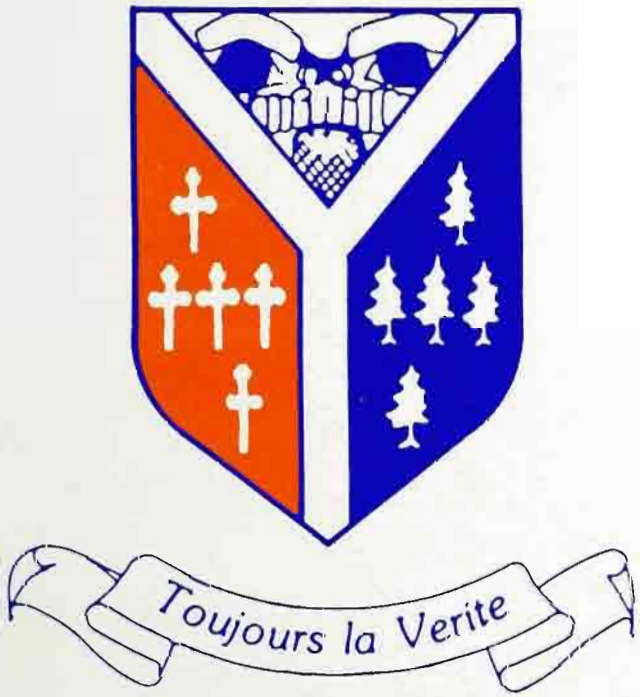
# 1988 - 89

## 20th Anniversary




## 1969 to 1989

COLLEGE OF NEW CALEDONIA

1988 - 89 CALENDAR PRINCE GEORGE, B.C.

# CALENDAR OF EVENTS / IMPORTANT DATES
# 1988-89

**May** 2, 1988 Classes Start - CAAT (Heavy Duty Mechanics)
May 23 Victoria Day - College Closed
**June** 6 Classes Start - CAAT (Auto) - 3rd semester
**July** 1 Canada Day - College Closed
**August** 1 B.C. Day - College Closed
August 2 Classes Start - Cook Training
August 2 Co-op Term - CAAT (Auto)
August 22 Classes Start - Nursing (Phase-out)
August 29 Classes Start - Forestry Tech (1st year)
**September** 5 Labour Day - College Closed
September 6 Classes Start
- All remaining programs
**October** 10 Thanksgiving Day
- College Closed
October 17 Break - Nursing (Phase-out)
October 24 Classes Start - Nursing (Phase-out)
October 31 Co-op Work Term
- Heavy Duty Mechanics
October 31 Classes Start - CAAT (Auto)
**November** 9 Classes Start
- Office Administration (Term II)
November 11 Rememberance Day
- College Closed
November 28 Trimester Break
- Business Administration
- Electronics Tech.
- Drafting & Construction Tech.
- Nursing
- Dental Hygiene
December 5 Classes Start
- Trimester Programs
December 19 Christmas Break
- Trimester Programs
- Semester Programs
- Dental Assisting
- E.C.E.
- Office Admistration
December 24 Christmas Break
- Adult Basic Education
- Adult Special Education
- Social Services Training
- All Trades
- Cooking

**January** 3, 1989
Classes Start - All Programs except L.T.C.A.
January 25 Classes Start
- Office Administration (Term III)
January 30 Classes Start - L.T.C.A. - Break
- Nursing (Phase-out)
**February** 6 Classes Start
- Nursing (Phase-out)
February 27 Classes Start - CAAT (Heavy Duty Mechanics)
**March** 6 Study Break - Trimester Programs
- Semester Programs
- Dental Assisting
- L.T.C.A.
- Office Administration
- E.C.E.
Co-op Work Term - CAAT Automotive
March 13 Classes Start
- Trimester Programs
- Semester Programs
- Dental Assisting
- L.T.C.A.
- Office Administration
- E.C.E.
March 23 Classes End - CAAT (Auto)
March 24 Good Friday - College Closed
March 27 Easter Monday - College Closed
**April** 5 Classes Start
- Office Administration (Term IV)
April 28 Last Day of CLasses and Exams
- Forestry Resource Technology
- University Credit Programs
**May** 2 Classes Start - CAAT
May 23 Victoria Day - College Closed

May 19 Last Day of Classes & Exams
- Nursing (Phase-out)
- L.T.C.A.
May 22 Victoria Day - College Closed
May 26 Last Day of Classes & Exams
- Cooking
- Business
-Technologies
May 31 Last Day of Classes & Exams
- Office Administration
**June** 2 Last Day of Classes & Exams
- Nursing
- Dental Hygiene
- Adult Special Education
- Social Services Training
June 5 Classes Start - CAAT Automotive
June 26 Co-op Work Term - CAAT (Heavy Duty Mechanics)
June 30 Last Day of Classes & Exams
- Dental Assisting
- Power Engineering
- E.C.E.

# College of New Caledonia

## 20th Anniversary

# 1969 to 1989

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# THIS IS CNC!

## WELCOME

This 1988/89 academic year is a milestone in the history of the College of New Caledonia for this year we celebrate our 20th anniversary.

The past twenty years have seen the College grow from a fledgling institution housed in Prince George Senior Secondary School to a large, modern facility with a campus not only in Prince George but with programs also in Burns Lake, Mackenzie, Quesnel and Vanderhoof.

None of this would have been possible without the vision of two men. Two men with the interests of the people of Northern Central British Columbia at heart who had the determination and perseverance to take the concept of a post-secondary institution from a vision to a reality. Dr. Alvin Mooney of Vanderhoof and Mr. Harold Moffat of Prince George.

In October 1986 the College Board declared these two gentlemen to be Honorary Founding Chairmen of the College. As further acknowledgment of their contribution to improving the quality of life in Northern Central B.C. we dedicate to them this our 20th Anniversary issue of the College Calendar.

In its twenty year history, a mere blink of the eye in the world of education, much has been accomplished at the College. However the next twenty years will see these accomplishments double, perhaps triple - and all due to two men who believed in the potential of this community.

To Dr. Mooney and Mr. Moffat - a most sincere thank you.

And to you, current and future CNC students, welcome to the College of New Caledonia and we invite you to extend the vision of the great founders of the College.

Dr. Alvin Mooney

Mr. Harold Moffat

# SERVICES

## 1. 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 studies at CNC. Keep in touch with this office to ensure no important dates or opportunities are missed.

**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. |
| Saturday - Sunday | Closed. |

## 2. 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 assignment completion.
- 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

### Facilities

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

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)

## 3. Athletics and Recreation

The College has a large gymnasium and two racquetball courts. Equipment and courts are available to both students and the general public. Racquetball courts may be booked by visiting the gym office or phoning 562-2138.

An extensive recreation program is available to students. Intramural team sports and individual competitions are held in activities such as badminton, basketball, floor hockey, volleyball, softball, soccer and racquetball, in addition to opportunities for weight lifting and fitness classes which are held September through April. Equipment checkout is available to students.

Information about the student recreation program and equipment loan is available at the gym office.

## 4. 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.

## 5. 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.

## 6. Cafeteria

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

**HOURS OF OPERATION:**

| | |
|---|---|
| Monday - Thursday | 0730 - 2100 hrs. |
| Friday | 0730 - 1500 hrs. |
| Saturday & Sunday | closed |

## 7. 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 or trimester. 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 - 1650 hrs. |
| Friday | 0800 - 1550 hrs. |

**SUMMER HOURS:**

| | |
|---|---|
| Monday - Friday (subject to change) | 0800 - 1550 hrs. |

Extended evening hours during first 2 weeks of each semester/ trimester.

## 8. 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.

## 9. 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 300 students have completed work terms of four months duration.

Programs currently offering Co-operative Education are:

- Co-operative Advanced Apprenticeship Training
  - Automotive Mechanical Repair
  - Heavy Duty Mechanics
- Construction Engineering Technology Diploma
- Drafting Technology Diploma
- Electronics Engineering Technology Diploma
- Computer Information Systems Diploma
- Accounting and Finance Diploma
- Marketing Management Diploma
- University Credit - Science (Transfer to University of Victoria)

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. Wages and salaries paid are comparable to those paid to other employees. In 1987/88, 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 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 work terms are taken by Co-op students. All workterms are scheduled to fit the students academic program.

| | | |
|---|---|---|
| Co-op 150 | First work term | (All Co-op programs) |
| Co-op 250 | Second work term | (All Co-op programs) |
| Co-op 298 | Third work term | (Technology & Business Programs) |
| Co-op 299 | Fourth work term | (Business Programs only) |

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.

## 10. 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 and provide details of programs available through other colleges, universities and training institutions. To make an appointment with Kathy Conroy, Ralph Maida or Pat Roberts call 562-2131 and ask for local 360.

**COUNSELLING CENTRE HOURS:**

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

## 11. 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 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. |
| (closed on statutory holidays) | |

## 12. Developmental Studies Centre

The Developmental Studies Centre (D.S.C.) is located on Level One and is designed to assist students who lack reading, writing, mathematics and study skills 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 PROGRAMS section of this calendar for additional information on the EMAT.

## 13. Employment & Immigration Canada

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 561-5200.

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

1395 - 6th Avenue
Prince George, B.C.
561-5200

Monday through 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.

## 14. Enterprise Development Centre

The Enterprise Development Centre was created to assist local business - whether it be long established, newly created or one that is still in the idea stage.

This is accomplished through the provision of:

- Counselling
- Computer courses (from introduction through spreadsheets, data base and word processing programs)
- Non-credit courses.

"Management Skills for Supervisors", a Provincially certified course of three, 4-day segments, is also offered on a regular basis. Other business courses will be provided to meet demand.

For further information contact:

The Enterprise Development Centre
1591 Fourth Ave.
Prince George, B.C. V2L 3K1
(604) 563-9588

## 15. 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 the exits do not become congested.

## 16. 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 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 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 enrolled full-time in a program of at least 12 weeks duration where credits are not assigned. Students receiving assistance from a government agency such as Employment & Immigration Canada, Ministry of Labour, Ministry of Human Resources, 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 a C+ (or equivalent) standing and have been in attendance for a minimum of 12 weeks.

The monthly subsidy of $75.00 will be paid to students who qualify.

Applications are available from the Financial Aid Office.

## 17. First Aid

The College has several qualified first aid attendants on staff and in the event of an injury 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.

## 18. Housing

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

## 19. 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 hours 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 - Friday 0745 - 1730 hrs.

## 20. Instructional Media Services

Located on Level Three of the main building, Instructional Media Services offers equipment and services to staff, students, and community groups and organizations. Various audiovisual equipment including videotape recorders and cameras, audio equipment, slide and film strip projectors and 16 mm projectors are available. 16 mm films and audio visual supplies are also available through this office.

**HOURS:**
Monday - Friday 0800 - 1600 hrs.

## 21. Library

The Library (Resource Centre) is located on Level Two of the main building. Assistance in finding specific information and using the library is available 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, audio visual materials, and computer software. Resources of other libraries are available through the inter-library loan program.

There are carrels for independent study, small group areas, informal reading lounges, and a quiet study area. Photocopiers, typewriters, audiovisual equipment and microcomputers are also available.

**HOURS DURING THE FALL AND SPRING SEMESTER:**

| | |
|---|---|
| Monday - Thursday | 0800 - 2230 hrs. |
| Friday | 0800 - 2000 hrs. |
| Saturday | 0900 - 1700 hrs. |
| Sunday | 1000 - 1700 hrs. |

## 22. Personnel Office

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

## 23. 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 counselling 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.

## 24. Regional Campuses

The College has Regional Campuses located in Burns Lake, Mackenzie, Quesnel and Vanderhoof offering a wide range of programs. Further course and/or registration information can be obtained by picking up a copy of the brochure (produced semi-annually) from the Regional Campus nearest you or by contacting the centres by telephone. (Addresses and telephone numbers are given below.)

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

Mackenzie Office
Evergreen Mall
Box 2110, MACKENZIE, B.C. V0J 2C0
Telephone: 997-4333

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

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

## 25. 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.

## 26. 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.F.P. Regional Scholarships | July 31 |
| B.C. Lung Association | September 30 |
| B.C. Telephone Company Bursaries | September 30 |
| CIS Club Bursaries | September 30 |
| CNC Admission Bursaries | May 31 |
| CNC Entrance Scholarships | October 31 |
| CNC Faculty Scholarships | January 31 |
| CNC Forestry Society | September 30 & January 31 |
| CNC Student Association Awards | January 31 |
| Certified General Accountants Assoc. of B.C. | January 31 |
| Canadian National Railways | August 1 |
| Central Interior Logging Association | September 30 |
| Credit Union Foundation Bursary | January 31 |
| Credit Union Pioneers' Memorial | January 31 |
| Data Processing Management Assoc. of B.C. | September 30 |
| Don Flynn Educational Awards | Jan.31/Apr 30 |
| Finning Tractor & Equipment Co. Ltd. | September 30 & January 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 |
| Jean Humphrey Award | January 31 |
| Ladies Auxiliary of the Assoc. Can. Travellers | September 30 |
| Lignum Ltd.(Leslie Kerr Memorial) | September 30 |
| Lloyd (Howard J.) Logging | January 31 |
| MacGregor Wilderness Society | September 30 |
| New Caledonia Student Aid Endowment Bursaries | |
| CNC Cooperative Education | September 30 |
| CNC Faculty | January 31 |
| CNC Gourmet Dinner | January 31 |
| Don Flynn Memorial Awards | January 31 April 30 |
| Logging Seminar Steering Committee | September 30 |
| NCSAEF General Bursaries | January 31 |
| Northern Institute for Resource Studies | January 31 |
| N.I.L.S. of C.O.F.I. | September 30 |
| Northland Chrysler | September 30 |
| Northwood Pulp & Timber Ltd. | Sept. 30, Jan. 31, Apr. 30 |
| The Pas Lumber Company | September 30 |
| P.E.O. Sisterhood | January 31 |
| P. G., Cariboo & Central Interior Trans. Club | September 30 |
| Prince George Chartered Accountants Assoc. | September 30 |
| Prince George Construction Assoc. | September 15 |
| Prince George Central Lions Club | January 31 Sept. 30 (ABE only) |
| Prince George & District Credit Union | September 30 & January 31 |
| Prince George Medical Laboratory | January 31 |
| Prince George Rotary Club | September 30 & April 30 |
| P.P.W.C. Local 9 Bursary | September 30 |
| P.P.W.C. Local 29 Bursary | January 31 |
| Restaurant & Food Services Assoc. of B.C. | January 31 |
| Russell Kenneth Dillabaugh | April 30 |
| Sam Ketcham, Phil Bodman Memorial | September 30 |
| Society of Management Accts. Assoc. of B.C. | April 30 |
| Society of Vocational Instructors | January 31 |
| Stella Deluca Memorial Bursary | September 30 |
| University Womens Club | January 31 & April 30 |
| Vancouver Foundation Bursaries | September 30 & January 31 |
| Vancouver Stock Exchange | September 30 |
| Welding Institute of Canada | September 30 & January 31 |

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

## 27. Senior Citizens

Senior Citizens are not required to pay tuition fees.

## 28. 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. |

## 29. 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.

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

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

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

# PROGRAM FEES

## SEMESTER PROGRAMS

### UNIVERSITY CREDIT
### FOREST RESOURCE TECHNOLOGY
### NURSING PHASE OUT

#### PROGRAM FEES

All fees are payable at the time of registration. Fees are charged by course based on lecture plus lab contact hours.

The program fee consists of:

| | |
|---|---|
| *Tuition | |
| (standard lecture - 45 hours) | $74.00/course |
| *Lab fees | |
| (standard lab - 45 hours) | $36.00/lab course |
| Student Association | $ 6.25/course |
| (maximum $25.00 per semester) | |
| Registration | $15.00/semester |

NOTES
Courses not offered in standard format (3 hours per week for 15 weeks) will have their fees pro-rated.

Maximum total lecture and lab fees for Forest Resource Technology and Nursing Phase Out are $442.00 per semester.

Forest Resource Technology students will be charged a $200 Coastal Field Trip Fee when registering in the 4th Semester.

There is no maximum fee level for a University Credit Program.

#### CALCULATION OF COURSE FEES

Individual Course Fees include both lecture fees and lab fees (if applicable) and are calculated by the following formula:

Course duration (in weeks) x contact hours per week x $ per contact hour.

Examples:

1. ANTH 101 (3,0)

| | |
|---|---|
| Lecture Fee: | |
| 15 weeks x 3 hrs/week | |
| x 1.64 per contact hour = | $ 74.00 |
| Lab Fee: not applicable | $ 0.00 |
| **Total Course Fee - ANTH 101** | **$ 74.00** |

2. BIO 101 (3,3)

| | |
|---|---|
| Lecture Fee: | |
| 15 weeks x 3 hrs/week | |
| x $1.64 per contact hour = | $ 74.00 |
| Lab Fee: | |
| 15 weeks x 3 hrs/week | |
| x $0.81 per contact hour = | $ 36.00 |
| **Total Course Fee - BIO 101** | **$110.00** |

3. MATH 101 (4,0)

| | |
|---|---|
| Lecture Fee: | |
| 15 weeks x 4 hrs/week | |
| x $1.64 per contact hour = | $ 98.00 |
| Lab Fee: not applicable | $ 0.00 |
| **Total Course Fee - Math 101** | **$ 98.00** |

## TRIMESTER PROGRAMS

### BUSINESS ADMINISTRATION
### CONSTRUCTION TECHNOLOGY
### DRAFTING TECHNOLOGY
### ELECTRONICS TECHNOLOGY
### DENTAL HYGIENE
### NURSING

#### PROGRAM FEES

FEES: All fees are payable at the time of registration.

Fees are charged by course based on lecture plus lab contact hours up to the trimester maximum.

Fees for each Trimester are:

| | |
|---|---|
| Lecture and lab fees | $294.00 |
| (maximum) | |
| Student Association | $ 4.15/course |
| (maximum $16.60) | |
| Registration | $ 15.00 |

#### CALCULATION OF COURSE FEES:

Individual course fees include both lecture fees and lab fees (if applicable) and are calculated by the following formula:

Course duration (in weeks) x contact hours per week x $ per contact hour.

Examples:

1. A course running for 12 weeks with 3 hours of lecture.

| | |
|---|---|
| Lecture Fee: | |
| 12 weeks x 3 hrs/week | |
| x 1.64 per contact hour = | $ 59.00 |
| Lab Fee: not applicable | $ 0.00 |
| **Total Course Fee** | **$ 59.00** |

2. A course running for 12 weeks with 2 hours of lecture and 4 hours of lab.

| | |
|---|---|
| Lecture Fee: | |
| 12 weeks x 2 hrs/week | |
| x 1.64 = | $ 39.00 |
| Lab Fee: | |
| 12 weeks x 4 hrs/week | |
| x $0.81 = | $ 39.00 |
| **Total Course Fee** | **$ 78.00** |

## VOCATIONAL PROGRAMS

### Cook Training (10 Month Program)

| | | |
|---|---|---|
| Tuition | $74.00/month | $ 740.00 |
| Student Assoc. | $ 5.00/month | $ 50.00 |
| Registration | $15.00/program | $ 15.00 |
| Lab Fees | $36.00/ 1/2 program | $ 72.00 |
| Uniform Cleaning | $21.00/ 1/2 program | $ 42.00 |
| **Total** | | **$ 919.00** |

### Dental Assisting (10 Month Program)

| | | |
|---|---|---|
| Tuition | $74.00/month | $740.00 |
| Student Assoc. | $ 5.00/month | $ 50.00 |
| Registration | $15.00/program | $ 15.00 |

| | | |
|---|---|---|
| Lab Fees | $36.00/ 1/2 program | $ 72.00 |
| **Total** | | **$877.00** |

### Long Term Care Aide (15 Week Program)

| | | |
|---|---|---|
| Tuition | $21.00/week | $ 315.00 |
| Student Assoc. | $ 5.00/month | $ 20.00 |
| Registration | $15.00/program | $ 15.00 |
| Lab Fees | $36.00/program | $ 36.00 |
| **Total** | | **$ 386.00** |

### Power Engineering (10 Month Program)

| | | |
|---|---|---|
| Tuition | $74.00/month | $ 740.00 |
| Student Assoc. | $ 5.00/month | $ 50.00 |
| Registration | $15.00/program | $ 15.00 |
| **Total** | | **$ 805.00** |

### Welding - Level C Beginner Full Time (5 Month Program)

| | | |
|---|---|---|
| Tuition | $21.00/week | $ 420.00 |
| Student Assoc. | $ 5.00/month | $ 25.00 |
| Registration | $15.00/year/program | $ 15.00 |
| Lab Fees | $36.00/program | $ 36.00 |
| **Total** | | **$ 496.00** |

### Welding - Level A & B and Extensions

| | |
|---|---|
| Tuition | $21.00/week |
| Student Assoc. | $ 5.00/month |
| Registration (not applied to extensions) | $15.00/year/program |
| Lab fees (not applied to extensions) | $ 6.00/week |

### Early Childhood Education (9 Month Program)

| | | |
|---|---|---|
| Tuition | $74.00/month | $ 666.00 |
| Student Assoc. | $ 5.00/month | $ 45.00 |
| Registration | $15.00/year/program | $ 15.00 |
| Lab Fees | $36.00/ 1/2 program | $ 72.00 |
| **Total** | | **$ 798.00** |

### Clerk Typist (4.5 Months/18 Weeks) Word Processing Clerk (4.5 Months/18 Weeks)

| | | |
|---|---|---|
| Tuition | $21.00/week | $ 378.00 |
| Student Assoc. | $ 5.00/month | $ 25.00 |
| Registration | $15.00/year/program | $ 15.00 |
| Lab Fees | $36.00/program | $ 36.00 |
| **Total** | | **$ 454.00** |

### Administrative Secretary (9 Month Program) Legal Secretary (9 Month Program)

| | | |
|---|---|---|
| Tuition | $74.00/month | $ 666.00 |
| Student Assoc. | $ 5.00/month | $ 45.00 |
| Registration | $15.00/year/program | $ 15.00 |
| Lab Fees | $36.00/ 1/2 program | $ 72.00 |
| **Total** | | **$ 798.00** |

### Co-operative Advanced Apprenticeship Training (Auto Mechanics and Heavy Duty Mechanics) (Fees based on 4 month semester)

| | |
|---|---|
| Tuition | $ 428.00 |
| Student Association | $ 20.00 |
| Registration | $ 15.00 |
| **Total** | **$ 463.00** |

*Fees will be pro-rated when semester lengths vary from standard 4-month term.

### Training Access (TRAC)

| | |
|---|---|
| Tuition (6 month program) | $ 375.00 |
| Student Association | $ 30.00 |
| Registration | $ 15.00 |
| Lab Fees | $ 110.00 |
| **Total** | **$ 530.00** |
| Tool Deposit (Refundable) | $ 50.00 |
| Extensions (TRAC) | |
| Tuition & Lab Fees | $ 90.00/month |
| Student Assoc. | $ 5.00/month |

## ADULT BASIC EDUCATION

| | |
|---|---|
| Tuition | $74.00/course |
| Registration | $15.00/session |
| Student Assoc. | $6.25/course |
| | $25.00/Full-time Program |

### Extensions (ABE)

| | |
|---|---|
| Tuition | $25.00/month |
| Student Assoc. | $ 5.00/month |

English Language Training (6 Month Program)

| | | |
|---|---|---|
| Tuition | | $ 183.00 |
| Student Assoc. | $ 5.00/month | $ 30.00 |
| Registration | | $ 15.00 |
| **Total** | | **$ 228.00** |

### Developmental Centre Courses (Engl 155, Math 155)

| | |
|---|---|
| Tuition | $64.00/course |
| Registration | $15.00/session |

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.

