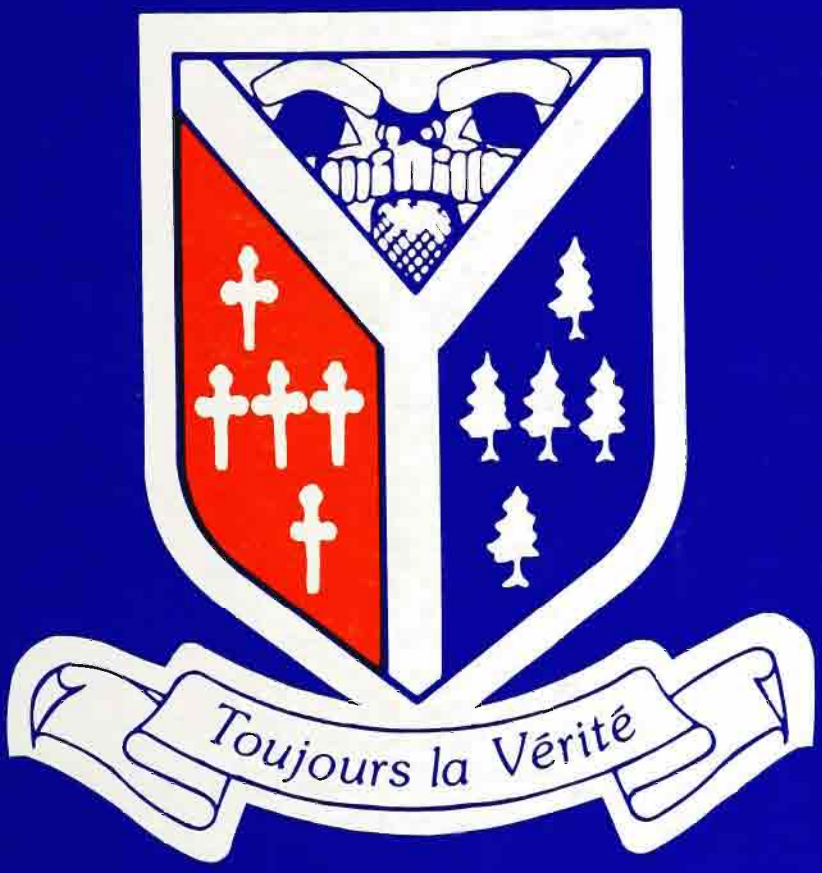


COLLEGE OF NEW CALEDONIA

1987-88 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

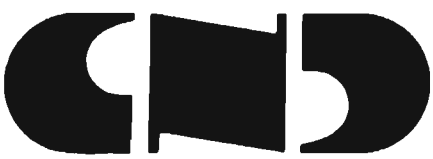
Prince George Campus
3330 22nd Avenue, Prince George, B.C.
V2N 1P8
Telephone: 562-2131

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 hrs
	Friday	0900-1600 hrs.
	Saturday & Sunday	Closed
Summer Hours:	Monday-Thursday	0800-1600 hrs.
	Friday	0900-1600 hrs.

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 and services should contact the Adult Special Education Co-ordinator, 562-2131 local 250. An accessibility guide is available from the Adult Special Education office.

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 Manager Continuing Education, 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

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 checkout 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.

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 hrs.

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.

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.

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 hrs.
	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.

The College Store also stocks a wide variety of sundry supplies ranging from pens and pencils to binders, paper and specific classroom equipment. There is also a stock of College clothing such as sweat suits and caps. The College Store is open to students and the general public.

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

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 the Developmental Services Division at 562-2131.

Co-operative Education

Co-operative Education Programs were introduced by the College in 1982. Co-operative Education is the integration of academic and on-campus programs with work experience. In this program students take paid employment positions in a field directly related to the courses of study. The graduating student is much better prepared to enter the work force through Co-operative Education, since he or she will have employment experience as well as useful contacts and employment references. Since 1982, over 160 students have completed work terms of four months duration.

Programs currently offering Co-operative Education are as follows:

Co-operative Advanced Apprenticeship Training
Construction Engineering Technology Diploma
Drafting Technology Diploma
Electronics Engineering Technology Diploma
Computer Information Systems Diploma
Accounting and Finance Diploma
Marketing Management Diploma

All work terms are approved by the college to ensure suitability to the students program, and all students on placement with employers are monitored by the College with on-site visits. Students must apply for the Co-operative Education Option and be hired by a participating employer. In general, wages and salaries paid are comparable to those paid to other employees. In 1986/87, 100% of eligible students obtained Co-op work terms and successfully completed their placements.

The Co-operative Education office is staffed full time on a year round basis and is available at all times to offer assistance to students participating in this program. As preparation for work terms students complete basic courses in Applied Employment Skills. These courses provide the student with skills in resume writing, job search, interviewing, and in-depth employer orientations. An orientation to Co-operative Education is provided to students in the various programs.

The following courses are available to Co-op students, and in several cases these courses are required by the program and are prerequisites to the first work term. All are scheduled to fit the students academic program.

Co-op 150	First work term
Co-op 200	Second work term
Co-op 250	Third work term
Co-op 299	Fourth work term

Work terms are for periods of full time employment with a duration of 13 weeks or more. The number of work terms will vary depending on the student's program.

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 360.

Counselling Centre Hours:

Monday-Thursday	0800-1630 hrs.
Friday	0800-1600 hrs.

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 daycare 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	0800-1700 hrs. (except holidays)

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 requisite 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.

Evacuation Procedures

The fire alarm at the College is a two stage process. A slow intermittent ring is a warning only and indicates that there is a fire in another area of the College. A fast ring indicates a fire in your area and EVERYONE must leave the building immediately via the nearest exit - DO NOT USE THE ELEVATOR. The College maintains a system of fire wardens to assist in directing the evacuation of the building. It is important however that everyone cooperate in moving well away from the building so that the exits do not become congested.

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.

First Aid

The College has several qualified first aid attendants on staff and in the event of an inquiry or accident requiring first aid attention, an attendant can be.reached at LOCAL 200. Should medical aid be required after hours or on weekends an ambulance should be called at 564-4558.

All accidents must be reported to the College's Personnel office within 24 hours of the occurrence. An Accident Report Form is available from the first aid attendants or directly from the Personnel Office.

Housing

At this time, there are no student residences on campus, and students are required to arrange their own accomodation. 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 uninspected accomodation offered throughout the city. It is the student's responsibility to determine the suitability of those accomodations listed.

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 the 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 emergency.

Hours:	Monday-Thursday	0745-1930 hrs.
	Friday	0745-1700 hrs.

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 necesssary 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.

Placement Services

The Placement Services office assists students and graduates with employment opportunities related to the student's area of study. Placement personnel serve as a liaison between the College and employers. The Placement office assists with full time, part time, and temporary employment plus some limited participation in summer employment opportunities. Additional services include arrangements for on campus recruiting by employers, and arrangements for student interviews either on campus or at an employer's premises.

Placement Services is located on campus in the area of the counseling center. The College encourages students to actively pursue their own entry into the job market. However, students may drop by anytime to discuss current employment opportunities.

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 U.B.C., S.F.U., 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 hrs.
Friday	0800-1700 hrs.
Saturday	1200-1700 hrs.
Sunday	1000-1700 hrs.

Safety

The College is committed to providing a safe and healthy environment for its staff and students. It, therefore, resolves to pursue any reasonable course of action to ensure achievement of these standards, including the enforcement of all applicable health and safety regulations, prompt action to correct unsafe conditions, and continued safety education for all concerned. Your cooperation in observing the proper safety and health regulations is vital to the success of this objective.

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 (2-126). 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 30
B.C. Telephone Company	September 30
CKPG Radio	Pending
CN Railways	August 1
CNC Computer Information Systems Club	September 30
CNC Admission Bursaries	May 31
CNC Cooperative Education	September 30
CNC Entrance Scholarships	December 31
CNC Faculty	January 31
CNC Forestry Society	Sept 30 & Jan 31

CNC Gourmet Dinner Scholarships	January 31
CNC Student Association	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
Don Flynn Educational Awards	Jan. 31 & Apr 30
Finning Tractor & Equipment Co. Ltd.	Sept 30 & Jan 31
FM/94 Radio	January 31
Industrial Relations Management Assoc.	September 30
Inland Natural Gas Company	September 30
Instit. of Chartered Accountants Assoc.of B.C.	September 30
Ladies Auxiliary of the Assoc. Travellers	September 30
Lignum Ltd.	September 30
Howard LLoyd Logging	January 31
New Caledonia Student Aid Endowment Bursaries	January 31
Northern Institute for Resource Studies	January 31
Northwood Pulp & Timber Ltd.	Sept 30, Jan 31, Apr 30
Northern Interior 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 Accounts Assoc.	September 30
Prince George Construction Assoc.	September 15
Prince George Central Lions Club	Jan 31 & Sept 30
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
P.P.W.C. local 29	January 31
Restaurant & Food Services 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 Stock Exchange	September 30
Welding Institute of Canada	Sept. 30 & Jan 31
Willow Ahbau Forest Assoc.	April 30

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

Senior Citizens

Senior Citizens are not required to pay any fees.

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, accomodation 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 hrs.
Friday 0900-1600 hrs.

Student Employment

The College urges business 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 hrs. in Room 1-128 on Level One. 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. **Phone:** 562-4181
Hours: Monday - Friday 0830-1630 hrs.

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

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:

English and Math Achievement Test (E.M.A.T.)
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.

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

The College offers a free, confidential tutoring program to assist adults who wish to aquire 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.

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 C.N.C. 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 (A.B.E.)
English Language Training (E.L.T.)
Developmental Studies Centre (D.S.C.)
General Education Development (G.E.D)

Adult Basic Education Program (A.B.E.)

Admission Requirements:

Applicants must be 18 years of age and one year out of school. 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 coordinator with the signed authorization of the appropriate Director.

Applications:

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

Students completing course work in 8 weeks or less in a given level of A.B.E. will have their tuition fees applied to the cost for the next level. For a description of levels in A.B.E. 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, A.B.E. Level I and II require 5 months of work, A.B.E. Level III requires 4 months, and A.B.E. Level IV requires 4 months of work and ABE Level V requires 4 months of work.

A.B.E. 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. Prerequisite: As evaluated by a placement test.

A.B.E. 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 a review of basic operations in whole numbers, fractions, decimals, and percent. Prerequisite: As evaluated by a placement test.

A.B.E. 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 graphing and right angle triangle trigonometry. Prerequisite: 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 045 and Chemistry 045. However, it is not valid as a prerequisite for Physics 045. Prerequisite: A.B.E. Level II or as evaluated by the A.B.E. placement test. Corequisite: Math 030.

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 045 and Physics 040 but is not valid as a prerequisite for Biology 040. Prerequisites: A.B.E. 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 045 or Physics 040. Prerequisites: A.B.E. Level II or as evaluated by the A.B.E. placement test.

A.B.E. Level IV (Grade 11)

English 045 - Advanced Preparatory English. Grade 11 equivalency

Course includes: Writing—methods of paragraph development, short essays, research paper. Reading—reading for skill development, including text material and literature topics. Literature—study of the short story, using current Canadian selections. Oral Presentations—studying the basics of speaking and listening in small groups and before an audience. Prerequisites: ENG. 030 or as determined by a placement test.

Math 045 - Advanced Algebraic Mathematics

This course includes a core of algebra, factoring, radicals, exponents, graphing, solution of linear, simultaneous and quadratic equations, and formulas. Students planning to take additional math courses will also study trigonometry while those not continuing with math will study several business math topics. Prerequisite: 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. Prerequisites: LIFE SCIENCE 030, MATH 030, or as evaluated by the A.B.E. placement test.

Chemistry 045 - Advanced Preparatory Chemistry

This course covers such topics as measurements, states of matter, composition of matter, structure of the atom, periodic table bonding, naming compounds, formula writing, the mole and composition problems, equations and stoichimetry. Lab work is a necessary and integral part of the course. Prerequisites: MATH 030; either LIFE SCIENCE 030 or PHYSICAL SCIENCE 030; or as evaluated by a placement test. Corequisite: MATH 045 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. Co-requisite: MATH 045 or prior completion of ALGEBRA 11.

ABE Level V (Grade 12)

English 050 - Provincial Preparatory English (Grade 12 equivalency)

This course includes Writing—paragraph, essay and research paper writing plus reviews of literature material. Reading—reading for skill development, including text material, literature topics and speeches. Literature—study of two novels and Oral Presentations: continuing from Eng. 045 speaking and listening in small and large groups, plus speaking on panels, and taking part in a debate. Prerequisite: ENG. 045 or as evaluated by a placement test.

Chemistry 050 - Provincial Preparatory Chemistry

This course covers such topics as: gas laws, liquids and solids, energy relationships and change of state; solutions and colloid, acids, bases and salts, oxidation-reduction reactions and electro-chemistry, plus an introduction to organic chemistry. Lab work is an important and integral part of this course. Prerequisites: CHEM 045 or CHEM 11 and MATH 045 or ALGEBRA 11.

Math 050 - Provincial Preparatory Algebraic Mathematics

This course is a continuation of Math 045. Topics include polynomials, equations, functions systems of equations, series and sequences, imaginary and complex numbers, and exponential logarithms, circular, trigonometric and inverse functions. Prerequisite: MATH 045 or ALGEBRA 11

English Language Training Programs

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:

Beginning courses generally start in September and March. Additional courses may be started during the year as demand requires. Intermediate courses, if offered, generally begin in September and January.

Program Description

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

ENG 011 - Beginning English Language Training

This is a full-time 6 month course, meeting 30 hours per week. It provides non-native speakers of English with basic oral and written skills. The course equips the student with the skills necessary to carry out tasks such as making appointments, getting a driver's license, searching for a job, etc. Prerequisite: Literacy in native language and knowledge of the English alphabet. For more information on prerequisites, contact the Developmental Services Division.

ENG 012 - Intermediate English Language Training

This is a part-time course meeting 5 hours per week. It improves the speaking, reading, and writing skills of those who already have a basic knowledge of English or who have taken the Beginning English Language Training course. Prerequisite: Basic speaking, writing and reading skills.

Developmental Studies

The Developmental Studies Centre (D.S.C.) is intended to help students who, for whatever reason, lack reading, writing, math or study skills which are prerequisite to their college studies. The Centre's programs are available to students prior to, as well as during, their college studies. 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 (E.M.A.T.) prior to their first semester. The outcome of this test in no way affects admission of the student. Rather, the results of the test are used to determine a course of study in those prerequisite English and math skills in which the students are weak. Students falling below the criteria for the program in which they are enrolled are required to take developmental courses. Students wishing to take advantage of the D.S.C. who are not required to take the E.M.A.T. or who scored above the criteria have equal access to the Centre and are encouraged to attend.

Commencement Date:

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

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 found in the fee guide.

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 - Developmental English

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

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

Fundamental Arithmetic:

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

Fundamental Algebra:

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 (G.E.D.)

The General Education Development (G.E.D.) 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 G.E.D. tests are administered at C.N.C. approximately eight times a year. Preparation classes (C.N.C. 150) are held prior to each test. The classes are for seven weeks (60 hours) and stress English and Mathematics. For information on regional courses and testing contact the local regional office of C.N.C.

Program Description:

(Note: The following preparatory course is not pre-requisite to writing the G.E.D. examination. It is an optional course designed to prepare students to successfully pass the General Education Development Tests (G.E.D.).

C.N.C. 150—G.E.D. Preparation

A seven-week (60 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 (G.E.D.). Prerequisites: Age nineteen and a B.C. resident.

Social Services Training Program

Program Description:

The focus of this program, (currently under development and scheduled to begin in September 1987) is to provide training for those people wanting to work in job settings which serve the needs of handicapped persons. Much of the content is relevant to those who wish to obtain employment in or who are currently employed in a variety of other serve settings (classroom aides, drug/alcohol counsellor, native band workers etc). A great deal of the program will be offered in a distance education format, that is, correspondence style. Students from small and large communities will be able to enrol and work through the material at their own pace. Importantly, those who are presently working do not need to quit work to study and complete the program. Support services will be available to provide feedback, answer questions, organize study groups and in other ways assist the student in their studies regardless of where they live and work.

It is expected that if a student were to enrol in the full program and work on it on a full-time basis, it would take 10 months to complete. Students may also take the program on a part-time basis if they wish. In addition, all courses can be taken as general interest courses and prospective students need not take the whole program.

If you require any additional information write to the following address:

Social Services Training Program
Development Services Division
College of New Caledonia
3330—22nd Ave.
Prince George, V2N 1P8

or call the College at 562-2131 local 371

Adult Special Education

Programs

Toward Greater Independence - T.G.I. (Prince George)

This program is designed to help adults with mental handicaps/developmental disabilities develop and improve a variety of skills necessary for either greater personal independence or for community.

Vocational Placements

The curriculum covers both classroom instruction and on-the-job training with job coaches. Examples of training areas are:

1. Vocational awareness
2. Vocational readiness
3. Personal management
4. Interpersonal skills
5. Job maintenance skills
6. Community access
7. Communication

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 (C.N.C.)

Applications:

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

Course Length

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

Job Education and Training - J.E.T. (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 full-time program runs from Sept. to Dec., Jan. to May. Students may require one to three semesters to complete the program.

The 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 Adult Special Education (C.N.C.).

Applications

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

Course Length:

This full time program runs from September to December — January to May. Students may require one to three semesters to complete the program.

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, C.N.C Quesnel campus.

Applications:

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

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

Vocational 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, C.N.C. Vanderhoof Campus.

Applications:

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

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. Student must personally recognize the need to acquire or improve basic skills. Other requirements may apply. Contact the V.A.L.T. 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 school or private kindergartens. In the course of the program students add observation and experience in pre-school 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 A.B.E. Level IV
   or G.E.D
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 T.B. 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.

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

Program 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 preschool 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. Prerequisites: ECE 170 is a pre-requisite 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 experienced applicants.

(General) Nursing

a 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 12 and Biology 11 or Biology 040 and Chemistry 11 or Chemistry 045

   or ABE Level IV with Biology 11 or Biology 040 and Chemistry 11 or Chemistry 045

   or GED with Biology 11 or Biology 040 and Chemistry 11 or Chemistry 045

   NOTE: Effective 1988 Chemistry 12 or Chemistry 050 will be required.

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 readmission.

A subsequent failure in any nursing course will exclude the student from further study in and 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 requirements 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 in mid-April.
The program starts in September.
An orientation to the program is given in the Spring. Applicants are encouraged to attend as it provides an overview of the program.

