

COLLEGE OF NEW CALEDONIA

Prince George, B.C.

# COLLEGE CALENDAR

## July 1985 - June 1986

<b>July 1</b>	Canada Day - College Closed	<b>Jan. 6</b>	Classes Commence Early Childhood Education, Long Term Care Aide, Nursing - Diploma and Access, All Technologies, Drafting
<b>July 15 to August 16</b>	Pre-registration All Diploma and Certificate Programs	<b>Jan. 6, 7 and Jan. 8</b>	Registration - Academic and Career Programs
<b>August 5</b>	B.C. Day - College Closed	<b>Jan. 9</b>	Classes Commence University Credit and Business Administration
<b>August 6</b>	Classes Commence Nursing Second Year Interession II	<b>Jan. 23</b>	Last day to ADD courses without appropriate Director's permission
<b>August 26</b>	Classes Commence 2nd Year Nursing and 1st & 2nd Year Forest Resource Technology	<b>Mar. 3 to Mar. 7</b>	Nursing Recess - Second and Fourth Semester
<b>August 26 to Aug. 30</b>	Registration for all remaining programs	<b>March 19</b>	Last Day of Exams Construction Technology, Semester II and V
<b>Sept. 2</b>	Labour Day - College Closed	<b>March 28</b>	Good Friday - College Closed
<b>Sept. 3</b>	Classes Commence Dental Assisting, Early Childhood Education - Long Term Care Aide Nursing First Year First Semester	<b>March 31</b>	Easter Monday - College Closed
<b>Sept. 3 to Sept. 6</b>	Add/Drop Period	<b>April 1</b>	First Day of Classes Long Term Care Program
<b>Sept. 9</b>	Classes Commence	<b>April 18</b>	Last Day of Classes and Exams Long Term Care Program
<b>Sept. 23</b>	Classes Commence 2nd Year Construction Technology	<b>April 19</b>	Forestry Field School Commences
<b>Sept. 27</b>	Last day to ADD without appropriate Director's permission	<b>April 23</b>	Last Day of Classes and Exams Forest Resource and Electrical/Electronics Technology Programs.
<b>Oct. 14</b>	Thanksgiving Day - College Closed	<b>Apr. 30</b>	<b>Last Day of Classes and Examinations</b>
<b>Oct. 21 to 25</b>	Recess - Nursing First and Third Semester	<b>May 5 - 9</b>	Recess - Nursing Students
<b>Nov. 11</b>	Remembrance Day - College Closed	<b>May 12</b>	Classes Commence - Nursing Interession I and II
<b>Dec. 2 to 13</b>	Pre Registration - All Diploma and Certificate Programs	<b>May 19</b>	Victoria Day - College Closed
<b>Dec. 20</b>	Last Day of Classes and Exams All Students	<b>June 6</b>	Last Day of Classes and Examinations Early Childhood Education and Nursing Semester II
<b>Dec. 23 to Jan. 3</b>	Recess - Nursing and Early Childhood Programs	<b>June 11</b>	Last Day of Classes and Examination Construction Technology Semesters III and VI
<b>Dec. 25</b>	Christmas Day - Boxing Day	<b>June 27</b>	Last Day of Classes and Examinations Nursing Access, Interession I
<b>Dec. 26</b>	College Closed		
<b>Jan. 1</b>	New Year's Day - College Closed		

As this Calendar is published well in advance of the session commencement, the College reserves the right to make any changes deemed necessary including the cancellation or adjustment of programs and courses, and changes in fee structure and other regulations or services. The College expressly denies responsibility or liability to any person or persons who may suffer loss or may be other wise adversely affected by any change.

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# HOW TO USE THIS CALENDAR

## HOW TO USE THIS CALENDAR

1. Read the GENERAL INFORMATION, SERVICES AVAILABLE, and FINANCIAL ASSISTANCE sections.
2. Decide which type of program you are interested in and turn to that section of the Calendar to find out detailed information on Programs, Admissions, Fees, Courses, etc.  
Steps:
  - (a) Decide which program you want
  - (b) Note admission requirements, fees, and expenses.
  - (c) Follow the admission and registration procedure for the program
  - (d) Where applicable, review the various courses offered and the CNC TRANSFER GUIDE
  - (e) Read any additional information on transcripts and grades.
3. Become familiar with the CALENDAR OF EVENTS and the CAMPUS MAP.

## PROGRAMS

### ADULT BASIC EDUCATION PROGRAMS

The College programs are designed for people who want to acquire basic literacy skills, to complete a secondary school education, or to learn how to compete more successfully in the labour market. Successful completion of such programs will prepare students for admission to vocational training or post-secondary studies and/or for actively seeking employment.

- (1) ABE Upgrading
- (2) Basic Training for Skill Development (BTSD)
- (3) English Language Training
- (4) Volunteer Adult Literacy Tutoring (VALT)
- (5) Vocational Preparation

For further information see page 11

### ACADEMIC PROGRAMS

#### (University, Business, Technical)

These programs provide university transfer course or training in business or technical skills.

Agricultural Sciences U.B.C.  
Applied Science (Engineering) U.B.C.  
Associate of Arts  
Business Administration  
Business Management  
Commerce  
Construction Engineering Technology  
Criminology  
Electrical-Electronics Technology  
Forest Resource Technology  
Nursing  
Physical Education  
University Transfer

For further information see page 16

## VOCATIONAL PROGRAMS

These programs provide training in the vocational and skilled trades including pre-apprenticeship and apprenticeship training.

Apprenticeship Training  
Automotive Mechanical Repair - Apprenticeship  
Business Office Training  
Carpentry - Apprenticeship  
Cook Training  
Dental Assisting  
Early Childhood Education  
Electrical Apprenticeship  
General Drafting  
Heavy Duty Mechanics-Apprenticeship  
Long Term Care Aide  
Millwright Apprenticeship  
Plumbing  
Power Engineering  
Steamfitting and Pipefitting  
Training Access (TRAC)  
Welding

For further information see page 50

## CONTINUING EDUCATION PROGRAMS

These programs are designed to provide part-time vocational upgrading courses and many other courses, seminars, or conferences of general interest to the public.

- A. Vocational Part-time Programs
  - Skill Training
  - Trade Certification
- B. General Interest Programs
  - Self-Development
  - Recreational
  - Personal Knowledge
- C. Native Indian Programs
- D. Women's Programs
- E. Knowledge Network

For further information see page 60

## REGIONAL PROGRAMS

Many programs or courses are offered in the towns and villages in the college region through the local office of CNC's Continuing Education Division. For further information contact:

MACKENZIE	AREA DIRECTOR - Mackenzie Community Education and Recreation, Mackenzie Sports Complex Box 2110, Mackenzie V0J 2C0 Phone: 997-4333
BURNS LAKE	AREA DIRECTOR - Lakes Centre Highway 16, Box 5000, Burns Lake, V0J 1E0 Phone: 692-3175
VANDERHOOF	AREA DIRECTOR - Nechako College of New Caledonia Campus R.R. #2, Vanderhoof, V0J 3A0 Phone: 567-9291
QUESNEL	AREA DIRECTOR - Quesnel College of New Caledonia Campus 488 McLean, Quesnel. V2J 2P2 Phone: 992-3906



## PRINCIPAL'S MESSAGE

Dear Potential Student;

Read accurately,  
Consult carefully,  
Think seriously,  
Choose wisely,  
and come prepared to work hard.

Sincerely,

**CHARLES McCaffray,**  
Principal



## A COMPREHENSIVE COMMUNITY COLLEGE

The College of New Caledonia is part of the provincial post-secondary education system, one of fourteen community colleges.

The College region comprises four school districts: 28 (Quesnel), 55 (Burns Lake), 56 (Nechako) and 57 (Prince George). Covering an area of 117,500 km, 12 percent of the province, the College is structured to meet a variety of needs in the university transfer, career/technical and vocational training areas.

To provide educational opportunities to its residents, the College maintains over 25,000 metres of permanent and temporary building space on 12 hectares of land in Prince George. The main campus facilities include well equipped laboratory facilities, a comprehensive library resource centre, full gymnasium and racquet-ball courts, vocational and trades training facilities for a variety of trades and classrooms designed to accommodate both large and small groups.

Additional centres are located in Burns Lake, Vanderhoof, Mackenzie and Quesnel, with regional offices attuned to the needs of the people located throughout the College region. This allows for training in a number of fields without requiring the students to travel to the main campus in Prince George. The use of the Knowledge Network both in Prince George and the communities throughout the CNC region is an additional attempt to provide quality education over a distance.



# GENERAL INFORMATION

*Please make careful note of the following policies on withdrawal and refunds.*

## WITHDRAWAL

A student may withdraw from courses without academic penalty or instructor's permission up to the end of the 6th week of the semester. A minimum of 20 percent of the student's final grade will be decided and be made available prior to the end of the 6th week of the semester.

A student may withdraw from courses without academic penalty from the beginning of the 7th week, until the end of the 9th week provided a "P" grade, or better has been maintained. Students who withdraw after the 9th week will receive an "F" grade. The assignment of the "F" grade may be appealed through the Grade Appeal Procedure.

**NOTE:** Students who withdraw after the final withdrawal deadline will receive an "F" grade and a grade point of "0" which will be calculated in their grade point average. Student have the right to appeal any grade assigned by the College.

## REFUNDS

A complete refund of fees is made only when a course or program is cancelled. **SCALE OF WITHDRAWAL REFUNDS:**

- a) A 75 percent refund of fees will be made if the student withdraws before the end of the first week of classes.
- b) A 50 percent refund of fees will be made if the student withdraws before the end of the second week of classes.
- c) No refund will be made if the student withdraws more than 2 weeks after commencement of classes, or after 14 percent of the course has been completed in courses/programs less than 4 months in length.

## IDENTIFICATION CARDS

Student identification cards are provided following full payment of fees. In the event of the loss of an identification card a duplicate may be obtained from Admissins and Registration (level two, Vanderhoof Building). Fee: \$1.00.

## CHANGE OF NAME OR ADDRESS

It is the responsibility of the student to advise the Registrar's Office (level two, Vanderhoof Building) of any change of name, address, or telephone number. Unless the student requests otherwise all College correspondence will be sent to the student's permanent home address.



## ADMISSION STATUS - GEOGRAPHIC

Residents of School Districts 28 (Quesnel), 55 (Burns Lake), 56 (Nechako), and 57 (Prince George) are classified as in-region students and are given priority for admission over other applicants. In some programs students from other college regions are accepted as in-region students.

To qualify as an in-region student, a person must satisfy one of the following requirements:

- a) Be 19 years of age or over and have resided within the boundaries of one of the above school districts for at least 3 months prior to the commencement of the program to which admission is sought, or
- b) Be under 19 years of age at the commencement of the program to which admission is sought and a dependent of parents or legal guardians who reside within the boundaries of the above school districts, or
- c) Be the owner of real property within the boundaries of the above school districts.

Students not able to qualify as in-region students as defined above are classified as out-of-region students.

The responsibility for registering as an in-region, or out-of-region student rests with the applicant. A student who falsifies resident status may be required to withdraw from the College.

## STUDENTS FROM OTHER COUNTRIES

Students attending CNC must be Canadian citizens or landed immigrants. Persons from outside Canada must provide proof of landed immigrant status. Applicants from countries where English is not the common language will be required to provide proof of a knowledge of English sufficient to pursue a program of study at the College prior to being admitted.

Any qualified international student may apply to the College but such students must have local sponsors or sponsoring agencies who will be responsible for the student's full cost of education. International students should submit their applications to the College early enough to allow for the checking of their references, evaluation of transcripts, and corresponding with immigration authorities.

International students will not normally be accepted into limited enrollment programs if this will deny a place to a qualified Canadian citizen or landed immigrant. International students are not eligible for publically funded student aid programs.

Students who cannot demonstrate acceptable proficiency in English will be required to upgrade their English language skills. The amount of level of upgrading will be determined by the College of New Caledonia.

## COLLEGE DIPLOMA

A CNC Diploma is awarded to students who complete either:

The requirements of a College Diploma program of at least four semesters with a pass grade in each specified course and with a cumulative grade point average of 2.0 or higher.

OR

A General Studies program of at least four semesters and 60 semesters hours of credit with a cumulative grade point average of 2.0 or higher.

OR

The requirements of a University Transfer program of at least 60 credit hours of work that will permit transfers into third year university or a recognized degree program, and have a cumulative grade point average of 2.0 or higher.

#### NOTE:

Students who enroll in a CNC Diploma program with advance credit for courses taken elsewhere must complete a minimum of 15 credit hours of work at CNC, to qualify for a CNC Diploma.

Students who expect to complete the requirements for a Diploma are required to complete an application for graduation form available from the Registrar's Office. Completed forms should be returned to the Registrar's Office by November 16 for students who expect to graduate at the end of the Fall Semester and by April 1 for those who expect to graduate at the end of the Spring Semester.

### COLLEGE CERTIFICATE

A CNC Certificate is awarded to students who satisfactorily complete a College program of at least 15 weeks duration.

### STUDENT APPEAL PROCEDURE

1. The first step in any appeal involving a student and a CNC employee shall start with the student and the individual employee as the "court of first instance." A student initiating an appeal shall do so within sixty clear calendar days after the incident in question.
2. In the event that the outcome of this initial meeting (court of first instance) is unsatisfactory to the appellant, then he or she shall have the right to appeal through the Vice-Principal Programs and Educational Services.  
Student Grade Appeals will be resolved by a Grade Appeal committee composed as follows:
  - a) Two students named by the Student Union at their first meeting in September. At least one of these student representatives must be a full-time student.
  - b) Four Faculty members to be named by the Vice-Principal Programs and Educational Services not later than September 15 each year.
  - c) An Administration Appointee shall chair the Committee and is a voting member of the committee.

Student Appeals with regard to actions or ethical conduct will be resolved by the Principal based on recommendations from either:

- i) The Grade Appeal Committee
  - ii) An Ad Hoc Committee composed as follows:
    - a) One student named by the Student Union
    - b) Two Faculty members named by the Vice-Principal Programs and Educational Services
    - c) One Administrator named by the Principal.If any member of this Committee is party to a particular grievance, he or she shall not serve on the Committee for the duration of those proceedings. Alternatives may be named by the Principal, Vice-Principal Programs and Educational Services, or Student Union as appropriate. To ensure continuity, it would be desirable to have one member of each of the groups mentioned above serve for two years. The remaining members would serve for a minimum of twelve months.
3. It will be the responsibility of the Vice-Principal Programs and Educational Services to ensure that the proper appeal procedure is followed by all parties involved.
  4. The Student Appeal Procedure is designed to provide the parties involved with an in-house hearing. Every effort will be made to ensure that all parties involved are given the opportunity to state their views openly and honestly. Should any party feel that they have somehow been dealt with unfairly by the Committee, they have recourse to the Principal and the College Board.

### GRADE APPEAL PROCEDURE

1. The Vice-Principal Programs and Educational Services shall receive a **written** appeal request from the grievor after he or she has met with or contacted the CNC employee involved in the grievance. This contact constitutes a "court of first instance".
2. The written appeal will immediately be forwarded to the Grade Appeal Committee Chairman.
3. The Vice-Principal Programs and Educational Services or designate will advise the members of the Student Grade Appeal Committee and the principals involved of the pending grievance. A copy of the written letter of grievance shall be forwarded to the members of the Committee and principals not later than three clear calendar days after the Vice-Principal Programs and Educational Services has received the letter. It will then be the responsibility of the Student Grade Appeal Committee Chairman to call a meeting of the Committee and the grievor not later than seven clear calendar days after the written grievance has been received.
4. Once the student has received a grade, he or she is entitled to appeal in writing within sixty clear calendar days. Normally, the Vice-Principal Programs and Educational Services will follow proper appeal procedure as outlined above where the student would appeal to the faculty member as a "court of first instance". However, where such a meeting is not possible, the student may submit a written request to the Vice-Principal Programs and Educational Services outlining his or her claim for appeal. It shall be the responsibility of the Vice-Principal Programs and Educational Services to convene an appeal meeting within seven clear calendar days of having been notified of the grievance. Both students and faculty have the right to proxy representation at this appeal hearing.
5. Students may not use this avenue to appeal decisions arising from situations where their conduct or behavior has brought them into conflict with criminal or civil law.
6. The Chairman of the Grade Appeal Committee will then forward a report to the Principal. In the event of a failure of the Committee to agree on a resolution, the Principal will have the authority to resolve the dispute and may then report to the College Board if deemed appropriate. Any decisions handed down in accordance with the provisions stipulated in the Student Grade Appeal Procedure shall be final insofar as the College of New Caledonia has jurisdiction.

### IMPROPER BEHAVIOUR AND UNAUTHORIZED ACTIVITIES

Students registered at the College of New Caledonia are expected to behave responsibly and with propriety. Where a student fails to live up to these expectations, the College reserves the right to take whatever action it deems to be warranted.

### MISCONDUCT

The College will concern itself with misconduct which includes but is not limited to the following examples:

#### (a) ACADEMIC MISCONDUCT

##### (1) Cheating:

This includes but is not limited to dishonest or attempted dishonest conduct at tests or examinations, in which use is made of books, notes, diagrams or other aids excluding those authorized by the examiner. It includes communicating with others for the purpose of obtaining information, copying from the work of others and purposely exposing or conveying information to other students who are taking the test or examination.

## (2) Plagiarism:

This is the presentation of another person's work or ideas without acknowledgement. Students in doubt about the need for acknowledgement should take care to avoid unintentional plagiarism by learning proper scholarly procedures. Intentional plagiarism is not only dishonest, but a rejection of the principles of scholarship. A plagiarized College assignment will ordinarily receive no credit and may result in failure of the course.

## (b) DISRUPTION OF INSTRUCTIONAL ACTIVITIES

This includes but is not limited to student conduct which interferes with lectures, seminars, tutorials, group meetings, other related activities, and with examinations or tests.

## (c) DAMAGE TO PROPERTY AND ASSAULT ON INDIVIDUALS

This includes conduct which leads to damage or to theft of College property or College staff or of fellow students. It also includes conduct which leads to physical injury or to emotional disturbance of any of the above-mentioned persons.

## MISREPRESENTATION

This includes but is not limited to the fraudulent misrepresentation of information on and the falsification of documents and academic records.

## LACK OF ATTENDANCE

This includes any persistent and unexcusable absences from classes.

## DISCIPLINARY MEASURES

Sanctions imposed by the College for misconduct, misrepresentation or lack of attendance; may include a simple warning; reassessment of the student's work; failure in the program; denial of admission or readmission; forfeiture of College financial aid; and suspension or termination from the College. Offenses covered by the Criminal Code of Canada shall normally be dealt with through the Courts of Law.

## SUSPENSION

Students who are performing at an unsatisfactory level may be suspended. They may, at their request, have their performance reviewed by a committee which includes the instructor(s), the Director of the Division, and the Registrar.

## TERMINATION

Students may be terminated for misconduct, misrepresentation, or lack of attendance. Students who are terminated from a program must have the appropriate Director's permission for readmission.

## SAFETY REGULATIONS

WCB safety regulations must be adhered to as applicable to each particular program. Special arrangements for the student are noted in each program.

# SERVICES AVAILABLE TO STUDENTS

## INFORMATION

For information on any aspect of the College inquire at the Office of Admissions and Registration, (level Two, Vanderhoof Building). If they don't have the answer they can direct you to someone who does.

## OFFICE OF ADMISSIONS AND REGISTRATION

This office is responsible for admissions, registration, student records, changes to records, timetable, withdrawal, etc. Any inquiries regarding these procedures should be directed to this office.

Call 562-2131

Admissions and Registration Hours:	
Monday - Thursday	8 a.m. to 5 p.m.
Friday	9 a.m. to 4 p.m.

## COUNSELLING

The Counselling Centre is located on Level Two of the Vanderhoof Building. Counsellors are available to assist students with personal, academic, or vocational concerns. A wide variety of material is available in the centre to assist in career selection, or selection of suitable institutions for specific programs. Individual tests may be administered if the counsellor and student agree they will be of value.

Counselling Centre hours:	
Monday to Thursday	8:00 a.m. to 4:30 p.m.
Friday	8:30 a.m. to 4:00 p.m.

## RESOURCE CENTRE

The Library is located on Level Two of the Vanderhoof Building (2-302). The Library contains an expanding collection of resources including books, periodicals, newspapers, federal and provincial government documents, pamphlets and audio-visual materials. Assistance in finding information and using library resources is available from the Reader Services Librarian at the Information Desk.

There are carrels for individual study, small group student areas, informal lounge reading corners, and a quiet study area. A coin-operated photocopy machine and typewriters are also available.

A variety of audio-visual equipment for viewing and listening is housed in A/V carrels located near the Circulation Desk.

During the Fall and Spring semesters, the Library hours are as follows:

Monday through Thursday	7:45 a.m. to 10:30 p.m.
Friday	7:45 a.m. to 5 p.m.
Saturday & Sunday	12 noon to 5 p.m.

## INSTRUCTIONAL MEDIA SERVICES

Instructional Media Services are located on level three of the Vanderhoof Building (3-355). Various Audio-Visual equipment including videotape recorders and cameras, audio equipment, 35mm cameras and accessories, slide and filmstrip projectors and calculators are available for student use.

HOURS:	
Monday to Friday	8:00 a.m. - 4:00 p.m.



## COLLEGE STORE

The college store is located in the Smithers Building. In addition to supplying text books the store also sells sundry supplies and miscellaneous items.

### College Store Hours:

Monday through Thursday	8:00 a.m. to 7:30 p.m.
Friday	8:00 a.m. to 5:00 p.m.
Saturday	9:00 a.m. to 4:00 p.m.

### Summer Hours:

Monday through Friday	8:00 a.m. to 7:30 p.m.
(subject to change)	

Changes in operating hours will be posted on monitors throughout the College.

## SWITCHBOARD

All calls to 562-2131 go through the College switchboard. Calls after hours will not be answered.

### Switchboard hours:

Monday through Thursday	7:30 a.m. to 7:30 p.m.
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Friday	7:30 a.m. to 5:00 p.m.
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Weekends	Not Staffed
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Hours may vary during the summer.

## CAFETERIA

The Food Services facility is located on Level One of the Vanderhoof Building.

Cafeteria is open on a daily basis to serve students

Monday through Thursday	7:30 a.m. to 9 p.m.
Friday	7:30 a.m. to 3:00 p.m.

## DAY CARE CENTRE

Daycare for children aged 3 to 5 is available through the Demonstration Day Care Centre. This service is available to all members of the Community on a fee for service basis.

### HOURS:

Monday to Friday	8:00 a.m. to 5:00 p.m.
(except Holidays)	

FEE: \$315.00 per month

Additional information is available from the Head Teacher of the Centre.

## HOUSING

The College does not have any student residences. Therefore, students must arrange for their own accommodation. We advise that these arrangements are made early. Inquire at the Student Association Office, level One.

Call 562-2131 or 562-7415.

## EMPLOYMENT PLACEMENT

The Canada Employment Centre On-Campus assists students and graduates in obtaining casual and part-time work, as well as permanent and summer career related employment.

The job placement service also provides information to students on job search skills such as resume and covering letter preparation, labour market information and interview preparation.

Room 2-125  
Level Two  
Vanderhoof Building

### Hours:

Monday through Friday	8:00 a.m. - 4:30 p.m.
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## RECREATION

The Ft. St. James Building contains a main gym and two racquetball courts. Recreation activities available for students include:

Open recreation (Free equipment checkout with a student card)

Badminton	Floor Hockey	Soccer
Basketball	Racquetball	Volleyball

## STUDENT ASSOCIATION

Lockers are available through the Student Association. Rental fee is \$5.00. Refunds for locks returned to the Student Association office are available for two weeks after the end of the second semester. For courses that run on a monthly basis, students have two weeks after the end of the course to return locks.

The Student Association executive is elected in the Fall of the year and commences office in October.

## CNC FREE PRESS

The CNC Free Press is a weekly paper put out by the students for the College and the community. The aim of the paper is to keep people informed as to what is happening at CNC and also to provide a vehicle for student comments and concerns. All of the members of the Free Press staff are CNC students who volunteer their time and talents to put out a reputable College paper.

## ADULT SPECIAL EDUCATION

The intention of Adult Special Education is to assist persons with handicaps to attend college programs. Our major purposes are to increase awareness and acceptance of individual differences, and to provide support services that enable the handicapped student to participate in all facets of college life.

### 1. Special Services

There are many support services available to help students adapt to the college environment.

Examples include:

- Assistance with registration.
- College orientation sessions.
- Information on financial assistance, housing, transportation, and other community resources.
- Provision of alternate methods for taking exams, lecture notes and completing assignments.
- Coordination of services for interpreting lectures through sign language, taping books and accessing instructional aides.
- Personal, career and academic counselling.
- Referral to appropriate community services.

## 2. Special Resources

A variety of special equipment and materials are available to assist students with their course work.

- Recorded books, large print and braille materials.
- Visualtek magnification system.
- Speech Plus calculator.
- Variable speed recorder and player.
- Free Scan Speech Terminals.

## 3. Learning Assistance

Learning Assistance is available to help students with specific learning problems through the provision of the following services:

- Diagnostic testing.
- Individual instruction in basic skill areas.
- Academic remediation.
- Program evaluation.

## Skill Development

A program entitled "Toward Greater Independence" is available to help students increase skills and confidence for continuing their education. This program is designed for students whose present skill level restricts their access into regular college courses.

The program focus includes:

- Life skills training
- Functional academics
- Career awareness

## VOCATIONAL TRAINING

This program is designed for adults with a mental handicap who require specific vocational training in order to obtain competitive employment.

The program focus includes:

- Training in job search and interview techniques
- career awareness
- on-the-job training



The above symbol identifies a building as being accessible to wheelchairs. Most classes offered at CNC are located in accessible facilities.

## Facilities

Reserved parking spaces are available for students with handicaps. Most buildings on campus are fully accessible by wheelchair and contain fully equipped washrooms. Students wishing further information on available facilities should contact Admissions and Registration.

## Other Activities

Other activities of Adult Special Education services includes community awareness programs designed to increase acceptance of persons with handicaps, the identification of individual needs and the development of working relationships among community agencies to assist handicapped individuals in locating appropriate resources.

Adult Special Education would like to hear from people who wish to see particular courses offered at the college. Prospective students and other interested persons are encouraged to contact the Coordinator of Adult Special Education to discuss special service needs. To make an appointment or obtain further information call 562-2131, Local 250.

## TEST SUPERVISION

The college provides supervision for various tests required to enter universities, other institutions, or the professions.

These include:

- Admissions Testing Program (ATP)
- Allied Health Professions Admission Test (AHPAT)
- General Certificate of Education Examination
- University of London
- Graduate Management Admission Test (GMAT)
- Graduate Record Examination (GRE)
- Law School Admission Test (LSAT)
- Medical College Admission Test (MCAT)
- Miller Analogies Test (MAT)
- National Teacher Examinations (NTE)
- Scholastic Aptitude Test (SAT)
- Secondary School Admissions Test (SSAT)
- Test of English as a Foreign Language (TOEFL)
- Test of Spoken English (TSE)
- Others on request

For further information contact the Developmental Studies Centre.

## BUS SERVICE

Full-time students, with the appropriate CNC student card, are eligible for a student rate on the Prince George Transit System. A bus schedule is posted inside the 22nd Avenue entrance to the College, or is available from any of the Transit buses.



# FINANCIAL ASSISTANCE

## SCHOLARSHIPS, BURSARIES AND AWARDS FOR C.N.C. STUDENTS

### GENERAL REGULATIONS

There are a number of sources of financial assistance for students at C.N.C.

To be eligible for assistance, a student must be enrolled full time in a program of studies. Students are advised to check with the Financial Aid Officer about regulations, deadlines for applications and other details.

### BRITISH COLUMBIA STUDENT ASSISTANCE PROGRAM

#### CANADA STUDENT LOAN - B.C. STUDENT LOAN

This is a comprehensive program of assistance for post-secondary students to ensure that B.C. residents are not denied the opportunity to reach their educational objectives due to lack of funds.

#### PURPOSE

The purpose of the B.C. Student Assistance Program is to assist students whose resources are insufficient to provide for the cost of full-time post-secondary education. Funds provided under the program are intended to supplement, not replace, the student's own financial resources and those of the student's immediate family.

#### DISTRIBUTION OF FUNDS

The B.C. Student Assistance Program is composed of two inter-related components:

- The Canada Student Loan Plan, funded by the federal government, allows for a repayable loan to a maximum of \$105.00 per week. (Amount subject to change).
- The British Columbia Student Loan program, funded by the province, allows for a repayable loan to a maximum of \$2400 for a student with dependents, and \$2000 for a single student, per educational period.

Loans remain interest free until six months after the student terminates full-time studies.

The amount of assistance awarded is based on assessed need as determined by the provincial authority.

#### ELIGIBILITY REQUIREMENTS

Eligibility for assistance requires enrollment in at least 80% of a full course load for a B.C. Student Loan, and in at least 60% of a full course load for the Canada Student Loan. Programs must be at least 12 weeks in length to be eligible for a full time student loan.

Applicants must be B.C. residents, as defined by the B.C. Student Assistance Program.

#### APPLICATION PROCEDURES

Applications are available through the Financial Aid Office at all public post-secondary institutions in the province.

It is in the applicant's best interest to **apply early**, at least two months prior to the beginning of the term or semester. Applications submitted after the halfway point of the educational term are eligible for Canada Student Loan funding only.

Completed application forms should be submitted to the Financial Aid office at the institution the student will be attending.

### THE WORK STUDY PROGRAM

The Work-Study Program is designed to provide on-campus work experience for students requiring financial assistance while attending a post-secondary institution.

A limited number of part-time on-campus jobs, averaging 5 to 15 hours per week, may be made available to post-secondary students.

For further information, contact the Financial Aid Officer.

### ABE STUDENT ASSISTANCE PROGRAM

The ABE Student Assistance program has been established to give financial aid to Adult Basic Education Students. This program will assist needy students with the cost of tuition only.

Applicants must be British Columbia residents, that is, B.C. must be the province in which they have last resided for 12 consecutive months.

Students receiving maintenance assistance from another government agency, such as Human Resources, Canada Manpower or Department of Indian Affairs, must apply for educational funding from that agency.

Students who will be registering for ABE classes at CNC in Prince George should see the Financial Aid Officer if they require financial assistance. Students planning to register for classes in regional campuses should see the Area Director.

### B.C. YOUTH FOUNDATION LOANS

Interest free loans are made by the B.C. Youth Foundation to bona-fide B.C. young people to a maximum age of thirty. Loans may be for fees, books, and/or monthly allowance to assist with living expenses where the applicant is not living at home. Students who are unable to qualify for a Canada Student Loan may apply for a loan from the B.C. Youth Foundation. A suitable adult guarantor is required.

Further information may be obtained from the Financial Aid Officer.

### TRAINING ALLOWANCES FOR THE PHYSICALLY, PSYCHOLOGICALLY, OR SOCIALLY HANDICAPPED

Financial assistance is available through Vocational Rehabilitation Services in the Ministry of Labour. The assistance is made available under the Vocational Rehabilitation of Disabled Persons Act to any individual who is incapable of pursuing regularly an occupation which meets his basic economic needs.

Assistance is not limited to people in vocational training only; academic and technological course work is also endorsed when there is firm evidence that this level of training is required to assist the individual to become employable.

It should be noted that such assistance must be part of a rehabilitation plan approved by the service. Please address enquiries to:

Apprenticeship & Employment Training  
Vocational Rehabilitation Branch  
Ministry of Labour  
1011 - 4th Avenue  
Prince George, B.C. V2L 3H9  
Telephone: 565-6020

## CANADA EMPLOYMENT AND IMMIGRATION COMMISSION (CANADA MANPOWER)

CEIC will sponsor students in certain approved vocational programs which lead directly to employment. To be eligible, a person must be at least 16 years of age and have been out of school for at least one year. If approved for training, CEIC will pay tuition fees and a maintenance allowance. Apply at your local CEIC Office.

## CNC HOUSING SUBSIDY

The College Board has established an accommodation subsidy for in-region students whose permanent home residence is at least 50 km. from the College and who are renting accommodations in Prince George. The College region includes school districts of Prince George, Burns Lake, Vanderhoof and Quesnel. To qualify for the subsidy students must be enrolled in 10 or more credits, or a specified full-time program of at least 15 weeks duration. Students receiving assistance from a government agency such as Canada Manpower, Ministry of Labour, Ministry of Human Resources, U.I.C. or Department of Indian Affairs are not eligible for the CNC subsidy.

The CNC Housing subsidy will be paid three times yearly in January, May and September. The subsidy would then be paid retroactively to all qualified students who have obtained a Grade Point Average of 2.5 or higher, or in the case of vocational students, have obtained satisfactory results and have been in attendance for a minimum of three months.

The monthly subsidy of \$75.00 will be paid to qualifying students who are in regular attendance in 10 or more credits, or in a full time program of at least 15 weeks.

Applications are available from the Financial Aid Office and should be submitted at the START OF CLASSES.

## ROTARY EMERGENCY LOAN FUND

The Prince George Rotary Club has donated a sum of money from which students may be granted emergency short term loans of up to \$200.

Applications will only be accepted from students who have exhausted all other avenues of financial assistance, but require a small loan for emergency purposes and can give specific assurance that the loan will be repaid within the time specified on the application.

Application should be made at the Counselling Centre or Financial Aid Office.

## SCHOLARSHIPS & BURSARIES

In general, scholarships are awarded on the basis of academic excellence or for high scholastic standing combined with other qualities of distinction. Occasionally, scholarships are awarded for academic excellence combined with financial need. Bursaries are awarded primarily on the basis of financial need and are normally intended for deserving students who require financial assistance and have satisfactory academic standing.

Except in unusual circumstances, students will not be awarded more than one scholarship or bursary per academic year.

*For further information on Scholarships and Bursaries, and for more detailed information on Financial Assistance, please refer to the Financial Aid Catalogue available from the Financial Aid Office - Room 2-123 in the Counselling Centre Area.*

# DEVELOPMENTAL STUDIES PROGRAMS

The Developmental Studies Centre (D.S.C.) is intended to help students who, for whatever reason, lack reading, writing, math or study skills which are prerequisite to their college studies. The Centre's programs are available to students prior to, as well as during their college studies. The instruction is primarily instructor guided self-paced learning. Assigned times are arranged around the student's college schedule.

### PLACEMENT TESTING

All students entering technical programs at the College must take the English and Math Placement Test (E.M.A.T.) prior to their first semester. The outcome of this test in no way affects admission of the student. Rather, the results of the test are used to determine a course of study in those prerequisite English and Math skills in which the students are weak. Students falling below the criteria for the program in which they are enrolled are required to take developmental courses as part of their college program.

Students wishing to take advantage of the D.S.C. who are not required to take the E.M.A.T. or who scored above the criteria have equal access to the Centre and are encouraged to attend.

**COMMENCEMENT DATE:** The E.M.A.T. is administered approximately once per month. For more information contact the Developmental Studies Centre (Prince George Campus) or any regional CNC office.

### GRADE 12 EQUIVALENCY TESTS (GED)

The General Education Development (GED) tests are used toward a secondary school (Grade 12) equivalency certificate.

This secondary school certificate is often used for employment, job advancement, and admission to educational programs. The tests cover writing skills, social studies, science, reading skills, and mathematics.

**ADMISSION REQUIREMENTS:** Applicants must meet the following three requirements at the time of application.

Minimum age of nineteen

British Columbia residency of at least six months immediately preceding the date of application to write.

Out of school for at least one full academic year.

