CALENDAR

1991-1992

COLLEGE *of* NEW CALEDONIA

PRINCE GEORGE, B.C.

COLLEGE OF NEW CALEDONIA

Calendar
1991-1992

Published by:
Communications Department
College of New Caledonia
1991

TABLE OF CONTENTS

INTRODUCTION TO CNC 3
Regional Centres 4
Programmes 6
Continuing Education 5
Enterprise Development Centre 5
Emily Carr College of Art and Design 5
Co-operative Education 5

ACADEMIC SCHEDULE 8

ADMISSIONS AND REGISTRATION 10

FEE INFORMATION 12

FINANCIAL AID 15

REGULATIONS 16

SERVICES AND FACILITIES 20

PROGRAMMES
Adult Developmental Programmes 24
Adult Special Education 28
Business and Management Studies 30
Health Science Programmes 44
Social Services Programmes 52
Technology Programmes 58
Trades Programmes 70
University Credit Programmes 75
University Credit Transfer Guide 93

ADMINISTRATION AND FACULTY 100

GLOSSARY 105

INDEX 106

MAP 108

DECLARATION OF WAIVER

The information presented in this Calendar is accurate as of February 1, 1991. The College reserves the right to implement changes as required, including the cancellation or adjustment of programmes and courses, changes in organizational structure, 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 modification to the information herein.

INTRODUCTION TO CNC

PRESIDENT'S MESSAGE

These are challenging and exciting times for post-secondary education in Northern B.C. At the College of New Caledonia, we are proud to be at the forefront of this "new frontier" as we look forward to working in partnership with UNBC to provide the regional communities access to a broad range of first rate post-secondary education programmes.

CNC already has a long tradition of excellence in offering career, technical, vocational and university credit programmes, and in responding to the needs of its communities through continuing education. Its commitment to quality instruction is complemented by facilities and services to maximize student success including, for example, smaller class sizes for more personalized attention, excellent lab facilities, an extensive athletics programme and a very active Co-operative Education programme.

To compete in today's world, education is the key to your success. At CNC, we are keen to provide you with the best preparation to help you achieve your goals. As you look through this calendar, I invite you to imagine the many interesting career options within your reach. In choosing CNC, I encourage you to take full advantage of all the surrounding learning opportunities, and to pursue your goals enthusiastically so that your stay may be stimulating, rewarding and enjoyable.

WELCOME TO CNC.

T. A. Weninger

Dr. Terence Weninger
President

THE COLLEGE BOARD

Ms. Marion Nielsen	Chairman
Mr. Rino Fornari	Vice Chairman - Prince George
Mr. Dan Alexander	Prince George
Mr. Robert L. Buxton	Prince George
Mr. Ronald Hawkins	McBride
Mr. A. Harris Johnsen	Prince George
Dr. Frank D. Lo	Prince George
Mr. Raymond R. Low	Burns Lake
Mr. Bill McLeod	Vanderhoof
Ms. Emma Williams	Prince George

The College of New Caledonia has served the needs of students in British Columbia's Central Interior since 1969. As one of fourteen community colleges in the province, CNC now consists of five campuses, serving a region spanning 117,500 square kilometres with a population exceeding 122,000.

The past twenty years have seen the College grow from a fledgling institution housed in a portable building beside Prince George Senior Secondary School, to a large, modern facility with campuses in Prince George, Burns Lake, Mackenzie, Quesnel and Vanderhoof. Dedicated to the pursuit of excellence in education, and to the provision of an intellectually challenging environment, CNC offers a wide range of university credit, technical, vocational and general interest programmes. Educational opportunities for the region are further enhanced with the operation of CNC's Co-operative Education Programme, the Enterprise Development Centre, and a district centre for the Emily Carr College of Art and Design.

CAMPUSES

Prince George

The main campus, located in Prince George, offers the full range of College programmes. For information contact:

Office of Admissions and Registration
College of New Caledonia
3330-22nd Ave.
Prince George, B.C. V2N 1P8
Tel: 562-2131 Fax: 561-5816

Lakes District

The Lakes District campus, established in 1976, is centred in Burns Lake, and brings educational opportunities to the surrounding communities. In addition to Adult Developmental Education, Business Administration, Vocational and University Credit programmes, the Lakes District campus also offers a variety of specially funded employment and life skills training courses. For further information, contact:

Burns Lake Office
Lakes Centre, HWY 16
Box 5000, Burns Lake, B.C. VOJ 1E0
Tel: 692-3175 Fax: 692-3809

Mackenzie

In 1978, a tripartite agreement between CNC, the Town of Mackenzie, and School District No. 57 led to the establishment of the Mackenzie campus. It has since expanded considerably, and is now totally independent. Offering the full range of College programmes, it specializes in computer and office skills training. For further information contact:

Mackenzie Office
Evergreen Mall
Box 2110, Mackenzie, B.C. VOJ 2C0
Tel: 997-4333 Fax: 997-3779

Nechako

The Nechako campus, the first CNC regional office, has served the communities of Vanderhoof, Fort St. James, Fraser Lake and other smaller communities in the area since 1975. All CNC programmes, with the exception of Health Sciences, are available. A variety of professional development and general interest courses are also offered. For further information contact:

Vanderhoof Office
RR#2, Vanderhoof, B.C. VOJ 3A0
Tel: 567-9291 Fax: 567-9584

Quesnel

The Quesnel campus, the largest of CNC's regional operations, was established in 1981. It offers courses in Adult Developmental Education, Business Administration, Vocational Training, and University Credit. For further information contact:

Quesnel Office
488 McLean Street
Quesnel, B.C. V2J 2P2
Tel: 997-3906 Fax: 992-7876

CONTINUING EDUCATION

In its commitment to education as a life long process, the College offers a broad spectrum of career oriented and general interest Continuing Education courses and programmes geared to adult learners. Programmes are developed on an ongoing basis, and are advertised in the local media throughout the year, as well as in the bi-annual Fall and Winter flyers printed in the local newspaper.

The College welcomes ideas and suggestions regarding new programmes and courses, or possible improvements and enhancements to existing programmes. Further information regarding courses offered, and registration procedures may be obtained by writing to or contacting:

Office of Admissions and Registration
College of New Caledonia
3330-22nd Avenue
Prince George, B.C.
V2N 1P8
561-5801

For specific information relating to Continuing Education - Business programmes, contact the Enterprise Development Centre at 563-9588. Information regarding Continuing Education - Trades programmes may be obtained by contacting the Trades Department at 561-5804.

ENTERPRISE DEVELOPMENT CENTRE

The Enterprise Development Centre was created to assist local businesses, whether they be long established, newly created, or still at the idea stage. The Centre provides counselling, business oriented computer training, and non-credit management courses. "Management Skills for Supervisors", a provincially certified course of three four-day segments, is also offered on a regular basis.

Further information may be obtained by contacting:

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

EMILY CARR COLLEGE OF ART AND DESIGN

CNC has been co-operatively offering the Foundation (first) Year of the Emily Carr College of Art and Design (ECCAD) Fine Arts Diploma since 1983. This very successful programme has recently been enhanced with an agreement, between Open University and ECCAD, to have students who complete additional academic course work at a community college or university become eligible for a Bachelor of Fine Arts degree from the Open University.

CO-OPERATIVE EDUCATION

Co-operative Education integrates academic and on-campus programmes with career oriented paid work experience. A student who graduates from a co-operative education programme is much better prepared to enter the work force, benefiting from career related experience, employment contacts and references. Currently, the following programmes offer students the opportunity to integrate work experience with their academic studies:

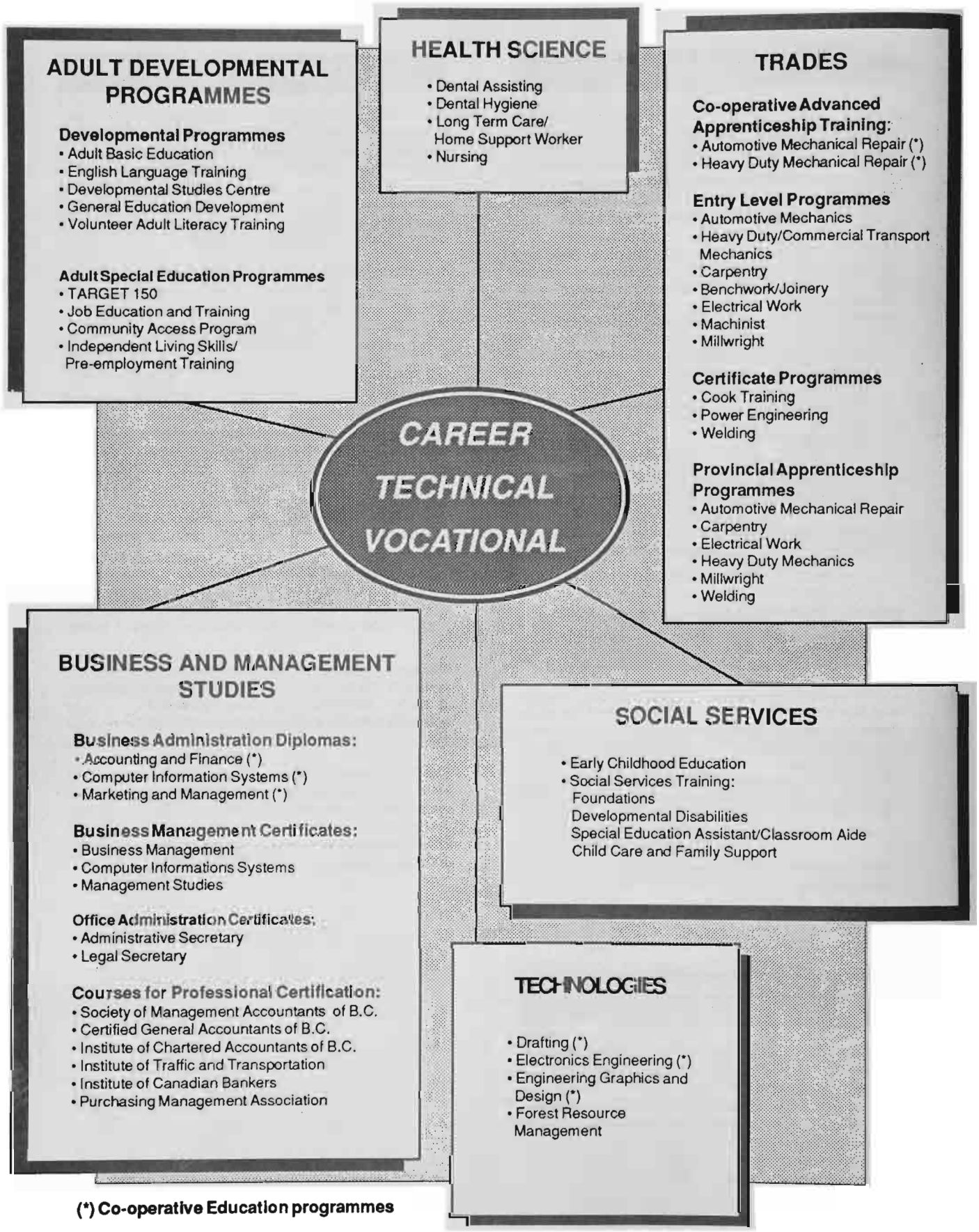
- Accounting and Finance Diploma
- Computer Information Systems Diploma
- Marketing Management Diploma
- Co-operative Advanced Apprenticeship Training
  - Automotive Mechanical Repair
  - Heavy Duty Mechanical Repair
- Electronics Engineering Technology Diploma
- Engineering Graphics and Design Diploma

All work placement opportunities are subject to College approval, and are monitored by the Co-operative Education programme staff. Students must apply for the Co-operative Education Option and must be hired by a participating employer. Students registered in a Co-operative Education programme include the following work terms in their programmes:

