11 – 22, 2019
• Practicum: June 3 – April 30, 2020

Rev. 180625
MEDICAL RADIOGRAPHY TECHNOLOGY DIPLOMA

★ Full-time
📅 Starts September
📅 2 consecutive years – alternating terms of theory/labs with clinical placements in the field
📍 Prince George

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

The program prepares you, under the direction of a medical specialist (radiologist), to work in the following areas:
- in the hospital medical imaging department;
- at the patient’s bedside;
- in the operating room or Emergency department, and
- in private imaging clinics.

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

ADMISSION REQUIREMENTS

1. High school graduation or equivalent

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


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

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

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

General requirements essential to success for MRT students

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

Selection process

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

Max. points

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

Up to 4.00

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

Up to 2.00

3. Participation in a CNC MRAD program information session.

1.00


1.00

5. Resident of BC or the Yukon.

1.00

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

1.00

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

7. The interview and a completed “Medical Radiography Technology Career Investigation” contributes up to 5 points.

Up to 5.00

Total possible points 15.00

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

Note: Self-identified Canadian Aboriginal applicants who meet the admission requirement by the priority deadline will be given priority for two seats.
Program requirements once accepted into the MRT program:

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

Costs of program requirements are the responsibility of the student.

Re-admission policy

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

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

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

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Term 1</th>
<th>(15 weeks)</th>
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<tbody>
<tr>
<td>BIO 126</td>
<td>Relational Anatomy and Physiology MRAD 1</td>
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<tr>
<td>MRAD 101</td>
<td>Radiographic Sciences 1</td>
</tr>
<tr>
<td>MRAD 103</td>
<td>Human Behaviour</td>
</tr>
<tr>
<td>MRAD 105</td>
<td>Radiographic Anatomy and Physiology I</td>
</tr>
<tr>
<td>MRAD 107</td>
<td>Clinical Orientation</td>
</tr>
<tr>
<td>MRAD 109</td>
<td>Radiographic Procedures 1</td>
</tr>
<tr>
<td>MRAD 111</td>
<td>Patient Care</td>
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<tr>
<td>PHYS 115</td>
<td>Physics–Medical Radiography 1</td>
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<th>(16 weeks)</th>
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<tbody>
<tr>
<td>MRAD 120</td>
<td>Clinical Education 1</td>
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<tr>
<td>MRAD 122</td>
<td>Pathology 1</td>
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<tr>
<td>MRAD 124</td>
<td>Radiobiology and Radiation Protection</td>
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<thead>
<tr>
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<th>(15 weeks)</th>
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<tbody>
<tr>
<td>MRAD 125</td>
<td>Relational Anatomy and Physiology 2</td>
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<tr>
<td>MRAD 127</td>
<td>Professional Ethics and Canadian Health Care System</td>
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<tr>
<td>MRAD 129</td>
<td>CT—Clinical Applications in Computed Tomography</td>
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<thead>
<tr>
<th>Term 4</th>
<th>(16 weeks)</th>
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<tbody>
<tr>
<td>MRAD 230</td>
<td>Clinical Education 2</td>
</tr>
<tr>
<td>MRAD 235</td>
<td>Radiographic Procedures 2</td>
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<tr>
<td>MRAD 237</td>
<td>Inter-professional Health Practice</td>
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<table>
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<tr>
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<tbody>
<tr>
<td>BIO 226</td>
<td>Relational Anatomy and Physiology MRAD 3</td>
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<td>MRAD 240</td>
<td>Radiographic Anatomy and Physiology 2</td>
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<td>Radiographic Procedures 3</td>
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<td>Radiographic Sciences 2</td>
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<td>MRAD 247</td>
<td>Communication and Research Skills</td>
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<td>MRAD 248</td>
<td>Pathology 2</td>
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<td>MRAD 249</td>
<td>CT – Physical Principles</td>
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<tr>
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<td>Physics–Medical Radiography 2</td>
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<table>
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<th>(16 weeks)</th>
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<td>MRAD 250</td>
<td>Clinical Education 3</td>
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<td>MRAD 255</td>
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</tbody>
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**Grading system**

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

**Clinical placement/Work experience**

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

**Credentials**

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

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

**Financial planning and awareness**

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

YOU MIGHT ALSO BE INTERESTED IN.

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

IMPORTANT DATES

Term 1
- September 4 – December 14, 2018

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

Term 3
- April 29 – August 9, 2019

Term 4 (2nd year)
- August 27, 2018 – December 14, 2018

Term 5 (2nd year)
- January 2 – April 18, 2019
- Reading break: February 19 – 22, 2019

Term 6 (2nd year)
- April 29 – August 16, 2019

Rev. 180625
NURSING,
BACHELOR OF
SCIENCE IN
NURSING

(Northern Collaborative Baccalaureate Nursing Program (NCBNP)

Full-time or
Part-time

Starts September

Four years total

Prince George and Quesnel

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

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

ADMISSION REQUIREMENTS

Applicants must:

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

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

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

Admission requirements:

Licensed Practical Nurse (LPN) access

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

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

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

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

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

How to apply

Step 1: To study in Prince George or Quesnel, apply at CNC.
Step 2: Once you have been accepted, register for specific courses at the institution you plan to attend. If a course is offered at more than one site, choose your preferred location.

Statement of Nursing

Nursing is a professional practice discipline which offers a valuable service to the public by working with individuals, families, groups, and communities to develop and implement strategies to meet health care needs.

Caring is a central and dominant feature of nursing. Nursing: a) considers the physical, psychological, social, environmental, and spiritual domains of clients; b) requires cultural sensitivity; and c) collaborates with clients, other health care providers, and the community. Nursing is based on knowledge and skills developed in its own and related disciplines. Nursing knowledge is developed through research and other methods. Nursing advocates for a health care system that: a) emphasizes health promotion and illness prevention; b) is based on practical, affordable, manageable, and culturally acceptable care and technology; and c) is available for all clients in a universal, equitable manner.

Statement of nursing education

Nursing education responds to societal concerns by developing a curriculum that is relevant and considers future trends in health care. Nursing education strives to provide an environment that is challenging and supportive, where all students learn the practice of nursing through the application and evaluation of knowledge, the practice of skills, and the internalization of caring and professional attitudes. A dynamic and positive relationship occurs between health care services and education through the sharing of knowledge, skills, and research.

Northern Collaborative Baccalaureate Nursing Program (NCBNP): This program is offered collaboratively between the College of New Caledonia (CNC) and the University of Northern British Columbia (UNBC) and provides entry into the nursing profession. The integrated program of studies leads...
to a Bachelor of Science in Nursing (BSN), awarded by UNBC. Graduates are eligible to write the National Council Licensure Examination (NCLEX-RN) and to apply for registration with the College of Registered Nurses of British Columbia (CRNBC) after passing the exams.

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

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

SPECIFIC PROGRAM ADMISSION REQUIREMENTS
The admission criteria and general requirements content of this calendar are applicable in this section. Additional admission requirements to the nursing program follow.

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

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

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

Prerequisite equivalency options should be discussed with a CNC advisor.

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

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

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

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

- Documentation of CPR certification - level C, which must be successfully maintained throughout the program.
- Proof of CPR certification (and re-
certification, as needed) must be submitted prior to commencement of classes. CPR must be re-certified every two years regardless of expiry date on the card.

- A record of immunization status. The following immunizations are strongly recommended and the current status of each is to be submitted:
  - Diphtheria, tetanus, poliomyelitis, measles, mumps, rubella, hepatitis B and varicella.
  - A Mantoux test (PPD) for tuberculosis
  - Meningococcal C conjugate for those born on or after January 1, 1988
  - Yearly influenza vaccine. Submission deadline to be announced annually based on release date of vaccine.

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

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

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

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

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

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

Transfer credit

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

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

Letter of Permission

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

Part-time studies

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

Withdrawal from the nursing program

Students who voluntarily withdraw from the nursing program must notify in writing the Nursing Advisor, Academic Advising, and will be required to apply in competition for re-admission after the lapse of up to three semesters and on a seat availability basis.

If students fail to notify the Nursing Advisor they will deem a student to have voluntarily withdrawn from the nursing program where the student has not registered in nursing courses in any of the last three semesters.

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

Clinical practica scheduling and expectations

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

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

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

Time Lapse Between Clinical Practica

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

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

Academic performance

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

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

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

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

A “Year” is comprised of all the mandatory NURS and HHSC (or equivalent) courses in a given Level (e.g., Year 1 would include all 100 level courses listed under the Lower Division requirement in the Calendar) regardless of how long it takes the student to complete the courses. Students who are required to withdraw in Year 1 or 2 may
reapply to the NCBNP after a minimum of 1 year. Those required to withdraw in Year 3 or 4 may reapply after 3 years. Assessments are performed on an individual basis by a joint committee of the UNBC School of Nursing, NWCC, and CNC with no guarantee of readmission. Students who are readmitted must begin the Program at Year 1 and repeat all NURS and HHSC (or equivalent) courses. Students may be removed from a clinical setting due to "unsafe or unprofessional" performance/conduct, and may receive a grade of "F" in the clinical component of the course. When a student receives a grade of "F" for the clinical component of a course, the overall course grade will be computed on the basis of the grade achieved in all other components of the course, to a maximum grade of "C-". Students who withdraw from more than one NURS and/or HHSC course (or equivalent) in an academic year will be required to meet with the Program Coordinator at the institution they are currently attending to discuss whether the student is suited to continue in the program. Consultation must occur with and permission must be granted by the Program Coordinator before the student will be allowed to register in subsequent courses.

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

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

Program requirements for BSN
The program consists of 136 credits with 95 required credits in nursing.

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

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

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

*MATH 157 or PSYC 201 also meet statistics requirements.

Intersession 1
- NURS 220 Extended Clinical Practicum I
(4 weeks, supervised, 32.5 hours per week)

Year Three (offered at UNBC)

Intersession 2 (offered at UNBC)
- NURS 330 Extended Clinical Practicum II

Year Four (offered at UNBC)
- NURS 403 Introduction to Nursing Research
- NURS 408 Nursing Leadership
- NURS 418 Introduction to Community Health and Nursing
- POLS 403 Social and Health Policy and Administration

Focus areas — At least one of the following areas of clinical focus:
- NURS 420 Community Health Nursing
- NURS 422 First Nations Health and Nursing
- NURS 426 Acute Care Nursing
- NURS 432 Mental Health Nursing
- NURS 454 Perinatal Care
- NURS 455 Foundations in Emergency and Trauma Nursing
- NURS 461 Rural Health and Nursing
- NURS 497 Specialty Focus in Nursing

Electives/Requirement
To graduate, you need 18 credits of electives, as follows:
- Three credit hours in First Nations studies (100-level or above) or elective area of clinical focus
- Three credit hours in Humanities (100-level or above)
- At least three credit hours at the 200 level or above
• At least three credit hours at the 300 level or above
• Three credit hours at the 200 level or above related to nursing
• Three credit hours at any level in any subject

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

**YOU MIGHT ALSO BE INTERESTED IN…**

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

**IMPORTANT DATES**

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

**Fall term**
• September 4 – December 14, 2018
• Exams: December 8 – 14, 2018

**Spring term**
• January 7 – April 23, 2019
• Exams: April 13 – 23, 2019
• Reading break: February 19 – 22, 2019

**Intersession**
• April 26 – May 31, 2019

Rev. 180625
NURSING UNIT ASSISTANT CERTIFICATE


🌟 Part-time
📅 Starts November
⏰ 405 hours
♭ Prince George (Continuing Education)

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

ADMISSION REQUIREMENTS

1. Successful completion of English 11, English 045 or equivalent, or English 11 level as demonstrated by SRA test.

2. Successful completion of Medical Terminology MEDT 100 or equivalent, taken within the past five years.


General requirements

1. Proof of meeting current immunizations including Hepatitis B and screening for TB.

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

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

PROGRAM OUTLINE

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

Requirements for graduation

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

YOU MIGHT ALSO BE INTERESTED IN...

• Medical Office Assistant

Rev. 180625
PRACTICAL NURSE DIPLOMA

★ Full-time
📅 Starts September
📅 Two years
📍 Prince George

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

ADMISSION REQUIREMENTS
All applicants must have completed the following courses or equivalent:

1. Successful completion of Grade 12 or ABE/Academic Upgrading Advanced Certificate or mature student status.

2. BIO 130 with a grade of “C+” or higher.

3. English 12 or Engl 050, with a grade of “C+” or higher.

4. One of Foundations of Math 11 or Pre-calculus 11, or Principles of Math 11, or Math 045 with a grade of “C+” or higher.

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

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

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

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

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

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

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

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

Max. points

1. Grade for BIO 130 – The letter grade for BIO 130 will contribute its actual points (i.e., A+ 4.33, B+ 3.33, etc.).

   4.33

2. Grade for English 12 or English 12: First Peoples. The letter grade for English 12 or English 12: First Peoples will contribute its actual points, as above.

   4.00

3. Grade for Mathematics 11 – The letter grade for Mathematics 11 will contribute to its actual points as above.

   4.00

4. Geographical location: Residents of BC or the Yukon will be awarded 1 point.

   1.00

5. Persistent interest in the program, as demonstrated by a qualified applicant who applies more than once, contributes 1 point.

   1.00

Total possible points 14.33

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

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

Term 1 (13 weeks)
PRAN 100 Professional Practice 1
PRAN 110 Professional Communication 1
PRAN 112 Variations in Health 1
PRAN 115 Health Promotion 1
PRAN 118 Pharmacology 1
PRAN 150 Integrated Nursing Practice 1
PRAN 190 Consolidated Practice Experience CPE 1

Term 2 (15 weeks)
PRAN 101 Professional Practice 2
PRAN 120 Professional Communication 2
PRAN 122 Variations in Health 2
PRAN 125 Health Promotion 2
PRAN 128 Pharmacology 2
PRAN 155 Integrated Nursing Practice 2
PRAN 191 Consolidated Practice Experience CPE 2

Term 3 (12 weeks)
PRAN 200 Professional Practice 3
PRAN 210 Professional Communication 3
PRAN 212 Variations in Health 3
PRAN 215 Health Promotion 3
PRAN 250 Integrated Nursing Practice 3
PRAN 290 Consolidated Practice Experience CPE 3

Term 4 (17 weeks)
PRAN 201 Professional Practice 4
PRAN 220 Professional Communication 4
PRAN 222 Variations in Health 4
PRAN 225 Health Promotion 4
PRAN 255 Integrated Nursing Practice 4
PRAN 291  Consolidated Practice Experience CPE 4

**Term 5 (9 weeks)**

PRAN 295  Transition to Preceptorship
PRAN 299  Preceptorship

**Criminal record search**

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

**Application and document submission deadline**

Applications may be submitted after September 15 for entry in the following fall. Applications received after March 31 for fall entry are considered late and will be processed subject to course availability.

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

**Requirements for graduation**

The student must

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

**Re-admission**

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

1. A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal, has maintained course grades required by the program (or higher), will be awarded first priority.

2. A student who has failed a PN course or who has withdrawn from the PN course with less than course grades as required by program will be awarded second priority.

3. A student requesting transfer from PN programs at other institutions will be subjected to the above criteria and be accorded third priority.

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

**YOU MIGHT ALSO BE INTERESTED IN…**

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

**IMPORTANT DATES**

**First year**

**Fall term**

Term 1: September 4 – November 23, 2018
Break: October 6 – 14, 2018
CPE 1: November 26 – December 14, 2018
Holiday break: December 15, 2018 – January 1, 2019

**Spring term**

Term 2: January 2 – March 22, 2019
Reading break: February 19 – 22, 2019
CPE 2: March 25 – April 18, 2019
Spring break: April 23 – 27, 2019
Term 3: April 29 – June 28, 2019
CPE 3: July 2 – 19, 2019

**Second year**

**Fall term**

Term 4: September 10 – November 23, 2018
CPE 4: November 26, 2018 – January 25, 2019
Holiday break: December 15, 2018 – January 1, 2019

**Spring term**

Term 5: January 28 – February 8, 2019
Preceptorship: February 18 – April 12, 2018
Rev. 180625
HUMAN SERVICES

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

ABORIGINAL EARLY CHILDHOOD EDUCATION CERTIFICATE ................................................................. 49
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ABORIGINAL EARLY CHILDHOOD EDUCATION CERTIFICATE

★ Full-time or ★ Part-time
☑ Start dates vary; contact your local campus for details


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

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

ADMISSION REQUIREMENTS

1. Successful completion of one of the following:
   • Grade 12 (with English 12 or English 12: First Peoples with a minimum “C” grade); or
   • ABE/Academic Upgrading Advanced Certificate plus English 050 or English 051 with a minimum “C” grade; or
   • Mature student status (please consult a CNC advisor)

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

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

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

PROGRAM OUTLINE

Term 1 12 weeks
AECE 151 Prenatal Infant and Toddler Development
AECE 154 Guiding and Caring for Young Children
AECE 156 Program Planning I
AECE 157 Historical Perspectives in Early Childhood Education
AECE 190 Practicum I (9-hour seminar)

Term 2 12 weeks
AECE 161 Preschool and School-aged Child Development
AECE 164 Professional Interactions
AECE 166 Program Planning II
AECE 167 Curriculum Development
AECE 191 Practicum II (9-hour seminar)

Term 3 14 weeks
AECE 170 Observing and Recording Children’s Behaviour
AECE 172 Health, Safety, and Nutrition
AECE 175 Language and Literature in Early Childhood Education
AECE 177 Working with Families
AECE 192 Practicum III (12-hour seminar)

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

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

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

Rev. 170310
COMMUNITY SUPPORT WORKER CERTIFICATE

(Community and School Support — CASS)

Part-time (maximum three courses per semester)

Starts September and January

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

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

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

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

ADMISSION REQUIREMENTS

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

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

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

Path #1: Paid Paraprofessional

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

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

Path #2: Volunteer Service Provider

For students volunteering service to people with developmental disabilities:

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

Path #3: Caregiver

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

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

Path #4: Special Admission

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

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

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

PROGRAM OUTLINE

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

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

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

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

Note 4: Community Support Worker Practicum (CASS 190) only students must undergo a criminal record search, Schedule B, through the Ministry of Justice. The cost is your responsibility. A search which identifies relevant criminal convictions may
prevent you from entering into a practicum or clinical setting. Students must complete the CASS 190 practicum in order to graduate from the program.

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

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

**YOU MIGHT ALSO BE INTERESTED IN...**

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

**IMPORTANT DATES**

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

**Fall term (distance format)**

- September 4 – December 14, 2018

**Spring term (distance format)**

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

Rev. 180625
EARLY CHILDHOOD CARE AND LEARNING DIPLOMA
(formerly Early Childhood Care and Learning Certificate)

★ Full-time or
★ Part-time

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

2 years

Online through Mackenzie

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

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

ADMISSION REQUIREMENTS
Successful completion of Grade 12 (with English 12 or English 12: First Peoples with a minimum “C” grade) or equivalent.

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

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

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>September – December</th>
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<tbody>
<tr>
<td>ECCL 150</td>
<td>Developmental Perspectives I</td>
</tr>
<tr>
<td>ECCL 154</td>
<td>Historical and Contemporary Perspectives in ECE</td>
</tr>
<tr>
<td>ECCL 165</td>
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<tr>
<td>ECCL 170</td>
<td>Observing and Recording Children’s Behaviour</td>
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<td>ECCL 172</td>
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<td>ECCL 178</td>
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<tr>
<td>ECCL 190</td>
<td>Practicum I</td>
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<table>
<thead>
<tr>
<th>Semester 2</th>
<th>January – May</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECCL 151</td>
<td>Developmental Perspectives II</td>
</tr>
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<td>ECCL 156</td>
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<td>ECCL 167</td>
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<td>ECCL 175</td>
<td>Families</td>
</tr>
<tr>
<td>ECCL 195</td>
<td>Practicum II</td>
</tr>
</tbody>
</table>

Intersession

ECCL 199 | Practicum III

Post-Basic Courses

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

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

Core courses

These four core courses are required for both specialties.

ECCL 251 | Advanced Developmental Perspectives
ECCL 252 | Leadership and

YOU MIGHT ALSO BE INTERESTED IN...

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

IMPORTANT DATES

Fall term

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

Spring term

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

Contact other campuses for their dates.

Rev. 180625
EDUCATION ASSISTANT CERTIFICATE

(Community and School Support — CASS)

⭐ Part-time (maximum three courses per semester)

📅 Starts September and January

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

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

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

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

ADMISSION REQUIREMENTS

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

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

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

Path #1: Paid Paraprofessional

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

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

Path #2: Volunteer Service Provider

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

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

Path #3: Special Admission

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

- Verification (such as a transcript) of English 12 (with a final grade of at least “C”) or equivalent
- Special Admission students must complete 65 hours of relevant volunteer experience with an individual with a developmental disability in a classroom setting during their first semester. To continue in the program, they must submit a Volunteer Experience Record (available at blogs.cnc.bc.ca/cass) and apply for full admission.
- English 12 or equivalent:
  If you don’t have English 12 or equivalent with a minimum “C” grade, you must write an English test at CNC. It’s your responsibility to contact CNC’s Testing and Tutoring Services (1-800-371-8111, ext. 5837) and arrange to write this test. If your results don’t meet the required level, you must upgrade before admission to the program.

PROGRAM OUTLINE

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

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

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

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

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

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

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

YOU MIGHT ALSO BE INTERESTED IN…

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

IMPORTANT DATES

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

Fall term (distance format)
- September 4 – December 14, 2018

Spring term (distance format)
- January 2 – April 23, 2019
- Reading break: February 19 – 22, 2019

Rev. 180625
FETAL ALCOHOL SPECTRUM DISORDER (FASD) ADVANCED DIPLOMA ONLINE

⭐ Part-time

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

💻 Online through Burns Lake

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

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

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

ADMISSION REQUIREMENTS

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

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

Courses offered

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

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

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

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

Acceptance process

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

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

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

Rev. 170310
OUTREACH ADVOCACY AND SUPPORT WORKER (OASW) CERTIFICATE

⭐ Full-time or ⭐ Part-time

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

 khiển 24 weeks

ersions Burns Lake

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

ADMISSION REQUIREMENTS

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

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

2. Completion of the English component of the SRA

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

Acceptance process

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

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

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

PROGRAM OUTLINE

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

YOU MIGHT ALSO BE INTERESTED IN...

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

IMPORTANT DATES

Please contact the campus directly.

Rev. 170310
SOCIAL SERVICE WORKER CERTIFICATE

★ Full-time or ★ Part-time
(Calendar starts September)
 Nine months
 Fort St. James and Prince George; offered at Quesnel every 2 years; individual courses may be available at other campuses

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

ADMISSION REQUIREMENTS

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

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

2. Completion of the English component of the SRA.

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

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

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

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

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

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

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

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

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

Advanced standing

Based on the skills and knowledge the student has acquired through his or her life and/or work experience, the student may be able to obtain course credits in the Social Service Worker Program via SSWK 100, SSWK 101, and SSWK 201. Through this assessment process, the student documents and demonstrates his or her capabilities based on identified competencies and learning objectives of the SSWK course for which s/he is seeking Advanced Standing credit.

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

For more information, please contact CNC Academic Advising.

SAMPLE PROGRAM OUTLINE

Semester 1

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<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ABST 100</td>
<td>Yinka Dene Worldview: History and Traditions of the Carrier People</td>
</tr>
<tr>
<td>ENGL 103</td>
<td>Composition and Style</td>
</tr>
<tr>
<td>SSWK 145</td>
<td>Communication and Interpersonal Relationship Skills</td>
</tr>
<tr>
<td>SSWK 171</td>
<td>Introduction to Social Service Practice</td>
</tr>
<tr>
<td>SSWK 195</td>
<td>Issues and Principles of Fieldwork and Community: Seminar I</td>
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<tr>
<td>Elective</td>
<td>Three credits from SSWK or other human service discipline (e.g., AECE, CASS, ECCL, FASD, OASW) *see note</td>
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Semester 2

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<th>Course Code</th>
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<td>SSWK 142</td>
<td>Helping Skills: Practical Applications</td>
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<tr>
<td>SSWK 151</td>
<td>History and Philosophy of Social Welfare Policy</td>
</tr>
<tr>
<td>SSWK 196</td>
<td>Practicum and Seminar</td>
</tr>
<tr>
<td>Elective</td>
<td>Three credits from SSWK or other human service</td>
</tr>
</tbody>
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For the most current information on fees, courses and programs visit www.cnc.bc.ca
discipline (e.g., AECE, CASS, ECCL, FASD, OASW) *see note

Intersession
SSWK 199 Practicum and Seminar
Total courses: 11 Total credits: 35

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

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

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

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

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

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

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

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

Rev. 180625
SOCIAL SERVICE WORKER APPLIED DIPLOMA

⭐ Full-time or ⭐ Part-time
_starts September
ツ Two years
Prince George; individual courses may be available at other campuses

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

ADMISSION REQUIREMENTS

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

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

2. Completion of the English component of the SRA.

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

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

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

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

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

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

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

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

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

Advanced standing

Based on the skills and knowledge the student has acquired through his or her life and/or work experience, the student may be able to obtain course credits in the Social Service Worker Program via SSWK 100, SSWK 101, and SSWK 201. Through this assessment process, the student documents and demonstrates his or her capabilities based on identified competencies and learning objectives of the SSWK course for which s/he is seeking Advanced Standing credit.

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

For more information, please contact CNC Academic Advising.

SAMPLE PROGRAM OUTLINE

Year One

**Semester 1**

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

**Semester 2**

- SSWK 142 Helping Skills: Practical Applications
- SSWK 151 History and Philosophy of Social Welfare Policy
- SSWK 196 Practicum and Seminar
- Elective Three credits from SSWK or other human service discipline (e.g., AECE, CASS, ECCL, FASD, OASW)*see note
Intersession
SSWK 199 Practicum and Seminar

Year Two
Semester 3
PSYC 101 Introduction to Psychology I
SOC 101 Introduction to Sociology I
SSWK 241 Group Process and Practice
SSWK 295 Issues and Principles of Fieldwork and Community Seminar II
Elective Three credits from SSWK or other human service discipline (e.g., AECE, CASS, ECCL, FASD, OASW)

Elective Three credits from SSWK or other human service discipline (e.g., AECE, CASS, ECCL, OASW)*see note

Semester 4
SOC 230 Critical Perspectives on Contemporary Families
SSWK 271 Health and Wellness Self-Care Lab
SSWK 296 Practicum and Practicum Seminar
Elective Three credits from SSWK or other human service discipline (e.g., AECE, CASS, ECCL, FASD, OASW)*see note

Intersession May
SSWK 299 Practicum and Seminar

Total courses: 22 Total credits: 67.5

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

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

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

YOU MIGHT ALSO BE INTERESTED IN…
• Access Program: Pre-Social Worker
• Community Mental Health Certificate
• Community Support Worker Certificate
• Early Childhood Care and Learning Certificate
• Education Assistant Certificate
• Social Service Worker Certificate
• Social Service Worker (UT) Diploma
• Teacher Replacement Training Citation

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

Fall term
• September 4 – December 14, 2018
• Exams: December 6 – 14, 2018

Spring term
• January 7 – April 23, 2019
• Exams: April 13 – April 23, 2019
• Study break: February 19 – 22, 2019

Intersession
• May 6 – July 26, 2019
• Exams: July 22 – July 26, 2019
Rev. 180625
SOCIAL SERVICE WORKER (UT) DIPLOMA

★ Full-time or ★ Part-time
🗓 Starts September 🕒 Two years
战士来说; offered at Prince George; every 2 years, next intake September 2018; individual courses may also be available at other campuses

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

ADMISSION REQUIREMENTS

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

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

2. Completion of the English component of the SRA.

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

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

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

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

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

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

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

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

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

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

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

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

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

SAMPLE PROGRAM OUTLINE

Year One

Semester 1

ABST 100 Yinka Dene Worldview: History and Traditions of the Carrier People
ENGL 103 Composition and Style
SSWK 145 Communication and Interpersonal Relationship Skills
SSWK 171 Introduction to Social Service Practice
SSWK 195 Issues and Principles of Fieldwork and Community: Seminar I
Elective

Three credits from SSWK or other human service discipline (e.g., AECE, CASS, ECCL, FASD, OASW) *see note 1

Semester 2

SSWK 142 Helping Skills: Practical Applications
SSWK 151 History and Philosophy of Social Welfare Policy
SSWK 196 Practicum and Seminar
Elective

Three credits from SSWK or other human service
Human Services

For the most current information on fees, courses and programs visit www.cnc.bc.ca

**Notes:**
- Only three credits from human services disciplines other than SSWK may be used to satisfy SSWK elective requirements.
- Each university has different requirements for entry into their Social Work or Child and Youth Care Work degree programs. You may require additional UT courses for direct entry. You will need to confirm these requirements with each university.
- You are responsible for selecting these electives in a way that ensures congruence with your university of choice. For help selecting courses, please contact the CNC Academic Advising Department.

**Intersession**

SSWK 199 Practicum and Seminar

**Year Two**

**Semester 3**

FASD 301 Fundamentals and Professional Implications

PSYC 101 Introduction to Psychology I

SOC 101 Introduction to Sociology I

SSWK 241 Group Process and Practice

WMST 101 Introduction to Women’s Studies I

Elective One, three credit University Transfer (UT) course

**Semester 4**

ABST 101 Aboriginal Peoples of Canada

SOC 206 Social Problems

SOC 230 Critical Perspectives on Contemporary Families

SSWK 271 Health and Wellness Self-Care Lab

Electives Six credits of UT electives

Total courses: 23 Total credits 69.5

**IMPORTANT DATES**

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

**Fall term**

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

**Spring term**

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

Rev. 180625
SOCIAL SERVICE WORKER (UT) DIPLOMA WITH ABORIGINAL SERVICES SPECIALIZATION

★ Full-time or
★ Part-time
📅 Starts September
📅 Two years
📍 Prince George; offered at Quesnel on a rotating basis; individual courses may also be available at other campuses

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

ADMISSION REQUIREMENTS

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

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

2. Completion of the English component of the SRA.

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

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

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

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

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

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

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

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

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

Advanced standing

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

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

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

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

SAMPLE PROGRAM OUTLINE

Year One

Semester 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABST 100</td>
<td>Yinka Dene Worldview: History and Traditions of the Carrier People</td>
</tr>
<tr>
<td>ENGL 103</td>
<td>Composition and Style</td>
</tr>
<tr>
<td>SSWK 145</td>
<td>Communication and Interpersonal Relationship Skills</td>
</tr>
<tr>
<td>SSWK 171</td>
<td>Introduction to Social Services</td>
</tr>
</tbody>
</table>

For more details, please visit www.cnc.bc.ca.
### Service Practice

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSWK 195</td>
<td>Issues and Principles of Fieldwork and Community: Seminar I</td>
</tr>
</tbody>
</table>

**Elective**

Three credits from SSWK or other human service discipline (e.g., AECE, CASS, ECCL, FASD, OASW) *see note 2*

### Semester 2

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>SSWK 142</td>
<td>Helping Skills: Practical Applications</td>
</tr>
<tr>
<td>SSWK 151</td>
<td>History and Philosophy of Social Welfare Policy</td>
</tr>
<tr>
<td>SSWK 196</td>
<td>Practicum and Seminar at an Aboriginal agency</td>
</tr>
</tbody>
</table>

**Elective**

Three credits from SSWK or other human service discipline (e.g., AECE, CASS, ECCL, FASD, OASW) *see note 2*

### Intersession

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SSWK 199</td>
<td>Practicum and Seminar (Aboriginal agency)</td>
</tr>
</tbody>
</table>

### Year Two

#### Semester 3

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABST 101</td>
<td>Aboriginal Peoples of Canada</td>
</tr>
<tr>
<td>FASD 301</td>
<td>Fundamentals and Professional Implications</td>
</tr>
<tr>
<td>PSYC 101</td>
<td>Introduction to Psychology I</td>
</tr>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology I</td>
</tr>
<tr>
<td>SSWK 241</td>
<td>Group Process and Practice</td>
</tr>
<tr>
<td>WMST 101</td>
<td>Introduction to Women’s Studies I</td>
</tr>
</tbody>
</table>

### Semester 4

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>SOC 206</td>
<td>Social Problems</td>
</tr>
<tr>
<td>SOC 230</td>
<td>Critical Perspectives on Contemporary Families</td>
</tr>
<tr>
<td>SSWK 271</td>
<td>Health and Wellness Self-Care Lab</td>
</tr>
</tbody>
</table>

**One UT Elective**

Three credits from a University Credit (UT) Course.

**Electives**

Six UT credits, from ABST (or ENGL 219, or ENGL 220 IF ELLIGIBLE)

**Total courses: 23 Total credits 69.5**

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

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

### Acceptance process

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

### Criminal records search

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

### YOU MIGHT ALSO BE INTERESTED IN...

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

### IMPORTANT DATES

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

**Fall term**

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

**Spring term**

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

Rev. 180625
TEACHER REPLACEMENT TRAINING CITATION

🌟 Full-time
◗ Available on demand
❖ Online through Burns Lake

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

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

Note 1: You must provide documents certifying current immunization.

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

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

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

YOU MIGHT ALSO BE INTERESTED IN...
• Education Assistant

Rev. 170310
TECHNOLOGIES

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

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

★ Full-time

Calendar

One year

Prince George

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

ADMISSION REQUIREMENTS

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

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

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

PROGRAM OUTLINE

Semester 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNET 252</td>
<td>Operating Systems</td>
</tr>
<tr>
<td>CNET 253</td>
<td>Computer Hardware I</td>
</tr>
<tr>
<td>CNET 266</td>
<td>Data Cable Installation</td>
</tr>
<tr>
<td>CNET 276</td>
<td>CCNA Introduction to Networks</td>
</tr>
<tr>
<td>CNET 280</td>
<td>MS Office Software End-User Certification for IT Professionals Supporting Users</td>
</tr>
</tbody>
</table>

Semester 2

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CNET 265</td>
<td>Advanced Topics</td>
</tr>
<tr>
<td>CNET 267</td>
<td>Microsoft Network Software</td>
</tr>
<tr>
<td>CNET 269</td>
<td>Novell Network Software</td>
</tr>
<tr>
<td>CNET 277</td>
<td>Routing and Switching Essentials</td>
</tr>
<tr>
<td>CNET 285</td>
<td>Technical Documentation and Project Skills</td>
</tr>
</tbody>
</table>

Selection process

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

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

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

YOU MIGHT ALSO BE INTERESTED IN...

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

IMPORTANT DATES

Fall term

- September 4 – December 14, 2018

Spring term

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

Rev. 180625
ENVIRONMENTAL FIELD ASSISTANT CERTIFICATE

★ Full-time or ★ Part-time

📅 Starts TBA

⏰ 15 weeks

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

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

ADMISSION AND PROGRAM REQUIREMENTS

1. Completion of one of the following:
   - Grade 12 with English 12; or English 12: First Peoples; or Communications 12 and Apprenticeship and Workplace Math 11 or equivalent.
   - Academic Upgrading/ABE Provincial Certificate
   - Mature student status (applicants must consult a CNC advisor to determine eligibility)

2. Submission of a statement of interest in the environmental protection and resource management sector supported by past activities and future career goals. This statement should not be longer than 250 words in length.

3. Personal interview with the program coordinator or principal.

4. Completion of a signed Health/Fitness Declaration. As the environmental protection and resource management sectors can be physically demanding environments, and to ensure and retain employment, it is important for potential candidates to evaluate their own health and fitness in this context. The applicant will be required to sign a declaration that states the applicant can physically perform tasks for the successful completion of the program and does not have health issues that would preclude taking part in the lab/field work, skill certification, and job entry operations components of the program.

Credentials

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

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

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

REQUIRED COURSES

<table>
<thead>
<tr>
<th>Code</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>EFAC 110</td>
<td>Introduction to Environmental Field Work</td>
</tr>
<tr>
<td>EFAC 120</td>
<td>Essential Skills for Environmental Field Assistants</td>
</tr>
<tr>
<td>EFAC 130</td>
<td>Safe Work Practices for Environmental Field Assistants</td>
</tr>
<tr>
<td>EFAC 140</td>
<td>Field Skills for Environmental Field Assistants</td>
</tr>
<tr>
<td>EFAC 150</td>
<td>Introduction to Field Measurement</td>
</tr>
<tr>
<td>EFAC 160</td>
<td>Introduction to Aquatic Resources and Fisheries</td>
</tr>
<tr>
<td>EFAC 170</td>
<td>Introduction to Terrestrial Resources and Wildlife</td>
</tr>
<tr>
<td>EFAC 180</td>
<td>Introduction to Environmental Monitoring</td>
</tr>
<tr>
<td>MGT 154</td>
<td>Applied Human Relations</td>
</tr>
</tbody>
</table>

YOU MIGHT ALSO BE INTERESTED IN...

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

IMPORTANT DATES

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

Rev. 170310
INFORMATION AND COMMUNICATION TECHNOLOGY

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

Online through CNC Mackenzie
Call 250-997-7200 for more information

The goal of the one-year certificate program is to provide students with the knowledge and skills necessary to understand the theoretical and applied uses of information technology in various business settings. Upon completion of the certificate program, students will have the fundamental knowledge and skills of several computer applications and operating systems. Students will be able to install, configure, and troubleshoot software in both stand-alone and information and communication technologist certificate networked environments.

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

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

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

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

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

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

YOU MIGHT ALSO BE INTERESTED IN...
• Computer/ Network Electronics Technician Certificate
• Post-Diploma in Information Technologies

IMPORTANT DATES
Contact CNC Mackenzie at 250-997-7200 or 1-877-997-4333 or go online to www.cnc.bc.ca/mackenzie
Rev. 170310
NATURAL RESOURCES AND FOREST TECHNOLOGY DIPLOMA

⭐ Full-time
📅 Starts September
🔗 Two years
📍 Prince George

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

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

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

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

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

ADMISSION REQUIREMENTS

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

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

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

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

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

Acceptance process

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

Transferability

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

PROGRAM OUTLINE

Semester 1

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 195</td>
<td>Mathematics for Technologies</td>
</tr>
<tr>
<td>NRFT 101</td>
<td>Indigenous Plants: Identification, Autecology and Cultural Uses</td>
</tr>
<tr>
<td>NRFT 103</td>
<td>Introduction to Forest Soils</td>
</tr>
<tr>
<td>NRFT 105</td>
<td>Ornithology and Mammalogy</td>
</tr>
<tr>
<td>NRFT 107</td>
<td>Aerial Photography and Image Interpretation</td>
</tr>
<tr>
<td>NRFT 109</td>
<td>Introduction to Computers</td>
</tr>
<tr>
<td>NRFT 111</td>
<td>Field Measurements I</td>
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</tbody>
</table>

Semester 2

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ABST 100</td>
<td>Yinka Dene Worldview: History and Traditions of the Carrier People</td>
</tr>
<tr>
<td>ENGL 103</td>
<td>Composition and Style</td>
</tr>
<tr>
<td>NRFT 121</td>
<td>Silvics and Dendrology</td>
</tr>
<tr>
<td>NRFT 123</td>
<td>Fire Management</td>
</tr>
<tr>
<td>NRFT 125</td>
<td>Introduction to Earth Sciences</td>
</tr>
<tr>
<td>NRFT 127</td>
<td>Geomatics and Cartography</td>
</tr>
<tr>
<td>NRFT 131</td>
<td>Forest Measurements II</td>
</tr>
<tr>
<td>NRFT 202</td>
<td>Forest Ecology</td>
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</tbody>
</table>

Semester 3

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 229</td>
<td>Professional Business and Technical Communication</td>
</tr>
<tr>
<td>NRFT 201</td>
<td>Natural Resources Policy and Practice</td>
</tr>
<tr>
<td>NRFT 203</td>
<td>Supervisory Skills</td>
</tr>
<tr>
<td>NRFT 205</td>
<td>Habitat Management</td>
</tr>
<tr>
<td>NRFT 207</td>
<td>Silviculture I</td>
</tr>
<tr>
<td>NRFT 209</td>
<td>Natural Resources Seminar I</td>
</tr>
<tr>
<td>NRFT 211</td>
<td>Forest Measurements III</td>
</tr>
<tr>
<td>NRFT 213</td>
<td>Forest Engineering I</td>
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</tbody>
</table>

Semester 4

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 252</td>
<td>Technical</td>
</tr>
</tbody>
</table>
Communications for Forest Technology  
NRFT 221 Natural Resources Finance

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

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

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

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

IMPORTANT DATES

Fall term
- September 4 – December 14, 2018
POST-DIPLOMA IN INFORMATION TECHNOLOGIES

★ Full-time

📅 Starts September

🕰️ 2 years (including work placement)

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

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

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

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

ADMISSION REQUIREMENTS

1. Minimum successful completion of a 2-year diploma from a recognized post-secondary institution or equivalent, within the past 5 years, in either Computer Science or Business Information Technologies or equivalent.

2. Students whose first language is not English must show proof of a minimum IELTS score of 6.5 overall, with no band less than 6.0, or equivalent.

GRADUATION REQUIREMENTS

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

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

YOU MIGHT ALSO BE INTERESTED IN...

- Computer/Network Electronics Technician Certificate
- Computer Science

IMPORTANT DATES

Fall term
- September 4 – December 21, 2018

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

Intersession
- May 6 – August 23, 2019

Rev. 180625
RFT EXAM
PREPARATION
ONLINE

🌟 Part-time
📅 Available on demand
⏰ 3 weeks
💻 Online through Burns Lake

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

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

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

What you need to successfully complete this online course
• High-speed Internet connection is preferred.
• An active e-mail address
• Prior Internet knowledge is an asset.

IMPORTANT DATES
Please contact the campus directly.

Rev. 170310
RPF EXAM
PREPARATION
ONLINE

🌟 Part-time
.parentElement: 

📅 Available on demand

⏰ 3 weeks

💻 Online through Burns Lake

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

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

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

What you need to successfully complete this online course

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

IMPORTANT DATES

Please contact the campus directly.

Rev. 170310
TRADES AND INDUSTRY

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

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APPRENTICESHIP  
TECHNICAL  
TRAINING

★ Full-time

 Start dates vary – contact campuses

 Length varies

 Prince George and Quesnel

Provincial apprenticeship programs

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

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

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

Please contact each region directly for details on program offerings.

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

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

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

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

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

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

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

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

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

Motor Vehicle Body Repair (Autobody)
• Levels 1–2, Prince George School of Trades and Technologies: 250-561-5804 or 1-866-370-2111

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

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

Rev. 180625
AUTOBODY (MOTOR VEHICLE BODY REPAIR), FOUNDATION-LEVEL

(Autobody Repairs)

★ Full-time

📅 Starts September

⏰ 30 weeks

📍 Prince George

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

ADMISSION REQUIREMENTS

The admission requirements mentioned below are the minimum requirements:

1. Grade 10 with English 10

2. Apprenticeship and Workplace Math 10 or Trades Math 041 or Math 030

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

Selection process

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

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

1. The letter grade for English 10, English 030 or Communications 11 or equivalent will contribute its actual points to the selection process: e.g., “A” = 4.0, “B+” = 3.33, etc.

2. The letter grade for Principles of Math 10, Math 030, Applications of Math 10, Applied Math 10 or Math 030 or equivalent, will contribute its actual points to the selection process: e.g., “A” = 4.0, “B+” = 3.33, etc.

3. The mechanical reasoning portion of the SRA will be awarded a maximum of 5 points.

4. The English portion of the SRA will be awarded a maximum of 1 point.

5. The Math portion of the SRA will be awarded a maximum of 1 point.

6. Credit in one or more trades-related courses at the Grade 12 level with a grade of “B” or higher, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.

7. Credit in any of the following: English 11, Principles of Math 11, or equivalents, or Trades Math 042 with a “C” grade or higher will be awarded 3 points.

8. Credit for submitting a resumé and personal handwritten statement indicating their reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points = 24

PROGRAM OUTLINE

In this course the student will work in a supervised environment and perform basic auto-collision repairs, utilizing safety techniques, correct terminology and a variety of vehicle repair methods in the auto-collision industry. Prior to beginning repairs, Motor Vehicle Body Repair Foundation students prepare or review motor vehicle repair estimate reports to determine what needs to be repaired. During the course of these repairs, students will hammer out dents, buckles and other defects, remove damaged fenders, panels and grills and straighten bent frames. The program will also include repairing and replacing doors, front-end body and body components as well as interior components such as instrument panels and frame assemblies. They will learn how to properly prepare for filing, grinding, sanding and painting the repaired exterior and interior body surfaces. At this level the student should develop a solid foundation of the auto-collision skill.

Provincial apprenticeship programs

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

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

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

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

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

YOU MIGHT ALSO BE INTERESTED IN...

- Automotive Refinishing Prep Technician, Foundation-Level
- Automotive Service Technician, Foundation-Level
- Heavy Mechanical Trades, Foundation-Level

IMPORTANT DATES

- September 4, 2018 – April 12, 2019
- Break: December 22, 2018 – January 6, 2019

Rev. 180625
AUTOMOTIVE REFINISHING PREP TECHNICIAN, FOUNDATION-LEVEL

★ Full-time
👌 Starts Fall 2020
🕒 22 weeks
📍 Prince George

Note: This program is offered in alternate years with Autobody (Motor Vehicle Body Repair) Foundation-Level.

You’ll learn the latest painting techniques, while using the newest water-based paint technology, just like the best autobody shops. If you have taken CNC’s Autobody Motor Vehicle Repair Program (which is offered alternately with this program), you are an ideal candidate and will learn painting techniques that will take your skills to the next level.

ADMISSION REQUIREMENTS

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

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

Selection process

Students are encouraged to submit a resumé, a handwritten statement indicating reasons for wishing to enter the program, and to complete the Student Readiness Assessment (SRA), which includes a test of mechanical reasoning skills. This is part of the selection criteria listed below and will be awarded points.

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

1. The letter grade for English 10, English 030 or Communications 11 or equivalent will contribute its actual points to the selection process: e.g., “A” = 4.0, “B+” = 3.33, etc.

2. The letter grade for Principles of Math 10, Math 030, Applications of Math 10, Applied Math 10 or equivalent, will contribute its actual points to the selection process: e.g., “A” = 4.0, “B+” = 3.33, etc.

3. The mechanical reasoning portion of the SRA will be awarded a maximum of 5 points.

4. The English portion of the SRA will be awarded a maximum of 1 point.

5. The Math portion of the SRA will be awarded a maximum of 1 point.

6. Credit in one or more trades-related courses at the Grade 12 level with a grade of “B” or higher, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.

7. Credit in any of the following: English 11, Principles of Math 11, or equivalents, or Trades Math 042 with a “C” grade or higher will be awarded 3 points.

8. Credit for submitting a resumé and personal handwritten statement indicating reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points = 24

PROGRAM OUTLINE

You will receive instruction in a setting designed to represent a typical automotive refinishing facility. You will have practical, hands-on learning on real vehicles using traditional and state-of-the-art technology. You will also spend time in the classroom learning the theories and details that will set you apart from others and give you a strong foundation in the field. You will work in the auto lab to acquire the latest industry standard skills in refinishing and preparation. You will learn how to use the latest tools, plastics and composites in a safe and efficient way. You will gain the ability to repair basic sheet metal damage and become knowledgeable and proficient in surface preparation.

Provincial apprenticeship programs

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

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

Graduates of the Automotive Refinishing Prep Technician Foundation program (Entry Level Trades Training) at CNC are eligible to write the ITA Certification of Qualification exam and receive credit for level one technical training of their apprenticeship.

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

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

YOU MIGHT ALSO BE INTERESTED IN...

- Autobody (Motor Vehicle Body Repair), Foundation-Level
- Automotive Service Technician, Foundation level
- Heavy Mechanical Trades

IMPORTANT DATES

- TBA
- Rev. 180625
AUTOMOTIVE SERVICE TECHNICIAN, (HARMONIZED)

★ Full-time
Starts September
 30 weeks
 Prince George

The Automotive Service Technician program will train you to become a skilled technician. You’ll develop your preventative maintenance and repair skills, build your understanding of steering and other vital systems, and learn to fulfill other industry needs. Not only is this program a great introduction to the automotive repair and service industry, but it will also create opportunities for apprentice positions in dealerships, specialty repair shops, parts departments and even as a service writer.

ADMISSION REQUIREMENTS

1. Successful completion of English 10, or English 030, or equivalent

2. Successful completion of Foundation Math and Pre-Calculus 10; or Math 030; or a minimum “C” grade in one of the following: Apprenticeship and Workplace Math 10 or Trades Math 041.

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

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

1. The letter grade for English 10, English 030 or Communications 11 or equivalent will contribute its actual points to the selection process: e.g., “A” = 4.0, “B+” = 3.33, etc.

2. The letter grade for Foundations of Math and Pre-Calculus 10, Math 030, Apprenticeship and Workplace Math 10 or equivalent, will contribute its actual points to the selection process: e.g., “A” = 4.0, “B+” = 3.33, etc.

3. Physics 11 or equivalent with a grade of “C” or higher will be awarded 4 points.

4. The mechanical reasoning portion of the Student Readiness Assessment will be awarded a maximum of 5 points. Refer to the Mechanical Reasoning Grading Scale in the CNC Calendar.

5. Passing the English portion of the Student Readiness Assessment will be awarded 1 point.

6. Passing the Math portion of the Student Readiness Assessment will be awarded 1 point.

7. One or more trades-related courses at the Grade 12 level with a grade of “B” or higher, or successful completion of any foundation-level trades training program, or documented experience of one year in a trade will be awarded 3 points.

8. Minimum “C” grade in one of the following: English 11, Foundations of Math 11, or Trades Math 042, or equivalents will be awarded 3 points.

9. Credit for submitting a resumé and personal handwritten statement indicating their reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points available = 28

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

YOU MIGHT ALSO BE INTERESTED IN...

• Heavy Mechanical Trades, Foundation-Level
• Motor Vehicle Body Repair, Foundation-Level

Important dates
• September 4, 2018 – April 12, 2019
• Break: December 22, 2018 – January 6, 2019
Rev. 180625
CAREER TECHNICAL CENTRE (CTC)

★ Full-time
_starts February, August and September
○ Five months to one year, depending on program
▲ Burns Lake, Fort St. James, Mackenzie, Prince George, Quesnel and Vanderhoof

The CTC program allows student to graduate from high school with one year of college already completed. During Grade 12, you take a program at CNC and two at high school, graduating with both your Grade 12 and a CNC Certificate in one of these areas:

- Automotive Service
- Auto Refinishing Prep Technician
- Carpentry
- Electrical
- Heavy Mechanical Trades
- Industrial Mechanic (Millwright/Machinist)
- Metal Fabrication
- Motor Vehicle Body Repair
- Piping
- Power Engineering
- Professional Cook
- Welding

For options at other campuses, please contact your high school counsellor or your local CNC campus.

ADMISSION REQUIREMENTS

CTC programs are open to students entering Grade 12 who meet the following requirements:
1. From SD #57 (Prince George)
2. “C+” average or higher in Grade 11
3. Satisfactory work habits and good attendance records

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

To apply, complete a CTC Application for Admission Form, available from school counsellors, school work experience coordinators, the Trades office at CNC (see below), or at www.cnc.bc.ca/ctc or contact your local campus for details.

Submit completed forms to your career preparation coordinator or school counsellor, or fax it directly to the Trades office in the John A. Brink Trades and Technology Centre at CNC: 250-561-5844.

Note: Lakes District and Nechako Region students (SD #91) should speak with the Career Tech Advisor at their local high schools.

Note: Quesnel students (SD #28) should speak with the District Career Preparation Coordinator.

Selection process

As demand is high, entrance to CTC programs is competitive. Applicants must
- Attend a program interview
- Complete Grade 10 or 11 before starting
- Have a serious interest in one of the programs
- Complete and submit a CTC student application
- Sign an agreement to enrol

YOU MIGHT ALSO BE INTERESTED IN…
- Dual Credit Program

IMPORTANT DATES

For start/end dates, spring break, etc., please check with campuses listed above. Please note that the CTC schedule follows the CNC calendar, not the School District’s calendar. See www.cnc.bc.ca/ctc for more information.

Rev. 170310
CARPENTER FOUNDATION PROGRAM (HARMONIZED)

★ Full-time

Starts August and February

24 weeks

Burns Lake, Prince George and Quesnel

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

ADMISSION REQUIREMENTS

1. English 10 or Communications 11 or equivalent with a “C” or higher.

2. Foundation Math and Pre-Calculus 10; or a “C” or higher grade in one of the following: Apprenticeship and Workplace Math 11 or Trades Math 041 or Math 030.

Selection process

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

1. The letter grade for English 10, English 030 or Communications 11 or equivalent will contribute its actual points to the selection process: e.g., “A” = 4.0, “B+” = 3.33, etc.

2. The letter grade for Foundations of Math and Pre-Calculus 10, Math 030, Apprenticeship and Workplace Math 10 or equivalent, will contribute its actual points to the selection process: e.g., “A” = 4.0, “B+” = 3.33, etc.

3. Credit in Physics 11 or equivalent with a grade of “C” or higher will be awarded 4 points.

4. The mechanical reasoning portion of the Student Readiness Assessment will be awarded a maximum of 5 points. Refer to the Mechanical Reasoning Grading Scale in the CNC Calendar.

5. Passing the English portion of the Student Readiness Assessment will be awarded a maximum of 1 point.

6. Passing Math portion of the Student Readiness Assessment will be awarded a maximum of 1 point.

7. Credit in one or more trades-related courses at the Grade 12 level with a grade of “B” or higher, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.

8. Credit in any of the following: English 11, Foundations of Math 11, or equivalents, or Trades Math 041 and Trades Math 042 with a “C” grade or higher will be awarded 3 points.

9. Credit for submitting a resumé and personal handwritten statement indicating their reasons for wishing to enter this program will be awarded a maximum of 3 points

Maximum points = 28

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

PROVINCIAL APPRENTICESHIP PROGRAMS

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

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

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

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

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

IMPORTANT DATES

Fall intake
• August 13, 2018 – February 8, 2019
• Holiday break: December 22, 2018 – January 9, 2019

Spring intake
• February 11 – July 26, 2019

Quesnel Spring intake
• February 4 – June 19, 2019

Contact other campuses for their dates.

Rev. 180625
**DRIVER TRAINING**

Start dates and durations — see below or contact campuses

Fort St. James, Fraser Lake, and Vanderhoof (in partnership with E & R Professional Driver Training); Burns Lake

**COMMERCIAL DRIVER’S LICENCES**

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

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

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

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

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

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

**COURSES OFFERED**

- **Air Brakes** — 20 hours
  - Burns Lake, Fort St. James, Fraser Lake, Vanderhoof

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

**Class 1 (all types—offered on request)**

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

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

**Class 4—Unrestricted**

- 4 hours (average)
- Fort St. James, Fraser Lake, and Vanderhoof
- Contact campuses for their fees

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

**Class 4 or 5, with Endorsement 20**

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

**Note:** You must provide a properly certified vehicle and trailer (trailers must be loaded to 4,600 kg or more).

For admission requirements and additional costs (such as ICBC test fees), please contact the campus directly.

**Class 4 or 5, with Endorsement 51**

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

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

Rev. 170310
ELECTRICAL,
FOUNDATION
(HARMONIZED)

 Full-time
 Starts September and February
 24 weeks
 Prince George and Quesnel

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

ADMISSION REQUIREMENTS

1. English 11, English 045 or Communications 12 or equivalent (with a minimum “C” grade).
2. Successful completion of one of the following, or equivalent: Foundations of Math 11, Precalculus 11, or Math 044, or Math 045.
3. Successful completion of one of the following, or equivalent: Physics 11, or Physics 045, or Application of Physics 12.

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

PROGRAM OUTLINE

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

This course includes a practicum/practical component such as wiring in a residential or commercial setting. These projects are dependent on the state of the local economy.

Selection process

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

1. The letter grade for English 11, English 045 or Communications 12 or equivalent will contribute its actual points to the selection process: e.g., “A” = 4.0, “B+” = 3.33, etc.
2. The letter grade for Foundations of Math 11, Math 045, or Math 044 or equivalent, will contribute its actual points to the selection process: e.g., “A” = 4.0, “B+” = 3.33, etc.
3. The letter grade for Physics 11 or Physics 045 or Application of Physics 12, or equivalent, will contribute its actual points to the selection process: e.g., “A” = 4.0, “B+” = 3.33, etc.
4. The mechanical reasoning portion of the Student Readiness Assessment will be awarded a maximum of 5 points. Refer to the Mechanical Reasoning Grading Scale in the CNC Calendar.
5. Passing the English portion of the Student Readiness Assessment will be awarded 1 point.
6. Passing the Math portion of the Student Readiness Assessment will be awarded 1 point.
7. One or more trades-related courses at the Grade 12 level with a grade of “B” or higher, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.
8. Credit for submitting a résumé and personal handwritten statement indicating their reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points available = 25

Provincial apprenticeship programs

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

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

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

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

Note: For up-to-date information on dates for all apprenticeship training at CNC, visit www.trade-training.bc.ca

YOU MIGHT ALSO BE INTERESTED IN...

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

IMPORTANT DATES

Fall intake
- August 13, 2018 – February 8, 2019
- Holiday break: December 22, 2018 – January 9, 2019

Spring intake
- February 11 – July 26, 2019

Quesnel Spring intake
- February 4 – June 19, 2019

Contact other campuses for their dates.

Rev. 180625
## EXCAVATOR TRAINING

**Full-time**

Start dates and durations vary — please see below or contact campus

- Nine weeks
- Fort St. James and Vanderhoof

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

### ADMISSION REQUIREMENTS

This program has no specific admission requirements.

### PROGRAM OUTLINE

Topics include the following:

#### Integrated Skills Training

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

#### Safety Training

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

#### Operator Training

- EXOP 170 Job Site Planning
- EXOP 171 Job Site Layout
- EXOP 172 Fire Suppression
- EXOP 173 Environmental

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Management Systems
- EXOP 174
- EXOP 175 Service and Maintenance of Excavator Equipment
- EXOP 180 Simulator Training — Excavator
- EXOP 190 Practicum

Rev. 170310
FOREST INDUSTRY SAFETY TRAINING

★ Full-time or ★ Part-time

📅 Start date and duration varies; contact campus directly for details

📍 Burns Lake, Mackenzie, Nechako Region, Southside, Prince George and Quesnel

In today’s market, employee training is critical. CNC offers updated equipment and instructors with extensive forest industry knowledge and background (WorkSafeBC certified where applicable). We’ll bring the training to your site, or you can use our top-notch facilities.

Sampling of courses offered

Courses are constantly being developed in response to community needs. Therefore, the list presented here is only a sample. For the most up-to-date list of what’s currently available, or to have a custom training package delivered at your facility, please contact your local CNC campus.

ADMISSION REQUIREMENTS

There are no specific admission requirements for these courses.

Courses available

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

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

Rev. 170310
HEAVY MECHANICAL TRADES, FOUNDATION-LEVEL
(formerly Heavy Duty Equipment Technician, Truck and Transport and Diesel Engine Mechanic)

★★ Full-time
Calendar Starts September
 Duration: 36 weeks
Location: Prince George

Learn to repair transport trailers, crawler tractors, loaders, skidders, feller bunchers, excavators, and more.

Note: Course content for Heavy Duty Equipment Technician and Truck and Transport Mechanic is identical up to Level 4. Students must choose apprenticeship completion in either Commercial Transport Mechanical Repair or Heavy Duty Mechanics.

ADMISSION REQUIREMENTS
The admission requirements mentioned below are the minimum requirements.

1. Grade 10 with English 10 with a “C” or higher
2. Common Grade 10 or Apprenticeship and Workplace Math 11 or Trades Math 041 or Math 030 with a “C” or higher

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

PROGRAM OUTLINE
Topics include the following (not a complete list):
• Tools, shop resources and equipment
• Rigging
• Welding
• Basic braking systems
• Frames, suspension, steering, and running gear
• Servicing electrical and electronic systems
• Servicing air-operated equipment
• Servicing suspensions, steering, and wheels
• Employment skills

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

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

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

Maximum points = 28

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

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

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

Graduates of the Foundation-Level Heavy Mechanical Trades program (Entry Level Trades Training) at CNC receive an ITA Certificate of Completion.

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

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

YOU MIGHT ALSO BE INTERESTED IN...
• Automotive Service Technician, Foundation-Level
• Excavator Training
• Heavy Equipment Operator
• Industrial Mechanic (Millwright) /Machinist, Foundation-Level
• Motor Vehicle Body Repair Foundation Program
• Power Engineering, 4th Class Certificate

IMPORTANT DATES
For the Prince George campus only, contact other campuses for their dates.
• September 4, 2018 – May 24, 2019
• Break: December 22, 2018 – January 6, 2019

Rev. 180625
HEAVY EQUIPMENT OPERATOR

- Continuous intake (variable dates and times)
- Mackenzie and Quesnel; may be available at other campuses

This program features 120 hours of classroom instruction, including a Level 1 First Aid and Transportation Endorsement, TDG, Fire Suppression, and more. You'll also get 200 hours of hands-on experience, including equipment maintenance, fuel spills training, and more.

Choose one machine such as:

- Feller buncher
- Cat
- Danglehead processor
- Excavator
- Butt-n-top loader

Machines vary dependent on project work being civil earthworks or logging.

Please contact the Mackenzie and Quesnel campus directly for admission requirements 250-991-7500.

YOU MIGHT ALSO BE INTERESTED IN…

- Excavator Training

Rev. 170310
INDUSTRIAL MECHANIC (MILLWRIGHT) / MACHINIST, FOUNDATION-LEVEL

★ Full-time
📅 Starts August and February
⏰ 24 weeks
📍 Mackenzie and Prince George

The activities of an industrial mechanic (millwright/machinist) include maintenance, installation, and repair of stationary industrial equipment in factories, mills, mines, production plants, and recreational facilities. These skilled tradespeople use lathes, milling machines, grinders, and other equipment to machine parts to accurate dimensions. Because they work in close association with instrument mechanics, pipefitters, welders, electricians, and heavy equipment mechanics, they need to be team players.

ADMISSION REQUIREMENTS

The admission requirements mentioned below are the minimum requirements:

1. Grade 10 with English 10 with a “C” or higher
2. Common Grade 10 or Apprenticeship and Workplace Math 11 or Trades Math 041 or Math 030 with a “C” or higher

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

PROGRAM OUTLINE

Topics include the following (not a complete list): blueprint interpretation, safety, hand tools, power tools, engine lathes, milling machines, grinders, rigging, welding, conveyors, reducers, pumps, and basic hydraulics.

Selection process

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

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

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

MAXIMUM POINTS = 28

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

Provincial apprenticeship programs

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

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

CNC graduates of this program receive an ITA certificate of completion and credit for level one technical training of their apprenticeship.

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

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

YOU MIGHT ALSO BE INTERESTED IN...

- Automotive Service Technician, Foundation-Level
- Heavy Mechanical Trades, Foundation-Level
- Piping, Foundation-Level
- Power Engineering, 4th Class Certificate
- Welding, Foundation-Level
IMPORTANT DATES

Fall Intake
- August 14, 2018 – February 8, 2019
- Break: December 22, 2018 – January 6, 2019

Mackenzie Spring Intake
- February 4, 2019 – July 19, 2019
- Break: December 17, 2018 – January 2, 2019

Contact other campuses for their dates.

Rev. 180625
INDUSTRY
TRAINING

⭐ Part-time
📅 Start dates and durations vary
📍 Offered at all CNC campuses (Note: At the Prince George and Quesnel campus, Industry Training is offered through the Continuing Education department.)

In today’s market, employee training is critical. CNC offers updated equipment and instructors with extensive industry knowledge and background (WorkSafeBC certified where applicable). We’ll bring the training to your site, or you can use our top-notch facilities.

SAMPLING OF COURSES OFFERED

Courses are constantly being developed in response to community needs. Therefore, the list presented here is only a sample. For the most up-to-date list of what’s currently available, or to have a custom training package delivered at your facility, please contact your local CNC campus.

Key to campuses
- BL Burns Lake
- FL Fraser Lake
- FSJ Fort St. James
- N Nechako Region
- PG Prince George
- Q Quesnel
- M Mackenzie
- V Vanderhoof

Automotive
- Air Conditioning Basics (PG)
- CFC/HCFC/HFC Control for the Refrigeration and Air Conditioning Industry (Environment Canada Certification) (PG)
- Designated Inspection Facility Operator (PG)
- Vehicle Inspection Program (VIP) (PG)

Driving
- Air Brakes, 20 hours (BL, FL, FSJ, M, V)
- Class 1 Basic (BL, FL, FSJ, M, V)
- Class 4—Unrestricted (BL, FL, FSJ, V)
- Class 4 or 5, with Endorsement 20 (FL, FSJ, V)
- Defensive Driving (BL)

(Also see “Driver Training” listing in this calendar)

Electrical/Electronics
- AC/DC Fundamentals Online (PG)
- Certified Fiber Optic Technician (PG)
- Electrical Code Refresher (PG, Q)
- Electrical Field Safety Representative (PG)

Heavy equipment
- Excavator Training (BL, M, Q, V)

(Also see “Heavy Equipment Operator” listing in this calendar)

Industry
- Brushing, Spacing, Thinning (BL, M, V)
- Bug Probing (M, V)
- Culturally Modified Trees (BL, M, V)
- Environmental Management Systems (BL, M, N)
- Fire Suppression (BL, M, PG, V,Q)
- Forklift—Introductory (BL, M, PG, V)
- Forklift Operator—Certification/Recertification (BL, M, PG, V,Q)
- Hoisting and Rigging (BL, M, PG, V,Q)
- Introduction to Skid Steer Operations (BL, PG)
- Log Scaling (BL, M, V)
- Pre-Foundation-Level Trades Math (BL, Q)
- Skid Steer Operators Certification/Recertification (PG)

Safety
- All-Terrain Vehicle Rider course (BL, FL, FSJ, M)
- Accident/Incident Investigation (M)
- Bear Awareness (BL, FL, FSJ, M, PG, V)
- Chainsaw Safety (BL, M, PG, Q)
- Confined Space—Awareness/Entry/Rescue (BL, M, PG, Q)
- CPR/Automated External Defibrillator (AED) (BL, M)
- Fall Protection Awareness (BL, M, PG, Q)
- H2S Alive (BL, M, PG)
- Heat and Cold Stress (BL, FL, M, V)
- Occupational First Aid Level 1 (BL, Q)
- Occupational First Aid Levels 1, 3, and Transportation Endorsement (BL, FL, FSJ, M, V, Q)
- Pesticide Application/Dispenser/Certification (BL, M, PG, Q)
- Red Cross First Aid (BL, M)
- Rigging and Lifting (BL, M, PG, Q)
- Safety Committee courses (M, PG)
- Scaffolding (M, PG)
- Snowmobile rider courses (BL, M, N)
- Spill Response (BL, M, N, Q)
- Transportation of Dangerous Goods (TDG) (BL, FL, FSJ, M, PG, V, Q)
- WHMIS (BL, M, PG, Q)
- Wildlife Monitoring (PG)

Trades
- Millwright—Hydraulics—Basic and Advanced (M)
- Millwright—Review for IP exam (PG, Q)
- Welding—Arc/Oxy-Fuel Welding (beginner level) (FSJ, M, Q)
- Welding—Gas Metal Arc Welding (GMAW) (MIG) (FSJ, Q)

YOU MIGHT ALSO BE INTERESTED IN...
- Automotive Service Technician, Foundation-Level
- Excavator Training
- Heavy Mechanical Trades, Foundation-Level
- Heavy Equipment Operator
- Industrial Mechanic (Millwright)/Machinist, Foundation-Level
- Piping, Foundation-Level
- Power Engineering, 4th Class Certificate
- Welding, Foundation-Level

Rev. 170310
METAL FABRICATION FOUNDATION (HARMONIZED)

★ Full-time
📅 Starts March
📅 19 weeks
📍 Prince George

Learn to build, assemble and repair products made of steel or other metals for use in a wide variety of manufacturing and construction industries, operating specialized metalworking machines.

ADMISSION REQUIREMENTS
Successful completion of the following:

1. English 10; or Communications 11; or equivalent with a “C” or higher.
2. Foundation Math and Pre-Calculus 10; or a “C” or higher grade in one of the following: Apprenticeship and Workplace Math 11 or Trades Math 041 or Math 030.

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

PROGRAM OUTLINE
Topics include the following:
- Perform Safety-Related Functions
- Use Tools and Equipment
- Interpret Plans, Drawings and Specifications
- Perform Quality Control
- Handle Materials
- Perform trade math and layout
- Form Materials
- Fabricate Components
- Perform Welding Activities

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

1. The letter grade for English 10, English 030 or Communications 11 or equivalent will contribute its actual points to the selection process: e.g., “A” = 4.0, “B+” = 3.33, etc.
2. The letter grade for Foundations of Math 10, or Apprenticeship and Workplace Math 11 or Principles of Math 10 or Applications of Math 10 or Math 030 or Trades Math 041 or equivalent will contribute its actual points to the selection process: e.g., “A” = 4.0, “B+” = 3.33, etc.
3. Credit in Physics 11 or equivalent with a grade of “C” or higher will be awarded 4 points.
4. The mechanical reasoning portion of the Student Readiness Assessment (SRA) will be awarded a maximum of 5 points. Refer to the Mechanical Reasoning Grading Scale in the CNC Calendar.
5. A passing grade in the English portion of the SRA will be awarded 1 point.
6. A passing grade in the Math portion of the SRA will be awarded 1 point.
7. Credit in one or more trades-related courses at the Grade 12 level with a grade of “B” or higher, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.
8. Credit in any of the following: English 11, Foundations Math 11, or equivalents, or Trades Math 042 with a “C” grade or higher will be awarded 3 points.
9. Submission of a resumé and personal handwritten statement indicating the reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points = 28

Provincial apprenticeship programs

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

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

CNC graduates of this program receive an ITA certificate of completion and credit for level one technical training of their apprenticeship.