**COMMENCEMENT DATES:** The GED tests are administered at CNC approximately eight times a year. Preparation classes (CNC 150-0) are held prior to each test. The classes are for five weeks (45 hours) and stress English and Mathematics. You must register well in advance for classes and/or testing at the Registration Office for Continuing Education (level two, Vanderhoof Building). 562-2131, local 359 or 562-3532. For information on regional courses and testing contact the local office of CNC's Continuing Education Division.

### TEST SUPERVISION

The Centre provides supervision for various tests required to enter university, other institutions and the professions. For more information refer to page 8.

### **ENGL 155-0 Developmental English**

Based on the results of the E.M.A.T. and the requirements of the program in which they are enrolled, students will be assigned a course of study which is drawn from the following components:

#### **DEVELOPMENTAL READING**

A self-paced course for students who are weak in reading. It is designed to help students acquire the basic skills of reading needed to handle college-level material. Skills covered include information analysis, pattern recognition, drawing conclusions and inference, critical reading, and flexible reading.

#### **COLLEGE READING**

A self-paced course designed to help college students improve their reading skills. Skills covered include information analysis, pattern recognition, drawing conclusions and inferences, critical reading, and flexible reading.

#### **BASIC STUDY SKILLS**

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

#### **COMPOSITION**

After a student writes a diagnostic essay, he/she is assigned work on punctuation, spelling, grammar, style, methods of organization, sentence structure, etc., as need is demonstrated in the student's essay.

### **MATH 155-0 Developmental Math**

Based on the results of the E.M.A.T. and the requirements of the program in which they are enrolled, students will be assigned a course of study which is drawn from the following components:

#### **FUNDAMENTAL ARITHMETIC**

Fundamental Arithmetic including whole number operations, fractions mixed numbers as well as simple probabilities, proportion percent and simple graphs.

#### **FUNDAMENTAL ALGEBRA**

The Fundamental Algebra discusses arithmetic and algebraic

operations involved counting numbers, integers, and rational numbers, as well as solving linear and applied linear equations.

#### **INTERMEDIATE ALGEBRA**

Intermediate Algebra covers graphing of linear and quadratic operations, factoring of polynomials, solving inequalities and sets, and operations involving exponential and logarithmic functions and radicals.

#### **FUNDAMENTAL TRIGONOMETRY AND GEOMETRY**

This program discusses the Pythagorean theorem and the six basic trigonometric functions, as well as solving problems involving right and oblique-angled triangles, vectors, perimeter, area, and volume. Constructing plane geometric figures completes this section.

### **CNC 150-GED Preparation**

A five-week (45 hour) preparatory course emphasizing mathematics and English to the Grade 12 level. Also, an approach to exam writing will be discussed. Counselling advice regarding post-secondary options will be available. The course prepares the adult to successfully pass the Grade 12 Equivalency Tests (GED).

**PREREQUISITES:** Age nineteen and a B.C. resident.

## **ADMISSIONS & REGISTRATIONS**

Students who are required to do developmental work and are enrolled full-time in technical programs, are automatically registered in one or both developmental courses at no additional cost. Other students enrolled at the College who wish to improve their prerequisite skills may register at no charge. The cost for community users is \$62 per course.

For more information on registration contact the Developmental Studies Centre, Prince George Campus.

### **GRADES**

Because the instruction offered in the D.S.C. is prerequisite to college level instruction, grading is based on mastery learning. Therefore, students receive either an "S" or "U". A rough equivalent of an S grade is the A grade.

# **ADULT BASIC EDUCATION PROGRAMS**

These College programs are designed for people who want to acquire basic literacy skills, to complete a secondary school education, or to learn how to compete more successfully in the labour market. Successful completion of such programs will prepare students for admission to vocational training or post-secondary studies and/or for actively seeking employment.

All of the following components of the ABE program are offered on the Prince George campus and most are offered at major centres in the College region through the Continuing Education Division.

## **BASIC LITERACY PROGRAMS**

### **VOLUNTEER ADULT LITERACY TUTORING (VALT)**

The College's VALT program provides one-to-one tutoring for adults who wish to acquire basic reading skills to the Grade 5 level. There are two elements to this program: First, the College

provides training in literacy tutoring for volunteers from the community who wish to serve as tutors. Training sessions for tutors are usually held every three months. Second, the College assesses the need for tutoring of adults who require basic reading skills and pairs them with trained tutors. The students and their tutors usually meet for two to four hours per week at times and places of their choosing.

**ADMISSION REQUIREMENTS:** For tutors: The desire to work with an adult requiring basic reading skills and the commitment to provide such services on a volunteer basis.

For Students: The need for basic reading skills; a lack of serious learning disabilities.

**COMMENCEMENT DATES:** Tutor training sessions will be held in the fall, winter and spring. For information on times and locations, contact the VALT Co-ordinator.

Students start in the program when a trained tutor is available for them.

**FEES:** There are no fees for this program.

## ABE BASIC UPGRADING PROGRAM

Course work in Basic Upgrading concentrates on communications (English) and Mathematics.

ABE I (grades 1-5)	English 010 Mathematics 010
ABE II (grades 6-8)	English 020 Mathematics 020

**ADMISSION REQUIREMENTS:** Applicants must be 18 years of age.

Placement testing will be required of students entering basic literacy courses so that appropriate course work can be assigned.

Sponsorship for ABE II studies may be available through C.E.I.C. (Canada Manpower) - ask for the BTSD (Basic Training for Skills Development) program - or through other agencies.

**LENGTH OF PROGRAM:** Program length varies to suit individual needs. ABE I and ABE II studies may require up to five months each.

**COMMENCEMENT DATES:** On-campus ABE II programs are offered September to June with monthly admissions; ABE I courses are offered from September to April, with monthly admissions. For information on regional courses, contact the local office of the College's Continuing Education Division.

<b>FEES:</b>	Tuition: \$62.00 per course
	Student Association: Full Time - \$20.00 Part Time - \$5.00 per course
	Registration: \$15.00
	I.D. Card: \$1.00

## ACADEMIC UPGRADING PROGRAMS

Students who need to complete certain prerequisites of CNC vocational, technological, or university programs may enroll in academic upgrading programs on a full or part-time basis. Studies in English, mathematics, and the sciences through the level of secondary school completion are offered.

ABE III (grades 9-10)	English 030 Mathematics 030 Science 030	(three courses constitute full-time study)
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ABE IV (grades 11-12)	English 040 Mathematics 040 Biology 040 Chemistry 040 Physics 040
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(Any three or four ABE IV courses constitute full-time study)

**ADMISSION REQUIREMENTS:** Applicants must have basic English and Mathematics skills and must be 18 years of age.

Placement testing will be required of students entering academic preparation programs so that appropriate course work can be assigned.

Sponsorship for ABE III and ABE IV studies may be available through C.E.I.C. (Canada Manpower) - ask for the BTSD (Basic Training for Skills Development) program - or through other agencies.

**LENGTH OF PROGRAM:** Program length varies, depending on individual needs. ABE III studies usually require four months. ABE IV studies usually require six months.

**COMMENCEMENT DATES:** On-campus ABE III and ABE IV programs are offered year round. Admission to day-time programs are accepted monthly. Evening programs begin in September and January. For information on regional courses, contact the local office of CNC's Continuing Education Division.

<b>FEES:</b>	Tuition: \$62.00 per course
	Student Association: Full Time - \$20.00 Part Time - \$5.00 per course
	Registration: \$15.00
	I.D. Card: \$1.00

## BASIC TRAINING FOR SKILLS DEVELOPMENT (BTSD)

Basic Training for Skills Development (BTSD) is another title for Basic Upgrading and Academic Upgrading programs. Admission criteria for other College programs often mention completion of a certain level of BTSD as a requirement.

Students completing full-time studies in one of the levels of the Basic Upgrading or Academic Upgrading programs will receive a certificate of completion for the BTSD program at that level.

Sponsorship for the BTSD program may be available through CEIC (Canada Manpower). CEIC's requirements for sponsorship differ from the College's admission criteria for these programs. If you wish to be sponsored by CEIC for a level of studies in Basic Upgrading or Academic Upgrading, contact your local CEIC office and inquire about the **BTSD Program**.

## ENGLISH LANGUAGE TRAINING PROGRAMS

Two courses in "English as a Second Language" are offered by the Division. These courses will help new Canadians or others who have problems in reading, writing, or speaking English.

Students entering the program may be asked to write placement tests assessing their skills in English to that they may be placed at the appropriate level of study.

### Full-Time Beginners' Courses:

**COMMENCEMENT DATES:** September and February, 8:30 to 3:30 daily.

<b>FEES:</b>	Tuition: \$155.00
	Student Association: Full Time - \$20.00
	Registration: \$15.00
	I.D. Card: \$1.00

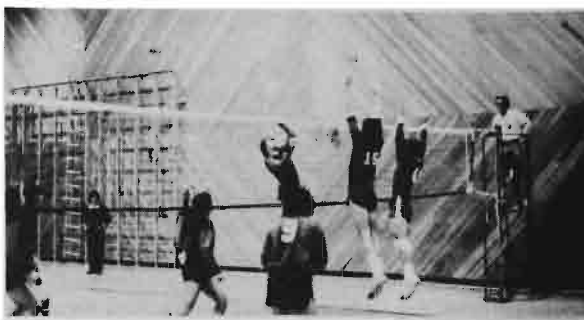
### Part-Time Intermediate Courses:

**COMMENCEMENT DATES:** September and January. Additional courses may be started during the year as demand requires. Meet two evenings per week.

<b>FEES:</b>	Tuition: \$62.00 per course
	Registration: \$15.00

## VOCATIONAL PREPARATION PROGRAMS

A wide range of courses in career planning and job readiness training will be held throughout the year. For further information contact Continuing Education at 562-2131, Local 202.





# ADULT BASIC EDUCATION PROGRAMS ADMISSIONS AND REGISTRATION

## ADMISSION REQUIREMENTS

Admission requirements may vary. Please check the ADMISSION REQUIREMENTS for each program.

## ADMISSION PROCEDURES

**For Volunteer Adult Literacy Training (VALT):**  
Contact VALT Coordinator at 562-2131

**For ABE Basic Upgrading and Academic Upgrading Courses:**

- (i) Write or inquire at:  
Office of Admissions and Registration  
College of New Caledonia  
3330 22nd Avenue  
Prince George, B.C. V2N 1P8  
562-2131 Loc. 359 or 562-3532
- (ii) The completed application form should be submitted to the College.
- (iii) These programs may require pre-testing for placement. Applicants will be assigned a test date upon receipt of the application.
- (iv) Persons requiring program advice are encouraged to consult with a counsellor.
- (v) Students must register at the time indicated on their permission to register letter. Registration is not complete until all fees have been paid.
- (vi) Students contemplating changing courses should consult with a counsellor. All course and section changes require College approval.
- (vii) To withdraw from a course students should have the instructors complete a Course Drop form and submit it to the Office of Admissions and Registration.

**For Grade 12 Equivalency tests (GED), English Language Training, and Vocational Preparation Programs:**

- (i) Inquire at the Registration Office for Continuing Education (level two, Vanderhoof Building).  
562-2131 Loc. 359 or 562-3532

- (ii) Applicants must pay for programs at the time of application.
- (iii) Persons requiring program advice are encouraged to consult with a counsellor.
- (iv) To withdraw from a course, return the Income Tax Receipt to the Registration Office for Continuing Education.

## PRIORITY

ALL APPLICANTS ARE URGED TO APPLY FOR ADMISSION AS EARLY AS POSSIBLE.

## SPECIAL ADMISSION

Special admission may be granted to enter a program or course when the admission requirements or course prerequisites have not been met upon the written recommendation of a counsellor and the instructor with the signed authorization of the appropriate Director.

## WITHDRAWAL

A student who has completed less than 50% of the course work may withdraw without academic penalty.

A student who has completed 50-75% of the course work and who has maintained a "C" grade, or better, may withdraw without academic penalty.

A student who withdraws after completing more than 75% of the course work will receive an "F" grade. The assignment of the "F" grade may be appealed through the appropriate Director.

NOTE: Students who withdraw after the final withdrawal deadline will receive an "F" grade.

Students have the right to appeal any grade assigned by the College.

## TERMINATION

A student who accumulates 5 days of unexcused absences may be terminated from the course by the Director upon recommendation of the instructor.

## READMISSION

A student who received a "TER" Grade must have the appropriate Director's permission for readmission to the College.

A student who withdraws from a course and applies for readmission will be placed on the bottom of the waiting list for that course.

# ADULT BASIC EDUCATION FEES AND EXPENSES

## FEES

Fees may vary. Please check the FEES for each program. No fees will be charged to Senior Citizens.

## CANADA EMPLOYMENT AND IMMIGRATION COMMISSION SPONSORSHIP

Canada Employment and Immigration Commission purchases spaces in some programs. Before applying for admission as a fee paying student, you may wish to check with your local CEIC Office to determine your eligibility for sponsorship by CEIC.

For information on those programs which are eligible for sponsorship by CEIC, call the CNC Counselling Centre or your local CEIC Office.

## SPONSORED STUDENTS

Students whose fees will be paid by sponsoring agencies will be required to present a letter to this effect from the agency concerned at the time of registration.

## ABE STUDENT ASSISTANCE PROGRAM

ABESAP is a provincially sponsored program established to give financial aid to Adult Basic Education students enrolled at Secondary/Post-Secondary institutions. This program will help needy students with direct educational costs such as tuition, books, supplies and related expenses. Contact the Financial Aid Officer.

## PAYMENT OF FEES

Tuition and Student Association fees are collected at the time of registration. Canada Employment sponsored students must pay the \$15.00 Registration Fee, the Student Association Fee, and the \$1.00 I.D. Card Fee. Other sponsored students may present a letter from the sponsoring agency promising payment.

Students who are unable to pay their fees at the time of registration and who are unable to obtain financial assistance from the Financial Aid Officer will not be permitted to register, unless prior approval is obtained from the Registrar.

## MISCELLANEOUS FEES

Grade Appeal	\$5	Locker Rental	\$5
Duplicate Diploma	5	Duplicate Permission to register	1
I.D. Card Duplicate	1	Duplicate income tax receipt	1
Transcripts	5	Each additional transcript copy	1

NOTE: Some courses may require an assessment for supplies and activities required as part of the course.

## HOUSING AND MAINTENANCE EXPENSES

The average cost for room and board in Prince George is \$250 - \$350 per month.

## REFUNDS

A complete refund of fees is made only when a course or program is cancelled.

### SCALE OF WITHDRAWAL REFUNDS:

- a) a 75% refund of fees will be made if the student withdraws before the end of the first week of classes or prior to completion of 7% of the course in courses/programs less than 4 months in length.
- b) A 50% refund of fees will be made if the student withdraws before the end of the second week of classes or prior to completion of 14% of the course in courses/programs less than 4 months in length.
- c) No refund will be made if the student withdraws after the end of the second week of classes, or after 14% of the course has been completed in courses/programs less than 4 months in length.

# ADULT BASIC EDUCATION GRADES AND TRANSCRIPTS

To ensure maximum involvement of the student in the learning process, CNC follows a policy of continuous evaluation in determining grades. All final grades are issued by the college through the office of the Registrar.

## EVALUATION AND GRADING

### GRADES

Alphabetic symbols may be used to report academic success. Each grade is assigned a numerical weight or grade point that is used to determine the grade point average.

### LETTER GRADE

- A Outstanding achievement
- B+ Good achievement
- B Good achievement
- C+ Satisfactory achievement. The lowest standing on which to base further study in a discipline.
- C Satisfactory achievement. The lowest standing on which to base further study in a discipline.

- P Pass. Standing below that required for further study in a discipline. Permission is required to continue in a sequential course.
- F Fail. Unsatisfactory achievement.
- G A student who has demonstrated comprehensive mastery of a course but because of illness or family affliction is unable to complete a final assignment or unable to sit a final examination, may be awarded "Aegrotat" standing. The "G" designation, followed by a regular letter grade, indicates appropriate credit will be given for the course.
- I Incomplete. Grade and credit withheld until all requirements of the course have been met. Will require completion of all required work within 4 weeks of the last day of classes or an 'F' grade will be assigned.
- S Satisfactory achievement in courses where letter grades are not assigned.
- W A "W" grade will be assigned to those students completing the Withdrawal procedure outlined, and within the time limits specified in the College Calendar.

- N** A student who completes no assignments for grading and who fails to officially withdraw from the course will receive an "N" grade. The "N" designation carries a grade point of "0" and will be incorporated in the student's grade point average.
- TER** This signifies that the student was terminated from the applicable course by the College.

## STATEMENT OF GRADES

At the end of a program a Statement of Grades is mailed to each student enrolled in a course for credit.

All obligations relating to fees, library books or fines, rentals, loans, etc., must be met before any Statement of Grades, transcript or certificate will be released.

## REPEATING A COURSE

Courses may be repeated for the purpose of raising grades. Credit will be granted for the higher grade achieved.

## TRANSCRIPTS

The Official Transcript includes a record of the student's grades and is imprinted with the College Seal and signed by the Registrar.

Transcripts may be obtained from the Student Services at a cost of \$5.00 for the first copy and \$1.00 for each additional copy. The college will forward transcripts to other institutions or potential employers, etc. only with the specific permission of the student involved.

# ADULT BASIC EDUCATION COURSES

A placement test will be required for all students wishing to take Adult Basic Education courses.

## SPECIAL ADMISSION

Special Admission may be granted to enter a program or course where the admission requirements or course prerequisites have not been met upon the written recommendation of a counsellor and the instructor with the signed authorization of the appropriate Director.

## BIOLOGY

### BIO 040 Advanced Preparatory Biology

A lab-oriented course dealing with the basic elements of biology. It includes study of the microscope and other research tools, the cell, classification genetics, photosynthesis and respiration, ecology evolution, human biology or, botany or zoology.

**PREREQUISITES:** Life Science 030, Math 030, or as evaluated by the ABE placement test.

## CHEMISTRY

### CHEM 040 Advanced Preparatory Chemistry

This course covers such topics as: atomic theory and structure, periodic table, nomenclature, chemical bonding, mole and weight relations, acids, bases and salts, oxidation-reduction, solutions, gas laws, equilibrium, organic and bio chemistry, nuclear chemistry and environmental chemistry. Lab work is a necessary and integral part of the course.

**PREREQUISITES:** Physical Science 030 or Life Science 030 and Math 030, or as evaluated by a placement test.

**CO-REQUISITE:** Math 040 or prior completion of Algebra II.

## ENGLISH

### ENGL 010 Basic Literacy

This course covers language skills including phonics, vocabulary and reading development up to the Grade 5 level.

### ENGL 020 Basic Preparatory English

A refresher course in English including fundamental skills in reading, writing and grammar.

**PREREQUISITE:** English 010 or as evaluated by a placement test.

### ENGL 030 Intermediate Preparatory English

Course topics include paragraph and theme writing, reading skills, business letters, composition, and literature.

**PREREQUISITES:** Engl 020 or as evaluated by a placement test.

### ENGL 040 Advanced Preparatory English

This course is a continuation of Engl 030 and includes advanced grammar, sentence structure, paragraph and theme writing, research and report writing, oral presentations, and reading skills.

**PREREQUISITE:** English 030 or as evaluated by a placement test.

## ENGLISH LANGUAGE TRAINING

### ENGL 011 Beginning English Language Training

This full-time 6 month course provides non-native speakers of English with basic oral and written skills. The course equips the student with the skills necessary to carry out tasks such as making appointments, getting a driver's license, searching for a job, etc.

**PREREQUISITE:** recommend literacy in native language and/or knowledge of the English alphabet.

### ENGL 012 Intermediate English Language Training

This part-time evening course advances the speaking, reading and writing skills of those who already have a basic knowledge of English or who have taken the Beginner's English Language Training course.

## MATHEMATICS

### MATH 010 Whole Number Arithmetic

This course is an introduction to basic arithmetic, including whole numbers, addition, subtraction, multiplication, and division.

**PREREQUISITE:** As evaluated by a placement test.

### MATH 020 Basic Preparatory Mathematics

This course is a review of basic operations in whole numbers, fractions, decimals, and percent.

**PREREQUISITE:** As evaluated by a placement test.

### MATH 030 Intermediate Preparatory Mathematics

This course includes an introduction to the metric system, ratio and proportion, roots and powers, manipulation of formulas, an introduction to algebra, basic geometry and trigonometry.

**PREREQUISITE:** Math 020 or as evaluated by a placement test.

### MATH 040 Advanced Preparatory Mathematics

This course includes a core of algebra, factoring, radicals, exponents, graphing, solution of linear, simultaneous, and quadratic equations, and formulas, plus options which include analytical or practical geometry, trigonometry, vectors, logarithms, series and progressions, and/or business topics.

**PREREQUISITE:** Math 030 or as evaluated by a placement test.

## PHYSICS

### PHYS 040 Advanced Preparatory Physics

Basics at a Grade 11-12 level. Topics include mechanics, electricity, magnetism, heat, wave theory, light, and sound.

PREREQUISITES: Math 030 and Physical Science 030 or as evaluated by a placement test.

COREQUISITE: Math 040 or prior completion of Algebra 11.

## SCIENCE

### Life Science 030

This course is an introductory study of Chemistry and Biology consisting of selected topics relating to Life Science. The Life Science course provides the equivalent of an academic Grade 10 and fulfills the prerequisite requirements for Biology 040 and Chemistry 040. However it is not valid as a prerequisite for Physics 040.

PREREQUISITE: ABE Level II or as evaluated by the ABE placement test.

COREQUISITE: Math 030

### Physical Science 030

Physical Science is the study of the interaction of matter and energy to cause changes. This course consists of selected topics in introductory Chemistry and Physics, and provides the equivalent of an academic Grade 10. Physical Science 030 fulfills the prerequisite requirements for Chemistry 040 and Physics 040 but is not valid as a prerequisite for Biology 040.

PREREQUISITES: ABE Level II or as evaluated by a placement test.

COREQUISITE: Math 030

### General Science 031

This course is an introductory study of Human Biology and Earth Science for students who are not interested in further science study. General Science is not a valid pre-requisite for Biology 040, Chemistry 040 or Physics 040.

PREREQUISITES: ABE Level II or as evaluated by the ABE placement test.

# ACADEMIC & CAREER PROGRAMS

## (UNIVERSITY, BUSINESS, TECHNICAL)

**NOTE:** Special admission may be granted to enter a program where the admission requirements have not been met, upon the written recommendation of a counsellor and the instructor with the signed authorization of the appropriate Director and Registrar.

## AGRICULTURAL SCIENCES

The Faculty of Agricultural Sciences, University of British Columbia, is cooperating with CNC to offer some first and second year Agricultural Sciences courses which allow CNC university transfer students to complete at least the requirements for the first year of the 4-year UBC program leading to a Bachelor of Science in Agriculture degree. B.Sc. (Agr) graduates finding employment opportunities in primary agriculture; in the agriculture service industry; with financial, education and research institutions; and as private consultants.

**ADMISSION REQUIREMENTS:** There are two routes available for admission into U.B.C. Agricultural Sciences:

- (1) First Year Entry at CNC
  - a) Students must meet the general Academic/Technical Programs admissions requirements to CNC as listed on page 26.
  - b) In addition to (a), to register for Agricultural Sciences at CNC the following U.B.C. admission requirements must be met: English 11 and 12; Social Studies 11; French 11; or a Foreign Language 11; Algebra 11 and 12; at least two of Biology 11, Chemistry 11, and Physics 11; one of Chemistry 12, Physics 12, Geometry 12, Geology 12, or Biology 12; a course number "12" chosen from other arts and sciences as listed in the Senior Secondary Curriculum.
- (2) Admission to U.B.C. Agricultural Sciences at CNC may also be gained after the successful completion of one full year of university transfer courses at CNC.

**LENGTH OF PROGRAM:** Minimum of 2 semesters.

**COMMENCEMENT DATE:** September

## THE PROGRAM:

### SEMESTER I

UBC Agricultural Sciences 100	AGSC 100
UBC Agricultural Sciences 110	AGSC 110
Biology for Science Majors I	BIO 101
Calculus I	MATH 101
Fundamentals of Chemistry I	CHEM 111
or Introduction to Chemistry I	CHEM 113
Literature and Composition I	ENGL 101
Principles of Economics	
--Macroeconomics	ECON 201

### SEMESTER II

UBC Animal Science 258	ANSC 258
or alternate Agricultural Sciences course	
Biology for Science Majors II	BIO 102
Calculus II	MATH 102
Fundamentals of Chemistry II	CHEM 112
or Introduction to Chemistry II	CHEM 114
Literature and Composition II	ENGL 102
or Composition and Style	ENGL 103
Principles of Economics	
--Microeconomics	ECON 202

Students interested in agricultural sciences should contact the UBC Agriculture representative or a counsellor at the College of New Caledonia.

## APPLIED SCIENCE (ENGINEERING)

There are two streams of training at post-secondary institutions in B.C. The conventional stream consists of five years of post-secondary education leading to a Bachelor of Applied Science degree (B.A. Sc.) awarded by the University of British Columbia.

Engineering studies at U.B.C. are offered in nine different fields of specialization. They are: Bio-Resource Engineering, Chemical Engineering, Civil Engineering, Electrical Engineering,

Geological Engineering, Mechanical Engineering, Metallurgical Engineering, Mineral Engineering, and Engineering Physics.

**ADMISSION REQUIREMENTS:** Grade 12, GED, or ABE IV; Algebra 12 or Mathematics 040, Chemistry 11, and Physics 11.

**RECOMMENDED:** Physics 12, Chemistry 12, Geometry 12.

**LENGTH OF PROGRAM:** Two years at C.N.C. followed by three years at U.B.C.

**COMMENCEMENT DATE:** September

**FEES:** See page 28

**THE PROGRAM:**

#### SEMESTER II (Year 1)

Calculus I	MATH 101
Chemistry I	CHEM 111
Physics I	PHYS 101
English	ENGL 101 or 102
Computer Science I	CSC 109

#### SEMESTER II (Year 1)

Calculus II	MATH 102
Chemistry II	CHEM 112
Physics II	PHYS 102
English	ENGL 102 or 103
Computer Science II	CSC 110

#### SEMESTER III (Year 2)

Calculus III	MATH 201
Linear Algebra	MATH 204
Heat & Thermo	PHYS 201
Statics	PHYS 204
Eng'r Drafting	DRAW 141
Micro-Economics	ECON 202

#### SEMESTER IV (Year 3)

Calculus IV	MATH 202
Diff. Equations	MATH 215
Geology	EGEO 101
Dynamics	PHYS 205
Eng'r Drafting	DRAW 142
Macro-Economics	ECON 201
Intro. to Engineering	APSC 100

The Faculty of Applied Science at both the University of British Columbia and the University of Victoria have a Four Year Program. Qualified students may enter this second stream directly following Grade 12 and so complete the B.A.Sc. Engineering degree after four years at university.

Entrance requirements include high standards in Algebra 12 (Enriched Algebra 12 preferred), Physics 12, Chemistry 12, and if possible, Geometry 12. Students may take the first year at CNC followed by three years at U.B.C. Admission to this accelerated program should be made to either CNC, UBC, or U.Vic. as early as possible since the number of seats is restricted and the competition is intense.

### ASSOCIATE OF ARTS

**ADMISSION REQUIREMENTS:** Grade 12, ABE IV or GED English or English 040 is required for admission. The GED meets the general admission requirements but does not meet specific course prerequisites where applicable.

To obtain an Associate of Arts Diploma a student must complete 60 credit hours of approved courses according to the following schedule:

21 credit hours must be from the 200 level

24 credit hours must be obtained at CNC (including the last 12)

6 credit hours must be from English 101, 102, 103, or 104

6 credit hours must be from the Natural Sciences

Astronomy	Geology
Biology	Mathematics
Chemistry	Physics
Geography	

36 credit hours must be from the Liberal Arts or Social Sciences

Anthropology	History
Art	Music
Criminology	Philosophy
Economics	Political Science
English	Psychology
French	Sociology

These must include:

6 credit hours from English 101, 102, 103, or 104

6 credit hours from the Social Sciences

Anthropology	Political Science
Criminology	Psychology
Economics	Sociology

The remaining credit hours must be selected from approved college courses. Approved courses will include all University Transfer courses as well as other designated courses. For more information contact the Counselling Centre.

A minimum overall G.P.A. of 2.0 must be attained with no more than six credit hours below a G.P.A. of 2.0.

**ADMISSION REQUIREMENTS:** Grade 12, GED or BTSD IV.

**LENGTH OF PROGRAM:** 4 semesters.

**COMMENCEMENT DATE:** September or January.

### BUSINESS ADMINISTRATION & MANAGEMENT PROGRAMS

#### Diploma

Two year Diploma Programs are offered in:

Accounting and Finance
Business Management
Computer Information Systems
Co-operative Education
Marketing Management

These programs will prepare students for entry into management trainee and specialist positions in a wide range of businesses and institutions. Government, retailing and wholesaling, banking and finance, manufacturing and service businesses represent some of the major career avenues in which the graduate will be able to seek employment. Job opportunities are excellent, and a number of employers recruit on campus.

One of the most important criteria applied in selecting courses for the two year programs is their relevance to the student seeking access to a specialist and/or management career in the business field. Advisory committees made up of community people from a wide variety of companies and professions are constantly reviewing the programs and making recommendations as the field changes, to ensure that CNC programs keep in touch with the latest developments and community needs in business education.

Four professional accounting bodies recognize CNC courses in accounting, data processing, and business administration as being equivalent to many courses in their own programs of study. These exemptions are granted by the Institute of Chartered Accountants, the Society of Management Accountants, the Certified General Accountants Association and Institute of Accredited Public Accountants of B.C. (APA). See page 63 for Business Administration Transfer Guide.

The focus of the program is thus on a combination of technical and management skills plus technical and management concepts which the students can apply to their business career. Throughout the program, considerable attention is paid to bringing the student into contact with the business world through such activities as field projects, guest lecturers, field trips and through contact in the classroom with students with experience in the business community.

**ADMISSION REQUIREMENTS:** Grade 12, GED, or ABE IV; English 12 or English 040, Algebra 11, Math 11, or Business and Consumer Math 11, or Math 040.

People without Grade 12, but with business experience, are encouraged to apply. (See **ADMISSION REQUIREMENTS** on Page 26).

**RECOMMENDED:** Students contemplating the Computer Information Systems program are strongly recommended to take Algebra 12 and courses in introductory data processing or computer science. Proficiency in typing would be beneficial.

**LENGTH OF PROGRAMS:** 4 Semesters

**COMMENCEMENT DATES:** September. Part-time entry is possible in January. students should consult a Counsellor.

**FEES:** See page 28

**OTHER EXPENSES:** Estimated \$250.

## **ACCOUNTING AND FINANCE DIPLOMA**

This program is offered for those who wish to prepare themselves for a career in the field of accounting and finance. Excellent career paths are accessible to students who choose this program, and the selection of courses offered is intended to maximize transfer credit to the professional accounting programs offered by the Institute of Chartered Accountants, the Society of Management Accountants, and the Certified General Accountants Association. Students interested in this program are strongly encouraged to seek advice on these professional accounting programs prior to enrollment in second year studies. Employment opportunities are numerous in the accounting field in many companies - small and large - both as a public accountant and as a specialist within the company. At a later stage, the graduate may wish to branch out into other areas of business, and accounting experience and training is a fine preparation for this.

## **BUSINESS MANAGEMENT DIPLOMA**

This program prepares students for junior or trainee management positions in a wide range of businesses and government agencies. Banking, retailing, manufacturing and service businesses represent a few of the main fields of business where a student may follow a career. The courses in this option do not favour a concentration in specialized course work but rather provide a student a broad spectrum of content in such fields as marketing, finance, law, organizational behaviour, human relations and economic. Students on this program will be able to select elective courses in second year to suit individual needs.

## **COMPUTER INFORMATION SYSTEMS**

### **Diploma**

The recent decline in the cost of the Digital Computer, coupled with the general increase in paperwork necessary for running a business have resulted in an explosion in the field of Computer Information Systems.

The application of a computer to modern business problems requires careful analysis of the problem, definition of a solution, and the expression of this solution in terms a computer and business people can understand. A great deal of human planning and preparation.

The College has both regular time-shared terminals operating on a VAX 780 system and micro-computer labs using IBM PC, Apple II, and Macintosh micro-computers and each student studies programming, systems analysis, operating systems, and the necessary accounting and business background to be able to function various business environments.

Each student learns to design and program systems, to evaluate and to install micro-computers, to use and to install several system packages, such as sorts, Datatrieve, D-Base, Supercalc, PFS, VAX/VMS, MS/DOS and CP/M Operating systems etc.

Many diverse career opportunities such as computer sales persons, maintenance engineers, operators, systems analysts, programmers, auditor, and managers exist in the computer field. The Computer Information Systems program is designed to train programmers and Systems analysts who are capable of working and operating in both mini- and micro-computer environments.

## **CO-OPERATIVE EDUCATION DIPLOMA**

Co-operative education is the integration of academic study with practical work experience to produce a graduate who is prepared to enter the work force.

As a natural extension of the Business Management Diploma programs, the Co-operative Education Diploma provides the student the opportunity to enhance their academic studies with related work experience. By integrating their classroom instruction with practical, on-the-job experience, the students are expected to build professional competence in their chosen field and, thus be better prepared to enter the labour force as mature productive individuals. Co-operative education offers an exciting solution to these problems. Both industry and students benefit from a program that produces a more employable and capable graduate.

Involved students will alternate their terms of academic study with "work terms", these "work terms" being provided by interested employers. In all cases, work positions are established to best suit the needs of both the individual employer and the student.

Upon successful completion of four academic semesters and two work terms, the student may apply for a Diploma with the Co-operative Education option in their field of study.

At the beginning of each fall semester a series of seminars will be held to offer students general information on the Co-op program. Classroom visits will be made so that new students will have a basic idea of what Co-op Ed is before attending a seminar.

Following this, application forms will be available. All interested students must apply to be considered for the Co-operative Education option of their program.

## **MARKETING MANAGEMENT DIPLOMA**

This option prepares students for a career in either the field of consumer marketing or industrial marketing. Excellent career paths are available to the graduates of this program in the area of management trainee in industrial and retailing firms, in sales and sales management; in advertising and sales promotion; in product and market development and in Marketing research. Employment opportunities are numerous in the field of Marketing in both large companies and small companies. This program is designed to allow graduates to assume a direct role with companies in the field and provide the background necessary to progress toward managerial positions.

### **THE PROGRAM:**

Semester 1 is common to all Diploma Programs. This semester provides students with introductory courses in all program areas, and with an opportunity to assess their own interests and aptitude. An explicit part of all first year courses consists of career information as an integral part of the course and students are strongly encouraged to take full advantage of this opportunity.

In Semester 2, students taking the CIS program take several courses which are unique to this program and which are prerequisite to second year studies. Students on all other programs take a common second semester and will be able to make a choice of program prior to entry into second year. We recommend that students consult faculty in the various program areas regarding course and program selection.

In Semesters 3 and 4, courses are very specialized in CIS, Accounting-Finance and Marketing. Students making program alterations after the commencement of second year will find little interchangeability between these programs. The Business Management diploma however, is structured in such a way that maximum credit can be obtained for all second year courses from other Diploma Programs.