The Program:

TRIMESTER 1

Human Anatomy	BIO 115
Man as an Adaptive System	NURS 135
Communications I	NURS 137
Developmental Psychology for Nurses	PSYC 161
Sociological Concepts & Theories I	SOC 103
Developmental English	ENG 155
Developmental Math	MATH 155

TRIMESTER 2

Human Physiology	BIO 116
Nursing Care to Promote Adaptation I	NURS 145
Communications II	NURS 147
Medical Science I	NURS 148
Developmental Psychology forNurses II	PSYC 162
Sociological Concepts & Theories II	SOC 104

TRIMESTER 3

Nursing Care to Promote Adaptation II	NURS 155
Communications III	NURS 157
Medical Science II	NURS 158
Sociological Concepts & Theories III	SOC 105

TRIMESTER 4

Nursing Care to Promote Adaptation III	NURS 235
Ethical Dilemmas in Nursing Practice	NURS 236
Communications IV	NURS 237
Medical Science III	NURS 238

TRIMESTER 5

Nursing Care to Promote Adaptation IV	NURS 245
Managing for Change	NURS 246
Medical Science IV	NURS 248

TRIMESTER 6

Nursing Care to Promote Adaptation V	NURS 255
Professional Responsibilities and Employee Role	NURS 256

FINAL SEMESTER - September To December

The Nurse as a Health Team Member	NURS 299

Course Descriptions

BIO 115 Human Anatomy

This course is an introductory survey of the structures and functions of the anatomical systems of the human body. Lecture topics include the nature of inorganic and organic molecules, cellular biology, histology and the anatomy of the systems. A series of lectures in microbiology at the introductory level will also be given.
Prerequisite: Biology 11 or Biology 040 (5,0)

BIO 116 - Human Physiology

This course serves as a continuation of Biology 115. It deals with the physiological principles at both the cellular and system levels. Emphasis is on the importance of homeostasis and how it can be maintained by the concerted proper functioning of the body systems. Access nursing students taking this course are presumed to have knowledge of human anatomy equivalent to that taught in Biology 115.
Prerequisite: BIO 115 (5,0)

NURS 135 - Man as an Adaptive System

This course introduces the student to nursing and an organized system for providing nursing care. Observation, interview, and measurement skills are introduced. Simple nursing measures will be practiced in the nursing laboratory on campus.
Prerequisite: None (4,4)

NURS 137 - Communications I

This course introduces therapeutic communication skills and concepts which will enable the student to begin to develop helping relationships.
Prerequisite: None (1,2)

NURS 145 - Nursing Care to Promote Adaptation I

This course continues to develop nursing theory and introduces the student to providing nursing care for patients with simple physiological problems. Experience is provided in the campus laboratory and on medical, surgical, children's and maternity wards in a general hospital.
Prerequisite: Trimester 1 all courses in trimester 1 (5,8)

NURS 147 - Communications II

This course introduces teaching - learning principles and their application to patient education. Theory will be practised in campus laboratory situations.
Prerequisite: NURS 137 (2,0 hrs x 8 weeks)

NURS 148 - Medical Science I

This course introduces the student to the concept of pathophysiology. Medical approaches to diseases are presented. Medical management for general medical-surgical and maternity patients is described. Mathematical calculations related to pharmacology will be covered.
Prerequisite: None (3,2*)
(*2... Lab - 2 hrs x 4 weeks)

NURS 155 - Nursing Care to Promote Adaptation II

This course focuses on providing the student with nursing theory to enable them to give nursing care to patients with simple problems in both physiological and psychosocial areas. Experience will be provided in the campus laboratory and on medical, surgical, children's and maternity wards, in a general hospital.
Prerequisite: Trimester 2 - all courses in trimester 2 (6,15)

NURS 157 - Communications III

This course introduces the student to therapeutic communication skills which will enable them to intervene in simple adaptation problems. Theory will be practised in campus laboratory situations.
Prerequisite: NURS 147 (1,1)

NURS 158 - Medical Science II

This course is a continuation of Medical Science I. The pathophysiology of, and medical approaches to specific diseases are continued.
Prerequisite: BIO 116, NURS 148 (2,0)

NURS 235 - Nursing Care to Promote Adaptation III

This course introduces the student to providing nursing care for patients with omplex adaptation problems. Experience will be provided in children's maternity and psychiatric wards in a general hospital.
Prerequisite: Trimester 3 - All courses trimester 3 (3,16.5)

NURS 236 - Ethical Dilemmas in Nursing Practice

This course will provide a brief overview of the major ethical theories. The major focus of the course will be the presentation of a model for critical ethical analysis, and its application to specific ethical dilemmas in nursing practice. The majority of the course will be in the form of small and large group discussion.
Prerequisite: Previous experience in nursing (3,0)

NURS 237 - Communications IV

This course concentrates on the development of skills students can utilize in the work phase of a helping relationship. These skills will enable them to help patients in the exploration of alternatives, confronting incongruities and generalization of new coping mechanisms to daily life.
Prerequisite: NURS 157 (1,1)

NURS 238 - Medical Science III

This course continues the discussion of pathophysiology and introduces psychopathology.
Prerequisite: NURS 158 (3,0)

NURS 245 - Nursing Care to Promote Adaptation IV

This course continues to prepare the student to provide nursing care for patients with complex adaptation problems. Experience will be provided in medical, surgical and psychiatric settings in a general hospital. Some experience may be in extended and intermediate care settings or with patients in a private home.
Prerequisite: Trimester 4 - all courses in trimester 4 (3,15)

NURS 246 - Managing for Change

This course provides a theory base for the development of management echniques and leadership skills to assist nurses to work effectively in a variety of hospital settings. The role of the nurse as change agent and patient advocate are discussed. Theory will be taught in class and practiced in seminars and campus laboratory situations.
Prerequisite: NURS 237 (1,1)

NURS 248 - MEDICAL SCIENCE IV

This course is a continuation of Medical Science III.
Prerequisite: NURS 238 (3,0)

NURS 255 - Nursing Care to Promote Adaptation V

This course continues to focus on the provision of nursing care for patients with complex adaptation problems. Experience will be provided in edical, surgical and psychiatric settings in a general hospital. some experience may be in extended and intermediate care settings or with patients in a private home.
Prerequisite: Trimester 5 - All courses in trimester 5 (3,15)

NURS 256 - Professional Responsibilities and Employee Role

This course focuses on the role and responsibilities of an employee and the prevailing beliefs and values found in hospital settings. Professional responsibilities, career options and educational opportunities will also be examined.
Prerequisite: Trimester 5 - all courses in trimester 5 (2,0)

NURS 299 - The Nurse as a Health Team Member

This clinical practice course will be completed in a rural and an urban health care facility. Each student will be assigned to a preceptor and will assume the preceptor's duties under her guidance and supervision. Clinical experience will be provided in a medical-surgical area. Other experiences may include maternity, psychiatry and pediatrics.
Prerequisite: Trimester 6 - all courses in trimester 6 (0,1,35)

PSYC 161 - Developmental Psychology for Nurses I

An introduction to general psychological principles and scientific study of human behaviour using the developmental sequence from conception through childhood.
Prerequisite: None (3,5,0)

PSYC 162 - Developmental Psychology for Nurses

This course is a continuation of Psyc 161. The focus is on the study of human behaviour from childhood through adulthood.
Prerequisite: PSYC 161 (4,0)

SOC 103 - Sociological Concepts and Theories I

This course introduces the basic models, theories and concepts employed in the study of sociology. Topics include culture, socialization, social movements, ethnicity and demography.
Prerequisite: None (2.5,0)

SOC 104 - Sociological Concepts and Theories II

This course is a continuation of Soc 103 with special emphasis on research methods and modes of observation used in sociological study. Problems of conceptualization and measurement are discussed and remedial strategies examined. An introduction to basic sociological institutions, including education, politics, religion, deviance and economics is included.
Prerequisite: SOC 103 (2.5,0)

SOC 105 - Sociological Concepts and Theories III

A continuation of Soc 104 in examining social institutions with an emphasis on related social problems and social remedies as associated with 'Canadian' sociological phenomena such as racial and ethnic diversity, deviance and criminality, aging, health issues and political change.
Prerequisite: SOC 104 (2.5,0)

SECOND YEAR (1987 - 88 only)

Students who will be enrolling in the second year in the fall of 1987 will require the following courses:

SEMESTER 3 (August - December) and **SEMESTER 4** (January - April)

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

INTERSESSION II - May or August

The Individual Requiring Long Term Care	NURS 291

SEMESTER V (September)

The Nurse: A Health Team Member	NURS 299

NURS 251-3 Professional, Ethical and Moral Issues

This course is designed to focus on ethical problems and dilemmas that nurses may experience as they carry out their responsibilities as health professionals. Hypothetical problems dealing with ethical issues in intrapersonal and interpersonal relationships, life and death issues and individual rights and choices will provide a framework for the development of a sound theoretical base and a philosophical approach for critical analysis of such ethical problems and the development of strategies for addressing them.
Prerequisite: NURS 164-4 (3,0)

NURS 261-8 The Expanding Family

The impact of the childbearing experience upon the individual and the family during pregnancy, labour, delivery and puerperium and the relevant nursing care is examined. A variety of clinical experiences will be provided within the obstetrical unit of a hospital and other community agencies.
Prerequisite: NURS. 199, BIO. 116 (8,14)L

NURS 262-8 The Individual Experiencing Psychosocial Interferences

This course examines the impact that interference with psychosocial needs has on the individual and his family. Nursing care relevant to the interferences is explored. Clinical experience is provided in mental health units in hospital and in the community.
Prerequisite: NURS 199, BIO 116, PSYC. 162 (8,14)L

NURS 263-8 The Child in Health and Illness

The maintenance and promotion of health of the child and the impact of illness and/or handicap on a child and his family is examined. Nursing care relevant to interferences with normal needs will be examined. Clinical experience is provided on a pediatric unit in the hospital and through other community agencies.
Prerequisite: NURS 199-1, PSYC 162-3, BIO 116-4 (8,14)L

NURS 264-8 The Adult with Critical Interferences

This course examines the impact of critical interferences on the adult and his family. Nursing care relevant to the needs of the individual experiencing a critical illness is examined. Clinical experience is provided within a hospital in general medical surgical units and in specialized areas.
Prerequisite: NURS 199-1, BIO 116-4, PSYC 162-3 (8,14)L

NURS 291-5 The Individual Requiring Long-Term Care

The focus of this course is on the individual from any age group who requires long term nursing care to meet his physiological and/or psychosocial needs. Clinical experience is provided within an extended care facility, general wards of an acute care hospital and with individuals in the community.
Prerequisites: NURS 261-8, NURS 262-8, NURS 263-8, NURS 264-8 OR NURS 265-4, NURS 267-4 AND NURS 251-2 (6,2)L

NURS 299-15 The Nurse: A Health Team Member

This course focuses on the organization of the nursing team and the role and responsibilities of the nurse as a member and potential leader of that team in providing care to meet the needs of hospitalized patients in all age groups. Clinical experience is provided in a rural and an urban health care facility.
Prerequisite: NURS 291-5 (1,34)

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 045

   Or

   ABE Level IV with Biology 11 or Biology 040 and Chemistry 11 or Chemistry 045

   Or

   GED with Biology 11 or Biology 040 and Chemistry 11 or Chemistry 045

   Note: Effective 1988 Chemistry 12 or Chemistry 050 will be required.
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 which is to be completed prior to enroling in January.
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 automatically exclude the student from readmission to and further study in 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 3 1/2 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 in May.

The program starts in January.

An orientation to the program is given in the fall. Applicants are encouraged to attend as it provides an overview of the program.

The Program:

SEMESTER 1 (January - April)

The Adult Experiencing Common Interferences (Access)	NURS 153
Communications in Nursing	NURS 154
Human Physiology	BIO 116
Psychology for Nursing 1	PSYC 61
Psychology for Nursing II	PSYC 62

INTERSESSION (May - June)

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

SEMESTER 2 (August - December)

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

SEMESTER 3 (January April)

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

Course Descriptions

BIO 116-4 Human Physiology

This course serves as a continuation of Biology 115-4. It deals with the physiological principles at both the cellular and system levels. Emphasis is on the importance of homeostasis and how it can be maintained by the physiological processes in the body. Students enrolled in this course are assumed to have some knowledge of human anatomy.
Prerequisites: BIO 115-4 or Licensed Practical Nursing (4,0)

NURS 153-7 The Adult with Common Interferences (Access)

This course is specifically designed to access the Licensed Practical Nurse to the General Nursing Program. The focus is on the adult who has common interferences in meeting his needs. Responses to the interferences, means of assessing including drug therapy, surgical procedures, and nursing approaches are included.
Prerequisites: Licensed Practical Nurse (10,7)
Corequisite: Nursing 154

NURS 154-3 Communications in Nursing

This introductory course in the theory and process of communication in nursing focuses upon the oral and written skills necessary for applying the nursing in the practise setting. Lab experiences are designed to assist in developing the basic interpersonal skills necessary for beginning interactions with patients.
Corequisite: NURS 151, or NURS 153 (1,2)

NURS 164-2 The Nurse-Role and Responsibilities

This course examines the role of the nurse as it has developed through history to the present. Professional and legal responsibilities are discussed. Prerequisites: NURS 154-3, NURS 151-6, NURS 153-7 (2,0)

NURS 262-8 The Individual Experiencing Psychosocial Interferences

This course examines the impact that interference with psychosocial needs has on the individual and his family. Nursing care relevant to the interferences is explored. Clinical experience is provided in mental health units in hospital and in the community.
Prerequisites: NURS 153, BIO 116-4, PSYC 162-3 (8,14)L

NURS 264-8 The Adult with Critical Interferences

This course examines the impact of critical interferences on the adult and his family. Nursing care relevant to the needs of the individual experiencing a critical illness is examined. Clinical experience is provided within a hospital in general medical surgical units and in specialized area.
Prerequisites: Nurs 199-1, Bio 116-4 PSYC 162-3 (8,14)L

NURS 265-4 The Expanding Family (Access)

The focus is on the family during pregnancy, labour, delivery and peurperium. The normal process is briefly reviewed with emphasis on assessment, the approaches used during the normal phases, and when complications occur.
Prerequisites: NURS 153-7, Psyc 162-3, Bio 116-4 (8,14)L

NURS 267-4 The Child in Health and Illness (Access)

The maintenance and promotion of the health of the child and the impact of illness and/or handicap on a child and his family is examined. Assessment and approaches used to meet normal needs and adaptations when interferences occur is the focus.
Prerequisites: NURS 153-7, PSYC 162-3, BIO 116-4 (8,14)L

NURS 291-5 the Individual Requiring Long-Term Care

The focus of this course is on the individual from any age group who requires long term nursing care to meet his physiological and/or psychosocial needs.

Clinical experience is provided within an extended care facility, general wards of an acute care hospital and with individuals in the community.
Prerequisites: NURS 261-8, NURS 262-8, NURS 263-8, NURS 264-8, or NURS 265-4, NURS 267-4 and NURS 251-2 (6,21)L

NURS 299-15 The Nurse: A Health Team Member

This course focuses on the organization of the nursing team and the role and responsibilities of the nurse as a member and potential leader of that team in providing care to meet the needs of hospitalized patients in all age groups. Clinical experience is provided in a rural and an urban health care facility.
Prerequisite: NURS 291-5 (1,34)

PSYC 161-3 Developmental Psychology for Nurses I

An introduction to general psychological principals and scientific study of human behaviour using the developmental sequence from conception through childhood.
Prerequisites: None (3.0)

PSYC 162-3 Developmental Psychology for Nurses II

This course is a continuation of Psyc 161. The focus is on the study of human behaviour from childhood through adulthood.

This is a continuation of PSYC 161-3. It is a continued study of behaviour utilizing the developmental and childhood of birth through infancy and childhood.
Prerequisites: PSYC 161-3 (3,0)

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 at the College of New Caledonia and can be submitted at any time.

Acceptance into the program commences:

Mid-May for the program that begins in September, and

Mid October for the program that begins in January

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.

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 C.N.C. 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.

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.

Acceptance into the program commences the first week of March.

The program starts in September.

An orientation to the program is given in the Spring. Applicants are encouraged to attend as it provides an overview aof the program.

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 2 week intra-oral practicum.

DENTAL HYGIENE
Two year Diploma Program

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

Admission Requirements:

1. First year University level: (University Package 2E)

   Biology
   Chemistry
   English
   Psychology
   Math
   NOTE: An option may be taken in place of the Math.
2. In addition to the above a medical examination, including chest X-ray and up-to-date immunization is also required.

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.

All three Diploma Programs in Business have Co-operative Education as an option. Students choosing this option will spend periods between their academic program on work term placements with employers. These placements are fully-paid work terms and student responsibilities are directly related to their academic programs and career interests. All placements are approved by the College and are monitored by Co-operative Education and Faculty from the student's program. Business students gain an understanding of their chosen field as well as valuable contacts and experience. Beginning in 1987/88 Co-op placements will be available on a year-round basis providing a valuable service to students.

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 also 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 is an option in any of the above programs.

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 Certified General Accountants Association.

Admission Requirements:

1. Successful completion of Grade 12 (with English)
   OR A.B.E. Level IV
   OR G.E.D.
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.
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 at other times 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 more than six trimesters. 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.

Schedule for Co-operative Education

In general, Co-operative Education schedules are set up to meet the needs of individual students. A wide variety of schedules are possible. Commencing September 1987, work terms may now be scheduled on a year-round basis.

The most common schedule is the BASIC schedule, but an ALTERNATE sequence is shown also.

In 1986/87, 100% of all eligible students obtained satisfactory work term placements.

BASIC SCHEDULE				ALTERNATE SCHEDULE			
F	**W**	**SP**	**S**	**F**	**W**	**SP**	**S**
AT1	AT2	AT3	WT1	AT1	AT2	AT3	Break
AT4	WT2	AT5	WT3	AT4	WT1	WT2	WT3
WT4	AT6			WT4	AT5	AT6	

Academic Trimesters 5 and 6 may be taken in either sequence.