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

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

YOU MIGHT ALSO BE INTERESTED IN...
- Automotive Service Technician, Foundation-Level
- Heavy Mechanical Trades, Foundation-Level
- Welding, Foundation-Level

IMPORTANT DATES
- Accelerated Model: March 4 – July 12, 2019
Rev. 180625
MINERAL PROCESSING OPERATOR CERTIFICATE

★ Full-time

Starts September (Fort St. James); available on demand at Burns Lake; for other start dates, contact campuses

☐ 16-week program

This certificate program includes classroom instruction; WorkSafeBC certification; Ministry of Energy, Mines, and Petroleum Resources (MEMPR) education based on the Health, Safety and Reclamation Code for Mines in British Columbia; skill certification; safety training; applied human relation skills; employability skills; simulator training; field orientation and practical experiences.

After completing the program, you will have

- a Mineral Processing Operator’s Certificate
- specific employability skills relevant to the mining industry that will increase your ability to obtain and retain employment;
- specific safety certificate courses to meet the needs of the mining industry;
- fundamental training and the necessary supports to obtain employment in the mining industry;
- hands-on experience in the mining industry that promotes a fluid transition from the classroom to employment;
- necessary personal management skill development to assist in obtaining and retaining employment in the mining industry;
- an opportunity for mature students to build credits towards and/or complete the BC Adult Graduation diploma;

ADMISSION REQUIREMENTS

1. Completion of one of the following:
   - Grade 12 with Foundation Math 10 or equivalent, with a “C” grade or higher;
   - Academic Upgrading/ABE Advanced Certificate;
   - GED Certificate with Math 030 and Eng 030 or equivalent, with a “C” grade or higher in each;
   - Mature student status. Applicants must consult with a CNC advisor to determine their eligibility;

2. Submission of a statement of interest in the mineral processing industry, supported by past activities and future career goals. This statement should be no more than 250 words in length.

3. Completion of a signed Health/Fitness Declaration.

Note 1: As the mineral processing industry can be a physically demanding environment and to ensure and retain employment, it is important for potential candidates to evaluate their own health and fitness in this context.

Note 2: The applicant will be required to sign a declaration that states they can physically perform tasks for the successful completion of the program and does not have health issues that would preclude them from taking part in the field orientation, skill certification, and job entry operations components of the program.

Note 3: Students who have completed MINE 110 or MINE 1100 and/or MGT 154 prior, will receive credit for their previous course work if completed within the previous 60 months.

Note 4: International students from a non-English speaking country will be required to provide proof of a 6.0 IELTS or 80 IBT TOEFL result.

Acceptance process

Acceptance to the program is based on a “first qualified, first admitted” basis. Once all admission requirements have been met, an applicant will be admitted. If qualification occurs after the program is full, the applicant will be placed on a wait list.

PROGRAM OUTLINE

MINE 110  Introduction to the Minerals Industry (45 hours)
MINL 120  Essential Skills for Mineral Processing Operators (60 hours)
MINL 130  Mill Industry Safe Work Practices (90 hours)
MINL 140  Operating Tools and Equipment for Mineral Processing Operators (60 hours)
MINL 150  Environmental Safety – Chemicals (45 hours)
MINL 160  Mineral Processing Operations (60 hours)
MINL 190  Job Entry, Mineral Processing Mill (60 hours)
MGT 154  Applied Human Relations (60 hours)

YOU MIGHT ALSO BE INTERESTED IN...

- Heavy Mechanical Trades, Foundation-Level
- Machinist
- Millwright
- Mining Industry Certificate
- Power Engineering

IMPORTANT DATES

- Classes: TBA
Rev. 170310
MINING INDUSTRY CERTIFICATE

(MINE Certificate Program)

★ Full-time

📅 For start dates, contact campuses

⏰ 16-week program

⏰ Available on demand at Burns Lake, Fort St. James, Mackenzie, Prince George and Vanderhoof


After completing the program, you will have

- a Mining Industry Certificate
- fundamental training and the necessary supports to obtain employment in the mining industry
- significant hands-on experience in the mining industry that promotes a fluid transition from the classroom to employment
- the necessary personal management skill development to assist in obtaining and retaining employment in the mining industry
- an opportunity to build credits towards and/or complete the BC Adult Graduation diploma
- a base of knowledge that would be beneficial for students who pursue further education in the Mining Technology diploma

ADMISSION REQUIREMENTS

1. Completion of one of the following:
   - Grade 12 with Foundation Math 10 or equivalent, with a “C” grade or higher;
   - Academic Upgrading/ABE Advanced Certificate;
   - GED Certificate with Math 030 and Eng 030 or equivalent, with a “C” grade or higher in each;
   - Mature student applicants must consult with a CNC advisor to determine their eligibility;

2. Submission of a statement of interest in the mining industry, supported by past activities and future career goals. This statement should be no more than 250 words in length.

3. Completion of a signed Health/Fitness Declaration.

Note 1: As the mining industry can be a physically demanding environment, and to ensure and retain employment, it is important for potential candidates to evaluate their own health and fitness in this context.

Note 2: The applicant will be required to sign a declaration that states that the applicant is physically able to perform tasks for the successful completion of the program, and does not have health issues that would preclude them from taking part in the field orientation, skill certification, and job entry operations components of the program.

Note 3: International students from a non-English speaking country will be required to provide proof of a 6.0 IELTS or 80 IBT TOEFL result.

PROGRAM OUTLINE

MINE 110 Introduction to the Minerals Industry (45 hours)

MINE 120 Exploring Mining Opportunities (45 hours)
MOBILE CRANE (HYDRAULIC 80 TONNES AND UNDER) CERTIFICATE

★ Full-time
 watering can "Contact campus for start dates"

7 weeks — 3 weeks core theory, 2 weeks crane theory and 2 weeks practical lab

Mackenzie

The duties of a mobile crane operator include: rigging and set up of cranes; operating hydraulic and conventional friction cranes and performing regular maintenance. Crane operators also prepare and transport cranes and plan lifts and assemble and dismantle cranes. They must also understand and practise safety precautions to protect themselves and others and conduct pre-operational inspections.

ADMISSION REQUIREMENTS

1. Successful completion of Grade 12 or ABE/Academic Upgrading Advanced Certificate or equivalent or mature student status.

2. Submission of transcripts.


4. Personal interview with the program coordinator or principal.

PROGRAM OUTLINE

Topics for the ITA (Industry Training Authority) — approved program include safety, communications, knowledge in cranes, rigging, load charts, crane operations and maintenance and service.

Evaluation

Tests and quizzes 30%
Practical Assessment 30%
Final Exam 40%

Students must obtain 70% to successfully complete this program.

Program completion requirements

This seven-week program is an apprenticeship program consisting of three weeks of core theory, two weeks of crane theory and two weeks of a practical lab. Upon successful completion of the technical training exams, students will be required to complete defined work-based competencies. Those competencies include sponsor attestation (logbook) and the BC Certificate of Qualification Practical examination.

Students will also be required to write the ITA Level 1 Core exam and the Level II Hydraulic 80 Tonnes and Under exam.

YOU MIGHT ALSO BE INTERESTED IN...

• Electrical
• Heavy Mechanical Trades, Foundation-Level
• Machinist
• Millwright
• Mine Industry Certificate
• Pipe Trades
• Power Engineering

For more information visit www.cnc.bc.ca/Mackenzie

IMPORTANT DATES

• Classes: TBA
Please contact the campus for details.

Rev. 170310
PIPE TRADES, FOUNDATION-LEVEL

★ Full-time
📅 Starts February
⏰ 25 weeks
📍 Prince George

This 25-week program prepares students for entry-level employment in four piping trades: Plumber, Steamfitter/Pipefitter, Gasfitter, and Sprinkler System Installer.

The program is a mix of both hands-on and classroom training and allows students to gain experience in four similar trades in one program. Upon successful completion of the Piping Foundation Program you will receive credit with ITA for Level 1 of all four trades allowing you to seek an apprenticeship in the trade that best fits your career goals and interests.

ADMISSION REQUIREMENTS

Successful completion of the following:

- English 10 or English 030 or Communications 11 or equivalent with a grade of “C” or higher.
- Common Grade 10 Math or Apprenticeship and Workplace Math 11 or Trades Math 041 or Math 030 or an equivalent course with a grade of “C” or higher.

Note: Students who do not meet the above requirements and think they may be admissible as a mature student should consult a CNC advisor.

PROGRAM OUTLINE

Topics covered include (not a complete list):

- Using safe work practices
- Piping tools and equipment (measuring and levelling tools, stationary and portable power tools)
- Trade-related math, science, and electricity
- Codes, regulations and standards
- Preparing and assembling piping components

Selection process

When a program has more qualified applicants than available seats, the selection criteria will be used to determine acceptance to the program, along with the wait list order of the remaining qualified applicants.

1. The letter grade for English 10, Communications 11 or English 030 or equivalent will contribute its actual points to the selection process, e.g., “A” = 4.00, “B+” = 3.33, etc.

2. The letter grade for Foundations of Math 10 or Apprenticeship and Workplace Math 11 or Principles of Math 10 or Applications of Math 10 or Math 030 or Trades Math 041 or an equivalent course will contribute its actual points to the selection process, e.g., “A” = 4.00, “B+” = 3.33, etc.

3. Credit in Physics 11 or equivalent with a grade of “C” or better will be awarded 4 points.

4. Completing the Student Readiness Assessment (SRA) may give a possible 7 points to the selection process as follows:
   a) The Mechanical Reasoning portion of the SRA will be awarded a maximum of 5 points.
      71 - 76% = 1 point
      77 - 83% = 2 points
      84 - 89% = 3 points
      90 - 96% = 4 points
      97 - 100% = 5 points
   b) The English portion of the SRA will be awarded a maximum of 1 point.
   c) The Math portion of the SRA will be awarded a maximum of 1 point.

5. Credit in one or more trades related courses at the Grade 12 level with a grade of “B” or higher, successful completion of any entry level trades training program or documented experience of one year in a trade will be awarded 3 points.

6. Credit in any of the following: English 11, Principles of Math 11 or equivalent, or Trades Math 042 with a “C” grade or higher will be awarded 3 points.

9. The submission of a resumé and personal handwritten statement indicating the reasons to enter this program will be awarded a maximum of 3 points.

Maximum available points = 28

Financial aid

There are many ways in which CNC students can receive financial assistance. For details, please contact your local campus.

Provincial apprenticeship programs

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

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

Graduates of the Foundation-Level Piping program at CNC receive credit with ITA for Level 1 of all four trades, which allows students to seek an apprenticeship in the trade that best fits their career goals and interests.

Foundation-Level students are not apprentices, but completing a Foundation program makes it easier to find an apprenticeship. In many trades, completion of the Foundation level is a prerequisite to an apprenticeship.

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

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

IMPORTANT DATES

- February 4 – July 26, 2019
- Rev. 180625
POWER ENGINEERING, 3RD CLASS CERTIFICATE

★ Full-time
📅 Starts September
⏰ 30 weeks
📍 Prince George

The goal of this program is to develop greater expertise by building on your knowledge gained in the Power Engineering, Fourth Class certificate. This program provides practical and technical training for a career in power plant operation and maintenance. After successfully completing the program, students will be granted a qualifying time credit toward the firing time required to write Technical Safety BC’s third class power engineer’s exams.

ADMISSION REQUIREMENT
1. Power Engineering, 4th Class Certificate

Selection process:
Up to 12 seats each year are reserved for returning students who have completed CNC’s 4th Class Power Engineering work experience partnership with Canfor. The remaining seats are filled on a first qualified and first accepted basis.

Program completion requirements:
Completion of specified technical training content, practical and theory assessments including simulator training, and a 5 week practical lab.

PROGRAM OUTLINE
Topics include
• Prime movers
• Refrigeration

YOU MIGHT ALSO BE INTERESTED IN...
• Industrial Mechanic (Millwright/Machinist, Foundation-Level)
• Power Engineering, 4th class
• Welding, Foundation-Level

IMPORTANT DATES
Fall Intake
• September 17, 2018 – April 26, 2019
• Break: December 22, 2018 – January 6, 2019

Rev. 180625
POWER
ENGINEERING,
4TH CLASS
CERTIFICATE

★★ Full-time
📅 Starts September
ょう 40 weeks
忖 Prince George and Quesnel

This program provides practical and technical training for a career in power plant operation and maintenance. Fourth class power engineers work in

• Sawmills
• Hospitals
• Refineries
• Pulp mills
• Refrigeration plants
• Breweries
• Public buildings
• And more

After completing the program, you’ll be qualified to write the BC Safety Authority’s fourth class power engineer’s exam.

ADMISSION REQUIREMENTS

1. Successful completion of Grade 12 or equivalent.

2. One of following or equivalent with a minimum of “C” grade: Communications 12 or English 045.

3. One of following or equivalent with a minimum of “C” grade: Foundations of Math 11 or Pre- calculus 11, or Principles of Math 11 or Math 045 or Math 042.

4. One of following or equivalent: Physics 11, or Applications of Physics 12; or Physics 045

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

Selection process

Students are encouraged to submit a resume and handwritten statement indicating reasons for wishing to enter the program as well as complete the Student Readiness Assessment (SRA). Both of these items are included in the selection criteria listed below and will be awarded points.

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

1. The letter grade for English 11, English 045 or Communications 11 will contribute its actual points to the selection process: e.g., “A” = 4.0, “B+” = 3.33, etc., to a maximum of 4 points.

2. The letter grade for Foundations of Math 11 or Pre-Calc 11 or Principles of Math 11, Applications of Math 12, or Math 045, or Math 042 will contribute its actual points to the selection process: e.g., “A” = 4.0, “B+” = 3.33, etc., to a maximum of 4 points.

3. The letter grade for Physics 11 or Physics 045 will contribute its actual points to the selection process: e.g., “A” = 4.0, “B+” = 3.33, etc., to a maximum of 4 points.

4. The letter grade for Chemistry 11 or Chemistry 045 will contribute its actual points to the selection process: e.g., “A” = 4.0, “B+” = 3.33, etc., to a maximum of 4 points.

5. The mechanical reasoning portion of the SRA will be awarded a maximum of 5 points.

6. A passing grade on the English portion of the SRA will be awarded a maximum of 1 point.

7. A passing grade on the math portion of the SRA will be awarded a maximum of 1 point.

8. Credit in one or more trades-related courses at the Grade 12 level with a grade of “B” or higher, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded a maximum of 3 points.

9. Credit for submitting a resumé and personal statement indicating reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points = 29

YOU MIGHT ALSO BE INTERESTED IN…

• Industrial Mechanic (Millwright) /Machinist, Foundation-Level
• Welding, Foundation-Level

IMPORTANT DATES

For the Prince George and Quesnel campuses contact other campuses for their dates.

Fall Intake:

• September 4, 2018 – June 21, 2019
• Break: December 22, 2018 – January 6, 2019

Rev. 180625
PROFESSIONAL COOK PROGRAM

★ Full-time

📅 Starts August

28 weeks (Level 1); 14 weeks (Level 2); 6 weeks (Level 3);

📍 Prince George

Fast-paced and rewarding, a career as a professional cook lets you express your creativity. You’ll find jobs at hotels, exotic resorts, cruise ships and local restaurants. You might even own your own restaurant one day.

ADMISSION REQUIREMENTS

1. Successful completion of at least one of the following:
   - Grade 10 with English 10 or Communications 11 or English 030 (with a “C” grade or higher) and any of Essentials of Math 10 or Apprenticeship and Workplace Math 10 (with a “C” grade or higher) or successful completion of Applications of Math 10 or Principles of Math 10 or Math 041 or Math 030 or equivalent
   - ABE/Academic Upgrading Intermediate Certificate with a minimum “C” grade in English 030
   - GED with English 030 (with a minimum “C” grade) and Math 041 or Math 030
   - Foodsafe Level 1 certificate or equivalent

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

Note 1: Documents certifying a current TB screening and health examination must be submitted on official college forms (supplied with acceptance) before the program starts.

Note 2: In addition to the minimum requirements, it is suggested that anyone planning to apply to this program acquire some background by taking Foods 11 and 12 and Career Preparation/Hospitality Foods or Cafeteria 11 and 12. It is also advisable to have recent work experience in a kitchen.

Selection process

Students are encouraged to submit a resumé and a handwritten statement indicating reasons for wishing to enter the program. These items are included in the selection criteria listed below.

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

1. The letter grade for English 10, English 030 or Communications 11 or equivalent will contribute its actual points to the selection process: e.g., “A” = 4.0; “B+” = 3.33, etc.

2. The letter grade for the student’s selected math course will contribute its actual points to the selection process: e.g., “A” = 4.0; “B+” = 3.33, etc.

3. Successful completion in any of the following will be awarded 3 points:
   - English 11, Principles of Math 11 or equivalents; or
   - Trades Math 041 and Trades 042 with a “C” grade or higher

4. Credit for submitting a resumé and personal handwritten statement indicating the reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points available = 14

PROGRAM OUTLINE

This program is a full-time program. Students must complete each level with a 70% combined theory and practical grade before advancing to the next level.

Professional Cook Level 1 Program CULA 150

In this course, the student will work in a supervised environment and perform basic cooking and food preparation tasks utilizing knife skills, correct terminology, and a variety of cooking methods. The student will learn how to follow recipes, weigh and measure food accurately, and have an understanding of the major techniques and principles used in cooking, baking, and other aspects of food preparation. At this level, the student will develop a solid foundation of culinary skills.

Professional Cook Level 2 Program CULA 250

At this level, the student usually works with some supervision and perform a variety of cooking and food preparation tasks using multiple cooking methods. In addition to using the major techniques and principles in cooking, baking and other aspects of food preparation, students will learn to understand food costing, menu planning and purchasing processes.

Level 3

For more on this Level, please see Apprenticeship Technical Training on page 76.

A detailed program description and course outline is available at the ITA website:

- www.itabc.ca/Page621.aspx

Acceptance process

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

IMPORTANT DATES

Level 1

- August 20, 2018 – March 15, 2019
- Break: December 22, 2018 – January 6, 2019

Level 2

- March 18 – June 21, 2019

Contact other campuses for their dates.

Rev. 180625
TRADES
DISCOVERY
PROGRAM

Start dates vary
300 hours
Prince George

The Trades Discovery Program is designed to allow students to explore a minimum of four different trades, allowing students to try a trade before committing to a full program. Students will be introduced to career planning/entrepreneurial tools, essential skills training, occupational health and safety courses, and practical project based learning within the four trades. This program will promote working in a safe, respectful, and productive environment and prepare students for applying to a foundation program, or seeking an apprenticeship.

The Trades Discovery Program is a 300-hour program that provides grade 10 -12 high school students, and with the possibility of adults, an in-depth opportunity to explore four trades. The program will include workplace safety and basic trade specific technical training, as well as an introduction to the British Columbia apprenticeship system and job readiness skills.

The program will follow the program guide set out by British Columbia's Industry Training Authority (ITA) Youth Explore model, combining a sampling of theory and practical elements of each trade.

Workplace skills training will take place in a classroom setting and will cover the skills needed to:

• attain an apprenticeship in British Columbia,
• develop career planning and entrepreneurship tools,
• develop trades based essential skills, and
• complete occupational health and safety certificates.

These course elements will ensure that the learner has the appropriate skill sets to participate in the practical component of the program.

The work-site technical component will include a minimum of four trades electives selected from fourteen trades. Selection will be based on the needs of local communities as well as available resources. The technical component of the program will provide experiential, practical experience and is designed to give the learner a sample of each trade area, focusing on the foundational skills of each trade.

Upon completion of the Trades Discovery Program the learner will have gained a comprehensive overview of the different opportunities for a career in trades, and will facilitate a smooth transition from secondary school to a foundation program or the apprenticeship system.

ADMISSION REQUIREMENTS
1. Successful completion of Math and English at a grade 9 level or higher.

PROGRAM OUTLINE
Required
TRDE 100 Trades Discovery Core Skills
TRDE 105 Trades Discovery Sheet Metal
TRDE 110 Trades Discovery Pipe Trades
TRDE 115 Trades Discovery Welding
TRDE 120 Trades Discovery Metal Fabrication
TRDE 125 Trades Discovery Carpentry
TRDE 130 Trades Discovery Carpenter
TRDE 135 Trades Discovery Automotive Service Technician
TRDE 140 Trades Discovery Heavy Duty Equipment Technician
TRDE 145 Trades Discovery Industrial Mechanic

You might also be interested in:
• Career Technical Centre (CTC)

IMPORTANT DATES
TBA
WELDER FOUNDATION PROGRAM (HARMONIZED)

★ Full-time

📅 Starts September and November

⏰ 28 weeks

📍 Prince George

As a graduate of the Welding Foundation program, you’ll be qualified for a variety of jobs in the construction and metal working industries. You’ll also be prepared to successfully complete employers’ skill assessments. Possible job titles include:

- Production welder
- Maintenance welder
- And more

ADMISSION REQUIREMENTS

1. English 10; or English 030; or Communications 11 or equivalent

2. Apprenticeship and Workplace Math 10 with a "C" or higher; or Foundations of Math and Pre-Cal 10; or Trades Math 041; or equivalent

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

PROGRAM OUTLINE

Courses topics include the following (not a complete list): introduction to welding and safety, oxyfuel gas cutting, oxyacetylene welding, shielded metal arc welding, air carbon arc cutting, gas metal arc/flux core, material handling, blueprint reading, and metallurgy.

Selection process

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

1. The letter grade for English 10, English 030 or Communications 11 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.

2. The letter grade for your selected math course will contribute its actual grade point to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.

3. The mechanical reasoning test will be awarded a maximum of 5 points. Refer to the Mechanical Reasoning Grading Scale in the CNC Calendar.

4. A passing grade on the English portion of the Student Readiness Assessment will be awarded a maximum of 1 point.

5. A passing grade on the Math portion of the Student Readiness Assessment will be awarded a maximum of 1 point.

6. Credit in one or more trades-related courses at the Grade 12 level with a grade of “B” or higher, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.

7. Credit in any of the following: English 11 or equivalent, Foundations of Math 11 or equivalent, or Trades Math 042 with a “C” grade or higher will be awarded 3 points.

8. Students are encouraged to submit a resumé and personal handwritten statement indicating their reasons for wishing to enter this program. The resumé and personal statement will be awarded a maximum of 3 points.

Maximum points available = 24

Provincial apprenticeship programs

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

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

Apprentices who want to schedule their technical training at CNC should contact CNC’s School of Trades and Technologies at 250-561-5804 or 1-866-370-2111.

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

YOU MIGHT ALSO BE INTERESTED IN…

- Metal Fabrication, Foundation (Harmonized)

IMPORTANT DATES

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

Intake #1

- September 4, 2018 – March 29, 2019
- Break: December 22, 2018 – January 6, 2019

Intake #2

- November 5, 2018 – May 31, 2019
- Break: December 22, 2018 – January 6, 2019

Rev. 180625
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UNIVERSITY CLASSES

Full-time or Part-time
 Starts September and January (most courses)
 All courses available at Prince George; many at Burns Lake, Nechako Region, and Quesnel
 Some course sections available online

I want to get a university degree. Can I start at CNC?

Definitely. We offer dozens of university-level courses. A bachelor’s degree (also known as an undergraduate degree) usually takes four years. Many people take the first two years at a community college such as CNC, then transfer to university for years 3 and 4. Advantages of starting at a community college include smaller classes, more one-on-one attention from instructors, and lower tuition fees.

Associate degrees

We offer associate degrees in arts and science, featuring two years of university-level study in a variety of academic subjects. These degrees transfer into university programs, and give you preferential admission at UNBC and SFU. All public universities and university-colleges in BC give special recognition of transfer credit to students with associate degrees.

A diploma gives you recognition

Like an associate degree, a diploma can be equivalent to the first two years of a university degree in that particular subject. With a diploma, you can go to work immediately or transfer to university. If you decide to work, a diploma gives you more options in the workplace. We offer diplomas in accounting and finance, business management, criminology, kinesiology, social work, web and graphic design, and more.

What are transfer courses?

Since CNC offers only the first two years of instruction, you need to transfer to a university to finish your degree. You transfer the credits you receive for CNC courses to a university and continue on to complete your degree. When you take one of our UT courses, it’s as though you were studying in the same class at a university. For example, if you complete our introductory psychology course, a university will give you credit for its introductory course.

To ensure your credits transfer seamlessly, CNC has formal agreements in place with the following BC universities:

- Athabasca University
- Emily Carr University
- Kwantlen Polytechnic University
- University of British Columbia
- University of Northern British Columbia
- Simon Fraser University
- Thompson Rivers University
- University of Victoria
- Vancouver Island University

However, you should meet with the institution you plan to attend to ensure transferability and admission requirements are met.

You can also transfer to universities in other provinces and other countries — talk to a CNC advisor for details.

Once you have your bachelor’s degree, you have the option to go on and obtain a master’s degree (MA or MSc) or a doctorate (PhD).

University transfer information (BCCAT)

Students planning to transfer their credits to another institution should consult the British Columbia Transfer Guide to verify transferability of credits. The British Columbia Transfer Guide is published by the British Columbia Council on Admissions and Transfer and is available online.

CNC advisors will assist students in selecting transferable courses; however, the final responsibility for course selection rests with the student.

The British Columbia Council on Admissions and Transfer (BCCAT) website is located at www.bctransferguide.ca

IMPORTANT DATES

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

Fall term
- September 4 – December 21, 2018
- Break: February 19 – 22, 2019

Spring term
- January 7 – May 3, 2019

Rev. 180625
**CREDENTIALS**

**ASSOCIATE DEGREES**

★ Full-time or
★ Part-time
★ Starts September and January (most courses)

Two years

Prince George and Quesnel

All public universities in BC that offer traditional arts and science degrees guarantee 60 transfer credits for students who have completed an Associate of Arts Degree or an Associate of Science Degree.

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

Where to find the details

Specific associate degree credit transfer policies at each receiving institution are on the BCCAT website www.bctransferguide.ca. Just click on “Other Transfer Guides”, and then on “Associate Degree.” A link is also provided there to all the general and specific requirements for associate degrees.

**ADMISSION**

You’ll need one of the following:

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

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

**Note 2:** Students who received less than a “B” grade in English 12 or its equivalent are strongly encouraged to select English 103 as their first English course.

**Note 3:** Students applying for admission to MATH 101, CSC 109, Phys 101 or Chem 111 who obtained a “C+” or less in Principles of Math 12 (interim grade) or Math 050 must first register in MATH 100.

**Note 4:** The GED certificate meets the general admission requirements but does not meet specific program or course prerequisites.

**Note 5:** You will need to comply with the prerequisites of specific courses you select.

**Graduation requirements — general**

1. 60 credits of 100-level or higher courses that have university transfer credit. These must include a minimum of 18 credits in second-year arts for the Associate Degree in Arts or a minimum of 18 credits in second-year sciences for the Associate Degree in Science, in two or more subject areas.

2. It is recommended that up to 30 credits, both assigned and unassigned, be accepted for transfer credit to the Associate of Arts or Science Degree.

3. An overall GPA of 2.0 calculated on all courses counting towards the associate degree.

4. No course can be used to meet more than one of the specific requirements

**Note:** CUE 101 cannot be counted as part of the 60 credits for an associate degree.

**Classification of subjects**

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

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

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

**Arts — Humanities**
- Aboriginal Studies
- English
- Fine Arts
- French
- History
- Philosophy

**Arts — Social Sciences**
- Anthropology
- Criminology
- Economics
- Geography (Human)
- Kinesiology
- Political Science
- Psychology
- Sociology
- Women’s Studies

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

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

**Course completion**

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

Rev. 170310
ASSOCIATE OF ARTS DEGREE

★ Full-time or ★ Part-time
Starts September and January (most courses)
⏰ Two years
Prince George and Quesnel

ASSOCIATE OF ARTS DEGREE GRADUATION REQUIREMENTS — SPECIFIC

1. 6 credits in first-year English; and

2. 9 credits in science, which shall include at least
   a) 3 credits in mathematics or computing science or statistics (statistics courses taught in subject areas such as business, commerce, economics, psychology, etc. may also be used to meet this requirement);
   b) 3 credits in a laboratory science, and

3. 36 credits in arts, which shall include
   a) 6 credits in the social sciences;
   b) 6 credits in humanities (including the creative, performing, or fine arts) other than English;
   c) 24 additional credits in arts, and

4. 9 credits in arts, science, or other areas.

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

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

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

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

Fall term
   • September 4 – December 14, 2018
   • Exams: December 8 – 14, 2018

Spring term
   • January 7 – April 23, 2019
   • Exams: April 13 – 23, 2019
   • Reading break: February 19 – 22, 2019

ABORIGINAL STUDIES CONCENTRATION
(ASSOCIATE OF ARTS DEGREE)

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABST 100</td>
<td>Yinka Dene Worldview: History and Traditions of Carrier People</td>
</tr>
<tr>
<td>ABST 101</td>
<td>Aboriginal Peoples of Canada</td>
</tr>
<tr>
<td>ABST 150</td>
<td>Conversational Carrier</td>
</tr>
<tr>
<td>ABST 220</td>
<td>Indigenous Research Methods</td>
</tr>
<tr>
<td>ANTH 101</td>
<td>Introduction to Socio-Cultural Anthropology</td>
</tr>
<tr>
<td>ANTH 102</td>
<td>Introduction to Physical Anthropology &amp; Archaeology</td>
</tr>
<tr>
<td>ENGL 103</td>
<td>Composition &amp; Style</td>
</tr>
<tr>
<td>ENGL 107</td>
<td>Literature and Composition: Aboriginal Literature</td>
</tr>
<tr>
<td>HIST 103</td>
<td>History of Canada to 1867</td>
</tr>
<tr>
<td>HIST 104</td>
<td>History of Canada since 1867</td>
</tr>
<tr>
<td>MATH or CSC</td>
<td>100- or 200-level MATH or CSC; Any university-studies CSC or MATH course(s), which may include Statistics courses taught in Business or Psychology</td>
</tr>
<tr>
<td>ABST</td>
<td>Minimum 9.0 credits. Non-ABST courses with an Aboriginal focus may be substituted with the permission of the Dean or designate.</td>
</tr>
<tr>
<td>ENGL 103</td>
<td>Composition and Style</td>
</tr>
</tbody>
</table>

200-level Arts
Any 200-level non-ABST university-studies Arts course(s)

200-level; elective
Any university-studies 200-level Humanities or Social Sciences course(s)

100- or 200-level Math of Science
Any university-studies BIO, CHEM, CSC, GEOG, MATH, PHYS course(s)

100- or 200-level lab science
Any university-studies BIO, CHEM, GEOG, PHYS course(s) with a laboratory component

100- or 200-level electives
Any university-studies course(s)

ANTHROPOLOGY CONCENTRATION
(ASSOCIATE OF ARTS DEGREE)

Anthropology is the study of humans, both past and present. It draws on and builds upon knowledge from the social and biological sciences as well as the humanities and physical sciences. There are four main subfields: Physical/Biological, Linguistic, Socio-cultural, and Archaeology.

Required:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>ANTH 101</td>
<td>Introduction to Socio-Cultural Anthropology</td>
</tr>
<tr>
<td>ANTH 102</td>
<td>Introduction to Physical Anthropology and Archaeology</td>
</tr>
<tr>
<td>ANTH 215</td>
<td>Qualitative Methods</td>
</tr>
<tr>
<td>ANTH 225</td>
<td>Introduction to Human Prehistory</td>
</tr>
</tbody>
</table>

6 additional 200-level ANTH credits
3 credits of 200-level Philosophy (PHIL 235 is recommended)
6 credits of 100-level Aboriginal Studies (ABST 100 and 101 recommended)
6 credits of Social Sciences or Humanities, including 3 credits of Sociology (SOC 101 recommended)
9 credits of 100-level or higher university studies courses
3 credits of 200-level Arts

English requirement — 6 credits

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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</thead>
<tbody>
<tr>
<td>ENGL 103</td>
<td>Composition and Style</td>
</tr>
</tbody>
</table>
3 additional 100-level university studies ENGL credits

Math requirement — 3 credits
3 credits of university studies MATH or CSC or Statistics

Note: MATH 104, or PSYC 201 are recommended

Science electives — 6 credits
6 credits of BIO, CHEM, GEOG (201 or 201 only), or PHYS

Note: One 3 credit science must be included a two hour or longer supervised practice. (BIO 104 is recommended)

COMMERCE CONCENTRATION
(ASSOCIATE OF ARTS DEGREE)
The Associate of Arts Degree with Commerce concentration is a credential recognized at every university in British Columbia. Students with this credential have 60 credits towards a Bachelor’s degree and require 60 credits at the university of their choice to complete the degree. Students entering this program at CNC may choose to begin as a dual admission student in our partnership with Thompson Rivers University or as a CNC university transfer student.

Note 1: Accounting courses identified as COM courses are university courses and do not have the applied focus of the courses designated as ACC courses. Students wishing for a more applied option may consider ACC courses in their studies at CNC. These courses will enhance practical skills, but may receive fewer credits when transferring to university.

Note 2: English, math and upper-year requirements vary among universities. Before selecting courses, students should consult with a CNC advisor to ensure their courses match the university they plan to attend.

ENGLISH CONCENTRATION
(ASSOCIATE OF ARTS DEGREE)
To complete an Associate of Arts Degree with an English concentration, you must complete 18 or more credits in English, with 9 of those credits being second-year courses, as part of the 60 credits required for an Associate of Arts degree. To ensure successful completion of your degree, consult a CNC advisor to create your degree program.

English requirement — 6 credits
ENGL 103 Composition and Style
One of:
ENGL 101 Literature and Composition I
ENGL 102 Literature and Composition II
ENGL 104 Introduction to Literature and Composition
ENGL 106 Film Studies
ENGL 107 Literature and Composition: Aboriginal Literature

100-level Arts electives — 18 credits (6 credits maximum in one subject area)
6 credits from Humanities (excludes English)
6 credits from Humanities or Social Sciences (includes English)
6 credits from Social Sciences
200-level Arts electives — 18 credits (credits must be in at least two subject areas)

Required:
ENGL 201 English Literature, 1350 – 1744
ENGL 202 English Literature, 1744 – 1900
ENGL 203 Canadian Literature I
ENGL 204 Canadian Literature II

Humanities or Social Sciences 200-level electives (6 credits)

Science electives — 9 credits
3 credits of a 100-level Computer Science, Math, or Statistics course
3 credits of a Lab science (minimum 2 hours per week lab component and excluding any Applied Science or Computing Science course)
3 credits of a Science course

University Transfer electives — 9 credits
Choose 6 credits from 100/200-level English courses and 3 credits UT elective

ENGL 101 Literature and Composition I
ENGL 102 Literature and Composition II
ENGL 104 Introduction to Literature and Composition
ENGL 106 Film Studies
ENGL 107 Literature and Composition: Aboriginal Literature
ENGL 205 Creative Writing: Poetry
ENGL 206 Creative Writing: Fiction
ENGL 213 Short Fiction I
ENGL 214 Short Fiction II
ENGL 215 Children’s Literature I
ENGL 216 Children’s Literature II
ENGL 217 Gender, Sexuality, and Literature I: Focus on Literary Theory
ENGL 218 Gender, Sexuality, and Literature II: Focus on Contemporary Literature
ENGL 219 Contemporary Aboriginal Authors
ENGL 220 Children’s Literature – First Nations Authors
ENGL 229 Professional Business and Technical Communication

MODERN CLASSICS
CONCENTRATION
(ASSOCIATE OF ARTS DEGREE)

PROGRAM OUTLINE

Semester 1 15 credits
ANTH 101 Introduction to Socio-Cultural Anthropology
ENGL 103 Composition and Style
FINE 101 Art History 1
HIST 101 World History
PHIL 101 Moral Philosophy

Semester 2 15 credits
One of:
ENGL 101 Literature and Composition I
ENGL 102 Literature and Composition II
ENGL 104 Introduction to Literature and Composition
and Composition
ENGL 106 Film Studies
ENGL 107 Literature and Composition: Aboriginal Literature
FINE 102 Art History II
HIST 102 World History II
PHIL 102 Theory of Knowledge
3 credits UT-level Lab Science

Semester 3  15 credits
ENGL 201 English Literature, 1350 – 1744
One of:
PHIL 115 World Religions
200-level PHIL elective
One of:
ANTH 206 Anthropology of Medicine
ANTH 210 Anthropological Perspectives on “Pop”ular Culture
ANTH 220 Anthropology of Cross-Cultural Conflict and Social Justice
One UT-level MATH elective
One 100- or 200-level Science elective

Semester 4  15 credits
ENGL 202 English Literature, 1744 – 1900
Two 200-level HIST electives
One 200-level PHIL elective
One 100-level Social Science elective

Note: A minimum cumulative GPA of 2.0 is required to successfully complete the Associate Arts Degree with Modern Classics concentration.

PSYCHOLOGY CONCENTRATION
(ASSOCIATE OF ARTS DEGREE)
Psychology is the scientific study of mind and behaviour. Psychologists attempt to determine causes for behaviour and try to find answers by exploring biological and environmental influences. Some psychologists perform research in laboratories while others work in social organizations, but both are attempting to find solutions to real world problems. As well, many psychology graduates use their education to embark on careers in law, health care, criminology, business, and education.

Psychology Requirement:
PSYC 101 Introduction to Psychology I
PSYC 102 Introduction to Psychology II
PSYC 201 Statistics for the Social Sciences
PSYC 202 Research Methods in Psychology

Note 1: Advanced Placement 12 cannot be used to satisfy the PSYC 101 & 102 requirement.

Note 2: MATH 104 or MATH 157 cannot be used to satisfy the PSYC 201 requirement

One of:
PSYC 207 Introduction to Abnormal Behaviour
PSYC 209 Introduction to Biological Psychology
PSYC 210 Introduction to Cognitive Psychology

3 additional credits of 200-level PSYC

English requirement
ENGL 103 Composition and Style
3 additional credits 100-level UT English

Science requirement
3 credits of UT BIO, CHEM, physical GEOG, or PHYS with a minimum of a 2 hour/week laboratory component

Biology 103 or 104 are recommended for Humanities and Social Science students

3 additional credits of UT BIO, CHEM, CSC, GEOG, MATH, or PHYS with or without a laboratory component

Note: PSYC 201 satisfies the Math requirement for the Associate of Arts

Humanities requirement
6 credits in Humanities, in addition to the 6 credits of required ENGL courses

Social Sciences requirement
6 credits in Social Sciences
The following courses may be of particular interest to Psychology students:
ANTH 206 Medical Anthropology
CRIM 102 Psychology of Criminal and Deviant Behaviour
KINS 127 Contemporary Health Issues
KINS 235 Sport and Exercise Psychology
SOC 206 Social Problems
WMST 101 Introduction to Women’s Studies I
WMST 102 Introduction to Women’s Studies II

Electives
9 additional UT credits in the Social Sciences or Humanities
9 additional UT credits in any area

Note 1: You must have at least 18 credits of 200-level courses in at least two different subjects.

Note 2: Students should speak with an academic advisor to ensure their electives are eligible to count towards an Associate of Arts degree.

SOCIOLOGY CONCENTRATION
(ASSOCIATE OF ARTS DEGREE)
Sociology is the study of societies and the way they shape people’s attitudes, actions, identities, and institutions. Sociology helps us to make sense of the rapidly changing world in which we live. At the same time, it helps us to know ourselves in new and exciting ways. By studying sociology, you’ll acquire an increased understanding of human interactions and the ability to interpret social events.

18.07.26 2018–19 College of New Caledonia Program Guide and Course Calendar
### Sociology Requirement:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>SOC 101</td>
<td>Introduction to Sociology I</td>
</tr>
<tr>
<td>SOC 102</td>
<td>Introduction to Sociology II</td>
</tr>
<tr>
<td>SOC 210</td>
<td>Sociological Theory</td>
</tr>
<tr>
<td>ABST 100</td>
<td>Yinka Dene Worldview: History and Traditions of the Carrier People</td>
</tr>
<tr>
<td>ABST 101</td>
<td>Aboriginal Peoples of Canada</td>
</tr>
<tr>
<td>ANTH 101</td>
<td>Introduction to Socio-Cultural Anthropology</td>
</tr>
<tr>
<td>PHIL 102</td>
<td>Theory of Knowledge</td>
</tr>
<tr>
<td>PHIL 221</td>
<td>Social Philosophy</td>
</tr>
<tr>
<td>PHIL 235</td>
<td>Contemporary Ethical Issues</td>
</tr>
<tr>
<td>CRIM 220</td>
<td>Research Methods in Criminology</td>
</tr>
</tbody>
</table>

6 additional credits in Sociology at the 100- or 200-level

### English requirement (6 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>ENGL 103</td>
<td>Composition and Style</td>
</tr>
</tbody>
</table>

3 additional credits 100-level UT English

### Science requirement (9 credits)

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>BIO 103</td>
<td>Biology for Humanities and Social Science Students I</td>
</tr>
<tr>
<td>BIO 104</td>
<td>Biology for Humanities and Social Science Students II</td>
</tr>
<tr>
<td>MATH 104</td>
<td>Introduction to Statistics or PSYC 201</td>
</tr>
<tr>
<td></td>
<td>Statistics for the Social Sciences</td>
</tr>
</tbody>
</table>

### Electives (9 credits)

9 additional UT credits in any area

**Note:** students should speak with an academic advisor to ensure their electives are eligible to count towards an Associate of Arts degree.

Visit our website or contact a CNC advisor to discuss your educational plan.

Rev. 180625
ASSOCIATE OF SCIENCE DEGREE

⭐ Full-time or
🌟 Part-time
📅 Starts September and January (most courses)
⏰ Two years
📍 Prince George

ASSOCIATE OF SCIENCE DEGREE
GRADUATION REQUIREMENTS — SPECIFIC

1. 6 credits in first-year English; and
2. 6 credits in mathematics which shall include at least 3 credits in calculus; and
3. 36 credits in science, which shall include at least 3 credits in a laboratory science; and
4. 6 credits in arts, other than English (excluding mathematics and laboratory-based science courses); and
5. 6 credits in arts, science, or other areas.

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

Note 2: Unassigned credits from other institutions for inclusion in the course work leading to the Associate of Sciences degree will be limited to 15 credits. The final decision for determining course area, level, and number of credit hours will be made by the Dean or senior academic administrator in the UT Science program area.

Note 3: Students are advised to consult with a CNC advisor in order to determine specific course requirements for entry to a particular university degree program.

Note 4: A laboratory science course is any course in the sciences list worth 3 credits or more and with a lab of at least 2 hours, but excluding any course in applied science (engineering) or computing science.

BIOLOGY CONCENTRATION (ASSOCIATE OF SCIENCE DEGREE)

Studying Biology prepares you for careers in the biological sciences, education, and health care. Our biology students can use the Associate of Science with a concentration in Biology as a springboard into pharmacy, medicine, nursing, dental hygiene, biotechnology, and many other fields.

Biology Requirements:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>BIO 107</td>
<td>Cellular and Organismal</td>
</tr>
<tr>
<td>BIO 120</td>
<td>Genetics, Evolution, and Ecology</td>
</tr>
<tr>
<td>BIO 201</td>
<td>Cell Structure</td>
</tr>
<tr>
<td>BIO 202</td>
<td>Introductory Biochemistry</td>
</tr>
<tr>
<td>BIO 215</td>
<td>Microbiology</td>
</tr>
<tr>
<td>BIO 220</td>
<td>Introductory Genetics</td>
</tr>
</tbody>
</table>

One of:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>CHEM 111</td>
<td>Fundamentals of Chemistry I</td>
</tr>
<tr>
<td>or</td>
<td>Introduction to Chemistry I</td>
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</tbody>
</table>

One of:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHEM 112</td>
<td>Fundamentals of Chemistry II</td>
</tr>
<tr>
<td>or</td>
<td>Introduction to Chemistry II</td>
</tr>
<tr>
<td>CHEM 203</td>
<td>Organic Chemistry I</td>
</tr>
<tr>
<td>CHEM 204</td>
<td>Organic Chemistry II</td>
</tr>
<tr>
<td>MATH 101</td>
<td>Calculus I</td>
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<tr>
<td>MATH 102</td>
<td>Calculus II</td>
</tr>
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One of:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHYS 101</td>
<td>Introductory Physics I</td>
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<tr>
<td>or</td>
<td>General Physics I</td>
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One of:

<table>
<thead>
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<th>Course</th>
<th>Title</th>
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</thead>
<tbody>
<tr>
<td>PHYS 102</td>
<td>Introductory Physics II</td>
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<tr>
<td>or</td>
<td>General Physics II</td>
</tr>
<tr>
<td>PHYS 106</td>
<td>General Physics II</td>
</tr>
</tbody>
</table>

English requirement

ENGL 103  Composition and Style

3 additional credits 100-level UT English

Humanities & Social Science requirement

6 credits in Humanities or Social Sciences, in addition to the 6 credits of required English courses.

Electives

6 additional UT credits in any area.

Note: Students should speak with an Academic advisor to ensure their electives are eligible to count towards an Associate of Arts Degree.
DIPLOMAS

★ Full-time or
★ Part-time
 Starts September and January (most courses); Kinesiology, September only
 Two years
 Prince George; individual courses may be available at other campuses

ADMISSION REQUIREMENTS
Topics covered include (not a complete list):

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

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

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

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

Note 4: You’ll need to comply with the Prerequisites of the specific courses you select.

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

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

Fall term
• September 4 – December 14, 2018
• Exams: December 8 – 14, 2018

Spring term
• January 7 – April 23, 2019
• Exams: April 13 – 23, 2019
• Reading break: February 19 – 22, 2019

Rev. 180625
CRIMINOLOGY
DIPLOMA

★ Full-time or
★ Part-time
☑ Starts September and January (most courses)
☑ Two years
☑ Prince George and Quesnel; individual courses may be available at other campuses

Graduates of the Criminology Diploma program are employed in nearly every aspect of the justice system. Work activities might include protecting the public, detecting and preventing crime, probation supervision, social advocacy, counselling or conducting research. Graduates may also continue their education in criminology, social work, psychology, law and related social and behavioural sciences.

ADMISSION REQUIREMENTS
(see also program-specific requirements)

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

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

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

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

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

Additional program-specific admission requirements

1. Math 11 or Math 045 or equivalent will be required for second year.
2. Students graduating from Grade 12 in 2014 will require Foundations of Math 11 or Pre-Calculus 11 or Math 045 or equivalent that’s required for second year.

PROGRAM OUTLINE

Semester 1: September – December

ENGL 103 Composition and Style
CRIM 101 Introduction to Criminology
CRIM 103 Introduction to the Criminal Justice System
PSYC 101 Introduction to Psychology I
SOC 101 Introduction to Sociology I

Semester 2: January – April

CRIM 102 Psychology of Criminal and Deviant Behaviour
CRIM 106 Sociological Explanations of Crime and Deviance
PSYC 102 Introduction to Psychology II
SOC 102 Introduction to Sociology II
One of:
   PSCI 100 Introduction to Politics and Government
   PSCI 131 The Administration of Justice

Semester 3: September – December

CRIM 135 Introduction to Canadian Law and Legal Institutions
PSYC 201 Statistics for the Social Sciences
One of:
   CRIM 201 Policing in Modern Society
   CRIM 241 Introduction to Corrections

Plus two electives — see below

Semester 4: January – April

CRIM 220 Research Methods in Criminology
CRIM 230 Criminal Law
One of:
   PHIL 101 Moral Philosophy
   PHIL 102 Theory of Knowledge
   PHIL 110 Logic 1: Propositional Logic
   PHIL 220 Political Philosophy

Plus two electives — see below

Electives

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

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

- Any three CNC university-level courses (any subject) that transfer directly to SFU (9 credits total).

Preparing for joint majors at SFU

CNC can prepare you to pursue joint majors at SFU in Criminology/Women’s Studies, Criminology/Psychology, and Criminology/Sociology. If you need help planning your schedule, please see a CNC advisor.

Course completion

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

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

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

Rev. 180625
KINESIOLOGY
DIPLOMA

*Note: Students starting in January complete in 2.5 years

★ Full-time or

★ Part-time

 Starts September

 Two years

 Prince George; individual courses may be available at other campuses

Kinesiology is the study of all aspects of human movement. The Kinesiology Diploma program offers a wide variety of first and second year courses that transfer into a Kinesiology degree-granting institution. Courses include anatomy and physiology, physical fitness and health, growth and development, biomechanics and injury management, and coaching and sport administration. Students are interested in the fitness industry, rehabilitation, and teaching physical education.

ADMISSION REQUIREMENTS

1. Successful completion of Grade 12 or equivalent
2. English 12 or equivalent or English 12 First Peoples or equivalent

Note 1: Foundations of Math 11 or Math 045 is a prerequisite for KINS 120.

Note 2: It is strongly recommended that high school students take Physics 11 and Pre-Calculus Math 11.

PROGRAM OUTLINE

KINS 100 Introduction and Principles of Personal Health and Wellness
KINS 110 Introduction to Sport Administration
KINS 120 Biomechanics
KINS 124 Principles of Physical Fitness
KINS 128 Contemporary Health Issues
KINS 132 Human Functional
KINS 232 Human Applied Physiology
KINS 235 Sport and Exercise Psychology
KINS 245 Injury Management and Prevention
KINS 260 Nutrition for Health
KINS 276 Exercise Physiology
KINS 291 Work Experience in Kinesiology
ENGL 103 Composition and Style

Plus 24 credits of university transfer (UT) electives – 9 Credits must be KIN courses.

Options for KINS courses:

KINS 121 Leisure and Sport in Society
KINS 150 Pedagogy and Coaching
KINS 221 Physical Growth and Motor Development
KINS 226 Human Motor Behaviour
KINS 273 Research Methods in Kinesiology

Note 1: PSYC 101 is recommended as a UT elective in first year.

Note 2: ENGL 104 is recommended as a UT elective if students are interested in transferring to an institution requiring 6 credits in English.

Note 3: Students are responsible for selecting their electives in a way that ensures congruence with their university of choice. For help selecting courses, please contact the CNC academic advising department.

For students seeking the Kinesiology Diploma with the Business Specialization:

This specialization is intended for students interested in working in the fitness industry as a personal trainer and/or as a fitness leader.

12 credits of required business courses (as part of the 24 credits of UT electives):

COM 100 Fundamentals of Business
COM 204 Financial Accounting
MKT 152 Principles of Marketing
MGT 154 Applied Human Relations

Graduation Requirement:

Students must have a minimum 2.0 GPA in courses used to receive diploma.

Credentials

Upon completion of the required courses, students will graduate from CNC with a Kinesiology Diploma, including the following industry certifications:

- Canadian Society for Exercise Physiology (CSEP) – Certified Personal Trainer (CPT) (with additional weekend seminar and exam)
- National Coaching Certification Program (NCCP) – Introduction to Competition Part A
- National Coaching Certification Program (NCCP) – Introduction to Competition Part B
- Run-Jump-Throw Certification (credit in NCCP in Athletics) or equivalent certification

Course completion

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

IMPORTANT DATES

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

Spring term
- January 7 – April 23, 2019
- Exams: April 13 – 23, 2019
- Reading break: February 19 – 22, 2019
Rev. 180625
**WEB AND GRAPHIC DESIGN DIPLOMA**

*Note: Students starting in January complete in 2.5 years

- ★ Full-time
- ⚫ Part-time
- ☘ Starts September and January
- ☐ Two years (full-time)
- ⚫ Prince George

Learn visual and online communication strategies, digital art and interactive media, web design, typography, project management and creative problem solving while you prepare promotional materials to promote yourself and other businesses. Our two-year program offers a creative learning environment that spans multiple disciplines yet still gives you the opportunity to specialize in a chosen field. Courses can be taken individually for professional development or in sequence leading to a citation, certificate or diploma.

**ADMISSION REQUIREMENTS**

One of the following:

- Successful completion of Grade 12 with English 12 or English 12: First Peoples
- Successful completion of ABE/Academic Upgrading Advanced Certificate (with English 050 or equivalent).
- Mature student status (please consult a CNC advisor) plus completion of an English assessment administered by the college and upgrading in English if required.

**Note:** Basic computer skills are required. You will be required to use a mouse and keyboard or alternative means to interact with the operating system and software programs.

**PROGRAM OUTLINE**

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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<tbody>
<tr>
<td>ENGL 103</td>
<td>ENG 229</td>
</tr>
<tr>
<td>FINE 107</td>
<td>WEGD 131</td>
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<td>ENG 229</td>
<td>WEGD 142</td>
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<td>WEGD 252</td>
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</table>

Courses by semester with suggested electives

<table>
<thead>
<tr>
<th>Semester 1</th>
<th>Semester 2</th>
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</thead>
<tbody>
<tr>
<td>FINE 107</td>
<td>ENGL 106</td>
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<tr>
<td>FINE 103</td>
<td>FINE 102</td>
</tr>
<tr>
<td>FINE 109</td>
<td>FINE 104</td>
</tr>
<tr>
<td>FINE 150</td>
<td>FINE 150</td>
</tr>
</tbody>
</table>

**Recommended electives are:**

- ABST 111 Méétis Studies: Art and Material Culture
- ANTH 210 Anthropological Perspectives on “Pop”ular Culture
- CSC 105 Introduction to Computers and Programming
- ENGL 106 Film Studies
- FINE 101 Art History I
- FINE 103 Drawing I
- FINE 109 Colour Theory
- MKT 152 Principles of Marketing

**Plus one UT or business elective.**

**Recommended electives are:**

- ABST 111 Méétis Studies: Art and Material Culture
- ANTH 210 Anthropological Perspectives on “Pop”ular Culture
- CSC 105 Introduction to Computers and Programming
- ENGL 106 Film Studies
- FINE 102 Art History II
- FINE 104 Drawing II
- MKT 152 Principles of Marketing
Semester 3

Courses for Web stream:
- WEGD 231 Introduction to Interactive Digital Media Production
- WEGD 241 Advanced Web Design Concepts

Courses for Design stream:
- WEGD 221 Graphic Design for Sustainability
- WEGD 251 Drawing for Story

Plus courses for both streams:
- MGT 150 Introduction to Entrepreneurship
- WEGD 211 Applied Skills Lab I

Plus one UT or business elective.
Recommended electives are:
- ANTH 210 Anthropological Perspectives on “Pop”ular Culture
- CSC 105 Introduction to Computers and Programming
- ENGL 106 Film Studies
- ENGL 206 Creative Writing II
- FINE 104 Drawing II (Prerequisite: FINE 103)
- FINE 105 Painting (Prerequisite: FINE 109)
- MKT 285 Internet Marketing

For your electives, CNC offers a wide variety of courses in Aboriginal Studies, Anthropology, Business, English and Fine Arts that will complement your Web and Graphic Design credential. Students may also take additional second-year WEGD courses to satisfy this requirement. Please consult with CNC Academic Advising to choose the most appropriate electives for you.

Recommended list of UT or Business electives are:
- ABST 111 Métis Studies: Art and Material Culture
- ANTH 210 Anthropological Perspectives on “Pop”ular Culture
- CSC 105 Introduction to Computers and Programming
- ENGL 106 Film Studies
- ENGL 205 Creative Writing I
- ENGL 206 Creative Writing II
- FINE 101 Art History I
- FINE 102 Art History II
- FINE 103 Drawing I
- FINE 104 Drawing II
- FINE 105 Painting
- FINE 109 Colour Theory
- MKT 285 Internet Marketing

MKT 285 Internet Marketing

Course completion
Courses labelled WEGD must be completed no more than 5 years prior to the date of graduation in order to count toward the Web and Graphic Design Citation, Certificate or Diploma. All other courses must be completed in no more than 10 years. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option. (Please note that professional certification or accreditation bodies and receiving institutions may have different criteria). For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

Students must earn a “C” grade or higher in classes before they can be applied towards any WEGD credential. Students must earn a minimum “C” grade in all non-elective courses to count towards any WEGD credential.

The diploma incorporates 12 credits of electives. Students wishing to focus on both web and design can take both second year streams in lieu of the 12 credits of electives. Please note that taking both web and design streams will require a minimum of five semesters.

IMPORTANT DATES

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

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

Rev. 180625
WOMEN’S STUDIES AND GENDER RELATIONS DIPLOMA

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

The Women’s Studies and Gender Relations Diploma prepares you for a variety of career options within fields of feminist practice.

PROGRAM OUTLINE

Year One

Semester 1  September – December
WMST 101  Introduction to Women's Studies I
ABST 100  Yinka Dene Worldview: History and Traditions of the Carrier People
PSYC 101  Introduction to Psychology I
SOC 101  Introduction to Sociology I

One of:
ENGL 101  Literature and Composition I
ENGL 102  Literature and Composition II
ENGL 103  Composition and Style
ENGL 104  Introduction to Literature and Composition
ENGL 107  Literature and Composition: First Nations Literature

Semester 2  January – April
WMST 102  Introduction to Women’s Studies II
MATH 104  Introduction to Statistics
PSYC 102  Introduction to Psychology II
SOC 102  Introduction to Sociology II

Two English courses from the choices listed for Semester 1

Year Two

Semester 3  September – December
ENGL 217  Gender, Sexuality, and Literature I: Focus on Literary Theory
PSYC 205  Developmental Psychology I
SOC 230  Critical Perspectives on Contemporary Families

Two UT electives

Semester 4  January – April
ENGL 218  Gender, Sexuality, and Literature II: Focus on Contemporary Literature
PSYC 206  Developmental Psychology II
SOC 220  Women in Society

Two UT electives

Rev. 170310
CERTIFICATES

★★ Full-time or
★★ Part-time
★★ Starts September and
★★ January (most courses);
★★ Engineering starts
★★ September only
★★ One year
★★ Prince George

ADMISSION REQUIREMENTS
(see also program-specific requirements)

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

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

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

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

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

IMPORTANT DATES

Fall term
• September 4 – December 14, 2018
• Exams: December 8 – 14, 2018

Spring term
• January 7 – April 23, 2019
• Exams: April 13 – 23, 2019
• Reading break: February 19 – 22, 2019

Rev. 180625
ABORIGINAL STUDIES CERTIFICATE

‑ Full-time or
‑ Part-time
‑ September, January and May
‑ One year
‑ Burns Lake, Ft. St. James, Mackenzie, Prince George, Quesnel and Vanderhoof

Note: Students starting in January or May may not be able to complete in two semesters

Aboriginal Studies (ABST) offers you a chance to better understand the cultures, traditions, history, and contemporary concerns of Aboriginal peoples in Canada, and especially in the CNC region. The Aboriginal Studies certificate is a starting point for careers in private, non-profit, and government sectors, and especially for employment by Aboriginal organizations and communities. You can also completely ladder the one-year certificate into the two-year Associate Degree.

ADMISSION REQUIREMENTS
You’ll need the following:

1. Successful completion of Grade 12 (with English 12 or English 12: First Peoples) or equivalent

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

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

Note 3: Students applying for admission to MATH 101, CSC 109, Phys 101 or Chem 111 who obtained a “C+” or less in Foundations of Math 12 (interim grade) or Math 050 must first register in MATH 100.

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

PROGRAM OUTLINE

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
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<tbody>
<tr>
<td>ABST 100</td>
<td>Yinka Dene Worldview: History and Traditions of the Carrier People</td>
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<tr>
<td>ABST 101</td>
<td>Aboriginal Peoples of Canada</td>
</tr>
<tr>
<td>ABST 150</td>
<td>Conversational Carrier</td>
</tr>
<tr>
<td>ANTH 101</td>
<td>Introduction to Socio-Cultural Anthropology</td>
</tr>
<tr>
<td>ANTH 102</td>
<td>Introduction to Physical Anthropology and Archaeology</td>
</tr>
<tr>
<td>ENGL 103</td>
<td>Composition and Style</td>
</tr>
<tr>
<td>ENGL 107</td>
<td>Literature and Composition: First Nations Literature</td>
</tr>
<tr>
<td>HIST 103</td>
<td>History of Canada to 1867</td>
</tr>
<tr>
<td>HIST 104</td>
<td>History of Canada since 1867</td>
</tr>
<tr>
<td>Electives</td>
<td>Any 100- or 200-level UT courses</td>
</tr>
</tbody>
</table>

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

IMPORTANT DATES

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

Spring term
- January 7 – April 23, 2019
- Exams: April 13 – 23, 2019
ENGINEERING
(Applied Science)
Certificate

Full-time or Part-time

September One year

Prince George

The Applied Science Certificate recognizes successful completion of the first year of Engineering. As an engineer, you'll be a creative problem-solver, applying your skills to make significant contributions. Careers include chemical engineer, mechanical engineer, civic/structural engineer, environmental engineer, and computer engineer.

ADMISSION REQUIREMENTS
(see also program-specific requirements)

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

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

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

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

Additional program-specific admission requirements

1. Chemistry 12 or CHEM 050
2. Principles of Math 12 or Pre-calculus 12 or Math 050 or MATH 100 or equivalent
3. Physics 12 or PHYS 050

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

PROGRAM OUTLINE

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

Note 1: Students transferring to Uvic are not required to take the above 3 credits of electives; however, they must take CSC 110 while at CNC and must take ENGR 020 while at Uvic.

Note 2: Students transferring to UBC—O may be required to complete additional courses. Students are advised to contact a UBC—O advisor prior to beginning the program.

Transferability

• UBC — Students who successfully complete this program with a GPA as outlined by the current UBC engineering transfer policy are eligible for second-year engineering at UBC if they complete their program at one institution in one year, i.e., September to April. (Note that this does not guarantee your specialization choice at UBC). Since GPA is subject to change every year, prospective students should check UBC engineering transfer policy. Students who do not complete their program in one year (September to April), at one institution, are not eligible for the admission guarantee as stated above and will be evaluated as transfer applicants.*

• Other institutions — Individual courses also transfer to SFU, UNBC, TRU, and other institutions in BC and Alberta. Students can also transfer to the following programs (with one or two course substitutions):
  • UNBC/UBC: Joint Environmental Engineering program
  • University of Calgary

Note: Please contact the institution you wish to attend to ensure transferability.

Course completion

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

IMPORTANT DATES

Fall term
• September 4 – December 14, 2018
• Exams: December 8 – 14, 2018

Spring term
• January 7 – April 23, 2019
• Exams: April 13 – 23, 2019
• Reading break: February 19 – 22, 2019
Rev. 180625
FINE ARTS CERTIFICATE

★★ Full-time or ★★ Part-time
📅 September and January
 срок One year
ест Prince George

This intensive one-year certificate can lead to careers in the visual arts. Taught by professional artists and educators, this program fosters individual development in creative thinking, problem solving, technical skills, and management for the business side of your career — copyright, contracts, commissions, and more.

ADMISSION REQUIREMENTS
(see also program-specific requirements)
1. Successful completion of one of the following:
   • Grade 12 (with English 12 or English 12: First Peoples) or
   • ABE/Academic Upgrading Advanced Certificate or
   • GED Certificate or
   • Grade 11, with an outstanding academic record, in the year of application.

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

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

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

Additional program-specific admission requirements
Please note the program admits a maximum of 20 students.

1. Applicants who submit a qualifying portfolio before the deadline will receive priority admission to the program; however, applications will be accepted until the program is full or classes begin. Portfolios must consist of at least 10 and no more than 20 examples in several of the following: paintings, drawings, carvings, sculptures, crafts, digital art, photography, sketchbooks, videos or other types of art. (Please see “Portfolio guidelines” below).

2. Submission of a typed personal statement (500 – 700 words) explaining why you want to enter the program.

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

PROGRAM OUTLINE
Semester 1  September – December
ENGL 103  Composition and Style
FINE 101  Art History I
FINE 103  Drawing I (Studio)
FINE 108  Making a Living as an Artist
FINE 109  Colour Theory (Studio)

Semester 2  January – April
FINE 102  Art History II
FINE 104  Drawing II (Studio)
FINE 105  Painting (Studio)
FINE 106  First Nations Art, Design, and Technology (Studio)
FINE 107  Introduction to Digital Arts and Media

Note: Qualified university transfer students are eligible to enrol in FINE 101, 102, 103 and 104 without being admitted to the Fine Arts program. However, in the case of FINE 103, 104 and 106 students admitted to the Fine Arts program will receive priority registration.

Transfer
You are guaranteed transfer directly into second year Fine Arts at Emily Carr University of Art + Design when you earn a 3.0 (or higher) grade point average. You can also apply for second-year status in a number of post-secondary visual art programs (see www.bccat.ca for details).

Portfolio guidelines
1. Portfolios must be either mailed or brought to the College by April 30. They can be dropped off at the Office of the Registrar during regular office hours.

2. All artworks in the portfolio must be clearly labeled with the artist’s name, a unique identifying number, the date created, and the date submitted. CDs or USB drives must also be labelled with the title of the work.

3. The portfolio should include a list of all pieces submitted, including dimensions and materials used; for example: “Item #6, sculpture, mixed media, 2 x 3 m.”

4. If pieces are larger than 20” x 26”, or are three-dimensional or fragile, send good-quality photographs or slides rather than the original pieces.

5. If digital work is submitted via CD-ROM, USB drive or website URL, include information about the software and file format. Include an image list with each work labelled with its file name or its location on the website.

6. Artworks must be produced, drawn, designed or photographed by the applicant, unless the work was part of a collaboration with others. If applicants submit work that was part of a collaboration, they must clearly indicate what part they played in the process.

7. If mailing a portfolio from outside Canada, applicants should Note on the outside of the package: “Temporary Entry” and “Goods are to be Returned.” To avoid customs brokerage fees, the work should also be Noted as having “No commercial value.”

8. Applicants are responsible for all postage and shipping costs, including return postage/shipping. Portfolios must
include a self-addressed return label and sufficient postage, in Canadian funds, for return mail. Portfolios will not be returned COD.

9. Applicants should insure their pieces. CNC is not responsible for anything lost or damaged in shipping or storage. CNC takes every precaution to ensure that portfolios are handled carefully but does not accept responsibility for loss of, or damage to, materials submitted.

10. Portfolios may be picked up from Office of the Registrar after the second week of June (during regular office hours).

11. Applicants are encouraged to use and explore a variety of media and images; however animation, manga, or cartoon images often fall under the realm of illustration and therefore should not make up more than 20% of the images in the applicant’s portfolio.

Selection process

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

2. In the event that the program is oversubscribed, the following selection process will be used:
   a) Student portfolio: 7 points
   b) Geographic location (awarded to students who are residents of northern, rural, and remote areas): 2 points
   c) Typed personal statement: 1 point

For January entry into the program, applicants will be admitted on a “first qualified, first accepted” basis.

Fine Arts part-time study

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

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

Selection process for part-time students

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

1. Students who have successfully completed a FINE course in the previous academic year will receive first priority. They will be ranked in order of portfolio grade.

2. Second priority is given to students who have completed a FINE course within the previous three academic years. They will be ranked in order of portfolio grade.

3. Third priority is given to new part-time applicants. They will be ranked in order of portfolio grade.

4. In the event of a tie, decisions in the three categories above will be considered in the part-time selection process.

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

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

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

Course completion

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

Emily Carr University of Art + Design Transfer Agreement

1. Transfer to the Bachelor of Fine Art (Visual Art + General Fine Art)
   a) Students who complete the Certificate in Fine Arts at CNC with a cumulative grade point average of 3.00 will be automatically accepted into year 2 of the Bachelor of Fine Art (Visual Art or General Fine Art major) degree program at Emily Carr.
   b) Students with a cumulative grade point average between 2.00 and 2.99 will be considered for admission to year 2 of the BFA on the basis of their academic standing and a portfolio review.

2. Transfer to the BFA (Photography); the Bachelor of Design (Communication Design and Industrial Design) and the Bachelor of Media Arts (Animation and Film, Video + Integrated Media): Students who complete the Certificate in Fine Arts at CNC with an average of 2.00 or higher will be considered for admission to the above noted programs on the basis of their academic standing and a portfolio review.

3. Credit assignment and deficiencies: Based on the CNC Certificate program, students will receive a total of 30 credits of transfer which is the equivalent credits in the Emily Carr first (Foundation) year. Students will receive 18 credits (block transfer) of first year studio; 6 credits of first year Art History; 3 credits of first year English; and 3 open studio elective credits to be assigned to second year. Students will be deficient 3 credits of first year English (University Transfer). In such cases students will be required to make up the first year English credits either prior to admission or in their second year at Emily Carr.

Students transferring to Emily Carr with the Diploma in Fine Arts will receive 30
credits toward the Foundation Year and 15 credits toward second year, as described above. For clarification of the transfer process, please consult with CNC Academic Advising. Consultation with Emily Carr is also recommended.

