



COLLEGE OF NEW CALEDONIA

1986-87 CALENDAR

PRINCE GEORGE, B.C.

Burns Lake Office
Lakes Centre, Highway 16
Box 5000, Burns Lake, B.C. V0J 1E0
Telephone: 692-3175

Quesnel Office
College of New Caledonia Campus
488 McLean, Quesnel, B.C. V2J 2P2
Telephone: 992-3906

Mackenzie Office
Community Education and Recreation
Mackenzie Sports Complex
Box 2110, Mackenzie, B.C. V0J 2C0
Telephone: 997-4333

Vanderhoof Office
College of New Caledonia Campus
R.R. #2, Vanderhoof, B.C. V0J 3A0
Telephone: 567-9291

Prince George Campus
3330 22nd Avenue, Prince George, B.C.
V2N 1P8
Telephone: 562-2131

This is CNC

Welcome!

No matter what program or course of study you may be considering, the College of New Caledonia welcomes you. This calendar is designed to provide you with easy to follow information and instructions on what is available at CNC and, how you can get involved. We look forward to hearing from you or meeting with you to discuss your educational goals.

Remember, your community college, its staff and its services are not only available to you as a student but also as a member of the general community. If there is something you feel is missing, we would like to know right away. We sincerely hope that you find satisfaction through our service.



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Admissions and Registration

Each student planning to attend the College must first apply for admission, and once accepted will be advised of the necessary registration procedure to be followed. The **Office of Admissions and Registration**, located on the Main Level of the College, will provide prospective students with details on registration schedules, fees, timetables and the policies governing your studies at CNC. Be sure to keep in touch with this office to ensure that you do not miss any important dates or opportunities.

Office Hours: Monday-Thursday 0800-1700 hours
Friday 0900-1600 hours
Saturday & Sunday Closed

Summer Hours Monday-Thursday 0800-1600 hours
Friday 0900-1600 hours

Counselling

The Counselling Centre is located on Level Two of the main building and is staffed to provide students or prospective students with assistance in dealing with personal, academic, vocational or career concerns. The Centre maintains a wide variety of materials available to assist in career selection or to provide details of programs available through other colleges, universities and training institutions. To make an appointment with Kathy Conroy, Ralph Maida or Pat Roberts just call **562-2131** and ask for **Local 251**

Counselling Centre Hours: Monday-Thursday 0800-1630 hours
Friday 0800-1600 hours

Financial Assistance

There are numerous sources of financial assistance available for students attending the College of New Caledonia.

All financial aid available is listed in detail in the Financial Aid Catalogue which is available from the Financial Aid office, located on Level Two.

Students should be aware that some aid must be applied for well in advance of their course commencement. For example, the B.C. Student Assistance Program which is comprised of the Canada and B.C. Student Loans, takes eight to ten weeks for processing. Therefore, students should contact the Financial Aid Office early for further details and necessary application forms.

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 the school districts of Prince George, Burns Lake, Vanderhoof and Quesnel. To qualify for the subsidy students must be enrolled for 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.

Applications are available from the Financial Aid Office and should be submitted at the **start of classes**.

Scholarships and Bursaries

Through the Financial Aid Office and the work of the Student Aid Committee, the College administers a variety of scholarships and bursaries to recognize academic achievement and to ease the financial burden of attending college. Funds are donated by organizations, individuals, bequests and grants. Full details, including application criteria, for each award are listed in the Financial Aid Catalogue, available at the Financial Aid Office, located on Level Two (2-123). The list of current awards, and their application deadline dates, are:

Donor	Deadline Date
Association of Professional Engineers of B.C.	April 30
B.C. Forest Products	July 31
B.C. Lung Association	September 3
B.C. Telephone Company	September 30
CNC Computer Information Systems Club	September 30
CNC Admission Bursaries	May 31
CNC Entrance Scholarships	October 31
CNC Faculty Scholarships	January 31
CNC Forestry Society	Sept. 30 & Jan. 31
CNC Gourmet Dinner Scholarships	January 31
CNC Student Association Scholarships	January 31
CNC Student Association Bursaries	January 31
Certified General Accountants Assoc. of B.C.	January 31
Central Interior Logging Association	September 30
Credit Union Foundation of B.C.	January 31
Data Processing Management Assoc. of B.C.	September 30
Finning Tractor & Equipment Co. Ltd.	Sept. 30 & Jan. 31
Inland Natural Gas Company	September 30
Institute of Chartered Accountants Assoc. of B.C.	September 30
Logging Seminar	September 30
Lignum Ltd.	September 30
Howard Lloyd Logging	January 31
Northwood Pulp & Timber Ltd.	Sept. 30, Jan. 31, April 30
Northern Int. Lumber Sector of the Council of Forest Industries	September 30
The Pas Lumber Company	September 30
P.E.O. Sisterhood	January 31
Prince George, Cariboo & Central Interior Transportation Club	September 30
Prince George Chartered Accountants Assoc.	September 30
Prince George Construction Association	September 30
Prince George Central Lions Club	January 31
Prince George & District Credit Union	Sept. 30 & Jan. 31
Prince George Medical Laboratory	January 31
Prince George Rotary Club	September 30
P.P.W.C. Local 9	September 30
Restaurant & Foodservices Assoc. of B.C.	January 31
Society of Management Accts Assoc. of B.C.	April 30
Stella Deluca Memorial Bursary	September 30
University Womens Club	January 31
Vancouver Foundation	Sept. 30 & Jan. 31
Vancouver Stock Exchange	September 30
Welding Institute of Canada	Sept. 30 & Jan. 31
Willow Ahbau Forest Association	April 30

Additional scholarships and bursaries administered by external agencies may be available to CNC students. For information contact the Financial Aid Officer.

Housing

At this time, there are no student residences on campus, and students are required to arrange their own accommodation. These arrangements should be made as early as possible prior to the start of the semester. The Student Association and the Counselling Centre do maintain lists of un-inspected accommodation offered throughout the city. It is the student's responsibility to determine the suitability of those accommodations listed.

Adult Special Education

The Adult Special Education Department provides support services that enable the handicapped student to attend college programs and to participate in all facets of college life.

The department also offers several programs for mentally handicapped/developmentally disabled students which focus on the specific needs of individual students (see Adult Special Education Programs).

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
- Co-ordination of services for interpreting lectures through sign language, taping books and accessing instructional aides
- Personal, career and academic counselling
- Referral to appropriate community services

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
- Large print program for IBM computer

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 skills areas
- Academic remediation
- Program evaluation



The above symbol identifies a building as being accessible to wheelchairs.

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. An accessibility guide is available from the co-ordinator of Adult Special Education.

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 Developmental Services Division, to discuss special service needs. To make an appointment or obtain further information, call 562-2131; Telephone Device for the Deaf (TDD) 562-2131.

Senior Citizens

Senior Citizens are not required to pay any fees.

Information Centre / Switchboard

The Information Centre is located on Level Two near the main 22nd Avenue entrance to the campus, and includes the switchboard, directions, lost and found, and other information.

All calls to **562-2131** are handled by the college switchboard. After hour calls may be made to specific departments within the college according to listing in the city directory.

Note: The College has no paging system and therefore cannot be responsible for taking messages for or making contact with students while on campus except in cases of urgent emergency.

Hours	Monday-Thursday	0745-1930 hours
	Friday	0745-1700 hours

Resource Centre

The Resource Centre is located on Level Two of the main building. Assistance in finding specific information and using the library is available from the Reader Services Librarian at the Information Desk inside the library. Open to the general community as well as to students, the library contains an expanding collection of resources including books, periodicals, newspapers, federal and provincial government documents, and audio visual materials.

There are carrels for independent study, small group areas, informal reading lounges, and a quiet study area. Coin-operated photocopiers and typewriters are also available.

The resources of the Library also include an inter-library loan program. Microfiche detailing the collections at UBC, SFU, the University of Victoria and other institutions are available. Resources from these institutions will be ordered on your behalf.

Hours during the Fall and Spring Semester:

Monday-Thursday	0800-2230 hours
Friday	0800-1700 hours
Saturday	0900-1700 hours
Sunday	1000-1700 hours

Audio-Visual Department

Located on Level Three of the main building, the Audio-Visual Department offers equipment and services to staff, students and the general public. Various audio-visual equipment including videotape recorder and cameras, audio equipment, slide and film strip projectors and calculators are available. Films, videotapes and other resource materials may be available through this office.

Hours	Monday-Friday	0800-1600 hours
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Cafeteria

The college operates a large cafeteria on Level One of the main campus, offering a variety of meals to both students and the general public. The cafeteria includes a salad bar, short order grill, steam table for full hot meals, and a cross-section of beverages.

Hours of Operation:

Monday-Thursday	0730-2100 hrs.
Friday	0730-1500 hours
Saturday & Sunday	Closed

College Store

When it comes to buying supplies for class, the **College Store** is ready to serve you. Located in the Smithers Building near the entrance to the main building, the College Store maintains an up-to-date book list which details the textbooks required by instructors for their classes.

These texts are stocked as required for each semester. Special orders are also available upon request.

Hours:	Monday-Thursday	0800-1920 hours
	Friday	0800-1550 hours
Summer Hours:	Monday-Friday	0800-1550 hours (subject to change)

Daycare Centre

Daycare for children aged 3 to 5 years is available through the Demonstration Daycare Centre on campus. This service is available to all members of the general community on a fee basis 12 months of the year. The Centre is staffed by qualified preschool teachers. Information on the program, fees, etc., is available from the Head Teacher of the Centre at 562-2131, local 287.

Daycare Centre Hours:

Monday-Friday (except holidays)	0800-1700 hours
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First Aid

All students using the College are asked to observe the rules and regulations governing their areas to ensure a safe working environment. In the event of an accident, first aid procedures and equipment are available. Students requiring assistance should immediately contact an instructor who will be aware of how to obtain the fastest first aid possible to assist them. Small first aid kits are available throughout the College and a first aid attendant is on call from 0800-1600 Monday through Friday. Switchboard/Information Centre on Level Two is the most immediate contact in the event of an emergency.

Bus Service

Full time students with a valid CNC student card are eligible to receive the student rate on Prince George Transit. A bus schedule is posted inside the Level Two 22nd Avenue entrance to the college, or is available on any transit bus.

Student Association

The executive of the Student Association is elected each year to represent the students of CNC. The Student Association provides a variety of services to students including locker rentals, accommodation listings, and social and athletic events as well as sponsoring the student newspaper. The executive also has an Ombudsman to deal with student complaints and difficulties. The Student Association office is located on Level One.

Phone: **562-7415** or
562-2131, local **365**

Hours: Monday-Thursday 0900-1700 hours
Friday 0900-1600 hours

Athletics and Recreation

The college is well equipped with a large gymnasium and two racquetball courts. Equipment and courts are available to both students and the general public by contacting the gym office. Open recreation, with free equipment check-out is available for students.

Badminton	Floor Hockey	Soccer
Basketball	Racquetball	Volleyball

Intramurals are often organized by groups within the college. Information is available from the gym office or the Student Association. Access to the gymnasium is only possible via Level One.

CNC Free Press

Students attending the college are encouraged to contribute to or participate in the operation of the student newspaper on a volunteer basis. The newspaper, funded through Student Association fees, is designed to provide all students with a vehicle to voice concerns, comments and other items of interest.

Developmental Studies Centre

The Developmental Studies Centre (D.S.C.) is located on Level One and is designed to assist those students who lack reading, writing, mathematics and study skills which are pre-requisites for their chosen college courses or programs. Programs offered through the Centre are available to students before or during their college studies. The Centre, operates on the basis of instructor-guided, competency based learning, and also administers the English and Math Achievement Test (EMAT). This college test is required for admission to a number of college programs as outlined in the specific program areas. See the **Adult Developmental Education** section of this calendar for additional information on the EMAT.

The Centre is also responsible for the administration of other tests required by institutions and the Grade 12 Equivalency Tests (GED).

Test Supervision

The college, through the Developmental Services Division, provides supervision for various tests required for admission to universities, other institutions or professions. These include:

- Calculus Readiness Test (CRT)
- English and Math Achievement Test (EMAT)
- 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

Further information is available from the Developmental Services Division on Level One.

Personnel Office

The College Personnel Office is located on Level Three. Individuals wishing information on jobs posted in the College should contact this office in order to complete the necessary application. Jobs are posted in a glass case near the 22nd Avenue entrance, on Level One. Student jobs are often available throughout the school year and during the summer months.

Student Employment

The college urges businesses and organizations to consider recruiting CNC students for full or part-time employment. Job opportunities are often posted in the Counselling Centre. A Canada Employment representative who acts as a liaison between CEIC sponsored students and the local Canada Employment Centre is available daily 0800 to 1100 hours at the Counselling Centre on Level Two. Students may leave a message for the representative at the Counselling Centre reception desk or by contacting the Canada Employment Centre office directly at **562-4181**.

Regular employment services are available to students through the Canada Employment Centre located at:

1395 - 6th Avenue
Prince George, B.C.

0830-1630 hours, Monday through Friday
562-4181

The Canada Employment Centre summer student office operates from the College premises from April to September and offers all applicable services to college students.

Volunteer Adult Literacy Tutoring (V.A.L.T.)

The college offers a free, confidential tutoring program to assist adults who wish to acquire basic reading skills to the Grade 5 level. This one-to-one tutoring is provided through the volunteer efforts of community residents. The college provides training for prospective tutors and then pairs them with the student needing assistance. Adults needing this confidential assistance, after contacting the V.A.L.T. co-ordinator, have their needs assessed and are then introduced to their tutor. The two usually meet two or three times per week on a schedule and in a location suitable to both the tutor and the student.

For more information, contact the V.A.L.T. co-ordinator at 562-2131.

Open Learning Institute

Students who cannot attend regular classes may wish to consider home study as an alternative. An Advising Centre for the provincial Open Learning Institute (OLI) is located in the Counselling Centre on Level Two. The Centre can assist students with:

- Registration
- Admission to limited enrolment courses/programs
- Initial transfer credit evaluation
- Financial Aid
- Clarification of OLI policies
- Program planning
- Course selection
- Study problems
- Educational goal setting

A variety of information is also available for students at the centre. This includes:

- Open Learning Institute calendars
- Open University Consortium calendars
- Registration forms
- Current course offering sheets
- Detailed course outlines
- Applications for financial aid
- Up-to-date information on programs
- Career and occupational information

Information on courses available via distance education may be obtained through this office.

Hours:	Monday-Friday	0830-1630 hours
Phone:	562-4237 or	
	1-800-292-8315 (out of Prince George)	

UBC - Agriculture

Through an agreement with the Faculty of Agricultural Sciences, University of British Columbia, some first and second year UBC Agricultural Sciences courses are offered at the College of New Caledonia. This allows 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. Special workshops, seminars and conferences are also scheduled throughout the year to discuss timely issues of interest to the agriculture community. The UBC Agricultural Sciences representative, Dr. Walter Carlson, can be reached by calling **562-2131**, local **383**.

Continuing Education

Continuing Education provides a variety of ways by which our community may continue to upgrade their skills, fill their leisure time with rewarding or satisfying activities or further their careers by improving their skills or academic qualifications. Geared to adult learners, these activities assist individuals in meeting their personal needs and interests and adjusting to the changing nature of society.

New programs are being developed on an on-going basis. These programs are publicized in various newspaper and radio advertisements throughout the year as well as in our biannual flyers. We welcome ideas and suggestions for new programs and courses or ways in which present courses can be strengthened or improved. The College of New Caledonia would like to promote learning as a life-long process. Additional information is available by contacting Continuing Education at 562-3532.

Adult Developmental Education

Programs

These college programs are designed for people who want to acquire basic language and literacy skills, to complete a secondary school education, and in general to acquire the skills that are pre-requisite for entrance into and successful completion of other College programs. Included in Adult Developmental Education are programs that will prepare students for admission to vocational training or post-secondary studies and/or for seeking employment which requires completion of a secondary school education.

All of the following components of the Developmental Programs are offered on the Prince George campus and many are offered at CNC campuses in the college region (Quesnel, Vanderhoof, Burns Lake, Mackenzie). For more information on regional courses, contact the appropriate regional office.

Included in Adult Developmental Education programs are:

- Adult Basic Education (ABE)
- English Language Training (EL I)
- Developmental Studies (DSC)
- General Education Development (GED)

Adult Basic Education Program (ABE)

Admission Requirements

Applicants must be 18 years of age. A placement test must be completed prior to admission in order that appropriate course work can be assigned.

Special Admission

Where the admission requirements or course prerequisites have not been met special admission may be granted to enter a program or course upon the written recommendation of a counsellor and the co-ordinator with the signed authorization of the appropriate Director.

Applications

Applications can be obtained at the College and can be submitted at any time. ABE courses are offered year round and admission to day programs occurs at the beginning of each month. Evening ABE courses typically begin in September, January and/or February.

Fees

Tuition	\$62.00	per course
Registration	15.00	
Student Association	20.00	Full time
	5.00	per course - Part time

Students completing course work in 8 weeks or less in a given level of ABE will have their tuition fees applied to the cost for the next level. For a description of levels in ABE see Program Descriptions.

Attendance

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

Program Description

Length of Program

The program is based on competence in specific skills; therefore, program length varies depending on the individual student's progress. Generally, ABE Level I and II require 5 months of work, ABE Level III requires 5 months, and ABE Level IV requires 6 months of work.

ABE Level I (Grades 1-5)

English 010 - Basic Literacy

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

Prerequisite: As evaluated by a placement test.

Math 010 - Whole Number Arithmetic

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

Pre-requisite: As evaluated by a placement test.

ABE Level II (Grades 6-8)

English 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.

Math 020 - Basic Preparatory Mathematics

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

Pre-requisite: As evaluated by a placement test.

ABE Level III (Grades 9-10)

English 030 - Intermediate Preparatory English

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

Prerequisites: English 020 or 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 graphing.

Pre-requisite: Math 020 or as evaluated by a placement test.

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.

English Language Training Programs

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

Admission Requirements

Applicants must be 19 years of age and may be asked to write a proficiency test in English in order that they may be placed at an appropriate level of study.

Applications

Application for admission can be obtained at the College and can be submitted at any time.

Commencement Dates

Programs generally begin in September and January. Additional courses may be started during the year as demand requires.

Fees

Eng 011 - Beginning English Language Training

Tuition	\$155.00
Registration	15.00
Student Association	20.00

Eng 012 - Intermediate English Language Training

Tuition	\$62.00
Registration	15.00
Student Association	5.00

Program Description

Eng 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 licence, searching for a job, etc.

Prerequisite: Recommended literacy in native language and/or knowledge of the English alphabet.

Eng 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.

Physical Science 030

Physical Science is the study of the interaction of matter and energy to cause change. 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 pre-requisite 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.

ABE Level IV (Grades 11-12)

English 040 - Advanced Preparatory English

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

Prerequisite: English 030 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.

Pre-requisite: Math 030 or as evaluated by a placement test.

Biology 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, and human biology or botany or zoology.

Pre-requisites: Life Science 030, Math 030, or as evaluated by the ABE placement test.

Chemistry 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 biochemistry, 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.

Corequisite: Math 040 or prior completion of Algebra 11.

Physics 040 - Advanced Preparatory Physics

Basic Physics 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.

Corequisites: Math 040 or prior completion of Algebra 11.

Developmental Studies

The Developmental Studies Centre (DSC) 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. Assigned times are arranged around the student's college schedule. In addition, DSC Services are available to members of the community who wish to improve their math and English skills even though they are not attending college.

Admission Requirements

Placement Testing: All students entering career technical programs at the College must take the English and Math Achievement Test (EMAT) 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.

Students wishing to take advantage of the DSC who are not required to take the EMAT or who scored above the criteria have equal access to the Centre and are encouraged to attend.

Commencement Date

The EMAT is administered approximately once per month. For more information contact the Developmental Studies Centre (Prince George Campus) or any regional CNC office.

Fees

Students who are required to do developmental work and are enrolled full-time in career technical programs, are automatically registered in one or both developmental courses at no additional cost. Other students enrolled full-time at the College who wish to improve their prerequisite skills may register at no charge.

For those persons wishing to register in Developmental Studies courses and who are not enrolled in another College program on a full-time basis, the fee structure is as follows:

Eng 155 - Developmental English

Tuition	\$60.00
Registration	15.00

Math 155 - Developmental Math

Tuition	\$60.00
Registration	15.00

For those persons who complete their Developmental Courses in less than fifteen weeks, partial tuition fees are refunded on a pro rata basis.

Program Descriptions

Eng 155-0 - Developmental English

Based on the results of the EMAT 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 and College Reading

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

Math 155 - Developmental Math

Based on the results of the EMAT 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 includes 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 involving 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 problems involving right and oblique-angled triangles, vectors, perimeter, area, and volume. Constructing plane geometric figures completes this section.

General Education Development (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

Applications

Applications are available at the College and may be submitted at any time. All applicants are urged to apply for admission as early as possible.

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. For information on regional courses and testing contact the local regional office of CNC.

Fees

Examination Fee	\$10.50 (January 1986)
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CNC 150 - GED Preparation

Tuition	\$55.00
Registration	15.00

Program Description

(Note that the following preparatory course is **not** prerequisite to writing the GED examination. It is an optional course designed to prepare students to successfully pass the General Education Development Tests (GED).

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 General Education Development Tests (GED).

Prerequisites: Age nineteen and a B.C. resident

Adult Special Education

Programs

Toward Greater Independence - TGI (Prince George)

This program is designed to help adults with mental handicaps/developmental disabilities develop and improve a variety of skills necessary for greater personal independence. Examples of training areas include:

- Communication
- Personal Management
- Leisure counselling/interpersonal relations
- Money handling
- Consumer skills
- Time telling
- Apartment living
- Pre-reading/reading
- Practical mathematics
- Work experience (vocational readiness and awareness)

Admission Requirements

Applicants must be 19 years of age or older. For specific information on program pre-requisites contact the Department of Adult Special Education (CNC).

Applications

Applications for the program are received at any time. Application forms and registration information are available at Student Services.

Fees

Tuition	\$15.00 per month
Activity Fee	5.00 per month
Registration	15.00
Student Association	20.00

Course Length

Variable, depending upon goals established and specific needs of student. The programs run from September to May. Students may be accepted at any time during this period as space becomes available.

Job Education and Training - JET (Prince George)

This program is designed to help adults with mental handicaps/developmental disabilities learn the skills needed to obtain and keep a job.

This program has two major components as follows

1. Classroom training: students identify their work interests and skills, practice job maintenance skills, prepare resumes and learn new skills.
2. On-the-job training: students are supervised while learning specific job skills and are assisted in applying job maintenance skills in a work setting.

Admission Requirements

Applicants must be 19 years of age or older. For specific information on program pre-requisites contact the Department of Special Education (CNC)

Applications

Applications for the program are received at any time and are available from the Department of Adult Special Education (CNC).

Fees

Tuition	\$15.00 per month payable on a per semester basis
Registration	15.00
Student Association	20.00

Course Length

This full-time program runs from September to May. Students may be accepted mid-year if space is available.

Independent Living Skills - (Quesnel)

This program is designed to help adults with mental handicaps/developmental disabilities develop and improve a variety of skills that are required for independent living. Specific course content is determined by the individual needs of each student. Examples of training areas covered include

- Communication skills
- Personal management
- Money handling
- Consumer skills
- Time telling
- Apartment living
- Functional reading/mathematics
- Work experience

Admission Requirements

Applicants must be 19 years of age or older. For specific information on program prerequisites contact the Regional Director, CNC Quesnel campus.