Accounting and Finance Diploma

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

The Program:

TRIMESTER I - AUGUST 31 TO NOVEMBER 17 (first-year)

Introduction to Accounting	ACC 150
Introduction to Computer Systems	CIS 150
Macro-Economics	ECON 152
Foundations of Employment Skills I	FES 151
Business Statistics	MATH 157

TRIMESTER II NOVEMBER 30 TO MARCH 1 (first-year)

Accounting - Level I	ACC 151
Theory of CIS	CIS 151
Micro-Economics	ECON 251
Foundations of Employment Skills II	FES 152
Mathematics of Finance	MATH 154
Technical Communication I	TCOM 190

TRIMESTER III - MARCH 14 TO MAY 31 (first-year)

Accounting Level II	ACC 152
Introduction To Systems Analysis & Design	CIS 160
Canadian Business Issues	ECON 252
Introduction to Marketing	MKT 151
Technical Communications II	TCOM 191

TRIMESTER IV - AUGUST 31 TO NOVEMBER 17 (second-year)

Intermediate Accounting I	ACC 251
Financial Management I	ACC 257
Applied Management Skills	MGT 251
Contract Law	LAW 293
Small Business Development	MGT 255

TRIMESTER V - NOVEMBER 30 TO MARCH 1 (second-year)

Intermediate Accounting II	ACC 252
Cost Accounting	ACC 255
Applied Group Dynamics	MGT 252
Civil Law	LAW 294

TRIMESTER VI - MARCH 14 TO MAY 31 (second-year)

Financial Management II	ACC 258
Business Communications III	MGT 282
Entrepreneurial Development	MGT 256

Computer Information Systems Diploma

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 through 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.

The Program:

TRIMESTER I - AUGUST 31 TO NOVEMBER 17 (first-year)

Introduction to Accounting	ACC 150
Introduction to Computer Systems	CIS 150
Macro-Economics	ECON 152
Foundations of Employment Skills I	FES 151
Business Statistics	MATH 157

TRIMESTER II NOVEMBER 30 TO MARCH 1 (first-year)

Accounting Level I	ACC 151
Theory of CIS	CIS 151
Programming Concepts I	CIS 170
Computer Applications in Business	CIS 180
Foundations of Employment Skills II	FES 152
Technical Communications I	TCOM 190

TRIMESTER III - MARCH 14 TO MAY 31 (first-year)

Accounting Level II	ACC 152
Introduction to Systems Analysis & Design	CIS 160
Programming Concepts II	CIS 171
Micro-computing Systems & Operations	CIS 181
Technical Communications II	TCOM 191

TRIMESTER IV - AUGUST 31 TO NOVEMBER 17 (second year)

Systems Analysis & Design	CIS 260
Programming Applications	CIS 270
Applied Management Skills	MGT 251
Small Business Development	MGT 255

TRIMESTER V - NOVEMBER 30 TO MARCH 1 (second-year)

Cost Accounting	ACC 255
Project Programming	CIS 262
Information Resource Management	CIS 284
Applied Group Dynamics	MGT 252
Introduction to Marketing	MKT 151

TRIMESTER VI - MARCH 14 TO MAY 31(second-year)

Data Base Systems	CIS 282
Mathematics of Finance	MATH 154
Business Communications	MGT 282
Entrepreneurial Development	MGT 256

Marketing and Management Diploma

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

The Program:

TRIMESTER I - AUGUST 31 TO NOVEMBER 17 (first-year)

Introduction to Accounting	ACC 150
Introduction to Computer Systems	CIS 150
Macro-Economics	ECON 152
Foundations of Employment Skills I	FES 151
Business Statistics	MATH 157

TRIMESTER II NOVEMBER 30 TO MARCH 1 (first-year)

Accounting—Level I	ACC 151
Micro-Economics	ECON 251
Foundations of Employment Skills II	FES 152
Introduction to Marketing	MKT 151
Mathematics of Finance	MATH 154
Technical Communications I	TCOM 190

TRIMESTER III - MARCH 14 TO MAY 31 (first-year)

Accounting Level II	ACC 152
Canadian Business Issues	ECON 252
Marketing II	MKT 152
Personal Selling	MKT 281
Technical Communication II	TCOM 191

TRIMESTER IV - AUGUST 31 TO NOVEMBER 17 (second-year)

Financial Management I	ACC 257
Contract Law	LAW 293
Applied Management Skills	MGT 251
Consumer Behaviour & Market Research	MKT 271
Small Business Development	MGT 255

TRIMESTER V - NOVEMBER 30 TO MARCH 1 (second-year)

Applied Group Dynamics	MGT 252
Theory of Marketing Management	MKT 251
Advertising & Sales Promotion	MKT 266
Merchandising & Retail Operations	MKT 276
Civil Law	LAW 293

TRIMESTER VI - MARCH 14 TO MAY 31 (second-year)

Financial Management II	ACC 257
Business Communications	MGT 282
Entrepreneurial Development	MGT 256

Co-Operative Education Diploma

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

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

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

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

All interested students must apply to be considered for the Co-operative Education option of their program.

Office Administration Certificate

Four programs 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

1. Successful completion of Grade 12 (with English)
   or A.B.E. Level IV
   or G.E.D.
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.
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 Office Administration programs are strongly recommended to have taken:

Typing Grade 11 (20 nwpm)

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.

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 I	D-070
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-071
Automated Office Systems II	W-071
Dicta-Typing II	D-071
or	
Advanced Shorthand	S-071

Accounting and Finance Diploma

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

The Program:

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 CERTIFICATE

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 10 credit courses. 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), or COM 120.

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, December & March.

COMPUTER INFORMATION SYSTEMS CERTIFICATE

The program is addressed to career-oriented individuals seeking to enhance their own particular skills and employability in the trades, technologies, business and the professions. The program is accessible to all segments of the community and provides an opportunity to acquire a "recognized new skill" 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 6 credit courses. 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 Computer Information Systems	CIS 150
Theory of CIS	CIS 151
Introduction to Systems Analysis & Design	CIS 160
Information Systems Project	CIS 250
Introduction to Computer Science	CSC 100

Electives:

Programming with C Language	CIS 251
Computer Science II	CSC 110
Structured Basic Programming	CIS 153

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, December & March.

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 or 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 10 credit courses. 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 eight required courses, plus two electives from the student's field of interest.

Required 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	COM 120

Electives

Financial Management I & II	ACC 257/258
Management Skills for Supervisors	MGT 266
Computer Information Systems	CIS 150/151
System Analysis & Design	CIS 160/260

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, December and March.

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 necesarily 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 as passing grade for both the lecture and the lab in order to receive a passing grade in the course.

ACCOUNTING

ACC 150 Introduction to Accounting 2 CR

A practical course covering the essential aspects of bookkeeping. Included are ledger-keeping, payroll preparation, accounts receivable and payable transactions. (3,0)

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. (3,0)
Recommended pre-requisite: ACC 150

ACC 152 Accounting II 3 CR.

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. A computer lab is an integral part of this course.
Prerequisite: ACC 151,

ACC 154 — Refer to ACC 152 (3,3)

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. Practical use of Computers is an integral component of this course.
Prerequisite: ACC 152 (3,3)

ACC 252 Intermediate Accounting II 3 CR

The analysis of the balance sheets accounts, which was started in ACC 251, is concluded with coverage of shareholders equity, long-term liabilities, and long-term investments. Other topics include: accounting for income taxes, accounting changes, statement analysis and price-level and fair-value accounting.
Prerequisite: ACC 251 (6,0)

ACC 255 Cost Accounting 6 CR.

An introduction to managerial accounting. Emphasis is placed on costs for planning control. The following topics of prime managerial significance are included: cost-volume-profit relationships, job order costing, budgeting, standard costs, flexible budgets, cost allocations joint and by-products, process costing, obsolescence, inventory control and labour costs. A practice set is included as an integral part of this course.
Pre-requisite: ACC 152 (6,0)

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 and management of cash and marketable securities. Investment in accounts receivable—credit management, investment in inventories, capital budgeting, term loans and leases.
Prerequisites: ACC 152, MATH 154 (3,0)

ACC 258 Financial Management II 3 CR.

Sources and forms of short-term financing for both large and small businesses are studied. The topics covered include: trade credit and current asset financing, bank financing, term loans, cost of capital, long term securities market, long term debt, financial leverage, warrants and convertibles, preferred stock, common stock and dividend policy. The course is supported by a computerized lab providing practical experience in the above concepts. A final composite project is required. (6,6)
Prerequisite: ACC 257

ACC 292 — Refer to ACC 255

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.
Prerequisite: 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. Prerequisite: ACC 252(4,0)

BUSINESS

B-070 Business Machines

Mathematical problems in various business settings are examined. Following a review of basis 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 and memo preparation is stressed. Experience is provided in oral communication. (5,0)

FES 151 Foundations of Employment Skills I 3 CR

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. (1,3)

FES 152 Foundations of Employment Skills II 3 CR.

This course will provide opportunities to develop skills in resume writing, interviewing and other job search related areas. As well, job orientation, on-the-job training, workplace protocols and expectations, and assessment interviews will be covered. The final phase of the course will include an introduction to interpersonal skills intended to develop the students' ability to work effectively with others. (1,3)

FBM 154 Refer to MGT 251

FBM 251 Refer to MGT 251

FBM 252 Refer to MGT 252

TCOM 190 Technical Communications I 3 CR.

This course introduces students to the fundamentals of professional business communications. Upon completion of the course, students will be able to properly compose internal and external written communications in various business formats. This is a practical course involving a substantial number of assignments. (2,2)

TCOM 191 Technical Communications II 3 CR

This course introduces students to the principles and practice of formal report writing. Upon completion of the course, students will be able to plan, research, and present business projects in appropriate formats. (2,2)

COMPUTER INFORMATION SYSTEMS

CIS 150 Introduction to Computer Information Systems 3 CR.

Through extensive "hands-on" experience, the student acquires skills in applying the IBM-PC microcomputer to solve common business problems utilizing generic application packages. Discussions include hardware configurations, the role of software, the data processing cycle, office automation and careers in computing.

CIS 151 Computer Information Systems Theory 3 CR.

This course provides the student with fundamental concepts of information systems, how they are developed, their role in business and their impact on society. Discussion will include the evolution of computing systems, batch and transaction oriented systems, the system development life cycle, communication systems and current trends. (3,0)

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.
Prerequisite: CSC 100 (3,3)

CIS 157 Refer to CIS 160

CIS 160 Introduction to Systems Analysis and Design 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.
Prerequisites: CIS 151 (3,0)

CIS 170 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.
Prerequisites: CIS 150, MATH 155 (4,2)

CIS 171 Programming 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.
Prerequisite: CIS 170 (4,2)

CIS 180 Computing Applications in Business 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.(4,0)

CIS 181 Microcomputing Systems & Operating 3 CR

The student acquires the skills to provide technical support for the environment. Operating systems, control language and basic hardware assembling. Software package configuration and installation are included. The concept of computer support services within an organization are discussed.
Prerequisite: CIS 150 (2,3)

CIS 182 Refer to CIS 181

CIS 250 Information Systems Project 6 CR.

This course is the culmination of the certificate program. The student will design, develop, implement and document and operational information system. Depending upon the project, the hardware will be micro or mini and the software will vary. The student may be required to work in a team, depending on the scope of the project. Real development cases will be engaged when possible.
Prerequisites: All other certificate components (0,6)

CIS 251 Programming with C 3 CR

The language C is currently the leading edge of micro-computer system development. The students utilize the language to develop solutions to technically oriented problems on a professional level microcomputer system.
Prerequisites: CSC 100 (1,3)

CIS 252 Refer to CSC 110

CIS 260 Systems Analysis and Design 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.
Prerequisite: CIS 160, CIS 170, CIS 180 (3,3)

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 cooperatively in a team environment. A comprehensive case study contains loose ends, holes and outright omissions to simulate a likely real-life situation; each team must navigate these obstacles and produce a working set of programs.
Prerequisites: CIS 260, CIS 270, (0,6)

CIS 263 Refer to MGT 282

CIS 270 Programming Applications 3 CR

The student concentrates upon the implementation of more sophisticated business programs while working in a time sharing environment utilizing popular high level business programming languages. Techniques of program development are employed in a group environment, structured in a group environment, structured walk throughs, peer review, group development. Documentation, development standards, testing and evaluation are integral components.(4,2)

CIS 271 Refer to CIS 270

CIS 275 Refer to CIS 171

CIS 281 Refer to CIS 180

CIS 282 Data Base Systems 3 CR

The student studies the theory of data base design concentrating on the "relative structure". Experience is gained through a series of lab exercises complementing the discussion of definition, design, data disctionaries, inquiry tools, development and management.
Prerequisites: CIS 260, CIS 270 (4,4)

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 automation, career opportunities and professionalism. The student will learn through participation in group discussions as well as through preparation and presentation of topical material. Students will learn to research a topic, organize material and lead a discussion group. As well, they will learn to prepare themselves for informed participation and to make positive and relevant contributions to the discussion. In the process, they will become familiar with many of the leading periodicals in the industry.
Prerequisites: CIS 260 (4,0)

CIS 285 Refer to CIS 160

ECONOMICS

ECON 151 Refer Econ 252

ECON 152 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. (4,0)

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 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. (4,0)

ECON 252 Canadian Economic Issues 3 CR.

This course will bridge the gap between the theory and national issues of Economics 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.
Prerequisites: ECON 152 and 251 (4,0)

ENTREPRENEURSHIP

ENT 254 Refer to MGT 256

LAW

LAW 293 Business Law I 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, Privity, Assignment, Discharge and Breach and Remedies. The Sale of Goods Act, Consumer Protection Act, Trade Practices Act, Bailment, Creditors Remedies. (4,0)

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. Prerequisite: LAW 293 (4,0)

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. Prerequisite: 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

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 (questionaires and interviews) in the workplace. Organizational behaviour will be examined through lectures, discussion and practical application of learned materials.

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.
Prerequisite: MGT 151 (3,0)

MGT 251 Applied Management Skills 3 CR

Working effectively in organizations requires competence in interactions with other individuals. In the workplace, students will be expected to function as team members, as well as in dealings with peers, supervisors, clients, as well as with subordinates. This course will provide structured opportunities to develop skills which contribute to effective working relationships. Major areas include: Listening Skills, assertiveness techniques, conflict management, problem-solving, and negotiation. As well, the course will provide opportunities to develop management skills through such topics as planning, organizing, staffing, directing and controlling. (1,3)

MGT 252 Applied Group Dynamics 3 Cr

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. (1,3)

MGT 255 Small Business Development 3 CR

This course is specifically designed to provide students with the knowledge required in starting-up and successfully operating a small business endeavour. Included are: different business structures, location and market assessment considerations, advertising and merchandising requirements, business plans and methods of financing, government and legal obligations. Case studies and simulations are utilized throughout the course. (2,3)

MGT 256 Entrepreneurial Development 3 CR.

A study of entrepreneurship including the various methods and support systems required to successfully launch a new venture, product or system. Consideration is given to entrepreneurs in a new business setting as well as instituting changes within an existing enterprise. This course draws together the many skills of various programs cumulating in an interdisciplinary project. (2,3)

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 and altruism. Human relations skills will be examined through practice in a laboratory setting. (3,0)

MGT 262 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 (questionaires and interviews) in the workplace. Organizational behaviour will be examined through lectures, discussion and practical application of learned materials. (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)

MGT 282 Business Communication 3 CR

A course to prepare students for making effective technical presentations as required in business and industry. Students make several prepared, as well as impromptu, presentations to develop speaking skills through practice. The final presentation in the course is based upon a specific project. (2,2)

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.
Prerequisite: MKT 151 (3,0)

MKT 251 Marketing Management Theory and Applications 3 CR.

The analysis of marketing management in the areas of marketing opportunities, marketing planning and product strategy. The decision making responsibilities of the marketing manager are examined in the particular emphasis in market research, demand analysis, cost analysis and market planning and development. Use is made of case studies and computer simulations Prerequisite: MKT 152 (3,3)

MKT 252 Refer to MKT 251

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. (4,0)

MKT 271 Consumer Behaviour and 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 on a company's market research design, data collection and interpretation process will be covered.(4,0)

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

Prerequisite: MKT 152 (4,0)

MKT 281 Personal Selling 3 CR.

An introduction to personal selling. A practical course emphazing 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. (4,0)

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.
Prerequisite: Math 155 (4,0)

MATH 157 introduction to Business Statistics 4 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.
Prerequisite: MATH 155 (6,0)

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 cooperating 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 data-base 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 useable 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 I

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 II

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 nwpm 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

CNC	Institute of Chartered Accountants of B.C. (CA)	Certified General Accountants of B.C. (CGA)	Society of Management Accountants of B.C. (RIA)
Acc 151 and 152	Financial Accounting	Accounting 101	111 Introductory Acc.
Accounting 251	to Interm. Level	Intermediate Acc 211	229 Intermediate Acc I
Accounting 252		and 222	339 interm. Acc. II
Acc. 253 and 254	Management & Cost Acc.	Cost Accounting 311	331 Cost & Management Acc.
Accounting 257 or 258	Business Finance	Financial Controllship 316	442 Financial Management
Accounting 361	Taxation		..424 Taxation
Accounting 353	Advanced Accounting		..543 Advanced Financial Acc.
Management 262	Organization Behavior		
Law 293	Commercial Law	Law 108	122 Commerical Law
Law 294	Commerical Law		
Commerce 120	Organizational Behavior		
Commerce 110	Mathematics		333 Quantitative Methods II
Commerce 207	Statistics	Statistics	
Commerce 208			
Commerce 201	...Note three		III Introductory Acc.
Economics 201	Economics	Economics 104	212 Economics
Economics 202	Economics		
C.I.S. 151 and 153	Computers in Business		
or C.I.S. 152			314 Data Processing
C.I.S. 284	Information Systems		
C.I.S. 285	I.C.S. 325	I.C.S. 235	451 Accounting Info. Systems
English 151 and ***		Business Writing	213 Communications and
English 152			Case Analysis
Math 104	Statistics		232 Quantitative Methods I
Math 109	Computers in Business		
Math 157	Statistics	Statistics	232 Quantitative Methods I

NOTES:

1. Prerequisites: C.I.S. 151 and 153
2. Mandatory subjects; those candidates with required subjects(s) must challenge the R.I.A. exam.
3. Transfer Credit under review

Calendar of Events

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. C.N.C. 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 to this event are for ladies only, and usually include complementary wine and cheese.

OTHER ACTIVITIES

Pubnights 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

Between February 15th and March 15th.

Technologies

Technology Department

The technology department trains students at the Technician and the Technologist level. A one year program is available in DRAFTING at the Technician level. Two year programs are available in CONSTRUCTION, DRAFTING, ELECTRONICS and FORESTRY, at the Technologist level.

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 excell in a Technology program may wish to further their education after graduation in order to receive certification as a professional. University credits for students with a Technology Diploma are awarded subject to individual evaluation, 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 student 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 over a three year period rather than two. 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 with 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 indivuduals. 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 six academic trimesters and three work terms, the students may apply for a Diploma with the Co-operatuve Education option in their field of study.