**IMPORTANT DATES**

**Fall term**
- September 4 – December 14, 2018
- Exams: December 8 – 14, 2018

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

Rev. 180625
WEB AND GRAPHIC DESIGN: CITATION AND CERTIFICATE

★★ Full-time or ★★ Part-time
★★ Starts September and January ☀️ One year (citation/certificate)

Prince George
Learn visual and online communication strategies, digital art and interactive media, web design, typography, project management and creative problem solving while you prepare promotional materials to promote yourself and other businesses. Use programs like Photoshop, Illustrator, Dreamweaver and Premiere Pro along with other Adobe Creative Cloud software. Courses can be taken individually for professional development or in sequence leading to a citation, certificate or diploma.

ADMISSION REQUIREMENTS
One of the following:

- Successful completion of Grade 12 with English 12 or English 12: First Peoples
- Successful completion of ABE/Academic Upgrading Advanced Certificate (with English 050 or equivalent).
- Mature student status (please consult a CNC advisor) plus completion of an English assessment administered by the college and upgrading in English if required.

Note: Basic computer skills are required. You will be required to use a mouse and keyboard or alternative means to interact with the operating system and software programs.

PROGRAM OUTLINES

Citation

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>WEGD 121</td>
<td>Introduction to Design Thinking</td>
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Certificate

<table>
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<tr>
<th>Course</th>
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<tbody>
<tr>
<td>ENGL 103</td>
<td>Composition and Style</td>
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<tr>
<td>FINE 107</td>
<td>Digital Art and Media</td>
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<tr>
<td>ENG 229</td>
<td>Professional Business and Technical Communication</td>
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<tr>
<td>WEGD 121</td>
<td>Introduction to Design Thinking</td>
</tr>
<tr>
<td>WEGD 131</td>
<td>Introduction to Visual Communication</td>
</tr>
<tr>
<td>WEGD 141</td>
<td>Introduction to Web Design</td>
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Plus 6.0 credits of UT/Business/WEGD electives

Courses by semester with suggested electives

Semester 1

<table>
<thead>
<tr>
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<tbody>
<tr>
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</tbody>
</table>

Plus one UT, business or WEGD elective. Recommended electives are:

<table>
<thead>
<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ABST 111</td>
<td>Métis Studies: Art and Material Culture</td>
</tr>
<tr>
<td>ANTH 210</td>
<td>Anthropological Perspectives on “Pop”ular Culture</td>
</tr>
<tr>
<td>CSC 105</td>
<td>Introduction to Computers and Programming</td>
</tr>
<tr>
<td>ENGL 106</td>
<td>Film Studies</td>
</tr>
<tr>
<td>FINE 101</td>
<td>Art History I</td>
</tr>
<tr>
<td>FINE 103</td>
<td>Drawing I</td>
</tr>
<tr>
<td>FINE 109</td>
<td>Colour Theory</td>
</tr>
<tr>
<td>MKT 152</td>
<td>Principles of Marketing</td>
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</table>

Semester 2

<table>
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<tr>
<th>Course</th>
<th>Title</th>
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<tbody>
<tr>
<td>ENG 229</td>
<td>Professional Business and Technical Communication</td>
</tr>
<tr>
<td>WEGD 131</td>
<td>Introduction to Visual Communication</td>
</tr>
<tr>
<td>WEGD 142</td>
<td>Intermediate Web Design</td>
</tr>
<tr>
<td>WEGD 151</td>
<td>Basics of Typography</td>
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</tbody>
</table>

Plus one UT or business elective. Recommended electives are:

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<tr>
<td>FINE 104</td>
<td>Drawing II</td>
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<tr>
<td>FINE 109</td>
<td>Colour Theory</td>
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</tbody>
</table>
Photography—Exploring the Digital Photography Workflow

MKT 152 Principles of Marketing

Course completion
Courses labelled WEGD must be completed no more than 5 years prior to the date of graduation in order to count toward the Web and Graphic Design Citation, Certificate or Diploma. All other courses must be completed in no more than 10 years. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option. (Please note that professional certification or accreditation bodies and receiving institutions may have different criteria.) For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

Students must earn a “C” grade or higher in classes before they can be applied towards any WEGD credential. Students must earn a minimum “C” grade in all non-elective courses to count towards any WEGD credential.

IMPORTANT DATES

Fall term
• September 4 – December 14, 2018
• Exams: December 8 – 14, 2018

Spring term
• January 7 – April 23, 2019
• Exams: April 13 – 23, 2019
• Reading break: February 19 – 22, 2019

Rev. 180625
Rev. 171205
ACADEMIC PATHWAYS

FLEXIBLE PRE-MAJORS
From bctransferguide.ca/fpm:
A Flexible Pre-Major (FPM) refers to first- and second-year courses that students are required to complete in order to be admitted to a major at the third year level.

An FPM is a set of flexible requirements:
• deliverable by the sending institution and acceptable to the receiving institution; and
• deemed to fulfill the lower level requirements for the major.

With FPM agreements in place across many institutions, you can plan your first- and second-year courses and leave open multiple options for transferring into various BC institutions for entrance into the major at the third-year level. If you plan to attend a particular university and end up not doing so, completion of the FPM for the chosen major will allow you to complete your major at another participating institution.

For more information, visit www.bctransferguide.ca/fpm

ANTHROPOLOGY FLEXIBLE PRE-MAJOR
You’ll need to have at least five anthropology courses as outlined below, plus electives for a total of 60 credits.

Required courses:
ANTH 101 Introduction to Socio-Cultural Anthropology
ANTH 102 Introduction to Physical Anthropology and Archaeology
ANTH 225 Introduction to Human Prehistory
ANTH 215 Qualitative Methods

Plus at least one of these courses:
ANTH 206 Medical Anthropology
ANTH 210 Anthropological Perspectives on

“Pop”ular Culture
ANTH 220 Anthropology of Cross-Cultural Conflict and Social Justice
ANTH 230 Gender and Culture

Your choice of other electives (up to a total 60 credits) will depend on the area of specialization in anthropology.

Note 1: You must consult with a CNC advisor to choose the appropriate courses for a Flexible Pre-Major that will fit with the requirements for the post-secondary institution in which you intend to complete your studies.

Note 2: Completion of the Anthropology Flexible Pre-Major at CNC does not guarantee your acceptance into other institutions’ programs with an anthropology major.

Note 3: You’ll still have to meet other requirements of programs at other institutions, such as English and science credits.

For more information, visit bctransferguide.ca/fpm/anthropology

ENGLISH FLEXIBLE PRE-MAJOR
The English Flexible Pre-major consists of 18 credit hours from first and second-year English courses. The 18 hours must include:
• At least 9 credits from second-year courses;
• At least one second-year historical survey course (3 credit hours); and,
• Two other second-year English Literature courses (6 credit hours), which could include more survey courses
• One creative writing course (3 credit hours) and one academic writing course (3 credit hours) can also be counted towards the 18 credit hours of the FPM.

Note: At the time of writing, transfer credit agreements have not been established between all institutions and all courses in this table. Students considering completing the Psychology Flexible Pre-major for transfer purposes are strongly advised to check the BC Transfer Guide, or consult with an academic advisor to verify the transferability of specific courses between their institutions and the institution they plan to attend at another participating institution.

Note 1: You must consult with a CNC advisor to choose the appropriate courses for a Flexible Pre-Major that will fit with the requirements for the post-secondary institution in which you intend to complete your studies.

Note 2: Completion of the Anthropology Flexible Pre-Major at CNC does not guarantee your acceptance into other institutions’ programs with an anthropology major.

Note 3: You’ll still have to meet other requirements of programs at other institutions, such as English and science credits.

For more information, visit bctransferguide.ca/fpm/anthropology

CNC’s Flexible Pre-Major English courses are listed at www.bctransferguide.ca/fpm/english

PSYCHOLOGY FLEXIBLE PRE-MAJOR
The Psychology Flexible Pre-Major consists of the following courses (usually totalling 18 lower-level credits):

Required courses:
PSYC 101: Introduction to Psychology I
PSYC 102: Introduction to Psychology II
PSYC 201: Statistics for Social Sciences
PSYC 202: Research Methods in Psychology

Plus at least two of these courses:
PSYC 204: Social Psychology
PSYC 207: Introduction to Abnormal Behaviour
PSYC 209: Introduction to Biological Psychology
PSYC 210: Introduction to Cognitive Psychology
PSYC 215: Developmental Psychology

Students are advised that completion of the Psychology Flexible Pre-Major does not guarantee acceptance into Bachelor of Arts degree programs with a Psychology major. Acceptance depends on students obtaining a competitive GPA and/or meeting any other admission requirements specified by the receiving institution.

Courses applicable to the Psychology Flexible Pre-major at participating Post-Secondary Institutions.

Note: At the time of writing, transfer credit agreements have not been established between all institutions and all courses in this table. Students considering completing the Psychology Flexible Pre-major for transfer purposes are strongly advised to check the BC Transfer Guide, or consult with an academic advisor to verify the transferability of specific courses between their institutions and the institution they plan to attend at another participating institution.
SOCIOLOGY FLEXIBLE
PRE-MAJOR
For the sociology program, students need to complete a minimum of five courses; four required courses and at least one sociology elective course at the second year level.

Required courses:
SOC 101: Intro to Sociology Part I
SOC 102: Intro to Sociology Part II
SOC 210: Sociological Theory
CRIM 220: Research Methods in Criminology

Electives: (Choose at least one)
SOC 203: Canadian Society I: Identities and Ideologies
SOC 204: Canadian Society II: Race and Ethnic Relations
SOC 206: Social Problems
SOC 225: Men and Masculinities: Identities and Intersections of Manhood
SOC 240: Sociology of the Body

Note 1: Please note that students are responsible for meeting the breadth, admissions and GPA requirements of the transfer university as just completing these courses is not enough to ensure acceptance to the transfer university.

Note 2: Students who are thinking of transferring to a university to finish their education are encouraged to work with an academic Advisor.

Visit www.bctransferguide.ca/fpm for more information about flexible pre-majors.
PRE-PROFESSIONAL PROGRAMS

Start your degree at CNC — take university classes at college. You’ll save money and get the benefits of smaller class sizes and instructors who are involved and easy to access. You’ll see the difference in your GPA.

At CNC, you can prepare for careers in

- Chiropractic
- Dentistry
- Education
- Law
- Medicine
- Naturopathic medicine
- Optometry
- Pharmaceutical science
- Rehabilitation science
- Veterinary medicine

For more information and to plan your educational pathway, contact CNC Academic Advising.

Rev. 170310
ACADEMIC AREAS

★ Full-time or ★ Part-time
SetTitle: Date: Starts September and January (most courses)

Individual university classes

Prince George; individual courses available at some regional campuses

Some course sections available online

ADMISSION
You’ll need one of the following:

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

Note 1: To ensure you select the most appropriate high school courses for your chosen career path, we recommend you consult a high school counsellor.

Note 2: You’ll need to comply with the prerequisites of the specific CNC courses you select (see course listings).

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

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

WHAT WILL YOU STUDY?
For help selecting the courses that meet your personal goals, contact CNC Academic Advising.

For information on transferability, visit www.bctransferguide.ca, talk to a CNC advisor, or contact the university you plan to attend after CNC.

See individual course descriptions for these academic areas.

ABORIGINAL STUDIES

See Associate Arts Degree with Aboriginal Studies concentration on page 107 and Aboriginal Studies Certificate on page 120.

ANTHROPOLOGY

Anthropology is the study of humans, both past and present. It draws on and builds upon knowledge from the social and biological sciences as well as the humanities and physical sciences. There are four main subfields: Physical/Biological, Linguistic, Socio-cultural, and Archaeology.

BIOLOGY

CNC offers first- and second-year university-level biology courses that prepare you for careers in biological sciences, education and health care. Our biology students can use our courses as a springboard into pharmacy, medicine, nursing, dental hygiene, biotechnology, and many other programs. Students can also apply our courses towards the completion of a bachelor’s degree.

CHEMISTRY

A chemistry education gives you flexibility to move in numerous career directions. Some possibilities include applied research and product development, environmental assessment and protection, chemical engineering, forensic science, medicine, dentistry, pharmacy, pharmacology, oil and gas, mining and metallurgy, pulp and paper, and education.

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

Is your chemistry a bit rusty? CNC offers CHEM 113/114, designed for students who have not taken Chemistry 12 or feel less comfortable taking CHEM 111/112. These full-credit courses are recognized by all major universities in BC and serve as a prerequisite for second-year chemistry courses. They also have to fulfill first-year chemistry requirements for medical, dental, and pharmacy programs.

COMMERCE

A commerce education gives you a range of vital management and administrative skills. After completing a degree, possible job titles include manager, economist, business analyst, and accountant. See Associate Arts Degree with Commerce concentration on page 108.

COMPUTER SCIENCE

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

CRIMINOLOGY

See Criminology Diploma on page 113.

ECONOMICS

Because economic issues are important in almost every field, an economics background gives you skills that are widely valued. Many employers are interested in the skills which economics majors tend to possess.

These include

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

ENGINEERING

ENGLISH
University Transfer English is the study of critical thought, creativity, literary theory and analysis, research methods, and effective communication—applied skills that are essential to academic success and highly coveted by employers. See Associate Arts Degree with English concentration on page 108 and English Flexible Pre-Major on page 127.

FINE ARTS
See Fine Arts Certificate on page 122.

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

GEOGRAPHY
Modern geography studies all aspects of the physical and human landscape and the interactions between them. Geography uses a holistic approach to understand the complex problems being faced on planet Earth today. Students study geography for many reasons: they may be pursuing an associate degree or bachelor’s degree, fulfilling course requirements for programs such as forestry or education, or they may simply be curious about the world in which they live.

HISTORY
Studies in history will show you how life in the present is often connected to the past. A good understanding of history also sheds light for a safe and secure future. With a degree in history, you can find employment in a broad range of career fields related to your own interests and aptitudes: economic development, planning, conservation and tourism, recreation, municipal departments, provincial and federal government ministries, private sector companies, and teaching.

KINESIOLOGY
See Kinesiology Diploma on page 115.

LEADERSHIP
Leadership is a lifestyle. Leadership skills will impact every area of your life. Explore the possibilities and open up your world with CNC’s leadership courses. You will be provided with the tools, strategies, concepts and experiential contexts to help build your leadership capabilities. Begin by learning to master self-leadership. Make a difference through exploring the five practices of exemplary leaders. See Applied Leadership Certificate on page 9.

MATHEMATICS
Mathematics is the detailed study of number, space, form and function. It emerged relatively early on in human affairs, and it has played a major role in the development of human intellectual thought. College-level courses in mathematics are required for continued study in many post-secondary programs including the natural, applied and health sciences. An associate degree in mathematics or a closely related discipline can lead to an interesting, challenging and stable career in either government or private industry in such areas as statistics, actuarial science, computer science, engineering, technology, economics, business, management and medicine.

PHILOSOPHY
Philosophy is the use of reason to inquire into matters of fundamental principle and ultimate concern. It will help perfect your thinking and critical analysis skills, which will give you the required edge both in higher education and in your future career. Graduates in philosophy have been successful in the following fields: law, teaching, health professions, government, communications, information technology, ministry, social work, and business.

PHYSICS
Physics is the most fundamental natural science, and physicists want to really understand how the world works, in every detail and at the deepest level. This includes everything from elementary particles to the universe itself, and everything in between. A course in physics can be the beginning of a career in science or an important building block for another profession.

PSYCHOLOGY
Psychology is the scientific study of mind and behaviour. Psychologists attempt to determine causes for behaviour and try to find answers by exploring biological and environmental influences. Some psychologists perform research in laboratories while others work in social organizations, but both are attempting to find solutions to real-world problems. As well, many psychology graduates use their education to embark on careers in law, health care, criminology, business and education.

SOCIOLOGY
Sociology is the study of societies and the ways they shape people’s attitudes, actions, identities, interactions, and institutions. Sociology helps us to make sense of the rapidly changing world in which we live. At the same time, it helps us to know ourselves in new and exciting ways. By studying sociology, you’ll acquire an increased understanding of human interactions and the ability to interpret social events.

WEB AND GRAPHIC DESIGN
See Web and Graphic Design Diploma on page 116 and Web and Graphic Design Citation and Certificate on page 125.

WOMEN’S STUDIES AND GENDER RELATIONS
See Women’s Studies and Gender Relations Diploma on page 118.
Rev. 180427
UPGRADING AND ACCESS

Each year, hundreds of CNC students take Academic Upgrading courses. We have small classes, supportive instructors, and a friendly atmosphere. Students can earn their B.C. Adult Graduation Diploma or upgrade their high school classes to successfully enrol in CNC programs.

The Access Program helps students to attain their prerequisites for any one of eight CNC programs, and gives students additional skills to enhance their future success.

International students are attracted to CNC’s English as a Second Language program. This program, which is amongst the best English language institutes in Canada, successfully prepares students for entrance into college or university programs.

CNC’s Job Education and Training (JET) and Techniques for Access, Reaching Goals, and Employment Training (TARGET) provide people with learning and developmental disabilities, respectively, the skills they need to attain entry-level employment.

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  PRE-BUSINESS ....................................................................................................................... 135
  PRE-EARLY CHILDHOOD CARE AND LEARNING ................................................................. 135
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ACADEMIC UPGRAADING (ADULT BASIC EDUCATION)

(formerly College and Career Preparation)

★ Full-time or

★ Part-time

 хр Starts September and January (Burns Lake, Mackenzie, Prince George and Quesnel); dates may differ for other campuses

⌉ Available at most CNC campuses (including Southside)

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

ADMISSION REQUIREMENTS

To enter the Academic Upgrading program, you must be at least 18 years old.

To enrol in Academic Upgrading courses, you can

• Bring a high school transcript for review. The transcript assists with evaluating what course prerequisites you already have and determines your education plan. You can make an appointment with a CNC advisor or regional Academic Upgrading contact person to discuss your options.

Or

• If you do not have the course prerequisites, you are required to take the Academic Upgrading placement assessment. This allows you to be placed at the appropriate course level and assists with determining your educational plan. To get an application form for the Academic Upgrading program and to sign up for the placement, contact CNC Office of the Registrar, or a regional Academic Upgrading contact person.

Or

• You may have other options if you do not meet the Academic Upgrading admission requirement. We encourage you to meet with a CNC advisor or regional Academic Upgrading contact person.

Financial aid

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

What you’ll study

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

Fundamental level

COMP 020  Basic Computer Studies
ENGL 020  Fundamental Preparatory English
MATH 028  Fundamental Preparatory Mathematics
MATH 029  Basic Preparatory Mathematics

Intermediate level (roughly equivalent to Grade 10)

COMP 030  Intermediate Computer Studies
ENGL 030  Intermediate Preparatory English
MATH 030  Intermediate Algebraic Mathematics

Advanced level (roughly equivalent to Grade 11)

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

Provincial level (roughly equivalent to Grade 12)

BIO 050  Provincial Preparatory Biology
CHEM 050  Provincial Preparatory Chemistry
ENGL 050  Provincial Preparatory English
ENGL 051  Provincial Preparatory English: First Peoples
MATH 050  Provincial Preparatory Algebraic Mathematics
PHYS 050  Provincial Preparatory Physics

Class formats

Classes are available in two formats: Instructor Led and Self Paced.

Instructor Led: The instructor leads the students through the course material each day. All students start on the same day, work through the course material together, and finish the course at the same time.

Self Paced: The instructor is there to help, but each student must be prepared to work independently. All students start on the same day. Individual students may be studying different levels of courses. Students who are self-disciplined and work well with printed instructions will be successful in this environment.

NOTE: At the Prince George campus, only math classes are self paced.

Academic Upgrading course repeat policy

A student who has received two consecutive final letter grades of “F” in the same Academic Upgrading course can only enrol in that same course for a third consecutive time with permission from an advisor or the dean/principal. However, the student may enrol in the same course again after a one-semester break.
IMPORTANT DATES
Prince George campus only; contact other campuses for specific dates.

Fall term
• September 4 – December 14, 2018
• Exams: December 8 – 14, 2018

Spring term
• January 7 – April 23, 2019
• Exams: April 13 – 23, 2019
• Reading break: February 19 – 22, 2019

Rev. 180625
ACCESS PROGRAM

(Academic Upgrading)

★ Full-time or
★ Part-time
 وعد Lets Prince George

The pre-program access packages give you all the prerequisites needed for entrance into the program you want, plus some additional skills to enhance your future success. Completion of the package gives you a seamless transition into your desired program, improves your study skills and academic readiness, and, for some programs, may give you guaranteed admission and/or advanced standing.

Each pre-program access package is tailored specifically to its particular program. Packages are available for the following programs:

- Business
- Early Childhood Care and Learning
- Engineering (Applied Science)
- Medical Laboratory Technologist
- Medical Radiography Technologist
- Natural Resource and Environmental Technology
- Practical Nursing
- Social Services Worker
- Web and Graphic Design

ADMISSION REQUIREMENTS

To enter the Academic Upgrading program, you must be at least 18 years old or have successfully completed grade 12.

In order to be accepted into the Access Program, students must have all prerequisites for the courses in the desired Access Program. (In some cases, students will take the prerequisite for a second semester course in the first semester of the Access Program).

Note: If there are more Access students than reserved seats for a program, seats will be awarded based on highest GPAs among the Access students for that program.

Guidelines

- Students must complete 100% of the courses in the access program package. However, only 60% of these courses must be completed in the academic year preceding entrance to the desired program, unless a different timeline is required by the desired program.
- In the absence of a required minimum grade by the desired program, a “C” grade will be considered the minimum grade for successful completion of all courses in this Access Program.
- Students applying to programs as Access students must successfully complete the Access courses and meet the regular entrance requirements for the desired program.
- Sixty percent of the Access Program courses must come from CNC.

PRE-BUSINESS

Fall or Spring semester

CUE 101 College and University Experience

Either:

ENGL 050 Provincial Preparatory English
or ENGL 051 Provincial Preparatory English: First Peoples

MATH 045 Advanced Algebraic Math

At least one of:

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

Guaranteed admission: Pre-Business students will be granted admission after successfully completing the above courses.

Advanced Standing: Students will receive credit for one of the following: ACC 151, CIS 165, MGT 154 or MKT 152

PRE-EARLY CHILDHOOD CARE AND LEARNING

Option 1

Fall semester

CUE 101 College and University Experience
ECCL 172 Health and Wellness

Either:

ENGL 050 Provincial Preparatory English
or ENGL 051 Provincial Preparatory English: First Peoples

Spring semester

ENGL 103 Composition and Style
ECCL 156 Care and Guidance (with permission of instructor)

ECCL 175 Families

Option 2 (for students without ENGL 045 or equivalent)

Fall semester

CUE 101 College and University Experience
ENGL 045 Advanced Preparatory English

Spring semester

Either:

ENGL 050 Provincial Preparatory English
or ENGL 051 Provincial Preparatory English: First Peoples

ECCL 156 Care and Guidance (with permission of instructor)

ECCL 175 Families

Guaranteed admission: 2 seats.

Advanced Standing: ECCL 155, ECCL 175 (and ECCL 172 if taking Option One)

PRE-ENGINEERING (APPLIED SCIENCE)

Spring semester

CHEM 050 Provincial Level Chemistry
PHYS 050 Provincial Level Physics
MATH 050 Provincial Level Mathematics

Note: English 12 or equivalent must be successfully completed.
Guaranteed admission: 4 seats

**PRE-MEDICAL LABORATORY TECHNOLOGY**

**Fall semester**
CUE 101 College and University Experience

Either:
- ENGL 050 Provincial Preparatory English
- or ENGL 051 Provincial Preparatory English: First Peoples
- MATH 050 Provincial Preparatory Math

**Spring semester**
BIO 050 Provincial Level Biology
CHEM 050 Provincial Level Chemistry
MEDT 100 Medical Terminology Course

Option 2 (for students without MATH 045 and/or CHEM 045 or equivalent)

**Fall semester**
CUE 101 College and University Experience

Either:
- ENGL 050 Provincial Preparatory English
- or ENGL 051 Provincial Preparatory English: First Peoples
- MATH 045 Algebraic Math

**Spring semester**
BIO 050 Provincial Level Biology
MEDT 100 Medical Terminology Course
PHYS 050 Provincial Level Physics

Option 2 (for students without MATH 045 and/or PHYS 045 or equivalent)

**PRE-NATURAL RESOURCES AND FOREST TECHNOLOGY**

Fall semester
CUE 101 College and University Experience

Either:
- ENGL 050 Provincial Preparatory English
- or ENGL 051 Provincial Preparatory English: First Peoples
- MATH 045 Algebraic Math

**Spring semester**
BIO 050 Provincial Level Biology
CHEM 050 Provincial Level Chemistry
PHYS 050 Provincial Level Physics

Guaranteed admission: 2 seats

**PRE-PRACTICAL NURSE**

Fall semester
BIO 050 Provincial Preparatory Biology

Either:
- ENGL 050 Provincial Preparatory English
- or ENGL 051 Provincial Preparatory English: First Peoples
- MATH 045 Algebraic Math

**Spring semester**
BIO 050 Provincial Level Biology
MEDT 100 Medical Terminology Course
PHYS 050 Provincial Level Physics

Guaranteed admission: 2 seats

**PRE-SOCIAL SERVICES WORKER**

Fall semester
CUE 101 College and University Experience

Either:
- ENGL 050 Provincial Preparatory English
- or ENGL 051 Provincial Preparatory English

**PRE-MEDICAL RADIOGRAPHY TECHNOLOGY**

**Option 1**

**Fall semester**
CUE 101 College and University Experience

**Spring semester**
BIO 111 Human Anatomy and Physiology I (optional)
BIO 130 Anatomy and Physiology for Practical Nurses
CUE 101 College and University Experience
MEDT 100 Medical Terminology Course

Guaranteed admission: 4 seats

**PRE-MEDICAL LABORATORY TECHNOLOGY**

**Fall semester**
CUE 101 College and University Experience

Either:
- ENGL 050 Provincial Preparatory English
- or ENGL 051 Provincial Preparatory English: First Peoples
- MATH 050 Provincial Preparatory Math

**Spring semester**
ABST 100 Yinka Dene Worldview: History and Traditions of the Carrier People
ENGL 103 Composition and Style
MATH 050 Provincial Preparatory Math (optional)

Students with a “C” or higher in MATH 050 will be exempted from taking MATH 195.

At least one of:
- BIO 045 Advanced Preparatory Biology
- CHEM 045 Advanced Preparatory Chemistry
- PHYS 045 Advanced Preparatory Physics

Guaranteed admission: 4 seats

Advanced standing: ABST 100 and ENGL 103
Either:

ENGL 050  Provincial Preparatory English
or ENGL 051  Provincial Preparatory English: First Peoples
SSWK 171  Introduction to Social Service Practice

**Spring semester**

ENGL 103  Composition and Style
SSWK 151  History and Philosophy of Social Welfare Policy
SSWK 271  Health and Wellness Self-Care Lab

Guaranteed admission: 3 seats
Advanced standing: SSWK 171, ENGL 103, SSWK 271, SSWK 151 (and CUE 101 - for students entering SSKW UT or SSWK AUT Diplomas).

**Note:** CUE 101 cannot be used in SSWK Applied Diploma.

**PRE-WEB AND GRAPHIC DESIGN**

**Fall semester**

CUE 101  College and University Experience

Either:

ENGL 050  Provincial Preparatory English
or ENGL 051  Provincial Preparatory English: First Peoples
FINE 101  Art History I (with permission to take with ENGL 050 or ENGL 051 as a co-requisite)

**Spring semester**

ENGL 103  Composition and Style
FINE 102  Art History II

Plus one of the following courses:

ABST 111  Métis Studies II—Art and Material Culture
ENGL 106  Film Studies

Guaranteed admission: 5 seats
Advanced standing: FINE 101, ENGL 103,
ADVENTURE SEEKERS PROGRAM

★ Part-time
📅 September and January
⏰ 8 months
📍 Prince George

What is Adventure Seekers?
Adventure Seekers is continued learning for people with disabilities. The program covers topics of relevance and interest to the participants with a focus on global travel, current events, arts and computer technology. Courses and delivery will be modified to suit individual capabilities and interests.

Through individual and group learning, the goal of Adventure Seekers is to

- Increase and maintain the functional literacy of each student
- Support individual growth
- Increase College and community participation

Who can join the Adventure Seekers Program?
This program is designed for young adults aged 18–30 who have a severe to moderate developmental disability, have completed their secondary education and have a strong interest in learning. It is expected that they will require a support worker; the provision of the support worker is the participant’s responsibility.

For more information
For more information on the application process, registration, dates, etc, please contact Community and Continuing Education at 250-561-5846 or email adventureseekers@cnc.bc.ca

Rev. 170310
BC ADULT GRADUATION DIPLOMA

★ Full-time or ★ Part-time

📅 Ongoing start dates

⏰ Duration varies

📍 Burns Lake, Mackenzie, Prince George, Quesnel, and Southside

GET YOUR HIGH SCHOOL DIPLOMA

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

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

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

ADMISSION REQUIREMENTS

To obtain your BC Adult Graduation Diploma, you must be at least 18 years of age or over, and you must take at least three of the courses leading towards graduation as an adult.

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

GRADUATION REQUIREMENTS

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

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

<table>
<thead>
<tr>
<th>BC school system</th>
<th>Secondary qualifying courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Arts 12 (4 credits)</td>
<td></td>
</tr>
<tr>
<td>Mathematics 11 or 12 (4 credits)</td>
<td></td>
</tr>
<tr>
<td>Three Grade 12 Ministry-authorized courses (12 credits)</td>
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<tr>
<td>Total: 20 credits</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Academic Upgrading (ABE) program: Qualifying courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provincial level English or higher (1 course)</td>
</tr>
<tr>
<td>Advanced or provincial level or higher mathematics (1 course)</td>
</tr>
<tr>
<td>Three additional courses at the provincial level or higher</td>
</tr>
<tr>
<td>Total: 5 courses</td>
</tr>
</tbody>
</table>

Rev. 170310
ESL (ENGLISH AS A SECOND LANGUAGE)

★ Full-time or ★ Part-time
📅 Starts September, January, and May
.setDate
📅 15-week semester
📍 Prince George

More than 30 years’ experience in teaching ESL has placed the College of New Caledonia amongst the best English language institutes in Canada. Study with highly qualified teachers in a pure English environment, and watch your English improve rapidly in our multicultural classrooms.

ADMISSION REQUIREMENTS
1. You must be at least 17 years of age and turn 18 during the first semester at CNC.
2. To ensure you enter the program at the appropriate level, you must complete a placement test before admission. ESL instructors will also interview you before program placement.
3. International students will be required to submit high school documentation as part of the application process.

Note: TOEFL/IELTS is not required for admission to ESL.

Grading scale
ESL uses the grading scale for majority of programs at CNC.

Note: In the ESL program, you need 76% to pass.

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

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

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

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

University, business or career technical programs
No TOEFL/IELTS is required after completing English for academic purposes.
Complete ESL and progress to college or university programs without TOEFL or other testing.

PROGRAM OUTLINE
Fundamental Level
- ESL 060 Beginner Level ESL
Intermediate Level
- ESL 070 Intermediate Grammar
- ESL 071 Intermediate Listening and Speaking
- ESL 072 Intermediate Writing
- ESL 073 Intermediate Reading
Advanced Level
- ESL 090 Advanced Grammar
- ESL 091 Advanced Listening and Speaking
- ESL 092 Advanced Writing
- ESL 093 Advanced Reading
English for Academic Purposes (EAP)
- ESL 095 EAP: Listening and Speaking
- ESL 096 EAP: Writing and Grammar
- ESL 097 EAP: Reading

Elective course

ESL 086 IELTS Preparation Course

Note: While in the ESL program, students in the Advanced level may take one non-language intensive University Studies (UT) course (maximum of 3 credits). At the EAP level, students may take a maximum of two non-language intensive UT courses (maximum of 6 credits). The cost of these UT courses are included in the ESL tuition fees for International students.
The UT courses open to students in ESL are limited to only some designated non-language intensive courses.
After you complete the EAP level, you can take university-level English courses (you must meet course requirements before registering).

ESL COURSE REPEAT POLICY
A student who has received two consecutive final letter grades of “F” in the same English as a Second Language course must apply to the educational administrator for special permission to take the course again.
This repeat policy begins September 2017. Any “F” grades prior to September 2017 will not be subject to this new policy.

IMPORTANT DATES
Fall term
- September 4 – December 14, 2018
- Exams: December 8 – 14, 2018

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

Intersession
- May 6 - August, 16 2019
Rev. 180625
FOCUS
EMPLOYMENT
PROGRAM

⭐ Part-time
📅 Ongoing registration
⏰ 9 months
📍 Burns Lake

How does the Focus Employment Program help students?

Students will
- Learn job readiness skills: how to be a good worker, job safety, and how to get along with co-workers and the boss
- Learn about anger management, stress management, time management, and life skills
- Improve reading, writing, and computer skills
- Improve communication abilities
- Gain supported work placement and practical job experience

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

Financial aid
Funding supports may be available. Contact an advisor at Burns Lake campus for details.

Rev. 170310
JET (JOB EDUCATION AND TRAINING)

📅 Starts September
⏰ Nine months
📍 Prince George; Quesnel (September 2019)

ABOUT JET

Gain the skills you need to get a job. The JET program prepares people with learning difficulties for entry-level positions in competitive employment. Students’ essential skills levels are assessed and developed through skill-building modules to prepare the student for the workplace. Our graduates are employed in entry-level positions in a variety of settings.

The program alternates classroom theory with job training placements provided by interested employers. Job training sites are arranged using the student’s personal job plan. Local businesses provide specific job skills training for the position that the student has identified.

JET staff provide monitoring, adjust support, and help evaluate the students progress during the work placement. Students may have up to three job training sessions during the year.

PROGRAM OUTLINE-JET MODULES

Job Orientation: The Job Orientation module helps students develop personal goals for competitive employment. They examine their interests, attitudes, values, aptitudes and goals, then investigate the local labour market and develop a personal job plan.

Assertiveness and Interpersonal Skills for Employment: Students explore their personal level of assertiveness, familiarize themselves with assertiveness techniques, and develop skills to handle situations assertively. Important components of this course include strategies for stress management, conflict resolution, and building self-esteem.

Interview Skills: This module provides practical training in all phases of the job interview, including contacting employers, preparation for the interview, personal presentation during the interview, and follow-up with the employer. Each student refines their interview skills by participating in an interview circuit with community employers.

Job Maintenance: Job Maintenance helps students develop skills and strategies to function competitively on the job. The job-keeping strategies covered in the course will enhance personal performance. Students participate in a work placement.

Job Search: This module provides students with strategies and techniques to locate job opportunities and perform independent job searches. Students participate in a work placement, or an active job search supported by JET staff.

ADMISSION REQUIREMENTS

Members of the JET staff interview each student to see if the program is right for them. Parents and other support people are welcome to attend the interview. Applications and interviews for the upcoming year take place from September to mid-May.

Financial Aid

Financial support may be available. Contact a Financial Aid Advisor for more details.

Questions?

Contact JET staff at 250-561-5836 or 1-800-371-8111, ext. 5397, or e-mail dauvinj@cnc.bc.ca

YOU MIGHT ALSO BE INTERESTED IN…

- Adventure Seekers
- TARGET

IMPORTANT DATES

Fall term
- September 4 – December 14, 2018

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

Rev. 180625
TARGET

(Techniques for Access, Reaching Goals, and Employment Training)

Starts September

9 months

Prince George

ABOUT TARGET

The TARGET program introduces students with barriers to employment to the basic skills required for the world of work. The program combines classroom instruction with supported entry level work placements.

TARGET is designed for students who need the following:

- Support finding a job: the TARGET placement coordinator can help introduce the student to employers.
- Support with interviews: interview techniques are developed in the classroom, and then work placement interviews are completed with support from the TARGET placement coordinator.
- Modifications to the job (if needed) so they can carry out work-related tasks.
- Extra support to learn job skills: the TARGET placement coordinator can provide extra training.
- Problem-solving assistance that may be needed on the job.
- Support adjusting their non-work life and employment: Many people lose jobs because they have trouble fitting work into their lives.

ADMISSION REQUIREMENTS

TARGET staff interview each student to see if the program is right for them. Parents and other support people are welcome to attend this interview.

Financial Aid

Financial support may be available. Contact a Financial Aid Advisor for more details.

PROGRAM OUTLINE

TARGET COMPONENTS

Basic employment skills training:

Students learn skills and attitudes which will help them adjust to the demands of the workplace. Some of the areas covered include general work skills, relationships with supervisors and co-workers, safety in the workplace, work attitudes, and conflict resolution on the job.

Communications and interpersonal relations: The component’s focus is on helping students develop effective communication and interpersonal skills. Topics covered include conversation skills, assertiveness, work relationships, and problem-solving.

Success strategies for employment:

This component is designed to help students gain greater independence in the world of work. The strategies include time management, values and self-esteem, rights and responsibilities, goal setting, critical thinking strategies, resume writing, and interview techniques.

Work placements: Students will participate in part-time work placements during designated program segments. Work placements give students opportunities to apply skills learned in the classroom to employment settings. Students will also have the opportunity to learn specific work skills. Both direct and indirect support will be provided to students while they are in placement.

Questions?

Contact TARGET staff at 250-561-5836 or 1-800-371-8111, ext. 5397, or e-mail dauvinj@cnc.bc.ca

YOU MIGHT ALSO BE INTERESTED IN...

- Adventure Seekers
- JET

IMPORTANT DATES

Fall term

- September 4 – December 14, 2018

Spring term

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

COURSE DESCRIPTION KEY

<table>
<thead>
<tr>
<th>Course #</th>
<th>Course title</th>
<th>Credits</th>
<th>Hours per week</th>
<th>Prerequisite:</th>
<th>Co-requisite:</th>
<th>Full-time status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 219</td>
<td>Contemporary Aboriginal Authors</td>
<td>3 CR / (3,0,0)</td>
<td>(direct instruction, supervised practice, practice education)</td>
<td>One 100-level University Transfer (UT) English course</td>
<td>None</td>
<td>At least one section is offered online</td>
</tr>
</tbody>
</table>

At least one section is offered online

- **Course number**: A unique identifying name/number. You'll need to use this when registering.
- **Offered online**: At least one course section may be offered online (additional sections may be face-to-face instruction). Refer to the online Timetable for specific section and semester information.
- **Prerequisite**: A course you must take, or a credential you must have, before taking this course.
- **Co-requisite**: A course you must take at the same time.
- **Credits**: You need a certain number of credits to graduate. One credit usually represents one hour per week of classroom lectures, and most courses provide three credit hours (three instruction hours per week). For full-time status, you normally need 10 or more credit hours each semester.
- **Hours**: The number in brackets shows the number of direct instruction, supervised practice, and practice education hours per week. Thus (3,2,0) indicates 3 hours of direct instruction and 2 hours of supervised practice and 0 hours of practice education. (Some courses listed in this section may list only total number of hours for the course.)

More examples:
- (0,0,12.5) No direct instruction, no supervised practice, 12.5 hours of practice education per week
- (3,1,0) 3 hours of direct instruction per week, plus 1 hour of supervised practice, no practice education
- (5,0,0) 5 hours of direct instruction per week, no supervised practice or practice education

**Note 1**: Students who take courses which consist of all sections must achieve a passing grade for all sections in order to receive a passing grade in the course.

**Note 2**: Not all courses are offered each year. Please check with your local CNC campus — see contact numbers on the inside front cover.

**Note 3**: A list of Continuing Education courses is available in a separate calendar and also online.

**Course Prefix Listed Alphabetically**

<table>
<thead>
<tr>
<th>Course code</th>
<th>Courses</th>
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<tbody>
<tr>
<td>ABST</td>
<td>Aboriginal Studies</td>
</tr>
<tr>
<td>ABT</td>
<td>Applied Business Technologies</td>
</tr>
<tr>
<td>ACC</td>
<td>Accounting</td>
</tr>
<tr>
<td>AEC</td>
<td>Aboriginal Early Childhood Education</td>
</tr>
<tr>
<td>ANTH</td>
<td>Anthropology</td>
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<tr>
<td>APSC</td>
<td>Applied Science</td>
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<td>Astronomy</td>
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<td>BIO</td>
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<td>BOKK</td>
<td>Bookkeeping</td>
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<td>BUS</td>
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<td>CARP</td>
<td>Carpentry</td>
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<td>Community and Child Support</td>
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ABST ....................

ABST 100 UT
Yinka Dene Worldview: History and Traditions of the Carrier People
This course is based on the traditional knowledge holders of our communities who are versed in the traditional ways of knowing that is not written down in any text but passed down through oral traditions. The course provides students with an in-depth study of Yinka Dene culture language, spirituality, community, and social structures. Elders and topics will focus on the Yinka Dene of the north central interior of British Columbia.
3 CR / (3,0,0)

ABST 101 UT
Aboriginal Peoples of Canada
This course focuses on the diversity and development of Aboriginal communities and organizations in Canada. Attention is placed on the nature of Aboriginal /Euro-Canadian interactions from contact to present day in order for students to understand contemporary perspectives and issues relevant to Aboriginal peoples.
Prerequisite: ABST 100
3 CR / (3,0,0)

ABST 110 UT
Métis Studies I
This course helps students explore and understand past and present Métis perspective in all areas of life with an eye toward fostering positive cross-cultural interaction between Métis and non-Métis individuals and communities.
3 CR / (3,0,0)

ABST 111 UT
Métis Studies II — Art and Material Culture
This course examines and explores aspects of Métis identity using an ethnographic approach toward the study of Métis art forms. Following Métis Studies I, Métis Studies II continues to rebuild the historiography of Métis people as revealed through Métis material culture. Hands-on reproduction of art and technology techniques (beadwork, caribou hair tufting, and finger weaving) combined with oral traditions and readings from the work of Métis scholars will provide the student with insight into the historical and contemporary socio-political identity of BC Métis communities. Students will consider ethical, economic, aesthetic, and functional implications, discussing protocol for appropriation (borrowing of style and technique), and reinterpretation.
3 CR / (3,0,0)

ABST 150 UT
Conversational Carrier
This course is designed for students who have no knowledge of the Carrier/Yinka Dene language. Participants are introduced to the Carrier language, spoken and written, with an emphasis on basic conversation and culturally important vocabulary and phrases. Through lecture and lab work, participants will have an understanding of basic level Carrier and be able to create simple sentences.
3 CR / (3,1.5,0)

ABST 201 UT
Residential School: History and Intergenerational Impacts
The course provides students with an in-depth study of the issues and impacts of the residential school system in Northern Canada, culture, language, spirituality, community and social structures. The historical context of the development of the Canadian government’s policy with regard to the First Nations education will be examined. Students will also explore interventions that will assist individuals, families, and communities addressing the results of traumas.
Prerequisite: ABST 100 or ABST 101
3 CR / (3,0,0)

ABST 202 UT
History of Aboriginal Education in Northern BC
The course provides students with an in-depth study of the issues and impacts of the school systems on Aboriginal peoples in Canada. Students will explore the effects of Euro-Canadian education systems on First Nations in the past century and today. They will learn about the many ways First Nations are working to recreate educational systems that reflect their values and world views as well as prepare young people for success in the larger Canadian context.
3 CR / (3,0,0)

ABST 220 UT
Indigenous Research Methods
This course provides an introduction into research methods used in and by Indigenous communities in the movement towards the decolonization of the western model of research. Aboriginal research frameworks and methodologies will be explored by examining some of the unique issues and principals involving ethical research in Indigenous communities. Students are provided an opportunity to prepare a small research project using the techniques learned in class.
Prerequisite: ABST 100 or ABST 101
3 CR / (3,0,0)

ABST 230 UT
Aboriginal Resource & Land-use Planning
Aboriginal communities across Canada are increasingly collaborating with or controlling resource development in their territories. This course examines theory and practices of traditional and contemporary resource and land use planning. In particular, this course examines the community led processes in pursuit of economic development as well as environmental management of lands and resources. This course develops student’s research and writing skills as well as critical thinking and engages in critical debates on Canadian resource issues and in British Columbia specifically.
Prerequisite: 15 credits of university-level coursework
3 CR / (3,0,0)

ABST 250 UT
Carrier Language & Grammar Level I
In this course, students are introduced to the Carrier language, spoken and written, including pronunciation, basic conversation, and culturally important vocabulary. Considerable emphasis is placed on the grammar so that the student will learn to produce and understand utterances beyond memorized rituals. The Carrier Linguistic Committee (CLC) writing system will be used.
Prerequisite: ABST 150
3 CR / (3,1,0)

ABST 252 UT
Carrier Language & Grammar Level II
Level II continues the introduction to the Carrier language, spoken and written. Considerable emphasis, as with Level I, is placed on the grammar, due to its great complexity and unfamiliarity. This level also introduces additional forms of the verb, complex sentences, as well as new vocabulary. A survey of differences among Carrier dialects is included.
Prerequisite: ABST 250
3 CR / (3,1,0)

ABT ....................

Note: All ABT courses are restricted to students
in the ABT programs, including office administration and legal and medical courses.

**ABTA 100**  
Financial Records  
Provides a basic understanding of the accounting process for use in the business office. The student will practice the application of basic accounting principles in a manual format. Also the student will learn and practice addition, subtraction, multiplication and division and the use of the percent key using a standard business calculator. Common business applications will be covered as well as speed and accuracy drills.  
2.5 CR / (2.5, 0, 0)

**ABTA 105**  
Business Communications I  
This course introduces students to effective communication skills including listening, comprehending, and participating in oral communications. Students will develop a comprehensive business vocabulary, read rapidly and comprehend what is read. They will produce error-free communications by proofreading and editing while mastering the principles of grammar, punctuation, and style. Students will also learn the techniques for planning, organizing, and writing dynamic messages.  
2.5 CR / (2.0, 5, 0)

**ABTA 110**  
Human Relations I  
This course helps students develop an understanding of human relations, self-esteem, teamwork skills, a customer-focused attitude, an organizational effectiveness plan, and interpersonal communication skills. All jobs have a human relations responsibility. Accordingly, one must strive to develop interpersonal skills that will have a positive influence on relationships. This course explores strategies and techniques to positively influence interpersonal relationships in a professional environment.  
1 CR / (1, 0, 0)

**ABTA 115**  
Office Procedures  
This course introduces the student to a variety of office procedures including banking and financial management, planning meetings and conferences, postal services, reprographics, telephone and telecommunications, and travel arrangements. This course will also provide students with basic training in file management to meet the entry-level file management needs of a business. Students will learn to manage administrative assistant responsibilities professionally and exhibit a positive and cooperative attitude. Students will use critical thinking skills to analyze their projects in order to produce work of acceptable business quality.  
2 CR / (1, 1, 0)

**ABTA 120**  
Word Processing Levels I, II, III  
This course combines a beginner and/or refresher course in basic keyboarding skills with an introduction to the basic document formatting functions of a word processing software program. In addition, the course will cover intermediate and advanced functions of a word processing software program and advanced formatting techniques. Throughout the course, the student will continue to develop speed and accuracy in keyboarding skills.  
4.5 CR / (0.4, 5, 0)

**ABTA 125**  
Microcomputer Applications I  
This course provides working-level computer literacy through extensive hands-on experience with microcomputer applications, as well as in-class discussions of typical uses. The experience provides the confidence to make a comfortable adjustment to whatever computer tools are available in the workplace.  
2.5 CR / (0.2, 5, 0)

**ABTA 150**  
Computerized Bookkeeping  
In the field of accounting, employers require a sound understanding of accounting principles, as well as general computer literacy skills. In this course, the student will be taught to transfer manual bookkeeping skills to an automated accounting program. On completion of this course, the student can maintain a set of computerized books up to year-end.  
1 CR / (1, 0, 0)

**ABTA 155**  
Business Communications II  
This course is a continuation of ABTA 105 Business Communications I. Emphasis will be placed on applying the techniques of planning and organizing to writing a variety of communications; for example, request letters, order letters, sales letters, memos, emails, etc. The application of oral communication skills to formal speeches and informal talks will form an important component of this course. In addition, job search skills such as designing a resume, writing a letter of application, and participating in effective interviews will be acquired.  
Prerequisite: ABTA 105  
2.5 CR / (0.5, 2, 0)

**ABTA 160**  
Human Relations II  
This course builds on the foundational skills explored in Human Relations I by further developing key concepts to enhance interpersonal relations in the workplace. Students will continue to explore generic competencies that are highly valued by organizations including verbal skills, teamwork, group problem-solving, cross-cultural and diversity awareness, self-motivation, business etiquette and ethical behavior. Special attention is given to functional strategies for the workplace such as managing conflict, utilizing leadership skills and assisting the public as well as practical workplace knowledge such as management styles and differing organizational structures.  
Prerequisite: ABTA 110  
1 CR / (0.1, 0)

**ABTA 165**  
Office Simulations  
Using information from various reference materials, the student will acquire and apply keyboarding, word processing and business knowledge and skills to simulate office environments. This course polishes administrative skills and provides realistic office experiences. Skills developed will include editing, proofreading composition, machine transcription, computational skills, etc. In addition, the student will gain experience working as part of a team.  
Prerequisites: ABTA 100, ABTA 105, ABTA 110, ABTA 115, ABTA 120, ABTA 125  
corequisites: ABTA 150, ABTA 155, ABTA 160, ABTA 170, ABTA 175  
3 CR / (0.3, 0)

**ABTA 170**  
Desktop Publishing  
This course will cover the process of blending and assembling text and graphic images to create professional-looking publications such as flyers, newsletters, brochures, and business forms. The learner will produce visually attractive printed material to enhance communications with others. Learning will include the use of desktop publishing and presentation graphics software.  
Prerequisite: ABTA 120  
2 CR / (0.2, 0)
**ABTA 175**  
Microcomputer Applications II
This advanced microcomputer applications course is designed to initially reinforce Windows environment features and to then provide the opportunity to learn the more advanced features of spreadsheet, database and word processing programs. The course also includes instruction in using the object linking and embedding features of these programs and provides practice in researching data on the Internet for production of and inclusion in documents.  
Prerequisite: ABTC 050  
2 CR / (5,0,0)

**ABTA 180**  
Work Experience
As an integral part of the learning experience, practicum placement weaves together the various knowledge strands to which the learner has been exposed. The practicum deepens the learner’s understanding of the classroom experience and is a bridge for the learner between the academic present and the professional future. The practicum is a three-way partnership between the college, the learner, and a host employer where practical experience is gained in an actual office environment.  
Prerequisites: ABTA 100, ABTA 105, ABTA 110, ABTA 115, ABTA 120, ABTA 125  
corequisites: ABTA 150, ABTA 155, ABTA 160, ABTA 165, ABTA 170, ABTA 175  
3 CR / (0,3,0)

**ABTC 050**  
Online Learner Success
This 15-hour course gives students a working knowledge of web resources, enabling them to be successful with online learning. This course is required for the Office Assistant Certificate and Legal Administrative Assistant Certificate.  
0 CR / (5,0,0)

**ABTC 060**  
Computers and the Internet
This course provides a basic introduction to the Internet, computers, and an operating system. The student will gain knowledge of essential terms and concepts, file and disk management for Windows, and Internet browsing and searching.  
Prerequisite: ABTC 050  
2 CR / (5,0,0)

**ABTC 065**  
Keyboarding I
This course gives you the ability to keyboard accurately and proficiently, proofread quickly and accurately, and key at a minimum speed of 25 net words per minute.  
Prerequisite: ABTC 050  
2 CR / (5,0,0)

**ABTC 066**  
Keyboarding II
This course gives you the skills to key accurately and proficiently. The course builds on your present keyboarding skills to assist you in reaching a minimum of 45 net words per minute on a five-minute timing.  
Prerequisites: ABTC 050, ABTC 065  
1 CR / (5,0,0)

**ABTC 067**  
Databases
This course introduces you to data management. This course will focus on planning, designing, and creating a database to meet the information management needs of today’s workplace. You will learn terminology, database concepts, and features of relational databases. You will use various commands and features to create tables, queries, forms, and reports. You will enter data, work with calculations, extract information, and generate and print reports. Each unit begins with an introduction and a set of learning objectives. The assigned readings, hands-on computer activities, and follow-up reinforcement exercises are your principal learning activities. Additional materials and resources are available online.  
Prerequisites: ABTC 050, ABTC 060  
2 CR / (5,0,0)

**ABTC 068**  
Spreadsheets I
This course gives you a working knowledge of electronic spreadsheets. You will learn how to design, create, modify, and present professional-looking spreadsheets for use in today’s workplace. Exercises include using formulas and built-in functions to solve mathematical problems. You will also learn how to illustrate and present spreadsheet data in graphic form. Each unit begins with an introduction and a set of learning objectives. The assigned readings, hands-on computer activities, and follow-up reinforcement exercises are your principal learning activities. Additional materials and resources are available online.  
Prerequisites: ABTC 050, ABTC 060, ABTC 080  
2 CR / (5,0,0)

**ABTC 069**  
Presentation Software
Using presentation software, you will apply appropriate design concepts to present data and information in a colourful and well-organized format. You will learn how to use design templates, apply various attributes, and include a variety of objects to create, modify, save, and deliver presentations.  
Prerequisites: ABTC 050, ABTC 060  
1 CR / (5,0,0)

**ABTC 070**  
Word Processing I
This course enables you to use the basic functions of a word processing program, as well as to learn how to properly format documents such as letters and memorandum. Although you will be required to use a current word processing package to complete this course, many of the skills are generic and can be transferred to most word processing packages.  
Prerequisites: ABTC 050, ABTC 065  
2 CR / (5,0,0)

**ABTC 071**  
Word Processing II
This course is a continuation of ABTC 070. The course will cover additional instruction and practice with letter styles, tables, charts, and reports, plus many advanced features of word processing software such as merging, macros, outlines, graphics, and styles.  
Prerequisites: ABTC 050, ABTC 070  
2 CR / (5,0,0)

**ABTC 072**  
Spreadsheets II
This course gives you an advanced knowledge of electronic spreadsheets. You will learn to use spreadsheets for advanced applications in today’s workplace. Exercises include using advanced functions and formulas, performing calculations, filtering and formatting data, creating integrated documents, and developing custom spreadsheet applications. This course is a continuation of the material in ABTC 068.  
Prerequisites: ABTC 050, ABTC 068, ABTC 080  
2 CR / (5,0,0)

**ABTC 075**  
Human Relations
This course concentrates on personal and professional development skills needed in today’s workplace. These skills include self-examination and assessment, development of effective communication skills, interpersonal skills,
client relations, teamwork, problem solving, and an understanding of business ethics.  
Prerequisite: ABTC 050  
1 CR / (5,0,0)

ABTC 080  
Business Math and Calculator Skills  
Strong math skills are a valuable tool in today's business environment. Math skills are required for applications such as accounting, electronic spreadsheets, database management, and office procedures. This course examines current trends in office technology and teaches the touch method, explains common calculator features, and emphasizes business problem solving. Since communication skills are important in the business world, communication problems have been added to this course—these ask you to read, write, show, or draw explanations about new concepts. 
Prerequisite: ABTC 050  
1.5 CR / (5,0,0)

ABTC 081  
Accounting I  
This course gives you an introduction to manual accounting. The emphasis is on fundamental accounting principles and their application in day-to-day business situations. This course is based on a service business organized as a sole proprietorship. ABTC 081 covers basic bookkeeping and accounting skills, including double-entry general journal entries, posting to the general ledger, preparing a trial balance, recording adjustments in a 10-column worksheet, producing period-end financial statements, closing temporary accounts, maintaining petty cash, and preparing bank reconciliations. This course provides a solid foundation for those wishing to further their accounting skills through computer accounting programs, payroll, or advanced accounting courses. 
Prerequisites: ABTC 050, ABTC 080  
2 CR / (5,0,0)

ABTC 082  
Accounting II  
ABTC 082 is an intermediate approach to manual accounting. This course is designed to provide additional knowledge in common accounting systems including sales, purchases, taxes, inventory, and payroll. The concepts will be presented in the context of a merchandising business. You will study payroll concepts and principles, tax responsibilities, and annual reporting. Also, you will be introduced to specialized journals, combined journals, year-end procedures and worksheets, GST/PST, bad debts, and merchandise inventory. Financial statements are prepared in detail including a classified balance sheet, and an income statement with a cost of goods sold section. 
Prerequisites: ABTC 050, ABTC 081  
3 CR / (5,0,0)

ABTC 083  
Computerized Accounting  
This course introduces you to integrated computerized accounting. Upon completion, the student can establish company records; maintain daily transactions using the general ledger, accounts payable, accounts receivable, inventory, account reconciliation, and payroll features; and create financial statements. 
Prerequisites: ABTC 050, ABTC 081  
2.5 CR / (5,0,0)

ABTC 085  
Business English  
This course focuses on correct English usage in a business environment and provides a comprehensive review of grammar, punctuation, and style, as well as business spelling and vocabulary development. The course materials are presented in small, manageable learning segments. Why study business English? Employers continually report that job applicants with appropriate language skills are hard to find. This course is intended to help refine everyday language and make it effective for business purposes. 
Prerequisite: ABTC 050  
3 CR / (5,0,0)

ABTC 086  
Business Communications  
This course teaches you how to plan, organize, and write correct, effective, and reader-friendly business documents appropriate for use in today's global business environment. You will learn how to write business letters, memos, reports, and electronic messages. Each unit begins with a set of learning objectives. The assigned readings together with the reinforcement exercises are your principal learning activities. Additional materials and resources are available online. 
Prerequisites: ABTC 050, ABTC 085  
2 CR / (5,0,0)

ABTC 090  
Administrative Procedures  
The dynamic office of today requires that office workers demonstrate the ability to communicate effectively, think critically, apply problem-solving skills, and work effectively with other members of the office team. The rapid pace of change in the office of today demands that office workers have the ability to develop new skills and understand new processes as jobs evolve. In this course you will master essential organizational skills and develop efficient office practices in preparation for entry into the contemporary office. 
Prerequisites: ABTC 050, ABTC 070  
1 CR / (5,0,0)

ABTC 091  
Records Management  
The amount of information created and used in offices has increased significantly in recent years. Records, which contain all of the daily information necessary to the operation of any business, need to be managed effectively and efficiently. In today's office, maintaining the integrity of the records system means that all office workers need to be aware of the importance of correct creation, storage, use, retrieval, protection, control, and disposition of records. Technology continues to change the role played by today's office worker. This course will provide the student with the knowledge, skills, and abilities to face these challenges and new responsibilities in dealing with both manual and electronic files. 
Prerequisites: ABTC 050, ABTC 070  
1 CR / (5,0,0)

ABTC 095  
Job Search Techniques  
This course helps you develop successful job search strategies for today's competitive and changing job market. Topics include self-assessment, employability skill testing, job search strategies and research, using the Internet for job search and career planning, networking, resumés, employment-related communications, application forms, portfolios, and interviews. 
Prerequisites: ABTC 050, ABTC 070  
1 CR / (5,0,0)

ABTH 070  
Human Relations  
This course helps students develop an understanding of human relations, good self-esteem, teamwork skills, a customer-focused attitude, an organizational effectiveness plan, and interpersonal communication skills. All jobs have a human relations responsibility. Accordingly, one must strive to develop interpersonal skills that will have a positive influence on relationships. This course explores strategies and techniques to positively influence an employee's performance in an office position.
1 CR / (2.0,0)

**ABTL 010**

**Introduction to the Canadian Legal System**

The primary purpose of this course is to provide the student with a general understanding and a working knowledge of the Canadian legal system. Prerequisite: Program entrance

3 CR / (5,0,0)

**ABTL 020**

**Legal Office Procedures**

This course introduces the student to the legal profession, including the functions and duties of the legal administrative assistant in British Columbia. Topics covered will include: legal terminology, legal office procedures, precedents, preparation of correspondence and basic legal documents, legal record keeping and billing, and citations and references to Acts. Prerequisite: Program entrance

3 CR / (5,0,0)

**ABTL 030**

**Litigation Procedures I**

Litigation Procedures I introduces the student to the functions and duties of a legal administrative assistant working in civil litigation in BC. Subjects covered will include terminology and rules relating to preparing and handling legal correspondence and documents in civil litigation actions and matters in the Supreme Court of BC. Litigation Procedures I will also introduce students to the legal concepts necessary to a basic understanding of the functioning of the courts and the professional environment that they will be entering. This is primarily a hands-on course in which the students integrate keyboard, computer, transcription, and document formatting with a knowledge of civil law. Because it is intended that the student progress on to Litigation Procedures II after taking Litigation I, this course deals with documents and procedures from the initiation of a lawsuit through to the completion of pleadings and the possibility of obtaining default judgment. It does not deal with preparation for trial, interlocutory applications, or procedures after trial, all of which are covered in ABTL 040. Prerequisites or corequisites: ABTL 010, ABTL 020

3 CR / (5,0,0)

**ABTL 040**

**Litigation Procedures I**

Litigation Procedures II builds on skills and knowledge from ABTL 030. Subjects covered will include terminology and rules relating to preparing and handling legal correspondence and documents in civil litigation actions and matters in the Supreme Court of BC. Litigation Procedures II will continue the students’ introduction to the legal concepts necessary to a basic understanding of the functioning of the courts and the professional environment that they will be entering. This is primarily a hands-on course in which the students integrate keyboard, computer, transcription, and document formatting with a knowledge of civil law. As the second of two Litigation Procedures courses, this course deals with documents and procedures from the discovery process to preparation and attendance at trial and post-trial procedures including bills of costs and enforcement procedures. This course also deals with preparation for Chamber hearings. It does not deal with the initiation of lawsuits, drafting pleadings, or applying. Prerequisite: ABTL 030

3 CR / (5,0,0)

**ABTL 050**

**Family Litigation Procedures**

Family Litigation Procedures introduces the student to the functions and duties of a legal administrative assistant working in a family law practice in BC. Subjects covered include legal terminology, the applicable provincial and federal statutes, the court system, and the theory and practical application of preparation of legal correspondence, undefended and defended divorces, and separation and marriage agreements. Prerequisite: ABTL 030

Corequisite: ABTL 040

3 CR / (5,0,0)

**ABTL 060**

**Corporate Procedures I**

This course introduces the student to the roles and responsibilities of a Legal Administrative Assistant working in the field of corporate law. Through an extensive overview of the various forms of business organizations, this course will cover corporate structure including Sole Proprietorship, Partnership (General and Limited), Corporations (Private: Non-Reporting, and Public: Reporting) and Corporate Registry. Students will acquire a basic knowledge of the Business Corporations Act, learn specialized terminology, and apply practical experience in document preparation, necessary for maintaining records of a British Columbia corporation. The course covers incorporation procedures, post-corporate procedures, and annual maintenance also. Prerequisites: ABTL 010 and ABTL 020

3 CR / (5,0,0)

**ABTL 065**

**Corporate Procedures II**

This course is a continuation of the material covered in ABTL 060 which introduced the student to the role and responsibilities of a Legal Administrative Assistant working in the field of corporate law. This course covers corporate structure and completion of filing forms as it relates to Sole Proprietorship, Partnership, Limited Partnerships, Societies, Co-operatives, Non-Reporting companies and Extra-Provincial Non-Reporting companies. The course also introduces the student to Securities and to BC Online (an Internet access to government services and information about BC companies). Prerequisite: ABTL 060

3 CR / (5,0,0)

**ABTL 070**

**Conveyancing Procedures I**

This course introduces the student to the role and responsibilities of a Legal Administrative Assistant employed in the field of conveyancing in British Columbia. Subjects covered will include knowledge and practical experience in topics such as systems of land registration, land title searches, contracts of purchase and sale, methods to convey interests in land, statements of adjustments, and the execution and registration of electronic documents filed in Land Title Offices. This course focuses on the purchaser’s procedures for a simple conveyance not involving financing. After taking ABTL 070, students should progress on to ABTL 080 which will cover procedures for financed purchaser conveyances, vendor sales, and mortgage loans. ABTL 080 will also cover acting for a purchaser and a mortgagee at the same time, as well as documents involved in the sale and purchase of manufactured homes. Prerequisites: ABTL 010 and ABTL 020

3 CR / (5,0,0)

**ABTL 080**

**Conveyancing Procedures II**

This course introduces the student to the role and responsibilities of a Legal Administrative Assistant employed in the field of conveyancing in British Columbia. This course is a continuation from the material covered in ABTL 070. Students will gain knowledge and practical experience in topics such as methods to convey interests in land involving purchaser financing, strata property considerations, builder’s liens, acting for the vendor, acting for mortgage lenders, additional adjustments for statements of adjustments, authorities to pay, the execution
and registration of electronic documents filed in Land Title Offices, acting for both the purchaser and mortgagee, and documents for the transfer of manufactured homes. Prerequisite: ABTL 070 3 CR / (5,0,0)

**ABTL 090**

**Wills and Estates**

This course introduces the student to the roles and responsibilities of a Legal Administrative Assistant employed in the field of wills and estates in British Columbia. Students will gain knowledge and practical experience in preparation of wills and codicils and the documents necessary to apply grants of Letters Probate and Letters of Administration (with and without a Will), Administration Bonds, transferring the deceased’s assets, and winding up estates. Students will prepare documents acceptable to the Probate Registry for filing, followed by transmission and distribution of estates. This is a hands-on course in which the students integrate keyboard, computer, document formatting, and transcription skills, with knowledge of estate law. Prerequisites: ABTL 010 and ABTL 020 3 CR / (5,0,0)

**ABTM 010**

**Medical Administration Procedures**

This course introduces the student to the administrative duties and procedures required in a medical office/hospital setting. Topics covered include reception skills, appointment scheduling, telephone techniques, interpersonal skills, stress management, inventory control, mail processing, and filing/records management procedures. Medical law and ethics are an integral part of the course. Prerequisites: Admission to program and ABTC 050

**ABTM 020**

**Medical Billing — Manual**

This 30-hour course teaches the theory for billing of medical services to MSP, ICBC, WCB, and other private insurers. Prerequisites: Admission to program and ABTC 050

**ABTM 025**

**Medical Billing — Computerized**

This 30-hour course introduces the student to automated medical billing software and procedures for the province of British Columbia. Prerequisite: ABTM 020

**ABTM 030**

**Medical Terminology I**

In this course, students complete an introductory study of the construction of medical terms including root words, suffixes, and prefixes relating to the various body systems. Prerequisites: Admission to program and ABTC 050

**ABTM 035**

**Medical Terminology II — Related Anatomy and Physiology**

This 90-hour course is a continuation of ABTM 030 and introduces anatomy and physiology related to the main systems of the body. Prerequisite: ABTM 030

**ABTM 036**

**Medical Transcription**

This is an introductory course that familiarizes students with transcribing from oral dictation, medical documents with accurate content, applying correct formats, grammar, and punctuation. The course provides students with knowledge of the content and formats of medical reports typically dictated in clinics and hospitals. Prerequisite: ABTM 035

**ABTM 037**

**Medical Terminology III — Pharmacology and Specialties**

In this course, students complete a study of the construction of medical terms, including root words, suffixes and prefixes relating to pharmacology, and the specialties of oncology, radiology, nuclear medicine and psychiatry. Prerequisite: ABTM 035

**ABTM 040**

**Medical Clinical Procedures and Practices**

This course equips the medical office assistant to perform basic clinical procedures and to complete a clinical skills assessment, including the use and management of medical equipment. The student learns to perform basic laboratory tests and assist the physician with specific examinations and procedures. Emphasis is placed on the role of the medical assistant as a link between the doctor and external medical testing and treatment facilities. The clinical skills assessment is completed on-site with a faculty member or with a qualified host organization. Prerequisite: ABTM 010 and ABTM 035

**ACC 151**

**BUS/UT**

**Accounting I**

This course is a study of the fundamental concepts and techniques of the accounting process in proprietorships and corporations. Students are taken through the accounting cycle. Topics include the balance sheet equation, journals, adjusting entries, financial statement preparation, and closing entries. Current and capital assets are studied in detail. Topics include cash, receivables, inventories, and acquisition, amortization, and disposal of capital assets. 3 CR / (4,0,0)

**ACC 152**

**BUS/UT**

**Accounting II**

A continuation of the introduction to fundamental accounting concepts and techniques. Topics include partnership and corporation accounting, investments and shareholders’ equity. The cash flow statement is studied, and financial analysis is introduced. The computer lab component provides an introduction to electronic spreadsheet software and computerized accounting software. Prerequisite: ACC 151 3 CR / (3,1.5,0)

**ACC 251**

**BUS/UT**

**Intermediate Accounting I**

A sound knowledge of fundamental accounting principles is essential to deal with the concepts presented in this course. The emphasis is on solving problems related to the preparation of financial statements. Specific financial statement elements covered are cash, accounts receivable, inventories, capital assets, and investments. The preparation of the Financial Statement is thoroughly reviewed. Prerequisite: ACC 152 or COM 204 3 CR / (4,0,0)

**ACC 252**

**BUS/UT**

**Intermediate Accounting II**

An analysis of financial statement elements started in ACC 251 is concluded with coverage of current liabilities, long-term debt, and shareholder’s equity. Special topics include leases, pensions, income tax, and financial statement analysis. The preparation of the Cash Flow Statement is thoroughly reviewed. Prerequisite: ACC 251 3 CR / (4,0,0)
Course Descriptions

**ACC 255 BUS/UT**

Management Accounting I

This course is an introduction to managerial accounting. Emphasis is placed on cost for planning and control. Some of the topics include cost terms and classifications, job-order costing, process costing, activity-based costing, cost behaviours, and cost-volume-profit relationships. The computer lab component utilizes spreadsheet software.