Applications

Applications for the program are accepted at any time during the year for September admission. Application forms are available at the CNC Quesnel campus office.

Fees

Tuition	\$15.00 per month
Activity Fee	15.00
Registration	15.00

Course Length

This full-time program commences in September and continues for six to ten months.

Independent Living Skills / Pre-Employment Training - (Vanderhoof)

This program is designed for adults with mental handicaps/developmental disabilities who require further education to increase independence. The program has two components: Independent Living Skills and Vocational Awareness. Independent Living Skills objectives could include:

- Communication skills
- Personal management
- Community relationships
- Money handling
- Life skills math/functional reading

Functional Awareness objectives could include:

- Job search skills
- Interview skills (formal and informal)
- Applications and resumes
- On-site work training
- Work habits and attitudes

Learning objectives and program length are determined by the specific needs of each student. Instruction combines both classroom and community learning experiences.

Admission Requirements

Applicants must be 19 years of age or older. For specific information on program pre-requisites contact the Regional Director, CNC Vanderhoof Campus.

Applications

Applications are received at any time. Application forms are available at the CNC Vanderhoof campus office.

Fees

Tuition	\$16.00 per month
Registration	15.00

Course Length

Variable depending upon goals established and specific needs of student. The program runs from September to June. Students may be accepted at any time during this period as space becomes available.

Volunteer Adult Literacy Tutoring - VALT

(Prince George, Quesnel, Vanderhoof, Burns Lake, Mackenzie, McBride)

The program accepts students who are non-readers as well as those who wish to improve their basic reading, writing and spelling skills. Students receive private one-to-one instruction twice a week from a volunteer literacy tutor. Time and place of instruction can be arranged to accommodate individual student needs. Programs are individually designed for each student. This program often serves as a "bridge" to other College programs.

Admission Requirements

Minimum age 18. Students must personally recognize the need to acquire or improve basic skills. Other requirements may apply. Contact the VALT office for further information.

Strongly Recommended

Students who achieve success in this program are those who are able to work independently on assigned materials between tutoring sessions.

Applications

Applications are accepted at any time between September and April. To apply contact the V.A.L.T. Office at the College campus nearest you.

Fees

No fee, all text books are loaned free of charge.

Length of Program

Variable depending upon entrance level and individual needs.

Health and Social Sciences

Early Childhood Education - One Year Certificate Program

This program trains men and women to be skilled, effective teachers of young children in day care centres, nursery schools and private kindergartens. In the course of the program the students add observation and experience in preschool centres to a full load of academic and theoretical studies. This practical experience includes 16 weeks of intensive full-time experience in a day care centre, kindergarten and nursery school situation.

Students who successfully complete the CNC Early Childhood program are eligible for registration with the Community Care Facilities Licensing Board of B.C. upon completion of a further 500 hours of work in an approved facility.

Admission Requirements

1. Successful completion of Grade 12 (with English)
or
ABE Level IV
or
GED
2. All entering students must take the English and Math Achievement Test at the College before their first semester. Students below a certain level in English in that test will be required to take a developmental program.
3. In addition to the above, a medical examination including TB Test and up-to-date immunization is required.

Applications

Obtainable from the Office of Admissions and Registration and can be submitted at any time. Decisions on acceptance of applications will begin in the last week of March. The program starts in September.

Fees

The total annual fee is \$663.80, payable in two installments, one at the start of each semester.

The fee consists of:

Tuition	\$558.00
Lab Fees	62.00
Student Association	28.80
Registration	15.00

The Program

September to December

Child Growth and Development	ECE 151
Theories and Practices of ECE	ECE 154
Program Development	ECE 165
Observing and Recording Behaviour	ECE 170
Practicum	ECE 190
Human Relations in Early Childhood Settings	ECE 176

January to April

Theories and Practices of ECE	ECE 155
Program Development	ECE 166
Human Relations in Early Childhood Settings	ECE 177
The Child in Society	ECE 153
Interacting with Families	ECE 174
Health, Safety & Nutrition in Pre-School	ECE 172

January to May

Practicum II	ECE 199
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Course Descriptions

ECE 151 Child Growth & Development

Human development in the years conception to age seven with emphasis on the interaction between heredity and environment.

ECE 153 The Child in Society

A study of the many social, cultural and political influences on children and their families. The role of the pre-school teacher as an advocate for children is emphasized.

ECE 154 and 155 Theories and Practices of ECE

A two semester course covering the major theories of Early Childhood Education and the resulting practices such as classroom management, planning for groups and individual children.

Pre-requisites: ECE 170 is a prerequisite for ECE 155

ECE 165 and 166 Program Development

Two semesters studying the planning of young children's curriculum in fields such as art, music, movement, science, math, social studies, language and literature.

ECE 170 Observing and Recording Behaviour

A study of methods of accurately and objectively observing, recording and interpreting child behaviour using the College Demonstration Day Care and other centres.

Co-requisite: ECE 190 must be taken concurrently with ECE 170.

ECE 172 Health, Safety and Nutrition in Pre-School

In addition to the health, safety and nutrition of young children, this course also provides full, certified first aid training for the pre-school teacher.

ECE 174 Interacting with Families

A study of effective parent-teacher and home pre-school communication and co-operation.

ECE 176 and 177 Human Relations in Early Childhood Settings

A course to assist the student explore his or her own values, goals and skills and to help improve communication and problem solving skills.

ECE 190 and 199 Practicum I and II

Practical experience in working with young children under qualified supervision in conjunction with classroom follow-up seminars. Students plan and implement learning activities. ECE 199 is divided into Level III and IV. Level IV is 6 weeks of full-time work experience which can only be undertaken after all other course work has been completed.

In addition to the ECE Certificate Program, CNC also offers post-diploma programs for qualified and experience applicants. These are:

(General) Nursing

22 month Diploma Program

The nursing program provides theory and practical experience to prepare the graduate to work as a member of the health team. The graduate will have the knowledge and skill to provide nursing care to individuals of all ages within the hospital setting, doctors' offices, clinics and in-home care.

The graduate usually works in general areas of the above settings but has the potential to work in specialized areas such as Intensive Care following additional experience and education.

The graduates are eligible to write the Nurse Registration Examination administered by the Registered Nurses Association of British Columbia.

Admission Requirements

1. Successful completion of Grade 12 with English and Biology 11 or Biology 040 and Chemistry 11 or Chemistry 040
or
ABE Level IV with Biology 11 or Biology 040 and Chemistry 11 or Chemistry 040
or
GED with Biology 11 or Biology 040 and Chemistry 11 or Chemistry 040
2. All entering students must take the English and Math Achievement Test (EMAT) at the College before their first semester. Students below a certain level in English and/or Math will be required to take a developmental program.
3. In addition to the above a medical examination including chest x-ray and up-to-date immunization are required.

Readmission

A student who fails a nursing course once will be allowed to apply for re-admission.

A subsequent failure in any nursing course will 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.

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

A student who is enrolled in the General Nursing Program must complete the program requirement within 5 years of the date of initial enrollment.

Applications

Application forms are available from the Office of Admissions and Registration of the College of New Caledonia and can be submitted at any time.

Acceptance into the program commences the last week of March.

The program starts in September.

Fees

Full-time nursing fees are \$732 per semester (lab fees included). This fee will apply to all 5 semesters. Intersession fees will be charged on a per course basis.

For a breakdown of individual course fees for part-time or intersession studies please contact the Office of Admissions and Registration.

Registration	\$15 per semester
Student Association	5 per course to a maximum of \$20 per semester

Other Costs

In addition to the above the student will require:

- Textbooks
- Uniforms and shoes
- Stethoscope (recommended)

These are estimated to cost \$450 per year.

The Program

The curriculum is presently under review and is anticipated to change in September 1986. Detailed program plans and course descriptions will be published when finalized.

Access Nursing

16 month Diploma Program

The program is designed to admit Licensed Practical Nurses to the General Nursing Program.

The program provides theory and practical experiences to prepare the Licensed Practical Nurse to assume the role of the diploma graduate.

The graduates of the program are eligible to write the Nurse Registration Examination administered by the Registered Nurses Association of B.C.

Admission Requirements

1. Current B.C. License as a Practical Nurse.
2. Graduation from a Practical Nurse Program within the last 2 years.
or
Satisfactory employment for a period of one year or the equivalent within the last 5 years as a practical nurse in a setting requiring basic nursing skills. A letter of reference is required to verify this.
3. Successful completion of Grade 12 with English and Biology 11 or Biology 040 and Chemistry 11 or Chemistry 040.
or
ABE Level IV with Biology 11 or Biology 040 and Chemistry 11 or Chemistry 040
or
ABE Level IV with Biology 11 or Biology 040 and Chemistry 11 or Chemistry 040
or
GED with Biology 11 or Biology 040 and Chemistry 11 or Chemistry 040
4. All entering students must take the English and Math Achievement Test (EMAT) at the College before their first semester. Students below a certain level in English and/or Math will be required to take a developmental program.
5. In addition to the above a medical examination, including chest x-ray and up-to-date immunization are required.

Readmission

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

A subsequent failure in any nursing course will 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.

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

A student who is enrolled in the Access Nursing Program must complete the program requirement within 3½ years of the date of initial enrollment.

Applications

Application forms are available from the Office of Admissions and Registration of the College of New Caledonia and can be submitted at any time.

Acceptance into the program commences the last week of March.

The program starts in September.

Fees

Full-time nursing fees are \$732 per semester (lab fees included). This fee will apply to all semesters. Intersession fees will be charged on a per course basis.

For a breakdown of individual course fees for part-time or intersession studies please contact the Office of Admissions and Registration.

Registration	\$15 per semester
Student Association	5 per course to a maximum of \$20 per semester

Other Costs

In addition to the above the student will require:

Textbooks
Uniforms and shoes
Stethoscope (recommended)

These are estimated to cost \$450 per year.

The Program

The curriculum is presently under review and is anticipated to change in September 1986. Detailed program plans and course descriptions will be published when finalized.

Long Term Care Aide Fifteen Week Certificate Program

The Long Term Care Aide Program trains men and women to be skilled aides who are prepared to provide personal care for individuals in nursing homes, and extended and intermediate care facilities.

Admission Requirements

1. Grade 8 reading level - testing is arranged at the College.
2. A medical examination with TB testing and up-to-date immunization is also required.

Strongly Recommended

1. Grade 10 is recommended.
2. A Safety Oriented First Aid Certificate (SOFA) is required prior to receipt of Certificate. Completion before beginning the program is strongly recommended.
3. Persons interested should receive some experience, volunteer or paid, in assisting others.

Applications

Application forms are available from the Office of Admissions and Registration of the College of New Caledonia and can be submitted at any time.

Acceptance into the program commences:

the 1st week of March for the program that begins in September, and
mid-October for the program that begins in January

Fees

The total fee is \$343.80

The fee consists of:

Tuition	\$285.00
Lab fees	31.00
Student Association	12.80
Registration	15.00

Other Costs

In addition to the fees students will require:

textbooks
uniforms and shoes

These are estimated to cost \$150.00.

The Program

The program provides basic theory related to normal health requirements, normal growth and development and interpersonal communication skills. The focus of the program is on developing skills to assist others in areas of personal hygiene, movement, safety and nutrition.

Practical experience is scheduled in the CNC Nursing Lab and extended and intermediate care facilities throughout the community.

Nursing in Rural Hospitals

a post-basic certificate program for Registered Nurses

The program is designed to provide Registered Nurses who are currently employed or plan to work in a small hospital with the competencies to assist them to function more effectively. Upon successful completion of all modules a certificate in Nursing in Rural Hospitals will be awarded.

Enrollment in specific modules is possible provided prerequisites and criteria for admission are met. Wallet certificates will be available upon successful completion of individual modules.

Admission Requirements

Selection of participants for the program is based on the following criteria:

1. Current Nurse Registration in British Columbia, or province of employment.
2. Recent satisfactory evaluation by employing agency.

Applications

Application forms are available from the Office of Admissions and Registration at the College of New Caledonia and can be submitted at any time. Module 1 is offered in September and January or more frequently if enrollment warrants. Other modules are offered in sequence based on enrollment and need.

Fees

The fee structure is as follows:

Module	Fee
Role of the Nurse	\$37.00
Assessment	62.00
Cardiac Arrest Management	62.00
Basic Operating Room Techniques	124.00
Normal Maternity and Neonate	87.00
At-risk Maternity and Neonate	124.00
Crisis Intervention	62.00
Emergency Part 1	62.00
Emergency Part 2	62.00
Intensive Care Nursing	185.00
Interhospital Transfer Care	37.00
Transfer of the Critically Ill	37.00

Other Costs

Materials/Lab fee	\$10 per module
Registration fee	15 per semester

Certificate in Safety Oriented First Aid (St. John Ambulance). Students are responsible for obtaining certificate prior to enrolling in Emergency Nursing Part 1.

Plus textbooks as required.

The Program

The program consists of a series of 12 modules. The Independent Home Study will take 12-15 hours per week. It will enable the nurse to learn much of the theory while working in home communities. The class/clinical portions vary, depending on the modules and will be held in Prince George or in home communities. The location of the offering will be dependent upon the available resources and the number of participants enrolled. The class/clinical portions require 7.5 hours per day under the direction of the program instructors. Classes/clinical may be scheduled in the evening and on weekends to accommodate clinical experience. The independent clinical periods provide time for the nurse to apply problem-solving skills and to develop mastery of competencies.

Dental Assisting

One Year Certificate Program

The dental assisting program provides theory and practical experience to prepare the graduate to be a skilled and effective chairside dental assistant in dental offices.

The practical experience includes 6 weeks of full-time experience in a dental office.

Students who successfully complete the CNC Dental Assisting Program are eligible to write the College of Dental Surgeons of B.C. certification examinations.

Admission Requirements

1. Successful completion of Grade 12 with English and Biology 11
or
ABE Level IV with Biology 11 or Biology 040
or
GED with Biology 11 or Biology 040
2. In addition to the above a medical examination including TB test, dental report and up-to-date immunization is required.
3. Certificate in Safety Oriented First Aid (SOFA)
and
Basic Rescuer I (CPR or Cardio Pulmonary Resuscitation)
are not included in the program but are required in order to being licensed. Students are encouraged to complete these prior to beginning the program.

Applications

Application forms are available from the Office of Admissions and Registration of the College of New Caledonia and can be submitted at any time.

Acceptance into the program commences the first week of March.

The program starts in September.

Fees

The total annual fee is \$729, approximately half is due prior to the start of classes and the remainder due at the beginning of January.

The fee consists of:

Tuition	\$620
Lab fee	62
Student Association	32
Registration	15

Other Costs

In addition to the fees the students will require:

Textbooks
Uniforms and shoes
Safety glasses

These are estimated to cost \$400.00

The Program

Courses include theory and practice directly related to the role and responsibilities of the dental assistant.

In addition to specific lab practice in the CNC dental lab, practical experience (office practicum) in dental offices is usually scheduled in:

March	2 weeks
April	2 weeks
May or June	2 weeks

The students also see clients in the CNC dental assisting clinic during a two week intra-oral practicum.

Dental Hygiene

Two year Diploma Program

The program will prepare Dental Hygienists who under the direction of a dentist will use preventative, therapeutic and educational methods for the control of oral diseases to assist individuals to obtain and maintain oral health.

Admission Requirements

1. First year University level: (University Package 1E)
 - Biology
 - Chemistry
 - English
 - Psychology
 - Math
2. In addition to the above a medical examination, including chest x-ray and up-to-date immunization.



Applications

Application forms are available from the Office of Admissions and Registration of the College of New Caledonia and can be submitted at any time.

Fees

The annual fee is:

Tuition	\$729
Student Association	42
Registration	45

Other Costs

In addition the student will require:

- Textbooks
- Uniform and shoes
- Other supplies

These are estimated to cost \$500 per year.

The Program

The curriculum will include courses in areas of:

- general study such as interpersonal communications, psychology and sociology

- basic sciences such as anatomy and physiology, microbiology, nutrition and pharmacology

- dental sciences such as head, neck and oral anatomy, oral histology and embryology, oral physiology and pathology, periodontology, oral therapeutics and dental materials

- dental hygiene preparation and practice such as oral health education, clinical dental hygiene, radiography, ethical and legal issues.

Business and Management Studies Division

The Business Division at the College of New Caledonia offers a variety of courses and programs to satisfy a wide diversity of needs. The programs are structured so people with different educational backgrounds may access any area of interest by satisfying some prerequisites. The English and Mathematics Achievement Test (EMAT) is now mandatory. Students are now achieving higher success rates in courses once they have completed a review of those areas in which they obtain low EMAT scores.

The two-year diploma programs continue to be a most popular and effective course of studies. A very high percentage of graduates are obtaining employment. The Accounting and Finance Diploma provides the background for people interested in those fields and is recognized by several professional accounting bodies. Only a few institute courses are required to complete CGA or RIA designations. The depth of knowledge received in the Computer Information Systems Diploma allows our graduates to confidently step into programming, maintenance and sales positions in both Industry and Government. Marketing and Management Diploma graduates obtain the necessary skills to become professional sales people or management trainees.

Each of the above may be integrated with a Co-operative Education Diploma. Now in its fifth year at CNC, the "Co-op" program requires two work terms; it provides students and employers with an excellent opportunity to evaluate each other. The most important advantage is the understanding of the work environment gained by the students; the employment rate for graduates has been 100%.

The Office Administration programs meet the educational needs for those persons wishing to enter the work force in Secretarial and Clerical positions. Employment of graduates in these programs is quite high, especially for Administrative and Legal Secretaries. The new Word Processing Clerk program teaches the skills required to handle today's automated/electronic office machines and provides increased skills beyond the Clerk / Typist program.

Persons who already have some life skills and are in the work force may undertake a series of courses leading to a Certificate in one of three areas. Each program is specifically designed to enhance existing skills. Courses are offered in the evening on a rotating basis so they may be available for those who have full-time employment.

Business Administration Diploma

Two-year Diploma programs are offered in:

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

These programs will prepare students for entry into management trainee and specialist positions in a 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.

Three professional accounting bodies recognize CNC courses in accounting, computer information systems, and business administration as 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, and the Certificate General Accountants Association.

Admission Requirements

1. Successful completion of Grade 12 (with English)
or ABE Level IV
or GED

2. All entering students must take the English and Math Placement Test (EMAT) at the College before their first semester. Students below a certain level in this test will be required to complete work in English and/or Math (see page 7).
3. Mature students having business experience are accepted in many cases. Please refer to a CNC Career Counsellor or the Director of Business and Management Studies.

Strongly Recommended

Those entering Business Diploma programs are strongly recommended to have taken:

Algebra 12
Typing 11 (20 nwpm)
Computer Science 11 or 12
or
Data Processing 11 or 12

Applications

Obtainable from the College and can be submitted at any time.

Acceptances for first year students will commence the last week in March. Part-time and returning students will be individually advised of the appropriate registration procedures by the Office of the Registrar.

The program starts in the first week of September.

Entry to the program is possible in January after consultation with a CNC Career Counsellor.

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. Prerequisite requirements, workloads, and timetables will require prior planning and careful attention.



Accounting & Finance

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. Those who subsequently may wish to branch out into other areas of business will find that accounting experience and training is very useful.

Fees

All fees are payable at the time of registration. The fee consists of:

Tuition	\$62	per course (max. \$310 per semester)
Lab fees	31	per course (max. \$62 per semester)
Student Assn. Fees	5	per course (max. \$20 per semester)
Registration	15	per semester

The Program

Semester I - September to December (first year)

Accounting - Level I	ACC 151
Foundations of Business & Management	FBM 151
Introduction to Business	ECON 151
Introduction to Computer Systems	CIS 152
Marketing - Level I	MKT 151
Mathematics of Finance	MATH 154

Semester II - January to April (first year)

Accounting - Level II	ACC 152
Foundations of Business and Management II	FBM 152
Introduction to Business Statistics	MATH 157
Introduction to Macroeconomics	ECON 152
Marketing - Level II	MKT 152
Principles of Management	FBM 154
Technical Communication	TCOM 180

Semester III - September to December (second year)

Business Law I	LAW 293
Cost Accounting I	ACC 253
Financial Management I	ACC 257
Foundations of Business and Management III	FBM 251
Information Systems for Management	CIS 285
Intermediate Accounting I	ACC 251
Principles of Microeconomics	ECON 202

Semester IV - January to April (second year)

Business Law II	LAW 294
Cost Accounting II	ACC 254
Financial Management II	ACC 258
Foundations of Business & Management IV	FBM 252
Intermediate Accounting II	ACC 252
Principles of Macroeconomics	ECON 201

Computer Information Systems

This Program prepares students for a career in the diverse fields of computer information systems. A spectrum of opportunities is available to CIS graduates ranging from the traditional routes such as a programmer or analyst in a centralized data center to the emerging employment opportunities with companies acquiring the new generation of microcomputers. Graduates have been successful in the major urban centers in addition to many currently working in the province's interior regions.

Studies focus upon the application of computers within business. The students develop skills thorough intensive hands-on training with state-of-the-art equipment. The training labs are equipped with IBM-PCs and workstations on the DEC VAX 11/780 timesharing system. The instructional staff maintain constant contact with industry ensuring the student receives relevant, current and practical training.

Fees

All fees are payable at the time of registration. The fee consists of:

Tuition	\$62	per course (max. \$310 per semester)
Lab Fees	31	per course (max \$62 per semester)
Student Assn. Fees	5	per course (max. \$20 per semester)
Registration	15	per semester

The Program

Semester I - September to December (first year)

Accounting - Level I	ACC 151
Foundations of Business & Management	FBM 151
Introduction to Business	ECON 151
Introduction to Computer Systems	CIS 152
Marketing - Level I	MKT 151
Mathematics of Finance	MATH 154

Semester II - January to April (first year)

Accounting - IIA	ACC 154
Applications Programming I (COBOL)	CIS 172
Computer Operations Management	CIS 182
Foundations of Business & Management II	FBM 152
Programming Concepts I	CIS 174
Systems Analysis & Design I	CIS 162
Technical Communication	TCOM180

Semester III - September to December (second year)

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

Semester IV - January to April (second year)

Cost Accounting Principles	ACC 292
Foundations of Business & Management IV	FBM 252
Information Resource Management	CIS 284
Maintenance Programming	CIS 272
Microcomputing Applications & Systems	CIS 282
Project Programming	CIS 262

Marketing & Management

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 spectrum of content in such fields as marketing, finance, law, organizational behaviour, human relations, and economics.

Fees

All fees are payable at the time of registration. The fee consists of:

Tuition	\$62 per course (max. \$310 per semester)
Lab Fees	31 per course (max. \$62 per semester)
Student Assn. Fees	5 per course (max. \$20 per semester)
Registration	15 per semester

The Program

Semester I - September to December (first year)

Accounting - Level I	ACC 151
Foundations of Business & Management	FBM 151
Introduction to Business	ECON 151
Introduction to Computer Systems	CIS 152
Marketing - Level I	MKT 151
Mathematics of Finance	MATH 154

Semester II - January to April (first year)

Accounting II	ACC 152
Foundations of Business & Management II	FBM 152
Introduction to Business Statistics	MATH 157
Introduction to Macroeconomics	ECON 152
Marketing II	MKT 152
Principles of Management	FBM 154
Technical Communication	TCOM 180

Semester III - September to December (second year)

Business Law I	LAW 293
Consumer Behaviour & Market Research	MKT 271
Economics I	ECON 251
Financial Management I	ACC 257
Foundations of Business & Management III	FBM 251
Marketing Management I	MKT 251
Personal Selling	MKT 281

Semester IV - January to April (second year)

Advertising & Sales Promotion	MKT 266
Business Law II	LAW 294
Economics II	ECON 252
Entrepreneurial Studies	ENT 254
Financial Management II	ACC 258
Foundations of Business & Management IV	FBM 252
Marketing Management II	MKT 252

Co-operative Education

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 students 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 students 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.