Upon registration in a full-time credit program students may apply for a refund of fees paid for DSC courses completed within 8 months prior to program start date.

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

### Co-op Education

| | |
|---|---|
| Tuition | $ 148.00 per Co-op Term |
| Registration | $ 15.00 per Co-op Term |
| **Total** | **$ 163.00** |

# ADULT DEVELOPMENTAL PROGRAMS

These College programs are designed for people who want to acquire basic language and literacy skills, complete a secondary school education, or acquire the skills pre-requisite for entrance into, and successful completion of, College programs. Adult Developmental Programs prepare students for admission to vocational training or post-secondary studies and/or 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 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)

## A. ADULT BASIC EDUCATION PROGRAM (A.B.E.)

### Admission Requirements

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

### Special Admission

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

### Applications

Applications can be obtained at the Office of Admissions and Registration 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 the Program Description.

### 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

The ABE program framework includes four levels of certification and five levels of coursework. The four certificate levels include:

ABE Fundamental Certificate - granted after completion of coursework in ABE level 010 and 020.

ABE Intermediate Certificate - granted after completion of coursework in level 030.

*ABE Advanced Certificate - granted after completion of coursework in level 040/045 and, in many cases, will include coursework in level 050.

*ABE Provincial Diploma - granted after completion of a full Advanced Certificate with the addition of English 050 plus three options at the 050 level.

*Please see a counsellor with regard to the specific coursework required for each certificate/diploma and for assistance in choosing the most appropriate options to achieve your particular goals.

### 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. Levels I and II each require 5 months of work, A.B.E. Levels III, IV and V each require 4 months of work.

## A.B.E. Level I (Grades 1-6)

### English 010 - Basic Literacy

This course covers language skills, spelling, vocabulary and reading development up to the Grade 6 level.
Prerequisite: As evaluated by a placement test or teacher's recommendation.

### 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 essay writing, reading skills, business letters, grammar, and literature.
Prerequisite: 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.
Prerequisite or 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.
Prerequisite: A.B.E. Level II or as evaluated by a placement test.
Prerequisite or 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 prerequisite for Biology 040, Chemistry 045 or Physics 040.
Prerequisite: 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 drama and the novel. Oral Presentations - studying the basics of speaking and listening in small groups and before an audience.
Prerequisite - 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.

### 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 or Algebra 11 and Physical Science 030 or as evaluated by a placement test.
Prerequisite or Corequisite: MATH 045.

## 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 one novel and one drama. 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 electrochemistry, 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 as evaluated by a placement test.

# B. 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 Office of Admissions and Registration 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 Descriptions

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.

# C. 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 and some vocational programs at the College must take the English and Math Achievement Test (E.M.A.T.) prior to their first semester. 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.

## 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**

This course is designed to help the student acquire the basic skills of writing. Students are 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.

# D. 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 Office of Admissions & Registration and may be submitted at any time.

## Commencement Dates

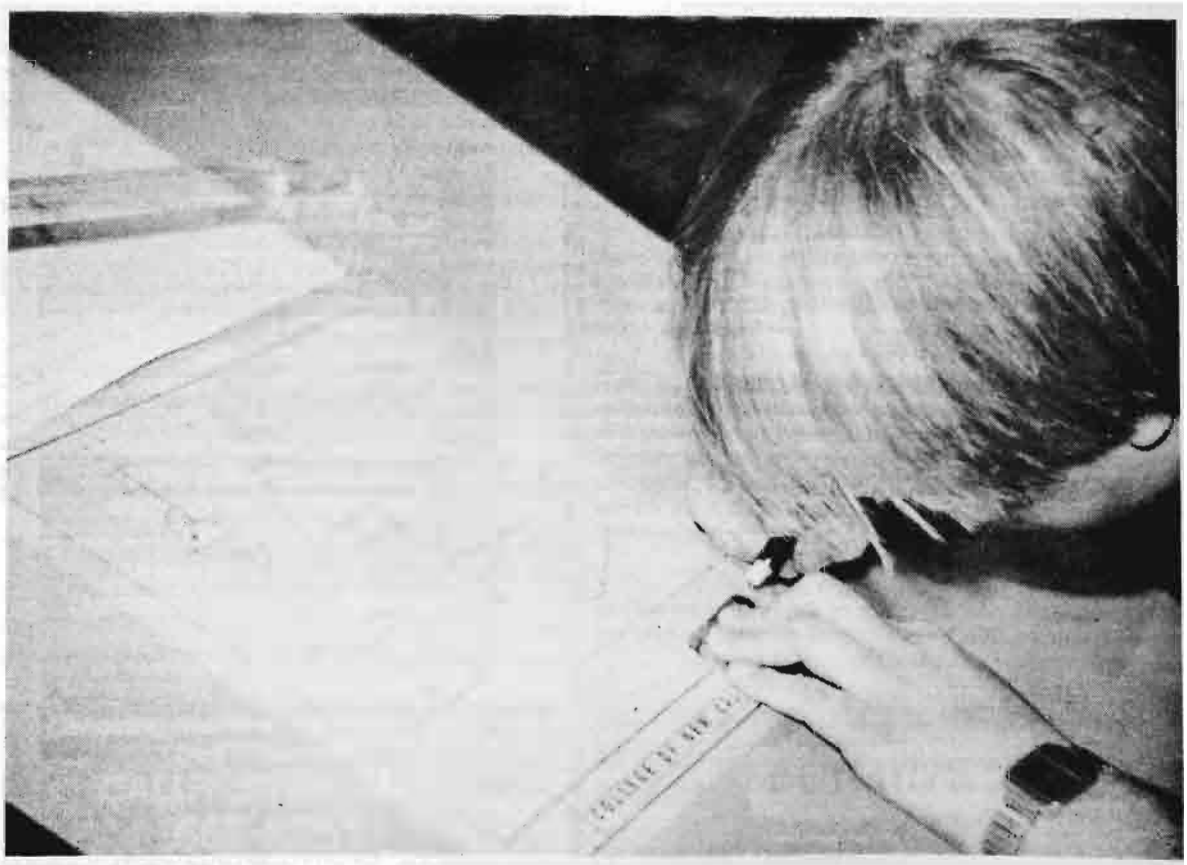
The G.E.D. tests are administered at C.N.C. approximately eight times a year. Preparation classes (C.N.C. 150) are held prior to each test. The classes are for seven weeks (60 hours) and stress English and Mathematics. For information on regional courses and testing, contact the local regional office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

## Program Description

(Note: The following preparatory course is not prerequisite 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.).

## 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.



# ADULT SPECIAL EDUCATION

## 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 greater independence in community access and career awareness.

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

Vocational awareness
Vocational readiness
Personal management
Interpersonal skills
Job maintenance skills
Community access
Communication

### Admission Requirements

Applicants must be 19 years of age or older. For specific information on program prerequisites 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 the Office of Admissions & Registration.

### Course Length

Variable, depending upon the goals established and the specific needs of the 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 prerequisites 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 Office of Admissions & Registration.

### 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

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 prerequisites 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 the goals established and the specific needs of the 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.

# BUSINESS AND MANAGEMENT STUDIES

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 mandatory. Students are 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 Staff and Faculty from the student's program. Business students gain an understanding of their chosen field as well as valuable contacts and experience. Co-op placements are available on a year-round basis providing a valuable service to students.

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.

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 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.

## 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 Communications 12)
   OR A.B.E. Advanced Certificate
   OR G.E.D.

2. All entering students must take the English and Math Achievement Scoring (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 Office of Admissions & Registration and can be submitted at any time.

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

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 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-op Workterm Schedules

Commencing in 1988/89, work terms are scheduled on a year-round basis. The academic program has been designed to facilitate this, and academic trimesters 5 and 6 may be taken in either sequence.

For students with modified programs and schedules, individual Co-op work term schedules will be established after consultation with Co-op co-ordinators.

| FALL<br>SEPT/OCT/NOV | WINTER<br>DEC/JAN/FEB | SPRING<br>MAR/APR/MAY | SUMMER<br>JUNE/JULY/AUG |
|---|---|---|---|
| Academic Trimester 1 | Academic Trimester 2 | Academic Trimester 3 | First Work Term Co-op 150 |
| Academic Trimester 4 | Second Work Term Co-op 250 | Academic Trimester 5 | Third Work Term Co-op 298 |
| Fourth Work Term Co-op 299 | Academic Trimester 6 | | |

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

## The Program

### TRIMESTER 1 - SEPTEMBER TO NOVEMBER (first-year)

| | |
|---|---|
| Introduction to Accounting | ACC 150 |
| Introduction to Computer Systems | CIS 150 |
| Macro-Economics | ECON 152 |
| Foundations of Employment Skills I | FES 151 |
| Introduction to Marketing | MKT 151 |
| *Developmental English (if required) | ENG 155 |
| *Developmental Math (if required) | MATH 155 |

*Students must receive an exempt or satisfactory standing in ENG 155 and MATH 155.

### TRIMESTER 2 - DECEMBER TO MARCH (first-year)

| | |
|---|---|
| Accounting 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 3 - MARCH TO MAY (first-year)

| | |
|---|---|
| Accounting II | ACC 152 |
| Introduction To Systems Analysis & Design | CIS 160 |
| Canadian Business Issues | ECON 252 |
| Technical Communications II | TCOM 191 |
| Business Statistics | MATH 157 |

### TRIMESTER 4 - SEPTEMBER TO NOVEMBER (second-year)

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

### TRIMESTER 5 - DECEMBER TO MARCH (second-year)

| | |
|---|---|
| Intermediate Accounting II | ACC 252 |
| Cost Accounting | ACC 255 |
| Applied Group Dynamics | MGT 252 |
| Business Law II | LAW 294 |

### TRIMESTER 6 - MARCH TO MAY (second-year)

| | |
|---|---|
| Financial Management II | ACC 258 |
| Applications of Financial Management | ACC 259 |
| 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 1 - SEPTEMBER TO NOVEMBER (first-year)

| | |
|---|---|
| Introduction to Accounting | ACC 150 |
| Introduction to Computer Systems | CIS 150 |
| Macro-Economics | ECON 152 |
| Foundations of Employment Skills I | FES 151 |
| Introduction to Marketing | MKT 151 |
| *Developmental English (if required) | ENG 155 |
| *Developmental Math (if required) | MATH 155 |

*Students must receive an exempt or satisfactory standing in ENG 155 and MATH 155.

### TRIMESTER 2 - DECEMBER TO MARCH (first-year)

| | |
|---|---|
| Accounting 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 3 - MARCH TO MAY (first-year)

| | |
|---|---|
| Accounting 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 4 - SEPTEMBER TO NOVEMBER (second-year)

| | |
|---|---|
| Systems Analysis & Design | CIS 260 |
| Programming Applications | CIS 270 |
| Business Statistics | MATH 157 |
| Applied Management Skills | MGT 251 |
| Small Business Development | MGT 255 |

### TRIMESTER 5 - DECEMBER TO MARCH (second-year)

| | |
|---|---|
| Cost Accounting | ACC 255 |
| Project Programming | CIS 262 |
| Information Resource Management | CIS 284 |
| Applied Group Dynamics | MGT 252 |

### TRIMESTER 6 - MARCH TO MAY (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 1 - SEPTEMBER TO NOVEMBER (first-year)

| | |
|---|---|
| Introduction to Accounting | ACC 150 |
| Introduction to Computer Systems | CIS 150 |
| Macro-Economics | ECON 152 |
| Foundations of Employment Skills I | FES 151 |
| Introduction to Marketing | MKT 151 |
| *Developmental English (if required) | ENG 155 |
| *Developmental Math (if required) | MATH 155 |

*Students must receive an exempt or satisfactory standing in ENG 155 and MATH 155.

### TRIMESTER 2 - DECEMBER TO MARCH (first-year)

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

### TRIMESTER 3 - MARCH TO MAY (first-year)

| | |
|---|---|
| Accounting II | ACC 152 |
| Canadian Business Issues | ECON 252 |
| Business Statistics | MATH 157 |
| Personal Selling | MKT 281 |
| Technical Communication II | TCOM 191 |

### TRIMESTER 4 - SEPTEMBER TO NOVEMBER (second-year)

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

### TRIMESTER 5 - DECEMBER TO MARCH (second-year)

| | |
|---|---|
| Business Law II | LAW 294 |
| Applied Group Dynamics | MGT 252 |
| Theory of Marketing Management | MKT 251 |
| Advertising & Sales Promotion | MKT 266 |
| Merchandising & Retail Operations | MKT 276 |

### TRIMESTER 6 - MARCH TO MAY (second-year)

| | |
|---|---|
| Financial Management II | ACC 258 |
| Applications of Financial Management | ACC 259 |
| Business Communications | MGT 282 |
| Entrepreneurial Development | MGT 256 |

# 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 |
| Introduction to Marketing | 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), Economics (ECON), or Commerce (COM).

## 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 Counselling Centre and the Director of Business and Management Studies.

The program may be started at any time, as agreed between the student and a CNC 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 components 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 Counselling Centre and the Director of Business and Management Studies.

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 | ACC 151 |
| Accounting II | 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 |
| Recommended 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 Counselling Centre and the Director of Business and Management Studies.

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 description 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 term. 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.
Prerequisite: ACC 150

(3,0)

**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

(3,3)

**ACC 251 Intermediate Accounting I** 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.
Prerequisite: 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.
Prerequisite: ACC 257

(3,0)

**ACC 259 Applications of Financial Management** 3 CR.

This course emphasizes the application of theories utilizing microcomputers and appropriate software tools. A final composite project is required.
Prerequisite: CIS 150
Prerequisite or Corequisite: ACC 258

(3,3)

**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 354 Advanced Accounting II** 3 CR.

A continuation of Advanced Accounting I. topics are given an in-depth treatment with increased emphasis on application.
Prerequisite: ACC 353

(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)

**ACC 362 Taxation II** 4 CR.

A continuation of Taxation I, specifically concentrating upon applications within the corporate environment.
Prerequisite: ACC 361

(4,0)

## BUSINESS

**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.

(2,2)

**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.

(2,2)

**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.
Prerequisite: ENGL 155 (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.
Prerequisite: TCOM 190

(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.

(3,3)

**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 minicomputer for program development.
Prerequisite: CSC 100

(3,3)

**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.
Prerequisite: 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.
Prerequisite: CIS 150

(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 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: CIS 150, CIS 151, CIS 160, CSC 100, CIS 153 or CSC 110, CIS 251

(6,0)

**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.
Prerequisite: CSC 100

(1,3)

**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.
Prerequisites: 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 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 through, peer review, group development. Documentation, development standards, testing and evaluation are integral components.
Prerequisite: CIS 171

(4,2)

**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 dictionaries, 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.
Prerequisite: CIS 260

(4,0)

# ECONOMICS

**ECON 152 Canadian Macroeconomics** 3 CR.

This is an introductory course which examines the major factors which influence the performance of a modern mixed economy; special emphasis is placed on economic policy-making in the Canadian context. The relevance of economics to the average citizen is also stressed. Major topics to be addressed is also stressed. Major topics to be addressed include economic indicators, the economic role of government, unemployment, business cycles, and government stabilization policies.

(3,0)

**ECON 201 Principles of Economics - Macroeconomics** 3 CR.

This course explores the forces affecting an economy. The motivations and interactions of households, the business sector, government and foreign sectors are emphasized. The role of money in a modern economy is dealt with at length.

(3,0)

**ECON 202 Principles of Economics - Microeconomics** 3 CR.

An examination of the concepts in the words "demand and supply". Components of demand by both firms and households are analyzed. A theory of pricing in different market structures is developed in conjunction with the derivation of costs to firms.

(3,0)

**ECON 251 Canadian Microeconomics** 3 CR.

An introduction to the operation of individual markets, consumer/producer behaviour, and government intervention of the market level. Major topics include supply and demand, elasticity, costs to firms, industrial organization, and personal income taxation. Throughout the course, the relevance of microeconomic theory to the average citizen will be stressed.

(3,0)

**ECON 252 Canadian Economic Issues** 3 CR.

This course will utilize the course content of ECON 152 and 251 for the examination of various public issues relevant to Canadians. Topics to be addressed include international trade, the B.C. economy, inflation, supply-side economics, and labour markets. Other topics may be added at the discretion of the instructor.
Prerequisites: ECON 152 and 251

(3,0)

# 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.

(3,0)

**LAW 294 Business Law II** 3 CR.

An in-depth treatment of legal topics complementary to those in LAW 293. Major areas discussed include Employment, Agency and Partnership, Corporations, Negotiable Instruments, Secured Transactions, Insurance, Real Property and Landlord and Tenant.
Prerequisite: LAW 293

(3,0)

# MANAGEMENT

**COM 122 Organizational Behaviour** 4 CR

Information extracted from various areas of psychology (social, industrial/organizational) and management will be utilized to study the nature of work, people and organizations. Topics include: leadership, motivation, group dynamics, communication, Japanese management, job design, organizational design, culture and climate, organizational change, power, stress and time management, and human resource management/development issues. Organizational behaviour will be examined through lecture, discussion and practical applications of learned materials.

(4,0)

**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.
Prerequisite: FES 152

(2,2)

**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.
Prerequisite: MGT 251

(2,2)

**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.
Prerequisite: MGT 255

(2,3)

**MGT 261 Human Relations in Business** 3 CR.

This course is designed to develop an awareness of the importance of human relations skills in the organization. Topics covered include: managerial assumptions about human behaviour, personality, occupational maladjustment (stress, job burnout), perception, motivation, communication skills, leadership, effective management, interviewing, performance appraisals, conflict and problem solving, time management, and decision making. Human relations skills will be examined through lectures, discussion and laboratory assignments.

(3,0)

**MGT 262 Organizational Behaviour** 4 CR

Information extracted from various areas of psychology (social, industrial/organizational) and management will be utilized to study the nature of work, people and organizations. Topics include: leadership, motivation, group dynamics, communication, Japanese management, job design, organizational design, culture and climate, organizational change, power, stress and time management, and human resource management/development issues. Organizational behaviour will be examined through lecture, discussion and practical applications of learned materials.

(4,0)

**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 Introduction to Marketing** 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 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

(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 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 (5,0)

# OFFICE ADMINISTRATION CERTIFICATE

Four programs are offered in business office training:

- Administrative Secretary
- Clerk/Typist
- Legal Secretary
- Word Processing Clerk

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

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

## Admission Requirements

1. Successful completion of Grade 12 (with English or Communications 12)
OR A.B.E. Advanced Certificate
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.

## Strongly Recommended

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

- Typing Grade 11 (20 nwpm)

## Applications

Obtainable from the Office of Admissions & Registration and can be submitted at any time.

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

## The Program

The programs are broken down into four terms to a total of nine months. The first four and one-half months of each program is the same with the exception of the shorthand option offered in the two secretarial programs and the legal option which commences at the start of Term 2.

All four certificate programs have the same first nine week term. Students in the secretarial programs 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.

TERM 1 (9 weeks)

| | |
|---|---|
| Office Procedures | P-070 |
| Human Relations | H-070 |
| Typing I | T-070 |
| Shorthand Theory I | S-070 |
| OR | |
| Dictatyping I | D-070 |
| *Developmental English (if required) | ENG 155 |
| *Developmental Math (if required) | MATH 155 |

*Students must receive an exempt or satisfactory standing in ENGL 155 and MATH 155

TERM 2 (9 weeks)

| | |
|---|---|
| Business Machines | B-070 |
| Typing II | T-071 |
| Communications | C-070 |
| Filing | F-070 |
| Typing Speed Dev. | |
| Shorthand Theory II | S-071 |
| OR | |
| Dictatyping II | D-071 |

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.

TERM 3 (9 weeks)

| | |
|---|---|
| Advanced Typing | T-072 |
| Microcomputers | W-071 |
| Adv. Communications I | C-071 |
| Sec. Bookkeeping | A-071 |
| Adv. Shorthand I | S-072 |
| OR | |
| Adv. Dictatyping I | D-072 |

TERM 4 (9 weeks)

| | |
|---|---|
| Secretarial Procedures | P-071 |
| Word Processing | W-070 |
| Adv. Communications II | C-072 |
| Adv. Shorthand II | S-073 |
| OR | |
| Adv. Dictatyping II | D-073 |

## Graduation Requirements

An Administrative Secretarial Certificate will be granted to those students who successfully complete all the courses in the program.

Successful completion of the program requires a C average (minimum) and attainment of a minimum typing speed of 60 nwpm (as tested on a five-minute timed writing with no more than five errors). At least three timed writings at this speed or better must have been handed in and recorded before the student will be considered to have satisfactorily achieved this speed. Students who take Shorthand 071 must achieve a minimum writing speed of 80 wpm.

# CLERK TYPIST

The program consists of two 9-week sessions and is designed for the person who has no typing background and no experience in office work. It offers the student the basic minimum job skills necessary for entry into the business office work force. This short program may also appeal to mature students who wish to upgrade their skills after a long absence from the work force.

TERM 1 (9 weeks)

| | |
|---|---|
| Office Procedures | P-070 |
| Human Relations | H-070 |
| Typing I | T-070 |
| *Developmental English (if required) | ENG 155 |
| *Developmental Math (if required) | MATH 155 |

*Students must receive an exempt or satisfactory standing in ENGL 155 and MATH 155

TERM 2 (9 weeks)

| | |
|---|---|
| Business Machines | B-070 |
| Typing II | T-071 |
| Communications | C-070 |
| Filing | F-070 |
| Typing Speed Dev. | T-050 |
| Dictatyping | D-070 |

### Graduation Requirements

A Clerk-Typist Certificate will be granted to those students who successfully complete all sections of the program with a C grade or better, and who have attained 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.

TERM I (9 weeks)

| | |
|---|---|
| Office Procedures | P-070 |
| Human Relations | H-070 |
| Typing I | T-070 |
| Shorthand Theory I | S-070 |
| OR | |
| Dictatyping I | D-070 |
| *Developmental English (if required) | ENG 155 |
| *Developmental Math (if required) | MATH 155 |

*Students must receive an exempt or satisfactory standing in ENGL 155 and MATH 155

TERM 2 (9 weeks)

| | |
|---|---|
| Business Machines | B-070 |
| Typing II | T-071 |
| Communication | C-070 |
| Filing | F-070 |
| Legal (Intro.) | L-070 |
| Shorthand Theory II | S-071 |
| OR | |
| Dictatyping II | D-071 |

NOTE:
In order to proceed into Term 3 of the Legal Secretarial Program, courses in the first two terms must be successfully completed with a C grade or better, and the student must have attained a minimum of 40 nwpm typing.

When space is available, students who have enrolled in the Clerk-Typist, Word Processing Clerk, or Administrative Secretary programs may apply for admission to the Legal Secretary Program at the beginning of Term 2 only. In these cases, it is necessary for the student to ensure the proper electives have been completed.