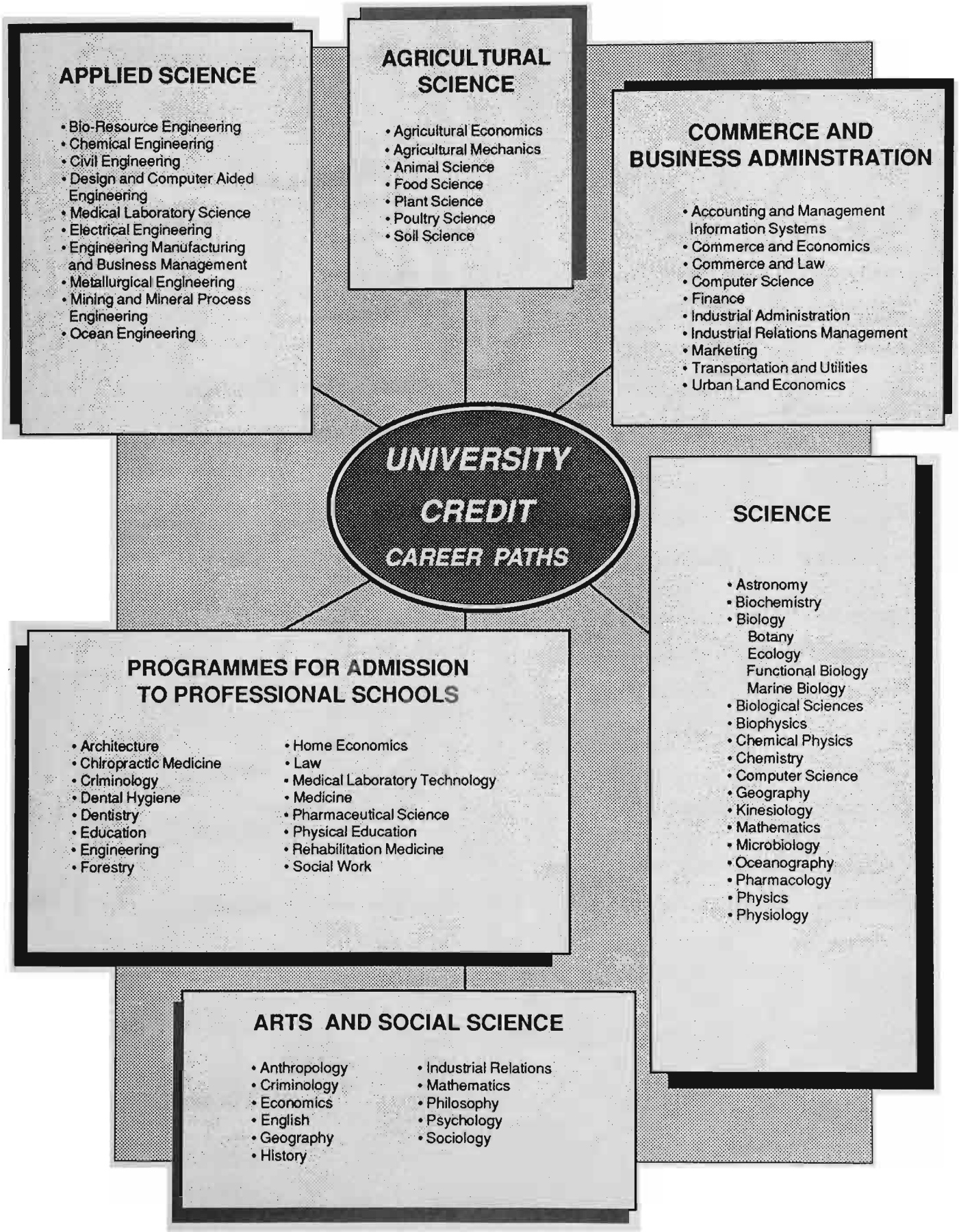
- Co-op 150 First work term-all Co-op programmes;
- Co-op 250 Second work term-all Co-op programmes;
- Co-op 298 Third work term-Technology and Business;
- Co-op 299 Fourth work term - Optional and as scheduled.

Work terms typically consist of thirteen or more weeks of full-time employment. The number of work terms varies depending on the programme of study. Schedules outlining work and academic terms for each programme are provided on page 104.

The Co-operative Education office is staffed on a year round basis to offer assistance to students participating in the programme. Employment skills courses are offered to prepare students for their work placements. The Applied Employment Skills course provides training in resume writing, job searching and interviewing.



(*) Co-operative Education programmes


APPLIED SCIENCE
• Bio-Resource Engineering
• Chemical Engineering
• Civil Engineering
• Design and Computer Aided Engineering
• Medical Laboratory Science
• Electrical Engineering
• Engineering Manufacturing and Business Management
• Metallurgical Engineering
• Mining and Mineral Process Engineering
• Ocean Engineering
AGRICULTURAL SCIENCE
• Agricultural Economics
• Agricultural Mechanics
• Animal Science
• Food Science
• Plant Science
• Poultry Science
• Soil Science
COMMERCE AND BUSINESS ADMINSTRATION
• Accounting and Management Information Systems
• Commerce and Economics
• Commerce and Law
• Computer Science
• Finance
• Industrial Administration
• Industrial Relations Management
• Marketing
• Transportation and Utilities
• Urban Land Economics
UNIVERSITY CREDIT CAREER PATHS
SCIENCE
• Astronomy
• Biochemistry
• Biology
Botany
Ecology
Functional Biology
Marine Biology
• Biological Sciences
• Biophysics
• Chemical Physics
• Chemistry
• Computer Science
• Geography
• Kinesiology
• Mathematics
• Microbiology
• Oceanography
• Pharmacology
• Physics
• Physiology
PROGRAMMES FOR ADMISSION TO PROFESSIONAL SCHOOLS
• Architecture
• Chiropractic Medicine
• Criminology
• Dental Hygiene
• Dentistry
• Education
• Engineering
• Forestry
• Home Economics
• Law
• Medical Laboratory Technology
• Medicine
• Pharmaceutical Science
• Physical Education
• Rehabilitation Medicine
• Social Work
ARTS AND SOCIAL SCIENCE
• Anthropology
• Criminology
• Economics
• English
• Geography
• History
• Industrial Relations
• Mathematics
• Philosophy
• Psychology
• Sociology

ACADEMIC SCHEDULE

1991

April 29	Classes Start	• CAAT - Heavy Duty Mechanics (New Intake)
May 20	Victoria Day	• College Closed
July 1	Canada Day	• College Closed
August 5	B.C. Day	• College Closed
August 6	Classes Start	• Cook Training
August 12	Classes Start	• Long Term Care / Home Support
August 26	Classes Start	• Forest Resource Technology (1st year) • Nursing Diploma - Preceptorship
September 2	Labour Day	• College Closed
September 3	Opening day / orientation	
September 4	Classes Start	• All Remaining Programmes • Nursing (Quesnel)
October 14	Thanksgiving Day	• College Closed
November 11	Remembrance Day	• College Closed
November 25	Trimester Break	• Business Administration • Dental Hygiene • Drafting Technology • Electronics Technology • Nursing (Prince George & Quesnel)
December 2	Classes Start	• Trimester Programmes • Nursing - Quesnel (Trimester I)
December 3	Fall Awards Ceremony	
December 11	Last Day of Classes	• Long Term Care / Home Support
December 16	Christmas Break Starts	• Trimester Programmes • Semester Programmes • Dental Assisting • Early Childhood Education
December 23	Christmas Break Starts	• Adult Basic Education • Adult Special Education • Cook Training • Nursing (Prince George & Quesnel) • Office Administration • Trades Programmes

1992

January 1	New Year's Day	• College Closed
January 2	Classes Start	• All programmes except University Credit
January 6	Classes Start	• Social Services Training • University Credit
January 29	Classes Start	• Long Term Care / Home Support
February 3	Classes Start	• Electrical Work
March 2	Study Break Starts (March 2 - 6)	• Trimester Programmes • Semester Programs • Dental Assisting • Early Childhood Education
March 17	Spring Awards Ceremony	
April 17	Good Friday	• College Closed
April 20	Easter Monday	• College Closed
April 24	Last Day of Classes and Exams	• Forest Resource Technology • Social Services Training • University Credit
April 27	Classes Start	• CAAT- Heavy Duty Mechanics
May 18	Victoria Day	• College Closed
May 22	Last Day of Classes	• Cook Training • Early Childhood Education
May 25	Last Day of Classes and Exams	• Business Administration • Electronics Technology • Drafting Technology
May 27	Last Day of Classes and Exams	• Long Term Care / Home Support
May 29	Last Day of Classes and Exams	• Adult Special Education • Dental Hygiene • Nursing • Office Administration
June 26	Last Day of Classes and Exams	• Dental Assisting • Power Engineering

ADMISSIONS AND REGISTRATION

Admission to CNC is open to all individuals who meet the admission requirements for the programme of their choice, as prescibed by the College and/or the transfer university. Enrolment generally occurs in September, January, May and August, or at other times indicated in the Calendar.

ADMISSION REQUIREMENTS

Admission requirements vary among programmes, and are specified in the programme sections of the Calendar. The Office of Admissions and Registration at the main campus provides applicants with information regarding application and registration procedures, fees, timetables, regulations and policies. This information is also available at the Regional Centres (addresses and phone numbers are listed on page 3).

Applicants must be Canadian citizens, or landed immigrants; the latter must provide proof of their status when applying. International students may apply provided a local sponsor will assume full responsiblity for all costs related to their education.

Residents of School Districts 28 (Quesnel), 55 (Burns Lake), 56 (Nechako), and 57 (Prince George), are classified as in-region students and are given admission priority over other applicants. To qualifiy as an in-region student, a person must satisfy one of the following requirements:

(1) Be 19 years of age or over and have resided within the boundaries of one of the above school districts for at least three months prior to the commencement of the programme to which admission is sought, or;

(2) Be under 19 years of age at the commencement of the programme to which admission is sought, and be a dependent of parents or legal guardians who reside within the boundaries of the above school districts, or;

(3) Be the owner of real property within the boundaries of the above School Districts.

Applicants not able to qualify as in-region are classified as out-of-region. The responsibility for registering as either in or out-of-region rests with the applicant. A student who falsifies resident status may be required to withdraw from the College.

APPLICATION PROCEDURES

New Students

(1) Obtain an **Application for Admission** form by writing to or contacting:

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

Application forms may also be obtained at any of the Regional Centres.

(2) Submit the completed application as early as possible, (seats are limited in many programmes) along with the $15.00 application fee and official secondary or post-secondary school transcripts. Secondary school students may initially submit a Progress Report of Secondary School Subjects, and subsequently complete their application by forwarding official transcripts as soon as they become available. **Applicants are not officially accepted or placed on programme waiting lists until transcripts or secondary school status statements are received by the College.**

(3) Advise the admissions office of any change of name, address, or telephone number. Unless requested otherwise, all correspondence will be sent to the applicant's permanent home address.

Applicants will be notified by mail of their admission to the College. Detailed registration information, including the date and time for registration, will be specified in the Permission to Register letter.

Former Students

Students returning without interruption to their programme of study need not complete an application form. They will automatically be issued a Permission to Register letter. Students returning after an interruption of one or more semesters or trimesters must complete an application, however, no application fee is levied.

International Applicants

International applicants must have local sponsors or sponsoring agencies who will be responsible for the full cost of their education. Applications should be submitted early enough to allow for reference verification, transcript evaluation, and correspondence with immigration authorities.

In keeping with the Ministry of Advanced Education, Training and Technology policy, a differential fee structure designed to cover all instructional costs, is applied in setting tuition fees for international applicants (refer to the Fee Information section on page 12).

International applicants will not normally be accepted into limited enrolment programmes, if in doing so, access is denied to qualified Canadian citizens or landed immigrants. International students are not eligible for publicly funded student aid programmes.

Applicants whose first language is not English will be required to provide proof of proficiency in English sufficient to pursue a programme of study. Normally, the English and Math Placement Test (EMAT) is used when language proficiency must be determined (refer to the programmes section for more information).

Employment and Immigration Canada Sponsorship

Employment and Immigration Canada (CEIC) sponsors students by purchasing spaces in some programmes. Before applying for admission as a fee paying student, applicants should consult their local CEIC office to determine eligibility for sponsorship. CEIC sponsored students are required to pay student association fees.

REGISTRATION PROCEDURES

Applicants who have been accepted for admission to the College must register on the date and at the time specified in the Permission to Register letter. Students are advised to select their courses in consultation with a counsellor prior to the registration period. The registration is complete once all fees have been paid. Students who obtain sponsorship from an outside agency must present written confirmation of sponsorship ***prior to*** registration.

Late Registration

Students who do not register at the time specified in their notice of admission have until the tenth instructional day following the beginning of classes. A late registration fee of $10.00 per course (to a maximum of $50.00) will be levied. Students with extenuating circumstances are advised to contact the Registrar.

Change in Registration

Students wanting to modify their registration are advised to consult with a counsellor. All course and section changes require College approval and will only be permitted during the ADD/DROP periods specified at the time of registration.

Identification Cards

Student identification cards are issued upon full payment of fees. Replacement cards can be obtained from the Office of Admissions and Registration for a fee of $5.00.