Note: Students using COM 204 as a prerequisite must have spreadsheet experience.

Prerequisite: ACC 152 or COM 204
3 CR / (3,1.5,0)

**ACC 256 BUS/UT**

Management Accounting II

This course is a continuation of Management Accounting I. Some of the topics include variable costing, budgeting, standard costs, overhead analysis, transfer pricing, evaluating performance, relevant costs for decision making, and capital budgeting. The computer lab component utilizes spreadsheet software.

Prerequisite: ACC 255
3 CR / (3,1.5,0)

**ACC 270 BUS/UT**

Computerized Accounting

This course gives students a working knowledge of a commonly used accounting software program. Students gain a conceptual understanding of topics and applied skills in setting up a company’s books and the full accounting cycle. Topics include general ledger set-up, special journals, subsidiary ledgers, credit transactions, sales taxes, payroll and source deductions, inventory, budgeting, and account reconciliations.

Prerequisite: ACC 152 or COM 204
3 CR / (1,2,0)

**AECE 151**

Prenatal, Infant, and Toddler Development

This course focuses on growth and development from conception through toddlerhood. Students who successfully complete this course will be able to apply knowledge of prenatal, infant, and toddler development to Aboriginal and mainstream ECE settings. Aboriginal beliefs and child-rearing practices regarding children aged birth to two are explored. Emphasis is placed on genetic and environmental factors that may influence the holistic development of the child. Foundational and contemporary research related to child development is covered.

Prerequisite: Admission to the Aboriginal Early Childhood Education program
3 CR / (5,0,0)

**AECE 154**

Guiding and Caring for Young Children

This course provides students with practical skills for use in early childhood education programs. Students create strategies and develop skills for showing care and guiding young children’s behaviour. Both mainstream and traditional Aboriginal concepts of guidance are explored.

Prerequisite: Admission to the Aboriginal Early Childhood Education program
3 CR / (5,0,0)

**AECE 156**

Program Planning I

This course prepares students to evaluate and design early childhood education programs for developmentally appropriate practice and holistic child development within mainstream and Aboriginal contexts. Topics covered include learning through play, developmentally appropriate practice, anti-bias curriculum development, and creating early childhood education programs that support diversity and inclusion.

Prerequisite: Admission to the Aboriginal Early Childhood Education program
3 CR / (5,0,0)

**AECE 157**

Historical Perspectives in Early Childhood Education

This course prepares students to create quality ECE experiences and programs rooted in Aboriginal beliefs and foundational theories of child development. Topics covered include the history, foundations, and philosophies of contemporary and Aboriginal early childhood education programs as well as the contemporary and historical role of the teacher in Aboriginal communities.

Prerequisite: Admission to the Aboriginal Early Childhood Education program
3 CR / (5,0,0)

**AECE 161**

Preschool and School-aged Child Development

This course focuses on the growth and development of children aged three to eleven. Students who successfully complete this course will have the ability to apply knowledge of preschool and school-aged child development to Aboriginal and mainstream ECE settings. Aboriginal beliefs and child rearing practices regarding children aged three to 11 are explored. Issues related to the development of children aged three to 11 are discussed from the perspective of the Aboriginal community. Emphasis is placed on genetic and environmental factors that influence the holistic development of the child. Foundational and contemporary research related to child development is covered.

Prerequisite: Admission to the Prerequisite: Admission to the Aboriginal Early Childhood Education program
3 CR / (5,0,0)

**AECE 164**

Professional Interactions

This course provides an opportunity for students to develop skills related to active listening, reflection, self-challenge, and appropriate self-disclosure. Students will develop skills in showing appreciation for and enjoyment of others as well as being patient and professional. Students are expected to articulate their personal values and assess their own strengths and weaknesses as well as explore giving and receiving constructive criticism. In addition, setting personal limits, exploring growth and change, and developing skills in self-care are covered.

Prerequisite: Admission to the Aboriginal Early Childhood Education program
3 CR / (5,0,0)

**AECE 166**

Program Planning II

This course provides students with experience in evaluating and designing early childhood education programs to support the well-being and inclusion of young children. Emphasis is placed on observation-based planning. Students explore ways to create a supportive learning environment from both a mainstream and Aboriginal perspective.

Prerequisites: AECE 151, 154, 156; all with a “C” grade or higher
Prerequisite or Corequisite: AECE 161 with a “C” grade or higher
3 CR / (5,0,0)

**AECE 167**

Curriculum Development

This course focuses on developing, planning, and implementing activities for young children and building skills within the student to ensure the needs of individual children are being met. Students explore topics such as promoting creativity within an Aboriginal context, supporting...
play in culturally sensitive programs, using appropriate dialogue, and developing group times that are inclusive of Aboriginal culture. Prerequisites: AECE 151 and 156 with a “C” grade or higher
Prerequisite or Corequisite: AECE 161 with a “C” grade or higher
3 CR / (5,0,0)

AECE 170
Observing and Recording Children’s Behaviour
This course encourages students to observe and record children’s behaviour in order to evaluate children’s developmental abilities and assess their needs. Students will discuss the relationship between the seven major areas of development and Aboriginal culture. This course provides students with the opportunity to use mainstream theories and traditional Aboriginal beliefs to evaluate the development of an individual child. Students will have the opportunity to use an unbiased and non-judgmental approach to observing and recording the development of young children. Prerequisites: AECE 151, 161
4 CR / (5,0,0)

AECE 172
Health Safety and Nutrition
Students develop skills in creating healthy programs for young children. Strong emphasis is placed on the use of universal precautions, illness prevention, modeling healthy behaviours, and the inclusion of traditional Aboriginal foods in daily menus. Students gain basic understanding of nutrition and traditional Aboriginal medicine. The current and historical role of social service agencies in Aboriginal communities is explored and community resources for families and children are identified. Prerequisite: Admission to the program
3 CR / (5,0,0)

AECE 175
Language and Literature in Early Childhood Education
Through the use of quality Aboriginal and Canadian literature, this course focuses on promoting the development of language and literacy in young children. Students develop skills in promoting language development, providing a literacy-rich environment for young children, and recognizing the role of culture and first language in language development. Prerequisites: AECE 151, 161, and 167; all with a “C” grade or higher
3 CR / (5,0,0)

AECE 177
Working with Families
This course provides an opportunity for students to develop effective culturally inclusive skills for use in working with children and families. Students will explore the importance of valuing the diverse nature of families and promoting family involvement in early childhood education programs. The United Nations Convention on the Rights of the Child will be discussed. Prerequisite: Admission to the program
3 CR / (5,0,0)

AECE 190
Practicum I
This is an introductory practicum to the work of being an early childhood educator. Emphasis is placed upon gaining the skills needed to become a competent early childhood education assistant while under the direction of a qualified supervisor. Students are provided the opportunity to apply their recent learning to the daily practice of working in an early childhood education setting. Students are expected to take a hands-on approach to working with and caring for children in their placement setting. This course includes 120 hours in a practicum setting plus nine hours of practicum seminar where students will reflect upon their practicum experience. Prerequisites: AECE 151, 154, 156, and 157; all with a “C” grade or higher
4 CR / (9,0,120)

AECE 191
Practicum II
This is an intermediate-level practicum. Students are expected to progressively take on more responsibility in the second practicum. Emphasis is placed on demonstrating respect, acceptance, an attitude of inclusion, and professionalism. Students will supervise small and large groups of children and apply developmentally appropriate guidance to children’s behaviours while under the direction of a qualified supervisor. This course includes 120 hours in a practicum setting plus nine hours of practicum seminar where students will reflect upon their practicum experience. Prerequisites: AECE 161, 164, 166, 190; all with a “C” grade or higher
Prerequisite or Corequisite: AECE 167 with a “C” grade or higher
4 CR / (9,0,120)

AECE 192
Practicum III
This is the final practicum for the Aboriginal Early Childhood Education program. Students are expected to progressively take on more responsibility in the third practicum. This practicum provides the students with experience in applying theory to practice. Students take on the role of the early childhood educator while having the direction and support of a sponsor teacher. This course includes 200 hours in a practicum setting plus 12 hours of practicum seminar where students will reflect upon their practicum experience. Prerequisites: AECE 170, 175, 177, 190, 191; all with a “C” grade or higher
Prerequisite or Corequisite: AECE 172 with a “C” grade or higher
6 CR / (12,0,200)

ANTH 101
Introduction to Socio-Cultural Anthropology
Socio-cultural anthropologists examine social patterns and practices across cultures, with a special interest in how people live in particular places and create meaning. The goal of this course is to provide students with a basic understanding of the fundamental concepts used by anthropologists in the study of human behaviour. Topics include the anthropological perspective, research methods, economies, expressive culture, religion, kinship and social relationships, illness and healing, and organization and power. Examples will be drawn from a variety of societies.
3 CR / (3,0,0)

ANTH 102
Introduction to Physical Anthropology and Archaeology
This course provides a broad introduction to two of anthropology’s sub-fields — physical anthropology and archaeology with a focus on how these sub-fields work together. During this course you will examine topics such as the anthropological perspective; fieldwork and research methods; evolutionary theory; living primates; hominin evolution; archaic and modern Homo sapiens; human variation; and the origins of food production, settled life, and cities. Examples will be drawn from different cultures to explore these topics.
3 CR / (3,0,0)
**ANTH 206**

Medical Anthropology

Medical anthropology considers the cultural and social aspects of the body, health, and sickness within a cross-cultural perspective. The course provides an overview of the anthropological perspective on health and disease, including an overview of theoretical perspectives. Topics include the causations of illness, the differing roles of health practitioners, the cultural construction of mental illness, and the globalization of health disparities. The course draws on examples from a variety of cultures to highlight and explore cultural constructions of illness.

Prerequisite: ANTH 101
3 CR / (3,0,0)

**ANTH 210**

Anthropological Perspectives on "Pop"ular Culture

The course will provide analytical and theoretical tools for the study of contemporary cultural phenomena using anthropological methods. Popular culture (film, television, music, Internet, etc.) in modern nation-states will be examined to understand how popular culture shapes ideas of culture and community. In addition, the relationship between popular culture and personal identity and gender construction will be explored. Examples will be drawn from contemporary North American culture as well as from countries around the world.

Prerequisite: ANTH 101
3 CR / (3,0,0)

**ANTH 215**

Qualitative Methods

This course introduces students to the basics of qualitative methods and is open to students outside of anthropology. Because qualitative research is a multi-methods approach to the study of social interactions, students are introduced to a variety of data collection techniques, such as participant observations, interviews, and focus groups. In addition, students learn how to write a research proposal as well as how to analyze collected data. Ethical conduct is emphasized in the course.

Prerequisite: One of ABST 100, ANTH 101, CRIM 101, SOC 101, or WMST 101
3 CR / (3,0,0)

**ANTH 220**

Anthropology of Cross-Cultural Conflict and Social Justice

This course explores anthropology’s role in understanding the connection between culture and crime, punishment, conflict, and social justice within a globalized, multicultural context. Cross-cultural examples of conflict and justice will highlight similarities and differences between traditionally “non-violent” societies and “complex violent” societies to explore alternative justice resolutions. In addition, cross-cultural case studies will demonstrate the interconnectedness of culture and human rights.

Prerequisite: ANTH 101 or ABST 100 or ABST 101
3 CR / (3,0,0)

**ANTH 225**

Introduction to Human Prehistory

This course provides an introduction to the discipline of archaeology and an overview of world prehistory. The first section introduces the methods and theories of archaeology while the second section traces human evolution through to the Neolithic Revolution. The third section covers the rise of complex societies in the Old World (Mesopotamia, Egypt, South East Asia, the Mediterranean, Europe) and the New World (North America, Mesoamerica, and the Andean region of South America).

Prerequisite: ANTH 102
3 CR / (3,0,0)

**ANTH 230**

Gender and Culture

This course provides an anthropological perspective to understandings of gender and sexuality providing a cross-cultural framework within which to examine gender construction. Throughout this course, students have a chance to examine cross-cultural examples of sexuality and marriage and are introduced to the concept of third, fourth, and fifth genders. Students are also introduced to how religion, language, and the body can be gendered. Examples are drawn from foraging, horticultural, agricultural, and stratified societies.

Prerequisite: ANTH 101
3 CR / (2,3,0)

**APSC 100**

Introduction to Engineering

This is a mandatory course for engineering students. The student is given an opportunity to meet practicing engineers and discuss their areas of specialization.
1 CR / (1,0,0)

**APSC 120**

Engineering Drawing

This is an introductory mechanical drafting and computer aided drafting course for those students who are interested in a degree in engineering. Topics covered are orthographic projection, technical sketching, engineering geometry, graphic solution of space and vector problems, azimuth and bearing problems, contour lines, cutting planes and developments, graphical integration and differentiation, logarithmic graphs, and presentation of engineering data on graphs.
3 CR / (2,3,0)

**ASTR 101**

Introductory Astronomy 1

An introductory course for science credit. The emphasis will be on the solar system introduced in a historical context. Also covered will be basic observing, celestial co-ordinates, astronomical instruments, and the relevant basic physics.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the School Dean at 250-561-5815.
Prerequisites: Physics 11 or PHYS 045 and Pre-calculus 11 or Foundations of Math 11 with a B or higher or MATH 045 or equivalent. 3 CR / (3,3,0)

**ASTR 102** UT
**Introductory Astronomy II**

An introductory course for science credit to follow ASTR 101. The emphasis will be on stars (stellar parallax and motions, the HR diagram, star clusters, stellar models, stellar evolution, exotic objects) and galaxies (the Milky Way Galaxy, external galaxies, cosmology).

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the School Dean at 250-561-5815. Prerequisite: ASTR 101 or permission of the instructor
3 CR / (3,3,0)

**AUTO 115**
**Automotive Service Repair Technician Foundation (Harmonized)**

This 30-week program will provide students with skills and theory to aid them in obtaining an apprenticeship or other related work in the automotive field. A foundation program allows you to learn the basic knowledge and skills needed for entry into a trade. It is typically taught in both a classroom and in-school shop setting. You do not need an employer sponsor to participate. In fact, one of the main reasons to complete a foundation program is to gain some experience and familiarity with the trade to make it easier for you to find an employer who will sponsor your apprenticeship. Students who successfully complete the program will receive credit for Level 1 technical training after beginning an apprenticeship. (Total course hours 900)

**BIO 050** UT
**Provincial Preparatory Biology**

A lab-oriented course dealing with the basic elements of biology. The emphasis will be placed on the study of cell biology, bioenergetics, genetics and human biology. Prerequisites: One of Biology 045, Biology 11, English 045, English 11 or equivalent or appropriate reading comprehension level as evaluated by a Academic Upgrading placement test. 0 CR (Total course hours 112)

**BIO 103** UT
**Biology for Humanities and Social Science Students I**

Biology 103 is a general biology course which introduces non-science students to basic scientific methods and concepts. This course focuses on the fundamental unit of living things, the cell. A study of cell structure and metabolism provides a basis for understanding the basics of cancer, genetics, and gene technology. A variety of current gene technology applications is presented. 3 CR / (3,3,0)

**BIO 104** UT
**Biology for Humanities and Social Science Students II**

Biology 104 is a general biology course which introduces non-science students to basic scientific methods and concepts. The focus is on evolution and ecology. Students will develop the concept of an evolving biosphere as a basis for exploring the human place in the biosphere. 3 CR / (3,3,0)

**BIO 105** UT
**Basic Microbiology**

The basic principles of microbiology are presented in this course, with an emphasis on the relevance of these principles to human health. This course deals with studies of the morphology, growth, and modes of transmission of microorganisms. Topics also include asepsis, immunology, chemotherapeutic drugs, and epidemiology of infectious diseases.

Note: This course is primarily reserved for nursing students. Other UT students may take this course with permission from the instructor, subject to seating availability. Prerequisites: Biology 12 or 050, Chemistry 11 or 045
3 CR / (3,1,0)

**BIO 107** UT
**Cellular and Organismal Biology**

An introductory course emphasizing principles of wide applications to all organisms, including cell structure and function, nutrition, energetics, and physiology and reproduction. Examples are drawn from both the cellular and whole organism levels of organization. The laboratory will explore biological principles through a study of several local ecosystems; field trips during laboratory sessions will be mandatory. Prerequisites: Biology 11 or 045 and Chemistry 11 or 045
3 CR / (3,3,0)

**BIO 111** UT
**Human Anatomy and Physiology I**

This course is the first half of a comprehensive survey of the structures and functions of the human organ systems. Lecture topics include cellular physiology, histology, and studies of the integumentary, skeletal, nervous, and endocrine systems. An extensive laboratory component is included. This course is appropriate for students who intend to enter Health Sciences programs. Prerequisites: Biology 12 or BIO 050 or BIO 107; and Chemistry 11 or CHEM 045
3 CR / (3,3,0)

**BIO 112** UT
**Anatomy and Physiology II**

This course is a continuation of Human Anatomy and Physiology I. It is designed to cover the anatomy and physiology of the muscular, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. The emphasis is on the importance of homeostasis and how it is maintained by the concerted functioning of body systems. A laboratory component is included. Prerequisite: BIO 111
3 CR / (3,3,0)

**BIO 120** UT
**Genetics, Evolution, and Ecology**

An introductory course exploring topics in the mechanism of inheritance at the organismal and molecular levels, evidence for and mechanisms of evolution, ecological relationships, and animal behaviour. The laboratory will include several long-term investigations, including
laboratory experiments on organism–environmental relationships and optional field work.
Prerequisites: Biology 11 or 045 and Chemistry 11 or 045
3 CR / (3,3,0)

**BIO 126**
Anatomy and Physiology MRAD 1
This course is the first of three consecutive courses examining normal human structure and function. Three approaches to anatomy are utilized: first, an examination of selected body systems, followed by a regional approach, relating components of these systems to nearby organs. Finally the systems and regional viewpoints are integrated into a sectional imaging approach, viewing parts of the body in all three fundamental body planes, and in oblique planes where appropriate. Conventional anatomic presentations are supplemented by images obtained from a variety of diagnostic medical imaging technologies. Physiology is presented where it is relevant to, and contributes to, an understanding of structure, the relationships among adjacent organs, fundamental body processes, functional diagnostic imaging procedures and important clinical considerations. Topics include a review of cell biology and homeostasis, followed by examination of the integumentary, musculoskeletal, pulmonary, cardiovascular and gastrointestinal systems. This course is restricted to students in the Medical Radiography Technology program.
Corequisites: MRAD 101, MRAD 103, MRAD 105, MRAD 107, MRAD 109, MRAD 111, PHYS 115
4 CR / (4,0,0)

**BIO 130**
Anatomy and Physiology for Practical Nurse
This course is an admission requirement for the Practical Nurse program. This course gives an overview of the structure and function of ten body systems. It also encourages various health promotion strategies that work toward the optimal functioning of these systems.
Prerequisite: Biology 12 or BIO 050
3 CR / (4,0,0)

**BIO 170**
Anatomy and Physiology for Sonography
This course introduces the sonography student to the normal anatomy, physiology and imaging of the abdominal and pelvic cavities and superficial structures. Common pathologies or anatomic variants are introduced. Students will apply theoretical concepts from this course to simulations in the lab.
Co-requisite: SONO 100, SONO 103, SONO 105, SONO 107, SONO 109, PHYS 170
3 CR / (3,0,0)

**BIO 201**
Cell Structure
Beginning with experimental techniques, this course covers physical and chemical aspects of biological structure in prokaryote and eukaryote cells. Additional topics include cell events (mitosis, meiosis, and movement) and correlations of structural diversity with functional specialization.
Prerequisites: BIO 107 and 120, CHEM 111 and 112 or CHEM 113 and 114
Prerequisite or Corequisite: CHEM 203
3 CR / (3,3,0)

**BIO 202**
Introductory Biochemistry
An introductory biochemistry course focusing on the chemical basis of life. This course emphasizes the biochemistry and function of proteins, DNA, carbohydrates and lipids in living systems. Other topics covered include bioenergetics, properties of enzymes, regulation of enzymatic activity, and current laboratory technology used in the recovery and analysis of DNA and proteins.
Prerequisites: BIO 107 and BIO 120
Prerequisite or Corequisite: CHEM 204
3 CR / (3,3,0)

**BIO 205**
Introduction to Microbiology I
A historical perspective of microbiology, followed by topics which include a survey of the bacteria, bacterial cell structure in relation to its function, bacterial growth kinetics, and a survey of the lower protists. An introduction to virology and bacterial metabolism, including environmental factors which affect microbial growth and survival will also be presented.
Prerequisites: BIO 107 and 120
Prerequisite or Corequisite: CHEM 203
3 CR / (3,3,0)

**BIO 206**
Introduction to Microbiology II
This course will include an introduction to the genetics of bacteria and viruses; sporulation as a form of bacterial differentiation; immunology, including both antibody and cellular responses to antigen, and an analysis of host–parasite relationships.
Prerequisite: BIO 205
Prerequisite or Corequisite: CHEM 204
3 CR / (3,3,0)

**BIO 207**
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 Education Administrator at 250-561-5815.
Prerequisites: BIO 107 and 120
3 CR / (3,3,0)

**BIO 211**
Invertebrate Zoology
A systematic treatment of the invertebrates following evolutionary trends in form and function. A representative selection of invertebrates will be examined in the laboratory.
Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Education Administrator at 250-561-5815.
Prerequisites: BIO 107 and 120
3 CR / (3,3,0)

**BIO 215**
Microbiology
This course introduces students to the diversity of the microbial world through a basic taxonomical survey of prokaryotes, eukaryotes, and viruses with emphasis on prokaryotic cell structure, growth and control, metabolism, and genetics. Students will also be introduced to the basic principles involved in the microbiology sub-disciplines of microbial ecology, industrial microbiology and medical microbiology. The laboratory component will require proficiency in the basic microbiology laboratory techniques.
Prerequisites: BIO 107 and 120
3 CR / (3,3,0)

**BIO 220**
Introductory Genetics
An introductory course exploring the mechanism of inheritance at the cellular and molecular levels. Topics include the chemical nature of DNA, DNA replication, gene expression, DNA repair, genomics, Mendelian and non-Mendelian genetics. The laboratory will include several long-term investigations, many of which employ the use of the important model organism, Drosophila melanogaster. Experiments include genetic mapping of drosophila genes, population
genetics, genome database searches/bioinformatics, and human genome analysis.
Prerequisites: BIO 107, BIO 120, and either CHEM 111 and 112 or CHEM 113 and 114
3 CR / (3,3,0)

**BIO 226**
Relational Anatomy and Physiology MRAD 3
The course begins with a look at the anatomy and physiology of the nervous system. Switching to a regional approach, we will examine the contents of the head and neck, namely the brain and spinal cord. The sectional anatomy of the head and neck will examine the parts of the brain as seen in images in all three fundamental body planes. Further study of the neck will look at other major structures that pass between the head and the thorax. The course then turns to the study of blood and the vascular system including systemic and pulmonary circulation, cardiovascular physiology and finally cardiopulmonary physiology. Switching to a regional approach the course focuses on the circulatory system within the cranial, thoracic cavity and abdominal and pelvic cavities. Sectional images in all three fundamental body planes will be used to demonstrate these vascular structures and to describe their relationships to organs of the cranial, thoracic, abdominal and pelvic cavities as well as the upper and lower limbs. Physiology is presented where it is relevant to, and contributes to, an understanding of structure and the relationships among adjacent organs, fundamental body processes, functional diagnostic imaging procedures and important clinical considerations.
Prerequisite: MRAD 125
Corequisites: MRAD 240, MRAD 241, MRAD 243, MRAD 247, MRAD 248, MRAD 249, PHYS 225
3 CR / (3,0,0)

**BIO 230**
Head and Neck Anatomy
This course presents the structural and functional elements of the head and neck along with the relationship of these structures to the major organ systems. Emphasis is placed on application to dental hygiene practice.
Prerequisite: Entry to Dental Hygiene program
Co-requisite: DHYG 200, DHYG 205, DHYG 210, DHYG 215, DHYG 220, and DHYG 225.
3 CR / (1,5,1,5,0)

**BIO 270**
Pathology and Oral Biology
This course provides the learner with basic information for general pathology, general and oral facial histology, and embryology featuring the development of the soft and hard tissues of the oral cavity.
Prerequisite: DHYG 200, DHYG 205, DHYG 210, DHYG 215, DHYG 220, DHYG 225 and BIO 230.
3 CR / (4,0,0)

**BOOK 101**
Fundamentals of Bookkeeping
This course introduces students to the bookkeeping profession and will focus on theory and practical application. Students will be provided with learning experiences for developing skills to understand how a company’s financial records are set up. Students are introduced to the accounting cycle, beginning with basic concepts including the accounting equation and terminology. They will then advance to analyzing transactions, journalizing and posting to special journals and general ledgers.
2 CR / (5.5,0,0)

**BOOK 103**
Intermediate Bookkeeping
This course continues the accounting cycle, taking the student through the cash section of the balance sheets, including petty cash transactions and bank reconciliations. We then explore the intricate workings of the payroll system, starting with basic gross wage calculations, statutory deductions and concluding with the journalizing and posting of the payroll transactions. The student then moves on to the statutory tax section detailing the rules and regulations involved with the collection and remittance of GST/HST. The inter-provincial rules for GST/HST as well as the potential PST issues will also be addressed.
Prerequisite: BOOK 101 with a minimum grade of “B”
2 CR / (Total course hourse 33)

**BOOK 105**
Advanced Bookkeeping
Advanced Bookkeeping continues with a focus on adjusting the balance sheet to accurately reflect balance at the fiscal year end. To accomplish this, the student will learn how to calculate the required adjustments for bad debts, prepaid expenses, depreciation on fixed assets, inventory valuations and unearned rent. The student will then prepare an eight column worksheet and post all the year end adjustments, thereby creating the adjusted balances which are used to prepare the year end financial statements. Once completed, they will then review the procedures for closing the books at year end.
Prerequisite: BOOK 103 with a minimum grade of “B”
2 CR / (Total course hourse 33)

**BOOK 108**
Excel for Bookkeepers
Excel is a powerful tool that is perfectly designed to facilitate the accounting function for small businesses. The synoptic journal is an effective option for small businesses without too many transactions. Students learn to use a synoptic journal that replaces the general journal and all the special journals. It is similar to an accounting worksheet and is ideal for an Excel environment. Through the use of a case study, students are taken through the full accounting cycle from the inception of a business to the yearend financial statement.
Prerequisite: BOOK 105 with a minimum grade of “B”
2 CR / (Total course hourse 33)

**BOOK 113**
Computerized Bookkeeping – Level 1
This course features a full Hands-on lab where students will learn how to use accounting software. Modules discussed include General Ledger, Accounts Receivable, Accounts Payable, Banking and Reporting.
Prerequisite: BOOK 101 with a minimum grade of “B”
1.5 CR / (Total course hourse 24)

**BOOK 114**
Computerized Bookkeeping – Level 2
This course follows Level 1 and features a full hands-on lab where students will learn how to use accounting software. Modules and features discussed include Payroll, Inventory, Time & Billing, Budgeting, Projects, and Departments, advanced reporting, mult curency, year end, security and database maintenance.
Prerequisite: BOOK 113 with a minimum grade of “B”
1.5 CR / (Total course hourse 24)

**BOOK 115**
Payroll
This course takes an in-depth look at payroll concepts and builds on the payroll knowledge gained in Intermediate Bookkeeping. The rules and regulations regarding payroll are very detailed and prescriptive. The students will learn how to account for various pay structures.
as well as how to deal with special deductions for RRSP, pension, family maintenance and employee benefits. The course will also cover the detailed statutory regulations regarding taxable benefits and year end compliance reporting. Prerequisite: BOOK 105 with a minimum grade of “B” 2 CR / (Total course hours 33)

BUS ........................

BUS 250
International Work Experience
Participants will experience a hosted, active field study of business practices in an international setting. The field study will focus on business practices, socio-cultural context, and communications within the host country as related to key business sectors. Participants will examine a diversity of business practices including the perspectives of local entrepreneurs within the retail, finance, transportation, and communications sectors. Key to the experience will be extended interaction between CNC participants and host partner students and professionals in Business and International Relations programs. Prerequisites: Prior completion of 15 credits recognized by CNC’s Business or Commerce programs 3 CR / (Total course hours 90)

BUS 251
Work Experience
The participants (interns) will get the opportunity to put into practice ideas and concepts learned in the classroom setting. The interns will be hosted by a Canadian business entity. The areas of focus will be Canadian business practices, corporate culture, socio-culture and communications. Interns will experience and examine general Canadian business practices in addition to the specific corporate culture of the host organization with which they will be interning. The learning opportunities could be through selected lectures, on-the-job activities and field trips along with interaction with co-workers and other professionals within a Canadian business setting. Interns will be exposed to different leadership styles within an organization. In addition, interns will examine the diversity of business practices including the perspectives of local entrepreneurs within the retail, finance, transportation and communications sectors. Prerequisites: Prior completion of 15 credits recognized by CNC’s Business or Commerce programs 3 CR / (Total course hours 90)

CARP ........................

CARP 115
Carpenter Foundation Program (Harmonized)
This course covers a description of the carpentry trade; safe work practices; interpreting drawings and specifications; identifying materials; hand tools; portable power tools; shop equipment; survey instruments; site layouts; building concrete framework; basic stair construction; and framing residential housing. (420 total course hours)

CASS ........................

CASS 100
Individual Learning Assessment
This course provides an opportunity to obtain Advanced Standing in the Education Assistant Certificate or Community Support Worker Certificate based on the skills and knowledge the student has acquired through his or her life and/or work experience. Through this process, the student documents and demonstrates his/her capabilities based on the identified competencies and learning objectives of required CASS course(s). Students may seek Advanced Standing credit for up to four courses or a maximum of 12 credits, as determined in consultation with the CASS 100 instructor. Courses eligible include CASS 110, CASS 120, CASS 130, and CASS 140. Instructor permission is required for registration in CASS 100. Prerequisites: Admission into the Education Assistant Certificate Program and/or the Community Support Worker Certificate Program; Instructor permission to register 0 CR / (Total course hours 22.5)

CASS 101
Skill and Knowledge Enhancement
This course follows CASS 100 and provides the student with an opportunity to enhance his or her skills and knowledge as identified on the Learning Assessment in order to obtain Advanced Standing in the course(s) selected. Prerequisite: CASS 100 0 CR / (Total course hours 22.5)

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CASS 145  
Positive Approaches to Teaching and Learning: Part II
A continuation of CASS 140, this course builds on the introduction to behaviour change. Successful students will expand their knowledge on developing and implementing procedures of behaviour change to enhance the quality of life of individuals with developmental disabilities. Prerequisite: CASS 140 (with a minimum "C" grade)  3 CR / (Total course hours 0)

CASS 150  
Life Planning and Support Systems
In this course, life planning is presented as a process that values and empowers individuals and their families. Several "person-centred" methods to assess needs, make decisions, act, and evaluate are discussed. The course also surveys a variety of formal (e.g., education, social service) and informal (e.g., family) systems that support individuals with disabilities in fulfilling their life dreams.  3 CR / (Total course hours 130)

CASS 160  
Physical Care
Developing and maintaining good health and wellness practices for ourselves and the people we support is the focus of this course. Emphasis is given to providing personal care in the most dignified and least intrusive ways possible. Topics covered in the course include good mental and physical health, personal hygiene, eating and nutrition, body mechanics, lifting and transferring, and medication safety, as well as the impact of drugs and alcohol, stress management and the challenges of aging.  3 CR / (Total course hours 130)

CASS 180  
Supporting Literacy in Diverse Populations
CASS 180 introduces Education Assistants and Community Support Workers to the basic skills, knowledge, and attitudes necessary for supporting literacy learning in classroom and community settings. This course introduces a wide variety of practical and positive ways that Education Assistants and Community Support Workers can support diverse learners, especially learners with communication, auditory, visual or other challenges.  3 CR / (Total course hours 130)

CASS 190  
Community Support Worker Practicum
CASS 190 is a community-based practicum. It is an opportunity for students to integrate and apply skills, attitudes and knowledge learned in prerequisite course work. The practicum’s form will depend on the student’s interests and previous experience working with people with developmental disabilities in community settings. Examples range from student self-directed service learning projects to traditional “block” placements with a service agency. All practicum students complete a variety of assignments, journal exercises and participate in a weekly seminar. (This seminar maybe online, via teleconference or face-to-face, depending on student schedules and locations) (Note: Practicum placements cannot be guaranteed and are based on availability) Prerequisites: CASS 110 (or SSWK 145 or ECE 176 & 177 or ECCL 178), and CASS 120 (or SSWK 225), and CASS 130, and CASS 140, and CASS 145, and CASS and CASS 180  3 CR / (Total course hours 130)

CHEM 045  
Advanced Preparatory Chemistry
This course covers such topics as measurement, states of matter, composition of matter, structure of the atom, periodic table, bonding, naming compounds, formula writing, mole and composition problems, equations and calculations, solutions, and introductory organic chemistry. Lab work is an integral part of this course. Prerequisites: Science 030 or Science 10 in the last three years and/or as evaluated by a Chemistry Placement Test; and Math 030 or Math 10 in the last three years and/or as evaluated by a Math Placement Test Corequisite: Math 044 or Math 045 (If an applicant tests at the Math 050 level on the Math Placement Test, then they are exempt from the Math corequisite)  0 CR / (Total course hours 112)
**CHEM 111**
Fundamentals of Chemistry I
This course is designed for students who have taken a Chemistry 12 equivalent course within the past two years. Topics covered include the electronic structure of atoms, trends of the periodic table, modern bonding theories, intermolecular forces, and organic chemistry. A strong understanding of stoichiometry is recommended. Prerequisite: Chemistry 12 or CHEM 050 and Pre-calculus 12 or MATH 100 or MATH 050 with a minimum grade of “C” or higher recommended for both prerequisites.
3 CR / (3,3,0)

**CHEM 112**
Fundamentals of Chemistry II
Together with CHEM 111, this course provides credit for first-year university chemistry. Topics covered include thermochemistry and chemical thermodynamics, properties of solutions, solution stoichiometry and aqueous equilibria, chemical equilibrium, acid base equilibrium, electrochemistry and reaction kinetics. Prerequisite: Principles of Math 12 or Pre-calculus 12 or MATH 100 or MATH 050 Chemistry 12 or CHEM 050
3 CR / (3,3,0)

**CHEM 113**
Introduction to Chemistry I
This course is primarily intended for students without a Chemistry 12 equivalent prerequisite. Topics covered include stoichiometry, the electronic structure of atoms, trends of the periodic table, modern bonding theories, intermolecular forces, and organic chemistry. Prerequisite: Chemistry 11 or CHEM 045
3 CR / (4,3,0)

**CHEM 114**
Introduction to Chemistry II
Together with CHEM 113, this course provides credit for first-year university chemistry. Topics covered include thermochemistry and chemical thermodynamics, properties of solutions, solution stoichiometry and aqueous equilibria, chemical equilibrium, acid base equilibrium, electrochemistry and reaction kinetics. Prerequisite: CHEM 113
3 CR / (4,3,0)

**CHEM 201**
Physical Chemistry
This course, a survey of physical chemistry, is suitable for students majoring in science programs such as chemistry, physics, biology, and pharmacy. The course comprises a discussion of the laws of thermodynamics followed by a treatment of the equilibrium thermodynamics of gases and solutions. Prerequisite: CHEM 112 or 114
3 CR / (3,3,0)

**CHEM 202**
Inorganic and Coordination Chemistry
With CHEM 201, this course forms a second-year chemistry course for science major students. The structure, bonding, and properties of transition metal and other complexes are discussed. Prerequisite: CHEM 111 or 113
3 CR / (3,3,0)

**CHEM 203**
Organic Chemistry I
The course provides an introduction to organic chemistry. A survey of structure and reactivity for the major functional groups is followed by an introduction to analysis and structure determination. A major topic on chirality and conformational analysis is included. Laboratory experience includes an introduction to synthetic methods and infrared spectroscopy. Prerequisite: CHEM 111 or 113
3 CR / (3,3,0)

**CHEM 204**
Organic Chemistry II
Mechanism and synthesis are discussed as central themes in organic chemistry. This course surveys substitution, addition, elimination, rearrangement, and oxidation reduction reactions for the functional groups introduced in CHEM 203. Additional topics in carbonyl and carbohydrate chemistry are included, as is an introduction to nuclear magnetic resonance. Laboratory experiments provide experience in contemporary synthetic methods and gas chromatography. Prerequisite: CHEM 203
3 CR / (3,3,0)

**CHEM 205**
Introduction to Analytical Chemistry
This one-semester course is an introduction to the principles and techniques of quantitative chemical analysis. Emphasis is placed on solution equilibria (involved in acid base, oxidation-reduction, complex formation, and precipitation reactions), statistical treatment of chemical data, potentiometric, spectrophotometric and chromatographic methods. An integral part of this course is analysis (organic, inorganic, and environmental). Prerequisites: CHEM 111 and 112 or 113 and 114
3 CR / (3,3,0)

**CIS**

**CIS 165**
Business Information Systems
Students examine the evolving conceptual framework of business information systems, the application of information system processes supporting current and emerging business strategies, and the development of new business information systems. Through selective hands-on processes, students acquire skills required to support the problem-solving processes involved in business information system development, acquisition and implementation. Students will demonstrate proficiency in emerging cross-platform, web-based processes in addition to traditional office applications. The term project will result in an integration of the conceptual framework of management information systems with the challenge of systems development. Interdisciplinary discussions will prepare the student for further studies within core specialties within the business sectors.
3 CR / (3,3,0)

**CNET**

**CNET 252**
Operating Systems
This is a lecture/lab course that covers the fundamentals of the microcomputer operating system, BIOS, and the relationship between software and hardware. Topics include function, installation, configuration, diagnostics, troubleshooting, optimization, and operation. Emphasis is on computer workstation operating systems. The course covers the software requirements of the A+ Certification program.
3 CR / (2,3,0)

**CNET 253**
Computer Hardware I
This is a lecture/lab course that covers the detailed operation of a microcomputer, its sub-components, and the interaction of software and hardware. Topics include microcomputer design, architecture of a typical microcomputer system, memory and bus structures, interfacing hardware (loading and timing considerations), I/O techniques, systems interrupts, memory systems and...
hardware, serial and parallel ports, video control and monitors, disk drive operations, and installation and configuration of the BIOS and operating systems. The course covers the hardware requirements of the A+ Certification program.  
3 CR / (2,3,0)

**CNET 265**  
**Advanced Topics**
This is a lecture/lab course that covers the fundamentals of Windows 7 installation, configuration, optimizing troubleshooting, etc. The emphasis is on computer workstation and mobile computers.
Note: Other topics will also be covered.  
Prerequisites: CNET 252 and 253  
3 CR / (2,3,0)

**CNET 266**  
**Data Cable Installation**
Data Cable Installation is an integrated lab-based course which teaches the concepts behind cabling standards, and the tasks required of a certified cable installer. The course will also prepare students for industry-standard certification exams.  
3 CR / (2,3,0)

**CNET 267**  
**Microsoft Network Software**
This lecture/lab course deals with the installation, configuration, and troubleshooting of a Microsoft server. It will simulate wide area and local networks using a current version of Microsoft’s Server operating system, with advanced network concepts targeting layout, installation, and troubleshooting. Topics include security, firewall, industrial networks, data highways, and site-specific disaster recovery.  
Prerequisite: CNET 252  
3 CR / (2,3,0)

**CNET 269**  
**Linux Network Software**
This lecture/lab course deals with the configuration, installation, and troubleshooting of a Linux server, simulating wide area and local networks using a current version of Linux’s network operating system. Advanced network concepts will target layout, installation, and troubleshooting. Topics include security, firewalls, industrial networks, data highways, and site-specific disaster recovery.  
Prerequisite: CNET 252  
3 CR / (2,3,0)

**CNET 276**  
**CCNA Introduction to Networks**
The CCNA (Cisco Certified Network Associate) Routing and Switching introductory courses introduce the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of either course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.  
Prerequisite: CNET 280 with a grade of “C+” or higher  
3 CR / (2,3,0)

**CNET 277**  
**Routing and Switching Essentials**
This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.  
Prerequisite: CNET 276  
3 CR / (2,3,0)

**CNET 280**  
**MS Office Software End-User Certification for IT Professionals Supporting Users**
This is a lecture/lab course that covers the fundamentals of the End-User Microsoft Office Suite: Word 2010, Excel 2010 and Outlook 2010. (PowerPoint 2010 will be covered in another course). Topics include function, configuration, troubleshooting, optimization and operation. The emphasis is on computer workstation settings and supporting the end-user. This course is designed for IT technicians to support office users. The course will cover the requirements of the Microsoft Office Specialist (MOS) exam in each of the three business applications listed above.  
3 CR / (2,3,0)

**CNET 285**  
**Technical Documentation and Project Skills**
In a technical field, employers require their employees to have a sound understanding of business communications, presentations and proper documentation. In this course, the student will learn to communicate clearly through the study of technical writing, comprehension and documentation procedures using Microsoft Word, Excel, Outlook and PowerPoint. This will allow for the development of the skills needed to create and edit technical documents, as well as present technical information to peers and nontechnical groups. Using project planning software, the students will develop skills to plan projects and proposals based on client information and blueprints provided.  
Prerequisite: CNET 280 with a grade of “C+” or higher  
3 CR / (2,3,0)

**COM**

**COM 100**  
**Fundamentals of Business**
The student examines a broad overview of the Canadian business system — how it functions and how it relates to specific areas such as marketing, production, finance, and human resources. The student gains specific insights into actual business operations and some of the major areas of concern regarding the role of business in society including globalization, corporate social responsibility, entrepreneurship, and small business development.  
Prerequisite: Admission into the program  
3 CR / (3,0,0)

**COM 204**  
**Financial Accounting**
3 CR / (3,2,0)

**COM 212**  
**Managerial Accounting**
Com 212 is an introduction of cost accounting techniques and practices and how they are used by business entities. Students will also become familiarized with the use of accounting information in the planning and control processes. Students will also be introduced to the use of cost accounting data in making business decisions. Development of skills in the areas of judgment, analysis, evaluation and application will be a key aspect of this course.  
Prerequisite: COM 204 or ACC 152  
3 CR / (3,2,0)
### COM 222  
Management and Organizational Behaviour  
Information extracted from various areas of psychology (social, industrial/organizational) and management will be utilized to study the nature of work, people, and organizations. Topics include leadership, motivation, group dynamics, communication, Japanese management, job design, organizational design, organizational culture, organizational development, stress, and time management. Organizational behaviour and its impact on management is examined through lecture, discussion, case analyses, and practical applications of the material.  
3 CR / (3,0,0)

### COMP 030  
Intermediate Computer Studies  
Computer Studies 030 builds on the skills acquired in Computer Studies 020. Through hands-on experience, students will acquire skills with computer applications such as Windows XP file management, spreadsheets (Excel), and advanced word processing. The course allows students to experience the project development while improving their software skills and knowledge of word processing and spreadsheets. Prerequisite: Computer Studies 020 or correct touch typing skill at 10 words per minute on the alphabetic keyboard and basic world processing skill.  
(Total course hours 68)

### COMP 045  
Advanced Computer Studies  
Through hands-on experience, the student acquires skills with a variety of computer applications such as word processing, spreadsheets, database management, graphics and presentation software. Supporting discussions include introductory theory of computer architecture, hardware, software, networks, and computer use in society. Prerequisites: English 030 or English 10 and one of Math 030, Principles of Math 10, Foundations of Math and Pre-Calculus 10 or Computers 030; or appropriate reading and math levels as evaluated by an Academic Upgrading placement test.  
0 CR / (Total course hours 68)

### CRIM 101  
Introduction to Criminology  
This course is an introduction to the interdisciplinary subject of criminology. The topics explored include a historical analysis of the development of criminology as a scientific discipline, its methods of analysis, and the various theoretical explanations for crime, criminality, and social control. The course also focuses on current issues related to crime and the administration of criminal justice.  
3 CR / (3,0,0)

### CRIM 102  
Psychology of Criminal and Deviant Behaviour  
This course examines various theoretical approaches to the psychology of criminal and deviant behaviour. It commences with historical perspectives that are based upon internal, biological contracts and progresses through the psychoanalytical and type theories to a social learning perspective including the social–structural and symbolic–interactionist theory. Prerequisite: CRIM 101 or PSYC 101  
3 CR / (3,0,0)

### CRIM 103  
Introduction to the Criminal Justice System  
An introduction to the legal and social organization of the Canadian criminal justice system. The accused is followed from initial contact with the police to a final disposition on the street, at court, or in the correctional system. The rights, responsibilities, and discretion of all participants in the proceedings will be examined in detail. The processing and treatment of offenders in Canada will be evaluated in terms of fairness and effectiveness.  
3 CR / (3,0,0)

### CRIM 106  
Sociological Explanations of Crime and Deviance  
The major sociological perspectives and theories are presented and applied to various types of crimes and deviance. The assumptions, consistency, and completeness of these accounts will be critically assessed. Findings for and against these theories are evaluated. Finally, the practical implications of these approaches are discussed. Prerequisite: SOC 101 or CRIM 101 or 103  
3 CR / (3,0,0)

### CRIM 135  
Introduction to Canadian Law and Legal Institutions  
This course provides a general introduction to the fundamental and competing principles of jurisprudence and to the basic legal institutions of Canada. The course is designed to prepare students for those law and law-related courses offered within the Department of Criminology and will consider the history of Canadian law, the development of the Canadian constitution, the system of Canadian courts, and the roles and responsibilities of members of the legal profession. In addition, the course considers the nature of legal reasoning, the doctrine of precedent, principles of statutory interpretation, and will also introduce the fields of contract, torts, administrative law, and family law. The course also examines the process of law reform in Canada.  
3 CR / (3,0,0)
CRIM 201  UT
Policing in Modern Society
This course examines both historical and current issues related to policing in modern society. Topical emphasis will be on police roles, powers, accountability, discretion, surveillance, and technology. Analysis of these issues will be comparative between “public” and “private” methods of policing. Prerequisites: CRIM 101 and 103
3 CR / (3,0,0)

CRIM 220  UT
Research Methods in Criminology
Introduction to the practice of research methods in criminology. Study of theory, logic, process, and structure of research as well as research design, data collection, and analysis. Introduction to research report writing. Hands-on research and computer experience. Prerequisites: PSYC 201 and one of CRIM 101, 103, 106, 241
3 CR / (3,1.5,0)

CRIM 230  UT
Criminal Law
Nature, purpose, scope, sources, and basic principles of the criminal law. History and evolution of the criminal law. Study of certain fundamental legal concepts such as mens rea, negligence, and strict liability. Analysis of the concept of criminal responsibility in Canada. Critical examination of the legislative policies expressed in the Criminal Code. Study of the basic elements of a criminal offence; actus reus and mens rea. Examination of the legal principles relating to certain specific crimes and to certain major defences. CRIM 135 is strongly recommended. 3 CR / (3,0,0)

CRIM 241  UT
Introduction to Corrections
Introduction to the Canadian correctional system. History and development of prisons in Canada. Examination of punitive philosophies in Canada. Structure, organization, and dynamics of correctional institutions. Examination of treatment and programming in Canadian corrections. Prerequisites: CRIM 101 and 103
3 CR / (3,0,0)

CSC 105  BUS/UT
Introduction to Computers and Programming
The main goal of this course is to familiarize students with computers and introduce the elements of computer programming. Topics covered include the basic structure of a digital computer system; applications of computers in arts, business, science, industry, and everyday life; and computer programming using a high-level language. The laboratory provides hands-on experience with the microcomputer, programming, and current software (such as word processors, spreadsheets, and databases). No prior knowledge of computing or advanced mathematics is required; however, basic typing skills are a definite asset. Prerequisite: Foundations of Math 11 or Pre-Calculus 11, MATH 045 or equivalent
3 CR / (3,3,0)

CSC 109  UT
Computing Science I
This is a general introductory course in computer science. Topics include computer architecture, computer systems, development of algorithms and computer programs, and programming style. Programming topics include selection and loop structures, arrays, functions, procedures, and string processing. The main emphasis of this course is on the study and development of algorithms, using a procedural language. Prerequisite: Foundations of Math 12 or Pre-Calculus 12 or MATH 050 or MATH 100 or equivalent. Students with a grade of “B” or higher in CSC 12 may take CSC 110 instead of CSC 109. ETCC 159 students who have completed Electronics Technician Common Core meet all prerequisites for this course
3 CR / (3,3,0)

CSC 110  UT
Computing Science II
This is a continuation of CSC 109—more advanced algorithms and computer programs are developed. Topics include advanced string processing, sets, recursion, and linear and non-linear data structures. Prerequisite: CSC 109 or a grade of “B” or higher in CSC 12
Prerequisite or Corequisite: MATH 101
3 CR / (3,3,0)

CSC 115  UT
Discrete Computational Mathematics I
This course introduces the student to the mathematical models and formalisms that are of genuine use in computer science and mathematics. Topics covered include set theory, principles of counting, logic, mathematical induction relations and functions, finite-state machines, and the principle of inclusion and exclusion. Prerequisite: Foundations of Math 12 or Pre-Calculus 12 or MATH 050 or MATH 100 or equivalent
3 CR / (3,0,0)

CSC 212  UT
Object-Oriented Software Development
This course covers extensively the programming and object-oriented techniques of Java. It introduces students to object-oriented programming concepts, teaches them the fundamentals of the Java language and syntax, introduces them to the major class libraries, and prepares them to begin development of Java applications. Prerequisite: CSC 110
3 CR / (3,3,0)

CSC 214  UT
Introduction to Computer Systems
This course is an introduction to the basic concepts of computer systems and computer architecture, and to machine and assembly language. Students are expected to master both the basic concepts of computer systems and architecture and the programming details of an assembly language. The assembly language of the VAX-11 will be used in programming assignments. Note: This course is offered on the basis of demand. Students interested in taking this course should contact the School Dean at 250-561-5815. Prerequisite: CSC 110
3 CR / (3,3,0)

CSC 215  UT
Discrete Computational Mathematics II
This course is a continuation of CSC 115. Topics covered include generating functions, recurrence relations, graph theory, trees, optimization and matching, rings and modular arithmetic, Boolean algebra and switching functions, coding theory, finite fields, and combinatorial designs. Prerequisites: CSC 115, MATH 101
3 CR / (3,0,0)
CSC 216 UT
Introduction to Data Structures
This course is an introduction to data structures and their associated algorithms. The data structures discussed will include stacks, queues, lists, and trees. Data structure applications include sorting techniques, hash tables, sparse matrix representation, and priority queues. An object-oriented programming language is used in this course.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the School Dean at 250-561-5815. Prerequisite: CSC 110
3 CR / (3,3,0)

CSC 218 UT
Introduction to Software Engineering
This course provides an overview of object-oriented software development using Java. It uses the Java 2 platform throughout. The material is presented from both a theoretical and a practical perspective, instilling the object-oriented way of thinking through the use of design patterns, exploration of the design of the Java Class Libraries, and illustration of iterative and incremental software development process. Prerequisite: CSC 212
3 CR / (4,2,0)

CSC 224 UT
Computer Organization
This course is an introduction to the internal structure (at the logic block level) of the major components of modern digital computers. It is not a programming course. Starting with basic logic gates, complex devices are designed, and are, in turn, used to design a simple computer. Also, a sequence of register transfers for many of the macro instructions is developed. Finally, the major functional sections of a computer—main memory, microprogram control, ALU, I/O bus structures, interrupts—are studied.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the School Dean at 250-561-5815. Prerequisite: CSC 215
3 CR / (3,3,0)

CUE 050
Student Success – Provincial Level
This course is designed to introduce the skills which will aid students in being successful during their academic and future careers. Students will develop writing, reading, research, and oral communication skills, coupled with time management, study, and technology skills. (Total course hours 112)

CUE 101 UT
College/University Experience
The course provides both first-time and returning students with specific skills and strategies needed to accomplish their academic goals with greater success. Students are introduced to a variety of topics critical to student success, including, but not limited to, time management, planning and goal-setting, learning styles, test-taking, and study techniques. The purpose of this course is to give students an opportunity to cultivate the skills, values, and attitudes necessary to become confident, capable students and contributing community members. In addition, the course opens the door to learning as a lifelong process. It specifically assists in guiding students through the critical thinking process, culminating in a practical application: researching, developing, writing, and presenting a proposal for change within our college community. 3 CR / (3,0,0)

CUE 150 Skills Development: Time Management
This course will offer program-specific academic support to students with a focus on incorporating time-management skills. This course will support and guide students with guest speakers, selected course readings, facilitator-led peer learning circles, reflective work and group assignments. 1 CR / (1,0,0)

CUE 152 Skills Development: Interpersonal Skills
This course will offer program-specific academic support to students, with a focus on developing interpersonal communications and stress management skills. This course will support and guide students throughout their time at CNC through guest speakers, selected course readings, facilitator-led peer learning circles, reflective work and group assignments. 1 CR / (1,0,0)

CUE 154 Skills Development: Goal Setting
This course will offer program-specific academic support to students, with a focus on personal goal-setting skills. This course will support and guide students throughout their time at CNC through a theoretical framework, guest speakers, selected readings, facilitator-led peer learning circles, reflective work and group assignments. 1 CR / (1,0,0)

CUE 156 Skills Development: Team Building
This course will offer program-specific academic support to students with a focus on teambuilding skills. This course will support and guide students throughout their time at CNC through established theory on team-building, guest speakers, selected readings, facilitator-led peer learning circles, reflective work and group assignments.
1 CR / (1,0,0)

CULA 150 Professional Cook Level 1
In this course, the student will work in a supervised environment and perform basic cooking and food preparation tasks utilizing knife skills, correct terminology, and a variety of cooking methods. The student will learn how to follow recipes, weigh and measure food accurately, and have an understanding of the major techniques and principles used in cooking, baking, and other aspects of food preparation. At this level, the student will develop a solid foundation of culinary skills.
Prerequisite: Admission to Professional Cook program.

CULA 250 Professional Cook Level 2
At this level, students will usually work with some supervision and perform a variety of cooking and food preparation tasks using multiple cooking methods. In addition to using the major techniques and principles in cooking, baking and other aspects of food preparation, students will learn to understand food costing, menu planning and purchasing processes.
Prerequisite: CULA 150 or equivalent
DENO 150

Introduction to Dentistry
This course provides information and practical experience in the field of dentistry. It is designed to orient students to current dental health concepts and to practicing as a member of the dental team.

Note: Delivery of this course is dependent upon sufficient numbers of registrants.
2 CR / (2,0,0)

DENT 150

Dental Assisting Foundations
This course introduces basic principles of dental assisting techniques and the assessment phase of patient care. Theoretical knowledge pertaining to basic instrumentation, isolation techniques and fundamental skills associated with dental assisting will be covered. Introduction to bio-materials will also be covered. Learners will receive information regarding the rationale for obtaining medical and dental histories, vital signs, dental charting and initial patient observations. The course material will include the understanding for prevention of, handling of and complications of medical emergencies that may arise in the dental office setting.

Prerequisites or corequisites: DENT 151, 153, with a minimum "C" grade, DENT 157 at a Satisfactory (S) level and MGT 154 with a minimum "B" grade
4 CR / (5,0,0)

DENT 157

Dental Assisting Clinic I
The first in a series, this clinic provides an opportunity for the student to integrate theory into clinical and laboratory experiences. The focus is on clinical asepsis, basic instrumentation, initial client observation, isolation techniques, the manipulation of a variety of dental materials, and setting radiographic bitewings on a manikin.

Within this clinical course students will be scheduled to participate in an integrated practicum (approx. 12 hours).

This practicum experience will provide the learner with the opportunity to assist in a general dentistry office. The focus will be on professional conduct, communication skills, clinical support procedures, assisting and practicing in a safe and competent manner according HPA/Dentist Act requirements.

Prerequisites or corequisites: DENT 150, 151, 153, with a minimum "C" grade and MGT 154 with a minimum "B" grade
3 CR / (5,0,0)

DENT 151

Prevention I
This course emphasizes infection control and prevention of oral disease. Awareness is placed on the nature of oral organisms, modes, and management of transmission for diseases of dental importance. This course also familiarizes the student with methods and materials used to prevent oral disease. Plaque, methods to control oral diseases, devices, and other components of preventive dentistry are covered.

Prerequisites or corequisites: DENT 150, 153, with a minimum "C" grade, DENT 157 at a Satisfactory (S) level and MGT 154 with a minimum "B" grade
3 CR / (5,0,0)

DENT 153

Dental Sciences
A study of form, structure, and interrelationships of the head and neck. Also included is the study of histology, morphology, supporting structures, occlusion, identification, and anomalies as they relate to dentition. Anatomical landmarks and understanding of the relationship between structure and function will be provided.

Prerequisites or corequisites: DENT 150, 151, with a minimum "C" grade, DENT 157 at a Satisfactory (S) level and MGT 154 with a minimum "B" grade
4 CR / (5,0,0)

DENT 160

Restorative Dentistry
This theoretical component provides the student with background into dental anesthesia, cavity preparation and design, and restorative instruments. Knowledge of the dental materials utilized in the prevention and treatment of oral disease will also be covered. A series of lectures will be given dealing with the etiological fundamentals of dental caries and methods used to prevent caries.

Prerequisites: DENT 150, 151, 153, 157 with a minimum "C" grade and MGT 154 with a minimum "B" grade
3 CR / (3,0,0)

DENT 161

Prevention II
This course provides the student with knowledge regarding the potential of oral manifestations such as periodontal disease and caries. The student learns to prevent these diseases through clinical preventive procedures, understanding nutrition, and teaching the client oral self-care. An additional component has the student developing and presenting preventive oral health lesson plans to select members of the local community.

Prerequisites: DENT 150, 151, 153, with a minimum "C" grade, DENT 157 at a Satisfactory (S) level, and MGT 154 with a minimum "B" grade
Corequisites: DENT 160, 163, 166 and 169 must be passed at a "C" grade and DENT 167 at a Satisfactory (S) level.
3 CR / (4,0,0)

DENT 163

Dental Specialties I: Oral Surgery and Prosthodontics
This course has an emphasis on the dental specialties of oral surgery and prosthodontic dentistry. It provides the student with the knowledge of pre-surgical evaluation, pharmacological considerations, procedures, post-operation treatments, and the role of the certified dental assistant in the care of an oral surgery case.

Students are also introduced to prosthetic procedures which are devoted to the restoration of function and the form of the dentition, including fixed and removable appliances and implants.

Prerequisites: DENT 150, 151, 153, with a minimum "C" grade, DENT 157 at a Satisfactory (S) level and MGT 154 with a minimum "B" grade
Corequisites: DENT 160, 161, 166 and 169 must be passed at a "C" grade and DENT 167 at a Satisfactory (S) level.
3 CR / (4,0,0)

DENT 166

Professional Issues
This course provides the student with an overview of the dental profession and its organization. It also introduces the student to dental jurisprudence, ethical dilemmas and problem solving. The BC Health Professions Act and duties of the graduate BC Certified Dental Assistant will be discussed.

Prerequisites: DENT 150, 151 and 153 must have been passed at a "C" grade and DENT 157 at a Satisfactory (S) level. MGT 154 must have been passed at a "B" grade
Corequisites: DENT 160, 161, 163 and 169 must be passed at a "C" grade and DENT 167 at a Satisfactory (S) level.
3 CR / (2.5,0,0)
DENT 167
Dental Assisting Clinic II
The second course in the clinical sequence, the learner’s clinical knowledge, skills and attitudes build on the foundation from DENT 157 - Dental Assisting Clinic I and expands clinical and laboratory competencies. Learners will begin to schedule patients and perform prescribed services. Learners also participate in weekly guided group discussions of their clinical experiences and cases. Within this clinical course students will be scheduled to participate in an integrated practicum (approx. 16 hours). This practicum experience further the opportunity the learner has for dental assisting in a dental office.

Emphasis on professionalism and communication skills continues. Advanced chairside assisting, direct patient care procedures, and laboratory skills may also be included in the experience.

This course will continue to focus on the student’s professional conduct, communication skills, clinical support procedures, assisting and practicing in a safe and competent manner according to HPVA Dentist Act requirements.

Prerequisites: DENT 150, 151, and 153 must have been passed at a “C” grade, DENT 167 at a Satisfactory (S) level. MGT 154 must have been passed at a “B-” grade. DENT 157 at a Satisfactory (S) level.

Corequisites: DENT 160, 161, 163, 166, 169 with a minimum “C” grade
3 CR / (0,13,0)

DENT 169
Radiology
This course provides students with the theory of the technical aspects of radiation and principles of exposing, processing, and mounting dental radiographs. Clinical experience emphasizes radiation hygiene and technique.

Prerequisites: DENT 150, 151, 153, with a minimum “C” grade, DENT 157 at a Satisfactory (S) level and MGT 154 with a minimum “B-” grade. DENT 157 at a Satisfactory (S) level.

Corequisites: DENT 160, 161, 163, 166, 169 with a minimum “C” grade
3 CR / (0,13,0)

DENT 173
Dental Specialties II
A theoretical course where emphasis is placed on the dental specialties of oral pathology, orthodontics, endodontics, geriodontics, pedodontics, and special needs clients.

Prerequisite: DENT 190 must have passed at a Satisfactory (S) level

Corequisites: DENT 176, 177 must have passed with a minimum “C” grade
3 CR / (9,0,0)

DENT 176
Office Practice Management
This course provides the student with an introduction to dental office practice procedures in relation to the clinical setting. The student is involved in a combination of guided self-study, projects, and class discussions to complete this course.

Prerequisite: DENT 190 must have passed at a Satisfactory (S) level.

Corequisites: DENT 173, 177 must have passed with a minimum “C” grade
3 CR / (1,0,0)

DENT 177
Dental Assisting Clinic III
The last course in the clinical sequence, this clinic allows the student to build on previous experiences and to integrate new skills into clinical and laboratory activities. Clinical activities will include treating scheduled clients for prescribed services and providing dental health education to members of the community.

Students participate in weekly guided discussions of their clinical experiences and cases.

Prerequisite: DENT 190 must have passed at a Satisfactory (S) level.

Corequisites: DENT 173, 176 must have passed with a minimum “C” grade
3 CR / (0,13,0)

DHYG 200
Clinic I
A pre-clinical and seminar lab introducing basic principles of dental hygiene care. Emphasis is on initial fundamental skills associated with dental hygiene practice and the basic assessment, dental hygiene diagnosis, planning, implementation and evaluation (ADPIE) process. Clinic sessions will be used to learn and practice clinical procedures required prior to treating patients. Student activities will include working on manikins, on each other and with simulation exercises.

Prerequisite: Entry to Dental Hygiene program
4 CR / (0,1,10)

DHYG 205
Dental Hygiene Care I
A theoretical course introducing basic principles of dental hygiene care. Emphasis is placed upon following the dental hygiene process of care using ADPIE: assessment, dental hygiene diagnosis, planning, implementation and evaluation. Course content and activities are closely associated with clinical activities to enhance the student’s critical thinking and basic clinical skills ability.

Prerequisite: Entry to Dental Hygiene program
3 CR / (3,0,0)

DHYG 210
Dental Anatomy
This course studies oral anatomic landmarks and establishes an understanding of the relationship between structure and function. Tooth morphology and identification, features of crown and root anatomy, eruption and occlusion are discussed with an emphasis on how they relate to dental hygiene care.

Prerequisite: Entry to Dental Hygiene program
3 CR / (3,0,0)

DHYG 215
Oral Microbiology
This course introduces dental hygiene students to oral microbiology. The basic principles of microbiology are presented in this course, with an emphasis on the relevance of these principles to human oral health. Diseases of microbial origin that concern the dental hygienist are presented to illustrate the principles of pathogenesis, host-parasite
interaction, and modes of transmission.  
Prerequisite: Entry to Dental Hygiene program  
Co-requisite: DHYG 200, DHYG 205, DHYG 210, DHYG 220, DHYG 225, and BIO 230  
3 CR / (3.0,0)

**DHYG 220**  
**Professional Practice I**  
This course is designed to introduce the student to the profession of Dental Hygiene. A historical perspective of dental hygiene is provided. The concepts of being a member of a health care profession, dental hygiene practice standards ethics, professional associations and governance and regulation of the dental hygiene are introduced. Problem-based learning is applied to ethics and dental hygiene practice.  
Prerequisite: Entry to Dental Hygiene program  
Co-requisite: DHYG 200, DHYG 205, DHYG 215, DHYG 220, DHYG 225, and BIO 230  
2 CR / (1.5,0,0)

**DHYG 225**  
**Oral Health Promotion**  
This course will emphasize prevention of oral disease and oral health promotion. The dental hygienists role in oral health promotion is explained. Methods to control oral diseases, devices for removal of plaque, and other components of preventive dentistry will be covered. Emphasis is placed on individualized patient education, setting patient-centered goals, and the use of appropriate visual aids. An additional component has the learner focus on teaching, learning, and motivating through various communication techniques and principles. A variety of health/communication education theories are explored.  
Prerequisite: Entry to Dental Hygiene program  
3 CR / (3.0,0)

**DHYG 260**  
**Clinic II**  
This course introduces the learner to the basic principles of dental hygiene care from Dental Hygiene Care 1. Continued emphasis is placed upon following the dental hygiene process of care using ADPIE: assessment, dental hygiene diagnosis, planning, implementation and evaluation. Course content and activities are closely associated with clinical activities to enhance the student’s critical thinking and basic clinical skill ability.  
Prerequisite: DHYG 200, DHYG 205, DHYG 210, DHYG 215, DHYG 220, DHYG 225 and BIO 230  
Co-requisite: DHYG 260, DHYG 275, DHYG 280, DHYG 285, DHYG 290 and BIO 270.  
4 CR / (0.2,11)

**DHYG 265**  
**Dental Hygiene Care II**  
This is a theoretical course expanding on basic principles of dental hygiene care from Dental Hygiene Care 1. Emphasis is placed upon following the dental hygiene process of care using ADPIE: assessment, dental hygiene diagnosis, planning, implementation and evaluation. Course content and activities are closely associated with clinical activities to enhance the student’s critical thinking and basic clinical skill ability.  
Prerequisite: DHYG 200, DHYG 205, DHYG 210, DHYG 215, DHYG 220, DHYG 225 and BIO 230  
Co-requisite: DHYG 260, DHYG 275, DHYG 280, DHYG 285, DHYG 290 and BIO 270.  
4 CR / (0.2,11)

**DHYG 275**  
**Pain Management**  
This course introduces the learner to the basic knowledge of the study of local anesthesia. Course content will develop the learner’s understanding of pain, pain control and various techniques for patient pain management. The prevention and handling of medical emergencies in the dental environment, and the use of the online Compendium of Pharmaceuticals and Specialties is covered.  
Prerequisite: DHYG 200, DHYG 205, DHYG 210, DHYG 215, DHYG 220, DHYG 225 and BIO 230  
Co-requisite: DHYG 260, DHYG 265, DHYG 280, DHYG 285, DHYG 290 and BIO 270.  
3 CR / (3.4,0,0)

**DHYG 280**  
**Dental Diseases I**  
Case-based learning and class discussion are used to introduce the learner to the topics of oral pathology, differential diagnosis and lesion management, basic periodontology and cariology concepts. Etiological factors and assessment using radiographic interpretation, dental hygiene diagnosis, care planning, implementation and evaluation processes will be emphasized.  
Prerequisite: DHYG 200, DHYG 205, DHYG 210, DHYG 215, DHYG 220, DHYG 225 and BIO 230  
Co-requisite: DHYG 260, DHYG 265, DHYG 275, DHYG 285, DHYG 290 and BIO 270.  
3CR / (2.8,0,0)

**DHYG 285**  
**Dental Radiography**  
This course provides the learner with basic principles, characteristics and biological effects of radiation. Radiation safety, quality assurance and the utilization of dental images in all aspects of the Assessment, Dental Hygiene Diagnosis, Planning, Implementation, and Evaluation (ADPIE) process are presented. Learners will identify normal and variations of normal anatomy and discuss interpretation basics for dental hygiene care. In Clinic 2, learners continue to build on radiographic techniques from Clinic 1 and will demonstrate effective technique and use of dental images.  
Prerequisite: DHYG 200, DHYG 205, DHYG 210, DHYG 215, DHYG 220, DHYG 225 and BIO 230  
Co-requisite: DHYG 260, DHYG 265, DHYG 275, DHYG 280, DHYG 290 and BIO 270.  
3CR / (2.8,0,0)
DHYG 305

Nutrition

This course provides a survey of the fundamentals of nutrition and the factors involved influencing the ability of the individual and family to secure and maintain optimal nutrition status. The relationship of nutrition to the practice of dental hygiene is emphasized.

Prerequisite: DHYG 260, DHYG 265, DHYG 275, DHYG 280, DHYG 285, DHYG 290 and BIO 270.
Co-requisite: DHYG 300, DHYG 315, DHYG 320, and DHYG 325.
2CR / (2,0,0)

DHYG 315

Dental Diseases II

This course builds upon Dental Diseases I. Case-based learning, class discussion, and other teaching/learning methods will be utilized to further enhance the learner's knowledge related to cariology and periodontology. Etiological factors and advanced assessment using radiographic interpretation, dental hygiene diagnosis, care planning, implementation and evaluation processes (ADPIE) will be emphasized.