## DIPLOMA PROGRAMS IN BUSINESS

### SEMESTER 1 (Common to all Diplomas)

Foundations in Business and Management I	FBM	151
Accounting I	ACC	151
Introduction to Computer Information Systems	CIS	152
Introduction to Canadian Microeconomics	ECON	151
Marketing I	MKTG	151
Mathematics of Finance	MATH	154

### DEVELOPMENTAL STUDIES

Developmental Math	MATH	155
Developmental English	ENG	155

### SEMESTER II (Accounting, Marketing, Management)

Foundations in Business and Management II	FBM	152
Accounting II	ACC	152
Principles of Management	FBM	154
Marketing II	MKTG	152
Introduction to Macroeconomics	ECON	152
Introduction to Business Statistics	MATH	157
Technical Communication	TCOMM	180

### SEMESTER II (Computer Information Systems)

Foundation in Business and Management II	FBM	152
Accounting II A	ACC	154
Programming Concepts I	CIS	174
Systems Analysis and Design I	CIS	162
Applications Programming I (COBOL)	CIS	172
Computer Operations Management	CIS	182
Technical Communications	TCOMM	180

### SEMESTER III (Accounting- Finance)

Intermediate Accounting I	ACC	251
Cost Accounting I	ACC	253
Financial Management I	ACC	257
Business Law I	LAW	293
Principles of Economics (MICRO)	ECON	202
Information Systems for Management	CIS	285
Foundations in Business and Management	FMB	251

### SEMESTER III (Marketing and Business Management)

Marketing Management I	MKTG	251
Financial Management I	ACC	257
Business Law I	LAW	293
Economics I	ECON	251
Personal Selling	MKTG	281
Consumer Behaviour and Marketing Research	MKTG	271
Foundations in Business and Management II	FBM	251

### SEMESTER III (Computer Information Systems)

Advanced Business Communications	CIS	263
Applications Programming II (COBOL)	CIS	271
Systems Analysis and Design II	CIS	261
Business Systems and Applications	CIS	281
Programming Concepts II	CIS	275
Introduction to Business Statistics	MATH	157
Foundations in Business and Management III	FBM	251

### SEMESTER IV (Accounting)

Intermediate Accounting II	ACC	252
Cost Accounting II	ACC	254
Financial Management II	ACC	258
Business Law II	LAW	294
Principles of Economics (MACRO)	ECON	201
Foundations in Business and Management IV	FBM	252

### SEMESTER IV (Marketing and Business Management)

Marketing Management II	MKTG	252
Economics II	ECON	252
Financial Management II	ACC	258
Business Law II	LAW	294
Advertising and Sales Promotion	MKTG	266
Retailing and Merchandising	MKTG	276
Entrepreneurial Studies	ENT	254
Foundations in Business and Management IV	FBM	252

### SEMESTER IV (Computer Information Systems)

Cost Accounting Principles	ACC	292
Information Resource Management	CIS	284
Maintenance Programming	CIS	272
Project Programming	CIS	262
Micro Computing Applications and Systems	CIS	282
Foundations in Business and Management IV	FBM	252

## THREE YEAR SCHEDULES

In some cases, a student may wish to take a program on a modified schedule, and complete the Diploma in six semesters instead of in four. This could be the case for instance where the student is involved in heavy commitments to developmental programs in Math or English, to family obligations, or to part-time employment. Students should consult with a counsellor and obtain an approved schedule to suit individual requirements. Once agreed upon it is not recommended that the student depart from this schedule without consultation with a faculty member in the program and a counsellor. Prerequisite requirements, workloads, and timetables will require prior planning and careful attention.

## BUSINESS ADMINISTRATION PROGRAMS

### Certificate

The College of New Caledonia offers the equivalent of one-year programs leading to certificates in Management Studies, Computer Information Systems and Business Administration.

These programs serve a variety of educational requirements, ranging from vocational training/career preparation, to continuing education for professionals in business.

### BUSINESS ADMINISTRATION CERTIFICATE

This program is designed primarily for those students who have had considerable experience in the business community, and who wish to supplement their background with courses in business administration. Most of these courses are offered at the College on the regular evening basis almost every year.

Those people completing the Certificate Program must accumulate 30 credit hours, though upon application CNC is prepared to grant credit towards the Certificate for course work in Business Administration completed at other institutions.

Where the business experience of the students overlaps course work, and exemption from the course may be granted by CNC. In that case, the student is free to challenge any CNC courses, and a successful challenge will result in the student being granted the appropriate CNC credit.

In terms of credit for courses taken elsewhere, for experience, and the policy on challenges, then the program is as flexible as possible to allow those on the program to select course work they feel is more relevant to their needs.

The selection of courses is large, and most people will be able to put together a tailor-made program most appropriate to their needs.

### REQUIRED COURSES:

Must be taken, have credit for, or be granted an exemption for, on all programs of study. However, students are encouraged to apply for exemptions where they feel experience warrants or where required courses are not relevant to educational objectives.

Accounting I	ACC	151
Accounting II	ACC	152
Management I	MGT	151
Marketing I	MKT	151
Financial Management I	ACC	257
Financial Management II	ACC	258

The remaining four courses may be selected from any CNC courses in Business Management (CIS, ACC, MKT, MGT) or in Economics (ECON).

## COMPUTER INFORMATION SYSTEMS

### Certificate

#### THE PROGRAM

The program is addressed to career-oriented individuals seeking to enhance their own particular skills and employability in the trades, technologies, business and the professions. The program is accessible to all segments of the community and provides an opportunity to acquire a "recognized new skill" on a part-time basis. It is directed at providing a base level of computer and information system skills related to specific career needs and aspirations.

There is an emphasis on generic models and methods of information system development and implementation. The program reflects current trends in industry and extends each student's skill profile. The program is based upon a broad mix of skill and related work experience on the part of the instructors, and other resources including hardware, software, reference materials and learning activities.

#### THE STUDENT

Potential students are generally currently employed in occupations that vary across a very broad spectrum. They are typically mature, established in the community, and have acquired general life experience (2 years after secondary education). Applicants are expected to demonstrate proficiency in written and oral communication as well as business or industrial level mathematics.

Applicants are strongly encouraged to participate in counselling prior to commencement. This will assist in proper placement as transfer credit is available for other courses on an individual basis. Also, any upgrading of general skills can be planned and the student can be assured a higher degree of success. There are opportunities through the Developmental Studies centre for individualized assistance in general areas.

#### THE COMPONENTS:

The required courses for certification are:

Introduction to Computers and Data Processing	CIS 151
Introduction to Structured Programming	CIS 153
Applications of Microcomputers	CIS 156
Systems Analysis and Design	CIS 157
Information Systems Project	CIS 250

and one of:

COBOL Programming	CIS 155
RPG Programming	CIS 158
FORTRAN Programming	CIS 159
Programming with C and UNIX	CIS 251
Pascal Programming	CIS 252
Accounting Information Systems	ACC 285

NOTE: At least one of the above six options will be available each semester.

## MANAGEMENT STUDIES CERTIFICATE

This certificate program is designed to meet the needs of those who are already employed in business and government, and who wish to access training in management and supervision.

The program is comprehensive in nature, and includes courses in Computer Applications, Financial Management and Cost Control, Applied Management Communication, Personnel, Industrial Relations, as well as basic courses in Management, Human Relations and supervisory skills. Practical and applied skills are developed throughout, as well as the conceptual framework required in management.

Individuals employed in a wide range of organizations and functional roles are served by this program. The Forest and Mining Industries, Health and Educational Institutions, Local, Provincial and Federal government organizations, and service business in such fields as Retailing, Transportation, Banking and Finance will all find this program relevant to their needs.

No specific education prerequisites are attached to this program, but all participants should have at least three years work experience.

Computer Applications in Management	MGT 153
Finance and Cost Control	MGT 154
Personnel	MGT 263
Industrial Relations	MGT 264
Management I	MGT 151
Management II	MGT 152
Human Relations	MGT 261
Organizational Behavior	MGT 262
Applied Management Communications	MGT 265
Management Skills for Supervisors	MGT 266

## MANAGEMENT SKILLS FOR SUPERVISORS CERTIFICATE

Management Skills for Supervisors involves 12 days of integrated material covering a broad range of management issues. The 12 days are divided into three parts, each dealing with a particular group of skills:

Part I:	Interpersonal Skills
Part II:	Group Skills
Part III:	Administrative Skills

The programme is designed to be highly experiential in nature, actively involves the participants in their own learning. To that end, structured experiences, role plays, media experiences, self scoring inventories, and discussions are employed and supported by relevant theoretical concepts.

Over 2,000 managers/supervisors from the private and public sector in British Columbia have been involved in the programme, which is being offered at six B.C. community colleges. Each of these colleges will give credit for partial course completion at another college offering the programme. Management Skills for Supervisors is provincially certified by the Ministry of Education, which will issue a certificate upon successful completion.

## COMMERCE PROGRAM

The College offers the first two years of a University Transfer Commerce program leading to a Bachelor of Business Administration or a Bachelor of Commerce degree (UBC, SFU, and other universities).

Fields of specialization in Economics include Money and Banking, Government Finance, Labour Economics, National Resource Economics, Health Economics, Economic Development, Urban Land Economics, International Economics, Industrial Organization and third World Development.

ADMISSION REQUIREMENTS: See page 26

LENGTH OF PROGRAM: 4 Semesters

COMMENCEMENT DATE: September

FEES: See page 28

### THE PROGRAM (UBC Commerce)

#### SEMESTER 1

Principles of Economics - Microeconomics	ECON 202
Computing Science I	MATH 109

Plus:

One of ENGL 101-3, 102-3 or 103-3  
One of MATH 101-3 or 103-3  
Any Arts and Science elective

#### SEMESTER 2

Principles of Economics - Macroeconomics	ECON 201
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Plus:

One of ENGL 101-3, 102-3, or 103-3 or  
One of MATH 102-3 or 104-3  
Any 2 Arts and Science electives

## FIRST YEAR COMMERCE

### SEMESTER 3

Quantitative analysis I	COM 110
Accounting	COM 201
Business Statistics I	COM 207

Plus:

Any 2 Arts and Science electives. See note below.

### SEMESTER 4

Organizational Behaviour	COM 102
Financial Accounting	COM 202
Business Statistics II	COM 208

Plus:

Any 2 Arts and Science electives

**NOTE:** All Commerce students should consult a counsellor when selecting courses, as several options are possible throughout and course selection is very important. Students taking Math 103-104 should consult a counsellor about required second year Math courses.

## CONSTRUCTION ENGINEERING TECHNOLOGY

### Diploma

Over one million people in Canada are employed in construction and in the production and merchandising of related equipment and material.

Advances in technology demand that modern buildings as well as service structures such as hydro dams, bridges and roads meet rigorous standard of workmanship and safety. At the same time they must provide an efficient and environmentally compatible structure.

As a result of the dynamic and varied nature of the industry, careers opportunities for technicians and for technologists encompass a large spectrum. The Construction Engineering technology Program is designed to give the student a general background over a large part of this spectrum, with emphasis on that area dealing with the design and construction of buildings.

Graduates of the program fill technological positions between the professional designer/manager and the skilled tradesman. With the addition of on-the-job experience, graduates will be able to attain such positions as materials testing technicians, senior draftspersons, job captains, specification writers, estimators, contract managers, construction supervisors, construction managers, building inspectors, property manager and technical representatives for building supplies and equipment manufacturers and suppliers.

A construction engineering technologist must be able to read and draft construction drawings, calculate quantities, judiciously inspect materials and operations, perform construction surveys, interpret and apply specifications and contracts. He or she must have a sound understanding of the design construction process, contracts, codes and building standards as well as the materials, tools and operations involved in a variety of building trades. In addition, the graduate must be able to communicate effectively with a variety of project related personnel using graphic written and oral means.

The program is accredited by the Society of Engineering Technologists of British Columbia at the level of Technician. In addition, several courses are recognized as equivalencies to courses given by the Royal Architectural Institute of Canada Syllabus Program and the Canadian Institute of Quantity Surveyors.

Recently, the program has undergone changes in order to better meet the requirements of the industry and provide the student with improved transferability to supplementary post-diploma training, especially in the areas of quantity surveying, engineering, architecture and management. Computer applications have been introduced into those courses dealing with job scheduling, heat loss calculations and mechanical systems selection as well as drafting. Additions in the areas of structural design, estimating and specification writing are expected soon.

A shortened and less rigorous program is available in the areas of estimating, building inspection, and construction supervision, leading to certificates.

Applicants should be skilled in the use of the English language, have good mathematic and graphic aptitudes and be interested in the physical sciences.

**ADMISSION REQUIREMENTS:** Grade 12, GED or ABE IV. This must include English 12 or English 040, Algebra 11 or Math 040. GED meets the general admission requirements but does not meet specific course prerequisites where applicable.

**RECOMMENDED:** Algebra 12, Physics 11, Drafting 9/10.

**LENGTH OF PROGRAM:** 6 Tri-mesters over a period of two years.

### THE PROGRAM

**TRIMESTER 1 (Fall)** Beginning first week in September:

English Developmental Studies	ENGL 155
Math Developmental Studies	MATH 155
Physics	PHYS 105
Surveying I	SURV 151
Introduction to Construction	CONS 150
Design I	CONS 161
Drawing Interpret. I	DRAF 154

**TRIMESTER 2 (Winter)** Beginning second week in January:

English	TCOM 180
Mathematics	MATH 100
Intro. to Programming Logic	TPRG 188
Light Wood Framing	CONS 153
Design II	CONS 171
Electrical/Illumin.	CONS 286
Drafting I	DRAF 153

**TRIMESTER 3 (Spring)** Beginning first week in April:

Soils	CONS 157
Municipal Engineering	CONS 267
Design III	CONS 271
HVAC	CONS 285

**TRIMESTER 4 (Fall)** Beginning 3rd week in September:

Materials I	CONS 151
Plumbing	CONS 287
Drawing Interpret.	DRAF 253
Humanities Elective	

**TRIMESTER 5 (Winter)** Beginning 2nd week in January:

Materials II	CONS 152
Estimating I	CONS 261
Construction Equipment	CONS 283
Project I	CONS 288
Drafting II	DRAF 254

**TRIMESTER 6 (Spring)** Beginning 1st week in April:

Materials III	CONS 251
Materials IV	CONS 252
Building Regulations	CONS 254
Estimating II	CONS 262
Construction Law	CONS 265
Construction Managements	CONS 282
Project II	CONS 289

At the end of the sixth semester students will have the opportunity to enroll in an advanced computer design course using CADD equipment. Emphasis will be placed upon practical applications specifically relating to construction.

## CRIMINOLOGY

### Diploma

This program is designed to provide the graduates with an Associate of Arts Diploma - Criminology and the first two years of a university transfer program leading to a Bachelor of Interdisciplinary Arts Degree in Criminology available at Simon Fraser University. Other options include General Certificate in Criminology (SFU) and Advanced Certificate in Criminology (SFU).

The Diploma Program prepares the graduates for potential employment in the various criminal justice system positions such as correctional officers, group home attendants, community resource centres, and a variety of other related positions and provides them with unique and valuable research skills.

CNC university transfer courses and Department of Directed Independent Studies (DISC) through Simon Fraser University (SFU) are included in the program.

**ADMISSION REQUIREMENTS:** See Academic and Career Programs Admission Requirements page 26. Students must successfully satisfy the admission requirements of SFU in order to enroll in the three courses which must be taken through SFU (DISC).

**LENGTH OF PROGRAM:** 4 Semesters

Students who wish to take the program over a longer period of time should discuss this with a counsellor. All program requirements must be completed within 5 years of initial enrollment in order to receive the Associate of Arts Diploma - Criminology.

**COMMENCEMENT DATE:** September.

**FEES:** see page 28

## THE PROGRAM:

### SEMESTER I

Introduction to Criminology		*CRIM 101
Introduction to the Criminal Justice System		*CRIM 103
Introduction to Sociology I		**SOC 101
Introduction to Psychology I		**PSYC 101
Cultural & Social Anthropology	R	ANTH 101

### SEMESTER II

Psychological Explanations of Criminal Behavior		*CRIM 102
Sociological Explanations of Criminal Behaviour		*CRIM 106
Introduction to Sociology II		**SOC 102
Introduction to Psychology II		**PSYC 102
Canadian Law and Legal Institutions	D	*CRIM 135

### SEMESTER III

Introduction to Corrections		*CRIM241
Statistics for the Social Sciences	R	**PSYC 201
The Administration of Justice in Canada	D	**PSCI 151
Canadian Economic Issues I	R	**ECON 102
Organizational Behaviour	R	**COM 120

### SEMESTER IV

Research Methods in Criminology		*CRIM 120
Criminal Law	D	*CRIM 230
Moral Philosophy I		**PHIL 101
Social Problems	R	SOC 206
Canadian Society II	R	SOC 204

### NOTE: Group A Courses

8 Crim courses flagged with a single asterisk must be taken

2 Crim courses flagged with a "D" must be taken through DISC.

CRIM 101	
CRIM 102	
CRIM 103	
CRIM 106	
CRIM 120	
CRIM 135	D
CRIM 230	D
CRIM 241	
24 Credit Hours	

### GROUP B COURSES

5 Crim courses flagged with a double asterisk must be taken

1 Crim course flagged with a double asterisk and a "D" must be taken through DISC.

3 courses flagged with a double asterisk and an "R" are recommended but students may select alternative courses provided they are in accordance with the list below.

PSYC 101	
PSYC 102	
PSYC 201	R
SOC 101	
SOC 102	
COM 120	R
ECON 102	R
PSCI 151	D
PHIL 101	
27 Credit Hours	

MATH 104 may be taken in lieu of PSYC 201  
COM 120 and ECON 102 may be replaced by and two of the following courses:

ECON 101
HIST 103
HIST 104

### GROUP C COURSES:

3 courses which are flagged only by an "R" are recommended courses but may be replaced with any CNC course which carries 3 credit hours of university transfer to a Simon Fraser University course.

ANTH 101	R
SOC 204	R
SOC 206	R
24 Credit Hours	

### SUMMARY TABLE

GROUP	CNC COURSES	DISC COURSES	TOTAL COURSES	TOTAL C/H
A	6	2	8	24
B	8	1	9	27
C	3	0	3	9
TOTAL	17	3	20	60

## ALTERNATIVE CRIMINAL JUSTICE PROGRAMS

For a variety of reasons, many students in the region may not or cannot pursue the Bachelor of Interdisciplinary Studies in Criminology at S.F.U. These students are provided the opportunity to utilize on-campus courses in criminology at CNC and DISC course through Simon Fraser University.

**\*\*\* It is important to note that students who receive an Associate of Arts Diploma in Criminology from CNC are not eligible to pursue and receive an SFU General Certificate in Criminology. However, students who have received a CNC Associate of Arts Diploma in Criminology from CNC may pursue and be awarded an SFU Advanced Certificate in Criminology.**

### SFU General Certificate in Criminology

This certificate is awarded to students who successfully complete 60 credit hours of prescribed coursework as set out by SFU in the Simon Fraser University 1984/1985 Calendar (p.119). Students may receive this certificate by combining CNC course offerings with SFU DISC offerings. Specifically, the core curriculum is the same as CNC's Criminology Program but students must enroll in and successfully complete at least 5 DISC criminology courses.

### SFU Advanced Certificate in Criminology

This certificate may be pursued by students who have received a CNC Associate of Arts Diploma in Criminology. They will be assigned 6 credit hours in the social sciences for their 60 hours of credit at CNC. Students must then complete 18 credit hours of upper level criminology courses, most of which must be taken through SFU's DISC Program. These courses and further information may be found in the current SFU Calendar.

### NOTE: SFU Extended Studies Diploma

Students who hold a Bachelor's Degree (or higher) in any field of study may pursue the above diploma. Further details concerning this program may be found in the current SFU Calendar.

## ELECTRICAL-ELECTRONICS TECHNOLOGY Diploma

Students in Electrical-Electronics Technology, after successfully completing their first two terms at CNC, transfer to B.C.I.T. for terms three, four, five and two work terms.

Program options in terms four and five include Control Electronics, Instrumentation, Power, Telecommunications, and Microelectronics.

Graduates will find employment in utilities, government agencies and electronics firms. Entrepreneurial opportunities are abundant.

**ADMISSION REQUIREMENTS:** Grade 12, GED or ABE IV: Algebra 12 or MATH 100, Physics 11 or PHY 040, English 12 or ENGL 040.

Students who do not have a C+ grade in these subjects will experience difficulty in this program.

**NOTE:** Chemistry 11 or CHEM 040 is required for those students wishing to transfer into the Instrumentation Option at B.C.I.T. The GED meets the general admission requirements but does not meet specific course prerequisites.

**RECOMMENDED:** Physics 12

**LENGTH OF PROGRAM:** Five 15-week academic levels and two 15-week co-op work terms (optional). The student must complete academic levels three, four and five at B.C.I.T. but will have the flexibility to transfer after either level one or two.

**FEES:** See page 28

**EXPENSES:** Students should budget \$200 per year for electronics projects.

### THE PROGRAM:

#### Term I (Available at CNC September-December)

Technology Mathematics 1	TMTH 181
Technology Physics 1	TPHY 181
Technology Programming	TPRG 186
Technology Circuit Analysis 1	TELE 183
Technology Shop Practice	TELE 181

#### TERM II (Available at CNC January-April)

Technology Mathematics II	TMTH 182
Technology Physics II	TPHY 184
Technology Circuit Analysis II	TELE 184
Technology Electronic Circuit	TELE 188
Technology Printed Circuit Fabrication	TELE 182
Technology Digital Techniques	TDGS 186
Technical Communications	TCOM 180

## FINE ARTS

The College of New Caledonia in co-operation with Emily Carr College of Art and Design outreach program offers the ECCAD foundation year in Prince George. This part time credit program is offered on weekends and evenings over a two year period. The foundation year covers eight studio courses and a two semester survey of Western Art.

The foundation program accepts both regular (fall program) and occasional (one or more courses) students. For program brochure, admission, and registration information please contact the college of New Caledonia counselling center. Admissions applications deadline is April 26, 1985 although late applicants may be considered.

Courses that will be taught:

Survey of Western Art  
Colour and Perception  
Drawing and 2D  
Survey  
3D Materials  
Creative Processes  
Graphic Design  
Print Making  
Painting  
3D - Clay

## FOREST RESOURCE TECHNOLOGY

### Diploma

The Forest Resource Technology program offers a wide variety of careers normally placing the individual outdoors. Graduates find jobs in Harvesting, Reforestation, Engineering, Protection, Research, and Management.

The program has a broadly-based curriculum. Liaison with the Forest industry is excellent and graduate placement is normally very high. Future trends indicate there will be an increasing demand for forest technologists and graduate placement will be very high especially given the pressure toward intensive forest management.

**ADMISSION REQUIREMENTS:** Grade 12, GED, ABE IV, Algebra 11 or Math 040, Biology 11 or BIO 040 and English 12 or ENGL 040. The GED meets the general admission requirements but does not meet specific course or program prerequisites where applicable.

Students who do not have a C grade in the above courses will experience difficulty in this program.

**RECOMMENDED COURSES:** Forestry 11, Chemistry 11, Algebra 12, Physics 11, and Drafting 11.

**LENGTH OF PROGRAM:** Sixty-four weeks over four semesters. This total includes an 8-day Fall Orientation, a 5-day Field Trip, and a 5-day Field School

**COMMENCEMENT DATE:** First Year - September 3, 1985.

**FEES:** See page 28

**EXPENSES:** (Estimated)

Per Year	Equipment - \$250
	Clothing - \$130
	Field Trips - \$150

### THE PROGRAM

#### SEMESTER 1

English Developmental Studies	ENGL 155
Mathematics 1	MATH 151
Field School	FOR 150
Forest Products	FOR 154
Dendrology and Silvics	FOR 155
Forest Soils and Hydrology	FOR 157
Forest Measurements 1	FOR 161
Fire Control 1	FOR 165
Photo Interpretation and Mapping 1	FOR 171
Drafting	FOR 173

#### SEMESTER 2

Technical Communications 1	TCOM 180
Mathematics II	TPRG 188

Botany and Ecology	FOR 156
Forest Measurements II	FOR 162
Fire Control II	FOR 166
Fire Control II	FOR 166
Photo Interpretation and Mapping II	FOR 172
Forest Drafting II	FOR 174
Spring Field School	FOR 199

#### SEMESTER 3

Forest Management I	FOR 251
Silviculture I	FOR 253
Forest Entomology	FOR 255
Forest Measurements III	FOR 261
Supervisory Skills in forestry	FOR 267
Forest Finance I	FOR 281
Roads and Transportation I	FOR 285
Logging I	FOR 287
Summer Technical Report	FOR 290

#### SEMESTER R

Forest Management II	FOR 252
Silviculture II	FOR 254
Forest Pathology	FOR 256
Forest Measurements IV	FOR 262
Industrial Relations in Forestry	FOR 268
Forest Finance II	FOR 282
Roads and Transportation II	FOR 286
Logging II	FOR 288

At the end of the fourth semester, students will have an opportunity to enroll in a computer application course using CADD equipment with emphasis on applications relating to Forestry.

### FORESTRY DEGREE

Professional Foresters can pursue a four year program in post-secondary education leading to a Bachelor of Science in Forestry degree (B.S.F.) or a five year program leading to a Bachelor of Applied Science (Forestry) awarded by the University of British Columbia.

**ADMISSION REQUIREMENTS:** Grade 12 with Algebra 12; two of Biology 11, Physics 11, or Chemistry 11; two of Biology 12, Physics 12 or Chemistry 12.

**LENGTH OF PROGRAM:** One year at CNC followed by three years at U.B.C. for B.S.F. or four years at U.B.C. for B.Sc. (Forestry).

**COMMENCEMENT DATE:** September 3, 1985

**FEES:** See page 28

#### THE PROGRAM:

##### SEMESTER 1

Biology	BIO 101
Chemistry	CHEM 111 or 113
Dendrology	FOR 111
English	ENGL 101/102
Calculus I	MATH 101
Statistics	MATH 104

##### SEMESTER 2

Biology	BIO 102
Chemistry	CHEM 112 or 114
Dendrology	FOR 112
English	ENGL 102/103
Calculus II	MATH 102
Fortran	MATH 105

### GENERAL STUDIES

#### Diploma

Students may design a unique General Studies program and obtain a College diploma upon completion of the required number of credits. Students requiring further information concerning a General Studies Diploma program are asked to consult with a CNC counsellor prior to enrollment.



### MEDICAL LABORATORY TECHNOLOGY

#### Diploma

This program has been substantially revised by the Ministry of Education. The prerequisites have been changed along with the sequence of the courses. The specialized courses have also been increased in length. The MLT specialized program now consists of ten months at B.C.I.T. or Cariboo College, followed by a year's practicum at an assigned hospital.

**ADMISSION REQUIREMENTS:** Students who intend to apply for admission to Medical Laboratory Technology at B.C.I.T. or Cariboo College should contact a counsellor to determine entry prerequisites. At time of publication of this Calendar, the prerequisites were proposed to be as follows: BIO 101 and 102, CHEM 111 and 112, MATH 101 and 102, and PHYS 105 and 106.

### NURSING

#### Diploma

The Nursing Program is designed to meet the requirements of the Registered Nurses Association of British Columbia in preparation for nurse registration (R.N.).

The graduates are members of the health team providing comprehensive nursing care in general medical-surgical, paediatric, post partum, normal newborn nursery and psychiatric areas. The graduate will have the potential to function in intensive or critical care areas following additional experience, ongoing education and supervision.

The program provides integrated theory and practical experience.

#### ADMISSION REQUIREMENTS:

- 1) Grade 12, G.E.D. or ABE IV, English 12 or Engl 040, Biology 11 or Bio 040 and Chemistry 11 or Chem 040. G.E.D. meets general admission requirements but does not meet program or course prerequisites.
- 2) Applicants who meet the College criteria for Mature Student Status may apply. Biology 11 or Bio 040 and Chemistry 11 or Chem 040 are required for admission.

All accepted applicants will be tested to determine basic competency in reading English and arithmetical computation. Applicants who do not meet the required competency level will be given a recommendation for remediation. Re-writes will be given only to those who show evidence of remediation.

A medical examination report attesting to the fact the applicant has four functional limbs, functional vision, and hearing perception and has a general health status suitable for a nursing program, must be submitted before a final acceptance into the program. A chest X-Ray and immunization will be required following final acceptance.

#### LENGTH OF PROGRAM:

22 months extending over 2½ years.

**COMMENCEMENT DATE:** September

**FEES:** See page 28



## THE PROGRAM

### SEMESTER 1 - (September -December) - 15 weeks

Communications in Nursing	NURS 154
Human Anatomy and Introductory Physiology	BIO 115
Health - Its Maintenance and Promotion	NURS 151
Psychology for Nursing I	PSYC 161

### SEMESTER 2 (January - April) - 16 weeks

Human Physiology for Nurses	BIO 116
The Adult with Common Interferences	NURS 152
The Nurses Roles and Responsibilities	NURS 164
Psychology for Nursing II	PSYC 162

### INTERSESSION I (May - June)

Adult with Common Interferences (Continued)	NURS 152
Work Session (June, July or August)	NURS 199

### SEMESTER 3 (August - December) and

### SEMESTER 4 (January - April)

The Expanding Family	NURS 261
The Child in Health and Illness	NURS 263
Professional, Ethical and Moral Issues in Nursing	NURS 251
The Individual Experiencing Psychosocial Interferences	NURS 262
The Adult with Critical Interferences	NURS 264

### INTERSESSION II - (May or August)

The Individual Requiring Long Term Care	NURS 291
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### SEMESTER V - (June-September)

The Nurse - A Health Team Member	NURS 299
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## NURSING (Access Program)

### Diploma

The program is designed to access Licensed Practical Nurses into the General Nursing Program. Access students must first complete make-up courses before entering into the second year of General Nursing Program.

ADMISSION REQUIREMENTS: See Nursing Program.

In addition, applicants must have current B.C. Licensure as a Practical Nurse plus graduation within the last two years from a Practical Nurse Program or Reference Letter verifying satisfactory performance as an employee in a setting requiring basic nursing skills for one full year or equivalent within the last five years at the Practical Nurse level.

COMMENCEMENT DATE: January 1986

FEES: See page 28

### THE PROGRAM

#### SEMESTER 1 (January - April)

The Adult Experiencing Common Interferences (Access)	NURS 153
Communications in Nursing	NURS 154
Human Physiology for Nurses	BIO 116
Psychology for Nursing I	PSYC 161
Psychology for Nursing II	PSYC 162

#### INTERSESSION - (May - June)

The Expanding Family (Access)	NURS 265
The Child in Health and Illness (Access)	NURS 267
The Nurse's Roles and Responsibilities	NURS 164

#### SEMESTER 2 - (August - December)

The Individual Experiencing Psychosocial Interferences	NURS 262
The Adult with Critical Interferences	NURS 264
Professional, Ethical & Moral Issues in Nursing	NURS 251

#### SEMESTER 3 (January - April)

The Individual Requiring Long Term Care (January)	NURS 291
The Nurse - A Health Team Member (February - May)	NURS 299

## REFRESHER COURSE FOR NURSES

(Contact the Health and Social Science Division)

## PHYSICAL EDUCATION

The College of New Caledonia provides a two-year university transfer program that prepares students for entry into the following degree programs:

### UNIVERSITY OF BRITISH COLUMBIA

Bachelor of Physical Education  
Bachelor of Education - Secondary Division (P.E. Major)  
Bachelor of Education - Elementary Division (P.E. Major)  
Bachelor of Recreation Education (partial program)

### UNIVERSITY OF VICTORIA

Bachelor of Science - Human Performance Major  
Bachelor of Arts - Human Performance Major  
Bachelor of Arts - Leisure Studies Major

### UNIVERSITY OF ALBERTA

Bachelor of Physical Education  
Bachelor of Education - Secondary (PE Major)  
Bachelor of Education - Elementary (PE Major)  
Bachelor of Recreation Administration

ADMISSION REQUIREMENTS: Grade 12, ABE IV, or GED, Biology 11 or Bio 040, or Chemistry 11 or Chem 040 and English 12 or Engl 040. GED meets general admission requirements but does not meet specific program prerequisites.

LENGTH OF PROGRAM: 4 Semesters

COMMENCEMENT DATE: September 1985

FEES: See page 28

## THE PROGRAM

### SEMESTER I

An Introduction to the Study of Sport	PE 121
Biodynamics of Physical Activity	PE 123
Scientific Basis of Athletic Conditioning	PE 103
Two non-P.E. electives from University Transfer Courses	
100 Level University Transfer English	

### SEMESTER II

Dynamics of Motor Skill Acquisition	PE 124
Two PE Performance courses	
Two non-P.E. electives from University Transfer Courses	
100 Level University Transfer English	

### SEMESTER III

Human Functional Anatomy and Applied Physiology I	PE 203
Two P.E. Performance courses	
Two non-P.E. electives from University Transfer Courses	
200 Level University Transfer English	

### SEMESTER IV

Human Functional Anatomy and Applied Physiology II	PE 204
Sport in Canadian Society	PE 222
Two P.E. Performance courses	
Two non-P.E. electives from University Transfer Courses	
200 Level University Transfer English	

NOTE 1: Students should refer to the appropriate university calendar as a guide to selecting electives, or contact a counsellor.

NOTE 2: Students who intend to enter Sport Management stream at UBC should enroll in Economics 202.

NOTE 3: Students should select courses which are appropriate to the selected stream of specialization:

Teaching/Coaching  
Sports Medicine  
- Athletic Trainer  
- Exercise Specialist  
Sports Management  
Special Populations  
Lifestyle Management

Agricultural Sciences  
Arts  
Applied Science (Engineering)  
Architecture  
Co-operative Computing  
Chemistry  
Criminology  
Dental Hygiene  
Dentistry  
Education  
Forestry

Geography  
Home Economics  
Law  
Librarianship  
Medicine  
Pharmaceutical Sciences  
Physical Education  
Recreation  
Rehabilitation Medicine  
Science  
Social Work

To help students in program planning for University Transfer a transfer equivalency guide appears in this calendar on pages 64 and 65.

Students are urged to discuss their program with a CNC Counsellor to ensure that the proper courses have been selected to satisfy the requirements of the degree they are seeking.

ADMISSION REQUIREMENTS: See page 4

LENGTH OF PROGRAM: 4 semesters.

COMMENCEMENT DATES: September or January.

FEES: See page 28

## UNIVERSITY TRANSFER PROGRAM

The College of New Caledonia offers a wide variety of courses in the area of Arts and Sciences.

Students may elect a program of studies that will transfer to third year University and will lead to a degree in:

# ACADEMIC & CAREER PROGRAMS (UNIVERSITY, BUSINESS, TECHNICAL) ADMISSIONS AND REGISTRATION

## ADMISSION REQUIREMENTS

Students eligible for admission are those who satisfy specific course or program prerequisites. Where Grade 12 is listed as a requirement for admission:

- (i) a) Students should have graduated from a B.C. Secondary School or equivalent or have GED or ABE IV, but must have English 12, Engl 040 or equivalent.
- b) GED meets general admission requirements but does not meet specific courses for B.C. Secondary School graduation but must have English 12, Engl 040 or equivalent. Deficient courses may be required to be completed while attending CNC.
- OR
- (ii) are over 19 years of age on the first day of the semester for which admission is sought and have been out of the regular school system for at least one year and whose maturity and experience demonstrate they will be able to succeed in their courses. Program prerequisites and their equivalent will be assessed on an individual basis.
- OR
- (iii) will complete Grade 11 in the year in which they are applying for admission, and who have an outstanding academic record. These students will be admitted as "Early Admission" students.

### SPECIAL ADMISSION:

Special admission may be granted to enter a program or course where the admission requirements or course prerequisites have not been met, upon the written recommendation of a counsellor and the instructor with the signed authorization of the appropriate Director.

## ADMISSION STATUS - ACADEMIC

All students are assigned an academic status. This status is normally determined by the student's previous level of success.