Fees

All fees are payable at the time of registration. The fee consists of:

Tuition	\$150 per semester work term
Registration	\$15 per semester

Office Administration Certificate

Four programs are offered in business office training:

Administrative Secretary
Clerk/Typist
Legal Secretary
Word Processing Clerk

These programs are designed to train people on automated office systems for employment in today's business, government, and industrial offices. All students will learn the basic skills for positions involving general office duties such as filing, mail processing, typing and business machines, and in addition may have the option of selecting special courses designed for legal secretaries, word processing specialists, word processing correspondence secretaries, etc.

There are four certificate programs offered and the programs are arranged so that students can advance as new skills are acquired.

Admission Requirements

- Successful completion of Grade 12 (with English)
or ABE Level IV
or GED
- All entering students must take the English and Math Placement Test (EMAT) at the College before their first semester. Students below a certain level in this test will be required to complete work in English and/or Math (see page 7).
- Mature students having business experience are accepted in many cases. Please refer to a CNC Career Counsellor or the Director of Business and Management Studies.

Strongly Recommended

Those entering Office Administration programs are strongly recommended to have taken:

Typing Grade 11 (20 nwp/m)

Applications

Obtainable from the College and can be submitted at any time.

Acceptances for students applying for the September intake will commence the last week in March. Students wishing to enter a program in January will be notified of acceptance commencing November.

Fees

Administrative Secretary & Legal Secretary (36 weeks)

Tuition	\$620.00
Registration	15.00
Student Assn. Fees	28.80

Clerk Typist & Word Processing Clerk

Tuition	373.00
Registration	15.00
Student Assn. Fees	16.00

The Program

All four programs have the same first session (of nine weeks). Students wishing to pursue Shorthand must take the Shorthand Theory option, and must be at or above the sixtieth percentile on the TURSE Shorthand Aptitude Test.

Administrative Secretary

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.

It is recommended that all Administrative Secretaries take Shorthand.

Session I (9 weeks) - September to October

Office Procedures	P-070
Typing I	T-070
Shorthand Theory	S-070
or	
Typing III	T-072

Session II (9 weeks) - November to January

Business Machines	B-070
Human Relations	H-070
Introduction to Record Keeping & Legal	L-070
Typing I (continued)	T-070
Dicta-Typing II	D-071
or	
Shorthand Theory (continued)	S-070

Note: In order to proceed into Session III of the Administrative Secretarial Program, courses in the first two sessions must have been successfully completed with at least a C average and a typing speed of 40 nwpm.

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 third session of the Administrative Secretarial Program. In these cases it is necessary for the student to ensure that the proper electives have been completed.

Session III (9 weeks) - January to March

Business Communication II	C-071
Secretarial Bookkeeping	A-070
Advanced Typing	T-070
Automated Office Systems II	W-071
Dicta-Typing II	D-071
or	
Advanced Shorthand	S-071

Session IV (9 weeks) - March to May

Business Communication II (continued)	C-071
Secretarial Procedures	P-071
Automated Office Systems I	W-070
Dicta-Typing (continued)	D-071
or	
Advanced Shorthand	S-071

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 nwpm (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 wpm.

Clerk-Typist

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 wish to upgrade their skills after a long absence from the work force.

Session I (9 weeks) - September to October, January to March

Business Communication I	C-070
Office Procedures	P-070
Typing I	T-070
Shorthand Theory	S-070
or	
Typing III	T-072

Session II (9 weeks) - November to January, March to May

Business Machines	B-070
Dicta-Typing I	D-070
Human Relations	H-070
Typing I (continued)	T-070
Typing III (continued)	T-072

Graduation Requirements

A Clerk-Typist Certificate will be granted to those students who successfully complete all sections of the program.

Successful completion requires a C average and attainment of a minimum typing speed of 40 nwpm.

Legal Secretary

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 Legal Secretarial students take Shorthand.

Session I (9 weeks) September to October

Business Communication I	C-070
Office Procedures	P-070
Shorthand Theory	S-070
or	
Typing III	T-072

Session II (9 weeks) - November to January

Business Machines	B-070
Human Relations	H-070
Introduction to Records Keeping & Legal	L-070
Typing I (continued)	T-070
Dicta-Typing I	D-070
or	
Shorthand I	S-070

Note: In order to proceed into Session III of the Legal Secretarial Program, courses in the first two sessions must be successfully completed with at least a C average and a typing speed of 40 nwpm

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 third session of the Legal Secretarial Program. In these cases it is necessary for the student to ensure the proper electives have been completed.

Session III (9 weeks) - January to March

Business Communication II	C-071
Conveyancing	L-071
Litigation Procedures	L-072
Automated Office Systems I	W-070
Dicta-Typing II	D-071
or	
Advanced Shorthand	S-071

Session IV (9 weeks) - March to May

Business Communication II (continued)	C-071
Corporate Procedures	L-074
Divorce Procedure	L-073
Secretarial Bookkeeping	A-070
Wills and Estates	L-075
Automated Office Systems II	W-071
Dicta-Typing II (continued)	D-071
or	
Advanced Shorthand (continued)	S-071

Graduation Requirements

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 nwpm (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 wpm.

Word Processing Clerk

This program consists of two 9-week sessions and is designed for the person who has some typing background but no experience in office work. It offers the student basic skills in office procedures and training on Electronic Word Processing equipment. The short program also appeals to mature students who are desirous of upgrading their skills after an absence from the work force.

Session I (9 weeks) - September to October, January to March

Business Communication I	C-070
Office Procedures	P-070
Typing I	T-070
Shorthand Theory	S-070
or	
Typing III	T-072

Note: Course W-070 (Automated Office Machines) starts in Week 10; a prerequisite for this course is the ability to type at 40 nwpm and completion of T-070 with a C grade or better. Students who are not eligible to take W-070 may remain in the program and obtain a Clerk-Typist Certificate.

Session II (9 weeks) - November to January, March to May

Business Machines	B-070
Dicta-Typing I	D-070
Human Relations	H-070
Typing III (continued)	T-072
Automated Office Systems I	W-070

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 nwpm (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.

Business Management Certificate

There are three Business Management Certificate Programs offered by CNC, namely:

- Business Administration
- Computer Information Systems
- Management Studies

Business Administration

This program is designed primarily for students who have had considerable experience in the business community, and who wish to supplement their background with courses in business administration. The courses are offered either as part of the regular offerings, or on a rotating basis.

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

A Certificate is awarded upon completion of 30 credit hours. Exemptions for certain courses may be granted for work completed at other institutions, or for relevant work experience. Courses may be challenged, and a successful challenge will result in the student being granted the appropriate CNC credit.

The program consists of the following six required courses, plus four electives selected from the student's field of interest.

Required Courses:

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).

Admission Requirements:

The program for each student varies according to the student's area of interest. A sequence of courses is planned on an individual basis in consultation with the Career Counselling Centre and the appropriate Business Department Head.

The program may be started at any time, as agreed between the student and a CNC Career Counsellor. Individual courses start in September and January.

Fees:

All fees are payable at the time of registration. The fee consists of:

Tuition	\$62 per course
Lab Fees	\$31 per course
Student Assn. Fees	\$5 per course
Registration	\$15 per semester

Computer Information Systems

The program is addressed to career-oriented individuals seeking to enhance their own particular skills and employability in the trades, trends in 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" 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.

A Certificate is awarded upon completion of 21 credit hours. Exemptions for certain courses may be granted for work completed at other institutions, or for relevant work experience. Courses may be challenged, and a successful challenge will result in the student being granted the appropriate CNC credit.

The program consists of the following five required courses, plus one elective selected from the student's field of interest.

Required Courses

Introduction to Computers & 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

Electives

COBOL Programming	CIS 172
Programming with C and UNIX	CIS 251
Pascal Programming	CIS 252
Accounting Information Systems	CIS 285

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

Admission Requirements

The program for each student varies according to the student's area of interest. A sequence of courses is planned on an individual basis in consultation with the Career Counselling Centre and the appropriate Business Department Head.

The program may be started at any time, as agreed between the student and a CNC Career Counsellor. Individual courses start in September and January.

Fees

All fees are payable at the time of registration.

Tuition	\$62 per course
Lab Fees	31 per course
Student Assn. Fees	5 per course (max. \$20 per semester)
Registration	15 per 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 obtain 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 an understanding of 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.

A Certificate is awarded upon completion of 30 credit hours. Exemptions for certain courses may be granted for work completed by other institutions, or from relevant work experience. Courses may be challenged, and a successful challenge will result in the student being granted the appropriate CNC credit.

The program consists of the following ten courses:

Accounting I and II	ACC 151 & ACC 152
Personnel	MGT 263
Industrial Relations	MGT 264
Management I	MGT 151
Management II	MGT 152
Human Relations	MGT 261
Organizational Behaviour	COMM 120
Introduction to Computer Information Systems	CIS 152
or	
Applied Microcomputing	CIS 156
Management Skills for Supervisors	MGT 266

Admission Requirements

The program for each student varies according to the student's area of interest. A sequence of courses is planned on an individual basis in consultation with the Career Counselling Centre and the appropriate Business Department Head.

The program may be started at any time, as agreed between the student and a CNC Career Counsellor. Individual courses start in September and January.

Fees

All fees are payable at the time of registration. The fee consists of:

Tuition	\$62 per course
Lab Fees	31 per course
Student Assn. Fees	5 per course (max. \$20 per semester)
Registration	15 per semester

Course Descriptions

The number in parenthesis at the end of the descriptions indicates the number of lecture hours and lab or seminar hours per week. Thus (3,2) indicates 3 hours of lecture and 2 hours of lab or seminar per week.

For Transfer information please check the chart provided at the end of this section or contact the counselling centre.

Courses in this section are not necessarily offered every semester. Check with the counselling centre for more information.

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

Students who take courses which consist of both lecture and lab sections must achieve a passing grade for both the lecture and the lab in order to receive a passing grade in the course.

Accounting

ACC 151 Accounting I 3 CR

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. Topics include all journals, statements, inventory methods, depreciation methods, estimating inventory, bank reconciliations, and payroll. A manual practice set is included. (3,1)

ACC 152 Accounting II 3CR

A continuation of the introduction to fundamental accounting principles. Topics include corporate accounting, bonds, revising financial statement analysis, depreciation, disposal of assets, short-term liabilities, manufacturing accounting and tax planning. (3,1)

Pre-requisite: ACC 151

ACC 154 Accounting IIA 3 CR

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.

Pre-requisite: ACC 151 (this course is offered primarily for CIS students who shall receive preference in registration) (3,1)

ACC 251 Intermediate Accounting II 3 CR

A sound knowledge of fundamental accounting principles is essential to deal with the concepts presented in this course. The *in-depth* emphasis is on solving problems related to financial statements, cash, marketable securities, accounts receivable, current liabilities, inventories, plant and equipment, and intangible assets.

Pre-requisite: ACC 152 (3,0)

ACC 252 Intermediate Accounting II 3CR

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.

Pre-requisite: ACC 251 (3,0)

ACC 253 Cost Accounting I 3 CR

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.

Pre-requisite: ACC 152 (3,0)

ACC 254 Cost Accounting II 4 CR

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.

Pre-requisite: ACC 253 (3,0)

ACC 257 Financial Management I 3 CR

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.

Pre-requisite: ACC 151, ACC 152, MATH 154 (3,0)

ACC 263 Computer Applications in Accounting 3 CR

This course provides "hands-on" experience in the use of spread-sheets and general ledger software. Advanced accounting students will be shown current methods of electronic accounting and practical use of advanced technology in accounting.

Pre-requisite: ACC 152, CIS 152 (0,3)

ACC 292 Cost Accounting Principles 2 CR

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.

Pre-requisite: ACC 152 or ACC 154 (3,0)

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

ACC 353 Advanced Accounting 3 CR

Topics include: fundamental accounting, consolidations, segmented and interim reporting, deferred tax, accounting for price level changes, foreign exchange and other advanced topics of current interest. Theoretical and practical applications are covered for each topic.

Pre-requisite: ACC 252 (3,0)

ACC 361 Taxation 4 CR

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.

Pre-requisite: ACC 252 (4,0)

Business

B-070 Business Machines

Mathematical problems in various business settings are examined. Following a review of basic addition, subtraction, multiplication and division, electronic calculators are used to solve cases in mark-up, mark-down, simple interest, discounts, ratios and other business calculations. (5,0)

C-070 Business Communication I

An introduction to the various forms of business communication. Grammar, sentence and paragraph construction, in addition to the proper use of English in a business setting, are detailed, explained and re-inforced. (2,0)

C-071 Business Communication II

This course allows students to improve their communication abilities in written and oral form. Proficiency in letter-writing, memo preparation is stressed. Experience is provided in oral communication. (5,0)

FBM 151 Foundations in Business Management 3 CR
(Applied Occupational Skills I)

This course provides an introduction to the personal skills which are necessary to succeed in business. Effective communication (verbal and non-verbal), career planning, time management, stress management and goal planning will be covered. Several sessions will be spent on self-assessment related to career choices. An introduction to the Co-operative Education option for business students will be a component of this course. Students are expected to participate in classroom discussion and activities. (1,2)

FBM 152 Foundations in Business Management 3 CR
(Applied Occupational Skills II)

Building on the self-assessment done in FBM 151, this course will cover resume writing, interviewing, and other job search related skills. Job orientation, on-the-job-training, office politics and assessment interviews will be covered. Classroom participation is an important component of the sessions.

Pre-requisite: FBM 151 (1,2)

FBM 154 Foundations in Business Management 3 CR
(Applied Management Skills)

This course will cover the theory and practical application of the skills necessary for effective management. Key areas to be dealt with are planning staffing, organizing, influencing, and controlling. Active participation in discussions and activities are expected as part of the course work.

Pre-requisite: FBM 151 (1,2)

FMB 251 Foundations in Business Management 3 CR
(Applied Interpersonal Skills)

Working effectively requires interacting with subordinates, peers, supervisors, and clients. This course will look at those skills which contribute to good working relationships. Interpersonal skills to be learned include listening skills, assertiveness techniques, conflict management, problem solving, and negotiation. Classroom participation is a necessary part of the learning process.

Pre-requisite: FBM 152 (1,2)

FBM 252 Foundations in Business Management 3 CR
(Applied Group Skills)

Groups are a vital part of the work world. During these sessions, students will learn how groups develop and function effectively. Group dynamics, leadership, communications in groups, group goals, power, conflict and motivation will be covered. Classroom participation and discussion is necessary for successful completion.

Pre-requisite: FBM 251 (1,2)

Computer Information Systems

CIS 151 Introduction to Computers & Data Processing 3 CR

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.

Note: CIS 151 and CIS 156 will transfer for credit in place of CIS 152 on Diploma program (3,0)

CIS 152 Introduction to Computer Information Systems 3 CR

The student will acquire fundamental concepts of what computer information systems are: the careers involved; and will be introduced to current issues regarding the potential users 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 systems development life cycle; office automation; and the outlook for the future.

Through "hands-on" experience with a microcomputer, the student will be introduced to word processing, financial modelling and electronic filing software packages.

Course emphasis will be placed on current business trends. (3,3)

CIS 153 Introduction to Structured Programming 3 CR

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 mini-computer for program development.

Pre-requisite: CIS 151 (3,3)

CIS 156 Applied Microcomputing 3 CR

Through extensive "hands-on" experience, the student acquires skills in applying the IBM-PC microcomputer to solve common business problems. The generic applications: word processing, spreadsheeting and data base management are utilized throughout. Proficiency in MS-DOS is also gained. Discussion includes the selection criterion for equipment and software. (2,3)

CIS 157 Systems Analysis and Design 3 CR

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 students will complete and present mini-project work. A portion of the course will be devoted to project planning and management techniques and tools.

Pre-requisite: CIS 153 (4,0)

CIS 161 Systems Analysis and Design I 3 CR

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.

Pre-requisites: ENGL 155, MATH 155, CIS 152 (3,1)

CIS 172 Applications Programming I (COBOL) 3 CR

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.

Pre-requisites: ENGL 155, MATH 155, CIS 152

Corequisite: CIS 175 (3,3)

CIS 174 Programming Concepts I

3 CR

This course uses a versatile high-level programming language to illustrate and provide practice with fundamental programming principles. Students will practice techniques of methodical and detailed logic development based on the program development cycle and basic tools of structured programming. Upon completion of design, students will implement solutions in the chosen programming language. The language selected will reflect the interest and experience of the majority of the students.

Pre-requisites: CIS 152, MATH 155**Co-requisites:** MATH 154 (3,3)**CIS 182 Computer Operations Management**

3 CR

The material focuses on the role of the 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, ergonomics, software set-up and installation, and elementary trouble-shooting of basic hardware components will also be addressed.

Students will gain hands-on experience through the use of DEC VAX minicomputer terminals and IBM-PC microcomputers. VAX components will include fundamental use of the VMS operating system and the running of a simulated batch payroll job. IBM-PC components will include use of the MS DOS operating system, as financial modelling software. Emphasis will be placed on current industrial realities.

Pre-requisites: ENGL 155, MATH 155, CIS 152 (3,3)**CIS 250 Information Systems Project**

6 CR

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.

Pre-requisites: All other certificate components (0,6)**CIS 251 Programing with C and UNIX**

3 CR

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.

Pre-requisite: CIS 153 (3,3)**CIS 252 Pascal Programming**

3 CR

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.

Pre-requisite: CIS 153 (3,3)**CIS 261 Systems Analysis and Design II**

3 CR

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.

Pre-requisite: CIS 162)**Corequisites:** CIS 263 and CIS 281 (3,1)**CIS 262 Project Programming**

3 CR

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 co-operatively 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.

Pre-requisites: CIS 261, CIS 271, CIS 275, and CIS 281 (0,6)**CIS 263 Advanced Business Communications**

3 CR

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.

Pre-requisites: ENGL 155, TCOMM 180**Co-requisites:** CIS 261, CIS 281 (0,3)**CIS 271 Applications Programming II (COBOL)**

3 CR

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 per 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.

Pre-requisite: CIS 172 (3,3)**CIS 272 Maintenance Programming**

3 CR

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, misleading and incomplete documentation, while expected to provide a product that is coded and documented to a high standard.

CIS 275 Programing Concepts II

3 CR

This course builds upon previous training in programming concepts and emphasizes structured programming and top-down modular approaches. Major topics include: program design techniques, development of maintainable code, documentation requirements, testing and debugging approaches, and, common programming problems. Lab assignments are typical business problems which must be designed, coded, tested and documented to accepted standards.

Pre-requisite: CIS 174 (3,3)**CIS 281 Business Systems & Applications**

3 CR

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.

Pre-requisites: CIS 162, and either ACC 152 or ACC 154**Co-requisites:** CIS 261 and CIS 263 (3,0)

CIS 282 Microcomputer Applications & Systems 3 CR

The student will learn analysis techniques for determining specific hardware and software requirements for potential microcomputer users. Key characteristics found in word processing, electronic spreadsheets and database management systems will be discussed. Other microcomputer topics covered will include benchmarking of hardware and software, security and crime issues; operating systems (with emphasis on M S DOS); graphics, communications and current technological developments.

Emphasis will be placed on general problem-solving. In the microcomputer lab a series of cases will be provided and the student will develop and implement packaged solutions using the "hands-on" approach. Effective use of computer reference manuals will be stressed.

Pre-requisites: CIS 275, CIS 152, CIS 281 (3,3)

CIS 284 Information Resource Management 3 CR

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 automations, 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.

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

CIS 285 Information Systems for Management 3 CR

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.

Pre-requisites: ACC 152, and either (CIS 151 & CIS 153) or (CIS 151 & CIS 156) or (CIS 152) (3,0)

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

Economics

ECON 151 Introduction to Business & Economics 3 CR

This is an introductory course which requires no previous credit in economics and business. It deals with basic knowledge about Canadian business and the Canadian economic environment. Topics are the role of government, recent economic trends, forms of business organization and financial institutions. Some economic theory is introduced in such areas as supply and demand, specialization and exchange, and opportunity cost. Current economic and business events will be a part of the entire course. (3,0)

ECON 152 Introduction to Canadian Macroeconomics 3 CR

This is a first course in the economic principles of macroeconomics or the study of overall aggregates of the economy. Major topics are the measurement of national income, international trade, money and banking, monetary policy, fiscal policy, unemployment, inflation, and economic growth. Reference will be made throughout to recent economic trends and current economic events. (3,0)

ECON 201 Principles of Economics - Macroeconomics 3 CR

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. (3,0)

ECON 202 Principles of Economics - Microeconomics 3 CR

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. (3,0)

ECON 251 Introduction to Canadian Microeconomics 3 CR

This is a first principles course in microeconomics or the study of individual units in the economy such as households and businesses. Major topics are supply and demand, elasticity, demand and utility, costs and supply, perfect competition monopoly, oligopoly, government intervention in imperfect market conditions, international trade, wages, non-wage income, and Canadian energy policy.

Pre-requisite: MATH 155 (3,0)

ECON 252 Regional Economic Issues 3 CR

This course will bridge the gap between the theory and national issues of Economics 151, 152, and 251 by discussing the regional economy. Major topics will include an analysis of regional economic history and current trends, capital flows and financial markets, export markets, government intervention and public sector institutions, the natural resource base, and transportation networks.

Pre-requisite: ECON 152 and 251 (3,0)

Entrepreneurship

ENT 254 Entrepreneurial Studies 3 CR

This course examines the process of identifying and pursuing opportunity. The course will provide the student with a working definition of entrepreneurship and a framework for understanding the entrepreneurial process.

Areas to be examined in depth will include:

1. the entrepreneurial attitude
2. entrepreneurial skills development
3. evaluating opportunity and developing the business concept
4. acquisitions and start-ups

Law

LAW 293 Business Law 3 CR

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, ty, assignment, discharge, and breach and remedies, The Sale of Goods Act, Consumer Protection Act, Trade Practices Act, bailment, creditors remedies. (3,0)

LAW 294 Business Law II 3 CR

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.

Pre-requisite: LAW 293 (3,0)

L-070 Introduction to Record Keeping and Legal

An introductory course explaining the components of a law office and aspects of legal correspondence. Methods of record keeping are detailed including records management and procedures required.

Pre-requisite: P-070 (9 weeks) (10.0)

L-071 Legal - Conveyance

A study of the legal theory of the Conveyance. Various types of conveyancing documents are explained. The student learns to prepare the documents which will be required by conveyance lawyers.

(4 weeks) (10.0)

L-072 Legal - Corporate

Different forms of legal corporate bodies are studied. The student learns the difference between legal entities and how to prepare the documents required by corporate lawyers.

(4 weeks) (10.0)

L-073 Legal - Divorce

The legal steps in the divorce procedure are outlined. Students learn the reason for various documents, when they are required and how to prepare them properly.