Prerequisite: DHYG 260, DHYG 265, DHYG 275, DHYG 280, DHYG 285, DHYG 290 and BIO 270.
Co-requisite: DHYG 300, DHYG 305, DHYG 320, and DHYG 325.
3CR / (4,0,0)

DHYG 320

Pharmacology for Dental Hygiene Care

The focus of this course is the study of pharmaceuticals. This course will provide learners with the knowledge and the concepts of pharmacology related to the general health of patients for the provision of dental hygiene care. An emphasis will be put on those drugs that are commonly used or that have an effect on the practice of dentistry. The learner will become acquainted with the origins, physical and clinical properties, modes of administration, side effects and interactions of medications. The more common naturopathic supplements will also be explored. Job search strategies and dental hygiene career development will also be covered.

Prerequisite: DHYG 260, DHYG 265, DHYG 275, DHYG 280, DHYG 285, DHYG 290 and BIO 270.
Co-requisite: DHYG 300, DHYG 305, DHYG 315, and DHYG 325.
3CR / (4,0,0)

DHYG 325

Community Health

This course covers the study of health and the role of the dental hygienist from a community perspective. Basic concepts of the Canadian health care system are covered along with the principles of belonging to a welfare state. Concepts related to epidemiology, health promotion, and determinants of health as they apply to role of the dental hygienists are discussed. Diversity is explored with a focus on the study of various unique populations and communication principles. This course also introduces the student to basic concepts of program planning.

Prerequisite: DHYG 260, DHYG 265, DHYG 275, DHYG 280, DHYG 285, DHYG 290 and BIO 270.
Co-requisite: DHYG 300, DHYG 305, DHYG 315, and DHYG 320.
3CR / (4,0,0)

DHYG 330

Clinical IV

This is the final clinical course designed to provide the opportunity for the continued development of the professional skills and attitudes required for the practice of dental hygiene. Opportunities are provided after midterm to help the student transition into private practice settings. Students continue to treat a variety of patients and enhance their learning experiences by rotations in a variety of dental externships in the local dental community. Students also participate in a weekly faculty conference time for discussions and updating of clinical experiences.

Prerequisite: DHYG 300, DHYG 305, DHYG 315, DHYG 320, and DHYG 325.
4CR / (0,1,12)

DHYG 355

Practice Management

This course focuses on the sociology of dental care, dental office practice, and independent dental hygiene practice environments. A variety of dental practice settings, compensation, employment standards, disability insurance and marketing strategies are discussed. Independent practice opportunities are identified and explored. Job search strategies and dental hygiene career development will also be covered.

Prerequisite: DHYG 300, DHYG 305, DHYG 315, DHYG 320, and DHYG 325.
3CR / (4,5,0,0)
ECCL 380
Evidence Based Practice II
This course builds upon foundations of Evidence-based Practice II. Emphasis will be placed on identifying dental hygiene topics that warrant further enquiry. Students will continue to apply research methodology principles to access relevant and credible literature resources and apply sound research principles to answer relevant dental hygiene questions. Development of qualitative literature evaluation skills and ability to accept or reject claims based on strength of current empirical evidence, determination of clinical significance of findings, and use of strategies to integrate evidence into the dental hygiene practice settings will be emphasized. The course will culminate with knowledge sharing by way of a community seminar presentation. Prerequisite: DHYG 300, DHYG 315, DHYG 320, and DHYG 325. Corequisite: DHYG 350, DHYG 360, DHYG 365 and DHYG 370. 3 CR / (2.8,0,0)

ECCL 150
Developmental Perspectives I
This course will include the study of contemporary theories in growth and development of the child from conception to 24 months. Genetics and environmental factors affecting typical and atypical development at the prenatal, neonatal, infant, and toddler stages of development will be examined. Growth and development in the key developmental domains including social/emotional, physical, cognitive, and language will be discussed as part of ongoing lifespan development. Strategies for identifying atypical development and the use of community resources for parent and child support will be also explored. 3 CR / (3,0,0)

ECCL 151
Developmental Perspectives II
This course will include the study of contemporary theories in growth and development of the child from 24 months to 12 years. Growth and development in the key developmental domains including social/emotional, physical, cognitive, language, and spiritual development will be discussed as part of ongoing life span development. Strategies for identifying atypical development and the use of community resources for parent and child support will be explored and utilized to establish goals for the developing child, the social context of the changing family, and society. Prerequisites: ECCL 150, 190 3 CR / (3,0,0)

ECCL 154
Historical and Contemporary Perspectives in ECE
This course will focus on the major historic and current theories that impact the field of Early Childhood Care and Learning. The student will be exposed to a variety of perspectives that support the development of contextually appropriate practices. The role of play in the overall development of the preschool child is examined. The ECEBC Code of Ethics will be explored as a standard of practice for caring for young children and families. 3 CR / (3,0,0)

ECCL 156
Care and Guidance
This course examines a theoretical framework of guidance principles and techniques which support children’s optimal development. Emphasis is placed on responding to the needs of the individual, promoting positive self-concept, fostering pro-social behaviour, and the factors that may impact behaviours (e.g., development, temperament, culture, environment, socio-economic status or family culture). Applicants must undergo a criminal record search through the Ministry of Justice before enrolment in ECCL 156. 3 CR / (3,0,0)

ECCL 165
Responsive Curriculum I
Based on the philosophy that natural play provides the foundation for children’s growth and development, this experiential course focuses on curriculum planning and teaching strategies. At the end of this course the student will be able to develop and implement programming plans for curriculum areas such as art, storytelling, music, and movement. The focus will be on developing an educational philosophy through experiential learning and self-reflection. 3 CR / (3,0,0)

ECCL 166
Responsive Curriculum II
This course is a continuation of Responsive Curriculum I. The student will acquire further knowledge, experience and skill in planning, implementing, and evaluating learning environments for groups of children based on sound educational philosophy and research. Areas such as blocks, dramatic play, math, science and cooking will be explored. Prerequisite: ECCL 165 3 CR / (5,0,0)

ECCL 167
Responsive Environments
Students examine the importance of the role of the environment to children’s growth and learning. Emphasis is placed on using pedagogical narration/learning stories to understand and respond to children’s interests and needs. A variety of materials and learning experiences are explored that support early learning and respect for children and families. Prerequisites: ECCL 154, 165, 190 3 CR / (3,0,0)

ECCL 170
Observing and Recording Children’s Behaviour
This course introduces the student to a variety of methods for objectively observing, recording and interrupting child behaviour for evaluation and assessment purposes. The Caledonia Early Care and Learning Centre facility will function as the lab setting for this course, but other sites may be used with faculty consultation and approval. Corequisites: ECCL 150, 190 3 CR / (3,2,0)

ECCL 172
Health and Wellness
Students will examine the overall health, safety, and nutritional needs of children from infancy through to five years of age. Emphasis is placed on the role and responsibilities of the educator in establishing and maintaining safe nurturing environments for children in cooperation with families. This is achieved with an understanding of licensing regulations, policies, and practices promoting the health and well-being of children. Students will also gain an understanding of how their own wellness impacts their practice. 3 CR / (3,0,0)

ECCL 175
Families
This course will examine the interrelationships between the home and the child care program. Attention is given to developing an effective culturally inclusive parent program curriculum to support the diverse nature of today’s families. The student will investigate the current status of the Canadian family.
and the issues confronting it. The role of the early childhood educator as an advocate for children and families will be emphasized.

3 CR / (3,0,0)

**ECCL 178**
**Professional Interactions**

Professional interactions will support the learner’s understanding of how to develop, maintain and navigate workplace relationships. The student will be developing skills related to active listening, perception checks, establishing professional boundaries and exploring confidentiality and ethical issues in early care and learning settings. The student will explore how values and beliefs influence perception and document and assess their communication skills.

3 CR / (3,0,0)

**ECCL 190**
**Practicum I**

Practicum I introduces the student to the early care and learning environment. Students gain practical experience working with young children and families while working under a licensed early childhood educator. The student is given the opportunity to plan, implement and evaluate contextually appropriate curriculum activities under supervision. During practicum students are required to attend a weekly two-hour seminar.

Prerequisite: Admission to Early Childhood Care and Learning Certificate Program
Pre- or corequisites: ECCL 150, 154, 165, 170, 172, 178

4 CR / (0.5,8,0)

**ECCL 195**
**Practicum II**

Students take on a larger role in curriculum planning and begin guiding children’s behaviour during this intermediate level practicum. The student is responsible for planning contextually appropriate experiences for the children and families. Beginning supervision skills are developed while students work with large and small groups of children. During practicum, students are required to attend a weekly two-hour seminar.

Prerequisite: ECCL 190, ECCL 170
Corequisites: ECCL 151, 156, 166, 167, 175

4 CR / (0.5,0,0)

**ECCL199**
**Practicum III**

Practicum III is the final practicum in the ECCL program. Under mentorship of a licensed early childhood educator and ECCL faculty, the student plans, implements and evaluates curriculum daily for the diverse needs of children and families in an early childhood care and learning program. The student takes on a leadership role and is responsible for guiding and facilitating daily experiences for large and small groups of children and their families. Students are also required to attend a weekly two-hour seminar.

Prerequisite: ECCL 150, 151, 154, 156, 165, 166, 167, 170, 172, 175, 178, 190, 195

6 CR / (0.8,11.2)

**ECCL 251**
**Advanced Developmental Perspectives**

This course will provide students with a foundation for designing contextually appropriate inclusive programs for infants and toddlers and children with exceptionalities. Through a strength based lens learners will utilize methods of observing and recording to assess children’s developmental progress as a tool for early detection and intervention. Students will evaluate early care and learning environments and the impact of environment on development.

3 CR / (3,0,0)

**ECCL 252**
**Leadership and Administration in Early Childhood Care and Learning Settings**

This course is an introductory look at the administrative aspects of operating a child care centre and explores what it means to be a leader in the program, the community and the field. This course identifies necessary functions relating indirectly to children; for example, handling finances, hiring staff, leadership and management, cleaning and maintenance policies and procedures, etc. Provincial legislation regulating child care is also examined. The learner will be introduced to issues encountered by child care administrators.

3 CR / (3,1,0)

**ECCL 255**
**Program Planning for Infants and Toddlers**

Utilizing knowledge of the growth of children under 36 months, learners apply the principles of responsive care to nurturing relationships, program planning and designing environments. Learners will also explore working collaboratively with families and defining their professional identity.

3 CR / (3,1,0)

**ECCL 256**
**Introduction to Inclusive Child Care**

This course will provide an introductory overview of inclusive child care, with a focus on children birth through five requiring extra supports. The student will apply knowledge of growth and development, culture, family dynamics, as well as observing and recording in order to assist in developing a holistic view of the individual child. The student will examine typical and atypical growth and development, and explore a variety of assessment materials and intervention techniques for working with children who have special needs.

3 CR / (3,1,0)

**ECCL 272**
**Advanced Health and Wellness**

This course will focus on the study of health, safety, and nutritional requirements for infants, toddlers and children with exceptionalities in inclusive early learning environments. BC Child Care Licensing Regulations will be utilized as the framework from which learners will develop, maintain, and report health and safety policies. The interconnectedness between caregiver and child, health and wellness will be explored. Canada’s Food Guide and the BC Child Care Licensing Regulations will be used as a foundation for menu planning, meal preparation and safety requirements to provide optimal developmental opportunities for infants, toddlers and children with exceptionalities.

3 CR / (3,0,0)

**ECCL 275**
**Partnerships with Families**

This course will examine the interrelationships between the home and the child care program. Attention is given to developing effective family centered inclusive curriculum that considers and supports the diverse nature of today’s families. The student is asked to reflect on her/his world view to develop an understanding of how this will impact her/his inclusive practice with children and families. Strategies are presented to assist the student in developing effective parent-educator communication.

3 CR / (3,0,0)

**ECCL 295**
**Infant-Toddler Practicum**

Under mentorship of a licensed Infant/Toddler Early Childhood Educator and ECCL faculty the learner plans, implements and evaluates curriculum for the diverse needs of infants and
toddler in an Early Childhood Care and Learning Program. The student takes on a leadership role and is responsible for guiding and facilitating daily experiences for the individual infant or toddler, small groups of children (under 36 months) and their families. Students are also required to attend a weekly two-hour seminar. Prerequisite: ECCL 251, 252, 255, 272, 275 4 CR / (0,0,8,13)

**ECCL 299**
**Special Needs Practicum**
Under mentorship of a Special Needs Early Childhood Educator and ECCL faculty the learner plans, implements and evaluates curriculum for the various needs and abilities of children, which reflects and respects diversity. The student takes on a leadership role and is responsible for guiding and facilitating daily experiences for the diverse abilities of the individual child, small groups of children and their families in an inclusive practice setting. Students are also required to attend a weekly two-hour seminar. Prerequisite: ECCL 251, 252, 256, 272, ECCL 275 4 CR / (0,0,8,13)

**ECON .................**

**ECON 201**
**BUS/UT**
**Principles of Economics—Microeconomics**
This course examines the market system’s inner workings, characterized by supply and demand. Various market structures such as perfect competition and monopolies are studied. Time is spent looking at ways in which the market system “fails,” leading to discussions about government’s role, in certain circumstances, as a possible replacement for the market system. By the end of this course, the student should have the ability to analyze the impact of events on the price and production of goods and services. Prerequisite: Foundations of Math 11 or Pre-Calculus 11 or MATH 045 or equivalent 3 CR / (3,0,0)

**ECON 202**
**BUS/UT**
**Principles of Economics—Macroeconomics**
Beginning with the techniques for measuring important variables such as GDP, unemployment, and the price level, the course will develop a model of the economy with which various “shocks” can be analyzed. How the government uses its spending, taxation, and control of the money supply to achieve economic goals will be discussed. By the end of the course the student should have the ability to analyze the macroeconomic impact of most events influencing the economy. Prerequisite: Foundations of Math 11 or Pre-Calculus 11 or MATH 045 or equivalent 3 CR / (3,0,0)

**ECON 207**
**BUS/UT**
**Managerial Economics**
This course is an application of economic theory to a variety of management and planning decisions such as output maximization and cost minimization given the constraints faced by the firms. Prerequisites: ECON 201 and 202 3 CR / (3,0,0)

**EFAC .................**

**EFAC 110**
**Introduction to Environmental Field Work**
This course provides an overview of environmental field assistant work. Students will gain an understanding of the roles and responsibilities of a field assistant in the environmental monitoring and natural resources sectors. Aboriginal perspectives and world views will strongly inform the course. In addition to gaining an understanding of Aboriginal views of environmental stewardship, students will learn about land use issues and cultural protocols associated with working with First Nations. Prerequisite: Enrolment in the Environmental Field Assistant Certificate Program 3 CR / (2,3.0,6,0)

**EFAC 120**
**Essential Skills for Environmental Field Assistants**
This course provides students with the essential skills necessary to obtain and retain employment. Topics will include document use, numeracy, problem solving, communication, working outside, and computer skills as they apply to environmental field work. Emphasis will be placed on the computer-based skills required for reporting tasks. The course will also include work readiness training such as résumé writing and job search skills. Prerequisite: Enrolment in the Environmental Field Assistant Certificate Program 1 CR / (2,6,1,3,0)

**EFAC 130**
**Safe Work Practices for Environmental Field Assistants**
Students will gain understanding and knowledge of safe work practices and WorkSafe BC regulations through a variety of industry and certificate courses. This course can be tailored to the needs of industry and the students; a minimum of seven certificate courses will be provided. Prerequisite: Enrolment in the Environmental Field Assistant Certificate Program 3 CR / (4,2,0)

**EFAC 140**
**Field Skills for Environmental Field Assistants**
This course focuses on the core field skills required by environmental field assistants: map interpretation and navigation, GPS use, note taking and data recording, introduction to GIS, personal habits, and trip preparation. Prerequisite: Enrolment in the Environmental Field Assistant Certificate Program 3 CR / (1,2,0)

**EFAC 150**
**Introduction to Field Measurement**
This field-oriented course introduces students to the theory and practice of forest measurements and surveying. Students will be introduced to basic surveying instruments, field surveys, and layout practices. Prerequisite: Enrolment in the Environmental Field Assistant Certificate Program 3 CR / (1,2,0)

**EFAC 160**
**Introduction to Aquatic Resources and Fisheries**
This course covers the essential knowledge required by environmental field assistants working in fisheries or other aquatic habitats. Topics include riparian plant identification and recognition of wetland areas, as well as restoration of stream channels; stream crossings; and wetlands. Prerequisite: Enrolment in the Environmental Field Assistant Certificate Program 3 CR / (1,2,0)
EFAC 170
Introduction to Terrestrial Resources and Wildlife

This course covers the essential knowledge required by environmental field assistants working in terrestrial habitats. Topics include terrestrial resources (ecosystem classification, plant identification, soils, vegetation surveys, and wetlands) and wildlife (bird surveys, wildlife capture and handling, habitat features, habitat inventory methods, species inventory methods). Prerequisite: Enrolment in the Environmental Field Assistant Certificate Program
3 CR / (1,2,0)

EFAC 180
Introduction to Environmental Monitoring

This course provides a thorough introduction to the role of environmental monitors during the construction phase of industrial projects (such as oil and gas projects). Prerequisite: Enrolment in the Environmental Field Assistant Certificate Program
3 CR / (1,2,0)

ELEC

ELEC 115
Electrician Foundation (Harmonized)

In the foundation program, studies are focused on DC electricity. We will learn about the fundamentals of electricity and how it is electromagnetically induced. We will learn DC circuitry and resistance as well as analyzing these circuits. We will learn how to use meters and test equipment and learn how to read prints and drawings. We will also learn basic motor control and industrial power electronics. One of the most important lessons will be the interpretation and application of the Canadian Electrical Code (CEC). Due to the nature of the CEC, it will be taught on a daily basis (approximately 1 hr. to 2 hrs. per day).
As well as learning the theory of electricity, there will be a lot of hands on learning which is invaluable for preparing you for the electrical trade and making you more employable. We also have a very well equipped shop and computer lab available for our use. You must have safety glasses and safety footwear to work in the shop.
720 Total course hours

ENGL

ENGL 020
Fundamental Preparatory English I

Areas covered include pre-reading, beginning reading, beginning writing, beginning reading and essential skills and strategies for learning (oral communication, working with others, continuous learning, thinking skills). Prerequisite: Interview with the Academic Upgrading placement person and participation in a reading and writing assessment.
(112 Total course hours)

ENGL 030
Intermediate Preparatory English

ENGL 030 is designed to provide students with the communication skills needed to enter higher level courses or to satisfy personal or career goals. This course focuses on the following core areas: composition and grammar, literature, interpersonal communication, reading comprehension, and study skills. Prerequisite: Successful completion of ENGL 020, or as evaluated by the appropriate placement test.
0 CR / (112 Total course hours)

ENGL 045
Advanced Preparatory English

The course includes reading, writing, speaking, and listening skills. Extensive writing and research skills are taught. There is a literature component, as well as a section on media literacy. Prerequisite: ENGL 030 or English 10 or as determined by a Academic Upgrading placement test.
0 CR / (112 Total course hours)

ENGL 050
Provincial Preparatory English

This course emphasizes writing, research, and communication skills. There is a strong literature component, which includes study in all literary genres. Prerequisite: English 045 or English 11 (not Communications 11) or as evaluated by an Academic Upgrading placement test.
0 CR / (112 Total course hours)

ENGL 051
Provincial Preparatory English: First Peoples

This course is designed to introduce the student to Aboriginal perspectives while developing writing, research, and oral communication skills. There is a strong literature component which includes study in various literary genres. Prerequisite: English 045 or English 11 (not Communications 11) or as determined by the appropriate CNC placement test.
0 CR / (112 Total course hours)

ENGL 101
Language and Composition I

A study of 20th-century short stories and drama, and a consideration of effective composition practices. Students write a minimum of three essays.
3 CR / (3,0,0)

ENGL 102
Language and Composition II

A study of 20th-century poetry and novels, and a consideration of effective composition practices. Students write a minimum of three essays.
3 CR / (3,0,0)

ENGL 103
Composition and Style

A study of grammar, composition, and style. A vigorous program of essay-writing plus a variety of writing assignments or exercises dealing with specific problems in essay-writing. Strongly recommended for students who wish to improve their writing skills.
3 CR / (3,0,0)

ENGL 104
Introduction to Literature and Composition

A survey of selected stories, poems, and plays from the classical to the modern periods. Students write essays and exams.
3 CR / (3,0,0)

ENGL 106
Film Studies

A survey of styles and genres in international and Hollywood cinema from 1940 to the present. A feature film will be screened each week and discussed in conjunction with assigned readings. University credit students write essays and exams; non-university credit students may audit the course for general interest.
3 CR / (1,2,0)

ENGL 107
Literature and Composition: Aboriginal Literature

This course surveys Aboriginal literature. Students assess traditional tales from an oral storytelling tradition, as well as poems, plays, and short stories by contemporary writers. As well, students learn effective composition skills.
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Title</th>
<th>Credits</th>
<th>Prerequisites</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGL 108</td>
<td>Contemporary Genre</td>
<td>UT</td>
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<tr>
<td>ENGL 120</td>
<td>Content Strategies for Online Writing</td>
<td>UT</td>
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<tr>
<td>ENGL 155</td>
<td>Developmental English</td>
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<tr>
<td>ENGL 201</td>
<td>English Literature, 1350–1744</td>
<td>UT</td>
<td>Prerequisite: One 100 Level UT English 3 CR / (3,0,0)</td>
</tr>
<tr>
<td>ENGL 202</td>
<td>English Literature, 1744–1900</td>
<td>UT</td>
<td>Prerequisite: One 100 Level UT English 3 CR / (3,0,0)</td>
</tr>
<tr>
<td>ENGL 203</td>
<td>Canadian Literature I</td>
<td>UT</td>
<td>Prerequisite: One 100 Level UT English 3 CR / (3,0,0)</td>
</tr>
<tr>
<td>ENGL 204</td>
<td>Canadian Literature II</td>
<td>UT</td>
<td>Prerequisite: One 100 Level UT English 3 CR / (3,0,0)</td>
</tr>
<tr>
<td>ENGL 205</td>
<td>Creative Writing: Poetry</td>
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<tr>
<td>ENGL 206</td>
<td>Creative Writing: Fiction</td>
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<tr>
<td>ENGL 207</td>
<td>Fiction Writing</td>
<td>UT</td>
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<tr>
<td>ENGL 208</td>
<td>Critical Thinking</td>
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<td>ENGL 209</td>
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<td>ENGL 210</td>
<td>Technical Writing</td>
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<td>ENGL 211</td>
<td>Creative Writing: Non-Fiction</td>
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<tr>
<td>ENGL 212</td>
<td>Creative Writing: Poetry</td>
<td>UT</td>
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<tr>
<td>ENGL 213</td>
<td>Short Fiction I</td>
<td>UT</td>
<td>Prerequisites: Two of ENGL 101, 102, 103, 104, 107</td>
</tr>
<tr>
<td>ENGL 214</td>
<td>Short Fiction II</td>
<td>UT</td>
<td>Prerequisites: Two of ENGL 101, 102, 103, 104, 107</td>
</tr>
<tr>
<td>ENGL 215</td>
<td>Children’s Literature I</td>
<td>UT</td>
<td>Prerequisites: One 100 Level UT English 3 CR / (3,0,0)</td>
</tr>
<tr>
<td>ENGL 216</td>
<td>Children’s Literature II</td>
<td>UT</td>
<td>Prerequisites: One 100 Level UT English 3 CR / (3,0,0)</td>
</tr>
<tr>
<td>ENGL 217</td>
<td>Gender, Sexuality, and Literature I</td>
<td>UT</td>
<td>Prerequisites: One 100 Level UT English 3 CR / (3,0,0)</td>
</tr>
</tbody>
</table>

As well, students are provided opportunities to present their work for comment and criticism. Prerequisite: 3 credits of 100-level UT English 3 CR / (3,0,0)
ENGL 218  UT  Gender, Sexuality, and Literature II: Focus on Contemporary Literature
A study of gender and sexual identity, gender roles, and sexuality in contemporary literature (poems, short fiction, novels, graphic novels, and plays).
Prerequisites: One 100 Level UT English course
3 CR / (3,0,0)

ENGL 219  UT  Contemporary Aboriginal Authors
This course is a study of contemporary Aboriginal authors. Students study novels, plays, and poems that reflect the experiences of Aboriginal peoples in Canada from the 1940s to the present. Students consider regional/personal concerns as well as the universal themes developed in the writings. As well, students compare the styles, themes, and subject matter of Aboriginal authors to other Canadian authors studied in Canadian literature classes.
Prerequisites: One 100-Level University Transfer (UT) English course
3 CR / (3,0,0)

ENGL 220  UT  Children’s Literature — First Nations Authors
This course is a study of traditional Aboriginal children’s tales from the oral story-telling tradition as well as tales told by contemporary Aboriginal writers. These stories are assessed in terms of character, plot, and theme. As well, students analyse how the stories challenge the child reader’s social, emotional, moral, and intellectual growth.
Students will critically evaluate the texts and determine the values and lessons in the texts.
Prerequisites: One 100-Level University Transfer (UT) English course
3 CR / (3,0,0)

ENGL 225  UT  Special Topics in Film Studies: (Genre)
This is a survey of special topics in film, in particular genre (e.g. film noir, documentary, western, martial arts, horror), decades in film, groundbreaking directors, and/or international and domestic film movements (e.g. French, Australian, Italian, German, and Canadian New Wave). Films will be viewed and discussed in terms of their social, political, and artistic impact and lasting relevance.
Prerequisite: ENGL 106

ENGL 229  UT  Professional Business and Technical Communication
This course includes both the theory and practice of writing for the workplace. Students will first learn the rules and guidelines of professional communication and then move beyond them, investigating the underlying theory, ethics and social factors that contribute to the challenges of work writing. This course introduces strategies for communicating effectively to a variety of audiences in a variety of workplace genres. Students work both individually and in collaboration, completing both written and oral projects that are relevant to their professional goals and the requirements of the business, technical, and professional communities.
Prerequisites: ENGL 103
Prerequisites for Natural Resource and Environmental Technology (NRFT) students: ENGL 103 and completion of first-year NRFT program
3 CR / (3,0,0)

ENGL 230  UT  Critical Thinking and Writing for Science and Technology
In this course, writing about science and technology is examined theoretically and practically. Students learn to communicate what they learn in the appropriate form to a variety of audiences. Both research and non-research forms of communication, both written and oral, will be examined in preparing students for further studies in science and technology.
Prerequisites: Two of ENGL 101, 102, 103, 104, 106, 107, or their equivalent
3 CR / (3,0,0)

ENGL 231  UT  Intermediate Composition I
Students study and practise the principles of effective prose. They write a variety of expository and argumentative essays (some done in class) and a final examination. Students develop competence and flexibility in their writing skills through the practice of a variety of stylistic and organizational techniques. Recommended for students interested in the teaching profession.
Note: This is not a remedial or basic skills course.
Prerequisites: Two of ENGL 101, 102, 103, 104, 107
3 CR / (2,1,0)

ENGL 232  UT  Intermediate Composition II
Students write a variety of expository and argumentative essays (some done in class) and a final examination. Particular emphasis is placed upon the production of a major research report (minimum length 2,000 words) with full documentation. Recommended for students interested in the teaching profession.
Note: This is not a remedial or basic skills course.
Prerequisites: Two of ENGL 101, 102, 103, 104, 107
3 CR / (2,1,0)

ENGL 252  UT  Technical Communications for Forest Technology
This course builds upon the skills introduced in ENGL 195 and ENGL 196 and introduces the student to writing tasks that are more closely related to real-world working situations and controversies. Topics covered include medium length reports, integration of research with personal experience, and persuasive speaking and writing.
Prerequisites: ENGL 103 and ENGL 229
3 CR / (3,0,0)

ESL 060  UT  Beginner Level ESL
This program offers listening, speaking, reading, and writing at a beginner level. Students also learn and practise some English idioms, new vocabulary, and communicative grammar.
Pre-writing and revision strategies are introduced. Some knowledge about Canadian culture will be presented through films and music.
Prerequisite: As determined by the ESL placement test

ESL 070  UT  Intermediate Grammar
This course strengthens and develops grammar structures through listening, speaking, and writing. Students can use and manipulate grammar points (verb tenses, modals, nouns, adjectives, conditionals).
Prerequisite: Completion of ESL 060 with a grade of “B” or higher, or as determined by the ESL placement test
ESL 071
Intermediate Listening and Speaking
In the context of specific dialogues, students practise listening, speaking, and using idiomatic expressions common in North American English. This course also gives the student an opportunity to interact with native speakers of English. Prerequisite: Completion of ESL 060 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 072
Intermediate Writing
In this course students learn the organization of a paragraph. Prewriting and editing strategies are strengthened, and writing for various purposes is introduced. Prerequisite: Completion of ESL 060 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 073
Intermediate Reading
This course develops the skills of reading for the main idea, skimming, scanning, predicting, guessing meaning from context, and drawing inferences. Students work with a variety of written material of gradually increased difficulty. This course also includes an intensive "words in context" approach, where students learn new words by reading and hearing them in a variety of situations. Prerequisite: Completion of ESL 060 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 086
IELTS Preparation Course
This 45-hour course prepares students for the IELTS exam. The course provides practice in the four skill areas: listening, speaking, reading, and writing. In addition, this course reviews and strengthens previously learned grammar and vocabulary as well as introduces students to the IELTS exam task types and exam formats. This course is suitable for students who want to achieve higher scores in the academic module. It is intended for students whose current level of English is advanced. Prerequisite: Successful completion of Level 2 (Intermediate) in CNC’s ESL program or as determined by the ESL Department placement test

ESL 090
Advanced Grammar
Students will become familiar with the English verb system in terms of time frame and aspect. Students study the form, meaning, and use of grammatical structures, such as passive verbs, conditionals, gerunds and infinitives, modals of prediction and inference, reported speech, adverbials, degree compliments and intensifiers, etc. Prerequisite: Completion of ESL 070 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 091
Advanced Listening and Speaking
Students practise listening to advanced level speech for main ideas and specific information. Using various dialogues taken from social and academic contexts, they will examine and practise using idioms common to Canadian English. Students participate in class discussions and give short presentations. Prerequisite: Completion of ESL 071 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 092
Advanced Writing
This course focuses on paragraph writing for various purposes. Students can write several types of complex sentences and give supporting details for their ideas in well organized paragraphs. Essay writing is introduced. Prerequisite: Completion of ESL 072 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 093
Advanced Reading
Students read short stories, articles, essays, and novels in order to practise skimming a text for the main idea, deducing meaning from context, classifying elements as fact or opinion, scanning for specific information, identifying supporting details, making inferences, building vocabulary, and predicting. Prerequisite: Completion of ESL 073 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 095
English for Academic Purposes: Listening and Speaking
This course gives students the opportunity to practise listening to lectures, presentations and dialogues at an academic level. Students participate in group surveys, discussions, and interviews and give a minimum of three presentations. Prerequisite: Completion of ESL 091 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 096
English for Academic Purposes: Advanced Grammar and Writing
Students learn techniques for producing sound, effective, and successful essays through the themes of unity, support, coherence, and sentence skills. Students can practise and develop their skills, while comparing their own work with provided readings. In addition, students study advanced grammar points, as well as techniques for finding information for research essays. Prerequisites: Completion of ESL 090 and ESL 092 with grades of "B" or higher, or as determined by the ESL placement test

ESL 097
English for Academic Purposes: Reading
This course advances students’ literal and critical reading comprehension skills to help them prepare for Canadian college and university. Various college-level reading selections, as well as novels, are provided to help students develop effective reading and clear thinking skills. Prerequisite: Completion of ESL 093 with a grade of "B" or higher, or as determined by the ESL placement test

FASD

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

FASD 260
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 or Corequisite: FASD 301 3 CR
FASD 301  UT
Fundamentals and Professional Implications
This course is designed to provide a solid understanding of the unique complexities of FASD for students in the social service, education, justice and health-related disciplines. The knowledge will add depth to their understanding of individuals/families and communities who access services in their chosen field. It begins with a comprehensive examination of the underlying causes of alcohol use during pregnancy, the effects of prenatal alcohol exposure and the resulting disabilities known as FASD. The content provides information needed for students to critically analyze and evaluate practice. Students are required to demonstrate how the related disabilities can affect individuals’ life outcomes. Students explore effective strategies for prevention and intervention at the family, community and professional levels. Their gained knowledge can be integrated into their practice once in the field.
Prerequisite: FASD 301 or 335 or permission of the instructor
3 CR

FASD 305  UT
FASD Brain and Behaviour
Given the profound impact of alcohol on the brain, this challenging course is integral to a thorough understanding of FASD. In this course the current knowledge of human brain structure is integrated with the effects of alcohol on the developing brain.
Prerequisites: FASD 301 and 302 or years of college- or university-level courses in a related discipline
3 CR

FASD 310  UT
Cultural Perspectives in FASD
Consider FASD from an indigenous world view framework. This course explores constituents of effective prevention and intervention strategies from the concept of “within community.”
Prerequisite: Two years of college or university-level courses in a related discipline (or permission of the instructor)
Prerequisite or Corequisite: FASD 301 and 305 or permission of the instructor
3 CR

FASD 315  UT
Special Topics in FASD
Study new and emerging topics in FASD. Join leaders in the field in this online lecture series.
Prerequisites or corequisites: FASD 301, one of FASD 300 or 335 or permission of the instructor
3 CR

FASD 320  UT
Human Development
View human development across the lifespan through the lens of Aboriginal, feminist, and anti-oppressive approaches to practice. An emphasis on the established norms for each life stage provides a framework for students to thoroughly understand the developmental delays characteristic of FASD.
Prerequisite: FASD 301
3 CR

FASD 325  UT
Developmental Disabilities and FASD
Focus on the disabilities that overlap and co-exist with FASD to enhance your ability to work with affected individuals.
Prerequisite or Corequisite: FASD 301 or 305 and permission of the instructor
3 CR

FASD 330  UT
Addictions
Strengthen your ability to work with diverse populations, including those with FASD, and link the broad understanding of substance misuse, abuse and compulsive addictive behaviour within an FASD framework.
Prerequisite: Two years of college- or university-level courses in a related discipline (or permission of the instructor)
3 CR

FASD 335  UT
FASD Prevention
Explore the tri-level system of prevention — primary, secondary and tertiary. You will have an opportunity to critically examine prevention initiatives at each level and develop a comprehensive prevention plan.
Prerequisite or Corequisite: FASD 301
3 CR

FASD 399  UT
Practicum
Accomplish specific practicum goals within your discipline.
Prerequisite: Eight courses from the FASD program, including FASD 300, 301, and 335
3 CR

FIN 257  BUS
Finance I
This course provides an introduction to the role of financial management and the environment in which it operates. Topics include the functions of corporate finance, foreign exchange transactions, financial mathematics (time value of money), bond valuation, short- and long-term financing instruments, securities markets, individual and personal income taxes, and financial statement analysis. The computer lab will use spreadsheet software and the Internet to solve financial problems.
Prerequisites: ACC 152 or COM 204 and Foundations of Math 11 or Pre-Calculus 11 or MATH 045 or equivalent
3 CR / (3,1.5)

FIN 258  BUS
Finance II
This course continues the introduction to financial management which was presented in Finance I. Topics include stock valuation, net present value and other capital budgeting techniques, deriving cash flow information from financial statements, capital markets, risk and return, cost of capital, financial leverage, and dividend policy. The computer lab uses spreadsheet software and the Internet to solve financial problems.
Prerequisite: FIN 257
3 CR / (3,1.5,0)

FINE 101  UT
Art History I
Art history, a broad intellectual discipline, is central to the humanities. This introductory survey course examines, analyzes, and evaluates the major time periods, movements, and trends in the visual arts (primarily painting, sculpture, and architecture) of both western and nonwestern civilizations from prehistory through the Late Medieval period. In addition to the stylistic and structural components of art, students study, through lectures and class discussion, historical, social, religious, political, technological, philosophical, and gender issues integral and related to the production and development of art.
3 CR / (1,3,0)
FINE 102  UT
Art History II
This introductory survey course continues to examine, analyze, and evaluate the major time periods, movements, and trends in the visual arts (primarily painting, sculpture, and architecture) of both western and nonwestern civilizations from the Early Renaissance to the present. In addition to the stylistic and structural components of art, students will study, through lectures and class discussion, historical, social, religious, political, technological, philosophical, and gender issues integral and related to the production and development of art.
3 CR / (3,0,0)

FINE 103  UT
Drawing I (Studio)
This intensive studio course provides an introduction to the methods, materials, and concepts of drawing, both as a visual language and as a tool for enhancing perceptual awareness. While investigating process and developing a critical vocabulary, students begin to acquire the skills to translate immediate observations and ideas into two-dimensional form. A variety of subject matter is used, including live models. In-class projects and assignments will encompass various aspects of drawing, while visual presentations and class discussion will introduce students to contemporary and historical ideas of art and design. Techniques for evaluating and critiquing (both oneself and other students) will be discussed and incorporated into the course work.
4 CR / (1,3,0)

FINE 104  UT
Drawing II (Studio)
This intensive studio course is a continuation of FINE 103 and further explores the fundamentals of drawing (line, shape, tone, texture, volume, proportion, shadow, space, composition, scale, mark-making tools, and media). Exercises and projects are designed for students to continue work on perceptual and expressive drawing and hand-eye co-ordination. A variety of subject matter will be used, including live models. In-class projects and assignments will encompass various aspects of drawing, while visual presentations and class discussion introduces students to contemporary and historical ideas of art and design. Regular evaluations and critiques are part of the course work.
Prerequisite: FINE 103
4 CR / (1,3,0)

FINE 105  UT
Painting (Studio)
This course introduces a variety of approaches to painting as a contemporary art practice. Students are assigned projects and exercises that address specific topics related to formal, expressive and historic/social issues of painting. They explore the language of materials as it pertains to paint handling and surface, as well as strategies of representation and the development of imagery from a range of sources. Students can expect to combine intellectual information with experimentation, sensory alertness, and practical paint mixing skills. Through demonstrations of techniques and processes, work in class and homework, slide talks and critiques, students learn the basic skills required to produce paintings. In-class work and assignments will be reviewed in critiques.
Prerequisite: Entry to Fine Arts program and FINE 109
4 CR / (1,3,0)

FINE 106  UT
First Nations Art, Design, and Technology (Studio)
This course will focus on the forms and techniques of Pacific Northwest Coast First Nations contrasting and comparing them to similar techniques used by other Canadian Aboriginal people. These artistic techniques, both traditional and contemporary, will be used to create functional and aesthetic objects. Examples will be discussed linking the artistic forms to oral history and the clan structure of First Nations societies in the region. Technical hands-on instruction is balanced with access to First Nations traditional materials and studio-based art practices.
Prerequisite: Acceptance to the Fine Arts Program or permission of the instructor.
3 CR / (1,3,0)

FINE 107  UT
Introduction to Digital Arts and Media
Learners will explore and further develop their image-making skills and ideas about pictorial space in a digital environment, along with learning about the historical and conceptual connections between digital technologies and contemporary art. They will be instructed in the use of computer graphics software (Illustrator, Photoshop) and hardware, as well as in digital input, image processing, and digital output. Fundamental computer concepts such as the relation of analog to digital, bitmap and vector-based images, resolution, and archiving will also be covered. By the end of the course, learners will have created a digital portfolio of their work.
Prerequisite: Entry to Fine Arts program or entry to Web and Graphic Design program or permission of the instructor.
4 CR / (1,3,0)

FINE 108  UT
Making a Living as an Artist
This course guides students to create their own artistic portfolios (traditional), and educates them about some of the professional practices required of graphic and fine artists. It covers the essential elements of a portfolio, as well as the preparation of resumes and slides. Health and safety, copyright, contracts, photography artwork for portfolios, commissioned work, public speaking skills, participation in commercial galleries and artist-run centres, and other professional practices issues are covered as well.
Prerequisite: Entry to Fine Arts program
2 CR / (2,0,0)

FINE 109  UT
Colour Theory (Studio)
This is a course on understanding and using colour. It focuses on colour applications for visual art and design, the principles of colour theory and visual perception, and the cultural dimensions of colour. Using colour, students work with various media including pigment, light, and other materials to explore ideas and concepts relevant to visual arts and design. Through the study of cultural history, students increase their understanding of the role of colour in art and life. The course includes lectures, demonstrations, and studio projects, as well as group and individual critiques.
Prerequisite: Entry to Fine Arts program
4 CR / (1,3,0)

FINE 150  UT
Open to all UT students. In this course, students develop the fundamental skills and techniques involved in compact digital photography. Students explore the digital photography workflow covering basic concepts and best practices around taking, enhancing, managing, manipulating, and sharing digital photographs. This will include students developing an operational familiarity with several professional level image editing, photo management and workflow productivity software programs. Opportunities are provided for the student to critique other students’ digital photos with the aim of gaining
Students will develop an understanding of how the compact digital camera fits into the current photography landscape. Students are required to bring their own camera (which must meet minimum instructor-specified specifications) to class.

Note: Basic computer skills highly recommended. 
Prerequisite: None
4 CR / (1,3,0)

**FREN 101**

**Intermediate College French, Level 5**

This course consists of three parts:
1. A review of the essential structures of French grammar; 2. French conversation;
3. Exercises in comprehension of oral French. Conversation classes will be based on current social issues. The course is conducted in French and highly recommended for prospective elementary teachers.

Note: Students with preparation in French other than specific course prerequisite may be admitted. Please contact a CNC advisor. 
Prerequisite: FREN 101
3 CR / (3,1.5,0)

**FREN 102**

**Intermediate College French, Level 6**

This course consists of three parts:
1. Continuation of review of the essential structures of French grammar; 2. Writing practice; and 3. Literary analysis. The course is conducted in French and highly recommended for prospective elementary teachers.

Prerequisite: FREN 101
3 CR / (3,1.5,0)

**FREN 120**

**Introductory French I**

This course is designed for students who have no knowledge of the French language and for those who have not completed Grade 11 French or its equivalent. The course consists of listening comprehension and oral production, as well as reading, writing, and using French grammar. The emphasis is on communicative practice during class time. Students are given lots of opportunities to speak the language as soon as they learn it (asking questions, reading dialogues, role-plays, and pronunciation). The explanation of grammar is done in situaton or in context. During labs, students can practise their listening tasks by completing activity sheets.

Students will be able to borrow cassettes or CDs for individual practice according to their needs. 
Prerequisite: None
3 CR / (3,1.5,0)

**FREN 121**

**Introductory French II**

With its emphasis on training in listening comprehension and oral production, this course is also designed for students who have studied French previously, allowing them to refresh their language skills, particularly their communicative abilities. The course also consists of reading, writing, and applying grammar rules in short compositions.

During labs, students can practise their listening tasks by completing activity sheets. Students will be able to borrow cassettes or CDs for individual practice according to their needs.
Prerequisite: French 120 or equivalent. If in doubt, please consult with the instructor or an advisor.
3 CR / (3,1.5,0)

**GEOG 101**

**Sense of Place: An Introduction to Human Geography**

This course serves as an introduction to the development, structure, concepts, and methods of modern human geography. Students are introduced to the many sub-fields of human geography, including urban geography, cultural geography, environmental geography, historical geography, regional geography, political geography, and economic geography. This course is not only important to those students who wish to study for a BA in geography, but it will prove useful for those students who wish to enter programs in architecture, urban and regional planning, education, etc. as well.
3 CR / (3,3,0)

**GEOG 102**

**Introduction to Contemporary Environmental and Resource Issues**

This course provides an overview of the types of environmental and resource issues facing the planet today. It concentrates on both the spatial component of these issues and on the human/environmental interactions. Topics covered include environmental ethics, the nature of ecosystems including biogeochemical cycles, energy flows, environmental hazards, politics, and economics, as well as various resource issues such as parks, forests, fisheries, wildlife, pollution, etc.
3 CR / (3,3,0)

**GEOG 103**

**Canada: Some Geographical Perspectives**

An introduction to the geographical character of Canada. Emphasis is on an examination of the development of settlement patterns, the Canadian urban system, changes in rural Canada, resource development, and the characteristics of the North. This course may be useful for students wishing to enter programs in elementary and secondary education.
3 CR / (3,0,0)

**GEOG 201**

**Weather and Climate**

This is a laboratory science course which provides an introduction to the major concepts in the sub-disciplines of meteorology and climatology. Emphasis is on the analysis of processes, distributions, and interrelationships. It is a required course for a BSc degree in geography.
3 CR / (3,3,0)

**GEOG 202**

**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 sculpt the landforms of the earth’s surface. It is a required course for a BSc degree in geography. GEOG 202 is combined with GEOG 201 to make up a full introductory physical geography course.
3 CR / (3,3,0)

**GEOG 203**

**Economic Geography**

A geographic view of economic activities and behaviour, using both a “systems” and “behavioural” approach. Traditional and more recent theories of economic geography are examined in the light of these two approaches. This course may be useful for students wishing to enter programs in economics, commerce, appraising, and municipal administration.
Prerequisites: GEOG 101 and 103
3 CR / (3,3,0)

**GEOG 204**

**Forest and Agricultural Climatology**

This course focuses on the fundamental principles and processes of climatology; energy and water balance concepts; atmospheric motion and weather systems; micro-
climate of soils, crops, forests, and animals; microclimate modification and air pollution; climate classification and land capability.  3 CR / (3,2,0)

**GEOG 205**  UT
The Evolution of the Cultural Landscape
An investigation of the dynamic nature of the human/land relationship in terms of cultural, sociological, institutional, and psychological influences upon human use and organization of the environment. Prerequisites: GEOG 101 and 103  3 CR / (3,0,0)

**HCAP …………………**

**HCAP 120**  Health and Healing: Concepts for Practice
This course provides students with the opportunity to develop a theoretical framework for practice. Students are introduced to the philosophical values and theoretical understandings that provide a foundation for competent practice as an HCA. The course focuses on concepts of caring and person-centred care; basic human needs and human development; family, culture and diversity as they relate to health and healing. Students are also introduced to a problem-solving model that will be critical to their practice. Prerequisite: Admission to HCA program 3 CR

**HCAP 125**  Health 1: Interpersonal Communications
This course focuses on the development of self-awareness, increased understanding of others and development of effective interpersonal communication skills that can be used in a variety of care-giving contexts. Students are encouraged to become more aware of the impact of their own communication choices and patterns. They will have the opportunity to develop and use communication techniques that demonstrate personal awareness, respect and active listening skills. Prerequisite: Admission to HCA program 2 CR

**HCAP 130**  Health 2: Lifestyle and Choices
This course introduces students to a holistic concept of health and the components of a health-enhancing lifestyle. Students are invited to reflect on their own experience of health, recognizing challenges and resources that can impact lifestyle choices. Students are introduced to a model that can be applied in other courses to understand the multi-faceted aspects of health and healing. Prerequisite: Admission to HCA program 2 CR

**HCAP 135**  Health Care Assistant: Introduction to Practice
This course provides an introduction to the role of the HCA within the British Columbia health care system. Students are introduced to the health care team and the roles and functions of HCA within the team. Students will also have opportunities to develop self-reflective skills required for competent practice and will be introduced to effective job-finding approaches. Prerequisite: Admission to HCA program 2 CR

**HCAP 140**  Healing 1: Caring for Individuals Experiencing Common Health Challenges
This course introduces students to the normal structure and function of the human body and normal bodily changes associated with aging. Students explore common challenges to health and healing in relation to each body system. Students are also encouraged to explore person-centred practice as it is related to the common challenges to health and, in particular, to end-of-life care. Prerequisites: Passing grade (60%) in any two of HCAP 120, HCAP 125, HCAP 130, HCAP 135; or with instructor’s permission 5 CR

**HCAP 145**  Healing 2: Caring for Individuals Experiencing Cognitive or Mental Challenges
This course builds on content from other courses to assist students to explore concepts and care-giving approaches that will allow them to work effectively with individuals experiencing cognitive or mental challenges. The emphasis in this course is on supporting clients with dementia, recognizing responsive behaviours and identifying person-centred intervention strategies. Prerequisites: Passing grade (60%) in any two of HCAP 120, HCAP 125, HCAP 130, HCAP 135; or with instructor’s permission 3 CR

**HCAP 150**  Healing 3: Personal Care and Assistance
This practical course offers students the opportunity to acquire personal care and assistance skills within the parameters of the HCA role. The course comprises class and supervised laboratory experiences which assist the student to integrate theory from other courses to develop care-giver skills that maintain and promote the comfort, safety and independence of individuals in community and facility contexts. Prerequisite: Admission to HCA program 5 CR

**HCAP 195**  Practice Experience in Home Support, Assisted Living, and/or Group Home
This practice course provides students with an opportunity to apply knowledge and skills from all other courses with individuals and families in a community setting. Opportunities will be provided for students to become more familiar with the role of the HCA within a home support agency, assisted living facility, and/or a group home, and to gain abilities that will prepare graduates for employment in these settings. It is important that students understand the philosophy of community care settings and its emphasis on client choice and independence. Prerequisites: Admission to the HCA program. Students must have maintained a 60% average in all other courses to enter and remain in this course. 2 CR

**HCAP 199**  Practice Experience in Multi-Level and/or Complex Care
This supervised practice experience provides students with an opportunity to apply knowledge and skills from all other courses in the program with individuals in a multi-level or complex care setting. A portion of this clinical experience is devoted to working with individuals experiencing cognitive challenges. Opportunity will be provided for students to gain expertise and confidence with the role of the HCA within a residential care facility. Prerequisites: Admission to the HCA program. Students must have maintained a 60% average in all other courses to enter and remain in this course.
**Course Descriptions**

For the most current information on fees, courses and programs visit [www.cnc.bc.ca](http://www.cnc.bc.ca)

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**HIST 101**

World History: The Early Twentieth Century

A survey of significant events from the 1890s to 1939, with particular emphasis on the First World War, the instability of the 1920s and 1930s, the rise of Japan, and the road to the Second World War.

3 CR / (3,0,0)

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**HIST 102**

World History: The Late Twentieth Century

A sequel to HIST 101, covering the Second World War, struggles in the Third World, America’s victory over the Soviet Union in the Cold War, and the emergence of new superpowers in Japan and the European Union.

3 CR / (3,0,0)

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**HIST 103**

History of Canada to 1867

A survey of social, economic, and political developments. Topics include First Nations—White relations, resource development, and settlement patterns. Particular emphasis is placed on historical methodology and research.

3 CR / (3,0,0)

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**HIST 104**

History of Canada since 1867

A sequel to HIST 103. Emphasis is placed on Confederation, the Riel Rebellion, immigration, urbanization and industrialization, and the evolution of foreign policy.

3 CR / (3,0,0)

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**HIST 204**

History of the Prairie West

A lecture/seminar surveying Prairie development from the mid-19th century to the present. Focusing on First Nations and the fur trade, colonial institutions and provincial status, immigration, agriculture, wars, decades of discord, the origin of third parties, and post-war economic and political development.

Prerequisite: HIST 101 or 102 or 103 or 104

3 CR / (3,0,0)

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**HIST 205**

History of BC

A lecture/seminar surveying BC with emphasis on aboriginal culture, resource development, ethnic relations, labour, wars, depression, and the development of provincial politics.

Prerequisite: HIST 101 or 102 or 103 or 104

3 CR / (3,0,0)

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**HIST 206**

Pre-Confederation British North America

A lecture/seminar course focusing on social, economic, and political developments in BNA from 1759 to 1867. Students study the impact of the conquest, the Maritime colonies, Upper Canada/Canada West and Lower Canada/Canada East, as well as the Prairies and New Caledonia before Confederation.

Prerequisite: HIST 101 or 102 or 103 or 104

3 CR / (3,0,0)

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**HIST 211**

Local History

An introduction to the north-central interior of British Columbia. Topics include First Nations—White relations, resource development, and settlement patterns. Particular emphasis is placed on historical methodology and research.

3 CR / (3,0,0)

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**HIST 213**

Western Thought from Plato to Hegel

A survey of influential European thinkers from the ancient Greeks and Hebrews through the Middle Ages and Renaissance to the early nineteenth century.

3 CR / (3,0,0)

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**HIST 214**

Western Thought from Marx to Postmodernism

A sequel to HIST 213, covering influential European thinkers from Marx and Darwin through Nietzsche, logical positivism and existentialism to structuralism and post-modernism.

3 CR / (3,0,0)

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**HIST 216**

Introduction to South Asia

A multidisciplinary course intended to introduce students to the history, geography, religion, literature, and economics of the countries of the Indian sub-continent.

Prerequisite: One first-year course in English or History or Philosophy

3 CR / (3,0,0)

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**HIST 217**

Introduction to Southeast Asia

A multidisciplinary course introduces students to the history, geography, religion, literature, and economics of the countries of Southeast Asia.

Prerequisite: One first-year course in either English or History or Philosophy

3 CR / (3,0,0)

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**HIST 230**

Introduction to Modern Canadian Military History

History 230 is a survey course that introduces students to Canada’s military history from Confederation through to the Afghanistan War. Students examine several aspects of Canadian military history, including early internal and external defense problems, participation in imperial conflicts, and Canada’s involvement in major wars, peacekeeping and alliance efforts, and interventions. There will also be some discussion of race and gender issues in the military.

Prerequisite: One of HIST 101, 102, 103, 104 or equivalent

3 CR / (3,0,0)

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**HRPR 300**

Strategic Human Resource Planning

This course introduces students to strategy formulation and implementation within a Human Resource (HR) context. Students learn to identify trends and issues, as well as develop and understand the concepts of HR strategy, program development and implementation. HR managers have a critical strategic role in organizations, and HR strategies must be aligned with business objectives and performance indicators in order to maximize the effectiveness of the organization. This course focuses on theory and practical applications to the work site.

Prerequisite: Students must be admitted into the Human Resources Management Post-Diploma program

3 CR / (3,0,0)
HRPR 301
Compensation and Benefits
This course introduces students to the complex field of compensation and benefits. There are as many different compensation schemes as there are types of occupations, and there is no “one size fits all” approach to compensation. Compensation packages must be linked to the organization’s goals and strategies in order to maximize the effectiveness of the organization. Students learn how to design an appropriate compensation system by identifying the different ingredients available to HR managers, their benefits and constraining factors. Performance pay plans, compensation values, and the technical processes required to implement the compensation package are examined. Prerequisite: Students must be admitted into the Human Resources Management Post-Diploma program 3 CR / (3,0,0)

HRPR 302
Occupational Health and Safety
Occupational health and safety programs used to be delegated to technical experts, but in British Columbia there is a growing awareness that responsibility (and liability) for an effective OHS program starts at the front line and extends through all the layers of supervision and management in an organization. This course gives students a basic understanding of the elements that combine to create an effective occupational health and safety program (OHS). The course focuses on theory and practical applications to the work site. Prerequisite: Students must be admitted into the Human Resources Management Post-Diploma program 3 CR / (3,0,0)

HRPR 303
Training and Development
In today’s economy, employee skills and talents are often the source of “competitive advantage” for organizations. Human resource managers are often tasked with developing in-service training for front-line employees and professional development programs for future leaders and managers. This course teaches students to balance the need for training and development opportunities with the organization’s demand for accountability and return on investment. Students learn about the increasing use of technology, blended approaches to training delivery, explicit and hidden costs of training as well as how to evaluate the effectiveness of the training. Prerequisite: Students must be admitted into the Human Resources Management Post-Diploma program 3 CR / (3,0,0)
Corequisite: HRPR 309
3 CR / (3,0,0)

**HRPR 401**
Human Resources Management
Capstone Project

In the Capstone Project, students will apply and synthesize theoretical concepts learned during their previous coursework in the form of a project. Through research and consultations, students will set goals, develop a proposal and write a Capstone Project for a local organization.
Prerequisites: MGT 264, MGT 266, HRPR 301, HRPR 302, HRPR 303, HRPR 304, HRPR 305, HRPR 307
Corequisite: HRPR 309
3 CR / (3,0,0)

**JET ......................**

Please see JET program information on page 142.

**KINS ......................**

**KINS 100** UT
Introduction and Principles of Personal Health and Wellness

This course is in-depth introduction to the principles of health and wellness with particular emphasis on personal health. A review of education and research on a variety of student health issues, and their larger impact, will be investigated and discussed. Opportunities to develop skills and resources for optimal health as it relates to life and academic success are included.
3 CR / (3,0,0)

**KINS 110** UT
Introduction to Sport Administration

This course provides an overview of selected topics in the administration and management of the leisure, sport and recreation fields. Topics will include: foundations of sport and recreation administrative, an overview of the Canadian Sport Delivery System, programs and programming administrative operations, and management skills. The theoretical knowledge gained will be applied to personal management and a practical situation in the administration of a sporting event.
3 CR / (3,0,0)

**KINS 120** UT
Biomechanics

An introductory examination of the mechanical and anatomical basis of human movement. Students gain an understanding of the application of the elementary principles of physics and math and apply them to a quantitative analysis of human movement.
This analysis also focuses on the development of forces within muscles and their effect on initiation and controlling human movement.
Prerequisite: Foundations of Math 11 or MATH 045
Prerequisite or Co-requisite: KINS 100
3 CR / (3,0,0)

**KINS 121** UT
Leisure and Sport in Society

This course is an introductory examination of leisure and sport from the perspectives of humanities and social sciences. Emphasis is placed on the definition of concepts and on different theories which purport to explain the nature and role of leisure and sport in Canadian society.
Prerequisite or Co-requisite: KINS 100
3 CR / (3,0,0)

**KINS 124** UT
Principles of Physical Fitness

This course will provide an overview of the concepts and principles of physical fitness. The topic areas include the components of health-related fitness, fitness assessments, and the effects of exercise. Students will study and perform a variety of conditioning exercises. The theory and practice of personal exercise prescription will be emphasized. This course will incorporate both lecture and physical activity labs.
Prerequisite or Co-requisite: KINS 100
3 CR / (3,2,0)

**KINS 128** UT
Contemporary Health Issues

This course will focus on many of the health issues in current society. This course includes the following topics: psychological disorders, complementary and alternative medicine, reproduction and pregnancy, infection and immunity, major diseases (cardiovascular diseases, cancer, diabetes), musculoskeletal disorders/disease (e.g., arthritis, osteoporosis), medications, and aging (e.g., dementia, death and dying). Due to the evolving nature of health information, additional topics may be covered.
Prerequisite or Co-Requirement: KINS 100
3 CR / (3,0,0)

**KINS 132** UT
Human Functional Anatomy

This course introduces the anatomy of the body and how it relates to human movement and performance. Students use a multimedia cadaver study, three-dimensional models, and lab activities to facilitate a hands-on approach to learning.
Prerequisite or Co-requisite: KINS 100
3 CR / (3,2,0)

**KINS 150** UT
Pedagogy and Coaching

This course will provide students with the necessary knowledge and proficiency to adequately and successfully coach and operate all aspects of a sport team or program. Emphasis will be placed on the following topics: roles, functions, and tasks of a coach, making ethical decisions, planning a practice, basic nutrition concepts, the teaching process and how eligible for NCCP certification.
Prerequisite or Co-requisite: KINS 100
3 CR / (3,0,0)

**KINS 230** UT
Performance Analysis of Selected Individual Sports

In this course, two individual sports are selected to be analyzed from both theoretical and practical perspectives. The essential nature of these sports are studied along with the critical performance factors. Participation in classroom and in the sporting activity is required.
Prerequisite: KINS 120 (or HK 123)
3 CR / (1,3,0)

**KINS 232** UT
Human Applied Physiology

This course will examine the functional characteristics of human systems. Students will be introduced to the physiology of the body and how it relates to human movement and performance. There will be emphasis on systems that support human movement and performance including muscular, cardiovascular, and respiratory.
Prerequisite: KINS 132
3 CR / (3,2,0)

**KINS 235** UT
Sport and Exercise Psychology

This course is an introduction to psychological theories and research related to both sport and exercise behaviour. Students will gain an understanding of how psychological factors influence participation and performance in
KINS 276  UT
Exercise Physiology
This course is an introduction to the physiology of muscular exercise, physical conditioning, and training. Topics include: acute and chronic effects of exercise on body systems; basic concepts of cardiovascular, respiratory nervous and muscular responses to physical activity; short and long term adaptations to exercise; and the interrelationships among energy intake, energy transfer during exercise, and the physiologic systems that support energy transfer. Students apply what they have learned to enhance exercise training, athletic performance, and health. Prerequisite: KINS 232 or BIO 112
3 CR / (3,2,0)

KINS 291  UT
Work Experience in Kinesiology
The purpose of this field experience is to provide the student with a practical learning environment in the field of Kinesiology. It offers students the opportunity to be active participants in a work-related environment and apply theory, concepts, and skills learned previously during their various Kinesiology diploma courses. This course is a graduating requirement to be taken in second year. Prerequisites: Must have successfully completed at least five of the following courses: KINS 110, KINS 122, KINS 127, KINS 150, KINS 235, KINS 245, HK 210, HK 122, HK 127, HK 100/200
0 CR / (0,0,1.7)

LAW 294  BUS/UT
Business Law
This course introduces students to fundamental legal concepts, principles, and issues that are relevant to Canadian business. It also promotes an understanding of how these legal concepts and issues are applied to specific problems in business. Topics include an introduction to the Canadian legal system, the law of torts, and the law of contract. An in-depth investigation is then made in specific areas of contract and business law, including sale of goods contracts, employment contracts, the law of agency, corporations, secured transactions, the law of real property and mortgages, and negotiable instruments.
3 CR / (3,0,0)

LEAD 101  BUS/UT
Developing the Leader Within
Mastering self-leadership is the foundation of true leadership. Lead 101 focuses on recognition and development of personal leadership skills and also introduces group skills. In this course you will experience what it means to be a leader. Through a variety of dynamic interaction sessions, Part 1 of The Leadership Lab will begin to equip you to function as a leader. The Leadership Lab will explore conventional concepts of leadership but will take you beyond to an understanding of leadership as lifestyle through practical leadership experiences. This course includes a mandatory retreat which typically occurs on the second weekend after classes begin. Prerequisites: English 12 or English 12: First Peoples, English 045 or equivalent
3 CR / (3,1,0)

LEAD 201  BUS/UT
Exploring the Five Practices for Exemplary Leaders
LEAD 201 builds on the skills acquired in LEAD 101. In the context of teams and teamwork, Lead 201 will explore the five practices of exemplary leaders. Through a variety of dynamic interaction sessions - lectures, discussions, leadership circles, case studies and movies - this course will continue to equip students to function as leaders in all of life’s challenging environments. We’ll further explore conventional notions of leadership, then expand and enhance them through practical leadership experiences in groups and the general community. The personal development begun in LEAD 101 will continue, but is not the primary focus. This course includes a mandatory retreat which typically occurs on the second weekend after classes begin. Prerequisite: LEAD 101
3 CR / (3,1,0)

LEAD 250  BUS/UT
Experiential Leadership Project
In this course students take the concepts, skills, and techniques learned in LEAD 101 and LEAD 201 and apply them to a real group project. They will create, run, and evaluate a group project in the college, the community or
their workplace with the support of a mentor. Prerequisites: LEAD 101 and LEAD 201
3 CR / (Total course hours 90)

MATH .....................

MATH 028
Fundamental Preparatory Mathematics (Competency Based)
This is a course designed for the student who has some understanding of whole numbers and who wants to expand his or her knowledge of whole numbers, fractions, decimals, estimation, and problem solving. Prerequisite: Interview with the Academic Upgrading placement person or department head and participation in a reading and writing assessment.
0 CR / (Total course hours 112)

MATH 029
Basic Preparatory Mathematics (Competency Based)
This course is a review of basic operations in whole numbers, decimals and fractions, basic operations with ratio and proportion and percent, as well as an introduction to algebra, metric measurement, geometry, and graphing. Prerequisite: Successful completion of Math 015, Math 028 within the last year, or as determined by the appropriate CNC placement test.
0 CR / (112 Total course hours)

MATH 030
Intermediate Algebraic Mathematics
This course includes an introduction to the metric system, ratio and proportion, roots and powers, manipulation of formulas, an extensive introduction to algebra, basic geometry, graphing and writing equations from graphs, and right angle triangle trigonometry. Prerequisite: Successful completion of MATH 026, MATH 029, or Math 028 within the last year, or as determined by the appropriate CNC placement test.
0 CR / (112 Total course hours)

MATH 041
Trades Math I
The course is designed for students who are pursuing a career in trades or a trades-related field. It serves as a math prerequisite for either entry-level programs or apprenticeships. This course emphasizes basic mathematics skills and their practical application in trades. Topics include whole number operations, decimals, fractions, measurement systems and instruments, geometry of plane and solid figures, Pythagorean Theorem, ratio, proportion, percentage, geometric constructions with circles, triangles, and lines plus trades-related problems for all topics. Prerequisite: Successful completion of MATH 026, MATH 029, or evaluated by the appropriate placement test.
0 CR / (112 Total course hours)

MATH 042
Trades Math II
This course is designed for students who are pursuing entry-level trades training or an apprenticeship in a trade which requires a background in algebra and trigonometry. Students entering electrical, millwright, machinist, power engineering, or computer/network electronics technician programs could use this course as a math prerequisite. Topics include review of fractions, decimals, percentage and ratio and proportion plus operations with signed numbers, exponents, roots, basic algebra, formula use and manipulation, Pythagorean Theorem, right triangle trigonometry, solution of linear and quadratic equations plus trades-related problems for all topics. Prerequisite: MATH 030 completed within the last year, or Pre-Calculus 11 with a B+ or higher completed within the last year, or as evaluated by an Academic Upgrading placement test.
0 CR / (112 Total course hours)

MATH 044
Advanced Developmental Mathematics
The course includes math for science, number and number operations, geometry, algebra—linear and quadratic equations, inequalities, factoring polynomials, simplification, addition, subtraction, multiplication, and division of rational expressions. Prerequisite: Math 030 or Principles of Math 10, or Foundations of Math and Pre-calculus 10 completed within the last year or as evaluated by an Academic Upgrading placement test.
0 CR / (112 Total course hours)

MATH 045
Advanced Algebraic Mathematics
This course includes a core of algebra—factoring; radicals; exponents; graphing; solving linear, simultaneous, and quadratic equations; formulas; functions; and trigonometry. Prerequisite: A minimum B+ grade in Math 030; or minimum grade of B in Foundations of Math and Pre-calculus 10; or Math 044; or as evaluated by a placement test.
Note: All courses must have been completed within the last 12 months.
0 CR / (112 Total course hours)

MATH 050
Provincial Preparatory Algebraic Mathematics
This course is designed for students who are seeking admission to technical programs or who need to meet a prerequisite of Math 12. This course will also prepare students for introductory calculus. Topics include polynomials; equations and inequalities; imaginary and complex numbers; sequences and series; and exponential, logarithmic, circular, trigonometric and inverse functions. Prerequisite: Math 045 completed within the last year or Pre-Calculus 11, B+ completed within the last year or as evaluated by an Academic Upgrading placement test.
0 CR / (112 Total course hours)

MATH 100
Pre-calculus Mathematics
This course prepares students for the introductory calculus sequence. It is intended primarily for those students whose mathematical background needs strengthening, i.e., students who do not have an “A” or “B” grade in Math 12, or who have not studied any mathematics during the past few years. Topics covered in the course are a review of real numbers and algebra, solving equations and inequalities, graphing and an introduction to functions, linear and quadratic functions, polynomial and rational functions, exponential and logarithmic functions, and an introduction to trigonometry. Prerequisite: Foundations of Math 11 or Pre-calculus 11 or Math 045, or equivalent
3 CR / (4,0,0)

MATH 101
Calculus I
This course is the first half of a two-semester introductory calculus sequence. Topics covered in the course are the concepts, techniques, and applications of differentiation and an introduction to integration. Together with MATH 102 this course satisfies the first-year mathematics requirement in all university transfer science and applied science programs.
Note: Persons with a “C+” grade or less in Math 12 or MATH 050 will be registered in MATH 100. Prerequisite: Pre-calculus 12 or MATH 100 or MATH 050 or equivalent
3 CR / (4,0,0)
MATH 102  UT
Calculus II
This course is a continuation of MATH 101 and forms the second half of the two-semester introductory calculus sequence. Topics covered in the course are the definite integral, applications of integration, logarithmic and exponential functions, trigonometric and inverse trigonometric functions, hyperbolic functions, techniques of integration, and infinite sequences and series. Together with MATH 101, this course satisfies the first-year mathematics requirement in all university science and applied science programs. Prerequisite: MATH 101
3 CR / (4,0,0)

MATH 103  UT
Finite Mathematics
MATH 103 is intended primarily for Liberal Arts and Education students who want some exposure to modern mathematical concepts. Topics are chosen at the discretion of the instructor and may include such areas as logic, set theory, algebraic systems, combinatorics, probability, elementary number theory, matrices, linear programming, dynamic programming, game theory, and network analysis. Prerequisite: Foundations of Math 11 or Pre-calculus 11, or MATH 045 or equivalent
3 CR / (3,0,0)

MATH 104  UT
Introduction to Statistics
This course provides a basic knowledge of statistical methodology. Topics include descriptive statistics, elementary probability theory, probability distributions, sampling, and some standard concepts and techniques of statistical inference, correlation, and linear regression. Applications to a wide variety of problems are emphasized. Prerequisite: Foundations of Math 11 or Pre-calculus 11 or MATH 045, or equivalent
3 CR / (4,0,0)

MATH 105  UT
Introductory Programming with Statistics
MATH 105 is a continuation of MATH 104, and is specifically intended for students who plan to study Forestry at UBC. The students will write their own programs and also use a library of programs in order to solve problems (word-processing, spreadsheet, and database programs). Prerequisite: MATH 104
3 CR / (3,3,0)

MATH 145  BUS
Math for Business
This course introduces students to the principle and practices of mathematics with applications to business. The course covers the mathematical interpretation of fundamental business, economic and financial concepts with application to managerial decision making. Prerequisite: SRA with a score at the midpoint cutoff or higher.
3 CR / (3,0,0)

MATH 155
Developmental Mathematics
Based on the results of the SRA and the requirements of the program in which they are enrolled, students are assigned a course of study which is drawn from the following components:
• Fundamental Arithmetic: Fundamental arithmetic includes whole number operations, decimals, fractions and mixed numbers, ratio and proportion, per cent, simple graphs, and an overview of the metric system.
• Basics of Algebra: This is a review of signed numbers, real numbers, polynomials, equations with one variable, formulas, exponents, factoring, the Cartesian co-ordinate system, word problems, and manipulating and deriving formulas.