- (i) Adequate Status - assigned to new students who have completed all formal prerequisites for admission to the College and continuing students with a current grade point average of 1.5 or higher.
  - (ii) Conditional Status - assigned to new students who have not submitted transcripts of previous education, or who are required to complete one or two secondary school courses. Students will not normally receive an official transcript until the condition for admission has been satisfied.
  - (iii) Probationary Status - assigned in each of the following situations:
    - to mature students who have not completed secondary school.
    - to students whose previous academic achievement cannot be accurately assessed.
    - to students admitted as "Early Admission" students.
    - to students whose current grade point average is between 1.00 and 1.49. Such students may be required to enroll in a reduced course load and will be required to attend CNC 154-0 Directed Studies. If this is the second semester when the student's grade point average is between 1.00 and 1.49, the student may be required to withdraw.
- NOTE: CNC Students with a grade point average of 0.99 or lower will normally not be permitted to continue the following semester.
- (iv) Advance Standing - students who have completed post-secondary courses in other institutions may be given credit for these courses at CNC. Students with questions on advance standing should consult a CNC Counsellor well before the beginning of the semester and obtain a written acceptance of their advance standing.
  - (v) Audit Status  
Students may Audit courses under the following provisions.
    1. There must be a vacancy in the class. Students taking the course for credit are given preference on class lists.
    2. The student must request Audit status at the time of registration.

3. a) Students requesting a status change from Regular to Audit must do so during the regular College drop period. Students requesting such a change forfeit their seat on the official class list and will be re-assigned if a vacancy exists as outlined in number one above.
- b) Students requesting a status change from Audit to Regular must do so during the regular College add period. Students may only make such a change if there is a vacancy in the class and they have fulfilled all other College admission requirements.
4. Students may not change from Regular to Audit status after the official add/drop period has passed unless approved by a Division Director.
5. No College credit is awarded for audited courses.
6. The student must pay the regular fee for taking the course.
7. Courses taken on an Audit basis are not considered part of the student's official workload.

## ADMISSION PROCEDURES

### NEW STUDENTS:

- (i) Write to or inquire for an application form:  
Office of Admissions & Registration  
College of New Caledonia  
3330 - 22nd Avenue  
Prince George, B.C. V2N 1P8  
562-2131
- (ii) The completed Application Form, and Secondary School or Post-Secondary transcript, should be submitted to the College as soon as possible. Secondary School students may complete a statement of Secondary School Subjects. This statement will be accepted in lieu of a transcript and students will be admitted on a conditional basis. The conditional status will be removed when the College receives the official transcript of Secondary School grades. This should be forwarded as soon as possible.  
Students are not formally accepted or placed on program waiting lists until transcripts or Secondary School Status Statements are received by the College.
- (iii) Applications will be processed and students will be notified by mail of their admission to the College.
- (iv) Detailed registration information, including the date and time for registration, will be included with the Permission to Register letter.
- (v) All new students will be required to consult with a counsellor before or during registration.

### FORMER STUDENTS RETURNING TO COLLEGE:

- (i) All returning students register at the College at the date and time indicated on their Notice of Admission.
- (ii) Students requiring academic advice or counselling are encouraged to consult a Counsellor prior to the formal registration period.

### PRIORITY:

All applicants are urged to apply for admission as early as possible as first priority may be given to the earliest applications.

## REGISTRATION

Students must register at the time indicated on their Permission to Register letter.

Students will not be admitted to the registration area at times earlier than those indicated on their Permission to Register letter. Registration is not complete until all fees have been paid.

## LATE REGISTRATION

Students who do not register at the time specified on their notice of Admission may register up to 10 instructional days after the first day of classes. A \$10.00 per course late registration fee to a maximum of \$50.00 may be assessed anyone who does not

register at the time indicated on their Permission to Register letter. Students with extenuating circumstances are advised to see the Registrar.

## CHANGE OF COURSE OR SECTION

Students contemplating changing courses should consult with a counsellor. All course and section changes require College approval and will only be permitted during the periods specified in the College Calendar.

## WITHDRAWAL

A student may withdraw from courses without academic penalty or instructor's permission up to the end of the 6th week of the semester. A minimum of 20% of the student's final grade will be decided and be made available prior to the end of the 6th week of the semester.

A student may withdraw from courses without academic penalty from the beginning of the 7th week until the end of the 9th week provided a "P" grade, or better, has been maintained. Students who withdraw after the 9th week will receive an "F" grade. The assignment of the "F" grade may be appealed through the Grade Appeal Procedure.

NOTE: Students who withdraw after the final withdrawal deadline will receive an "F" grade and a grade point of "O" which will be calculated in their grade point average.

Students have the right to appeal any grade assigned by the College.

## TERMINATION

See page 6 (GENERAL INFORMATION SECTION)

## READMISSION

A student who withdraws twice from the same course and applies for readmission to that course will be given the lowest priority on the course's waiting list.

## UNIVERSITY, BUSINESS, TECHNICAL PROGRAMS

A student who withdraws twice from the same course and applies for readmission to that course will be given the lowest priority on the courses's waiting list.

## NURSING PROGRAMS

A Student who fails a nursing course once will be allowed to apply for readmission.

A subsequent failure in any nursing course will automatically exclude the student from further study and from readmission to the Nursing program.

Nursing students will be readmitted to the program according to the following priorities:

1. A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal maintained a grade of "C" or better, will have first priority.
2. A student who has failed a nursing course or who has withdrawn from the nursing course with less than a "C" grade standing will be given second priority.
3. A student requesting transfer from nursing programs at other institutions will be subject to the criteria above and will be given third priority.
4. A student who withdraws twice from the same course and applies for readmission to that course will be given the lowest priority on the course's waiting list.
5. A student who is enrolled in the General Nursing Program must complete the program requirement within 5 years of the date of initial enrollment.
6. A student who is enrolled in the Access Nursing Program must complete the program requirements within 3½ years of the date of initial enrollment.

The College reserves the right to refuse readmittance to any student based on its' ability to deliver the appropriate instructional experiences.

# FEES

## DIPLOMA AND UNIVERSITY TRANSFER PROGRAMS

As this calendar is published well in advance of session commencement, the College reserves the right to make any changes to the fee structure as approved by the College Board.

### TUITION AND ASSOCIATION FEES Per Semester

#### FULL AND PART TIME ARTS AND SCIENCE UNIVERSITY TRANSFER

FEES: Tuition: \$62.00 per course  
Lab/Materials: \$31 per lab course  
Registration: \$15.00  
Student Association: - \$5.00 per course (max \$20)  
I.D. Card: \$1.00

#### FULL TIME CAREER TECHNICAL PROGRAMS

including:

**Nursing, Engineering, Forest Resource Technology, Construction Technology, Electrical/Electronics Technology, Business Administration, Applied Science (i.e. Engineering), Agricultural Science**

FEES: Tuition: \$62.00 per course (max. \$310.00)  
Lab/Materials \$31 per lab course  
(maximum \$62)  
Student Association: \$5.00 per course  
(max. \$20)  
Registration: \$15.00  
I.D. Card: \$1.00

#### PART TIME CAREER TECHNICAL PROGRAMS

FEES: Tuition: \$62.00 per course  
Lab/Materials \$31 per lab course  
Student Association: \$5.00 per course  
(max. \$20)  
Registration: \$15.00  
I.D. Card: \$1.00

### CANADA EMPLOYMENT AND IMMIGRATION COMMISSION SPONSORSHIP

Canada Employment and Immigration Commission purchases spaces in some programs. Before applying for admission as a fee paying student, you may wish to check with your local CEIC Office to determine your eligibility for sponsorship by CEIC.

For information on those programs which are eligible for sponsorship by CEIC, call the CNC Counselling Centre or your local CEIC Office.

### SPONSORED STUDENTS

Students whose fees will be paid by sponsoring agencies will be required to present a letter to this effect from the agency concerned at the time of registration.

### PAYMENT OF FEES

Tuition, lab fees and Student Association fees are collected each semester at the time of registration. Students who are unable to pay their fees at the time of registration and who are unable to obtain financial assistance from the Financial Aid Officer will not be permitted to register, unless prior approval is obtained from the Registrar.

### MISCELLANEOUS FEES

Grade Appeal	\$5
Transcript	5 for 1st copy 1 for each additional copy
Duplicate Diploma	5
I.D. Card Duplicate	1
Locker Rental	5
Duplicate Permission to Register	1
Duplicate Grade Statement	1
Duplicate income tax receipt	1

NOTE: Some courses may require an assessment for supplies and activities required as part of the course.

### ESTIMATED EXPENSES

Full-time students should be aware of the expenses beyond the fees, they will incur each semester. Costs can be estimated as follows:

Books and supplies	200
Local transportation	150
Miscellaneous	400
	<hr/> 750

### HOUSING AND MAINTENANCE EXPENSES

The average cost of room and board in Prince George is \$250 to \$350 per month.

### REFUNDS

A complete refund of fees is made only when a course or program is cancelled.

#### SCALE OF WITHDRAWAL REFUNDS:

- A 75% refund of fees will be made if a student withdraws before the end of the first week of classes.
- A 50% refund of fees will be made if the student withdraws before the end of the second week of classes.
- No refund will be made if the student withdraws more than two weeks after commencement of classes, or after 14% of the course has been completed in courses/programs less than 4 months in length.

# ACADEMIC & CAREER PROGRAMS (UNIVERSITY, BUSINESS, TECHNICAL) GRADES AND TRANSCRIPTS

## EVALUATION AND GRADING

To ensure maximum involvement of the student in the learning process, CNC follows a policy of regular and frequent evaluation in determining the grades. There is no single final examination. All final grades are issued through the Registrar's Office.

## GRADES

Alphabetic symbols are used to report academic success. Each grade is assigned a numerical weight or grade point, that is used to determine the grade point average.

LETTER GRADE	GRADE POINTS
A Outstanding achievement	4.0
B+	3.5
B Good achievement	3.0
C+	2.5
C Satisfactory achievement. The lowest standing on which to base further study in a discipline.	2.0
P Standing below that required for further study in a discipline. The student is granted college credit for the course but cannot be granted credit for the course in another institution. Permission is required to continue in a sequential course.	1.0
F Fail. No credit granted.	0
I Incomplete. Grade and credit withheld until all requirements of the course have been met. Will require completion of all required work within 4 weeks of the last day of classes or an 'F' grade will be assigned.	*
S Credit granted. Course requirements have been satisfactorily completed. This grade is assigned where a course is successfully challenged. NOTE: Some institutions will not accept for transfer those courses that have been awarded College credit on the basis of challenge credit.	*
G A student who has demonstrated comprehensive mastery of a course but because of illness or family affliction is unable to complete a final assignment or unable to sit a final examination, may be awarded "Aegrotat" standing. The "G" designation, followed by a regular letter grade, indicates appropriate credit will be given for the course, and such credit will be incorporated into the student's grade point average.	
N A student who completes no assignments for grading and who fails to officially withdraw from the course will receive an "N" grade.	
DNW A student who completes no assignments for grading and who fails to officially withdraw from the course will receive a "DNW" grade.	
W A 'W' grade will be assigned to those students completing the Withdrawal procedure outlined, and within the time limits specified in the College Calendar.	*
X Audit Status. No credit granted.	*
TER This letter grade signifies that the student was terminated from the applicable course by the College.	

\*Not included in the calculation of the grade point average.

## STANDARDIZED GRADING SYSTEM

A	88 percent - 100 percent
B+	81 percent - 87 percent
B	74 percent - 80 percent
C+	67 percent - 73 percent
C	60 percent - 66 percent
P	50 percent - 59 percent

## FOR PROGRAMS USING GRADE POINT AVERAGE (G.P.A.)

Grade point averages are reported on each Statement of Grades. The transcript includes the cumulative grade point average.

The G.P.A. is the sum of the grade points earned multiplied by the number of credits and divided by the number of credit hours taken. Example:

Course	Credit Hours	Letter Grade	Grade Points	Grade Points x Credit Hours
1	3	A	4	12
2	3	B	3	9
3	4	C	2	8
4	2	P	1	2
5	3	F	0	0
	15			31

G.P.A. equals  $31 \div 15$  equals 2.07.

## STATEMENT OF GRADES

At the end of each semester or at the end of a program a Statement of Grades is mailed to each student enrolled in a course for credit.

All obligations relating to fees, library books or fines, rentals, loans, etc., must be met before any Statement of Grades, transcript, certificate or diploma will be released.

## REPEATING A COURSE

Courses may be repeated for the purpose of raising grades. Credit will be granted for the higher grade achieved. Students repeating courses must advise the Registrar's Office to ensure only the highest grade point is included in the calculation of the G.P.A. Other institutions to which a student might transfer may recalculate the G.P.A. to include both grades obtained.

## CREDIT HOURS

One credit hour usually represents one hour per week of classroom lectures. Most courses offered are three credit hours. As such they require three lecture hours per week, together with required study in laboratories, seminars, or tutorials. A full-time student is normally enrolled in 15 or more credit hours of work each semester.

## TRANSCRIPTS

The Official Transcript includes a record of the student's grades and is imprinted with the College Seal and signed by the Registrar.

Transcripts may be obtained from the Registrar's Office at a cost of \$5 for the 1st copy and \$1 for each additional copy. The College will forward transcripts to other institutions or potential employers, etc. only with the specific permission of the student involved.

## TRANSFER TO OTHER INSTITUTIONS

Students contemplating transfer to another institution should consult the Calendar of the institution to which they intend to transfer and ensure that their program of studies at CNC will allow for such transfer.

CNC Counsellors will assist students to select courses that will permit easy transfer to other institutions, but the final responsibility for a selection of courses remains with the student.

# ACADEMIC & CAREER PROGRAMS COURSES

Each course is identified by a four-digit number, for example ANTH 101-3.

The first digit indicates the year in which the course is usually taken. Course numbers beginning with a 1 are usually first-year courses and course numbers beginning with a 2 are usually second-year courses.

The second digit indicates transferability to B.C. Universities. Course numbers with 0, 1, 2, 3, or 4 as the second digit are generally transferable. Course numbers with a 5, 6, 7, 8, or 9 as the second digit are generally not transferable. The third digit completes the course number. The fourth digit indicates the number of credit hours the course carries.

e.g. ENG 152-3  
The 1 indicates a first-year course  
The 5 indicates it is probably not transferable to a university  
The 2 completes the course number  
The 3 indicates the course carries 3 credit hours  
ENG 204-3  
The 2 indicates a second-year course  
The 0 indicates probable transferability to a university  
The 4 completes the course number  
The 3 indicates the course carries 3 credit hours.

For more complete university transfer information check the Transfer Guide on page 64.

The number in parenthesis at the end of the description indicates the number of lecture hours and lab or seminar hours per week. Thus (3,2) - 3 hours lecture and 2 hours lab or seminar per week. The letter "L" following the parenthesis indicates a lab fee.

In any course with a laboratory component both the lab portion and the lecture portion must be passed in order to pass the complete course.

Students may register only in those courses for which they have the specific prerequisite.

All students interested in University Transfer courses should check the TRANSFER GUIDE to ensure courses they are taking at CNC satisfy the requirements of the institution to which they wish to transfer.

NOTE: Detailed course descriptions, including instructor, method of evaluation, text, and the purpose of the courses are available from the Office of Admissions and Registration.

Courses in this section are not necessarily offered every semester. Check with the Counselling Centre 562-2131 Loc. 360

## SPECIAL ADMISSION

Special admission may be granted to enter a course where the course prerequisites have not been met, upon the written recommendation of a counsellor and the instructor with the signed authorization of the appropriate Director.

## ACCOUNTING

### ACC 151-3 Accounting I

A study of the fundamental concepts and techniques of the accounting process in proprietorships and corporations. Emphasis is placed upon the flow of information through the business and its relation to various functional areas. All material is integrated with case studies. (3,1)

### ACC 152-3 Accounting II

A continuation of the introduction to fundamental accounting principles. Topics include: corporate accounting, financial statement analysis, budgeting, departmental accounting, manufacturing accounting and tax planning. All material is integrated with case studies.

PREREQUISITE: ACC 151-3 (3,1)

### ACC 154-3 Accounting IIA

A continuation of Accounting I with an emphasis toward prerequisite knowledge required for ACC 292 (Cost Accounting). Topics included are partnerships, corporations, and in-depth coverage of fundamentals of Managerial Accounting for costs and planning and controlling business operations.

PREREQUISITES: Acc 151 (This course is offered primarily for CIS students who shall receive preference in registrations). (3,1)

### ACC 251-3 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 financial statements, cash, marketable securities, accounts receivable, current liabilities, inventories, plant and equipment, and intangible assets.

PREREQUISITE: ACC 152-3 (3,0)

### ACC 252-3 Intermediate Accounting II

The analysis of the balance sheets accounts, which was started in ACC 251, is concluded with coverage of shareholders' equity, long-term liabilities, and long-term investments. Other topics include: accounting for income taxes, accounting changes, statement analysis and price-level and fair-value accounting.

PREREQUISITE: ACC 251-3 (3,0)

### ACC 253-3 Cost Accounting I

An introduction to managerial accounting. Emphasis is placed on cost for planning and control and includes the following topics of prime managerial significance: cost-volume-profit relationships, job order costing, budgeting, standard costs, and flexible budgets.

PREREQUISITE: ACC 152-3 (3,0)

### ACC 254-4 Cost Accounting II

A continuation of Accounting 253. Topics covered include cost allocations, joint and by-products, process costing, spoilage, inventory control, and payroll. A practice set is included.

PREREQUISITE: ACC 253-3 (3,0)

### ACC 257-3 Financial Management I

An introduction to the application of financial tools to analyse the internal operations of the business enterprise with the objective of measuring performance and assisting management decision-making. The topics covered include: Ratio analysis, break-even analysis, financial forecasting, cash budgeting, management of cash and marketable securities, investment in accounts receivable - credit management, investment in inventories, capital budgeting, term loans and leases.

PREREQUISITES: ACC 151-3, ACC 152-3, MATH 154-3. (3,0)

### ACC 258-3 Financial Management II

Sources and forms of short-term financing for both large and small businesses are studied. The topics covered: Trade credit and current asset financing, bank financing, term loans, cost of capital,



long term securities market, long term debt, financial leverage, warrants and convertibles, preferred stock, common stock, and dividend policy.

PREREQUISITE: ACC 257-3 (3,0)

### **ACC 292-2 Cost Accounting Principles**

An overview of cost accounting principles and practice, specially tailored for CIS students to provide literacy skills. The emphasis is on terminology, basic concepts, practical applications, and problem-solving. Topics covered include: job-order cost accounting, process cost accounting, materials and labour standards, overhead standards, product costing methods, cost allocation, joint products and by-products.

PREREQUISITES: ACC 152 or ACC 154

NOTE: This course is offered for primarily CIS students. Accounting students should take ACC 253, 254.

### **ACC 353-4 Advanced Accounting**

Topics covered include: consolidations, changes of price levels and financial reporting, replacement costs and financial reporting, foreign operations, reorganizations and liquidations.

PREREQUISITE: ACC 252-3 (4,0)

### **ACC 361-4 Taxation**

A course dealing with all aspects of taxation in Canada. Municipal, provincial and federal taxation will be covered. Specific topics will include income tax, sales taxes and customs and excise taxes.

PREREQUISITE: ACC 252-3 (4,0)

## **AGRICULTURAL SCIENCES**

NOTE: Students wishing to take Agricultural Sciences courses must register with U.B.C. See ADMISSION REQUIREMENTS or a counsellor.

### **AGSC 100 Introduction to Agricultural Sciences**

This UBC course gives an orientation to study and career programs: survey of professional opportunities and requirements. (one Friday evening, all day Saturday session)

### **AGSC 110 Introduction To Food Production Systems**

This UBC course studies the fundamental concepts and principles underlying food production systems. (3,2)

### **ANSC 258 Introduction to Animal Production Systems**

This UBC course studies the livestock and poultry industry; application of scientific principles to the production of various classes of livestock and poultry. (3,2)

## **ANTHROPOLOGY**

### **ANTH 101-3 Cultural and Social Anthropology**

A comparative study of cultural institutions and cultural behaviour, including such topics as social structure, folklore, language, art, religion, economics, marriage and family, and politics. (3,0)

### **ANTH 102-3 Evolution of Man and Culture**

An introductory survey of physical anthropology and archaeology, including such topics as the origins of man and culture, nature of race, and development of culture. (3,0)

### **ANTH 201-3\* Social Structure I - Ethnography**

Review of structural functional theory and method. Survey of structural functional ethnographies and the examination of societies of various subsistence bases, geographical milieu, kinship organization, and political structures.

PREREQUISITES: Anth 101-3 and Anth 102-3 (3,0)

### **ANTH 202-3 Social Structure II - Theory and Method**

Examination of major concepts used in structural anthropology (role, social structure, institution, etc.) Use of concepts in comparative work. Examination of research techniques and research problems.

PREREQUISITES: ANTH 201-3 (3,0)

## **APPLIED SCIENCE**

### **APSC 100-0**

This is a mandatory non-credit course for Engineering students. The student is provided an opportunity to meet practicing engineers and discuss their areas specialization. (1,0)

## **BIOLOGY**

Students must achieve a passing mark in both the lecture portion and the laboratory portion in order to obtain a passing grade in those Biology courses which have a laboratory section.

### **BIO 101-3 Biology for Science Majors I**

This course examines the properties of atoms and molecule, cellular respiration, photosynthesis, embryonic development, hormones and physiological mechanisms.

PREREQUISITES: Biology 11 or Biology 040 and Chemistry 11 or Chem 040 (3,3)L

### **BIO 102-3 Biology for Science Majors II**

This course surveys the diversity of life. The ecological and evolutionary bases for this variety will be discussed. Moreover, the anatomy and physiology of plant and animal organ systems will be studied. Human origins will be discussed.

PREREQUISITES: Biology 11 and Chemistry 11, students with less than a C grade in either of these prerequisites will experience difficulty in this course. (3,3)L

### **BIO 103-3 Biology for Non-Majors I**

A general survey biology course, less rigorous than BIO 101-3, and intended for those students not majoring in the sciences. Topics covered are the chemistry and origin of life, cell structure and function, and genetics. (3,3)L

### **BIO 104-3 Biology for Non-Majors II**

A sequential course to Biology 103-3. Topics covered are plant physiology, human physiology, evolution and animal behavior, population dynamics and ecology. (3,3)L

### **BIO 115-4 Human Anatomy for Nurses**

This course is an introductory survey of the structures and functions of the anatomical systems of the human body. Lecture topics include the nature of inorganic and organic molecules, cellular biology, histology and the anatomy of the systems. A series of lectures will also be given in microbiology at the introductory level. This is an appropriate course for nursing students and others who require introductory coverage of the field.

Biology 11 or 040 and Chemistry 11 or 040. (4,0)

### **BIO 116-4 Human Physiology for Nurses**

This course serves as a continuation of Biology 115-4. It deals with the physiological principles at both the cellular and system levels. Emphasis is on the importance of homeostasis and how it can be maintained by the physiological processes in the body. Students enrolled in this course are assumed to have some knowledge of human anatomy.

PREREQUISITES: Bio 115-4 or Licensed Practical Nursing (4,0)

**BIO 121-3 Human Anatomy and Physiology for Medical Laboratory Technology I**

This course presents a broad and thorough coverage of the systems of anatomy and physiology. Lecture course emphasis is on physiological principles at both the cellular and systems level. Cellular biology and the skeletal, muscular, nervous and cardiovascular systems are covered. This course is open to students outside the Medical Laboratory Technology program, who may find an introductory course appropriate.

PREREQUISITES: Biology 11 or Bio O40  
Chemistry 11 or Chem 040 (3,3)L

**BIO 122-3 Human Anatomy and Physiology for Medical Laboratory Technology II**

A continuation of Biology 121-3. Topics to be covered include the respiratory, urinary, gastrointestinal, endocrine and reproductive systems and metabolism. Laboratory exercises deal with physiological principles utilizing modern equipment and a variety of laboratory animals, both cold and warm blooded.

PREREQUISITE: Bio 121-3 (3,3)L

**BIO 201-3 Cell Structure**

Beginning with experimental techniques, this course covers physical and chemical aspects of biological structure in procaryote and eucaryote cells as well as in virus particles. Additional topics include cell events (mitosis, meiosis and movement) and correlations of structural diversity with functional specialization.

PREREQUISITES: Bio 101-3 and 102-3; Chem 101-3 or 103-3 and 104-3.  
COREQUISITE: Chem 203-3. (3,0)

**BIO 202-3 Cell Chemistry**

An introductory course dealing with the chemical basis of life. This course emphasizes basic life processes; energy conversion, transfer and storage. Cell structures are discussed from the standpoint of their roles in energetics.

PREREQUISITE: Bio 201-3  
COREQUISITE: Chem 204-3

**BIO 203-3 Introduction to Ecology**

The organism and its abiotic and biotic environment will be introduced followed by a more complete analysis of energy flow and the cycles of various organic and inorganic materials. Intraspecific and interspecific relationships of organisms will be developed. An introduction to the biome concept and the influence of man on his environment will be considered.

PREREQUISITES: Bio 101-3 and 102-3 or Bio 103-3 and 104-3 and first year College Chemistry (3,0)

*This course will not be offered in 1985/86.*

**BIO 204-3 Introduction to Genetics**

This introductory course will cover classical genetics, molecular genetics, genetics of populations and human genetics. The use of statistics in genetics will be introduced where applicable.

PREREQUISITES: Bio 101-3 and 102-3 or Bio 103-3 and 104-3 and first year College Chemistry. (3,0)

*This course will not be offered in 1985/86.*

**BIO 205-3 Introduction to Microbiology I**

A historical perspective of microbiology, followed by topics which will include bacterial cell structure and its relation to 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 101-3 and 102-3  
COREQUISITES: Chemistry 203, or permission of the Instructor. (3,3)L

**BIO 206-3 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 205-3.  
COREQUISITE: Chem 204-3. (3,3)L

**BIO 207-3 Comparative Anatomy of Vertebrates**

A systematic approach to the comparative anatomy of the vertebrates. Organisms exhibiting a variety of morphological advances will be dissected in the laboratory.

PREREQUISITES: Bio 101-3 and 102-3. (3,3)L

*This course will not be offered in 1985/86.*

**BIO 208-3 Developmental Biology**

A brief introduction to the principles of embryology and a survey of developmental anatomy and physiology of the vertebrates.

PREREQUISITES: Biol 101-3 and 102-3. (3,3)L

*This course will not be offered in 1985/86.*

**BUSINESS**

**FBM 151-2 Foundations in Business & Management I**

This course provides an introduction to, and skills in, generic competency areas vital to success in business. Topics covered include: Orientation to the Business and Management Studies division, (program expectations, workloads, Co-op, etc.); Career Orientation, planning and self-assessment; Study Skills; Time Management; Goal Setting; Problem Solving/Decision Making; Interpersonal Communications Skills. Successful completion will require active student involvement in class discussions and activities.

(1,1)L

**FBM 152-2 Foundations in Business & Management II**

Those interpersonal and self-assessment skills imparted in FBM-151 will be further enhanced with specific concentration on those skills necessary for getting into and getting along in today's labour scene. An introduction to "Transactional Analysis" and "Assertiveness Training" will form an integral part of this component. Further exploration of one's particular qualities and attributes as they pertain to producing an effective resume and concentration on conducting a successful interview will also be a part of Phase II.

PREREQUISITES: FBM 151-2 (1,1)L

**FBM 153-3 Introduction to Canadian Business**

This course will provide the student with an overview of Canadian Business. Course components include a review of the Canadian Business environment, including economic, legal, financial, market, and competitive aspects. As well, the course will provide a functional overview of business and this will include a discussion of Marketing, Finance, Production, Human Resource Development, (Labour-Relations, Accounting, and Information Management.)

Throughout the course, current issues in Canadian Business will be discussed, and the students analytical skills developed through case analysis and discussion. (3,1)L

**FBM 154-3 Principles of Management**

This course is primarily an introduction to management principles. In sequence, the course will review management functions of Planning Organization, Staffing, Directing, and Controlling. Additional topics will include Human Resource Development, Organizational Development, Productivity, Communication, Decision-making, and the Management of Change. All conceptual material will be applied through selected case studies. (3,1)L

**FBM 251-2 Foundations in Business & Management III**

FBM 251 will build on concepts and skills introduced in previous foundations courses, emphasizing their application in the workplace. In addition, students who have participated in Co-operative Education will be expected to reflect on and analyze the placement experience. Additional topics covered include Applied Organizational Behaviour and Advanced Interpersonal Skills.

PREREQUISITES: FBM 152-2 (1,1)L

**FBM 252-2 Foundation in Business & Management IV**

FBM 252 will provide the necessary information and skills development for fostering effective group and organizational behaviour. Developing group effectiveness, team work, and operation of effective meetings will be explored along with analysis of leadership styles. Advanced level communication skills in conflict management and negotiating will also be integral to this final phase. Creative job search techniques and final preparation for entering the work force will culminate this phase.

PREREQUISITES: FBM 251-2 (1,1)L

**CHEMISTRY**

Students must achieve a passing mark in both the lecture portion and the laboratory portion in order to obtain a passing grade in Chemistry courses.

**CHEM 111-3 Fundamentals of Chemistry I**

This course is for students who have recently passed B.C. Chemistry 12, and who intend to take applied science, medicine, or other science programs at university. Topics covered are modern bonding theories, properties of molecules and organic chemistry.

PREREQUISITE: Chemistry 12. Students with less than a C grade in the prerequisite will experience difficulty in this course. (3,3)L

**CHEM 112-3 Fundamentals of Chemistry II**

This course includes thermodynamics, a quantitative discussion of equilibrium and ionic solutions, and reaction kinetics.

PREREQUISITE: Chemistry 12. Students with less than a C grade in the prerequisite will experience difficulty in this course. (3,3)L

**CHEM 113-3 Introduction to Chemistry I**

This is a general chemistry course primarily intended for students without Chemistry 12 and whose major program areas require one or two years of university level chemistry. Topics include stoichiometry, atomic structure, periodic table, bonding and organic chemistry.

PREREQUISITES: Chem 11 or Chem 040. (3,3)L

**CHEM 114-3 Introduction to Chemistry II**

This is a general chemistry course primarily intended for students without Chemistry 12 and whose major program areas require university-level chemistry. Topics include thermodynamics, solution equilibria, acids and bases, electrochemistry and kinetics.

PREREQUISITES: Chem 11 or chem 040 (3,3)L

**CHEM 201-3 Physical Chemistry**

This course comprises a discussion of the laws of thermodynamics followed by a treatment of the equilibrium thermodynamics of gases and solutions.

PREREQUISITES: Chem 101-3 or Chem 112-3; or Chem 103-3 or Chem 114-3

Students who do not have a C grade or better in Chem 103-3, 104-3, 113-3 and 114-3 will experience difficulty in this course. (3,3)L

**CHEM 202-3 Inorganic and Co-ordination Chemistry**

PREREQUISITES: Chem 102-3; or Chem 111-3 or Chem 104-3; or Chem 113-3 (3,3)L

**CHEM 203-3 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.

PREREQUISITES: Chem 102-3; or Chem 111-3 or Chem 104-3; or Chem 113-3 (3,3)L

**CHEM 204-3 Organic Chemistry**

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 Chemistry 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.

PREREQUISITES: Chem 203-3 (3,3)L

**COMMERCE****COM 110-3 Quantitative Analysis I**

Quantitative Analysis I provides an introduction to criteria for choice, cost benefit analysis, discounted cash flow and linear programming. The linear programming section employs a computer based linear programming package.

PREREQUISITES: Math 101-3 and Math 102-3 or Math 103-3 and Math 104-3 or permission of instructor. (3,0)

**COM 120-3 Organizational Behaviour**

A psychological study of work and organizations. Topics include human economics, motivation, learning, personality, measurement, groups, leadership, social psychology; decision-making, organizational design and development, organizational stress, communications and research.

NOTE: Although there are no pre-requisites for this course, students will benefit if they have taken Mgmt 261-3 or have equivalent practical experience.

**COM 201-3 Accounting**

An introduction to income determination for accounting purposes including a review of various balance sheet accounts and their relationship to the income statement. Financial statement presentation and analysis are also considered. (3,0)

**COM 202-3 Financial Accounting**

The review and extension of financial accounting concepts and their applications to the financial statements studied in Commerce 201 and to additional areas, including some income tax. The impact on financial statements of income determination, valuation, and classification alternatives. The use of financial statements for decisions through ratio analysis.

PREREQUISITE: Com 201-3. (3,0)

**COM 207-3 Business Statistics I**

Basic probability and statistical concepts. Decision Theory and the revision of probabilities. Classical decision theory.

PREREQUISITES: Math 102-3 or Math 103-3 and Math 104-3 (3,0)

Students wishing to obtain transfer credit for Com 207 and Com 208 should ensure they have the proper pre-requisites for Com 208.

**COM 208-3 Business Statistics II**

Statistics applied to business problems. Estimation, hypothesis testing, correlation, linear and multiple regression, time series and forecasting models.

PREREQUISITE: Math 207-3 or Com 207-3 (3,0)

## COMPUTER INFORMATION SYSTEMS

### CIS 151-3 Introduction to Computers & Data Processing

This course provides an overview of information system processing. The hardware and software components are discussed; and, the trends of information systems are covered. This provides the student with the general knowledge necessary for further studies.

(3,0)

NOTE: CIS 151 and CIS 156 will transfer for credit in place of CIS 152 on Diploma Programs.

### CIS 152-3 Introduction to Computer Information System

The student will acquire fundamental concepts of what computer information systems are; the careers involved; and, current issues regarding the potential use of computers. The student will be familiar with common terminology and the components of computer information systems; hardware and software.

Discussions will include: the data processing cycle; evolution of the computer; batch and transaction-oriented systems; data bases; data communications; the system development cycle; office automation; and the outlook for the future.

Through "hands on" experience the student will be introduced to word processing, financial modelling, information retrieval and fundamental programming logic. The student will be required to demonstrate proficiency in all of these areas in addition to theoretical competency.

(3,3)L

### CIS 153-3 Introduction to Structured Programming

The development of structured solutions is emphasized. The tools of developing and expressing algorithms are utilized in developing program solutions for general applications. The programming cycle is used in depth. The student uses BASIC on the VAX minicomputer for program development.

PREREQUISITES: CIS 151-3 (3,3)L

### CIS 155-3 COBOL Programming

COBOL is the dominant development language used in large business-oriented information system applications. The course covers the syntax of the language, the common features (tables, sorts and report writer) and the use of indexed and sequential files. The DEC VAX system is used.

PREREQUISITES: CIS 153-3 (3,3)L

### CIS 156-3 Applied Microcomputing

Credit for CIS 156 will be granted to students who complete at least 45 hours of the MicroPro program, including any of the following modules:

- Introduction to Microcomputers
- Spreadsheets
- Word Processing (12 1/2 hour maximum)
- Data Base Management (eg. Base II)
- Personal Information Management Systems
- Disk Operating System (DOS)

Application for course credit forms are available at the MicroPro centre.

COREQUISITES: CIS 151-3 (0,3)

### CIS 157-3 Systems Analysis and Design

Through the case study approach, the student will develop skills in the investigation and the documentation of the analysis and design phases of system development. Actual cases will be used and student will complete and present mini-project work. A portion of the course will be devoted to project planning and management techniques and tools.

PREREQUISITES: CIS 153-3 (4,0)

### CIS 158-3 RPG Programming

RPG is used for common business application on many minicomputers. Although limited in scope, RPG is a very productive approach to the development of business-oriented systems. The course covers the syntax and the application of the language. The student, through progressive lab assignments, utilizes the major features of the language including extensive file handling

PREREQUISITES: CIS 153-3 (3,3)

### CIS 159-3 FORTRAN Programming

The FORTRAN language is found in larger scientific and industrial applications. The course covers the syntax of the language. The student, through appropriate lab assignments, gains proficiency in the applications of the language.