At the beginning of each year 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.

ELECTRONIC ENGINEERING TECHNOLOGY

A two year (six trimester) Diploma Program

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 fifth 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 Admission 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.

The Program

August 31 to November 17 (Trimester I)

Developmental English (if required)	ENGL 155
Developmental Mathematics (if required)	MATH 155
Digital Techniques I	TELE 150
Shop and Lab practices	TELE 151
Circuit Analysis	TELE 152
Electronics Mathematics I	TMTH 151
Electronics Physics I	TPHY 151
Introduction to Programming	TPRG 151

November 30 to March 1 (Trimester II)

Foundations of Employment Skills II	FES 152
Technical Communications I	TCOM 160
Circuit Analysis II	TELE 160
Electronics I	TELE 161
Printed Circuit Fabrication	TELE 162
Electronics Mathematics II	TMTH 160
Electronics Physics II	TPHY 160

March 14 to May 31 (Trimester III)

Foundations Skills II (contd)	FES 152
Electronics Mathematics III	TMTH 170
Digital Techniques II	TELE 170
Pulse Circuits	TELE 171
Electronics II	TELE 172
Power Systems	TELE 173
Circuit Analysis III	TELE 174

June to November — (Co-op 150, Co-op 200)

November 30 to March 1 (Trimester IV)

Electronics Mathematics IV	TMTH 250
Pascal	TPRG 250
Communications I	TELE 250
Electronics III	TELE 251
Transducers	TELE 252
Microprocessors I	TELE 253

March 14 to May 31 (Trimester V)

Computer Assisted Design Systems	TDRA 263
Technical Communications II	TCOM 260
Communications II	TELE 260
Control Systems I	TELE 261
Video Systems	TELE 262
Data Communications	TELE 263
Microprocessors and Systems	TELE 264
Systems Project I	TELE 265

June to September (Co-op 250)

August 31 to November 17 (Trimester VI)

Control Systems II	TELE 270
Computer Systems	TELE 271
Systems Project II	TELE 272
Industrial Electronics	TELE 273

NOTE: Students who have failed one or more courses in a trimester must receive departmental approval, in writing, to register in courses of a subsequent trimester.

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

1. Successful completion of Grade 12 (with English),

   or ABE Level IV or GED

   plus Algebra 11 or Math 045 and Biology 11 or Biology 040.

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

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 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 late in August each year as shown in the College Calendar.

The Program

August 31 to December 18 (Semester I)

English (Developmental) (if required)	ENGL 155
Developmental Mathematics (if required)	MATH 155
Forestry Orientation	FOR 150
Introduction to Programming Logic	TPRG 188
Silvics and Dendrology	FOR 155
Forest Soils and Hydrology	FOR 157
Forest Measurements 1	FOR 161
Fire Control 1	FOR 165
Photo Interpretation and Mapping 1	FOR 171
Drafting 1	FOR 173

January 4 to April 22 (Semester II)

Technical Communication	TCOM 180
Technical Math	MATH 151
Forest Products	FOR 154
Botany and Ecology	FOR 156
Forest Measurement 11	FOR 162
Fire Control 11	FOR 166
Photo Interpretation and Mapping 11	FOR 172
Drafting 11	FOR 174
Spring Field School	FOR 199

September 8 to December 18 (Semester III)

Forest Management 1	FOR 251
Silviculture 1	FOR 253
Forest Entomology	FOR 255
Forest Measurements 111	FOR 261
Supervisory Skills in Forestry	FOR 267
Forest Finance 1	FOR 281
Roads and Transportation 1	FOR 285
Logging 1	FOR 287
Summer Technical Report	FOR 290

January 4 to April 22 (Semester IV)

Forest Management 11	FOR 252
Silviculture 11	FOR 254
Forest Pathology	FOR 256
Forest Measurements IV	FOR 262
Industrial Relations in Forestry	FOR 268
Forest Finance 11	FOR 282
Roads and Transportation 11	FOR 286
Logging 11	FOR 288

DRAFTING TECHNICIAN

One year Certificate Program

The Drafting Technican 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.

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 Construction Engineering Technology Program.

Admission Requirements:

1. Successful completion of Grade 12 (with English) or GED or ABE IV plus
   Algebra 11 or Math 045
   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.

The Program

August 31 to November 17 (Trimester I)

Developmental English (if required)	ENGL 155
Developmental Mathematics (if required)	MATH 155
Materials I	TCON 151
Technology Graphics	TDRA 150
Mechanical Drafting I	TDRA 151
Construction Mathematics I	TMTH 150
Construction Physics	TPHY 150
Introduction to Computers	TPRG 150

November 30 to March 1 (Trimester II)

Fundamental Employment Skills II	FES 152
Technical Communications I	TCOM 160
Materials 11	TCON 161
Introduction to CAD I	TDRA 160
Architectural Drafting I	TDRA 161
Mechanical Drafting II	TDRA 162
Statics	TMTH 161

March 14 to May 31 (Trimester III)

Fundamental Employment Skills II (contd)	FES 152
Municipal Technology	TCON 173
Introduction to CAD II	TDRA 170
Architectural Drafting II	TDRA 171
Civil Drafting I	TDRA 172
Structural Drafting	TDRA 173

DRAFTING TECHNOLOGY

two year diploma program

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 2 and 3D programs.

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 engineers and architects to drafting personnel in federal and provinical 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 draftpersons, 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 Cooperative Education component. This provides the student with a minimum of nine months relevant on-the-job training.

Students wishing to work for construction contractors after graduation may choose to enter the second year of the Construction Engineering 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 045
   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.

The Program

August 31 to November 17 (Trimester 1)

Developmental English (if required)	ENGL 155
Developmental Mathematics (if required)	MATH 155
Materials I	TCON 151
Technology Graphics	TDRA 150
Mechanical Drafting	TDRA 151
Construction Mathematics	TMTH 150
Construction Physics	TPHY 150
Introduction to Computers	TPRG 150

November 30 to March 1 (Trimester II)

Fundamental Employment Skills II	FES 152
Technical Communication I	TCOM 160
Materials II	TCON 161
Introduction to CAD I	TDRA 160
Architectural Drafting I	TDRA 161
Mechanical Drafting II	TDRA 162
Statics	TMTH 161

March 14 to May 31 (Trimester III)

Fundamental Employment Skills	FES 152
Municipal Technology	TCON 173
Introduction to CAD II	TDRA 170
Architectural Drafting II	TDRA 171
Civil Drafting I	TDRA 172
Structural Drafting I	TDRA 173
Surveying	TSUR 170

June to December (Co-op 150, Co-op 200)

November 30 to March 1 (Trimester IV)

Plumbing	TCON 250
Structural Steel Design	TCON 254
Civil Drafting II	TDRA 250
Process Design and Drafting	TDRA 251
Design Process	TDRA 252
Drafting Mathematics	TMTH 250

March 14 to May 31 (Trimester V)

Technical Communications II	TCOM 260
Heating, Ventilation, Air Conditioning	TCON 261
Project I	TCON 264
Structural Drafting II	TDRA 260
Piping Design and Drafting	TDRA 261
Building Assemblies I	TDRA 262

June to September (Co-op 250)

August 31 to November 17 (Trimester VI)

Specifications	TCON 273
Project II	TCON 274
Structural Drafting III	TDRA 270
Mechanical Drafting III	TDRA 271
Building Assemblies II	TDRA 272

CONSTRUCTION ENGINEERING TECHNOLOGY

Two Year Diploma Program

The Construction Engineering 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 materials 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 nine 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.

Admission Requirements:

1. Successful completion of Grade 12 (with English) or GED or ABE IV plus Algebra 12 or Math 100 or Math 050 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 form 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.

The Program

August 31 to November 17 (Trimester 1)

Developmental English (if required)	ENGL 155
Developmental Mathematics (if required)	MATH 155
Introduction to Construction	TCON 150
Materials I	TCON 151
Technology Graphics	TDRA 150
Construction Mathematics I	TMTH 150
Construction Physics	TPHY 150
Introduction to Computers	TPRG 150

November 30 to March 1 (Trimester II)

Fundamental Employment Skills II	FES 152
Technical Communication I	TCOM 160
Light Wood Framing	TCON 160
Materials II	TCON 161
Introduction to CAD I	TDRA 160
Architectural Drafting I	TDRA 161
Construction Mathematics II	TMTH 160
Statics	TMTH 161

March 14 to May 31 (Trimester III)

Fundamental Employment Skills II (contd.)	FES 152
Structural Concrete Design	TCON 170
Materials III	TCON 171
Electrical/Illumination	TCON 172
Municipal Technology	TCON 173
Introduction to CAD II	TDRA 170
Architectural Drafting II	TDRA 171
Surveying	TSUR 170

June to December (Co-op 150, Co-op 200)

November 30 to March 1 (Trimester IV)

Plumbing	TCON 250
Materials IV	TCON 251
Construction Economics	TCON 252
Construction Law	TCON 253
Structural Steel Design	TCON 254
Design Process	TDRA 252
Surveying II	TSUR 250

March 14 to May 31 (Trimester V)

Technical Communications II	TCOM 260
Estimating I	TCON 260
Heating, Ventilation & Air Conditioning	TCON 261
Building Regulations	TCON 262
Project Management	TCON 263
Project I	TCON 264
Soils	TCON 272
Building Assemblies I	TDRA 262

June to September (Co-op 250)

August 31 to November 17 (Trimester VI)

Technical Communications II	TCOM 270
Construction Equipment	TCON 265
Estimating II	TCON 270
Construction Management	TCON 271
Specifications	TCON 273
Project II	TCON 274
Building Assemblies II	TDRA 272

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 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.

Communications

ENGL 155 Developmental English 0 CR

For those students with low EMAT English scores. Students will be assigned an individual course of study drawn from the following components: reading, study skills and composition. (0,5)

FES 152 Foundations of Employment Skills II 2 CR

Job search skills such as deportment, interviewing skills, resume writing, etc., are covered. This course is given over a two trimester period. (2,0)

TCOM 160 Technical Communications I 3 CR

This course introduces first-year students in technology programs to the principles and practice of technical communications. Topics covered include technical style and format, correspondence, summaries, process descriptions, technical instructions, mechanism descriptions, oral communications, and the use of visuals in communications. (2,1)
Prerequisite: ENG. 155

TCOM 260 Technical Communications II 2 CR

This is the first of two courses which provide the student with the knowledge of and skill in technical communication required in order to present the results of the work done in TCON 264, TCON 274, and TELE 272. (1,2)
Prerequisite: TCOM 160

Construction

TCON 150 Introduction to Construction 2 CR

An introduction to the construction industry, the process from design to building, the participants from owners and engineers to contractors and users. (2,1)

TCON 151 Materials I 3 CR

The first of three courses dealing with construction materials, their properties and applications. This course covers concrete and masonry. (3,1)

TCON 160 Light Wood Framing 2 CR

The study of wood as a structural material, specifically as it relates to Canadian wood frame construction. Students will build a model to display various framing details. (1,3)
Co-requisite: TDRA 161

TCON 161 Materials II 3 CR

Steel structural systems, laminated and heavy timber construction are covered. An introduction to the building envelope. (2,2)

TCON 170 Structural Concrete Design 3 CR

The design of reinforced concrete beams and columns; retaining walls and shoring concrete formwork. (3,2)
Prerequisite: TCON 151, TMTH 161

TCON 171 Materials III 3 CR

A continuation of the study of building envelope materials, including roofing. An introduction to interior finishing materials. (3,1)
Prerequisite: TCON 161

TCON 172 Electrical/Illumination 3 CR

Electrical wiring and service systems description and design. Electricalcontrols and signal systems. Light source characteristics and lighting design and application. (4,1)
Prerequisite: TPHY 150

TCON 173 Municipal Technology 3 CR

An overview of the planning, design and layout of subdivisions. Topics include urban planning, zoning, subdivision bylaws, services, contour mapping, plan-profiles, cross sections and earthwork volume calculations. (3,2)
Co-requisite: TSUR 150

TCON 250 Plumbing 2 CR

Water supply and drainage systems for buildings, storm and sanitary systems, and fire protection systems. Design calculations for pressure and gravity systems are covered. Associated drawing interpretation. (2,1)
Prerequisite: TPHY 150

TCON 251 Materials IV 3 CR

Finishing materials for walls, floors and ceilings including doors and associated hardware. Acoustical properties and design are also covered in this course.(3,1)
Prerequisite: TCON 171

TCON 252 Construction Economics 3 Cr

Basic financial concepts as they relate to construction. Time value of money, cash flow, present and future worth, rate of return, analysis of alternatives, cost-benefit analysis. (1,3)
Prerequisite: TMTH 150

TCON 253 Construction Law 2 CR

Contract law as it relates to the construction industry: contractual relations among consultants, owners and contractors, tenders, estimates and claims, damages, specific performance, injunctions, variations and claims for extras, bonds and performance guarantees, Lien Act. (3,0)

TCON 254 Structural Steel Design 3 CR

The design of steel structures, including columns, beams and bolted and welded connections. Prerequisite: TMTH 161 (3,2)

TCON 260 Estimating I 3 CR

An introduction to estimating, including a study of the variety of contractual arrangements under which buildings are constructed and for which estimates have to be prepared. Elemental estimates as prepared by the design professions are covered. An estimate will be prepared for a small wood framed structure. (4,1)
Prerequisite: TDRAF 171

TCON 261 Heating, Ventilation & Air Conditioning 3 CR

An introductory course to environmental control in buildings. Topics covered are: heat loss and gain calculations; heating and ventilation systems; air conditioning; related equipment; layouts and associated blueprint reading. Prerequisite: TPHY 150 (3,2)

TCON 262 Building Regulations 2 CR

Federal, Provincial and Municipal regulations governing the design and construction of the built environment. Zoning regulations and the National Building Code as appicable in British Columbia will be studied. (3,0)

TCON 263 Project Management 2 CR

The theory of project planning, scheduling and controlling. Systems theory, organization structures, staffing the project office, management functions, time management, conflicts, planning, controlling. (3,0)

TCON 264 Project I 2 CR

A major project must be completed on a construction related topic chosen by the student and approved by the Construction Engineeriang Technology faculty advisor. In this portion of the course the student will complete all material research and derive a thesis statement and outline. (0,2)
Prerequisite: Completion of Trimester IV.

TCON 265 Soils 3 CR

An introduction to the nature of soils in order to illustrate how soil materials may influence various construction designs and operations. The student will learn how to identify soils and perform some basic laboratory and field tests.(2,3)

TCON 270 Estimating II 3 CR

Procedures for preparing construction estimates are covered, including the bidding process. The construction cost of a medium sized commercial building will be estimated. (4,1)
Prerequisite: TCON 260

TCON 271 Construction Management 3 CR

The construction process: project safety, meetings and negotiations, preconstruction operations, planning and scheduling, including computerized systems, construction operations, measurement and payment, materials and quality control, claims and disputes, project closeout. (4,1)
Prerequisite: TCON 263

TCON 272 Construction Equipment 3 CR

The student will learn the selection criteria for construction equipment for various jobs and job conditions. (3,2)
Prerequisite: TCON 265

TCON 273 Specifications 2 Cr

The layout and writing of proper construction specifications according to Construction Specifications Canada format. Specification types, language, products, workmanship, office procedures, information storage and retrieval, computerized systems.
Prerequisites: TCON 151, TCON 161, TDRA 262

Drafting

TCON 274 Project II 4 CR

Continuation of TCON 264 (0,2)
Prerequisite: TCON 264

TDRA 150 Technology Graphics 3 CR

Introduction to engineering graphics; orthographic, isometric and axionometric projections; auxiliary views; plans and sections; technical sketching; lettering and dimensioning; simple mechanical drawing compositions. (1,3)

TDRA 151 Mechanical Drafting I 3 CR

Introduction to standard mechanical drafting conventions and procedures; intersections and development, gear design and drawing, threaded fasteners, cam detailing, material forming processes, welding symbols, methanical assemblies. (1,6)
Co-requisite: TDRA 150

TDRA 160 Introduction to Cad I 3 CR

Computer assisted drafting using AutoCAD. Graphic data input, filing and manipulation. The course deals with concepts of CAD systems as well as direct applications with simple projects. (1,3)
Prerequisites: TDRA 150, TPRG 150

TDRA 161 Architectural Drafting I 3 CR

Introduction to Architectural drafting. A working drawing set for a single family wood framed residence will be completed. (1,3)

TDRA 162 Mechanical Drafting II 3 CR

Topics covered are: double auxiliary views, pipe system planning and drawing, belts and chain drives, couplings and speed reducers, bearings, ISO tolerance specifications, exploded isometric assemblies, parts detailing. (1,6)
Prerequisite: TDRA 151

TDRA 170 Introduction to CAD II 3 CR

Advanced computer assisted drafting techniques, including the use of 30 simulation, customized menu and command creation as well as an introduction to programming using LISP. A more complex project will be handled.(1,3)
Prerequisite: TDRA 160

TDRA 171 Architectural Drafting II 3 Cr

A simple commercial building will be used to display advanced drafting techniques as used in systematized drawing offices. (1,3)
Prerequisite: TDRA 161

TDRA 172 Civil Drafting I 3 Cr

The drafting of contour maps; Canadian mapping system; land subdivision; simple, transitional and vertical highway curves; grading, cut and fill, cross sections and profiles; site plan requirements and layout. (1,6)
Co-requisite: TCON 173

TDRA 173 Structural Drafting I 3 CR

This course covers the detailing of structural steel, light wood and heavy timber construction and reinforced concrete. (1,6)
Prerequisite: TDRA 150

TDRA 250 Civil Drafting II 3 CR

Drafting and layout of municipal services and structures: electrical, sanitary, storm, water and gas services. Both CAD and manual production techniques will be used. (1,6)
Prerequisite: TDRA 170, TDRA 172

TDRA 251 Process Design and Drafting 3 CR

The layout and drafting of such industrial processes as sawmills, pulp mills and refineries. Both CAD and manual production techniques will be used.
Prerequisite: TDRA 162, TDRA 170 (2,5)

TDRA 252 Design Process 3 Cr

The process of designing; problem definition, information gathering, analysis, synthesis, sketch proposals, selection and documentation. (2,3)
Prerequisite: TDRA 150

TDRA 260 Structural Drafting II 3 CR

Emphasis is on the drafting and detailing of steel structures as they relate to industrial plants. Both CAD and manual production techniques will be used.
Prerequisite: TCON 254, TDRAF 173, TDRA 170 (1,6)

