College of New Caledonia

1990-91 Calendar **Prince George, B.C.**

CALENDAR OF EVENTS 1990 - 91

April 30, 1990	Classes Start	- CAAT - Heavy Duty Mechanics (New Intake)	
May 21	Victoria Day	- College Closed	
July 1 & 2	Canada Day	- College Closed	
August 6	B.C. Day	- College Closed	
August 7	Classes Start	- Cook Training	
August 13	Classes Start	- Long Term Care - Home Support	
August 27	Classes Start	- Forest Technology (1st year) - Nursing Diploma - Preceptorship	
September 3	Labour Day	- College Closed	
September 4	Classes Start	- All Remaining Programs	- Nursing (Quesnel)
October 8	Thanksgiving Day	- College Closed	
November 11 & 12	Remembrance Day	- College Closed	
November 26	Trimester Break	- Business Administration - Electronics Technology - Drafting Technology	- Nursing (Prince George and Quesnel) - Dental Hygiene
December 3	Classes Start	- Trimester Programs - Nursing - Quesnel (Trimester I)	
December 4	Fall Awards Ceremony		
December 12	Last Day of Classes	- Long Term Care - Home Support	
December 17	Christmas Break Starts	- Trimester Programs - Semester Programs	- Early Childhood Education - Dental Assisting
December 22	Christmas Break Starts	- Adult Basic Education - Adult Special Education - Office Administration	- All Trades Programs - Cook Training
January 1, 1991	New Year's Day	- College Closed	
January 2	Classes Start	- All programs except University Credit	
January 7	Classes Start	- University Credit - Social Services Foundations	
January 23	Classes Start	- Office Administration Clerk/Typist (Spring Intake)	
January 28	Classes Start	- Long Term Care - Home Support	
February 4	Classes Start	- Electrical	
March 4	Study Break Starts (March 4 - 8)	- Trimester Programs - Semester Programs	- Early Childhood Education - Dental Assisting
March 19	Spring Awards Ceremony		
March 29	Good Friday	- College Closed	
April 1	Easter Monday	- College Closed	
April 26	Last Day of Classes and Exams	- Forest Technology - University Credit	-Social Services Foundations
April 29	Classes Start	- CAAT - Heavy Duty Mechanics	
May 20	Victoria Day	- College Closed	
May 24	Last Day of Classes	- Cook Training - Early Childhood Education	
May 27	Last Day of Classes and Exams	- Business Administration - Electronics Technology - Drafting Technology	
May 29	Last Day of Classes and Exams	- Long Term Care - Home Support	
May 31	Last Day of Classes and Exams	- Nursing - Dental Hygiene	- Adult Special Education - Office Administration
June 28	Last Day of Classes and Exams	- Dental Assisting - Power Engineering	

College of New Caledonia

1990 - 91 Calendar

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

Layout, technical design and editing by Shawn Petriw.
Advertising sales and layout by Shawn Petriw and Chris Kitchen.

MESSAGE FROM THE CHAIRMAN OF THE BOARD

Welcome to the College of New Caledonia.

As the City of Prince George celebrates its 75th year of incorporation and prepares to host the 1990 Summer Games CNC enters its 21st year of offering post-secondary education in the North Central Interior.

As a long-time resident of Prince George and as Chairman of the College of New Caledonia Board I am very proud of all we have accomplished; how far we have come.

Yet, while we look back with pride on what has been achieved, we look to you to ensure the continued growth and prosperity of both the College community and the community in which you live.

Everyone at CNC is dedicated to your success. All we ask is that you never lose sight of your goals and that you be prepared to work toward them.

Again—Welcome to CNC.

Sincerely yours,

Dr. Frank Lo
Chairman
College of New Caledonia Board

SERVICES

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.

Adult Special Education

The Adult Special Education Department provides support services that enable the disabled 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 / Learning Assistance

There are many support services available to help students with disabilities 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.
-Diagnostic testing for registered students
-Individual instruction in basic skills areas

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 record player
-Large print program for IBM computer

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 Department, 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 A.S.E. Department to discuss special service needs. To make an appointment or obtain further information, call 562-2131.
(Telephone Device for the Deaf (TDD) 562-2131)

Athletics and Recreation

The College 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 561-5803.

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.

Bus Service

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

CNC Free Press

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

Cafeteria

The College operates a large cafeteria on Level One of the main campus, offering a variety of meals to 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	0700 - 2100 hrs.
Friday	0730 - 1500 hrs.
Saturday & Sunday	Closed.

College Store

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

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

The College Store also stocks a wide variety of sundry supplies ranging from pens to pencils to binders, paper and specific classroom equipment. Some supplies required by Health Sciences Programs are also available. 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.

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 Admissions and Registration at 561-5801.

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 1000 students have completed work terms of four months duration.

Programs currently offering Co-operative Education are:

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

All work terms are approved by the college to ensure suitability to the students' program and all students on placement with employers are monitored by the College with on-site visits. Students must apply for the Co-operative Education Option and be hired by a participating employer. Wages and salaries paid are comparable to those paid to other employees. In 1988/89, 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 work terms 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	(Optional and as Scheduled)

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

Counselling

The Counselling Centre is located on Level Two of the main building and is staffed to provide students or prospective students with assistance in dealing with personal, academic, vocational or career concerns. The Centre maintains a wide variety of materials. To make an appointment please call 561-5818.

COUNSELLING CENTRE HOURS:

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

Daycare Centre

Daycare for children aged 3 to 5 years is available through the Demonstration 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 561-5834.

DAYCARE CENTRE HOURS:

Monday - Friday	0800 - 1700 hrs.
(Closed on statutory holidays)	

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 calender for additional information on the EMAT.

Employment & Immigration Canada

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

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

Monday through Friday 0830 - 1630 hrs.
561-5200

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

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

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 co-operate in moving well away from the building so the exits do not become congested.

Financial Assistance

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

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

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

First Aid

The College has several qualified first aid attendants on staff and in 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.

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.

Information Centre / Switchboard

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

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

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

HOURS: Monday - Friday 0700 - 1730 hrs.

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 audio-visual equipment including videotape recorders and cameras, audio equipment, slide and film strip projectors and

16 mm projectors are also available from this office. The CNC film collection is housed and available from Instructional Media Services.

HOURS: Monday - Friday 0745-1700 hrs.

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, audio-visual 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.

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.

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 centre. 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.

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 on the next page.)

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 2CO
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 3AO
Telephone: 567-9291

Safety

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

Scholarships and Bursaries

Through the Financial Aid Office and the work of the Student Aid Committee, the College administers a variety of Scholarships and bursaries to recognize academic achievement and to ease the financial burden of attending college. Funds are donated by organizations, individuals, bequests and grants. Full details, including application criteria, for each award are listed in the Financial Aid Catalogue, available at the Financial Aid Office, located on Level Two (2-126). The list of current awards, and their application deadline dates, are:

DONOR	DEADLINE DATE
ABE Assoc. of B.C.	January 31
ABE Dept. Busaries	January 31
Association of Professional Engineers of B.C.	January 31
Auxiliary of the Assoc. Can. Travellers	September 30
B.C. Gas Inc.	September 30
B.C. Lung Association	September 30
B.C. Telephone Company Bursaries	September 30
CNC Admission Bursaries	May 31
CNC Entrance Scholarships	December 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
Centennial Food Services	May 31
Central Interior Logging Association	September 30
Credit Union Foundation Bursary	January 31
Credit Union Pioneers' Memorial	January 31

DONOR	DEADLINE DATE
Ed Berry Memorial Bursary	January 31
Finning Ltd.	September 30 & January 31
FM/94 Radio	January 31
Industrial Relations Management Assoc.	September 30
Instit. of Chartered Accountants Assoc. of B.C.	September 30
Jean Humphrey's Award	January 31
Knights of Columbus, Council 8927	January 31
Lignum Ltd. (Leslie Kerr Memorial)	September 30
Lionel Lamoureaux Memorial Award	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 Forestry 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
P.G. Business & Professional Women's Club	January 31
Prince George Chartered Accountants Assoc.	January 31
Prince George Construction Assoc.	January 31 & April 30
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
Regional District of Fraser - Fort George	January 31
Russell Kenneth Dillabaugh Memorial	September 30
Sam Ketcham, Phil Bodman Memorial	September 30
Society of Management Accts. Assoc. of B.C.	April 30
Society of Vocational Instructors	January 31
Timberline Forest Inv. Consultants	January 31
University Womens Club	January 31 & April 30
Vancouver Stock Exchange	September 30
Welding Institute of Canada	September 30 & January 31
Weldwood of Canada	September 30

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

Senior Citizens

Senior Citizens are not required to pay fees.

Student Association

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

PHONE: 562-7415 or
562-2131 local 365

HOURS: Monday - Thursday 0900 - 1700 hrs.
Friday 0900 - 1600 hrs.

Test Supervision

The College, through the Chief Examiners office, provides supervision for various tests required for admission to universities, other institutions or professions. These include:

Admissions Testing Program (ATP)
Allied Health Professions Admission Test (AHPAT)
General Certificate of Education Examination
University of London
Graduate Management Admission Test (GMAT)
Graduate Record Examination (GRE)
Law School Admission Text (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 Chief Examiners office, Rm 1-323 on Level One, or call 561-5823.

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

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. coordinator, 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. Instructor at 562-2131, Local 288.

GENERAL INFORMATION

ADMISSION PROCEDURES

NEW STUDENTS

i) Write to or inquire at the office for an application form:

Office of Admissions & Registration
College of New Caledonia
3330 - 22nd Avenue
Prince George, B.C. V2N 1P8
562-2131

ii) The completed Application Form and Secondary School or Post-Secondary transcript, should be submitted to the College as soon as a program has been chosen. Secondary School students may complete a Progress Report of Secondary School Subjects. The conditional status will be removed when the College receives the official transcript of Secondary School grades. This should be forwarded as soon as possible.

Students are not formally accepted or placed on program waiting lists until transcripts or Secondary School Status Statements are received by the College.

iii) Applications will be processed and students will be notified by mail of their admission to the College.

iv) Detailed registration information, including the date and time for registration, will be included with the Permission to Register Letter.

v) All new students 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 counseling 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 the 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 acceptance of their advance standing.

c. Audit Status

Students may Audit courses under the following provisions.

1. There must be a vacancy in the class. Students taking the course for credit are given preference on class lists.

2. The student must request Audit status at the time of registration.

3. a. Students requesting a status change from Regular to Audit must do so during the regular College 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 of 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.

EMPLOYMENT AND IMMIGRATION CANADA SPONSORSHIP

Employment and Immigration Canada purchases spaces in some programs. Before applying for admission as a fee paying student, you may wish to check with your local EIC Office to determine your eligibility for sponsorship by EIC. EIC sponsored students are required to pay student association fees.

For information on those programs which are eligible for sponsorship by EIC, call the CNC Counselling Centre or your local EIC 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 can 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 assignment for grading and who fails to officially withdraw from the course will receive a "N" grade.	0
W	A "W" grade will be assigned to those students completing the Withdrawal procedure within the time limits specified in the College Calendar.	*
AUD	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.	
AG	Student completed a modified program. An annotated report is available.	*

* Not included in G.P.A.

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 use 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	Grade Points Credit 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.

Requests for transcripts must be received in the Admissions and Registration office by Thursday, noon of each week to ensure pick up on Friday of the same week.

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 in so far 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 60 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; HEALTH SCIENCE CLINICAL PRACTICE

The purpose of the student clinical practice appeal procedure is to provide a mechanism for dealing with instances where a student feels he or she has been treated in an unfair manner related to evaluation of clinical progress in a Health Science Program.

The emphasis of the appeal procedure is on informal resolution of the appeal. Appeals which involve a hearing before a Practice Appeal Sub Committee should be rare.

Further information on the appeal procedure is contained in the Health Science Student Handbook.

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 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. Offences 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.

COURSE WITHDRAWAL

A student may withdraw from courses without academic penalty and without the instructor's signature prior to forty percent (40%) of the course being conducted. A student may withdraw from the course without academic penalty prior to sixty percent (60%) of the course being conducted provided a "P" grade or better has been maintained and the instructor has signed a withdrawal form. Students who withdraw after sixty percent of the course has been conducted will receive an "F" grade and a grade point of "0" which will be calculated in their grade point average. The assignment of the "F" grade may be appealed through the Grade Appeal Procedure. Specific dates for each academic term are available from the Office of Admissions and Registration.

REFUNDS

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

PROGRAM FEES

SEMESTER PROGRAM

UNIVERSITY CREDIT
FOREST RESOURCE TECHNOLOGY

PROGRAM FEES

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

The program fee consists of:

*Tuition (standard lecture - 45 hours)	$83.00 per course
*Lab fees (standard lab - 45 hours)	$41.00 per lab course
Student Association	$6.25 per course (maximum $25.00 per semester)
Registration	$15.00 per 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 is $495.00 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 1.84 per contact hour=	$83.00
Lab Fee: (not applicable)	$ 0.00
Total Corse Fee - ANTH 101	**$83.00**

2. BIO 101 (3,3)

Lecture Fee: 15 weeks x 3 hrs/week x 1.84 per contact hour =	$83.00
Lab Fee:15 weeks x 3 hrs/week x 0.90per contact hour =	$41.00
Total Course Fee - BIO 101	**$124.00**

3. Math 101 (4,0)

Lecture Fee: 15 weeks x 4 hrs/week x $1.84 per contact hour =	$110.00
Lab Fee: (not applicable)	$0.00
Total Course Fee - Math 101	**$110.00**

TRIMESTER PROGRAMS

BUSINESS ADMINISTRATION
CONSTRUCTION MANAGEMENT
DRAFTING TECHNICIAN
DENTAL HYGIENE
ELECTRONICS ENGINEERING TECHNOLOGY
ENGINEERING GRAPHICS & DESIGN TECH.
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 (maximum)	$329.00
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 1.84 per contact hour -	$ 66.00
Lab Fee: (not applicable)	$0.00
Total Course Fee	**$66.00**

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 1.84=	$44.00
Lab Fee: 12 weeks x 4 hrs/week x 0.90 =	$43.00
Total Course Fees	**$87.00**

VOCATIONAL PROGRAMS

Cook Training (10 Month Program)

Tuition	$83.00 per month	$ 830.00
Student Assoc.	$5.00 per month	$ 50.00
Registration	$15.00 per program	$ 15.00
Lab Fees	$41.00 per 1/2 program	$ 82.00
Uniform Cleaning	$21.00 per 1/2 program	$ 42.00
Total		**$ 1019.00**

Dental Assisting (10 Month Program)

Tuition	$83.00 per month	$ 830.00
Student Assoc.	$5.00 per month	$ 50.00
Registration	$15.00 per program	$ 15.00
Lab Fees	$41.00 per 1/2 program	$ 82.00
Total		**$ 977.00**

Long Term Care/ Home Support Worker (17.5 week Program)

Tuition	$ 24.00 per week	$ 420.00
Student Assoc.	$5.00 per month	$ 20.00
Registration	$15.00 per program	$ 15.00
Lab Fees	$41.00 per program	$ 41.00
Total		**$ 496.00**

Power Engineering (10 Month Program)

Tuition	$83.00 per month	$ 830.00
Student Assoc.	$5.00 per month	$ 50.00
Registration	$15.00 per year/program	$ 15.00
Total		**$ 895.00**

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

Tuition	$24.00 per week	$ 480.00
Student Assoc.	$5.00 per month	$ 25.00
Registration	$15.00 per year/program	$ 15.00
Lab Fees	$41.00 per program	$ 41.00
Total		**$ 561.00**

Welding - Level A & B and Extensions

Tuition	$ 24.00	per week
Student Assoc.	$ 5.00	per month
Registration (not applied to extensions)	$ 15.00	per year/program
Lab Fees (not applied to extensions)	$ 6.00	per week

Early Childhood Education (9 Month Program)

Tution - Lecture and Lab Maximum	$ 495.00	per semester
Student Association	$ 6.25 (maximum of 25.00 per semester)	per course
Registration	$ 15.00	

Clerk Typist (4.5 Months/18 weeks)
Word Processing Clerk (4.5 Months/18 weeks)

Tuition	$24.00 per week	$ 432.00
Student Assoc.	$5.00 per month	$ 25.00
Registration	$15.00 per year/program	$ 15.00
Lab Fees	$41.00 per program	$ 41.00
Total		**$ 513.00**

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

Tuition	$83.00 per month	$ 747.00
Student Assoc.	$5.00 per month	$ 45.00
Registration	$15.00 per year/program	$ 15.00
Lab Fees	$41.00 per 1/2 program	$ 82.00
Total		**$ 889.00**

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

Tuition	$ 476.00
Student Association	$ 20.00
Registration (per program)	$ 15.00
Total	**$ 511.00**

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

Entry Level Training

Tuition (6 month program)	$ 420.00	
Student Association	$ 30.00	
Registration	$ 15.00	
Lab Fees	$ 120.00	
Total	**$ 585.00**	
Plus Tool Deposit	$ 50.00	(refundable)

Entry Level Training - Part-Time

Tuition	$ 24.00	per week / course
Lab Fees	$ 6.00	per week / course
Registration	$ 15.00	
Student Association	$ 5.00	per course
Tool Deposit	$ 50.00	(refundable)

ADULT BASIC EDUCATION
(Levels III, IV, and V only)

Tuition	$ 83.00	per course
Registration	$ 15.00	per session
Student Assoc.	$ 6.25	per course (maximum 25.00 per Full-time program)

Extensions (ABE)

Tuition	$ 25.00	per month
Student Assoc.	$ 5.00	per month

English Language Training (6 Month Program)

Tuition	$ 204.00
Student Assoc. $ 5.00 per month	$ 30.00
Registration	$ 15.00
Total	**$ 249.00**

Developmental Centre Courses
(Engl 155, Math 155)

Tuition	$ 72.00	per course
Registration	$ 15.00	per 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 of date.

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

Co-op Education

Tuition	$ 166.00	per Co-op Term
registration	$ 15.00	per Co-op Term
Total	**$ 181.00**	

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 for 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 counseller 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 in September, November, January, and March. 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 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 and a Math course at the Advanced 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 to 6 months of work, A.B.E. Levels III, IV and V each require 5 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 addition, subtraction, multiplication, and division of whole numbers.
Prerequisite: As evaluated by a placement test.

A.B.E. Level II (Grades 7-8)

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, plus basic operations with fractions, decimals, and percent as well as an introduction to metric measurement, geometry, and graphing.
Prerequisite: Math 010 or as evaluated by a placement test.