TERM 3

| | |
|---|---|
| Conveyancing | L-071 |
| Litigation | L-072 |
| Word Processing | W-070 |
| Adv. Communications I | C-071 |
| Adv. Shorthand I | S-072 |
| OR | |
| Adv. Dictatyping I | D-072 |

TERM 4

| | |
|---|---|
| Divorce | L-073 |
| Corporate | L-074 |
| Wills and Estates | L-075 |
| Microcomputers | W-071 |
| Adv. Communications II | C-072 |
| Sec. Bookkeeping | A-070 |
| Advanced Shorthand II | S-073 |
| OR | |
| Dicta-typing II | D-073 |

### 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 grade (minimum) or better, and attainment of a minimum typing speed of 60 nwpm. At least three timed writings at this speed 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.

TERM I (9 weeks)

| | |
|---|---|
| Office Procedures | P-070 |
| Human Relations | H-070 |
| Typing I | T-070 |
| *Developmental English (if required) | ENG 155 |
| *Developmental Math (if required) | MATH 155 |

*Students must receive an exempt or satisfactory standing in ENGL 155 and MATH 155

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.

TERM 2 (9 weeks)

| | |
|---|---|
| Business Machines | B-070 |
| Word Processing | W-070 |
| Communications | C-070 |
| Filing | F-070 |
| Typing Speed Dev. | T-050 |
| Dictatyping | D-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 grade or better and who have attained a minimum typing speed of 50 nwpm. 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.

## COURSE DESCRIPTIONS

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

### A-070 Secretarial Bookkeeping

This course will enable the student to acquire a knowledge of modern accounting principles and practices, become familiar with the principles of controlling cash not only from a business viewpoint, but also for personal use applications, and be able to prepare a set of merchandising financial statements to trial balance. (42 hours)

### B-070 Business Machines

Mathematical problems in various business settings are examined. Following a review of basic addition, subtraction, multiplication, and division, electronic calculators are used to solve cases in mark-up, mark-down, simple interest, discounts, ratios, and other related business calculations. (42 hours).

### C-070 Effective Communications

This course reviews basic grammar skills. The students will learn to proofread sentences and correct common errors in sentence structure. A secretary's proofreading skills are essential. (18 hours)

### C-071 Advanced Communications I

Effective communication, both written and oral, is one of the most important aspects of working in any organization. The textbook/workbook will provide students with an overview of the communication process, help develop the students listening and reading skills, learn techniques for using words precisely and for achieving variety in word usage, and present techniques for planning and organizing messages. (42 hours)

### C-072 Advanced Communications II

A continuation of Advanced Communications I. The student will apply writing techniques presented in Advanced Communications I to the different categories of business letters and memos, long reports, progress reports, minutes of meetings and agendas. In addition, the student will prepare and present a formal speech. (42 hours)

### D-070 Dictatyping 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 memoranda and mailable letters without the need of draft copies. (23 hours)

### D-071 Dictatyping II

A continuation of dictatyping I. Further exercises are provided to enable the student to become proficient in using transcription tapes to produce inter-office memoranda and mailable letters without the need of draft copies, and to insert the correct punctuation and paragraphing. (22 hours)

### F-070 Introduction to Records Management

This course was designed to provide students with basic training in files management to meet the entry-level files management needs of business. The course will give the student realistic practice in working with office records, including suggested time deadlines that reflect the actual demands of business offices. The ARMA rules of filing will cover: alphabetic, consecutive numeric, terminal digit numeric, subject, and geographic filing. (21 hours)

### H-070 Human Relations

Interpersonal skills are explained and developed allowing students to understand and properly handle various business situations, including identifying goals, communicating effectively at work, developing human relation skills, time management, interviewing, accepting and providing criticism, understanding and cooperating co-workers. (18 hours)

### L-070 Introduction to Legal Office Procedures

This course will provide the student with basic background to Canadian law, introduce the Canadian and British Columbia Court System, and present the necessary information to enable the student to prepare general legal documentation. The student will also learn about the role and responsibilities of a legal secretary, a lawyer and all the other support staff who work in the legal profession. (28 hours)

### L-071 Conveyancing

A study of the legal theory of the conveyance. Students will prepare common legal documentation and demonstrate the correct procedure in processing same in a common conveyance, be able to identify the most common types of land ownership, be able to identify the most common ways of transferring title to real property and creating financial charges. In addition, the student will be able to correctly calculate the prepare in acceptable typewritten format, basic statements of adjustments. (40 hours)

### L-072 Litigation

In this course, the litigation process and the basic steps in a simple litigation action are explained. The student will be able to identify the systems of courts, name the provincial civil and criminal courts and indicate their jurisdictions, and differentiate between civil and criminal court actions. (40 hours)

### L-073 Divorce and Family Matters

The student will be able to prepare the common legal documentation and demonstrate the correct procedure in processing a contested and an uncontested divorce proceeding under the Divorce Act of Canada, R.S.C., 1986, and to prepare separation agreements in the proper format. (40 hours)

### L-074 Corporate

A study of the various forms of legal corporate bodies. The student will be able to describe how business enterprises are organized and identify the basic advantages and disadvantages associated with these forms of organization. In addition, the student will be able to identify and demonstrate the basic steps in incorporating a new company in the Province of British Columbia and to prepare post-incorporation documentation. (40 hours)

### L-075 Wills and Estates

The student will study the basic procedures in administration of an estate and probating of a will, will be able to prepare the process applications for letters probate, letters of administration, and letters of administration with will annexed. The student will also be able to type a will in correct and proper format. (20 hours.)

### P-070 Office Procedures

This course introduces the student to a variety of office procedures including banking and financial management, data processing, meetings and conferences, postal services, reprographics, telephone and telecommunications, travel arrangements, and word processing. (42 hours)

### S-070 Shorthand Theory I

The student will learn some of the rules and principles of the Forkner shorthand system and be able to effectively write simple sight material utilizing the principles involved. (42 hours)

### S-071 Shorthand - Theory II

The student will complete the study of Forkner shorthand theory. 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. (43 hours)

### T-070 Typing I

A basic beginner and / or refresher course in typing skills. Exercises include basic keyboarding, centering, and tabulations. (85 hours).

### T-071 Typing II

A continuation of Typing I, the student will perform exercises including business communications, manuscripts, bibliographies and footnotes. A minimum typing speed of 40 nwpm is required. (85 hours).

### T-072 Advanced Typing

This is an advanced typing course using electronic typewriters with memory features. Material covered includes advanced applications in centering, tabulations, business letters, business forms, manuscripts, etc. (90 hours)

### W-070 Automated Office Systems

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. NOTE: This course is offered in Terms 3 and 4 for secretarial students. (90 hours)

### W-071 Microcomputer Applications

The student will be introduced to the basic applications of microcomputing in business by working through self-paced instructional guides dealing with the programs including DOS, spreadsheets, databases, etc. (42 hours)

# BUSINESS ADMINISTRATION TRANSFER GUIDE

## SOCIETY OF MANAGEMENT ACCOUNTANTS OF BC (RIA)

| Accounting Technologist Program | C.N.C. |
|---|---|
| (111) Introductory Accounting | ACC 151 + ACC 152 or COM 204 |
| (122) Commercial Law | LAW 293 + LAW 294 |
| (123) Organizational Behavior | MGT 251 + MGT 252 or COM 122 |
| (212) Economics | ECON 152 + ECON 251 or ECON 201 + ECON 202 |
| (214) Computerized Information Systems | CIS 150 + CIS 151 |
| (229) Intermediate Accounting I | ACC 251 |
| (241) Management Accounting I | ACC 255 + TCOM 190[1] |
| (324) Taxation | ACC 361 + ACC 362[2] |
| (332) Quantitative Methods | MATH 157 or MATH 104 |
| (339) Intermediate Accounting II | ACC 252 |
| (341) Management Accounting II | ACC 255 + TCOM 191[1] |

| Professional Program | C.N.C. |
|---|---|
| 441) Management Accounting III | COM 209 + COM 210 + ACC 258 |
| (442) Financial Management | ACC 257 + ACC 258 |
| (543 Advanced Financial Accounting | ACC 353 + ACC 354[2] |

Minimum Grade Required for Exemption: C+
Note 1 - Minimum Grade Required: B+
Note 2 - Course only exemption. Must challenge SMA final exam.

## CERTIFIED GENERAL ACCOUNTANTS OF BC (CGA)

| Program 80 | Program 90 | C.N.C. |
|---|---|---|
| **Level I** | | |
| Accounting 101 | Financial Accounting I | Accounting 151 + 152 |
| Economics 10[4] | Economics 1/2 | Economics 201 + 202 or Economics 152 + 251 |
| Law 108 | | |
| **Level II** | | |
| Statistics 203 | Quantitative Methods 1 | Math 157 or Commerce 207 & 208 |
| Accounting 211 | Financial Accounting 2 | Accounting 251 + 252 |
| Accounting 222 | Financial Accounting 3 | Accounting 251 + 252 |
| **Level III** | | |
| Accounting 311 | Management Accounting 1 | Accounting 255 |
| Finance 316 | Finance 1 | Accounting 257 + 258 |
| I.C.S. 325 | Management Information Systems 1 | C.I.S.150 + 151 + 160 |
| **Level IV & V** | No course exemptions are granted past Level III | |
| **OTHER REQUIREMENTS** | | |
| Business Writing | Business Writing | English 155 + TCOM 190 |
| Public Speaking | Public Speaking | Management 282 |

MINIMUM ACCEPTABLE GRADE, "C+"

*On a transitional basis, these exemptions will apply to Program 90 courses as indicated.

Transfer credit has been established previously with the following institutions:

- Canadian Institute of Traffic and Transportation
- Institute of Canadian Bankers
- Institute of Chartered Accountants of B.C.
- Purchasing Management Association of Canada
- Real Estate Institute of Canada

# HEALTH SCIENCES PROGRAMS

## 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 examination.

### Admission Requirements

1. Successful completion of Grade 12 with English 12 and Biology 11 or Biology 040 or ABE Advanced Certificate 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 end of 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.

### Recommended

Some experience, volunteer or paid, in a dental clinic/office would be beneficial. Applicants should include a statement describing any previous dental experience identifying length, type and location of such experience. Those individuals with no previous dental experience may wish to consider the Introduction to Dentistry course offered by the College.

### 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 Clinic, practical experience (office practicum) in dental offices is also scheduled.

The students also see clients in the CNC Dental Clinic during a 2 week intra-oral practicum.

## DENTAL HYGIENE
### (Two year Diploma Program)

The program will prepare Dental Hygienists who, under the direction of a dentist, will use preventive, 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, a chest X-ray, up-to-date immunization and hepatitis vaccine are required.

### Readmission

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

A subsequent failure in any dental hygiene course will exclude the student from further study in and readmission to the Dental Hygiene program.

Dental Hygiene 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 dental hygiene course or who has withdrawn from the dental hygiene course with less than a "C" grade standing will be given second priority.

3. A student requesting transfer from a dental hygiene program 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 Dental Hygiene 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 any time after September 15 for admission to the succeeding year.

Applicants should include a statement describing previous dental experience identifying length, type and location of such experience. Those individuals with no previous dental experience may wish to consider the Introduction to Dentistry course offered by the College.

Acceptance into the program commences in mid-May.

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 - September to December

| | |
|---|---|
| Human Anatomy | BIO 115-5 |
| Dental Hygiene I | DHYG 130-6 |
| Oral Anatomy | DHYG 132-1 |
| Histology and Embryology | DHYG 133-3 |
| Communications | DHYG 135-1 |
| Head and Neck Anatomy | DHYG 136-2 |

### TRIMESTER 2 - December to March

| | |
|---|---|
| Human Physiology | BIO 116-5 |
| Radiology I | DHYG 134-2 |
| Dental Hygiene II | DHYG 140-6 |
| Dental Health Education I | DHYG 145-2 |
| Dental Materials I | DHYG 146-2 |

### TRIMESTER 3 - March to June

| | |
|---|---|
| Microbiology | BIO 150-3 |
| Dental Hygiene III | DHYG 150-6 |
| Periodontics I | DHYG 152-2 |
| General Pathology | DHYG 153-2 |
| Dental Health Education II | DHYG 155-2 |
| Pain and Anxiety Control | DHYG 157-2 |

### TRIMESTER 4 - September to December

| | |
|---|---|
| Dental Hygiene IV | DHYG 230-7 |
| Oral Pathology | DHYG 233-2 |
| Radiology II | DHYG 234-1 |
| Community Dental Health I | DHYG 235-3 |
| Pharmacology | DHYG 237-3 |
| Nutrition | DHYG 238-3 |

### TRIMESTER 5 - December to March

| | |
|---|---|
| Dental Health V | DHYG 240-7 |
| Periodontics II | DHYG 242-2 |
| Community Dental Health II | DHYG 245-2 |
| Dental Materials II | DHYG 246-2 |
| Health Promotion Issues | DHYG 249-2 |

### TRIMESTER 6 - March to June

| | |
|---|---|
| Dental Health VI | DHYG 250-8 |
| Community Dental Health III | DHYG 255-2 |
| Office Practice | DHYG 256-2 |
| Professional Issues | DHYG 259-3 |

NOTE: In addition to regular College fees, textbooks and uniforms, students will be expected to purchase their own instruments and miscellaneous clinic supplies.

# COURSE DESCRIPTIONS

**BIO 115 HUMAN ANATOMY** 5 CR

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 101 & 102 or 103 & 104

(5,0)

**BIO 116 HUMAN PHYSIOLOGY** 5 CR

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.
Prerequisite: BIO 115

(5,0)

**BIO 150 MICROBIOLOGY** 3 CR

A study of the morphology, growth, modes of transmission, and relationship to diseases of pathogenic microorganisms. Emphasis is placed on the relationships to dental health. This course is only pertinent to students enrolled in dental programs.
Prerequisite: BIO 116, DHYG 140

(3,3)

**DENO 150 INTRODUCTION TO DENTISTRY** 2 CR

This course will provide information and practical experiences in the field of dentistry. It is designed to orient students to current dental health concepts and to practicing as a dental auxilliary or dentist.

(2,0)

**DHYG 130 DENTAL HYGIENE I** 6 CR

A clinical and theoretical course introducing basic principles of dental hygiene care. Emphasis is placed on asepsis, initial patient evaluation/assessment, basic instrumentation and other fundamental skills associated with dental hygiene practice. Clinic sessions will be used to practice performing clinical procedures needed prior to treating clients.
Prerequisite or Corequisite: BIO 115, DHYG 132, DHYG 133, DHYG 135, DHYG 136

(4,6)

**DHYG 132 ORAL ANATOMY** 1 CR

This course discusses oral anatomic landmarks and an understanding of the relationship between structure and function. Emphasis is placed on tooth morphology, basic supporting structures of the mouth and occlusion and on tooth identification.
Prerequisite or Corequisite: DYHG 130

(1,2)

**DHYG 133 HISTOLOGY AND EMBRYOLOGY** 3 CR

Offers information on general and orofacial histology and embryology featuring the development of the oral cavity covering the embryonic growth and development of the oral cavity; histology of the teeth and supporting structures and the calcification and eruption of the teeth.
Prerequisite or Corequisite: DHYG 130

(3,2)

**DHYG 134 RADIOLOGY I** 2 CR

This course has been designed to provide the student with theory in the technical aspects of radiation and principles of exposing, processing, and mounting dental radiographs. Clinical experience will emphasize radiation hygiene and technique.
Prerequisite or Corequisite: DHYG 130

(2,3)

### HYG 135 COMMUNICATION 1 CR

This course introduces communication skills and concepts that will enable the students to begin to develop a helping relationship. They will also start to develop effective communication skills that reflect a caring attitude and enable them to gather data in a goal directed manner. Sequencing of the course allows for progression from simple skills and concepts to more complex skills and concepts. Students will also become more aware of their behaviours which affect communication.

(1,2)

### DHYG 136 HEAD AND NECK ANATOMY 2 CR

A detailed study of head and neck anatomy and the relationship of these structures to the body's major organ systems. Emphasis is placed on application to dental hygiene practice.
Prerequisite or Corequisite: DHYG 130

(2,2)

### DHYG 140 DENTAL HYGIENE II 6 CR

A clinical and theoretical course designed to provide opportunities necessary for the development of professional skills and attitudes required fro dental hygiene practice. Emphasis will be placed on developing professional values and attitudes, and problem-solving capabilities in a clinical setting with clients.
Prerequisites: BIO 115, DHYG 130, DHYG 132, DHYG 133, DHYG 135, DHYG 136
Prerequisites or Corequisites: BIO 116, DHYG 134, DHYG 145 DHYG 145

### DHYG 145 DENTAL HEALTH EDUCATION I 2 CR

A study of content essential to familiarize the student with the methods and materials used in teaching self-care. Emphasis is placed on health promotion and disease control for the individual. Self-care devices and techniques and other preventive dentistry techniques are reviewed.
Prerequisite: DHYG 130
Prerequisite or Corequisite: DHYG 140

(2,0)

### DHYG 146 DENTAL MATERIALS I 2 CR

An introductory course to acquaint the dental hygiene student with dental materials commonly used in the dental office and laboratory. Laboratory time will allow for manipulation of a variety of dental materials. Course content will also include analysis of adaptation of materials in the prevention and treatment of oral disease, and the possible effects of dental materials on human tissues.
Prerequisite: DHYG 130
Prerequisite or Corequisite: DHYG 140

(2,2)

### DHYG 150 DENTAL HYGIENE III 6 CR

A clinical and theoretical course designed to allow students to continue to develop skills necessary for the practice of dental hygiene. Clinical experiences require more complex skills in treatment and in planning.
Prerequisites: BIO 116, DHYG 134, DHYG 140, DHYG 145, DHYG 146
Prerequisites or Corequisites: BIO 150, DHYG 142, DHYG 153, DHYG 155, DHYG 157

(2,0)

### DHYG 152 PERIODONTICS I 2 CR

An introductory course that discusses the structure and function of the periodontium and the basic concepts of periodontal pathologies. Sufficient information is presented to enable the dental hygiene student to recognize and differentiate periodontal health from disease. The role of plaque in periodontal disease is also discussed.
Prerequisite: DHYG 150

(2,0)

### DHYG 153 GENERAL PATHOLOGY 2 CR

An introduction to the basics of pathology, with emphasis on the nature of disease, its causes, development, and consequences.
Prerequisite or Corequisite: DHYG 150

(2,0)

### DHYG 155 DENTAL HEALTH EDUCATION II 2 CR

A study of content essential to familiarize the student with the methods and materials in dental health education. Emphasis is placed on designing table clinics, lesson plans and appropriate visual aids to be used in dental health education for school children and adult groups.
Prerequisite or Corequisite: DHYG 150

(2,2)

### DHYG 157 PAIN AND ANXIETY CONTROL 2 CR

Introduces the dental hygienist to the basic knowledge and practical application of the study of local anesthesia and analgesia. Course materials will include the understanding, psychology, and prevention of pain; alternative methods of pain control; pharmacology of local anesthesia; prevention and handling of complications and emergencies.
Prerequisite or Corequisite: DHYG 150

(2,2)

### DHYG 230 DENTAL HYGIENE IV 7 CR

A clinical and theoretical course designed to allow for continued development of skills necessary for the practice of dental hygiene. Ultrasonic scaling and air polishing are introduced during this course.
Prerequisites: DHYG 150, DHYG 152, DHYG 153, DHYG 155, DHYG 157, BIO 150
Prerequisites or Corequisites: DHYG 233, DHYG 234, DHYG 235, DHYG 237, DHYG 238.

(3, 13)

### DHYG 233 ORAL PATHOLOGY 2 CR

The principles of general pathology in relationship to the diseases of the teeth, soft tissues, and supporting structures of the oral cavity. The importance of early recognition of abnormal conditions in the mouth by the dental hygienist is emphasized.
Prerequisite: DHYG 230

(2,0)

### DHYG 234 RADIOLOGY II 1 CR

Introduces the dental hygiene student to additional information and techniques in dental radiography. Emphasis is on the utilization of dental radiographs in dental hygiene treatment planning and in the performance and evaluation of patient care.
Prerequisite or Corequisite: DHYG 230,

(1,2)

**DHYG 234 COMMUNITY DENTAL HEALTH I** 3 CR

The study of dental health as a community problem with emphasis on the theory and practice of dental public health and preventive dentistry and the role of the dental hygienist in promoting dental health in community, provincial and national levels.
Prerequisite or Corequisite: DHYG 230

(3,0)

**DHYG 237 PHARMACOLOGY** 3 CR

The study of drugs with consideration given to those used in the practice of dentistry. The study is to acquaint the student with the origin of these drugs, their physical and chemical properties, modes of administration and effects upon the body systems.
Prerequisite or Corequisite: DHYG 230

(3,0)

**DHYG 238 NUTRITION** 3 CR

A survey of the fundamentals of nutrition and the factors influencing the ability of the individual and family to secure and maintain optimal nutritional status. The relationship of nutrition to the practice of dental hygiene is emphasized.
Prerequisite or Corequisite: DHYG 237

(3,0)

**DHYG 240 DENTAL HYGIENE** 7 CR

A clinical and theoretical course designed to provide background information and clinical skills required for the specialized responsibilities of the dental hygienist. Advanced techniques will be emphasized. Case studies will be utilized to integrate assessment, treatment planning, patient care procedures and evaluation procedures.
Prerequisites: DHYG 230, DHYG 233, DHYG 234, DHYG 235, DHYG 237, DHYG 238
Prerequisites or Corequisites: DHYG 242, DHYG 245, DHYG 246, DHYG 249

(3, 13)

**DHYG 242 PERIODONTICS II** 2 CR

Introduces dental hygiene students to advanced knowledge and practical application of clinical periodontology. Instruction is planned to enable the dental hygiene student to formulate treatment plans, and to provide initial nonsurgical periodontal therapy of periodontal maintenance therapy, or to recommend referral of patients with periodontal pathology as appropriate.
Prerequisite or Corequisite: DHYG 240

(2,0)

**DHYG 245 COMMUNITY DENTAL HEALTH II** 2 CR

A continuation of Community Dental Health I. Emphasis is on the practical application of didactic information provided through field experiences in the community, utilizing current methods relating to community dental health problems.
Prerequisite or Corequisite: DHYG 240

(2,3)

**DHYG 246 DENTAL MATERIALS II** 2 CR

This course offers additional knowledge of dental materials and experiences in the manipulation of specific materials.
Prerequisite or Corequisite: DHYG 240

(2,2)

**DHYG 249 HEALTH PROMOTION ISSUES** 2 CR

An overview of health problems that face mankind today: emotional problems, drug abuse, alcohol abuse, nutrition, diet and weight control, smoking, heart disease and stress management, to mention a few. Emphasis will be placed on the responsibilities of a dental health care professional toward promotion of general health.
Prerequisite or Corequisite: DHYG 240

(2,0)

**DHYG 250 DENTAL HYGIENE VI** 8 CR

The final clinical and theoretical course in the sequence designed to concentrate on the utilization of all competencies in order to assess, plan, perform, evaluate and reassess client care. opportunity is provided for the continued development of professional skills and attitudes required for dental hygiene practice.
Prerequisites: DHYG 240, DHYG 242, DHYG 245, DHYG 246 DHYG 249
Prerequisites or Corequisites: DHYG 255, DHYG 256, DHYG 259

(3,16)

**DHYG 255 COMMUNITY DENTAL HEALTH III** 2 CR

The final course in the Community Dental Health sequence. Emphasis is placed on community projects designed, developed and implemented by the students.
Prerequisite or Corequisite: DHYG 250

(2,4)

**DHYG 256 OFFICE PRACTICE** 2 CR

This course emphasizes effective management skills required in a dental practice. Various aspects of the business of a dental office as it relates to dental hygiene practice are highlighted.
Prerequisite or Corequisite: DHYG 250

(2,0)

**DHYG 259 PROFESSIONAL ISSUES** 3 CR

A lecture and seminar course designed to provide a forum for discussion about changes confronting health care professions today, with the primary focus on problems unique to the delivery of dental care and to issues facing dental hygienists.
Prerequisite or Corequisite: DHYG 250

(3,0)

# LONG TERM CARE AIDE
## (Fifteen Week Certificate Program)

The Long Term Care Aide Program trains the skilled aides who provide personal care for individuals in nursing homes, or 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. Some experience, volunteer or paid, in assisting others would be beneficial.