(4 weeks) (10.0)

L-074 Legal - Litigation

The litigation process is explained. The documents required in the process are detailed and prepared as a trial lawyer would require.

(4 weeks) (10.0)

L-075 Legal - Wills and Estates

Various forms of wills are detailed. The handling of wills and estates is explained. Students obtain practical experience in preparing wills, probate documents and estate clearance.

(4 weeks) (10.0)

Management

MGT 151 Management I

3 CR

An introduction to the principal functions of modern management in private enterprise. 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 will develop their skills in analysing, communicating, deliberating and proposing solutions to typical business problems.

(3.0)

MGT 152 Management II

3 CR

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.

Pre-requisite: MGT 151 (3.0)

MGT 261 Human Relations in Business

3 CR

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 263 Personnel

3 CR

An introduction to personnel management including organization of the personnel functions: recruitment and selection, interviewing and counselling, job descriptions and evaluation, compensation and salary administration, management development and performance appraisal, training and manpower planning, safety and occupational health. The course places particular emphasis on the practical application of personnel policies and procedures, on personnel's relationship to management and management's responsibilities to employees.

(3.0)

MGT 264 Industrial Relations

3 CR

An introduction to the fundamental issues of labour/management relations in Canada. Topics include the roles assumed by labour unions, management and government bodies; the processes involved in collective bargaining such as negotiation, mediation, conciliation, grievance and arbitration; contract interpretation and administration as well as discipline procedures.

(3.0)

Marketing

MKT 151 Marketing I

3 CR

An introduction to the marketing functions of business firms. This course examines the following topics: marketing information systems, market research and consumer behaviour, product planning and development, pricing and distribution. Throughout the course emphasis is placed upon the practical application of marketing concepts to selected marketing cases.

(3.0)

MKT 152 Marketing II

3 CR

A continuation of the Introduction to Marketing. This course covers promotional policy and the management of personal selling in addition to an examination of the marketing of services both domestic and international. Aspects of marketing policy determination and methods of evaluating marketing programs concludes the course. Throughout, the discussion of marketing cases is an integral part of the course.

Pre-requisite: MKT 151 (3.0)

MKT 251 Marketing Management I

3 CR

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.

Pre-requisite: MKT 152 (3.0)

MKT 252 Marketing Management II

3 CR

A continuation of MKT 251 covering the managerial planning and control functions. 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.

Pre-requisite: MKT 251 (3.0)

MKT 266 Advertising

3 CR

The practice of advertising is emphasized. The thrust is on the planning and creation of advertising and on results orientation. Topics addressed include:

1. creation of advertising copy
2. how to use the various media
3. the planning and evaluation of the effectiveness of specific ads and ad campaigns

Pre-requisite: MKT 152 (3.0)

MKT 271 Consumer Behaviour & Marketing Research

3 CR

A study of the various influences upon the consumer in his purchasing process. Covered in this area will be economic and demographic influences. The consumer decision making process and its implication in a company's market research design, data collection and interpretation process will be covered.

Pre-requisite: MKT 152 (3,0)

MKT 276 Retailing and Merchandising

3 CR

A study of the field of retailing stressing the application of marketing concepts, approaches and methods. Areas of focus will include:

1. understanding retail target markets
2. buying, merchandising and promoting for those markets
3. creation of an exciting retail environment
4. financial management

Pre-requisite: MKT 152 (3,0)

MKT 281 Personal Selling

3 CR

An introduction to personal selling. A practical course emphasizing role playing, case studies and write ups as a means to developing selling skills. Subject areas will include communications principles, buyer behaviour, prospecting potential customers, sales presentations, overcoming objections and closing the sale. (3,0)

Mathematics

MATH 154 Mathematics of Finance

3 CR

This is a foundation course introducing fundamental financial terms and calculations. Topics covered include: simple interest, compound interest, annuities, amortization and sinking funds. Methodical problem-solving techniques are explained and utilized throughout.

Pre-requisite: MATH 155 (3,0)

MATH 157 Introduction to Business Statistics

3 CR

A course which provides methods of using the increasing quality of statistical information available. The organization and presentation of raw data is outlined, concepts utilized in predictions based upon partial data are explained. Current problems and illustrations are reviewed using structured problem-solving techniques.

Pre-requisite: MATH 155 (3,0)

Office Administration

A-070 Secretarial Bookkeeping

This course allows the student to become familiar with the principles of controlling cash, from a business viewpoint and for personal applications. Exercises provide experience in preparing a set of business financial statements to Trial Balance. (5,0)

H-070 Human Relations

Interpersonal skills are explained and developed allowing students to understand and properly handle various business situations. Experiential learning is used to demonstrate and provide practice in greeting visitors, introductions, interviewing, accepting and providing criticism, understanding and co-operating with co-workers. (2,0)

P-070 Office Procedures

This course introduces the student to a variety of office procedures including banking and financial management, data processing, time and space management, meetings and conferences, postal services, reprographics, telephone and telecommunications, and travel arrangements. (5,0)

W-070 Automated Office Systems I

In this hands-on course, students learn to operate one word processing system from the basic operation to advanced features. Topics covered include preparation of form letters from a mailing list, formatting, pagination and repagination. An essential course for anyone requiring word processing skills necessary for today's office support worker. (0,10)

W-071 Automated Office Systems II

This is a practical course in the use of microcomputers to assist office personnel to process information quickly and accurately. Experience is provided in learning about the operating system, a spreadsheet system, and a database program (0,5)

Shorthand

S-070 Shorthand Theory

In this course, the student will learn the rules and principles of the Forkner Shorthand System. Upon completion of the course, the student will be able to use these principles effectively to write sight material from dictation at a minimum of 60 wpm. Practice will be given in the transcription process. (5,0)

S-071 Shorthand - Advanced

This course will develop the student's basic knowledge of shorthand into a highly usable and marketable skill. Emphasis will be placed on the acquisition of a rapid writing speed, the building of an increased shorthand vocabulary, and the development of transcription skills. A minimum writing speed of 80 wpm will be attained.

Typing

D-070 Dicta-Typing I

The course enables the student to become familiar with the various parts of the transcription machines and their operation. Exercises are provided so that the student can become proficient in using transcription tapes to produce inter-office memos and mailable letters without the need of draft copies. (5,0)

D-071 Dicta-Typing II

Advanced applications of machine transcriptions. Speed and proficiency is developed in producing various forms of business communication. (5,0)

T-070 Typing II

A basic and/or refresher course in typing skills. Exercises include basic keyboarding, centering business communications, manuscripts and tabulations. Students are allowed to advance at their own speed. (0,10)

T-071 Typing III

This is an advanced typing course using electronic machines with memory. Many forms of business communications are reviewed in addition to speed drills. A minimum speed of 60 nwpms is expected. (0,10)

T-072 Typing III

This course provides practical experience in speed typing. Drills and exercises conducive to speed improvement are used throughout. Timed writings are available on a continuous basis. Students proceed at their own pace. (0,5)

Business Administration Transfer Guide to Accounting Association Programmes and Institute of Canadian Bankers

CNC	Institute of Chartered Accountants of B.C. (C.A.)	Certified General Accountants of B.C. (C.G.A.)	Society of Management Accountants of B.C. (C.M.A. or R.I.A.)	Institute of Canadian Bankers
ACC 151 & 152 * (Note 1)	Introductory Financial Accounting	Accounting 101	111 - Introductory Accounting	—
ACC 251 & 252	Intermediate Financial Accounting	Accounting 211 & 222	229 - Intermediate Accounting I 339 - Intermediate Accounting II	—
ACC 253	Introductory Management Accounting	Accounting 311	331 - Cost and Management Accounting	—
ACC 254	Cost Accounting			—
ACC 257 & 258	Business Finance	Finance 316	442 - Financial Management	—
ACC 353	Advanced Financial Accounting	—	543 - Advanced Financial Accounting * (Note 2)	—
ACC 361	Introductory Taxation	—	424 - Taxation * (Note 2)	—
CIS 152 * (Note 3)	Business Computers	—	314 - Data Processing	—
CIS 285	Management Information Systems	I.C.S. 325	451 - Accounting Information Systems	—
COM 110	—	—	—	Quantitative Analysis I
COM 120	Organizational Behaviour	—	123 - Organizational Behaviour	Organizational Behaviour
COM 201	—	—	—	Fundamentals of Accounting
COM 202	—	—	—	Financial Accounting
COM 207	—	—	—	Business Statistics I
COM 208	—	—	—	Business Statistics II
ECON 101 & 102	—	—	—	Economic Issues
ECON 201 & 202	Economics	Economics 104	212 - Economics	Economics
LAW 293 & 294	Commercial Law	Law 108	122 - Commercial Law	—
MATH 157 * (Note 4)	Probability and Statistics	Statistics 203	232 - Quantitative Methods I	—
TCOM 180 * (Note 5)	—	Business Writing	213 - Communications and Case Analysis	—

Notes:

1. For C.A., COM 201 is an equivalent exemption.
2. Course only exemption.
3. For C.A. and C.G.A., CIS 151 and CIS 156 are an equivalent exemption.
4. For C.A., MATH 104 or COM 207 may be used as an equivalent exemption.
For C.G.A., COM 207 and COM 208 may be used as an equivalent exemption.
5. For C.G.A., ENGL 155 is a pre-requisite for TCOM 180 and is required to complete the exemption.

Grade Requirements for Exemption:

C.A.	C
C.G.A.	C+
R.I.A.	C

Technologies

The Technology Department trains students at the Technician and the Technologist level. Technician - a one year program - is available in **Drafting**. Technologist - two year programs - are available in **Construction, Drafting, Electronics, and Forestry**.

In their daily work, Technicians and Technologists bridge the gap between professionals such as engineers, architects, surveyors, foresters and tradesmen, such as carpenters, electricians, skidder operators and so on. They apply their knowledge of scientific theories to solve practical problems. As a result, those students wishing to enter a program given by the Technology Department normally require a reasonably strong academic background, especially in the mathematics and physical sciences areas.

Students who do well during their studies in a one year Technician Program are normally able to continue in a second year of studies in order to attain a Technology Diploma. In a similar fashion, students who excel in a Technology program may wish to further their education after graduation in order to receive certification as a professional. Most universities provide a minimum of one year credit to students with a Technology Diploma, however some out-of-province institutions will grant credit for two years. In addition, most professional associations have student programs which give partial credit to Technology graduates and allow those students to complete their studies through continuing education courses while they work and receive valuable practical experience.

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. Prerequisite requirements, workloads, and timetables will require prior planning and careful attention.

Co-operative Education

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 Technology Diploma programs, the Co-operative Education Diploma provides students 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 students 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.

Electrical/Electronic Technology

A two year Diploma Program

Note: The **Electronics Technology Program** is currently under review by the College. The proposed new program which is described below is subject to further revision and final approval before it can be offered. Consequently, prior to registration, please verify both the status of the program and its final format with the Office of Admissions and Registration. The program description which appears here is for general information only and may be changed.

The Electronics Engineering Program is designed to prepare graduates to work in the design, production, installation and maintenance of electronic equipment in a wide range of employment settings. The program provides students with a strong theoretical background and the opportunity to develop a high level of proficiency in shop/bench skills.

The program is offered in six 12-week trimesters over the course of two years (three trimesters per year). An opportunity for on-the-job training through co-op education will be available at the end of the third and sixth trimester to students who maintain a C+ (2.5) grade point average.

Students proposing to enter electronics specialty programs at Kwantlen College or at the British Columbia Institute of Technology may transfer after successful completion of three trimesters at CNC.

Admission Requirements

1. Successful completion of Grade 12 (with English) or GED or ABE IV **plus** Algebra 12 or Math 100, and Physics 11 or Physics 040.
2. All entering students must take the English and Math Achievement Test (EMAT) at the College before their first semester. Students below a certain level in English or Math in that test will be required to take a developmental program in these areas of study.

Applications

Applications are obtainable from the Office of Admissions and Registration and can be submitted at any time. Decisions on acceptance of applications will begin in the last week of March. The program begins in September as outlined in the College Calendar.

Fees

The total annual fee is \$816. The fee is payable in three installments, one at the start of each trimester. The fee for each trimester consists of:

Tuition & Lab	\$243
Student Assn.	14
Registration	15
Total	\$272

In addition students should budget about \$300 per year for textbooks and \$200 per year for electronics projects.

Co-op Fees

Tuition	\$150
Registration	15

The Program

Trimester 1, 2 and 3 are offered consecutively beginning in September and running through to May of the following year. Trimesters 4, 5 and 6 are offered during the same time period.

Trimester 1
 Mathematics I
 Circuit Analysis I
 Physics I
 Shop & Lab Techniques
 Programming
 Technical Communications

Trimester 2
 Mathematics II
 Circuits Analysis II
 Physics II
 Digital Techniques I
 Printed Circuits
 Electronics I

Trimester 3
 Mathematics III
 Electronics II
 Pulse Circuits
 Digital Techniques II
 Power Electronics
 Communications I

Trimester 4
 Communications III
 Transducers
 Microprocessors & Systems I
 R F Principles
 Electronics III

Trimester 5
 Communications III
 Data Communications
 Microprocessors & Systems II
 Systems Project I
 CAD for Electronics I

Trimester 6
 Microwave Techniques
 Advanced Transmission
 Communications Networks
 Systems Project II
 CAD for Electronics II

Forest Resource Technology

Two Year Diploma Program

The Forest Resource Technology Program trains students in the theory and practice of intensive forest management. The program has a broadly based curriculum. Students develop knowledge and skills through work in the classroom and laboratory plus extensive outdoor fieldwork. The 8-day Fall Orientation, and two 5-day Field Schools are some of the longer outdoor experiences in the program.

Graduates find jobs in Harvesting, Reforestation, Engineering, Protection, Research, and Management of forest resources. Graduates of the program may also receive some advanced credit for their work should they choose to continue their study of forestry at a university.

This program is accredited by the Applied Science Technologists and Technicians of B.C. at the Technologist level.

Admission Requirements

- Successful completion of Grade 12 (with English),
 or ABE Level IV or GED
 plus Algebra 11 or Math 040 and Biology 11 or Biology 040.

Note that the GED meets the general admission requirements but does not meet specific program or course pre-requisites where applicable.

- All entering students must take the English and Math Achievement Test (EMAT) at the College before their first semester. Students below a certain level in either math or English in that test will be required to take a developmental program in these areas of study.

Applications

Applications are obtainable from the Office of Admissions and Registration and can be submitted at any time. Decisions on acceptance will begin during the last week of March.

The program begins in late August each year as shown in the College Calendar.

Fees

The total annual fee is \$814. The fee is payable in two installments, one at the start of each semester. The fee for each semester consists of:

Tuition	
Tuition	\$310
Lab Fees	62
Student Assn.	20
Registration	15
Total	\$407

In addition, students should expect to have the following expenses (estimates only) during each year:

Equipment	\$250
Clothing	130
Field Trips	150

The Program

August to December (Semester I)

English Development Studies (if required)	ENGL 155
Forestry Orientation	FOR 150
Introduction to Programming Logic	TPRG 188
Silvics and Dendrology	FOR 155
Forest Soils and Hydrology	FOR 157
Forest Measurements I	FOR 161
Fire Control I	FOR 165
Photo Interpretation & Mapping I	FOR 171
Drafting I	FOR 173

January to April (Semester II)

Technical Communication	TCOM 180
Technical Math	MATH 151
Forest Products	FOR 154
Botany and Ecology	FOR 156
Forest Measurement II	FOR 162
Fire Control II	FOR 166
Photo Interpretation & Mapping II	FOR 172
Drafting II	FOR 174
Spring Field School	FOR 199

August to December (Semester III)

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 & Transportation I	FOR 285
Logging I	FOR 287
Summer Technical Report	FOR 290

January to April (Semester IV)

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 & Transportation II	FOR 286
Logging II	FOR 288

Drafting Technician

One year Certificate Program

Note: The **Drafting Technician Program** is currently under review by the College. The proposed revised program, which is described below, is subject to further revision and final approval before it can be offered. Consequently, prior to registration, please verify both the status of the program and its final format with the Office of Admissions and Registration. The program description which appears here is for general information only and may be changed.

The Drafting Technician Program provides the student with a general education in drafting.

The student will be taught how to read and draft drawings by hand as well as a short introduction to computer assisted drafting. Graduates must be able to communicate effectively with a variety of project related personnel using graphic, written and oral means.

continued on page 34

Calendar of CNC Events

Fall 1986 — Spring 1987

1986

JULY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY			
			Canada Day College Closed	1	2	3	4	5		
	6	7	8	9	10	11	12			
	13	14	15	16	17	18	19			
	20	21	22	23	24	25	26			
AUGUST	27	28	29	30	31	1	2			
	3	B.C. Day College Closed	4	Classes start: Nur 2nd Yr Intercession II	5	6	7	8	9	
	10	11	12	13	14	15	16			
	17	Classes start: 2nd Yr Nurs: 1 & 2 Yr	18	19	Deadlines for Final Fees - 1st Yr Prog	20	21	22	23	
	24	Classes start: For 1st Yr ConTech, Draft, ElecTech	25	26	27	28	29	30		
SEPTEMBER	REGISTRATION FOR ALL		REMAINING PROGRAMS		----- ADD/DROP PERIOD -----					
	31	Labour Day College Closed	1	Classes start: UT, Bus, Dent, ECE, LTC Aide, OHAd, Co-op Auto App	2	3	4	5	6	
	7	8	9	10	11	12	13			
	14	15	16	17	18	19	20			
	21	22	23	24	25	26	27			
	28	29	30							
OCTOBER				1	2	3	4			
	5	6	7	8	9	10	11			
	12	Thanksgiving College Closed	13	14	15	16	17	18		
	19	Recess begins - Nurs 3rd Sem	20	21	22	23	Recess ends - Nurs 3rd Sem	24	25	
	26	27	28	29	30	31	1			
NOVEMBER	2	3	4	5	6	7	8			
	9	10	Remembrance Day College Closed	11	12	13	Last day of classes and exams - 1st Trimester	14	15	
	16	17th-21st Registration: ConTech, Draft, ElecTech	17	18	19	20	REGISTRATION — SECOND TRIMESTER		21	22
	23	Classes start: ConTech Draft, ElecTech	24	25	26	27	28	29		
	30	1st-12th Registration: UT, Bus, 2nd Yr Nurs	1	2	3	4	5	6		
DECEMBER	7	8	9	10	11	12	13			
	14	15	16	17	18	19	20	Winter Recess begins		
	21	22	23	24	25	26	27			
	28	29	30	31						

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	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
JANUARY					1	2	3
	4	Classes start: UT, ECE Bus. Dent. LTC Aide, Nur. All Trades.	5	6	7	8	9
	11	Co-op Auto Work Term	12	13	14	15	16
	18	19	20	Start Sem II Off Admin	21	22	23
	25	26	27	28	29	30	31
FEBRUARY	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
	15	Start Sem II Co-op Auto	16	17	18	19	20
	22	23	24	25	26	Last day of classes & exams - 2nd Trimester	27
	1	2nd-6th Recess-Nur 4th Sem. ConTech. ElecTech. Draft	2	3	4	5	6
MARCH	8	Classes start: ConTech. Draft. ElecTech	9	10	11	12	13
	15	16	17	18	19	20	21
	22	23	24	25	26	27	28
	29	30	31				
APRIL				1	2	3	4
	5	6	7	8	9	10	11
	12	13	14	15	16	Good Friday College Closed	17
	19	Easter Monday College Closed	20	21	22	23	24
	26	Last day of classes and examinations	27	28	29	30	1
MAY	3	4th-8th Recess Nur 2nd yr	4	5	6	7	8
	10	Classes start 2nd yr Nur Intercession	11	12	13	14	15
	17	18	19	20	21	22	Last day of classes - OffAd
	24	Victoria Day College Closed	25	26	27	28	Last day of classes and exams - 3rd trimester
	31	1	2	3	4	5	6
JUNE	7	8	9	10	11	12	13
	14	15	16	17	18	19	20
	21	Co-op Auto Work Term Commences	22	23	24	25	26
	28	29	30				

Special Student Events

Loggers' Sports

When: **Mid October**
For: **Forestry Students**

Students from colleges and institutes in B.C. and Washington participate in this annual two-day event. Some of the competitions included are log burling, axe throwing, and the Chokerman's Race. At the end of the sporting events, the awards presentation is held at The Academy (the student lounge). The most popular event of all, however, is the renowned Loggers' Boogie, which takes place the second evening and is open to all students.

The Academy's Halloween Party

When: **October 31**
For: **Anyone from the College**

This annual event is held in the student lounge.

Winter Carnival

When: **Late January**
For: **Anyone from the College**

This two-day event features such competitions as broomball, volleyball, and obstacle races in the snow. Trophies are given for the best teams in each event. The Carnival usually ends with a Saturday night dance.

Mr. CNC Contest

When: **Late January**
For: **Students 19 and over**

This is a fashion show with a difference: the models are male. The categories include: Sportswear, Evening Wear, and "Anything Goes". The winner of this competition is automatically entered into the Mr. Mardi Gras Contest. Tickets for this event are for ladies only, and usually include complementary wine and cheese.

Other Activities

Pub nights are held throughout the year, both on and off campus. Intramural games are also run throughout the year, and usually include volleyball, basketball, floor hockey, etc.

Elections

Held between February 15th and March 15th.

Drafting Technician Program

continued from page 30

Graduates fill junior positions ranging from assistants to professional engineers and architects to drafting personnel in federal and provincial government offices such as BCBC, Highways, Hydro and Telephone as well as municipal planning and engineering departments, railways, pulp mills, and mining firms.

With additional on-the-job training, graduates obtain such positions as intermediate draftspersons, quantity estimators, technical representatives for manufacturers and suppliers of building materials.

Students who have successfully completed their first year and wish to continue their studies to receive a Technology Diploma may enter the second year of the Drafting Technology Program or the Building Technology Program.

Admission Requirements

1. Successful completion of Grade 12 (with English) or GED or ABE IV plus Algebra 11 or Math 040
Physics 11 or Physics 040
2. All entering students must take the English and Math Achievement Test (EMAT) at the College before the first semester. Students below a certain level in English or Math in that test will be required to take a developmental program in these areas of study.

Applications

Applications are obtainable from the Office of Admissions and Registration and can be submitted at any time. Decisions on acceptance of applications will begin during the last week of March.

The program starts in the first week of September.

Fees

The total annual fee is \$816. The fee is payable in three installments, one at the start of each trimester. The fee for each trimester consists of:

Tuition & Lab	\$243
Student Assn.	14
Registration	15
Total	\$272

In addition students should budget about \$300 for textbooks and \$200 for course material and instruments.

Trimester 1

Materials I
Mechanical Drafting
Technology Graphics
Technology Mathematics
Technology Physics
Microcomputer Applications

Trimester 2

Technical Communication
Materials II
Architectural Drafting I
Computer Assisted Drafting I
Mechanical Drafting
Statics

Trimester 3

Municipal Technology
Architectural Drafting II
Computer Assisted Drafting II
Structural Drafting
Civil Drafting

Drafting Technology

Two Year Diploma Program

Note: The **Drafting Technology Program** is currently under review by the College. The proposed program, which is described below, is subject to further revision and final approval before it can be offered. Consequently, prior to registration, please verify both the status of the program and its final format with the Office of Admissions and Registration. The program description which appears here is for general information only and may be changed.