PREREQUISITES: CIS 153-3 (3,3)

### CIS 162-3 Systems Analysis and Design I

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

PREREQUISITES: Engl 155, Math 155, CIS 152-3 (3,1)L

### CIS 172-3 Applications Programming I (COBOL)

The popular business language COBOL is introduced in this course on program design, documentation and coding of typical business problems. Modular and structured programming are emphasized and advanced language features are incorporated as skill levels increase. Assignments must meet typical business standards. Throughout various common business applications (e.g. Sales Analysis) are discussed from a programmer's viewpoint.

PREREQUISITES: Engl 155, Math 154, and CIS 152-3  
COREQUISITE: CIS 174-3. (3,3)L

### CIS 174-3 Programming Concepts I

This course uses a versatile high-level programming language to illustrate and provide practice with fundamental programming principles. Working from the students' previous familiarity with the program development cycle and the basic tools of structured programming, students will practice techniques of methodical and detailed logic development. The emphasis is on: problem definition; reducing large problems to smaller, more manageable components; solution development; and, proofs of completeness and correctness. Upon completion of design work, students will implement the solution in the chosen programming language. Throughout, students will practice techniques acknowledged to be productive and employ industry standards and conventions. On completion of the course students will be capable of analyzing simple problems and providing detailed logical procedures for their solution - useful for many areas of everyday life as well as further training in computer programming.

PREREQUISITES: Engl 155, Math 154, and CI 152-3 (3,3)L

### CIS 182-3 Computer Operations Management

The material focuses on the role of computer operations as a service centre. Effective organization structures, workload scheduling and operational techniques are topics included in the studies. A portion of the course concentrates on operating systems and some of the technical aspects of different systems. Other perspectives relating to site management such as security and environmental control are addressed.

PREREQUISITES: Engl 155, Math 155, CIS 152-3 (3, 2)L

### **CIS 250-6 Information Systems Project**

This course is the culmination of the certificate program. The student will design, develop, implement and document an operational information system. Depending upon the project, the hardware will be micro or mini and the software will vary. The student may be required to work in a team, depending on the scope of the project. Real development cases will be engaged when possible.

PREREQUISITES: All other certificate components (0,6)

### **CIS 251-3 Programming with C and UNIX**

The language C and the operating system UNIX are currently the leading edge of micro-computer system development. The students utilize the language and operating system to develop solutions to technically oriented problems on a professional level microcomputer system.

PREREQUISITES: CIS 153-3 (3,3)L

### **CIS 252-3 Pascal Programming**

Pascal is used primarily by software houses for the development of highly transportable application packages. Pascal lends itself well to business and industrial systems and supports structured programming techniques very well. The course covers the scope of the language and includes a series of lab assignments.

PREREQUISITES: CIS 153-3 (3,3)L

### **CIS 261-3 Systems Analysis and Design II**

Structured techniques are utilized in constructing a new logical and a new physical system as a solution to a business problem. Comprehensive practice in a team environment is provided to reinforce earlier discussion of the tools of structured analysis and design: data flow diagrams, data structure charts, structured English, data dictionary, and data transformation descriptions. Students design an actual system, creating all the necessary reports and documentation and present their work to "management" for approval.

PREREQUISITE: CIS 162-3

COREQUISITE: CIS 263-3 and CIS 281-3

### **CIS 262-3 Project Programming**

This course follows Systems Analysis and Design I and II and demonstrates the software development as an outcome of the earlier work. It concentrates on the design, programming, testing and documentation associated with the implementation of business information systems. Students are expected to work cooperatively in a team environment. A comprehensive case study contains loose ends, holes, and outright omissions to simulate a likely real-life situation; each team must navigate these obstacles and produce a working set of programs

PREREQUISITES: CIS 261-3, CIS 271-3, CIS 275-3, and CIS 281-3 (0,6)

### **CIS 263-3 Advanced Business Communications (formerly CIS 251-3)**

Designed as a public speaking lab, this course prepares students for making technical presentations as done in business and industry. Students make several prepared as well as impromptu presentations because speaking skills can only be developed through practice. The final presentation in the course is based upon the technical work in CIS 281 and CIS 251.

PREREQUISITES: Engl 155, TCOMM 180

COREQUISITES: CIS 2651-3, CIS 281-3

### **CIS 271-3 Applications Programming II (COBOL)**

This second course concentrates on implementation of more sophisticated business applications with COBOL. Benefits of good methodology are easily illustrated with the more complex programming assignments. Further discussions on modular and structured techniques as well as peer group critiques (walkthroughs) are included. More advanced features of COBOL are introduced as the more sophisticated assignments require greater program interaction with the hardware and software environment.

PREREQUISITE: CIS 172-3 (3,3)L

### **CIS 272-3 Maintenance Programming**

This course simulates a programming shop environment; a variety of short assignments provide exposure to several applications requiring modification or enhancement. The student is expected to apply earlier training in programming, analysis and design to such typical situations as: changed requirements, expanded requirements, rewrites of poor code, familiarization with and documentation of undocumented code, and conversion to other languages. The student is exposed to a variety of programming styles and missing, mis-leading and incomplete documentation, while expected to provide a product that is coded and documented to a high standard.

PREREQUISITES: CIS 275-3 and CIS 271-3. (3,3)L

### **CIS 275-3 Programming Concepts II**

This course builds upon previous training in programming concepts and emphasizes structured programming and top-down modular approaches, including the systematic application of proven techniques for problem-solving. Major topics include: program design activities and techniques; productive development of maintainable program code; documentation requirements; small programming project development activities (estimating, monitoring, etc.); testing and debugging approaches; and, common programming problems and tools. Specific programming topics include: subprograms; screen-handling; sorts and searches; error-trapping; data structures; and, records and files. Lab assignments are typical business problems which must be designed, coded, tested and documented to accepted standards. On completion of this course students will be able to systematically apply useful techniques to business programming problems, to usefully describe work completed to date, to provide status reports on progress, and to function in a team environment.

PREREQUISITES: CIS 174-3 (3,3)L

### **CIS 281-3 Business Systems and Applications**

This course discusses many of the most frequently encountered business computer applications, such as payroll, accounts payable, and general ledger. The techniques for conducting a feasibility study will be discussed, and a major paper will be written on a selected topic of business use of computers.

PREREQUISITES: CIS 162-3, and either ACC 152-3 or ACC 154-3

PREREQUISITES: CIS 261-3, and CIS 263-3 (3,0)

### **CIS 282-3 Micro Computing Applications and Systems**

The student will learn analysis techniques in the selection of common software packages. Through a series of hands-on cases, the student will develop and implement packaged solutions. The bench marking of microsystems in terms of speed, scope, and practical application will be covered. The student will employ project management techniques including estimating, scheduling, and staffing requirements.

PREREQUISITES: CIS 275-3, CIS 271-3, CIS 261-3, CIS 281-3, CIS 263-3, CIS 182-3 (3,3)L

### **CIS 284-3 Information Resource Management**

This course provides the advanced student with an overview of emerging issues in the CIS field and an insight into the climate likely to be encountered in the business world. Topics include: D.P. Networks, D.B.M.S., project management, hardware and software selection, social issues, office automation, career opportunities, and professionalism. The student will learn through participation in group discussions as well as through preparation and presentation of topical material. Students will learn to research a topic, organize material, and lead a discussion group. As well, they will learn to prepare themselves for informed participation and to make positive and relevant contributions to the discussion. In the process, they will become familiar with many of the leading periodicals in the industry.

PREREQUISITES: CIS 263-3, CIS 261-3, and CIS 281-3 (3,0)

### **CIS 285-3 Information Systems for Management**

The foundations of business information systems and the creation of such systems are examined from the perspective of the owners and users of the systems, typically accountants and managers. The concept of "system", and the role of the user and of the computer specialist in the creation and support of computer systems is explored. Topics include: the technological foundation of the information revolution, planning for computerization, computer implications for organizations and individuals, and control and the computer. The states of system development and the assignment of individual responsibilities which provide the best chance for successful systems are discussed.

**PREREQUISITES:** ACC 152-3, and either (CIS 151-3 and CIS 153-3) or (CIS 151- and CIS 156-3), or CIS 152-3

**NOTE:** This course is particularly suited for students in the Accounting Program.

## **COMPUTER SCIENCE**

### **CSC 109-3 Computing Science I**

This is a general introductory course in computer science. The topics include computer architecture, computer systems, development of algorithms and computer programs, and programming style. The programming topics include selection and loop structures, arrays, functions, procedures, and string processing. The main emphasis of this course is on the study and development of algorithms. Pascal is the programming language used in the course.

**PREREQUISITES:** Algebra 12 or Math 12 or equivalent.

**COREQUISITES:** Math 101 or instructor's permission.

### **CSC 110-3 Computing Science II**

This is a continuation of CSC 109, and more advanced algorithms and computer programs are developed. The topics include advanced string processing, numerical computations, recursion, and linear and non-linear data structures. Pascal and FORTRAN 77 are the programming languages used in the course.

**PREREQUISITES:** Math 101 and CSC 109 (Math 109).

**COREQUISITES:** Math 102 or instructor's permission. (3,3)

### **CSC 210-3 Numerical Methods**

This course is an introduction to the numerical techniques used in the solution of mathematical problems. It is intended for students in mathematics, computer science and applied science. Students will learn to use a library of programs to solve numerical problems, and also to write their own programs. FORTRAN 77 is the programming language used in the course.

**PREREQUISITES:** CSC 110 (Math 110), Math 201, Math 204.

**COREQUISITES:** Math 202 and Math 215 (3,3)

### **CSC 214-3 Introduction to Computer Systems**

This course is an introduction to the basic concepts of computer systems and computer architecture, and to machine and assembly language. Students will be expected to master both the basic concepts of computer systems and architecture, and the programming details of an assembly language. The assembly language of the VAX-11 will be used in programming assignments.

**PREREQUISITES:** CSC 110 (Math 110) (3,3)

### **CSC 216-3 Introduction to Data Structures**

This course is an introduction to data structures and their associated algorithms. The data structures discussed will include stacks, queues, lists and trees. Data structures applications will include sorting techniques, hash tables, sparse matrix representation, and priority queues. Pascal will be the programming language used in the course.

**PREREQUISITES:** CSC 110 (Math 110), and CSC 214 (Math 214) or permission of the instructor. (3,3)

### **CSC 224-3 Computer Organization**

This course is an introduction to the internal structure (at the logic block level) of the major components of modern digital computers, and it is not a programming course. Starting with basic logic gates, complex devices are designed, and they are, in turn, used to design a simple computer. Also, a sequence of register transfers for many of the macro instructions is developed. Finally, the major functional sections of a computer -- main memory, micro-programmed control, ALU, I/O bus structures, interrupts -- are studied.

**PREREQUISITES:** CSC 110 (Math 110), and CSC 214 (Math 214) or instructor's permission. (3,3)

## **CONSTRUCTION ENGINEERING TECHNOLOGY**

### **CONS 150-2 Introduction to the Construction Industry**

An introduction to the construction process, the parties involved, their function and interrelationships. (2,0)

### **CONS 151-4 Materials I**

First of four courses dealing with the physical properties of materials and their environment, including the function they are expected to perform in the built environment.

Structural materials: concrete, stone and masonry. (4,2)L

### **CONS 152-3 Materials II**

Structural materials: timber, steel. Interior floor finishing materials for walls, ceilings and floors. (5,0)

### **CON 153-3 Light Wood Framing**

Wood as a structural material in Canadian wood frame construction. The student will build a framing model from a set of working drawings.

**PREREQUISITE:** DRAF 153. (1,3)L

### **CONS 157-2 Soils**

The nature of soils and their influence on construction design and operations. Common soil analysis and testing procedures are demonstrated. (2,1)L

### **CONS 161-3 Design I**

The first of three courses in structural design. Principles of structural mechanics. Compression, tension, shear and bending moments. Simple beams are analysed. (3,2)

### **CONS 171-4 Design II**

Analysis of continuous beams, columns, trusses, welded, bolted and nailed connections. (3,2)

### **CONS 251-3 Materials III**

The building envelope: exterior walls and roofs. Special construction. Material assemblies. Coatings.

**PREREQUISITES:** CONS 152 (3,1)

### **CONS 252-4 Materials IV**

This course is divided into two main segments. This first portion is a study of Acoustics. Materials selection and specification writing are covered in the second parts. (3,1)

### **CONS 254-3 Building Regulations**

Federal, provincial and municipal legislation covering design and construction of the built environment. Emphasis is on Prince George zoning regulations and B.C. Building Code. (3,0)



### **CONS 261-3 Estimating I**

An introduction to quantity take-offs and estimating construction costs. Emphasis is on the preparation of a General Contractor's estimating for a small building.

PREREQUISITES: DRAF 154 (3,1)L

### **CONS 262-3 Estimating II**

Estimating procedures as they are used by the design professionals. Life cycle costing. Elemental cost analysis. A multi storey commercial structure will be evaluated.

PREREQUISITES: DRAF 154 (3,1)L

### **CONS 265-3 Construction Law**

Contract law as it relates to the construction industry. Includes: contractual relations among consultants, owners and contractors; tenders, estimates and claims; damages, specific performance, injunctions; variations and claims for extras; bonds and guarantees of performance; Lien Act. (3,0)

### **CONS 267-4 Municipal Engineering**

An overview of the urban planning process; zoning and subdivision bylaws, municipal services. Contour mapping, road layout, plan profiles, cross sections and earthwork calculations, all as related to a small residential or industrial subdivision. (3,2)L

### **CONS 271-4 Design III**

Analysis of concrete structures: beams, columns, one and two way slabs, retaining walls, formwork. (4,1)L

### **CONS 282-4 Construction Management**

A review of the design/construction process. Preconstruction operations; construction planning and scheduling including fundamentals of CPM and PERT scheduling; construction operations; meetings and negotiations; measurement and payment; materials control; quality control and changes; claims and disputes; records and reports; project closeout.

The process will be viewed from the designer's and general contractor's perspectives. (4,2)L

### **CONS 283-3 Construction Equipment**

Construction equipment capabilities for municipal engineering and building construction. Equipment selection procedures. Excavation, hauling, finishing, drilling, mixing, paving, lifting and materials handling equipment. (4,0)

### **CONS 285-4 Ventilation and Air Conditioning**

Environmental control in buildings. Heat loss and gain calculations; heating and ventilation systems, air conditioning systems; system layouts and associated blueprint reading.

PREREQUISITE: DRAF 154 (3,2)L

### **CONS 286-3 Basic Electricity and Illumination**

A review of the principles of electricity. Electrical wiring and service systems description and design. Light physics, sight, light source characteristics and lighting design and application. Electrical controls and signal systems.

PREREQUISITES: DRAF 154, CONS 285 (3,1)

### **CONS 287-2 Plumbing**

An introduction to water supply and treatment systems, plumbing systems, sewage treatment, storm water systems, stand-pipe and sprinkler systems for fire protection. Related blueprint reading will be covered.

PREREQUISITES: DRAF 154 (3,0)  
or COREQUISITE

### **CONS 288-2 Project I**

A major project must be completed on a construction related topic chosen by the student and approved by a Construction Engineering Technology faculty advisor.

PREREQUISITES: Completion of term IV (0,1)

### **CONS 289-4 Project II**

This is a continuation of CONS 288 and is primarily concerned with the documentation and presentation of the work accomplished in CONS 288. (0,1)

## **CREDIT AND COLLECTIONS**

### **CCO 162-3 Credit and Collections**

Basic consumer and commercial credit management including a study of the role of credit, federal and provincial legislation dealing with credit transactions, types of credit instruments, credit policy and control, and collection techniques.

PREREQUISITES: ACC 151-3, and Math 155 (3,0)

*This course may not be offered in 1985/86.*

## **CRIMINOLOGY**

### **CRIM 101-3 Introduction to Criminology**

Examination of different terms and concepts commonly used in criminology, such as crime, delinquency, deviance, criminal, victim rehabilitation, treatment, etc. Criminology as a science and as a profession. Position and subject matter of criminology. Relationship between criminology and other sciences. Specificity of criminology. Relationship between theory and practice. History and evolution of criminological thought. Elements of continuity and discontinuity between classical and modern theories of criminality. Levels of explanations in criminology. Practical applications of criminology. Criminology and the scientific foundations of a modern criminal policy. (3,0)

### **CRIM 102-3 Psychology of Criminal and Deviant Behaviour**

This course examines various theoretical approaches of the psychology of criminal and deviant behaviour. It commences with historical perspectives that are based upon internal, biological constructs and progresses through the psychoanalytical and type theories to a social learning perspective (including the social-structural and symbolic-interactionist theories). The course also examines moral development, group processes, and various social and environmental conditions which contribute to violence, aggression and criminality. Some consideration is also given to non-violent crimes.

PREREQUISITES: CRIM 101

### **CRIM 103-3 Introduction to the Criminal Justice System**

An overview and analysis of the Canadian Criminal Justice System. The offender is followed through the process of initial contact with police to correctional disposition after conviction. The rights, responsibilities and discretion at each stage of the process are discussed. The functions and dysfunctions of the system and the relationships among its components and community agencies are analyzed. (3,0)





### **CRIM 106-3 Sociological Explanations of Crime and Deviance**

An introduction to sociological and social psychological explanations of criminal and deviant behaviour. Several sociological perspectives on crime and deviance are examined and applied to various forms of deviant behaviour. The assumptions underlying each of the theories are identified and critically assessed.

**PREREQUISITES:** CRIM 101-3 (3,0)

### **CRIM 120-3 Introduction to Corrections**

This course provides an overview and understanding of the historical development of the correctional system in Canada and the U.S. The course also furnishes the student with an understanding of the social organization and dynamics of correctional institutions. Finally, the course will discuss and evaluate correctional treatment and programming from pretrial to re-entry with a special emphasis on the various prevalent punitive philosophies.

**PREREQUISITES:** CRIM 101, 102, 103, 106 and MATH 104 or PSYC 201.

### **CRIM 241-3 Introduction to Corrections**

This course provides an overview and understanding of the historical development of the correctional system in Canada and the U.S. The course also furnishes the student with an understanding of the social organization and dynamics of correctional institutions. Finally, the course will discuss and evaluate correctional treatment and programming from pretrial to re-entry with a special emphasis on the various prevalent punitive philosophies.

**PREREQUISITES:** One of: CRIM 101-3 or 103-3 (3,0)

## **DRAFTING**

### **DRAF 153-3 Drafting**

A review of basic drafting techniques and equipment. Drafting as it relates to architectural working drawings. A set of "permit quality" working drawings for a small wood framed building will be done. (0,5)L

### **DRAF 154-3 Drawing Interpretation**

Interpretation of construction drawings for larger buildings, including architectural, structural, mechanical, plumbing and electrical. The student will do sketches and shop drawings. (0,5)L

### **DRAF 253-3 Drafting II**

A continuation of drafting with emphasis on detailed drawings of material assemblies. Proper use of materials studied in other courses is emphasized.

**PREREQUISITES:** DRAF 154-3 (0,5)L

### **DRAF 254-3**

Advanced drafting with special emphasis on shop drawings of architectural and structural assemblies.

**PREREQUISITES:** DRAF 253-3 (0,5)L

## **DRAWING**

### **DRAWING 141-2 Engineering Drawing I**

Orthographic projection, technical sketching, engineering geometry, graphic solution of space and vector problems and presentation of engineering data on graphs. (1,2)L

### **DRAWING 142-2 Engineering Drawing II**

Engineering geometry (including auxiliary views), azimuth and bearing problems, contour lines, cutting planes and developments, graphical integration and differentiation, logarithmic graphs.

**PREREQUISITE:** DRAW 141-2 (1,2)L

## **ECONOMICS**

### **ECON 101-3 Introduction to Economics**

This course acquaints students with the basic concepts and vocabulary of economics. Areas of study include money, inflation, full-employment, investment, business cycles, pricing and costs. (3,0)

### **ECON 102-3 Canadian Economics Issues**

This course reviews current issues. Some of the topics are taxation, governmental economic policies, domestic and foreign investment, foreign trade problems and labour. Readings in current periodicals, publications of the Economic Council of Canada, current statistical publications, and other assigned readings form part of the material in this course.

(3,0)

### **ECON 151-3 Introduction to Microeconomics**

This course will examine theories, government policies, general knowledge and current events and issues relating to which include the characteristics and goals of the Canadian economy; the pricing of goods, services, and inputs, the organization and behavior of businesses under different industry environments and consumerism. (3,0)

### **ECON 152-3 Introduction to Macroeconomics**

This course will examine theories, government policies, general knowledge and current events and issues relating to topics which include: taxation and the government sector; unemployment and inflation; money, banking and interest rates; unions and industrial democracy; international trade.

(3,0)

### **ECON 201-3 Principles of Economics — Macroeconomics**

This course explores the forces affecting an economy. The motivations and interactions of households, the business sector, government, and foreign sectors are emphasized. The role of money in a modern economy is dealt with at length.

**PREREQUISITES:** Math 12 or instructor's permission (3,0)

### **ECON 202-3 Principles of Economics - Microeconomics**

An examination of the concepts in the words "demand and supply". Components of demand by both firms and households are analyzed. A theory of pricing in different market structures is developed in conjunction with the derivation of costs to firms.

### **ECON 251-3 Economics I**

An examination of principles, problems, government policies and current events and issues related to microeconomics. Topics include: an overview of economic systems; supply and demand and various product, labor and financial markets; organization and behaviour of business under different industry environments; topics in consumerism. Throughout, issues relevant to the local and provincial economy will be discussed. (3,0)

### **ECON 252-3 Economics II**

An examination of principles, problems, government policies and current events and issues related to macroeconomics. Topics include: taxation and the government sector; unemployment and inflation; money banking and interest rates, unions and industrial democracy; international trade and exchange rates. Throughout, issues relevant to the local and provincial economy will be discussed. (3,0)

## **ENGLISH**

### **ENGL 101-3 Literature and Composition I**

A study of the 20th Century short story and drama, and a consideration of effective composition practices. Students will write a significant number of essays on literature. (3,0)

### **ENGL 102-3 Literature and Composition II**

A study of the 20th Century short story and drama, and a consideration of effective composition practices. Students will write a significant number of essays on literature. (3,0)

### **ENGL 103-3 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. (3,0)

### **ENGL 104-3 Introduction to Literature**

This course will introduce students to three genres of literature: poetry, fiction, and drama, and include readings from the classical to the modern periods. Students will write a significant number of essays on literature. Strongly recommended for students who take English 103 as their first English course. (3,0)

### **ENGL 161-3 Film Appreciation**

Classic and popular films of the international and domestic cinema will be screened and discussed each class meeting. Just come and watch, or for the more ambitious student, readings in the history and theory of film will be given, and film reviews and related projects assigned. Grade can be Audit, Pass/Fail, or Letter. A CNC credit course, not a university transfer credit.

NO PREREQUISITES. Usually offered in the Spring Semester, and may be repeated. (1,2)

### **ENGL 201-3 English Literature, 1350-1688**

A survey of English Literature from Chaucer to Milton based on a selection of poetry from major authors. Students are asked to submit at least three essays on literary topics.

PREREQUISITES: Two of Engl 101-3, 102-3, 103-3. (3,0)

### **ENGL 202-3 English Literature, 1688-1900**

A survey of English Literature from Dryden to Hopkins based on a selection of works from major authors. Students will submit at least three essays on literary topics.

PREREQUISITE: Two of Engl 101-3, 102-3, 103-3. (3,0)

### **ENGL 203-3 Canadian Literature I**

An introduction to the study of Canadian Literature involving writers from the beginning to the 1940's. Journals, poetry, fiction, and satire will be included.

PREREQUISITES: Two of Engl 101-3, 102-3, 103-3. (3,0)

### **ENGL 204-3 Canadian Literature II**

A study of the development of poetry, fiction, drama, essays, biography, and satire from 1940 to the present.

PREREQUISITES: Two of Engl 101-3, 102-3, 103-3. (3,0)

### **ENGL 213-3 Short Fiction I**

A survey of the short story and novella from Poe to Lawrence. Students will be asked to write at least three essays on literary topics.

PREREQUISITES: Any two of Engl 101-3, 102-3, 103-3. (3,0)

### **ENGL 214-3 Short Fiction II**

A survey of the short story and novella from Kafka to the present. Students will submit three essays on literary topics.

PREREQUISITES: Any two of Engl 101-3, 102-3, 103-3. (3,0)

## **ENGINEERING DRAFTING**

See Drawing 141-2

## **ENTREPRENEURSHIP**

### **ENTS 254-3 Entrepreneurial Studies I**

This course examines the opportunities and problems of entrepreneurs and managers of smaller and mid-sized organizations. The course will provide a greater depth of knowledge in specific practical subject areas in entrepreneurship. The areas to be examined in depth will include:

- 1) Characteristics and nature of the entrepreneurial personality
- 2) entrepreneurial skills development
- 3) the art of negotiation
- 4) start ups and acquisitions.

PREREQUISITES: MKTG 152

(3,0)

## **FORESTRY**

### **FOR 111-3 Dendrology I**

This course covers both morphology (identification) and functioning (physiology) of trees. The lectures cover structure and function of seed, roots, stem, and leaves; tree growth; dormancy and stand development. The labs concentrate on recognition and B.C. and Canadian species of broadleaf trees, with experimental assignments to reinforce lecture material.

PREREQUISITES: Biology 12; alternatively students may take Biology 101 and 112 as corequisites. Students with less than a C grade in Biology 12 may experience difficulty in this course. (3,2)L

### **FOR 112-3 Dendrology II**

A continuation of FOR 111, this course concentrates on the function of trees (water relations, photosynthesis, respiration), reproduction, forest regions of Canada, ecological classification, geographical distribution, elementary forest genetics and tree breeding. The labs will cover recognition of all B.C. conifers, and the more important North American/World species. Analytical and experimental labs will be assigned.

PREREQUISITES: for 111-3

(3,2)L

### **FOR 150-3 Forestry Orientation**

This two-week course is designed to introduce the student to the basic concepts of forest technology. Emphasis is placed on survival first aid; mechanical equipment uses and maintenance, safe working practices and field trips relevant to the program. Woods navigation and survival is stressed during a four day "fly camp"

(8 days)

### **FOR 154-3 Forest Products**

This course provides the students with an overview of the major forest products and the manufacturing industry which is supplied with raw materials from B.C. forests. Wood identification of the B.C. commercial species; chip production and the preservative industry are also discussed. (2,2)L

### **FOR 155-3 Silvics and Dendrology**

The Silvics and Dendrology courses are taught concurrently in two two-hour blocks. The Dendrology section involves site recognition of the principal commercial tree species of B.C. Silvics is the study of the climatic and site conditions which optimize tree growth. Two hours per week will be given to each discipline.

(2,2)L

### **FOR 156-4 Botany and Ecology**

The course includes the study of plant cell structure, forest genetics and the physiology and morphology of selected conifer species. Included in Ecology are basic principles of Ecology, moisture, nutrient, and energy regimes, and biogeoclimatic zones.

PREREQUISITES: FOR 155-3, and FOR 157-3

(3,2)L

### **FOR 157-3 Forest Soils and Hydrology**

This course is basic to an understanding of forest productivity and side effects resulting from various forestry practices, with applications in silviculture, watershed management and engineering. Topics covered are landforms and soil formation, physical and chemical properties of soils, description of profiles, the Canadian system of soil classification, and basic principles of hydrology. Field exercise will emphasize sampling description and classification of soils.

PREREQUISITES: FOR 156-4 and FOR 162-4 (2,2)L

### **FOR 161-4 Forest Measurement I**

A field-oriented course involving the theory and practice of all aspects of forest measurements. Students will receive a good exposure to timber cruising and basic surveying instruments. (3,3)L

### **FOR 162-5 Forest Measurements II**

A continuation of Forest Measurements II (FOR 161-4). The intent of this semester is to provide the student with sufficient knowledge and field training to be able to sample forest types to the standards established by the current B.C. Ministry of Forest Cruising Manual. Material will be covered in a lecture/lab format, averaging seven hours per week over the entire semester.

PREREQUISITES: for 161-4, FOR 171-3, and FOR 173-2 (3,4)L

### **FOR 165-3 Fire Control I**

Fire behaviour as it is affected by weather, topography and fuel types. Weather instruments, fire weather and the Canadian Fire Weather Index System are studied in detail to understand fire management concepts. Slash burning techniques, use of water and fire pumps, domestic and industrial fire fighting methods are also included. Wood safety is stressed throughout this course.

(2,2)L

### **FOR 166-3 Fire Control II**

Fire suppression techniques, including use of water, bulldozers, skidders, rotary and fixed wing aircraft, air tankers and chemical retardants. Initial attack and fire crew organization, detection, communications and suppression planning are covered in detail. Part X of the Forest Act and Regulations are covered. Fire suppression methods and concepts are studied through fire simulation exercise.

PREREQUISITES: FOR 165-3 (2,2)L

### **FOR 171-3 Photo Interpretation and Mapping I**

The intent of this course is to provide the student with a basic knowledge of the application of aerial photography to forest measurement practices in the fields of field orientation and identification of topographic features. Emphasis will be placed on photogrammetric measurements and interpretation of tree species and timber types.

(1,3)L



### **FOR 172-3 Photo Interpretation and Mapping II**

The intent of this course is to provide the student with an understanding of photogrammetric practice in the areas of landform recognition and interpretation, planimetric map construction from aerial photographs, parallax measurements and special applications in the fields of forest protection, roads, reforestation and soils.

PREREQUISITES: FOR 157-3, FOR 171-3 (1,3)L

### **FOR 173-2 Drafting I**

The Forest Drafting course is designed to complement the Forest Measurements and Photo Interpretation and Mapping course taught concurrently in the Fall. The skills acquired in this course are essential for the student wishing to complete the objectives of other course offerings in the Forestry Technology Program.

(0,3)L

### **FOR 174-2 Drafting II**

The emphasis of the spring semester of Forest Drafting is the construction of maps for purposes of recording stand histories, planning and log production. Aerial photographs are most useful in updating existing logged, burned or areas treated silviculturally. It is also desirable to learn the computer applications of survey methods involved. All of these aspects will be covered in the course with emphasis on drafting.

PREREQUISITES: FOR 173-2, FOR 161-4 (0,3)L

### **FOR 199-1 Spring Field School**

During the final week of spring classes all first-year students spend one week in the field conducting day-long exercises that focus on various courses taken during first year. The emphasis is placed on field skills that may be applied during summer employment.

PREREQUISITES: Completion of first year (5 days)L

### **FOR 251-3 Forest Management I**

The course covers the history and legal basis for management of Crown Forest Land in B.C. Major emphasis is placed on the Forest Act and Regulations and in particular, Forms of Tenure, Section 88 and Section 52 of the Act. Inventory, Yield Analysis and A.A.C. are also introduced.

PREREQUISITES: FOR 162-5, FOR 172-3, and TCOMM 180 (2,2)I

### **FOR 252-4 Forest Management II**

A sequential course to FOR 251 in which emphasis is placed on "Integrated" resource management as promulgated by the Ministry of Forests Act and the Forest Act. Interaction of various resources and resource users are covered. Preparation of a Management/Working Plan for a sub-unit is a major portion of the course.

PREREQUISITES: FOR 251-3, FOR 253-4 (2,3)L

### **FOR 253-4 Silviculture I**

Silviculture is the application of basic tree biology and forest ecology to the growing, harvesting, and regeneration of trees. The student will apply his basic knowledge of soils and ecology to ecological classification, stand tending, site preparation and planting operations. Laboratory and field exercises will include planting inspections and plantation performance assessment, site assessment and prescriptions, juvenile spacing and ecosystem mapping.

PREREQUISITES: FOR 156-4, FOR 157-3, FOR 162-4, FOR 166-3, FOR 174-2, FOR 172-3 (2,3)L

**FOR 254-4 Silviculture II**

Topics include silviculture systems, tree seed collection and processing, direct seeding, nursery practices, cultural practices, (thinning, fertilization) tree improvement, and the ecological impact of forestry practices. Emphasis will be on the basic field skills required to cope with the accelerated reforestation and silvicultural programs in B.C.

PREREQUISITES: FOR 253-4 (3,2)L

**FOR 255-3 Forest Entomology**

The student will obtain a practical working knowledge of important insects which affect forest trees. Concentrates on the habits and economic significance of the most important insect pests in B.C. Stress is placed on detection, evaluation of damage and control.

PREREQUISITES: FOR 156-4 and FOR 172-3 (2,2)L

**FOR 256-3 Forest Pathology**

The student will obtain a practical working knowledge of forest disease organisms and their effect upon forest management. The course will emphasize the recognition of the damage caused by the most important diseases in B.C. in addition to fungi, other pests (or damaging agencies) such as mammals, birds, climate, dwarf mistletoe, nematodes, forest and range weeds, and marine borers will be studied. Damage appraisal techniques and control will be covered where applicable.

PREREQUISITES: FOR 156-4 and FOR 172-3 (2,2)L

**FOR 261-4 Forest Measurements III**

The course will cover the practical application of timber cruising in compliance with the B.C. Forest Service Specification as set forth in their Cruising Manual. The field data taken in a two-week operation timber cruise is compiled by the manual method to provide an understanding of the compilation procedure and then the data is compiled by the computer to provide a comprehensive cruise report.

PREREQUISITES: FOR 162-5, FOR 172-3, FOR 174-2 and MATH 152-3 (0,4)L

**FOR 262-3 Forest Measurements IV**

An applied course in Forest Measurements to cover the subjects of weight scale sampling, cyclic billing, practical log scaling, insect surveys and the application of the desk-top computer to handle this measurement data.

PREREQUISITES: FOR 161-4 (1,3)L

**FOR 267-2 Supervisory Skills in Forestry**

The course will emphasize communication methods and skills required for successful supervision and human interaction. Full student participation as individuals and in group discussions is required for the course to be meaningful. (0,2)L

**FOR 268-2 Industrial Relations in Forestry**

The course will cover the B.C. Labour Code with emphasis on rights of employers and employees. Specific collective agreements, e.g. I.W.A., Forest Industry, B.C.G.E.U. and Provincial Government will be examined. W.C.B. regulations and their impact will be covered. (0,2)L

**FOR 281-3 Forest Finance I**

The course covers methods of financing business enterprises of various types and how they are affected by economic factors such as interest, taxation and markets. All types of costs are described and defined.

PREREQUISITES: MATH 152-3, FOR 154-3, and FOR 162-5 (2,2)L

**FOR 282-3 Forest Finance II**

A sequential course to FOR 281 in which concepts developed in the previous course are utilized in: Cost Analysis, Stumpage Appraisal, Cost Estimating and Budgeting and application of productivity to unit costs and total costs.

PREREQUISITES: FOR 281-3 (2,2)L

**FOR 285-5 Roads and Transportation I**

The intent of this course is to provide the student with an understanding of forest engineering practice in the fields of soil mechanics and compaction, stream flow and culvert design, simple beam timber bridge and log culvert design, construction equipment applications and costing transportation economics, and higher order surveying with transit and level.

PREREQUISITES: FOR 285-5 (3,3)L

**FOR 287-3 Logging I**

Logging I is a course to provide the student with an introduction to the more common logging systems presently in use in B.C. The course will deal with logging planning, logging phases with emphasis on steep slope logging, log transportation and safety management.

PREREQUISITES: FOR 162-5, FOR 154-3, FOR 157-3, FOR 66-3, FOR 172-3, FOR 174-2, and MATH 152 (2,3)L

**FOR 288-3 Logging II**

Logging II is a continuation of the Logging I course with emphasis on interior British Columbia logging systems and methods. A review of logging layout and logging guidelines will be covered as well as principles of logging systems, log transportation, safety management and maintenance of logging equipment. Material will be covered in a lecture-lab format. (Total 5 hours per week). A five-year development plan will be completed in conjunction with other forestry courses - FOR 252, FOR 254, FOR 268, FOR 282, FOR 286.