## 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 in extended and intermediate care facilities throughout the community.

# NURSING -
## Two and a half year 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 12 or Chemistry 050

or

ABE Advanced Certificate with English 050, Biology 11 or Biology 040 and Chemistry 12 or Chemistry 050

or

GED with Biology 11 or Biology 040 and Chemistry 12 or Chemistry 050

NOTE: Effective 1989 academic admission requirements will be:

1a. Successful completion of Grade 12 with English 12 and a grade of 'C' or better in each of Biology 12 or Biology 040 and Chemistry 12 or Chemistry 050.

or

ABE Advanced Certificate with English 050 and a grade of 'C' or better in each of Biology 12 or Biology 040 and Chemistry 12 or Chemistry 050

or

GED with a grade of 'C' or better in each of Biology 12 or Biology 040 and Chemistry 12 or Chemistry 050.

2. All entering students must take the College English and Math Achievement Test (EMAT) at the College before the end of June. Students who require skills upgrading are encouraged to do so before the first trimester.

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 the end of 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.

NOTE: Under Section 12 of the Nurses' (Registered) Act, applicants for registration must submit evidence of "good moral charac-

ter." The Registered Nurses Association of B.C. has established the following standards regarding "good moral character":

"- There is no evidence of a criminal conviction for any offence.
- There is no evidence of immoral or dishonest behaviour."

Any such evidence may prevent or delay registration. Applicants who feel they may be affected by this policy should contact the Registered Nurses Association of B.C., 2855 Arbutus, Vancouver.

## The Program

### TRIMESTER 1 - September to December

| | |
|---|---|
| Human Anatomy | BIO 135-4 |
| Man as an Adaptive System | NURS 135-3 |
| Communications I | NURS 137-1 |
| Medical Science I | NURS 138-2 |
| Developmental Psychology for Nurses I | PSYC 161-3 |
| Sociological Concepts & Theories I | SOC 103-2 |
| *Developmental English (if required) | ENG 155 |
| *Developmental Math (if required) | MATH 155 |

*Students must receive an exempt or satisfactory standing in ENG 155 and MATH 155

### TRIMESTER 2 - December to March

| | |
|---|---|
| Human Physiology I | BIO 145-4 |
| Nursing Care to Promote Adaptation I | NURS 145-7 |
| Communications II | NURS 147-1 |
| Medical Science II | NURS-148-3 |
| Developmental Psychology for Nurses II | PSYC 162-4 |
| Sociological Concepts & Theories II | SOC 104-2 |

### TRIMESTER 3 - March to June

| | |
|---|---|
| Human Physiology II | BIO 155-3 |
| Nursing Care to Promote Adaptation II | NURS 155-11 |
| Communications III | NURS 157-1 |
| Medical Science III | NURS 158-2 |
| Sociological Concepts & Theories III | SOC 105-2 |

### TRIMESTER 4 - September to December

| | |
|---|---|
| Nursing Care to Promote Adaptation III | NURS 235-8 |
| Ethical Dilemmas in Nursing Practice | NURS 236-3 |
| Communications IV | NURS 237-1 |
| Medical Science IV | NURS 238-3 |

### TRIMESTER 5 - December to March

| | |
|---|---|
| Nursing Care to Promote Adaptation IV | NURS 245-10 |
| Professional Responsibilities | NURS 246-1 |
| Medical Science V | NURS 248-3 |

### TRIMESTER 6 - March to June

| | |
|---|---|
| Nursing Care to Promote Adaptation V | NURS 255-10 |
| Managing for Change | NURS 256-2 |

### FINAL SEMESTER - September To December

| | |
|---|---|
| The Nurse as a Health Team Member | NURS 299-16 |

## COURSE DESCRIPTION

### BIO 135 HUMAN ANATOMY — 4 CR

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 body systems.
Prerequisites: Biology 11 or Biology 040 and Chemistry 12 or Chemistry 050

(4,0)

### BIO 145 HUMAN PHYSIOLOGY I — 4 CR

This course deals with the physiology of the integumentary, cardiovascular, lymphatic, respiratory, reproductive and digestive systems. A series of lectures will also be given on the body metabolism and nutrition.
Prerequisite: BIO 135

(4,0)

### BIO 155 HUMAN PHYSIOLOGY II — 3 CR

This course deals with the physiology of the nervous, endocrine, skeletal muscular and urinary systems. How fluid and electrolytes are balanced in the body is also included.
Prerequisite: BIO 145

(3,0)

### NURS 135 MAN AS AN ADAPTIVE SYSTEM — 3 CR

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.
Prerequisites or Corequisites: BIO 135, NURS 137, NURS 138, PSYC 161, SOC 103

(3,4.5)

### NURS 137 COMMUNICATIONS I — 1 CR

This course introduces therapeutic communication skills and concepts which will enable the student to begin to develop helping relationships.

(1,2)

### NURS 138 MEDICAL SCIENCE I — 2 CR

This course gives an overview of microbiology at the introductory level. An overview of normal values for basic physiological functions such as blood pressure and temperature will be included.
Prerequisite or Corequisite: BIO 135

(2,0)

### NURS 145 NURSING CARE TO PROMOTE ADAPTATION I — 7 CR

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.
Prerequisites: BIO 135, NURS 135, NURS 137, NURS 138, PSYC 161, SOC 103, ENG 155, MATH 155
Prerequisites or Corequisites: BIO 145, NURS 147, NURS 138, PSYC 162, SOC 104
(5,8)

### NURS 147 COMMUNICATIONS II — 1 CR

This course introduces teaching - learning principles and their application to patient education. Theory will be practised in campus laboratory situations.
Prerequisite or Corequisite: NURS 145 (2,0 hrs x 7 weeks)

### NURS 148 MEDICAL SCIENCE II — 3 CR

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 included.
Prerequisites: NURS 138, MATH 155
Prerequisite or Corequisite: BIO 145
(*2... Lab - 2 hrs x 4 weeks) (3,2*)

### NURS 155 NURSING CARE TO PROMOTE ADAPTATION II — 11 CR

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.
Prerequisites: BIO 145, NURS 145, NURS 147, NURS 148, PSYC 162, SOC 104
Prerequisites or Corequisites: NURS 157, NURS 158, BIO 155, SOC 105
(6,15)

### NURS 157 COMMUNICATIONS III — 1 CR

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 or Corequisite: NURS 155 (1,1)

### NURS 158 MEDICAL SCIENCE III — 2 CR

This course concentrates on the pathophysiology of a medical approaches to diseases affecting nutrition, elimination, and acitivity and rest. Theory will be presented by lecture and class discussion.
Prerequisite: NURS 148
Prerequisite or Corequisite: BIO 155
(2,0)

### NURS 235 NURSING CARE TO PROMOTE ADAPTATION III — 8 CR

This course introduces the student to providing nursing care for patients with complex adaptation problems. Experience will be provided in children's maternity and psychiatric wards in a general hospital.
Prerequisites: BIO 155, NURS 155, NURS 157, NURS 158, SOC 105
Prerequisites or Corequisites: NURS 236, NURS 237, NURS 238
(3,15.5)

### NURS 236 ETHICAL DILEMMAS IN NURSING PRACTICE — 3 CR

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: Experience in Nursing (3,0)

### NURS 237 COMMUNICATIONS IV — 1 CR

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 or Corequisite: NURS 235 (1,1)

### NURS 238 MEDICAL SCIENCE IV — 3 CR

This course concentrates on the pathophysiology of and medical approaches to diseases affecting gluid and electrolyte balance, endocrine function and complex problems related to oxygenation. Psychopathology is introduced. Affective disorders and substance abuse disorders are presented.
Prerequisites: NURS 158, BIO 155 (3,0)

### NURS 245 NURSING CARE TO PROMOTE ADAPTATION IV — 10 CR

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.
Prerequisites: NURS 235, NURS 236, NURS 237, NURS 238
Prerequisites or Corequisites: NURS 246, NURS 248
(3,22)

### NURS 246 PROFESSIONAL RESPONSIBILITIES AND EMPLOYEE ROLE — 1 CR

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: NURS 155 (2,0)

### NURS 248 MEDICAL SCIENCE V — 3 CR

This course concentrates on the pathophysiology of and medical approaches to diseases affecting neurologic and immunologic function. Psychopathalogy related to personality disorders, schizophrenic disorders, psychosexual dysfunctions, organic brain disorders and anxiety disorders are also covered.
Prerequisite: NURS 238 (3,0)

### NURS 255 NURSING CARE TO PROMOTE ADAPTATION V — 10 CR

This course continues to focus on the provision of 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.
Prerequisites: NURS 245, NURS 2456, NURS 248
Prerequisite or Corequisite: NURS 256

(3,22)

### NURS 256 MANAGING FOR CHANGE — 2 CR

This course provides a theory base for the development of management techniques 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 245
Prerequisite or Corequisite: NURS 255

(1,1)

### NURS 299 THE NURSE AS A HEALTH TEAM MEMBER — 16 CR

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.
Prerequisites: NURS 255, NURS 256 (0,35)

### PSYC 161 DEVELOPMENTAL PSYCHOLOGY FOR NURSES I — 3 CR

An introduction to general psychological principles and scientific study of human behaviour using the developmental sequence from conception through childhood.

(3.5,0)

### PSYC 162 DEVELOPMENTAL PSYCHOLOGY FOR NURSES — 4 CR

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 — 2 CR

This course introduces the basic models, theories and concepts employed in the study of sociology. Topics include culture, socialization, social movements, ethnicity and demography.

(2.5,0)

### SOC 104 SOCIOLOGICAL CONCEPTS AND THEORIES II — 2 CR

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 — 2 CR

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
## (1988 - 89 ONLY, NURSING PHASE-OUT)

Students who are completing the program designed on the Needs Framework will enroll in the following courses as required.

### SEMESTER 3 - August - December 1988

| | |
|---|---|
| Professional, Ethical and Moral Issues in Nursing | NURS 251-3 |
| The Individual Experiencing Psychosocial Interferences | NURS 262-8 |
| The Adult with Critical Interference | NURS 264-8 |
| The Child in Health and Illness | NURS 263-8 |

### SEMESTER 4 - January - May 1989

| | |
|---|---|
| The Individual Requiring Long Term Care | NURS 291-5 |
| The Nurse: As a Health Team Member | NURS 299-16 |

### NURS 251 Professional, Ethical and Moral Issues — 3 CR

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 (3,0)

### NURS 261 The Expanding Family — 8 CR

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 (8,14)

### NURS 262 The Individual Experiencing Psychosocial Interferences — 8 CR

This course examines the impact that interference with psychosocial needs has on the individual and his family. Nursing care relevant to the interferences is explored. Clinical experience is provided in mental health units in hospital and in the community.
Prerequisites: NURS 199, OR NURS 153 NURS 156, NURS 164, BIO 116, PSYC 162

(8,14)

**NURS 263 The Child in Health and Illness** 8 CR

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 (8,14)

**NURS 264 The Adult with Critical Interferences** 8 CR

This course examines the impact of critical interferences on the adult and his family. Nursing care relevant to the needs of the individual experiencing a critical illness is examined. Clinical experience is provided within a hospital in general medical surgical units and in specialized areas.
Prerequisites: NURS 199, or NURS 153, NURS 154, NURS 164, BIO 116, PSYC 162
(8,14)

**NURS 291 The Individual Requiring Long-Term Care** 5 CR

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 or NURS 265, NURS 262, NURS 263, NURS 264 AND NURS 251 (6,21)

**NURS 299 The Nurse as a Health Team Member** 16 CR

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 ina medical-surgical area. Other experiences may include maternity, psychiatry and pediatrics.
Prerequisite: NURS 291 (1,34)

# 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 9 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.

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. The module offerings will be advertised in Continuing Education Brochures and individual agency mailings. Information can also be obtained from the Office of Admissions and Registration.

## The Program

The program consists of a series of 10 modules. Each module is divided into several topic areas. There will be independent study required prior to an instructional period that will be delivered in a seminar or workshop format. Where a clinical practicum is required a preceptorship experience will be arranged at an appropriate site. This new format will permit a more concentrated focus on specific topics, will not require class attendance for more than two days at one time and will also make the program more portable to outlying regions. Successful completion of a module will be based on satisfactory completion of examination and skills performance appraisals. For post-basic certification, students will be required to complete 9 modules. The operating room module, though offered through the program, is not required for post-basic certification. The prerequisite module is Cardiac Arrest Management which must be completed prior to enrolling in the Emergency or Special Care modules.

The Program Modules Are
Legal and Ethical Aspects of Rural Nursing
Physical Assessment
Cardiac Arrest Management
Basic Operating Room Technique
Nursing Care of Normal Maternity and Neonate
Nursing Care of At-Risk Maternity and Neonate
Crisis Intervention
Emergency Nursing
Special Care Nursing
Interhospital Transfer

# SOCIAL SCIENCE PROGRAMS

## EARLY CHILDHOOD EDUCATION
### (One Year Certificate Program)

This program trains the 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. Advanced Certificate
   or
   GED

2. All entering students must write the English component of the English and Math Achievement Test (E.M.A.T.) at the College before their first semester. Students whose test results indicate difficulties in English will be required to take a developmental program.

3. All potential students will be required to attend a Spring orientation session.

4. 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 the end of April. 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 |
| * Developmental English (if required) | ENG 155 |

* Students MUST receive an exempt or satisfactory standing in ENG 155

#### 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.
Prerequisite: ECE 170 is a prerequisite for ECE 155

#### ECE 165 and 166 - Program Development

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

#### ECE 170 - Observing and Recording Behaviour

A study of methods of accurately and objectively observing, recording and interpreting child behaviour using the College Demonstration Day Care and other centres.
Prerequisite or Corequisite: ECE 190

#### 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 preschool teacher.

#### ECE 174 - Interacting with Families

A study of effective parent-teacher and home pre-school communication and co-operation.
Prerequisite: ECE 170

#### 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 working with young children under qualified supervision in conjunction with classroom follow up seminars. Students plan and implement learning activities. ECE 190 is divided into Level I and II. Students must be maintaining a G.P.A. of 2.0 in order to proceed to level II practicum. E.C.E. 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-certificate courses for qualified and experienced applicants.

# SOCIAL SERVICES TRAINING PROGRAM (S.S.T.P.)

## Program Description

The program curriculum is most relevant to people who are currently employed in the Social Services field working with mentally handicapped persons. The program is also applicable to students who are interested in pursuing a career in many other social service areas. Although, at present, the course material is specifically geared toward people who work with mentally handicapped adults and children, the future goals of the program include the expansion of course material to include other specialties (eg. drug & alcohol, native band workers, family support).

The program is offered in a distance education format, that is, correspondence style. Students 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.

A student needs to complete all six academic courses and the practicum course in order to obtain the Social Services Training Program Certificate

## Admission Requirements

There are no specific prerequisites for entry into the Social Services Training program, however, because of the correspondence nature of the program, it will be important for students to demonstrate a basic English reading and comprehension level. This will be assessed on an individual basis. If the student needs assistance in this area, the Program Coordinator will make appropriate arrangements.

## Applications

Applications can be obtained at the Office of Admissions & Registration. Students are asked to complete a CNC Application form and a specific registration form for S.S.T.P.

Students can enter S.S.T.P. at two registration times each year (ie. September and January).

# Course Descriptions

The program is designed along three basic instructional themes.

## A. Physical Care & Resource Management

### SSTP 130 PHYSICAL CARE

The goal of this course is to provide the information needed to assist in the maintenance of optimum physical care.

### SSTP 140 INTERPERSONAL & ORGANIZATIONAL RELATIONS

This course provides information and exercises to develop effective interpersonal skills on a one to one, group, and agency basis.

### SSTP 150 PROGRAMMING AND PLANNING

In addition to learning about various planning systems and formats (Individual Program Plans, General Service Plans, etc.) the coursework will include material on devising and implementing specific skills training plans using a behavioral approach.

## B. Philosophical Basis of Care

### SSTP 160 ETHICS AND THE PARAPROFESSIONAL

This course blends the theory of ethical issues with practical guidelines for facilitating ethical conduct in social service settings.

### SSTP 170 SOCIAL SERVICE PROVISION: HISTORY & SYSTEMS

This course will provide a balanced historical perspective of trends in social service provision and an overview of services provided by various B.C. Provincial Government Ministries.

## C. Skill Development: Principles & Procedures

### SSTP 180 APPLIED BEHAVIOR ANALYSIS

This course introduces the student to the principles and procedures of behavior change using a behavior analytic approach.

### SSTP 199 PRACTICUM

A practicum of 12 weeks is required to assist the student in putting theory from the coursework into practice.
Prerequisites: SSTP 130, SSTP 140, SSTP 150, SSTP 160, SSTP 170 & SSTP 180

## Advanced Specialty

There are two additional courses that are optional to the Social Services Training Program. Students taking these two courses will receive an Advanced Specialty Certificate.

### SSTP 182 INTRODUCTION TO VERBAL BEHAVIOR

The goal of this course is to provide the theoretical and technical framework necessary for understanding the many practical applications of this training methodology to the development of language.
Prerequisite: SSTP 180

### SSTP 183 TEACHING LANGUAGE TO THE DEVELOPMENTALLY DELAYED

The purpose of this course is to translate verbal behavior theory into concrete and effective procedures for training.

## Length of Program

Students have five years from the time of first registration to complete all of the course and practicum requirements for the Social Services Training Program Certificate. However, students must complete all of the work for a course in the same semester that they register for that course. All courses have set dates for assignments and exams. For people working full-time, it is highly recommended that only one to two courses be taken per semester.

# TECHNOLOGY PROGRAMS

## 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.

THE FIRST YEAR OF THE CONSTRUCTION TECHNOLOGY PROGRAM WILL NOT BE OFFERED IN THE 1988/89 ACADEMIC YEAR.

In their daily work, Technicians and Technologists bridge the gap between professionals - such as engineers, architects, surveyors, foresters - and tradesmen - such as carpenters, electricians and skidder operators. 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" provided by interested employers. In all cases, work positions are established to best suit the needs of both the individual employer and the student.

Upon successful completion of 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 also be made so that new students will have a full understanding of Co-operative Education.

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

## ELECTRONICS ENGINEERING TECHNOLOGY
### (Two year Diploma Program)

The Electronics Engineering Technology 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 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.

### Admission Requirements

1. Successful completion of Grade 12 (with English) or GED or ABE Advanced Certificate 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 at the end of April. The program begins in September.

### The Program

#### TRIMESTER 1 - September To December

| | |
|---|---|
| *Developmental English (if required) | ENGL 155 |
| *Developmental Mathematics (if required) | MATH 155 |
| Digital Techniques I | TELE 150 |
| Shop Practices I | TELE 151 |
| Circuit Analysis I | TELE 152 |
| Electronics Mathematics I | TMTH 151 |
| Electronics Physics I | TPHY 151 |
| Introduction to Computers | TPRG 151 |

*Students must receive an exempt or satisfactory standing in ENG 155 and MATH 155.

#### TRIMESTER 2 - December to March

| | |
|---|---|
| Technical Communications I | TCOM 160 |
| Circuit Analysis II | TELE 160 |

| | |
|---|---|
| Electronics I | TELE 161 |
| Shop Practices II | TELE 162 |
| Electronics Mathematics II | TMTH 162 |
| Electronics Physics II | TPHY 160 |

**TRIMESTER 3 - March to June**

| | |
|---|---|
| Foundations of Employment Skills II | FES 152 |
| Electronics Mathematics III | TMTH 170 |
| Digital Techniques II | TELE 170 |
| Pulse Circuits | TELE 171 |
| Electronics II | TELE 172 |
| Circuit Analysis III | TELE 174 |

**CO-OP 150, CO-OP 250 - June to November**

**TRIMESTER 4 - December to March**

| | |
|---|---|
| Electronics Mathematics IV | TMTH 251 |
| Communications I | TELE 250 |
| Electronics III | TELE 251 |
| Transducers | TELE 252 |
| Microprocessors I | TELE 253 |
| Power Systems | TELE 254 |

**TRIMESTER 5 - March to June**

| | |
|---|---|
| Communications II | TELE 260 |
| Control Systems I | TELE 261 |
| Industrial Electronics | TELE 262 |
| Systems Project I | TELE 263 |
| Microprocessors II | TELE 264 |
| Pascal Programming | TPRG 260 |

**CO-OP 298 - June to September**

**TRIMESTER 6 - September to December**

| | |
|---|---|
| Technical Communications II | TCOM 270 |
| Control Systems II | TELE 270 |
| Video Systems | TELE 271 |
| Data Communications | TELE 272 |
| Systems Project II | TELE 273 |

# 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 Advanced Certificate 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 at the end of April.

The program begins late in August.

### The Program

**SEMESTER 1 - AUGUST TO DECEMBER**

| | |
|---|---|
| *Developmental English (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 |

*Students must receive an exempt or satisfactory standing in ENG 155 and MATH 155

**SEMESTER 2 - JANUARY TO APRIL**

| | |
|---|---|
| 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 |

**SEMESTER 3 - AUGUST TO DECEMBER**

| | |
|---|---|
| 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 |

### SEMESTER 4 - JANUARY TO APRIL

| | |
|---|---|
| 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 |
| Coastal Forestry | FOR 299 |
| - Field Applications | |

# 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 Advanced Certificate 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 at the end of April.

The program starts in September.

### The Program

### TRIMESTER 1 - SEPTEMBER TO DECEMBER

| | |
|---|---|
| *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 |

*Students must receive an exempt or satisfactory standing in ENG 155 and MATH 155

### TRIMESTER 2 - DECEMBER TO MARCH

| | |
|---|---|
| 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 |

### TRIMESTER 3 - MARCH TO JUNE

| | |
|---|---|
| Foundations of Employment Skills II | 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 I | TSUR 170 |

# 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 draftspersons, job captains, specification writers, estimators, contract administrators, technical representatives for manufacturers and suppliers of building materials.

Students who are enrolled in this program, and are maintaining an average of C+ or better, are eligible to register for the 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 Advanced Certificate 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 at the end of April.