A.B.E. Level III (Grades 9-10)

English 030 - Intermediate Preparatory English

ABE Intermediate English is designed to provide students with the communication skills needed to enter higher level courses or to satisfy personal or career goals. This course focuses on the following core areas: composition and grammar, literature, interpersonal communication, reading comprehension and study skills.
Prerequisite: English 020 or as evaluated by a placement test.

Math 030 - Intermediate Algebraic Mathematics

This course includes an introduction to the metric system, ratio and proportion, roots and powers, manipulation of formulas, an extensive introduction to algebra, basic geometry graphing and right angle triangle trigonometry.
Prerequisite: Math 020 or as evaluated by a placement test.

Math 035 - Intermediate Business Mathematics

This course includes an introduction to the metric system, ratio and proportion, basic geometry, a brief introduction to algebra, plus business topics which include budgeting, interest, and retail transactions.
Prerequisite: Math 020 or as evaluated by a placement test.

General Science 031

This course is an introductory study of Human Biology and Earth Science for students who are not interested in further science study. General Science is not a valid pre-requisite for Biology 045 & 050, Chemistry 045 or Physics 040.
Prerequisite: A.B.E. Level II or as evaluated by the A.B.E. placement test.

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 fulfils the prerequisite requirements for Biology 045 and 050 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 fulfils the prerequisite requirements for Chemistry 045 and Physics 045 but is not valid as a prerequisite for Biology 045 or 050.
Prerequisite: A.B.E. Level II or as evaluated by a placement test.
Prerequisite or Corequisite: Math 030

Canadian Studies 030

The goal of the Canadian Studies course is to help students develop their knowledge of social and political issues and increase their general knowledge of Canada through the study of Canadian history and government, immigration and multi-culturalism in Canada, and the Canadian economic system. Gaining an understanding of Canada enables students to become more informed and active members of their community and citizens of Canada.

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

Biology 045 - Advanced Preparatory Biology

A lab-oriented course dealing with the basic elements of biology. An emphasis will be placed on the study of evolution and ecology and include a survey of the diversity of plant and animal life.
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 solutions of organic chemistry. Lab work is a necessary and integral part of the course.
Prerequisites: Math 030; either Life Science 030,Physical Science 030 or Sc 10; or as evaluated by a placement test.

English 045 - Advanced Preparatory English

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: ENGL 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.

Physics 045 - Advanced Preparatory Physics

Basic Physics at a Grade 11 level. Topics include mechanics, electricity, magnetism, and light.
Prerequisites: Math 030 or Math 10 and Science 030 (Physical Sc component) or as evaluated by a placement test.
Prerequisite or Corequisite: MATH 045 or Algebra 11.

Computer Studies 045

An introductory computer studies course which introduces the possibilities and limitations of the computer as a tool and introduces the student to a variety of computer applications such as word processing, data bases, and spreadsheets.

ABE Level V (Grade 12)

Biology 050 - Provincial Preparatory Biology

A lab-oriented course dealing with the basic elements of biology. The emphasis will be placed on the study of cell biology, bioenergetics, genetics and human biology.
Prerequisite: Life Science 030, Math 030 or as evaluated by the ABE placement test.

Chemistry 050 - Provincial Preparatory Chemistry

This course covers such topics as: water, liquids and solids, energy and relationships and change of state; solutions and colloid, acids, bases and salts, oxidation-reduction reactions and electro-chemistry on gas laws, plus a research paper or study of nuclear chemistry. Lab work is an important and integral part of this course.
Prerequisites: CHEM 045 OR CHEM 11. (Placement test will be required if more than one year out of CHEM 11 or less than a B grade attained in a previous chemistry course).

English 050 - Provincial Preparatory English

This course includes Writing - paragraph, essay and research paper writing plus reviews of literature material. Reading - reading for skill development, including test 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.

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 logarithmic, 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 18 years of age and may be asked to write a proficiency test in English in order to be placed at an appropriate level of study.

Applications

Application for admission may 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.

Program Descriptions

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

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 course 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.

If you want more information or if you want to register for this course please call the Department of Admissions & Registration at 561-5800.

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 necessary 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 D.S.C. 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.

Writing

This course is designed to help the student acquire the basic skills of writing. Students are assigned work on punctuation, grammar, style, methods of organization, sentence structure, etc.

Spelling

This course helps student to apply basic spelling rules and to spell commonly misspelled words.

MATH 155 - DEVELOPMENTAL MATHEMATICS

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, decimals, fractions and mixed numbers, ratio and proportion, percent and simple graphs.

Fundamental Algebra

Fundamental Algebra is a review of signed numbers, fundamental operations in algebra, linear equations with one and two variables, special products and factoring, algebraic fractions, exponents and applications involving formulas.

Intermediate Algebra

Intermediate Algebra covers manipulating and deriving formula , solving complex linear equations, graphing linear equations, solving systems of equations with two and three variables, using exponents and roots involving radicals, as well as solving inequalities and sets.

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.

The Secondary School equivalency certificate may not meet some specific program requirements. Contact a College counsellor for clarification.

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 & Registrations and may be submitted at any time.

Commencement Dates

The G.E.D. tests are administered at C.N.C. approximately six times a year. Preparation classes 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 or eight week 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 adults to successfully pass the General Education Developmental Tests (G.E.D.).
Prerequisites: Age nineteen and a B.C. resident.

VOLUNTEER ADULT LITERACY TUTORING - V.A.L.T.

(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.

ADULT SPECIAL EDUCATION PROGRAMS

T.A.R.G.E.T. 150

Target, offered in four modules, prepares students for supported employment. The curriculum offers classroom instruction, specific skill training, and referral to on-the-job training with job coaches. The instructional modules and their components are as follows:

Success Strategies for Community and Employment

- personal maintenance skills
- time management
- values/self-esteem
- rights and responsibilities
- goal setting
- problem solving

Communications and Interpersonal Relations

- assertiveness training
- conversation skills
- relationships
- community interactions

Basic Employment Skills Training

- career exploration
- goal setting
- resumés and interview skills
- schedules in workplace
- work terms
- time management
- work attitudes
- employee/employer expectations
- rights and responsibilities of employment
- following directions
- meeting work standards
- interpersonal relationships on the job
- conflict resolution
- strategies for advancement

Employment Training Options

In this module, students receive individualized instruction on specific skills required for an identified work goal.

Admission Requirements

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

Applications

Applications for the program are received at any time. Students may apply for all modules or only those pertaining to personal goals and/or entry skill level. To apply, contact the T.A.R.G.E.T. instructor or the Adult Special Education Department (CNC).

JOB EDUCATION AND TRAINING 150 (Prince George)

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

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 (CNC).

Applications

Applications for the program are received at any time. Entrance interviews are held in May and December. To apply contact the JET Instructor or the Adult Special Education Department.

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.

COMMUNITY ACCESS PROGRAM (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:

Vocational Awareness
Vocational Readiness
Personal Management
Interpersonal Skills
Community Access
Community Work Placement

Admission Requirements

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

Applications

Applications for the program from both full and part-time students are accepted at any time during the year, for September admission. Application forms are available at the CNC Quesnel campus office.

Course Length

This full time program commences in September and continues for nine 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 Awarenss objectives could include:

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

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

Admission Requirements

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

Applications

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

BUSINESS AND MANAGEMENT STUDIES PROGRAM

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 the 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. 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 these 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 Clerk/Typist program provides a shorter alternative for people looking for entry level skills.

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 business ,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 Placement Test (EMAT) at the College before their first semester. Students below a certain level in this test will be required to complete work in English and /or Math.

3. Mature students having business experience are accepted in many cases. Please refer to a CNC Career Counsellor or the Director of Business and Management Studies.

Strongly Recommended

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

-Algebra 12
-Typing 11 (20 wpm)
-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 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-op Work term Schedules

Work terms are scheduled on a year-round basis. The academic program has been designed to facilitate this.

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

A standard schedule is available as Trimester 6 courses are delivered in the Fall also.

FALL Sept/Oct/Nov	WINTER Dec/Jan/Feb	SPRING Mar/Apr/May	SUMMER June/July/Aug
Academic Trimester 1	Academic Trimester 2	Academic Trimester 3	Co-op Work term
Academic Trimester 4	Academic Trimester 5	Co-op Work term	Co-op Work term
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 may 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)

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

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

TRIMESTER 2 -DECEMBER TO MARCH (first year)

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

TRIMESTER 3 - MARCH TO MAY (first year)

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

TRIMESTER4-SEPTEMBERTONOVEMBER(second-year)

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

TRIMESTER 5 - DECEMBER TO MARCH (second-year)

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

TRIMESTER 6 - MARCH TO MAY (second-year)

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

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 centre to the emerging employment opportunities with companies acquiring the new generation of microcomputers. Graduates have been successful in the major urban centres 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)

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

*MATH 155 Developmental Math(if required)
*Students must receive an exempt or satisfactory standing in ENG 155 and MATH 155.

TRIMESTER 2 - DECEMBER TO MARCH (first-year)

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

TRIMESTER 3 - MARCH TO MAY (first-year)

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

TRIMESTER 4 - SEPTEMBER TO NOVEMBER (second-year)

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

TRIMESTER 5 - DECEMBER TO MARCH (second year)

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

TRIMESTER 6 - MARCH TO MAY (second year)

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

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 behavior,human relations and economics.

The Program

TRIMESTER 1 - SEPTEMBER TO NOVEMBER (first year)

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

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

TRIMESTER 2 - DECEMBER TO MARCH (first year)

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

TRIMESTER 3 - MARCH TO MAY (first year)

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

TRIMESTER 4 - SEPTEMBER TO NOVEMBER (second year)

ACC	257	Financial Management I
LAW	293	Business Law I
MGT	251	Applied Management Skills
MGT	255	Small Business Development
MKT	271	Consumer Behavior

TRIMESTER 5 - DECEMBER TO MARCH (second year)

LAW	294	Business Law II
MGT	252	Applied Group Dynamics
MKT	251	Theory of Marketing Management
MKT	272	Marketing Research Methods
MKT	276	Merchandising & Retail Operations

TRIMESTER 6 - MARCH TO MAY (second year)

ACC	258	Financial Management II
ACC	259	Applications of Financial Management
MGT	256	Entrepreneurial Development
MGT	282	Business Communications
MKT	266	Advertising

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 student 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 for 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

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

The remaining four courses may be selected from any CNC courses in Business Management (CIS, ACC, MKT, MGT) or in Economics (ECON), 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 and 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 7 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 one elective selected from the student's field of interest.

Required Courses

CIS	150	Introduction to Computer Information Systems
CIS	151	Theory of CIS
CIS	160	Introduction to Systems Analysis & Design
CIS	181	Microcomputing Systems and Operations
CIS	250	Information Systems Project
CSC	100	Introduction to Computer Science

Electives

CIS	153	Structured Basic Programming
CIS	251	Programming with C Language
CSC	109	Computer Science I
CSC	110	Computer Science II

NOTE: At least one of the above seven components will be available each term.

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

A Certificate is awarded upon completion of 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

ACC	151	Accounting I
ACC	152	Accounting II
COM	222	Management & Organizational Behavior
MGT	151	Management I
MGT	152	Management II
MGT	261	Human Relations
MGT	263	Personnel
MGT	264	Industrial Relations

Recommended Electives

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

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 DESCRIPTION

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 three 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 a 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 II 3 CR

A sound knowledge of fundamental accounting principles is essential to deal with the concepts presented in this course. The in-depth emphasis is on solving problems related to financial statements, cash, marketable securities, accounts receivable, current liabilities, inventories, plant and equipment and intangible assets. Practical use of Computers is an integral component of this course.
Prerequisite: ACC 151 (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.
Prerequisite: ACC 152 (6,0)

ACC 257 Financial Management I 3 CR

An introduction to the role of financial management and the environment in which it operates today. Intended to develop an understanding of some of the basic concepts used in asset valuation and making financial decisions. Topics include taxation, financial markets and securities, capital budgeting and cash flow forecasting.
Prerequisites: ACC 152, MATH 154 (3,0)

ACC 258 Financial Management II 3 CR

Exploration of various aspects of corporate financing as well as management and control of corporation assets. Topics include short-term financing, trade credit, cash, receivables and inventory management.
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 tax 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)

ACC 371 Advanced Cost Accounting 3 CR

A course providing advanced treatment and in-depth quantitative analysis of materials included in Acc 255. (3,0)

BUSINESS

FES 151 Foundations of Employment Skills I 3 CR

This course provides an introduction to the personal skills which are necessary to 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.
Prerequisite : FES 151 (2,2)

TCOM 190 Technical Communications I 3 CR

This course introduces students to the fundamentals of professional business communications. Upon completion of this 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 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 mini-computer 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, systems control, 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 practise 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.
Prerequisite: CIS 151 (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 and Operations 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 (3,3)

CIS 250 Information Systems Project 6 CR

This course is the culmination of the certificate program. The student will design, develop, implement and document an operational information system. Depending upon the project, the hardware will be micro or mini and the software will vary. The student may be required to work in a team, depending on the scope of the project. Real development cases will be engaged when possible.
Prerequisites: CIS 150, CIS 151, CIS 160, CIS 181, CSC 100, CIS 153 OR CSC 110, CIS 251 (0,6)

CIS 251 Programming with C 3 CR

The language C is currently the leading edge of micro-computer system development. The students utilize the language to develop solutions to technically oriented problems on a professional level microcomputer system.
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 include economic indicators, the economic role of government, unemployment, business cycles, and government stabilization policies. (3,0)

ECON 201 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 202 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 251 Canadian Microeconomics 3 CR

An introduction to the operation of individual markets, consumer/producer behaviour, and government intervention at the market level. Major topics include supply and demand, elasticity, costs to firms, and industrial organization. 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 222 Management & Organization 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 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: FES 152 (2,2)

MGT 252 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: 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 managements' 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 process 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 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 272 Marketing Research Methods 3 CR

This is an introductory course in marketing research. A major focus of this course is on research designs, data collections, sample designs, execution and solving of real problems and analysis of data. The emphasis in this course will be on the learning of the language and techniques of marketing research to be employed in research methodology. (2,3)

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

Three programs are offered in business office training:

- Administrative Secretary
- Clerk/Typist
- Legal Secretary

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 three 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)

C-070		Human Relations
P-070		Office Procedures
S-070		Shorthand Theory I
T-050		Typing Development I
T-070		Typing I
*ENG	155	Developmental English (if required)
*MATH	155	Developmental Math (if required)

*Students must receive an exempt or satisfactory standing in ENGL 155, MATH 155, and T-050.

TERM 2 (9 weeks)

B-070	Business Machines
C-071	Communications II
D-070	Dictatyping I
or	
S-071	Shorthand Theory II
F-070	Filing
T-051	Typing Speed Development
T-071	Typing II

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 grade and a typing speed of 40 nwpm.

When space is available, students who have successfully completed the Clerk-Typist 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)

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

TERM 4 (9 weeks)

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

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 grade (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 achieve this speed. Students who take Shorthand must achieved a minimum writing speed of 80 wpm.

CLERK TYPIST

The program consists of two 9-week sessions. It offers the student the basic minimum job skills necessary for entry into the business office work force. This short program may appeal to mature students who wish to upgrade their skills after a long absence from the work force.

TERM 1 (9 weeks)

C-070		Communications I
P-070		Office Procedures
T-050		Typing Development I
T-071		Typing I
*ENG	155	Developmental English (if required)
*MATH	155	Developmental Math (if required)

*Students must receive an exempt or satisfactory standing in ENGL 155, MATH 155, and T-050.

TERM 2 (9 weeks)

B-070	Business Machines
C-070	Communications II
D-070	Dictatyping
F-070	Filing
T-051	Typing Development II
T-071	Typing II
W-071	Micro computers

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 1 (9 weeks)

C-070		Communications I
F-070		Office Procedures
S-070		Shorthand Theory I
T-050		Typing Development I
T-070		Typing I
*ENG	155	Developmental English (if required)
*MATH	155	Developmental Math (if required)

*Students must receive an exempt or satisfactory standing in ENGL 155, MATH 155, and T-050.

TERM 2 (9 weeks)

B-070	Business Machines
C-070	Communication II
D-070	Dictatyping I
or	
S-071	Shorthand Theory II
F-070	Filing
L-070	Legal (Intro.)
T-051	Typing Development II
T-071	Typing II

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 a typing speed of 40 wpm.

When space is available, students who have enrolled in the Clerk-Typist 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

C-072	Adv. Communications I
D-071	Adv. Dictatyping I
or	
S-072	Adv. Shorthand I
L-071	Legal Processes I
W-070	Word Processing

TERM 4

A-070	Sec. Bookkeeping
C-073	Adv. Communications II
D-072	Dicta-typing II
or	
S-073	Advanced Shorthand II
L-07	Legal Processes II
W-071	Microcomputers

Graduation Requirements

A Legal Secretarial Certificate will be granted to those students who successfully completed 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 must achieve a minimum writing speed of 80 wpm.