TDRA 261 Piping Design and Drafting 3 CR

Scaled and diagramatic layouts of piping used in the transmission of gases and liquids in industrial processes: joints, fittings, valves, threads, hangers and supports, transitions. Both CAD and manual production techniques will be used.
Prerequisite: TDRA 251, TDRA 170 (2,5)

TDRA 262 Building Assemblies I 3 CR

The first of two courses which covers the draftiang and detail designing of a medium sized commercial building from sketch plans to completed architectural and structural working drawings. This course is given in a drafting office-like environment as a team project. (1,4)
Prerequisite: TDRA 171, TDRA 170

TDRA 263 Computer Assisted Design Systems 3 CR

Introduction to computer aided design and drafting; schematic and printed circuit drafting, digital and analog circuit simulation. (2,3)

TDRA 270 Structural Drafting III 3 CR

A continuation of STRUCTURAL DRAFTING II, with emphasis on detail design, selection and drafting. Shop drawing generation. Both CAD and manual production techniques will be used. (1,6)

TDRA 271 Mechanical Drafting III 3 Cr

Layout, detailing and drafting of air handling systems with associated ductwork. Both CAD and manual production techniques will be used. (1,6)

TDRA 272 Building Assemblies II 3 CR

A continuation of Building Assemblies I. (1,4)

Electronics

TELE 150 Digital Techniques I 3 CR

The binary concept, codes, basic gates, combination lock, Karnaugh mapping, flip-flops, counters and registers. (3,2)

TELE 151 Shop and Lab Practice 3 CR

Use, applications and specifications of laboratory instruments. Soldering and desoldering skills; elementary troubleshooting and component identification and specifications. (1,4)

TELE 152 Circuit Analysis 4 CR

Introduction to electric circuits, electrical quantities, circuit analysis techniques applied to DC resistive circuits, common circuit theorems. (4,3)

TELE 160 Circuit Analysis II 4 CR

Analysis of capacitive, inductive and resistive circuits with sinusoidal excitation; analysis of DC excited capacitive and inductive circuits. (4,3)

TELE 161 Electronics I 3 CR

The PN junction, diodes, transistor action, BJT amplifier design, transistor switches, field effect transistors, FET amplifier design, multistage amplifiers and frequency response. (3,3)

TELE 162 Printed Circuit Fabrication 2 CR

Printed circuit technology; design and layout of printed circuit artwork; photofabrication and silkscreen techniques. (0,4)

TELE 170 Digital Techniques II 3 CR

Logic families, interfacing, advanced digital circuits, multiplexing principles. (3,3)

TELE 171 Pulse Circuits 3 CR

Periodic waveforms, design of specialized electronics circuits: ramp generators, wave shapers, Schmitt Triggers, monostable, astable and bistable multivibrators, basic video. (3,2)

TELE 172 Electronics II 3 CR

Power amplifier design, heatsinking, tuned amplifiers, oscillators, introduction to the operational amplifier and basic amp circuits. (3,3)

TELE 173 Power Systems 3 CR

Introduction to power equipment and standards (3,2)

TELE 174 Circuit Analysis III 3 CR

Transformers, AC network analysis, two-port analysis. (3,2)

TELE 250 Communications I 3 CR

Introduction to electronic communications: specialized circuits, modulation theory, amplitude modulation and circuits, angle modulation thory and circuits. (3,2)

TELE 251 Electronics III 3 Cr

Advanced operational amplifier circuits; power supply design. (3,2)

TELE 252 Transducers 3 CR

Measurement of non-electrical quantities: temperature, pressure, stress; devices and theory of operation, design and interface circuits. (3,3)

TELE 253 Microprocessors I 3 CR

Introduction to the microprocessor, architecture, addressing, specialized IC's and I/O. (3,3)

TELE 260 Communications II 3 CR

Advanced topics in electronic communications: propogation, transmission line, antenna theory. (3,2)

TELE 261 Control Systems I 3 CR

Introduction to control theory, classical theory, Bode plots, stability. (3,0)

TELE 262 Video Systems 3 Cr

Video display technology: rasterscreen systems, controllers and microprocessor interfacing, industrial standards, color systems and control. (3,2)

TELE 263 Data Communications 3 CR

Transmission media, standards, coding and protocol, networking. (3,2)

TELE 264 Microprocessors and Systems 3 CR

Microprocessor based systems and control: interfacing, algorithms, interrups, 16 bit systems. (3,3)

TELE 265—Systems Project I 1 CR

A major project based course which uses skills and knowledge learned to date. The student will take a project, initiated in conjunction with industry, from conception to completion. (1,0)

TELE 270 Control Systems II 3 CR

Continuation of Control Systems I with emphasis on applications and design. (3,5)

TELE 271 Computer Systems 3 CR

Software and hardware concepts relating to minisystems; operating systems, input/output, memory management. (3,2)

TELE 272 Systems Project II 5 CR

Completion of the project selected in TELE 265 (1,9)

TELE 273 Industrial Electronics 3 CR

Applications of electronics in control and operation of power systems. Topics covered are: ladder logic, PLC's, SCR's and TRIAC and power FETIS. (3,3)

Forestry

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 students with an overview of the major forest products and the manufacturing industry which is supplied with raw materials from B.C. forests. Wood identification of the B.C. commercial species; chip production and the preservative industry are also discussed. (2, 2)

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 Forest 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 supression 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 photogammetric 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 photogrammetic 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.(1,3)
Pre-requisites: FOR 157, FOR 171

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 place 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)

TCOM 180 Tcchnical Communication 3 CR

This course provides students in career programs with the skills necessary for effective written and spoken communication in the business world. Students will be given extensive practice in writing clear and concise English, planning and researching business and/or technical projects, in interviews, in business meetings and in oral presentations of research and results. (0,3)
Prerequisite: Credit for ENG 155

FOR 253 Silviculture I 4 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)

FOR 254 Silviculture II 4 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-requisites: FOR 253 (3, 2)

FOR 255 Forest Entomology 3 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)

FOR 256 Forest Pathology 3 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)

FOR 261 Forest Measurements III 4 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-requisites: FOR 162, FOR 172, FOR 174, and MATH 151. (0, 4)

FOR 262 Forest Measurement IV 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-requisites: FOR 261 (1, 3)

FOR 267 Supervisory Skills in Forestry 2 CR

The course will emphasize communication methods and skills required for successful supervision and human interaction. Full student participation as individuals and in group discussions is required for this course to be meaningful. (0, 2)

FOR 268 Industrial Relations in Forestry 2 CR

The course will cover the B.C. Labour Code with emphasis on rights of employers and employees. Specific collective agreements, e.g. I.W.A., Forest Industry, B.C.G.E.U. and Provincial Government will be examined. W.C.B. regulations and their impact will be covered. (0, 2)

FOR 281 Forest Finance I 3 CR

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 282 Forest Finance II 3 CR

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-requisites: FOR 281 (2, 2)

FOR 285 Roads and Transportation I 5 CR

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 micro-computer design applications.
Pre-requisites: MATH 151, FOR 162, FOR 157, FOR 172, FOR 174 (3, 3)

FOR 286 Roads and Transportation II 5 CR

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-requisites: FOR 285 (3, 3)

FOR 287 Logging I 3 CR

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-requisites: FOR 162, FOR 154, FOR 157, FOR 166, FOR 172, FOR 174, and MATH 151. (2, 3)

FOR 288 Logging II 3 CR

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, 268, FOR 282 and 286.
Pre-requisites: FOR 287. (2, 3)

FOR 290 Summer Technical Report 1 CR

Students entering second-year will submit a technical report on their summer experience or, failing employment in the forest industry, on a subject authorized by the Forestry faculty. This assignment is due no later than October 15th. Specification for the essay will be discussed with students prior to the conclusion of the first term.
Pre-requisite: TCOM 180 (1, 0)

Mathematics

MATH 151 Technical Math 3 CR

A review and expansion of Algebra 12. Topics include plane geometry, trigonometry, intermediate algebra and practical applications in forest resource technology related areas. (3,0)

MATH 155 Developmental Mathematics 0

For those students with low EMAT Math scores. Students will be assigned an individual course of study drawn from the following components: fundamental arithmetic, fundamental algebra, intermediate algebra. The work in this course must be completed prior to continuing with trimester two. (0,5)

TMTH 150 Construction Mathematics I 3 CR

Algebra with applications specific to construction and drafting problems. Graphs, trigonometry, vectors, functions and linear programming. (3,2)

TMTH 151 Electronics Mathematics I 3 CR

Review of algebra, systems of linear equations, matrix arithmetic, complex numbers, trigonometry, trigonometric identities, complex numbers, and complex arithmetic. (5,0)

TMTH 160 Construction Mathematics II 3 CR

Analytic geometry, with an introduction to differential and integral calculus as it is applied to technology level problems. (4,0)
Prerequisite: Math 155, TMTH 150

TMTH 161 Statics 3 CR

Vectors and force systems as they apply to statically determinate building components including columns, beams and trusses. Algebraic, graphical and computerized solutions are explored. (2,3)

TMTH 162 Electronics Mathematics II 3 CR

Introduction to calculus, differentiation and integration applications. (5,0)

TMTH 170 Electronics Mathematics III 3 CR

Infinite series, differential equations, Laplace Transforms. (5,0)

TMTH 250 Drafting Mathematics 3 Cr

Analytic geometry and introduction to calculus with problems applicable to drafting. (3,0)
Prerequisite: TMTH 150

TMTH 251 Electronics Mathematics IV 3 CR

Continuation of TMTH 170; advanced solutions to differential equations; Fourier transforms. (5,0)

Physics

TPHY 150 Construction Physics 3 CR

A general physics course with topics specific to the drafting and construction engineering technology programs. Topics include mechanics, electricity, heat and thermodynamics, wave motion and sound. (3,2)

TPHY 151 Electronics Physics 3 CR

Kinematics and mechanics. (3,3)

TPHY 160 Electronics Physics 3 CR

Electric fields, solid state devices and theory. (3,3)

Computer Programming

TPRG 150 Introduction to Computers 3 CR

Introduction to computing with MS-DOS based micro computers. Construction industry applications using wordprocessing and spreadsheet software such as PFS WRITE, SYMPHONY and LOTUS 123. (1,3)

TPRG 151 Introduction to Programming 3 CR

Introduction to computing with MS-DOS based micro computers. Electronics applications using wordprocessing and spreadsheet software such as PFS WRITE, SYMPHONY and LOTUS 123. Algorithms, flowcharting and BASIC. (1,3)

TPRG 188 Introduction to Programming Logic 3 CR

Introduction to computing with MS-DOS based micro computers. Forestry applications using wordprocessing and spreadsheet software such as PFS WRITE, SYMPHONY and LOTUS 123. Algorithms, flowcharting and BASIC. (3,3)

TPRG 250 Pascal 3 CR

Pascal language programming with applications in electronics. (2,3)

Surveying

TSUR 170 Surveying I 3 CR

Basic field surveying methods; field notes and their interpretation. Emphasis is on the use of levels, manual and electronic distance measurement instruments, as well as transits to do simple traverses. (1,3)
Prerequisite: TMTH 150

TSUR 250 Surveying II 4 CR

Surveying with specific emphasis to the construction site. Road and building layouts and construction control. (2,4)
Prerequisite: TSUR 170

Co-operative Education Courses

FES 151 Foundations of Employment Skills I 3 CR

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. (1,3)

FES 152 Foundations of Employment Skills II 4 CR

This course will provide opportunities to develop skills in resume writing, interviewing and other job search related areas. As well, job orientation, on-the-job training, workplace protocols and expectations, and assessment interviews will be covered. The final phase of the course will include an introduction to interpersonal skills intended to develop the students' ability to work effectively with others.

(In technology programs requiring this course, it is offered over Trimesters II and III) (1,3)

MGT 251 Applied Management and Interpersonal Skills 5 CR

Working effectively in organizations requires requires competence in interactions with other individuals. In the workplace, students will be expected to function as team members, as well as with subordinates. This course will provide structured opportunities to develop skills which contribute to effective working relationships. Major areas include: Listening Skills, assertiveness techniques, conflict management, problem-solving, and negotiation. As well, the course will provide opportunities to develop management skills through such topics as planning, organizing, staffing, directing and controlling. (1,3)

MGT 252 Applied Group Dynamics

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. (1,3)

Co-op 099 Special Pre-Employment Training 1 CR

This course has been developed to provide additional employment skills training to students who require special assistance to effectively participate in Co-op 150, the first work term. Included in the course are remedial interview skills, assistance in adapting to work place requirements, enhanced job search techniques, and goal setting and monitoring for Co-op 150. (0,3)

Co-op 199 Advanced Career Skills

This course is designed to further develop and enrich career skills acquired through completion of one or more work terms as well as Foundations of Employment Skills courses. The course will provide effective job search training for highly competitive fields, skills intended to improve the students mobility, as well as training in the development of strategies to plan a career, manage career growth, and to deal effectively with transitions. This course will be offered on an optional basis and will make extensive use of resource individuals with specialized knowledge relevant to the student's program. (0,3)

University Credit

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 C.N.C. 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 C.N.C. "Associate of Arts" Diploma or take individual courses for job enhancement or personal fulfillment.

In recognition of these various needs, C.N.C. 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 A.B.E. Level IV or G.E.D.

   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 prerequisites 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 in mathematics. Students below a certain level in that test should enroll in Math 100, Phys 106 or 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.

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 prerequisites. 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 C.N.C. 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 C.N.C. for a second year may find:

a. That they still have some flexibility in their course selection (ie. General Arts Degrees);

b. That they must adhere to a prescribed program (ie. Applied Science, Commerce, Criminology, Physical Education); or

c. That the college is unable to offer specific courses required to complete transfer (ie. 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 C.N.C. 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

Degree Of Agricultural Sciences

Areas of Specialization	SELECTION OF PACKAGES
Agricultural Economics	2G for all areas
Agricultural Mechanics	
Animal Science	
Food Science	
Plant Science	
Poultry Science	
Soil Science	

Degree of Applied Science

Areas of Specialization	SELECTION OF PACKAGES
	For all areas
	2C or 2D (5 year program)
	2H (4 year program)
Bio-Resource Engineering	
Chemical Engineering	
Civil Engineering	
Electrical Engineering	
Mechanical Engineering	
Metallurgical Engineering	
Mining & Mineral Process Engineering	

Programs leading to eventual admission to the following Professional Schools:

Areas of Specialization:	SELECTION OF PACKAGES
School of Architecture	Any Package
Faculty of Dentistry	2A
Faculty of Law	Any Package
School of Social Work	1F
* Physical Ed. & Recreation	1G
Faculty of Education	
1. Elementary	1C or 1D
2. Secondary	Any Package except 1E
School of Home Economics	2A, 2B
Faculty of Medicine	2A
Chiropractic Medicine	2A
Faculty of Pharmaceutical Sciences	2A, 2C, 2D, 2E
Faculty of Forestry	2F
School of Rehabilitation Medicine	2E
Program of Dental Hygiene	2E
Program of Medical Laboratory Technology	2B
Faculty of Criminology	1E

* Courses in the P.E. Program are currently under review and may be changed.

Degree of Arts

Areas of Specialization:	SELECTION OF PACKAGES
Anthropology	1C, 1E
Economics	1A, 1B
English	1A, 1B, 1C
Geography	1D
History	1C, 1D, 1F
Psychology	1A, 1B, 1C, 1D, 1F
Mathematics	1A, 1B
Industrial Relations	1A, 1B
Sociology	1F

Degree of Commerce and Business Administration

Areas of Specialization:	1A or 1B for all areas
Accounting & Management Information Systems	
Commerce and Economics	
Commerce and Law (for combined degrees)	
Computer Schience	
Finance	
Industrial Administration	
Industrial Relations Management	
Marketing	
Transportation and Utilities	
Urban Land Economics	

Degree of Science

Areas of Specialization:	
Astronomy	2A, 2B, 2C, 2E
Biochemistry	2A
Biology	
1. Botany	2A
2. Ecology	2A
3. Functional Biology	2A
4. Marine Biology	2A
Chemistry	2A, 2C, 2D, 2E
Computer Science	2D
Geography	2D
Microbiology	2A
Oceanography	2A
Pharacology	2A
Physics	2A, 2C, 2D, 2E
Physiology	2A
Psychology	2A
Mathematics	2A, 2C, 2D, 2E
Biological Sciences	2A
Biophysics	2A
Chemical Physics	2A, 2C, 2D, 2E
Kinesiology	2A

First Semester: September 8 to December 18, 1987
Second Semester: January 4 to April 22, 1988

Program 1A

First Semester	Second Semester
ECON 202	ECON 201
ENGL 101 or 103	ENGL 102 or 103 or 104
MATH 101	MATH 102
CSC 109	CSC 110
PSYC 101	PSYC 102

NOTE:

1. Students must take Program 1A for a career path to a Bachelor of Commerce & Business Administration at U.B.C. 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 1B

First Semester	Second Semester
ENGL 101 or 103	ENGL 102 or 103 or 104
ECON 101	ECON 102
MATH 100	MATH 101
CSc 100 or 101	CSc 100 or 101
PSYC 101	PSYC 102

1. Students could substitute Math 100/101 for French 101/102 for a General Arts Degree at U.B.C.
2. It is strongly recommended that all students considering the Co-op Accounting Program at Simon Fraser University take Commerce 201 & 202 during their first year at CNC.

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

NOTE: Some courses within packages can be changed to other electives. Students will have an opportunity to make changes prior to the start of classes. Students should contact a counsellor for assistance and clarification.

NOTE: If English 104 is selected it must be combined with English 103 for transfer credit.

Program 1C

First Semester	Second Semester
ANTH 101	ANTH 102
BIO 103 or GEOG 201	BIO 104 or GEOG 202
ENGL 101 or 103	ENGL 102 or 103 or 104
HIST 103	HIST 104
PSYC 101	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-requsities for program 1C: Algebra 11 or Math 040 for only those students taking Math 103/104.

Program 1D

First Semester	Second Semester
BIO 103	BIO 104
ENGL 101 or 103	ENGL 102 or 103 or 104
GEOG 101 or 103	GEOG 101 or 103
HIST 103	HIST 104
PSYC 101	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 Univeristy 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 1E

First Semester	Second Semester
PHIL 101	PHIL 102
CRIM 101	CRIM 102
CRIM 103	CRIM 106
SOC 101	SOC 102
PSYC 101	PSYC 102

NOTE:

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

NOTE: A statistic course is required in the second year (Psyc 201).
Specific Pre-requisites for program 1E: None

Program 1F

First Semester	Second Semester
CRIM 101	CRIM 106 or CRIM 102
ENGL 101 or 103	ENGL 102 or 103 or 104
HIST 101	HIST 102
PSYC 101	PSYC 102
SOC 101	SOC 102

NOTE:

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

   NOTE: A statistic course is strongly recommended during the first two years - Math 104 or Psyc 201.