The program starts in September.

## The Program

### TRIMESTER 1 - SEPTEMBER TO DECEMBER

| | |
|---|---|
| *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 |

*Students must receive an exempt or satisfactory standing in ENGL 155 and MATH 155

### TRIMESTER 2 - DECEMBER TO MARCH

| | |
|---|---|
| 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 |

### TRIMESTER 3 - MARCH TO JUNE

| | |
|---|---|
| Foundations of Employment Skills II | 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 I | TSUR 170 |

### CO-OP 150, CO-OP 250 - JUNE TO DECEMBER

### TRIMESTER 4 - DECEMBER TO MARCH

| | |
|---|---|
| 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 |

### TRIMESTER 5 - (MARCH TO JUNE)

| | |
|---|---|
| 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 |

### CO-OP 298 - JUNE TO SEPTEMBER

### TRIMESTER 6 - SEPTEMBER TO DECEMBER

| | |
|---|---|
| Technical Communications II | TCOM 270 |
| 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)

THERE WILL BE NO INTAKE OF FIRST YEAR STUDENTS IN THE 1988/89 ACADEMIC YEAR.

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 Advanced Certificate 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 at the end of April.

The program starts in September.

### The Program

#### TRIMESTER 1 - SEPTEMBER TO DECEMBER

| | |
|---|---|
| *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 |

*Students must receive an exempt or satisfactory standing in ENG 155 and MATH 155

#### TRIMESTER 2 - DECEMBER TO MARCH

| | |
|---|---|
| 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 |

#### TRIMESTER 3 - MARCH TO JUNE

| | |
|---|---|
| Foundations of Employment Skills II | 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 I | TSUR 170 |

#### CO-OP 150, CO-OP 250 - JUNE TO DECEMBER

#### TRIMESTER 4 - DECEMBER TO MARCH

| | |
|---|---|
| Plumbing | TCON 250 |
| Materials IV | TCON 251 |
| Construction Economics | TCON 252 |
| Construction Law | TCON 253 |
| Structural Steel Design | TCON 254 |
| Design Process | TDRA 252 |
| Construction Equipment | TCON 255 |

#### TRIMESTER 5 - MARCH TO JUNE

| | |
|---|---|
| Estimating I | TCON 260 |
| Heating, Ventilation & Air Conditioning | TCON 261 |
| Building Regulations | TCON 262 |
| Project Management | TCON 263 |
| Project I | TCON 264 |
| Building Assemblies I | TDRA 262 |
| Surveying II | TSUR 260 |

#### CO-OP 298 - JUNE TO SEPTEMBER

#### TRIMESTER 6 - SEPTEMBER TO DECEMBER

| | |
|---|---|
| Technical Communications II | TCOM 270 |
| Estimating II | TCON 270 |
| Construction Management | TCON 271 |
| Soils | TCON 275 |
| 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

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)

### 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.

Prerequisite: ENGL. 155

(1,2)

### TCOM 180 Technical 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 busi-

ness and/or technical projects, in interviews, in business meetings and in oral presentations of research and results.
Prerequisite: ENG 155

(0,3)

**TCOM 270 Technical Communications II** 2 CR

This course provides the student with the knowledge of and skill in technical communication required to present the results of the work done in TCON 264, TCON 274, and TELE 273.
Prerequisite: TCOM 160
Prerequisite or Corequisite: TCON 274 or TELE 273.

(1,2)

## COMPUTER PROGRAMMING

**TPRG 150 Introduction to Computers** 3 CR

Introduction to computing with MS-DOS based micro computers. Construction industry applications using word processing and spreadsheet software such as PFS WRITE, SYMPHONY and LOTUS 123.

(1,3)

## 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.
Prerequisite or Corequisite: TDRA 161

(1,3)

**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.
Prerequisites: TCON 151, TMTH 161

(3,2)

**TCON 171 Materials III** 3 CR

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

(3,1)

**TCON 172 Electrical/Illumination** 3 CR

Electrical wiring and service systems description and design. Electrical controls and signal systems. Light source characteristics and lighting design and application.
Prerequisite: TPHY 150

(4,1)

**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.
Prerequisite or Corequisite: TSUR 150

(3,2)

**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.
Prerequisite: TPHY 150

(2,1)

**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.
Prerequisite: TCON 171

(3,1)

**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.
Prerequisite: TMTH 150

(1,3)

**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 255 Construction Equipment** 3 CR

The student will learn the selection criteria for construction equipment for various jobs and job conditions.

(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.
Prerequisite: TDRA 171

(4,1)

**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 Engineering Technology faculty advisor. In this portion of the course the student will complete all material research and derive a thesis statement and outline.
Prerequisites: TCON 254, TDRA 252

(0,2)

**TCON 275 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.
Prerequisite: TCON 260

(4,1)

**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.
Prerequisite: TCON 263

(4,1)

**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

(0,2)

**TCON 274 Project II** 4 CR

A major project must be completed on a construction related topic chosen by the student and approved by the Construction Engineering Technology faculty advisor. In this portion of the course the student will complete the project as outlined in TCON 264.
Prerequisite: TCON 264

(0,2)

**TPRG 151 Introduction to Computers** 3 CR

A first course in computers and computing requiring no previous computer knowledge or programming experience. Beginning with an understanding of a disk operating systems (MS-DOS) and moving to applications software, such as word processors and spreadsheets, the student is introduced to the application of the computer as a problem solving tool. The course teaches techniques for writing algorithms for technical problems and then provides a brief introduction to BASIC language as a way of implementing those algorithms.

(1,3)

**TPRG 188 Introduction to Programming Logic** 3 CR

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

(2,3)

**TPRG 260 Pascal Programming** 3 CR

This is a first course in top-down program design and structured modular programming using the Pascal programming language. The course uses primarily electronic examples for problem solving.
Prerequisite: TPRG 151

(2,3)

# DRAFTING

**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, welding symbols, descriptive geometry, and mechanical assemblies.
Prerequisite or Corequisite: TDRA 150

(1,6)

**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.
Prerequisites: TDRA 150, TPRG 150
(1,3)

**TDRA 161 Architectural Drafting I** 3 CR

Introduction to architectural drafting. The basic principles of light wood frame construction and residential planning requirements are explored. A working drawing set for a single family wood framed residence will be completed.
Prerequisite: TDRA 150
(1,3)

**TDRA 162 Mechanical Drafting II** 3 CR

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

**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.
Prerequisite: TDRA 160
(1,3)

**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.
Prerequisite: TDRA 161
(1,3)

**TDRA 172 Civil Drafting I** 3 CR

The drafting of contour maps; Canadian mapping system; Canadian land subdivision; simple, transitional and vertical highway curves; grading drawings, cut and fill, cross sections and profiles; subdivision layout drawings.
Prerequisite or Corequisite: TCON 173
(1,6)

**TDRA 173 Structural Drafting I** 3 CR

This course covers standard techniques used in detailing structural steel beam, column and truss connections, light wood and heavy timber construction and typical cross sections in reinforced concrete.
Prerequisite: TDRA 150
(1,6)

**TDRA 250 Civil Drafting II** 3 CR

Drafting and layout of municipal services and structures: sanitary sewer, storm sewer, and water services. Drafting and layout of highway stream crossings, bridge and culvert. Site plans and detail drawings for commercial buildings. Both CAD and manual production techniques will be used.
Prerequisite: TDRA 172, TDRA 170
(1,6)

**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 productior techniques will be used.
Prerequisites: 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.
Prerequisite: TDRA 150
(2,3)

**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.
Prerequisites: TCON 254, TDRA 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.
Prerequisites: TDRA 251, TDRA 170
(2,5)

**TDRA 262 Building Assemblies I** 3 CR

The first of two courses which covers the drafting 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.
Prerequisites: TDRA 171, TDRA 170
(1,4)

**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.
Prerequisite: TRDA 260
(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.
Prerequisite: TDRA 162
(1,6)

**TDRA 272 Building Assemblies II** 3 CR

The second of two courses which covers the drafting and detail designing of a medium sized commercial building from stetch plans to completed architectural and structural working drawings. This course is given in a drafting office-like environment as a team project.
Prerequisite: TDRA 262
(1,4)

# ELECTRONICS

**TELE 150 Digital Techniques I** 3 CR

Introduction to the concept of digital representation. The course covers number systems and codes common to digital systems, logic gates and their functions, Boolean algebra, Karnaugh mapping, design of logical systems, flip-flops, and counter design.
(3,2)

**TELE 151 Shop Practices I** 3 CR

A hands-on course covering schematic symbols and reading schematic diagrams, measurement of electrical quantities and interpretation of measurements using basic instruments such as meters, multimeters and oscilloscopes, setting up and operating power supplies, signal generators etc., and the theory of operation of simple instruments and bridges.
Prerequisite or Corequisite: TELE 152
(1,4)

**TELE 152 Circuit Analysis I** 4 CR

An introduction to basic electrical quantities resistive circuits, and analysis techniques. The course starts with principles of electrical quantities such as voltage, current, resistance and circuit devices such as EMF sources, current sources leading to design and direct analysis techniques of simple series/parallel circuits. The course concludes with a detailed quantitative approach to completely analyzing purely resistive circuits using classical circuit theorems such as superposition, Norton and Thevenin, loop analysis, nodal analysis and tee-pi/pi-tee conversions.
Prerequisite or Corequisite: TMTH 151
(4,3)

**TELE 160 Circuit Analysis II** 4 CR

A continuation of Circuit Analysis I, this course primarily studies electrical circuits driven by sinusoidal waveforms. Detailed quantitative analysis is performed on circuits containing resistive, capacitive and inductive elements using algebraic and graphical techniques. The course covers, R, C, L, RL, RC and RCL (resonant and non-resonant) circuits. It also covers RC circuits driven by DC sources as a preparation for pulse circuits.
Prerequisites: TELE 152, TELE 151
Prerequisite or Corequisite: TMTH 162
(4,3)

**TELE 161 Electronics I** 3 CR

An introduction to solid state devices. Starting with an understanding of semiconductors, the PN junction, diodes and BJT action and FET action the course moves into design and analysis of single stage amplifiers and solid state switches. The material concludes with multistage amplifier design and frequency response of multistage amplifiers.
Prerequisite: TPRG 151
Prerequisites or Corequisites: TELE 160, TMTH 162
(3,3)

**TELE 162 Shop Practices II** 3 CR

The design and fabrication of printed circuit boards. Primarily a hands-on course teaching the process of laying out electric circuits on printed copper boards. Materials and components, specifications and industry standards, layout and production of artworks, direct and photofabrication techniques and final board assembly are all covered to a level enabling the student to produce prototype boards and small scale production quality boards.
Prerequisites: TELE 151, TELE 152.
(0,4)

**TELE 170 Digital Techniques II** 3 CR

This course consists of topics designed to prepare the electronics student for a first course in microprocessors. Topics include logic family and subfamily specifications, operation and interfacing, shift register design, multiplexers/demultiplexer design, arithmetic circuits, memory devices and analog/digital and digital/analog conversions.
Prerequisite: TELE 150
Prerequisites or Corequisites: TELE 121, TELE 172, TELE 174
(3,3)

**TELE 171 Pulse Circuits** 3 CR

Design and analysis of common non-linear circuits. Topics include a study of the sinusoidal content of non-linear waveforms, clipper and clamper circuits, transistor switches, voltage multipliers, ramp generators, Schmitt triggers, monostable multivibrators, astable multivibrators and the 555 timer.
Prerequisites or Corequisites: TELE 172, TELE 174
(3,2)

**TELE 172 Electronics II** 3 CR

A continuation of Electronics I, the material covered includes topics in power amplifier design and analysis, heat sinking and power amplifier implentation, introduction to the operation amplifier as a gain element, design and analysis of basic operational amplifier circuits (summing amplifiers, averaging amplifiers, etc.)
Prerequisite: TELE 161
Prerequisites or Corequisites: TELE 172, TELE 174
(3,3)

**TELE 174 Circuit Analysis III** 3 CR

A continuation of Circuit Analysis II, this course applies the classical circuit theorems to AC driven circuits containing resistive, capacitive and inductive elements, teacher the operation and analysis of circuits containing inductively coupled elements and magnetic devices, and concludes with DC driven inductive circuits.
Prerequisites: TELE 160, TELE 161
Prerequisite or Corequisite: TMTH 170
(3,2)

**TELE 250 Communications I** 3 CR

An introductory course in electronic communication. The material begins with a summary of specialized circuits, such as crystal oscillators and filters. The major focus of this course is the theory of amplitude modulation and demodulation, AM circuits, frequency modulation and demodulation and FM circuits.
Prerequisites or Corequisites: TELE 251, TMTH 250
(3,2)

**TELE 251 Electronics III** 3 CR

A continuation of electronics III covering specialized advanced design and analysis topics in oscillators, tuned amplifiers, regulator circuits and switching power supplies, active filters and some non-linear op-amp circuits.
Prerequisites: TELE 172, TELE 171
(3,2)

**TELE 252 Transducers** 3 CR

Measurement of non-electrical quantities using electronic transducers, industry standards for transducers and gathering and processing transducer generated data. Topics include stress meas-

urement, strain gages, bridge design, thermal measurements, thermocouples, RTD's and thermisters.
Prerequisite: TPHY 160
Prerequisite or Corequisite: TELE 253
(3,3)

**TELE 253 Microprocessors I** 3 CR

A first course in microprocessors using the 8-bit Z-80. A generic micro and instruction set is studied to introduce the student to microprocessor architecture and data handling and movement. Topics related to the Z-80 are architecture, the instruction sets, interrupts, interfacing, and peripheral interfacing chips. General topics include the application of specialized algorithms common to machine language, understanding and using various monitor routine and use of standard bus Z-80 systems.
Prerequisites: TELE 170, TELE 172
(3,3)

**TELE 254 Power Systems** 3 CR

An introduction to higher voltage systems and electric machinery. The course is an applied extension of the three circuit analysis courses with topics that include common connection configurations, transformers, rotating machinery and industrial standards and specifications.
Prerequisite: TELE 174
(3,2)

**TELE 260 Communications II** 4 CR

A continuation of Communications I, this course explores more advanced topics that includes propagation, transmission line theory, antennas and broadcast standards.
Prerequisites: TELE 250, TELE 251, TMTH 251
(4,3)

**TELE 261 Control Systems I** 4 CR

An introductory course in electronic and mechanical control that takes a very quantitative approach. The material covered includes feedback, open and closed loop systems, transfer functions, block diagrams, signal flow graphs, modeling of electrical and mechanical elements, time domain analysis, root locus techniques, frequency domain analysis.
Prerequisites: TMTH 250, TELE 251, TELE 252
Prerequisite or Corequisite: TELE 264
(4,3)

**TELE 262 Industrial Electronics** 3 CR

A course of study in power related solid state devices such as SCR's triacs, power FET's with application to control of industrial machinery and equipment.
Prerequisites: TELE 254, TELE 171, TELE 251
(3,3)

**TELE 263 Systems Project I** 1 CR

This is a preparatory course to the Systems Project II course in Trimester 6. The student must produce a project idea to be completed during Trimester 6, define the project, plan research, develop and investige technical material, anticipate potential problems. Topics will include discussions on time management, documentation, budgeting and general project management.
Prerequisite: TCOM 160
Prerequisites or Corequisites: TELE 260, TELE 261, TELE 262, TELE 263, TELE 264, TPRG 260
(1,0)

**TELE 264 Microprocessors II** 3 CR

A continuation of Microporcessors I studying 16-bit microprocessors and their architecture and instructions. Topics include the 8086/8088 architecture and instructions sets, interrupts, coprocessing concepts, 8089 I/O coprocessor and the 8087 arithmetic coprocessors such as the 80186 and the 80286.
Prerequisites: TELE 253, TPRG 260
(3,3)

**TELE 270 Control Systems II** 4 CR

A continuation of Control Systems I, this course concludes analog control with topics in frequency doma[illegible] design of control systems, digital control techniques with applications of programmable logic controllers and other computer control systems.
Prerequisites: TELE 261, TELE 264, TELE 262, TPRG 260
(4,3)

**TELE 271 Video Systems** 3 CR

This is a basic course in video concepts starting with the principles of monochrome video, colour video and television standards (with some discussion of broadcast). Advanced topics in graphics systems include computer video systems and advanced display technology.
Prerequisites: TELE 260, TELE 264
(3,3)

**TELE 272 Data Communications** 3 CR

A detailed study of the current common standards and practices of data communications and computer communications. Upon completion the student will be familiar with digital based communications systems.
Prerequisites: TELE 264, TPRG 260
(3,2)

**TELE 273 Systems Project II** 5 CR

A continuation of Systems Project I, this is a major project based course in which the student takes a research and design project from conception to completion. The project will offer sufficient challenge to require individual or team research of material, principles, circuit construction and programming in excess of that prescribed by other courses in the program.
Prerequisite: TELE 263
Prerequisites or Corequisites: TELE 270, TELE 271, TELE 272
(1,9)

## EMPLOYMENT SKILLS

**FES 152 Foundations of Employment Skills II** 3 CR

his 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.
(2,2)

# 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.
Prerequisites: FOR 155, 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.
Prerequisites: FOR 161, FOR 171, FOR 173, MATH 155, TPRG 186

(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.
Prerequisite: FOR 165

(2,2)

**FOR 171 Photo Interpretation and 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 and 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.
Prerequisites: FOR 157, FOR 171, MATH 155

(1,3)

**FOR 173 Drafting I** 2 CR

The Forest Drafting course is designed to complement the Forest Measurements and Photo Interpretation and Mapping course taught concurrently in the fall semester. The skills acquired in this course are essential for the student wishing to complete the objectives of other course offerings in the Forest Resource Technology Program. (0,3)

**FOR 174 Drafting II** 2 CR

The emphasis of the spring semester of Forest Drafting is the construction of maps for purposes of recording stand histories, planning and log production. Aerial photographs are used to update existing logged and burned areas, or areas treated silviculturally. Computers will be used to compile and report survey data.
Prerequisites: 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.
Prerequisites: FOR 162, FOR 172, TCOM 180, FOR 156, FOR 166, FOR 174 MATH 151

(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.
Prerequisites: FOR 251, FOR 253, FOR 287

(2,3)

**FOR 253 Silviculture I** 5 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. Labc.atory and field exercises will include planting inspections and plantation performance assessment, site assessment and prescriptions, juvenile spacing and ecosystem mapping.
Prerequisites: FOR 156, FOR 162, FOR 166, FOR 174, FOR 172, TCOM 180

(3,3)

**FOR 254 Silviculture II** 5 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.
Prerequisite: FOR 253

(4,2)

**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.
Prerequisites: 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.
Prerequisites: FOR 156, 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.
Prerequisites: FOR 162, FOR 172, FOR 174, 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.
Prerequisite: 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.
Prerequisites: MATH 151, FOR 154, 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.
Prerequisite: FOR 281

(2,2)

**FOR 285 Roads and Transportation I** 4 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.
Prerequisites: MATH 151, FOR 162, FOR 172, FOR 174

(2,3)

**FOR 286 Roads and Transportation II** 4 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.
Prerequisites: FOR 285, TPRG 188
(2,3)

**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.
Prerequisites: FOR 162, FOR 154, FOR 166, FOR 172, FOR 174, MATH 151, TPRG 188.
(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.
Prerequisite: FOR 287.
Prerequisites or Corequisites: FOR 262, FOR 286
(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.
Prerequisite: TCOM 180
(1,0)

**FOR 299 Coastal Forestry - Field Application** 3 CR

This course is an intensive one week (including weekends) field school in which students participate in a number of field activities and tours in a Coastal B.C. environment. Activities include exercises at the U.B.C. Research Forest as well as other coastal operations and manufacturing facilities. (9 days)
Prerequisites: FOR 251, FOR 253, FOR 255, FOR 261, FOR 281, FOR 285, FOR 287, FOR 267, FOR 290

# 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.
Prerequisite: MATH 155
(3,0)

**TMTH 150 Construction Mathematics I** 3 CR

Algebra with applications specific to construction and drafting problems. Graphs, trigonometry, vectors, functions and linear programming.
Prerequisite: MATH 155
(3,2)

**TMTH 151 Electronics Mathematics I** 3 CR

A precalculus algebra course designed to prepare electronics students for a first course in calculus and advanced circuit analysis techniques. The course covers functions, graphing, interpolation and extrapolation, trigonometry and trigonometric identities, logarithms and exponents and complex number and complex algebra.
Prerequisite: MATH 155
(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.
Prerequisites: Math 155, TMTH 150
(4,0)

**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.
Prerequisites: TMTH 150, TPHY 150
(2,3)

**TMTH 162 Electronics Mathematics II** 3 CR

An applied calculus course that moves quickly into differentiation techniques of polynomials, the various basic laws of differentiation and derivatives of transcendental functions. The last half of the course covers integration as the antiderivative, numerical integration, integration of more complex functions and a variety of integration techniques (by talbes, trig substitution etc.).
Prerequisite: TMTH 151
(5,0)

**TMTH 170 Electronics Mathematics III** 3 CR

An introduction to differential equations with electrical applications. Material covered includes simple first and second order D.E.'s and their transient and steady state solutions, methods and techniques for solving more complex D.E.'s, an introduction to LaPlace transforms.
Prerequisite: TMTH 162
(5,0)

**TMTH 250 Drafting Mathematics** 3 CR

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

**TMTH 251 Electronics Mathematics IV** 3 CR

A continuation of electronics Mathematics III, the material concludes Laplace transforms with applications to electric circuits and simple mechanical systems and concludes with selected topics in Fourier transforms.
Prerequisite: TMTH 170

(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.
Prerequisite: PHYS 11 OR PHYS 040

(3,2)

**TPHY 151 Electronics Physics I** 3 CR

A basic physics course covering a broad range of topics that includes vectors, Newton's Laws, work and energy, properties of matter, principles of heat and heat transfer, stress and strain, sound waves and basic optical principles. this course prepares the electronics student to a level required for studies in measuring non-electrical quantities with electrical devices and the non-electrical properties of electrical devices.
Prerequisite: PHYS 11 OR PHYS 040
Prerequisite or Corequisite: TMTH 151

(3,3)

**TPHY 160 Electronics Physics II** 3 CR

A continuation of Technical Physics I with topics that include electric fields, solid state physics and properties of matter.
Prerequisite: TPHY 151
Prerequisite or Corequisite: TMTH 162

(3,3)

## SURVEYING

**TSUR 170 Surveying I** 3 CR

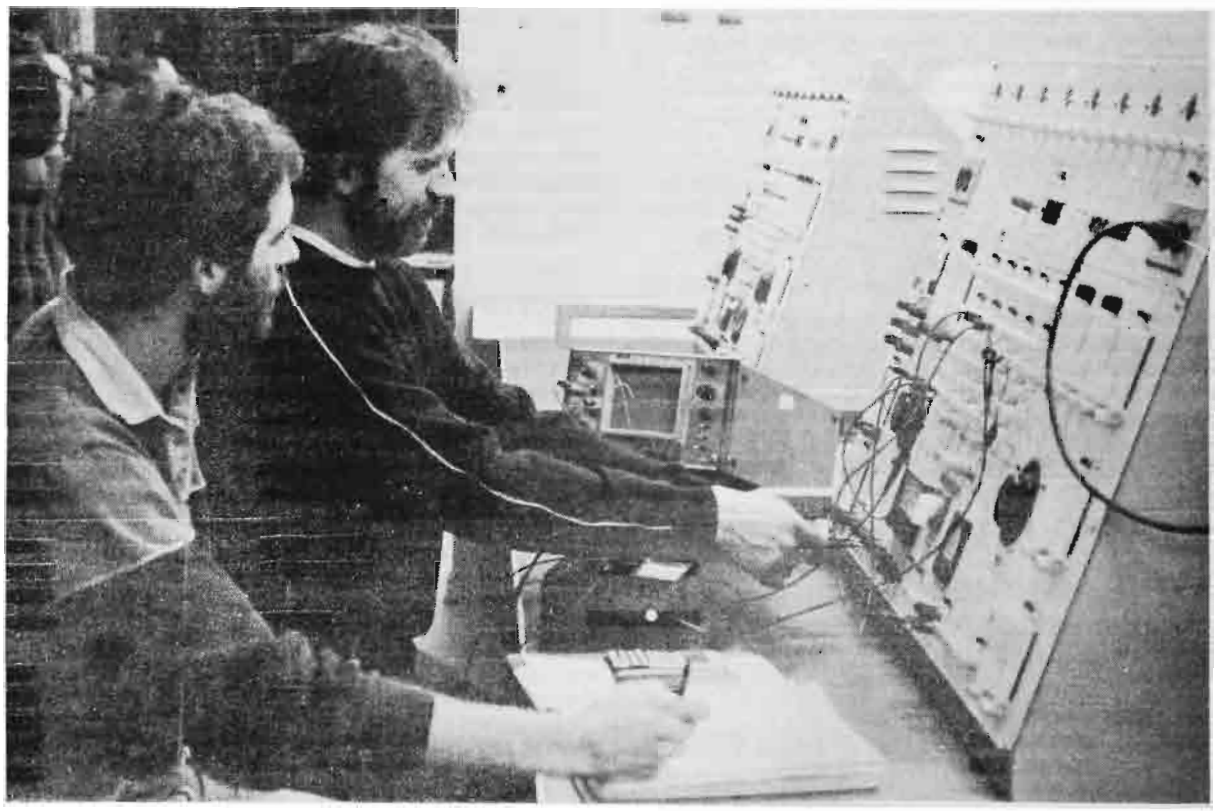
Basic field surveying methods; field notes and their interpretation. Emphasis is on the use of levels, manual and electronic distance measurement instruments, as well as transits to do simple traverses.
Prerequisite: TMTH 150

(1,3)

**TSUR 260 Surveying II** 4 CR

Surveying with specific emphasis to the construction site. Road and building layouts and construction control.
Prerequisite: TSUR 170

(2,4)



# TRADES TRAINING PROGRAMS

### Attendance Policy:

The Trades Division adheres to the attendance policy of the Apprenticeship and Employment Training Branch of the Ministry of Advanced Education & Job Training. 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.