FEE INFORMATION

SEMESTER PROGRAMMES

- **University Credit**
- **Forest Resource Technology**
- **Social Services Training**

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

The programme fee consists of:

• Tuition (Standard lecture - 45 hours)	$90.00 per course
• Lab Fees (Standard Lab - 45 hours)	$44.00 per course
• Student Association	$7.50 per course ($30.00 / semester max.)
• Registration Fee	$15.00 per semester

Note: 1) Courses not offered in standard format will have their fees pro-rated.
2) Maximum total lecture and lab fees for Forest Resource Technology is $535.00 per semester.
3) Forest Resource Technology students will be charged a $216.00 Coastal Field Trip fee when registering in the 4th semester.
4) There is no maximum fee level for a University Credit Programme.

CALCULATION OF COURSE FEES

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

[Duration (in weeks)] x [contact hours per week] x [$ per contact hour]

Examples:

ANTH 101 (3,0)

Lecture Fee:	[15] x [3] x [$1.99] =	$90.00
Lab Fee:	(not applicable)	
Total Course Fee		**$90.00**

BIO 101 (3,3)

Lecture Fee:	[15] x [3] x [$1.99] =	$90.00
Lab Fee:	[15] x [3] x [$.97] =	$44.00
Total Course Fee		**$134.00**

MATH 101 (4,0)

Lecture Fee:	[15] x [4] x [$1.99] =	$119.00
Lab Fee:	(not applicable)	
Total Course Fee		**$119.00**

TRIMESTER PROGRAMMES

- **Business Administration**
- **Construction Management**
- **Drafting Technician**
- **Dental Hygiene**
- **Electronics Engineering Technology**
- **Engineering Graphics & Design Technology**
- **Nursing**

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	$355.00 maximum
• Student Association	$5.00 per course ($20.00 / trimester max.)
• Registration Fee	$15.00 per trimester

CALCULATION OF COURSE FEES

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

[Duration (in weeks)] x [contact hours per week] x [$ per contact hour]

Examples:

ACC 150 (3,0)

Lecture Fee:	[12] x [3] x [$1.99] =	$72.00
Lab Fee:	(not applicable)	
Total Course Fee		**$72.00**

CIS 171 (4,2)

Lecture Fee:	[12] x [4] x [$1.99] =	$96.00
Lab Fee:	[12] x [2] x [$.97] =	$23.00
Total Course Fee		**$119.00**

FES 151 (2,2)

Lecture Fee:	[12] x [2] x [$1.99] =	$48.00
Lab Fee:	[12] x [2] x [$.97] =	$23.00
Total Course Fee		**$71.00**

PROGRAMME	TUITION	STUDENT ASSOC.	REGISTRATION	LAB FEES	OTHER	TOTAL
COOK TRAINING	$900.00 ($90.00 / month)	$62.50 ($6.25 / month)	$15.00 (per programme)	$88.00 ($44 / 1/2 programme)	$46.00 Uniform Cleaning ($23 / 1/2 programme)	$1111.50
DENTAL ASSISTING	$900.00 ($90.00 / month)	$62.50 ($6.25 / month)	$15.00 (per programme)	$88.00 ($44 / 1/2 programme)		$1065.50
LONG TERM CARE/HOME SUPPORT	$455.00 ($26.00 / week)	$25.00 ($6.25 / month)	$15.00 (per programme)	$44.00 (per programme)		$539.00
POWER ENGINEERING	$900.00 ($90.00 / month	$62.50 ($6.25 / month)	$15.00 (per programme)			$977.50
WELDING *Level C Beginner Full-time*	$540.00 ($90.0 / month)	$37.50 ($6.25 / month)	$15.00 (per programme)	$44.00 (per programme)		$636.50
WELDING *Level A & B and extensions*	Variable ($26.00 / week)	Variable ($6.25 / month)	$15.00 (per programme. Not applied to extensions)	Variable ($6.50 / week. Not applied to extensions)		Variable
EARLY CHILDHOOD EDUCATION	$535.00 (per semester maximum)	$30.00 (per semester maximum)	$15.00 (per programme)			Variable ($580 / semester maximum)
ADMINISTRATIVE SECRETARY & LEGAL SECRETARY	$810.00 ($90.00 / month)	$56.25 ($6.25 / month)	$15.00 (per programme)	$88.00 ($44 / 1/2 programme)		$969.25
CAAT TRAINING *Auto and Heavy Duty Mechanics (based on a four month semester)*	$516.00 ($129.00/month)	$25.00 ($6.25 / month)	$15.00 (per programme)			$556.00
ENTRY LEVEL TRADES *(6 month programme)*	$456.00 ($76.00 / month)	$37.50 ($6.25 / month)	$15.00 (per programme)	$132.00 (per programme)	$50.00 Tool Deposit (refundable)	$640.50 (Does not include tool deposit)
ENTRY LEVEL TRADES *(part-time)*	Variable ($26.00 / week)	$6.25 (per course)	$15.00 (per programme)		$50.00 Tool Deposit (refundable)	Variable
ADULT BASIC EDUCATION *LEVEL III, IV, V*	$90.00 (per course)	$7.50 (per course)	$15.00 (per programme)			Variable
EXTENSIONS	$27.00 (per month)	$6.25 (per month)				Variable
ENGLISH LANGUAGE TRAINING (six month programme)	$222.00	$37.50 ($6.25 / per month)	$15.00 (per programme)			$274.50
DEVELOPMENTAL CENTRE COURSES	$78.00 (per course)		$15.00 (per session)			
COOPERATIVE EDUCATION	$179.00 (per Co-op Term)		$15.00 (per Co-op Term)			$194.00

INTERNATIONAL STUDENT FEES

For courses starting after January 1 1991, tuition fees for international applicants are set at 6.5 times the regular tuition fees charged. This is in keeping with the Ministry of Advanced Education, Training and Technology *Policy on Tuition Fees for International Students at B.C. Colleges and Institutes*, designed to set international student fees at a rate which covers all direct costs and overhead.

SENIOR CITIZEN FEES

It is CNC policy to waive tuition, identification card, registration, and Student Association fees for senior citizens (over the age of 65). This exemption applies to all credit courses and non-credit courses provided that the tuition fee is not required to cost recover the course.

TUITION REFUND POLICY

Fees are totally refunded when a course or programme is cancelled. When a student withdraws from a course, or programme, fees are refunded as follows:

(1) A refund of 75% is granted if a student withdraws before the end of the first week of classes, or prior to 7% completion of a course in a programme/course which is less than four months in duration;

(2) A refund of 50% will be granted if a student withdraws before the end of the second week of classes, or prior to 14% completion of a course in a programme/ course which is less than four months in duration;

If a student withdraws more than two weeks after classes start, or after 14% completion of courses in programmes/ courses less than four months in duration, no refund will be granted. Students enrolled in Developmental Studies who complete the programme in less than fifteen weeks will have their tuition fees refunded on a pro-rata basis.

FINANCIAL AID

SCHOLARSHIPS, AWARDS, AND BURSARIES

CNC offers scholarships and awards to students who achieve academic excellence. Bursaries are also awarded to help ease the financial burden of attending College. The Financial Aid Catalogue, available at the Financial Aid Office (Rm 2-126) and at the Regional Centres, provides complete information on all financial awards. Below is a listing of current awards; other awards from external agencies may also be available. **Award recipients are expected to attend the award presentation ceremonies held annually, in the Fall and Spring, to receive their awards.**

ANNUAL AWARDS

Donor	Application Deadline
ABE Association of B.C.	January 31
ABE Department Bursaries	January 31
Auxiliary Assoc.of Cdn. Travellers	September 30
B.C. Gas Inc.	September 30
B.C. Lung Assoc.	September 30
B.C. Telephone Co. 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 Accountant Assoc. of B.C.	January 31
Canadian National Scholarships for Women	August 1
Cental Interior Logging Assoc.	September 30
Credit Union Foundation Bursary	January 31
Credit Union Pioneers' Memorial	January 31
Finning Ltd	September 30
	January 31
FM/94 Radio	January 31
Industrial Relations Management Assoc.	September 30
Institute of Chartered Accountant 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 Lamoureux Memorial Award	January 31
MacGregor Wilderness Society	September 30
N.I.L.S. of C.O.F.I.	September 30
Northland Chrysler	September 30
Norhwood Pulp and Timber Ltd	September 30
	January 31
	April 30
P.E.O.Sisterhood	January 31
P.G., Cariboo and Central Interior Trans. Club	September 30
P.F. Businesss and Professional Women's Club	January 31
P.G. Chartered Accountants Assoc.	January 31
P.G. Construction Assoc.	January 31
	April 30
P.G. and District Credit Union	September 30
	January 31
P.G. Medical Laboratory	January 31
P.G. Rotary Club	September 30
	April 30
P.P.W.C. Local 9 Bursary	September 30
Provincial Women's 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
The Pas Lumber Company	September 30
Timberline Forest Inv. Consltants	January 31
University Women's Club	January 31
	April 30
Vancouver Stock Exchange	September 30
Welding Institute of Canada	September 30
	January 31
Weldwood of Canada	September 30

CNC STUDENT AID ENDOWMENT FUND

Association of Prof. Engineers of B.C., B.C Branch	April 30
Auxiliary of P.G. Regional Hospital Awards	September 30
Canfor Scholarship	September 30
City of Prince George Bursary	January 31
CNC Cooperative Education Awards	September 30
CNC Faculty Assoc. Fund	Open
CNC Gourmet Dinner Scholarships	January 31
Don Flynn Foresty Education Awards	January 31
	April 30
Dr. Hugh Stephen Memorial Awards	June 30
Dr. John De Rosario Memorial Bursary	January 31
Ed Berry Memorial Bursary	January 31
FMC Canada Ltd. Scholarships	September 30
	January 31
Heather Sadler Jenkins Scholarship	January 31
Hong Kong Bank of Canada Scholarship	January 31
Jim Damiano Memorial Scholarship	January 31
Lakeland Mills Scholarship	January 31
Lloyd Anderson/ Steve Burgers Trades Schl.	January 31
Logging Seminar Steering Committe Schl.	September 30
NCSAEF Regional Student Bursaries	January 31
NCSAEF Prince George Student Bursaries	January 31
NCSAEF ABE/ELT Scholarship	January 31
NCSAEF Health Sciences Scholarship	January 31
NCSAEF Construction Tech./EGAD Scholarship	January 31
NCSAEF Trades Scholarship	January 31
NCSAEF Social Services/ECE Scholarship	January 31
NCSAEF Office Administration Scholarship	January 31
Northern Institute for Resource Studies Awards	September 30
	January 31
Northern Silviculture Scholarship	January 31
Prince George Computer Club Award	September 20
PPWC Local 29 Bursary	January 31
Real Estate Foundation Awards	September 30
	January 31

STUDENT LOANS

The Financial Aid Catalogue is the most comprehensive source of information on student loans. Students are advised to submit their loan applications well in advance of their programme start date to allow for processing which can take up to ten weeks. For assistance and information, contact the Financial Aid Office.

REGULATIONS

ADVANCED STANDING

Students who have completed post-secondary courses in other institutions may be given advanced standing for these courses at CNC. Students are advised to consult with a counsellor well before classes begin, and to obtain a written acceptance of their advanced standing.

AUDIT STATUS

Students may audit courses under the following conditions:

(1) The class has a vacancy. Students taking the course for credit are given priority on class lists;

(2) The student must request audit status at the time of registration;

(3) Students may change from regular to audit status during the regular ADD/DROP period if there is a vacancy in the class, and if all other admission requirements have been fulfilled;

(4) Students may not change from regular to audit status after the official ADD/DROP period has passed without approval by a Division Director;

(5) Credit is not awarded for audited courses;

(6) The student must pay the regular fee for audited courses;

(7) Audited courses are not considered part of the student's official work load.

CREDIT HOURS

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

GRADE APPEALS

A student may request reconsideration of ***final*** course grades under the Grade Appeals procedure; problems regarding all other grades should be discussed with the instructor shortly after the grade is issued. Grounds for appeal include prejudicial or capricious grading by the instructor or clerical error. The appeal must be of sufficient substance to warrant a change to the grade if the appeal is successful.

(1) The student must initiate the appeal process within thirty calendar days following the receipt of the final grade by discussing the matter with the instructor;

(2) If the matter cannot be satisfactorily resolved with the instructor, the student may pursue the appeal

by forwarding a written outline of the appeal to the instructor's Department Head. If the Department Head is the instructor, or if the Department Head is absent, the written appeal should be forwarded to the Academic Director. The appeal must specify the course, the instructor, the evidence upon which the appeal is based, and the resolution being sought.