MATH 157  BUS/UT
Business Statistics
This course introduces the student to basic statistical methods. Topics include descriptive statistics, probability, estimation, hypothesis testing, charting, and linear regression. Applications to business are stressed. Prerequisite: Foundations of Math 11 or Pre-calculus 11 or MATH 045 or equivalent
3 CR / (3,0,0)

MATH 165  UT
Calculus for Non-Science Majors
The topics covered in this course are the basic concepts and techniques of differential and integral calculus, with emphasis on applications of interest to students not majoring in mathematical sciences. Prerequisite: Foundations of Math 12 or Pre-calculus 12 or MATH 050, or equivalent
3 CR / (4,0,0)

MATH 190  UT
Principles of Mathematics for Teachers
MATH 190 is designed for students specializing in elementary-level education. Topics include natural, integer, and rational number systems; plane, solid, metric, and motion geometries.
4 CR / (4,0,0)

MATH 195
Mathematics for Technologies
MATH 195 introduces students to the principles and practice of mathematics with application to technologies. Topics include number systems, algebraic concepts, analytic geometry, functions and graphs, and trigonometry. Instruction emphasizes topics and examples relevant to the technologies.
3 CR / (4,0,0)

MATH 201  UT
Calculus III
Vectors in two and three dimensions, vector functions and their derivatives, functions of several variables, partial differentiation, the gradient, chain rule, implicit functions, and extremal problems, including Lagrange multipliers and the second derivative test are covered. Prerequisite: MATH 102
3 CR / (3,0,0)

MATH 202  UT
Calculus IV
Multiple integrals, vector fields, line and surface integrals, Green’s Theorem, Stoke’s Theorem, Gauss’s Theorem, complex numbers and functions, and an introduction to differential equations. Prerequisite: MATH 201
3 CR / (3,0,0)

MATH 203  UT
Introduction to Analysis
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 School Dean at 250-561-5815. Prerequisite: MATH 102
3 CR / (3,0,0)

MATH 204  UT
Linear Algebra
Systems of linear equations, matrices,
determinants, geometry of 2-space and 3-space, vector spaces, linear transformations, eigenvalues, and applications. Prerequisite: MATH 101 4 CR / (Total hours 140)

MDRT 110 Medical Device Reprocessing Clinical
This instructor led practicum provides students with an opportunity to apply the skills, knowledge and experience in the decontamination, preparation and packing, sterilization, and storage and distribution storage areas of hospital Medical Device Reprocessing (MDR) Departments. Learners are partnered with working technicians and are provided with the opportunity to practice skills and develop basic competencies in all areas. Student learning is supported through daily post—clinical conferences, journaling, and learning activities to facilitate integration of knowledge and skills. Corequisite: MDRT 100 3 CR / (3,0,0)

MEDT 100 Medical Terminology
This course examines the basic fundamentals of medical terminology in both the written and spoken forms. Mastery of word parts and word-building skills will aid the student in understanding medical terminology and anatomical relations. The use of terms to describe or identify diseases, disorders, various medical procedures, and abnormalities, as well as the use of appropriate medical abbreviations will also be studied. 3 CR / (3,0,0)

MEDT 105 Introductory Medical Terminology
The main objective of the course is to analyze words structurally by dividing them into their component parts: suffixes, prefixes, roots, and combining forms. Students will also learn to correlate an understanding of word elements with the basic anatomy, physiology and disease processes of the human body. The course will stress the correct spelling and pronunciation of medical terms. Students will be able to extract and define terms from written submissions and dictation. 2 CR / (2,0,0)

MDRT 100 Medical Device Reprocessing Theory
This course gives students the theoretical knowledge required to work as entry-level Medical Device Reprocessing (MDR) Technicians. With an emphasis on quality assurance and patient and workplace safety, students are introduced to the role, context and function of the MDR Department and the responsibilities, duties and tasks of the MDR Technician. Students learn the principles of microbiology and infection prevention and control within the MDR Department and how to clean, disinfect, sort, inspect, assemble, wrap and pack, sterilize, and redistribute medical and surgical devices, and patient care equipment. Corequisite: MDRT 110 3 CR / (3,0,0)

MGT 150 BUS/UT Introduction to Entrepreneurship
This course introduces students from any background to the process of planning a business. Students will work in peer groups to use the business planning process to decide on the viability of a business idea. Groups will define a business, identify potential market(s) for the business, create basic marketing and financial plans and develop a basic business plan that could be presented to a potential investor. 3 CR / (0,3,0)

MGT 154 BUS/UT Applied Human Relations
This course focuses on the personal management and interpersonal communication skills that contribute to success in the business world. Areas covered include personal management and interpersonal communication development skills. Classroom participation and discussion are a necessary part of this course. Corequisites (for Dental Assisting students only): DENT 150, 151, 153, 157 with a minimum “C” grade 3 CR / (2,2,0)

MGT 157 BUS/UT Principles of Management
This course focuses on the foundations of management theory. Management is presented as a discipline and as a process. The course introduces the key issues of management from the essential skills to management ethics. Major topic areas will include the foundations of planning and decision making, organizational design, managing change and innovation, leadership, motivation, communications, supervision, and control of operations. 3 CR / (3,0,0)

MGT 160 BUS/UT International Business
Students investigate the importance of international business and international trade to Canada and the local region. They will study importing and exporting from the perspective of a small or medium size business in central British Columbia. By the end of the course, students should be able to constructively discuss an international business proposal in terms of its commercial merit and practicality as a way of promoting economic growth and job opportunities. 3 CR / (3,0,0)
MGT 254  BUS/UT
Applied Group and Leadership Skills
Teamwork is a vital part of organizational life. Participating effectively in teams and groups requires the ability to understand how groups develop and to understand our own personal style, the styles of others, and how these impact the development of a group. Effective teams and groups require effective leaders. Students are introduced to different leadership styles and discover their personal leadership profile. Areas covered include stages of group development, functional leadership, motivation, lines of communication, conflict resolution, and managing change. As this is an applied skills course, students are given the opportunity to participate in and analyze a group experience for the semester. Prerequisite: 27 credits plus MGT154 or LEAD101 and 201, with a “B” grade or higher. 3 CR / (2,2,0)

MGT 255  BUS/UT
Small Business Development
This course provides students with the knowledge required in starting up and successfully operating a small business. Topics include business structures, location and market assessment considerations, business plans, methods of financing, government obligations, franchising, strategic planning and control. Case studies and simulations are used in the course. Prerequisite: Students need a minimum 30 credits which must include ACC 151 (or COM 204), MKT 152 and MGT 154. 3 CR / (2,2,0)

MGT 256  BUS/UT
Entrepreneurial Development
A study of entrepreneurship including the various methods and support systems required to successfully launch a new venture, product, or system. Consideration is given to methods required for both new and existing enterprises. This course draws together the many skills of various programs culminating in an interdisciplinary project. Prerequisite: 30 post-secondary credits 3 CR / (2,2,0)

MGT 263  BUS/UT
Human Resource Development
An introduction to personnel management including organization of the personnel functions: recruitment and selection, interviewing and counselling, job descriptions and evaluation, compensation and salary administration, management development and performance appraisal, training and manpower planning, safety and occupational health. The course places particular emphasis on the practical application of personnel policies and procedures, on personnel’s relationship to management and on management’s responsibilities to employees. 3 CR / (3,0,0)

MGT 264  BUS/UT
Industrial Relations
An introduction to the fundamental issues of labour-management relations in Canada. Topics include the roles assumed by labour unions, management, and government bodies; the processes involved in collective bargaining such as negotiation, mediation, conciliation, grievance and arbitration, contract interpretation and administration; discipline procedures. 3 CR / (3,0,0)

MGT 266  BUS
Management Skills for Supervisors
Managers must have strong interpersonal skills, problem-solving skills and self-management skills in order to interview job applicants, coach employees, investigate accidents or complaints, conduct performance evaluations and demonstrate effective leadership. This course is designed specifically to help students with interpersonal communication, conflict resolution, group decision making and problem solving, as well as self-management and leadership skills development. 3 CR (Total course hours 78)

MGT 270  BUS
Cross-Cultural Workplace Practices
This course is designed to enable the learner to understand the nature of cultural differences in management and organizational practices. Given the large and growing nature of the global business environment, this course will enhance the learner’s ability to participate effectively in operations that incorporate diverse cultures. 3 CR / (3,0,0)

MINE 110  BUS
Introduction to the Minerals Industry
This course introduces students to the wide scope of the mining industry and prepares them for further courses in mining. The course covers the breadth of the industry from mineral exploration through to processing and marketing of mining products. The importance of environmental considerations and sustainable development are introduced. Students learn the terminology used in the industry in preparation for further courses taught during the program. Except for online courses, a visit to an active mining operation will form part of the course curriculum. Prerequisite: None 3 CR / (3.1,5,0)

MINE 120  BUS
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  BUS
Mining Industry Safe Work Practices
Through a variety of courses, as outlined in the outcomes section, students gain understanding and knowledge of safe work practices and WorkSafeBC regulations as they pertain to both the Health, Safety and Reclamation Code for Mines in British Columbia and the mining industry. The student becomes proficient in understanding the responsibilities of joint health and safety training, safety, hazard recognition and control, musculoskeletal disorder prevention, workplace violence prevention, due diligence, risk assessment and control, lock out procedures, and accident investigations. With this information, the student will have current and relevant information to maintain a high level of knowledge and on-the-job safety. This foundation course is a prerequisite for any on-site work in the program and is complemented by integrated safety components within the applied courses of the MINE Certificate program. Prerequisite: None 3 CR / (4,1.2,0)

MINE 140  BUS
Mining Industry Skill Certification
This course provides students with fundamental skills in core components of tasks required by workers within the mining industry. Each skill is an essential component of being able to function effectively in the mining industry environment.
This foundation course is prerequisite to any on-site work in the resource industry and is complemented by integrated safety components within the applied courses. This course can be tailored to the needs of local and regional industry by providing a minimum of seven certificate courses. Successful completion of MINL 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)

**MINL 150**

**Job Entry Operations**

Through an industry-supported learning experience, students will explore the fundamental skills in typical mining industry entry-level positions. They will be coached in the “industry standard” selection processes and exposed to a variety of work positions within the mining industry sector. In addition, the course will include simulator training on entry-level mining industry equipment, such as Heavy Haul Truck and Rubber Tire Front End Loader equipment.

Corequisite: MINE 110
3 CR / (120 total course hours)

**Note:** MINL courses are restricted to students in the Mineral Processing Operator Certificate program.

**MINL 160**

**Mineral Processing**

This course is designed for potential mineral processing operators with no prior training in this area. Basic principles and terminology are covered along with operating circuits in a typical processing plant. Students will work safely, with a broad/comprehensive understanding of the basic principles of the different components that comprise a mineral processing plant. The course will cover safety aspects of the specific equipment as well as what is required to be productive and safe in the work environment. Topics covered include crushing, grinding, flotation, gravity separation, thickening, and filtration, concentrate handling and tailings management.

Prerequisite: Admission into the Mineral Processing Operator Certificate program
3 CR / (30 hours per week)

**MINL 190**

**Job Entry — Mineral Processing Mill**

Through an industry-supported learning experience, the student is provided fundamental skills in typical mining industry entry-level positions and will be coached through industry-selected positions by the same process used by the host mine. The student is also exposed to knowledge of positions other than entry-level in the minerals processing sector. The student is provided with a logbook and will chronicle the various positions observed. In this logbook, the student notes the skills, requirements, and hazards for these positions.

Prerequisites: MINL 130, MINL 140, MINL 150, MINL 160
3 CR / (30 hours per week)

**MKT ..................**

**Principles of Marketing**

This course is an introduction to marketing activities in modern business firms. The major topics covered are target markets and segmentation, consumer behaviour, research and information systems, and the marketing mix. Throughout the course, emphasis is on the application of concepts and perspectives to current business problems and opportunities, through case studies and projects.
3 CR / (3,0,0)
MKT 251 BUS/UT
Marketing Management Theory and Applications
This course presents the analysis of marketing management as it relates to marketing opportunities, marketing planning, and product strategy. The decision-making responsibilities of the marketing manager are examined with particular emphasis on market research, demand analysis, cost analysis, and market planning and development. Case studies and computer-based simulations are used extensively throughout the course. Prerequisite: MKT 152
3 CR / (2,2,0)

MKT 266 BUS/UT
Integrated Marketing Communication
This course focuses on planning a media campaign. The four elements of promotion (personal selling, advertising, publicity, and sales promotions) will be examined separately, and in relation to each other, from the marketing manager’s point of view. Special attention will be given to the forms of promotion, such as special events. Prerequisite: MKT 152
3 CR / (3,0)

MKT 271 BUS/UT
Consumer Behaviour
A study of the various influences affecting the consumer in the purchasing process. Economic and demographic factors will be among the many considerations examined. The consumer decision-making process and its implications 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/UT
Marketing Research Methods
This is an introductory course in marketing research. Topics include research design, data collection, sampling, and data analysis. The class will carry out a marketing research project, beginning with a problem analysis, and leading to a final research report. Prerequisites: MATH 157, MKT 152
3 CR / (3,2,0)

MKT 285 BUS/UT
Internet Marketing
This introduction to Internet marketing concepts and strategies examines the strategic and tactical marketing principles needed for successful online business development. Topics include principles of Internet and participation marketing, Internet marketing strategies such as one-to-one, permission and viral marketing, online customer behaviour and market research, online competitive analysis, resource and funding requirements, interactive marketing communications, online advertising and promotional strategies, and Internet publishing. Prerequisites: CIS 165 and MKT 152
3 CR / (2,2,0)

MLTS 110 Medical Terminology
This course is designed to provide the student with the basic fundamentals of medical terminology in both written and spoken forms. Mastery of word parts and building skills will aid the student in understanding medical terminology and anatomical relations. Medical terminology of the organization of the body, to include integumentary, musculoskeletal, digestive, cardiovascular, respiratory, urinary, reproductive, and nervous systems will be studied along with the special senses and the endocrine system. 1 CR / (Total course hours 15)

MLTS 111 Microbiology and Infection Prevention
Microbiology and Infection control introduces the student to clinical microbiology and infectious diseases including a brief history of microbiology and introduction to bacterial genetics and metabolism. Disinfection and antimicrobial treatment are introduced. Immunology and the body’s response to foreign substances is introduced. Common Gram positive cocci that are often involved in human diseases are covered. Corequisites: MLTS 101, 112, 114, 116, 122
4 CR / (Total course hours 106)

MLTS 112 Introduction to Laboratory Medicine
This course will provide the theory and practice required to perform basic procedures in a laboratory. The following topics will be covered: laboratory glassware, pipettes, use of balances, centrifuges, thermal equipment, microscopes and solution preparation with related calculations and laboratory safety. This introductory course develops the learner’s understanding of the importance of effective interpersonal communication and team work in the health care setting. The diverse needs and human relations posed by health care clients are also explored. This course includes information for the collection, handling and transportation of various laboratory specimens to help ensure the quality of laboratory results. Emphasis will be on the collection of blood specimens and practice in venous collection on adults and capillary collection will be provided. Corequisites: MLTS 101, 110, 112, 114, 116, 122
3 CR / (Total course hours 104)

MLTS 113 Quality Systems
This course is designed to provide individuals with an overview of factors affecting quality in laboratory testing. This includes covering quality system essentials, other quality assurance programs, and quality control techniques used to validate test results. This course contains a research component focused on quality systems. Corequisites: MLTS 101, 110, 112, 114, 116, 122
3 CR / (Total course hours 104)

MLTS 114 Anatomy and Physiology
This course develops the student’s understanding of the structure and function of organs and systems in the normal human body. A study of basic chemical principles is included. Medical terminology will be expanded and concepts of pathology introduced. Lab exercises will develop the ability to recognize cellular and noncellular components in body systems. Corequisites: MLTS 101, 110, 112, 114, 116, 122
4 CR / (Total course hours 104)

MLTS 115 Principles of Laboratory Analysis
This course focuses on the principles commonly used for quantitative analysis in clinical laboratories. It will introduce the student to the principles and applications of light measuring systems, electrochemistry, electrophoresis, chromatography, osometry, immunoassay, mass spectrometry and particle analysis. Corequisites: MLTS 101, 110, 112, 114, 116
3 CR / (Total course hours 85)

MLTS 116 Histotechnology I
An introduction to the principles and practices of preparing clinical specimens for histological examination. Topics covered includes: preparation of specimens for examination, fixation; preparation of tissue in wax blocks and application.
tion of the wax embedded tissue onto slides. Prerequisites: MLTS 101, 110, 112, 114, 116, 122
2 CR / (Total course hours 58)

MLTS 136
Histotechnology II
This course provides an overview of the techniques used to demonstrate cellular and non-cellular components for microscopic examination. Students will perform the techniques and evaluate the results. Prerequisites: MLTS 131, 143, 158, 164, 176
3 CR / (Total course hours 83)

MLTS 143
Microbiology II
Microbiology II expands the number of microorganisms ad covered in MLTS 110. The body sites and infections involved are also expanded. Antimicrobial treatment are expanded. Common Gram negative bacilli that are often involved in human diseases are covered. The student continues to practice the safe lab practices learned in MLTS 110. Prerequisite: MLTS 101, 110, 112, 114, 116, 122
3 CR / (Total course hours 114)

MLTS 144
Microbiology III
Microbiology III expands the number of microorganisms as covered in MLTS 110 and MLTS 143. The body sites and infections involved are also expanded. Antimicrobial testing is covered in detail. Gram positive bacilli, anaerobes, and spirochetes that are often involved in human diseases are covered. The student continues to practice the safe lab practices learned in MLTS 110. Prerequisite: MLTS 101, 110, 112, 114, 116, 122
3 CR / (Total course hours 114)

MLTS 158
Introduction to Hematology
This course is a study of the production and function of the normal blood cells: erythrocytes, leukocytes and platelets. The laboratory sessions include microscopic evaluation of blood films as well as some of the procedures routinely performed in the clinical laboratory to evaluate blood cells. Prerequisite: MLTS 101, 110, 112, 114, 116, 122
3 CR / (Total course hours 109)

MLTS 161
Hematopathology
Hematopathology Section I is a study of the pathophysiology of various leukemias as related to the laboratory involvement in diagnosis and treatment. Special tests used for differential diagnosis are included. Hematopathology Section II is the pathophysiology of various anemia as related to laboratory involvement in diagnosis and treatment. Special tests used for differential diagnosis are included. Information in both sections is applied to the detection of analytical discrepancies and ensuring timely, valid results. Prerequisites: MLTS 131, 143, 158, 164, 176, 181
3 CR / (Total course hours 88)

MLTS 164
Clinical Chemistry I
This course will provide the knowledge and skills required to perform selected tests in clinical chemistry. The clinical significance and methods of analysis of various chemical constituents in biological specimens will be covered. During laboratory sessions, students will perform techniques to assay various biochemical constituents in blood and body fluids. Recognizing the relationship between analyses, diagnoses, clinical information will be emphasized. Prerequisites: MLTS 101, 110, 112, 114, 116, 122
3 CR / (Total course hours 96)

MLTS 168
Clinical Chemistry II
This course will allow students to build on the knowledge and skills learned in Clinical Chemistry I. The clinical significance and methods of analysis of additional chemical constituents in biological specimens will be covered. During laboratory sessions, students will perform techniques to assay various biochemical constituents in blood and body fluids. Recognizing the relationship between analysis, diagnosis, clinical information and treatment will be emphasized. Prerequisites: MLTS 131, 143, 158, 164, 176, 181
3 CR / (Total course hours 84)

MLTS 176
Molecular Diagnostics
This course provides the student with an introduction to the principles of molecular diagnostic techniques and the practical applications of this technology in a diagnostic laboratory. Topics include, but are not limited to, DNA/RNA isolation, hybridization, polymerase chain reaction, and restriction enzyme analysis. Prerequisites: MLTS 101, 110, 112, 114, 116, 122
2 CR / (Total course hours 44)

MLTS 181
Transfusion Medicine I
This course involves the study of immunology, the theory of genetics, blood donations, and red cell blood group systems as they apply to the testing of blood for transfusion purposes. The detection, treatment and prevention of Hemolytic Disease of the Newborn is also covered. Laboratory exercises provide practical experience and complement the theory. Prerequisites: MLTS 101, 110, 112, 114, 116, 122
3 CR / (Total course hours 60)

MLTS 182
Transfusion Medicine II
This course involves the study of immunology, the theory of genetics, blood donations, and red cell blood group systems as they apply to the testing of blood for transfusion purposes. The detection, treatment and prevention of Hemolytic Disease of the Newborn is also covered. Laboratory exercises provide practical experience and complement the theory. Prerequisites: MLTS 131, 143, 158, 164, 176, 181
3 CR / (Total course hours 93)

MLTS 195
Practicum Preparation
This course will prepare the students for the acceptance by the practicum site. Required on line courses will be completed and fit testing performed. Orientation to the practicum booklets and instructor expectations in practicum will be discussed. Prerequisites: MLTS 131, 143, 158, 164, 176, 181
(Total course hours 12)

MLTS 238
Histotechnology Practicum
This course reviews and expands the student’s theoretical knowledge of Histotechnology through tutorials and exams. This course also covers the practical component of Histotechnology through work experience in a clinical laboratory. Prerequisites: MLTS 136, 144, 161, 168, 182, 195
4 CR / (Total course hours 228)

MLTS 248
Microbiology Practicum
This course reviews and expands the stu-
dent’s theoretical knowledge of microbiology through tutorials, worksheets, case studies and exams. This course also covers the practical component of microbiology through work experience in a clinical laboratory.
Prerequisites: MLTS 136, 144, 161, 168, 182, 195
9 CR / (Total course hours 455)

**MLTS 264**
Hematology Practicum
This course reviews and expands the student’s theoretical knowledge of hematology through tutorials, case studies and exams. This course also covers the practical component of hematology through work experience in a clinical laboratory.
Prerequisites: MLTS 136, 144, 161, 168, 182, 195
7 CR / (Total course hours 386)

**MLTS 268**
Clinical Chemistry Practicum
This course reviews and expands the student’s theoretical knowledge of clinical chemistry through tutorials, worksheets, case studies and exams. This course also covers the practical component of clinical chemistry through work experience in a clinical laboratory.
Prerequisite: MLTS 136, 144, 161, 168, 182, 195
7 CR / (Total course hours 386)

**MLTS 270**
Specimen Collection Practicum
Major topics covered are blood collection, safe work practices, and professionalism. Students will practice the collection, handling, transportation and processing of various laboratory specimens to help ensure the quality of laboratory results. Emphasis will be on the collection of blood specimens, and practice in venous collection on adult and capillary collection will be provided.
Prerequisite: MLTS 101, 110, 112, 114, 116, 122, 3 CR / (Total course hours 91)

**MLTS 288**
Transfusion Medicine Practicum
This course reviews and expands the student’s theoretical knowledge of transfusion science through case studies, worksheets and exams. This includes the principles of immunology, quality control procedures, red blood cell antigens and antibodies, and adverse transfusion reactions. This course also covers the practical component of transfusion science through work experience in a clinical laboratory. This includes performing quality control procedures, the detection of antigens and antibodies, identifying common red blood cell antigens and antibodies, preparing and issuing blood products, and recognizing and investigating adverse transfusion reactions.
Prerequisite: MLTS 136, 144, 161, 168, 182, 195
4 CR / (Total course hours 228)

**MOAS 109**
Medical Office Assistant Practicum
The Medical Office Assistant practicum will allow students to apply the skills and knowledge they have acquired in the classroom during the Medical Office Assistant program. Practicum placements are scheduled for 40 hours and will be in a medical office.
Prerequisite: MOAS 101, MOAS 103, and MEDT 105 with a minimum B grade in each
Co-requisite: MOAS 107
1 CR / (Total course hours 40)

**MRAD 103**
Medical Billing
This course is a general introduction to billing in a fully computerized general practitioner’s office. Topics covered include optimizing billing opportunities for all visits including medical procedures, emergency visits, facility visits, maternity, delivery, chronic diseases, mental health and palliative care.
Prerequisite: MOAS 101 with a minimum B grade
3 CR / (3,1,0)

**MOAS 107**
Mental Illness and Substance Use for Frontline Workers
The prevalence of people presenting in the community with struggles, impact and behaviors associated with mental illness and/or substance use is on the rise. This course is designed to help individuals working in a service provision based industry or for agencies/organizations who want to feel more confident in their ability to recognize, support and access services for people who live with mental illness and/or substance use.
1 CR / (1,0,0)

**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 variables in quality and diagnostic parameters with respect to providing solutions based on technical, equipment, exposure technique or patient influence. The imaging principles of fluoroscopic equipment used in the general imaging department as well as mobile C-arms will be covered. The design, construction, advantages and challenges of producing images with this type of equipment will be discussed in depth.
Prerequisite: Admission to MRAD program
4 CR / (3,1,0)

**MRAD 103**
Human Behaviour
This course is designed to enhance human relations skills and the knowledge base of medical radiography students in order to support their learning and clinical performance. This course explores psychological and sociological concepts, research, and applications of relevance to medical imaging technologies in training and in clinical practice. Topics include: skills for interaction and communication; preventing and managing distress in clients and self;
working with cultural diversity; dealing with clients’ needs associated with age and abilities; mortality; managing interpersonal conflict and harassment. Emphasis is on improving sensitivity and human relations skills in dealing with patients, a health care team and the self. Prerequisite: Admission to MRAD program 1 CR / (1.0,0)

**MRAD 105**
Radiographic Anatomy and Physiology 1
This course parallels and supports topics presented in Relational Anatomy and Physiology 1. The content will be covered in a laboratory environment using digital patient images and anatomical models. The content will provide an in-depth focus of the entire skeleton (except cranium) and the digestive, biliary and urinary systems. Patient images will include sectional presentation where applicable. This course will also provide the anatomical information required for Radiographic Procedures 1 lecture, positioning, and critique laboratory sessions. This course will be delivered in a blended manner utilizing online and face-to-face resources and instruction. Prerequisite: Admission to MRAD program 2 CR / (0.2,0)

**MRAD 107**
Clinical Orientation
This course introduces the student to the clinical environment through online delivery of theory and visual presentation. The topics include essential elements of the general imaging department such as workflow, patient and departmental documentation, the role of the technologist in the workplace and their relationship with patients and other healthcare members. This includes acceptable behavior and professionalism in the imaging department. The student will become familiar with hospital/department administrative levels, workplace safety regulations, incident/abuse reporting procedures, and medical information documentation requirements. Students will be prepared for their first clinical experience through an understanding of radiation protection procedures and regulations concerning all members of the workplace. The Workplace Hazardous Materials Information System (WHMIS) will be covered in detail. This course will be delivered in a blended manner utilizing face-to-face instruction with additional online resources. Prerequisite: Admission to MRAD program 1 CR / (1.0,0)

**MRAD 109**
Radiographic Procedures 1
This course is the first of three focusing on patient care, medical/legal documentation, image production, and diagnostic quality. This course provides the theory and skills required to perform basic imaging procedures of the axial (vertebrae and thoracic cage) and appendicular skeletons (excluding skull), chest, and abdomen. In addition, students will cover the positioning requirements and patient care associated with gastrointestinal system examination. Students will apply problem solving techniques for atypical patients and their specific physical, emotional, and psychological needs. The theory will be supported by various laboratory settings and hands-on experiences to prepare for the clinical practice. Prerequisite: Admission to MRAD program 9 CR / (6.8,0)

**MRAD 111**
Patient Care
The students in this blended course will gain knowledge and skills for patient care as required prior, during, and post imaging exams. They will be introduced to imaging accessory equipment and patient support equipment used in the operating room, patient’s room, and the emergency/trauma areas. Students will gain skills in preparing sterile surgical trays, injectable medication, and application of oxygen supply, ECG leads, and intravenous lines. Students will also focus on the atypical patient. Through the study of various patient disability scenarios (physical, mental, and emotional), students will plan patient specific care models. This course will provide the knowledge and skills to effectively manage patients during imaging procedures for the post-surgical patient, critical/trauma patient, and those with life lines and tube attachment. It will also provide the theory and practice for assessment of patient vital signs and basic ECG’s. The skills required for the preparation of IV contrast media for imaging examinations will be covered. Theory will be supported with supervised laboratory activities designed to give students opportunities to apply their critical thinking and manual skills to a variety of patient care situations. Topics in this course will be aligned to complement and support other Medical Radiography courses. Prerequisite: Admission to MRAD program 4 CR / (2.2,0)

**MRAD 120**
Clinical Education 1
This is the first of three clinical education courses. Students are provided with ample opportunities to apply their patient care and patient positioning skills. With this extended term, students will attain both competency and confidence in the imaging workplace. The primary focus is for patient examinations of the entire skeleton (except the cranium), the chest, the abdomen, and gastrointestinal contrast studies. Students are scheduled in all areas related to patient imaging practice such as the general imaging department, acute/trauma areas, operating rooms, patient wards and outpatient clinics. Patient competency evaluations will be performed on ambulatory and patients with low medical acuity. Prerequisite: All MRAD Term 1 courses 19 CR / (0,30,0)

**MRAD 122**
Pathology 1
This online course provides an introduction to general pathology and specifics of bone pathology. The students will study commonly occurring bone fractures seen in the clinical environment. Emphasis is placed on recognition of fractures and subsequent changes to required patient care and exposure factors. The theoretical component will be supported by images demonstrating normal and pathological presentations. This course will be delivered completely online utilizing both online resources and instruction. Prerequisite: All MRAD Term 1 courses 2 CR / (1.5,0,0)

**MRAD 124**
Radiobiology and Radiation Protection
Students will gain a knowledge of radiation biology so they can apply effective radiation protection measures to patients, personnel and members of the public; in meeting the entry to practise competencies of the CAMRT, for radiation, health and safety in radiology. The first part of this course deals with the rationale for radiation protection and the fundamental concepts of radiobiology through a discussion of radiation interaction with tissue, radiosensitivity, and early and late effects of radiation. In the second part of the course, current standards for radiation protection are introduced. The course concludes with a discussion of the Canadian Radiation Protection Safety Code, SC-35, on topics defined by the CAMRT competencies and how they relate to the factors affecting dose to patients, personnel and members of the public. All radiation protection codes covered in this course will be those for Canada and not for the United States as described in Stewart Bushong’s textbook on Radiologic Science. Prerequisite: All MRAD Term 1 courses
2 CR / (1.5,0,0)

**MRAD 125**
Relational Anatomy and Physiology 2

This course is the second of three consecutive courses examining normal human structure and function. It is available on-line after completion of the first clinical experience. During this course, the pancreas, biliary and genitourinary systems are examined and related to adjacent structures. Emphasis is placed on the gross anatomy, location and anatomical relationships among component organs within the abdominopelvic cavity. These areas of study are then integrated into a sectional imaging approach, viewing parts of the body in all three fundamental body planes. Conventional anatomic presentations are supplemented by images obtained from a variety of diagnostic medical imaging technologies. Physiology is presented where it is relevant to, and contributes to, an understanding of structure and the relationships among adjacent organs, fundamental body processes, functional diagnostic imaging procedures, and important clinical considerations. Prerequisite: Successful completion of all Term 2 courses.

5 CR / (5,0,0)

**MRAD 127**
Professional Ethics and Canadian Health Care System

This online course deals with emerging and ethical issues in the Canadian healthcare system. Students will study current and emerging issues in the healthcare system such as organizational change, resource management, departmental operation, and professionalism in the workplace. In addition, public versus private healthcare will be reviewed. Ethical issues encountered in the current healthcare environment will be studied by applying the ethical theories, the professional code of ethics and standards of practice. Prerequisite: Successful completion of term 1 & 2 courses.

3 CR / (3,0,0)

**MRAD 129**
CT - Clinical Applications in Computed Tomography

This online course provides students with the basic skill set to perform common and specialized CT scan examinations. Emphasis is placed on practical application and theoretical concepts of CT imaging. Students will cover the patient care requirements and image acceptability criteria. Class discussions/blogs will bring relevance of theory to examinations currently performed in the clinical environment. Students focus on basic CT scan protocols for the head, neck, chest, abdomen and pelvis, spine and extremities. Commonly occurring pathologies are described and identified with supporting images and referenced to normal presentations. Prerequisite: Term 1 & 2 courses

4 CR / (4,0,0)

**MRAD 230**
Clinical Education 2

This is the second of three clinical education courses. Students build on their previous clinical experience by focusing on higher acuity patient cases. Term objectives will remain on examinations of the entire skeleton (except the cranium), the chest, the abdomen, and gastrointestinal contrast studies. Students are scheduled in all areas related to patient imaging practice such as general imaging departments, acute/truma areas, operating rooms, patient wards and outpatient clinics. In addition, students are directed to start their required Bone Mineral Densitometry, Mammography and CT Scan rotation. This includes performing CT Scans of the head, thorax, abdomen/pelvis and spine. Prerequisite: Successful completion of all Term 3 courses & Clinical Education 1

19 CR / (0,30,0)

**MRAD 235**
Radiographic Procedures 2

This course introduces the student to the fundamentals of specialized and interventional procedures in medical imaging. Students focus on the anatomical and radiographic presentation for specific procedures, including cerebral and renal angiography, angioplasty, embolizations, stent insertions and AIFs. The curriculum also identifies commonly used surgical instruments, angiography catheters, contrast media and relevant technical exposure factors relative to specific procedures. This course also covers routine examinations for mammography, female reproductive and bone mineral densitometry (BMD) studies. It includes patient care, equipment, common pathologies, and normal and variant results for each of these procedures. The curricula is illustrated and delivered through online learning modules, online demonstrations, audio-visual aids and student projects. Prerequisite: MRAD 109 Radiographic Procedures 1 & Successful completion of all Term 3 courses

3 CR / (3,0,0)

**MRAD 237**
Inter-professional Health Practice

Students are introduced to complementary imaging and related health disciplines such as nuclear medicine, sonography, magnetic resonance, health records (patient files) and medical laboratory. Each of these professions contributes to the patient’s overall diagnosis and treatment planning. Information from these areas will be correlated to fully understand the patient’s medical circumstances. Although the curriculum is cursory, it will provide insight and understanding amongst the professional staff. Prerequisite: Term 3 courses

2 CR / (1.5,0,0)

**MRAD 240**
Radiographic Anatomy and Physiology 2

This course parallels and emphasizes topics presented in Relational Anatomy and Physiology 3. The course content will be covered in a laboratory environment using digital patient images, and anatomical models. The content will provide an in-depth focus of the cardiovascular, nervous (CNS) and respiratory systems, cranium, neck and thorax. Patient images will mainly focus on sectional presentation. In addition, sectional images of the spine, abdomen and pelvis will be included. This course will focus on the understanding of sectional images as represented in various body planes. The students will study the key anatomical structures and features featured on sectional anatomy as used by several disciplines such as Computed Tomography and Magnetic Resonance. This course also has significant importance for the understanding and success of several courses such as Radiographic Procedures 3, Pathology 2 and CT Clinical Application. This course will be delivered in a blended manner utilizing online and face to face resources and instruction. Prerequisite: Term 4 courses

2 CR / (0,2,0)

**MRAD 241**
Radiographic Procedures 3

This course is a continuation of Radiographic Procedures 1 and 2. Students build on their core knowledge from previous courses and clinical practica. The main focus is on specialized examinations of the skeleton and joints (e.g. hips, shoulder girdle, scoliosis exams) to include cranium and contrast studies. In addition, students study the radiographic examinations of the complete urinary system. Students are challenged to apply their existing knowledge
and clinical experience to imaging studies of emergency/trauma and operating room procedures. Students continue to build their skills in critiquing images for diagnostic and technical acceptability. A requirement for this course is to develop a radiographic exposure chart for various anatomical areas. This chart will reflect requirements of normal versus atypical patient anatomy. The theory is supported by various laboratory activities and hands-on experience to prepare for the final clinical practicum. Prerequisite: Term 4 courses 7 CR / (2.5,0)

**MRAD 243**  
Radiographic Sciences 2  
This course is divided into two parts. Part A explores the structure and function of specialized X-ray tubes including recent innovations in X-ray tube technology, mammographic imaging, digital flat-panel radiography, digital mammography, including digital tomosynthesis of the breast, digital fluoroscopy, and Picture Archiving and Communication Systems (PACS), including the goals of Integrating the Healthcare Enterprise (IHE). Part B describes the concepts of Total Quality Management (TQM), Continuous Quality Improvement (CQI) and the elements of Quality Assurance (QA) and Quality Control (QC) in radiology. In particular, QC tests are discussed for film-screen systems, digital imaging systems including digital radiography, fluoroscopy, mammography, and bone mineral densitometry systems, with particular reference to Safety Code 35. Prerequisite: Term 4 courses 5 CR / (3.2,0)

**MRAD 247**  
Communication and Research Skills  
As a Medical Imaging Technologist, you will be professionally communicating on many technical and interpersonal levels with colleagues and other medical personnel, clients, and patients. MRAD 247 introduces you to the research and workplace communication skills you require to be successful in your career. Skills in assessing the needs of audiences and situations are fundamental in deciding what information to provide and how to say it in a way that will be understood and well received. In this course you will initiate and complete a research paper related to medical imaging and present your research as an oral presentation to your fellow students and instructors. Prerequisite: Admission to MRAD program 2.5 CR / (2.5,0)

**MRAD 248**  
Pathology 2  
This online course builds on Pathology 1 by providing theory describing complex bone pathologies resulting from trauma and disease. Emphasis will be placed on discerning between benign versus malignant bony pathologies. The main focus of this course is commonly occurring pathological processes and their radiographic presentations of the following anatomical systems: respiratory, gastrointestinal, urinary, reproductive, cardiovascular, nervous, lymphoreticular, and endocrine. This course will be delivered in a blended manner utilizing online and face-to-face resources and instruction. Prerequisite: Term 4 courses 3 CR / (2.1,0)

**MRAD 249**  
CT — Physical Principles  
This course deals with the physical principles and technological aspects of Computed Tomography (CT). First, the physical principles are described followed by a description of data acquisition concepts and the fundamentals of image reconstruction. The major components of a CT scanner are outlined and image manipulations of the CT image will be described. Secondly, the technical principles of multi-slice CT (MSCT) systems including the evolution of MSCT systems, physical principles and equipment are explained. Important concepts such as multi-row detector technology and associated electronics and pitch will be elaborated. The major considerations in addressing the connection of the CT scanner to a Picture Archiving and Communication System (PACS) are highlighted. The course concludes with an overview of image quality, radiation dose and quality control (QC) aspects and specific quality tests for CT. Prerequisite: Term 4 courses 2 CR / (2.0,0)

**MRAD 250**  
Clinical Education 3  
This is the last of three clinical education courses. Students refine their previous clinical experiences by focusing on high acuity patient cases. Term objectives will remain on examinations of the entire skeleton (including the cranium), the chest, the abdomen, and gastrointestinal contrast studies. Students are scheduled in all trauma areas, operating rooms, patient wards and outpatient clinics. Students are directed to complete their required Bone Mineral Densitometry, Mammography and CT Scan rotation. This includes performing CT scans of the head, thorax, abdomen/pelvis and spine. Prerequisite: Successful completion of all term 5 courses & Clinical Education 2 21 CR / (0.34,0)

**MRAD 255**  
Capstone  
This course builds upon the core curriculum and provides the opportunity for students to integrate and synthesize the knowledge, skills, judgments, and attitudes gained through the various CNC Medical Radiography courses and clinical practice sessions. Students will use a variety of academic learning tools to solidify knowledge and further develop critical thinking skills towards making informed decisions in the clinical setting. Through guided self-study and assessments, the student will develop effective study skills to prepare for the CAMRT certification examination and improve the necessary analytical skills required in the clinical setting. This course will be delivered completely online utilizing both online resources and instruction. Prerequisite: Successful completion of all term 5 courses & Clinical Education 2 3.5 CR / (3.5,0,0)

**MVRE**

**MVRE 191**  
Automotive Refinishing Prep Technician Foundation Program  
This program is designed for people who wish to obtain employment in Automotive Refinishing Prep and related industries. Students will receive instruction in a setting designed to represent a typical automotive refinishing facility using traditional and state of the art technology. Emphasis is placed on practical application of skills using a variety of equipment and methods on actual vehicles. A major portion of classroom time is devoted to theory which is presented by means of lectures and demonstrations. Students are required to apply and demonstrate refinishing and preparation skills in the shop area/lab in a manner that conforms to industry standards. Written and practical evaluation of course content will be required of all students.

**NCIT**
NCIT 100
The Business of Information Technology
This course is an introduction to the language and world of business. Basic concepts of accounting/finance, sales and marketing, and management/operations will be covered. An explanation of current states of IT as a business and a service place will be investigated along with the future of IT and careers in IT. Rural, remote and Aboriginal perspectives will be examined. A definition of Management Information Systems (MIS) and their role in business will be explored in relationship to their place within the culture of an organization and their potential as an agent of change. The definition and role of the Chief Information Officer (CIO) will be examined. Prerequisite: Admission to NCIT program
3 CR / (1,2,0)

NCIT 102
Computer Hardware
This course begins to prepare students to support and repair personal computers by examining: basic lab safety concerns, the operation of the major parts of PCS, the operation of devices that are commonly attached to PCS, basic troubleshooting guidelines, and the use of Utility Software. For students interested in pursuing an A+ certification, the material presented in the course will be helpful for the hardware component of the A+ certification exams. Prerequisite: Admission to NCIT program
3 CR / (1,2,0)

NCIT 106
Introduction to Programming
Programming pervades IT systems and devices. This course provides an introduction to the core concepts common to most programming and a survey of the wide variety of situations in which IT workers modify or create programs is provided. The course begins with an introduction to the core concepts common to most programming: the sequence, selection and iteration control structures, and the notion of objects as they are encountered in object-based programming. The remainder of the course consists of a series of case studies of programming as they occur in different areas (e.g., programming routers, using Javascript to add behaviour to web pages, using SQL to access information in databases, and using macros to enhance MS Excel). Good programming practices are emphasized throughout, including top-down design, modularization, code re-use, debugging techniques, and creating useful documentation. Prerequisite: Admission to NCIT program
3 CR / (1,2,0)

NCIT 108
Operating Systems I
This course introduces students to the basic concepts of a computer’s operating system. The course will spend time on the installation and configuration of the Windows 2000 Professional and Windows XP operating systems. You are introduced to how to modify as well as optimize your Windows environment. Prerequisite: Admission to NCIT program
3 CR / (1,2,0)

NCIT 110
Professionalism and Customer Service
This course provides focused knowledge and practical skills in public and customer relations with an IT emphasis. Topics include interpersonal relations, positive customer attitudes and awareness, quality customer service, verbal and nonverbal communications, customer service policies and skills, dealing with difficult customers, conflict resolution and negotiation, common support problems in IT, computer user support, skills necessary for user support agents, help desk operation, and customer service via technology. Cultural diversity and sensitivity is emphasized throughout in meeting the needs of multi-cultural customers. Prerequisite: Admission to NCIT program
3 CR / (1,2,0)

NCIT 112
Foundations of Web Development
This course introduces web page development. It covers HTML and XHTML code, standards and validation. Use of design elements (colour, images) and multimedia are discussed. The student examines the multitude of browsers, standards, and requirements for web surfers everywhere and will produce a final web page that can satisfy most (or all) browser types. In the second half of the course, cascading style sheets (CSS) are used extensively, while XML and JavaScript are both touched on briefly. Students will also explore current issues in web development. Students will also explore the future of web development. Prerequisite: Admission to NCIT program
3 CR / (1,2,0)

NCIT 114
Networking
This course covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. It not only introduces a variety of concepts, but also discusses in depth the most significant aspects of networking, such as the TCP/IP protocol suite. In addition to explaining concepts, the course uses a multitude of networking issues from a professional’s standpoint, making it a practical preparation for the real world. Prerequisite: NCIT 108
3 CR / (1,2,0,0)

NCIT 118
Operating Systems II
This course provides students with an introduction to the UNIX operating system using Linux. Students will learn how to create, delete, copy, move, and search for information on a UNIX system as well as to organize information using the UNIX system file structure. They are introduced to the screen-oriented VI editor and will have a chance to experiment with several other editors. Students learn how to use the BASH shell and create shell scripts and be introduced to the X Window system and its graphical user interface. They will also spend time exploring UNIX capabilities in the network environment and on the Internet. System administration, job control, and printing will be covered. Prerequisite: NCIT 108 or permission of the instructor
3 CR / (1,2,0,0)

NCIT 120
Foundations of System Development
This course introduces the tools and techniques that are used for systems analysis and design. Both the traditional and the object-oriented approach to systems analysis and design will be used. This involves methods of analysis for assessing the information needs of an organization and determining how computer systems can provide problem-solving help. Requirements modeling will include additional coverage on use cases and use case descriptions. System design involves specifying in detail how the components of systems should be implemented and should be based on an in-depth understanding of the business problem obtained from systems analysis. At all stages throughout this course an iterative approach to systems development will be emphasized. Prerequisite: Admission to NCIT program
characteristics the course will focus on learning how to correctly identify the various birds and mammals by their sound, their appearance, coloration, and the type of habitat they are found in. The course will also study the population status and current health of the environment in which these birds and mammals of B.C. live.

**NRFT 125**

**Introduction to Earth Sciences**

This course provides the student with a working knowledge of what are the important geologic processes that created the various landforms in British Columbia. Students will learn to recognize various landforms common to BC. Student will also learn to identify various rocks and minerals common to BC and understand the important economic roles certain rocks and minerals deposits play in the maintenance of a healthy mining industry in BC.

**NRFT 129**

**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.

**NRFT 131**

**Forest Measurements II**

NRFT 131 is a continuation of NRFT 111 (Forest Measurements One). The intent is to provide the student with sufficient knowledge and field training to be able to sample the forest resource to the standards established by the B.C. Forest Service. Forest statistics and its applications in analysing sample data and controlling sampling error is studied in detail throughout the semester.

**NRFT 150**

**Silvics and Dendrology**

Students learn to identify all coniferous and broad-leaved trees native to British Columbia, as well as their autecology, silvical, and physiological characteristics.

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Note: NRFT courses are restricted to students in the Natural Resources and Forest Technology Diploma program.
NRFT 155
Indigenous Plants: Identification, Autecology, and Cultural Uses
The purpose of this course is to have students learn to identify key indigenous plants in British Columbia, and understand their autecology and the cultural uses for plants associated with various First Nations and other groups. It also includes the indicator role these indigenous plants play in the classification of forest sites and other land management activities. 3 CR / (2,2,0)

NRFT 157
Introduction to Forest Soils
The course is basic to an understanding of forest productivity and the side effects resulting from various forestry practices, with applications in silviculture, watershed management, and engineering. Topics covered are landforms and soil formation, physical and chemical properties of soils, description of profiles, the Canadian System of Soil Classification, and basic principles of hydrology. Field exercises emphasize sampling description and classification of soils. Prerequisite: Admission to NRFT program or written permission of the instructor 3 CR / (3,2,0)

NRFT 158
Ornithology and Mammalogy
This course gives students knowledge about some of the birds and mammals that live in British Columbia and the habitat that sustains them. Along with studying some anatomical, physiological, reproductive, and behavioural characteristics of these species, the course focuses on learning how to correctly identify the various birds and mammals by their sound, appearance, coloration, and the type of habitat in which they are found. The course also studies the population status and current health of the environment in which these birds and mammals live. Prerequisite: Admission to NRFT program or written permission of the instructor 3 CR / (2,3,0)

NRFT 160
Outdoor Recreation and Tourism
This course gives students a basic knowledge of outdoor recreation and tourism in British Columbia. It focuses on legislation and policy that regulate outdoor recreation in BC and the ecological, social, and economic impacts outdoor recreation has in the province. The course covers the basic concepts of outdoor recreation, the business aspect of it, its current trends, and how it is managed at the local and provincial level. In addition to class lectures, part of the course engages students in some outdoor recreation activities like cross-country skiing, snowboarding, camping and hiking, canoeing, etc. Prerequisite: Admission to NRFT program or written permission of the instructor 3 CR / (2,3,0)

NRFT 170
Aerial Photography and Image Interpretation
This course provides students with an understanding of the photogrammetric practice and image interpretation in natural resource disciplines. Students learn basic photo geometry and photogrammetric measurements, mapping from aerial photographs, image interpretation, and applications of aerial photography in natural resource inventory. The applications of other remote sensing imagery will also be explored. Prerequisite: Admission to NRFT program or written permission of the instructor 3 CR / (1,3,0)

NRFT 180
Introduction to Earth Sciences
This course provides the student with a working knowledge of the important geologic processes that created the various landforms in British Columbia. Students learn to recognize various landforms common to BC. Students also learn to identify various rocks and minerals common to BC and to understand the important economic role certain rocks and minerals deposits play in the maintenance of a healthy mining industry in BC. Prerequisite: Admission to NRFT program or written permission of the instructor 3 CR / (2,2,0)

NRFT 185
Geomatics and Cartography
Geomatics involves the gathering, storing, processing and delivering of geographic information. This type of information is critical for effective resource analysis to achieve resource management goals. This course provides students with skills in field data collection, mapping, and map interpretation. Topics include cartographic principles, map projections, co-ordinate system, global positioning system (GPS), mapping, and the evaluation and interpretation of maps. The field data sets and resource management activities in other program studies are used for mapping projects. Prerequisite: Admission to NRFT program Corequisite: FOR 162, minimum ‘D’ grade 3 CR / (1,3,0)

NRFT 201
Natural Resources Policy and Practice
This course covers the history and legal basis for natural resource management of Crown forest land in British Columbia. Emphasis is placed on the Forest Act and Forest and Range Practices Act, Land Act, Oil and Gas Activities Act, Mines Act and related Provincial and Federal Acts and their associated regulations. Inventory, biodiversity, and planning concepts are introduced. Prerequisite: Completion of first-year program 3 CR / (3,2,0)

NRFT 202
Forest Ecology
This course will provide an introduction to the ecosystem concept, energy flow, productivity, nutrient cycling, climate and the physical environment, population and community ecology, disturbance, and ecological succession. It will also introduce the Biogeoclimatic Classification System of BC and consider indigenous perspectives. Prerequisite: NRFT101, NRFT103 with a minimum grade of “C” Co-requisite: NRFT 121 3 CR / (3,2,0)

NRFT 203
Supervisory Skills for Forestry
Students in this course will develop group management skills for successful workplace relationships with superiors, peers and subordinates. This course will promote communication, teamwork and leadership skills for application in group and supervisory situations. Topics covered will include group communication and dynamics, leadership styles, motivation, conflict resolution and work ethics. Prerequisite: Completion of first-year program 2 CR / (0,2,0)

NRFT 205
Habitat Management
A course designed to give natural resource students an understanding of the diversity of native fish and wildlife in North Central B.C. and the range of habitats used. The course will focus on forest biodiversity, with emphasis on the role of fish and wildlife in a healthy forest. Students will also study forest practices and management techniques that seek to harmonize...
biodiversity objectives with forest activities. Prerequisite: Completion of first-year program 3CR / (2,2,0)

**NRFT 207**

Silviculture I
Silviculture is the application of basic tree biology and forest ecology to the growing, harvesting, and regeneration of trees. The participants in this course will apply their knowledge of forest soils, forest ecology, photo interpretation, silvics, and forest measurements with an aim to developing strategies for forest regeneration success. Studies focus on the application of ecological description and classification, determination of site potential and limitation, and management of forest cover to meet a defined objective. Prerequisite: Completion of first-year program 3CR / (3,3,0)

**NRFT 209**

Natural Resources Seminar I
This course consists of a series of seminars covering a wide range of topics dealing with current environmental and stewardship issues impacting natural resource management. As part of the course, students will gain experience in researching, documenting, and analyzing information and data associated with these current environmental and stewardship issues. Prerequisite: Completion of first-year program 2CR / (2,0,0)

**NRFT 211**

Forest Measurements III
This course covers the practical application of timer cruising in compliance with the BC Forest Service Cruising Manual. Students use field data taken from NRFT 131 and compile the data into a comprehensive cruise report by using the manual method to provide an understanding of the compilation procedures, and also by using computer software. This course also introduces students to the BC Metric Log Scaling and grading system, and weight scaling procedures. Prerequisite: Completion of first-year program 2CR / (1,3,0)

**NRFT 213**

Forest Engineering I
This course provides the student with a basic knowledge of forest engineering practice in the field of forest road design, construction, maintenance, and deactivation. Other topics include soil classification, watershed assessment, survey and design of drainage structure, and Forest and Range Practices Act and associated regulations. Emphasis is placed on field procedures and microcomputer design applications. Prerequisite: Completion of first-year program 3CR / (3,3,0)

**NRFT 221**

Natural Resource Finance
This course introduces the students to the fundamentals of business and finance related to natural resource land management. Topics include business ownership, methods of financing businesses, financial statements and analysis, loans and interest calculations, break-even analysis, resource valuation and contract administration. Prerequisite: Completion of first-year program 3CR / (2,2,0)

**NRFT 223**

Forest Health
This course examines the role of forest health factors in ecosystem structure and function and their impacts on forest resources and values. Identification, recognition, impacts, ecological role, economic importance and evaluation/management techniques for provincially significant diseases, insects, mammal damage, and abiotic injuries are studied. Prerequisite: Completion of first-year program 3CR / (2,2,0)

**NRFT 225**

Geographic Information Systems
This course provides an overview of the principle, concepts, and uses of Geographic Information System (GIS) technology. Emphasis is given to the processes involved in the digital mapping and spatial analysis with GIS. Topics include geo-referencing, data acquisition and input, data analysis and processing, and data output. Laboratory exercises will complement the theory presented in the lectures. Prerequisite: Completion of all courses from semesters 1-3 2CR / (1,3,0)

**NRFT 227**

Silviculture II
Continuing with the aim expressed in silviculture I, to develop strategies for forest regeneration success, this course starts with studies on methods of forest establishment. First topics are preparation methods, followed by aspects of seed collection, tree improvement and nursery practices. Planting and stand tending are studied in so far as they support basic silviculture practices and the successful establishment of a forest. Silviculture prescriptions (site plans) will be outlined and milestone surveys will be completed. Students will be able to establish silviculture survey plots and determine basic tree growing outcomes to a provincial standard. Standards of due diligence and ethical practice will be emphasized. Prerequisite: NRFT 207 3CR / (4,2,0)

**NRFT 229**

Natural Resource Seminar II
This course consists of a series of seminars covering a wide range of topics dealing with the role various groups and organizations have with influencing and resolving important resource management issues in BC. The course will explore how these groups and organizations approach various natural resource management issues and what mechanisms are available to help these groups and organizations interact. This course is intended to enhance participants’ ability to contribute constructively to natural resource discussion and practice. Prerequisite: NRFT 209, NRFT 203 2CR / (2,0,0)

**NRFT 233**

Forest Engineering II
This course provides the student with an introduction to the common harvesting systems and methods used in British Columbia. The topics include the principles of sustainable development in forest practice, evaluation of site and recommendation of harvesting system, harvesting planning, harvesting budget, log transportation, and safety management. Prerequisite: NRFT 213 3CR / (3,3,0)

**NRFT 250**

Natural Resources Policy and Practice
This course covers the history of and legal basis for natural resource management of Crown forest land in British Columbia. Emphasis is placed on the Forest Act and Forest and Range Practices Act, Land Act, Oil and Gas Activities Act, Mines Act and related Provincial and Federal Acts and their associated regulations. Inventory, biodiversity, and planning concepts are introduced. Prerequisite: Completion of first-year program 3 CR / (3,2,0)

**NRFT 251**

Applied Research Project
This course satisfies the applied research project requirements of the Canadian Tech-
NRFT 255
Forest Health
This course examines the role of insects and diseases in ecosystem structure and function and their impacts on forest values. Identification, ecological role, economic importance and evaluation/management techniques for provincially significant insects, diseases, abiotic injuries and disorders are studied.
Prerequisite: FORS 202, minimum ‘D’ grade
3 CR / (2,2,0)

NRFT 261
Extended Natural Resources Field Studies
This course is an intensive one-week (including weekends) field exercise in which students are exposed to a range of forestry practices and activities in different parts of BC from the interior to the BC lower coast. Field activities will involve exercises, observation, and analysis of research facilities, forestry operations and manufacturing facilities.
Prerequisite: Completion of all courses from semesters 1–3
1 CR / (0,3,2,0)

NRFT 265
Natural Resources Seminar I
This course consists of a series of seminars covering a wide range of topics dealing with workplace safety and current environmental and stewardship issues impacting natural resource management. As part of the course, students will gain experience in researching, documenting, and analyzing information and data associated with these current environmental and stewardship issues. Students will also gain an understanding of occupational health and safety and the regulatory framework of safety.
Prerequisite: Completion of first-year program
2 CR / (2,0,0)

NRFT 266
Natural Resources Seminar II
This course consists of a series of seminars covering a wide range of topics dealing with the role various groups and organizations have in influencing and resolving important resource management issues in BC. The course will explore how these groups and organizations approach various natural resource management issues and what mechanisms are available to help these groups and organizations interact. This course is intended to enhance participants’ abilities to contribute constructively to natural resource discussion and practice.
Prerequisites: NRFT 265, NRFT 267, minimum ‘D’ grade
2 CR / (2,0,0)

NRFT 267
Supervisory Skills
Students in this course develop group management skills for successful workplace relationships with superiors, peers and 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 NRFT program
2 CR / (2,0,0)

NRFT 270
Forest Engineering I
This course provides the student with a basic knowledge of forest engineering practice in the field of forest road design, construction, maintenance, and deactivation. Other topics include soil classification, watershed assessment, the survey and design of drainage structure, and the Forest and Range Practices Act and associated regulations. Emphasis is placed on field procedures and microcomputer design applications.
Prerequisite: Completion of first-year NRFT program
3 CR / (3,3,0)

NRFT 275
Forest Engineering II
This course provides the student with an introduction to the common harvesting systems and methods used in British Columbia. Topics include the principles of sustainable development in forest practice, the evaluation of sites and the recommendation of harvesting systems, harvesting planning, harvesting budget, logging transportation, and safety management.
Prerequisite: NRFT 270, minimum ‘D’ grade
3 CR / (3,3,0)

NRFT 285
Geographic Information Systems
This course provides an overview of the principle, concepts, and uses of Geographic Information System (GIS) technology. Emphasis is given to the processes involved in the digital mapping and spatial analysis with GIS. Topics include geo-referencing, data acquisition and input, data analysis and processing, and data output. Laboratory exercises will complement the theory presented in the lectures.
Prerequisite: Completion of all courses from semesters 1–3
3 CR / (1,3,0)

NRFT 289
Natural Resource Finance
This course introduces students to the fundamentals of business and finance related to natural resource land management. Topics include business ownership, methods of financing businesses, financial statements and analysis, loans and interest calculations, break-even analysis, resource valuation and contract administration.
Prerequisite: Completion of first-year NRFT program
3 CR / (2,2,0)

NRFT 290
Applied Research Project
This course satisfies the applied research project requirements of the Canadian Technology Accreditation Board for the Natural Resources and Environmental Technology program. It is a capstone communication course for the NRFT program, showcasing skills that are developed across the program curriculum. Students will undertake an exercise in basic applied research, including developing a hypothesis, collecting data to test a hypothesis, completing an analysis and finally drawing conclusions. Real world situations will be explored with a focus on natural resources.
Prerequisite: Completion of all courses from semesters 1–3
3 CR / (0,3,0)

NRFT 291
Natural Resource Field School and Cultural Exchange
This course provides an opportunity to observe natural and managed, forested and non-forested ecosystems in an international setting. Seminar
topics will include an overview of natural resources, forest ecosystem management, and how the host country balances stakeholders’ demands with maintaining biodiversity and ecosystem health. Students will have an opportunity to compare and contrast the host country’s forest land management practices with practices in British Columbia. Seminars on the host country’s culture and history and participation in a variety of socio-cultural activities will also occur.

Prerequisite: 6 credits of NRTF courses or 6 credits of University Transfer science courses, with 3 of those credits from BIO 103 or 104 or 107 or 120 or GEOG 201 or 202 with a minimum 2.0 GPA in the preceding fall term as a full-time student.

NRUA 299
Extended Natural Resource Field Studies
This course is an intensive seven-day set of field exercises in which students are exposed to a range of natural resource practices and activities in different parts of BC from the interior to the BC lower coast. Field activities involve exercises, observation, and the analysis of research facilities, forestry operations and manufacturing facilities. Prerequisite: Completion of all courses from semesters 1–3
3 CR / (0,6,0)

NRUA 171
Patient Chart Records
This course introduces the student to patient charts, the various forms that are commonly used on all charts, as well as the specialty forms that are used. The students learn to recognize each form, the uses of each form and the placement within the patient’s chart. They learn the chart order and the Nursing Unit Assistant’s responsibility regarding the maintenance of the precise order. (18 hours)
Prerequisite: NRU A 170 with a “B” grade or higher

NRUA 172
Admissions, Discharges and Transfers
The student learns refined and expanded applications of the topics introduced in NRU A 171. The responsibilities of the Nursing Unit Assistant in admitting, discharging and transferring patients and the forms used for each procedure are detailed. The different types of isolation precautions are learned and students will relate the role the NUC plays in ensuring that proper precautions are taken. Physicians’ orders, transcription and sign off procedures are learned at an introductory level. (24 hours)
Prerequisite: NRU A 171 with a “B” grade or higher

NRUA 174
Pharmacology Medication Orders II
The student will further study the topics introduced in Pharmacology I. Students learn about drugs that affect the nervous, endocrine, and respiratory systems and about topical medications. Students continue to practise and become proficient at transcribing physician medication orders onto the records, learn how to use the Compendium of Pharmaceuticals (CPS), and introduced to vocabulary specific to pharmacology. (30 hours)
Prerequisite: NRU A 172 with a “B” grade or higher

NRUA 175
Laboratory Orders
In this course, students learn about the laboratory including its various sub-departments such as haematology, chemistry, and microbiology, etc. Students learn how to complete requisitions, what if any the patient preparations would be, what component of the laboratory would perform that test and what is done with the results once they are available. Students also briefly review the role of the Provincial Laboratory and the Cancer Control Agency of British Columbia (CCABC) in patient testing and treatment. (45 hours)
Prerequisite: NRU A 174 with a “B” grade or higher

NRUA 176
Diagnostic Orders
Students learn about the diagnostic imaging department, including X-ray, ultrasound, nuclear medicine, computerized tomography, and magnetic resonance imaging. Students will learn characteristics of the different types of tests performed, which department carries them out, the various requisitions used to order these tests and what the patient preparations might be. The role of respiratory therapy and outpatient services will be taught as well. (30 hours)
Prerequisite: NRU A 174 with a “B” grade or higher

NRUA 177
Surgical Orders
Students will learn processes related to surgical orders and the various categories used when people are scheduled for surgery. Students will learn forms specific to the Operating room, PAR, the OR slate and Home Care Referral. (30 hours)
Prerequisite: NRU A 175 with a “B” grade or higher

NRUA 178
Therapeutic Orders
In this final theory course, students learn the tasks of processing, transcribing and requisitioning physician’s orders relating to dietary needs and necessary rehabilitation requirements such as physiotherapy, speech therapy, etc. They will learn all of the different types of diets that can be ordered and how to order them. (24 hours)
Prerequisite: NRU A 171 with a “B” grade or higher

NRUA 179
Nursing Unit Assistant Practicum
In this practicum portion of the Nursing Unit Assistant program, students are placed with experienced full-time or regular part-time Nursing Unit Assistants at University Hospital of Northern BC. Students have the opportunity to apply all of the skills they have learned. The practicum placement is scheduled for 159 hours; however, students may successfully complete the required components in less time. (Up to 159 hours)
NURS 202
Pathophysiological Concepts
Uses a conceptual approach to examine pathological mechanisms of altered states in human physiology. Topics include the etiology, cellular metabolism, tissue alterations, functional changes, and age-related differences involved in each process.
Prerequisites: BIO 105, BIO 111, BIO 112
3 CR / (3.0)

NURS 203
Health Promotion in Families
Introduces theory related to families across the lifespan within the context of primary health care in the North. Emphasis is on family assessment skills and working in partnership with families in the development of health promotion and illness and injury prevention strategies. Holistic care of families during transitions such as normal childbirth, childrearing, and caring for an elderly parent is included.
Prerequisites or corequisites: NURS 101, NURS 102
3 CR / (3.0)

NURS 204
Healing Modalities
Provides an overview of healing modalities currently used by nurses and other experts in practice in British Columbia. Principles of pharmacology and pharmacodynamics are addressed. Opportunity is provided for students to explore various complementary healing techniques.
Prerequisites: BIO 111, BIO 112
3 CR / (3.0)

NURS 205
Introduction to First Nations Health
Provides an overview of First Nations health, factors influencing health status, and issues arising from Northern and remote living. Historical events and their impact on health are introduced. Current barriers to health, along with culturally sensitive nursing implications, are explored. Admission of non-nursing students is by permission of the Associate Dean of Health Sciences.
Prerequisite or Corequisite: ANTH 101 or equivalent
3 CR / (3.0)

NURS 206
Basic Nutrition
Examines the nutritional needs of specific client groups throughout the lifespan and in various states of wellness and illness. The course reviews the physiology of carbohydrate, fat, protein, and energy metabolism. Topics include enteral and parenteral nutrition, trends and issues in nutritional practice, and the psychosocial and cultural aspects of food and eating behaviours. Admission of non-nursing students is by permission of the Associate Dean of Health Sciences.
3 CR / (3.0)
**OASW 101**  
**Fundamentals of Outreach, Advocacy and Support**  
Gain the knowledge necessary to effectively provide outreach and support services to marginalized families and youth, including individuals who may have FASD. Students examine outreach and advocacy theories, poverty, family violence, and drug and alcohol use, and will learn how to apply a strength-based approach in providing support. Advocacy, client record keeping, objective observation, and case management will also be key topic areas.  
3 CR

**OASW 102**  
**Culturally Appropriate Practices for Working with Aboriginal Families**  
Explore what constitutes effective prevention and intervention strategies for outreach workers from an Aboriginal community perspective. The impact of historical and sociopolitical issues on practice in Aboriginal communities is examined, as well as local Aboriginal history and cultural practices. Students will learn to apply the principles of Respect, Belonging, Love, Honouring, Humility, Courage, Wisdom, Generosity and Celebration to working with at-risk clients in order to ensure that, as outreach workers, they are able to meet the authentic needs of Aboriginal individuals, families and communities.  
3 CR

**PDIT .................**  
Note: PDIT courses are restricted to students in the Post-Diploma in Information Technologies.