## 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 ABE Intermediate Certificate or GED or mature student status
- 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 Office of Admissions & Registration 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 manage (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 (C.A.A.T)
## · 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 1988.

Students who successfully complete the Co-operative Advanced Apprenticeship Training program will be eligible to write the Trades' Qualification Certification examination for Automotive Mechanical Repair following thirty (30) additional months of employment, working as a automotive apprentice, as per Ministry guidelines.

Students will alternate their in-school theory training with paid "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 Achievement Test (EMAT) at the College before the 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 Office of Admissions & Registration, may be submitted at any time. Initial decisions regarding acceptance will be made at the end of April to permit any required developmental programs to be taken in July or August.

The program begins in September.

### The Program

### SEMESTER 1 - SEPTEMBER TO DECEMBER

Shop Practices, Tools and Safety
Brake Systems
Steering and Suspension
Drivelines and Differentials
Welding

### SEMESTER 2 - JANUARY TO MARCH

Gas and Diesel Engines
Cooling Systems
Carburated Fuel Systems

### CO-OP WORK TERM - MARCH TO JUNE

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

### SEMESTER 3 - JUNE TO JULY

Electricity
Alternators
Starters
Batteries

### CO-OP WORK TERM - JULY TO OCTOBER
### SEMESTER 4 - OCTOBER TO DECEMBER

Ignition Systems
Emission Control Systems
Fuel Delivery Systems
Fuel Injectors
Wiring

### SEMESTER 5 - JANUARY TO MARCH

Standard Transmissions
Clutches
Automatic Transmissions
Air Conditioning
Transfer Cases

## CO-OPERATIVE ADVANCED APPRENTICESHIP TRAINING - HEAVY DUTY MECHANICAL REPAIR - DIPLOMA

This new program is modelled after the College of New Caledonia's CAAT Auto Mechanics program and will be introduced in May 1988. It offers some real advantages to anyone interested in a career as a Heavy Duty 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 Co-operative Advanced Apprenticeship Training program (CAAT) provides the entire apprenticeship technical training in the heavy duty repair trade over twelve (12) months of in-school training and six (6) months of co-op work term placement in industry. The entire program requires eighteen (18) months to complete.

Students who successfully complete the Co-operative Advanced Apprenticeship Training program will be eligible to write the Tradesman's Qualification Certification examination for Heavy Duty Mechanical Repair following thirty (30) additional months of employment, working as a heavy duty apprentice, as per Ministry 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 Achievement Test (EMAT) at the College before the 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 Office of Admissions & Registration may be submitted at any time. Initial decisions regarding acceptance will be made during the last week of March to permit any required developmental progams to be taken before commencement of the program.

The program begins the first week of May.

### Program Outline

### SEMESTER 1 - MAY TO OCTOBER

Safety
Tools, Shop Resources and Equipment
Rigging
Welding
Equipment Operation
Winches and Wire Rope
Brake Systems
Hydraulic Systems
Diesel Engines
Gasoline and Alternate Fuel Engines
Engine Support Systems
Frames, Suspensions, Steering and Running Gear

### CO-OP WORK TERM - OCTOBER TO FEBRUARY

Students are placed in paid employment with local employers engaged in the Heavy Duty Mechanics Trade.

### SEMESTER 2 - FEBRUARY TO JUNE

Gasoline and Alternate Fuel Systems
Diesel Fuel Systems
Electrical and Electronic Systems
Air Conditioning Systems

### CO-OP WORK TERM - JUNE TO SEPTEMBER

### SEMESTER 3 - SEPTEMBER TO NOVEMBER

Drive Axles
Clutches, Standard Transmissions and Drivelines
Torque converters, Powershift and Automatic Transmissions
Bearings, Seals and Lubricants

## 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 Advanced Certificate. Related experience in industry will be considered in lieu of formal education.

### Recommended

Algebra 11 or Math 045, 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

## 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 1988/89:

| | |
|---|---|
| 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

Monthly intake.

### 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 Intermediate Certificate

### Dress

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

### Length of Program

May vary from 5-7 months. ntinuous 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 requirements.

### 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.

## PROVINCIAL APPRENTICESHIP PROGRAMS

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

5 week intervals.

### Commencement Dates

As per Ministry schedule.

## CARPENTRY (APPRENTICESHIP)

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

The employment environment can be indoors or out and can include working on projects varying from industrial construction 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)

Heavy Duty Mechanics is 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 in a Designated Trade sponsored by the Ministry of Advanced Education and Job Training, Apprenticeship and Employment Training Branch. 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).

### Dress

Workers' Compensation Board regulations will apply. Safety toed-boots are required.

### Length of Program

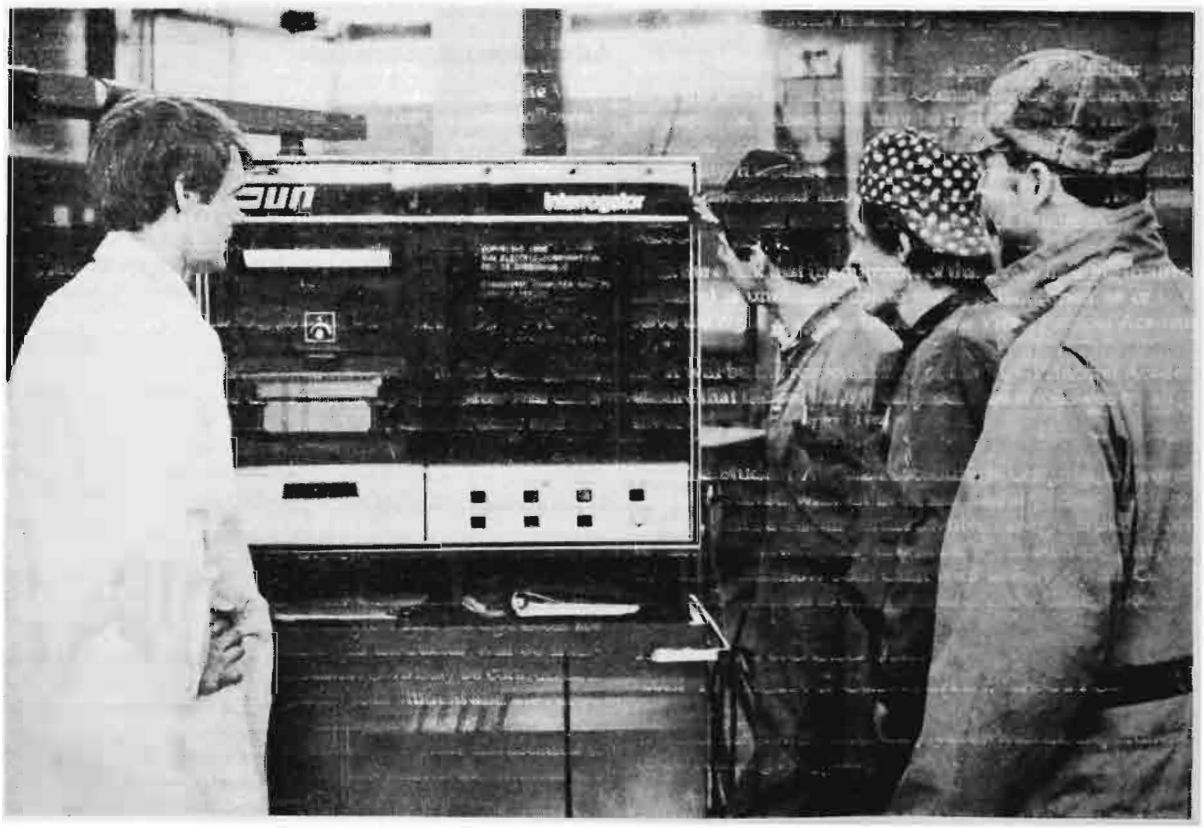
5 week intervals.

### Commencement Dates

As per Ministry schedule.

## WELDING (APPRENTICESHIP)

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.



# UNIVERSITY CREDIT PROGRAMS

## PROGRAMS

Many students living in the Central Interior & Northern Regions of British Columbia wish to pursue various career paths requiring university qualifications. With three Universities situated in the south-west corner of the Province, students will 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. Advanced Certificate 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, CSC 100, Phys 105 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 at the end of April. Part-time and returning students will be individually advised of appropriate registration procedures by the Office of Admissions and Registration.

### 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 packaged 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 classes.

### 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

| | SELECTION OF PACKAGES |
|---|---|
| **Degree Of Agricultural Sciences** | |
| **Areas of Specialization** | 2G for all areas |
| Agriculture Economics | |
| Agricultural Mechanics | |
| Animal Science | |
| Food Science | |
| Plant Science | |
| Poultry Science | |
| Soil Science | |
| **Degree Of Applied Science** | |
| **Areas of Specialization** | for all areas 2C or 2D (5 yr Prgm.) 2H(4yr Prg.) |
| Bio-Resource Engineering | |
| Chemical Engineering | |
| Civil Engineering | |
| Computer Engineering | |
| Design and Computer Aided Engineering | |
| Electrical Engineering | |
| Engineering Manufacture and Business Management | |
| Engineering Physics | |
| Mechanical Engineering | |
| Metallurgical Engineering | |
| Mining & Mineral Process Engineering | |
| Ocean Engineering | |
| **1. Degree Of Arts** | |
| **Areas of Specialization:** | |
| Anthropology | 1C, 1E |
| Economics | 1A, 1B |
| English | 1A, 1B, 1C, |
| Geography | 1D |
| History | 1C, 1D, 1F |
| Industrial Relations | 1A, 1B |
| Mathematics | 1A, 1B |
| Psychology | 1A, 1B, 1C, 1D, 1F |
| Sociology | 1F |
| **2. 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 Science Finance | |
| Industrial Administration | |
| Industrial Relations Management | |
| Marketing | |
| Transportation and Utilities | |
| Urban Land Economics | |

| | SELECTION OF PACKAGES |
|---|---|
| **Programs Leading To Eventual Admission To The Following Professional Schools** | |
| School of Architecture | Any Pkgs. |
| Faculty of Dentistry | 2A,2C,2D,2E |
| Faculty of Law | Any Pkgs. |
| School of Social Work | 1F |
| Physical Ed. & Recreation | 1G |
| Faculty of Education | |
| 1. Elementary | 1C or 1D |
| 2. Secondary | Any Pkg. except 1E |
| School of Home Economics | 2A, 2B |
| Faculty of Medicine | 2A,2C,2D,2E |
| Chiropractic Medicine | 2A |
| Faculty of Pharmaceutical Sciences | 2A, 2C, 2D, 2E |
| Faculty of Forestry | 2F |
| School of Rehabilitiation Medicine | 2E |
| Program of Dental Hygiene | 2E |
| Program of Medical Laboratory Technology | 2B |
| Faculty of Criminology | 1E |
| **3. Degree Of Science** | |
| **Areas of Specialization:** | |
| Astronomy | 2A, 2B, 2C, 2D |
| Biochemistry | 2A |
| Biology | |
| 1. Botany | 2A |
| 2. Ecology | 2A |
| 3. Functional Biology | 2A |
| 4. Marine Biology | 2A |
| Biological Sciences | 2A |
| Biophysics | 2A |
| Chemical Physics | 2A, 2D, |
| Chemistry | 2A, 2C, 2D, 2E |
| Computer Science | 2D |
| Geography | 2D |
| Kinesiology | 2A |
| Mathematics | 2A, 2C, |
| Microbiology | 2A |
| Oceanography | 2A |
| Pharmacology | 2A |
| Physics | 2A, 2D, |
| Physiology | 2A |
| Psychology | 2A |

## 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 or CSC 101 | CSC 110 |
| PSYC 101 | PSYC 102 |

NOTE:

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

2. Specific prerequisites for program 1A: Algebra 12 or Math 100 or Math 050

3. Students with CSC 11 or CSC 12 are advised to take CSC 101 rather than CSC 109.

## PROGRAM 1B

| FIRST SEMESTER | SECOND SEMESTER |
|---|---|
| ENGL 101 or 103 | ENGL 102 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 204 during their first year at CNC. English 103 is not acceptable as a Group A requirement for SFU's Commerce Degree.

3. Specific prerequisites for program 1B: Algebra 11 or Math 045

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: For students NOT transferring to SFU, if English 104 is selected, it must be combined with English 103 for transfer credit.

## PROGRAM 1C

| FIRST SEMESTER | SECOND SEMESTER |
|---|---|
| GEOG 101 | GEOG 103 |
| BIO 103 or GEOG 201 | BIO 104 or GEOG 202 |
| ENGL 101 or 102 | ENGL 102 or 104 |
| HIST 103 | HIST 104 |
| PSYC 101 or MATH 101 | PSYC 102 or MATH 102 |

NOTE:

1. As this Calendar goes to print discussions are underway with Simon Fraser University which will provide the opportunity for students from the north central interior to complete an S.F.U. Elmentary Teaching Certificate and subsequent full degree completion in Prince George. Students completing two years at CNC will be accepted into the S.F.U. P.D.P. program in accordance with their relative work experience and academic performance records.

2. Specific prerequisites for Program 1C: Algebra 12 or Math 050 or Math100 for only those students taking MATH 101/102.

## PROGRAM 1D

| FIRST SEMESTER | SECOND SEMESTER |
|---|---|
| ANTH 101 | ANTH 102 |
| BIO 103 or GEOG 101 | BIO 104 or GEOG 103 |
| ENGL 101 or 102 | ENGL 102 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 Univeristy of Victoria in Elementary Education. Students must see a counsellor for clarification.

3. Specific Prerequisites for Program 1D: Algebra 11 or Math 045 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 statistics course is required in the second year (Psyc 201).

Specific Prerequisites 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 statistics course is strongly recommended during the first two years - Math 104 or Psyc 201.

Specific Prerequisites for program 1F: None

## PROGRAM 1G

| FIRST SEMESTER | SECOND SEMESTER |
|---|---|
| BIO 101 or 103 | BIO 102 or 104 or ECON 201 |
| or ECON 202 | |
| ENGL 101 or 103 | ENGL 102 or 103 or 104 |
| P.E. 122 | PSYC 102 |
| P.E. 123 | P.E. 121 |
| PSYC 101 | P.E. 124 |
| Two Performance Courses | Two Performance Courses |

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 a counsellor.

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 Prerequisites for program 1G: Bio 11 or Bio 040 and Chem 11 or Chem 045 for only those students who wish to take Bio 101/102.

* Performance courses include: PE 101 through PE 113. Each performance course is 6 weeks in duration.

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 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 Prerequisites for Program 2A: Algebra 12 or Math 100, or Math 050, Bio 11 or Bio 040, Chem 12 or Chem 050, and Physics 12.

## PROGRAM 2B

| FIRST SEMESTER | SECOND SEMESTER |
|---|---|
| BIO 101 | BIO 102 |
| CHEM 113 | CHEM 114 |
| ENGL 101 or 103 | ENGL 102 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 100/101 with Math 103/104 or a Social Science if Algebra 12 is completed.

Specific Prerequsities for program 2B: Algebra 11 or Math 045, Chem 11 or Chem 045, 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 104 |
| MATH 101 | MATH 102 |
| CSC 109 | CSC 110 |
| PHYS 105 | PHYS 106 |

NOTE:

1. Students with CSC 11 or CSC 12 are advised to take CSC 101 rather than CSC 109.

2. Students with no previous computer science are advised to take CSC 100.

3. Specific Prerequsities for program 2C: Algebra 12 or Math 100 or Math 050, Chem 11 or Chem 045, Physics 11 or Physics 040.

## PROGRAM 2D

| FIRST SEMESTER | SECOND SEMESTER |
|---|---|
| CHEM 111 | CHEM 112 |
| ENGL 101 or 103 | ENGL 102 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.

2. Students with CSC 11 or CSC 12 are advised to take CSC 101 rather than CSC 109.

3. Students with no previous Computer Science are advised to take CSC 100.

4. Specific Prerequisites for program 2D: Algebra 12 or Math 100 or Math 050, Chem 12 or Chem 050 and Physics 12.

## 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 104 |
| MATH 100 | MATH 101 |
| PSYC 101 | PSYC 102 |

NOTE:

1. Dental Hygiene students can change Math 100/101 to another University credit elective.

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

3. Specific Prerequisites for Program 2E: Algebra 11 or Math 045, Bio 11 or Bio 040, Chem 11 or Chem 045 (for Chem 113), Chem 12 or Chem 050 (for Chem 111).

## PROGRAM 2F

| FIRST SEMESTER | SECOND SEMESTER |
|---|---|
| ENGL 101 or 103 | ENGL 102 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 Prerequisties for Program 2F: Algebra 12 or Math 100 or Math 050, Bio 11 or Bio 040, Chem 11 or Chem 045, Physics 11 or Physics 040 and two of BIO 12, CHEM 12 or PHYS 12.

## PROGRAM 2G

| FIRST SEMESTER | SECOND SEMESTER |
|---|---|
| UBC AGSC 100* | |
| UBC AGSC 110* | UBC AMSC 258* |
| BIO 101 | BIO 102 |
| MATH 101 | MATH 102 |
| CHEM 111 or 113 | CHEM 112 or 114 |
| ENGL 101 or 103 | ENG 102, or 104 |
| ECON 202 | ECON 201 |

NOTE:

1. Students interested in Agricultural Sciences should consult a UBC Agricultural representative or a CNC Counsellor.

*Can be taken through UBC Access.

## PROGRAM 2H

| FIRST SEMESTER | SECOND SEMESTER |
|---|---|
| MATH 101 | MATH 102 |
| PHYS 101 | PHYS 102 |
| APSC 120 | APSC 100 |
| ENGL 101 or 103 | ENGL 102 or 104 |
| CHEM 111 | CHEM 112 |
| CSC 109 or CSC 101 | PHYS 204 |
| | MATH 204 |

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 prerequisites) and be prepared to undertake an intensive workload.

2. Students with CSC 11 or CSC 12 are advised to take CSC 101 rather than CSC 109.

3. Specific Prerequsities for Program 2H: Minimum B standing in Algebra 12, Physics 12, and Chemistry 12.

## ASSOCIATE OF ARTS - GENERAL 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, 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

A two year associate of Arts Diploma. The diploma program prepares students to enter into a variety of areas in the field of criminal justice. To receive the diploma, students must successfully complete 64.5 credit hours of prescribed courses, 3 courses of which must be taken through Simon Fraser University's Distance Education Program and are run in conjunction with the program at CNC.

Many CNC diploma graduates have been employed by various group homes and correctional agencies in and around the north while many others have decided to continue on in pursuit of a Bachelor's Degree in Criminology at Simon Fraser University's School of Criminology which accepts CNC Associate of Arts Diploma in Criminology as directly transferable to the first two years of the B.A. Program at that institution.

The program highlights include the following:

1. Two years of practical and theoretical instruction in several areas of criminal justice.

2. An emphasis is placed on the local and provincial criminal justice system focusing on Northern B.C. practices and institutions as they presently operate in our province.

3. An emphasis is placed upon the theoretical and practical aspects of contemporary criminological research methods which allow students to gain a positive and experiential insight into research practices through:

i. hands-on computer training with modern and sophisticated hardware/software

ii. working directly with criminal justice system personnel in the articulation, design, analysis and presentation of research issues.

To obtain an Associate of Arts Diploma in Criminology, a student must complete 64.5 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 9 credit hours of those courses marked with an asterisk. These 9 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 |
| ENGL 103* | 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 additional credit hours of CNC courses, which carry direct accreditation to SFU as 9 credit hours must also be taken.

# 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. 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 May although late applications may be considered.

Courses that will be taught:

Survey of Western Art (2 semesters)
Colour an Introduction
Drawing and 2D Language
3D Materials and Form
Creative Processes
Graphic Design
Print Making
Painting
Ceramic Sculpture

# CO-OPERATIVE EDUCATION

Students wishing to transfer to Co-operative Education programs in Science and Engineering at the University of Victoria will be able to complete up to 2 work terms while at CNC. Students who are interested in Co-operative Education should contact the Co-op office at CNC.

## COURSE DESCRIPTIONS

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

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

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

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

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

# 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 socie-

ties 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**

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

(2,3)

# ASTRONOMY

**ASTR 105 Introductory Astronomy** 3 CR

An introductory course for the non-science student. Topics include: A brief history of astronomy, ancient to modern; the methods and tools of astronomy; the earth, moon, and solar system; the sun; properties of stars; multiple systems; variablew stars; stellar evolution and the death of stars; the Milky Way; distant galaxies and cosmology. Students will be participating in several observing sessions.