   Specific Pre-requisites for program 1F: None

Program 1G

First Semester	Second Semester
BIO 101 or 103 or ECON 202	BIO 102 or 104 or ECON 201
ENGL 101 or 103	ENGL 102 or 103 or 104
P.E. 103	*Two performance Courses
P.E. 121	P.E. 124
P.E. 123	PSYC 102
PSYC 101	PSYC 102

NOTE:

1. Students must take Program 1G for a career path to a Bachelor's Degree in Physical Education at U.B.C. 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 U.B.C. 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 wish to take Bio 101/102.

   * Performance courses include: PE 101 through PE 113

   This program is currently under review and is subject to change. Please speak to a College Counsellor.

Program 2A

First Semester	Second Semester
BIO 101	B10 102
CHEM 111	CHEM 112
ENGL 101 or 103	ENGL 102 or 103 or 104
MATH 101	MATH 102
PHYS 101	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 Albegra 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	Second Semester
BIO 101	BIO 102
CHEM 113	CHEM 114
ENGL 101 or 103	ENGL 102 or 103 or 104
MATH 100	MATH 101
PHYS 105	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-requisities 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	Second Semester
CHEM 113	CHEM 114
ENGL 101 or 103	ENGL 102 or 103 or 104
MATH 101	MATH 102
CSC 109	CSC 110
PHYS 105	PHYS 106

Specific Pre-requsities for program 2C: Algebra 12 or Math 100, Chem 11 or Chem 040, Physics 11 or Physics 040

Program 2D

First Semester	Second Semester
CHEM 111	CHEM 112
ENGL 101 or 103	ENGL 102 or 103 or 104
MATH 101	MATH 102
CSC 109	CSC 110
PHYS 101	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 or Chem 040, and Physics 12 or Physics 040.

Program 2E

First Semester	Second Semester
BIO 101	BIO 102
CHEM 111 or 113	CHEM 112 or 114
ENGL 101 or 103	ENGL 102 or 103 or 104
MATH 101	MATH 102
PSYC 101	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)

NOTE: Dental Hygiene students can change Math 101/102 to another elective.

Dental Hygiene students can select either Bio 101/102 or Bio 103/104.

Program 2F

First Semester	Second Semester
ENGL 101 or 103	ENGL 102 or 103 or 104
MATH 101	MATH 102
MATH 104	MATH 105
DEND 111	DEND 112
BIO 101 or CHEM 113	BIO 102 or CHEM 114
or PHYS 105	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	Second Semester
MATH 101	MATH 102
MATH 204	EGEO 101
PHYS 201	PHYS 205
PHYS 211	APSC 100
APSC 120	ENGL 102, 103 or 104
ENGL 101 or 103	CSC 109
CHEM 111	CHEM 112

NOTE:

1. Students wishing to enter directly into the first year of U.B.C.'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-requsities for Program 2H: Minimum B^1 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 (Anthroplogy, 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 G.P.A. of 2.0 must be attained with no more than 6 credit hours below a G.P.A. 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.

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.

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.

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 (2 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 milleu, 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 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 CAD computer system and its drafting applications.
Pre-requisites: 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.
Prerequisites: 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 procaryote and eucarote cells as well as in virus particles.

Additional topics include all events (mitosis, meiosis and movement) and correlations of structural diversity with functional specialization.
Prerequisites:BIO 101 and 102, CHEM 101 and CHEM 103 and CHEM 104.
Corequisite: 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.
Prerequisites: BIO 201
Corequisite: 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.
Prerequisites: Biology 101 and 102
Co-requisites: Chemistry 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.
Prerequisite: BIO 205
Corequisite: 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.
Prerequisite: 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 univeristy chemistry at an appropriate science major, applied science and premed. level.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: 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-requisites: 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 infared spectroscopy.
Prerequisite: CHEM 111 or CHEM 112 or CHEM 113 or CHEM 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.
Prerequisite: CHEM 203 (3, 3)

Commerce

COM 110 Quantitative Analysis I 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.
Prerequisites: MATH 101 and MATH 102 (3, 0)

COM 122 Management and Organizational Behaviour 4 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 to determine the effect upon people as individuals, their relationship with others and their effectiveness at work. (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.
Prerequisite: 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.
Prerequisites: MATH 102 or MATH 103 and MATH 104 (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.
Prerequisite: MATH 207 and COM 207 (3, 0)

COM 209 Introduction to Decision Analysis 4 CR

Introduction to decision models in business, production planning, linear programming, probability theory and discrete random variables. (4, 0)

COM 210 Application of Statistics in Business 4 CR

The methods and applications of statistics in business, continuous random variables, sampling, estimation of parameters, hypothesis testing and regression analysis.
Prerequisite: COM 209 (4, 0)

COM 212 Managerial Accounting 3 CR

Introduction to the development and use of accounting information for management planning and control and the development of cost information for financial reports.

COM 213 Introduction to Business and Management 2 CR

Introduction to the basic concepts of management and administration; the internal operation of the enterprise; the relationship between the enterprise and the business environment; the analytical tools including computer literacy used in management.

COM 214 Capital Markets and Institutions 3 CR

Economic environment in which business operates, including the role of the Bank of Canada, analysis of domestic and international money markets and institutions and the basic capital asset valuation models.

Computer Science

CSC 100 Introduction to Computer Programming 0 CR

This course is for those who are not prepared to enroll in CSC 109, and it's main goal is to familiarize the students with writing computer programs in Pascal. No prior knowledge of computing or advanced mathematics is required. Those who successfully complete this course will be well-prepared to continue with CSC 109 or CSC 101
Prerequisite: ALGEBRA 11 (3, 3)

CSC 101 Fundamental Concepts of Computing 3 CR

This course provides an introduction to both theoretical topics and practical issues in computer science. Tentative topics to be covered will include: Basic Computer Architecture & Organization, System Software, and Design & Theory of Algorithms.

The main focus of this course is on problem solving through the use of algorithms. Numeric as well as non-numeric problems are solved. That is, algorithms for the solution of these problems are developed and then translated into computer programs.
Prerequisite: ALGEBRA 12 or MATH 12 or equivalent
Strongly Recommended: CSC 11 or CSC 12 (3, 3)

CSC 109 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.
Prerequisite: ALGEBRA 12 or MATH 12 or equivalent.
Corequisite: MATH 101 or instructor's permission. (3, 3)

CSC 110-3 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.
Prerequisites: MATH 101 and CSC 109 (MATH 109).
Co-requisite: MATH 102 (3, 3)

CSC 210 Numerical Methods 3 CR

This course is an introduction to the numerical techniques used in the solution of mathematical problems. It is intended for students in mathematics, computer science and applied science. Students will learn to use a library of programs to solve numerical problems, and also to write their own programs. FORTRAN 77 is the programming language used in the course.
Prerequisites: CSC 110, MATH 201, and MATH 204.
Co-requisites: MATH 202 and MATH 215 (3, 3)

CSC 214 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.
Prerequisite: CSC 110 (3, 3)

CSC 216 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.
Prerequisites: 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.
Prerequisites: 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.
Prerequisite: 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, 1 1/2)

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 from 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

A survey of styles and genres in International and Hollywood Cinema from 1940 to the present. A feature film will be screened each week and discussed in conjunction with assigned readings. University transfer students will write essays and exams while non-university transfer students may audit the course for general interest. (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 literacy topics.
Prerequisites: Two of ENGL 101, 102, 103, 104 (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.
Prerequisite: Two of ENGL 101, 102, 103, 104 (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.
Prerequisites: Two of ENGL 101, 102, 103, 104 (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.
Prerequisites: Two of ENGL 101, 102, 103, 104 (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.
Prerequisites: Any two of ENGL 101, 102, 103, 104 (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. Prerequisites: Any two of ENGL 101, 102, 103, 104 (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.
Prerequisite: Biology 12 alternatively students may take Biology 101 and 102 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.
Prerequisite: DEND 111 (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.
Prerequisite: FREN 12 (3,1 1/2)

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.
Prerequisite: FREN 101 (3, 1 1/2)

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 of the North. This course may be useful for students wishing to enter 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.
Prerequisite: 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.
Prerequisites: 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.
Prerequisites: GEOG 101 and 103 (3, 0)

Geology

EGEO 101 Introduction to Physical Geology (Engineering)

This is an introductory course in physical geography required by students transferring to U.B.C. Applied Science. The topics covered include the development, structure, concepts and methods of modern geography plus Geologic time. Emphasis is placed on four distinct traditions: Man/Land, Spatial, Regional and Cultural/Historical approaches to the discipline. Practical and engineering aspects will be stressed. (3, 3)

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 Europe From 1789 to 1914 3 CR

An examination of such themes as the French Revolution, Napoleon, the Industrial Revolution, Revolutions of 1848, political unification and the origins of World War I. (3. 0)

HIST 202 Twentieth Century Europe 3 CR

A sequel to HIST. 201. An examination of major themes such as the Russian Revolution, the World Wars, Facism, the Great Depression and the Cold War. (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.
Prerequisite: ALGEBRA 11 or MATH 045 (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.
Prerequisites: 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.
Prerequisite: 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.
Prerequisite: 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 interference. Applications to a wide variety of problems are emphasized.
Prerequisite: 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.
Prerequisite: MATH 104 and ALGEBRA 12 (3, 3)

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.
Prerequisite: 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.
Prerequisite: MATH 201 (3, 0)

MATH 203 Introduction to Analysis 3 CR

Elementary Logic, induction, sequence, limits, completeness, continuity, differentiability, suprenum and infimum. uniform continuity, and some theorems of calculus.
Prerequisite: 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.
Prerequisite: 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.
Prerequisites: 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. (1, 2)

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 compostion 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.
Prerequisite: 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 to the fundamental mechanisms of human physiology to exercise.
Prerequisite: P.E. 203 (2, 2)

P.E. 222 Sport in Canadian Society

An historical and theoretical analysis of sports in Canadian society.
Prerequisite: P.E. 121 (3, 0)

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, 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.
Prerequisites: 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.
Prerequisites: 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.
Prerequisites: PHYS 106 or PHYS 102 and MATH 102.
Co-requisites: 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 Magnetic Field, Ampere's Law, Faradays' Law. A series of experiments designed to demonstrate the concepts of electricity and magnetism and modern physics are included.
Prerequisite: PHYS 106 or MATH 201
Corequisite: 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 particles and rigid bodies, kinematics and dynamics of particles, and central forces.
Prerequisite: PHYS 102 or PHYS 106 and MATH 102
Corequisite: 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)
Prerequisites: PHYS 204
Corequisites: 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, 0)

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.
Prerequisite: 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.
Prerequisite: 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. Prerequisites: 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.
Prerequisite: PSYC 101 and 102 (3, 0)

PSYCH 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.
Prerequisites: PSYC 101 and 102 (3, 0)

PSYC 205 3 CR

The psychological development of the human being from conception through childhood. Includes the cognitive, psychomoter, social and emotional aspects for development.
Prerequisites: PSYC 101, 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.
Prerequisite: 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).
Prerequisites: PSYC 101, 102 (3. 0)

Sociology

SOC 101 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, O)

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.
Prerequisite: 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.
Prerequisite: 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.
Prerequisite: 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 deliquency, 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
Hist 101	Hist (3)	Hist 125 (3)	Hist 242 (3)
Hist 102	Hist (3)		
Hist 103	Hist 101 (3)	Hist 135 (3)	Hist 230 (3)
Hist 104	Hist 102 (3)		
Hist 201	Hist 224 (3)	Hist (1 1/2)	Hist 200 level (1 1/2)
Hist 202	Hist 225 (3)	Hist (1 1/2)	Hist 200 level (1 1/2)
Math 100	Math 100 (3)	Math 111 (3)	Math 012 (0)
Math 101	Math 151 (3)	Math 100 (1 1/2)	Math 100 (1/2)
Math 102	Math 152(3)	Math 101 (1 1/2)	Math 101 (1 1/2)
Math 103	Math (3)	*Math 130 (3) or	*Math 151 (1 1/2)
Math 104	Math 101 (3)	Stats 203 (1 1/2)	Math 100 level (1 1/2)
Math 105		with Math 104	
		Forestry 130 (3)	
Math 201	Math 251 (3)	Math 200 (1 1/2)	Math 200 (1 1/2) and
Math 202	Math 252 (3)	Math 201 (1 1/2)	Math 200 level (1 1/2)
Math 203	Math 242 (3)	Math 220 (1 1/2)	Math 200 level (1 1/2)
Math 204	Math 232 (3)	Math 221 (1 1/2)	Math 233A (1 1/2)
Math 215	Math 310 (3)	Math 315 (1 1/2)	Math 201 (1 1/2)
Phil 101	Phil 120 (3)	Phil 100 (3)	Phil 100 (3)
Phil 102	Phil 100 (3)		
Phil 204	Phil 210 (3)	Phil (1 1/2)	Phil 202 (3)
Phil 205	Phil (3)	Phil (1 1/2)	
PE 101		PE 210 (1)	PE 120 (1/2)
PE 103	*KIN (2)	PE 203 (1)	PE 115 (1/2)
PE 104		PE (1)	PE 100 level (1/2)
PE 105		PE 219 (1)	PE 122 (1/2)
PE 106		PE 220 (1)	PE 116 (1/2)
PE 107		PE 216 (1)	PE 121 (1/2)
PE 108		PE 218 (1)	no equivalent
PE 110		PE 226 (1)	PE 117 (1/2)
PE 113		PE 240 (1)	PE 109 (1/2)
PE 121		PE 161 (1 1/2)	PE 100 level(1 1/2)
PE 123	*KIN 142 (3)	PE 163 (1 1/2)	PE 100 level (1 1/2)
PE 124	*KIN (3)	PE 164 (1 1/2)	PE 100 level (1 1/2)
PE 203	*KIN 100 (3)	PE 391 (3)	PE 141 (1 1/2) and
PE 204			PE 241B(1 1/2) or
			PE 200 level (1 1/2)
PE 222		PE 261 (1 1/2)	PE 200 level (1 1/2)
Phys 101	Phys 120 (3)	Phys 115 (3)	Phys 110 120 (3)
Phys 102	Phys 121 (3)		
Phys 105	Phys 101 (3)	Phys *110 (3)	*Phys 103 (3)
Phys 106	Phys 102 (3)		or Phys 102 (3)

CNC	SFU	UBC	U VIC
Phys 201	Phys (3)	Phys 213 (2)	Phys 217 (1 1/2)
Phys 202	Phys 221 (3)	Phys 215 (2)	Phys 200 level (1 1/2)
Phys 203	Phys 234 (3)		
Phys 204	Phys 211 (3)	Phys 216 (2)plus (1)	Phys 120 (1 1/2)
Phys 205	Phys 212 (3)	unit or Phys 170 and	Phys 220 (1 1/2)
		Phys 175 (3)	
Psyc 101	*Psyc (3)	*Psyc 100 (3)	Psyc 100 (3) OR
Psyc 102	*Psyc (3)		Psyc 100 level (1 1/2)
			each
Psyc 103	Psyc (3)	Psyc (1 1/2)	Hum 100 level (1 1/2)
Psyc 161	Psyc (3)	Psyc 100 (3)	Psyc 100 (3) or
Psyc 162	Psyc (3)		Psyc 1 1/2 each
Psyc 201	Psyc 210 (3)	Psyc 200 (3)	Psyc 200 level (1 1/2)
Psyc 202	Psyc 201 (3)		Psyc 201 (1 1/2)
Psyc 203	Psyc (3)	Psyc 206 (3)	Psyc 220 (3) OR
Psyc 204	Psyc (3)		Psyc 200 level (1 1/2)
Psyc 205	Psyc 351 (3)	*Psyc (1 1/2)	Psyc 200 level (1 1/2)
Psyc 206	Psyc 355 (3)	*Psyc (1 1/2)	Psyc 200 level (1 1/2)
Psyc 207	Psyc 340 (3)	*Psyc (1 1/2)	Psyc 200 level (1 1/2)
Soc 101	S.A. (3)	Soci 200 (3)	Soci. 100 (3)
Soc 102	S.A. (3)		
Soc 201	S.A. 202 (3)	Soci (1 1/2)	Soci 200 level (1 1/2)
Soc 202	S.A. 200 level (3)	Soci (1 1/2)	Soci 200 level (1 1/2)
Soc 203	S.A. 100 (3)	Soci 210 (3)	Soci 200 (3)
Soc 204	S.A. 200 level (3)		
Soc 206	S.A. 100 level (3)	Soci (1 1/2)	Soci 202 (1 1/2)

*** Student should see a counsellor to check on specific comments applicable to these courses.**

This information is kept accurate and up-to-date to the best of our ability. Students should check with the Counselling Centre as it may change depending upon the receiving institution.