(3) Failing resolution with the Department Head, the student may pursue the appeal by forwarding it to the Vice President - Academic who will verify that the appeal process has been properly adhered to, and will submit the appeal to the grade appeal committee. In general, fourteen calendar days will be allowed for the appeal to progress from the instructor to the Vice President - Academic.

Within seven days following receipt of the appeal, the committee will review the appeal, and will conduct hearings with the instructor and the appellant. When reviewing the appeal, the committee may request additional written submissions. When conducting its hearings, the committee will generally schedule the student for the first interview, and the instructor for the second. Joint interviews may be conducted if deemed appropriate by the committee. The student and the instructor both 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, jointly or individually, the student and the instructor.

The committee will pursue all avenues appropriate to the resolution of the appeal. If a consensus is reached, the committee will submit, to the instructor, a report outlining recommended action and its rationale. If the instructor does not support the recommendation, the committee will then forward the report to the Vice President - Academic for final decision. The committee will never recommend that a lower grade be assigned. If the committee cannot reach a consensus, it will prepare a report outlining the issues involved and will forward it to the Vice President - Academic for decision.

Clinical Practice — Appeal Procedure

A student who feels that he or she may have been unfairly treated in the evaluation of progress achieved in a Health Science programme may lodge a complaint using the clinical practice appeal procedure. This procedure is designed to facilitate the informal resolution of the appeal. Hearings rarely proceed to the sub-committee stage. Complete information on this procedure is contained in the *Health Science Student Handbook.*

GRADING SYSTEM

Alphabetic symbols are used to report academic achievement. Each grade is assigned a numerical grade point used in determining the grade point average. Grade points are calculated by multiplying the credit hours of the course by the numerical equivalent of the letter grade. Grade point averages are calculated by dividing the total number of grade points by the total number of credit hours and are reported on each statement of grades. The cumulative grade point average is reported on the transcript.

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 and 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 Calendar.	*
AUD	Audit Status. No credit granted.	*
TER	This letter grade signifies that the student was terminated from the applicable course and requires the permission of the Division Director to re-enroll. Not included in the calculation of the grade point average.	
AG	Student completed a modified program. An annotated report is available.	*

* Not included in GPA.

Grading Scales

Nursing, Dental Hygiene and Cooking

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

All other programmes

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

Grade Point Average (GPA) Calculation

The GPA is calculated by multiplying the grade points earned by the number of credits, and then dividing the result 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	

GPA is 31 divided by 15 equals 2.07

Statement of Grades

At the end of each semester/trimester, or at the end of a programme, 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.

HARASSMENT POLICY

The College is committed to providing students and employees with an environment free of harassment. A handout describing the policy, and the procedure for lodging a complaint is available at the Student Association, Counselling, Admissions and Registration offices, and the Human Resources Department.

MISCONDUCT

College students are expected to conduct themselves honourably and maturely. Sanctions imposed for misconduct may include a warning, a re-assessment of the student's work, failure in a programme, denial of admission or re-admission, forfeiture of College financial aid, and suspension or termination. Offences covered by the Criminal Code of Canada shall be dealt with through the courts of law. Students terminated for misconduct require a Director's permission for re-admission to a programme. The College reserves the right to take whatever action deemed necessary to deal with improper behaviour such as cheating, plagiarism, disruption of instructional activities, damage to property, assault on individuals, and misrepresentation:

(1) Cheating includes, but is not limited to, dishonest or attempted dishonest conduct at tests or examinations in which books, notes, diagrams, or other unauthorized aids are used;

(2) Plagiarism includes presentation of another person's work or idea without acknowledgement. Students should caution against unintended plagiarism by learning proper scholarly procedures. Normally, a plagiarized assignment will not be graded, and may result in failure of the course;

(3) Disruption of instructional activities includes, but is not necessarily limited to, behaviour which interferes with lectures, seminars, tutorial group meetings or other related activities, and examinations or tests;

(4) Damage to property and assault on individuals includes behaviour leading to vandalism of College, staff or student property. Also included is behaviour causing physical or emotional injury to staff and/or students;

(5) Misrepresentation includes, but is not limited to, the fraudulent representation of information and the falsification of documents and academic records.

PROBATION AND DISMISSAL

A student whose performance is at an unsatisfactory level may be placed on probation for a specified period. If his/her performance continues to be unsatisfactory beyond the specified period, the student may be suspended. A student with a grade point average of 1.00 to 1.49 will be placed on academic probation. A student whose grade point average remains within the 1.00 to 1.49 range for two consecutive terms may not be allowed to re-register without counsellor or Department Head permission. Students with a grade point average of 0.99 or lower will not normally be permitted to continue in the following semester.

SMOKING POLICY

The College has designated smoking areas, and is gradually progressing toward becoming a smoke free environment.

STUDENT APPEAL PROCEDURE

The student appeal procedure is the mechanism by which a student who perceives he/she may have been unjustly treated regarding the application of a College procedure, or regarding the action of a College employee, may seek recourse:

(1) The student must first attempt to resolve the issue with the CNC employee on an informal basis within ***sixty calendar days*** following the incident;

(2) Appeals will be resolved by the President based on recommendations provided by an ad hoc committee comprised of a student appointed by the Student Association, two faculty members appointed by the Vice President - Academic, and one administrator appointed by the President;

(3) The appellant has the right to appeal the committee's recommendation(s) through the Vice President - Academic, who will ensure that the appeal procedure is adhered to by all parties involved.

The Student Appeal Procedure is designed to ensure that all parties involved are given the opportunity to state their views openly and honestly. Any party perceiving to have been unfairly dealt with by the Committee may seek recourse to the President or the College Board.

STUDENT RECORDS

Student records contain confidential information and are therefore handled accordingly. Disclosure of information from these files is authorized only in response to:

(1) A request from a student for information from his/her record;

(2) A request accompanied by the student's written authorization to access his/her record;

(3) A court order;

(4) A government agency's request for data to be used in statistical analysis and research, provided that confidentiality is assured.

TRANSCRIPTS

Official transcripts bear the Registrar's seal and signature, and may be obtained from the Office of Admissions and Registration at a cost of $5.00 for the first copy and $1.00 for each additional copy. Upon request, the Office of Admissions and Registration will forward official transcripts to potential employers, educational institutions, and other agencies. To request official transcripts, a student must complete a Transcript Request Form, and submit it to the Registrar's Office no later than Thursday noon for receipt of the transcript on the subsequent Friday.

TRANSFER TO OTHER INSTITUTIONS

Students wanting to transfer their credits to another institution should consult the calendar of that institution to verify transferability of credits. CNC counsellors will assist students in selecting transferable courses, however, the final responsibility for course selection rests with the student.

WITHDRAWAL FROM COURSES

A student may withdraw from a course without academic penalty under the following conditions:

(1) Prior to 40% completion of the course—the instructor's signature is not required;

(2) Prior to 60% completion of the course, provided a "P" grade or above has been maintained — the instructor must sign the withdrawal form;

Students who withdraw from a course without meeting these conditions will receive an "F" grade which will be accounted for in the calculation of the grade point average. This grade may be appealed through the Grade Appeal procedure. A student seeking re-admission to a course, from which he/she has withdrawn more than once, will be assigned the lowest priority on the course waiting list.

SERVICES AND FACILITIES

ATHLETICS AND RECREATION

The College is a member of the B.C. College Athletics Association (BCCAA), and is presently participating in volleyball, badminton and curling on an intercollegiate level. All students registered in three or more credit courses, or in a full-time Trades programme, are eligible to participate on the intercollegiate teams.

In co-operation with the Student Association, CNC offers a full range of scheduled intramural sports. Floor hockey, basketball, volleyball, soccer, softball, racquetball, and tennis are a few of the sports offered in past years. Fitness classes are offered from September to April and clinics are held in weightlifting and racquetball throughout the academic year. Recreational activities of a non-competitive nature are also held and the department will assist students in establishing or offering most types of recreation activities.

The College has a large gymnasium, two racquetball courts, and a weight training facility available to all students. Equipment, services, and facilities are also available to the public. Further information regarding the gym may be obtained by calling 561-5803.

COMPUTER FACILITIES

The College has several computer labs accessible to students: one terminal lab, and five microcomputer labs:

1) **VAX: TERMINAL LAB**
The Vax lab contains 22 CITOH 326 terminals, 2 CITOH 4000 dot matrix printers, and 1 Facit 4565 letter quality printer. It is accessible during College hours to all students who have an active user account. This facilitiy is used primarily for teaching computer programming;

2) **GENERAL PURPOSE MICROCOMPUTER LAB**
This lab contains 22 Laser PC/XT's, 6 IBM Proprinters, 1 HP Laserjet printer, and 1 Magnabyte overhead projection unit. It is accessible to all students during College hours, and on weekends from 10:00 to 18:00. Offering a wide variety of software applications, this lab is used primarily by Computer Information Systems. Other programmes, such as Forestry, Electronics, and Adult Basic Education also use the lab as required;

3) **WORD PROCESSING LAB**
The Word Processing Lab contains 25 IBM PC/XT's, 6 Roland 1215 printers, 1 HP Laserjet printer, and 1 Magnabyte overhead projection unit. It is accessible during College hours unless occupied by scheduled classes. Offering various word processing and business software applications, this lab is used primarily by the Business and Management Studies programmes;

4) **MACINTOSH LAB**
The Macintosh lab, located in the Library, contains 22 Macintosh Plus computers, 1 Laserwriter IINTX, 4 Imagewriter II dot matrix printers, and 1 Magnabyte overhead projection unit. These

networked computers provide access to several software applications, including word processing, desktop publishing, graph, spreadsheet, draw, and accounting programs to name a few. All students have access to this lab during library hours, except when it is reserved for teaching purposes;

5) **TECHNOLOGIES LAB**
This lab is equipped with 8 Laser 386's, 8 Laser 286's, 16 Kurta digitizer tablets, 3 Roland 1212A dot matrix printers, 3 HP 7475A 6 pen Plotters, 1 HP Draftpro 8 pen plotter, and 1 Magnabyte overhead projection unit. Access to the lab, other than during scheduled classes, is by computerized access code assigned to students.

6) **OPEN ACCESS AREA**
Equipped with 2 IBM PC/XT's, 2 Macintosh Plus's 1 Roland dot matrix printer, and 1 Imagewriter II, the open access area is located in the Library, and is accessible to all students during Library hours. Users have access to a variety of word processing and business applications software.

The Regional Centres are also equipped with computer lab facilities. At a minimum, all regional labs contain 10 PC/XT's 3 Roland dot matrix printers, and 1 Magnabyte overhead projection unit. Common word processing and business applications software are available at all lab facilities.

COUNSELLING

The Counselling Centre provides a comprehensive counselling and advising service to assist students and prospective students in successfully achieving their objectives. Professional counsellors and advisors can provide assistance in dealing with academic, career, and personal concerns. Individuals are encouraged to consult with a counsellor when:

- Entering college;
- Establishing career and life goals;
- Encountering barriers to personal and academic success;
- Transferring to another post-secondary institution;
- Entering the job market;
- Encountering personal problems and crisis;
- Requiring assistance with appeals.

Advisors are available to assist students in planning educational programmes, in obtaining information on career options and skill requirements, and in job search preparation and techniques. Anyone requiring assistance from the Counselling Centre is advised to make an appointment by calling 561-5818. Centre hours are from Monday to Friday 8:00 to 16:00.

DAY CARE

A day care service for children aged three to five years is offered by the Demonstration Centre at the main campus. This year round service is available to students, as well as to all members of the community, on a fee basis. The Centre is staffed by qualified day care instructors. To obtain information regarding this service, contact the Head Instructor at 561-5834.

DISABLED STUDENTS — SERVICES AND FACILITIES

The Adult Special Education department provides support services to help persons with disabilities attend college programmes and participate in all facets of College life. Adult Special Education services include Transition Planning for prospective students, Learning Assistance support for registered students, and College Access services for disabled students who wish to learn in an integrated setting but may not meet regular entrance requirements as a result of a disability. The department also offers specific programmes for adults with mental handicaps/developmental disabilities (refer to the programmes section, Adult Special Education).