PREREQUISITES: FOR 287-3 (2,3)L

**FOR 290-1 Summer Technical Report**

Students entering second-year will submit a technical report on their summer experience or, failing employment in the forest industry, on a subject authorized by the Forestry faculty. This assignment is due no later than October 15th. Specification for the essay will be discussed with students prior to the conclusion of the first term.

PREREQUISITE: TCOM 180 (1,0)

**FRENCH**

NOTE: Students with preparation in French other than specific course prerequisites may be admitted to courses. This may include native Francophones, those who began their study of French at an early age, or those who have lived and/or studied in a French environment. Contact a counsellor or the instructor for placement under the terms of Special Admission.

**FREN 101-3 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.

PREREQUISITE: French 12 (3,1½)

**FREN 102-3 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. 3) Literary analysis. The course is conducted in French.

PREREQUISITE: Fren 101-3 (3,1½)

## GEOGRAPHY

### **GEOG 101-3 Man's Sense of Place:**

#### **An Introduction to Geography**

An introduction to the development, structure, concepts, and methods of modern Geography, emphasis being given to four distinct traditions: the Man/Land, Spatial, Regional, and Cultural/Historical approaches to the discipline. (3.3)L

### **GEOG 103-3 Canada:**

#### **Some Geographical Perspectives**

An introduction to the geographical character of Canada. Emphasis is given to an examination of the development of settlement patterns, the Canadian urban system, changes in rural Canada, resource development, and the characteristics of the North. (3.0)

### **GEOG 201-3 Weather and Climate**

The major concepts in the sub-disciplines of meteorology, climatology, biogeography (vegetation and soils) and geomorphology (land forms) are introduced. Analysis will be made of processes, distributions, and interrelationships. (3.3)L

### **GEOG 202-3 The Surface of the Earth**

A continuation of Geog 201-3.

PREREQUISITE: Geog 201-3. (3.3)L

### **GEOG 203-3 Economic Geography**

A geographic view of economic activities and behaviour, using both a "systems" and "behavioral" approach. Traditional and more recent theories of Economic Geography will be examined in the light of these two approaches.

PREREQUISITES: Geog 101-3 and 103-3 (3.0)

### **GEOG 205-3 The Evolution of the Cultural Landscape**

An investigation of the dynamic nature of the Man/land relationship in terms of cultural, sociological, institutional, and psychological influences upon Man's use and organization of his environment.

PREREQUISITES: Geog 101-3 and 103-3 (3.0)

## GEOLOGY

### **EGEO 101-3 Introduction to Physical Geology (Engineering)**

This is an introductory course in physical geography required by students transferring to U.B.C. Applied Science.

The topics covered include the development, structure, concepts and methods of modern Geography plus Geologic time. Emphasis is placed on four distinct traditions: Man/Land, Spatial, Regional and Cultural/Historical approaches to the discipline. Practical and engineering aspects will be stressed. (3.3)L

## HISTORY

### **HIST 101-3 World History: The Early Twentieth Century**

After a brief introduction to general problems of historical investigation, this course treats world history of the early twentieth century through a detailed study of one or two historical phenomena of universal significance. The First World War, the Russian Revolution, the emergence of the United States as a "superpower", the spread of nationalism, and the Great Depression represent examples of such phenomena. (3.0)

### **HIST 102-3 World History: The Mid-Twentieth Century**

This course treats world history of the mid-twentieth century in a framework similar to that of Hist 101-3. The irrational society, the breakdown of old imperialisms, the Chinese Revolution, and the acceleration of technological development represent recent examples of historical phenomena of universal significance. (3.0)

### **HIST 103-3 History of Canada to 1841**

After a brief introduction to general problems of historical investigation, this course examines the nature and development of two early Canadian societies: New France and British North America. The problems considered direct attention to the theme of dependence. (3.0)

### **HIST 104-3 History of Canada since 1841**

This course extends the investigation of the theme of dependence in Canadian history to the modern period. (3.0)

### **HIST 201-3 Nineteenth-Century European Thought**

This course examines the ideas of a series of European thinkers from the French Revolution to 1870 on politics, society, economics, religion, and science. (3.0)

### **HIST 202-3 Twentieth Century European Thought**

This course examines the ideas of a series of European thinkers of the modern period on politics, society, economics, religion and science. (3.0)

## LAW

### **LAW 293-3 Business Law I**

An introductory course concerned primarily with Contract Law. Topics include: Introduction to the Canadian Legal System, Contracts - Offer, Acceptance, Consideration, Capacity, Legality, Mistake and Misrepresentation, Privity, Assignment, Discharge, and Breach and Remedies. The Sale of Goods Act, Consumer Protection Act, Trade Practices Act, Bailment, Creditors Remedies. (3.0)

### **LAW 294-3 Business Law II**

An in-depth treatment of legal topics complementary to those in LAW 293. Major areas discussed include Employment, Agency and Partnership, Corporations, Negotiable Instruments, Secured Transactions, Insurance, Real Property, and Landlord and Tenant.

PREREQUISITES: LAW 293-3 (3.0)

## MANAGEMENT

### **MGT 151-3 Management I**

An orientation to the nature of business in the private enterprise system, providing a practical and theoretical introduction to the principal functions of modern management. Topics include: organizational objectives, planning, decision making, organizing, staffing, as well as organizational change and working with groups. Students will obtain a good understanding of how an organization functions and develop their skills in analysing, communicating, delivering, and proposing solutions to typical business problems. (3.0)

### **MGT 152-3 Management II**

The course continues the study of functions of management begun in Management I, providing further insight into the practice of management. Topics include: the functions of direction and control, communication, supervision, leadership, and a brief introduction to industrial relations.

PREREQUISITE: MGT 151 (3.0)

### **MGT 153-3 Computer Applications in Management**

An introduction to computers and computer literacy. The course emphasizes management utilization of the computer in the analysis of business problems. Topics include some of the most often encountered business computer applications, such as: payroll, cost control and budgeting, inventory, equipment, personnel as well as an introduction to word processing. (4.0)

NOTE: This course is designed for Certificate Program Students only

### **MGT 154-3 (Finance and Cost Control) (Management Accounting)**

An introduction to the application of financial tools to analyse the internal business operation and measure managerial performance. Topics include: financial statement analysis, budgeting, forecasting, financial planning, internal control, and basic cost accounting. (3,0)

NOTE: This course is designed for Certificate Program students only. No credit is granted towards any Accounting Program.

### **MGT 261-3 Human Relations in Business**

This course is designed to develop an awareness of factors and skills in interpersonal relations. Factors in human relations will be explored through a careful examination of selected topics in personality and social psychology: e.g. roles, identity, motivation, attribution, social learning theory, altruism. Human relations skills will be examined through practice in a laboratory setting. (3,0)

### **MGT 262-3 Organizational Behaviour**

A psychological study of work and organizations. Topics include human economics, motivation, learning, personality, measurement, groups, leadership, social psychology; decision-making, organizational design and development, organizational stress, communications and research.

NOTE: Although there are no pre-requisites for this course, students will benefit if they have taken MGMT 261-3 or have equivalent practical experience.

### **MGT 263-3 Personnel**

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 its responsibilities to employees.

PREREQUISITE: None (3,0)

### **MGT 264-3 Industrial Relations**

An introduction to the fundamental issues of labour/management relations in Canada. Topics include the roles assumed by labour unions, management and government bodies; the processes involved in collective bargaining such as negotiation, mediation, conciliation, grievance and arbitration; contract interpretation and administration as well as discipline procedures.

PREREQUISITE: None (3,0)

### **MGT 265-3 Applied Management Communication**

The course reviews the communication process and includes an organizational approach to writing and speaking tasks. Particular emphasis on the skills and techniques required to write memos, letters, reports, proposals and feasibility studies as well as public speaking giving instructions and conducting effective meetings. (3,0)

### **MGT-266 Management Skills for Supervisors**

This is a 3-part program offered in a day-time, week-day format. Constituting 12 days in total, MSS provides hands-on skill development in Interpersonal Group, and Administrative aspects of management.

Canada Employment support is available for tuition under certain circumstances. For further information contact the Centre for Human Resource Development at 562-2131, Local 371.

(90 hours)

## **MARKETING**

### **MKT 151-3 Marketing I**

An introduction to the marketing function of the firm and basic marketing concepts. The course then examines the following topics: consumer motivation and behavior, product planning, development and distribution. Throughout the course, emphasis will be placed upon the application of concepts and perspectives to selected marketing cases.

### **MKT 152-3 Marketing II**

An in-depth examination of marketing research, promotional policy, and the management of personal selling. Following this section, the course then examines the marketing of services and international marketing with an examination of overall marketing policy determination and methods of evaluating marketing programs. The discussion of marketing cases is an integral part of the course.

PREREQUISITE: MKTG 151-3 (3,0)

### **MKT 251-3 Marketing Management I**

The analysis of marketing management in the areas of marketing opportunities, marketing planning and product strategy. A more in-depth analysis of the topics previously covered in MKT 151.

PREREQUISITE: MKTG 152-3 (3,0)

### **MKT 252-3 Marketing Management II**

A continuation of Marketing 251 covering the planning and control functions from a managerial viewpoint. The decision making responsibilities of the marketing manager are examined with particular emphasis in the areas of market research, demand analysis, cost analysis and market planning and development.

PREREQUISITE: MKTG 251-3 (3,0)

### **MKT 266-3 Advertising and Sales Promotion**

This course is concerned with promotion, especially the form of promotion known as advertising. As well as covering the advertising process from the standpoint of the firm, this course will cover the nature and process of communication and examine the impact of advertising on the consumer.

PREREQUISITE: MKTG 152-3 (3,0)

### **MKT 271-3 Consumer Behaviour and Marketing Research**

A study of the various influences placed upon the consumer in his purchasing process. Covered in this area will be economic and demographic influences, cultural and social and reference group influences. Also the consumer decision making process and its implication on a company's market research design, data collection and interpretation process will be covered.

PREREQUISITE: MKTG 152-3 (3,0)

### **MKT 276-4 Retailing and Merchandising**

A study of the merchandising principles, practices and processes as they relate to the total marketing process. Content will be the consumer, his importance and behavior, buying methods and sources of supply, selling, sales promotion methods and media, inventory control, human relations, advertising and display. Projects and practical applications will be emphasized during the course.

PREREQUISITE: MKTG 152-3 (4,0)

### **MKT 281-3 Salesmanship**

An introduction to professional selling. This will be a practical course which will emphasize locating and qualifying prospects, sales presentation and organization, improving interpersonal relations in non-selling situations as well as some practical experience in developing sales techniques.

PREREQUISITE: MKTG 152-3 (2,1)

## **MATHEMATICS**

### **MATH 100-3 Precalculus Mathematics**

This course is designed to prepare students for the introductory calculus sequence. It is intended primarily for students who have not taken Algebra 12 or Math 12 and for students whose mathematics background is weak. The topics covered in the course are: a review of algebra, solving equations and inequalities, graphing and an introduction to functions, linear and quadratic functions, and an introduction to trigonometry.

PREREQUISITES: Algebra 11, Math 040. (4,0)

### **MATH 101-3 Calculus I**

This course is the first half of a two-semester introductory calculus sequence. The topics covered in the course are: the concepts, techniques, and applications of differentiation and an introduction to integration. Together with Math 102 this course satisfies the first year mathematics requirement in all university transfer science and applied science programs.

PREREQUISITES: Algebra 12, or Math 100. Students with less than a C+ grade in either pre-requisite may experience difficulty in this course.

Persons with a C grade or less in Algebra 12 must take the CNC Math Diagnostic test to confirm placement in this course.

### **MATH 102-3 Calculus II**

This course is a continuation of Math 101 and forms the second half of the two-semester introductory calculus sequence. The topics covered in the course are: applications of integration, logarithmic and exponential functions, trigonometric functions, techniques of integration, and infinite series. Together with Math 101 this course satisfies the first year mathematics requirement in all university transfer science and applied science programs.

PREREQUISITE: MATH 101-3 (4,0)



### **MATH 103-3 Finite Mathematics**

Intended primarily for Liberal Arts and Education students who want some exposure to modern mathematical concepts. Topics will be chosen at the discretion of the instructor and may include such areas as: logic, set theory, algebraic systems, elementary number theory, matrices, linear programming.

PREREQUISITE: Algebra 11 or Math 040 (3,0)

### **MATH 104-3 Introduction to Statistics**

Topics include descriptive statistics, elementary probability theory, probability distributions, sampling and some standard concepts and techniques of statistical inference. Applications to a wide variety of problems are emphasized.

PREREQUISITE: Algebra 11, or Math 040 (3,0)

### **MATH 105-3 Introductory Programming with Statistics**

This course is a continuation of Math 104, and it is intended for the students who are planning to study Forestry Engineering at U.B.C. In addition to the more advanced topics in statistics, the programming language FORTRAN is taught. The students will write their own programs and also use a library of programs in order to solve problems.

PREREQUISITES: Math 104 and Algebra 12

Students with less than a C+ grade in Math 104 may experience difficulty in this course. (3,3)

### **MATH 109-3 Computing Science I**

See CSC 109-3 under Computer Science

### **MATH 110-3 Computing Science II**

See CSC 110-3 under Computer Science

### **MATH 151-3 Technical Math I**

A review and expansion of Algebra 12. Topics include plane geometry, trigonometry, intermediate algebra and practical applications in technology related areas, especially in road layout and drafting.

PREREQUISITES: Algebra 11 or MATH 040 (3,0)

### **MATH 154-3 Mathematics of Finance**

An introductory course including simple interest, simple discount, compound interest, annuities, amortization, sinking funds, depreciation, and bonds.

PREREQUISITES: Algebra 11 or MATH 040, or MATH 155 (3,0)

### **MATH 155-0 Developmental Math**

Based on the results of the E.M.A.T. skills assessment test and the requirements of the program in which they are enrolled, students will be assigned a course of study which is drawn from the following components: Fundamental Arithmetic, Fundamental Algebra, Intermediate Algebra and Fundamental Trigonometry and Geometry.

NOTE: Students with less than a B grade in Algebra 11 or MATH 040 may experience difficulty in this course.

### **MATH 157-3 Introduction to Business Statistics**

Descriptive statistics, statistical inference, and related topics, with special emphasis on business applications.

PREREQUISITES: Algebra 11 or Math 040 or MATH 155 (3,0)

NOTE: Student with less than a B grade in Algebra 11 or Math 040 may experience difficulty in this course.



**MATH 201-3 Calculus III**

Vectors in two and three dimensions, vector functions and their derivatives, functions of several variables, partial differentiation, the gradient, chain rule, and implicit functions.

PREREQUISITE: Math 102-3. (3.0)

**MATH 202-3 Calculus IV**

Multiple integrals, vector fields, line and surface integrals, Green's theorem, complex numbers and functions, and an introduction to differential equations.

PREREQUISITE: MATH 201-3 (3.0)

**MATH 203-3 Introduction to Analysis**

Elementary Logic, induction, sequence, limits, completeness, continuity, differentiability, supremum and infimum, uniform continuity, and some theorems of calculus.

PREREQUISITES: At least a "B" in MATH 101-3 or 102-3 (3.0)

**MATH 204-3 Linear Algebra**

Vector spaces, linear equations, bases, dimension, inner product spaces, linear transformations and matrices, determinants, eigenvectors, eigenvalues, and applications.

PREREQUISITE: MATH 102-3 (3.0)

**MATH 210-3 Numerical Methods**

See CSC 210-3 under Computer Science

**MATH 214-3 Introduction to Computer systems**

See CSC 214-3 under Computer Science

**MATH 215-3 Differential Equations I**

First order ordinary differential equations; Nth order linear differential equations; Laplace transforms; systems of first order differential equations; applications to growth and decay, mixing heat flow, dynamics, mechanical and electrical vibrations, the two body problems.

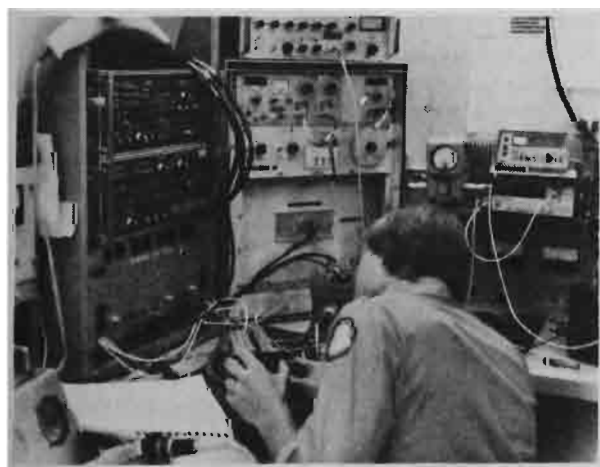
PREREQUISITES: Math 102-3 and 204-3 (3.0)

**MATH 216-3 Introduction to Data Structures**

See CSC 216-3 under Computer Science

**MATH 224-3 Computer Organization**

See CSC 224-3 under Computer Science

**NURSING****NURS 151-6 Health: Its Maintenance and Promotion**

This course has as its focus health, the means of maintaining and promoting health and simple nursing measures employed when the individual requires minimal assistance in meeting his physiological needs. Clinical experience will be provided through visits to agencies whose focus is promotion and maintenance of health practice in a nursing laboratory, visits with individuals in the community and in the hospital setting.

COREQUISITES: NURS 154-3 (6.8)L

**NURS 152-12 The Adult with Common Interferences**

This course examines the effect illness has on the adult when there is a common interference with physiological functioning and the nursing care required to assist him in meeting his needs. Clinical experience will be provided within the hospital on general medical-surgical units.

COREQUISITES: NURS 151-6, BIO 115-4, NURS 154-3,  
PSYC 161-3 Sem. 2(6.14)L  
Interession I (10.14)L

**NURS 154-3 Communications in Nursing**

This introductory course in the theory and process of communication in nursing focuses upon the oral and written skills necessary for applying the nursing process both in the student role and in the practise setting. Lab experiences are designed to assist in developing the basic interpersonal skills necessary for beginning interactions with patients.

COREQUISITE: NURS 151, NURS 153 (1.2)

**NURS 153-7 The Adult with Common Interferences (Access)**

This course is specifically designed to access the Licensed Practical Nurse to the General Nursing Program and uses as its base NURS 151-6 and NURS 152-12. The focus is on the adult who has common interferences in meeting his needs. Responses to the interferences, means of assessing including drug therapy, surgical procedures; and nursing approaches are covered.

PREREQUISITES: Licensed Practical Nurse

COREQUISITE: Nursing 154 (10.7)

**NURS 164-2 The Nurse-Role and Responsibilities**

This course examines the role of the nurse as it has developed through history to the present. Professional and legal responsibilities are discussed.

PREREQUISITES: NURS 154-3, NURS 151-6, NURS 153-7 (2.0)

**NURS 199-1 Work Session**

The work experience of four weeks is designed to assist the student to obtain a more realistic view of the role of the nurse in the delivery of care within a health care agency. The student participates as a nursing team member in assisting, planning, implementing and evaluating the plan of care to meet the needs of assigned patients.

PREREQUISITE: Nurs 152-12 Field Experience (35)L

**NURS 251-3 Professional, Ethical and Moral Issues in Nursing**

This course is designed to focus on ethical problems and dilemmas that nurses may experience as they carry out their roles and responsibilities as health professionals. Hypothetical problems dealing with ethical issues in intrapersonal and interpersonal relationships, life and death issues and individual rights and choices will provide a framework for the development of a sound theoretical base and a philosophical approach for critical analysis of such ethical problems and the development of strategies for addressing them.

PREREQUISITE: NURS 164-4 (3.0)

**NURS 261-8 The Expanding Family**

The impact of the childbearing experience upon the individual and the family during pregnancy, labour, delivery and puerperium and the relevant nursing care is examined. A variety of clinical experiences will be provided within the obstetrical unit of a hospital and other community agencies.

PREREQUISITES: NURS 199-1, BIO 116-4, (8,14)L  
PSYC 162-3

**NURS 262-8 The Individual Experiencing Psychosocial Interferences**

This course examines the impact that interference with psychosocial needs has on the individual and his family. Nursing care relevant to the interferences is explored. Clinical experience is provided in mental health units in hospital and in the community.

PREREQUISITES: NURS 199-1, BIO 116-4, PSYC 162-3 (8,14)L

**NURS 263-8 The Child in Health and Illness**

The maintenance and promotion of health of the child and the impact of illness and/or handicap on a child and his family is examined. Nursing care relevant to interferences with normal needs will be examined. Clinical experience is provided on a pediatric unit in the hospital and through other community agencies.

PREREQUISITE: NURS 199-1, PSYC 162-3, BIO 116-4 (8,14)L

**NURS 264-8 The Adult with Critical Interferences**

This course examines the impact of critical interferences on the adult and his family. Nursing care relevant to the needs of the individual experiencing a critical illness is examined. Clinical experience is provided within a hospital in general medical-surgical units and in specialized areas.

PREREQUISITES: NURS 199-1, BIO 116-4, PSYC 162-3 (8,14)L

**NURS 265-4 The Expanding Family (Access)**

The focus is on the family during pregnancy, labour, delivery, and puerperium. The normal process is briefly reviewed with emphasis on assessment, the approaches used during the normal phases, and when complications occur.

PREREQUISITES: NURS 153-7, PSYC 162-3, BIO 116-4 (8,14)L

**NURS 267-4 The Child in Health and Illness (access)**

The maintenance and promotion of the health of the child and the impact of illness and/or handicap on a child and his family is examined. Assessment and approaches used to meet normal needs and adaptations when interferences occur is the focus.

PREREQUISITES: NURS 153-7, PSYC 162-3, BIO 116-4 (8,14)L

**NURS 291-5 The Individual Requiring Long-Term Care**

The focus of this course is on the individual from any age group who requires long term nursing care to meet his physiological and/or psychosocial needs. Clinical experience is provided within an extended care facility, general wards of an acute care hospital and with individuals in the community.

PREREQUISITES: NURS 261-8, NURS 262-8, NURS 263-8, NURS 264-8 or NURS 265-4, NURS 267-4, and NURS 251-2 (6,21)L

**NURS 299-15 The Nurse: A Health Team Member**

This course focuses on the organization of the nursing team and the role and responsibilities of the nurse as a member and potential leader of that team in providing care to meet the needs of hospitalized patients in all age groups. Clinical experience is provided in a rural and an urban health care facility.

PREREQUISITE: NURS 291-5 (1,34)

**PHILOSOPHY****PHIL 101-3 Moral Philosophy**

An introduction to philosophical analysis through the consideration of problems in moral philosophy. Examples of some topics are: "What do disagreements in moral judgement mean?" "Is there an objective basis for moral judgment?" "Is euthanasia wrong?" "Do we have obligations to future generations?" (3,0)

**PHIL 102-3 Theory of Knowledge**

An introduction to philosophic analysis through the consideration of problems in theory of knowledge. Questions to be discussed include: "Can we ever know anything?" "What do we know?" "How do we know?" (3,0)

**PHYSICAL EDUCATION****P.E. 101-2 Basketball**

An introduction to the skills, rules, offensive/defensive strategies, teaching methods and techniques of basketball. (1,2)

**P.E. 102-2 Outdoor Activities**

This course will provide the student the opportunity to develop proficiency in map and compass reading, orienteering, snowshoeing and wilderness skills. Students must provide a sleeping bag for winter conditions and a backpack.

**P.E. 103-2 Scientific Basis of Athletic Conditioning**

An analysis of the practical and theoretical concepts of athletic conditioning used in the development of general and specific training programs for games and sports will be the prime focus of this course. (1,2)

**P.E. 104-2 Cross-Country Skiing**

This course is an introduction to the theory, practice and teaching of the fundamental skills of cross-country skiing. This course is offered over an 8 week period. (1,5)

**P.E. 105-2 Volleyball**

This course is an introduction to the theory, practice and teaching of the fundamental skills of volleyball. (1,2)

**P.E. 106-2 Badminton**

This course is an introduction to the theory, practice and teaching of the fundamental skills of badminton. (1,2)

**P.E. 107-2 Soccer**

This course is an introduction to the theory, practice and teaching of the fundamental skills of soccer. (1,2)

**P.E. 108-2 Minor Games**

This course will cover the theory, practice and teaching of minor games. (1,2)

**P.E. 109-2 Educational Gymnastics**

This course introduces the student to the basic movements and movement patterns characteristic of gymnastics. (1,2)

**P.E. 110-2 Tennis**

An introductory course in the skills, rules, strategy, and teaching methods and techniques of tennis. Emphasis will be on the student learning and demonstrating the skills of tennis. (1,2)

**P.E. 113-2 Dance Forms**

This course is designed to introduce the fundamental patterns and techniques common to traditional dance forms leading to basic composition and performance. The student will gain practical experience in the style and steps of selected folk, square and ballroom (social) dance. (1,2)

**P.E. 117-2 Artistic Gymnastics**

This course will provide an individualized approach to movement on floor and apparatus, teaching methods, and techniques. (1,2)

**P.E. 121-3 An Introduction to the Study of Sport**

An introductory examination of classifications for leisure, play, games, contests, dance, and sport, together with an examination of their relationships. (3,0)

**P.E. 123-3 Biodynamics of Physical Activity**

An introductory examination of the mechanical, anatomical, and physiological bases of human physical performance. (3,0)

**P.E. 124-3 Dynamics of Motor Skill Acquisition**

An introductory examination of motor skill acquisitions, the variables which influence the learning and performance of motor skills, and the relationship between skill acquisition and growth and development. (3,0)

**P.E. 203-3 Human Functional Anatomy and Applied Physiology I**

This course relates the basic structure and functions of the human body and the relationship of the fundamental mechanisms of human physiology to exercise. (2,2)

PREREQUISITE: P.E. 123-3.

**P.E. 204-3 Human Functional Anatomy and Applied Physiology II**

This course relates the basic structure and functions of the human body and the relationship to the fundamental mechanisms of human physiology to exercise. (2,2)

PREREQUISITE: P.E. 203-3.

**P.E. 222-3 Sport in Canadian Society**

An historical and theoretical analysis of sports in Canadian society. (3,0)

PREREQUISITE: P.E. 121-3.

**PHYSICS**

Students must achieve a passing mark in both the lecture portion and the laboratory portion in order to obtain a passing grade in those Physics courses which have a laboratory section.

**PHYS 101-3 Introductory Physics I**

This is a calculus-based physics course for science majors. Topics covered are vectors, kinematics, circular motion, dynamics, energy, momentum, simple harmonic motion, gravitation, properties of matter, temperature, heat, the kinetic theory, and an introduction to thermodynamics.

PREREQUISITES: Phys 12 and Algebra 12.

Students with less than a C+ grade in the prerequisites will experience difficulties in this course.

COEREQUISITE: Math 101-3

(3,3)L

**PHYS 102-3 Introductory Physics II**

A sequential course to Phys 101. Topics covered are electric charges, electric fields, electric currents, electrical circuits, Magnetic fields, electromagnetism, light, atomic physics and nuclear reactions.

PREREQUISITES: Phys 101-3, Math 101-3

COEREQUISITE: Math 102-3

(3,3)L

**PHYS 105-3 General Physics I**

A general, non-calculus based physics course, intended for those students not majoring in the physical sciences. Topics covered are kinematics, circular motion, dynamics, equilibrium momentum, energy, fluids, temperature and heat.

PREREQUISITES: Phys 11 or Phys 040 and Algebra 11 or Math 040 (3,3)L

### **PHYS 106-3 General Physics II**

This course, along with Phys 105, will satisfy the physics requirement for those whose major program areas require a year of university-level physics. Topics include electric charges, electric fields, magnetic fields, electric currents, electrical circuits, light, atomic physics and nuclear reactions.

**PREREQUISITES:** Phys 11 or Phys 040 and Algebra 11 or Math 040 (3,3)L

### **PHYS 201-3 Thermodynamics**

A first course in thermodynamics for students going on in chemistry, physics, and 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.

**PREREQUISITES:** Phys 105-3 or Phys 101-3 (3,3)L

Students with less than a B grade in PHYS 105-3 will experience difficulty in this course.

### **PHYS 202-3 Electricity and Magnetism**

Topics include Electrostatic Charges, the Electric Field, Gauss' Law, The Electric Potential, Capacitance, Current and Resistance, Electric Circuits, A.C. Circuits, the Magnetic Field, Ampere's Law, Faraday's Law. A series of experiments designed to demonstrate the concepts of electricity and magnetism, and modern physics are included.

**PREREQUISITE:** Phys 102-3 or 106-3. (3,3)L

Students with less than a B grade in PHYS 106-3 will experience difficulty in this course.

### **PHYS 204-3 Mechanics I - Statics**

A first course in mechanics for students going on in engineering and the physical sciences. Topics include vectors, statics of particles and rigid bodies, kinematics and dynamics of particles, and central forces.

**PREREQUISITE:** Phy 101-3 or Phy 105-3 and Math 101-3  
**COREQUISITES:** Math 201-3 and Math 204-3 (3,0)

Students with less than a B grade in PHYS 105-3 will experience difficulty in this course.

### **PHYS 205-3 Mechanics II - Dynamics**

A continuation of Physics 204-3. Topics include systems of particles, kinematics and dynamics of rigid bodies, centroids and moments of inertia, and mechanical vibrations (optional).

**PREREQUISITES:** Phy 204-3  
**COREQUISITES:** Math 202-3 (3,0)

## **POLITICAL SCIENCE**

### **POSC 101-3 Introduction to Political Science I**

An examination of concepts and issues in Political Science through lectures, discussions, reading, and research papers. Topics will include: power and freedom, public opinion and political behaviour, propaganda and belief systems, parties and pressure groups, democracy and participation. (3,0)

### **POSC 102-3 Introduction to Political Science II**

An examination of theories and methods in Political Science through lectures, discussions, readings and research papers. Topics will include; scientific study of politics and questions of methodology, the nationstate and corporate power, political order and social change, mass movements, and political modernization. (3,0)

## **PSYCHOLOGY**

### **PSYC 101-3 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. (3,0)

### **PSYC 102-3 Introduction to Psychology II**

A continuation of Psyc 101-3. Topics will include intelligence and intelligence testing, personality assessment, motivation, emotion, mental health and behavioral disorders, psychotherapy, and Social Psychology.

**PREREQUISITE:** Psyc 101-3. (3,0)

### **PSYC 103-3 Human Sexuality**

This course is designed to provide a basic understanding of human sexuality from a biological, psychological, and social perspective. Topics will include such items as anatomy, physiology of sexual responses, psychosexual development, sexual behaviour and sexual complications. (3,0)

### **PSYC 157-1 Industrial Psychology and Human Relations I**

This course, designed primarily for students in the Forest Technology program, is intended to provide an overview of the theory and application of Human Resource Management. Areas of discussion include: personality development, motivational theory, group dynamics, communications, leadership and practical consideration of the basics of supervisory responsibilities and industrial relations. (1,0)

### **PSYC 158-1 Industrial Psychology and Human Relations II**

This course, designed primarily for students in the Forest Technology program, is intended to provide an overview of the theory and application of Human Resource Management. Areas of discussion include: personality development, motivational theory, group dynamics, communications, leadership and practical consideration of the basics of supervisory responsibilities and industrial relations. (1,0)

### **PSYC 161-3 Introductory Psychology for Nurses**

An introduction to the scientific study of behaviour utilizing the developmental sequence from birth through infancy. Topics include: research methodology, structure and function of the organism, motivation, learning, theories of personality, emotional development, and intelligence. (3,0)

### **PSYC 162-3 Developmental Psychology for Nursing II**

This is a continuation of PSYC 161-3. It is a continued study of behaviour utilizing the developmental and childhood of birth through infancy and childhood.

**PREREQUISITES:** PSYC 161-3 (3,0)

### **PSYC 201-3 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. Highly recommended for majors in the social sciences.

**PREREQUISITE:** Algebra 11 or Math 040 (3,3)

### **PSYC 202-3 Experimental Psychology**

This course introduces experimental methods as applied to research in psychology. It provides the student with direct experience in research design, data collection and analysis, as well as in the written presentation of research findings. Although the experimental approach is the main focus, consideration is also given to other methodologies. Highly recommended for majors in Psychology and other social sciences.

**PREREQUISITES:** PSYC 101-3 and PSYC 201-3 (3,3)L

**PSYC 203-3 Dynamics of Behaviour I**

The student is introduced to personality and adjustment, and reviews some theories of personality (e.g. Psychoanalysis) and conditions in life requiring adjustment (e.g. conflict). These theories are developed throughout course and pertinent research is discussed.

PREREQUISITES: Psyc 101-3 and 102-3. (3,0)

**PSYC 204-3 Social Psychology**

The students will be introduced to the study of human behaviour and adjustment within interpersonal and social situations. Some of the topics to be covered include: affiliation, liking and loving, attitude and attitude change, prejudice, conformity and compliance, aggression, altruism (helping behaviour), group structure and dynamics. The approach will be to cover major social psychological theories and research methodology as they relate to these topics.

PREREQUISITES: Psyc 101-3, 102-3 (3,0)

**PSYC 205-3 Developmental Psychology I**

A study of the determinants of behaviour, theory, and processes of growth and maturation from the prenatal period through childhood, with emphasis on infancy and childhood periods in terms of cognitive, psychomotor, affective and conative development.

PREREQUISITES: Psyc 101-3 and 102-3 (3,0)

**PSYC 206-3 Developmental Psychology II**

The growth and development of the individual during adolescence, adulthood and senescence, including developmental theory as well as the factors affecting the development during these periods.

PREREQUISITE: Psyc 101 and 102. (3,0)

**PSYC 207-3 Psychopathology**

This course examines a wide variety of models of psychopathology (e.g. medical, dynamic, behavioural) and the causes and treatments of several behavioural disorders (e.g. anxiety disorders, somatoform disorders, schizophrenia, affective disorders, psychopathy, alcoholism).

PREREQUISITES: PSYC 101 and 102, PSYC 203 or instructor's permission (3,0)

**SOCIOLOGY****SOC 101-3 Introduction to Sociology I**

A general introduction to the philosophical and historical background of sociology; method and theory; basic concepts used in the analysis of society, such as culture and society, groups, socialization, classes, minorities, collective behaviour, and urbanization. (3,0)

**SOC 102-3 Introduction to Sociology II**

A continuation of Soc 101. An analysis of the structure and function of social institutions, such as the family, religious institutions, education, economic institution, political structure, and theories of social change.

PREREQUISITE: Soc 101-3. (3,0)

**SOC 201-3 Sociology of Work - General**

Work before the Industrial Revolution. The agricultural community and agricultural work. The "White collar" worker. The professions. Part-time and temporary work and their social and personal effects. "White collar", technical, and professional associations; their organization, goals, and social influence. Connections between work life and personal life. Socialization and work. Women and industrial work.

PREREQUISITE: Soc 201-3 (3,0)

**SOC 202-3 Sociology of Work - Industry**

Industrial workers: their life-styles, family life, neighborhoods, and communities. Industrial work groups and work forces. The one-industry town. Worker interest groups at the work place (cliques, worker associations, labor and trade unions) and in the community of nation (social influence, political parties). Crafts and trades. Women and industrial work.

PREREQUISITE: Soc 201-3. (3,0)

**SOC 203-3 Canadian Society I**

A detailed sociological, anthropological, and literary analysis of Canadian society, including such topics as occupations, social classes, social groups, authority and political behaviour, social stratification, and deviant behaviour.

PREREQUISITE: SOC 101 or CRIM 101 (3,0)

**SOC 204-3 Canadian Society II**

Sociological perspectives on social problems in modern Canadian society: issues of current social conflict and controversy in such areas as race and ethnic relations, social disorganization, politics, and national identity.