The Drafting Technology Program provides the student with a general education in drafting, with emphasis on the design of buildings including processing plants and associated machinery. The second year of the program includes major components of computer assisted drafting and design using 3D systems.

The student will be taught how to read and draft drawings by hand and computer, as well as how to calculate quantities required for design analysis. Graduates must be able to communicate effectively with a variety of project related personnel using graphic, written and oral means.

Graduates fill positions ranging from assistants to professional engineer and architects to drafting personnel in federal and provincial government offices, such as BCBC, Highways, Hydro and Telephone as well as municipal planning and engineering departments, railways, pulp mills, and mining firms.

With additional on-the-job training graduates obtain such positions as senior draftspersons, job captains, specification writers, estimators, contract administrators, technical representatives for manufacturers and suppliers of building materials.

Students who are enrolled in this program, and are maintaining an average of C+ or better, are eligible to register for the co-operative education component. This provides the student with a minimum of seven months relevant on-the-job training. Students wishing to work for construction contractors after graduation may choose to enter the second year of the Building Technology Program after the completion of the first year with a C+ or better average.

Admission Requirements

1. Successful completion of Grade 12 (with English) or GED or ABE IV plus Algebra 11 or Math 040
Physics 11 or Physics 040
2. All entering students must take the English and Math Achievement Test (EMAT) at the College before the first semester. Students below a certain level in English or Math in that test will be required to take a developmental program in these areas of study.

Applications

Applications are obtainable from the Office of Admissions and Registration and can be submitted at any time. Decisions on acceptance of applications will begin during the last week of March.

The program begins in late August each year as shown in the College Calendar.

Fees

The total annual fee is \$816. The fee is payable in three installments, one at the start of each trimester. The fee for each trimester consists of:

Tuition & Lab	\$243
Student Assn.	14
Registration	15
Total	\$272

In addition students should budget about \$300 per year for textbooks and \$200 per year for course material and instruments.

Co-op Fees

Tuition	\$150
Registration	15

The Program

Trimesters 1, 2 and 3 are offered consecutively beginning in August and running through to the end of May of the following year. Trimester 4, 5 and 6 are offered during the same period.

Trimester 1

Materials I
Mechanical Drafting
Technology Graphics
Technology Mathematics
Technology Physics
Microcomputer Applications

Trimester 2

Technical Communication
Materials II
Architectural Drafting I
Computer Assisted Drafting I
Mechanical Drafting
Statics

Trimester 3

Municipal Technology
Architectural Drafting II
Computer Assisted Drafting II
Structural Drafting
Civil Drafting

Trimester 4

Structural Steel Design
Electrical/Illumination
Design Process
Civil Drafting - CADD
Drafting Technology Mathematics

Trimester 5

Building Assemblies I
Heating, Ventilation, Air Conditioning
Structural Steel Drafting - CADD
Mechanical Drafting - CADD

Trimester 6

Building Assemblies II
Architectural Drafting - CADD
Electrical Drafting - CADD
Surface Modelling - CADD

Admission Requirements

1. Successful completion of Grade 12 (with English) or GED or ABE IV plus Algebra 12 or Math 100
Physics 11 or Physics 040
2. All entering students must take the English and Math Achievement Test (EMAT) at the College before the first semester. Students below a certain level in English or Math in that test will be required to take a developmental program in these areas of study.

Applications

Applications are obtainable from the Office of Admissions and Registration and can be submitted at any time. Decisions on acceptance of applications will begin during the last week of March.

The program begins late in August each year as shown in the College Calendar.

Fees

The total annual fee is \$816. The fee is payable in three installments, one at the start of each trimester. The fee for each trimester consists of:

Tuition & Lab	\$243
Student Assn.	14
Registration	15
Total	\$272

In addition students should budget about \$400 per year for textbooks and \$200 per year for course material and instruments.

Co-op Fees

Tuition	\$150
Registration	15

The Program

Trimesters 1, 2 and 3 are offered consecutively beginning in August and running through to the end of May of the following year. Trimesters 4, 5 and 6 are offered during the same period.

Trimester 1

Materials I
Introduction to Construction
Technology Graphics
Technology Mathematics
Technology Physics
Microcomputer Applications

Trimester 2

Technical Communication
Materials II
Light Wood Framing
Architectural Drafting I
Computer Assisted Drafting I
Construction Mathematics
Statics

Trimester 3

Structural Concrete Design
Materials III
Plumbing
Municipal Technology
Construction Law
Architectural Drafting II
Computer Assisted Drafting II

Trimester 4

Structural Steel Design
Materials IV
Electrical/Illumination
Construction Equipment
Construction Economics
Land Surveying

Trimester 5

Building Assemblies I
Heating, Ventilation & Air Conditioning
Project I
Estimating I
Construction Specifications
Construction Management
Building Regulations

Trimester 6

Building Assemblies II
Project II
Estimating II
Project Management
Engineering Surveying

Construction Technology

Two Year Diploma Program

Note: The Construction Technology Program is currently under review by the College. The proposed revised program, which is described below, is subject to further revision and final approval before it can be offered. Consequently, prior to registration, please verify both the status of the program and its final format with the Office of Admissions and Registration. The program description which appears here is for general information only and may be changed.

The construction Technology Program provides the student with a general education in the construction industry, with emphasis on the design and construction of buildings.

The student will be taught how to read and draft construction drawings by hand and computer, calculate quantities, judiciously inspect materials and operations, perform construction control surveys, interpret and apply specifications and contracts. Graduates must be able to communicate effectively with a variety of project related personnel using graphic, written and oral means.

Graduates fill positions ranging from assistants to professional engineers and architects to supervisors of skilled tradesmen on various construction projects. With additional on-the-job training graduates obtain such positions as material testing technicians, senior draftspersons, job captains, specification writers, estimators, contract managers, construction supervisors, construction managers, property managers and technical representatives for manufacturers and suppliers of building materials.

Students who are enrolled in this program, and are maintaining an average of C+ or better, are eligible to register for the co-operative education component. This provides the student with a minimum of seven months relevant, on-the-job training.

Students wishing to work for architectural, engineering or other design firms after graduation may choose to enter the second year of the Drafting Technology Program after the completion of the first year.

The program is accredited by the Applied Science Technologists & Technicians of B.C. at the Technician Level.

Course Descriptions

The number in parenthesis at the end of the descriptions indicates the number of lecture hours and lab or seminar hours per week. Thus (3,2) indicates 3 hours of lecture and 2 hours of lab or seminar per week.

Courses in this section are not necessarily offered every semester. Check with the counselling centre for more information.

Students may register only in those courses for which they have specific pre-requisites.

Students who take courses which consist of both lecture and lab sections must achieve a passing grade for both the lecture and the lab in order to receive a passing grade in the course.

FOR 150 Forestry Orientation 3 CR

This two week course is designed to introduce the student to the basic concepts of forest technology. Emphasis is placed on survival first aid, use and maintenance of mechanical equipment, 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 Forest Products 3 CR

This course provides the student 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)

FOR 155 Silvics and Dendrology 3 CR

Dendrology involves site recognition of the principle commercial tree species in B.C. Silvics is the study of climatic and site conditions which optimize tree growth. (2.2)

FOR 156 Botany and Ecology 4 CR

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.

Pre-requisites: FOR 155 and FOR 157 (3.2)

FOR 157 Forest Soils and Hydrology 3 CR

This course is basic to an understanding of forest productivity and the side effects resulting from various forestry practices, with applications in silviculture, watershed management and engineering. Topics covered are landforms and soil formation, physical and chemical properties of soils, description of profiles, the Canadian system of soil classification, and basic principles of hydrology. Field exercise will emphasize sampling, description and classification of soils. (2.2)

FOR 161 Forest Measurements I 4 CR

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)

FOR 162 Forest Measurements II 5 CR

A continuation of Forest Measurements I (FOR 161). 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 Forests Cruising Manual.

Pre-requisites: FOR 161, FOR 171, and FOR 173 (3.4)

FOR 165 Fire Control I 3 CR

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)

FOR 166 Fire Control II 3 CR

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 presuppression planning are covered. Fire suppression methods and concepts are studied through fire simulation exercise.

Pre-requisite: FOR 165 (2.2)

FOR 171 Photo Interpretation & Mapping I 3 CR

This course provides 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)

FOR 172 Photo Interpretation & Mapping II 3 CR

This course provides the student with an understanding of photogrammetric practice in the area of land form recognition and interpretation, planimetric map construction from aerial photographs, parallax measurements and special applications in the fields of forest protection, roads, reforestation and soils.

Pre-requisites: FOR 157, FOR 171 (1.3)

FOR 173 Drafting I 2 CR

The Forest Drafting course is designed to complement the Forest Measurements and Photo Interpretation and Mapping course taught concurrently in the fall semester. The skills acquired in this course are essential for the student wishing to complete the objectives of other course offerings in the Forest Resource Technology Program. (0.3)

FOR 174 Drafting II 2 CR

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 used to update existing logged and burned areas, or areas treated silviculturally. Computers will be used to compile and report survey data.

Pre-requisites: FOR 173, FOR 161 (0.3)

FOR 199 Spring Field School 1 CR

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 the first year. The emphasis is placed on field skills that may be applied during summer employment (5 days)

FOR 251 Forest Management I 3 CR

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.

Pre-requisites: FOR 162, FOR 172, and TCOM 180 (2.2)

FOR 252 Forest Management II 4 CR

A sequential course to FOR 251 in which emphasis is placed on "integrated" resource management as promulgated by the Ministry of Forests 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.

Pre-requisites: FOR 251, FOR 253, FOR 287 (2.3)

FOR 253 Silviculture I	4 CR	FOR 281 Forest Finance I	3 CR
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. Pre-requisites: FOR 156, FOR 157, FOR 162, FOR 166, FOR 174, FOR 172, TCOM 180	(2,3)	The course covers methods of financing forestry business enterprises of various types and how they are affected by economic factors such as interest, taxation and markets. Pre-requisites: MATH 151, FOR 154, and FOR 162	(2,2)
FOR 254 Silviculture II	4 CR	FOR 282 Forest Finance II	3 CR
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. Pre-requisite: FOR 253	(3,2)	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. Pre-requisite: FOR 281	(2,2)
FOR 255 Forest Entomology	3 CR	FOR 285 Roads and Transportation I	5 CR
The student will obtain a practical working knowledge of important insects which affect forest trees. The course 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. Pre-requisites: FOR 156, FOR 172	(2,2)	The intent of this course is to provide the student with a basic knowledge of forest engineering practice in the fields of forest road design, field location and surveying of forest roads, soil classification and identification and earthwork calculations. Emphasis is placed on field procedures and microcomputer design applications. Pre-requisites: MATH 151, FOR 162, FOR 157, FOR 172, FOR 174	(3,3)
FOR 256 Forest Pathology	3 CR	FOR 286 Roads and Transportation II	5 CR
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. Pre-requisites: FOR 156 and FOR 172	(2,2)	This course provides 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. Pre-requisite: FOR 285	(3,3)
FOR 261 Forest Measurements III	4 CR	FOR 287 Logging I	3 CR
The course will cover the practical application of timber cruising in compliance with the B.C. Forest Service Specifications 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. Pre-requisite: FOR 162, FOR 172, FOR 174, and MATH 151	(0,4)	Logging I provides 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. Pre-requisite: FOR 162, FOR 154, FOR 157, FOR 166, FOR 172, FOR 174, and MATH 151	(2,3)
FOR 262 Forest Measurement IV	3 CR	FOR 288 Logging II	3 CR
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 desktop computer to handle the measurement data. Pre-requisite: FOR 261	(1,3)	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. A Management/Working plan will be completed in conjunction with other forestry courses - FOR 252, 254, 168, 282, and 286. Pre-requisite: FOR 287	(2,3)
FOR 267 Supervisory Skills in Forestry	2 CR	FOR 290 Summer Technical Report	1 CR
The course will emphasize communications methods and skills required for successful supervision and human interaction. Full student participation as individuals and in group discussion is required for this course to be meaningful.	(0,2)	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. Specifications for the essay will be discussed with students prior to the conclusion of the first term. Pre-requisite: TCOM 180	(1,0)
FOR 268 Industrial Relations in Forestry	2 CR	MATH 151 Technical Math	3 CR
The course will cover the B.C. Labour Code with emphasis on rights of employers and employees. Specific collective agreements, e.g., IWA, Forest Industry, BCGEU and Provincial Government will be examined. WCB regulations and their impact will be covered.	(0,2)	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. Pre-requisite: Algebra 11 or MATH 040 and MATH 155	(3,0)
		TPRG 188 Introduction to Programming Logic	3 CR
		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 technology. This course is presented on IBM-PC computers and introduces students to packaged spreadsheet and word-processing programs.	(3,3)

University Credit Programs

Many students living in the Central Interior Region of British Columbia will wish to pursue various career paths which require university qualifications. With our three Universities situated in the south-west corner of the Province, these students will often recognize significant financial and social advantage in spending the first year or two at CNC. In addition, the more personal attention made possible through our smaller size is a definite benefit in making a successful transition from the secondary school system.

Other students may wish to acquire the CNC "Associate of Arts" Diplomas or take individual courses for job enhancement or personal fulfillment.

In recognition of these various needs CNC attempts to offer to both full-time and part-time students as broad a spectrum of university credit courses as feasible within its mandate and financial constraints.

Admission Requirements

1. Successful completion of Grade 12 (with English) or ABE Level IV or GED
or
Be over 19 years of age as of the registration date, have been out of the regular school system for at least one year, and demonstrate the maturity and experience to indicate a good possibility of success. Such admissions will be individually assessed.
or
Completion of Grade 11 in the year in which they are applying for admission and have an outstanding academic record.
2. Meet individual course pre-requisites as stated elsewhere in this calendar.
3. Students applying for admission into Math 101, CSC 109, Phys 101 or Chem 111 who have obtained less than a "B" grade in Algebra 12 must write a college administered test (CRT) in mathematics. Students below a certain level in that test should enroll in Math 100, Phys 106 and Chem 113.

Strongly Recommended

As college courses which carry university credit must meet or exceed the standards established by the B.C. universities, students, through consultation with their secondary school counsellors, should ensure that they select the secondary school courses most appropriate for their chosen career paths.

Applications

Application forms are available from the Office of Admissions and Registration of the College of New Caledonia and can be submitted at any time. Acceptances for first year students applying for complete packaged programs will commence the last week in March. Part-time and returning students will be individually advised of appropriate registration procedures by the Office of the Registrar.

Fees

All fees are payable at the time of registration. The fee consists of:

Tuition	\$62	per course
Lab Fees	31	per lab course
Student Assn.	5	per course (max. \$20 per semester)
Registration	15	per semester

University Careers

First Year Full-time Students

Described in this Calendar are 15 packaged programs which offer the first year requirements for university study in 70 different career paths. These are available to beginning first year students. To use the Calendar effectively students should review the following section entitled "Index of Career Paths" and locate the area of specialization which they wish to pursue. Students who identify the package or packages which have been designed to ensure transfer requirements should then turn to the appropriate package in the next section and review the specific notes and pre-requisites. In some cases, University Transfer requirements allow a selection from among a number of packages, while in others only one particular package program meets the requirement. In making application to CNC students must indicate the package they have selected and where options are available within the package selected, the optional course(s) in which they wish to enroll.

First year students may still wish to design their own programs of study. This is permissible but in these situations pre-registration is not possible and students run the risk of choosing courses which are inappropriate for transfer or may encounter timetable conflicts and/or filled sections.

Returning Full-Time Students

Students wishing to continue their studies at CNC for a second year may:

- a. Find that they still have some flexibility in their course selection (i.e., General Arts Degrees);
- b. That they must adhere to a prescribed program (i.e., Applied Science, Commerce, Criminology, Physical Education); or
- c. That the college is unable to offer specific courses required to complete transfer (i.e., **Linguistics, Theatre**).

Due to the individual nature of these requirements, students should definitely seek the assistance of a college counsellor in designing their second year programs.

Part-Time Students

All university credit courses offered by CNC are open to qualified part-time students, subject to class size limitations. In addition to the seats available in first-year program package courses and second-year courses each semester, a number of courses are offered specifically in response to requests from part-time students.

Index of Career Paths

	SELECTION OF PACKAGES		SELECTION OF PACKAGES
Degree of Agricultural Sciences		Degree of Arts	
Areas of Specialization	2G for all areas	Areas of Specialization:	
Agricultural Economics		Anthropology	1C, 1E
Agricultural Mechanics		Economics	1A, 1B
Animal Science		English	1A, 1B, 1C, 1D, 1F
Food Science		Geography	1D
Plant Science		History	1C, 1D, 1F
Poultry Science		Psychology	1A, 1B, 1C, 1D, 1F
Soil Science		Mathematics	1A, 1B
		Industrial Relations	1A, 1B
		Sociology	1F
Degree of Applied Science		Degree of Commerce and Business Administration	
Areas of Specialization	2C or 2D for all areas (5 year program) 2H (4 year program)	Areas of Specialization:	1A or 1B for all areas
Bio-Resource Engineering		Accounting & Management	
Chemical Engineering		Information Systems	
Civil Engineering		Commerce and Economics	
Electrical Engineering		Commerce and Law (for combined degrees)	
Mechanical Engineering		Computer Science	
Metallurgical Engineering		Finance	
Mining & Mineral Process Engineering		Industrial Administration	
		Industrial Relations Management	
		Marketing	
		Transportation and Utilities	
		Urban Land Economics	
Programs leading to eventual admission to the following Professional Schools:		Degree of Science	
Areas of Specialization:		Areas of Specialization:	
School of Architecture	Any Package	Astronomy	2A, 2B, 2C, 2E
Faculty of Dentistry	2A	Biochemistry	2A
Faculty of Law	Any Package	Biology -	
School of Social Work	1F	1. Botany	2A
Physical Ed. & Recreation	1G	2. Ecology	2A
Faculty of Education		3. Functional Biology	2A
1. Elementary	1C or 1D	4. Marine Biology	2A
2. Secondary	Any Package except 1E	Chemistry	2A, 2C, 2D, 2E
School of Home Economics	2A, 2B	Computer Science	2D
Faculty of Medicine	2A	Geography	2D
Chiropractic Medicine	2A	Microbiology	2A
Faculty of Pharmaceutical Sciences	2A, 2C, 2D, 2E	Oceanography	2A
Faculty of Forestry	2F	Pharmacology	2A
School of Rehabilitation Medicine	2E	Physics	2A, 2C, 2D, 2E
Program of Dental Hygiene	2E	Physiology	2A
Program of Medical Laboratory Technology	2A	Psychology	2A
Faculty of Criminology	1E	Mathematics	2A, 2C, 2D, 2E
		Biological Sciences	2A
		Biophysics	2A
		Chemical Physics	2A, 2C, 2D, 2E
		Kinesiology	2A

Program 1A

First Semester

ECON 202
ENGL 101 or 103
MATH 101
CSC 109
PSYC 101

Second Semester

ECON 201
ENGL 102 or 103 or 104
MATH 102
CSC 110
PSYC 102

Note:

1. Students must take Program 1A for a career path to a Bachelor of Commerce and Business Administration at UBC. Second semester students may take University transfer elective in second semester instead of CSC 110.

Specific pre-requisites for Program 1A: Algebra 12 or Math 100.

Program 1D

First Semester

BIO 103
ENGL 101 or 103
GEOG 101 or 103
HIST 103
PSYC 101

Second Semester

BIO 104
ENGL 102 or 103 or 104
GEOG 101 or 103
HIST 104
PSYC 102

Note:

1. Students may substitute Math 103/104 for any one of the above courses, except English.
2. Students with Bio 11 and/or Bio 12 must substitute for Bio 103/104 if they wish to transfer to the University of Victoria in Elementary Education. Students must see a counsellor for clarification.

Specific pre-requisites for Program 1D: Algebra 11 or Math 040 for only those students taking Math 103/104.

Program 1B

First Semester

ANTH 101
BIO 103 or GEOG 201
ENGL 101 or 103
HIST 103
PSYC 101

Second Semester

ANTH 102
BIO 104 or GEOG 202
ENGL 102 or 103 or 104
HIST 104
PSYC 102

Note:

1. Students may substitute Math 103/104 for any one of the above courses, except English.
2. Students with Bio 11 and/or Bio 12 must substitute for Bio 103/104 if they wish to transfer to the University of Victoria in Elementary Education. Students must see a counsellor for clarification.

ENGL 101 or 103	ENGL 102 or 103 or 104
ECON 101	ECON 102
MATH 100	MATH 101
GEOG 103	GEOG 101
PSYC 101	PSYC 102

Note:

1. Students could substitute Math 100/101 by French 101/102 for a General Arts Degree at UBC.
2. Students must take Program 1B for a career path to a Bachelor's Degree in Business Administration at SFU.

Specific pre-requisites for Program 1B: Algebra 11 or Math 040.

Program 1C

First Semester

ANTH 101
BIO 103 or GEOG 201
ENGL 101 or 103
HIST 103
PSYC 101

Second Semester

ANTH 102
BIO 104 or GEOG 202
ENGL 102 or 103 or 104
HIST 104
PSYC 102

Note:

1. Students may substitute Math 103/104 for any one of the above courses, except English.
2. Students with Bio 11 and/or Bio 12 must substitute for Bio 103/104 if they wish to transfer to the University of Victoria in Elementary Education. Students must see a counsellor for clarification.

* Specific pre-requisites for Program 1C: Algebra 11 or Math 040 for only those students taking Math 103/104.

Program 1E

First Semester

PHIL 101
CRIM 101
CRIM 103
SOC 101
PSYC 101

Second Semester

PHIL 102
CRIM 102
CRIM 106
SOC 102
PSYC 102

Note:

1. Students must take Program 1E for a career path to a Bachelor's Degree in Criminology at SFU.

Specific pre-requisites for Program 1E: None

Program 1F

First Semester

CRIM 101
ENGL 101 or 103
HIST 101
PSYC 101
SOC 101

Second Semester

CRIM 106
ENGL 102 or 103 or 104
HIST 102
PSYC 102
SOC 102

Note:

1. Students must take Program 1F for a career path to a Bachelor's Degree in Social Work at UBC or the University of Victoria.

Specific pre-requisites for Program 1F: None

Program 1G

First Semester

BIO 101 or 103 or ECON 202
ENGL 101 or 103
P.E. 103
P.E. 121
PSYC 101

Second Semester

BIO 102 or 104 or ECON 201
ENGL 102 or 103 or 104
Two performance courses*
P.E. 124
PSYC 102

Note:

1. Students must take Program 1G for a career path to a Bachelor's Degree in Physical Education at UBC or the U. of Victoria or the U. of Alberta.
2. Students may substitute Biology and Psychology for two non-P.E. electives from any of the University Transfer Courses to satisfy career program needs after consultation with faculty member.

3. Students should refer to the appropriate university calendar as a guide to selecting electives or contact a counsellor.

4. Students who intend to enter the Sports Management Stream at UBC should enroll in Econ 202/201 in place of Bio or Psyc.

Specific pre-requisites for Program 1G: Bio 11 or Bio 040 and Chem 11 or Chem 040 for only those students who wish to take Bio 101/102.

- * Performance courses include: P.E. 101 through P.E. 113.