Services:
- Assessment for programme placement;
- Development of individual learning objectives;
- Course modifications or adaptations to meet students' learning goals;
- Arrangement of the necessary learning support;
- Instructor liaison;
- College orientation;
- Programme / course selection in consultation with the counselling department;
- Adjustment support for students;
- Registration assistance;
- Information on financial assistance, housing, transportation and other community resources;
- Provision of alternate methods for taking exams, notetaking and assignment completion;
- Co-ordination of services for sign language interpreting and taping print materials.

Special Resources:
- Visualtek magnification system;
- Speech plus calculator;
- Large print computer software;
- Laptop computer;
- Kursweil Reader;
- Four track tape recorder;
- Emergency (short term) disabled parking permits.

Facilities:
- The entrance between the Gym and the Dental Facility is equipped with an automatic door;
- Reserved parking spaces are available in the Dental parking area and in the main parking lot off 22nd avenue;
- Wheelchair accessible washrooms are located on every floor;
- The elevator is located in the center hallway in front of the switchboard (an access handbook is available from the Adult Special Education Department).

Prospective students are encouraged to contact the Adult Special Education Department to discuss special service needs in advance of enrolment. Up to four months lead time may be required to obtain certain specialized services. The Adult Special Education department welcomes suggestions regarding additional services or courses which should be offered at the College. To make an appointment or to obtain further information, call 561-5823, TDD 562-2131.

EMERGENCIES AND EVACUATION PROCEDURES

The College has several qualified first aid attendants on staff. In the event of an emergency requiring first aid attention, an attendant can be reached at Local 200. All accidents must be reported to the Human Resources office within 24 hours of occurence.

The College does not have a public address system that extends to the classrooms. Given the large number of students and classrooms, it is impossible to communicate messages, other than emergencies. Students should not use the switchboard to relay messages. In some cases, messages may be relayed through the Student Association office. (562-7415 or 562-2131 Local 365).

The fire alarm operates in two stages; a slow intermittent ring signals a fire occurring in another area of the College. A fast ring indicates a fire in the immediate area, and **everyone** must leave the building via the nearest exit—**the elevators must not be used.** Fire wardens direct the evacuation of the building.

EMPLOYMENT PLACEMENT

The Placement Services office, located in the Counselling Centre, assists students and graduates in identifying career oriented employment opportunities. Providing a liaison between the College and prospective employers, the Placement Services office assists with full-time, part-time, and temporary employment placement. Additional services include the coordination of campus recruiting and student interviews either on-campus, or at an employer's premises.

Employment placement services are also available at the Canada Employment Centre (CEC) located at 1395 - 6th Avenue, Monday to Friday from 8:00 to 16:30 (tel:561-5200). The CEC summer student employment office operates at the College from April to September, and offers services related to summer employment.

Student jobs at the College are often available throughout the school year, and during the summer months. They are posted in a glass case near the main entrance. Information concerning job postings may be obtained at the Human Resources office, located on the third floor.

FOOD SERVICES

The Cafeteria is located on the main floor, and operates from September to June, 7:00 to 21:00 Monday to Thursday, and 7:30 to 15:00 on Fridays. It offers a salad bar, short order grill, complete full hot meals, and a variety of beverages and fresh bakery products.

Food Services is equipped to cater to all types of functions from small receptions and buffets, to large banquets. The professional staff can offer advice on planning menus, and other services suited to the occasion. For further information on services available, contact the Food Services Manager at 561-5807.

HEALTH AND SAFETY

The College is committed to providing a safe and healthy environment for employees and students. To achieve this objective, all health and safety regulations are enforced, unsafe conditions are promptly corrected, and safety education is provided on a continuous basis. Students must comply with the Workers Compensation Board safety regulations, as outlined in the Programmes section where applicable.

HOUSING

As there are no student residences on campus, 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 Counselling Centre maintain lists of uninspected accommodation offered throughout the city. It is the student's responsibility to determine the suitability of the accommodations listed.

INFORMATION CENTRE/ SWITCHBOARD

The Information Centre is located on the second floor, at the main entrance. In addition to providing general orientation information, the Centre houses the Switchboard, and the Lost and Found. All calls to 562-2131 are handled by the switchboard from Monday to Friday 7:00 to 17:30. Departments may be contacted after hours by dialing the numbers listed in the city telephone directory. As the College does not have a paging system, it cannot take messages for, or make contact with students except in the case of an emergency.

INSTRUCTIONAL MEDIA SERVICES

Instructional Media Services (IMS) offers equipment and services to staff, students, and community groups. Various audio-visual equipment, including videotape recorders and cameras, audio equipment, slide and film strip projectors, 16mm projectors, and computer equipment are available. IMS also maintains the College film collection. Hours of operation are Monday to Thursday, from 7:45 to 17:00.

LEARNING RESOURCES - DEVELOPMENTAL STUDIES CENTRE

The Developmental Studies Centre is designed to assist students who lack reading, writing, mathematics and study skills requisite for their courses or programmes. The Centre operates on the basis of instructor guided, competency based learning, and also administers the English and Math Achievement Test (EMAT), required for admission to a number of College programmes. Additional information regarding the EMAT is provided in the Adult Developmental Programmes section of the Calendar.

LIBRARY

The Library (Resource Centre) is located next to the entrance of the main building. Open to the general public as well as to students, the Library offers a broad range of resource 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 programme.

Assistance in locating information and in using the Centre's resources is available from the staff at the Information Desk. Orientation tours are provided to groups as well as to individuals upon request. Library patrons have access to study carrels, small group areas, informal reading lounges, and a quiet study area. Photocopiers, typewriters, audio-visual equipment and microcomputers are also available.

From September to May, the opening hours are as follows:

- Monday - Thursday 8:00 - 22:30
- Friday 8:00 - 20:00
- Saturday 9:00 - 17:00
- Sunday 10:00 - 17:00

From June to August, the opening hours are as follows:

- Monday - Thursday 8:00 - 18:00
- Friday 8:00 - 17:00

The College Library network extends to the region and there are collections at each Regional Centre. Further information may be obtained from the Regional Librarian (562-2131 local 396) or by contacting the Regional Centre.

STORE

The College Store, located in the Smithers Building near the main entrance, stocks all the required course related texts and materials. Upon request, the store also places special orders.

In addition to textbooks, the Store stocks a wide variety of sundry supplies and College crested sportswear, glassware, and mementos. Hours of operation are from Monday to Thursday, 8:00 to 16:50, and Friday, 8:00 to 15:50. To accommodate students, evening hours are extended during the first two weeks of each semester. Summer hours, although subject to change, normally run from Monday to Friday, 8:00 to 15:50.

STUDENT ASSOCIATION

The Student Association is an organization comprised of all registered students. The Executive is elected annually to direct the operations of the Association. With the assistance of an administrative officer, a work study student, and occasional staff, the Executive provides various services such as locker rentals, accommodation listings, used book sales, and organization of social/athletic events. The Association also sponsors the student newspaper, and has an Ombudsman to deal with student complaints. Additional information regarding the Association may be obtained at its office located in Room 1-201 Vanderhoof Building, or by calling 562-7415 / 562 2131 Local 365.

STUDENT NEWSPAPER: CNC FREE PRESS

The Free Press is a bi-weekly newspaper, funded by the Student Association, and published by the students for the College community. Its objective is to keep students apprised of events, issues, and developments at the College, and to provide students a vehicle for voicing their comments and concerns. Free Press staff members are all students who volunteer their time and talents to publish a reputable paper. Anyone interested in acquiring experience in writing, artwork, desktop publishing, or photography is encouraged to participate in the production of the newspaper. For more information, inquire at the Free Press office, located in Room 1-107 Vanderhoof Building (562-7441).

TEST SUPERVISION

The Chief Examiner's Office and the Regional Centres provide supervision for various tests required for admission to universities, other institutions, or professions. These include:

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

Further information may be obtained from the Chief Examiner's Office (561-5823) or from the Regional Centres.

TRANSPORTATION

Full-time students with a valid student card are eligible to receive the Prince George Transit student rate. A bus schedule is posted at the main entrance to the campus.

VOLUNTEER ADULT LITERACY TUTORING (VALT)

The College offers a free, confidential tutoring programme to assist adults who wish to acquire basic reading skills to the Grade 5 level. This one-to-one tutoring is provided with the assistance of community volunteers, trained by the College to serve as tutors. Based on an initial assessment, students are matched with a tutor. Student-tutor pairs usually meet two or three times per week, according to a schedule and location convenient to both the student and the tutor.

The VALT programme is offered at all five CNC campuses. More information may be obtained by contacting the VALT instructor at any campus.

ADULT DEVELOPMENTAL PROGRAMMES

The Adult Developmental programmes are designed for people seeking to acquire basic language and literacy skills, to complete a secondary school education, or to acquire the skills prerequisite to College programmes. They prepare students for admission to vocational training, post-secondary studies and/or for employment requiring completion of a secondary school education. The following programmes are offered:

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

All components of the Adult Developmental programmes are offered at the Prince George Campus, and many are offered at the Regional Centres. Information on regional programmes may be obtained by contacting the Regional Centres directly.

ADULT BASIC EDUCATION PROGRAMME (ABE)

The ABE programme framework includes four levels of certification and five levels of course work. 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 (*).

(*) Applicants are advised to consult with a counsellor regarding courses required for each certificate/diploma and for assistance in choosing the most appropriate options to achieve specific goals.

Programme Length

The programme is based on competence in specific skills; therefore, length varies depending on the individual student's progress. Generally, Levels I and II can be completed in five to six months, and Levels III, IV and V can be completed in five months.

Admission Requirements

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

In cases where the admission requirements or course prerequisites have not been met, special admission to a programme or course may be granted upon written recommendation by a counsellor and the coordinator, and upon authorization by the programme Director.

Application Procedure

Applications (forms available at the Office of Admissions and Registration) may be submitted at any time. ABE courses are offered year-round. Admission to day programmes occurs in September, November, January, and March. Evening ABE courses typically begin in September, January and/or February.

Students completing one level of course work in eight weeks or less will have their tuition fees applied to the cost of the next level.

Attendance

A student who accumulates five days of unexcused absences may be terminated from the course, by the Director, upon the Instructor's recommendation.

COURSE DESCRIPTIONS

ABE 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.

ABE Level II (Grades 7-8)

English 020 - Basic Preparatory English
A 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, 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.

ABE 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 prerequisite for Biology 045 and 050, Chemistry 045 or Physics 045.
Prerequisite: English 020 and Math 020, or as evaluated by the ABE placement test.

Intermediate Science 035
This course covers units on introductory chemistry, pollution, introductory biology, nutrition, weather and simple machines. Intermediate Science 035 is not a valid prerequisite for Bilolgy 045 and 050, Chemistry 045, or Physics 045, but it can be used as the science requirement for an ABE Intermediate Certificate.
Prerequisites: English 020 and Math 020 or as evaluated by the ABE placement test.
Corequisite: Math 030

Science 030 (Biological Stream)
This course is an introductory study of Chemistry and Biology consisting of selected topics relating to science. It provides the equivalent of an academic Grade 10 and fulfills the prerequisite requirements for Biology 045 and 050 and Chemistry 045, however, it is not valid as a prerequisite for Physics 045.
Prerequisite: ABE Level II or as evaluated by the ABE placement test.
Prerequisite or Corequisite: Math 030.

Science 030 (Physical Stream)
Physical Science is the study of the interaction of matter and energy to cause change. This course consists of selected topics in introductory Chemistry and Physics, and provides the equivalent of an academic Grade 10. Physical Science 030 fulfills the prerequisite requirements for Chemistry 045 and Physics 045 but is not valid as a prerequisite for Biology 045 or 050.
Prerequisite: English 020 and Math 020, 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.

ABE 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 will include a survey of the diversity of plant and animal life.
Prerequisites: Science 030 (Biological Stream) or successful completion of an introductory science course such as Science 10 in the last three years, or by permisssion of the instructor; Math 030 or as evaluated by the ABE 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, mole and composition problems, equations and calculations, and introductory organic chemistry.
Prerequisite: Math 030; Science 030 (Physical Stream) or Science 10; or as evaluated by a placement test.
Corequisite: Math 044 or Math 045

English 045 - Advanced Preparatory English
The course includes reading, writing, speaking and listening skills. Extensive writing and research skills are taught. There is a literature component, as well as a section on interpersonal communication skills.
Prerequisite: ENGL 030 or as determined by a placement test.