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. (5)

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. (5)

C-070 Communications I

This course reviews basic grammar skills and develops effective communication skills including human relations aspects. (5)

C-071 Communications II

This course further develops the students basic writing skills and expands upon the human relations aspects of the effective communicator. (5)

C-072 Advanced Communications I

Effective communication, both written and oral, is one of the most important aspects of working in an organization, The course provides students with an overview of the communication process, helps develop the student's listening and reading skills, teaches techniques for using words precisely and for achieving variety in word usage, and presents techniques for planning and organizing messages. (5)

C-073 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. (5)

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. (3)

D-071 Advanced Machine Transcription I

This course is designed to help students with not only spelling, word usage, and grammatical skills, but will enable students to build a marketable machine transcription skill. (5)

D-072 Advanced Machine Transcription II

This course continues the skill development started in D-071. In this course production speed will be developed and students will be given more opportunity to develop the ability to handle actual job situations. (5)

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. (2)

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. (3)

L-071 Legal Processes I

The student will learn the required theory to apply the procedures within conveyancing and litigation. Regarding conveyancing, discussions will include the types of land ownership, the documentation required to transfer title to real property and initiate statements of adjustment. Within litigation, the student will study the various systems of courts, distinguish between their appropriate jurisdictions, and differentiate between civil and criminal court actions. The theory will be complemented by a comprehensive set of applied exercises covering the processes from initiation to completion. (10)

L-072 Legal Processes II

The student will learn three sets of legal processes: divorce and family matters, corporate structures, and wills and estates. Study will include the preparation of routine documents and the supporting theory framework. (12)

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. (5)

P-071 Secretarial Procedures

Using information from the text and varied reference materials, the students will acquire and apply secretarial knowledge and skills in simulated office environments. This course polishes secretarial skills and provides realistic office experiences. Skills developed will include editing, proof-reading, composition, computational skills, etc. (5)

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. (5)

S-07 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. (5)

S-072 Advanced Shorthand I

To develop the student's basic knowledge of Forkner shorthand into a highly usable and marketable skill. To develop dictation and transcript skills. This course will include Chapters 1 through 20 of the Forkner Dictation and Transcription for Colleges. Throughout this course, dictation and transcription skills are steadily and systematically developed in a controlled fashion so that emphasis is not only placed on the mastery of a few isolated techniques but also on the acquisition and integration of all skills necessary to the development of an efficient and competent secretary or administrative assistant. (5)

S-073 Advanced Shorthand II

A continuation of S-072. To develop the student's basic knowledge of Forkner shorthand into a highly usable and marketable skill. To develop dictation and transcription skills. This course will include Chapters 21 through 40 of the Forkner Dictation and Transcription for Colleges: Throughout this course, dictation and transcription skills are steadily and systematically developed in a controlled fashion so that emphasis is not only placed on the mastery of a few isolated techniques but also on the acquisition and integration of all skills necessary to the development of an efficient and competent secretary or administrative assistant. (5)

T-050 Typing Development I

This course concentrates on speed and accuracy development. (5)

T-051 Typing Development II

This course further develops the speed and accuracy to industry standards. (5)

T-070 Typing I

A basic beginner and/or refresher course in typing skills. Exercises include basic keyboarding, centering, and tabulations. (10)

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. (10)

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. (10)

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. (10)

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 programs including DOS, spreadsheets, databases, etc. (5)

BUSINESS ADMINISTRATION TRANSFER GUIDE

Society of Management Accountants of BC (RIA)

Accounting Technologist Program

	CNC
(111) Introductory Accounting	ACC 151 + 152 or COM 204
(122) Commercial Law	Law 293 + 294
(123) Organizational Behaviour	MGT 251 + 252 or COM 222
(212) Economics	ECON 152 + 251 or ECON 201 + 202
(214) Computerized Information System	CIS 150 + 151
(229) Intermediate Accounting I	ACC 251
(241) Management Accounting I	ACC 255 + TCOM 190 *
(324) Taxation	ACC 361 + 362 **
(332) Quantitative Methods	MATH 157 or MATH 104
(339) Intermediate Accounting II	ACC 252
(341) Management Accounting II	ACC 311 + TCOM 191 *

Professional Program

	CNC
(441) Management Accounting III	COM 209 + 210 + ACC 258
(442) Financial Management	ACC 257 + 258
(543) Advanced Financial Accounting	ACC 353 + 354 **

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

Certified General Accountants of BC (CGA)

Program 90

	CNC
Financial Accounting I	ACC 151/152
Economics	ECON 202 or 152
Managerial Mathematics & Economics I	MATH 157 + (Econ 201 or 251)
Financial Accounting II	ACC 251 +252
Managerial Accounting I	ACC 255
Financial Accounting III	ACC 251/252
Finance I	ACC 257/258
Public Speaking	MGT 282
Business Writing	ENG 155 + TCOM 190/181

NOTE: Minimum grade required for exemption: C+.

Institute of Chartered Accountants of B.C. (CA)

ICABC Required Subject

	CNC
Introductory Financial Accounting	ACC 151 + 152 or COM 204
Intermediate Financial Accounting	ACC 251 + 252
Advanced Financial Accounting	ACC 353 + 354
Introductory Management Accounting	ACC 255
Cost Accounting	Pending
Business Finance	ACC 257 + 258
Management Information Systems	CIS 160
Commercial Law	LAW 293 + 294
Mathematics	MATH 101 + 102
Probability / Statistics	MATH 104 or MATH 157 or COM 209 + 210
Economics	ECON 201 + 202 or ECON 152 + 251
Organizational Behaviour	COM 222 or MGT 251 + 252
Introductory Tax	ACC 361 + 362

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

Please confirm current with these associations prior course registration.

DENTAL ASSISTING
(One Year Certificate Program)

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

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

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

Admission Requirements

1. Successful completion of Grade 12 with English 12 and Biology 11 or Biology 050 or ABE Advanced Certificate with Biology 11 or Biology 050 or GED with Biology 11 or Biology 050.
2. In addition to the above a medical examination including TB test, dental report and up-to-date immunization is required.

Effective 1991 Admissions requirements are:

1. Successful completion of Grade 12 with English 12 and Biology 12 or Biology 050 or ABE Advanced Certificate with Biology 12 or Biology 050 or GED with Biology 12 or Biology 050.
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.

Recommended

Some experience, volunteer or paid, in a dental office/clinic 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 (See DENO 150 Course Description). An alternative the Introduction to Dentistry course is the Introduction to Dental Assisting offered by the Open Learning Agency.

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 2-3 week intra-oral practicum.

Note: In addition to regular College fees, textbooks and uniforms, students are responsible for CPR fees.

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.
*Students gain clinical experience in the campus Dental Clinic under the supervision of qualified faculty.
The clinic is open to the general public.

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.

Some experience, volunteer or paid, in a dental office/clinic would be beneficial. 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 (See DENO 150 Course Description).

Acceptance into the program commences in mid-May.

The program starts in September.

The Program

TRIMESTER 1 - September to December

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

TRIMESTER 2 - December to March

BIO	116-5	Human Physiology
DHYG	140-6	Dental Hygiene II
DHYG	144-2	Radiology I
DHYG	145-2	Dental Health Education I
DHYG	146-2	Dental Materials I

TRIMESTER 3 - March to June

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

TRIMESTER 4 - September to December

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

TRIMESTER 5 - December to March

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

TRIMESTER 6 - March to June

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

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

*Specific information regarding the purchase of applicable instruments, equipment, clinical attire, textbooks and other items will be provided during the first week of class.

COURSE DESCRIPTIONS

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 auxiliary for a dentist. (2,0)

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.
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)

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: DHYG 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: histology of the teeth and supporting structures and the calcification and eruption of the teeth.
Prerequisite or Corequisite: DHYG 130 (3,2)

DHYG 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 for 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 144, DHYG 145, DHYG 146 (3,10)

DHYG 144 Radiology 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 140 (2,3)

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 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 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 140, DHYG 144, DHYG 145, DHYG 146
Prerequisites or Corequisites: BIO 150, DHYG 152, DHYG 153, DHYG 155, DHYG 157 (3,10)

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 or Corequisite: 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 anaesthesia and analgesia. Course materials will include the understanding, psychology, and prevention of pain; alternate methods of pain control; pharmacology of local anaesthesia; 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 or Corequisite: 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. Dental photography is also introduced.
Prerequisite or Corequisite: DHYG 230 (1,2)

DHYG 235 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 at the 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 230 (3,0)

DHYG 240 Dental Hygiene V 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, client 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 clients with periodonal 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 of 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.
Pre requisite or Corequisite: DHYG 250 (3,0)

LONG TERM CARE/HOME SUPPORT WORKER
(Seventeen and one half Week Certificate Program)

The Long Term Care/Home Support Worker Program trains the skilled aides who provide personal care for individuals in the community and in extended and intermediate care facilities.

Admission Requirements

1. Grade 8 reading level. Testing is arranged at the College.

2. A medical examination, up-to-date immunization and T.B. testing (may be directed by the Division of T.B. Control of the Province of B.C.) is also required.

Strongly Recommended

1. Grade 10 reading level is recommended.

2. A Safety Oriented First Aid Certificate (SOFA: St. John Ambulance) 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-April for the program beginning in August, and
- Mid-October for the program beginning 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, the community, and in extended and intermediate care facilities.

NURSING
(Two and one half year Diploma Program)

The nursing program is designed to assist the student to develop the knowledge, attitudes, and skills necessary to function as a Registered Nurse in health care agencies where there are established policies, procedures and routines, and provision for supervision and assistance. The graduate will be prepared to work as a member of the healthcare team and provide nursing care to promote health of individuals in general medical, surgical, pediatric, maternity, psychiatric, and extended care settings.

Upon successful completion of this program the graduate will receive a diploma and be eligible to write the provincial nurse registration exams. Success in these exams will allow the graduate to apply for nurse licensure in British Columbia.

Admission Requirements

1. Successful completion of Grade 12 with English 12 and a grade of 'C' or better in each of Biology 12 or Biology 050 and Chemistry 12 or Chemistry 050 or Chemistry 114.

or

GED with a grade of 'C' or better in each of Biology 12 or Biology 050 and Chemistry 12 or Chemistry 050 or Chemistry 114.

2. All entering students must take the English and Math Achievement Test (EMAT) at the College. Students who require skills upgrading are encouraged to complete remedial work before the first trimester.

3. A medical examination, up-to-date immunization and T.B. testing (may be directed by thy Division of T.B. Control of the Province of B.C.) is also 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 Diploma 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.

NOTE: Under section 12 of the Nurses' (Registered) Act, applicants for registration must submit evidence of "good character." The Registered Nurses Association of B.C. has established the following standards regarding "good character":

"Evidence of good character includes, but may not be limited to,
a. Satisfactory references from present or previous employers, or in the case of a student applicant for student membership, or registration, confirmation or enrollment in or successful completion of an approved nursing program by the program director or designate;
b. no record of criminal convictions relevant to the practice of nursing and membership in the association;
c. no history of dishonest behavior or misrepresentation on application for membership."

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. Phone 736-7331.

The Program

TRIMESTER 1 - September to December

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

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

TRIMESTER 2 - DECEMBER TO MARCH

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

TRIMESTER 3 - March to June

BIO	155-3	Human Physiology II
NURS	155-10	Nursing Care to Promote Adaptation II
NURS	157-1	Communications III
NURS	158-3	Medical Science III
SOC	105-2	Sociological Concepts & Theories III

TRIMESTER 4 - September to December

NURS	235-8	Nursing Care to Promote Adaptation III
NURS	236-3	Ethical Dilemmas in Nursing Practice
NURS	237-1	Communications IV
NURS	238-4	Medical Science IV

TRIMESTER 5 - December to March

NURS	245-10	Nursing Care to Promote Adaptation IV
NURS	246-2	Managing for Change
NURS	248-3	Medical Science V

TRIMESTER 6 - March to June

NURS	255-10	Nursing Care to Promote Adaptation V
NURS	256-2	Professional Responsibilities
NURS	258-2	Medical Science VI

FINAL SEMESTER - September to December

NURS	299-16	Clinical Preceptorship

COURSE DESCRIPTIONS

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 12 or Biology 040 and Chemistry 12 or Chemistry 050 or Chemistry 114. (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 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. Norms for basic physiologic functions of the healthy individual are also taught.
Prerequisites or Corequisites: BIO 135, NURS 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, and/or 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 148, PSYC 162, SOC 104 (4,9)

NURS 147 Communications II 1 CR

This course introduces teaching - learning principles and their application to patient education. Theory will be practiced 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, NURS 145 (4,2*)
(*2...Lab - 2 hrs x 4 weeks)

NURS 155 Nursing Care to Promote Adaptation II 10 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, and/or 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 (4,15)

NURS 157 Communications III 1 CR

This course continues to build on therapeutic communication skills and concepts which will enable the student to intervene in a supportive manner where patients are experiencing simple adaptation problems. Theory will be practiced in campus laboratory situations.
Prerequisite or Corequisite: NURS 155 (1,1)

NURS 158 Medical Science III 3 CR

This course concentrates on the pathophysiology of and medical approaches to diseases affecting nutrition, elimination, activity and rest and oxygen. Theory will be presented by lecture and class discussion.
Prerequisite: NURS 148
Prerequisite or Corequisite: BIO 155, NURS 155 (4,0)

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 and maternity 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 (4,15.5)

NURS 236 Ethical Dilemmas in Nursing Practice 3 CR

This course will provide an 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 generalizing new coping mechanisms to daily life.
Prerequisite or Corequisite: NURS 235 (1,1)

NURS 238 Medical Science IV 4 CR

This course concentrates on the pathophysiology of and medical approaches to neoplasms and to diseases affecting fluid and electrolyte balance, oxygenation, and intestinal elimination. Psychopathology is also introduced.
Prerequisites: NURS 158, BIO 155 (4,0)

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 will be in extended and/or intermediate care settings.
Prerequisites: NURS 235, NURS 236, NURS 237, NURS 238
Prerequisites or Corequisites: NURS 246, NURS 248 (3,22)

NURS 246 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.
Prerequisite: NURS 245
Prerequisite or Corequisite: NURS 255 (2,0)

NURS 248 Medical Science V — 3 CR

This course concentrates on the pathophysiology of and medical approaches to diseases affecting neurologic and endocrine function. Psychopathology related to affective disorders, substance abuse 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 will be in extended and/or intermediate care settings.
Prerequisites: NURS 245, NURS 246, NURS 248
Prerequisite or Corequisite: NURS 256, NURS 258 (3,22)

NURS 256 Professional Responsibilities and Employee Role — 2 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 258 Medical Science VI — 2 CR

This course concentrates on the pathophysiology of, and medical approaches to diseases affecting immunity, sexual and total system functioning. Psychopathology related to personality disorders, schizophrenic disorders, and organic brain disorders are also covered.
Prerequisite: NURS 248 (2,0)

NURS 299 Clinical Preceptorship — 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 his/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, NURS 258 (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 II — 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 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)

NURSING - Quesnel Campus

In December 1989 the College of New Caledonia is extended its offerings on the Quesnel campus to include the two and one half year Diploma Nursing Program.

For general information regarding program design, admission requirements and acceptance into the program see pages 44 to 45.
Implementation Highlights:
1) Dates:

Trimester 1	December to March
Trimester 2	March to June
Trimester 3	September to December
Trimester 4	December to March
Trimester 5	March to June
Trimester 6	September to December
Final Semester	January to April

2) Clinical experience in Trimester 4 and part of Trimester 5 and/or Trimester 6 may be scheduled in Prince George.

For further information call Admissions, College of New Caledonia, Prince George Campus.

SOCIAL SERVICE PROGRAMS

EARLY CHILDHOOD EDUCATION
- Basic Program Level I

(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 who 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

ECE	151	Child Growth and Development
ECE	154	Theories and Practices of ECE
ECE	165	Program Development
ECE	170	Observing and Recording Behaviour
ECE	176	Human Relations in Early Childhood Settings
ECE	190	Practicum
ENG	155	*Developmental English (if required)

* Students MUST receive an exempt or satisfactory standing in ENG 155 prior to continuing into 2nd term.

JANUARY TO APRIL

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

JANUARY TO MAY

ECE 199 Practicum II

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 pre-school teacher.

ECE 174 Interaction 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.

EARLY CHILDHOOD EDUCATION - Post Basic - Level II

The intent of this program is to provide graduates of the one year Basic ECE program with the post basic training necessary to qualify as Under Three / Special Needs Supervisors.

Courses in this program include:

-Infant Growth & Development
-Care & Guidance of Infants & Toddlers
-Health, Safety, & Nutrition
-Interaction with Families
-Administration of ECE Programs
-Practicums I & II

Courses initially will be offered on a part-time evening basis. For more information please contact Admissions and Registrations.

SOCIAL SERVICES FOUNDATIONS PROGRAM

The first year of the Foundations program combines theory and skill development courses with supervised practical experiences. The curriculum is designed to provide the student with the basic knowledge and skills necessary to work effectively as a social service paraprofessional. Students who successfully complete both the academic and practical components will earn a College certificate.

Students are encouraged to complete a second year of study which continues with an emphasis on skill development and in-depth specialization in a specific area, and leads to a College Diploma. Specialty areas are currently in development. Students who complete the distance learning specialty, Developmental Disabilities receive full credit for six second year specialty courses.

Admission Requirements

1. Grade 12, ABE Advanced, GED or mature student status. All applicants must write the English component of the EMAT. Preference will be given to applicants who are exempt from English 155 or who begin any remedial work prior to April 30.

2. Two letters of reference from an employer, volunteer supervisor, teacher or social service professional, attesting to the applicant's suitability for work in the social service field.

3. A work/volunteer experience resume and a written statement describing career goals, special interest and reasons for seeking entrance to this program (at least 300 words in length).

4. Attendance at a small group orientation where prospective students will receive program information and answer questions to ascertain the applicant's readiness for admission. Orientation information will be mailed when all admission requirements have been completed.

Strongly Recommended:

1. A background of paid or volunteer experience in a social service setting.
2. A Safety Oriented First Aid Certificate (SOFA, St. John Ambulance)

Students may be required, dependant upon their practicum placement, to submit a medical certificate with TB testing and up-to-date immunization and/or a police records check.

Applications:

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

Curriculum: First Year

Semester I (September - December)

ENGL	103	Composition and Style
SSF	141	Interpersonal Relationship Skills
SSF	151	History and Philosophy of Social Welfare Policy
SSF	171	Introduction to Social Service Practice
SSF	181	Community Volunteer Activity and Seminar
		Social Science Elective*

*Chose one of Psyc 101, Soc 101 or Crim 103

Semester II (January - April)

SOC	206	Social Problems
SSF	142	Helping Skills: Practical Applications
SSF	155	Helping Skills: Theoretical Overview
SSF	162	Communications for the Social Services
SSF	182	Community Volunteer Activity and Seminar
SSF	199	Practicum and Seminar (May - June)
		Social Sciences Elective*

*Psyc 102, Soc 102 or Crim 106

Curriculum: Second Year

Semester III

1. Helping Skills: Advanced
2. Working with Chemical Dependency I
3. Social Science Elective*
4. Specialty Course Work
5. Specialty Course Work
6. Specialty Course Work

Semester IV

1. Community Development: An Introduction
2. Working with Chemical Dependency II
3. Social Science Elective*
4. Specialty Course Work
5. Specialty Course Work
6. Specialty Course Work

*One of: Crim 241; Psyc 203, 204, 205, 206, 207; Soc 201, 203

COURSE DESCRIPTIONS: FOUNDATION YEAR

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)

SSF 141 Interpersonal Relationship Skills 3 CR

This course has two primary objectives. The first is to provide a basic introduction to the theory and dynamics of interpersonal communication. This includes discussions of how self concept, perceptual processes, language and nonverbal behavior influence communication. Secondly, the course provides opportunities to increase self-awareness in the area of communication and improve and develop effective interpersonal communication skills. Students study and practice effective listening skills, appropriate expression of feelings, building positive relationships, resolving conflict and problem-solving techniques. (3,0)

SSF 142 Helping Skills: Practical Applications 3 CR

This course assists students to develop and refine their basic helping skills. Extensive use of video, roleplay and real experiences provides opportunities for the acquisition and practice of helping skills.
Prerequisite: SSF 141 (3,0)

SSF 151 History and Philosophy of Social Welfare Policy 3 CR

This course provides a basic introduction to social welfare policy in Canada, its historical development and its role within the political and economic context of Canadian society. A major emphasis is placed on a review of the values and ideology implicit in various types of social welfare policy. Students will critically analyze the effect of social welfare policies on client populations and upon themselves as social service workers. Class discussions focus on Northern issues. (3,0)

SSF 155 Helping Skills: A Theoretical Overview 3 CR

Students become acquainted with the values, assumptions and issues underlying various approaches to helping. An emphasis is placed upon the students developing a better understanding of their own personal helper values, assumptions regarding human behavior and styles of helping. The various ethical issues relating to being a helper are also examined. (3,0)

NOTE: It is recommended that this course be taken concurrently with SSF 142.