**PDIT 302**  
**Computer Systems Hardware**  
PDIT 302 provides the fundamental understanding of microcomputer operating systems, BIOS, and the relationship between software and hardware. Emphasis is placed on the function, installation, configuration, diagnostics, troubleshooting, optimization, and operation of computer systems and mobile devices. Students will learn the hardware component objectives of CompTIA’s A+ certification exam. Prerequisite or Corequisite: PDIT 303  
3 CR / (Total course hours 82.5)

**PDIT 303**  
**Computer Operating Systems**  
A teaching lesson/lab course that provides the fundamental understanding of microcomputer operating systems, BIOS, and the relationship between software and hardware. Topics include function, installation, configuration, diagnostics, trouble-shooting, and optimization of the operating System. Emphasis is placed on computer workstation operating systems from Microsoft and other industry standard software vendors. Students will learn the operating systems component objectives of CompTIA’s A+ certification exam. Prerequisite: PDIT 302  
3 CR / (Total course hours 82.5)

**PDIT 304**  
**Enterprise System Administration**  
A teaching lesson/lab course that provides the student with techniques and understanding in configuring, troubleshooting and administration of corporate devices in an enterprise level LAN computing environment. Various topics include enterprise level Microsoft operating systems configuration, Windows deployment, virtualization, and security. Prerequisites: PDIT 303 with a minimum of “B”  
3 CR / (Total course hours 82.5)

**PDIT 306**  
**Data Cable Installation and Management**  
This course is an integrated lab based course to learn the concepts behind cabling standards and to perform the tasks required of a certified cable installer. The course will prepare learners for industry standard certification exams.  
3 CR / (Total course hours 82.5)

**PDIT 308**  
**Project Management**  
This course deals with concepts and processes involved in project management based on principles and techniques espoused by the Project Management Institute (PMI). Scenarios presented in the course material involve activities typically encountered in an IT industry environment.  
3 CR / (Total course hours 45)

**PDIT 324**  
**Wireless Technology Specialist**  
A teaching lesson/lab course that provides the student with fundamental knowledge of IEEE wireless technology standards. Topics include an overview of hardware/software wireless components, radio frequency communication principles, 802.11, and support/maintenance of wireless LAN technologies.  
Students will be prepared to write an industry standard CWTS certification exam.  
3 CR / (Total course hours 82.5)

**PDIT 326**  
**Wireless Network Administrator**  
A teaching lesson/lab course that provides the technical knowledge to support wireless LANs. Students gain hands-on skills to successfully survey, install, troubleshoot and administer enterprise level Wi-Fi networks. Topics will include the objectives for writing an industry standard CWMA certification exam.  
3 CR / (Total course hours 82.5)

**PDIT 328**  
**Wireless Security**  
A teaching lesson/lab course that concentrates solely on LAN/WAN Wireless Security. Students will gain the knowledge and practical skills to manage wireless authentication and encryption keys. In depth implementation of the 802.X standard and EAP is emphasized along with solutions to access control, intrusion prevention and secure roaming. Topics will include the objectives for writing an industry standard CWSP certification exam.  
Prerequisite: PDIT 326  
3 CR / (Total course hours 82.5)

**PDIT 330**  
**Microsoft Server Operating Systems**  
A teaching lesson/lab course which provides the theoretical and practical skills required to install, configure, troubleshoot and maintain an enterprise level Microsoft Server Operating System. Students will learn a wide spectrum of fundamental enterprise server concepts and LAN management tools using Microsoft technologies. The course prepares the student write a Microsoft Technology Associate (MTA) certification.  
3 CR / (Total course hours 82.5)

**PDIT 332**  
**Introduction to Linux**  
A teaching lesson/lab course that provides the theoretical and practical skills required for installation and fundamental configuration of a Linux operating system as used in both the desktop and enterprise server environments. Students will gain foundational knowledge on Linux, open source concepts and the Command Line Interface (CLI). Each learner has hands-on access to labs to practice and explore CLI utilities. Focus of this course is to prepare the student to write an industry standard Linux Certification exam.  
Prerequisite: PDIT 302 and 303 with a minimum
“B” grade
3 CR / (Total course hours 82.5)

PDIT 340
Professional Development
Customer Service Specialist (CSS) professionals require knowledge of human relations concepts with focused application to customer/co-worker interactions in the workplace. A CSS professional certified in this skill set has the knowledge to reduce service-related disputes and misunderstandings within the organization. The individual learns how to be a more harmonious and contributing member of a team, learning key skills that improve human relations. Productivity will improve because less time will be consumed handling recalls, customer problems, litigation, and disputes between fellow employees.
2 CR / (Total course hours 45)

PDIT 376
Introduction to Networks
A teaching lesson/lab course that introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. By the end of the course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.
3 CR / (Total course hours 88)

PDIT 377
Routing and Switching Essentials
A teaching lesson/lab course that describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with virtual LANs and inter-VLAN routing in both IPv4 and IPv6 networks.
Prerequisite: PDIT 376 with a minimum B grade
3 CR / (Total course hours 86)

PDIT 378
Scaling Networks
This course describes the architecture, components, and operations of routers, and explains the principles of routing and routing protocols. Students learn how to configure a router for basic and advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and resolve common issues with RIPv1, RIPng, EIGRP, and OSPF in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network.
Prerequisite: PDIT 377 with a minimum B grade
3 CR / (Total course hours 88)

PDIT 379
Connecting Networks
This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPsec and virtual private network (VPN) operations in a complex network.
Prerequisite: PDIT 378 with a minimum B grade
3 CR / (Total course hours 88)

PDIT 391
Project Work Skills
Project Work Skills allows students to combine the knowledge and practical experiences of previous courses into real world environments. Working in groups, students will complete case studies based on building a functional network. Students will also have the opportunity to provide tech support to the community and gain hands on practical experience working with the customer. Students will also learn the fundamentals of job searching/interviewing skills and technical documentation. In addition, students will be encouraged to write industry standard certifications.
Prerequisite: PDIT 378 with a minimum B grade
3 CR / (Total course hours 82.5)

PHIL 100
Introduction to Philosophy
PHIL 100 is designed to introduce students to philosophy as a study discipline. Core questions will be asked: Is there a God? What is morality? How important is knowledge to truth? Are humans capable of knowing everything? Are humans mere material beings, or is there a non-material aspect to human life? What is justice? What is a civil society? What is politics?
Students will be introduced to some of the best minds who have offered insight and understanding on these issues. PHIL 100 will arouse interest in students for this field of study, its benefits to learning, and career development.
3 CR / (3,0,0)

PHIL 101
Moral Philosophy
An inquiry into the nature and justification of moral standards. No conduct is legal or illegal apart from our making it so. Is any conduct morally right or wrong apart from our thinking it so? Is there a correct method of distinguishing right from wrong? Must morality be based on religion? Why should happiness rather than virtue be thought to be the highest good? Can an action be morally wrong even if it harms no one?
3 CR / (3,0,0)

PHIL 102
Theory of Knowledge
An examination of skeptical doubts concerning the possibility of knowledge. What distinguishes knowledge from opinion? Does evidence have to convince everyone before it constitutes proof? Does what is true depend on what people regard as true? Can perception show us how the world really is or merely how it appears to creatures like us? Should we believe only what there is sufficient evidence to support? How is faith related to knowledge and belief?
3 CR / (3,0,0)

PHIL 106
Critical Texts in Western Thought: Ancient to Renaissance
This course is a companion to PHIL 107 and is conducted as a seminar devoted to the discussion of assigned readings. At the end of a series of seminars on the work of an author or group of authors, there is a short written assignment, giving students an opportunity to formulate and express carefully their understanding of the issues raised. While making their acquaintance with some important ideas in ancient, medieval, and renaissance western thought, students develop their abilities to read, write, and speak, and to uncover the meaning and structure of arguments in a variety of genres and subjects. Texts vary from year to year.
3 CR / (3,0,0)
PHIL 107  UT
Critical Texts in Western Thought: Modern and Contemporary
This course is a companion to PHIL 106 and is conducted as a seminar devoted to the discussion of assigned readings. At the end of a series of seminars on the work of an author or group of authors, there is a short written assignment, giving students an opportunity to formulate and express carefully their understanding of the issues raised. While making their acquaintance with some important ideas in modern and contemporary western thought, students develop their abilities to read, write, and speak, and uncover the meaning and structure of arguments in a variety of genres and subjects. Texts will vary from year to year.
3 CR / (3,0,0)

PHIL 110  UT
Logic I: Propositional Logic
This course establishes some elementary criteria for assessing the deductive validity of arguments. It provides practice in translating arguments from ordinary language into the formal language of logic, testing arguments for validity, and constructing proofs for valid arguments. Further topics may include applications to inductive reasoning and the theory of probability. Students of mathematics and computer science will also find this course beneficial because of its emphasis on proof construction in a formalized language.
3 CR / (3,0,0)

PHIL 115  UT
World Religions I
A foundational course in the study of religion intended as an introduction to the religions that have a significant following and/or influence in our world.
Prerequisite: ENGL 103
3 CR / (3,0,0)

PHIL 205  UT
Philosophy of Science
An examination of philosophical issues concerning the nature of scientific theories and explanations. How is theory to be distinguished from observation? How can theories be tested by confrontation with observed facts if what we are willing to count as a fact depends in part on the theories we already hold? Can we be immediately aware of more than our own present sensory experiences? Does every event have a cause? Do we have reason to think that any event has a cause? Are scientific and supernatural explanations incompatible?
Note: Offered on the basis of demand. Students interested in taking this course should contact the School Dean at 250-561-5815.
3 CR / (3,0,0)

PHIL 210  UT
Logic II: Predicate Logic
This course expands the power of logic to handle a range of arguments far beyond those whose validity can be explained by propositional logic. It concentrates on translation from ordinary language into the formal language of predicate logic and the construction of proofs for valid arguments. Topics may include the syllogism, identity and the theory of descriptions, and the elementary theory of classes. An understanding of propositional logic is presupposed.
Prerequisite: PHIL 110
3 CR / (3,0,0)

PHIL 220  UT
Political Philosophy
An introduction to political philosophy. Of central concern will be an examination of attempts to provide a basis for political obligation and to justify civil disobedience and revolution. Why should the legitimacy of government have to rest on the consent of the governed? Do we have a moral obligation to obey even unjust laws until we can convince the majority to change them? What if we try our best to convince them but fail? Do citizens have “natural” rights which the state might refuse to recognize and therefore fail to protect?
3 CR / (3,0)

PHIL 221  UT
Social Philosophy
An investigation into the social ideals of liberty, equality, and justice. What sort of equality is compatible with liberty and required by justice? Why should all opinions be allowed equal opportunity for expression in a free market of ideas? Is it likely that true and intelligent ideas will triumph over false and stupid ideas in open competition? Is capitalism just as much a system of exploitation as slavery or feudalism?
3 CR / (3,0,0)

PHIL 230  UT
Introduction to Philosophy of Education
An introduction to philosophical issues concerning education. No previous acquaintance with philosophy is presumed. We begin by examining the question “What is an educated person?”
3 CR / (3,0,0)

PHIL 235  UT
Contemporary Ethical Issues
An examination of the ways in which ethical theories treat a variety of moral problems in contemporary society. Topics may include abortion, euthanasia, punishment, terrorism, torture, and the treatment of animals.
3 CR / (3,0,0)

PHYS 045
Advanced Preparatory Physics
This introductory physics course prepares students to the Physics 11 level. It covers such topics as measurement, motion, dynamics, energy, electricity, and heat. Lab work is an integral part of this course.
Prerequisite: Math 045, or one of Foundations of Math 11 or Pre-calculus 11 taken within the last year or as evaluated by a Academic Upgrading placement test, or Math 045 as a co-requisite.
(Total course hours 120)

PHYS 050
Provincial Preparatory Physics
Provincial Preparatory Physics introduces students to the physical laws governing motion in two dimensions, electrical field, electromagnetism, vibrations and waves, and optics. Problem solving, critical thinking, and experimentation are important components of the course.
Prerequisites: Physics 045 or Physics 11 completed within last three years, and one of Math 045, Principles of Math 11, Foundations of Math 11 or Pre-calculus Math 11 completed within the last year or appropriate math level as evaluated by the Academic Upgrading math placement test.
(Total course hours 112)

PHYS 101  UT
Introductory Physics
This is a calculus-based physics course for science majors. Topics covered include two-dimensional vectors, kinematics, dynamics, energy and momentum of particles, equilibrium of rigid bodies, rotational motion, and simple harmonic motion. Differentiation and integration of one- and two-dimensional motion equations is included. Cross prod-
Physics of x-ray tubes, including heat dissipation and control responsibilities of the sonographer. Students will apply theoretical concepts presented in PHYS 170 and PHYS 173. The focus of this course is on the principles and instrumentation of Doppler imaging. Concepts include continuous wave, pulsed wave, color, power and tissue Doppler. Students will also learn how to minimize the biological effects of ultrasound. Students will apply theoretical concepts from this course to simulations in the lab.

**PHYS 173**

**Physics for Sonography II**

This lecture course builds on the concepts presented in PHYS 170. The focus of this course is on the principles and instrumentation of Doppler imaging. Concepts include continuous wave, pulsed wave, color, power and tissue Doppler. Students will also learn how to minimize the biological effects of ultrasound. Students will apply theoretical concepts from this course to simulations in the lab.

**PHYS 175**

**Physics for Sonography III**

This theory course is a continuation and integration of PHYS 170 and PHYS 173. The focus is on the relationship between the physical principles of fluid motion and Doppler imaging. Tissue harmonic imaging, contrast imaging, and elasticity imaging in sonography are also covered. Students will learn about the quality assurance and control responsibilities of the sonographer. Students will apply theoretical concepts from this course to simulations in the lab.

**PHYS 200**

**Introduction to Modern Physics**

The course covers special relativity (Lorentz transformation, dynamics and conservation laws), and quantum physics (the experimental evidence for quantization and a qualitative discussion of the concepts of quantum mechanics and their application to simple systems of atoms and nuclei). Prerequisites: MATH 102, and either PHYS 102 or both PHYS 105 and 106 (or equivalents). Prerequisite or Corequisite: MATH 201 or 204 or 215, or equivalent 3 CR / (3,0,0)

**PHYS 204**

**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 Prerequisite or corequisites: MATH 102 3 CR / (3,0,0)

**PHYS 205**

**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 / (3,0,0)

**PHYS 211**

**Thermodynamics**

A first course in thermodynamics suitable for those continuing in chemistry, physics, or engineering. Topics include temperature, heat and work, heat transfer, molecular properties, ideal and real gases, heat engine cycles, evaporation and refrigeration, entropy and the second law, and the third law. This course is identical to PHYS 201 except that there is no lab component. Note: Offered on the basis of demand. Students interested in taking this course should better: SONO 145, and successful completion of: SONO 133, SONO 135 Co-requisite: SONO 230, SONO 231, SONO 233, SONO 237 2 CR / (2,0,0)

**PHYS 201**

**Introduction to Modern Physics**

The course covers special relativity (Lorentz transformation, dynamics and conservation laws), and quantum physics (the experimental evidence for quantization and a qualitative discussion of the concepts of quantum mechanics and their application to simple systems of atoms and nuclei). Prerequisites: MATH 102, and either PHYS 102 or both PHYS 105 and 106 (or equivalents). Prerequisite or Corequisite: MATH 201 or 204 or 215, or equivalent 3 CR / (3,0,0)

**PHYS 204**

**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 Prerequisite or corequisites: MATH 102 3 CR / (3,0,0)

**PHYS 205**

**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 / (3,0,0)

**PHYS 211**

**Thermodynamics**

A first course in thermodynamics suitable for those continuing in chemistry, physics, or engineering. Topics include temperature, heat and work, heat transfer, molecular properties, ideal and real gases, heat engine cycles, evaporation and refrigeration, entropy and the second law, and the third law. This course is identical to PHYS 201 except that there is no lab component. Note: Offered on the basis of demand. Students interested in taking this course should
contact the School Dean at 250-561-5815.
Prerequisites: PHYS 101 or 105, and MATH 102
Corequisite: MATH 101
3 CR / (3.0,0)

**PHYS 212**
**UT**
Introduction to Linear Circuits
This course is recommended for students of engineering and the applied sciences. The program addresses advanced applications of Kirchhoff’s Laws; Thevenin and Norton Circuit Theorems; DC Circuits; RLC circuits; natural and forced response; and impedance phasors.
Note: Offered on the basis of demand. Students interested in taking this course should contact the School Dean at 250-561-5815.
Prerequisite: PHYS 102
3 CR / (3.3,0)

**PHYS 225**
Physics – Medical Radiography 2
This course emphasizes the application of physical phenomena in medical radiography. Topics include magnetism, nuclear reactions and radioactive decay, mechanisms of attenuation and their effects on radiation production. The elements of image production and quality will be discussed as relevant to quantum noise and spatial resolution. The physics of the x-ray generator will also be discussed. Students will cover the use of solid state physics in modern imaging equipment. This course requires the students to perform precise measurement, graph plotting, and data interpretation. This course is restricted to students in the Medical Radiography Technology program.
Prerequisites: Term 4 courses
4 CR / (2.2,0)

**PRAN .................**
Note: PRAN courses are restricted to students in the Practical Nurse program.

**PRAN 100**
Professional Practice 1
This theory course provides an introduction to the profession of practical nursing. Legislation that informs PN practice within British Columbia will be introduced. The history of nursing and specifically, the evolution of practical nursing within the Canadian health care system are discussed. The philosophy and foundational concepts of the provincial Practical Nursing diploma are explored.
Prerequisite: Admission to PN program
corequisites: PRAN 110, PRAN 112, PRAN 115, PRAN 118, PRAN 150
1.5 CR / (Total course hours 25)

**PRAN 101**
Professional Practice 2
This course examines the legislation influencing PN practice with clients experiencing chronic illness and with those in residential care settings. Specific professional issues such as responsibility, accountability, ethical practice, and leadership relevant to the PN role in residential care will be explored. Critical thinking and decision making specific to the care of the chronically ill and inter-professional practice are also addressed.
Prerequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118 with 80% or higher in theory and 100% in math, PRAN 150 and PRAN 190 with “Satisfactory” grade
Corequisites: PRAN 120, PRAN 122, PRAN 125, PRAN 128, PRAN 155
1 CR / (Total course hours 20)

**PRAN 110**
Professional Communication 1
This course provides students with the foundational knowledge for caring and professional communication in nursing. It uses an experiential and self-reflective approach to develop self-awareness and interpersonal communication skills in the context of safe, competent, and collaborative nursing practice. Communication theory, the nurse-client relationship, therapeutic communication, cross-cultural communication, and effective teamwork will be covered.
Prerequisite: Admission to PN program
Corequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118, PRAN 150
2 CR / (Total course hours 35)

**PRAN 112**
Variations in Health 1
This introductory course provides the student with the foundations of disease and illness across the lifespan. Students gain an understanding of pathophysiological alterations of body systems. Nursing management of disease and illness across the lifespan with an emphasis on interventions and treatment is also discussed. Cultural diversity in healing practices will be explored as well as the incorporation of evidenced informed practice.
Prerequisite: Admission to PN program
Corequisites: PRAN 100, PRAN 110, PRAN 115, PRAN 118, PRAN 150
3 CR / (Total course hours 40)

**PRAN 115**
Health Promotion 1
Health promotion by definition includes: health enhancement, health protection, disease prevention, health restoration/recovery, care, and support. Health promotion is the process of enabling people to increase control over, and to improve, their health. It moves beyond a focus on individual behaviour towards a wide range of social and environmental interventions (WHO, 2010). This course introduces the student to the concepts of health promotion, discusses the determinants of health, health inequities and develops a beginning knowledge of normal growth and development.
Prerequisite: Admission to PN program
Corequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 118, PRAN 150
2 CR / (Total course hours 30)

**PRAN 118**
Pharmacology 1
This introductory course examines the principles of pharmacology required to administer medications in a safe and professional manner. Medication administration requires the application of the nursing process for clinical decision-making. Various routes of medication administration are introduced and complementary, indigenous, alternative remedies, and polypharmacy across the lifespan are also explored.
Prerequisite: Admission to PN program
Corequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 150
2 CR / (Total course hours 30)

**PRAN 120**
Professional Communications 2
This course provides the student with an opportunity to develop professional communication skills with the older adult, and clients requiring end of life care. Interprofessional communication is further developed.
Prerequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118 with 80% or higher in theory and 100% in math, PRAN 150 and PRAN 190 with “Satisfactory” grade
Corequisites: PRAN 101, PRAN 122, PRAN 125, PRAN 128, PRAN 155
2 CR / (Total course hours 30)

**PRAN 122**
Variations in Health 2
This course increases the student’s understanding of pathophysiology as it relates to the aging process and selected chronic illness. The main focus of this course is on
the care of the older adult experiencing a health challenge. Cultural diversity in healing practices will be explored as well as evidence informed research and practice. Prerequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118 with 80% or higher in theory and 100% in math, PRAN 150 and PRAN 190 with “Satisfactory” grade Corequisites: PRAN 101, PRAN 120, PRAN 125, PRAN 128, PRAN 155

3 CR / (Total course hours 45)

**PRAN 125**

*Health Promotion 2*

This course focuses on health promotion as it relates to the aging process. Health promotion activities are aimed at supporting clients in maintaining their health. The concepts of health promotion, physical and mental wellness, normal aging changes and continued independence are examined. Prerequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118 with 80% or higher in theory and 100% in math, PRAN 150 and PRAN 190 with “Satisfactory” grade Corequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 128, PRAN 155

2 CR / (Total course hours 30)

**PRAN 128**

*Pharmacology 2*

This course builds on Pharmacology 1 to increase the student’s understanding of pharmacotherapeutics prescribed for illness across the lifespan. Prerequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118 with 80% or higher in theory and 100% in math, PRAN 150 and PRAN 190 with “Satisfactory” grade Corequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 125, PRAN 155

2 CR / (Total course hours 30)

**PRAN 150**

*Integrated Nursing Practice 1*

This course emphasizes the art and science of nursing, focusing on the development of basic nursing care and assessment. Students apply nursing knowledge through the practice of clinical decision making, nursing assessment skills, and nursing interventions aimed at the promotion of health, independence, and comfort. Classroom, laboratory, simulation, and other practice experiences will assist students to integrate theory from other Level 1 courses. Prerequisites: Admission to PN program Corequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118

4 CR / (Total course hours 135)

**PRAN 155**

*Integrated Nursing Practice 2*

This practical course builds on the foundation of Level 1 and emphasizes the development of clinical decision making, nursing assessments, and interventions to promote the health of older adults. Classroom, laboratory, simulation, and other practice experiences help students to integrate theory from Level 1 and Level 2 courses to provide safe, competent, and ethical nursing care with older adults. Prerequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118 with 80% or higher in theory and 100% in math, PRAN 150 and PRAN 190 with “Satisfactory” grade Corequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 125, PRAN 128

5 CR / (Total course hours 180)

**PRAN 190**

*Consolidated Practice Experience CPE 1*

This first clinical experience provides the student with an opportunity to integrate theory from Level 1 coursework into practice. Students gain experience in various settings with a focus on the healthy client. Learning the role of the practical nurse, personal care skills, organization of care, focused assessment, beginning medication administration and professional communication are emphasized in this course. Prerequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118 with 80% or higher in theory and 100% in math, PRAN 150 with “Satisfactory” grade Corequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 125, PRAN 128

3 CR / (Total course hours 90)

**PRAN 191**

*Consolidated Practice Experience CPE 2*

This clinical experience provides students with the opportunity to integrate theory from Level 1 and 2 courses into practice. Students practise with aging clients and/or those with chronic illness in residential care settings. Medication administration, nursing care, organization, comprehensive health assessment, wound care and introduction to leadership are emphasized in this course. Prerequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 125, PRAN 128 with “C+” grade or higher; PRAN 155 with “Satisfactory” grade Corequisites: PRAN 200, PRAN 210, PRAN 212, PRAN 215, PRAN 250

4 CR / (Total course hours 120)

**PRAN 200**

*Professional Practice 3*

This course integrates the concepts from previous professional practice courses and introduces the student to practice in the community. The role of the practical nurse as leader is emphasized in interactions with clients, families and other health care providers. Prerequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 125, PRAN 128 with 80% or higher in theory and 100% in math, PRAN 155 and PRAN 191 with “Satisfactory” grade Corequisites: PRAN 210, PRAN 212, PRAN 215, PRAN 250

1 CR / (Total course hours 20)

**PRAN 201**

*Professional Practice 4*

This course prepares the student for the role of the practical nurse in managing clients with acute presentation of illness. Legislation influencing PN practice, specific professional practice issues and ethical practice pertinent to PN practice in acute care environments will be explored. Practice issues that occur across the lifespan will be considered. Collaborative practice with other health care team members and, specifically, the working partnership with RNs in the acute care setting will be explored. Prerequisites: PRAN 200, PRAN 210, PRAN 212, PRAN 215 with “C+” grade or higher; PRAN 250 and PRAN 290 with “Satisfactory” grade Corequisites: PRAN 220, PRAN 222, PRAN 225, PRAN 255

1 CR / (Total course hours 20)

**PRAN 210**

*Professional Communications 3*

This course focuses on specific professional communication skills used with clients and care providers across the lifespan requiring care in the community. Prerequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 125, PRAN 128 with 80% or higher in theory and 100% in math, PRAN 155 and PRAN 191 with “Satisfactory” grade Corequisites: PRAN 200, PRAN 210, PRAN 212, PRAN 215, PRAN 250

1 CR / (Total course hours 20)

**PRAN 212**

*Variations in Health 3*

This course focuses on the continuum of care and the development of knowledge related to health challenges managed in the community setting. Pathophysiology and nursing management of clients requiring home health care, rehabilitation, and supportive services such
as community living and disabilities will be explored. Cultural diversity in healing approaches is explored as well as the incorporation of evidence informed research and practice.

Prerequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 125, PRAN 128 with 80% or higher in theory and 100% in math, PRAN 155 and PRAN 191 with “Satisfactory” grade

Corequisites: PRAN 200, PRAN 210, PRAN 215, PRAN 250

3 CR / (Total course hours 20)

PRAN 225
Health Promotion 4

This course focuses on health promotion for the client experiencing an acute exacerbation of chronic illness or an acute episode of illness. Relevant health-promoting strategies during hospitalization may improve or help maintain their health status after discharge. Students focus on preparing clients for discharge, through teaching and learning of health promoting strategies.

Prerequisites: PRAN 200, PRAN 210, PRAN 215, PRAN 250 with “C+” grade or higher; PRAN 250 and PRAN 290 with “Satisfactory” grade

Corequisites: PRAN 201, PRAN 220, PRAN 222, PRAN 255

1.5 CR / (Total course hours 24)

PRAN 250
Integrated Nursing Practice 3

This practical course builds on the theory and practice from Level 1 and Level 2. Through classroom, laboratory, simulation, and other practice experiences, students continue to develop and practice comprehensive nursing assessment, planning and develop knowledge and interventions for clients experiencing multiple health challenges.

Prerequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 125, PRAN 128 with 80% or higher in theory and 100% in math, PRAN 155 and PRAN 191 with “Satisfactory” grade

Corequisites: PRAN 200, PRAN 210, PRAN 212, PRAN 250

2 CR / (Total course hours 36)

PRAN 220
Professional Communications 4

The focus of this course is on the advancement of professional communication within the acute care setting across the lifespan. The practice of collaboration with health care team members and clients is further developed.

Prerequisites: PRAN 200, PRAN 210, PRAN 212, PRAN 215 with “C+” grade or higher; PRAN 250 and PRAN 290 with “Satisfactory” grade

Corequisites: PRAN 201, PRAN 222, PRAN 225, PRAN 255

1 CR / (Total course hours 20)

PRAN 222
Variations in Health 4

This course increases the student’s understanding of pathophysiology as it relates to acute disease and illness for clients across the lifespan. The focus is on the care of the client experiencing acute illness including nursing interventions and treatment options. Acute disease and illness often occurs in individuals with existing chronic illnesses — the implications of these complexities will be addressed. Cultural diversity in healing practices is explored as well as evidenced informed research and practice.

Prerequisites: PRAN 200, PRAN 210, PRAN 212, PRAN 215 with “C+” grade or higher; PRAN 250 and PRAN 290 with “Satisfactory” grade

Corequisites: PRAN 201, PRAN 220, PRAN 225, PRAN 255

3 CR / (Total course hours 50)

PRAN 290
Consolidated Practice Experience CPE 3

This clinical experience introduces students to community practice and gives them an opportunity to apply and adapt the knowledge gained in Levels 1, 2, and 3 within a continuum of care for clients across their lifespan. Students may gain experience through simulation and in a variety of community and residential care agencies and settings. These hours may be offered as CPE 3 or integrated into the Integrated Nursing Practice 3 course as practice hours.

Prerequisites: PRAN 200, PRAN 210, PRAN 212, PRAN 250 with “C+” grade or higher; PRAN 250 with “Satisfactory” grade

2 CR / (Total course hours 65)

PRAN 291
Consolidated Practice Experience CPE 4

This clinical experience provides students with the opportunity to integrate theory from all levels into the role of the practical nurse in the acute care setting and other clinical areas as appropriate. Students focus on clients with exacerbations of chronic illness and/or acute illness across the lifespan and will consolidate knowledge and skills such as post-operative care, surgical wound management, IV therapy, focused assessment, and clinical decision making in acute care settings.

Prerequisites: PRAN 201, PRAN 220, PRAN 222, PRAN 225 with “C+” grade or higher; PRAN 255 with “Satisfactory” grade.

4 CR / (Total course hours 200)

PRAN 295
Transition to Preceptorship

Transition to Preceptorship prepares the student for the final practice experience. Simulation experiences and self-directed learning will provide the student with increased competence and confidence.

Prerequisites: PRAN 201, PRAN 220, PRAN 222, PRAN 225 with “C+” grade or higher; PRAN 255 and PRAN 291 with “Satisfactory” grade.

2 CR / (Total course hours 30)

PRAN 299
Preceptorship

This final practice experience provides an opportunity for the student to demonstrate the integration and consolidation of knowledge, skills and abilities within the realities of the workplace and to become practice ready. This faculty monitored experience may occur
through a variety of practice experience models, including the preceptorship model, under the immediate supervision of a single, fully qualified and experienced LPN or RN or RPN and/or within the context of a collaborative learning environment as a participating team member. Prerequisites: PRAN 201, PRAN 220, PRAN 222, PRAN 225 with “C+” grade or higher; PRAN 255 and PRAN 291 with “Satisfactory” grade; PRAN 295 with “Satisfactory” grade
4 CR / (Total course hours 180)

PSCI ..........................

PSCI 100  UT
Introduction to Politics and Government
This course is designed to provide students with a basic foundation in the study of politics, government and society. The objective of this course is to introduce students to the complex world of politics, in order to develop the skills required to critically assess questions related to ideology, social justice, political organization, government policies and decisions. By learning about the essential concepts of politics, and the processes of government, students will develop the skills to be engaged yet critical citizens. Although much of the emphasis will be on Canadian politics, we will be focusing on political developments in other parts of the world.
3 CR / (3,0,0)

PSCI 131  UT
The Administration of Justice
This introductory course is concerned with the major issues associated with the administration of justice in Canada. It will examine such issues as civil liberties and effective law enforcement, social and political justice, and national integrity. The course provides students with an understanding of the dynamic processes of change in the administration of justice. Significant tensions exist between the ideals of justice and the realities of politics. This fact will become apparent as we examine political changes and the emergence of new problems to which laws and structures must constantly respond. Prerequisite: CRIM 103 or permission of the instructor
3 CR / (3,0,0)

PSYC ..........................

PSYC 101  UT
Introduction to Psychology I
This general survey course includes topics such as a brief history of psychology, elementary experimental design, the nervous system, sensation, perception, learning, memory, language, and thought.
3 CR / (3,0,0)

PSYC 102  UT
Introduction to Psychology II
A continuation of PSYC 101. Topics include intelligence and intelligence testing, personality assessment, motivation, emotion, mental health and behavioural disorder, psychotherapy, social psychology, and developmental psychology.
Prerequisite: PSYC 101—minimum “D” grade
3 CR / (3,0,0)

PSYC 201  UT
Statistics for the Social Sciences
This course covers the basic principles of descriptive and inferential statistics and their application to research in the social sciences. Experience also is gained on the use of computer programs for data analysis. Highly recommended for majors in the social sciences.
Prerequisite: Foundations of Math 11 or Pre-calculus 11 or MATH 045, or equivalent
3 CR / (3,0,0)

PSYC 202  UT
Research Methods in Psychology
This course introduces the logic and application of various research methods in psychology. Students formulate research questions and choose appropriate research designs. Direct experience in data collection and research design is provided in the laboratory. Additionally, students will learn how to write a research report according to APA standards. Prerequisites: PSYC 101 and 102—minimum “D” grades
3 CR / (3,1,0)

PSYC 203  UT
Introduction to Personality
The student is introduced to the field of personality through the examination of several theories of personality (i.e., psychoanalysis, trait theory, Rogerian self theory, behavioural theories). These theories, as well as assess-ment procedures related to these theories, are evaluated in terms of their scientific adequacy. Prerequisites: PSYC 101 and 102—minimum “D” grades
**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.

**Developmental Psychology**

This course is an examination of theory and research related to the development of the human being from conception through adulthood. Topics are organized according to the physical, cognitive, social, and emotional aspects of development. Specific issues include cultural dimensions (ethnicity, class, gender, age) and controversies in developmental psychology.

**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.

**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.

**Welding and Metallurgy**

This is a 30-hour beginners’ welding course that covers oxyacetylene and arc welding and associated safety during their use. Both theory and practice are covered.

**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.

**Workshop**

This is a lab course where the student performs lab and power plant maintenance exercises that cover the theory in PWER 154, 160, 161, and 162.

**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.

**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.

**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.

**Sketching Fundamentals**

This course covers the basic drafting fundamentals required for power engineering. Topics include basic mechanical drawing, geometric constructions, and basic orthographic projection.

**3rd Class Power Engineering Program**

As a third-class power engineer you could operate and maintain power (steam) plants in a host of settings from sawmills and pulp mills to hospitals and recreation centers. You’ll cover twenty-five topics in this 30-week third class program: see the Standardization of Power Engineer Examinations Committee (SPOEEC) web page for the latest information (http://www.sopeec.org/index.php/home/whats-new/sopeec-syllabus/third-class-syllabus/)

**Intermediate Preparatory Science**

This course is an introductory study of the basic principles of biology, chemistry, and physics. Some topics of investigation include the scientific method, cells, environmental science, atoms and compounds, the periodic table, writing and balancing chemical equations, problem solving, simple machines, and energy and matter.

**International Service Learning**

This course is a form of experiential education that integrates meaningful volunteer experiences with academic coursework and critical reflective practices. Participants will experience a positive, active and meaningful volunteer program in an international context. They will experience and examine the international aspects of community service by learning through pre-departure preparations, travel, day-to-day living, volunteer contributions, leadership and team-building activities and field trips in co-operation with local community members as well as other students and student leaders within the international setting.

**International Service Learning**

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.

**Developmental Psychology**

This course is an examination of theory and research related to the development of the human being from conception through adulthood. Topics are organized according to the physical, cognitive, social, and emotional aspects of development. Specific issues include cultural dimensions (ethnicity, class, gender, age) and controversies in developmental psychology.

**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.

**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.

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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.

**Workshop**

This is a lab course where the student performs lab and power plant maintenance exercises that cover the theory in PWER 154, 160, 161, and 162.

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**Heating Boiler and Systems, Refrigeration, and Air Conditioning**

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**Developmental Psychology**

This course is an examination of theory and research related to the development of the human being from conception through adulthood. Topics are organized according to the physical, cognitive, social, and emotional aspects of development. Specific issues include cultural dimensions (ethnicity, class, gender, age) and controversies in developmental psychology.

**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.

**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.

**Welding and Metallurgy**

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SOC 101  UT

Introduction to Sociology I
An introduction to the basic sociological theories and methods for studying individuals, groups, and institutions. Topics will include culture, socialization, families, education, gender, aging, and deviance. These concerns will be illustrated and developed with Canadian materials.
3 CR / (3,0,0)

SOC 102  UT

Introduction to Sociology II
A continuation of SOC 101. Topics include the characteristics and changes in the general population, local communities, ethnic groups, social movements, political parties, work settings, and religious organizations. These concerns are illustrated and developed with Canadian materials.
Prerequisite: SOC 101—minimum “D” grade
3 CR / (3,0,0)

SOC 120  UT

Issues on Sexual Diversity and Equity in Canada
Using a sociological perspective, this course provides a background to current issues utilizing a multidisciplinary survey of the historical and cultural roots through which we have come to define sexuality and gender. The course draws upon a selection of theoretical perspectives and sociological case studies dealing with sexual and gender identity in order to provide a backdrop for analyzing current social and political issues shaping the struggles faced by sex and gender equity groups in Canada today.
3 CR / (3,0,0)

SOC 201  UT

The Sociology of Work—General
This course provides an overview of the transformations in the structure of work during the industrial and post-industrial periods. The course focuses on an analysis of the sociological and economic theories and debates that deal with the results of industrial capitalism and bureaucratic forms of organizing and managing work since 1900. Sociological research will be drawn upon to present a critical account of the “taken for granted” assumptions about the organization of work, the goals of employers, the decision-making powers of workers, and the structural constraints that shape the forces affecting today’s worker, across occupational categories. The course deals with a variety of contemporary concerns, including globalization, downsizing, technology and de-skilling, professionalism, the decrease in the “real wage,” unemployment, underemployment, credentialism, the disempowerment of governments and unions, free trade agreements, and the increasing restrictions imposed by human resource models of management. The course is specifically designed to have students research an occupation in which they have an interest.
Prerequisites: SOC 101 and 102
3 CR / (3,0,0)

SOC 202  UT

The Sociology of Work — Industry, Technology, and Social Change
Covers topics relevant to contemporary labour markets and the globalized economy. The course focuses on descriptions of the social transformations that have occurred with the growth of service sector employment, and emphasis will be placed on Canadian industries. Topics include the use of information technology, unpaid labour, designing leisure, entrepreneurialism, the informal economy and micro-entrepreneurialism. The course presents analyses of trends aimed at resistance to transnational corporate organization, as well as a selection of social movements that have resulted in the use of alternative ways of organizing work. This course also provides an overview of the positions of specific groups of people experiencing double jeopardy in the labour market, i.e., people of colour, women, new immigrants, the differently abled, non-heterosexual persons, young people, and persons being re-trained.
Prerequisites: SOC 101 and 102
3 CR / (3,0,0)

SOC 203  UT

Canadian Society I: Identities and Ideologies
An examination of the structural, cultural and regional variations in the development of social identities and political ideologies in Canada. An evaluation of the traditional ideologies of Liberals, Conservatives, and Socialists in Canada. An exploration of the modern political approaches of the Social Democrats and Neo-Conservatives. A study of the conditions under which radical fringe political parties emerge and decline. An analysis of how the various Canadian identities are tied to the political ideologies.
Prerequisites: SOC 101 and 102
3 CR / (3,0,0)

SOC 204  UT

Canadian Society II: Race and Ethnic Relations
Prerequisites: SOC 101 and 102
3 CR / (3,0,0)

SOC 206  UT

Social Problems
A sociological study of the creation, causes, and consequences of contemporary social problems in Canadian society. Topics include: organized crime, juvenile delinquency, sexual harassment, AIDS, mental illness, alcoholism, and drug abuse. Factual and moral aspects of these and other social problems will be argued.
Prerequisite: SOC 101 or CRIM 101 or permission of the instructor
3 CR / (3,0,0)

SOC 210  UT

Introduction to Sociological Theory
This course will provide a brief background in the core classical theorists in sociology and then, for the remainder of the term, will focus on engaging with sociological themes and theorists from the 21st century. This course aims to familiarize students with some of the key theorists and debates in sociology. At the same time, the theorists represented in this course are not by any means exhaustive. Instead, the focus is on providing a foundation in some of the classical theorists and then a selective representation of work that engages with questions of culture, power and social order from both macro and micro perspectives. The contemporary works also demonstrate how the classical theorists influence contemporary sociological theory both by providing a foundation for thought or a basis for divergence and contestation.
3 CR / (3,0,0)
SOC 220
Women In Society
This course aims at a critical examination of the historical and contemporary position of women in various societies, with particular emphasis on Canada. Traditional sociological theories and a number of feminist perspectives will be used to analyze gender inequality, the institutionalized means through which it is reproduced, and the possibilities for meaningful change in Canada. Prerequisite: SOC 101 or WMST 101
3 CR / (3,0,0)

SOC 225
Men and Masculinities: Identities and Intersections of Manhood
This course explores the social construction of masculinities and men’s lives in conjunction with the analysis of race/ethnicity, class, gender, and sexuality. Masculinities, in their various forms, shape the lives of both women and men, and this course will examine the construction, reproduction, and impact of masculinities on the institutions of education, work, religion, sport, family, media, the military, and more. This course will interrogate how masculinities shape individual lives, groups, organizations, and institutions, and will analyze the ways in which power functions within these cultural formations. Prerequisite: SOC 102
3 CR / (3,0,0)

SOC 230
Critical Perspectives on Contemporary Families
This course provides an introduction to the contemporary debates within the sociology of family. The course explores the interaction and conflicts between our intimate lives as family members and the economic, political, legal, and cultural changes that define the beliefs and issues surrounding the institution of family. Utilizing current sociological theory and analyses, the course critically examines the history of the western family, the ideology of the family, gender ideology, and social policies and practices affecting Canadian families. The course explores central issues faced by families today, including dating, mating and marriage, the contradictions between romantic love and social constructions of the ideal family, the gendered division of labour, parenting, divorce, poverty, alternative family forms, and violence within intimate relationships. Critical analysis of debates surrounding single parent families, same-sex marriages, and recent trends in reproductive science will form an additional aspect of the coursework. Prerequisite: SOC 101
3 CR / (3,0,0)

SOC 235
Queering the Social
This course will provide us with a framework for understanding the history and contemporary applications of queer theory and interdisciplinary queer studies. We will interrogate conceptions of gender, sex, the “body”, erotic pleasure, sexuality, and sexual orientation as social and cultural derivations and, thus, historical. We will examine the social and political pressures that emerge from such formulations. We will not, however, simply accept the now familiar academic axiom “it’s because it is socially constructed”; we will endeavor to critically assess the consequences of certain intellectual traditions and the ramifications on social policy, popular culture, the law and governmentality, the sciences, and politics. Finally, we will explore these contested ideas in the contextualized lives of so-called queer citizens. Prerequisite: SOC 102
3 CR / (3,0,0)

SOC 240
Sociology of the Body
This course will provide students with an introduction to historical and contemporary sociological thinking about the body. Topics will include a consideration of the body as object of discipline across the life span, as gendered, sexed, classed, racialized, sexualized, abled/disabled etc., constructions, and as a means of expression and experience. This course also draws on sociological theories of the body; critical race theory, queer theory, feminist theory, and postcolonial theory will be highlighted and questions will be asked about the ways in which bodies are racialized, gendered and sexualized. Prerequisite: SOC102
3 CR / (3,0,0)

SOC 245
Gender, Self and Identity
Drawing on the work of leading researchers and thinkers this course is a survey of classical and contemporary perspectives on the complex connections between gender, self and identity in the modern world. Students will look at how traditional social institutions- including religion, family, media, and newer trends in immigration, globalization and, and Internet (especially social media) use govern the way gender, sexuality and various other axes of self and identity are constructed. Prerequisite: SOC102
3 CR / (3,0,0)

SOC 250
The Sociology of Popular Culture
This course is dedicated to the sociological investigation of popular culture, its role in our lives, and its broad effects on Canadian society. Not only can understanding popular culture tell us a lot about how people live their lives, it can also focus attention on patterns of global power, mass media, and consumerism. The major course assignment will involve primary research of a particular site of popular culture within the Prince George Region. In particular, students will choose a site where music is an important feature. Prerequisites: SOC 101 and SOC 102 or permission of the instructor
3 CR / (3,0,0)

SONO 100
General Sonography I
This course introduces students to the sonographic principles of imaging in the normal abdomen and male pelvis. The focus is on normal anatomical appearance, variants and common pathologies. Concepts include relational and cross-sectional anatomy and physiology. Students will apply theoretical concepts from this course to simulations in the lab. Co-requisite: BIO 170, SONO 103, SONO 105, SONO 107, SONO 109, PHYS 170
3 CR / (Total course hours 90)

SONO 101
Medical Terminology for Sonography
This course introduces sonography students to medical terminology relevant to imaging. Topics include directional terminology, medical abbreviations, terminology origins (prefix, root, suffix) and common acronyms. This course is delivered entirely online. Prerequisites: Conditional acceptance into the Diagnostic Medical Sonography program
3 CR / (Total course hours 90)

SONO 103
Cardiac Sonography I
This course will introduce students to cardiac anatomy, the cardiac cycle and principles of hemodynamics in cardiac imaging. The focus of this course is on assessment and interpretation of normal cardiac patterns and common
arrrhythmias. Concepts include the use of windows, modalities, and associated measurements. Students will apply theoretical concepts from this course to simulations in the lab. 
Co-requisite: BIO 170, SONO 100, SONO 105, SONO 107, SONO 109, PHYS 170
3 CR / (Total course hours 90)

**SONO 105**  
*Women's Sonography I*  
This course introduces students to imaging of the female breast and pelvis as relevant to sonographers. The focus of this course is on the normal breast and pelvis of the non-pregnant female. Concepts include normal developmental changes and unique patient care needs. Students will be introduced to common abnormalities, pathologies and associated sonographic findings. Students will apply theoretical concepts from this course to simulations in the lab. 
Co-requisite: BIO 170, SONO 100, SONO 103, SONO 107, SONO 109, PHYS 170
3 CR / (Total course hours 45)

**SONO 107**  
*Patient Care for Sonography*  
This course introduces students to patient care in sonography. The focus is on the provision of safe, professional care throughout all imaging processes. Concepts include body mechanics and patient transport, communication, care of patient equipment, workplace health and safety and cultural competence. Students will apply theoretical concepts from this course to simulations in the lab. 
Co-requisite: BIO 170, SONO 100, SONO 103, SONO 105, SONO 109, PHYS 170
3 CR / (Total course hours 45)

**SONO 109**  
*Relational Practice I*  
This course introduces students to human relationships relevant to sonography. The focus of this course is on professional communication and interactions with others in the health care setting. Concepts include types, components and intra-organization communication, introduction to neuroscience, memory and learning, and foundational concepts related to typical human behaviours. Theoretical concepts will be practiced in the classroom through role play. 
Co-requisite: BIO 170, SONO 100, SONO 103, SONO 105, SONO 107, PHYS 170
3 CR / (Total course hours 45)

**SONO 120**  
*General Sonography II*  
This course builds on SONO 100 with a focus on pathology and congenital abnormalities of the abdomen, pelvis and superficial structures. Concepts include relational and cross-sectional anatomy and physiology, as well as differentiation between normal and pathological presentation of structures of interest. Students will apply theoretical concepts from this course to simulations in the lab. 
Prerequisite: Successful completion of the following courses with a C+ or better: BIO 170, SONO 100, SONO 103, SONO 105, SONO 107, SONO 109, PHYS 170  
Co-requisite: SONO 123, SONO 125, SONO 129, SONO 131, PHYS 173
3 CR / (Total course hours 140)

**SONO 123**  
*Cardiac Sonography II*  
This course is a continuation of SONO 103. The focus is on the hemodynamics and etiologies related to cardiac disease and corresponding clinical presentation. Emphasis is placed on interpretation and quantification of abnormalities in the adult echocardiogram. Students will apply theoretical concepts from this course to simulations in the lab. 
Prerequisite: Successful completion of the following courses with a C+ or better: BIO 170, SONO 100, SONO 103, SONO 105, SONO 107, SONO 109, PHYS 170  
Co-requisite: SONO 120, SONO 125, SONO 129, SONO 131, PHYS 173
3 CR / (Total course hours 120)

**SONO 125**  
*Women's Sonography II*  
This course is a continuation of SONO 105. The focus is on the normal presentation of the female pelvis during pregnancy and the scanning techniques used to thoroughly assess the fetus. Concepts include assessment of the obstetrical patient, the uterine and extra-uterine environments, normal fetal presentation throughout pregnancy, and common complications in the first trimester. Students will apply theoretical concepts to simulations in the lab. 
Prerequisite: Successful completion of the following courses with a C+ or better: BIO 170, SONO 100, SONO 103, SONO 105, SONO 107, SONO 109, PHYS 170  
Co-requisite: SONO 120, SONO 123, SONO 129, SONO 131, PHYS 173
3 CR / (Total course hours 60)

**SONO 129**  
*Relational Practice II*  
This course is a continuation of SONO 109. The focus of this course is on advanced communication skills and atypical personality traits and psychological disorders. Concepts include common communication challenges in health care, conflict resolution, verbal and written presentations and documentation principles. Theoretical concepts will be practiced in the classroom setting through role play and presenting a group case study. 
Prerequisite: Successful completion of the following courses with a C+ or better: BIO 170, SONO 100, SONO 103, SONO 105, SONO 107, SONO 109, PHYS 170  
Co-requisite: SONO 120, SONO 123, SONO 125, SONO 131, PHYS 173
3 CR / (Total course hours 45)

**SONO 131**  
*Vascular Sonography I*  
This theory course introduces imaging of the carotid arteries and veins of the lower extremities. The focus is on vessel assessment in order to correlate normal sonographic patterns, appearances and values. Concepts include normal anatomy, physiology and venous thrombosis of the lower leg veins. Students will apply theoretical concepts from this course to simulations in the lab. 
Prerequisite: Successful completion of the following courses with a C+ or better: BIO 170, SONO 100, SONO 103, SONO 105, SONO 107, SONO 109, PHYS 170  
Co-requisite: SONO 120, SONO 123, SONO 125, SONO 129, PHYS 173
2 CR / (Total course hours 30)

**SONO 133**  
*Clinical Orientation*  
This course introduces the student to the clinical environment. The focus of this course is on preparing the student for the transition from theory and laboratory simulations to working in a demanding health care environment. Method of delivery may include lecture, tour of a health care facility, review of health authority general policies/procedures, and other related online activities. 
Prerequisite: Successful completion of the following courses with a C+ or better: SONO 120, SONO 123, SONO 125, SONO 129, SONO 131, PHYS 173  
Co-requisite: SONO 135, SONO 145
3 CR / (Total course hours 45)
SONO 135
Sonography Clinical I
This first clinical experience provides students with the opportunity to integrate theory from term 1 and 2 courses into clinical practice. Students will work in a variety of clinical settings under direct supervision. Learning the role of the sonographer in the context of safe patient care, therapeutic communication, professionalism and collaboration will be emphasized. At the end of this course, students will be able to satisfactorily perform portions of normal and abnormal general and cardiac sonographic assessments with supervision and guidance.
Prerequisite: Successful completion of the following courses with a C+ or better: SONO 120, SONO 123, SONO 125, SONO 129, SONO 131, PHYS 173
Co-requisite: SONO 145, SONO 133
4 CR / (Total course hours 245)

SONO 145
Pathophysiology for Sonography
This course introduces the student to pathophysiology relevant to sonography. The focus of this course is on common pathologies of the abdomen. Concepts include disease terminology, mechanisms of disease, the inflammatory process and common clinical presentations of disease. Content is delivered online and applied in a clinical setting.
Prerequisite: Successful completion of the following courses with a C+ or better: SONO 120, SONO 123, SONO 125, SONO 129, SONO 131, PHYS 173
Co-requisite: SONO 133, SONO 135
3 CR / (Total course hours 45)

SONO 230
General Sonography III
This course builds on SONO 120 with a focus on more complex pathological conditions of the adult and paediatric abdomen, pelvis, and superficial structures. Concepts include sonographic assessment of the abnormal abdominal wall, associated musculoskeletal and superficial structures, scrotum, thyroid and relevant abdominal Doppler studies. Students will apply theoretical concepts from this course to simulations in the lab.
Prerequisite: Successful completion with a C+ or better: SONO 145, and successful completion of: SONO 133, SONO 135
Co-requisite: SONO 231, SONO 233, SONO 237, PHYS 175
3 CR / (Total course hours 90)

SONO 231
Vascular Sonography II
This course builds on SONO 131. The focus of this course is on the abnormal sonographic findings in carotid arteries and the extremity veins. Concepts include clinical signs and symptoms of vascular disease, abnormal hemodynamics, peripheral arterial Doppler and vascular grafts. Students will apply theoretical concepts from this course to simulations in the lab.
Prerequisite: Successful completion with a C+ or better: SONO 145, and successful completion of: SONO 133, SONO 135
Co-requisite: SONO 230, SONO 233, SONO 237, PHYS 175
2 CR / (Total course hours 30)

SONO 233
Cardiac Sonography III
This course is a continuation of SONO 123. The focus is on the pathophysiology of cardiac disease and the integration of hemodynamics and clinical findings with sonographic features. Concepts include heart failure, cardiomyopathy, pericardial and pleural disease, cardiac masses, disease of the cardiac vessels and congenital abnormalities and surgical corrections. Students will apply theoretical concepts from this course to simulation in the lab.
Prerequisite: Successful completion with a C+ or better: SONO 145, and successful completion of: SONO 133, SONO 135
Co-requisite: SONO 230, SONO 231, SONO 237, PHYS 175
3 CR / (Total course hours 75)

SONO 235
Sonography Clinical II
This course is a continuation of SONO 135. Students will work in a variety of clinical settings under direct supervision. The focus of this course is on the integration of theoretical knowledge of anatomy, physiology and pathology into sonographic examinations. Students will continue to apply the concepts of safe patient care, therapeutic communication, professionalism and collaboration. At the end of this course, students will be able to satisfactorily perform portions of general and cardiac sonographic assessments with supervision and guidance.
Prerequisite: Successful completion of the following courses with a C+ or better: SONO 230, SONO 231, SONO 233, SONO 237, PHYS 175
Co-requisite: SONO 236
7 CR / (Total Course Hours: 455)

SONO 236
Professional Development
This course is intended to prepare the sonography student for accreditation with Sonography Canada. Concepts covered include the Canadian Clinical Skills Assessments (CCSA), certification examination process, and how to develop a professional resume and cover letter. This course will be delivered online.
Prerequisite: Successful completion of the following courses with a C+ or better: SONO 230, SONO 231, SONO 233, SONO 237, PHYS 175
Co-requisite: SONO 235
2 CR / (Total course hours 30)

SONO 237
Women’s Sonography III
This theory course is a continuation of SONO 125. The focus is on complex pathology and pathophysiology of the female (pelvis and all stages of pregnancy) as relevant to sonographic assessment. The emphasis is on performing quality sonographic images, integrating relevant clinical findings and patient history to formulate and communicate a clinical impression. Students will apply theoretical concepts to simulations in the lab.
Prerequisite: Successful completion with a C+ or better: SONO 145, and successful completion of: SONO 133, SONO 135
Co-requisite: SONO 230, SONO 231, SONO 233, PHYS 175
3 CR / (Total course hours 45)

SONO 245
Sonography Clinical III
This course is a continuation of SONO 135 and SONO 235. Students will gain further hands on experience on abdominal, pelvis, obstetrical, vascular, superficial and cardiac sonographic imaging in a variety of health care settings. At the end of this course, students will independently perform complete sonographic examinations on patients with common pathologies with minimal assistance. Effective written and verbal communication, creation of safe practice environments, safe patient care and professionalism are emphasized.
Prerequisite: Successful completion with a C+ or better: SONO 230, SONO 236, and successful completion of: SONO 235
5 CR / (Total Course Hours: 325)

SONO 250
Sonography Clinical IV
This course is a continuation of SONO 245. The consolidation of theoretical knowledge of general
and cardiac sonography, application to the clinical setting and competency in skill will be the focus of this course. Upon successful completion of this course, students will be able to independently perform complete patient examinations with consistency and accuracy in all patients. Demonstration of all competencies of entry level practice as described by Sonography Canada in the National Competency Profiles is required. Prerequisite: Successful completion of SONO 245

5 CR / (Total Course Hours: 325)

SSWK ..................

SSWK 100

Individual Learning Assessment

SSWK 100 creates an avenue that acknowledges and validates lifelong learning and the knowledge achieved. Through this assessment process, the student documents and demonstrates their capabilities based on identified competencies and learning objectives of the SSWK course for which they are seeking Advanced Standing credit. As determined by the instructor, students may participate in one to three of the following courses. Courses eligible for Advanced Standing will be determined by the instructor and may include up to three of the following SSWK 145, SSWK 195, SSWK 196/199, SSWK 225 in conjunction with CASS 120, and SSWK 263. Prerequisites: Admission into the Social Service Worker Program, submission of a portfolio documenting prior learning and work experience, and an interview with the SSWK instructor

4 weeks

SSWK 101

Skill and Knowledge Enhancement

This course follows SSWK 100 and provides the student with an opportunity to enhance his or her skills and knowledge as identified on the Learning Assessment in order to obtain Advanced Standing credit in the course selected. Prerequisite: SSWK 100

10 weeks

SSWK 142

Helping Skills: Practical Applications

This course assists students in developing and refining their basic helping skills. Extensive use of video, role play, and real experiences provides opportunities for the acquisition and practice of helping skills. This course requires that students participate in a weekly three-hour laboratory session for the purpose of learning and practicing their helping skills.

Prerequisite: SSWK 145

3 CR / (3,0)

SSWK 145

Communication and Interpersonal Relationship Skills

Course material provides an overview of communication theories as well as a practical basis for learning interpersonal skills. This includes discussions of how self-concept, perceptual process, language, and non-verbal behaviour influence communication. Material focusing on cross-cultural communication strategies is discussed, with a particular focus on Canada’s Aboriginal populations. This course provides opportunities to increase self-awareness and to improve and develop effective interpersonal communication skills. This course will also provide the student with the opportunity to develop confidence in public speaking.

3 CR / (3,1,0)

SSWK 151

Social Welfare Policy

This course provides a basic introduction to social welfare policy in Canada, its historical development, and its role within the political and economic context of Canadian society. A major emphasis is placed on a review of the values and ideology implicit in various types of social welfare policies. Students critically analyze the effect of social welfare policies on client populations and upon themselves as social service workers. Class discussions focus on northern issues. Additionally, specific focus on the impact of historic and modern social policy on Canada’s Aboriginal populations will be examined.

3 CR / (3,0)

SSWK 171

Introduction to Social Work Practice

Students are introduced to the structure and functions of social work and social service work in Canada. We explore the context, ethics and values, knowledge base, therapeutic relationship foundations and practice models that inform these related disciplines. The ‘bio-psycho-social-spiritual’ model is introduced as the foundation of practice. Social Justice, and diversity issues are examined. Aboriginal approaches to the helping professions and the nature of the relationship Aboriginal cultures have with the social services are explored.

3 CR / (3,0)

SSWK 195

Issues and Principles of Fieldwork

This course is designed to introduce first year students to the purpose and structure of the SSWK field work experience referred to as ‘practicum’ (SSWK 196 and 199). You are introduced to the concept of experiential learning and its value in the learning process. We explore the idea of praxis - the linkage of theory, skills and practice - and discuss ways of achieving this through the practicum process. We will examine a number of articles that explore various aspects of social service practice. Students are introduced to a range of social service agencies in the community that provide placements for the SSWK program. You will interview for and be accepted into a practicum placement that will take place between January and May.

Prerequisite: Admission to SSWK program

Prerequisite or Corequisite: SSWK 145

3 CR / (0,3)

SSWK 196

Practicum and Practicum Seminar

Students attend a social service agency site for two days a week throughout the semester. At the agency, students construct a learning contract, perform work for the agency, and receive guidance and supervision from an agency-based field supervisor. The seminar is designed to allow all students in the two-day-a-week practicum to reflect on the learning accomplished during practicum. You will keep a journal as discussed in SSWK 195 and present writings from it to your colleagues. We problem solve around issues and concerns pertaining to practicum. We attempt to link theoretical components from your courses to actual practicum events.

Co-requisite: SSWK 142

Prerequisite: SSWK 145, 195

5 CR / (0,3,10)

SSWK 199

Practicum and Practicum Seminar

Students will attend a social service agency site for a two week block practicum. Students will attend the agency at which they completed their practicum for SSWK 196. Students will continue to complete the goals and objectives identified in the SSWK 196 learning contract. Students will continue to receive guidance and supervision from an agency-based field supervisor. During the two week intersession, you will attend a seminar each of those weeks that has the same intent as the SSWK 196 seminar. The seminar is designed to allow all students to reflect on the learning accomplished during practi-
SSWK 201
Professional Development Recognition
This course provides an opportunity to obtain course credits in the Social Service Worker Program based on the skills and knowledge the student has acquired through recognized professional development sources.
Prerequisite: Admission to the SSWK program
3 CR

SSWK 225
Introduction to Disabilities
This course provides an understanding of the implications of disabilities on people’s lives from a social context. Students examine attitude, values and predominant views of disability in Canadian culture. A focus of this course is on an empowerment approach to supporting people with disabilities.
3 CR / (3,0,0)

SSWK 232
Loss and Grief
This course explores the various dimensions of loss, grief and bereavement. It examines both loss through death and symbolic loss, the latter of which includes, amongst others, events such as divorce, family breakup, loss of abilities, existential loss, and cultural loss. The loss of self-determination, and culture for Aboriginal cultures in Canada is explored. Normal and complicated grieving patterns, developmental factors in grieving, the stages and tasks of grieving are all introduced. We examine the role and importance of ritual in the grieving process. Students will learn to accept loss as a natural part of life and learn how to be more supportive and helpful when dealing with loss events in both professional and personal spheres.
3 CR / (3,0,0)

SSWK 241
Group Process and Practice
This course provides the students with a basic understanding of group work theory and practice. The basic assumption is that there is a significant correlation between social functioning and group experience. Topics of study include group dynamics, leadership styles and skills, group development, cultural and ethical issues in group work, and ethical issues in group work. This course includes a three-hour weekly laboratory experience in which students will learn and practice group work skills. A variety of activities will take place that will help to demonstrate the concepts and skills.
Prerequisite: SSWK 142
3 CR / (3,0,0)

SSWK 242
Community Development
This course examines the history of community development, distinguishes capacity-based from needs-based motivation, and explores a variety of community development initiatives worldwide. Special emphasis is placed on local/northern community development, Aboriginal communities, and on the capacity of social services paraprofessionals to participate in community development initiatives.
3 CR / (3,0,0)

SSWK 255
Counselling Theories
Students become acquainted with the values, assumptions and theoretical conceptualizations that frame the dominant counselling styles in use within the helping professions. We will explore the development of counselling perspectives from Freud to post-modern approaches. The issue of cultural diversity and the importance of ethics in counselling practice will be discussed throughout. Aboriginal models of mental health and healing will be explored. We will be able to examine some of these theories in practice through observing recorded counselling sessions.
3 CR / (3,0,0)

SSWK 257
Mental Health
This course explores the values, attitudes, and beliefs of the worker, and the knowledge and skills required to support and enhance wellness with individuals in the community who have mental illness. The focus is on policies and practices that are relevant to northern British Columbia, including work with individuals of First Nations descent. Students have opportunities to explore the nature of mental illness. Students learn about the causes, symptoms and treatment of mental illness. Community resources and an overview of mental health services will be discussed. This student critically appraises the major existing theories.
3 CR / (3,0,0)

SSWK 263
Addictions
This course gives students an introduction to the issue of addiction. Various theories and treatment models used to explain and treat addiction will be discussed. The social impact of addiction and student personal values and beliefs will be assessed. A focus on bio-psycho-social-spiritual theory, harm reduction and recovery options, motivational interviewing and stages of change will be explored. Personal, professional and political ethics and values, as well as the disproportionate rates of addiction within the Canadian Aboriginal population will be examined.
3 CR / (3,0,0)

SSWK 265
Introduction to Child Welfare: Theory and Practice
This course is designed to examine policy, legislation and standards with specific application to child and youth care services in British Columbia. It examines systems of practice that include strengths-based, feminist and structural models. Particular focus is placed on Aboriginal colonization and assimilation within Canadian society and the continued over-representation of First Nation children in government care. Emphasis is placed on the essential need of permanency planning for children in permanent care of the system.
3 CR / (3,0,0)

SSWK 267
An Introduction to Child and Youth Care
This course presents an overview of the child and youth care field. It examines contemporary and historical perspectives on children and youth. CYC as a distinct profession within the helping professions is explored. You are introduced to the core themes of CYC and the importance of the use of self in relationship. It will focus on strength-based practice, inclusiveness and caring within the context of cultural, community and professional and family contexts. The importance of communication, relationship, human development and life-space interventions will be introduced. Intervention strategies common to CYC will be presented. The course explores the bio-psycho-social-spiritual model and needs provision models as ways of guiding practice. Students are introduced to the disproportionate involvement of Aboriginal
children, youth and their families in the child care system and aboriginally-based intervention strategies designed to assist children and youth. You will be introduced to a range of practitioners in the community and come to recognize the significant contribution of organizations like the Native Friendship Centre and Carrier Sekani Family Services. The perspectives presented in this course conform to the British Columbia Core Curriculum model for CYC.

SSWK 271

Health and Wellness Self-Care Lab

The key to personal success in the helping professions is to maintain a balance between your personal wellness and the professional tasks and interventions you will be providing. Learning to recognize these emotions provides opportunities for self-reflection, self-awareness, and new perspectives. SSWK 271 is a 1.5 hour mandatory lab in the SSWK program. It is intended to provide the student with a basic introduction to strategies to develop self-care responsibility. It emphasizes a preventive approach to holistic wellness that incorporates physical, emotional, social, and spiritual aspects. It is an experiential lab that focuses on self-awareness and sensitivity as contributing factors to your state of wellness. The predominant objective is to identify practical techniques and exercises that are easy to do and are easily incorporated into daily living. The goal is to optimize our personal wellness as a strategy to manage professional and personal stressors. Prerequisite: Admission to SSWK program 1.5 CR / (0,1.5,0)

SSWK 273

Classroom Assisting

Students learn general educational principles and techniques for classroom assistance with exceptional children in primary, elementary, and secondary school settings. Emphasis is placed on resource development, the development of language skills, co-operative learning, and ethical issues in classroom assistance. The principles of integration of exceptional children in the classroom is presented and discussed. Corequisite: SSWK 297 4.5 CR / (3,0,0)

SSWK 282

Behaviour Management: Techniques for Working with Children and Youth

This course surveys the various aspects of social service work with children and youth. The impact of various social and economic forces, including forms and mechanisms of oppression and discrimination, are examined as they affect child development. Various theoretical models will be examined in detail, allowing students the opportunity to consider best practice techniques for working with at-risk and vulnerable children and youth. 3 CR / (3,0,0)

SSWK 295

Issues and Principles of Field Work and Community Seminar II

Students will attend a two-hour practicum preparation class once per week where personal strengths and areas for improvement will be examined. Focus will include: professional ethics; appropriate conduct in the social service field; personal and professional values and beliefs; boundaries, emotional physical and mental self-care, dual relationships, and continued self-awareness. Students will establish learning objectives and negotiate a practicum contract with their identified practicum agency. Prerequisite: SSWK 199 2 CR / (0,2,0)

SSWK 296

Practicum and Practicum Seminar

Students attend a social service agency site for two days a week throughout the semester. During this time, students participate in the design of a learning contract, perform work for the agency, and receive guidance and supervision from an agency-based field supervisor. Students attend a two-hour practicum class. The intent of this class is to have the students reflect upon the learning that is taking place in the field placement. Students have the opportunity to problem solve around issues and concerns related to their practicum experience. This class links theoretical components from the courses to the practicum. Prerequisite: SSWK 142, 145, 195 and 196 5 CR / (0,2,10)

SSWK 299

Practicum and Practicum Seminar

Students will attend a social service agency site for a two week block practicum. Students will attend the agency at which they completed their practicum for SSWK 296. Students will continue to complete the goals and objectives identified in the SSWK 296 learning contract. Students will continue to receive guidance and supervision from an agency-based field supervisor. During the two week intersession, you will attend a seminar each of those weeks that has the same intent as the SSWK 296 seminar. The seminar is designed to allow all students to reflect on the learning accomplished during practicum. Students will continue to keep a journal as required in SSWK 296. During seminar, your student colleagues and academic supervisor will problem solve around issues and concerns pertaining to practicum. We will attempt to link theoretical components from your courses to actual practicum events. Prerequisite: SSWK 295 and 296 3 CR / (0,2,22)

TARGET

Please see TARGET program information on page 143.

THMG

Note: THMG courses are restricted to students in the Tourism and Hotel Management Post-Diploma program.