Math 044 - Advance Developmental Mathematics
The course includes math for science, number and number operation, geometry, algebra - linear and quadratic equations, inequalities, factoring polynomials, simplification, addition, subtraction, multiplication and division of rational expressions. It covers the algebra skills necessary for the nursing programme without the rigor of Math 045.
Prerequisite: Math 030 or as evaluated 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 and trigonometry.
Prerequisite: MATH 030 with a grade of B or better, permission of the instructor, 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 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.
Prerequisite: 045 reading level as evaluated by a placement test.

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: Science 030 (Biological Stream) or successful completion of an introductory science course, such as Science 10, in the last three years or by permission of the instructor; 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 or 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 grade of B attained in CHEM 11). Math 044 or Math 045.

English 050 - Provincial Preparatory English
This course emphasizes writing, research, and communication skills. There is a strong literature component, which includes study in all literary genres. Prerequisite: English 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.

ENGLISH LANGUAGE TRAINING PROGRAMMES

Admission Requirements
Applicants must be at least 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.

Application Procedure
Applications (forms may be obtained at the Office of Admissions and Registration) may be submitted at any time. Introductory/preparatory courses generally start in September and March. Additional courses may be started during the year in response to demand. Further information on the courses offered may be obtained by contacting the Admissions Office at 561-5801 or the Regional Centres.

COURSE DESCRIPTIONS

Two courses of *"English as a Second Language"* are offered. They are designed to assist new Canadians who have difficulty reading, writing, or speaking English.

ENG 011 - Beginning English Language Training
This is a full-time six month course (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.

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.

DEVELOPMENTAL STUDIES CENTRE

The Developmental Studies Centre (DSC) is intended to help students who, for whatever reason, lack reading, writing, math or study skills which are necessary to pursue their programmes. The Centre's services are available to students prior to, as well as during, their college studies. Assigned times are arranged to accommodate the student's academic schedule. In addition, DSC services are available to any member of the community who may wish to improve his/her Math and English skills.

Admission Requirements
Placement Testing: All students entering career technical programmes and certain vocational programmes must take the English and Math Achievement Test (EMAT) prior to their first semester. The results of this test are used to assess and prescribe upgrading requirements for those students whose English and Math skills are weak. Students falling below the criteria for the programme in which they are enrolled are

required to take developmental courses. The EMAT is administered approximately once per month. For more information contact the Developmental Studies Centre (Prince George Campus) or any Regional Centre office.

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

COURSE DESCRIPTIONS

ENG 155 - Developmental English
Based on the results of the EMAT, and the requirements of the programme 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, 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 or organization, sentence structure, etc.

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

Math155 - Developmental Mathematics
Based on the results of the EMAT and the requirements of the programme 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.

GENERAL EDUCATION DEVELOPMENT (GED)

The General Education Development (GED) tests are used to assess whether an individual meets the basic academic skills required to obtain a secondary school (Grade 12) equivalency certificate. This certificate is often used for employment, job advancement, and admission to educational programmes. The tests evaluate writing, social studies, science, reading, and mathematic skills. As this certificate may not, in certain cases, meet certain College programme requirements, a counsellor should be consulted to obtain clarification.

Admission Requirements
Applicants must meet the following three requirements at the time of application:

(1) Be at least nineteen years of age;
(2) Be a British Columbia resident for at least six months immediately prior to the application date;
(3) Be out of school for at least one full academic year.

Application Procedure
Applications (available at the Office of Admissions and Registration) may be submitted at any time. The GED tests are administered at all campuses. Preparation classes are held prior to each test. Further information may be obtained by calling the Main Campus at 561-5801, or a Regional Centre office.

GED Preparation Course
This seven to eight week preparatory course is designed to prepare adults to successfully pass the GED. It emphasizes Mathematics and English to the Grade 12 level. An approach to exam writing is also presented. Counselling advice regarding post-secondary options is available. ***This course is not prerequisite to writing the GED examination.***

VOLUNTEER ADULT LITERACY TUTORING (VALT)

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

This programme accepts students who are non-readers as well as those who wish to improve their basic reading, writing and spelling skills. Students receive free private one-to-one instruction, twice a week, from a volunteer literacy tutor. Time and place of instruction can be arranged to accommodate the student. Programmes are individually designed for each student, and often serve as a "bridge" to other College programmes. Students who achieve success in this programme are those who are able to work independently on assigned materials between tutoring sessions.

Admission Requirements
Students must be at least 18 years of age, and must personally recognize the need to acquire or improve basic skills. Other requirements may apply. Applications may be submitted any time between September and May. Contact the VALT office at 561-5835, or a Regional Centre office for further information.

ADULT SPECIAL EDUCATION

The Adult Special Education department at the Prince George campus offers two programmes which are specially designed to assist individuals with developmental disabilities. The ***Techniques for Access, Reaching Goals, and Employment Training (TARGET)*** programme prepares students for supportive employment, and offers them the opportunity to develop community access skills. The ***Job Education and Training (JET)*** programme prepares students for competitive employment and provides them with the skills needed to obtain and keep a job.

Both programmes offer maximum flexibility to their students. Structured in module format, they may be tailored to assist a student in achieving specific personal and/or employment goals. Programme duration will vary depending on the number of modules selected, and on the schedulling which may be either full-time or part-time.

Applications to either of these programmes may be submitted at any time; all applicants are invited to a personal interview. Although most programmes start in September, it may be possible for a student to start at any time during the year depending on the modules selected. **Anyone seeking entry into these programmes is encouraged to contact the TARGET or JET instructors to obtain specific information suited to their requirements.**

The Regional Centres also offer special education programmes. The Quesnel campus offers the ***Community Access Programme (CAP)*** which assists adults with mental handicaps/developmental disabilities develop and improve a variety of skills required for independent living. Course content is determined by the individual needs of each student. A similar programme, ***Independent Living Skills/Pre-employment Training,*** is offered at the Vanderhoof campus.

TARGET 150

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

Success Strategies for Community Interactions 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

- Individualized instruction on specific skills required for an identified work goal.

Admission Requirements

Applicants must be 19 years of age or older. For information on programme prerequisites, contact the Department of Adult Special Education at 561-5823.

Application Procedure

To apply, contact the TARGET instructor at the Adult Special Education department. Applications are accepted year-round; all applicants will be invited to a personal interview. Students may apply for all modules, or select those which address their particular training needs.

JOB EDUCATION AND TRAINING 150

The **JET** programme is designed to help adults with developmental disabilities learn the skills needed to obtain and keep a job. Offered in a series of modules, it prepares students for competitive employment. Topics include:

- Identification of personal and employment goals;
- Assertiveness;
- Interview skills;
- Job search techniques;
- Job maintenance techniques;

On-the-job training is available to students who complete the prerequisites.

Admission Requirements

Applicants must be 19 years of age or older. For information on programme prerequisites, contact the Adult Special Education department at 561-5823.

Application Procedure

To apply, contact the JET instructor, or the Adult Special Education department. Applications are accepted year-round; all applicants are invited to a personal interview. Students may apply for all modules, or select those which pertain specifically to their personal goals.

COMMUNITY ACCESS PROGRAMME (Quesnel)

The **CAP** programme is designed to help adults with mental handicaps/developmental disabilities develop and improve a variety of skills required for independent living. Specific course content is tailored to 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 information on programme prerequisites, contact the Regional Manager, Quesnel campus.

Application Procedure

The programme runs from September to May. Applications for both full-time and part-time enrolment may be submitted at any time during the year for September admission. Application forms are available at the Quesnel campus office.

INDEPENDENT LIVING SKILLS/ PRE-EMPLOYMENT TRAINING (Vanderhoof)

This programme is designed to help adults with mental handicaps/developmental disabilities develop and improve the variety of skills necessary for greater independence in community access and vocational awareness. The programme has two components; Independent Living Skills and Vocational Awareness.

Independent Living Skills

A student's programme could include:

- Interpersonal skills;
- Communication skills;
- Daily living skills;
- Pre-number activities;
- Personal management;
- Gross motor development;
- Fine motor development;
- Attention/discrimination skills;
- Time telling;
- Money handling;
- Functional words;
- Community access;
- Vocational awareness and readiness.

Pre-employment Skills

The goal of this component is to develop the student's knowledge and skills necessary for effectively conducting a job search. The student will work with the instructor to set up a programme which could include:

- Identifying work interests and skills;
- Job search skills;
- Interview skills (formal and informal);
- Application forms;
- Resumé;
- Life skills math;
- Money handling;
- Budgeting;
- Communications;
- Work experience;
- Job maintenance skills;
- Work habits and attitudes.

Admission Requirements

Applicants must be 19 years of age or older. For specific information on programme prerequisites, contact the Regional Manager, Vanderhoof campus.

Application Procedure

Applications may be submitted at any time. Forms are available at the Vanderhoof campus office. The course runs from late September to June. Intake for the Pre-Employment Skills component is continuous, allowing students to start the programme as space becomes available.The Pre-Employment Skills component is structured so that students begin the programme in September.

BUSINESS AND MANAGEMENT STUDIES

The Business Division offers many programmes for students seeking interesting and rewarding business oriented careers. In total, eight programmes are available: three two-year business management diploma programmes, three business management certificate programmes, and two office administration certificate programmes. The Regional Centres offer the certificate programmes on a part-time basis, and the office administration programmes on a full-time basis.

The ***Business Administration Diploma*** programmes are designed to equip students with a broad understanding of business practices, in preparation for entry level management trainee and specialist positions in a variety of institutions, such as manufacturing, wholesaling, retailing, financial, and service enterprises, as well as government agencies. The Business Administration diploma programmes also provide a solid base in preparation for further education towards professional designations. Courses taken in the Accounting and Finance Diploma are recognized for credit by the Society of Management Accountants (CMA), the Institute of Chartered Accountants of B.C. (CA), and the Certified General Accountants Association (CGA). Students interested in furthering their business education are advised to consult the transfer guides in the Calendar, and to discuss their programmes with a counsellor.

All three diploma programmes can be structured according to the ***Co-operative Education*** format, offering students the option to integrate career-oriented work experience placements into their academic programmes. Students earn a salary during their work terms, and gain valuable understanding and experience directly related to their chosen field.

The ***Business Management Certificate*** programmes are structured to provide mature students, who have considerable experience in the work force, the opportunity to upgrade their qualifications in facets of business from accounting to general administration. A wide selection of courses is available, allowing students to tailor their programmes specifically to their needs and educational backgrounds. Courses are offered in the day time, and in the evening on a rotating basis to accommodate students who work full-time.

The ***Office Administration Certificate*** programmes provide training on automated office systems for employment in business, and government offices. Students learn the basic skills for running an office, including filing, mail processing, typing, and business machines. The Administrative Secretary programme will appeal to individuals interested in a business related career. The Legal Secretary programme will appeal to individuals interested in working for a law firm, organizations which deal with legal matters, and government agencies directly related to the field of law (eg. court registry office, court services).

BUSINESS ADMINISTRATION

- **Accounting and Finance Diploma**
- **Computer Information Systems Diploma**
- **Marketing and Management Diploma**

Admission Requirements

(1) Successful completion of Grade 12 (with English or Communications) **OR** Adult Basic Education Advanced Certificate **OR** General Education Development Certificate (Grade 12 equivalency). Applicants planning to enter the Business Administration programmes are strongly recommended to have taken, in the past five years (or have a strong working knowledge of):
- Algebra 12
- Typing 11 (20 w.p.m.)
- Computer Science or Data Processing (11 or 12);

(2) Applicants must take the English and Math Placement Test (EMAT), administered by the College, prior to the first semester. Students below a certain level in this test will be required to complete work in English and/or Math;

Application Procedure

Applications (available at the Office of Admissions and Registration) may be submitted at any time. Acceptance of first year applicants begins the first week of April. All programmes begin the first week of September. To enter a programme at other times of the year, applicants are advised to consult with a counsellor.

Programme Schedules

All diploma programmes are two years in duration. Students may, in consultation with a counsellor, structure their programme over a longer period.

Co-operative Education work terms are scheduled on a year-round basis. For students with modified programmes and schedules, Co-operative Education work term schedules will be established in consultation with Counsellors and Co-operative Education co-ordinators.

BUSINESS MANAGEMENT

- **Business Administration Certificate**
- **Computer Information Systems Certificate**
- **Management Studies Certificate**

Admission Requirements

Programmes vary according to a student's interests and requirements, and are planned on an individual basis in consultation with the Counselling Centre and the Director of Business and Management Studies. A student may start his/her programme at any time, as agreed upon between the student and a CNC Counsellor. Courses start in September, December and March.