SSF 162 Communications for the Social Services 3 CR

The development of written and oral skills in the communication of professional material is emphasized. Students will organize and deliver written and oral presentations of both a formal and informal nature. (3,0)

SSF 171 Introduction to Social Service Practice 3 CR

Students are introduced to the practice of social service, its values, knowledge and skill foundations. The principles and contributions of mutual aid, self-help and natural helping networks are examined. The relationship between social service practice and the communities and organizations in which it takes place is a focus of discussion. Other discussion topics include current trends in the field of paraprofessional services, ethics and the basic structure and function of social service agencies. (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 include: organized crime, juvenile delinquency, sexual harassment, AIDS, mental

illness, alcoholism and drug abuse. Factual and moral aspects of these and other social problems will be argued. (3,0)

SSF 181 and 182 — Community Volunteer Activity and Seminar I and II 1 CR / 1 CR

Students are introduced to the concept of volunteerism and its place in the social service system in B.C. A general orientation to volunteer agencies is completed in the initial weeks of instruction as well as a more specific orientation to the volunteer agencies in North Central B.C. After the initial instructional period, students select a volunteer agency in which they become actively involved. This provides students with current and ongoing opportunities to test, refine and apply their developing knowledge and skills. Students are expected to devote four to eight hours per week to their volunteer placement.

Using a seminar format, students meet weekly to discuss course material as it applies within the context of their volunteer work experience. This seminar runs concurrently with the volunteer work placement. (4,3)

SSF 199 — Practicum and Seminar 8 CR

Students must successfully complete an eight week practicum at the end of Semester II in a social service agency. In cooperation with program staff and the agency supervisor, the student establishes specific learning objectives and works toward these within the context of the agency. The practicum must be successfully completed for the certificate.

Students on practicum meet on a weekly basis to discuss various issues and problems and to share information relating to their supervised work experience. The object of the seminar is to help students further integrate knowledge and skills acquired during the year with their work in the field. Prerequisites: SSF 141, SSF 142, SSF 151, SSF 155, SSF 162, SSF 171, SSF 181/182, Social Science Electives ENGL 103, SOC 206 (0,4)

Social Science Elective 3 CR

Students may choose either Psychology 101/102, Sociology 101/102 or Criminology 103/106 depending upon their specific area of interest. For example students wishing to work with the mentally handicapped or psychiatrically disabled may choose Psychology 101/102, students interested in working with families may be more interested in Sociology 101/102, while those with an interest in the corrections field may select Criminology 103/106. Students are advised to consult with program staff before making their selection. (3,0)

SOCIAL SERVICES TRAINING PROGRAM (SSTP)

Program Description

SSTP - Specialty I (Distance Learning Program) Developmental Disabilities

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.

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

Admission Requirements

Grade 12 or equivalent. It is important to note that because of the correspondence nature of the program, students must demonstrate a basic English reading comprehension level.

Applications

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

Students may enter the SSTP 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 behavioural approach.
Prerequisite: SSTP 180

B. Philosophical Basis of Care

SSTP 160 Ethics and the Paraprofessional

This course blends the theory of ethical issues with practical guide-lines 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 Behavioural Analysis

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

SSTP 199 Practicum

A practicum of 12 weeks is required to assist the student in applying to 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 Behaviour

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 behaviour 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 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 ENGINEERING GRAPHICS & DESIGN, ELECTRONICS and FORESTRY, at the Technologist level. A two trimester certificate program is available in CONSTRUCTION MANAGEMENT.

In the 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 backgroud, especially in the mathematics and physical sciences areas.

Students who do well during their studies in a one year Technician Program are normally able to continue in a second year of studies in order to attain a Technology Diploma. In a similar fashion, students who excel in a Technology program may wish to further their education after graduation in order to receive certification as a professional. 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 students to complete their studies through continuing education courses while they work and receive valuable practical experience.

THREE YEAR SCHEDULES

In some cases, a student may wish to take a program on a modified schedule, and complete the Diploma 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 individuals. Co-operative education offers an exciting solution to these problems. Both industry and students benefit from a program that produces a more employable and capable graduate.

Involved students will alternate their terms of academic study with "work terms" 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-operative 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 trimester 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 (2.0) 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 trimester. 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

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

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

TRIMESTER 2 - December to March

FES	161	Fundamentals of Employment Skills
TCOM	160	Technical Communications I
TELE	160	Circuit Analysis II
TELE	161	Electronics I
TELE	162	Shop Practices II
TMTH	162	Electronics Mathematics II
TPHY	160	Electronics Physics II

TRIMESTER 3 - March to June

FES	162	Foundations of Employment Skills
TELE	170	Digital Techniques II
TELE	172	Electronics II
TELE	171	Pulse Circuits
TELE	174	Circuit Analysis III
TMTH	170	Electronics Mathematics II

CO-OP 150, CO-OP 250 - June to August

TRIMESTER 4 - December to March

TELE	250	Communications I
TELE	251	Electronics III
TELE	253	Microprocessors I
TELE	254	Power Systems
TMTH	251	Electronics Mathematics IV
TPRG	260	Pascal Program

TRIMESTER 5 - March to June

TELE	260	Communications II
TELE	261	Control Systems I
TELE	262	Industrial Electronics
TELE	263	Systems Project I
TELE	264	Microprocessors II
TELE	252	Transducers

CO-OP 298 - June to September

TRIMESTER 6 - September to December

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

FOREST RESOURCE TECHNOLOGY
(Two Year Diploma Program)

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

Graduates find jobs in harvesting, reforestation, engineering, protection, research, and management of forest resources. Graduates of the program may also receive some advanced credit for their work should they choose to continue their study of forestry at a university.

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

Admission Requirements

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 045.

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

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

*Students must receive an exempt or satisfactory standing in ENG 156 and MATH 155

SEMESTER 2 - JANUARY TO APRIL

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

SEMESTER 3 - AUGUST TO DECEMBER

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

SEMESTER 4 - JANUARY TO APRIL

FOR	252	Forest Management II
FOR	254	Silviculture II
FOR	256	Forest Pathology
FOR	262	Forest Measurements IV
FOR	268	Industrial Relations in Forestry
FOR	282	Forest Finance II
FOR	286	Roads and Transportation II
FOR	288	Logging II
FOR	299	Coastal Forestry - Field Applications

DRAFTING TECHNICIAN
(One year Certificate Program)

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

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

Graduates fill junior positions ranging from assistants to professional engineers and architects to drafting personnel in Federal and Provincial government offices such as ICBC, 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.

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 trimester. 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

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

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

TRIMESTER 2 - DECEMBER TO MARCH

TCOM	160	Technical Communications I
TCON	161	Materials II
TDRA	160	Introduction to CAD I
TDRA	161	Architectural Drafting I
TDRA	162	Mechanical Drafting II
TMTH	161	Statics

TRIMESTER 3 - MARCH TO JUNE

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

ENGINEERING GRAPHICS & DESIGN TECHNOLOGY
(Two year diploma program)

The Engineering Graphics & Design Technology Program provides the student with a general education in drafting, with emphasis on the design of building 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 provincial government offices such as ICBC, 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, con-

tract 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 two trimester Construction Management Certificate Program after graduating from the two year Engineering Graphics & Design Technology diploma 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 trimester. 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.

TRIMESTER 1 - SEPTEMBER TO DECEMBER

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

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

TRIMESTER 2 - DECEMBER TO MARCH

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

TRIMESTER 3 - MARCH TO JUNE

FES	162	Foundations of Employment Skills
TCOM	173	Municipal Technology
TDRA	170	Introduction to CAD II
TDRA	171	Architectural Drafting II
TDRA	172	Civil Drafting I
TDRA	173	Structural Drafting I
TSUR	170	Surveying I

CO-OP 150, CO-OP 250 - JUNE TO NOVEMBER

TRIMESTER 4 - DECEMBER TO MARCH

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

TRIMESTER 5 - MARCH TO JUNE

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

CO-OP 298 - JUNE TO AUGUST

TRIMESTER 6 - SEPTEMBER TO DECEMBER

TCOM	270	Technical Communications II
TCON	273	Specifications
TCON	274	Project II
TDRA	270	Structural Drafting III
TDRA	271	Mechanical Drafting III
TDRA	272	Building Assembles II

CONSTRUCTION MANAGEMENT CERTIFICATE
(Two Trimester Certificate Program)

This is a program for applicants with a construction related trade or technology diploma, who wish to receive a formal education leading to construction project supervisory positions. The program provides the skills required to read construction documents, interpret construction related law and regulations, understand construction economics, write short technical memos and reports, and assist with construction control surveys. In addition, students will study management techniques used in supervising personnel, projects and on-site construction operations.

Admission Requirements

1. Successful completion of an Apprenticeship or Trade Qualification (T.Q.) in a construction related trade with an additional two years of relevant construction experience, or successful completion of a two year construction related technology diploma, such as the Engineering Graphics & Design Technology Diploma.

2. All entering students must take the English and Math Achievement Test (EMAT) at the College before the first trimester. Students below a certain level in English and Math in the test will be required to take a developmental program in these areas of study BEFORE ENTERING THE PROGRAM ON A FULL TIME BASIS.

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 October.

The program starts in December and is completed at the end of May.

The Program

TRIMESTER 1 - DECEMBER TO MARCH

MGT	151	Management I
TCOM	160	Technical Communications I
TCON	252	Construction Economics
TCON	253	Construction Law
TCON	256	Materials Handling & Testing
TCON	257	Drawing Interpretation
*ENGL	155	Developmental English (if required)
*MATH	155	Developmental Math (if required)

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

TRIMESTER 2 - MARCH TO JUNE

MGT	152	Management II
TCON	255	Construction Equipment
TCON	262	Building Regulations
TCON	263	Project Management
TCON	271	Construction Management
TSUR	170	Surveying I

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 trimester. Check with the counselling centre for more information.

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

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 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 Communications 3 CR

This course provides students in career programs with the skills necessary for effective written and spoken communication. Students will be given extensive practice in writing clear and concise English in planning and researching technical projects, in interviews, in business meetings and in oral presentations of research and results.
Prerequisite: ENGL 155 (2,2)

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 MS WORD, SYMPHONY and LOTUS 123. (1,3)

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 Computers 3 CR

Introduction to computing using MS-DOS based micro computers. Forest industry applications using word processing, database management and spreadsheet software. (1,3)

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)

CONSTRUCTION

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 161 Materials II 3 CR

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

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. (2,1)

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. (1,3)
Prerequisite: TMTH 150

TCON 253 Construction Law 2 CR

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

TCON 254 Structural Steel Design 3 CR

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

TCON 255 Construction Equipment 3 CR

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

TCON 256 Material Handling and Testing 3 CR

An overview of materials properties as required for the supervision of construction projects. Materials covered are primarily soils, concrete and roofing materials. Standard site testing and handling procedures are discussed. (2,1)

TCON 257 Drawing Interpretation 3 CR

The study of a complete set of working drawings and specifications of a small commercial building of at least $1 million value. Architectural, structural, mechanical, and electrical systems will be covered. In addition, sketching techniques used to convey ideas to site personnel and consultants will be taught. (2,1)

TCON 261 Heating Ventilation & Air Conditioning 3 CR

An introductory course to environmental control in buildings. Topics covered are: heat loss and gain calculation, 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 applicable 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 adviser. 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 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 out 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 adviser. In this portion of the course the student will complete the project as outlined in TCON 264.
Prerequisite: TCON 264 (0,2)

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 fasten-

ers, 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 3-D 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 drawing.
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 production 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. (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 sketch 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 (1,4)

TELE 160 Circuit Analysis II 4 CR

A continuation of Circuit Analysis I, this course primarily studies electrical circuits driven by sinusiodal 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 semi-conductors, 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/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 for common non-linear circuits. Topics include a study of the sinusiodal 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 included 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, teaches 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 II 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 measurements, 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 specification. (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 (3,3)

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 investigate technical material, anticipate potential problems. Topics will include discussions on time management, documentation, budgeting and general project management.
Prerequisite: TCOM 160
Prerequisites of Corequisites: TELE 260, TELE 261, TELE 262, TELE 163, TELE 264, TPRG 260 (1,0)

TELE 264 Microprocessors II 3 CR

A continuation of Microprocessors 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 domain 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 (3,3)

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 (0,7)

EMPLOYMENT SKILLS

FES 161 Employment Skills I (Trades & Technology) 3 CR

This course will enable students to develop the practical skills necessary to obtain full-time employment in a field related to their program of study and career objectives. Content includes job search skills, resume writing, covering letters, and interview skills. (1,1)

FES 162 Employment Skills II (Trades & Technology) 3 CR

This course will enable students to develop the practical skills necessary to obtain full-time employment in occupational fields related to their programs of study and career objectives. Content will include learning styles, stress management, continued orientation to cooperative Education, time management, effective on-the-job communication, introduction to group functioning, and orientation, training and development on the work-term.
Prerequisite: FES 161 (1,1)

FORESTRY

FOR 150 Forestry Orientation 0 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 and plant indicators in B.C. Silvics is the study of climatic and site conditions which optimize this 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, TPRG 188 (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 188 (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 photogammetic 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 phogrammetic 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, TPRG 188 (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.

FOR 251 Forest Management I 3 CR

The course covers the history and legal basis for management of Crown Forest Land in B.C. Major emphasis is placed on the Forest Act and Regulations and in particular, Forms of Tenure, Section 88 and Section 52 of the Act. Inventory, Yield Analysis and A.A.C. are also introduced.
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. Laboratory 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, TPRG 188 (3,3)

FOR 254 Silviculture II 3 CR

Topics include silviculture systems, tree seed collection and processing, direct seeding, nursery practices, tree planting, stand tending, 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. Also covered are vegitation management and silviculture contracting.
Prerequisite: FOR 253, 251 (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 signifigance 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, TPRG 188 (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.
Prerequisite: FOR 267 (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, TPRG 188 (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 3 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, TPRG 188 (2,3)

FOR 286 Roads and Transportation II 3 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 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 Co-ordinator. 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.
Prerequisites: FOR 251, FOR 253, FOR 255, FOR 261, FOR 281, FOR 285, FOR 287, FOR 267, FOR 290 (9 days)

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 tables, 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 conclude 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 1 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)

Attendance Policy:

The Trades Division adheres to the attendance policy of the Apprenticeship and Employment Training Branch of the Ministry of Advanced Education, Training & Technology. 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 1990.

Students who successfully complete the Co-operative Advanced Apprenticeship Training program will be eligible to write the Interprovincial Standards examination for Automotive Mechanical Repair following thirty (30) additional months of employment, working as an 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 meet at least one of the following requirements:

-Grade 12 or
-Advanced ABE Certificate (Level IV) or
-G.E.D. Certificate or
-Successful completion of an Entry Level program in a related discipline.

Related industry experience may be considered in lieu of formal qualifications.

Recommended

English 12, Algebra 11 or Math 045, Physics 11 or Physics 040.
As part of the admission process applicants will write the English and Math Achievement Test (EMAT).

Applications

Obtainable from the Office of Admissions & Registration, may be submitted at any time.
The program begins in September.

The Program

SEMESTER 1 - SEPTEMBER TO DECEMBER

Brake Systems
Electricity (Basic)
Shop Practices, Tools and Safety
Steering and Suspension
Welding

SEMESTER 2 - JANUARY TO APRIL

Alternators
Batteries
Carburated Fuel Systems
Emission Control Systems
Fuel Delivery Systems
Fuel Injection Systems
Ignition Systems
Starters
Wiring

CO-OP WORK TERM - MAY TO OCTOBER

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

SEMESTER 3 - NOVEMBER TO DECEMBER

Cooling and Lubricating Systems
Gas and Diesel Engines

SEMESTER 4 - JANUARY TO MARCH

Air Conditioning
Automatic Transmissions
Clutches
Differentials and Drivelines
Standard Transmissions
Transfer Cases

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

This new program is modeled after the College of New Caledonia's CAAT Auto Mechanics program. 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-HDM) 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 CAAT-HDM program will be eligible to write the Interprovincial Standards 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 meet at least one of the following requirements:

-Grade 12 or
-Advanced ABE Certificate (Level IV) or
-G.E.D. Certificate or
-Successful completion of an Entry Level program in a related discipline.

Related industry experience may be considered in lieu of formal qualifications.

Recommended

English 12, Algebra 11 or Math 045, Physics 11 or Physics 040.
As part of the admission process applicants will write the English and Math Achievement Test (EMAT).

Applications

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

The program begins the first week of May.

The Program

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 - NOVEMBER TO FEBRUARY

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

SEMESTER 2 - MARCH TO JUNE

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

CO-OP WORK TERM - JUNE TO AUGUST

SEMESTER 3 - SEPTEMBER TO NOVEMBER

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

POWER ENGINEERING - 4th CLASS (CERTIFICATE)

This program is 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 for 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 (Level IV) 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

ENTRY LEVEL TRADES PROGRAMS

The following introductory trades training program prepares students for an apprenticeship or related employment in a trade, and are recognized by the Ministry of Advanced Education, Training & Technology as equivalent to the first year of apprenticeship technical training.

Admission Requirements

Applicants for the six (6) month certificate program are required to take a skills assessment test before registering. 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.