CNC - University Transfer Equivalencies

CNC	SFU	UBC	U VIC
	Anth 101	*S.A. (3)	Anth (1 1/2)
Anth 102	ARC (3)	Anth (1 1/2)	Anth 100 (3)
Anth 201	S.A. 170 (3)	Anth 200 (3) or	Anth 200 level (11/2)
Anth 202	*S.A. (3)	Anth (1 1/2) each	Anth 200 level (11/2)
APSC 100		APSC 120 (1 1/2)	
APSC 120		APSC 151 (1 1/2)	
Bio 101	BiSc 101 (3)	Biol 101 (3) OR	Bio 150 (3)
Bio 102	BiSc 102 (3)	Biol 102 (3)	
Bio 103	BiSc 101 (3)	Biol (3)	*Biol 150 (3)
Bio 104	BiSc 102 (3)	Biol (1 1/2) each	"B" or above
Bio 111	BiSc (3)	Biol (1 1/2)	Biol 100 level (1 1/2)
Bio 112	BiSc (3)	Biol (1 1/2)	Biol 100 level (1 1/2)
Bio 121	BiSc (3)	P.E. 391 (3)	P.E. 141 (1 1/2)
Bio 122	BiSc (3)		P.E. 241 (1 1/2)
Bio 201	BiSc 201 (3)	Biol 200 (1 1/2)	Biol 200 (1 1/2)
Bio 202	BiSc (3)	Biol 201 (1 1/2)	Bioc 200 (1 1/2)
Bio 203	BiSc 204 (3)	Ecology 2nd Yr. (1 1/2) Biol 306 (1 1/2)	
Bio 204	BiSc 202 (3)	Genetics 2nd Yr.(1 1/2) Biol 300 (1 1/2)	
Bio 205	*BiSc (3)	Micr 200 (3)	Micr 200 level (1 1/2)
Bio 206	*BiSc (3)		Micr 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 (3)	Chem 120 (3)	Chem 101 (1 1/2)
Chem 112	*Chem (3)		Chem 102 (1 1/2)
Chem 113	*Chem (3)	Chem 110 (3)	Chem 120 (3)
Chem 114	*Chem (3)		
Chem 201	*Chem 261 (3)	Chem 205(3) OR 201	Chem 200 level(1 1/2)
Chem 202	*Chem 232 (3)	and 202 (3)	Chem 200 level(1 1/2)
Chem 203	Chem 251 (3)	Chem 203 (3) OR	Chem 231 (1 1/2)
Chem 204	Chem 252 (3)	Chem 230 (3)	Chem 232 (1 1/2)
Com 110	Math (3)	Com 110 (1 1/2)	
Com 120	Bus 270 (3)	Com 120 (1 1/2)	
Com 201	*Bus 251 (3)	Com 151 (1 1/2)	Comm 151 (1 1/2)
Com 202		Com 153 (1 1/2)	
Com 207	Math (3)	Com 211 (1 1/2)	Math 200 level(1 1/2)
Com 208	Math (3)	Com 212 (1 1/2)	Math 200 level(1 1/2)
Com 122		Com 292	
Com 209		Com 290	
Com 210		Com 291	
Com 212		Com 294	
Com 213		Com 296	
Com 214		Com 297	

CNC	SFU	UBC	U VIC
CSC 100	*Cmpt 103 (3)	*CPSC (1 1/2)	C.SC. 100 level(1 1/2)
CSC 101	*Cmpt (3)	CPSC 114 (1 1/2)	C.SC. 100 level(1 1/2)
CSC 109	*Cmpt 103 (3)	CPSC 114 (1 1/2)	C.CS. 110 (1 1/2)
CSC 110	*Cmpt (3)	CPSC 116 (1 1/2)	C.CS. 115 (1 1/2)
CSC 210	Cmpt 200 level (3)	CPSC 200 level (11/2)	C.Sc. 200 level(1 1/2)
CSC 214	CMPT 105 (3)	CPSC 215 (3) or	C.SC. 230 (1 1/2)
CSC 216	CMPT 201 (3)	(1 1/2) each	C.SC. 225 (1 1/2)
CSC 220	CMPT 205 (3)	*	Math 222 (1 1/2)
CSC 224	*CMPT 290 (3)or 291(3)	CPSC (1 1/2)	C.SC. 250 (1 1/2)
Crim 101	Crim 101 (3)	Soci (1 1/2)	Soci 100 level (1 1/2)
Crim 102	Crim 103 (3)	Psyc (1 1/2)	Psyc 200 level (1 1/2)
Crim 103	Crim 131 (3)	Soci (1 1/2)	Soci 100 level (1 1/2)
Crim 106	Crim 104 (3)	Soci (1 1/2)	Soci 200 level (1 1/2)
Crim 120	Crim 120 (3)	Soci 200 level (1 1/2)	Soci 200 level (1 1/2)
Crim 241	Crim 241 (3)	Soci (1 1/2)	Soci 200 level (1 1/2)
Draw 141 Draw 142		APSC 151 (1 1/2)	Engr 150 (1 1/2)
Econ 101	Econ 100 (3)	Econ (1 1/2)	Econ 100 (3) or
Econ 102	Econ 101 (3)	Econ (1 1/2)	Econ (1 1/2) each
Econ 201	Econ 205 (3)	Econ 100 (3)	Econ 202 (1 1/2)
Econ 202	Econ 200 (3)		Econ 201 (1 1/2)
Engl 101	*Engl (3)	Any two	Engl 121 (1 1/2)
Engl 102	*Engl (3)	Engl 100 (3)	Engl 122 (1 1/2)
Engl 103	*Engl (3)	Engl 100 (3)	Engl 115 (1 1/2)
Engl 104	*Engl (3)		Engl 116 (1 1/2)
Engl 201	*Engl (3)	Engl 201 (3)	Engl 200 (3) or
Engl 202	Engl 206 (3)		Engl 200 level (1 1/2)
Engl 203	Engl 221 (3)	Engl 202 (3)	Engl 202 (3)
Engl 204	*Engl 221 (3)		
Engl 213	Engl (3)	Engl 200 level (3)	Engl 200 level (1 1/2)
Engl 214	Engl (3)		Engl 200 level (1 1/2)
Fren 101	See SFU Calendar	Fren 120 (3)	Fren 180 (3)
Fren 102	See SFU Calendar		
Geog 101	Geog 101 (3)	Geog (1 1/2)	Geog 101B (1 1/2)
Geog 103	Geog 262 (3)	Geog 103 (1 1/2)	Geog 102 (1 1/2)
Geog 201	*Phys Geog (3)	Geog 101 (3)	Geog 203B (1 1/2)
Geog 202	*Phys Geog (3)		Geog 203A (1 1/2)
Geog 203	Geog 121 (3)	Geog 201 (1 1/2)	Geog 201 (1 1/2)
Geog 205	Geog 141 (3)	Geog 200 (1 1/2)	Geog 205 (1 1/2)

Trades Training

Introductory Trades

Training Access
Power Engineering - 4th Class
Welding
Beginning Welding Registered "C" Level
Advanced Welding

Apprenticeship classes

Automotive Mechanical Repair
Carpentry
Heavy Duty Mechanics
Millwright
Welding

Part Time Trades Programs

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

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

The following information describes each type of course offering as it is grouped under these three main headings.

Apprenticeship Training

An apprenticeship is a formal written agreement (indenture) between an employer, an employee and the Province of B.C. Under this agreement an apprentice attends training classes at one of several B.C. Colleges approximately once a year. The Apprenticeship and Employment Training Branch schedules these classes, arranges for apprentices to attend and monitors their progress. Graduates qualify to write the Trades Qualification and/or the Interprovincial Examination for their chosen trade provided they have served the required working time.

CNC currently offers apprenticeship classes in the trades listed below. Each program follows the provincial course outline approved by the Ministry of Advanced Education and Job Training. Persons interested in these or any other apprenticeable trade should contact

The Apprenticeship and Employment Training Counsellor
Ministry of Advanced Education and Job Training
500 Victoria Street
Prince George, B.C. V2L 2J9
565-6020

OR

The Apprenticeship and Employment Training Branch
Ministry of Advanced Education and Job Training
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 Advanced Education and Job Training.

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 Apprenticeship and Employment 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 schedule.

Carpentry (Apprenticeship)

The Carpentry apprenticeship program is a Designated Trade. It is four years in length and sponsored by the Ministry of Advanced Education and Job Training, 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 Apprenticeship and Employment Training Branch).

Dress:	That which is appropriate for training and safety. Safety-toed boots are required (Workers' Compensation regulations will apply).
Length of Program:	6 week intervals
Commencement Dates:	As per Ministry schedule

Electrical Construction (Apprenticeship)

Electrical Construction is a four year apprenticeship in a Designated Trade sponsored by the Apprenticeship and Employment Branch of the Ministry of Advanced Education and Job Training.

The employment environment can be indoors or outside and includes working on large industrial construction projects to mines and mills to wiring houses.

Due to the technological changes occurring in this industry a solid background in mathematics is essential.

Admission Requirements:

To enter this program the applicant must already be an indentured apprentice (Contact the Apprenticeship and Employment Training Branch).

Dress:	Workers' Compensation Board Regulations Apply.
Length of Program:	8 week intervals
Commencement Dates:	As per Ministry schedule.

Heavy Duty Mechanics (Apprenticeship)

A 4 year program in a Designated Trade sponsored by the Ministry of Advanced Education and Job Training, 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 Advanced Education and Job Training Apprenticeship and Employment Training Branch).

Dress:	Workers' Compensation Board regulations will apply. Safety-toed boots are required.
Length of Program:	5 week intervals.
Commencement Dates:	As per Ministry Schedule

Millwright (Apprenticeship)

The Millwright apprentice program offered through CNC is a Designated Trade sponsored by the Apprenticeship and Employment Training Branch, Ministry of Advanced Education and Job Training. 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 Advanced Education and Job Training, Apprenticeship and Employment Training Branch).

Length of Program:	5 week intervals.
Commencement Dates:	As per Ministry schedule.
Dress:	Workers' Compensation Board regulations will apply. Safety toed-boots are required.

Welding

Welding has recently become an approved apprenticeship program, three years in length, and sponsored by the Ministry of Advanced Education and Job Training. 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 Advanced Education and Job Training, Apprenticeship and Employment Training Branch.

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.

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 speciality presentation.

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

Co-operative Advanced Apprenticeship Training
Automotive Mechanical Repair - Diploma

This new and innovative program was introduced in September 1986. It offers some real advantages to anyone interested in a career as an automotive mechanic including: credit towards an apprenticeship, advanced technical training, an opportunity to receive hands on experience while learning and a chance to prove yourself to an employer.

The program provides the entire apprenticeship technical training of the Automotive trade over twelve (12) months of in-school training and six (6) months of co-op work term placement in the Automotive Repair industry. The entire program requires eighteen months to complete. The next intake will occur in September 1987. 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 as an automotive apprentice, as per Ministry of Labour guidelines.

Students will alternate their in-school theory training with "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:

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.

Preference will be given to those with successful completion of Grade 12 including English 12, Algebra 12, Physics 11.

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.

The Program
First Semester: September - December

Shop Practices, Tools and Safety
Brake Systems
Wheels, Hubs and Tires
Steering Systems
Drive Shafts
Welding
Differentials

Second Semester: January - April

Gasoline Engines
Cooling Systems
Exhaust Systems
Emission Control Systems
Fuel Delivery Systems
Ignition Systems

First Co-op Work Term: May - August

Students are placed in paid employment with local employers engaged in the Automotive Mechanical Repair trade.

Third Semester: September - December

Electrical Systems
Standard Transmission and Clutch Assemblies
Transfer Cases
Automative Transmissions

Second Co-op: January - Mid February

Review: February

Students return to school for two weeks of review and final exams.

Power Engineering - 4th Class - Certificate

A program intended to prepare you 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 045, Drafting.
Dress:	Workers' Compensation Board regulations will apply. Safety-toed boots are required
Length of Program:	10 months, 6 hours per day.
Commencement Date:	September 8, 1987

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 Apprenticeship and Employment Training Branch as equivalent to the first year of apprenticeship in-school training.

Students who enrol 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 1987/88:

Steamfitting Heavy Duty Mechanics
Plumbing Joinery
Electrical Machinist
Carpentry Millwright
Auto Mechanics

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 acquired 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:	Workers' 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 exempt from sections of the program. Some students may obtain advanced credit in the program while attending high school. Average completion time is 6 months.

Part-Time Program:

As the program is organized into a series of units or modules of study, students may choose to take only those skills necessary for improving their job performance or promotional possibilities. For others, a partial program may be all that's required to find employment. This program is very flexible and can accomodate a wide range of options to suit personal needs.

Commencement Dates: New classes start on the first Monday of each month.

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 possible employment possibilities.

Beginning Welding (Registered "C" Level)

This program offers basic training for entry level employment in a broad variety of welding and steel fabrication related jobs. The curriculum is self-paced and is organized in a modular format which is designed to accommodate the individual differences which occur in learning. On completion of the program a student will have gained enough practical experience and related theory to take a variety of job tests.

Course Content:

P-1 Introduction and Program Orientation
P-2 Gas Cutting
P-3 Gas and Braze Welding
P-4 Shielded Metal Arc Welding
P-5 Air Carbon Arc Cutting
P-6 Gas Metal Arc Welding. Flux Core Arc Welding
RK-1 Material Handling and Rigging
RK-2 Blueprint Reading I
RK-3 Introduction to Metallurgy I

Admission Requirements:

Grade 10, G.E.D. ABE III.

Dress: Workers' Compensation Board regulations will apply.
Safety-toed boots and welding gloves are required.

Length of Program: May vary from 5-7 months. Continuous intake based on a
modular concept is designed to allow students to progress at their own rate.

Advanced Welding: Upgrading, Registered "B" and "A" Levels and Testing

Course Content:

Registered "B" Level contains training in the following practical and related knowledge modules:

P-7 Shielded Arc Welding II (S.M.A.W.II)
P-8 Gas Metal Arc Welding II (G.M.A.W.II)
P-9 Flux Core Arc Welding II (F.C.A.W.II)
P-10 Gas Tungsten Arc Welding I (G.T.A.W.I)
RK-4 Inspection Procedures
RK-5 Welding Standard and Quality Control
RK-6 Blueprint Reading II
RK-7 Metallurgy II

Registered "A" Level contains training in the following practical and related knowledge modules:

P-11 Shielded Metal Arc Welding III (S.M.A.W.III)
P-12 Gas Tungsten Arc Welding II (G.T.A.W. II)
RK-8 Metallurgy III
RK-9 Blueprint 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.

Part-Time Trades Programs

The Trades Division offers a variety of additional courses to the general public and local industry through the office of Continuing Education/Trades. In general these courses are short term and highly specific in nature and range from Introductory Welding to Advanced Technology Training programs.

Depending on local demand these courses may be run on any of CNC's campuses in the College Region or may be delivered directly to industrial users on the employer's site.

Most courses are advertised in the Continuing Education brochure or in the local media. However, if you require further information or wish to suggest a course you feel should be offered, please contact the Manager of Continuing Education/Trades at local 242.

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 may be assessed anyone who does not register at the time indicated on their permission to register letter. Students with extenuating circumstances are advised to see the Registrar.

Change of Course or Section

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

Admission Status - Geographic

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

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

a. Be 19 years of age or over and have resided within the boundaries of one of the above school districts for at least 3 months prior to the commencement of the program to which admission is sought, or

b. Be under 19 years of age at the commencement of the program to which admission is sought and a dependent of parents or legal guardians who reside within the boundaries of the above school districts, or

c. Be the owner of real property within the boundaries of the above school districts.

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

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

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 accceptance 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.

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 ID card is provided free. $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
B⁵		3.5
B	Good achievement	3.0
C⁵		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 & 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 & requires the permission of the Director of the Division to re-enrol	
	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 Courses

A	90	100%
B+	85	89%
B	80	84%
C⁵	75	79%
C	70	74%
P	65	69%
F		65%

For Programs using Grade Point Average (G.P.A.)

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

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

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

G.P.A. equals 31 + 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 re-calculate 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 for the 1st copy and $1 for each additional copy. The College will forward transcripts to other institutions or potential employers etc. only with the specific permission of the student involved.

Transfer to Other Institutions

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

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

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

I. **General**

Students are encouraged to discuss any grade received with the instructor at the time the grade is allocated. The full Grade Appeal Procedure outlined below will be used in the case of Final Course Grades only.

Once a final grade for a course has been received, a student must initiate a grade appeal no later than 30 calendar days after the issuance of final grades.

For the purposes of this procedure, an appeal will be considered to have been initiated once the student has approached the instructor to discuss the final grade. The resolution of the appeal at any point during the procedure will halt the process.

As only Final Course Grades can be appealed, students are cautioned that the appeal must have enough substance to actually change the final grade if the appeal is successful.

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.

Any decisions handed down in accordance with the provisions stipulated in the Grade Appeal Procedure shall be final insofar as the College of New Caledonia has jurisdiction.

II. **Procedure**

1. The first step requires the student to attempt resolution of the issue on an informal basis with the instructor involved within 30 calendar days after the issuance of final grades.
2. If no resolution can be reached with the instructor, the student may continue the appeal by forwarding a written outline of the appeal to the Department Head of the instructor involved. If the Department Head is the instructor in question or if a Department Head is not available, the written appeal should be forwarded to the appropriate Academic Director.

   At this stage, the appeal must be in writing. When writing the appeal, the student should specify: the name of the course and instructor involved; the evidence upon which the appeal is based; and the resolution that is being sought. At this stage the sutdent should also attach any evidence that is pertinent to the appeal. Pertinent evidence from throughout the course in question is admissible.
3. If no resolution can be reached at the Department Head level, and the appeal is to be pursued, the appeal must be forwarded to the Vice-Principal, Academic. At this point, the role of the Vice-Principal is to ensure that the proper procedure has been followed to this stage. If proper procedure has been followed, the Vice-Principal will forward the appeal to the Grade Appeal Committee.

   In general, 14 calendar days will be allowed for the appeal to progress through the Instructor, Department Head and Vice-Principal, Academic stages.

III. **Grade Appeal Committee**

1. Once the grade appeal has been forwarded to the Committee, the Chairman of the Committee will call a meeting of the student making the appeal, the instructor and the Committee members within 7 calendar days.
2. In reviewing the appeal, the Committee may request additional written submissions from the principals involved in the appeal at previous stages.
3. In conducting a hearing, the Committee will generally schedule the student for the first interview and the instructor for the second. Normally the student and instructor will be interviewed separately, although joint interviews may be conducted if the Committee feels it is appropriate. Both student and instructor have the right to proxy representation at the interview and may be accompanied by one additional person if they so wish. If further clarification is required, the Committee may interview either or both the student and instructor a second time.
4. The Committee will pursue any avenues it feels are appropriate to explore the appeal and reach a recommended resolution.
5. If, after deliberation, the Committee consensus is that a grade should be changed, or an alternate resolution is recommended; the Committee will:
   a. Prepare a report outlining the rationale for the change or alternate resolution.
   b. Submit the report and the recommendation to the instructor involved with a request that the instructor support the resolution.
   c. If the instructor does not agree with the recommended resolution, the Committee will forward the report to the Vice-Principal, Academic for final decision.

      The Committee recommendation will not result in a lower grade being assigned.
6. If, after deliberation, the Committee cannot reach a consensus on a recommended resolution of the appeal, it will:
   a. Prepare a report outlining the issues involved and forward it to the Vice-Principal, Academic for solution.

Student Appeal Procedure

1. The first step in any appeal involving a student and a C.N.C. 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:

i. The Grade Appeal Committee

ii. An Ad Hoc Committee composed as follows:

   a. One student named by the Student Union
   b. Two Faculty members named by the Vice-Principal Academic
   c. One Administrator named by the Principal

   If any member of this Committee is party to a particular grievance, he or she shall not serve on the Committee for the duration of those proceedings. 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 Administration 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.