Program 2A

First Semester

BIO 101
CHEM 111
ENGL 101 or 103
MATH 101
PHYS 101

Second Semester

BIO 101
CHEM 112
ENGL 102 or 103 or 104
MATH 102
PHYS 102

Note:

1. Bio 101/102 is required in the first year for a major in the Life Sciences (Biochemistry, Biology, Botany, Microbiology, Pharmacology, Physiology, and Zoology). Other science majors may select an Arts elective.
2. Home Economics majors must replace Physics 101/102 with Economics 201/202. Home Economics majors may substitute Math 101/102 with Math 103/104 or a Social Science if Algebra 12 is complete.

Specific pre-requisites for Program 2A: Algebra 12 or Math 100, Bio 11 or Bio 040, Chem 12, Physics 12.

Program 2B

First Semester

BIO 101
CHEM 113
ENGL 101 or 103
MATH 100
PHYS 105

Second Semester

BIO 102
CHEM 114
ENGL 102 or 103 or 104
MATH 101
PHYS 106

Note:

1. Students majoring in a physical science may replace Bio 101/102 with an Arts elective.
2. Home Economics majors must replace Physics 105/106 with Economics 201/202. Home Economics majors may substitute Math 101/102 with Math 103/104 or a Social Science if Algebra 12 is completed.

Specific pre-requisites for Program 2B: Algebra 11 or Math 040, Chem 11 or Chem 040, Bio 11 or Bio 040, Physics 11 or Physics 040.

Program 2C

First Semester

CHEM 113
ENGL 101 or 103
MATH 101
CSC 109
PHYS 105

Second Semester

CHEM 114
ENGL 102 or 103 or 104
MATH 102
CSC 110
PHYS 106

Specific pre-requisites for Program 2C: Algebra 12 or Math 100, Chem 11 or Chem 040, Physics 11 or Physics 040.

Program 2D

First Semester

CHEM 111
ENGL 101 or 103
MATH 101
CSC 109
PHYS 101

Second Semester

CHEM 112
ENGL 102 or 103 or 104
MATH 102
CSC 110
PHYS 102

Note:

1. Students wishing a major in Physical Geography must substitute CSC 109/110 with Geography 201/202.

Specific pre-requisites for Program 2D: Algebra 12 or Math 100, Chem 12, and Physics 12.

Program 2E

First Semester

BIO 101
CHEM 111 or 113
ENGL 101 or 103
MATH 101
PSYC 101

Second Semester

BIO 102
CHEM 112 or 114
ENGL 102 or 103 or 104
MATH 102
PSYC 102

Specific pre-requisites for Program 2E: Algebra 12 or Math 100, Bio 11 or Bio 040, Chem 11 or Chem 040 (for Chem 113), Chem 12 (for Chem 111).

Program 2F

First Semester

ENGL 101 or 103
MATH 101
MATH 104
DEND 111
BIO 101 or CHEM 113
or PHYS 105

Second Semester

ENGL 102 or 103 or 104
MATH 102
MATH 105
DEND 112
BIO 102 or CHEM 114
or PHYS 106

Note:

1. Students must select the science which was **not** taken at the grade 12 level.

Specific pre-requisites for Program 2F: Algebra 12 or Math 100, Bio 11 or Bio 040, Chem 11 or Chem 040, Physics 11 or Physics 040.

Program 2G

First Semester

UBC AGSC 100
UBC AGSC 110
BIO 101
MATH 101
CHEM 111 or 113
ENGL 101 or 103
ECON 202

Second Semester

UBC ANSC 258
BIO 102
MATH 102
CHEM 112 or 114
ENGL 102 or 103 or 104
ECON 201

Note:

1. Students interested in agricultural sciences should contact the UBC agriculture representative at CNC and a counsellor at the College.

Specific pre-requisites for Program 2G: Algebra 12 or Math 100, and two of Bio 11 or Bio 040, Chem 11 or Chem 040, Physics 11 or Physics 040; and two of Bio 12, Chem 12 or Phys 12.

Program 2H

First Semester

MATH 101
MATH 204
PHYS 201
PHYS 211
APSC 120
ENG 101 or 103
CHEM 111
PHYS 204

Second Semester

MATH 102
EGEO 101
PHYS 205
APSC 100
ENGL 102, 103 or 104
CSC 109
CHEM 112

Note:

1. Students wishing to enter directly into the first year of UBC's 4 year Applied Science program must be outstanding high school graduates (see pre-requisites) and be prepared to undertake an intensive workload.

Specific pre-requisites for Program 2H: Minimum B+ standing in Algebra 12, Physics 12, and Chemistry 12.

Associate of Arts - Diploma

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

- A minimum of:
- 21 credit hours from the 200 level.
 - 24 credit hours obtained at CNC (including the last 12).
 - 6 credit hours from English 101, 102, 103, or 104.
 - 6 credit hours from the Natural Sciences (Biology, Chemistry, Geography, Geology, Mathematics or Physics).
 - 6 credit hours from the Social Sciences (Anthropology, Criminology, Economics, Psychology or Sociology).
- An additional:
- 24 credit hours from the Liberal Arts (English, French, History or Philosophy) or Social Sciences.

The remaining credit hours must be selected from approved college courses (see a college counsellor). A minimum overall GPA of 2.0 must be attained with no more than 6 credit hours below a GPA of 2.0.

Associate of Arts Criminology Diploma

The Diploma in Criminology is designed to provide graduates with a number of options so they may proceed directly into third year of study at Simon Fraser University's School of Criminology or they may pursue an Advanced Certificate in Criminology through SFU's Directed Independent Study Program. Alternately graduates may utilize their diploma directly in pursuing employment within local Criminal Justice System Agencies.

Students who wish to enroll at SFU after completing all requirements except the DISC courses will be granted 57 hours of credit at SFU toward their B.A. in Criminology.

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

1. 24 credit hours of the following **Group A** courses:

CRIM 101
CRIM 102
CRIM 103
CRIM 106
CRIM 120
* CRIM 135
* CRIM 230
CRIM 241

which include 6 credit hours of those courses marked with an asterisk. These 6 credit hours must be taken through SFU's School of Criminology through the Directed Independent Study Program.

2. 27 credit hours from the following **Group B** courses:

* SOCI 101	PHIL 102
* SOCI 102	HIST 103
* PSYC 101	HIST 104
* PSYC 102	ECON 101
* PSYC 201	ECON 102
* PHIL 101	COMM 120
	* PSCI 151

which must include all those courses indicated with a single asterisk. PSCI 151 must be taken through the SFU Directed Independent Study Program.

3. 9 credit hours of CNC courses which carry direct accreditation to SFU as 3 credit hour courses.

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 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 (full program) and occasional (one or more courses) students. For program brochure, admission and registration information, please contact the College of New Caledonia Counselling Centre. Admission applications deadline is the end of March although late applications may be considered.

Courses that will be taught:

Survey of Western Art (two semesters)

Colour and Perception

Drawing and 2D

3D Materials

Creative Processes

Graphic Design

Print Making

Painting

3D Clay

Course Descriptions

The number in parenthesis at the end of the descriptions indicates the number of lecture hours and lab or seminar hours per week. Thus (3,2) indicates 3 hours of lecture and 2 hours of lab or seminar per week.

For Transfer information please check the chart provided at the end of this section or contact the Counselling Centre.

Courses in this section are not necessarily offered every semester. Check with the Counselling Centre for more information.

Students may register only in those courses for which they have specific pre-requisites.

Students who take courses which consist of both lecture and lab sections must achieve a passing grade for both the lecture and the lab in order to receive a passing grade in the course.

Anthropology

ANTH 101 Introduction to Socio-Cultural Anthropology

3 CR

This course examines major institutions in a variety of societies: subsistence, belief, power, law, health, marriage, family, language and change. It also explains the theories used by anthropologists to understand human behaviour cross-culturally. (3,0)

ANTH 102 Introduction to Physical Anthropology and Archeology

3 CR

This course investigates the origins of humans; examines the evidence for Darwinian evolution; explores our relationship with other primates; and examines the oldest civilizations. (3,0)

ANTH 201 Social Structure I - Ethnography

3 CR

Review of structural functional theory and method. Survey of structural functional ethnographies and the examination of societies of various subsistence bases, geographical milieu, kinship organizations, and political structures. (3,0)

ANTH 202 Social Structure II - Theory and Method

3 CR

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. (3,0)

Applied Science

APSC 100 Introduction to Engineering 0 CR

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

APSC 120 Engineering Drawing 3 CR

This is an introductory drafting course for those students who are interested in a degree in Engineering. Topics covered are orthographic projection, technical sketching, engineering geometry, graphic solution of space and vector problems, azimuth and bearing problems, contour lines, cutting planes and developments, graphical integration and differentiation, logarithmic graphs and presentation of engineering data on graphs. (2,3)

APSC 121 Computer Aided Drafting 3 CR

This course acts as an introduction to computer aided drafting systems for those students who are interested in a degree in Engineering. Students will become familiar with a major CAD computer system and its drafting applications.

Pre-requisite: APSC 120 (1,2)

Biology

BIO 101 Biology for Science Majors I 3 CR

This course examines the nature of Biology as a science, the origin of life, simple chemical reactions, the structure and function of molecules and fermentation, respiration and photosynthesis. Hereditary mechanisms will also be studied.

Pre-requisites: Biology 040 or Biology 11 and Chemistry 040 or Chemistry 11, (3,3)

BIO 102 Biology for Science Majors II 3 CR

A continuation of BIO 101. This course surveys the diversity of life. The ecological and evolutionary bases for the diversity of organisms will be discussed, as will the anatomy and physiology of plant and animal organ systems. Human origins will be discussed.

Pre-requisites: As for BIO 101 (3,3)

BIO 103 Biology for Non-Majors I (Fall Semester) 3 CR

Planning a career in the Arts, Social Sciences or Humanities? This course, together with BIO 104, will meet your degree or certificate requirement for a "lab science". It is a general course, surveying biological topics of interest in modern society: biological molecules, basic cell structure and functions, genetics, the origin of life and animal diversity.

Pre-requisites: none (3,3)

BIO 104 Biology for Non-Majors II (Spring Semester) 3 CR

This is the companion course to BIO 103, to complete the "lab science" requirement of degree/certificate programs in the Arts, Social Sciences or Humanities. Topics discussed are: Ecology (energy transfer, nutrients, population growth and stability), Human Biology (ecology, pollution), and Economic Botany (plant anatomy, origin of the world's food crops, exploration/resource utilization of the globe).

Pre-requisites: none (3,3)

BIO 201 Cell Structure 3 CR

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

Pre-requisites: Bio 101 and 102, Chem 111 and 112 or Chem 113 and 114
Co-requisite: Chem 203 (3,0)

BIO 202 Cell Chemistry 3 CR

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

Pre-requisites: Bio 201
Co-requisite: Chem 204 (3,0)

BIO 205 Introduction to Microbiology I 3 CR

A historical perspective of microbiology, followed by topics which include a survey of the bacteria, bacterial cell structure in relation to its function, bacterial growth kinetics and a survey of the lower protists. An introduction to virology and bacterial metabolism, including environmental factors which affect microbial growth and survival will also be presented.

Pre-requisites: Biology 101 and 102
Co-requisite: Chem 203 (3,3)

BIO 206 Introduction to Microbiology II 3 CR

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.

Pre-requisite: Bio 205
Co-requisite: Chem 204 (3,3)

Chemistry

CHEM 111 Fundamentals of Chemistry I 3 CR

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

Pre-requisite: Chem 12 (3,3)

CHEM 112 Fundamentals of Chemistry II 3 CR

This course includes thermodynamics, a quantitative discussion of equilibrium and ionic solutions, and reaction kinetics. Together with CHEM 111 this course gives credit for first year university chemistry at an appropriate science major, applied science and premed. level.

Pre-requisite: Chem 12 (3,3)

CHEM 113 Introduction to Chemistry I 3 CR

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.

Pre-requisite: Chem 11 or Chem 040. (3,3)

CHEM 114 Introduction to Chemistry II 3 CR

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.

Pre-requisite: Chem 11 or Chem 040 (3,3)

CHEM 201 Physical Chemistry 3 CR

This course, a survey of physical chemistry, is suitable for student majoring in science programs such as chemistry, physics, biology and pharmacy. The course comprises a discussion of the laws of thermodynamics followed by a treatment of the equilibrium thermodynamics of gases and solutions.

Pre-requisite: Chem 112 or Chem 114 (3,3)

CHEM 202 Inorganic and Co-ordination Chemistry 3 CR

With Chem 201, this course forms a second year chemistry course for science major students. The structure, bonding and properties of transition metal and other complexes are discussed.

Pre-requisites: Chem 111 or Chem 113 (3,3)

CHEM 203 Organic Chemistry I

3 CR

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.

Pre-requisite: Chem 111 or 112; or Chem 113 or 114 (3,3)

CHEM 204 Organic Chemistry

3 CR

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.

Pre-requisite: Chem 203 (3,3)

Commerce

COM 110 Quantitative Analysis

3 CR

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 and programming package.

Pre-requisites: Math 101 and Math 1023 (3,0)

COM 120 Organizational Behaviour

3 CR

Information extracted from various areas of psychology (industrial organizational and social) and management will be utilized to study the nature of work, people and organizations. Topics include: motivation, leadership, communication, Japanese management and organizational strategy, job design, job enrichment, management by objectives, organizational design and climate, basics of research design and the use of surveys (questionnaires and interviews) in the workplace. Organizational behaviour will be examined through lectures, discussion and practical application of learned materials. (3,0)

COM 201 Accounting

3 CR

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 Financial Accounting

3 CR

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.

Pre-requisite: Com 201 (3,0)

COM 207 Business Statistics I

3 CR

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

Pre-requisites: Math 102 (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 Business Statistics II

3 CR

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

Pre-requisite: Com 207 (3,0)

Computer Science

CSC 109-3 Computing Science I

3 CR

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.

Pre-requisite: Algebra 12 or Math 12 or equivalent.

Co-requisite: Math 101 or instructor's permission

CSC110-3 Computing Science II

3 CR

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.

Pre-requisites: Math 101 and CSC 109 (Math 109).

Co-requisite: Math 102 (3,3)

CSC 214-3 Introduction to Computer Systems

3 CR

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.

Pre-requisite: CSC 110 (3,3)

CSC 216-3 Introduction to Data Structures

3 CR

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.

Pre-requisites: CSC 110, and CSC 214 (3,3)

CSC 224 Computer Organization

3 CR

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.

Pre-requisites: CSC 110, and CSC 214 (3,3)

Criminology

CRIM 101 Introduction to Criminology

3 CR

Introduction to basic criminological jargon. Status and subject matter of criminology as a profession/science. Historical evolution of criminology. Relationship between theory and practice. Analysis of modern criminal policy. (3,0)

CRIM 102 Psychology of Criminal and Deviant Behaviour

3 CR

This course examines various theoretical approaches to the psychology of criminal and deviant behaviour. It commences with historical perspectives that are based upon internal, biological constructs and progresses through the psychoanalytical and type theories to a social learning perspective including the social-structural and symbolic-interactionist theory.

Pre-requisite: CRIM 101 or PSYC 101 (3,0)

CRIM 103 Introduction to the Criminal Justice System

3 CR

An introduction to the legal and social organization of the Canadian Criminal Justice System. The accused is followed from initial contact with the police to a final disposition on the street, at court, or in the correctional system. The rights, responsibilities and discretion of all participants in the proceedings will be examined in detail. The processing and treatment of offenders in Canada will be evaluated in terms of fairness and effectiveness.

(3,0)

CRIM 106 Sociological Explanations of Crime and Deviance

3 CR

The major sociological perspectives and theories will be presented and applied to various types of crimes and deviance. The assumptions, consistency and completeness of these accounts will be critically assessed. Findings for and against these theories will be evaluated. Finally, the practical implications of these approaches will be discussed.

Pre-requisites: SOC 101 or Crim 101

(3,0)

CRIM 120 Research Methods in Criminology

3 CR

Introduction to practice of research methods in criminology. Study of theory, logic, process and structure of research as well as research design, data collection and analysis. Introduction to research report writing. Hands-on computer experience and direct working interaction with local criminal justice system agencies.

Pre-requisites: CRIM 101, CRIM 102, CRIM 103, PSYC 201

(3,1½)

CRIM 241 Introduction to Corrections

3 CR

Introduction to the Canadian Correctional System. History and development of prisons in Canada. Examination of punitive philosophies in Canada. Structure, organization and dynamics of correctional institutions. Examination of treatment and programming in Canadian Corrections

Pre-requisites: CRIM 101 and CRIM 103.

(3,0)

Economics

ECON 101 Introduction to Economics

3 CR

An introduction to Economics and the Free Enterprise Economy. Topics include: an overview of economic systems, supply and demand and various product, labour and financial markets; organization and behaviour of business under different industry environments; topics in consumerism. Throughout, issues related to the national, provincial and local economy will be discussed.

(3,0)

ECON 102 Canadian Economics Issues

3 CR

This course reviews current issues such as taxation, governmental economic policies, domestic and foreign investment, foreign trade problems and labour. Readings in current periodicals, publications of the Economics Council of Canada, current statistical publications, and other assigned readings form part of the material in this course.

(3,0)

ECON 201 Principles of Economics - Macroeconomics

3 CR

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.

(3,0)

ECON 202 Principles of Economics - Microeconomics

3 CR

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.

(3,0)

English

ENGL 101 Literature and Composition I

3 CR

A study of the 20th Century short story and drama, and a consideration of effective composition practices. Students will write a minimum of three essays on literature.

(3,0)

ENGL 102 Literature and Composition II

3 CR

A study of the 20th Century poetry and novels, and a consideration of effective composition practices. Students will write a minimum of three essays on literature.

(3,0)

ENGL 103 Composition and Style

3 CR

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 Introduction to Literature and Composition

3 CR

This course will introduce students to three kinds of literature: poetry, fiction, and drama, and include readings from the classical to the modern periods. Students will write a minimum of three essays on literature. Strongly recommended for students who take English 103 as their first English course.

(3,0)

ENGL 106 Film Appreciation

3 CR

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.

(1,2)

ENGL 201 English Literature, 1350-1688

3 CR

A survey of English Literature from Chaucer to Milton based on a selection of poetry from major authors. Students are required to submit at least three essays on literary topics.

Pre-requisites: Two of ENGL 101, 102, 103

((3,0)

ENGL 202 English Literature, 1688-1900

3 CR

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.

Pre-requisites: Two of ENGL 101, 102, 103

(3,0)

ENGL 203 Canadian Literature I

3 CR

An introduction to the study of Canadian Literature involving writers from the beginning to the 1940s. Journals, poetry, fiction, and satire will be included. Students are required to submit three essays on literary topics.

Pre-requisites: Two of ENGL 101, 102, 103

(3,0)

ENGL 204 Canadian Literature II

3 CR

A study of the development of poetry, fiction, drama, essays, biography, and satire from 1940 to the present. Students will be required to submit a minimum of three essays or literary topics.

Pre-requisites: Two of ENGL 101, 102, 103

(3,0)

ENGL 213 Short Fiction I 3 CR

A survey of the short story and novella from Poe to Lawrence. Students will be required to write at least three essays on literary topics.

Pre-requisites: Any two of ENGL 101, 102, 103 (3,0)

ENGL 214 Short Fiction II 3 CR

A survey of the short story and novella from Kafka to the present. Students will be asked to write at least three essays on literary topics.

Pre-requisites: Any two of ENGL 101, 102, 103 (3,0)

Forestry

DEND 111 Dendrology I 3 CR

This course covers both morphology (identification) and functioning (physiology) of trees. The lectures cover structure and function of seed, roots, stem, and leaves; tree growth; dormancy and stand development. The labs concentrate on recognition of B.C. and Canadian species of broadleaf trees, with experimental assignments to reinforce lecture material.

Pre-requisite: Biology 12; alternatively students may take Biology 101 or 103 as co-requisites. (3,2)

DEND 112 Dendrology II 3 CR

A continuation of DEND 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. (3,2)

French

NOTE: Students with preparation in French other than specific course prerequisites may be admitted to courses. Please contact a counsellor.

FREN 101 Intermediate College French, Level 5 3 CR

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.

Pre-requisite: FREN 12 (3,1½)

FREN 102 Intermediate College French, Level 6 3 CR

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.

Pre-requisites: FREN 101 (3,1½)

Geography

GEOG 101 Man's Sense of Place: An Introduction to Geography 3 CR

An introduction to the development, structure, concepts, and methods of modern Geography, emphasis being given to four distinct traditions: Man/Land, Spatial, Regional, and Cultural/Historical approaches to the discipline. This course may be useful for those students wishing to enter programs in architecture, urban and regional planning, and education. (3,3)

GEOG 103 Canada: Some Geographical Perspectives 3 CR

An introduction to the geographical character of Canada. Emphasis is on an examination of the development of settlement patterns, the Canadian urban system, changes in rural Canada, resource development, and the characteristics programs in elementary and secondary education. (3,0)

GEOG 201 Weather and Climate 3 CR

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)

GEO 202 The Surface of the Earth 3 CR

A continuation of Geog 201. This course may be useful for students who wish a lab science. It may also be taken by those wishing to study meteorology and other environmental sciences. It is a required course for a B.Sc. degree in Geography.

Pre-requisites: GEOG 201 (3,3)

GEOG 203 Economic Geography 3 CR

A geographic view of economic activities and behaviour, using both a "systems" and "behavioural" approach. Traditional and more recent theories of Economic Geography will be examined in the light of these two approaches. This course may be useful for students wishing to enter programs in Economics, Commerce, Appraising, and Municipal Administration.

Pre-requisites: GEOG 101 and 103 (3,0)

GEOG 205 The Evolution of the Cultural Landscape 3 CR

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.

Pre-requisites: GEOG 101 and 103 (3,0)

History

HIST 101 World History: The Early Twentieth Century 3 CR

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 World History: The Mid-Twentieth Century 3 CR

This course treats world history of the mid-twentieth century in a framework similar to that of HIST 101. The development of the irrational society, the Chinese Revolution, and the continual crises in the Middle East represent recent examples of historical phenomena of universal significance. (3,0)

HIST 103 History of Canada to 1841

3 CR

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 History of Canada since 1841

3 CR

This course extends the investigation of the theme of dependence in Canadian history to the modern period. (3,0)

HIST 201 Nineteenth Century European Thought

3 CR

This course examines the ideas of European thinkers, such as Burke, Goethe, Wilberforce, Hegel, Malthus and J.S. Mill, from the French Revolution to 1870 on politics, society, economics, religion, and science. (3,0)

HIST 202 Twentieth Century European Thought

3 CR

This course examines the ideas of European thinkers such as Marx, Darwin, Weber, Freud, Ginsten Keynes and Sartre, of the modern period on politics, society, economics, religion and science. (3,0)

Mathematics

MATH 100 Precalculus Mathematics

This course is designed to prepare students for the introductory calculus sequence. It is intended primarily for those students who have a weak mathematical background, i.e. students who do not have an A or B grade in Algebra 12 or who have been unsuccessful in passing the Calculus Readiness Test administered by the College. 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.

Pre-requisites: Algebra 11 or MATH 040 (4,0)

MATH 101 Calculus I

3 CR

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.

Pre-requisites: Algebra 12, or MATH 100

NOTE: Persons with a C+ grade or less in Algebra 12 must take the CNC Math Diagnostic Test to confirm placement in this course. In addition, those students who have been out of school for two or more years should also take the diagnostic test as well.