OFFICE ADMINISTRATION

- **Administrative Secretary Certificate**
- **Legal Secretary Certificate**

Admission Requirements

(1) Successful completion of Grade 12 (with English or Communications 12) **OR** Adult Basic Education Advanced Certificate **OR** General Education Certificate (Grade 12 Equivalency). High school students planning to enter the Office Administration programmes are strongly advised to have taken Grade 11 Typing and achieved a rate of at least 20 w.p.m.

(2) Applicants must take the English and Math Placement Test (EMAT), administered by the College, prior to the first semester. Students below a certain level in this test will be required to complete work in English and/or Math;

Application Procedure

Applications (available at the Office of Admissions and Registration) may be submitted at any time. Acceptance of applicants begins the last week of April for September intake, and the last week of November for January intake.

ACCOUNTING & FINANCE DIPLOMA

This programme is intended for students seeking a career in the fields of accounting and finance. The selection of courses offered is intended to facilitate transferability to the professional accounting programmes offered by the Institute of Chartered Accountants, the Society of Management Accountants, and the Certified General Accountants Association. Students planning to pursue further studies toward a designation are advised to consult with the professional associations prior to enrolment in second year studies.

COMPUTER INFORMATION SYSTEMS DIPLOMA

This programme prepares students for a career in the diverse field of computer information systems (CIS). A broad spectrum of career opportunities is available to CIS graduates, ranging from programmer or analyst in a centralized data centre, to the emerging employment opportunities with companies acquiring the new generation of microcomputers.

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 terminals on the DEC VAX 11/780 time-sharing system, and with microcomputers. The instructional staff maintain constant contact with industry ensuring the student receives relevant, current, and practical training.

MARKETING AND MANAGEMENT DIPLOMA

This programme prepares students for entry into management trainee and specialist positions in a wide range of businesses and institutions. Some of the major career avenues include government, retailing, wholesaling, distribution, banking, finance, manufacturing and service businesses.

The courses in this option provide a broad spectrum of content in such fields as marketing, finance, law, organizational behaviour, human relations and economics.

TRIMESTER 1 SEPTEMBER TO NOVEMBER YEAR 1

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

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

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

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

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

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

TRIMESTER 2 DECEMBER TO MARCH YEAR 1

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

ACC	151	Accounting II
CIS	151	Computers and Information Systems
CIS	170	Programming Concepts I
CIS	180	Computer Applications in Business
FES	152	Foundations of Employment Skills II
MATH	154	Mathematics of Finance

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

TRIMESTER 3 MARCH TO MAY YEAR 1

ACC	152	Accounting III	ACC	152	Accounting III	ACC	152	Accounting III
CIS	160	Introduction to Systems Analysis and Design	CIS	160	Introduction to Systems Analysis and Design	ECON	252	Canadian Economic Issues
ECON	252	Canadian Business Issues	CIS	171	Programming Concepts II	MATH	157	Business Statistics
MATH	157	Business Statistics	CIS	181	Microcomputing Systems & Operations	MKT	281	Personal Selling
TCOM	191	Technical Communications II	TCOM	190	Technical Communications I	TCOM	191	Technical Communication II

CO-OP WORK TERM 150 JUNE TO AUGUST

TRIMESTER 4 SEPTEMBER TO NOVEMBER YEAR 2

ACC	250	Intermediate Accounting I	CIS	260	Systems Analysis and Design	ACC	257	Financial Management I
ACC	257	Financial Management I	CIS	270	Programming Applications	LAW	293	Business Law I
LAW	293	Business Law I	MATH	157	Business Statistics	MGT	251	Applied Management Skills
MGT	251	Applied Management Skills	MGT	255	Small Business Development	MGT	255	Small Business Development
MGT	255	Small Business Development	TCOM	191	Technical Communications II	MKT	271	Consumer Behaviour

TRIMESTER 5 DECEMBER TO MARCH YEAR 2

ACC	251	Intermediate Accounting II	ACC	255	Management Accounting I	ACC	258	Financial Management II
ACC	255	Management Accounting I	CIS	284	Information Resource Management	LAW	294	Business Law II
ACC	258	Financial Management II	CIS	282	Data Base Systems	MGT	252	Applied Group Dynamics
LAW	294	Business Law II	MGT	251	Applied Management Skills	MKT	251	Theory of Marketing Management
MGT	252	Applied Group Dynamics				MKT	272	Marketing Research Methods

CO-OP WORK TERMS 250 AND 298 MARCH TO AUGUST

TRIMESTER 6 MARCH TO MAY YEAR 2 (NON CO-OP STUDENTS)
SEPTEMBER TO NOVEMBER YEAR 2 (CO-OP STUDENTS)

ACC	252	Intermediate Accounting III	ACC	256	Management Accounting II	ACC	259	Applications of Financial Management
ACC	256	Management Accounting II	CIS	262	Project Programming	MGT	256	Entrepreneurial Development
ACC	259	Applications of Financial Management	MGT	252	Applied Group Dynamics	MGT	282	Business Communications
MGT	256	Entrepreneurial Development	MGT	256	Entrepreneurial Development	MKT	266	Advertising
MGT	282	Business Communications III	MGT	282	Business Communications	MKT	276	Merchandising and Retail Operations

BUSINESS ADMINISTRATION CERTIFICATE

This programme offers a wide selection of courses for students seeking to complement their extensive business experience with academic training. Courses are offered as part of the regular programme offerings, or on a rotating basis. A certificate is awarded upon completion of twelve credit courses. Exemptions for certain courses may be granted for work completed at other institutions, or for relevant work experience.

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

Required Courses

ACC	150	Accounting I
ACC	151	Accounting II
ACC	152	Accounting III
ACC	257	Financial Management I
ACC	258	Financial Management II
MATH	154	Mathematics of Finance
MKT	151	Introduction to Marketing
MGT	151	Management I

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

COMPUTER INFORMATION SYSTEMS CERTIFICATE

This programme is designed for career-oriented individuals seeking to enhance their skills and employability in business, the trades and technologies, and the professions. It provides students the opportunity to acquire computer and information system skills. Generic models and methods of information system development and implementation are presented, and incorporate current trends in the industry.

A certificate is awarded upon completion of seven credit courses. Exemptions may be granted for courses completed at other institutions, or for relevant work experience.

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

Required Courses

CIS	150	Introduction to Microcomputing
CIS	151	Computers and Information Systems
CIS	160	Introduction to Systems Analysis and Design
CIS	181	Microcomputing Systems and Operations
CIS	250	Information Systems Project
CSC	109	Computer Science I

Electives

CIS	153	Structured Basic Programming
CIS	251	Introduction to C
CSC	110	Computer Science II

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

MANAGEMENT STUDIES CERTIFICATE

This comprehensive programme is designed for those who are already employed in business and government who wish to obtain training in management and supervision. It includes courses in computer applications, financial management and cost control, applied management communications, personnel, industrial relations, as well as basic courses in management, human relations, and supervision. Practical and applied skills, as well as an understanding of the conceptual framework required in management are developed throughout the programme. Individuals employed in a wide range of organizations and functional roles are served by this programme. 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 programme relevant to their needs.

A certificate is awarded upon completion of eleven credit courses. Exemptions may be granted for courses completed at other institutions, or for relevant work experience.

The programme consists of the following nine required courses, plus two electives from the student's field of interest.

Required Courses

ACC	150	Accounting I
ACC	151	Accounting II
ACC	152	Accounting III
COM	222	Management and Organizational Behaviour
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

ADMINISTRATIVE SECRETARY CERTIFICATE

This programme consists of four nine-week sessions and is designed to give the student the necessary skills for entry into the work force as a junior secretary/clerk. It is designed for the high school graduate or mature student who already has typing competency, but little or no office experience. It will appeal to those who are interested in a career in the business world.

An Administrative Secretary Certificate will be awarded to students who successfully complete all the courses in the programme with a grade of C or better and a minimum typing speed of 60 w.p.m. At least three timed writings at this speed or better must have been completed before the student will be considered to have satisfactorily achieved this speed.

TERM 1 (9 weeks)

C-070		Communications I
P-070		Office Procedures
W-071		Microcomputers
T-070		Typing I
ENG	155	Developmental English (*)
MATH	155	Developmental Math (*)

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

TERM 2 (9 weeks)

B-070	Business Machines
C-071	Communications II
D-070	Dictatyping I
F-070	Filing
T-050	Typing Development I
T-071	Typing II

NOTE:
In order to proceed to Term 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 25 w.p.m.

TERM 3 (9 weeks)

A-070	Secretarial Bookkeeping
C-072	Advanced Communications I
D-071	Advanced Dictatyping I
T-051	Typing Speed Development II
T-072	Advanced Typing

TERM 4 (9 weeks)

C-073	Advanced Communications II
D-072	Advanced Dictatyping II
P-071	Secretarial Procedures
W-070	Word Processing

LEGAL SECRETARY CERTIFICATE

This programme consists of four nine-week sessions and is designed to provide training for employment in entry level secretarial positions with law firms, and organizations/ agencies directly related to the field of law (i. e.: land titles office, court registry office, court services).

A Legal Secretary Certificate will be awarded to students who successfully complete all the courses in the programme with a grade of C or better and attain a minimum typing speed of 60 w.p.m. 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.

TERM 1 (9 weeks)

C-070		Communications I
P-070		Office Procedures
W-071		Microcomputers
T-070		Typing I
ENG	155	Developmental English (*)
MATH	155	Developmental Math (*)

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

TERM 2 (9 weeks)

B-070	Business Machines
C-071	Communication II
D-070	Dictatyping I
F-070	Filing
L-070	Legal (Intro.)
T-050	Typing Development I
T-071	Typing II

NOTE:
In order to proceed to Term 3 of the Legal Secretary programme, courses in the first two terms must be successfully completed with a grade of C or better, and a typing speed of 25 w.p.m.

TERM 3

C-072	Advanced Communications I
D-071	Advanced Dictatyping I
L-071	Legal Processes I
T-051	Typing Development II

TERM 4

A-070	Secretarial Bookkeeping
C-073	Advanced Communications II
D-072	Dictatyping II
L-07	Legal Processes II
W-070	Word Processing

BUSINESS ADMINISTRATION TRANSFER GUIDE

SOCIETY OF MANAGEMENT ACCOUNTANTS OF B.C.

(CMA)

Accounting Technologist Programme	CNC Course Requirements
(111) Introductory Accounting	ACC 150, 151 and 152 or COM 204
(122) Commercial Law	LAW 293 and 294
(123) Organizational Behaviour	MGT 251 and 252 or COM 222
(212) Economics	ECON 152 and 251 or ECON 201 and 202
(214) Computerized Information Systems	CIS 150 and 151
(229) Intermediate Accounting I	ACC 250
(241) Management Accounting I	ACC 254, 255 and TCOM 190 *
(324) Taxation	ACC 361 and 362 **
(332) Quantitative Methods	MATH 157 or MATH104
(339) Intermediate Accounting II	ACC 251 and 252
(341) Management Accounting II	ACC 311 and TCOM 191 *

Professional Programme	CNC Course Requirements
(441) Management Accounting III	COM 209, 210 and ACC 258
(442) Financial Management	ACC 257 and 258
(543) Advanced Financial Accounting	ACC 353 and 354 **

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

CERTIFIED GENERAL ACCOUNTANTS OF B.C.

(CGA)

Programme 90	CNC Course Requirements
Financial Accounting I	ACC 150, 151 and 152
Economics	ECON 202 or 152
Managerial Mathematics and Economics I	MATH 157 and (ECON 201 or 251)
Financial Accounting II	ACC 250, 251 and 252
Managerial Accounting I	ACC 255 and 256
Financial Accounting III	ACC 251 and 252
Finance I	ACC 257 and 258
Public Speaking	MGT 282
Business Writing	ENG 155, TCOM 190 and 191

NOTE: Minimum grade required for exemption: C+.

INSTITUTE OF CHARTERED ACCOUNTANTS OF B.C.

(IACBC)

ICABC Programme	
Introductory Financial Accounting	ACC 150, 151,152 or COM 204
Intermediate Financial Accounting	ACC 250, 251 and 252
Advanced Financial Accounting	ACC 353 and 354
Introductory Management Accounting	ACC 255 and 256
Cost Accounting	ACC 371
Business Finance	ACC 257 and 258
Management Information Systems	CIS 160
Commercial Law	LAW 293 and 294
Mathematics	MATH 101 and 102
Probability / Statistics	MATH 104 or MATH 157 or COM 209 and 210
Economics	ECON 201 and 202 or ECON 152 and 251
Organizational Behaviour	COM 222 or MGT 251 and 252
Introductory Tax	ACC 361 and 362

PROFESSIONAL INSTITUTES

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

Students are advised to consult with these associations prior to course registration.