PREREQUISITE: SOC 101 or CRIM 101 (3,0)

**SOC 206-3 Social Problems**

A study of contemporary social problems in Canadian Society. Selected topics such as juvenile delinquency, child abuse, alcohol and drug abuse, sexual deviance and abortion are analyzed and discussed within a sociological framework. Sociological interpretations are supplemented by psychological and/or legal principles, where appropriate.

PREREQUISITE: SOC 101 or CRIM 101 (3,0)

**TECHNOLOGY****TCOM 180-3 Technical Communication**

This course provides students in career programs with the skills necessary for effective written and spoken communication in the business world. Students will be given extensive practice in writing clear and concise English, planning and researching business and/or technical projects, in interviews, in business meetings, and in oral presentations of research and results.

PREREQUISITE: Credit for English 155-3 (0,3)L

**TDGS 186-3 Technology Digital Techniques**

Solid state logic (TTL, MOS, CMOS), noise and loading considerations, flip flops, counters, shift registers, encoding, decoding and arithmetic systems. Simple method of digital to analog and analog to digital conversion.

PREREQUISITE: TELE 183-3 (2,2)L

**TELE 181-2 Technology Shop and Lab Practice I**

Teaches the principles and methods of measuring quantities encountered in the electrical industry. Provides practical training in shop procedures and laboratory techniques. Topics include safety, use of multimeters, oscilloscopes, power supplies, and other electronic equipment, wirewrapping, soldering, component specification and identification. (0,5)L

**TELE 182-3 Technology Printed Circuit Fabrication**

Teaches the art and technique of printed circuit design and construction. Topics include artwork product, single and double aided design, R.F. Design, CAD for PBC layout, thick film and P.C. to schematics. (0,4)L

**TELE 183-3 Technology Circuit Analysis I**

The principles and analysis of DC circuits. Topics include series, parallel series parallel, nodal, loop, superposition, Thevenin and Norton analysis of circuits. Capacitance and inductance, charge-discharge equations, and an introduction to wave forms. The lab portion of the course supports the theory presented.

3,3)L

**TELE 184-3 Tehnology Circuits Analysis II**

AC network analysis methods (loop, nodal, superposition, Thevenin, Norton), z, y and h parameters, a further study of transients in inductives and capacitive circuits. The lab portion of the course supports the theory presented.

PREREQUISITE: TELE 183-3, TMTH 181-3

COREQUISITE: TMTH 182-3 (3,2)L

**TELE 188-3 Technology Electronic Circuits**

Teaches how electronic circuits work, how to analyze them numerically and how to design, modify and combine them to perform complex functions. Topics include transistors, tubes, voltage and current amplifiers, loadline analysis, choice of Q-point, bias circuits, stability, AC equivalent circuits, interstage coupling and frequency response, feedback, oscillation, low frequency power amplifiers of various types, heatsinking, uni-junction transistors, thyristors, and field-effect transistors.

PREREQUISITE: TELE 183-3, TMTH 181-3

COREQUISITE: TELE 184-3. (3,3)L

**TMTH 181-3 Technology Mathematics I**

Algebra, logarithms and exponentials, euclidean and analytical geometry, plan and spherical trigonometry to include vectors and complex numbers, and linear equations.

PREREQUISITES: Algegra 12 or MATH 100 (3,2)

**TMTH 182-3 Technology Mathematics II**

Ordinary and partial derivatives: Fourier, Taylor, MacLaurin and Infinite Series; First and second order differentials: definite and multiple integrals and conic sections.

PREREQUISITE: TMTH 181-3 (3,2)

**TPHY 181-3 Technology Physics I**

The first of two continuous courses to cover statics, dynamics, momentum, force, kinematics, angular motion and momentum, friction, energy, power, mechanics, simple machines, properties of solids and fluids, fluid mechanics, waves and vibration, sound, optics, thermal properties of matter, thermal energy, basic electricity and magnetism, atomic and nuclear phenomena.

PREREQUISITE: Physics 11 or Physics 040

COREQUISITE: TMTH 181-3 (3,3)L

**TPHY 182-3 Technology Physics II**

The second of two continuous course to cover: Kinetic Theory, Heat, Thermodynamics, Optics, Wave Motion, Light, Electricity and Magnetism, Semiconductor Physics.

PREREQUISITES: TPHY 181-3, TMTH 181-3

COREQUISITES: TMTH 182-3 (3,3)L

**TPRG 186-3 Technology Programming**

Basic language programming on micro-computers oriented toward solving practical problems in electronics. Common numerical methods and algorithms applied to practical problems.

(1,2)L

**TPRG 188-3 Introduction to Programming Logic**

To provide students who are not specializing in computer technology with an understanding of the role of the computer and its use as a tool to solve problems. Flowcharting techniques and logic are developed through problems related to business and technology.

Through hands-on experience in the DEC VAX computer lab, the student will learn to utilize the computer language of BASIC. This course is 11 weeks long. (3,3)L

# VOCATIONAL PROGRAMS

NOTE: Special admission may be granted to enter a program where the admission requirements have not been met, upon the written recommendation of a counsellor and the instructor with the signed authorization of the appropriate Director.

**APPRENTICESHIP TRAINING**

The College of New Caledonia in conjunction with the Ministry of Labour, conducts courses in Apprenticeship training.

Apprenticeship training presently offered are:

- Automotive Mechanical Repair
- Carpentry
- Electrical
- Heavy Duty Mechanics
- Millwright
- Plumbing
- Pipe Fitting

Persons interested in any of these trades should apply through the

Apprenticeship and Industrial Training Counsellor,  
Ministry of Labour,  
Plaza 400 1011 - 4th Ave.,  
Prince George, B.C. V2L 3H9  
Telephone 562-8131

or

The Apprenticeship and Industrial Training Branch,  
Ministry of Labour  
4211 Kingsway,  
Burnaby, B.C. V5H 3Y6  
Telephone 434-5761

**AUTOMOTIVE MECHANICAL REPAIR APPRENTICESHIP**

Automotive Mechanical Repair is an apprenticeship program in a Designated Trade sponsored by the Apprenticeship and Industrial Training Branch, Ministry of Labour.

The employment situation is normal indoors and may be anywhere from a small repair shop or service station doing general mechanical repairs, to the complex service department of a large automobile or trade dealership.

In many cases the work involves direct contact with the public where courtesy, co-operation and at times the ability to accept criticism is important.

**ADMISSION REQUIREMENTS:** To enter this program the participant must already be an indentured apprentice. Applicants must be in good health, non-allergenic to solvents and lubricants, and have a good mechanical aptitude. (Contact Minister of Labour Apprenticeship Training Branch)

**DRESS:** Worker's Compensation Board regulations will apply. Safety-toed boots are required.

**LENGTH OF PROGRAM:** 4 week intervals

**COMMENCEMENT DATE:** As per Ministry of Labour.

**FEES:** Tuition paid by Ministry of Labour

I.D. Card \$1.00

Registration: \$15.00

## BUSINESS OFFICE TRAINING

### Certificate

#### (Office Administration)

The programs offered by the Office Administration Department are designed to train the student for employment at the entry level positions available in today's Business, Government, and Industrial Offices, and to train the student on automated office systems.

Students will learn the basic skills for positions involving general office duties such as filing, mail processing, typing and business machines, and/or in addition may have the option of selecting courses designed for legal secretaries, word processing specialists, and word processing correspondence secretaries, etc.

There are four certificate programs offered and the programs are arranged so students can advance, if they wish, as skills are acquired.

#### CLERK/TYPIST PROGRAM

The program consists of two 9 week sessions and is designed for the person who has no typing background and no experience in office work. It offers the student the basic minimum job skills necessary for entry into the business office work force. This short program may also appeal to mature students who are desirous of upgrading their skills after a long absence from the work force.

##### SESSION I

English	DSC
Mathematics	DSC
Human Relations	H-070
Office Procedures	P-070
Typing	T-070

##### SESSION II

English	DSC
Business Machines	B070
Dicta-typing	D-070
Human Relations	H-070
Typing	T-070
Word Processing	W-070

NOTE: Course W-070 (Word Processing) starts in Week 10; a pre-requisite for this course is the ability to type at 40 n.w.p.m. Students who are not eligible to take W-070 may remain in the program and obtain a Clerk/Typist certificate.

#### GRADUATION REQUIREMENTS

A Word Processing Clerk Certificate will be granted to those students who successfully complete all of the program courses with a C average and who attain a minimum typing speed of 50 n.w.p.m. (as tested on a five-minute timed writing with no more than five errors). At least three timed writings at this speed or better must have been handed in and recorded before the student will be considered to have satisfactorily achieved this speed.



## ADMINISTRATIVE SECRETARIAL PROGRAM

The program consists of four 9 week sessions and is designed to give the student the necessary skills for entry into the business office work force as a junior secretary/clerk. This program is designed for the high school graduate or mature student who already has typing competency but little or no office experience and will appeal to those who are interested in a career in the business world.

##### SESSION I

English	DSC
Mathematics	DSC
Human Relations	H-070
Office Procedures	P-070
Typing	T-070

##### SESSION II

English	DSC
Business Machines	B070
Human Relations	H-070
Typing	T-072
Sec. Bookkeeping	A-070
Dicta-Typing, or	D-070
Shorthand	S-070

##### SESSION III

Secretarial Procedures	P-071
Business Communications	C-070
Word Processing	W-070
Dicta-typing, or	D-070
Shorthand	S-071

##### SESSION IV

Secretarial Procedures	P-071
Business Communications	C-070
Word Processing	W-070
Dicta-typing, or	D-070
Advanced Shorthand	S-072

NOTE: In order to proceed into Session III of the Administrative Secretarial Program, the first semester courses must have been successfully completed with at least a C average and a typing speed of 40 n.w.p.m.

When space is available, students who have successfully completed the Clerk/Typist Certificate or the Word Processing Clerk Certificate may apply for admission to the second semester of the Administrative Secretarial Program. In these cases it may be necessary for the student to ensure the proper electives are available included in the students schedule.

#### GRADUATION REQUIREMENTS

An Administrative Secretarial Certificate will be granted to those students who successfully complete all the courses in the program.

Successful completion of the program requires a C average (minimum) and attainment of a minimum typing speed of 60 n.w.p.m. (as tested on a five-minute timed writing with no more than five errors). At least three timed writings at this speed or better must have been handed in and recorded before the student will be considered to have satisfactorily achieved this speed. Students who take Shorthand 071 must achieve a minimum writing speed of 80 w.p.m.

LENGTH: 36 weeks

COMMENCEMENT: September

PREREQUISITES: Grade 12, or GED, or BTSD IV, or Mature Student Status, completion of all required pre-placement tests. It would be an asset to type at 20 n.w.p.m.



## LEGAL SECRETARIAL PROGRAM

The program consists of four 9 week sessions and is designed to train the student for employment at the entry level positions available in today's law firm, in firms and organizations that deal with legal matters, and government agencies relating to the field of law (i.e. land title office, court registry office, court services),

It is recommended that all secretarial students take Shorthand.

### SESSION I

Same as Administrative Secretary

### SESSION II

English	DSC
Business Machines	B-070
Human Relations	H-070
Typing	T-072
Intro to Legal Office	L-070
Dicta-typing or	D-070
Short Hand	S-070

### SESSION III

Business Communications	C-070
Word Processing	W-070
Conveyancing	L-071
Litigation	L-072
Dicta-typing, or	D-070
Shorthand	S-071

NOTE: In order to proceed into Session III of the Legal Secretarial Program, the first semester courses must be successfully completed with at least a C average and a typing speed of 40 N.W.P.M.

When space is available, students who have successfully completed the Clerk/Typist Certificate or the Word Processing Clerk Certificate may apply for admission to the second semester of the Legal Secretarial Program. In these cases it may be necessary for the student to ensure the proper electives are available and included in the student's schedule.

### SESSION IV

Business Communications	C-070
Word Processing	W-070
Divorce	L-073
Corporate Procedures	L-074
Wills and Estates	L-075
Dicta-typing, or	D-070
Advanced Shorthand	S-072

LENGTH: 36 weeks

COMMENCEMENT: September

PREREQUISITES: Grade 12, or GED, or BTSD IV, or Mature Student Status, completion of all required pre-placement tests, and ability to type at 20 n.w.p.m.

A Legal Secretarial Certificate will be granted to those students who successfully complete all of the courses in the program. Successful completion of the program requires a C average (minimum) and attainment of a minimum typing speed of 60 n.w.p.m. (as tested on a five-minute timed writing with no more than five errors). At least three timed writings at this speed or better must have been handed in and recorded before the student will be considered to have satisfactorily achieved this speed. Students who take Shorthand 071 must achieve a minimum writing speed of 80 w.p.m.

## CARPENTRY APPRENTICESHIP

The Carpentry Apprenticeship program consists of four training sessions to increase carpentry skills and the student's understanding of the theory of carpentry. The course provides students with a grounding in equipment, materials, correct use of tools and construction procedures.

Apprentices must know the properties of and be able to work with wood, plywood, concrete and various metal, plastic, and composite products. They must be skilled in the care and use of tools and have a sound knowledge of local building codes and safety requirements.

### THE PROGRAM

Covered during the 1st to 4th training session.

Good work habits  
Care and use of tools  
Work safety (W.C.B.)  
Blueprint reading  
Building layout  
Materials  
Formwork  
Framing  
Exterior and Interior finish  
Roofing  
Heavy construction procedures  
Roof framing  
Stair building  
Basic welding

Upon completion of the four year apprenticeship program, the student must be able to visualize a completed project from blueprints and working drawings, to perform trade skills, and to give direction to all the subtrades.

ADMISSION REQUIREMENTS: To enter this program the participant must already be an indentured apprentice. (Contact Ministry of Labour Apprenticeship Training Branch.)

DRESS: That which is appropriate for training and safety. Safety toed boots are required (Workers's Compensation regulations will apply).

LENGTH OF PROGRAM: 6 weeks

FEES: Tuition paid by Ministry of Labour

Registration fee \$15.00

I.D. Card \$1.00

EXPENSES (Estimated):

Textbooks - \$100.00

Safety Boots - \$65.00

## COOKING TRAINING

### Certificate

An introduction to Food Services and facets of kitchen management. Instructional areas covered in the program include soups and sauces, meat cookery, short-order, meat cutting, garde manger (cold kitchen), elementary baking, elements of catering and banquet preparation, storeroom procedures (inventory control), and speciality presentation.

Theory and demonstrations are supplemented with practical sessions in the laboratory and kitchen.

ADMISSION REQUIREMENTS: Grade 10, GED, ABE 111 or Mature Student status. Applicants must supply a recent health certificate and chest x-ray.

LENGTH OF PROGRAM: 10 months

COMMENCEMENT DATE: August  
(10 month program - 2 semesters)

FEES:		TOTAL
Tuition (per semester)	\$310	\$620
Student Association (per month)	3.20	32
Registration per year or program	15	15
Lab Fees (per semester)	31	62
Uniform Cleaning (per semester)	16	32
I.D.	1	1
		<hr/> \$762

## DENTAL ASSISTING

### Certificate

The dental assisting program provides the theory and skills necessary for the graduate to function as a chairside assistant in a private practice, group practice, dental clinic, public health and related services.

Graduates are eligible to write the provincial certification examination administered by the College of Dental Surgeons of B.C. Graduates are advised that they must also complete courses and have a current certificate in Safety Oriented First Aid (SOFA) and Basic Rescuer I (CPR or Cardio Pulmonary Resuscitation) in order to become licensed. The SOFA and the Basic Rescuer I courses are not included in the Dental Assisting Program. The student must make arrangements to complete these courses.

**ADMISSION REQUIREMENTS:** Grade 12, G.E.D., or ABE IV, Biology 11 or Biology 040, English 12 or English 040. G.E.D. meets the general admission requirements but does not meet specific program prerequisites. Priority will be given to applicants based on grades in English and Biology.

Restorative dental work must be completed or in the process of completion and a medical examination report and dental report must be submitted before final acceptance into the program. A chest x-ray and immunization will be required following final acceptance.

**LENGTH OF PROGRAM:** 10 months

**COMMENCEMENT DATES:** September.

Application deadline May 1. (Although applications will be accepted after that date, preference will be given to applications received by May 1.)

**FEES:** (10 month program - 2 semesters)

		TOTAL
Tuition (per semester)	\$310	\$620
Student Association (per month)	3.20	32
Registration per year or program	15	15
Lab Fees (per semester)	31	62
I.D.	1	1
		<b>\$730</b>

**EXPENSES (Estimated):** Textbooks, Uniforms, Shoes, Safety Glasses, etc. - \$400.

the program will be required to take development English. A medical examination including T.B. test and up-to-date immunization is required.

Application forms are available from the Financial Aid Office and should be submitted at the start of classes.

**NOTE:** It is strongly recommended that interested persons acquire some experience in working with young children or working in a related, people-orientated field.

**LENGTH OF PROGRAM:** 9 months

**COMMENCEMENT DATE:** September

**FEES:** (9 month)

		TOTAL
Tuition (per month)	\$62	\$558
Student Association (per month)	3.20	28.80
Registration per year or program	15	15
Lab Fees (per term)	31	62
I.D.	1	1
		<b>\$664.80</b>

### THE PROGRAM

#### SEPTEMBER TO DECEMBER

Child Growth & Development	ECE 151
Theories and Practices of ECE	ECE 154
Program Development	ECE 165
Seminar in ECE	ECE 160
Observing and Recording Behavior	ECE 170
Practicum	ECE 190
Human Relations in Early Childhood Settings	ECE 176A

#### JANUARY TO APRIL

Theories and Practices of ECE	ECE 155
Program Development	ECE 166
Seminar in ECE	ECE 161
Human Relations in Early Childhood Settings	ECE 176B
The Child in Society	ECE 153-3
Interacting with Families	ECE 174-2
Health, Safety & Nutrition in the Preschool	ECE 172-2

#### JANUARY TO MAY

Practicum II	ECE 199
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## EARLY CHILDHOOD EDUCATION

### Certificate

The Early Childhood Education Program is designed to train men and women to be skilled, sensitive teachers of young children in day care centres, nursery schools and private kindergartens.

In order to teach in these facilities in B.C., individuals must be registered with the Community Care Facilities Licensing Board of British Columbia. Upon successful completion of the E.C.E. program and 500 hours of post-graduation work experience, students are eligible for registration.

Theory and practice are closely related throughout the program. Students are assigned to observe and/or participate in preschool centres throughout the full training periods. The month of training is an intensive full-time practicum experience.

**ADMISSION REQUIREMENTS:** Grade 12, GED or ABE IV, English 12 or English 040. GED meets general admission requirements but does not meet program or course prerequisites.

All students entering the ECE program must take the English and Math Placement Test (E.M.A.T.) prior to their first semester. Students falling below the English requirements for



## EARLY CHILDHOOD EDUCATION

### **ECE 151 Child Growth and Development**

The study of human development during the formative years: conception to age seven. All aspects of development and major theories of development are discussed. Emphasis will be on the interaction between heredity and the environment as it affects development.

PRE OR COREQUISITES: ECE 154, 165, 170, 176A, 190

### **ECE 153 The Child in Society**

A study of the interrelationship between the home, the school and the community. The influence of social conditions on the child and his/her family is discussed. Attention is given to effective parent-teacher communication and co-operation with family and child oriented community resources.

PREREQUISITES: ECE 151, 154, 170, 165, 176A, 190

### **ECE 154 Theories and Practices of ECE**

A study of the major historic and current theories of Early Childhood Education and the practices that have evolved from these theories. Goals and objectives and approaches to programming for ECE programs are studied.

PRE OR COREQUISITES: ECE 151, 165, 170, 176A, 190

### **ECE 155 Theories and Practices of ECE**

A continuation of ECE 154. Skills for effective and sensitive interaction with young children are presented. Students learn various approaches to classroom management, guiding of children's behaviour and planning for groups and individual children.

PREREQUISITES: ECE 151, 154, 170, 165, 176A, 190

### **ECE 160 Seminar in ECE**

The exploration of current topics in ECE as they apply to student participation in the field.

PRE OR COREQUISITES: ECE 151, 154, 165, 170

COEREQUISITE: ECE 190

### **ECE 161 Seminar in ECE**

The exploration of current topics in Early Childhood Education as they apply to student participation in the field. Topics covered include: differing philosophies, solving discipline problems, working in a team, etc.

PREREQUISITES: ECE 151, 154, 160, 165, 170 and 190

PREREQUISITES: ECE 155, 166 and 199

### **ECE 165 Program Development**

Curriculum for young children is studied in depth. Curriculum areas covered are art, music, movement, science, math, social studies, language and literature. Workshops for preparation of materials and practice with projects are included.

PRE OR COREQUISITES: ECE 151, 154, 170, 176A, 190

### **ECE 166 Program Development**

A continuation of ECE 165. Students become actively involved in designing, planning and implementing the curriculum for Early Childhood programs.

PREREQUISITES: ECE 151, 154, 170, 165, 176A, 190

### **ECE 170 Observing & Recording Behavior**

Directed observation of young children in the CNC Demonstration Day Care and other centres for young children. Methods for accurately and objectively observing, recording and interpreting child behaviour are studied and practiced.

PRE OR COREQUISITES: ECE 151, 154, 165, 176A, 190

### **ECE 172 Health, Safety and Nutrition in the Preschool**

The study of health, nutrition and safety needs of young children. Emphasis is on healthful practices in the preschool and

nutritious menu planning for child care centres. Students will receive full, certified first aid training oriented for the preschool child.

PREREQUISITES: ECE 151, 154, 170, 165, 176A, 190

### **ECE 174 Interacting with Families**

A study of the interrelationships between the home and the preschool centre. Attention is given to effective parent-teacher communication and co-operation.

PREREQUISITES: ECE 151, 154, 170, 165, 176A, 190

### **ECE 176A Human Relations in Early Childhood Setting**

The course will assist the student in exploring his or her own values, goals, and style of interacting with others. Students will acquire skills needed to establish helping relationships and to work as an effective team member.

PREREQUISITES: ECE 151, 154, 170, 165, 176A, 190

### **ECE 176B Human Relations in Early Childhood Setting**

A study of communication skills with emphasis on non-verbal communication, active listening and conflict resolution. Focus is on assessment of personal attitudes and feelings and how these affect communication.

PRE OR COREQUISITES: ECE 151, 154, 170, 165, 176A

### **ECE 190 Practicum I**

Practical experience in working with young children under the guidance of qualified supervisors in day care centres, nursery schools and kindergartens. Students plan and implement learning activities and acquire basic skills in interacting with children and other staff members. Classroom seminars are held in conjunction with field work.

PRE OR COREQUISITES: ECE 153, 155, 166, 172, 174, 176B

### **ECE 199 Practicum II**

Advanced supervised experience in working with young children. Students actively participate in program planning and implementation. Classroom seminars are held in conjunction with field work.

PREREQUISITES: ECE 151, 154, 170, 165, 176A, 190

### **ECE 251 (Post Diploma) Administration of Early Childhood Programme**

A study of various areas of administration including staff selection and supervision, parent relations, program designing and planning, record keeping, working with community and government agencies, budgeting and financing. Meets second level competency requirements.

PREREQUISITES: ECE Certificate

### **ECE 252 (Post Diploma) Administration of ECE Programs**

A Continuation of ECE 251 including such topics as staff relationships, record keeping, bookkeeping, budgeting, developing policies and procedures, parent, community and Board relations; and evaluation of self, staff, children and program.

PREREQUISITE: ECE 251

## ELECTRICAL

## Apprenticeship

An electrical apprenticeship program is offered through CNC as a Designated Trade sponsored by the Apprenticeship and Industrial Training Branch, Ministry of Labour.

ADMISSION REQUIREMENTS: to enter this program the participant must already be an indentured apprentice. (Contact Ministry of Labour Apprenticeship training Branch)

LENGTH OF PROGRAM: 8 week session.

FEES: Tuition paid by Ministry of Labour

Registration \$15.00

I.D. Card \$1.00

## GENERAL DRAFTING

### Certificate

The purpose of this program is to prepare persons for employment with companies engaged in architectural, structural, civil or mechanical drafting.

The draftsman is the link between the engineer or designer, who works out ideas, and the construction trades which do the fabricating or building. When preliminary plans are approved they are passed to the draftsman for development of working drawings.

Graduates of this course normally commence employment at a junior level. On the job experience will eventually lead to more responsible work, and the extensive technical knowledge gained in drafting may, with additional training, lead to positions in engineering, designing, sales or administration.

**ADMISSION REQUIREMENTS:** Grade 12, GED or ABE IV. Applicants must have good eyesight and hand-eye coordination.

**LENGTH OF PROGRAM:** 9 months (30 hours per week)

**COMMENCEMENT DATE:** September.

FEES: (9 month program - 2 semesters)		TOTAL
Tuition (per semester)	\$62	\$558
Student Association (per month)	3.20	28.80
Registration per year or program	15	15
Lab Fees (per semester)	31	62
I.D.	1	1
		<hr/> \$664.80

**EXPENSES (Estimated):** Books \$150  
Calculator \$50  
Tech. Pens \$80

### THE PROGRAMS:

#### GD101 Basic Drafting (240 hrs.)

- orthographic projection
- dimensioning - scales
- auxiliary views
- pictorial drawing
- sections and conventions
- intersections and developments

#### GD102 Machine Drawing (120 hrs.)

- tolerances and allowances
- fasteners
- gears and cams
- assembly drawings

#### GD103 Civil Drawing (300 hrs.)

- subdivision mapping
- grading, profiles and sections
- highway construction drawings
- industrial piping
- descriptive geometry and geological applications

#### GD104 Architectural Drawing (240 hrs.)

- residential planning, design and drawing
- building codes and standards
- light construction
- detail drawings

#### GD105 Technical Mathematics (60 hrs.)

- fundamentals and metrics
- geometry
- equations
- trigonometry
- vectors

#### GD106 Structural Mechanics (60 hrs.)

- force and stress
- moments and reactions
- shear, bending and deflection
- wood timber design

#### GD107 Basic Surveying (90 hrs.)

- distance and angular measurement
- traversing
- differential leveling
- coordinate geometry
- field notes
- transit and level instruments
- fieldwork

During the above program students are provided hands-on experience with Main-frame CADD equipment. Applications are specifically designed to prepare students for a career in today's hi-tech environment.

## HEAVY DUTY MECHANICS

### Apprenticeship

An apprenticeship course sponsored by the Apprenticeship and Industrial Training Branch, Ministry of Labour.

**ADMISSION REQUIREMENTS:** To enter this program applicant must be an indentured apprentice. (Contact Ministry of Labour Apprenticeship Training Branch)

**DRESS:** Worker's Compensation Board regulations will apply. Safety-toed boots are required.

**LENGTH OF PROGRAM:** 5 weeks.

**FEES:** Tuition paid by Ministry of Labour  
Registration \$15.00  
I.D. Card \$1.00

## LONG TERM CARE - AIDE

### Certificate

The program is designed to prepare an Aide (Long Term Care), who will be able to assist in providing care for individuals in extended and intermediate care facilities. Graduates of this program will be prepared to work in nursing homes and extended care units in hospitals under the direction of a registered nurse.

The program is based on the "Specifications of Competencies and Aide (Long Term Care)" Ministry of Education. Clinical practice will be provided in the College nursing lab and in extended and intermediate care units of health care facilities. The completion of a Safety Oriented First Aide Program is also a requirement.

The student must make arrangements to complete the SOFA course.

### ADMISSION REQUIREMENTS:

- Grade 10 recommended and Grade 8 reading level required. Testing for reading level must be arranged through the college.
- Interviews may be required.
- Medical Examination Report must be submitted prior to final acceptance.
- Immunization: successful applicants will be advised of the required immunization.

**COMMENCEMENT DATE:** September

FEES: (15 week program)		TOTAL
Tuition (per week)	\$19	\$285
Student Association (per month)	3.20	12.80
Registration per year or program	15	15
Lab Fees (per program)	31	31
I.D.	1	1
		<hr/> \$344.80

**EXPENSES (estimated only):**  
Uniforms - \$75.00  
Textbooks - \$75.00

**NOTE:** The offering of this program is subject to Ministry of Education approval. Please contact a CNC counsellor for details.

## MILLWRIGHT

## Apprenticeship

A millwright apprentice program is offered through CNC as a Designated Trade sponsored by the Apprenticeship and Industrial Training Branch, Ministry of Labour.

**ADMISSION REQUIREMENTS:** To enter this program an applicant must be an indentured apprentice. (Contact the Ministry of Labour, Apprenticeship Training Branch.)

**LENGTH OF PROGRAM:** 5 Weeks.

**DRESS:** Workers' Compensation Board Regulations will apply. Safety toed boots and coveralls are required.

**FEES:** Tuition paid by Ministry of Labour  
Registration \$15.00  
I.D. Card \$1.00

## OFFICE ADMINISTRATION (See Business Office Training)

## POWER ENGINEERING - 4th Class Certificate

A program intended to prepare persons for a career in power plant operation and maintenance. This course includes maintenance of powerhouse equipment, instrumentation, electricity, engineering sciences and water conditioning. While emphasis will be upon the practical application of the basic principles, sufficient theory will be covered to prepare students to write the Fourth Class Power Engineer's Examinations.

**ADMISSION REQUIREMENTS:** Grade 12, GED or ABE IV. Related experience in industry will be considered in lieu of formal education.

**RECOMMENDED:** Algebra 11 or Math 040, Physics 11 or Phys 040, Chemistry 11 or Chemistry 040, Drafting.

**DRESS:** Worker's Compensation Board regulations will apply. Safety-toed boots are required.

**LENGTH OF PROGRAM:** 10 months.

**COMMENCEMENT DATE:** September.

<b>FEES:</b> Tuition	\$620
Student Association	32
Registration per year	15
Uniform Cleaning	32
I.D. Card	1
	<hr/>
	\$700

### THE PROGRAM

Mathematics and Applied Science  
Instrumentation  
Workshop  
Sketching and blueprint reading  
Steamplant training  
Boiler operation  
Electricity  
Report writing



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## TRAINING ACCESS PROGRAM (TRAC)

This program has been introduced throughout B.C. and has transferability to other B.C. colleges and institutes. The TRAC program is designed to allow students to develop the skills necessary to enter an apprenticeship. It is also designed to allow students to make choices as to which trade they wish to enter as an apprentice.

This training concept divides the training to three levels:

Common Core  
Occupational Core  
Specialty

Students who enroll in the TRAC program are encouraged to advance through the program at their own rate and ability while extra time and help is available to those who need this assistance. In the concept of Competency Based Instruction, students only progress when they are competent in successive skills. Students should expect to spend about two months in each level - a total of six months to complete the program.

1. **Common Core:** All students will take this level which is designed to provide the knowledge and skills common to all trades. Math, Science, Safety, Welding and Knowledge of Tools are some of the skills acquired at this level. Upon completion of all the skills in the first level, students then advance to the second level.
2. **Occupational Core:** Training in this level is taken in broad areas which are related to specific trades and the work that may be experienced in those trades.

Carpentry/Joinery is available prior to entering those specialties.

Electrical is available for those planning to enter the Electrical trade.

Mechanical is offered prior to entering Automotive Repair or Heavy Duty Mechanics.

Millwright/Machinist is for students going on in either of these trades.

Piping is available for those wishing to enter the Plumbing or Steam fitting trades.

Successful completion of the Occupational Core level allows a person to enter the chosen trade training at the third level.

3. **Specialty Training:** At this level, students take training specific to one trade. The following specialties are offered at CNC in 1985/86:

Automotive Repair  
Carpentry  
Electrical  
Heavy Duty Repair  
Joinery  
Machinist  
Millwright  
Plumbing  
Steamfitting

Note that TRAC training is fully transferable within British Columbia. A student may transfer into CNC, or into another institution offering TRAC, at any time, and at any level.

Note that student's may challenge, through exams, any area or skill where they already possess that knowledge. This can substantially reduce the training time and avoids duplication of instruction or training.

**ADMISSION REQUIREMENTS:** All applicants are required to take a skills assessment test before entering the TRAC program. Students who do not possess Grade 10 Math or English skills may register for the program but must show mastery of these skills before starting the Common Core training.

A general medical examination is required with special note taken in cases of colour-blindness, respiratory problems, or allergies.

**DRESS:** Worker's Compensation Board regulations will apply. Safety-toed boots are required.

**LENGTH OF PROGRAM:** Varies. This program is self-paced. Each level should take about two months. Students with previous experience or training may write challenge exams and, if successful, may be exempted from some sections of the program.

**COMMENCEMENT DATES:** New classes start every two weeks.

**FEES:**

**Current Fees (6 month period):**

Registration	\$15.00
Labs	93.00
I.D. Card	1.00
Student Association	19.20
Tuition - \$103 per level	309.00
Tool Deposit ( <b>Refundable</b> )	50.00
<b>Total</b>	<b>\$487.20</b>

For less than a full program fees will be pro-rated according to the following: Common Core, Occupational, or Specialty Level.

**Registration for 2 month period per level:**

Registration	\$15.00
Labs	31.00
I.D. Card	1.00
Student Association	6.40
Tuition	103.00
Tool Deposit ( <b>Refundable</b> )	50.00
<b>Total</b>	<b>\$206.40</b>

**EXTENSIONS:** As per existing policy of \$72.00 per month, non-refundable.

**REGISTRATION:** To register for TRAC, visit or write the College of New Caledonia, Student Services. Canada Employment and Immigration also sponsor students into TRAC and you may contact them to determine your eligibility for sponsorship.

## WELDING

### Certificate

Welding is a specialized skill, the demand for which is rapidly expanding in our industrial society. It requires constant physical co-ordination of arms, hands and eyes, and the student develops manipulative skills through manual training.

Welding is universal in its application. Construction welding appeals to certain people due to the variety of working locations, while others prefer to remain in industrial centers where job opportunities are also plentiful.

Due to microtechnological evolution, welding equipment and techniques are constantly changing. It therefore becomes imperative for welders to constantly strive to update their skills.

Successful students of this program will be qualified for a variety of employment opportunities in the metal working industries. A production welder, maintenance welder, welder fabricator or welder fitter are only a few of the possible employment possibilities.

### BEGINNING WELDING (Registered "C" Level)

This program offers basic training for entry level employment in a broad variety of welding and steel fabrication related jobs. The curriculum is self-paced and is organized in a modular format which is designed to accommodate the individual differences which occur in learning. On completion of the program a student will have gained enough practical experience and related theory to take a variety of job tests.

**COURSE CONTENT:**

- P-1 Introduction and Program Orientation.
- P-2 Gas Cutting.
- P-3 Gas and Braze Welding.
- P-4 Shielded Metal Arc Welding.
- P-5 Air Carbon Arc Cutting.
- P-6 Gas Metal Arc Welding, Flux Core Arc Welding.
- RK-1 Material Handling and Rigging.
- RK-2 Blue Print Reading I.
- RK-3 Introduction to Metallurgy I.

**ADMISSION REQUIREMENTS:** Grade 10, G.E.D. ABE III.

**DRESS:** Worker's Compensation Board regulations will apply. Safety-toed boots and welding gloves are required.

**LENGTH OF PROGRAM:** May vary from 5-7 months.

Continuous intake based on a modular concept is designed to allow students to progress at their own rate.

**FEES:** Beginner (Full time/Day time) (5-7 months) 5 month program.

Tuition		\$360 for 5 months
Student Association	3.20	16 for 5 months
Registration per year or program	15	15
I.D.	1	1
		<b>\$392.00</b>

## ADVANCED WELDING

(Upgrading, Registered "B" and "A" Levels and Testing).