MATH 102 Calculus II

3 CR

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 science and applied science programs.

Pre-requisites: MATH 101 (4,0)

MATH 103 Finite Mathematics

3 CR

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, and linear programming.

Pre-requisites: Algebra 11, or MATH 040 (3,0)

MATH 104 Introduction to Statistics

3 CR

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.

Pre-requisites: Algebra 11 or MATH 040 (3,0)

MATH 105 Introductory Programming with Statistics

3 CR

This course is a continuation of MATH 104, and is intended for 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.

Pre-requisites: MATH 104 and Algebra 12

MATH 201 Calculus III

3 CR

Vectors in two and three dimensions, vector functions and their derivatives, functions of several variables, partial differentiation, the gradient, chain rule, and implicit functions.

Pre-requisites: MATH 102 (3,0)

MATH 202 Calculus IV

3 CR

Multiple integrals, vector fields, line and surface integrals, Green's theorem, complex numbers and functions, and an introduction to differential equations.

Pre-requisites: MATH 201 (3,0)

MATH 203 Introduction to Analysis

3 CR

Elementary Logic, induction, sequence, limits, completeness, continuity, differentiability, supremum and infimum, uniform continuity, and some theorems of calculus.

Pre-requisites: MATH 101 or 102 (3,0)

MATH 204 Linear Algebra

3 CR

Vector spaces, linear equations, bases, dimension, inner product spaces, linear transformations and matrices, determinants, eigenvectors, eigenvalues, and applications.

Pre-requisites: MATH 102 (3,0)

MATH 215 Differential Equations I

3 CR

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, and the two body problems.

Pre-requisites: MATH 102 and 204 (3,0)

Philosophy

PHIL 101 Moral Philosophy

3 CR

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 judgement?" "Is euthanasia wrong?" "Do we have obligations to future generations?" (3,0)

PHIL 102 Theory of Knowledge

3 CR

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 Basketball 3 CR

An introduction to the skills, rules, offensive/defensive strategies, teaching methods and techniques of basketball.

P.E. 103 Scientific Basis of Athletic Conditioning 2 CR

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 Cross Country Skiing 2 CR

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 Volleyball 2 CR

This course is an introduction to the theory, practice and teaching of the fundamental skills of volleyball. (1.2)

P.E. 106 Badminton 2 CR

This course is an introduction to the theory, practice and teaching of the fundamental skills of badminton. (1.2)

P.E. 107 Soccer 2 CR

This course is an introduction to the theory, practice and teaching of the fundamental skills of soccer. (1.2)

P.E. 108 Minor Games 2 CR

This course will cover the theory, practice and teaching of minor games. (1.2)

P.E. 110 Tennis 2 CR

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 Dance Forms 2 CR

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. 121 An Introduction to the Study of Sport 3 CR

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 Biodynamics of Physical Activity 3 CR

An introductory examination of the mechanical, anatomical, and physiological bases of human physical performance. (3.0)

P.E. 124 Dynamics of Motor Skill Acquisition 3 CR

An introductory examination of motor skills acquisitions, the variables which influence the learning and performance of motor skills, and the relationship between skills acquisition and growth and development (3.0)

P.E. 203 Human Functional Anatomy and Applied Psychology I 3 CR

This course relates the basic structure and functions of the human body and the relationship of the fundamental mechanisms of human physiology to exercise.

Pre-requisite: P.E. 123 (2.2)

P.E. 204 Human Functional Anatomy and Applied Psychology II 3 CR

This course relates the basic structure and functions of the human body and the relationship of the fundamental mechanisms of human physiology to exercise.

Pre-requisite: P.E. 203 (2.2)

P.E. 222 Sport in Canadian Society

An historical and theoretical analysis of sports in Canadian society. (3.0)

Pre-requisites: P.E. 121

Physics

PHYS 101 Introductory Physics 3 CR

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.

Pre-requisites: Physics 12 and Algebra 12.

Co-requisite: MATH 101 (3.3)

PHYS 102 Introductory Physics II 3 CR

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.

Pre-requisites: PHYS 101 and MATH 101

Co-requisite: MATH 102 (3.3)

PHYS 105 General Physics I 3 CR

A general, algebra-based physics course, intended for those not majoring in the physical sciences. Topics covered are kinematics, circular motion, dynamics, equilibrium, momentum, energy, fluids, temperature and heat.

Pre-requisites: PHYS 11 or PHYS 040 and Algebra 11 or MATH 040 (3.3)

PHYS 106 General Physics II 3 CR

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.

Pre-requisites: PHYS 11 or PHYS 040 and Algebra 11 or MATH 040 (3.3)

PHYS 201 Thermodynamics 3 CR

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.

Pre-requisites: PHYS 106 or PHYS 102 and MATH 102.

Co-requisite: MATH 201 (3.3)L

PHYS 202 Electricity and Magnetism 3 CR

Topics include Electrostatic Charges, the Electric Field, Gauss' Law, the Electric Potential, Capacitance, Current and Resistance, Electric Circuits, A.C. Circuits, the Magnet Field, Ampere's Law, Faradays' Law. A series of experiments designed to demonstrate the concepts of electricity and magnetism and modern physics are included.

Pre-requisites: PHYS 106 or MATH 201

Co-requisite: MATH 202 (3.3)

PHYS 204 Mechanics I - Statics 3 CR

A first course in mechanics for students going into engineering and the physical sciences. Topics include vectors, statics of particle and rigid bodies, kinematics and dynamics of particles, and central forces.

Pre-requisites: PHYS 102 or PHYS 106 and MATH 102
Co-requisite: MATH 201 and MATH 204 (3.0)

PHYS 205 Mechanics II - Dynamics 3 CR

A continuation of Physics 204. Topics include systems of particles, kinematics and dynamics of rigid bodies, centroids and moments of inertia, and mechanical vibrations (optional).

Pre-requisite: PHYS 204
Co-requisites: MATH 202 (3.0)

Psychology

PSYC 101 Introduction to Psychology I 3 CR

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. (3.3)

PSYC 102 Introduction to Psychology II 3 CR

A continuation of PSYC 101. Topics will include intelligence and intelligence testing, personality assessment, motivation, emotion, mental health and behavioural disorders, psychotherapy, and Social Psychology.

Pre-requisites: PSYC 101 (3.0)

PSYC 103 Human Sexuality 3 CR

This course is designed to provide a basic understanding of human sexuality from a biological, psychological, and social perspective. Topics will include such items as anatomy, physiology and sexual responses, psychosexual development, sexual behaviour and sexual complications. (3.0)

PSYC 201 Statistics for the Social Sciences 3 CR

This course covers the basic principles of descriptive and inferential statistics and their application to research in the social sciences. Experience will also be gained on the use of computer programmes for data analysis. Highly recommended for majors in the social sciences.

Pre-requisites: Algebra II or MATH 040 (3.3)

PSYCH 202 Experimental Psychology 3 CR

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 social sciences.

Pre-requisites: PSYC 101 and PSYC 201 (3.3)

PSYC 203 Dynamics of Behaviour I 3 CR

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.

Pre-requisites: PSYC 101 and 102 (3.0)

PSYC 204 Social Psychology 3 CR

The study of human behaviour and adjustment within interpersonal and social situations. Some of the topics 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.

Pre-requisites: PSYC 101 and 102 (3.0)

PSYC 205 Developmental Psychology I 3 CR

The psychological development of the human being from conception through childhood. Includes the cognitive, psychomotor, social and emotional aspects for development.

Pre-requisites: PSYC 101 and 102 (3.0)

PSYC 206 Developmental Psychology II 3 CR

The psychological development of the human being from puberty through old age. Includes the cognitive, psychomotor, social and emotional aspects of development.

Pre-requisites: PSYC 101 and 102

PSYC 207 Psychopathology 3 CR

This course examines a wide variety of models of psychopathology (e.g., medical, dynamic, behavioural) and the causes and treatments of behavioural disorders (e.g., anxiety disorders, somatoform disorders, schizophrenia, affective disorders, psychopathy, alcoholism).

Pre-requisites: PSYC 101 and 102 (3.0)

Sociology

SOC 101 Introduction to Sociology I 3 CR

An introduction to the basic sociological theories and methods for studying individuals, groups, and institutions. Topics described and explained will include culture, socialization, families, education, gender, aging, and deviance. These concerns will be illustrated and developed with Canadian materials. (3.0)

SOC 102 Introduction to Sociology II 3 CR

A continuation of SOC 101. Topics described and explained will include the characteristics and changes in the general population, local communities, ethnic groups, social movements, political parties, work settings and religious organizations. These concerns will be illustrated and developed with Canadian materials.

Pre-requisites: SOC 101 (3.0)

SOC 203 Canadian Society I 3 CR

An examination of the Canadian socio-economic structure, the main ideologies, and the basis for a national identity.

Pre-requisites: SOC 101 and 102 (3.0)

SOC 204 Canadian Society II 3 CR

An investigation into the multi-cultural nature of Canadian society and the problem of racism.

Pre-requisites: SOC 101 and 102 (3.0)

SOC 206 Social Problems 3 CR

A sociological study of the creation, causes, and consequences of contemporary social problems in Canadian society. Topics described and explained will include organized crime, corporate criminology, juvenile delinquency, family violence, rape, pornography, mental illness, alcoholism, and drug abuse. Factual and moral arguments concerning these and other social problems will be evaluated. (3.0)

CNC - University Transfer Equivalencies

CNC	SFU	UBC	U.VIC.	CNC	SFU	UBC	U.VIC.
Anth 101	S.A. (3)	Anth (1 1/2)	Anth 100 (3)	CSC 109	Cmpt 103 (3) or Cmpt 101 (3) with B grade	CPSC 114 (1 1/2)	C.Sc. 110 (1 1/2)
Anth 101	S.A. 270 (3)						
Anth 202	S.A. (3)						
Anth 102	Arc (3)	Anth (1 1/2)	Anth. level (1 1/2)	CSC 110	Cmpt (3)	CPSC 116 (1 1/2)	C.Sc. 115 (1 1/2)
Anth 103	S.A. 200 (Division)			CSC 210	MACM 316j (3)	unassigned (1 1/2)	C.Sc. 240 (1 1/2)
Apsc 100		Apsc 120		CSC 214	CMPT 105 (3)		
Bio 101	BiSc 101 (3)	Biol 101 (3) or Biol 102 (3)	Bio 150 (3)	CSC 216	CMPT 201 (3)	CPSC 215 (3)	C.Sc. 230 (1 1/2)
Bio 102	BiSc 102 (3)	Biol 102 (3)		CSC 224	CMPT 290 (3)	unassigned (1 1/2)	C.Sc. 250 (1 1/2)
Bio 103*	BiSc 101 (3)	Biol 11/2 Biol (3)	Biol 150 (3)	Draw 141/142		APSC 150	Engr 150
Bio 104*	BiSc 102 (3)	Biol (1 1/2)	"B" or above	Engl 101*			Engl 121 (1 1/2)
Bio 111	BiSc (3)	Biol (1 1/2)	Biol 100 level (1 1/2)	Engl 102*	Engl (3)	any 2	Engl 122 (1 1/2)
Bio 112	BiSc (3)	Biol (1 1/2)	Biol 100 level (1 1/2)	Engl 103*	Engl (3)	English 100 (3)	Engl 115 (1 1/2)
Bio 121	BiSc (3)	Biol (1 1/2)	P.E. 141 (1 1/2)	Engl 104*	Engl (3)	English 100 (3)	Engl 116 (1 1/2)
Bio 122	BiSc (3)	Biol (1 1/2)	P.E. 241 (1 1/2)	Engl 201	Engl (3)		Engl 200 (3) or
Bio 201	BiSc 201 (3)	Biol 200 (1 1/2)	Biol 200 (1 1/2)	Engl 202	Engl 206 (3)	Engl 201 (3)	Engl 200 level (1 1/2)
Bio 202*	BiSc (3)	Biol 201 (1 1/2)	Biol 200 (1 1/2)	Engl 203	Engl 221 (3)		
Bio 203	BiSc 204 (3)	Ecology 2nd Yr. (1 1/2)	Biol 306 (1 1/2)	Engl 204	Engl 221 (3) or Engl (3) if	Engl 202 (3)	Engl 202 (3)
Bio 204	BiSc 202 (3)	Genetics 2nd Yr. (1 1/2)	Biol 300 (1 1/2)		221 otherwise obtained		
Bio 205	BiSc (3) BiSc 303 (3)		Micr 200 level (1 1/2)	Engl 213	Engl (3)		Engl 200 level (1 1/2)
Bio 206	BiSc (3) BiSc (3)	Micr 200 (3)	Micr 200 level (1 1/2)	Engl 214	Engl (3)	Engl 200 level (3)	Engl 200 level (1 1/2)
Bio 207	BiSc (3)	Zool 203 (1 1/2)	Biol 207 (1 1/2)				
Bio 208	BiSc 203 (3)	Zool (1 1/2)	Biol 200 level (1 1/2)				
Bio 209	BiSc 326 (3)	Botany 209 (1 1/2)	Biol 203 (1 1/2)				
Chem 111	Chem 104 (3)	Chem 120 (3)	Chem 101 (1 1/2)	Crim 101	Crim 101 (3)	Soci (1 1/2)	Soci 100 level (1 1/2)
Chem 112	Chem 105 (3)		Chem 102 (1 1/2)	Crim 102	Crim 103(3)	Psyc (1 1/2)	Psyc 200 level (1 1/2)
Chem 113	Chem (3)	Chem 110 (3)	Chem 120 (3)	Crim 103	Crim 131 (3)	Soci (1 1/2)	Soci 100 level (1 1/2)
Chem 114	Chem (3)			Crim 106	Crim 104 (3)	Soci (1 1/2)	Soci 200 level (1 1/2)
Chem 201	Chem 261 (3)	Chem 205 (3) or	Chem 200 level (1 1/2)	Crim 120	Crim 120 (3)	Soci 200 level (1 1/2)	Soci 200 level (1 1/2)
Chem 202*	Chem 232 (3)	Chem 201 (3)	Chem 200 level (1 1/2)	Crim 241	Crim 241 (3)	Soci (1 1/2)	Soci 200 level (1 1/2)
Chem 203*	Chem 251 (3)	Chem 203 (3) or					
Chem 204*	Chem 252 (3)	Chem 230 (3)	Chem 231 (1 1/2) Chem 232 (1 1/2)	Econ 101	Econ 100 (3)	Econ (1 1/2)	Econ 100 level (1 1/2) (Econ 100 (3))
Com 110		Com 110 (1 1/2)		Econ 102	Econ 101 (3)	Econ (1 1/2)	Econ 100 level (1 1/2) (Econ 100 (3))
Com 120	Bus 270 (3)	Com 120 (1 1/2)		Econ 201*	Econ 205 (3)	Econ (1 1/2) or Econ	Econ 202 (1 1/2)
Com 201	Com 222 (3)	Com 151 (1 1/2)	Comm 151 (1 1/2)	Econ 202*	Econ 200 (3)	Econ (1 1/2) 100 (3)	Econ 201 (1 1/2)
Com 202		Com 153 (1 1/2)		Fren 101	see SFU Calendar		
Com 207	Math (3)	Com 211 (1 1/2)	Math 200 level (1 1/2)	Fren 102		Fren 120 (3)	Fren 180 (3)
Com 208	Math (3)	Com 212 (1 1/2)	Math 200 level (1 1/2)				

* Students should see a Counsellor to check on specific comments applicable to these courses.

CNC - University Transfer Equivalencies

CNC	SFU	UBC	U.VIC.	CNC	SFU	UBC	U.VIC.
Geog 101*	Geog 101 (3)	Geog (1 1/2)	Geog 101B (1 1/2)	PE 123	KIN (3)	PE 163 (1 1/2)	PE 100 level (1 1/2) may be used in lieu of PE 142
Geog 103*	Geog 262 (3)	Geog 103 (1 1/2)	Geog 102 (1 1/2)	PE 124	KIN (3)	PE 164 (1 1/2)	PE 100 level (1 1/2) may be used in lieu of PE 142
Geog 201*	Phys Geog (3)			PE 203	KIN (3)		PE 200 level (1 1/2)
Geog 202*	Geog 111 (3)	Geog 101 (3)	Geog 203B (1 1/2)	PE 204		PE 391 (3)	
Geog 203*	Phys Geog (3)		Geog 203A (1 1/2)	PE 222		PE 261 (1 1/2)	PE 200 level (1 1/2)
Geog 205*	Geog (3)						
Geog 121 (3)	Geog 121 (3)	Geog 201 (1 1/2)	Geog 201 (1 1/2)				
Geog 141 (3)	Geog 141 (3)	Geog 200 (1 1/2)	Geog 205 (1 1/2)				
Hist 101	Hist (3)	Hist 125 (3)		Phys 101*	Phys 120 (3)		
Hist 102	Hist (3)		Hist 242 (3)				
Hist 103	Hist 101 (3)	Hist 135 (3)	Hist 230 (3)	Phys 102	Phys 121 (3)	Phys 115 (3)	Phys 110/120 (3) or
Hist 104	Hist 102 (3)			Phys 105	Phys 1201 (3)	100 level (1 1/2) each	
Hist 201	Hist 224 (3)	Hist (1 1/2)	Hist 200 level (1 1/2)		Phys 131 (2)	Phys 110 (3)	Phys 103 (3) or
Hist 202	Hist 225 (3)	Hist (1 1/2)	Hist 200 level (1 1/2)	Phys 106*	Phys 102 (3)		Phys 102 (3) with "B" or better
Math 100	Math 100 (3)	Math 111 (3) (1 1/2) in Faculty of Science	Math 012 (0)	Phys 201	Phys (2)	Phys 213 (2)	Phys 217 (1 1/2)
Math 101	Math 151 (3)	Math 100 (1 1/2)	Math 130 (3) or Math 100 (1 1/2) and	Phys 202	Phys 221 (3)	Phys 200 level (1 1/2)	Phys 200 level (1 1/2)
Math 102	Math 152 (3)	Math 101 (1 1/2)	Math 101 (1 1/2)	Phys 203*	Phys 234 (2)		
Math 103*	Math (3)		Math 151 (1 1/2)	Phys 204	Phys 211 (3)	Phys 155 (3)	Phys 120 (1 1/2)
Math 103*	Math (3)	For 130 if both	Math 151 (1 1/2)	Phys 205	Phys 212 (3)	Phys 216 (2)	Phys 220 (1 1/2)
Math 104*	Math 101 (3)	Math 104 & 105 completed	Math 100 level (1 1/2)				
Math 105*							
Math 109*	Compt 105 (3)	C.Sc. 101 C.Sc.	C.Sc. 110 (1 1/2)	Psyc 101*	Psyc (3) Psyc 101 (3)	Psyc 111 (3)	Psyc 100 (3) or
Math 110*	Compt 103 (3)	C.Sc. 200 115 (3)	C.Sc. 115 (1 1/2)	Psyc 102*	Psyc (3) Psyc (3)		Psyc 100 level (1 1/2) each
Math 201	Math 251 (3)	Math 200 (1 1/2)	Math 200 (1 1/2) and	Psyc 103*	Psyc (3)	Psyc (1 1/2)	Hum 100 level (1 1/2)
Math 202	Math 252 (3)	Math 201 (1 1/2)	Math 201 (1 1/2)	Psyc 201*	Psyc 210 (3)		Psyc 200 (3) or
Math 203	Math 242 (3)	Math 220 (1 1/2)	Math 200 level (1 1/2)	Psyc 202*	Psyc 201 (3)	Psyc 200 (3)	200 level (1 1/2) each
Math 204	Math 232 (3)	Math 221 (1 1/2)	Math 233A (1 1/2)	Psyc 203*	Psyc (3)	Psyc 206 (3) or	Psyc 220 (3) or
Math 215	Math 310 (3)	Math 315 (1 1/2)	Math 200 level (1 1/2)	Psyc 204*	Psyc (3)	(1 1/2) each	200 level (1 1/2) each
Phil 101	Phil 120 (3)			Psyc 205*	Psyc 351 (3)	Psyc (1 1/2)	Psyc 200 level (1 1/2)
Phil 102	Phil 100 (3)	Phil 100 (3)	Phil 100 (3) level (1 1/2)	Psyc 206*	Psyc 355 (3)	Psyc (1 1/2)	Psyc 200 level (1 1/2)
PE 101		PE 210 (1)	PE 120 (1 1/2)	Psyc 207*	Psyc 340 (3)	Psyc (1 1/2)	Psyc 200 level (1 1/2)
PE 103	KIN (2)	PE 203 (1)	PE 115 (1/2)				
PE 104		PE (1)	PE 100 level (1/2)	Soc 101*	S.A. (3) S.A. 150 (3)	Soci 200 (3)	Soc. 200 (3)
PE 105		PE 219 (1)	PE 122 (1/2)			Soci 100 (3)	
PE 106		PE 220 (1)	PE 116 (1/2)	Soc 102*	S.A. (3) S.A. (3)		
PE107		PE 216 (1)	PE 121 (1/2)	Soc 201*	S.A. 202 (3)	Soci 2nd yr. (1 1/2)	Soci 200 level (1 1/2)
PE108		PE 218 (1)		Soc 202*	S.A. 200 level (3)	Soci 2nd yr. (1 1/2)	Soci 200 level (1 1/2)
PE 110		PE 226 (1)	PE 110 (1/2)	Soc 203*	S.A. 100 (3)		Soci 200 (3)
PE 113		PE 240 (1)	PE 100 level (1/2)	Soc 204	S.A. 200 level (3)	Soci 210 (3)	
PE 121		PE 161 (1 1/2)	PE 100 level (1 1/2)	Soc 206	S.A. 100 level (3)	Soci (1 1/2)	Soci 202 (1 1/2)

* Students should see a Counsellor to check on specific comments applicable to these courses.

Trades Training

The Trades Division of the College is a fully equipped training facility offering three different types of trade-related courses:

Apprenticeship Classes
Introductory or Entry-Level Trade Courses
Part-Time Upgrading Trades Courses

The following information describes each type of course grouped under these three main headings.

Apprenticeship Training

An apprenticeship is a formal written agreement (indenture) between an employer, an employee and the Ministry of Labour. Under this agreement an apprentice attends training classes at one of several B.C. colleges approximately once a year. The Ministry of Labour schedules these classes, arranges for apprentices to attend and monitors their progress.

CNC currently offers apprenticeship classes in the trades described below. Each program follows the provincial course outline approved by the Ministry of Labour. Persons interested in these or any other apprenticeable trade should contact:

The Apprenticeship and Employment Training Counsellor
Ministry of Labour
Plaza 400
1011 - 4th Avenue
Prince George, B.C. V2L 3H9
565-6020

or

The Apprenticeship and Employment Training Branch
Ministry of Labour
4211 Kingsway Street
Burnaby, B.C. V5H 3Y6
660-7200

Automotive Mechanical Repair Apprenticeship

Automotive Mechanical Repair is a four year apprenticeship program in a Designated Trade sponsored by the Apprenticeship and Employment Training Branch, Ministry of Labour.

The employment situation is normally 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 good communication skills are important.

Admission Requirements

To enter this program the participant must already be an indentured apprentice. Applicants must be in good health, non-allergic to solvents and lubricants, and must have a good mechanical aptitude (contact Ministry of Labour Apprenticeship Training Branch).