THMG 300

The Business of Global Tourism

This course is designed to provide students with an overview of the tourism industry within a global context. Given the pace of globalization, gaining an understanding of how the tourism sector is evolving as stakeholders struggle with challenges, issues and opportunities is crucially important. Students gain an understanding of the complexities of the tourism industry including economic, environmental and social impacts as well as the evolution, function and direction of tourism internationally. 3 CR / (Total course hours 45)

THMG 302

Business Writing for the Tourism Industry

Clear, effective written communication is essential in any tourism and hotel management role. This course will give students confidence in business correspondence through developing technical and practical writing and presentation skills critical to success in any business setting. Assignments will be based on tourism and hotel management communications issues. This course teaches students written and oral communications required to succeed in a business setting through a variety of writing and speaking situations including reports, emails, memos, letters, and presentations. 3 CR / (Total course hours 45)
THMG 304
Communications and Technology in Tourism
This course provides the students with a practical framework for incorporating computer technology and electronic media as valuable management resources in support of the mission and objectives of a tourism operation. In addition, this course examines the nature and scope of communication and technology and its emergence and utilization within the tourism and hotel industry. Students will have the opportunity to apply knowledge in an applied team project. 3 CR / (Total course hours 45)

THMG 308
Marketing the Tourism Industry
Marketing is integrated into almost every facet of a hospitality and/or tourism organization. In this course the learner will explore basic concepts of marketing in order to evaluate the best practices for today’s tourism organizations. This course focuses on major marketing decisions that tourism and hotel managers face in researching demand, generating and sustaining demand for their products and services. 3 CR / (Total course hours 45)

THMG 310
Financial Management for Tourism and Hotel Management
This course focuses on business planning, control, and financial decision making in a tourism and hotel management environment, and the concepts are applicable to both large and small organizations. This course provides students with an understanding of key financial issues arising in the hotel and tourism sector. Concepts, terminology and principles are introduced at a basic level. Prerequisite: COM 204 3 CR / (Total course hours 45)

THMG 312
Customer Service Management of Tourism Operations
Excellent client service is core to a successful tourism and hotel industry business. This course will explore the nature of services in general and the unique dynamics of tourism services. Delivering quality services is one of the major challenges for managers in the tourism industry because industry market trends are rapidly changing. A primary focus of this course will be on management’s role in creating a quality customer service experience by developing a successful service delivery system. 3 CR / (Total course hours 45)

THMG 314
Contemporary Issues in Tourism and Hotel Management
This course explores issues, challenges and current trends that the tourism and hotel industry face due to the rapidly changing international tourist market and domestic labour market. Major issues that will influence the global tourism and hotel industry including economic, socio, environmental concerns within a global tourism context, global markets trends, Indigenous cultural tourism, human resources management and marketing are examined during the semester. The course represents a comprehensive and up-to-date analysis of key sectors in the hotel and tourism industries. 3 CR / (Total course hours 45)

THMG 316
Strategic Tourism Management
This course explores strategic management and planning in a hotel and tourism environment. Using both a theoretical and practical approach, students examine the concepts of strategic planning and competitive strategy, and how they can be successfully applied by organizations in an increasingly complex and global tourism environment. Learners examine the management challenges and opportunities of small tourism entities and the unique environments in which they operate, including hotels. 3 CR / (Total course hours 45)

THMG 318
The Business of Hotel Management
Hotel managers require knowledge about the operations of all departments within their hotels. Students will examine the emerit® National Occupational Standards for Hotel General Manager to learn what is required for success in the hotel management sector. Hotel managers must have human resource management skills and acquire skills necessary to offer quality service. This course provides students with the skills and knowledge to manage day-to-day processes including operations, human resource management, leadership, guest service, sales, suppliers, marketing and capital projects. 3 CR / (Total course hours 45)

THMG 320
Event Coordination Essentials
Any tourism or hotel manager requires knowledge about event coordination. Whether it is for a tourism event or a conference at the hotel, managers will be involved in the coordination of many events. In this course, students will examine the emerit® National Occupational Standards for Event Coordinator to learn what is required for success in the event coordination role. This course uses the emerit® online event coordinator curriculum, combined with lectures and activities to provide students with the skills and knowledge needed to manage any event coordination needs. 3 CR / (Total course hours 45)

THMG 322
Leadership Skills for Tourism
Effective businesses require strong leaders. In this course, students will study the nature of leadership and its importance in organizations. This course defines how individuals function effectively in organizations by examining behavior from personal, group and organizational perspectives. Topics include: leadership, motivation, group dynamics, communication, decision making, innovative and creative problem solving approaches, conflict resolution and negotiation. Leadership skill development will be examined through lecture, discussion, case analyses, and practical applications of the material. 3 CR / (Total course hours 45)

THMG 340
Tourism and Hotel Management Practicum
This course provides students with a practical opportunity to apply skills and knowledge they have acquired in the classroom in a workforce environment in the tourism or hotel industry. Experiential learning is effective because it enables students to experience supervisory skills and competencies that are applicable for their future. Students will gain experience needed to seek various positions in the tourism field upon graduation. 3 CR / (Total course hours 85)

TRDE......................

TRDE 100
Trades Discovery Core Skills
This 60-hour course will provide the learner with core skills to complete the practical portion of the Trades Discovery Program as well as to enter further trades training. This interactive course will provide both theoretical and practical experience in essential skills, safe work
practices, employability, and the use of common hand and portable tools. There will also be an opportunity for students to complete the training and tests for relevant workplace certificates.

(Total course hours 60)

**TRDE 105**

**Trades Discovery Sheet Metal**

Students will be introduced to the sheet metal trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by a sheet metal worker.

Co-requisite/Prerequisite: TROE 100

(Total course hours 60)

**TRDE 110**

**Trades Discovery Pipe Trades**

Students will be introduced to the pipe trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by a pipe trades worker.

Co-requisite/Prerequisite: TROE 100

(Total course hours 60)

**TRDE 115**

**Trades Discovery Welding**

Students will be introduced to the welding trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by a welder.

Co-requisite/Prerequisite: TROE 100

(Total course hours 60)

**TRDE 120**

**Trades Discovery Metal Fabrication**

Students will be introduced to the metal fabrication trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by a metal fabricator.

Co-requisite/Prerequisite: TROE 100

(Total course hours 60)

**TRDE 125**

**Trades Discovery Carpentry**

Students will be introduced to the carpentry trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by a carpenter.

Co-requisite/Prerequisite: TROE 100

(Total course hours 60)

**TRDE 130**

**Trades Discovery Electrical**

Students will be introduced to the electrical trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by an electrician.

Co-requisite/Prerequisite: TROE 100

(Total course hours 60)

**TRDE 135**

**Trades Discovery Automotive Service**

Students will be introduced to the automotive service trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by an automotive service technician.

Co-requisite/Prerequisite: TROE 100

(Total course hours 60)

**TRDE 140**

**Trades Discovery Heavy Duty Equipment Technician**

Students will be introduced to the heavy duty equipment trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by a heavy duty equipment technician.

Co-requisite/Prerequisite: TROE 100

(Total course hours 60)

**TRDE 145**

**Trades Discovery Industrial Mechanic (Millwright)**

Students will be introduced to the millwright trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by an industrial mechanic.

Co-requisite/Prerequisite: TROE 100

(Total course hours 60)

**TRDE 150**

**Trades Discovery Machinist**

Students will be introduced to the machinist trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various abilities, safety procedures, skills and knowledge that are required to be a machinist.

Co-requisite/Prerequisite: TROE 100

(Total course hours 60)

**TRDE 155**

**Trades Discovery Painter/Decorator**

Students will be introduced to the painter/decorator trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various abilities, safety procedures, skills and knowledge that are required to be a painter/decorator.

Co-requisite/Prerequisite: TROE 100

(Total course hours 60)

**TRDE 160**

**Trades Discovery Roofer**

In this course students will be introduced to the Roofing Trade. Learners will explore the various career options within the trade. Participants will estimate the materials needed and the cost of installation, in some cases from plans or project specifications. Students will be able to practice techniques and use tools and equipment specific to the trade in a safe and efficient manner.

Co-requisite/Prerequisite: TROE 100

(Total course hours 60)

**TRDE 165**

**Trades Discovery Professional Cook**

Students will be introduced to the professional cook trade and shown what essential skills are necessary to be successful in the trade. Students will be able to follow recipes, weigh and measure food accurately, and will learn the major techniques and principles used in cooking, baking, and other aspects of food preparation. Learners will also explore the various career options within the trade.

Co-requisite/Prerequisite: TROE 100

(Total course hours 60)

**TRDE 170**

**Trades Discovery Autobody**

Students will be introduced to the autobody trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by an autobody technician.

Co-requisite/Prerequisite: TROE 100

(Total course hours 60)

**TRTC 100**

**Safety, Legal and Ethical Issues**

This course gives students exposure to safety, legal, and ethical issues that impact students
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.
Prerequisite: TRTC 150
3 CR

TRTC 106
Instruction
This course provides students with the skills to create lesson plans and deliver effective lessons. Students are introduced to various methods of instruction and delivery, and will gain an understanding of methods to use in various teaching situations. Students will progress from needs assessments and evaluation to objectives-based instruction.
Prerequisite: TRTC 150
3 CR

TRTC 108
Behaviour Management — Techniques for Managing Classroom Behaviour
Students are introduced to specific techniques based on the theoretical models of child discipline. Research on the most effective discipline models will be examined, as well as practical strategies that have been proven successful in classroom management. Students acquire a repertoire of methods for establishing and maintaining a well-run classroom.
Prerequisite: TRTC 150
3 CR

TRTC 150
Introduction to Substitute Teaching
TRTC 150 examines the role of the substitute teacher and provides the student with an overview of the critical aspects of substitute teaching: managing the classroom, delivering instruction, and keeping students safe. These three themes are introduced in this course and expanded upon in subsequent TRTC courses.
Prerequisite: Meets program admission requirements
3 CR

WEGD 121
Introduction to Design Thinking
Design Thinking investigates “individual as innovator” by working on design problems in a human, interactive, collaborative, and prototype way. Students will gain an understanding of the methodology and language used in human-centered design as they problem solve for real and fictitious clients. Participants will empathize, define, ideate, prototype and test their way to solutions for business, visual, online, and print media using traditional tools and industry standard software programs. Project-based assignments will develop a foundation in design thinking suitable for those going on to study in a variety of design disciplines.
Prerequisite: TRTC 150
3 CR

WEGD 131
Introduction to Visual Communication
Visual Communication focuses on developing an understanding of the reasons and ways in which people have chosen to communicate. Students will investigate a variety of visual communication examples from the historical to the contemporary and will use them as a catalyst for their own work. The course will survey work from a variety of different cultures, including Canadian Aboriginal culture. Students will use these investigations to create their own case studies of techniques both past and present, and will share their projects through a variety of presentations.
3 CR

WEGD 141
Introduction to Web Design
This course introduces students to the fundamentals of website design. Students will learn how to design, develop, optimize, publish and troubleshoot basic HTML and CSS based websites. Learners will create websites with standard text editors and with industry leading website development and image editing software. The class is taught with a focus on current and emerging web standards and best practices. Students will analyze and assess other websites to gain insight into the design of their own websites.
3 CR

WEGD 142
Intermediate Web Design
This course is a continuation of WEGD 141 and focuses on intermediate concepts around designing, developing, optimizing, publishing and troubleshooting HTML and CSS based websites. More advanced concepts around user experience, interactive design and search engine optimization will be discussed. Learners will gain experience in integrating other forms of media into their websites including animation, audio and video. Students will become proficient using industry leading website development and image editing software. Students will gain an awareness of other technologies that, while beyond the scope of this course, are important components of the current website development landscape.
3 CR

WEGD 151
The Basics of Typography
A must for all who wish to design visual solutions that present clear messages, this course will discuss, evaluate and research aspects of typography as the most basic element of design. Students will learn the role of type in communication as they investigate “meaning aesthetics” and “functionality” of letterforms individually and in word, sentence and paragraph formations. Through the study of typography’s graphic and communicative elements, the class will examine letterform anatomy and analysis, form and counter-form, hierarchy, legibility, type conveyance of voice, mood, and meaning and the use of grids. The knowledge gained in this class can be applied to solving any visual problem that involves the typographic form whether it will be presented on a sheet or screen.
3 CR
WEGD 211  UT  Applied Skills Lab I
Students from multiple disciplines will have an opportunity to work together to extend their knowledge of digital software by practicing and improving their digital literacy skills in authoring software such as Photoshop, Illustrator, InDesign and Dreamweaver. Assignments will challenge students to apply intermediate and advanced concepts in composition, construction, and a variety of digital image manipulation techniques to their ongoing assignments from other classes. Rotating faculty, each with their own area of expertise will facilitate demonstrations, critiques and evaluations. Prerequisites: FINE 107, WEGD 121, WEGD 131, WEGD 141, WEGD 142, WEGD 151
Prerequisites or corequisites for Web stream: WEGD 231, WEGD 241
Prerequisites or corequisites for Design stream: WEGD 221, WEGD 251
3 CR / (3,0,0)

WEGD 212  UT  Applied Skills Lab II
This lab provides second-year WEGD students the opportunity to collaborate, coordinate, develop and discuss WEGD-related projects in a hands-on, production and development driven, cross-disciplinary environment. In group discussions and formal presentations participants will articulate the creative and operational considerations and decisions made in designing and developing projects. Students will acquire and develop critiquing and evaluation skills in regards to project development. Select program faculty on a rotating schedule will facilitate the labs.
Prerequisite: WEGD 211
Prerequisites or corequisites for Web stream: WEGD 232, WEGD 242
Prerequisites or corequisites for Design stream: WEGD 222, WEGD 252
3 CR / (3,0,0)

WEGD 221  UT  Graphic Design for Sustainability
The practice of graphic design through the lens of sustainability will be the focus of this class. Students will work ethically while considering sustainable practices that favour longevity and renewal for the human and their environment. Assignments will encourage the development of solutions that feature alternatives to printed materials — like digital and social media, light-weight use of printed materials, and the use of recycled, recyclable and compostable materials for publications, promotions and packaging.
Prerequisite: WEGD 121 or permission of the instructor
3 CR / (3,0,0)

WEGD 222  UT  Visual Showcase
Visual Showcase leads students in creating a set of self-promotional publications that include personal branding, marketing collaterals and a portfolio of their own work. Students will begin by doing an audit of their visual work, choosing those pieces that best demonstrate their skills and reflect their career goals, then critiquing and adapting them into a refined body of work. Opportunities will be presented where students can promote themselves, present their portfolio and talk about their work. As a final project, students will set up a visual showcase where they will display their work in a public venue.
Prerequisites: FINE 107, WEGD 121, WEGD 141, WEGD 151, WEGD 131, WEGD 142, WEGD 251, WEGD 211
Prerequisites or corequisites: WEGD 212, WEGD 221, WEGD 252, WEGD 299; or permission of the instructor
3 CR / (3,0,0)

WEGD 231  UT  Introduction to Interactive Digital Media Production
This course introduces students to interactive digital media production. Participants will plan, design, develop, optimize, test and deploy interactive digital media projects produced with industry standard software. Learners will gain experience working in a variety of digital environments, noting the similarities and differences between program interfaces, methods of production and development practices. An emphasis will be placed on overarching foundational concepts related to interactive digital media production such as working with timelines, layers and object properties. The basics of producing digital audio, video and motion graphics for online delivery will be explored with a focus on producing informational content.
Prerequisites: WEGD 121, WEGD 131, WEGD 141, WEGD 142, WEGD 151, FINE 107; or permission of the instructor.
3 CR / (3,0,0)

WEGD 232  UT  Interactive Digital Media Production
This course continues to reinforce overarching foundational concepts related to interactive digital media production while providing the space for students to focus on refining skills and conceptualizing, developing and re-developing projects in areas of personal and professional relevance. Opportunities will exist for participants to engage in actual client work with a preference given to non-profit and not-for-profit organizations and institutions in the region. Extra attention will be placed on further developing and applying knowledge related to user experience testing, user feedback and data driven design. Students will be introduced to stand-alone motion graphic for video software. Students will be encouraged to re-assess, re-interpret and improve projects from previous semesters.
Prerequisite: WEGD 231
3 CR / (3,0,0)

WEGD 241  UT  Advanced Web Design Concepts
This course applies the advanced web concepts introduced in WEGD 142. Students will gain experience in creating web sites that utilize client side and server side technologies including PHP and JavaScript. Participants will develop dynamic websites with content management systems (CMS) and will become proficient in customizing them, in part, through plugins, themes and by leveraging skills already developed in HTML and CSS. There will be an emphasis on cultivating professional practices that encourage continued development.
Prerequisites: WEGD 141, WEGD 142
3 CR / (3,0,0)

WEGD 242  UT  Digital Media Showcase
WEGD 242 prepares students for educational, personal and professional opportunities after graduation. Learners will develop the skills to cultivate and maintain a professional online presence, in part, through the strategic selection and creative presentation of unique, quality, interactive digital media projects. This self-promotional effort will involve participants marketing themselves to self-selected audiences through career-relevant, individualized strategies which will include the creation and promotion of an interactive digital portfolio. As a final project, students will set up a visual showcase where they will display their work in a public venue.
Prerequisites: WEGD 121, WEGD 131, WEGD 141, WEGD 142, WEGD 151, FINE 107
Prerequisites or corequisites: WEGD 232, WEGD 242
Prerequisites or corequisites for Web stream: WEGD 231, WEGD 241
Prerequisites or corequisites for Design stream: WEGD 221, WEGD 251
3 CR / (3,0,0)
WEGD 251

Drawing for Story

This course takes a narrative approach to drawing while continuing to build on the student’s solid base of drawing skills. Human figures are drawn in a variety of positions, settings and scenes. Emphasis will be placed on expressive and emotional line drawing for the development of character and story. Additionally, work will be done to learn techniques for placing the figure into a narrative using the storyboard. Suitable for the fine artist interested in exploring narrative artwork, or the student wanting to work in graphic novels, animation or character design. This class focuses on building a knowledge base for future explorations of narrative and the human form.

Prerequisite: FINE 103 or FINE 107 or permission of the instructor
3 CR / (3,0,0)

WEGD 252

3D Design and Rapid Prototyping

Building on the student’s abilities in basic visual problem solving and 2D digital drawing, this course will introduce the skills for visualizing 3D objects and developing them into 3D digital models for rapid prototyping. Artists and designers will work through hands-on class exercises using several 3D modeling software programs as they explore concepts of space, mass, balance, scale as well as form and materials used in 3D printing as a method of rapid prototyping. The 3D visualization techniques covered will have relevance in many creative industries such as graphic design, industrial design, jewelry design, toy design, illustration and fine arts.

In-class projects will lead students to create optimized 3D digital models ready for printing.

Prerequisite: FINE 107 or permission of the instructor.
3 CR / (3,0,0)

WEGD 299

Professional Internship

Professional Internship is a blended learning environment that combines internship experience with professional practice seminars. Having identified an area within web and graphic design in which to further develop, students will be placed with a relevant company, organization, or individual for no less than 80 hours to provide them with the opportunity to experience their chosen discipline first-hand. Students will develop skills in business ethics and professionalism, sharing their experiences and insights in a personal reflective journal. Instructor-led group seminars be-

fore and during the internship will help students integrate the knowledge and skills acquired in the classroom with their placement experience.

Prerequisites: FINE 107, WEGD 121, WEGD 131, WEGD 141, WEGD 142, WEGD 151
Prerequisites or corequisites for Web stream:
WEGD 232, WEGD 242
Prerequisites or corequisites for Design stream:
WEGD 222, WEGD 252
3 CR / (Total course hours 80)

WELD .................

WELD 115

Welder Foundation Program (Harmonized)

As a graduate of the Welding Foundation program, you’ll be qualified for a variety of jobs in the construction and metal working industries. You’ll also be prepared to successfully complete employers’ skill assessments. Possible job titles include:

- Production welder
- Maintenance
- And more

(Total course hours 840)

WMST .................

WMST 101

Introduction to Women’s Studies I

This course uses a multidisciplinary approach to the study of women in society and academia. It explores interdisciplinary and historical perspectives on women and examines the development of feminist theories and methodologies. Emphasis is placed on the diversity of women’s experience within the context of differences in class, race, age, and sexual orientation. The connections between women’s experiences in the everyday world and their representation in Canadian institutions are explored, with the aim of understanding the relationship between personal empowerment and social change.

3 CR / (3,0,0)

WMST 102

Introduction to Women’s Studies II

This course uses the multidisciplinary approach to the study of women in society and academia developed in WMST 101. The course focuses on the critical examination of gender segregation in the paid labour force and its relationship to institutionalized representations of women in science and medicine, law, politics, religion, and family. Emphasis is placed on Canadian institutions as well as class, race, and age differences between groups of women in Canadian society.

3 CR / (3,0,0)
SUPPORT SERVICES AND FACILITIES

CNC offers a full range of services and facilities to help you get the best possible learning experience. This section focuses mainly on services in Prince George, our largest campus, however, many of these services are available to students at all CNC campuses. Please consult specific regional campuses for details.

Most services/facilities listed in this section also have web pages — please visit www.cnc.bc.ca

EMERGENCIES/EVACUATION PROCEDURE:
250-561-5827

In case of emergency, call one of these numbers:
• Call 250-561-5827 or ext. 200
• Locate a red safety phone at most entrances
• Press the “S” button on marked pay phones
• Locate the closest Emergency phone in parking lots

The fire alarm operates in two stages; a slow intermittent ring signals a fire occurring in another area of the College. A fast ring indicates a fire in the immediate area, and everyone must leave the building via the nearest exit — the elevators must not be used.

Students needing assistance to evacuate are asked to go directly to the designated evacuation areas located on the third floor (700-block main stairwell), or the secondary location on the third floor (100-block north stairwell). The second-floor evacuation area is located in the 700-block main stairwell by the library.

Emergency messages to individual students
The College does not have a public address system that extends to classrooms. Given the large number of students and classrooms, it is impossible to communicate messages to individual students, except in genuine emergencies. In some cases, messages to students may be relayed through the switchboard (250-562-2131, ext. 0).
ABORIGINAL RESOURCE CENTRE (ARC)
Ph: 250-562-2131, ext. 5460/5488
Toll-free: 1-800-371-8111, ext. 5460/5488
Fax: 250-561-5874
Room 1-773
www.cnc.bc.ca/arc

The ARC welcomes Aboriginal students in a unique gathering place. There are spaces for quiet study, computer access, and activities. Students will have the support of the ARC manager, an access instructor, a cultural advisor and an academic advisor. Services include tutoring, advice on financial support, liaising with sponsoring agencies and CNC faculty, academic and career planning, and advice on support services at CNC and in Prince George. In addition, the ARC supports the activities of the CNC Dream Hunters Aboriginal Student Club. The ARC is a supportive community that provides the necessary services for an easier transition into college and continued academic success.

ACADEMIC ADVISING
Ph: 250-561-5818
Toll-free: 1-800-371-8111, ext. 5818
Fax: 250-561-5879
E-mail: advising@cnc.bc.ca
Student Central: Room 1-753
www.cnc.bc.ca/advising

Academic advisors provide comprehensive academic advising services to assist current and prospective students to maximize their chance of success at the College of New Caledonia.

Academic advisors are available to assist students with:
- Preparing to enter college;
- Establishing educational and career goals;
- Recommending support for self-identified academic barriers;
- Wellness Coach referrals for personal support;
- Obtaining information on career options, skill requirements and admission criteria;
- Planning educational programs;
- Adding or dropping courses;
- Transferring to or from another post-secondary institution;
- Determining mature student status eligibility;
- Academic probation.

Hours: Monday – Friday, 8:30 a.m. to 4 p.m. Later appointments may be available.

CNC’s Fort St. James, Lakes District, Quesnel, and Vanderhoof campuses also offer part-time Advising services. Contact the campuses directly for an appointment.

ACCESSIBILITY SERVICES
Ph: 250-561-5838
Toll-free: 1-800-371-8111, ext. 5838
Fax: 250-561-5879
E-mail: access@cnc.bc.ca
Student Central: Room 1-753
www.cnc.bc.ca/access

Service is available in all Regions. To ensure appropriate services can be coordinated and provided in a timely manner, students must self-identify and provide current documentation that meets Ministry of Advanced Education criteria. Students are encouraged to contact Accessibility Services at least one semester (4 to 6 months) before their program starts.

Services are individualized to meet specific disability-related needs. Every effort will be made to provide reasonable academic accommodations. Early contact is essential, as some accommodations require significant time to arrange. Supports and services may include, but are not limited to:
- Assistance with external funding applications for services and/or equipment;
- Liaising with instructors and service providers;
- Accommodation planning
- Assistance with the admissions/registration process;
- Entrance exam accommodations;
- Provision of support services such as volunteer Note-takers, exam accommodations;
- Coordinating access to alternate format textbooks, discussing learning strategies, or other support requirements related to specific disability needs.

Accessibility Services is available year round. Referrals from instructors and community agencies are welcomed, as are self-referrals.

APPLIED RESEARCH AND INNOVATION
Ph: 250-562-2131, ext. 5347
Toll-free: 1-800-371-8111, ext. 5347
E-mail: research@cnc.bc.ca
Room 2-390
www.cnc.bc.ca/research

Connecting researchers and community partners

Applied Research connects industry, business and community partners with the expertise of our faculty and staff and the skills of our students to help organizations solve business problems, build prototypes or take advantage of market opportunities.

CNC provides practical, hands-on learning in more than 50 programs. Our classes and research projects enhance the quality of college programs and provide students a learning opportunity which goes beyond the classroom.

Gain a competitive edge in the workplace

As a student it can be hard to find work experience to apply your program-related knowledge. Participating in an applied research project as part of your course work or as a paid Student Research Assistant, can give you a competitive advantage in the workplace. You’ll gain real world hands-on experience while working side-by-side with our faculty, research associates and industry partners.

If you’re interested in becoming involved on an applied research project, visit the Applied Research and Innovation located on the Prince George campus or email us at research@cnc.bc.ca

CAFETERIA
Ph: 250-561-5807
Toll-free: 1-800-371-8111, ext. 5807
Food for your mood. Visit the grill in our
newly-renovated servery for hamburgers and fries, or try out our Professional Cook students’ ever-changing hot lunch plates— it’s the best deal in town. They also make great muffins, cinnamon buns, and desserts.

**CALEDONIA EARLY CARE AND LEARNING CENTRE**

The Caledonia Early Care and Learning Centre is a non-profit society providing child care options at the College of New Caledonia in Prince George, BC.

Call 250-561-5834 or email daycare@cnc.bc.ca for more information.

**CHAPLAINCY**

Ph: 250-561-5306
Toll-free: 1-800-371-8111, ext. 5306
E-mail: chaplain@cnc.bc.ca

Chaplaincy Office:
Room 1-122 (near the cafeteria)
Multifaith Prayer Room:
Room 1-119 (near the cafeteria)
www.cnc.bc.ca/chaplaincy

CNC Interfaith Chaplaincy is a coalition of faith communities offering regular weekly services to students and staff that include:
- Information on local faith groups and places to worship;
- Pastoral care and counsel in times of need or crisis;
- Space for prayer and reflection;
- Help with issues of faith and lifestyle;
- Spiritual guidance and opportunities for spiritual development through prayer, discussion, lectures and worship;
- Opportunities for understanding between people of different faiths.

**Cinema CNC**

Ph: 250-562-2131, ext. 5308
Toll-free: 1-800-371-8111, ext. 5308
E-mail: maides@cnc.bc.ca

Movies at special student prices, shown right on campus. Watch for theme movie nights and film festivals as well.

**College of New Caledonia Students’ Union, Local 13 – Canadian Federation of Students**

Ph: 250-561-5852
Toll-free: 1-800-371-8111, ext. 5852
Fax: 250-561-5884
E-mail: info@cncsu.ca
Room 1-303
www.cncsu.ca

The College of New Caledonia Students’ Union is comprised of all students registered in credit courses at the College. Your membership in the Students’ Union begins at registration, upon payment of the membership fees and ceases at the end of your last term of registered study. At the campus level, the CNC Students’ Union advocates for the rights and interests of its members within the College and the local community, as well as offers a variety of social events and useful services such as the U-Pass (Prince George City transit/Aquatic Centre and Four Seasons Pool pass), extended health and dental benefits, club funding, locker rentals, photocopying and free faxing, travel/local discount cards, the CNCSU Confluence (CNC’s only student-run newspaper) and much more. As a member of the CNC Students’ Union, you are also a member of the Canadian Federation of Students, an alliance of over 80 college and university students’ unions representing more than 500,000 students from across Canada. Your Students’ Union can address student issues at the provincial and national levels, access research on post-secondary education issues, conduct lobbying work, and offer provincial and national services to CNC students, via the Federation. The activities, services, and political work of the CNC Students’ Union are coordinated by an Executive Committee comprised of elected representatives who are students just like you. General elections for the Executive Committee take place during the spring semester. All members of the Students’ Union are eligible, and encouraged, to run for office and vote in these elections. As well, the Students’ Union has planning and decision-making committees where you can get involved and have your voice heard.

The Students’ Union also holds at least one General Meeting each year, which everyone is welcome to attend. Getting active in your Students’ Union is one of the most rewarding ways CNC students can contribute positively to their experiences on and off campus. By getting involved, students can help create a fuller educational experience, and a better future, for themselves and others — there is strength in numbers. For further information about the work and services available through your CNC Students’ Union and how you can get involved, please contact us (see information above). For information on the Canadian Federation of Students, please visit www.cfs-fcee.ca or www.cfs.bc.ca.

**College Store**

Ph: 250-561-5808
Toll-free: 1-800-371-8111, ext. 5808
Fax: 250-561-5822

www.cnc.bc.ca/bookstore

At the College Store, you can buy textbooks, stationary, and supplies for all your courses. Three times a year, the store holds used-book buy-backs. The store stocks gifts, magazines, snacks, and College-crested sportswear, glassware, and mementos. They also offer special discount prices on computer software and supplies.

**Communication Services**

Ph: 250-561-5859
Toll-free: 1-800-371-8111, ext. 5859
Fax: 250-561-5876
Room 2-380
E-mail: communications@cnc.bc.ca

Our department has two main goals:
- To present CNC in its best light (public relations/media relations)
- To attract and retain students

What we do:
- Advertising
- Alumni/fundraising
- College events
- Internal communications
- Public relations/media relations
- Publications/Graphic design
- Web design

Communication Services is the place to

For the most current information on fees, courses and programs visit www.cnc.bc.ca
come to find out about upcoming college events such as Convocation, free movie nights, or information fairs. Tell us about your event and we'll help promote it.

You can also call our friendly recruiters if you have questions about CNC programs, or to arrange a tour of the Prince George campus.

**COUNSELLING**

Ph: 250-561-5818 or 250-562-2131 ext. 5377
Toll-free: 1-800-371-8111, ext. 5818, or 5377
Fax: 250-561-5879

Health and Wellness Centre
Room 1-460 (next to dental entrance)
www.cnc.bc.ca/counselling

The Counselling Department provides clinical counselling services to assist students to maximize their chance of success at the College of New Caledonia.

Counsellors are available when students require assistance with

- Barriers to personal and academic success;
- Personal problems or crises;
- Mental health issues;

**DELI**

Ph: 250-561-5807
Toll-free: 1-800-371-8111, ext. 5807

The Deli (in the Brink Building) provides hot and cold snacks and light meals.

**FINANCIAL AID & AWARDS**

Ph: 250-561-5838
TF: 1-800-371-8111 ext 5838
Fax: 250-561-5879
Email: finaid@cnc.bc.ca
Student Services: room 1-753
www.cnc.bc.ca/financialaid

Getting a post-secondary education is an investment in your future. You may need to find a number of sources of funding to help reach your educational goals. Become familiar with the resources available and eligibility criteria. We can help – book an appointment.

- Student Loans – provincial loans offered by StudentAid BC for both full and part time studies. A comprehensive loan repayment assistance program is available. Online applications at www.studentaidbc.ca
- Adult Upgrading Grants (AUG) – provincial government-funded program providing needs-based grants to students enrolled in Academic Upgrading, English Second Language (ESL) for domestic students, and developmental/special education programs (JET/TARGET). Funds help offset the costs associated with tuition, fees, books, unsubsidized childcare and possible transportation expenses for students most in need of financial assistance. Eligibility criteria must be satisfied. https://studentaidbc.ca/explore/grants-scholarships
- Youth in Care – Provincial Tuition Waiver program for former Youth in Care students. Eligibility criteria must be satisfied. See the Office of the Registrar or Financial Aid & Awards for a MCFD verification application.
- Youth Educational Assistance Fund (YEAF) – bursaries to help with books, supplies and other expenses. Eligibility criteria must be satisfied. https://studentaidbc.ca/explore/grants-scholarships/youth-educational-assistance-fund-former-youth-care
- Youth Futures Education Fund (YFE) – in collaboration with MCFD and CNC, to help former Youth In Care students who may need additional supports to meet financial emergencies. By appointment with the Financial Aid Advisor.
- Students with Disabilities – contact with our Accessibilities Services Department 250-561-5838 http://www.cnc.bc.ca/Exploring/Services/student_services/Accessibility_Services.htm.
- Hardship Assistance and Emergency Loan funding: for full-time students registered and attending in current post-secondary (Certificate/Diploma) or Trades programs, to help meet unforeseen, financial emergency situations. Eligibility criteria must be satisfied. By appointment with the Financial Aid Advisor.
- Other sources of funding and information:
  - Single Parent Employment Initiative - https://www2.gov.bc.ca/gov/content/family-social-supports/income-assistance/on-assistance/employment-planning/spei
  - Individual First Nations funding – contact the education coordinator of your band
  - External Funds – community, private sectors, province and national based awards. External funds/awards are not administered or awarded through CNC. A partial list is available http://www.cnc.bc.ca/financialaid
  - CNC Awards Program – through the generous contributions of our donors (individuals, memorial, corporate, community, faculty and alumni), CNC offers over $250,000 in student scholarships & bursaries each year. Students must be registered/attending in both the Fall & Spring semesters. Foundations Trades students must be registered/attending their current course, to be eligible to apply. The program does not include entrance-type awards. Student’s use their CNC Login at www.cncn.bc.ca/financial The self-directed online application system opens in early October.
FINANCIAL ASSISTANCE

Students are advised to become familiar with the funding resources and determine if they meet the eligibility requirements.

- Student Loans: The main source of educational funding is from StudentAidBC which is a broad program of educational financial assistance through student loans (full-time and part-time learners), grants and scholarships for post-secondary students to ensure that BC residents have an opportunity to reach their education objectives.

A comprehensive loan repayment program is available to all students.

Applications are accessed online and submitted electronically through www.studentaidbc.ca

- Adult Upgrading Grant: AUG is a provincial government–funded program that provides needs-based grants to students enrolled in Upgrading, ESL and Developmental programs (JET, TARGET). These grants are intended to offset the costs associated with tuition, fees, books, unsubsidized childcare and possible transportation for students most in need of financial assistance.

Applications are available online at studentaidbc.ca/explore/grants-scholarships/adult-upgrading-grant

- External Awards Funding: Students are encouraged to access awards offered outside of the College Awards program. A partial list is available at: www.cnc.bc.ca/financialaid

- CNC Awards Program – Scholarships and Bursaries: CNC offers over $250,000 in student awards each year. Students must be registered in the Fall and Spring semesters to be eligible to apply for most awards (these are not program entrance type awards). Trades students need to be registered in their current program. Applications will open early October and are available using the self-directed online process and the student’s CNC Connect account at www.cnc.bc.ca/financialaid

HEALTH AND SAFETY

The College is committed to providing a safe and healthy environment for employees and students. Therefore, all health and safety regulations are enforced, unsafe conditions are promptly corrected, and safety education is provided on a continual basis. The College’s Occupational Health and Safety Committee, comprising employee and management representatives, meets monthly. Students must comply with WorkSafeBC safety regulations as outlined elsewhere in this calendar, where applicable.

WORKSAFEBC COVERAGE

WorkSafeBC coverage extends to all students while participating in the practicum components of all programs offered by BC colleges and institutes, regardless of the source of funding for these programs. A practicum is defined as

- An integral component of a program which is required for program completion and certification
- Unpaid and supervised work experience which takes place at the host employer’s premises or place of business

This coverage does not apply to workplaces established specifically for the purpose of experiential training that is established within a program by an institution.

Practicums outside BC are not covered.

WorkSafeBC coverage covers student apprentices only while attending the classroom/lab/shop for the technical training component of an apprenticeship program. This coverage does not extend to non-apprentice students in any other programs.

HEALTH AND WELLNESS CENTRE

Ph: 250-562-2131, ext. 5377
Toll-free: 1-800-371-8111, ext. 5377
Fax: 250-561-5887
E-mail: health@cnc.bc.ca

Room 1-460 (next to dental entrance)
www.cnc.bc.ca/wellness

As part of the Northern Health Authority Services, the College has a family nurse practitioner and a physician who are available to provide CNC students with primary health care services during the week.

Nurse practitioners are registered nurses with advanced practice education that prepares them to diagnose/treat common health problems including prescribing medications, ordering tests and giving referrals to other health care providers, including physician specialists. Nurse practitioners can also order and interpret X-rays, lab work and other medical tests.

Hours

The centre is open 5 days a week. For a complete schedule of clinic hours, visit www.cnc.bc.ca/wellness

HOMESTAY PROGRAM (INTERNATIONAL STUDENTS)

Ph: 250-561-5857
Toll-free: 1-800-371-8111, ext. 5857
Fax: 250-561-5856
E-mail: intl_edu@cnc.bc.ca

Website: www.cnc.bc.ca/ined

Homestay gives you the opportunity to live with a Canadian family to improve your English and to learn about living in Canada. You’ll have a private bedroom and share the rest of the house with your family. Your English will improve quickly as you use English each day with your family.

The homestay program is the first choice for many students because it allows you to learn about Prince George and Canadian culture in a supported family environment.

You can apply to the homestay program at the same time you apply to the College. The non-refundable homestay application fee is $200. Students also pay a security deposit of $700 which is returned after leaving homestay (if all terms of the homestay agreement have been met). The fee paid by students to the family is $700 per month, which covers accommodation and meals.

INFORMATION TECHNOLOGY SERVICES

Ph: 250-561-5812
Toll-free: 1-800-371-8111, ext. 5812
E-mail: helpdesk@cnc.bc.ca
The College has many student computer labs containing microcomputers, laser printers and overhead projectors. All labs are fully networked. Most labs run Windows, however, there are also Macs available.

There are a variety of microcomputers and printers located in the public access areas in the library. These are accessible to all students during library hours. Users have access to a variety of software and to the Internet.

The College is connected to the Internet with a 100-megabyte fibre optic feed. As well, the entire Prince George campus, including the Brink building, has wireless access. The following regional campuses also have wireless access:

- CNC Burns Lake
- CNC Fort St. James
- CNC Mackenzie
- CNC Quesnel
- CNC Vanderhoof

INTERNATIONAL EDUCATION

DEPARTMENT

Ph: 250-561-5857
Toll-free: 1-800-371-8111, ext. 5857
Fax: 250-561-5856
E-mail: intl_edu@cnc.bc.ca

The staff at the International Education Department are pleased to welcome international students to the College of New Caledonia. Their goal is to help you adjust to life in Canada, and studies at the College of New Caledonia. A full range of services is available to you, including airport pickup, a comprehensive orientation to the College, academic advising, homestay placement, personal and career counselling, and assistance with visa and study permit extensions. Each semester, the International Education Department organizes activities to help you meet new friends, learn about life in Canada and have fun.

Program choices

International students may work with our academic advisor to plan a program path to meet their goals. As an international student, you must meet program admission requirements as outlined in the calendar for your specific program. After completing appropriate ESL coursework and/or program prerequisites at the College of New Caledonia, international students can begin earning diploma, certificate, or degree credits. The availability of seats varies with each program. International students must check with the International Education Department concerning availability in the program of their choice and to plan their academic paths.

If you’re planning a university degree, you can begin at the College of New Caledonia with a two-year associate degree, and transfer to any one of the many excellent universities in BC and across Canada for your final two years. Two years at CNC and two years at university equals your degree.

If your career dreams include business administration, accounting and finance, or advertising and public relations, then CNC’s business program may be for you. Check out the many choices offered to help you reach a rewarding career in the world of business.

CNC also offers excellent specialized programs that are attractive to many international students, such as

- Dental Hygiene Diploma
- Engineering (Applied Science) Certificate
- Fine Arts Certificate
- Human Resources Management Post-Diploma
- Post-Diploma in Information Technologies

The college’s International Education department also works with schools abroad to offer internship experiences and short-term language and cultural studies. Find out how your resumé can be globalized with a work-language partnership at CNC.

KODIAKS RESTAURANT

Ph: 250-562-2131, ext. 5623
Toll-free: 1-800-371-8111, ext. 5623

Here’s where Professional Cook students work to create a gourmet dining experience. The restaurant is open several times each academic year for lunch and dinner. For more information, visit www.cnc.bc.ca/kodiaks

LIBRARY

Ph: 250-561-5811
Toll-free: 1-800-371-8111, ext. 5811
Fax: 250-561-5845
E-mail: cnclibrary@cnc.bc.ca

The goal of the library is to help you succeed in your studies. In addition to the main library in Prince George, there are regional campus libraries in Burns Lake, Fort St. James, Mackenzie, Quesnel, and Vanderhoof.

Visit your nearest CNC library to access collections and online resources.

At the Prince George library you can also relax in the reading lounge, reserve a study room, or borrow one of 2,200 movies from the Cinema CNC collection. You can use e-mail, access online journals and the Internet, or choose a book from our collection of 180,000. All services are free.

MEDIA SERVICES

Ph: 250-561-5805
Toll-free: 1-800-371-8111, ext. 5805
Fax: 250-561-5872
E-mail: buksa@cnc.bc.ca

Media Services offers a wide range of services, including equipment loans, video, audio and digital duplication, format transfers, and help with layout and design projects. In the media lab, users can access digital art/photo collections, light tables, b&w and colour printers, an 11x17 scanner and a laminator for poster-size projects. Two bookable rooms are available for class video assignments and web-based meetings. There is also a new 3D printing service.

OFFICE OF THE REGISTRAR

Ph: 250-561-5800
Toll-free: 1-800-371-8111, ext. 5800
Fax: 250-561-5861
E-mail: admissions-info@cnc.bc.ca

The Office of the Registrar is responsible for maintaining the integrity of the student academic records and providing academic support services to prospective and current students. Some of the services we are responsible for include admissions,
registration, records, transcripts, timetables, exam scheduling, graduation audit, and enrolment verification. We strive to implement continuous improvements to these services and assist you with excellence from initial application through to graduation. You can access our services online, in person, by phone or by fax.

**RECREATION**
Ph: 250-561-5803  
Toll-free: 1-800-371-8111, ext. 5803  
Room 2-380 (Communication Services)  
E-mail: gym@cnc.bc.ca

To enjoy CNC’s gymnasium, squash court, weight room, and other recreational facilities, please call us.

**SECURITY**
250-561-5827

There are several ways to contact CNC Security and First Aid:
- Phone: 250-561-5827 or ext. 200  
- Use any of the emergency phones located throughout the campus or in the parking lots

CNC Security is available 24 hours a day, 7 days a week, including statutory holidays. The Security office is located on the main floor in Room 1-302.

CNC Security is also available via e-mail during regular business hours, (Monday to Friday, 8 am to 4pm) through fixit@cnc.bc.ca for non-emergency issues.

**SAFEWALK**

Security will walk you safely to your vehicle, a bus stop, Student Residence, or other on-campus locations. SafeWalk is available 24 hours a day, 7 days a week. If the guard has been called away on an emergency, you may need to wait till he/she is available.

To access SafeWalk, contact Security through one of the methods as described above.

**FIRST AID**

CNC maintains qualified first aid attendants on staff. For first aid emergencies: pick up any red emergency phone and call local 200 from any internal college phone or call 250-561-5827. All first aid incidents must be reported to CNC Security/First Aid within 24 hours of occurrence.

For non-emergencies, call 250-561-5821 or email fixit@cnc.bc.ca

**STUDENT RESIDENCE**
Ph: 250-561-5849  
Toll-free: 1-800-371-8111, ext. 5849  
Fax: 250-561-5882  
E-mail: residence@cnc.bc.ca

Stay in our comfortable student residence — it's right on campus. Apply early to have the best chance for acceptance. The residence has 92 private rooms, each with a fridge, microwave, closet, desk, and bed. Most share a bathroom with one other room. There are also four units accessible to students with disabilities.

In the spacious shared common areas there are two comfortable lounges, a main floor kitchen area (including a stove, fridge and sink), laundry facilities on both floors, and park-like grounds with a patio, picnic tables, and barbecue. During the school year, six student advisors live in the residence and assist with programs. The rates can be found online and cover the room, high-speed Internet, cable television, heat, light, and all other utilities except telephone and parking. Parking rates are approximately $47.25 per month, payable at Impark. Parking spaces are available on the residence property site.

You can apply in person, by mail, or online at www.cnc.bc.ca/residence

**TUTORING AND TESTING SERVICES**
Ph: 250-561-5837  
Toll-free: 1-800-371-8111, ext. 5837  
Fax: 250-561-5883  
E-mail: tts@cnc.bc.ca

Student Services: Room 1-725  
www.cnc.bc.ca/tts

Student Services offers tutoring and helpful support on study techniques, test-taking strategies, time management, and more. You can connect with an English/math instructor or take a short course in basic English or math. Computers and a quiet study area are also available. Most of these services are free to CNC students.

**Test centre services**

1. Student Readiness Assessment (SRA) in English and/or Math: After you write your SRA, you will be contacted regarding the next steps you can take to be successful in your course of studies at CNC. Many students take advantage of the resources available. Please note that the SRA may only be taken once every 6 months.

2. SRA at another test centre: Students may make arrangements through Student Services to write their SRA at an authorized test centre. Visit the Student Services website for complete details and requirements to arrange to write this assessment at other locations.

3. Other testing services: If you need an exam invigilated, we can help with that during non-peak times at CNC. Student Services offers both paper-based and secure, web-based testing services in a professional environment. Visit the Student Services website for details. The fee for this service is $50 (plus taxes), payable at the Admissions or Financial Services offices.
ADMISSION INFORMATION
This section outlines policy and procedure information related to Admission at CNC.

Basis of Admission
Eligibility of admission is based on satisfying citizenship, age, and academic requirements. Specific program admission requirements take precedence over general admission requirements and should be checked at the time of application.

- Applicants must provide all required documentation proving that they meet the entry requirements.
- Offers of admission may be rescinded if any aspect of the application or submitted documentation is deemed to have been falsified.
- Applicants may only be admitted to one program at any one time.
- CNC reserves the right to limit admission to those applicants who, in the opinion of the College, possess the requisite capabilities for success.

General Admission
The following qualifications are generally accepted where Grade 12 or equivalent is listed as a requirement for admission:

- BC Adult Graduation Diploma;
- Secondary School Graduation Diploma; or
- Senior Alternate Education (SAE) with English 12. Applicant must be 18 years of age or older.

Special Admission
Applicants who do not meet the general admission requirements may meet the requirement for admission through one of the following avenues:

- Students without Grade 12
- Mature Students
- Underage Students
- Home Educated Students

Former Students
Students returning without interruption to their program of study need not complete an application form. They will automatically be given Permission to Register. Students returning after an interruption of one or more semesters must complete and submit an application along with an application fee.

Citizen and Immigrant Requirements
The College of New Caledonia accepts applications for admission from prospective students only if they

- Are citizens of Canada,
- Hold status granted by Citizenship and Immigration Canada as Permanent Residents (landed immigrants), proof of which must be submitted, or
- Meet the International Applicant definition.

International Students
Applicants who are neither Canadian citizens nor Permanent Residents apply as International Students.

Applicants must possess a valid study permit for programs exceeding 6 months.

Admission requirements for English as a Second Language (ESL) program:

- Must complete a placement test to determine levels of comprehension and writing.

Admission requirements for non-ESL programs:

- Must have completed high school or equivalent of Grade 12 in British Columbia
- Must meet all program admission requirements
- Must have a minimum TOEFL score of 550 (PBT), 213 (CBT) 80 (IBT), a 6.0 IELTS score, or have successfully completed Level 4, English for Academic Purposes, at CNC or equivalent language.

Please go to www.cnc.bc.ca for more information on requirements.

If an International student’s status changes on or after the first day of classes in any given semester, the resulting change in requirements and tuition fees will occur the following semester. Students must show proof of the status change.

Admission Processes
There are three different admission processes at CNC. Please refer to the specific program of interest to learn if it has an open, limited or selective admission process.

Open Admission
Any program of study that does not have a selective admission process or fixed capacity and is on a “first qualified, first admitted” basis.

Limited Admission
Any program with a limited number of seats per intake and is on a “first qualified, first admitted” basis.

Selective Admission
Any program for which seats are filled based on approved selection criteria. Such criteria may include, but are not limited to, assessment, portfolio submissions, interviews and grade point average. Meeting the minimum requirements for admission does not guarantee acceptance to the program.

Application Dates and Deadlines
Applications generally open September 15 in the prior year to September start and on March 1st in the prior year to February start. Deadlines for admission and documentation requirements vary by program.

Priority deadline for applications to limited and selective programs is generally March 31st for September start and October 31st for February start. Applications received after these dates may be accepted as space permits.

Please refer to the Applications Dates and Deadlines document at www.cnc.bc.ca for specific information regarding your program of choice.

Documentation Requirements
Applicants are required to submit the following documents to support their application:

- Official transcripts for ALL secondary and/or post-secondary education or training must be submitted. These transcripts must come directly from the validating institution either electronically, via mail, or provided in an unopened envelope from the validating institution.
• Current Grade 12 students must submit an official verification report of secondary school subjects and subsequently complete their application by forwarding an official final transcript as soon as they become available. Alternatively, BC students may request that their official final transcript be provided electronically by the BC Ministry of Education to the College. Secondary school counsellors can provide information on this process.

• Other supporting documents for specific programs: Some programs have specific document requirements. Students are encouraged to check specific program document requirements at the time of application.

Applications will not be considered complete until all official transcripts and required documents are received. The documentation deadline for most programs is April 30th for September start and October 31st for February start. Please refer to the Applications Dates and Deadlines document at www.cnc.bc.ca for specific information regarding your program of choice.

Criminal Record Searches
Given the scope of the Criminal Records Review Act, CNC requires criminal record searches for applications to program areas that involve working with children or other vulnerable persons. Upon acceptance to certain programs, the College of New Caledonia will require prospective students to undergo a criminal record search. If the search reveals that there are convictions related to the intended future employment of the person, the person may not be eligible to enter or continue in the program. This requirement is being considered in light of the Criminal Records Review Act and specific requirements of the Act will be enforced. Check program requirements for criminal record search and criminal record review requirements.

Application Procedures
Domestic Students
Apply online at www.applybc.ca or obtain an Application Form from one of the following sources

• Your local CNC campus (see contact information for all campuses at the front of this document).

• The College’s website at www.cnc.bc.ca

Applicants will be notified by mail of their admission to the College. Detailed registration information, including the date and time for registration, will be specified in the Permission to Register notice. This information will be sent by mail or email.

International Students
Please go to www.cnc.bc.ca for more information on applying as an International student.

Change of Program
As entry qualifications vary between programs, a student who wishes to change his or her program of study must submit a new application along with an application fee to the Office of the Registrar. This will ensure that the student is adequately qualified, is classified properly, and receives appropriate registration information and other materials. Please advise the Office of the Registrar of any change of name, address, email, or telephone number. Unless requested otherwise, all correspondence will be sent to the applicant’s permanent home address and/or email.

REGISTRATION INFORMATION
This section outlines policy and procedure information related to registration at CNC.

Registration Procedures
Permission to Register
Applicants who have been accepted for admission to the College are encouraged to register on the date and at the time specified in the Permission to Register notice.

Course Selection
Students are advised to select their courses in consultation with an Academic Advisor prior to the registration period.

Registration
Students can register at any of the CNC Campuses or online through CNC Connect.

Fees
Students must pay the applicable tuition/
60% or more of the full or standard course load for their program of studies.

Students who wish to apply for a student loan should consult the Financial Aid and Awards Office for more information about the minimum course load required to qualify.

Audit Status
Students are permitted to audit courses. For more information on auditing courses, and a list of provisions, see the Audit Status Policy #E-1.08 on the CNC Policy web page.

Attendance
Students attending the College with the assistance of a sponsoring agency or group should be aware that many of these agencies and groups have attendance requirements which go beyond those enforced by the College. It is the students’ responsibility to be fully aware of any such policies that may apply to them. The College of New Caledonia bears no responsibility for any sanctions or penalties that may be imposed by sponsoring agencies or groups that may result due to a lack of attendance. College of New Caledonia attendance policies, where applicable, are listed under specific course descriptions.

RECORDS INFORMATION
This section outlines policy and procedure information related to student records at CNC.

Grading System
Alphabetic symbols are used to report academic achievement. Each grade is assigned a numerical grade point used in determining the grade point average. Grade points are calculated by multiplying the credit hours of the course by the numerical equivalent of the letter grade. Grade point averages are calculated by dividing the total number of grade points by the total number of credit hours, and are reported on each statement of grades. The cumulative grade point average is also reported on the transcript.

<table>
<thead>
<tr>
<th>Letter grade</th>
<th>Grading system</th>
<th>Calculating a grade point average (GPA)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+</td>
<td>Excellent performance</td>
<td>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:</td>
</tr>
<tr>
<td>A</td>
<td>4.00</td>
<td>Credit hours</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
<td>Course #1</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
<td>Course #2</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>Course #3</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
<td>Course #4</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
<td>Course #5</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>Total</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
<td>GPA: 31 ÷ 15 = 2.07</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td></td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td></td>
</tr>
</tbody>
</table>

Letter grade conversion

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

<table>
<thead>
<tr>
<th>Grade points</th>
<th>Percent conversion</th>
<th>Dental programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.00</td>
<td>88–100%</td>
</tr>
<tr>
<td>B+</td>
<td>3.50</td>
<td>81–87%</td>
</tr>
<tr>
<td>B</td>
<td>3.00</td>
<td>74–80%</td>
</tr>
<tr>
<td>C+</td>
<td>2.50</td>
<td>67–73%</td>
</tr>
<tr>
<td>C</td>
<td>2.00</td>
<td>60–66%</td>
</tr>
<tr>
<td>D</td>
<td>1.00</td>
<td>50–59%</td>
</tr>
<tr>
<td>F</td>
<td>0.00</td>
<td>0–49%</td>
</tr>
</tbody>
</table>

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:
GRADING SCALES

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

Applied Business Technology, Dental Assisting:
A+ 95–100% C+ 75–79.9%
A 90–94.9% C 70–74.9%
B+ 85–89.9% F 0–69.9%
B 80–84.9%

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

Dental Hygiene:
A+ 90–100% B 72–75.9%
A 85–89.9% B- 68–71.9%
A- 80–84.9% F 0–67.9%
B+ 76–79.9%

Medical Radiography Technology Diploma:
A+ 90–100% B 72–75.9%
A 85–89.9% B- 68–71.9%
A- 80–84.9% C+ 64–67.9%
B+ 76–79.9% C 60–63.9%

For more information on the grading system, see the Grading and Evaluation of Student Performance Policy #E-1.22 on the CNC Policy web page.

Repeating a Course
Courses may be repeated for the purpose of raising grades. If a student has received three failures in a course, he/she must apply to the appropriate Dean for special permission to take the course again. Individual programs may have different limitations.

Students who intend to transfer to another educational institution should be aware that other institutions may recalculate grade point average (GPA) in accordance with their own policies on admission.

Change of Enrolment
It is recognized that there are circumstances where a student may find it necessary or desirable to add courses, change courses or course sections, request a change of status (credit to audit or audit to credit) or withdraw from a course(s) and/or a complete withdrawal from the College of New Caledonia, and they may do so in accordance with established College policies and procedures. Students are responsible for ensuring they are aware of all rules, regulations and deadlines, and ensuring they have the means to complete the change of enrolment procedure. Students receiving student loans are advised to consult with a Financial Aid Advisor prior to withdrawing. Student loans may be affected by withdrawals when students fail to maintain enrolment in at least 60% of a full course load.

For more information, please see the Change of Enrolment Status Policy #E-1.14 and Student Refund Policy #E-1.15 on the CNC Policy web page.

Medical and Personal Withdrawals
The College recognizes that there can be medical reasons and/or extenuating personal circumstances that may result in a student requesting a withdrawal from course(s) and/or a program. Withdrawal and refund requests after deadline dates will normally only be considered prior to the beginning of the next term. It is highly recommended that a student meet with an Academic Advisor or the appropriate Educational Administrator to discuss any ramifications of a course or program withdrawal prior to doing so.

For more information on withdrawing from courses or programs, see the Student Refund Policy #E-1.15 on the CNC Policy web page.

Academic Probation and Requirement to Withdraw for Academic Reasons
The College of New Caledonia strives to create an environment that promotes and supports academic excellence and personal success for students as they progress toward their educational and career goals. The Academic Probation and Requirement to Withdraw for Academic Reasons Policy describes CNC’s standards of academic performance expected of all students, lists the potential avenues to help improve academic standing, and defines the consequences for failure to achieve minimum standards of academic performance.

For more information, see the Academic Probation and Requirement to Withdraw for Academic Reasons Policy #E-1.03 on the CNC Policy web page.

Transcripts
Official
An official transcript of a student’s academic record will, on written request of the student, be mailed directly to the institution indicated in the request or given to the student in a sealed envelope bearing the inscription “Official transcript enclosed. Invalid if seal broken on envelope.”

Release
Official transcripts will not be released if financial or other obligations to the College are outstanding.

In accordance with the Freedom of Information and Protection of Privacy legislation in the province of BC, the College of New Caledonia will not accept transcript requests without the student’s signature. Parents or partners wanting to order or pick up transcripts for a student must have that student’s signed authorization specifically requesting the release and including the name of the person who will be acting for them.

Ordering
There is a fee for each copy ordered and this fee is payable in advance. Transcripts may be ordered in one of four ways:

- Online: Through CNC Connect with your student account.
- In person: Requests may be made at any of the CNC campuses.
- By mail: Written requests should be mailed to:
• College of New Caledonia
Admissions and Registration Office
3330 – 22nd Avenue
Prince George, BC
V2N 1P8
• By Fax: Requests for fax should be sent to 250-561-5861.

Graduation Honours
Any student in a program where GPAs are calculated who has a cumulative GPA of 3.50 or higher at the time of graduation will be considered to have graduated with honours.

Any student in a program who has completed courses at other post-secondary institutions may request that these credits be transferred to the College of New Caledonia. In order to verify the transferability of credits taken at CNC, students planning to transfer to another institution should consult the calendar of that institution as well as the British Columbia Transfer Guide online at www.bctransferguide.ca.

Transfer of Credits to CNC
A student who has completed courses at CNC may request that these credits be transferred to other post-secondary institutions. In order to verify the transferability of credits taken at CNC, students planning to transfer to another institution should consult the calendar of that institution as well as the British Columbia Transfer Guide online at www.bctransferguide.ca.

CNC Academic Advisors will assist students in selecting transferable courses; however, the final responsibility for course selection rests with the student, as transfer agreements are continually being negotiated and changed. Any student planning to transfer to a university or other post-secondary institution should be aware that transfer credits granted by the College of New Caledonia are not binding on another post-secondary institution.

Prior Learning Assessment
Many adults have college-level knowledge or skills gained through their work and/or life training. Prior Learning Assessment (PLA) allows students to demonstrate this knowledge. The College of New Caledonia may grant credit for a course(s) towards a certificate or diploma for this learning if it fulfills the program requirements.

Protection of Privacy and Access to Information
The College of New Caledonia treats all student records with confidentiality. Only those administrators, faculty, and staff who have a need to view them as part of their normal duties will be permitted access to student records. All employees are expected to respect the confidentiality of the student information with which they work.

All required admission and registration documentation is collected for the purpose of meeting the data requirements for admission, registration, research, alumni and development, statistical analysis, locker and U-Pass administration, and the student health plan. It is collected under the authority of the College and Institute Act and your privacy is protected under the Freedom of Information and Privacy Act limiting how your information may be used or disclosed. If you have any questions about the collection and use of your information contact the Freedom of Information Coordinator, College of New Caledonia.

All hard copied materials/information provided by you in support of your application to CNC becomes the property of the College and will not be returned and may be destroyed within six months of receipt.

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

- A written request and presentation of photo identification from a student for information from his/her record.
A written request from a student to release information contained in their file, with the exception of documents submitted in support of their application or for transfer credit evaluation.

A Ministry of Advanced Education request for information for the purpose of statistical analysis or research provided that confidentiality is assured;

Requests from government departments where the College is required by law to provide the requested information, and;

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

Personal Education Number

Student personal information contained on the application form will be used to verify your Personal Education Number (PEN) or assign one to you. The main uses of the PEN will be for measuring participation in post-secondary education and for student registration purposes. As well, the PEN will be used for program research and evaluation, but any personal information disclosed for these purposes will be in non-identifiable form. These uses have been reviewed and approved by the information and privacy commissioner. Students are required to supply this information to complete their registration in courses or programs at CNC. If you have any questions about the use of the PEN, please contact the Freedom of Information (FOI) coordinator at CNC.

**APPEALS, COMPLAINTS AND DISCIPLINE**

This section outlines policy and procedure information related to appeals, complaints and discipline at CNC.

Grade and Clinical Appeal Policy

The purpose of this policy is to provide a process for students who have reason to believe they have grounds to appeal their final grade or their removal from a clinical placement. The appeal must be of sufficient substance to warrant a review of a final grade or their removal from a clinical placement. The grounds for appeal are limited to

a. the course objectives have not been adhered to by the instructor(s) and/or;

b. the evaluation criteria have not been applied by instructor(s) according to the Grading Policy and/or clinical placement protocols; and/or

c. the evaluation criteria have not been applied by the course instructor(s) in a reasonable, fair and just manner.

The grade and clinical appeal process begins with a student-initiated discussion that must be initiated within ten (10) working days of either the last day of the official exam period for courses with scheduled final exams, or the last official day of a cohort program. For more information, including the procedures, guidelines, and additional timelines, see the Grade and Clinical Appeal Policy #E1.20 on the CNC Policy web page.

Rewriting Final Examinations

If the grade of a final examination results in a failing grade for the course, a student may apply to rewrite his or her final examination if

- He/she has written the final examination in the course; and

- The final examination is worth 40% or more of the final course grade; and

- He/she has received a passing average in all other work in the course.

Only one rewrite of a final examination is permitted in any one course, to a maximum of three rewrites per academic year. The rewrite examination will be structured as per the final examination outlined in the course description. The maximum final grade for the course, after successful completion of the rewrite examination, will be the minimum passing grade allowed to proceed to the next level course.

Standards of Conduct: Student Responsibility and Accountability

The College of New Caledonia, as a comprehensive community college, provides access to lifelong learning, and facilitates the achievement of personal and educational goals. In order to promote student success, the College of New Caledonia has established standards of conduct which contribute to a successful learning environment.

All College students, operational staff, faculty and administrators are expected to interact with colleagues, other students and operational staff in a mature, honest, and respectful manner. Academic integrity and honesty, as well as personal accountability and responsibility, are expected and valued. Students, operational staff, faculty and administrators are encouraged to seek mutual resolution to problems that arise within the context of their College experience. Disregard for personal responsibility, accountability and academic honesty are viewed as jeopardizing the effectiveness of the learning environment and the mission of the College and may be considered academic misconduct and/or personal misconduct.

Academic misconduct includes, but is not limited to, cheating and plagiarism. Sanctions for academic misconduct range from a failing grade on an assignment/ test/ project, etc. to expulsion from the College.

Personal Misconduct includes, but is not limited to

- Damage to property;

- Assault on individuals and threatening or dangerous behaviour;

- Misrepresentation;

- Disruptive behaviour;

- Verbal or non-verbal harassment.

Offences covered by the Criminal Code of Canada shall also be dealt with through the courts of law. Sanctions for personal misconduct range from miscellaneous consequences to expulsion from the College. Although each situation is considered on an individual basis, repeated violations of the policies and guidelines of the College are taken into consideration when consequences for personal misconduct are determined. As well, because the College represents a community of people, the welfare of the community will be balanced against the rights of the individual when sanctions are imposed. The sanction assigned will also depend on:

- whether the personal misconduct was accidental or deliberate,

- the seriousness of the offence, and

- whether a student has committed a
previous offence.

**Student Complaint and Resolution Policy**

Consistent with the College of New Caledonia’s aim to provide high quality services to every student, the College welcomes students’ feedback about their College experience and provides a complaints resolution process designed to address effectively and fairly every complaint formally brought forward by a student about any aspect of that experience. Resolution of student complaints begins with the students informally attempting resolution of their complaint within ten (10) working days of the incident which led to the complaint.

For more information including the procedures, guidelines, and additional timelines, see the Student Complaint Resolution Policy #E1.27 on the CNC Policy web page.

**FEE INFORMATION**

For the most recent tuition and fee information, please see the Fee Schedule posted in the Office of the Registrar section of www.cnc.bc.ca. Please note that fees may change without notice.

**Application Fees**
- $40 Canadian Citizens and Permanent Residents
- $125 International students

**CNC Students' Union Fees**
The following Students' Union fees are charged to students (may not apply to all campuses)
- Students' Union: $10.99 per month
- Canadian Federation of Students Fees: $2.24 per month
- Students' Union Building Fund Fee: $6.60 per semester or term
- Child Care Fee: $2.50 per semester or term
- Newspaper Fee: $3.67 per semester or term
- Recreation Fee: $2.50 per semester or term
- Medical/Dental Fee: $260 per year (charged in Fall semester or term only. Students must be considered full time in Fall, either by being enrolled in 3 courses or more, or by full-time program status.)
- U-Pass: $14.38 per month

**Service Fees and Other Charges**
Prices include PST and GST, where applicable.
- Registration fee: $16.22 per term
- Technology fee: $5.84 per course
- Technology Fee Foundation-Level Trades: $58.40 per intake
- Transcripts: $16.80 per copy (GST and PST included)
- Courier fee: $9.50
- Faxing documents: $10
- External typing tests: $52.50
- Rush service—official transcripts: $25
- Student Readiness Assessment $15.30
- Academic Upgrading placement test: $5
- ID Replacement: $15
- Enhancement fee: $41.61
- Development fee:
  - 1 to 2 courses: $10.40
  - 3 or more courses: $20.80
- Transferring in courses from international institutions: $157.50 (per transcript) (GST and PST included)
- Transferring in courses from Canadian institutions: $31.50 (per transcript) (GST and PST included)
- Prior Learning Equivalent to Assessment (PLA) fee: course tuition
- Invigilation of external exams: $52.50
- Exam re-write fee: $52.50 per rewrite
- Enrolment verification letter: $10 per copy

**International Student Fees**
(Canadian funds)
- English Language Training: $4,700 per semester
- Academic Upgrading: $1560 per course
- University-level classes and other career programs: $1195 per course
- Labs: $160 each
- Trades: please contact the International Education department

**Fees for Senior Citizens**
CNC will waive tuition fees for senior citizens (65 years of age and over). This exemption does not apply to application fees, registration fees, tech fees, Students’ Union fees, textbooks or embedded costs. For more information, see Tuition Waiver for Seniors Policy #E-1.38. Refunds will not be issued to those who have prepaid tuition to ensure a seat.

**Fees for Sponsored Students**
A number of agencies, such as Human Resources and Social Development Canada (HRSDC) and WorkBC, sponsor students by purchasing spaces in some programs or by paying tuition fees. Students who have been admitted as sponsored students may be required to pay Students’ Union and other fees not covered by the sponsorship and must present written confirmation of sponsorship prior to registration.

For more information on refunds, see Student Refund Policy E-1.15. Please consult the Office of the Registrar section of www.cnc.bc.ca for dates and deadlines.

**DEFINITIONS**

**Academic Standard:** Defined as the demonstrated mastery of course/program material deemed sufficient to meet a predetermined level for the purpose of assigning credit, establishing prerequisites for subsequent course/programs, gaining admission to university, and/or successfully completing professional programs.

**Applying:** Is Step 1 in the admissions process. It’s when the College decides if you can take the program you’ve chosen. Depending on the program, we might look at whether there’s room in the program, the date you applied, courses you’ve taken in the past and grades achieved, and your work experience.

**Clinical:** Refers to the clinical placement components of Health Science programs as well as components of other College programs that involve a ‘work placement’ or ‘practicum’ as part of course work.

**Educational Administrator:** Refers to Deans, Regional Principals, Associate Deans, Directors or their designate.
**Educational Plan:** A plan jointly developed between an Academic Advisor and the student, that addresses any issues or barriers to academic success the student might be experiencing. On Regional campuses without Advisors, an educational plan may be developed by the Regional Principal or their designate along with the student.

**Important Dates and Deadlines:** Advertised dates throughout a term which for the purpose of this policy indicate final dates for changing your enrolment status. The dates indicated are dates for courses of 15 weeks in length, for courses and programs which are less or greater than 14 weeks please consult the Office of the Registrar or Academic Advising at your campus for the appropriate date.

**International Applicant:** An applicant who is not a domestic applicant and meets the guidelines established by Citizenship and Immigration Canada for international students studying in Canada.

**Registering:** Is when you sign up for specific classes.

**Tuition and Student Fees:** Those fees controlled and managed by the College, including tuition, technology, application, enhancement, development and registration fees. The Students’ Union levies other fees for student, and any refunds must be requested through the Student Union.

**Withdrawal:** The means by which a student officially discontinues their registration in a course(s) or program at the College.

**Withdrawal Deadline Date:** Published deadline date within each term in which an official withdrawal can be granted without academic penalty. Student will receive a ‘WD’ grade. For courses and programs which are less or greater than 15 weeks please consult the Office of the Registrar or Academic Advising at your campus for the appropriate date.
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Important dates

Your program's dates may be different! Please check individual programs in this calendar. These dates apply to CNC Prince George. Some dates may be different at other CNC campuses.

Fall 2018 semester

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<th>Date</th>
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<tr>
<td>BC Day, all campuses closed</td>
<td>August 6</td>
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<tr>
<td>Labour Day, all campuses closed</td>
<td>September 3</td>
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<tr>
<td>Orientation / Evening classes begin</td>
<td>September 4</td>
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<tr>
<td>Daytime classes begin, university credit and business</td>
<td>September 5</td>
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<tr>
<td>Thanksgiving, all campuses closed</td>
<td>October 8</td>
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<tr>
<td>Remembrance Day, all campuses closed</td>
<td>November 12</td>
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<tr>
<td>Boxing Day observed, all campuses closed</td>
<td>December 26</td>
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Spring 2019 semester

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<tr>
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<tr>
<td>Family Day, all campuses closed</td>
<td>February 18</td>
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<td>Study break: See your specific program for dates</td>
<td>Varies by program</td>
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<tr>
<td>Good Friday, all campuses closed</td>
<td>April 19</td>
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<tr>
<td>Easter Monday, all campuses closed</td>
<td>April 22</td>
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<td>May 20</td>
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Fall 2019 semester

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<tr>
<td>Orientation / Evening classes begin</td>
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<tr>
<td>Daytime classes begin, university credit and business</td>
<td>September 6</td>
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<tr>
<td>Thanksgiving, all campuses closed</td>
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<tr>
<td>Canada Day observed, all campuses closed</td>
<td>July 1</td>
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</tbody>
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College of New Caledonia
British Columbia Canada

Prince George   Burns Lake   Fort St. James   Mackenzie   Quesnel   Vanderhoof

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