Dress

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

Registration

To register visit or write the College of New Caledonia, Admissions and Registration. Employment and Immigration Canada also sponsors students and you may contact them to determine your eligibility for sponsorship.

The following courses are offered sequentially Monday to Friday 8:00 a.m. to 3:00 p.m.

AUTOMOTIVE MECHANICS

The Automotive Mechanics six month certificate program consists of a series of short courses that focus on five major areas of automotive mechanical repair plus welding. Students may enroll in one or several courses in any order, however to qualify for a certificate all courses must be completed withing two years of commencement.

Automotive Braking Systems

Students will learn the theory of hydraulic braking systems and perform basic maintenance and repair of brakes, tires, wheels, hubs and bearings.

Duration: 5 weeks

Automotive Suspension & Steering

This course covers the basic theory of automotive suspensions, manual and power steering as well as shop repair and maintenance.

Duration: 4 weeks

Gasoline Engines

Students start by examining basic engine design and operation including cooling and lubrication systems and perform a major engine overhaul as a final project.

Duration: 5 weeks

Automotive Electrical Systems

This course starts with basic electrical theory and covers service and testing procedures for batteries, starters, charging systems, ignition and automotive wiring. Also covered are fuel, exhaust and emission control systems.

Duration: 4 weeks

Automotive Drivelines and Transmissions

Students study basic mechanical power transfer systems as well as repair and service clutches, automatic and manual transmissions, and drivelines for front and rear wheel drive systems.

Duration: 4 weeks

Basic Oxy-Acetylene and Arc Welding

This course introduces the student to the safe handling and operation of oxy-fuel cutting and welding outfits as well as theory and practice in basic arc welding.

Duration: 3 weeks

Prerequisite - completion of Entry Level Training welding module.

HEAVY DUTY MECHANICS (Certificate)

The Heavy Duty Mechanics six moth certificate program consists of five short courses that introduce the student to the Heavy Duty Mechanical Repair trade plus a three week basic welding course. Students may begin on any intake date and enroll in one or all courses. In order to qualify for a certificate all courses must be completed within two years of commencement.

Brakes and Hydraulic Systems

This course introduces the student to the concept of fluid power systems and their applications in the Heavy Duty Trade as well as basic maintenance on air and hydraulic braking systems.

Duration: 5 weeks

Engines and Engine Support Systems

The student will learn the basic theory of internal combustion engines as well as perform maintenance and service procedures on cooling, lubrication, air induction, fuel and exhaust systems.

Duration: 4 weeks

Electrical Systems

This course starts with the basic principles of electricity and introduces the student to circuitry, electrical devices, batteries, charging and ignition systems.

Duration: 4 weeks

Basic Oxy-Acetylene and Arc Welding

This course introduces the student to the safe handling and operation of oxy-fuel cutting and welding outfits as well as theory and practice in basic arc welding.

Duration: 3 weeks

Drive Trains

Students learn the basic theories of power transmissions as well as service procedures for clutches, standard and automatic transmissions, drive axles, winches, hoists and cable.

Duration: 4 weeks

Track and Wheel Machine Systems

This course covers basic service procedures for undercarriages, final drives, steering and suspension on both tracked and wheeled machines.

Duration: 5 weeks

CARPENTRY (Certificate)

This six month program introduces the student to a variety of skills required in the construction of buildings. Intakes occur in September and January. Students should be in good physical condition and be prepared to participate in a major class project such as the construction of a house.

Course Outline

Practice good working habits
Care for and use of tools
Work safety
Read blueprints and specifications
Layout of the site and building
Select materials
Rig materials for lifting
Build concrete forms
Frame building
Install steel framing and drywall
Finishing
Cabinets
Prepare for employment

BENCHWORK/JOINERY (Certificate)

This 6 month program prepares students to work as apprentice cabinetmakers or joiners. Students learn how to construct cabinets and finishing components from hardwoods and panel products with modern shop equipment. The major intake occurs in September with additional enrollments possible throughout the year (space permitting).

Course Outline

Safety and work habits
Hand and power tools and shop equipment
Blueprint reading and drafting
Joinery materials
Common joints, fasteners and hardware
Layout and assembly
Finishes
Plastic laminates
Installation
Prepare for employment

ELECTRICAL

This FIVE (5) month course introduces the student to the theory and practical skills required to become an apprentice electrician.

Course Outline

Cables, Fixtures & Fittings
Canadian Electrical Code
Conductors, Switches, & devices
Distribution systems
Electrical Drawings
Electrical Energy & Power Concepts
Electromagnetism
Motors and Motor Controls
Safety
Tools and Equipment

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.

Dress

Worker's Compensation Board regulations will apply. Safety-toes boots are required.

Commencement dates: September and February.

MILLWRIGHT

This program is designed to introduce the student to the Millwright trade. Graduates go on to work as apprentices in sawmills, pulp mills, chemical plants, breweries, mines or other sites employing industrial mechanics. The course includes:

Gears, Bearings, Gaskets & Seals
Hydraulics
Machine Installation
Maintenance Procedures
Material Handling
Metals & Heat Treatment
Pneumatics
Power Drives
Safety
Shop Drawings
Tools & Equipment

MACHINIST

This is an introductory program for those interested in entering the Machinist trade. The course covers:

Bandsaws
Computer Numerical Controls
Drilling Machines
Lathes
Measuring Tools
Metals & Heat Treatment
Precision Grinders

Safety
Shapers, Planers & Slotters
Shop Drawings
Tools and Equipment
Vertical & Horizontal Milling Machines

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 centres where job opportunities are also plentiful.

Due to technological change, welding equipment and techniques are constantly changing. It therefore becomes imperative for welders 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. Continuous intake based on a modular concept is designed to allow students to progress at their own rate.

Advanced Welding
(Upgrading, Registered "B" and "A" Levels and Testing)

Course Content

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

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

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

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

Testing

Company, industry, government and other tests will be offered. The instructor will inform interested parties as to the paperwork required by the various companies and the Boiler Inspection Branch. The instructor will supervise the practical performance of the test as well as arrange for inspection by the government Boiler Inspector.

Admission Requirements

1. Registered "B" and "A" Levels require the candidate to have successful completion of the Registered "C" Level.

2. Testers require written proof on company letterhead or signed affidavit from Notary Public of one year industrial welding experience.

Applicants should contact the CNC Welding Department 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 822 or 400.

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, Training & Technology. Persons interested in these or any other apprenticeable trade should contact:

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

OR

The Apprenticeship and Employment Training Division
Ministry of Advanced Education, Training & Technology
Room 310 4946 Canada Way
Burnaby, B.C. V5G 4J6
660-7227

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 contract 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, Training & Technology, 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 WORK

Electrical Work is a four year apprenticeship in a Designated Trade sponsored by the Ministry of Advanced Education, Training & Technology, 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 to mill maintenance.

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, Training & Technology, 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, Training & Technology 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, Training & Technology, 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, Training & Technology, 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 is an approved apprenticeship program, three years in length, and sponsored by the Ministry of Advanced Education, Training & Technology. 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, Training & Technology, Apprenticeship and Employment Training Branch.

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 advantages 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 CNC "Associate of Arts" or "Associate of Science" Diploma or take individual courses for job enhancement or personal fulfilment.

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

Admission Requirements

1. Successful completion of grade 12 (with English) or A.B.E. Advanced Certificate or G.E.D.
Note: The G.E.D. meets the general admission requirements but does not meet specific program or course prerequisites where applicable.

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 who wish 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 of a full second year in some subject areas (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
1. Degree in Agricultural Sciences	
Areas of Specialization	2G for all areas
Agriculture Economics	
Agricultural Mechanics	
Animal Science	
Food Science	
Plant Science	
Poultry Science	
Soil Science	
2. Degree in Applied Science	
Areas of Specialization	for all areas
	2C or 2D
Bio-Resource Engineering	(5 yr. Prgm.)
Chemical Engineering	2H (4 yr. Prg.)
Civil Engineering	
Design and Computer	
Aided Engineering	
Program of Medical Laboratory	
Electrical Engineering	
Engineering Manufacture and Business Management	
Engineering Physics	
Mechanical Engineering	
Metallurgical Engineering	
Mining & Mineral Process Engineering	
Ocean Engineering	
3. Degree in Arts	
Areas of Specialization:	
Anthropology	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
4. Degree in 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
5. Degree in 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
6. 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	2D, 2E
Faculty of Forestry	2F
School of Rehabilitation Medicine	2E
Program of Dental Hygiene	2E
Program of Medical Laboratory Technology	2B
Faculty of Criminology	1E

PROGRAM PACKAGES

PROGRAM 1A

FIRST SEMESTER		SECOND SEMESTER	
ECON	201	ECON	202
ENGL	101 or 103	ENGL	102 or 103 or 104
MATH	101	MATH	102
CSC	109	CSC	110
PSYC	101	PSYC	102

NOTE:

1. Students must take Program 1A for a career path to a Bachelor of Commerce and Business Administration at U.B.C. Students may take University Transfer elective in second semester instead of CSC 109/110.

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

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 109	CSC	109 or 110
PSYC	101	PSYC	102

1. Students could substitute MATH 100/101 for FREN 101/102 for a General Arts Degree at UBC.

2. It is strongly recommended that all students considering the Business Program at Simon Fraser University take Commerce 204 (1st semester), CSC 109 (2nd semester; note Math 101 is a corequisite), and Economics 201/202 in lieu of Economics 101/102 during their first year at CNC. English 103 is not acceptable as a Group A requirement for SFU's Business 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 ENGL 104 is selected, it must be combined with ENGL 103 for transfer credit.

PROGRAM 1C

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

NOTE:

1. This program has been designed specifically to meet the requirements for students wishing to pursue an SFU Elementary Teaching Certificate and/or subsequent full degree completion.

2. Specific prerequisites for Program 1C: Algebra 12 or MATH 050 or MATH 100 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 Biology 11 and/or Biology 12 must substitute for BIO 103/104 if they wish to transfer to the University of Victoria in Elementary Education. Students must see a counsellor for clarification.

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 or MATH 104).

Specific Prerequisites for program 1E: None

PROGRAM 1F

FIRST SEMESTER		SECOND SEMESTER	
CRIM	101	CRIM	106 or 102
ENGL	101 or 103	ENGL	102 or 103 or 014
HIST	103	HIST	104
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 Physical Education

Students should select one of the following program routes. The selection should be based upon career needs and the University to which you intend to Transfer

Specific Prerequisites for Program 1G: Algebra 11. In addition, the following courses are desirable: Algebra 12, Biology 11, 12, Chemistry 11, Physics 11 and P.E. 11, 12.

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

Performance course include PAC 101 through PAC 111. Each performance course is 6 weeks in duration.

PROGRAM 1G-A (University of Alberta)

YEAR ONE

FIRST SEMESTER	SECOND SEMESTER
PE 120	PE 122
PE 123	PE 124
ENGL 101 or 103	PE 125
PSYC 101, BIO 101, or GEOG 101 or 103	ENGL 101, 102, 103, or 104
Physical Activity Course	PSYC 102, BIO 102, or GEOG 101 or 103
Physical Activity Course	Physical Activity Course
	Physical Activity Course

YEAR 2

FIRST SEMESTER	SECOND SEMESTER
PE 121	PE 220
PE 221	PE 222
PE 223	PE 224
Approved Option	Approved Option*
Physical Activity Course	Physical Activity Course

*See University of Alberta Calendar and consult with faculty member.

PROGRAM 1G-B (University of British Columbia)

YEAR ONE

FIRST SEMESTER	SECOND SEMESTER
PE 120	PE 122
PE 123	PE 124
ENGL 101 or 103	ENGL 101, 102, 103, or 104
PSYC 101, BIO 101, or GEOG 101 or 103	PSYC 102, BIO 102, or GEOG 101 or 103
Physical Activity Course**	Physical Activity Course
Physical Activity Course	Physical Activity Course

YEAR TWO

FIRST SEMESTER	SECOND SEMESTER
PE 121	PE 220
PE 221	PE 222
PE 223	PE 224
Arts/Science Elective***	Arts/Science Elective
ENGL (200 level)	ENGL (200 level)

*Students should refer to the approved program of study for each of the seven academic specializations.

**Students must demonstrate knowledge and skill in a minimum of three Physical Activity Courses (PAC's). Students who plan to enter the Instruction and Coaching specialization require seven performance competencies.

***Selected to supplement chosen area of interest.

PROGRAM 1G-V (University of Victoria)

YEAR ONE (Arts Degree with Major in Human Performance)

FIRST SEMESTER	SECOND SEMESTER
PE 121	PE 122
PE 123	PE 124
PE 223	PE 224
ENGL 101 or 103	ENGL 101, 102, 103, or 104
PSYC 101, BIO 101, or GEOG 101 or 103	PSYC 102, BIO 102, or GEOG 101 or 103
Physical Activity Course	Physical Activity Course

****Students wishing to pursue a Science Degree with majors in Human Performance see U. of Victoria Calendar and/or CNC Counsellors and/or Physical Education faculty.

PROGRAM 2A

FIRST SEMESTER		SECOND SEMESTER	
BIO	101	BIO	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 PHYS 101/102 with ECON 201/202. Home Economics majors may substitute MATH 101/102 with MATH 103/104 or a Social Science if Algebra 12 is complete.

Specific Prerequisites for Program 2A: Algebra 12 or MATH 100, or MATH 050, Biology 11 or BIO 040, CHEM 12 or CHEM 050, and Physics 12.

3. See also Science One.

PROGRAM 2B

FIRST SEMESTER		SECOND SEMESTER	
BIO	101	BIO	102
CHEM	113	CHEM	114
ENGL	101 or 103	ENGL	102 or 104
MATH	101	MATH	102
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 PHYS 105/106 with ECON 201/202. Home Economics majors may substitute MATH 100/101 with MATH 103/104 or a Social Science if Algebra 12 is completed.

Specific Prerequisites for program 2B: Algebra 12 or MATH 050, CHEM 11 or CHEM 045, Biology 11 or BIO 040, Physics 11 or PHYS 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. Specific Prerequisites for program 2C: Algebra 12 or MATH 100 or MATH 050, CHEM 11 or CHEM 045, Physics 11 or PHYS 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 GEOG 201/202.

2. Specific Prerequisites for program 2D: Algebra 12 or MATH 100 or MATH 050, CHEM 12 or CHEM 050 and Physics 12.

3. See also Science One.

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, Biology 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 or PHYS 105	BIO	102 or CHEM 114 or PHYS 106

NOTE:

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

Specific Prerequisites for Program 2F: Algebra 12 or MATH 100 or MATH 050, Biology 11 or BIO 040, CHEM 11 or CHEM 045, Physics 11 or PHYS 040 and two of Biology 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	113 or 114
ENGL	101 or 103	ENGL	102 or 104
ECON	201	ECON	202

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

3. See also Science One.

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 ENGL 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 (Anthropology, Criminology, Economics, Psychology, or Sociology). An additional 24 credit hours from the Liberal Arts (English, French, History or Philosophy) or Social Sciences.

The remaining credit hours must be selected from approved college courses (see a College Counsellor). A minimum overall 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 hard-ware/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 take:

Group A		Group B		Group C
CRIM	101	PHIL	101	Any other 3 courses
CRIM	102	PSCI	151	carrying direct three-
CRIM	103	PSYC	101	credit transferability
CRIM	106	PSYC	102	to SFU
CRIM	120	PSYC	201	
CRIM	201*	SOCI	101	
CRIM	230	SOCI	102	
CRIM	241	also must take any two of the following: COMM. 222, ECON 101, ECON 102, ENG 103, HIST 103, PHIL 102.		

*this course must be taken through SFU's Distance Education Centre.

ASSOCIATE OF SCIENCE - GENERAL DIPLOMA

To obtain an Associate of Science 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 ENGL 101, 102, 103 or 104.
- 6 credit hours from Mathematics (MATH 101 and 102).
- 6 credit hours from Social Sciences (Anthropology, Criminology, Economics, Psychology or Sociology), or the Liberal Arts (English, French, History or Philosophy).
- 24 credit hours from the Sciences (Biology, Chemistry, Computer Science, Geography, Mathematics or Physics).

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.

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 two semester survey of Western Art.

The foundation program accepts both regular (full program) and occasional (one or more course) 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)
Color 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.

SCIENCE ONE

Science One is a new interdisciplinary science and engineering program begun in the fall of 1989 intended for students with strong academic backgrounds who plan to continue university studies toward careers in Science, Applied Science, or science-related professional programs . The program should provide a challenging and stimulating enrichment to the normal first-year package programs 2A, 2D, and 2H.

For 1990 the program will provide designated laboratory sections of Biology 101, Chemistry 111, and Physics 101 in which the lab activities are specially designed. In addition, students will register in a new one hour per week seminar course, Science 101, which will provide a forum in which to discuss both career information and contemporary science related issues.

Admission will be limited to 20 students who will be selected on the basis of academic achievement and suitability for interdisciplinary studies.