Dress:	Workers' Compensation Board regulations will apply. Safety toed boots are required.
Length of Program:	4 week intervals
Commencement Dates:	As per Ministry of Labour Schedule
Fees:	Tuition paid by Ministry of Labour
Registration:	\$15.00

Carpentry Apprenticeship

The Carpentry apprenticeship program is a Designated Trade. It is four years in length and sponsored by the Ministry of Labour, Apprenticeship and Employment Training Branch. Upon completion of the apprenticeship program a carpenter is expected to perform trade skills, be able to visualize a completed project from blueprints and working drawings and be able to give direction to 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 toe boots are required. Workers' Compensation regulations will apply.
Length of Program:	6 week intervals
Commencement Dates:	As per Ministry of Labour Schedule
Fees:	Tuition paid by Ministry of Labour
Registration Fee:	\$15.00

Heavy Duty Mechanics Apprenticeship

A 4 year program in a Designated Trade sponsored by the Ministry of Labour, Apprenticeship and Employment Training Branch. Upon completion the Heavy Duty Mechanic is expected to perform trade skills in the repair and maintenance of heavy equipment used in industries such as forest resources, mining and manufacturing.

Admission Requirements

To enter this program applicant must be an indentured apprentice (contact Ministry of Labour Apprenticeship Training Branch).

Dress:	Workers' Compensation Board regulations will apply. Safety toed boots are required.
Length of Program:	5 week intervals
Fees:	Tuition paid by Ministry of Labour
Registration Fee:	\$15.00

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. The apprenticeship is four years in length. Upon completion, a millwright is expected to perform trade skills in the repair, set-up and maintenance of stationary machinery used in a large variety of industries such as sawmilling, pulp mills and manufacturing plants.

Admission Requirements

To enter this program an applicant must be an indentured apprentice (contact Ministry of Labour, Apprenticeship Training Branch).

Length of Program:	5 week intervals
Dress:	Workers' Compensation Board regulations will apply. Safety toed boots are required.
Fees:	Tuition paid by Ministry of Labour
Registration Fee:	\$15.00

Welding

Welding has recently become an approved apprenticeship program, three years in length, and sponsored by the Ministry of Labour. The three levels of training are the C, B, and A level programs as described in the section, **Introductory Courses - Welding**. For information about becoming a welding apprentice, please contact the Ministry of Labour.

Introductory Trades Courses

The following courses are designed for anyone wanting to obtain entry-level training as a way of entering a trade. No previous trade experience or training is required for these courses. Individual entrance requirements are listed with each program description.

Cook Training

Ten Month Certificate Program

The cook training program is a pre-employment program that covers all facets of kitchen training. The program incorporates extensive practical experience with theory.

Students who successfully complete the program are able to find a variety of work placements in hotels, restaurants, catering or camps. The students may also enter into a formal apprenticeship.

Minimum Admission Requirements

- Completed Grade 10 or completed level III BTSD or GED or mature student
- A recent Health Certificate
- A recent chest x-ray

Strongly Recommended

Those planning to enter the program should have educational exposure to Foods 11 and 12, Career Preparation, etc., or have some work experience in the kitchen.

Applications

Available from the College and can be submitted at any time. The program begins the first week of August.

Fees

Tuition	\$620
Student Assn.	32
Registration	15
Lab Fees	62
Uniform Cleaning	32
Total	\$761

Program

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 manager (cold kitchen), elementary baking, elements of catering and banquet preparation, storeroom procedures (inventory control), and specialty presentation.

Theory and demonstrations are supplemented with practical sessions in the laboratory and kitchen.

Automotive Mechanical Repair

Co-operative Advanced Apprenticeship Training Diploma

This new and innovative program will be introduced in September 1986. It is designed to provide the entire apprenticeship technical training of the Automotive trade over three, four-month school semesters. Following each semester will be a (6) six week co-op work term placement in the automotive repair industry. The entire program will be delivered over an 18 month

period. Due to the intensity of the training, only 30 highly motivated students with the necessary pre-requisites will be admitted.

Students who successfully complete the Co-operative Advanced Apprenticeship Training program will be eligible to write the Tradesman's Qualification Certification examination for Automotive Mechanical Repair following 30 additional months of employment working with the tools of the trade, as per Ministry of Labour guidelines.

Students will alternate their 4-month terms of in-school theory training with six-week "work terms", being provided by interested employers. In all cases work positions are established to best suit the needs of both the employer and the student.

Admission Requirements

1. Preference will be given to those with successful completion of Grade 12 including English 12, Algebra 12, Physics 11.
2. All applicants must take the English and Math Skills Assessment (EMAT) at the College before their first semester. Students below a certain level in English and Math may be required to take a developmental program.
3. Mature students who do not meet the academic requirements may have their potential of success evaluated by taking the English and Math Skills Assessment. These results will be used to determine their eligibility for the program.

Applications

Obtainable from the College, may be submitted at any time. Initial decisions regarding acceptance will be made during the last week of March to permit any required developmental programs to be taken in July or August.

The program begins the first week of September.

Fees and Expenses

The total fee per 4 month semester plus 6 week co-op work term is \$427.80 payable at the start of each semester.

This fee consists of:

Tuition (including Co-op Fee)	\$400.00
Student Association	12.80
Registration	15.00
Expenses (estimated)	
Textbooks	150.00
Safety boots	65.00

The Program

September to December 1986

Theory and shop training covering all of first year and part of second year apprenticeship materials

January to mid-February 1987

Co-op work term placement in the automotive industry

Mid-February to mid-June 1987

Theory and shop training completing second year and most of third year apprenticeship materials

Mid-June to July 1987

Co-op work term placement

August 1987

Four (4) weeks of vacation

September to December 1987

Theory and shop training completing the third year and all of the fourth and final year of the automotive apprenticeship course outline

January to mid-February 1988

Final co-op work term

Mid-February 1988

Two weeks of review in preparation for the final theory examination and practical shop examination

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 on the practical application of the basic principles, sufficient theory and in-plant training will be covered to prepare students to write the Fourth Class Power Engineer's Examinations at the completion of the program.

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 Physics 040, Chemistry 11 or Chemistry 040, Drafting
Dress:	Workers' Compensation Board regulations will apply. Safety toed boots are required
Length of Program:	10 months, 6 hours per day
Commencement Dates:	September and January

Fees:

Tuition	\$620
Student Assn.	32
Registration (per yr.)	15
Uniform cleaning	32
Total	\$699

Training Access (TRAC) Program Certificate

This introductory trades training program is offered throughout B.C. and is transferrable to any other public community college in B.C. The program is designed to help students develop the skills necessary to obtain an apprenticeship or related employment. It is also designed to allow students to make choices as to which trade they wish to enter. Successful completion of the entire program is recognized by the Ministry of Labour as equivalent to the first year of apprenticeship in-school training.

Students who enroll are encouraged to advance through the program at the rate that best suits their abilities. When necessary, extra time and help is available to those who need individual assistance. As a Competency-Based program, students progress by demonstrating competence at each step in the development of skills. Students should expect to spend approximately 6 months completing the program.

The Program

Nine Trades are offered at CNC in 1986/87:

Steamfitting	Heavy Duty Mechanics
Plumbing	Joinery
Electrical	Machinist
Carpentry	Millwright
Automotive	

Many additional trades are offered at other institutions in the province using the same system of competency-based instruction. This system permits students to complete part of their program at CNC and transfer elsewhere to finish their training without repeating anything. As well, this system allows students to challenge, through exams, and obtain credit for previously learned skills or knowledge. This may reduce the training time required and avoid duplication of instruction or training.

Advanced credit in the program may be available for students coming from high school. Please check with your high school for further information.

Admission Requirements

All applicants are required to take a skills assessment test prior to entering the program. Students who do not possess the necessary Math or English skills may be required to improve their skills prior to starting training. In some cases this improvement may be accomplished as part of the student's training program.

A general medical examination is required with special note taken in cases of colour-blindness, respiratory problems, or allergies.

Dress: Compensation Board regulations will apply.
Safety toed boots are required.

Length of Program

Varies and depends on student ability. Students with previous experience or training may write challenge examinations and if successful may be exempted from sections of the program. Some students may obtain advanced credit in the program while attending high school.

Part-Time Program

As the program is organized into units or modules of study in a series to develop specific skills, students may choose to take only those skills necessary for improving their job performance or promotional possibilities. For others, only a partial program may be required to find employment. This program is very flexible and can accommodate a wide range of options to suit personal needs.

Commencement Dates

New classes start every two weeks.

Fees

Current fees (6 month period):

Registration	\$15.00
Labs	93.00
Student Assn.	19.20
Tuition -	
\$103 per level	309.00
Tool Deposit - (refundable)	50.00
Total	\$486.20

For less than a full program, fees will be pro-rated according to the number of skills taken or period of time required.

Extensions: \$72.00 per month, non-refundable

Registration

To register for TRAC, visit or write the College of New Caledonia, Admissions and Registration. Canada Employment and Immigration also sponsors students in 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. 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 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 Requirement:

Grade 10, GED, ABE III

Dress: Workers' Compensation Board regulations will apply. Safety toed boots and welding gloves are required.

Length of Program: May vary from 5 to 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)

For a 5 month program:

Tuition	\$360 for 5 months
Student Assn.	16 for 5 months
Registration per year or program	15.00
Total	\$391.00

Advanced Welding Upgrading, Registered "B" and "A" Levels & Testing

Course Content

Registered "B" Level contains training in the following practical and related knowledge modules:

P-7	Shielded Arc Welding II (SMAW II)
P-8	Gas Metal Arc Welding II (GMAW II)
P-9	Flux Core Arc Welding II (FCAW II)
P-10	Gas Tungsten Arc Welding I (GTAW I)
RK-4	Inspection Procedures
RK-5	Welding Standard and Quality Control
RK-6	Blue Print Reading II
PK-7	Metallurgy II

Registered "A" Level contains training in the following practical and related knowledge modules:

P-11	Shielded Metal Arc Welding III (SMAW III)
P-12	Gas Tungsten Arc Welding II (GTAW 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 types of test taken.

Expenses (Estimated)

Welding Gloves	\$12.00
Safety toed Boots	65.00
Books	
Student Association	12.80
Registration	15.00

Part-Time Trades Programs

These courses are offered through the office of Continuing Education: Trades. In general, these courses are short-term, part-time and frequently offered during evening hours. A large number of courses are offered each year to provide upgrading to Trades Qualification status, individual trade topics and trade-related certifications (e.g., Automotive Propane Conversion Certification). All necessary information is published in the Continuing Education brochure and announced in the media. If you require further information or wish to suggest a course you feel should be offered, contact the Office of Continuing Education at the College.

Attendance Policy

The Trades Division follows the attendance policy of the Apprenticeship and Employment Training Branch of the Ministry of Labour. Three days of unexcused absence (persistent tardiness is considered as absence), may result in student suspension or termination from a program. Due to the intense and often short-term nature of training in this Division, this policy applies to all trades courses.

General Information

Admission Procedures

New Students

- i. Write to or inquire at the office 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 a program has been chosen. Secondary School students may complete a Progress Report of Secondary School Subjects. 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 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 period specified in the College Calendar.

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 waiting list.

Admission Status - Geographic

Residents of School Districts 28 (Quesnel), 55 (Burns Lake), 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.

Special Status Students

a. Probationary Status

Assigned to students who are maintaining low grades in a course(s). At risk students will be identified at mid term and contacted by the counselling department.

Note: CNC students with a grade point average of 0.99 or lower will normally not be permitted to continue the course in the following semester.

b. 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.

c. 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 reassigned 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 work load.

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.

Canada Employment & 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. CEIC sponsored students are required to pay student association fees.

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.

Miscellaneous Fees

Grade Appeal	\$5
Transcript	5 for first copy 1 for each additional copy
Duplicate Diploma	5
I.D. Card Duplicate	5
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.

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 Admissions and Registration (level two, Vanderhoof Building). The first I.D. card is provided free. There is a \$5.00 fee for duplicate.

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.

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 credit for the course in another institution. Permission is required to continue in a sequential course.	1.0
S Successful achievement of determined learning requirements in a competency based 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.	
F Fail. No credit granted.	0.
E Exempt. This grade is assigned where a course is successfully challenged.	
N A student who completes no assignments for grading and who fails to officially withdraw from the course will receive an "N" 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 and requires the permission of the Director of the Division to re-enroll.	

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

Grading System - All Programs Excepting Nursing

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

Grading System - Nursing

A	90	100
B+	85	89
B	80	84
C+	75	79
C	70	74
P	65	69
F		65

For Programs using Grade Point Average (GPA)

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

The GPA 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 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

GPA 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. The highest grade point is included in the overall GPA. Other institutions to which a student might transfer may recalculate the GPA 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 \$5.00 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.

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.

Confidentiality

Information provided to the College of New Caledonia is kept in confidence. Academic records will only be released to parties outside the college when prior approval has been received in writing from the student.

Grade Appeal Procedure

1. 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, Academic 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, Academic outlining his or her claim for appeal. It shall be the responsibility of the Vice-Principal, Academic 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.
2. The written appeal will immediately be forwarded to the Grade Appeal Committee Chairman.
3. The Vice-Principal 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 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 griever not later than seven clear calendar days after the written grievance has been received.
4. The Vice-Principal shall receive a written appeal request from the griever after he or she has met with or contacted the CNC employee involved in the grievance. This contact constitutes a "court of first instance".
5. Students may not use this avenue to appeal decisions arising from situations where their conduct or behaviour 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 Vice-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.

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.

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

- a. The Grade Appeal Committee
- b. An Ad Hoc Committee composed as follows:
 - i. One student named by the Student Union
 - ii. Two Faculty members named by the Vice-Principal, Academic
 - iii. 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. Alternates may be named by the Principal, Vice-Principal, Academic 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.

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, Academic.

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, Academic not later than September 15 each year.
 - c. An Administrative appointee shall chair the Committee and is a voting member of the Committee.
3. It will be the responsibility of the Vice-Principal, Academic 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.

7. **The Nursing Practice Appeal Subcommittee** is a subcommittee of the College Grade Appeal Committee.

The Subcommittee will:

- a. Review all appeals related to a final grade of "F" based on unsatisfactory clinical performance in a Nursing course.
Receive all documentation related to the appeal from the Director, Health and Social Sciences Division.
At the end of the review all documents will be returned to the Grade Appeal Committee Chairman.
- b. Make recommendations to the Grade Appeal Committee Chairman.

The Members of the Subcommittee will be:

- i. Two members of the Nursing Progress Committee
- ii. One Nursing student
- iii. One expert witness from the professional nursing community to be appointed by the Vice-Principal, Academic (with recommendations from the Director, Health and Social Sciences Division).

Chairman: Director, Health and Social Sciences Division.

Grade Appeal Committee Chairman will inform the following of the outcome of the Appeal:

- student
- Vice-Principal, Academic
- Director, Health and Social Services
- Instructor

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 idea 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 the property of the College, its staff or students. It also includes conduct which leads to physical injury or to emotional disturbance of any of the above-mentioned persons.

Appeal Procedure re: Nursing Clinical Practice

1. The student will discuss the problem with the Chairman of the Nursing Program Progress Committee.
2. The Chairman of the Nursing Program Progress Committee will record the discussion that has taken place and what resolution, if any, has been effected. The report will be signed by the Chairman and the student. This report is to be forwarded to the Director, Health and Social Sciences Division.
3. If the student desires at this point to pursue the appeal further, the student will submit in writing to the Vice-Principal, Academic, a request for a formal review of the final grade. The student will be responsible for providing relevant data which he/she feels may not have been/has not been considered and the specific grounds upon which he/she is basing his/her appeal.
4. The written appeal will immediately be forwarded to the Grade Appeal Committee Chairman.
5. The Grade Appeal Committee Chairman will advise the Director of the Health and Social Sciences Division of the request for the review of the final grade based on unsatisfactory clinical performance in a Nursing course and provide the documentation.
6. The Director of the Health and Social Sciences Division will convene a meeting of the Nursing Practice Appeal Subcommittee within seven (7) days of the request. The time limit may be extended by mutual agreement between the student and the Nursing Practice Appeal Subcommittee. The Director will also forward a copy of the appeal to the committee members and to the chairman of the Progress Committee.

Misrepresentation

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

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.

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.

Withdrawal

A student may withdraw from courses without academic penalty 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 "0" which will be calculated in their grade point average.

Students 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.

In those cases where a student elects to withdraw, the following scale of refunds applies.

- 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 2nd 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 2 weeks after commencement of classes or after 14% of the content has been completed in courses/programs less than 4 months in length.
- Students enrolled in Developmental courses who complete requirements in less than 15 weeks will be refunded tuition fees on a pro-rata basis

Glossary

ABE	Adult Basic Education	IMC	Instructional Management Committee (CNC)
ACCC	Association of Canadian Community Colleges	IMS	Instructional Media Services
AHPAT	Allied Health Professionals Admission Test	JET	Job Education and Training Program
ASE	Adult Special Education	KNOW	Knowledge Network of the West
ATP	Admissions Testing Program	LPN	Licensed Practical Nurse
AV	Audio-Visual	LSAT	Law School Admission Test
BCAC	B.C. Association of Colleges	LTCA	Long Term Care Aide Program
BCIT	B.C. Institute of Technology	MAT	Miller Analogies Test
BCSAP	B.C. Student Assistance Program	MBA	Master in Business Administration
BCSC	B.C. Systems Corporation	MCAT	Medical College Admission Test
BTSD	Basic Training & Skills Development	MOE	Ministry of Education (B.C.)
CA	Chartered Accountant	NIRS	Northern Institute for Resource Studies
CAAT	Co-operative Advanced Apprenticeship Training Program	NITEP	Native Indian Teacher Education Program
CAD/CAM	Computer Aided Design/Computer Aided Manufacturing	NTE	National Teacher Examinations
CAI	Computer Assisted Instruction	OLI	Open Learning Institute
CART	Centre for Advanced Resource Technologies	PD	Professional Development
CE	Continuing Education	PE	Physical Education
CEIC	Canada Employment and Immigration Commission	PO	Purchase Order
CGA	Certified General Accountant	PPWC	Pulp, Paper & Woodworkers of Canada (CNC Support Staff, Local 29)
CID	Centre for Instructional Development	RAC	Request for Additional Course
CIS	Computer Information Systems	RIA	Registered Industrial Accountant
CMA	Certified Management Accountant	RN	Registered Nurse
CML	Computer Managed Learning	RNABC	Registered Nurses' Association of B.C.
CO-OP	Co-operative Education Program	SAT	Scholastic Aptitude Test
CRT	Calculus Readiness Test	SFU	Simon Fraser University
DSC	Developmental Studies Centre	SOFA	Safety Oriented First Aid Certificate (St. John Ambulance)
ECCAD	Emily Carr College of Art and Design	SSAT	Secondary School Admissions Test
ECE	Early Childhood Education	TCOM	Technical Communications
ELT	English Language Training	TGI	Toward Greater Independence Program
ESL	English as a Second Language	TOEFL	Test of English as a Foreign Language
EMAT	English and Math Achievement Test	TRAC	Training Access Program (Trades)
EMC	Executive Management Committee (CNC)	TSE	Test of Spoken English
FTE	Full-Time Equivalent Student	TURSE	Shorthand Aptitude Test
GED	General Education Development (Gr. 12 equivalency) tests	UBC	University of British Columbia
GMAT	Graduate Management Admission Test	UT	University Transfer
GPA	Grade Point Average	UVIC	University of Victoria
GRE	Graduate Record Examination	VALT	Volunteer Adult Literacy Tutoring
HDM	Heavy Duty Mechanics Program		

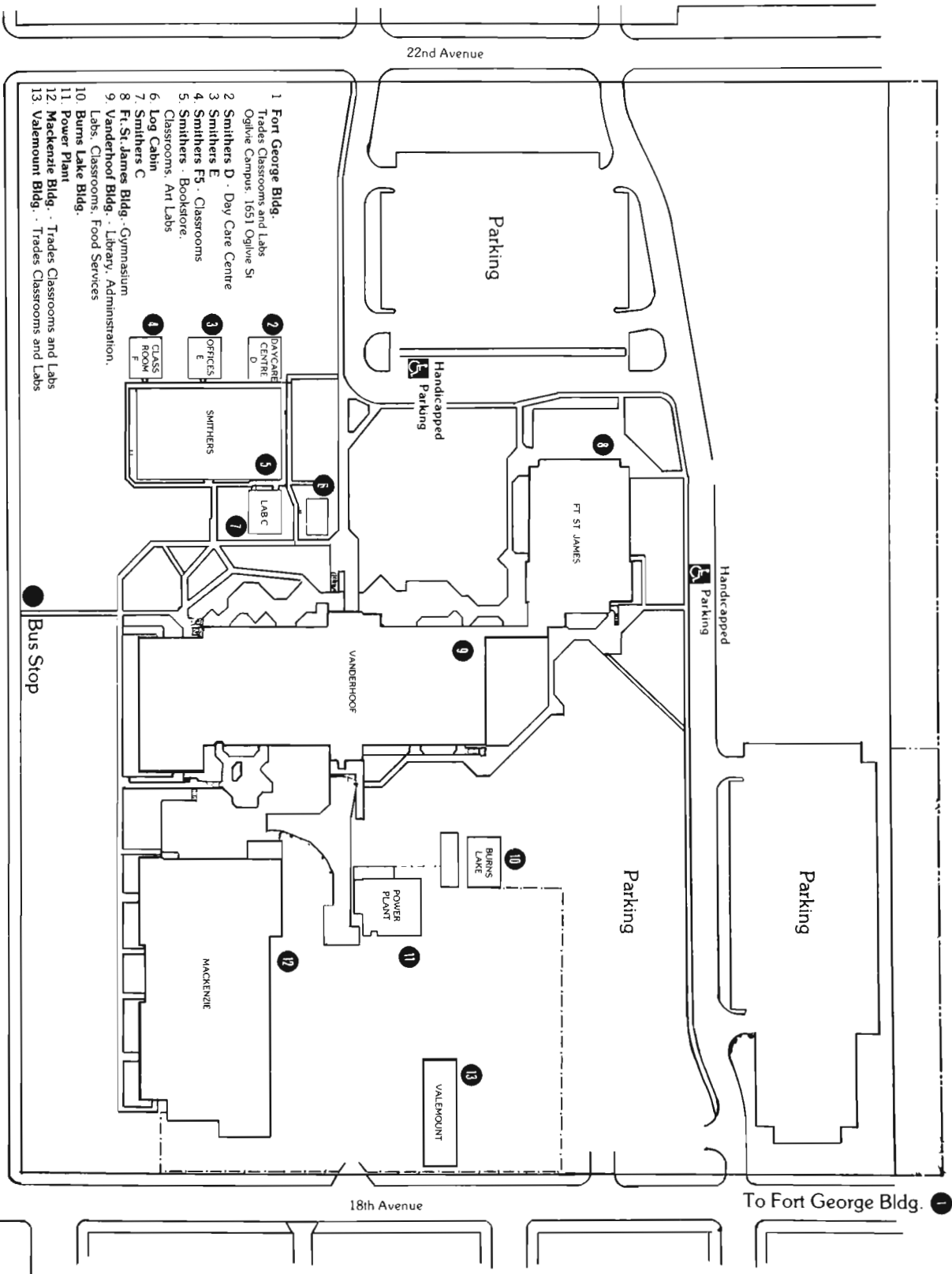
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College of New Caledonia - Prince George Campus





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