(3,0)

# 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 045 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. Prerequisite: Biology 040 or Biology 11 and Chemistry 045 or Chemistry 11

(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.

(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).

(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 cell events (mitosis, meiosis and movement) and correlations of structural diversity with functional specialization.
Prerequisites: BIO 101 and 102, CHEM 111 AND CHEM 112 or CHEM 113 and CHEM 114.
Prerequisite or 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.
Prerequisite: BIO 201
Prerequisite or 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: BIO 101 and 102
Prerequisite or Corequisite: CHEM 203

(3,3)

**BIO 206 Introduction to Microbiology II** 3 CR

This course will include an introduction to the genetics of bacteria and viruses; sporulation as a form of bacterial differentiation; immunology, including both antibody and cellular responses to antigen and an analysis of host-parasite relationships.
Prerequisite: BIO 205
Prerequisite or 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 or CHEM 050 (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 or CHEM 050 (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 045. (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 045. (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.
Prerequisite: 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.
Prerequisite: 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 II** 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 122 Management and Organizational Behaviour** 4 CR

Information extracted from various areas of psychology (social, industrial/organizational) and management will be utilized to study the nature of work, people and organizations. Topics include: leadership, motivation, group dynamics, communication, Japanese management, job design, organizational design, culture and climate, organizational change, power, stress and time management, and human resource management/development issues. Organizational behaviour will be examined through lecture, discussion and practical applications of learned materials.
(4,0)

**COM 204** 3 CR

Introduction to accounting procedures, principles, and statement presentation with emphasis on the relevance of accounting information for business decision-making. The main balance sheet items will be studied in detail; corporate taxation will be introduced.
(3,0)

**COM 209 Introduction to Decision Analysis** 4 CR

This course is designed to help students organize, process and interpret quantitative information. the idea of probability, or "calculated risk", is introduced to evaluate certain types of business decisions. Topics: quantitative techniques (linear programming, inventory order size), data analysis (averages, deviations, positional measures and graphs), probability (random variables, theory, expectation), probability distributions (binomial, poisson, normal), decision theory (uncertainty, expectation, utility).
Prerequisite: MATH 101
(4,0)

**COM 210 Application of Statistics in Business** 4 CR

This course developes the students' conceptual ability to draw conclusions from samples of information. It focuses on assessing the reliability of information, identifying the degree of relationships between variables and on identifying trends or patterns. Topics: hypothesis testing, correlation, regression, exponential smoothing.
Prerequisites: COM 209, COM 213

(4,2)

**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. Major topics include job and process costing, cost allocation, cost behaviour, cost-volume-profit analysis, budgeting, standard costing and variance analysis.
Prerequisite: COM 204

(3,0)

**COM 213 Introduction to Business** 2 CR

Students are introduced to the major parts of a business: marketing, finance, management, and its relationship with the environment. The course helps develop one's skills in computer business literacy, functioning as a member of a "team" to critique business problems, and to actively participate in discussions.
Prerequisites: ECON 201, ECON 202.

(3,2)

**COM 214 Capital Markets and Institutions** 3 CR

This course emphasizes the financial markets. This includes sources and uses of funds, the financial intermediaries through which funds flow, and how interest rates move up and down as a result. Topics: capital budgeting and discounted cash flow, macroeconomic factors that influence interest rates, long term and short term sources of funds, and portfolio theory.
Prerequisite: COM 213

(3,0)

# COMPUTER SCIENCE

**CSC 100 Introduction to Computer Programming** 3 CR

This course is for those who are not prepared to enroll in CSC 109, and it's main goal is to familiarize 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 or MATH 045

(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. 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. PASCAL is the programming language used.
Prerequisites: ALGEBRA 12 or MATH 12 or MATH 050 and 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 algroithms. Pascal is the programming language used in the course.
Prerequisite: ALGEBRA 12 or MATH 12 or MATH 050
Prerequisite or Corequisite: MATH 101

(3,3)

**CSC 110 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 101 or CSC 109
Prerequisite or Corequisite: 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 and MATH 201
Prerequisites or Corequisites: MATH 202, MATH 215, MATH 204

(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. Modula 2 will be the programming language used in the course.
Prerequisite: CSC 214

(3,3)

**CSC 220 Introduction to Discrete Structures** 3 CR

This course introduces the student to the mathematical models and formalisms in Computer Science and Mathematics. A set of topics that are of genuine use in Computer Science and Mathematics are discussed including set theory, logic, combinatorics, inductive and deductive proofs, finite-state machines and formal languages. Most of the concepts discussed are applicable in areas such as: set theory, lattices and boolean algebra, sorting and searching, as well as construction of the logical represenation of computer circuits.
Prerequisites: MATH 101, MATH 102
Prerequisites or Corequisites: MATH 204, CSC 110

(3,0)

**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.
Prerequisite: 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.
Prerequisite: 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.

**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 or CRIM 103

(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.
Prerequisites: PSYC 201 and 4 of CRIM 101, 102, 103, 106, 241

(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.
Prerequisites: CRIM 101, CRIM 103

(3,0)

# ECONOMICS

**ECON 101 Introduction to Economics** 3 CR

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

(3,0)

**ECON 102 Canadian Economics Issues** 3 CR

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

(3,0)

**ECON 201 Principles of Economics - Macroeconomics** 3 CR

This course explores the forces affecting an economy. The motivations and interactions of households, the business sector, government, and foreign sectors are emphasized. The role of money in a modern economy is dealt with at length.

(3,0)

**ECON 202 Principles of Economics - Microeconomics** 3 CR

An examination of the concepts in the words "demand and supply". Components of demand by both firms and households are analyzed. A theory of pricing in different market structures is developed in conjunction with the derivation of costs to firms.

(3,0)

# ENGLISH

**ENGL 101 Literature and Composition I** 3 CR

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

(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.

(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** 2 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, 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.
Prerequisites: 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: Two of ENGL 101, 102, 103, 104

(3,0)

**ENGL 214 Short Fiction II** 3 CR

# 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 11 or BIO 040

(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)

**GEOG 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, GEOG 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, GEOG 103

(3,0)

# GEOLOGY

**EGEO 101 Introduction to Physical Geology (Engineering)** 3 CR

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

A survey of significant events including the First World War, the Russian Revolution, and the Great Depression.

(3,0)

**HIST 102 World History: The Mid-Twentieth Century** 3 CR

A sequel to HIST 101 covering the Second World War, the Chinese Revolution, the Cold War, the Vietnam War, the Mid-east Crisis and the Third World.

(3,0)

**HIST 103 History of Canada to 1867** 3 CR

A survey of social, economic and political developments. Topics will include Indian/White relations, early exploration, imperial rivalries, political reform and social conflict.

(3,0)

**HIST 104 History of Canada since 1867** 3 CR

A sequel to HIST 103. Emphasis will be placed on Confederation, the Riel Rebellion, immigration, urbanization and industrialization, the evolution of foreign policy.

(3,0)

**HIST 205 History of B.C.** 3 CR

A survey with emphasis on aboriginal culture, resource development, ethnic relations, labour and provincial politics.

(3,0)

**HIST 211 Local History** 3 CR

An introduction to the north central interior of British Columbia. Topics will include native-white relations resource development and settlement patterns. Particular emphasis will be placed historical methodology and research.

(3,0)

# MATHEMATICS

**MATH 100 Precalculus Mathematics** 3 CR

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.
Prerequisite: ALGEBRA 12 or MATH 100 or MATH 050

(4,0)

NOTE: Persons with a C+ grade or less in Algebra 12 or MATH 050 must take the CNC Calculus Readiness 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 test.

**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 045

(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 045

(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

(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.

(3,0)

**MATH 203 Introduction to Analysis** 3 CR

Elementary Logic, induction, sequence, limits, completeness, continuity, differentiability, supremum and infimum. uniform continuity, and some theorems of calculus.
Prerequisite: MATH 101

(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 or Corequisite: MATH 102

(3,0)

**MATH 205 Probability and Statistics** 3 CR

The Laws of Probability; Discrete and Continuous Random Variables; Expectations; Joint Distributions; Central Limit Theorem; Estimation; and an Introduction to Hypothesis Testing.
Prerequisite: MATH 101
Prerequisite or Corequisite: 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.
Prerequisite: MATH 102
Prerequisite or Corequisite: MATH 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** 1.5 CR

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

(0,3)

**P.E. 104 Cross-Country Skiing** 1.5 CR

This course is an introduction to the fundamental skills of cross-country skiing.

(0,3)

**P.E. 105 Volleyball** 1.5 CR

This course is an introduction to the fundamental skills of volleyball.

(0,3)

**P.E. 106 Badminton** 1.5 CR

This course is an introduction to the fundamental skills of badminton.

(0,3)

**P.E. 107 Soccer** 1.5 CR

This course is an introduction to the fundamental skills of soccer.

(0,3)

**P.E. 110 Tennis** 1.5 CR

This course is an introduction to the fundamental skills of tennis.

(0,3)

**P.E. 113 Dance Forms** 1.5 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.

(0,3)

**P.E. 120 Biomechanic Analysis of Sport and Dance Performance** 3 CR

This course introduces the student to biomechanic analysis of movement patterns in sport and dance.

(3,0)

**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. 122 Conditioning for Sport and Physical Activity** 3 CR

An analysis of the practical and theoretical concepts of athletic conditioning used inthe development of general and specific training programs for games and sports will be the prime focus of this course.

(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. 220 Analyzing Performance In Team Sports** 3 CR

Utilizing selected team sports as models, this course examines the role of analysis in contributing to effective team sport performances.

(3,0)

**P.E. 221 Physical Growth and Motor Development** 3 CR

The course describes the patterns of physical growth and motor development during the first two decades of life.

(3,0)

**P.E. 222 Sport in Canadian Society** 3 CR

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

**P.E. 223 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. 224 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)

# 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.
Prerequisites: PHYSICS 12 or PHYS 040 and ALGEBRA 12 or MATH 050 or MATH 100
Prerequisite or Corequisite: 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.
Prerequisites: PHYS 101, MATH 101
Prerequisite or Corequisite: 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 045
(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 045
(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 101 or PHYS 105, and MATH 102.
Prerequisite or Corequisite: MATH 201
(3,3)

**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 PHYS 102
Prerequisite or Corequisite: MATH 202
(3,3)

**PHYS 204 Mechanics I - Statics** 3 CR

A first course for students in engineering and the physical sciences. Topics include vectors, statics of particles and rigid bodies, kinematics and dynamics of particles and rigid bodies, and centroids and moments of inertia.
Prerequisites: MATH 102 and PHYS 102 or PHYS 106
Prerequisite or Corequisite: MATH 201, 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)
Prerequisite: PHYS 204
Prerequisite or Corequisite: 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 11 or MATH 045

(3,3)

**PSYC 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, PSYC 201

(3,3)

**PSYC 203 Introduction to Personality** 3 CR

The student is introducted to the Field of Personality, several theories of personality (e.g. Psychoanalysis, Trait Theory, Behavioural Theories) and assessment procedures related to these theories are discussed and evaluated in terms of their scientific adequacy.

(3,0)

**PSYC 204 Social Psychology** 3 CR

The study of human behaviour and adjustment within interpersonal and social situations. Some of the topics include: affiliation, liking and loving, attitude and attitude change, prejudice, conformity and compliance, aggression, altruism (helping behaviour), group structure and dynamics. The approach will be to cover major social psychological theories and research methodology as they relate to these topics.
Prerequisites: PSYC 101, PSYC 102

(3,0)

**PSYC 205** 3 CR

The psychological development of the human being from conception through childhood. Includes the cognitive, psychomotor, social and emotional aspects for development.
Prerequisites: PSYC 101, PSYC 102

(3,0)

**PSYC 206** 3 CR

The psychological development of the human being from puberty through old age. Includes the cognitive, psychomotor, social and emotional aspects of development.
Prerequisites: PSYC 101, PSYC 102

(3,0)

**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, PSYC 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.

(3,0)

**SOC 102 Introduction to Sociology II** 3 CR

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

| C.N.C. | S.F.U. | U.B.C. | U. VIC. |
|---|---|---|---|
| Anth 101 | *S.A. (3) | Anth (1 1/2) | Anth 100B (1 1/2) |
| Anth 102 | ARC (3) | Anth (1 1/2) | Anth 100A (1 1/2 |
| Anth 201 | S.A. 170 (3) | Anth 200 (3) or Anth 200 level (1 1/2) | |
| Anth 202 | *S.A. (3) | Anth (1 1/2) each | Anth 200 level (1 1/2) |
| APSC 100 | | APSC 120 (0) | |
| APSC 120 | | APSC 151 (1 1/2) | |
| ASTR 105 | PHYS (3) | * | ASTR 120 (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) \| Otherwise Biol 100 level (3) "B" or above |
| Bio 104 | BiSc 102 (3) | | |
| Bio 111 | BiSc (3) | | Biol 100 level (1 1/2) |
| *Bio 112 | BiSc (3) | | Biol 100 level (1 1/2) |
| Bio 121 | BiSc (3) | | P.E. 141 (1 1/2) |
| Bio 122 | BiSc (3) | | P.E. 241B (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) | Biol 200 (1 1/2) |
| Bio 203 | BiSc 204 (3) | *Ecology 2nd Year (1 1/2) | Biol 306 (1 1/2) |
| Bio 204 | BiSc 202 (3) | Genetics 2nd Year(1 1/2) | Biol 300 (1 1/2) |
| Bio 205 | *BiSc (3) | | Micr 200 level (1 1/2) |
| Bio 206 | *BiSc (3) | Micr 200 (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 102 (3) | Chem 120 (3) | Chem 101 (1 1/2) |
| Chem 112 | *Chem 103 (3) | or Chem 150 (2) | Chem 102 (1 1/2) |
| Chem 113 | *Chem 104 (3) | Chem 110 (3) | Chem 101 (1 1/2) |
| Chem 114 | *Chem 105 (3) | or Chem 150 (2) | Chem 102 (1 1/2) |
| 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 122 | Bus 270 (3) | Com 292 (2) | |
| Com 204 | Bus 251 (3) | Com 293 (1 1/2) | |
| Com 209 | Buec 232 (3) | Com 290 (2) | |
| Com 210 | | Com 291 (2) | |
| Com 213 | | Com 296 (1 1/2) | |
| Com 214 | | Com 297 (1 1/2) | |
| CSC 100 | *Cmpt 103 (3) | * | 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.SC. 110 (1 1/2) |
| CSC 110 | *Cmpt (3) | CPSC 116 (1 1/2) | C.SC. 115 (1 1/2) |
| CSC 210 | Macm 316 (3) | CPSC 200 level (1 1/2) | C.SC. 200 level(1 1/2) |
| CSC 214 | CMPT 105 (3) | CPSC 213 (1 1/2) | C.SC. 230 (1 1/2) |
| CSC 216 | CMPT 201 (3) | CPSC 210 (1 1/2) | C.SC. 225 (1 1/2) |
| CSC 220 | CMPT 205 (3) | CPSC 200 (1 1/2) | Math 222 (1 1/2) |
| CSC 224 | CMPT 290 (3) | *CPSC 200 level (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) |
| Dend 111 | For 111 (3) | | |
| Dend 112 | | | |
| *Draw 141 | | APSC 151 (1 1/2) | Engr 150 (1 1/2) |
| *Draw 142 | | | |

# CNC - UNIVERSITY TRANSFER GUIDE

| C.N.C. | S.F.U. | U.B.C. | U. VIC. |
|---|---|---|---|
| Egeo 101 | | Geo 150 (1 1/2) | |
| Econ 101 | Econ 100 (3) | Econ (1 1/2) | Econ 100 (1 1/2) for either |
| Econ 102 | Econ 101 (3) | Econ (1 1/2) | and Econ (1 1/2) 100 level if both |
| Econ 201 | Econ 205 (3) | | Econ 202 (1 1/2) |
| Econ 202 | Econ 200 (3) | Econ 100 (3) | Econ 201 (1 1/2) |
| Egeo 101 | | Geo 150 (1 1/2) | |
| Engl 101 | *Engl (3) | Any two of 101/102/103 | Engl 121 (1 1/2) |
| Engl 102 | *Engl (3) | Engl 100 (3) | Engl 122 (1 1/2) |
| Engl 103 | *Engl 099 (3) | Engl 100 (3) | Engl 115 (1 1/2) |
| Engl 104 | *Engl (3) | | Engl 116 (1 1/2) |
| Engl 106 | G.E. | | Engl (200 level) (1 1/2) |
| Engl 201 | *Engl (3) | | Engl 200 (3) or |
| Engl 202 | Engl 206 (3) | Engl 201 (3) | Engl 200 level (1 1/2)each |
| Engl 203 | Engl 221 (3) | | Engl 202 (3) |
| Engl 204 | *Engl 221 (3) | Engl 202 (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 180 (3) |
| Fren 102 | See SFU Calendar | Fren 120 (3) | |
| Geog 101 | Geog 101 (3) | Geog (1 1/2) | Geog 101B (1 1/2) |
| Geog 103 | Geog 262 (3) | Geog 190 (1 1/2) | Geog 102 (1 1/2) |
| Geog 201 | *Phys Geog (3) | | Geog 203B (1 1/2) |
| Geog 202 | *Phys Geog (3) | Geog 101 (3) | Geog 203A (1 1/2) |
| Geog 203 | Geog 121 (3) | Geog 260 (1 1/2) | Geog 201B (1 1/2) |
| Geog 205 | Geog 141 (3) | Geog 220 (1 1/2) | Geog 205A (1 1/2) |
| Hist 101 | Hist (3) | | Hist 242 (3) |
| Hist 102 | Hist (3) | Hist 125 (3) | |
| Hist 103 | Hist 101 (3) | | Hist 230 (3) |
| Hist 104 | Hist 102 (3) | Hist 135 (3) | |
| Hist 205 | Hist 202 (3) | Hist (1 1/2) | Hist (1 1/2) |
| Hist 211 | Hist (3) | Hist (1 1/2) | Hist (1 1/2) |
| Math 100 | Math 100 (3) | *Math 111 (3) with Math 101 | Math 012 (0) |
| Math 101 | Math 151 (3) | Math 100 (1 1/2) | Math 100 (1 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) | Stat 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 205 | Math 272 (3) | Stat 200 level (1 1/2) | Stat 250 (1 1/2) |
| Math 215 | Math 310 (3) | *Math 315 (1 1/2) | Math 201 (1 1/2) |
| Phil 101 | Phil 120 (3) | | |
| Phil 102 | Phil 100 (3) | Phil 100 (3) | Phil 100 (3) |
| Phil 204 | | | |
| Phil 205 | Phil (3) | Phil 202 (3) | |
| 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) |

# CNC - UNIVERSITY TRANSFER GUIDE

| C.N.C. | S.F.U. | U.B.C. | U. VIC. |
|---|---|---|---|
| PE 107 | - | PE 216 (1) | PE 121 ( 1/2) |
| PE 108 | - | PE 218 (1) | |
| 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 141 (1 1/2) and | |
| PE 204 | * PE 200 level (1 1/2) each | PE 391 (3) | PE 241B(1 1/2) or |
| PE 222 | PE 261 (1 1/2) | PE 200 level (1 1/2) | |
| Phys 101 | Phys 120 (3) | Phys 110/120 (3) or | |
| Phys 102 | Phys 121 (3) | Phys 115 (3) | Phys 100 level(1 1/2) each |
| Phys 105 | Phys 101 (3) | *Phys 103 (3) | |
| Phys 106 | Phys 102 (3) | Phys *110 (3) | or Phys 102 (3) with a "B" grade or better |
| 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 (2) | | |
| Phys 204 | Phys 211 (3) | *Phys 216 (2)plus (1) | Phys 120 (1 1/2) |
| Phys 205 | Phys 212 (3) Phys 175 (2) Phys (1 1/2) if only Phys 204 is taken | unit or Phys 170 and | Phys 220 (1 1/2) |
| Psyc 101 | *Psyc (3) | Psyc 100 (3) OR | |
| Psyc 102 | *Psyc (3) each) | *Psyc 100 (3) | Psyc 100 level (1 1/2 |
| Psyc 103 | Psyc (3) | Psyc (1 1/2) | Hum 100 level (1 1/2) |
| Psyc 201 | Psyc 210 (3) | Psyc 200 level (1 1/2) | |
| Psyc 202 | Psyc 201 (3) | Psyc 200 (3) | Psyc 201 (1 1/2) |
| Psyc 203 | Psyc (3) | Psyc 206 (3) | Psyc 200 level (1 1/2) |
| 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 (1 1/2) if either and Soci 100 level (1 1/2) if both |
| Soc 102 | S.A. (3) | | |
| Soc 201 (1 1/2) | S.A. 202 (3) | Soci (1 1/2) | Soci 200 level |
| Soc 202 | S.A. 200 level (3) | Soci (1 1/2) | Soci 200 level (1 1/2) |
| Soc 203 | S.A. 100 (3) | Soci 103 ( 1 1/2) | |
| Soc 204 | S.A. 200 level (3) | Soci 210 (3) | Soci 203 (1 1/2) |
| 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.*

# DEGREE
# COMPLETION OPPORTUNITIES

In order to make possible the completion of a university degree without the need to relocate to the Lower Mainland, C.N.C. has reached agreement with various degree-granting institutions to provide upper level and post-graduate courses initially at the Prince George campus.

**BACHELORS (Arts and Science)** - commencing in the Fall of 1988 the Open Learning Agency plans to offer through C.N.C., the following credit courses:

ENGL 424: Modern British Fiction
ENGL 432: Modern Canadian Fiction
MATH 411: Differential Equations
PSYC 455: Adolescent Development
PSYC 446: Psychology of Adulthood and Aging
BIOLOGY: Specific course not yet determined
COMPUTER SC.: Specific course not yet determined

**TEACHING CERTIFICATE AND BACHELORS (Education)** - Discussions are currently underway with Simon Fraser University to provide a program which will allow students from the North Central Interior to complete a full Degree in Prince George. Students wishing to access this opportunity should enroll in C.N.C.'s Package 1C. After completing two years at C.N.C. students will be accepted into the S.F.U. P.D.P. program based on satisfactory work experience and academic performance records.

Avenues are simultaneously being explored to allow those presently holding a Teaching Certificate to proceed to Degree completion on a part-time basis in Prince George.

**BACHELORS (Commerce) and M.B.A.** - A private degree granting institution, City University, Seattle, offers courses utilizing College facilities which lead to Bachelor and Master level degrees in Business. For specifics related to these course contact the City University on-campus office at **563-5235.**

**563-5235**

## 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 are advised 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 Permission to Register.

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.

## REGISTRATION

Students must register at the time 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 late registration fee ($10.00 per course to a maximum of $50.00) will be charged beginning the first day of classes. Students with extenuating circumstances are advised to contact 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 specified ADD/DROP periods.

## READMISSION

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

## ADMISSION STATUS - GEOGRAPHIC

Residents of School Districts 28 (Quesnel), 55(Burns Lake), 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. 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.

NOTE: CNC Students with a grade point average of 0.99 or lower will normally not be permitted to continue in the following semester.