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 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

An examination of the ethnological approach to culture and society with a focus on the social/cultural variety expressed by the indigenous peoples of North America. (3,0)

ANTH 202 Social Structure II - Theory and Method 3 CR

Examination of major concepts used in structural anthropology (role, social structure, institution, etc.) Use of concepts in comparative work. Examination of research techniques and research problems. (3,0)

APPLIED SCIENCE

APSC 100 Introduction to Engineering 0 CR

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

APSC 120 Engineering Drawing 3 CR

This is an introductory mechanical drafting and computer aided drafting course for those students who are interested in a degree in Engineering. Topics covered are othographic 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; variable 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 surveys the diversity of life. Evolutionary and ecological processes will be discussed. The principles of Mendelian genetics will be introduced. Human origins will be described.
Prerequisites: Biology 040 or Biology 11 and CHEM 045 or Chemistry 11. (3,3)

BIO 102 Biology for Science Majors II 3 CR

A continuation of BIO 101 which is not a prerequisite to this course. This course examines the nature of Biology as a science, the origin of life and structure and function of biological molecules. The processes of fermentation, respiration and photosynthesis and the structure and function of DNA will be examined.
Prerequisite: Biology 040 or Biology 11 and CHEM 045 or Chemistry 11 (3,3)

BIO 103 Biology for Non-Majors I 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 selected topics. (3,3)

BIO 104 Biology for Non-Majors II 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. 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 stand-point 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)

BIO 207 Comparative Anatomy of Vertebrates 3 CR

A systematic approach to the comparative anatomy of the vertebrates. Organisms exhibiting a variety of morphological advances will be dissected in the laboratory.
Prerequisites: BIO 101 and 102 (3,3)

BIO 209 A Survey of Non-Vascular Plants 3 CR

A survey of the algae, fungi, lichens and bryophytes. Evolutionary trends in form and function are studied, as related to environmental adaptation.
Prerequisites: BIO 101 and 102, or BIO 103 and 104 and permission of the instructor. (3,3)

BIO 210 Vascular Plants: A comparative Study 3 CR

Beginning with psilophyta, the tracheophyte divisions are discussed. Topics include geologic history and origin, morophogenesis and comparative functional morphology of tissues and organs.
Prerequisites: BIO 101 and 102, or BIO 103 and 104 and permission of the instructor. (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 university 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, and 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 204 Financial Accounting 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 (4,2)

COM 210 Application of Statistics in Business 4 CR

This course develops 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)

COM 222 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)

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.
Prerequisite: ALGEBRA 11 or MATH 045 (3,3)

CSC 109 Computing Science I 3 CR

This is a general introductory course in computer science. The topics include computer architecture, computer systems, development of algorithms and computer programs, and programming style. The programming topics include selection and loop structures, arrays, functions, procedures, and string processing. The main emphasis of this course is on the study and development of algorithms. Pascal is the programming language used in the course.
Prerequisite: ALGEBRA 12 or MATH 12 or 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, sets, recursion, and linear and non-linear data structures. Modula-2 is the programming language used in the course.
Prerequisites: MATH 101 and 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 110 (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 is 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 representation 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

This course is an introduction to the interdisciplinary subject of criminology. The topics explored include a historical analysis of the development of criminology as a scientific discipline, its methods of analysis and the various theoretical explanations for crime, criminality, and social control. The course will also focus on current issues related to crime and the administration of criminal justice. (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 contracts and progresses through the psychoanalitical 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. (3,0)

CRIM 106 Sociological Explanations of Crime and Deviance 3 CR

The major sociological perspectives and theories will be presented and applied to various types of crimes and deviance. The assumptions, consistency and completeness of these accounts will be critically assessed. Findings for and against these theories will be evaluated. Finally, the practical implications of these approaches will be discussed.
Prerequisite: SOC 101 or CRIM 101 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 201 Policing in Modern Society 3 CR

This course examines both historical and current issues related to policing in modern society. Topical emphasis will be on police roles, powers, accountability, discretion, surveillance and technology. Analysis of these issues will be comparative between 'public' and 'private' methods of policing.
Prerequisites: CRIM 101 and CRIM 103 (3,0)

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 (mostly Macro-economic) issues such as unemployment, inflation, taxation, the role of government in the macro-economy, international trade, and GNP/GDP.Current events are dealt with at length. Both Econ 101 and 102 are aimed at the liberal arts student who may not pursue a degree in Commerce or Economics, but wishes to become more familiar with the economic issues of the day as reported in the media. (3,0)

ECON 201 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 202 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 215 Intermediate Microeconomic Theory 3 CR

This course extends the foundations laid in ECON 201 (Principles of Microeconomics) to a more "in-depth" analysis of consumer and Producer theory, industrial organization, markets for the factors of production, and the role of government. Applications of microeconomic theory to real-world problems is stressed throughout the course.
Prerequisites: ECON 201 and MATH 101 (3,0)

EDUCATION

EDUC 230 Introduction to Philosophy of Education 3 CR

An introduction to philosophical issues concerning education. No previous acquaintance is presumed. We will begin by examining the question "What is an educated person?" Is education concerned only with knowledge and skills or also with attitudes and ambitions? What distinguishes education from indoctrination or socialization? (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

A survey of selected stories, poems and plays from the classical to the modern periods. Another first year college-level English course is a suggested prerequisite. Students will write essays and exams. (3,0)

ENGL 106 Film Studies 3 CR

A survey of styles and genres in International and Hollywood Cinema from 1940 to the present. A feature film will be screened each week and discussed in conjunction with assigned readings. University transfer students will write essays and exams; 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 literary 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 beginning to the 1940's. Journals, poetry, and fiction 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, and essays from 1940 to the present. Students will be required to submit a minimum of three essays on literary topics.
Prerequisites: Two of ENGL 101, 102,103,104 (3,0)

ENGL 205/206 Creative Writing 3 CR

Creative Writing is a university transfer workshop/writing course meant to provide a context in which beginning and seasoned writers can present their work (poetry, fiction, and drama) for comment and criticism. The lectures, assignments, and seminar discussions will involve a wide range of topics meant to reveal possible approaches to language and writing, and to stimulate improvement of the work submitted for discussion and evaluation. (Permission of the instructor to register in this course is required.) (3,0)

ENGL 209 American Literature I 3 CR

A study of some major works of American Literature from the beginning to the end of the nineteenth century. Students will be asked to write at least three essays on literary topics.
Prerequisites: Two of ENG 101, 102, 103, or 104 (3,0)

ENGL 210 American Literature II 3 CR

A study of some major works of American Literature from 1900 to the present. Students will be asked to submit at least three essays on literary topics.
Prerequisites: Two of ENG 101, 102, 103, or 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 ENG 101, 102, 103, 104 (3,0)

ENGL 214 Short Fiction II 3 CR

A survey of the short story and novella from Kafka to the present. Students will be asked to write at least three essays on literary topics.
Prerequisites: Two of ENGL 101,102,103,104 (3,0)

ENGL 215 Children's Literature I 3 CR

A study of children's literature focussing on the different genre: fantasy, realistic fiction, science fiction, historical fiction, etc. (3,0)

ENGL 216 Children's Literature II 3 CR

English 216 is a continuation of English 215. Ideally English 216 would be preceded by English 215. However students could take only one of the two courses, or they could take these courses out of sequence. While English 215 is organized around the different genres, English 216 will take an historical approach to the study of children's literature. We will examine representative literature fro the Victorian period to the Modern period. The course will address the question of how our definitions of children's literature and our attitudes towards children's literature have changed over the years. (3,0)

ENGL 230 Intermediate Composition I 3 CR

Students will study and practice the principles of effective prose. They will write a variety of expository and argumentative essays (some done in class) and a final examination with a total length of approximately 5,000 words. Students will develop competence and flexibility in their writing skills through the practice of a variety of stylistic and organizational techniques. Recommended for students interested in the teaching profession.
NOTE: This is not a remedial or basic skills course.
Prerequisites: Two of ENG 101, 102, 103, or 104 (3,0)

ENGL 231 Intermediate Composition II 3 CR

A continuation of English 230. Students will write a variety of expository and argumentative essays (some done in class) and a final examination with a total length of approximately 5,000 words. Particular emphasis will be placed upon the production of a major research report (minimum length 2,000 words) with full documentation. Recommended for students interested in the teaching profession.
Prerequisites: ENG 230 (3,0)

FORESTRY

DEND 111 Dendrology I 3 CR

This course covers both morphology (identification) and functioning (physiology) of trees. The lectures cover structure and function of seed, roots, stem, and leaves; tree growth; dormancy and stand development. The labs concentrate on recognition of B.C. and Canadian species of broadleaf trees, with experimental assignments to reinforce lecture material.
Prerequisite: Biology 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 B.C. conifers, and the more important North American/World species. Analytical and experimental labs will be assigned.
Prerequisite: DEND 111 (3,2)

FORS 204 Ecology and Silvics 3 CR

An introduction to the ecosystem concept, energy, biomass and nutrient cycling; the physical environment; population and community ecology; ecological succession. The ecological and silvical characteristics of the major tree species of B.C. will be introduced.
Prerequisites: FORS 210 (3,3)

FORS 210 Introduction to Forest Soils 3 CR

This course covers the physical, chemical and biological properties of soils; soil formation, classification, use and conservation of forest soils. (3,2)

FORS 213 Land Survey 3 CR

An introduction to the basic techniques of surveying, with special emphasis on the problems encountered in a forest environment. This course should be taken in the week preceding the beginning of lectures in the second year and for five consecutive Saturdays. (3,2)

FORS 237 Photogrammetry 3 CR

Measuring and estimating tree volumes, form and taper; timber scaling and grading; computer applications; basic photogrammetry, mapping for photography and photo-based inventory systems. (3,2)

FORS 238 Mensuration 3 CR

Forest inventory methods; growth and yield prediction; applications of multiple linear regression and sampling techniques; introduction to multiple resource inventories.
Prerequisites: FORS 237, MATH 102 (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

This course is a laboratory science course which provides an introduction to the major concepts in the sub-disciplines of meteorology and climatology. Emphasis will be on the analysis of processes, distributions and interrelationships. It is a required course for a B.Sc. degree in Geography.
(3,3)

GEOG 202 The Surface of the Earth 3 CR

This course is a laboratory science course. It provides an introduction to the major systems, cycles and processes which cause and sculpture the landforms of the Earth's surface. It is a required course for a B.Sc. degree in Geography. Geography 202 is combined with Geography 201 to make up a full introductory Physical Geography course.
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 204 Forest and Agricultural Climatology 3 CR

Basic principles and processes of climatology; energy and water balance concepts; motion and weather systems; microclimate of soils, crops, forests and animals; microclimate modification and air pollution; climate classification and land capability. (3,2)

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 native-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's mathematical background needs strenghening, i.e. students who do not have an A or B grade in Algebra 12, who have been unsuccessful in passing the Calculus Readiness Test administered by the College, or have not studied any mathematics during the past few years. The topics covered in the course are: a review of real numbers and algebra, solving equations and inequalities, graphing and an introduction to functions, linear and quadratic functions, polynomial and rational functions, exponential and logarithmic functions and an introduction to trigonometry.
Prerequisite: 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 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: the definite integral, applications of integration, logarithmic and exponential functions, trigonometric and inverse trigonometric functions, hyperbolic functions, techniques of integration, and infinite sequences and series. Together with Math 101 this course satisfies the first year mathematics requirement in all university science and applied science programs.
Prerequisite: MATH 101 (4,0)

MATH 103 Finite Mathematics 3 CR

Math 103 is 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, combinatorics, probability, elementary number theory, matrices, linear programming, dynamic programming, game theory and network analysis.
Prerequisite: ALGEBRA 11 or MATH 045 (3,0)

MATH 104 Introduction to Statistics 3 CR

This course is designed to provide a basic knowledge of statistical methodology. Topics include descriptive statistics, elementary probability theory, probability distributions, sampling and some standard concepts and techniques of statistical inference, correlation and linear regression. Applications to a wide variety of problems are emphasized.
Prerequisite: 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 190 Principles of Mathematics For Teachers 3 CR

This course is designed for students specializing in elementary level education. Topics include: natural, integer, and rational number systems; plane, solid, metric, and motion geometries. (4,0)

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, implicit functions, and extremal problems including Lagrange

Multipliers and second derivative test.
Prerequisite: MATH 102 (3,0)

MATH 202 Calculus IV 3 CR

Multiple integrals, vector fields, line and surface integrals, Green's Theorem, Stoke's Theorem, Gauss' Theorem, complex numbers and functions, and an introduction to differential equations.
Prerequisite: MATH 201 (3,0)

MATH 203 Introduction to Analysis 3 CR

A course in theoretical calculus for students intending to major in mathematics or computing science. This course may also be of interest to students continuing in other areas that require additional mathematics. Topics include logic and proof, topology of the real numbers, sequences, limits and continuity, differentiation, integration, infinite series, and uniform convergence.
Prerequisites: MATH 101 and 102 (3,0)

MATH 204 Linear Algebra 3 CR

Systems of linear equations, matrices, determinants, geometry of 2-space and 3-space, vector spaces, linear transformations, eigenvalues, applications. Engineering students should take Math 204 in the second semester of their first year, i.e. before taking Math 215.
Prerequisite: MATH 101 (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

A first course in differential equations for students going on in mathematics, engineering or other subjects requiring additional mathematics. Topics include: First order ordinary differential equations, second order linear equations, nth order linear equations, series solutions of second order linear equations, the Laplace transform, systems of first order linear equations, applications to growth and decay, epidemics, population dynamics, compartmental analysis, curves of pursuit, mechanical and electrical vibrations.
Prerequisite or Corequisite: MATH 204 (3,0)

PHILOSOPHY

PHIL 101 Moral Philosophy 3 CR

An inquiry into the nature and justification of moral standards. No conduct is legal or illegal apart from our making it so. Is any conduct morally right or wrong apart from our thinking it so? Is there a correct method of distinguishing right from wrong? Must morality be based on religion? Why should happiness rather than virtue be thought to be the highest good? Can an action be morally wrong even if it harms no one?
(3,0)

PHIL 102 Theory of Knowledge 3 CR

An examination of skeptical doubts concerning the possibility of knowledge. What distinguishes knowledge from opinion? Does evidence have to convince everyone before it constitutes proof? Does what is true depend on what people regard as true? Can perception show us how the world really is or merely how it appears to creatures like us? Should we believe only what there is sufficient evidence to support? How is faith related to knowledge and belief? (3,0)

PHIL 103 Critical Thinking 3 CR

A study of the criteria of sound reasoning. This course is designed to develop judgement in the evaluation of arguments as they occur in everyday life. (3,0)

PHIL 205 Philosophy of Science 3 CR

An examination of philosophical issues concerning the nature of scientific theories and explanations. How is theory to be distinguished from observation? How can theories be tested by confrontation with observed facts if what we are willing to court as a fact depends in part on the theories we already hold? Can we be immediately aware of more than our own present sensory experiences? Does every event have a cause? Do we have reason to think that any event has a cause? Are scientific and supernatural explanations incompatible? (3,0)

PHIL 220 The State and the Citizen 3 CR

An introduction to political philosophy. Of central concern will be an examination of attempt to provide a basis for political obligation and to

justify civil disobedience and revolution. Why should the legitimacy of government have to rest on the consent of the governed? Do we have a moral obligation to obey even unjust laws until we can convince the majority to change them? What if we try our best to convince them but fail? Do citizens have 'natural' rights which the state might refuse to recognize and therefore fail to protect? (3,0)

PHYSICAL EDUCATION

The following Physical Activity Courses (PAC) provide students the opportunity to acquire concept knowledge and motor skills to complete the Performance Competency requirements.

PAC 101 Basketball
PAC 102 Volleyball
PAC 103 Soccer
PAC 104 X-C Skiing
PAC 105 Curling
PAC 106 Golf
PAC 107 Gymnastics
PAC 108 Badminton
PAC 109 Raquetball
PAC 110 Tennis
PAC 111 Aquatics

PE 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)

PE 121 An Introduction to the Study of Sport 3 CR

An introductory examination of leisure and sport from the perspectives of the humanities and social sciences. Emphasis is placed on the definition of basic concepts and on different theories which purport to explain the nature and role of leisure and sport in society. (3,0)

PE 122 Conditioning for Sport and Physical Activity 3 CR

An analysis of the practical and theoretical concepts of athletic conditioning used in the development of general and specified training programs for games and sports will be the prime focus of this course. (3,0)

PE 123 Biodynamics of Physical Activity 3 CR

An introductory examination of the mechanical, anatomical, and physiological bases of human physical performance. This course provides a fundamental understanding of how the physical laws of nature govern human movement observed in athletic skills. (3,0)

PE 124 Dynamics of Motor Skill Acquisition 3 CR

An introduction to motor skill acquisition and performance including the important related topics of: 1) growth, 2) motor development, and 3) psychological concerns. Basic principals and concepts that provide a foundation for more advanced study in each of the three topic areas; emphasis on the complexity and inter-relationship of these topics in the acquisition and performance of motor skills. (3,0)

PE 125 Dance Forms 3 CR

The theory and practice of dance as a human physical activity. Focus will be on the aesthetic, expressive, rhythmical dimensions of movement in a culture's artistic and social life. The course will include movement content, techniques, improvisation, and composition in a variety of dance forms. (3,0)

PE 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)

PE 221 Physical Growth and Motor Development 3 CR

Characteristics of physical growth and motor development and their interrelationships to physical activity. Topics include measurement of and factors affecting physical growth and motor development. A field study with children is included.
Prerequisite: PE 124 or instructor's permission (3,0)

PE 222 Sport in Canadian Society 3 CR

Historical and contemporary perspectives of Canadian sport: Canadian sport systems; historical, geographical, sociological factors that have shaped Canadian sport; role of sport in Canadian society; sport ideologies.
Prerequisite: PE 121 (3,0)

PE 223 Human Functional Anatomy 3 CR

This course examine the structural anatomy of the human skeletal and articular muscular systems. The relationship between structure and human movement is also examined.
Prerequisite: PE 123 (4,0)

PE 224 Human Applied Physiology 3 CR

This course examines the functional characteristics of human systems. A homeostatic approach to selected systems facilitates an understanding of how exercise effects the human physiological condition.
Prerequisite: PE 123 (2,2)

PHYSICS

PHYS 101 Introductory Physics I 3 CR

This is a calculus-based physics course for science majors. Topics covered include two-dimensional vectors, kinematics, dynamics, energy and momentum of particles, equilibrium of rigid bodies, rotational motion and simple harmonic motion. Differentiation and integration of one and two dimensional motion equations is included. Cross products and dot products will be introduced.
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 (two and three dimensions, dot products, cross products, and triple products), statics of particles and rigid bodies, laws of dry friction and kinematics and kinetics of particles.
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 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 disorder, 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 methods.
Prerequisites: PSYC 101, PSYC 201 (3,3)

PSYC 203 Introduction to Personality 3 CR

The student is introduced to the field of personality through the examination of several theories of personality (e.g. Psychoanalysis, Trait Theory, Rogerian Self Theory, Behavioural Theories). These theories, as well as assessment procedures related to these theories, are evaluated in terms of their scientific adequacy.
Prerequisites: PSYC 101, PSYC 102 (3,0)

PSYC 204 Social Psychology 3 CR

The study of human behaviour and adjustment within interpersonal and social situations. Some of the topics include: affiliation, liking and loving, attitude and attitude change, prejudice, conformity and compliance, aggression, altruism (helping behaviour), group structure and dynamics. The approach will be to cover major social psychological theories and research methodology as they relate to these topics.
Prerequisites: PSYC 101, PSYC 102 (3,0)