**COURSE CONTENT:**

Registered "B" Level contains training in the following practical and related knowledge modules:

- P-7 Shielded Arc Welding II (S.M.A.W. II).
- P-8 Gas Metal Arc Welding II (G.M.A.W. II).
- P-9 Flux Core Arc Welding II (F.C.A.W. II).
- P-10 Gas Tungsten Arc Welding I (G.T.A.W. I)
- RK-4 Inspection Procedures.
- RK-5 Welding Standard and Quality Control.
- RK-6 Blue Print Reading II.
- RK-7 Metallurgy II.

Registered "A" Level contains training in the following practical and related knowledge modules:

- P-11 Shielded Metal Arc Welding III (S.M.A.W. III).
- P-12 Gas Tungsten Arc Welding II (G.T.A.W. II).
- RK-8 Metallurgy III.
- RK-9 Blue Print Reading III.

**TESTING:** Company, industry, government and other tests will be offered. The instructor will inform interested parties as to the paperwork required by the various companies and the Boiler Inspection Branch. The instructor will supervise the practical performance of the test as well as arrange for inspection by the government Boiler Inspector.

**ADMISSION REQUIREMENTS:**

(1) Registered "B" and "A" Levels require the candidate to have successful completion of the Registered "C" Level.

(2) Testers require written proof on company letterhead or signed affidavit from Notary Public of one year industrial welding experience.

Applicants must contact instructors for assessment, space availability, and testing requirement.

**DRESS:** Worker's Compensation Board regulations will apply. Safety-toed boots and welding gloves are required.

**FEES:**

- Tuition: \$19.00 per week
- Test: \$45.00
- Lab/Materials: Charges vary with the type of test taken.

**EXPENSES (estimated):**

- Welding Gloves: \$12.00
- Safety-toed Boots: \$65.00
- Books
- Student Association: \$12.80
- Registration: \$15.00
- I.D. Card: \$1.00

# VOCATIONAL PROGRAMS ADMISSIONS AND REGISTRATION

## ADMISSION REQUIREMENTS

Admission requirements may vary. Please check **ADMISSION REQUIREMENTS** for each program. To be eligible for Mature Student Status the applicant must be 19 years of age and have been out of the regular school system for at least one year.

### SPECIAL ADMISSION:

Special admission may be granted to enter a program or course where the admission requirements or course prerequisites have not been met upon the written recommendation of a counsellor and the instructor with the signed authorization of the appropriate Director.

## ADMISSION PROCEDURES

### For Apprenticeship Programs:

Apply through the

Apprenticeship and Industrial Training Counsellor,  
Ministry of Labour,  
Plaza 400, 1011 4th Avenue,  
Prince George, B.C. V2L 3H9,  
Telephone: 562-8131

or the

Apprenticeship and Industrial Training Branch,  
Ministry of Labour,  
4211 Kingsway,  
Burnaby, B.C. V5H 3Y6,  
Telephone: 434-5761.

### For Other Programs:

- (i) Write or inquire for an application  
Office of Admissions and Registration  
College of New Caledonia  
3330 - 22nd Avenue  
Prince George, B.C. V2N 1P8  
562-2131

- (ii) The completed application form along with all necessary transcripts should be submitted to the College. Secondary School students may complete a Statement of Secondary School Subjects. This statement will be accepted in lieu of a transcript and students will be admitted on a conditional basis. The conditional status will be removed when the College receives the official transcript of Secondary School grades. This should be forwarded as soon as possible. Students are not formally accepted or placed on program waiting lists until transcripts or Statements of Secondary School Status are received by the College.
- (iii) Applications will be processed and students will be notified by mail of their admission to the College.
- (iv) Detailed registration information, including the date and time for registration, will be included with the Permission to Register letter.
- (v) Persons requiring program information are encouraged to see a counsellor.
- (vi) Students must register at the time indicated on their Permission to Register letter. Registration is not complete until all fees have been paid.  
NOTE: A late registration fee will be assessed anyone who does not register at the time indicated on their Permission to Register letter. Students with unusual circumstances may appeal this late fee through the Registrar.
- (vii) to withdraw from a program the student must complete the Withdrawal form available at the Student Services Office.

### PRIORITY

All Applicants are urged to apply as early as possible as first priority may be given to the earliest applicant.

# VOCATIONAL PROGRAMS FEES AND EXPENSES

## FEES

Fees may vary. Please check fees for each program. No fees will be charged to Senior Citizens.

## CANADA EMPLOYMENT AND IMMIGRATION COMMISSION SPONSORSHIP

Canada Employment and Immigration Commission purchases spaces in some programs. Before applying for admission as a fee paying student, you may wish to check with your local CEIC Office to determine your eligibility for sponsorship by CEIC.

For information on those programs which are eligible for sponsorship by CEIC, call the CNC Counselling Centre or your local CEIC Office

## SPONSORED STUDENTS

Students whose fees will be paid by sponsoring agencies will be required to present a letter to this effect from the agency concerned at the time of registration.

## PAYMENT OF FEES

Tuition and Student Association fees are collected at the time of registration. Canada Employment sponsored students must pay the \$15.00 Registration Fee and Student Association Fee. Other sponsored students may present a letter from the sponsoring agency promising payment.

Students who are unable to pay their fees at the time of registration and who are unable to obtain financial assistance from the Financial Aid Officer will not be permitted to register, unless prior approval is obtained from the Registrar.

### MISCELLANEOUS FEES

Grade Appeal	\$5
Transcript	5
each additional copy	1
Duplicate Diploma	5
I.D. Card Duplicate	1
Locker Rental	5
Duplicate Permission to Register	1
Duplicate income tax receipt	1

NOTE: Some courses may require an assessment for supplies and activities required as part of the course.



## ESTIMATED EXPENSES

Full-time students should be aware of the expenses beyond the fees, they will incur. Costs can be estimated as follows:

Books and Supplies	100
Tool and Book deposit	50
Leather gloves for welding students	19
Steel-toed boots	65
Local transportation	150
Miscellaneous	400
	<hr/>
	\$784.

## HOUSING AND MAINTENANCE EXPENSES

The average cost for room and board in Prince George is \$250 - \$350 per month.

## REFUNDS

A complete refund of fees is made only when a course or program is cancelled.

### SCALE OF WITHDRAWAL REFUNDS:

- A 75% refund of fees will be made if the student withdraws before the end of the 1st week of classes or prior to completion of 7% of the course in courses/programs less than 4 months in length.
- A 50% refund of fees will be made if the student withdraws before the end of the second week of classes or prior to completion of 14% of the course in courses/programs less than 4 months in length.
- No refund will be made if the student withdraws more than two weeks after commencement of classes, or after 14% of the course has been completed in courses/programs less than 4 months in length.

# VOCATIONAL PROGRAMS GRADES AND TRANSCRIPTS

## EVALUATION AND GRADING

To ensure maximum involvement of the student in the learning process, CNC follows a policy of regular and frequent evaluation in determining grades. All final grades are issued by the college through the office of the Registrar.

## GRADES

Alphabetic symbols may be used to report academic success. Each grade is assigned a numerical weight or grade point, that is used to determine the grade point average.

### LETTER GRADE

- A Outstanding achievement
- B+
- B Good achievement
- C+
- C Satisfactory achievement.
- P Pass
- F Fail. No credit granted.
- G Aegrotat. A student who has demonstrated comprehensive mastery of a course but because of illness or family affliction is unable to complete a final assignment or unable to sit a final examination, may be awarded "Aegrotat" standing. The "G" designation, followed by a regular letter grade, indicates appropriate credit will be given for the course.
- I Incomplete. Grade and credit withheld until all requirements of the course have been met. Will require completion of all required work within 4 weeks of the last day of classes or an 'F' grade will be assigned.
- DNW A student who completes no assignments for grading and who fails to officially withdraw from the course will receive a "DNW" grade. The "DNW" designation carries a grade point of "0" and will be incorporated in the student's grade point average.
- S Satisfactory achievement in courses where letter grades are not assigned.
- W A "W" grade will be assigned to those students completing the Withdrawal procedure outlined, and within the time limits specified in the College Calendar.

## STATEMENT OF GRADES

At the end of each program a Statement of Grades is mailed to each student enrolled in a course for credit.

All obligations relating to fees, library books or fines, rentals, loans, etc., must be met before any Statement of Grades, transcript or certificate will be released.

NOTE: Statement of Grades for Apprenticeship programs will be issued by the Ministry of Labour.

## REPEATING A COURSE

Courses may be repeated for the purpose of raising grades. Credit will be granted for the higher grade achieved, but both grades will be recorded on the student's permanent record.

## TRANSCRIPTS

The Official Transcript includes a record of the student's grades and is imprinted with the College Seal and signed by the Registrar.

Transcripts may be obtained from the Office of Admissions and Registration at a cost of \$5 for the 1st copy and \$1 for each additional copy. The College will forward transcripts to other institutions or potential employers, etc. only with the specific permission of the student involved.

NOTE: Transcripts for Pre-Apprenticeship and Apprenticeship programs must be obtained from the Ministry of Labor.



# CONTINUING EDUCATION PROGRAMS

562-2131 Loc.202

Many students at CNC are adults who wish to return to education for any number of reasons. Some adults have the time to attend the College as regular full-time students. If this applies to you, then the regular instructions in this Calendar should be followed.

Many other adults cannot find the time to return to education on a full time basis - they study part-time. As part-time students they have most of the rights and privileges of full time students at CNC. Many of the programs at the College are designed to allow an adult to follow the programs on a part-time basis. If you are interested in doing this you should consult a Counsellor. Counsellors are college employees who help you decide what courses you should take.

Some adults attend CNC to take one or two courses for their own interest and don't wish to enroll in a program. Many working adults do this to upgrade themselves.

The following list of course titles is an example of the types of courses given through Continuing Education.

Vocational:	Skill Training
	Trade Certification
General Interest:	Self Development
	Recreational
	Personal Knowledge

These courses, their times and dates are published in a brochure twice a year and distributed in the community. If you want a brochure contact Continuing Education.

The Continuing Education Division is designed to co-ordinate and develop both existing and new programs in adult, part time education.

## PROGRAMS

### VOCATIONAL PART-TIME PROGRAMS

Upgrading courses covering many occupations in the health, business, trade, transportation, technical, educational, management, natural resources, hospitality and communication areas.

### GENERAL INTEREST PROGRAMS

The General Interest department of Continuing Education attempts to provide the community with a variety of evening and weekend courses directed at entertainment, as well as education. Courses in the area of Personal Development, Occupational Skills, Recreation and the Arts can all be offered under the umbrella of General Interest.

### CLERICAL OFFICE SKILLS

Bookkeeping	CE010
Medical Receptionist	CE021
Medical Terminology I	CE022
Medical Terminology II	CE023
Travel Agents	CE031
Travel Agents - Intermediate	CE032
Typewriting- Beginning	CE025
Typewriting - Intermediate	CE026
Typing Speed Development	CE030
Litigation Secretary	CE015
Corporate Secretary	CE017
Business Letter Writing	CE002
Records Management	CE001

### GENERAL INTEREST IN BUSINESS

Public Speaking/Oral Presentations	CE003
Mortgages	CE012
Income Tax Calculations	CE011
Sales Techniques - Basic	CE033
Investments	CE009

### BUSINESS

Employment Standards	CE034
Interviewing Techniques	CE035
Records of Employment	CE037
Commercial Insurance	CE013
Purchasing	CE038
Evaluating your Business	CE040
Effective Advertising	CE041
Credit & Collections	CE043
Selecting Micro-computers	CE042
Planning to Survive	CE039

### SEMINARS AND CONFERENCES

Usually initiated when large public demand is recognized.

### NATIVE INDIAN PROGRAMS

This is a developing program that aims to work with status and non-status people to meet their educational and training interests. These include adult upgrading, vocational and career programs both in Prince George and the region. Special programs include Teacher Associate Training, Pre-career preparation and the Native Indian Teacher Education Program. (NITEP)

### WOMEN'S PROGRAMS

Programs available to women on campus and in the college region for ideas and input regarding increasing the access of women to college programs. Responsible for assessing the special needs of women through women's advisory committees and generally increasing awareness by women's issues throughout the college region.

### PROVINCIAL INDUSTRIAL TRAINING CONSULTANT

The Provincial Industrial Training Consultant holds a joint CNC-Ministry of Education position. The main function of the job is to provide training expertise for Canada Employment supported on site industrial training programs. The Consultant at CNC is responsible for those programs which take place in the College regions of Northwest Community College (Terrace), the College of New Caledonia (Prince George), and Northern Lights College (Dawson Creek).

### KNOWLEDGE NETWORK

The College of New Caledonia co-operates with the Knowledge Network in the delivery of courses and programs via satellite throughout the CNC region.

A variety of non-credit courses are offered, as well as informative and educational programs. The Knowledge Network is also used to air professional development programs produced by B.C. universities.

# COLLEGE BOARD

All members of the College Board of Directors are appointed by the Minister of Education.

Mr. Glenn Barr (Quesnel)  
Mr. John Blunt (Prince George)  
Mr. Bill Gilgan (Burns Lake)  
Mr. Frank Gregory (Prince George)

Mr. Doug Little (Prince George)  
Dr. C. Hugh Stephen (Vanderhoof)  
Mr. Robert W. Stewart (Prince George) - Chairman  
Mrs. Vivian Turgeon (Prince George)

## FACULTY AND ADMINISTRATION

J. Allgaier	B.A., M.A.	English	P. Elliott	Forest Technology	Forest Resource
D. Anderson	B.Sc.	Vice-Principal Programs and Educational Services	J. English	Dip. of Tech.C.E.T	Technology
L. Anderson	I.D.	Welding	G. Farmer	P.Eng.	Electrical/Electronics
C. Andrew	R.N.,B.Sc.N., M.Ed.	Nursing	S. Fefferman	B.A., M.A.	Sociology/Anthropology
M. Applegate	R.N.,B.Sc.N.	Nursing	D. Fleck	B.Comm.,M.A.	Economics
J. Backhouse	A.L.A.	Head College Resource Centre	J. Fort	C.F.C.C.,T.Q.,Cert.	Cooking
L. Backman	C.D.A.	Dental Assisting	C. Fortin	Journeyman	Nursing
C. Bardal	B.S.F.,R.P.F.	Forest Resource	K. Friedrich	R.N., B.Sc.N.	Welding
G. Bebault	B.Sc., Ph.D.	Technology	N. Frood	I.D.	Nursing
M. Bechtel	B.Sc. Ag., M.B.A.	Business Admin.	M. Fuhrmann	R.N., B.Sc. N.	Nursing
N. Berry	B.Ed.	ABE	D. Garrett	R.N., B.Ed.	Electrical
S. Berry	Tele. and Electronic Dip.	Audio Visual Manager	W. Garrett	B.A.,M.A.,Ph.D.	Nursing
R. Bircher	I.D., 1st Class P.E., J.I.I.M.	Power Engineering	J. Gattrell	B.A.,M.L.S.	Director, Deve. Services
B. Birt	Data Proc. B.C.I.T.	Computer Information Systems	F. Gee	B.C. Teach. Cert.	Reader Services Librarian
C. Blair		Millwright	M. Gee	B.Ed.	ASE & VALT
J. Blake	B. Comm., M.B.A.	Vice-Principal Admin. and Bursary		B.Ed.,Comm.Cert., M.A.Ed., Cert. ESL	Coordinator ABE Dept.
M. Bonser	B.Sc.	Chemistry	M. Geller	Cert. F.T.M.	
C. Bowes	Dip. E.C.E.,B.A.	Early Childhood Ed.	J. Gillespie	B.C. Teach. Cert.	Dev. Services
R. Brazier	B.Sc., M.Ed.	Head of Human Resource Development Programs	R. Goode	Cert. Bkkeeping	Forest Resource Tech.
N Brooks	B.A., M.Ed.	A.S.E.	B. Gordon		Bldg. Services Manager
S. Burgess	I.D.	H.D. Mechanics	J. Graber	R.N., B.Sc., N.	Nursing
D. Carlson		A.B.E.	R. Green	B.Sc.	Head of Technologies
M. Chapman	R.N.,B.Sc.N.	Nursing	E. Griffith	B.Comm.,C.A.	Business Administration
J. Chomey	B.A.,M.A.,Ph.D.	Head of Trades	L. Hamel		Head, Computer Info. Sys.
J. Cloe	Computer Technology	Psychology	J. Harris	B.A., M.A., Ph.D.	Heavy Duty Mechanics
A. Clark		Computer Info Systems	W. Hartman		English
D. Cole	B.A.,C.A.	Controller	W. Heinz	B.Sc., M.A.	Area Director, Mackenzie
J. Connors	B.Sc.	ABE Mathematics & Physics	M. Hill	R.N., B.Sc.N.	Comp. Info. Systems
K. Conroy	B.A.,M.A.,M.S.W.	Counsellor	L. Hogan	B.Sc., M.Sc.,	Special Education
M. Croken	R.N.,B.A.	Nursing	W. Hohman	M.A., M. Math	Nursing
J. Crow	B.Sc.,Ph.D	Chemistry	S. Hunter		Mathematics
J. Curry		Personnel Asst.	P. Husband	R.N., B.Sc.N.	Computer Science
K. Dawson	I.D.	Trades	A. Idler	B.Sc. Comp.	Human Resources Dev.
S. Delaney		Exec. Sec. to Principal	R. Insley	Science	Nursing
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A. Dumas	B.Sc.,P.Eng.	Construction Technology	C. Jarosh		Mathematics
R. Dunsmore	B.S.F.,M.F.	Forest Resource Technology	J. Jensen	B.S.A.,M.Sc.	ABE English
			H. Klassen	I.D.,Inter-Prov.1st	Biology
			P. Kolbuc	Class Elect.	Electrical
			G. Krop	Tech. Dip. B.Sc.,	Area Director, Nechako
			C. Lee	Ag.	Vocational Preparation
				B.A.,M.Sc.,Ph.D	Business Admin.
					Mathematics

M. Lee	B.Sc., Ph.D.	Biology	W. Rush	B.Comm.	ABE Math
F. Leonard	B.A., M.A.	History	R. Ryan	B.Comm.	Business Administration
A. Leveridge	Dip. Tech., C.I.M., C.D.P., D.P.M., M.Sc.	Computer Info. Systems	T. Sawtell	B.A., M.Ed., B.C. Teach. Cert.	Dev. Centre
R. Lo	B.Sc., Ph.D.	Biology	L. Schmidt	R.N., B.A.	Nursing
N. Lynch	R.N., B.Sc. N	Nursing	W. Schulte	B.Sc., Bus. Admin.	Manager Financial Services
L. MacBurney		Registrar	B. Scofield	Bus. Admin. Dip.	Labour Relations Ass't.
R. MacDuff	B.Sc.	Physics	B. Sedlock	B.Sc.	Physics
D. MacNeil	B.A., E.C.E. Cert.	Early Childhood Ed.	P. Seens	B.A., M.A., M.L.Sc.	Director, Planning and Student Records
R. Maides		Public Relations Officer	S. Shaffer	B.A., M.A., B.C. Teach. Cert.	English
R. Maida	B.A., M.Sc.	Counsellor	G. Sinclair	R.N., B.Sc.N.	Director, Health and Social Sciences
B. Malcolm	B.Sc., M.Sc.	Chemistry	G. Sipos	B.A., M.A., B.C. Teach. Cert.	English
R. Martin	I.D.	Welding	D. Snider	Dir. Tech., C.E.T.	Industrial Training Cons.
C. McCaffray		Principal	J. Somero		Exec. Sec. Vice Prin.
T. McDonald	B.Sc., M.A.	Psychology	N. Spavor	R.T./C.S.L.T.	Programs & Ed. Svcs.
J. McGillivray	R.N., B.Sc.N	Nursing	B. Spearman	B.Sc., M.Sc., Ph.D.	Medical Technology
B. McKinnon	B.A., M.A.	English	G. Springate	B.Eng., M.B.A.	Mathematics
D. McMullen	IPTQ, BC #2 G.F. AWWA	Plumbing			Director, Science, Trades & Technology
J. A. McVey	M.A., (Hons.) M.A.	Geography	T. Stageburg	B.S., M.Ed.	Dev. Services
R. Miller		Mgr. Computer Svcs.	D. Stearns	B.S.F.	Forest Resource Technology
M. Mingay	I.D., T.Q. Electricians	Electrical	D. Steer	R.N., B.Ed.	Nursing
E. Murray		Exec. Sec. to Vice Principal Admin. & Burs.	J. Steger	Mill T.Q.	Millwright
G. Neelin	B.A.	Area Director	L. Stenecker		Purchasing Agent
R. Nelson	B.Sc., M.Sc., Ph.D	Physics	N. Tarrant	C.D.A.	Dental Assisting
Y. Nomura	B.S., M.Sc.	Mathematics	R. Taylor	T.Q.	Millwright
J. North		Mgr. Security & Custodial Svce	W. Taylor	I.D., T.Q.: H.D.M. & Auto.	Apprentice: H.D.M.
K. Parker	B.A., M.A.	Sociology/Criminology	B. Thair	B.A., M.A., Ph.D.	Biology
F. Peacock	I.D.	Drafting	J. Therres	I.D., 1st Class Power Eng.	Power Engineering
B. Petriw	R.N., B.N.	Nursing	M. Timbres	B.A.	Manager, General Interest
J. Peters		Carpentry	D. Tuck	T.Q. Auto Mechanics	Trades
V. Pitt	B.Sc.	ABE Chemistry	G. Tyndall	B.Sc., M.A.	Psychology
K. Plett	B.A., M.L.Sc.	Librarian	P. Usher	B.P.E., M.A., Ph.D	Physical Education
J. Pooley	B.Sc.	Office Administration	B. Westfall	B.A., M.A.	Area Director, Quesnel
D. Precosky	B.A., M.A., Ph.D.	English	D. Wharrie	Business Administ. Diploma	Assoc. Director, Reg. Op. & Ancillary Svcs.
H. Ramsay	B.S., M.A.	English Language Training	H. Williams	B.A., M.A., Ph.D.	Manager, Dev. Centre
P. Ramsay	B.A., M.A.	English	C. Wilson	B.A., M.Ed.	Academics Upgrading
W. Rea	B.A., M.A.	Sociology/Criminology	M. Wilson	C.F.C.C., C&G	Cooking
E. Ritch	B.Sc., M.Ed.	ABE Biology	L. Winthrop	Business Administ. Diploma	Personnel Manager
P. Roberts	B.P.E., M.Ed.	Counsellor	D. Worden	B.A.Sc., M.A.Sc.	Mathematic
P. Robinson	B.Comm., M.B.A.	Head, Business Management	H. Wuest		Mgr. Food Services
S. Robinson	R.N., B.Sc.N	Nursing	B. Zettl		Office Admin.
D. Roscoe		Bookstore Manager			
C. Ross	B.A. Phys. Ed.	A.S.E.			
A. Roy		Office Admin.			
D. Rubadeau	B.A. (Hons.), M.S., Ed.D.	Psychology			
K. Rucker	B.A.	Accounting			
K. Ruffle		Head, Reference Svcs			

# BUSINESS ADMINISTRATION TRANSFER GUIDE

C . N . C .	Institute of Chartered Accountants of B.C. (CA)	Certified General Accountants of B.C. (CGA)	Society of Management Accountants of B.C. (RIA)
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Math 109	Computers in Business		
Math 157	Statistics	Statistics	232 Quantitative Methods I

## NOTES:

- \* Prerequisites: C.I.S. 151 and 153.
- \*\* Mandatory subjects: those candidates with required subject(s) must challenge the R.I.A. exam.
- \*\*\* Transfer Credit under review.

— NOTES —

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C.N.C.	S.F.U.	U.B.C.	U.V.I.C.	C.N.C.	S.F.U.	U.B.C.	U.V.I.C.
Geog 201 *	Phys/Geog (3)	Geog 101 (3)	Geog 203B(1½)	PE 113		PE 240(1)	PE 100 level(½)
Geog 202 *	Phys/Geog (3)	Geog 101 (3)	Geog 203A(1½)	PE 114		PE 242(1)	PE 119(½)
Geog 203 *	Geog 121 (3)	Geog 201 (1½)	Geog 201 (1½)	PE 115		PE 241(1)	PE 105(½)
			(Partial credit)	PE 116		PE 230(1)	PE 100 level(½)
Geog 205 *	Geog 141 (3)	Geog 200 (1½)	Geog 205 (1½)	PE 117		PE 202(1)	PE 100 level(1½)- may be used in lieu of PE 143
			(Partial Credit)	PE 121		PE 161(1½)	PE 100 level(1½) - may be used in lieu of PE 142
Geol 101	Geog 112(3)	Geol 105 (3)	Geol	PE 123		PE 163(1½)	PE 100 level(1½) - may be used in lieu of PE 142
Geol 102	Geol (3)	Geol 312(1)	Geol	PE 124		PE 164(1½)	PE 100 level(1½) - may be used in lieu of PE 142
Geol 201	Hist (3)	Hist 125 (3)	Hist 242 (3)	PE 203		PE 391 (3)	PE 200 level(1½)
Hist 101	Hist (3)	Hist 135 (3)	Hist 230 (3)	PE 204		PE 261(1½)	PE 200 level(1½)
Hist 102	Hist (3)			PE 222			
Hist 103	Hist 101 (3)			Phys 101*	Phys 120(3)		
Hist 104	Hist 102 (3)			Phys 102	Phys 131(2)	Phys 115(3)	Phys 110/120(3)or
Hist 201	Hist 224 (3)			Phys 105	Phys 121(3)	Phys 110(3)	Phys 103(3) or
Hist 202	Hist 225 (3)			Phys 106*	Phys 131(2)		Phys 102(3) with "B" or better
Hist 211	Hist 110(3)			Phys 201	Phys 102(3)		Phys 217(1½)
Linguistics III				Phys 202	Exempt from Phys 233(2)		Phys 215(2)
Mgt 262	Bus 270 (3)			Phys 203*	Phys 221(3)		
Math 100	Math 100 (3)	Math 111 (3) (1½) in Faculty of Science	Math 012 (0)	Phys 204	Phys 234(2)		
Math 101	Math 151 (3)	Math 100 (1½)	Math 130 (3) OR Math 100 (1½) and Math 101 (1½)	Phys 205	Phys 211(3)Phys(1½)	Phys 155(3)	Phys 211A(1½)
Math 102	Math 152 (3)	Math 101 (1½)	Math 151 (1½)	Phys 206	Phys 212(1)	Phys 216(2)	Phys 211B(1½)
Math 103 *	Math (3)		Math 100 level (1½)	Phys 207	Pol 100 (3)		Pol 100 level (1½)
Math 104 *	Math 101 (3)	For 130 (if both completed)	C.Sc. 110(1½)	Phys 208	Pol 211 (3)	Arts (1½)	Pol 100 level (1½)
Math 105 *	Math 101 (3)	Math 104 & 105 completed	C.Sc. 115(1½)	Phys 209	Pol 221 (3)	Arts (1½)	Pol 100 level (1½)
Math 109 *	Math 101 (3)	C.Sc. 101	Math 200(1½) and Math 201(1½)	Phys 210	Pol 222 (3)	Posc 200 (1½)	Pol 100 (3)
Math 110 *	Math 101 (3)	C.Sc. 200	Math 200 level (1½)	Phys 211	Pol 212 (3)	Posc 202 (1½)	Pol 202(1½)
Math 201	Math 251 (3)	Math 200 (1½)	Math 110(1½)	Phys 212	Pol (3)	Posc 203 (1½)	Pol 230 (1½)
Math 202	Math 252 (3)	Math 220 (1½)	Math 200 level (1½)	Phys 213	Phys (3)	Phys (3)	Phys 100 (3) OR
Math 203	Math 242(3)	Math 221 (1½)	Math 200 level (1½)	Phys 214	Phys (3)	Phys (3)	Phys 100 level (1½) each
Math 204	Math 232 (3)	Math 315 (1½)	Math 100A(1), 100B(1) 170(1)	Phys 215	Phys (3)	Phys (3)	Hum 100 level (1½)
Math 215	Math 310 (3)		Mus 110 (3)	Phys 216	Phys (3)	Phys (3)	Hum 100 level (1½)
Mus 101	Mus 102 (pending)		Mus 115(3)	Phys 217	Phys (3)	Phys (3)	Hum 100 level (1½)
Mus 103	Mus History (3)	Mus 120 (3)	Mus 180(1)	Phys 218	Phys (3)	Phys (3)	Hum 100 level (1½)
Mus 104	Mus History (3)	Mus 326 (3)	Mus 180(1)	Phys 219	Phys (3)	Phys (3)	Hum 100 level (1½)
Mus 105/106		Mus 110 (3)	Mus 100 level(1)	Phys 220	Phys (3)	Phys (3)	Hum 100 level (1½)
Mus 107/108		Mus 115(3)	Mus 100 level(1)	Phys 221	Phys (3)	Phys (3)	Hum 100 level (1½)
Mus 110		Mus 120 (3)	Mus 100 level(1)	Phys 222	Phys (3)	Phys (3)	Hum 100 level (1½)
Mus 111 (pending)		Mus 120 (3)	Mus 100 level(1)	Phys 223	Phys (3)	Phys (3)	Hum 100 level (1½)
Mus 112		Mus 120 (3)	Mus 100 level(1)	Phys 224	Phys (3)	Phys (3)	Hum 100 level (1½)
Mus 113 (pending)		Mus 120 (3)	Mus 100 level(1)	Phys 225	Phys (3)	Phys (3)	Hum 100 level (1½)
Phil 101	Phil 120 (3)	Phil 100 (3)	Phil 100 (3)	Phys 226	Phys (3)	Phys (3)	Hum 100 level (1½)
Phil 102	Phil 100 (3)	Phil 110 (3)	Phil 100 (3)	Phys 227	Phys (3)	Phys (3)	Hum 100 level (1½)
Phil 204	Phil 210 (3)	Phil 110 (3)	Phil 100 (3)	Phys 228	Phys (3)	Phys (3)	Hum 100 level (1½)
Phil 205	Phil (3)	Phil 110 (3)	Phil 100 (3)	Phys 229	Phys (3)	Phys (3)	Hum 100 level (1½)
PE 101		PE 210 (1)	PE 120 (½)	Phys 230	Phys (3)	Phys (3)	Hum 100 level (1½)
PE 102		PE 222 (1)	PE 100 level (½)	Phys 231	Phys (3)	Phys (3)	Hum 100 level (1½)
PE 103		PE 203 (1)	PE 115 (½)	Phys 232	Phys (3)	Phys (3)	Hum 100 level (1½)
PE 104		PE (1)	PE 100 level (½)	Phys 233	Phys (3)	Phys (3)	Hum 100 level (1½)
PE 105		PE 219 (1)	PE 122 (½)	Phys 234	Phys (3)	Phys (3)	Hum 100 level (1½)
PE 106		PE 220 (1)	PE 116 (½)	Phys 235	Phys (3)	Phys (3)	Hum 100 level (1½)
PE 107		PE 216 (1)	PE 121 (½)	Phys 236	Phys (3)	Phys (3)	Hum 100 level (1½)
PE 108		PE 218 (1)	PE 117(½)	Phys 237	Phys (3)	Phys (3)	Hum 100 level (1½)
PE 109		PE 201(1)	PE 110(½)	Phys 238	Phys (3)	Phys (3)	Hum 100 level (1½)
PE 110		PE 226(1)	PE 109(½)	Phys 239	Phys (3)	Phys (3)	Hum 100 level (1½)
PE 112		PE 204(1)	PE 109(½)	Phys 240	Phys (3)	Phys (3)	Hum 100 level (1½)

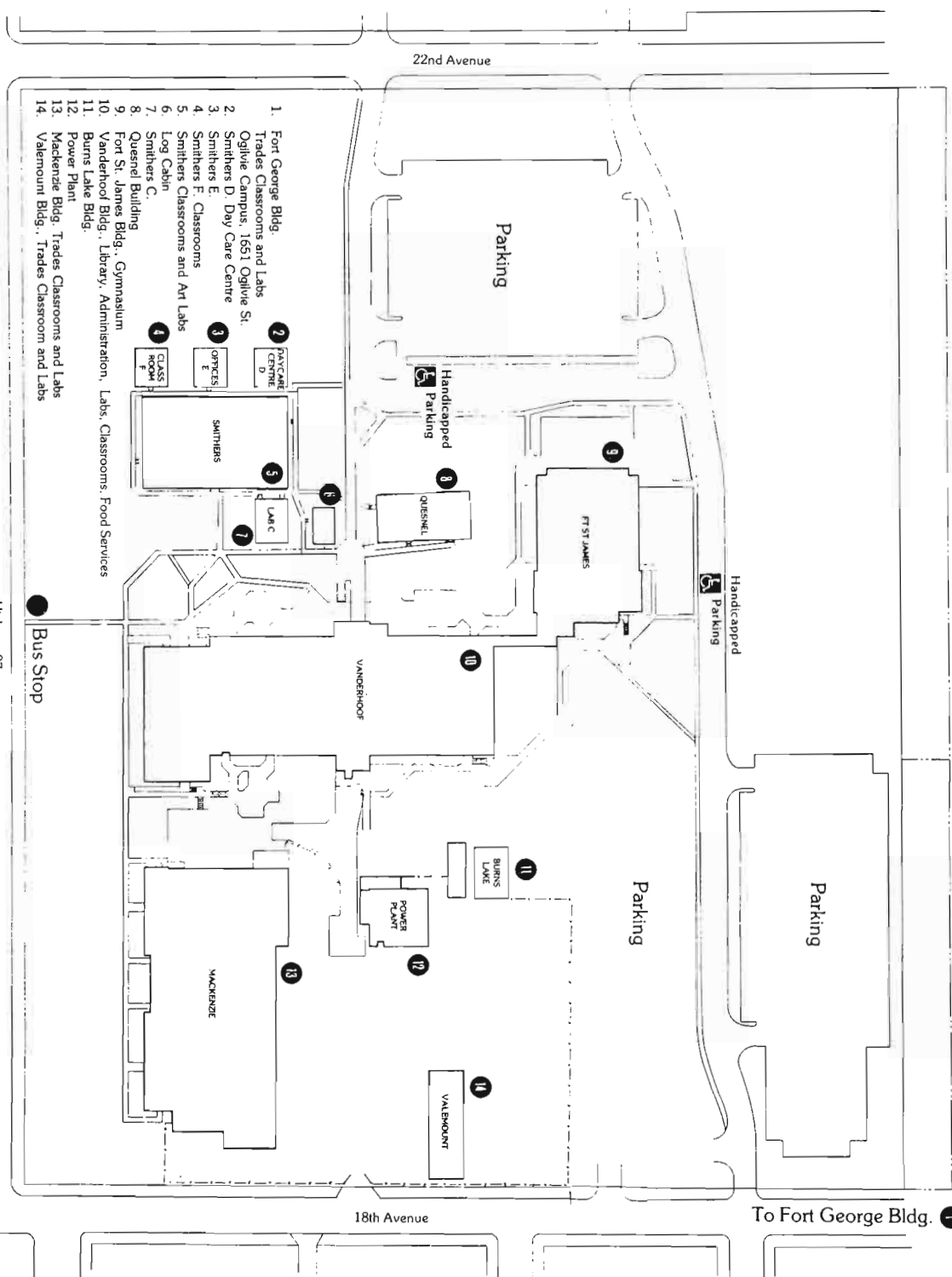
\* Students should see a Counsellor to check on specific comments applicable to these courses.



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2. Smithers D. Day Care Centre
3. Smithers E. Classrooms
4. Smithers F. Classrooms and Art Labs
5. Log Cabin
6. Smithers C.
7. Quensel Building
8. Fort St. James Bldg., Gymnasium
9. Vanderhoof Bldg., Library, Administration, Labs, Classrooms, Food Services
10. Burns Lake Bldg.
11. Power Plant
12. Mackenzie Bldg., Trades Classrooms and Labs
13. Valermt Bldg., Trades Classroom and Labs
- 14.

Highway 97

Bus Stop



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