### b. Advance

Standing - students who have completed post-secondary courses in other institutions may be given advanced standing for these courses at CNC. Students with questions should consult a CNC Counsellor well before the beginning of classes 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 Add/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/Drop 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 upgrading will be determined by the College of New Caledonia.

## CANADA EMPLOYMENT AND IMMIGRATION COMMISSION SPONSORSHIP

Canada Employment and Immigration Commission purchases spaces in some programs. Before applying for admission as a fee paying student, you may wish to check with your local CEIC Office to determine your eligibility for sponsorship by CEIC. 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 of sponsorship 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 the office of Admissions and Registration (level two, Vanderhoof Building). The first ID card is provided free. A $5.00 fee is charged for a duplicate.

## CHANGE OF NAME OR ADDRESS

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

## GRADES

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

| LETTER GRADE | | GRADE POINTS |
|---|---|---|
| A | Outstanding achievement | 4.0 |
| B+ | | 3.5 |
| B | Good achievement | 3.0 |
| C+ | | 2.5 |
| C | Satisfactory achievement. The lowest standing on which to base further study in a discipline | 2.0 |
| P | Standing below that required for further study in a discipline. Permission is required to continue in a sequential course. | 1.0 |
| S | Successful achievement of determined learning requirements in a competency based course. | * |
| U | Unsuccessful achievement of determined learning requirements in a competency based course. | * |
| I | Incomplete. Grade & credit withheld until all requirements of the course have been met. Students must complete all required work within 4 weeks from the last day of semester term and within 3 weeks from the last day of trimester term or an "F: grade will be assigned. | * |
| F | Fail. No credit granted | 0. |
| E | Exempt. This grade is assigned where a course is successfully challenged. Credit granted. | * |
| N | A student who completes no assignments for grading and who fails to officially withdraw from the course will receive an "N" grade. | 0 |
| W | A "W" grade will be assigned to those students completing the Withdrawal procedure 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 Except Nursing, Dental Hygiene and Cooking

| | |
|---|---|
| A | 88 - 100 |
| B+ | 81 - 87 |
| B | 74 - 80 |
| C+ | 67 - 73 |
| C | 60 - 66 |
| P | 50 - 59 |
| F | 0 - 49% |

### Grading System Nursing, Dental Hygiene and Cooking

| | |
|---|---|
| A | 90 - 100% |
| B+ | 85 - 89% |
| B | 80 - 84% |
| C+ | 75 - 79% |
| C | 70 - 74% |
| F | 0 - 69% |

### Grade Point Average (G.P.A.) Calculation

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:

| Credit Hours | Letter Grade | Grade Points | Gr. Points Cr. Hours |
|---|---|---|---|
| 3 | A | 4 | 12 |
| 3 | B | 3 | 9 |
| 4 | C | 2 | 8 |
| 2 | P | 1 | 2 |
| 3 | F | 0 | 0 |
| 15 | | | 31 |

G.P.A. is 31 divided by 15 equals 2.07

## STATEMENT OF GRADES

At the end of each semester/trimester 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/trimester.

## TRANSCRIPTS

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

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

## 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

The College regards the information contained in a student's permanent record as personal and private. Therefore, no transcript or other personal information about a student will be released except in the following circumstances:

a. Information released to the student
b. Information released with the written authorization of the student,
c. Information released in response to a court order,
d. Information released to government departments for the purpose of statistical analysis and research provided there is an assurance of confidentiality.

## GRADE APPEAL PROCEDURE

### I. GENERAL

Students are encouraged to discuss any grade received with the instructor at the time the grade is issued. 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 student 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, within 7 calendar days the Chairman of the Committee will call a meeting of the student making the appeal, the instructor and the Committee members.

2. When reviewing the appeal, the Committee may request additional written submissions from the principals involved in the appeal at previous stages.

3. When 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 further clarification is required, the Committee may interview either the student the instructor or both a second time

4. The Committee will pursue any avenues appropriate to the exploration and resolution of the appeal.

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 resolution.

## 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 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 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.

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 Department Head of the Nursing Program.

2. The Department Head 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 Department Head, 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 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.

Return all documents at the end of the review 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.

## 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 prior to forty percent of the course being conducted. A minimum of twenty percent (20%) of the student's final grade will be decided and be made available prior to forty percent of the course being conducted.

A student may withdraw from courses without academic penalty before sixty percent of the course has been conducted provided a "P" grade or better has been maintained. Students who withdraw after sixty percent of the course has been conducted will receive an "F" grade. Specific dates for each academic term are available from the Office of Admissions and Registration. The assignment of the "F" grade may be appealed through the Grade Appeal Procedure.

Note: Students who withdraw after the final withdrawal deadline will receive an "F" grade and a grade point of "0" which will be calculated in their grade point average.

## 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 studies who complete requirements in less than 15 weeks will be refunded tuition fees on a pro-rata basis.

# FACULTY & ADMINISTRATION

| | | |
|---|---|---|
| D. Aitken | B. Sc. | Biology, Lab Demonstrator |
| J. Allgaier | B.A., M.A. | English |
| D. Anderson | B.Sc. (Eng) | Vice Principal Academic |
| L. Anderson | I.D., B.C. Welding Cert. | Pressure Welding |
| C. Andrew | R.N., B.N., M.Ed. | Nursing |
| M. Applegate | R.N., B.Sc.N | Nursing |
| C. Ashurst | | Regional Manager, Burns Lake |
| J. Backhouse | A.L.A. | Director, Community Services |
| L. Backman | C.D.A. | Dental Assisting |
| C. Bardal | B.S.F., R.P.F. | Forest Resource |
| S. Berry | Tele. & Elec. Diploma | Manager, Audio Visual |
| S. Bhattasali | | Office Admin. |
| R. Bircher | I.D., 1st Class P.E., J.I.I.M. | Power Engineering |
| D. Birtwistle | B. Ed. | Physics |
| C. Blair | T.Q., I.P., Millwright T.Q., Machinist | Millwright & Machinist |
| J. Blake | B. Comm., | Vice Principal Admin. and M.B.A., C.A. Bursar |
| M. Bonser | B.Sc. | Chemistry |
| K. Borsato | | Regional Manager, Quesnel |
| G. Bowden | | Director, Ent. Dev. Centre |
| 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 |
| N. Campbell | R.N. B.Sc.N. | Nursing |
| J. Chorney | B.A., T.Q. & I.P., | Director, Science, Trades, Techn. Carpentry |
| S. Chulka | B.H.Ec., M.L.S. | Librarian |
| J. Cioe | (Hon.) B.A., Ph.D. M.Phil. (CANTAB), M.A. | Psychology |
| W. Cocker | C.G.A. | Controller |
| J. Connors | (Hon.) B.Sc., M.A. | ABE Math. and Physics |
| K. Conroy | B.A., M.A., M.S.W. | Counsellor |
| P. Covington | R.D.H., B.S. | Dental Hygiene |
| 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. | Welding |
| S. Delaney | | Public Relations Officer |
| B. Deutch | Auto I.P., T.Q. | Automotive Mechanics |
| B. Dickens | B.S.F., R.P.F. | Forest Resource Technology |
| A. Dumas | B.Sc., P.Eng. | Construction Technology |
| R. Dunsmore | B.S.F., M.F. | Forest Resource Technology |
| P. Elliott | A.Sc.T., R.P.F., I.D. | Forest Resource Technology |
| J. El-Nahhas | M.Sc. (Econ) | Marketing |
| G. Enemark | M.A. | Economics |
| J. English | P.Eng. | Electronics Technology |
| 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. - Health & Social Sciences |
| C. Fortin | I.D., Welding Insp. Level II, Weld. Tech. | Welding |
| S. Fowler | | Exec. Sec. Vice-Principal, Admin. |
| 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 | Department Head, Trades |
| J. Gattrell | B.A., M.L.S. B.C. Teach. Cert. | 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 |
| R. Goode | Arch. Tech. | Manager, Building Services |
| B. Gordon | R.N., B.Sc.N. | Nursing |
| J. Graber | B.Sc | Dept. Head, Technologies Manager, Continuing Ed. - Sc. & Tech |
| R. Green | B. Comm., C.A., A.C.I.S. | Business Administration |
| E. Griffith | | Acting Director, Business |
| D. Gruntman | B. Comm. | Registrar |
| L. Hamel | Auto. T.Q. HDM. I.P. & TQ Comm. Trans. TQ | Heavy Duty Mechanics |
| J. Harris | B.A., M.A., Ph.D. | English |
| W. Hartman | | Reg. Manager Mackenzie |
| M. Healey -Ogden | R.N., B.Sc.N. | Nursing |
| W. Heinz | | Computer Information Sys. |
| M. Hill | (Hon.) B.Sc., M.A. | Director, Dev. Services |
| S. Hunter | | Human Resources Dev. |
| A. Idiens | M.B.A., B.Com. | Economics |
| G. Ingalls | B.A., M.A. | English/Philosophy |
| R. Insley | B.Sc., M.Sc. | Mathematics |
| C. Jarosch | B.S.A., M.Sc. | Biology |
| Jim Jensen | I.D., IP. 1st Class Elect. | Electrical |
| J. Jensen | TQ Auto. | Automotive Mechanics |
| B. Johnson | HDM, TQ, IP | Manager, Cont. Ed. - Trades |
| G. Kaweesi | (Hon) B.Sc., M.Sc. | Math/Computer Science |
| L. Kennedy | R.N., B.A., B.Sc.N. | Nursing |
| H. Klassen | Assoc. Dip., Agric. B.Sc., Agriculture | Regional Manager Nechako |
| C. Lee | B.A., M.Sc. Ph.D. | Mathematics |
| A. Leveridge | Dip. Tech., C.I.M. C.D.P. C.P.M., M.Sc. | Computer Information Sys. |
| R. Lo | B.Sc., Ph.D. | Biology |
| S. Long | R.N., B.Sc.N. | Nursing |
| N. Lynch | R.N., B.Sc.N. | Nursing |
| 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. | Long Term Care Aide |
| B. Mayfield | B.A. (History), MLS | Librarian |
| C. McCaffray | | Principal |

| | | |
|---|---|---|
| M. McCarthy -Senebald | M. Adult Ed B.A. | Adult Special Ed. |
| T. McDonald | B.Sc., M.A | Psychology |
| J. McGillivray | R.N., B.Sc.N. | Dept. Head, Nursing |
| B. McKinnon | B.A., M.A. | English |
| D. McMullen | IPTQ, BC No2 G.F. AWWA | Manager, Cont. Ed. - Trades |
| J.A. McVey | (Hon) M.A. M.A. | Geography |
| D. Miller | | Manager, Ent. Dev. Centre |
| R. Miller Systems | B.Sc. | Computer Information |
| M. Mingay | I.D., T.Q. & I.P. Elect. | Electrical |
| L. Munk | B.A. M.A. (Educ) B.C. Teach. Cert. | Psychology |
| G. Murguly | P. Eng. | Drafting Technology |
| E. Murray | | Labour Relations Assistant |
| N. Murthy | PH.D. Electrical Eng. M.Sc., (Hon) B.Sc. | Computer Science |
| R. Nelson | B.Sc., M.Sc., Ph.D. | Physics |
| P. Noble | R.D.H., A.A.S., M.Ed., B.Sc, | Dept. Head, Dental Hygiene |
| J. North | | Manager Security & Custodial Services |
| R. Nuttall | B.A., Teach. Cert. | Early Childhood Education |
| S. Ollech | R.N., B.Sc.N. | Nursing |
| J. Parke | B.Com., C.A. | Accounting |
| K. Parker | B.A., M.A. | Dept. Head, Arts & Social Sciences |
| E. Peacock | I.D., C. Tech. | Drafting Technology |
| L. Pennock | R.N., B.Sc.N. | Nursing |
| 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. | Assoc. Dir. College Resource Centres |
| J. Pooley | B.Sc., CRM. | Manager, Cont. Ed. Business |
| 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 |
| E. Ritch | B.Sc., M.Ed. | Adult Basic Education |
| P. Roberts | B.P.E., M.Ed. | Counsellor |
| P. Robinson | B.Comm., M.B.A. | Associate Dir. Employment Training |
| S. Robinson | R.N., B.Sc.N. | Nursing |
| I. Rodriques | B.Ap. Sc. | Electronics Technology |
| 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. Ruffle | B.A. | Head, Reference Services |
| R. Ryan | B.Comm | Business Administration |
| A. Sadhra | M.Sc. | Mathematics |
| T. Sawtell | B.A., M.Ed. B.C. Teach Cert. | Developmental Centre |
| T. Schisler | R.N. B.Sc.N. | Nursing |
| C. Schlueter | C. Tech., I.D. | Electronics Technology |
| B. Schroeder | Business Ed. Diploma | Exec. Secretary to Principal |
| B. Sedlock | B.Sc. | Electronics Technology |
| P. Seens | B.A., M.A., M.L.Sc. | Director, Planning and Student Records |
| S. Shaffer | B.A., M.A., | English |
| S. Shelley | | Manager, Comp. Services |
| G. Sipos | B.A., M.A., B.C. Teach Cert. | English |
| J. Slavicky | B.S.F., M.F., R.P.F. | Forestry |
| D. Snider | C.E.T. | Industr. Training Consultant/Job Trac |
| J. Somero | | Exec. Sec. Vice Principal Academic |
| D. Stearns | B.S.F. R.P.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 | T.Q., & I.P. HDM Auto T.Q. Comm. Trans. TQ | Heavy Duty Mechanics |
| B. Thair | B.A., M.A., Ph.D. | Biology |
| T. Thorner | B.A., M.A. | History |
| M. Timbres | B.A. | Manager, Continuing Ed. |
| J. Tobin | B.Sc. | Developmental Centre |
| D. Tuck | T.Q. & I.P. Auto. | Automotive Mechanics |
| G. Tyndall | B.Sc., M.A. | Psychology |
| P. Usher | B.P.E., M.A., Ph.D. | Physical Education |
| C. Wellwood | R.D.H., BVTE. | Dental Hygiene |
| D. Wharrie | Bus. Admin. Diploma | Manager, Campus Operations |
| C. Wilson | B.A., M.Ed. | Develop. Studies Centre |
| M. Wilson | C.F.C.C.,T.Q., Cert. Journeyman | Cooking |
| D. Worden | B.A.Sc., M.A.Sc. | Physics |
| H. Wuest | C.F.C.C., T.Q. Cert. Journeyman | Manager, Food Services |
| B. Zettl | | Office Admin. |

# 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 |
| 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 |
| EDC | - Enterprise Development Centre |
| 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 |
| MCAT | - Medical College Admission Test |
| MOE | - Ministry of Education (B.C.) |
| NIRS | - Northern Institute for Resource Studies |
| NITEP | - Native Indian Teacher Education Program |
| NTE | - National Teacher Examinations |
| OLA | - Open Learning Agency |
| PD | - Professional Development |
| PDP | - Professional Development Program |
| PE | - Physical Education |
| 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 |
| SIR | - Student Instructional Report |
| SOFA | - Safety Oriented First Aid Certificate (St. John Ambulance) |
| SSAT | - Secondary School Admissions Test |
| SSTP | - Social Services Training Program |
| 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 |

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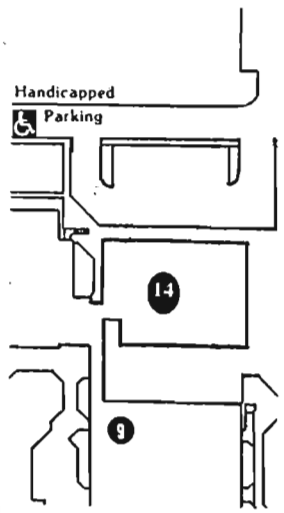
# NOTES

***The Opening of the New Dental Wing***



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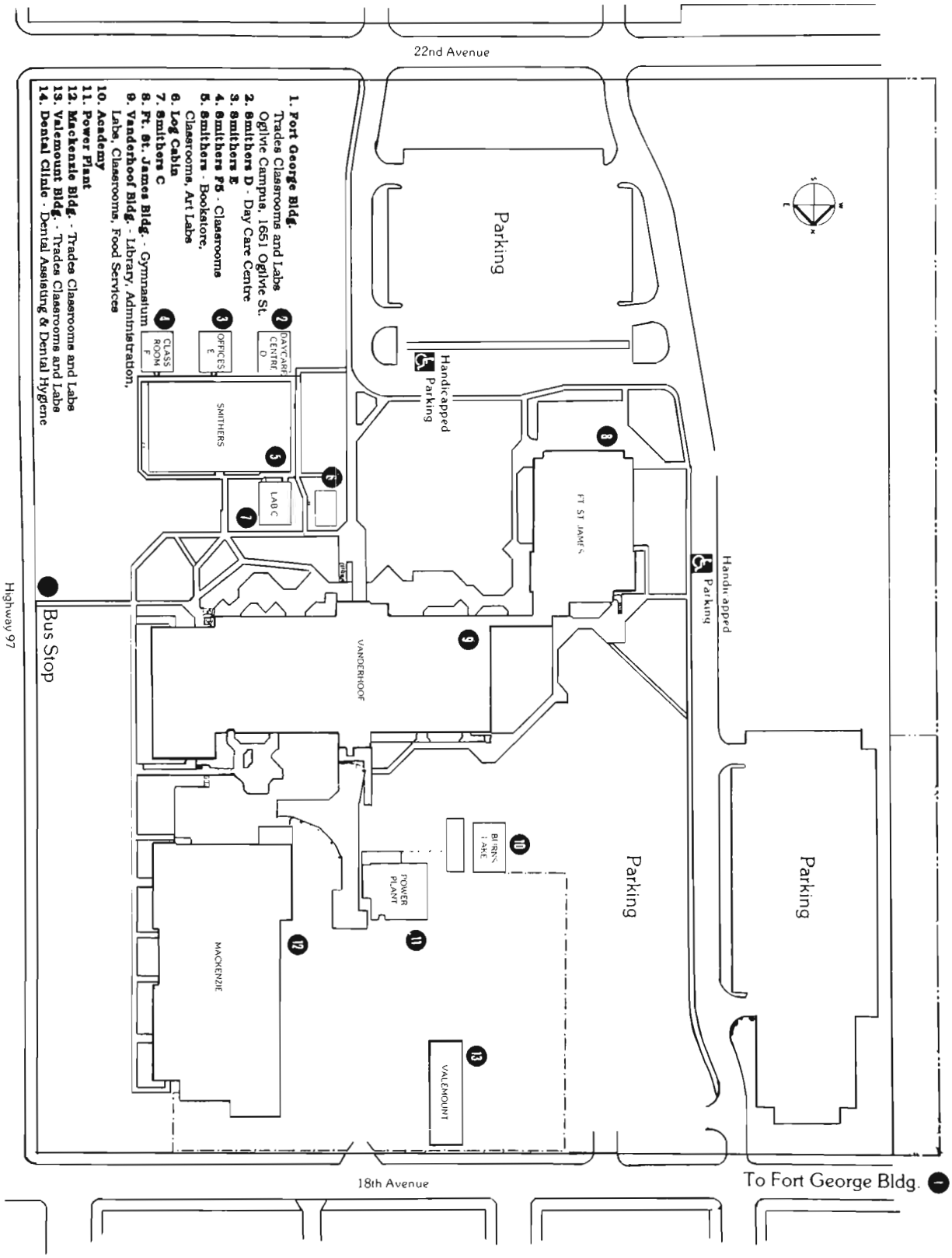


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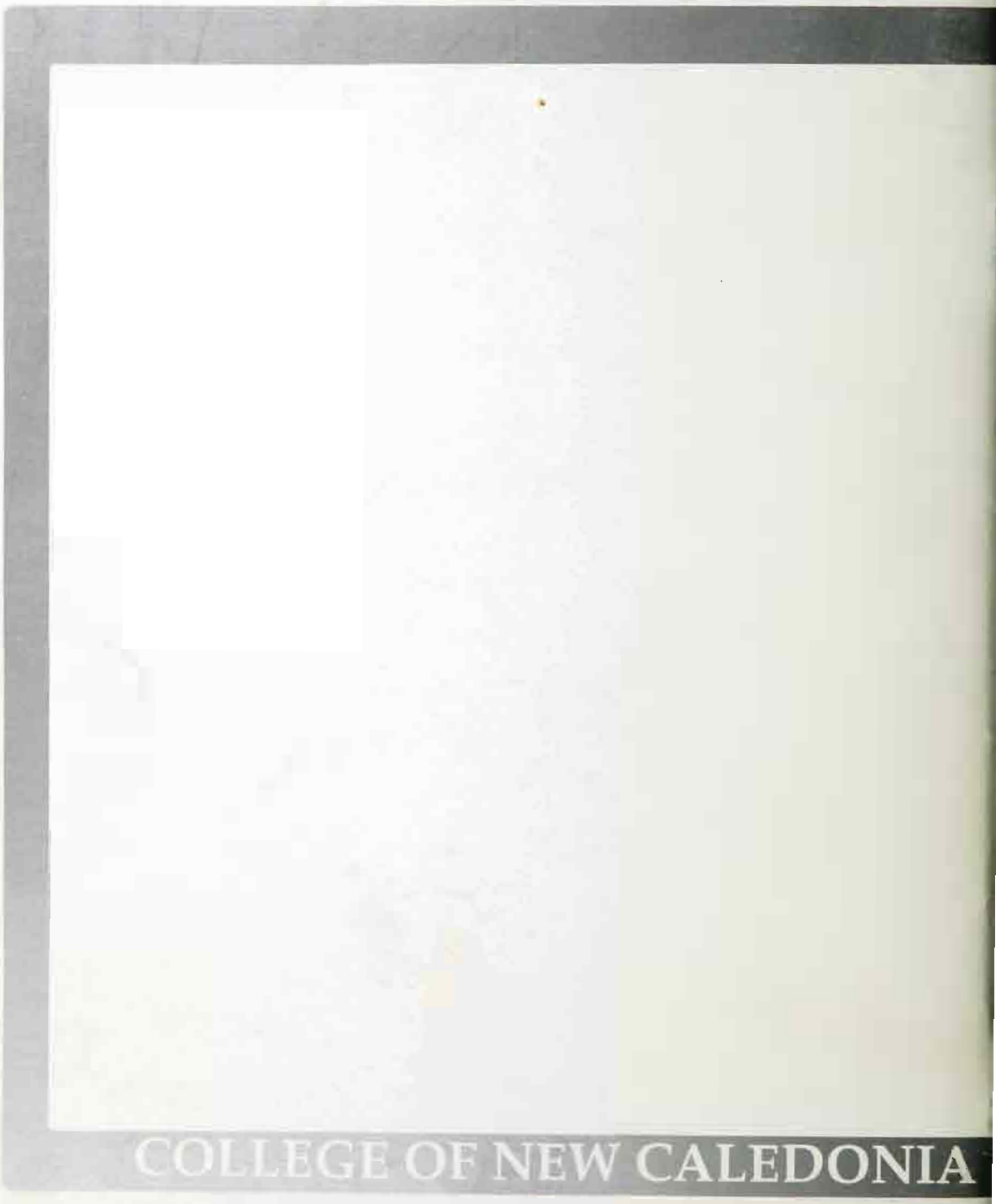

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