PSYC 205 Developmental Psychology I 3 CR

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

PSYC 206 Developmental Psychology II 3 CR

The psychological development of the human being from puberty through old age. Includes the cognitive, psychomotor, social and emotional aspects of development.
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, psychodynamic, behavioral). The causes and treatments of several disorders (e.g. anxiety disorders, somatoforum disorders, schizophrenia, affective disorders, psychopathy, alcoholism) will be examined from the perspective of each model.
Prerequisites: PSYC 101, PSYC 102 (3,0)

SCIENCE

SCIENCE 101 0 CR

A mandatory non-credit course for SCIENCE ONE students. The course will consist of a series of one-hour seminars on science and engineering related topics including career information. (1,0)

SCIENCE 102 0 CR

A continuation of Science 101. A mandatory course for SCIENCE ONE students. The course will continue the series of one-hour seminars on science and engineering related topics including career information. (1,0)

SOCIOLOGY

SOC 101 Introduction to Sociology I 3 CR

An introduction to the basic Sociological theories and methods for studying individuals, groups, and institutions. Topics described and explained will include culture, socialization, families, education, gender, aging, and deviance. These concerns will be illustrated and developed with Canadian materials. (3,0)

SOC 102 Introduction to Sociology II 3 CR

A continuation of Soc 101. Topics described and explained will include the characteristics and changes in the general population, local communities, ethnic groups, social movements, political parties, work settings and religious organizations. These concerns will be illustrated and developed with Canadian materials.
Prerequisite: SOC 101 (3,0)

SOC 201 Sociology of Work - General 3 CR

The development of white collar and professional work as a product of the agriculture and industrial revolutions. The relationship between white collar and professional work in the business, service, technical, educational, medical, legal, and social welfare fields. The organization, goals and influence of unions and professional associations. The importance of qualifications, gender and class in determining the power of an occupation. The connections between work and leisure.
Prerequisites: SOC 101 and SOC 102 (3,0)

SOC 202 Sociology of Work - Industry 3 CR

The organization of manufacturing and resource industries. The characteristics and relationships of industrial workers. The development, structure and influence of labour and trade unions, The connection between crafts, trades and "unskilled" labour. The importance of gender, class, ethnicity and technology in industrial work. The problem of unemployment. The structure of one-industry towns.
Prerequisites: SOC 101 and SOC 102 (3,0)

SOC 203 Canadian Society I: Identities and Ideologies 3 CR

An examination of the structural, cultural and regional variations in the development of social identities and political ideologies in Canada. An evaluation of the traditional ideologies of Liberals, Conservatives and Socialists in Canada. An exploration of the modern political approaches of the Social Democrats and Neo-Conservatives. A study of the conditions under which racial fringe political parties emerge and decline. An analysis of how the various Canadian identities are tied to the political ideologies.
Prerequisites: SOC 101 and SOC 102 (3,0)

SOC 204 Canadian Society II: Race and Ethnic Relations 3 CR

An examination of the social organization of race and ethnic relations in Canada. The causes and consequences of the changing pattern of immigration. Descriptions of the major ethnic groups and communities. The development of the ideology, policy and practice of multiculturalism. The survival and decline of ethnic identities. An examination of problems of private prejudice and the practice of institutional racism. The culture and behavior of natives in Canada. An analysis of the land claims issue in Canada.
Prerequisites: SOC 101 and 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 delinquency, sexual harassment, rape, AIDS, mental illness, alcoholism, and drug abuse. Factual and moral arguments concerning these and other social problems will be evaluated. (3,0)

SFU TRANSFER GUIDE

CNC	SFU
Anth 101	S.A. (3)
Anth 102	Arc (3)
Anth 201	S.A. (1 1/2)
Anth 202	S.A. (3)
Astr 105	Phys (3)
Bio 101	Bisc 101 (3)
Bio 102	Bisc 102 (3)
Bio 103	Bisc 101 (3)
Bio 104	Bisc 102 (3)
Bio 111	Bisc (3)
Bio 112	Bisc (3)
Bio 121	Bisc (3)
Bio 122	Bisc (3)
Bio 201	Bisc 201 (3)
Bio 202	Bisc (3)
Bio 203	Bisc 204 (3)
Bio 204	Bisc 202 (3)
Bio 205	*Bisc (3)
Bio 206	*Bisc (3)
Bio 207	Bisc (3)
Bio 208	Bisc 203 (3)
Bio 209	Bisc 326 (3)
Chem 111	Chem 102 (3) + Chem 115 (0)
Chem 112	Chem 103 (3) + Chem 119 (0)
Chem 113	Chem 104 (3) + Chem 115 (0)
Chem 114	Chem 105 (3) + Chem 118 (0)
Chem 201	Chem 261 (3)
Chem 202	Chem 232 (3)
Chem 203	Chem 251 (3)
Chem 204	Chem 252 (3)
Com 222	Bus 270 (3)

CNC	SFU
Com 204	Bus 251 (3)
Com 209	*Buec 232 (3)
Com 210	
CSC 100	*Cmpt (3)
CSC 109	*Cmpt 103 (3)
CSC 110	*Cmpt 104 (1) Cmpt (2)
CSC 210	Macm 316 (3)
CSC 214	Cmpt 105 (3)
CSC 216	Cmpt 201 (3)
CSC 220	Cmpt 205 (3)
CSC 224	Cmpt 290 (3)
Crim 101	Crim 101 (3)
Crim 102	Crim 103 (3)
Crim 103	Crim 131 (3)
Crim 106	Crim 104 (3)
Crim 120	Crim 120 (3)
Crim 201	Crim 151 (3)
Crim 241	Crim 241 (3)
Econ 101	Econ 100 (3)
Econ 102	Econ 101 (3)
Econ 201	Econ 200 (3)
Econ 202	Econ 205 (3)
Engl 101	Engl (3)
Engl 102	Engl (3)
Engl 103	Engl 099 (2) + G.E. Engl (1)
Engl 104	Engl (3)
Engl 106	Film Hist (3)
Engl 201	Engl (3)
Engl 202	Engl 206 (3)
Engl 203	*Engl 221 (3)
Engl 204	*Engl 221 (3)
Engl 213	*Engl 101 (3)
Engl 214	*Engl 101 (3)

CNC	SFU
Fren 101	Fren (3)
Fren 102	Fren (3)
Geog 101	Geog (3)
Geog 103	Geog 162 (3)
Geog 201	*Phys Geo (3)
Geog 202	*Phys Geo (3)
Geog 203	Geog 221 (3)
Geog 205	Geog 241 (3)
Hist 101	Hist (3)
Hist 102	Hist (3)
Hist 103	Hist 101 (3)
Hist 104	Hist 102 (3)
Hist 205	Hist 202 (3)
Hist 211	Hist (3)
Math 100	Math 100 (3)
Math 101	Math 151 (3)
Math 102	Math 152 (3)
Math 103	Math (3)
Math 104	Stat 101 (3)
Math 201	Math 251 (3)
Math 202	Math 252 (3)
Math 203	Math 242 (3)
Math 204	Math 232 (3)
Math 205	Stat 270 (3)
Math 215	Math 310 (3)
Phil 101	Phil 120 (3)
Phil 102	Phil 100 (3)
Phil 103	Phil 110 (3)
Phil 205	Phil (3)
PE 121 + 222	Kin 320 (3)
PE 122	Kin 143 (3)
PE 123	Kin (3)
PE 124	Kin (3)
PE 221	Kin 375 (3)
PE 223 + 224	*Kin 100 (3)

CNC	SFU
Phys 101	Phys 120 (3)
Phys 102	Phys 121 (3)
Phys 105	Phys 101 (3)
Phys 106	Phys 102 (3)
Phys 201	Phys (3)
Phys 202	Phys 221 (3)
Phys 203	Phys 234 (3)
Phys 204	Phys 211 (3)
Phys 205	Phys 212 (1)
Psyc 101	Psyc 101 (3)
Psyc 102	Psyc 102 (3)
Psyc 103	Psyc (3)
Psyc 201	Psyc 210 (3)
Psyc 202	Psyc 201 (3)
Psyc 203	Psyc (3)
Psyc 204	Psyc (3)
Psyc 205	Psyc 351 (3)
Psyc 206	Psyc 355 (3)
Psyc 207	Psyc 340 (3)
Soc 101	S.A. (3)
Soc 102	S.A. (3)
Soc 201	S.A. 202 (3)
Soc 202	S.A. (3) 200 div.
Soc 203	S.A. 100 (3)
Soc 204	S.A. (3) 200 div.
Soc 206	S.A. (3) 100 div.
Tech Phys 181 + Lab	Phys (3)
Tech Phys 182 + Lab	Phys (3)

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

UBC TRANSFER GUIDE

CNC	UBC
Anth 101	Anth (1 1/2)
Anth 102	Anth (1 1/2)
Anth 201	Anth 200 (1 1/2)
Anth 202	
Apsc 100	Apsc 120 (0)
Apsc 120	Apsc 151 (1 1/2)
Bio 101	Biol 101 (3)
Bio 102	Biol 102 (3)
Bio 103	Biol (3)
Bio 104	
Bio 201	Biol 200 (1 1/2)
Bio 202	Biol 201 (1 1/2)
Bio 203	Biol 2nd Year (1 1/2)
Bio 204	Biol 2nd Year (1 1/2)
Bio 205	Micr 200 (3)
Bio 206	
Bio 207	Biol 204 (1 1/2)
Bio 208	Biol (1 1/2)
Bio 209	Biol 209 (1 1/2)
Chem 111	Chem 120 (3) or
Chem 112	Chem 150 (2)
Chem 113	Chem 110 (3) or
Chem 114	Chem 150 (2)
Chem 201	Chem 251 (3) or 201 and
Chem 202	202 (3)
Chem 203	Chem 203 (3)
Chem 204	Chem 230 (3)
Com 204	Com 293 (1 1/2)
Com 209	Com 290 (2)
Com 210	Com 291 (2)
Com 212	Com 294 (1 1/2)
Com 213	Com 296 (1)
Com 214	Com 297 (1 1/2)
Com 222	Com 292 (2)
CSC 109	CPSC 114 (1 1/2)
CSC 110	CPSC 116 (1 1/2)

CNC	UBC
CSC 214	CPSC 213 (1 1/2)
CSC 216	CPSC 210 (1 1/2)
CSC 220	CPSC 220 (1 1/2)
CSC 224 (with 'B' or better)	Exempt. Elect. Engl. 256
Crim 101	Soci (1 1/2)
Crim 102	Psyc (1 1/2)
Crim 103	Soci (1 1/2)
Crim 106	Soci (1 1/2)
Crim 120	Soci 200 level (1 1/2)
Crim 241	Soci (1 1/2)
Dend 111	For 111 (3)
Dend 112	
Econ 101	Econ (1 1/2)
Econ 102	Econ (1 1/2)
Econ 201	Econ 100 (3)
Econ 202	
Econ 215	Econ 201
Egeo 101	Geo 150 (1 1/2)
Engl 101	any 2
Engl 102	Engl 100 (3)
Engl 103	
Engl 104	Engl 100 (3)
Engl 201	Engl 201 (3)
Engl 202	
Engl 203	Engl 202 (3)
Engl 204	
Engl 213	Engl 200 level (3)
Engl 214	
Fren 101	Fren 120 (3)
Fren 102	
Geog 101	Geog (1 1/2)
Geog 103	Geog 190 (1 1/2)
Geog 201	Geog 101 (3)
Geog 202	

CNC	UBC
Geog 203	Geog 260 (1 1/2)
Geog 205	Geog 220 (1 1/2)
Hist 101	Hist 125 (3)
Hist 102	
Hist 103	Hist 135 (3)
Hist 104	
Hist 205	Hist (1 1/2)
Hist 211	Hist (1 1/2)
Math 100	Math 111 (3)
Math 101	Math 100 (1 1/2)
Math 102	Math 101 (1 1/2)
Math 103	Math 130 (3) or Stat 203 (1 1/2)
Math 104	plus 1 1/2 units
Math 105	Forestry 130 (3)
Math 201	Math 200 (1 1/2)
Math 202	Math 201 (1 1/2)
Math 203	Math 220 (1 1/2)
Math 204	Math 221 (1 1/2)
Math 205	Stats 200 level (1 1/2)
Math 215	Math (1 1/2) (precludes credit for Math 315)
Phil 101	Phil 100 (3)
Phil 102	
Phil 103	Phil 202 (3)
Phil 205	
PAC 101	PE 099
PAC 102	PE 099
PAC 103	PE 099
PAC 104	PE 098
PAC 105	PE 098
PAC 106	PE 098
PAC 107	PE 098
PAC 108	PE 098
PAC 109	PE 098
PAC 110	PE 098
PAC 111	PE 097
PE 120	PE 110
PE 121	PE 161 (1 1/2)
PE 122	PE 103
PE 123	PE 163 (1 1/2)
PE 124	PE 164 (1 1/2)
PE 220	PE 200 (3)
PE 221	PE 284
PE 222	PE 261 (1 1/2)
PE 223	PE 391
PE 224	
Phys 101	Physics 115 (3)
Phys 102	
Phys 105	Physics 110 (3)
Phys 106	
Phys 201	Physics 213 (2)
Phys 202	Physics 215 (2)
Phys 204	*Physics 170 (1 1/2)
Phys 205	*Physics 175 (1 1/2)
Psyc 101	Psyc 100 (3)
Psyc 102	
Psyc 103	Psyc (1 1/2)
Psyc 201	Psyc 200 (3)
Psyc 202	
Psyc 203	Psyc 206 (3)
Psyc 204	
Psyc 205	*Psyc (1 1/2)
Psyc 206	*Psyc (1 1/2)
Psyc 207	*Psyc (1 1/2)
Soc 101	Soci 200 (3)
Soc 102	
Soc 201	Soci (1 1/2)
Soc 202	Soci (1 1/2)
Soc 203	Soci 210 (3)
Soc 204	
Soc 206	Soci (1 1/2)

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

UVic TRANSFER GUIDE

CNC	UVic
Anth 101	Anth 100B (1 1/2)
Anth 102	Anth 100A (1 1/2)
Anth 201	Anth 200 level (1 1/2)
Anth 202	Anth 200 level (1 1/2)
Astr 105	Astr 120 (1 1/2)
Bio 101	Biol 150 (3)
Bio 102	
Bio 103	with "B" Biol 150 (3)
Bio 104	otherwise Bio (3)
Bio 111	Biol 100 level (1 1/2)
Bio 112	Biol 100 level (1 1/2)
Bio 121	PE 141 (1 1/2)
Bio 122	PE 241 (1 1/2)
Bio 201	Biol 200 (1 1/2)
Bio 202	Biol 200 (1 1/2)
Bio 203	Biol 306 (1 1/2)
Bio 204	Biol 300 (1 1/2)
Bio 205	Micr (200 level) (1 1/2)
Bio 206	Micr (200 level) (1 1/2)
Bio 207	Biol 207 (1 1/2)
Bio 208	Biol (200 level) (1 1/2)
Bio 209	Biol 203 (1 1/2)
Chem 111	Chem 101 (1 1/2)
Chem 112	Chem 102 (1 12)
Chem 113	Chem 101 (1 1/2)
Chem 114	Chem 102 (1 1/2)
Chem 201	Chem (200 level) (1 1/2)
Chem 202	Chem (200 level) (1 1/2)
Chem 203	Chem 231 (1 1/2)
Chem 204	Chem 232 (1 1/2)
Com 204	Comm 253 (1 1/2)
Com 212	Comm 254 (1 1/2)
CSC 100	C.Sc. 100 level (1 1/2)
CSC 109	C.Sc. 110 (1 1/2)
CSC 110	C.Sc. 115 (1 1/2)
CSC 210	C.Sc 200 level (1 1/2)
CSC 214	C.Sc. 230 (1 1/2)
CSC 216	C.Sc. 275 (1 1/2)

CNC	UVic
CSC 220	Math 222 (1 1/2)
CSC 224	C.Sc. 250 (1 1/2)
Crim 101	Soci 100 level (1 1/2)
Crim 102	Psyc 200 level (1 1/2)
Crim 103	Soci 100 level (1 1/2)
Crim 106	Soci 200 level (1 1/2)
Crim 120	Soci 200 level (1 1/2)
Crim 241	Soci 200 level (1 1/2)
Econ 101	*Econ 100 (1 1/2)
Econ 102	*Econ 100 (1 1/2)
Econ 201	Econ 201 (1 1/2)
Econ 202	Econ 202 (1 1/2)
Econ 215	Econ 200 level (1 1/2)
Engl 101	Engl 121 (1 1/2)
Engl 102	Engl 122 (1 12/)
Engl 103	Engl 115 (1 1/2)
Engl 104	Engl 116 (1 1/2)
Engl 106	Engl 250 (1 1/2)
Engl 201	Engl 121 (3)
Engl 202	
Engl 203	Engl 202 (3)
Engl 204	
Engl 213	Engl 200 level (1 1/2)
Engl 214	Engl 200 level (1 1/2)
Fren 101	Fren 180 (3)
Fren 102	
Geog 101	Geog 101B (1 1/2)
Geog 103	Geog 102 (1 1/2)
Geog 201	Geog 203B (1 1/2)
Geog 202	Geog 203A (1 1/2)
Geog 203	Geog 201 (1 1/2)
Geog 205	Geog 205A (1 1/2)
Hist 101	Hist 105 93)
Hist 102	
Hist 103	Hist 130 (3)
Hist 104	
Hist 205	Hist 200 level (1 1/2)
Hist 211	Hist 200 level (1 1/2)

CNC	UVic
Math 100	Mathe 012 (0)
Math 101	Math 100 (1 1/2)
Math 102	Math 101 (1 1/2)
Math 103	*Math 151 (1 1/2)
Math 104	Math 100 level (1 1/2)
Math 201	Math 200 (1 1/2) and
Math 202	Math 200 level (1 1/2)
Math 203	Math 200 level (1 1/2)
Math 204	Math 233A (1 1/2)
Math 205	Stat 250 (1 1/2)
Math 215	Math 201 (1 1/2)
Phil 101	Phil 100 (3)
Phil 102	
Phil 103	Phil 202 (3)
Phil 205	
PAC 101	PE 120 (1/2)
PAC 102	PE 122 (1/2)
PAC 103	PE 121 (1/2)
PAC 104	PE 100 level (1/2)
PAC 108	PE 116 (1/2)
PAC 110	PE 117 (1/2)
PAC 122	PE 115 (1/2)
PAC 125	PE 109 (1/2)
PE 121	PE 100 level (1 1/2)
PE 123	PE 100 level (1 1/2)
PE 124	PE 100 level (1 1/2)
PE 125	PE 109 (1/2)
PE 222	PE 200 level (1 1/2)
PE 223	PE 141 (1 1/2) and
PE 224	PE 241B (1 1/2) or
	PE 200 level (1 1/2 each)
Phys 101	Phys 110/120 (3)
Phys 102	
Phys 105	*Phys 103 (3) or
Phys 106	Phys 102 (3) with "B"
Phys 201	Phys 217 (1 1/2)
Phys 202	Phys 200 level (1 1/2)
Phys 204	Phys 120 (1 1/2)
Phys 205	Phys 220 (1 1/2)
Psyc 101	Psyc 100 (3)
Psyc 102	
Psyc 103	Hum 100 level (1 1/2)

CNC	UVic
Psyc 201	Psyc 200 level (1 1/2)
Psyc 202	Psyc 201 (1 1/2)
Psyc 203	Psyc 200 level (1 1/2)
Psyc 204	Psyc 200 level (1 1/2)
Psyc 205	Psyc 200 level (1 1/2)
Psyc 206	Psyc 200 level (1 1/2)
Psyc 207	Psyc 200 level (1 1/2)
Soc 101	Soci 100 (1 1/2) and
Soc 102	Soci 100 level (1 1/2)
Soc 201	Soci 200 level (1 1/2)
Soc 202	Soci 200 level (1 1/2)
Soc 203	Soci 103 (1 1/2)
Soc 204	Soci 203 (1 1/2)
Soc 206	Soci 202 (1 1/2)

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

DEGREE COMPLETION OPPORTUNITIES

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

BACHELORS (Arts and Science) - commencing in the Fall of 1990 the Open Learning Agency may offer through CNC, credit courses such as:

ENGL 424:	Modern British Fiction
ENGL 432:	Modern Canadian Fiction
MATH 411:	Differential Equations
PSYC 455:	Adolescent Development
PSYC 466:	Psychology of Adulthood and Aging
BIOLOGY:	Specific course not yet determined
COMPUTER SCIENCE:	Specific course not yet determined

For further information regarding specific course offerings, please contact the CNC Counselling Department.