Appeal Procedure re: Nursing Clinical Practice

1. The student will discuss the problem with the Co-ordinator of the Nursing Program.

2. The Co-ordinator of the Nursing Program will record the discussion that has taken place and what resolution, if any, has been effected. The report will be signed by the Co-ordinator 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. When writing the appeal the student should specify: The name of the course and the instructor involved; the evidence upon which the appeal is based; the resolution that is being sought. At this stage the student should also attach any evidence that is pertinent to the appeal. Pertinent evidence from throughout the course in question is admissible.

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 Sub-committee. The Director will also forward a copy of the appeal to the committee members.

7. The Nursing Practice Appeal Subcommittee: 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 Sciences
     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.

Probation

Students who are performing at an unsatisfactory level may be placed on probation for a specified period of time. If at the end of the period the student's performance continues to be unsatisfactory the student may be suspended. If the student's performance jeopardizes the safety of others the student may be suspended prior to the end of the specified probation period.

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.

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 "O" 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. 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.

b. A 50% refund of fees will be made if the student withdraws before the end of the second week of classes or prior to completion of 14% of the course in courses/programs less than 4 months in length.

c. No refund will be made if the student withdraws more than two weeks after commencement of classes or after 14% of the content has been completed in courses/programs less than 4 months in length.

d. Students enrolled in Developmental courses who complete requirements in less than 15 weeks will be refunded tuition fees in a pro-rata basis.

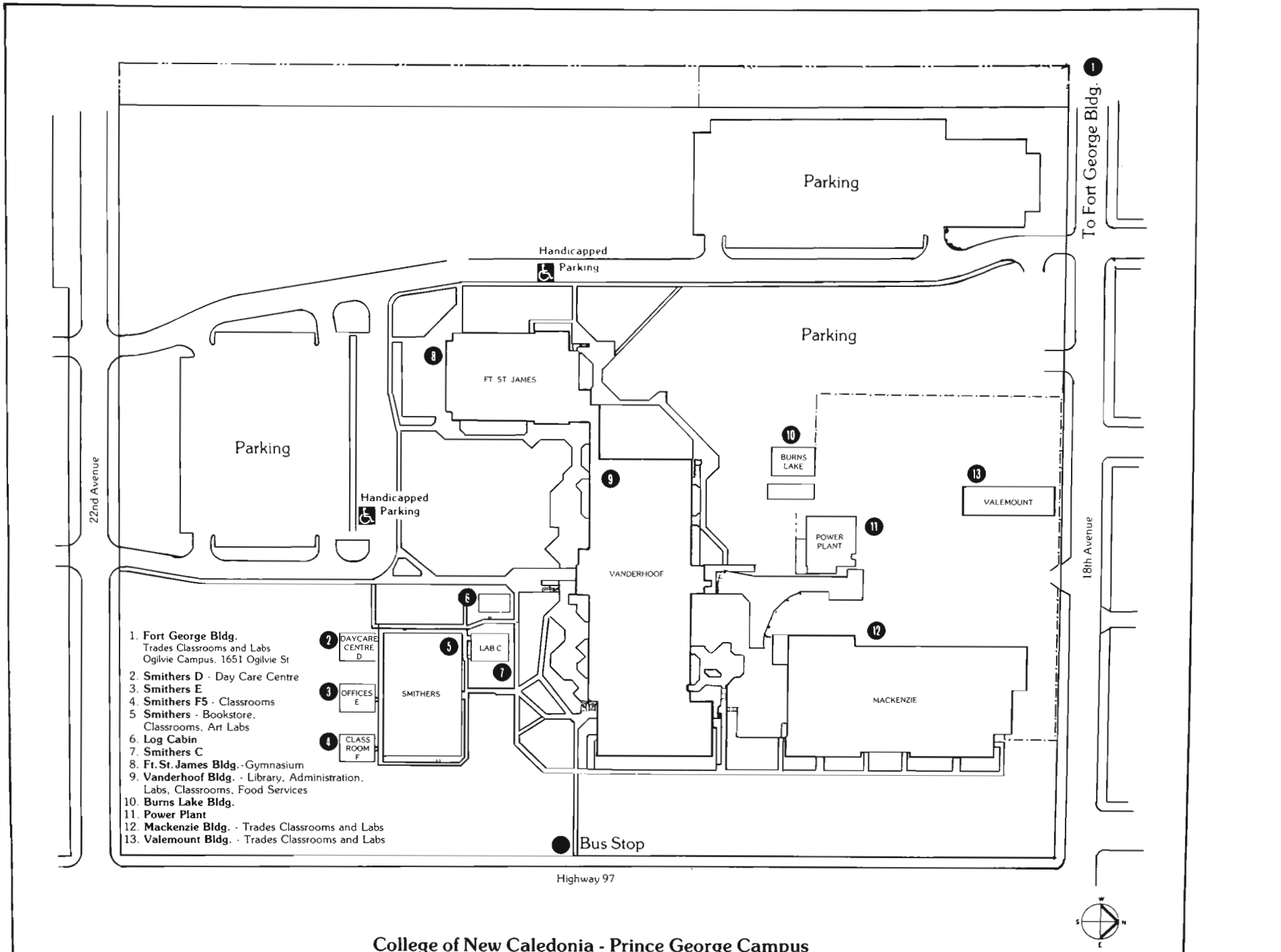
Faculty & Administration

D. Aitken	B. Sc.	Biology, Lab Demonstrator
J. Allgaier	B.A., M.A.	English
D. Anderson	B.Sc.	Vice Principal Academic
L. Anderson	I.D., B.C. Pressure Welding Cert.	Welding
C. Andrew	R.N., B.N., M.Ed.	Nursing
M. Applegate	R.N., B.Sc.N.	Nursing
C. Ashurst		Regional Mgr., Burns Lake
J. Backhouse	A.L.A.	Director, Comm. Services
L. Backman	C.D.A.	Dental Assisting
C. Bardal	B.S.F., R.P.F	Forest Resource
G. Bebault	B.Sc., Ph.D.	Technology
S. Berry	Tele. & Electronic Dip.	Audio Visual Manager
R. Bircher	I.D., 1st Class P.E. J.I.I.M.	Power Engineering
C. Blair	T.Q., I.P., Millwright T.Q., Machinist	Millwright & Machinist
J. Blake	B. Comm., M.B.A.	Vice Principal Admin. & Bursar
M. Bonser	B.Sc.	Chemistry
K. Borsato		Regional Manager, Quesnel
N. Brooks	B.A., M.Ed.	A.S.E.
N. Buck	B.Sc., M.Sc.	Mathematics
S. Burgess	I.D., B.C.T.Q., HDM	H.D. Mechanics
M. Chapman	R.N., B.Sc.N.	Nursing
J. Chorney	B.A., T.Q. & I.P., Carpentry	Dir. Science, Trades, Tech.
J. Cioe	(Hon.) B.A., M.A., Ph.D.	Psychology
A. Clark	Dip. Computer Tech.	Computer Info Systems
W. Cocker	C.G.A.	Controller
J. Connors	B.Sc.	ABE Mathematics & Physics
K. Conroy	B.A., M.A., M.S.W.	Counsellor
J. Craig	B. Sc.	Mathematics
M. Croken	R.N., B.A.	Nursing
J. Crow	B.Sc., Ph. D.	Chemistry
J. Curry		Personnel Assistant
K. Dawson	I.D., B.C. Pressure Welding Cert.	Trades
S. Delaney		Public Relations Officer
B. Dickens	B.S.F., R.P.F	Forest Resource Tech.
A. Dumas	B.Sc., P.Eng.	Construction Technology
R. Dunsmore	B.S.F., M.F.	Forest Resource Tech.
P. Elliott	Forest Tech. Dip. of C.E.T.	Forest Resource Tech.
J. English	P.Eng.	Electrical/Electronics
P. Fahlman	B.A.	Manager, Financial Services
G. Farmer	B.A., M.A.	Sociology/Anthropology
S. Fefferman	B.Comm., M.A.	Economics
D. Fleck	C.F.C.C., T.Q. Cert. Journeyman	Cooking
J. Fort	R.N., B.Sc.N.	Manager, Cont. Ed. Nursing
C. Fortin	I.D., Welding Inspect. Level II	Welding Technology
K. Friedrich	R.N., B.Sc.N.	Nursing
N. Frood	R.N., B.S.N.	Nursing
M. Fuhrmann	T.Q. & I.P., Elect.	Electrical
K. Gable	T.Q. & I.P., Carpentry	Carpentry
J. Gattrell	B.A., M.L.S.	Librarian
F. Gee	B.Ed.	ASE & VALT
M. Gee	B.Ed., Comm. M.A.Ed., Cert. ESL Cert. F.T.M. Dip. B.C. Tech. Cert. Cert. Bkkeeping.	Adult Basic Education
J. Gillespie	B.S.F. R.P.F.	Forest Resource Tech.
J. Pooley	B.Sc., CRM.	Manager, Cont. Ed. —Business
R. Goode	Arch. Tech.	Building Services Manager
B. Gordon	R.N., B.Sc.N.	Nursing
J. Graber	B.Sc.	Dept. Head, Technologies Manager, Continuing Ed.— Science & Tech.
R. Green	B. Comm., C.A., A.C.I.S.	Business Administration
E. Griffith		Dept. Head, Computer Information Systems
L. Hamel	T.Q., Auto. T.Q. & I.P., HDM.	Heavy Duty Mechanics
J. Harris	B.A., M.A., Ph.D.	English
W. Hartman		Regl. Manager Mackenzie
W. Heinz		Comp. Inf. Systems
M. Hill	(Hon.) B.Sc., M.A.	Assoc. Director, Developmental Services
S. Hunter		Human Resources Development
P. Husband	R.N., B.S.N.	Nursing
G. Ingalls	B.A., M.A.	English/Philosophy
R. Insley	B.Sc., M.Sc.	Mathematics
G. Jackson	B.C. Teaching Cert.	ABE English
C. Jarosch	B.S.A., M.Sc.	Biology
J. Jensen	I.D., Inter-Prov. 1st. Class Elect.	Electrical
G. Kaweesi	B.Sc. (Hon.), Math, M.S.	Math/Computer Science
H. Klassen	Assoc. Dip., Agric. B.Sc., Agriculture	Regional Manager Nechako
G. Krop		Business Administration
C. Lee	B.A., M.Sc., Ph.D.	Mathematics
A. Leveridge	Dip. Tech., C.I.M., C.D.P. C.P.M., M.Sc.	Bus./Data Processing
R. Lo	B.Sc., Ph.D.	Biology
N. Lynch	R.N., B.Sc.N.	Nursing
L. MacBurney		Registrar
D. MacNeil	B.A., E.C.E. Cert.	Early Childhood Education
A. Magee	Teach. Diploma	Adult Basic Education
R. Maida	B.A., M.Sc.	Counsellor
B. Malcolm	B.Sc., M.Sc.	Chemistry
R. Martin	I.D., Welding Supervisor Dip.	Welding
J. May	R.N.	Nursing
B. Mayfield	B.A. (History), M.L.S.	Librarian
C. McCaffray		Principal
T. McDonald	B.Sc., M.A.	Psychology
J. McGillivray	R.N., B.S.N	Nursing
B. McKinnon	B.A., M.A.	English
D. McMullen	IPTQ, BC No2 G.F. AWWA	Manager, Cont. Ed. — Trades
J.A. McVey	M.A. (Hons), M.A.	Geography
R. Miller	B.Sc.	Mgr. Computer Services
M. Mingay	I.D., T.Q. & I.P. Elect.	Electrical
L. Munk	B.A.	Psychology
E. Murray		Labour Relations Assistant
N. Murthy	PH.D. Electrical Eng. M.Sc., B.Sc. (Honours)	Computer Info. Systems
R. Nelson	B.Sc., M.Sc., Ph.D.	Physics
J. North		Manager Security & Custodial Services
R. Nuttall	B.A. Teach. Cert.	Early Childhood Education
S. Ollech	R.N. B.Sc.N.	Nursing
K. Parker	B.A., M.A.	Department Head, Arts & Social Sciences
E. Peacock	I.D., C. Tech.	Drafting
B. Petriw	R.N., B.N.	Nursing
J. Peters	T.Q. & I.P. Carpentry	Carpentry
V. Pitt	B.Sc.	A.B.E. Chemistry
K. Plett	B.A., M.L.Sc.	Mgr., College Resource Ctr.
D. Snider	C.E.T.	Industrial Training Consultant/Job Trac

D. Precosky	B.A., M.A., Ph.D.	English
M. Ramage	(Hon.) B.A.	Foundations of Business Management
H. Ramsey	B.S., M.A.	English Language Training
P. Ramsey	B.A., M.A.	English
W. Rea	B.A., M.A.	Sociology/Criminology
A. Rieder	R.N. B.Sc.N	Nursing
E. Ritch	B.Sc., M.Ed.	Co-ord., Adult Basic Ed.
P. Roberts	B.P.E., M.Ed.	Counsellor
P. Robinson	B.Comm., M.B.A.	Associate Dir. Employment Training
S. Robinson	R.N., B.N.	Nursing
M. Rogers	R.N. B.Sc.N.	Nursing
D. Roscoe		College Store Manager
A. Roy	B.A.	Office Administration
D. Rubadeau	(Hon.) B.A., M.Sc., Ed.D.	Psychology
K. Rucker	B.A., C.A.	Accounting
K. Ruffle		Head, Reference Services
R. Ryan	B.Comm	Business Administration
T. Sawtell	B.A., M.Ed. B.C. Teach.Cert.	Developmental Centre
B. Schroeder	Business Ed. Diploma	Exec. Secretary to Principal
B. Sedlock	B.Sc.	Physics
P. Seens	B.A., M.A., M.L.Sc.	Director, Planning and Student Records
S. Shaffer	B.A., M.A.,	English
B. Sharow	Electrical Eng. Dip.	Electronics
J. Short	C.G.A.	Accounting
G. Sinclair	R.N., B.Sc.N.	Dir., Health & Social Sciences
G. Sipos	B.A., M.A., B.C. Teach. Cert.	English
J. Somero		Executive Secretary to Vice Principal Acad.
G. Springate	B.Eng., M.B.A.	Director, Business & Management Studies
T. Stageburg	B.S., M.Ed.	Developmental Centre
D. Stearns	B.S.F.	Forest Resource Technology
J. Steger	Mill T.Q. & I.P.	Millwright
L. Steneker		Manager, Purchasing
G. Sullivan	B.A., R.N.	Nursing
N. Tarrant	C.D.A.	Dental Assisting
N. Taylor	B.Ed.	A.B.E.
R. Taylor	T.Q. Mill.	Millwright
W. Taylor	I.D., T.Q., & I.P. H.D.M. and Auto	Apprentice: H.D.M.
B. Thair	B.A., M.A., Ph.D.	Biology
J. Therres	I.D., 1st Cl. P.E.	Power Engineering
T. Thorner	M.A. (History) B.A	History
M. Timbres	B.A.	Manager, Continuing Education
J. Tobin	B.Sc.	Developmental Centre
D. Tuck	T.Q. & I.P. Auto. Mech.	Trades
G. Tyndall	B.Sc., M.A.	Psychology
P. Usher	B.P.E., M.A., Ph.D.	Physical Education
D. Wharrie	Bus. Admin. Dip.	Mgr., Campus Operations
C. Wilson	B.A., M.Ed.	Co-ord., Developmental Studies Centre
M. Wilson	C.F.C.C., T.Q., Cert. Jour.	Cooking
L. Winthrope	Bus. Admin. Dip.	Personnel Manager
D. Worden	B.A.Sc., M.A.Sc.	Mathematics
H. Wuest	C.F.C.C., T.Q. Cert. Jour.	Manager Food Services
B. Zettl		Office Administration

Glossary

ABE	Adult Basic Education
ACCC	Association of Canadian Community Colleges
AHPAT	Allied Health Professionals Admission Test
ASE	Adult Special Education
ATP	Admissions Testing Program
AV	Audio-Visual
BCAC	B.C. Association of Colleges
BCSAP	B.C. Student Assistance Program
BCSC	B.C. Systems Corp.
BCIT	B.C. Institute of Technology
BTSD	Basic Training & Skills Development
CA	Chartered Accountant
CAAT	Co-operative Advanced Apprenticeship Training Program
CAD/CAM	Computer Aided Design/Computer Aided Manufacturing
CAI	Computer Assisted Instruction
CART	Centre for Advanced Resource Technologies
CE	Continuing Education
CEIC	Canada Employment and Immigration Commission
CGA	Certified General Accountant
CID	Centre for Instructional Development
CIS	Computer Information Systems
CMA	Certified Management Accountant
CML	Computer Managed Learning
CO-OP	Co-operative Education Program
DSC	Developmental Studies Centre
ECCAD	Emily Carr College of Art and Design
ECE	Early Childhood Education
ELT	English Language Training
ESL	English as a Second Language
EMAT	English and Math Achievement Test
EMC	Executive Management Committee (CNC)
FTE	Full-time Equivalent Student
GED	General Education Development (Gr. 12 equivalency) tests
GMAT	Graduate Management Admission Test
GPA	Grade Point Average
GRE	Graduate Record Examination
HDM	Heavy Duty Mechanics Program
IMC	Instructional Management Committee (CNC)
IMS	Instructional Media Services
JET	Job Education and Training Program
KNOW	Knowledge Network of the West
LPN	Licensed Practical Nurse
LSAT	Law School Admission Test
LTCA	Long Term Care Aide Program
MAT	Miller Analogies Test
MBA	Master in Business Administration
MCAT	Medical College Admission Test
NIRS	Northern Institute for Resource Studies
NITEP	Native Indian Teacher Education Program
NTE	National Teacher Examinations
OLI	Open Learning Institute
PD	Professional Development
PE	Physical Education
PO	Purchase Order
PPWC	Pulp, Paper & Woodworkers of Canada (CNC Support Staff Loc 29)
RAC	Request for Additional Course
RIA	Registered Industrial Accountant
RN	Registered Nurse
RNABC	Registered Nurses' Association of B.C.
SAT	Scholastic Aptitude Test
SFU	Simon Fraser University
SOFA	Safety Oriented First Aid Certificate (St. John Ambulance)
SSAT	Secondary School Admissions Test
TCOM	Technical Communications
TGI	Toward Greater Independence Program
TOEFL	Test of English as a Foreign Language
TRAC	Training Access Program (Trades)
TSE	Test of Spoken English
TURSE	Shorthand Aptitude Test
UBC	University of British Columbia
UT	University Transfer
UVIC	University of Victoria
VALT	Volunteer Adult Literacy Tutoring



College of New Caledonia - Prince George Campus

COLLEGE OF NEW CALEDONIA

1987-88 CALENDAR

PRINCE GEORGE, B.C.