TEACHING CERTIFICATE AND BACHELOR'S (General Studies)
- 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 take this opportunity should enroll in CNC's Package 2C. After completing two years at C. N. C. students will be accepted into the SFU PDP program based on satisfactory work experience and academic performance records. In September 1990, a third year package of SFU courses will be offered at CNC. These are:

English 360	Canadian Literature
History 485	Topics
Education 370	An Introduction to Teaching
Education 472	Designs for Learning

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.

BACHELOR'S (Criminology) course offerings at the third year level from SFU's School of Criminology are being planned and will be offered in the near future.

BACHELOR'S (Nursing) - Planning is under way for the development of courses leading to the B.S.N.

BACHELOR'S (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**.

FACULTY & ADMINISTRATION

D. Aitken	B. Sc.	Biology, Lab Demonstrator
J. Allgaier	B.A., M.A.	English
L. Anderson	I.D., B.C. Pressure Welding Cert.	Welding
C. Andrew	R.N., B.N., M.Ed.	Nursing
M. Applegate	R.N., B.Sc.N.	Nursing
C. Ashurst		Regional Manager, Burns Lake
H. Au	B.A., M.A.Sc., M.Sc.	Physics
J. Backhouse	A.L.A.	Director, College Communications
L. Backman	C.D.A., I.D.	Dental Assisting
D. Barclay	R.N., B.A.	Nursing
E. Baxter	M.B.A., Ph.D., M.A.	Marketing/ Management
S. Berry	Tele. & Electronic Diploma	Manager, Instructional Media Services
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., M.B.A., C.A.	Vice Principal Admin. and Bursar
M. Bonser	B.Sc.	Chemistry
K. Borsato		Regional Manager, Quesnel
G. Bowden		Director, Ent. Dev. Centre
N. Buck	B.Sc., M.Sc.	Mathematics
S. Burgess	I.D., B.C.T.Q., HDM	H.D. Mechanics
G. Butow	B.A., D.P., L.R.	Manager, Human Resources
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. (1st class), Ph.D. M.Phil (CANTAB)	Psychology M.A.,
J. Connors	(Hon.) B.Sc., M.A.	ABE Mathematics and Physics
K. Conroy	B.A., M.A., M.S.W.	Counsellor
P. Covington	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
S. Delaney		Public Relations Manager
B. Deutch	Auto I.P., T.Q.	Automotive Mechanics
T. DeYoung	M.A., B.Sc., A.A.S. (Dent. Hyg.)	DentalHygiene
B. Dickens	B.S.F., R.P.F.	Forest Resource Technology
M. Dragusica		Toward Greater Independence
A. Dumas	B.Sc., P.Eng.	Construction Technology Management
L. Ellington	Auto T.Q. HDM T.Q.	Automotive/Heavy Duty Mechanics
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 Engineering Technology
P. Fahlman	B.A.	Manager, Financial Services
D. Fleck	C.F.C.C., T.Q. Cert. Journeyman	Cooking
J. Fleming	M.A., B.A.	Criminology/Sociology
C. Fortin	I.D., Welding Inspect. Level II, Welding Tech.	Welding
S. Fowler		Exec. Sec. Vice-Principal, Admin.
K. Friedrich	R.N., B.S.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
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.,	Business Administration A.C.I.S.
E. Griffith		Director, Business & Management Studies
D. Gruntman	B. Comm.	Registrar
D. Hall	C.A.	Controller
L. Hamel	Auto. T.Q. HDM. I.P. & TQ Comm. Trans. T.Q.	Heavy Duty Mechanics
J. Harris	B.A., M.A., Ph.D	English
W. Hartman		Regional Manager, Mackenzie
M. Healey-Ogden	R.N., B.S.N.	Nursing
T. Hedekar	Dipl. Tech. I.D. AST	Forest Resourse Technology
W. Heinz		Computer Information Systems
L. Hope		Labour Relations
M. Hill	(Hon.) B.Sc., M.A.	Director, Health and Social Sciences
B. Hunter		Computer Information Services
S. Hunter		Human Resources Development

J. Ibberson	B.A. (Hon), M.A., (Calg.) D. Phil. (Oxon.)	Philosophy
A. Idiens	M.B.A., B. Com.	Economics
G. Ingalls	B.A., M.A.	Director, Arts and Social Sciences
R. Insley	B.Sc., M.Sc.	Mathematics
C. Jarosch	B.S.A., M.Sc., R.P.Bio.	Biology
Jim Jensen	I.D., IP. 1st Class Elect.	Electrical
John Jensen	TQ & I.P. Auto.	Automotive Mechanics
G. Kaweesi	(Hon) B.Sc., M.Sc.	Math/Computer Science
L. Kennedy	R.N., B.A., B.S.N.	Nursing
N. Kokura	C.G.A.	Accounting
A. Leveridge	Dip. Tech., C.I.M. C.D.P. C.P.M., M.Sc.	Computer Information Systems
R. Lo	B.Sc. (Hons), Ph.D., R.P.Bio	Biology
N. Lynch	R.N., B.S.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	Welding
J. May	R.N.	Long Term Care Aids
T. McDonald	B.Sc. (Distinction), M.A.	Psychology
J. McGillivray	R.N., B.Sc.N.	Dept. Head, Nursing
B. McKinnon	B.A., M.A.	English
A. McLeod	B.Sc., M.Sc., R.P.F. p.Ag.	Forestry
D. McMullen	IPTQ, BC No2 G.F. AWWA	Manager, Cont. Ed. - Trades
J.A. McVey	(Hons.) M.A., M.A.	Geography
D. Miller		Manager, Ent. Dev. Centre
F. Miller	E. Ed.	Dept. Head, ASE & Social Services Training
R. Miller	B.Sc.	Computer Information Systems
M. Mingay	I.D., T.Q. & I.P.	Electrical
L. Munk	B.A. M.A. (Educ) B.C. Teaching Cert.	Psychology
C. Munro		Manager, Purchasing
G. Murguly	P. Eng.	Eng. Graphics & Design Technology
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., B.Sc, M.Ed.	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
P. Ouellette		Business Management
J. Parke	B.Com., C.A.	Accounting
K. Parker	B.A., M.A.	Dept. Head, Arts & Social Sciences
E. Peacock	I.D., C. Tech.	Eng. Graphics & Design Technology
M. Penner	B.Sc.C. (Dent. Hyg)	Dental Hygiene
J. Peters	T.Q. & I.P. Carpentry	Carpentry/Joinery
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
G. Powers	T.Q. Auto Mech.	Manager, Cont. Ed. - Trades
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
C. Raphael	M.Sc. (Climatology)	Geography
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.S.N.	Nursing
M. Rogers	R.N. B.Sc. N.	Nursing
D. Roscoe		College Store Manager
A. Roy	B.A.	Office Administration
D. Rubadeau	(Hon.) B.A., M.Sc., Ed.D.	Psychology
K. Ruffle	B.A.	Head, Reference Services
R. Ryan	B. Comm	Business Administration
A. Sadhra	M.Sc., B.C. Teach. Cert.	Mathematics
T. Sawtell	B.A., M.Ed. B.C. Teach Cert.	Developmental Centre
C.Schlueter	C. Tech., I.D.	Electronics Technology
B. Schumacher	R.D.H., B. Ed.	Dental Hygiene
A. Sculley	R.N., B.C.N.	Nursing
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
C. Sharuga	B.A., M.A., Ph. D., A.A.S. (Dent. Hyg.)	Dental Hygiene
S. Shelley		Manager, Computer Services
Y. Shi	M.S. (Elect. Eng & Comp. Sci.)	Electrical Engineering
M. Simmonds	M.A., B.P.E.	Physical Education
G. Sipos	B.A., M.A., B.C. Teach Cert.	English
W. Sluyter	T.Q. & I.P. Carpentry	Carpentry/Joinery
D. Snider	C.E.T.	Co-op Education
J. Somero		Exec. Sec. Vice Principal Academic
D. Stearns	B.S.F. R.P.F.	Forest Resource Technology
G. Sullivan	R.N., B.A.	Nursing
N. Tarrant	C.D.A.	Dental Assisting
N. Taylor	B.Ed.	A.B.E.
R. Taylor	T.Q. Mill.	Millwright

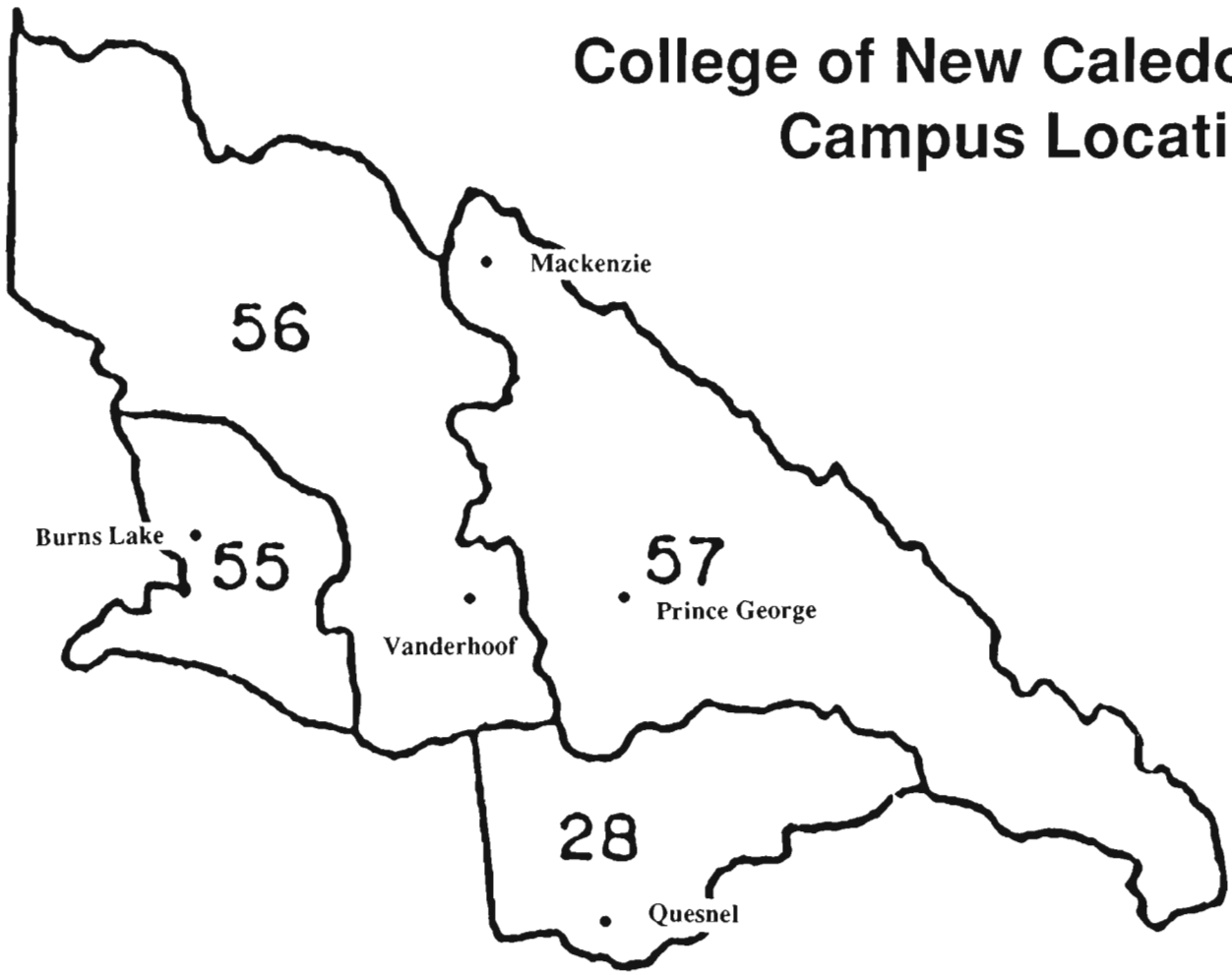
W. Taylor	T.Q., & I.P. HDM, Auto T.Q. Comm. Trans. TQ	Heavy Duty Mechanics
B. Thair	B.A., M.A., Ph.D.	Biology
T. Thorner	B.A., M.A.	History
M. Tiernay	B.A.	English Language Training
M. Timbres	B.A.	Dept. Head, Health & Social Sciences
J. Tobin	B.Sc.	Developmental Centre
D. Tuck	T.Q. & I.P. Auto.	Automotive Mechanics
G. Tyndall	B.Sc., M.A.	Psychology
P. Usher	B.P.E., M.A., Ph.D.	Physical Education
D.Wharrie	Bus. Admin. Diploma	Manager, Campus Operations
L. Wightman	B.A., B.Ed.	Special Education
C. Wilson	B.A., M.Ed.	Developmental Studies Centre
M. Wilson	C.F.C.C., T.Q. Cert. Journeyman	Cooking
C. Wishart	B.A. (Journalism), Hons. Political Sci.	Regional Manager, Vanderhoof
F. Wong	Ph. D., M.Sc., B.Sc.	Biology
H. Wuest	C.F.C.C., T.Q. Cert. Journeyman	Manager, Food Services
B. Yee	B.A., M.L.S.	Technical Services Librarian
B. Zettl		Office Administration

GLOSSARY

ABE	-Adult Basic Education
ACCC	-Association of Canadian Community Colleges
AHPAT	-Allied Health Professionals Admission Test
ASE	-Adult Special Education
ASTTBC	-Applied Science Technologists and Technicians of B.C.
ATP	-Admission 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-operrative Advanced Apprenticeship Training (Program)
CAD/CAM	-Computer Aided Design/Computer Aided Manufacturing
CAI	-Computer Assisted Instruction
CE	-Continuing Education
CGA	-Certified General Accountant
CID	-Centre for Instructional Development
CIS	-Computer Information Systems
City U	-City University
CJS	-Canadian Job Strategy
CMA	-Certified Management Accountant
CML	-Computer Managed Learning
CNC	-College of New Caledonia
CO-OP	-Co-operative Education (Program)
COP	-Council of Principals
CREDA	-Canoe Robson Education Development Association
CSW	-Community Support Worker
DSC	-Developmental Studies Centre
ECCAD	-Emily Carr College of Art and Design
ECE	-Early Childhood Education
EDC	-Enterprise Development Centre
EIC	-Employment & Immigration Canada
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)
GMAT	-Graduate Management Admission Test
GPA	-Grade Point Average
GRE	-Graduate Record Examination
HDM	-Heavy Duty Mechanics
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
LTC/HS	-Long Term Care/Home Support (Program)
MAETT	-Ministry of Advanced Education, Technology & Training
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
NVIT	-Nicola Valley Institute of Technology
OLA	-Open Learning Authority
OMC	-Operations Management Committee (CNC)
PATB	-Provincial Apprenticeship & Training Board
PD	-Professional Development
PDP	-Professional Development Program
PE	-Physical Education
PPWC	-Pulp, Paper & Woodworkers of Canada (CNC Support Staff Loc 29)
PVT	-Pre-Vocational Training
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
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

INDEX

College of New Caledonia
Campus Locations



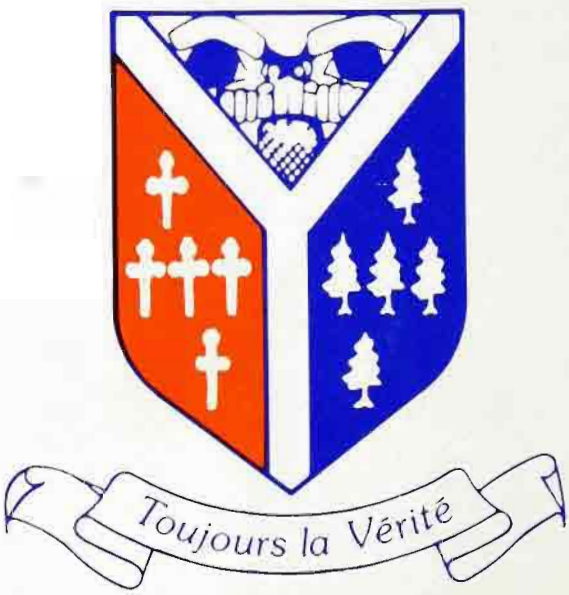
Burns Lake Office
Lakes Centre, Highway 16
Box 5000, Burns Lake, B.C. V0J 1E0
Telephone: 692-3175

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

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

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

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



College of New Caledonia

1990-91 Calendar **Prince George, B.C.**