COURSE DESCRIPTIONS

ACCOUNTING AND FINANCE

ACC 150 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 the balance sheet equation, journals, adjusting journal entries, financial statement preparation and closing entries. Payroll will be introduced. (3,0)

ACC 151 Accounting II 3 CR
A continuation of the introduction to fundamental accounting concepts and techniques. The main balance sheet items will be studied in detail, including bank reconciliations, investments, receivables, inventory methods, depreciation methods, and current and long term liabilities
Prerequisite: ACC 150 (3,0)

ACC 152 Accounting III 3 CR
The final third of the introductory accounting year. Topics covered will include partnership accounting, corporate accounting, bonds, and earnings per share. The statement of changes in financial position will be studied in depth, and financial analysis and consolidations will be introduced. A computer lab is an integral part of this course.
Prerequisite: ACC 151 (3,3)

ACC 250 Intermediate Accounting I 3 CR
A sound knowledge of fundamental accounting principles is essential to deal with the concepts presented in this course. The in-depth emphasis is on solving problems related to financial statements, cash, marketable securities, accounts receivable, current liabilities and inventories. Practical use of computers is an integral component of this course.
Prerequisite: ACC 152 (3,3)

ACC 251 Intermediate Accounting II 3 CR
An analysis of balance sheet accounts, which was started in ACC 250, is concluded with coverage of plant assets, long term investments and debt and shareholder's equity. Practical uses of computers is an integral component of the course.
Prerequisite: ACC 250 (4,2)

ACC 252 Intermediate Accounting III 3 CR
Special topics include treasury stock transaction, leases, pensions income tax. The statement of change in financial position is thoroughly examined, and financial statements are analyzed. (3,0)

ACC 255 Management Accounting I 3 CR
An introduction to Managerial Accounting. Emphasis is placed on cost for planning and control. The following topics are included: job-order and process costing, cost-volume-profit relationships, cost behaviour, segmented reporting and contribution approach to costing.
Prerequisite: ACC 152 (3,0)

ACC 256 Management Accounting II 3 CR
A continuation of Management Accounting I. Topics included are: Profit Planning, Standard Costs, Flexible Budgets, Control in Decentralized Operations, Pricing of Products and Allocation of Service Department Costs.
Prerequisite: ACC 255 (3,0)

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.
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, inventory management, and cash flow forecasitng.
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
Pre- or Corequisite: ACC 258 (2,2)

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 and ACC 256. (3,0)

COMPUTER INFORMATION SYSTEMS

CIS 150 Introduction to Microcomputing 3 CR
Through extensive "hands-on" experience, the student acquires skills in applying MS-DOS based microcomputers to solve common business problems utilizing generic application packages. Discussions include introduction to operating systems, hardware operation concepts, and the role of software. (3,3)

CIS 151 Computers and Information Systems 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, hardware concepts, the system development life cycle, software development, 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 for program development. (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 practice with fundamental programming principles. Students will practice techniques of methodical and detailed logic development based on the completion of design and will implement solutions in the chosen programming language.
Prerequisite: CIS 150 and MATH 155 (4,2)

CIS 171 Programming Concepts II 3 CR
This course builds upon previous training in programming concepts and emphasizes structured programming and top-down modular approaches. Major topics include: program design techniques, development of maintainable code, documentation requirements, testing and debugging approaches, and common programming problems. Lab assignments are typical business problems which must be designed, coded, tested and documented to accepted standards.
Prerequisite: CIS 170 (4,2)

CIS 180 Computing Applications in Business 3 CR
This course discusses many of the most frequently encountered business computer applications, such as payroll, accounts payable, and general ledger. From the perspective of the computing environment, discussions will include the modular development of an application, scheduling impacts, file layouts, and relationships with other applications.
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, including operating systems, control language, and basic hardware trouble shooting. Software package configuration and installation are included. The concept of computer support services within an organization is discussed.
Prerequisite: CIS 150 (3,3)

CIS 250 Information Systems Project 6 CR
This course is the culmination of the certificate programme. The student will design, develop, implement and document an operational information system. Depending upon the project, either mini- or microcomputers will be used, along with the most appropriate software. The student may be required to work in a team, depending on the scope of the project. Real cases will be developed where possible.
Prerequisites: All other certificate components. (0,6)

CIS 251 Introduction to 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: CIS 150 and CSC 109 (3,3)

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, 170, 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 programmes.
Prerequisites: CIS 260, 270 (0,6)

CIS 270 Programming Applications 3 CR
The student concentrates upon the implementation of more sophisticated business programmes 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 relational model. 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, 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: DP Networks, DBMS, project management, hardware and software selection, social issues, office automation, career opportunities and professionalism. Students will learn to research a topic, organize material and lead a discussion group. As well, they will learn how to prepare themselves for informed participation, how to make positive and relevant contributions to a discussion and how to present topical material. 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, measuring economic performance, GDP, unemployment, inflation, business cycles, and government stabilization policies. The economic role of government, unemployment, business cycles, and government stabilization policies. (3,0)

ECON 201 Principles of Economics - Microeconomics 3 CR
This course examines the free market system's inner workings, characterized by supply and demand. Various market structures like perfect competition, and monopolies will be studied. Time will be spent looking at ways in which the market system "fails", leading to discussion about government's role, in certain circumstances, as a possible replacement for the market system. (3,0)

ECON 202 Principles of Economics- Macroeconomics 3CR
Beginning with the techniques for measuring important variables like GDP, unemployment, and the price level, the course will develop a model of the economy with which various shocks can be analyzed. How the government uses its spending, taxation, and changes in the money supply to achieve economic goals will be discussed at length. By the end of the course, the student should have the ability to analyze the macroeconomic impact of most events influencing an economy. (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 build upon the principles learned in ECON 152 and ECON 251. By giving students the opportunity to apply their economic skills, they will develop the ability and confidence to independently analyze such economic issues as international trade, taxation, health care, unionization, economic growth, and the environment. Topics will be selected at the discretion of the instructor.
Prerequisites: ECON 152, and 251 (3,0)

EMPLOYMENT SKILLS

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)

LAW

LAW 293 Business Law I 3 CR
An introductory course dealing primarily with Contract Law. Topics include: Introduction to the Canadian Legal System, tort law, contracts - offer, acceptance, consideration, capacity, legality, mistake and misrepresentation, privity, assignment, discharge, breach and 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, secured transactions, insurance, real property mortgages, landlord and tenant agreements and sale of goods legislation.
Prerequisite: LAW 293 (3,0)

MANAGEMENT

COM 222 Management and 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. Topics include: organizational objectives, planning, decision making, organizing, staffing, as well as organizational change. Students will obtain a good understanding of how an organization functions and will develop their skills in analyzing, communicating, deliberating and proposing solutions to typical business problems. (3,0)

MGT 152 Management II 3 CR
This course continues the study of functions of management introduced in Management I, and provides further insight into the practice of management. Topics include: the functions of direction and control, communication, supervision, and leadership.
Prerequisite: MGT 151 (3,0)

MGT 251 Applied Group Dynamics 3 CR
Groups are a vital part of the working 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 interact with peers, supervisors, clients, and subordinates, and to function as team members. 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. The course will also 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. Topics include: business structures, location and market assessment considerations, business plans and methods of financing, government obligations, franchising, strategic planning, and control. Case studies and simulations are used 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 methods required for both new and existing enterprises. This course draws together the many skills of various programmes culminating 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 processes involved in collective bargaining such as negotiation, mediation, conciliation, grievance and arbitration, contract interpretation and administration as well as discipline procedures. (3,0)

MGT 282 Business Communication 3 CR
A course to prepare students for making effective technical presentations as required in business and industry. Students make several prepared, as well as impromptu, presentations to develop speaking skills through practice. The final presentation in the course is based upon a specific project. (2,2)

MARKETING

MKT 151 Introduction to Marketing 3 CR
An introduction to the marketing function of business firms. This course examines the following topics: strategic planning, target markets and segmentation, market research and information systems, the marketing mix, and consumer behaviour. Emphasis is on practical applications of marketing concepts. (3,0)

MKT 152 Marketing II 3 CR
This course is a continuation of MKT 151. The course examines elements of the marketing mix in more detail; other topics include services and international marketing. The emphasis is on practical applications of marketing concepts, through case analysis and projects.
Prerequisite: MKT 151 (3,0)

MKT 251 Marketing Management Theory and Applications 3 CR
The analysis of marketing management as it relates to marketing opportunities, marketing planning and product strategy. The decision making responsibilities of the marketing manager are examined with particular emphasis on market research, demand analysis, cost analysis, and market planning and development. Case studies and computer based simulations are used extensively throughout the course.
Prerequisite: MKT 152 (3,3)

MKT 266 Advertising 3 CR
This course focuses on planning the advertising campaign. Topics include the creation of copy, media use, and evaluation of the efficiency and effectiveness of ads and campaigns.
Prerequisite: MKT152 (4,0)

MKT 271 Consumer Behaviour 3 CR
A study of the various influences affecting the consumer in the purchasing process. Economic and demographic factors will be among the many considerations examined. The consumer decision making process and its implication on a company's market research design, data collection and interpretation process will be covered.
Prerequisite: MKT 152 (4,0)

MKT 272 Marketing Research Methods 3 CR
This is an introductory course in marketing research. Topics include research design, data collection, sampling, and data analysis. The class will carry out a marketing research project, beginning with a problem analysis, and leading to a final research report.
Prerequisite: MATH 157 and MKT 271 (3,3)

MKT 276 Retailing and Merchandising 3 CR
This course will examine the field of retailing, with particular emphasis on the application of marketing concepts, approaches and methods. Topics include: understanding retail target markets, buying, merchandising and promoting for retail markets, creation of an exciting retail environment, and financial management.
Prerequisite: MKT 152 (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.
Prerequisite: MKT 152 (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 for using the increasing quantity and 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)

TECHNICAL COMMUNICATIONS

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)

OFFICE ADMINISTRATION

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, to become familiar with the principles of controlling cash, not only from a business viewpoint, but also for personal use applications, and 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 student's basic writing skills and expands upon the human relations aspect of effective communication. (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
This 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 letters without the need of draft copies. (3)

D-071 Advanced Machine Transcription I
This course is designed to help students with spelling, word usage, and grammar, and to help students develop 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 information enabling 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 conveyance and litigation. Regarding conveyance, 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 theoretical 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, and computational skills. (10)

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. (5)

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 w.p.m. is required. (5)

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, and manuscripts. (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, formating, 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 programmes including DOS, spreadsheets, databases, etc. (5)

HEALTH SCIENCE PROGRAMMES

A total of four Health Science programmes are offered including:

- Dental Assisting
- Dental Hygiene
- Long Term Care Aide/Home Support Worker
- Nursing

The one year ***Dental Assisting Certificate*** programme, accredited by the Canadian Dental Association, prepares its graduates to work as chairside dental assistants in dental offices. The two year ***Dental Hygiene Diploma*** programme, also accredited by the Canadian Dental Association, provides highly specialized training in the delivery of quality dental care, and the promotion of dental health.

The seventeen and a half week ***Long Term Care Aide / Home Support Worker Certificate*** programme is designed to train students in the provision of personal care services to individuals located in the community, and in intermediate or extended care facilities. Offered at the Prince George Campus, it is also frequently available at the Regional Centres.

The twenty-four month ***Nursing Diploma*** programme, offered at the Prince George and Quesnel campuses, provides the knowledge and skills required to qualify as a Registered Nurse.

DENTAL ASSISTING

The one year Dental Assisting Certificate programme combines lectures and clinical practice in preparation for a career in private practice, dental clinics, and other public health facilities.

Students gain extensive clinical experience throughout the programme. In addition to working at the CNC Dental Clinic (open to the general public), the curriculum includes a six week practicum of full-time work in a dental office.

Graduates of the programme are qualified 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 12 or BIO 050, **or** ABE Advanced Certificate with Biology 12 or BIO 050, **or** GED with Biology 12 or BIO 050;

(2) A medical examination including TB test, dental report, and up-to-date immunization.

Some experience, volunteer or paid, in a dental office/clinic is beneficial. Applicants should include a statement describing the length, type and location of previous dental experience. Applicants with no previous dental experience may wish to consider the Introduction to Dentistry course offered by the College (See DENO 150 Course Description). As an alternative, the Introduction to Dental Assisting is offered by the Open Learning Agency (OLA).

NOTE: In addition to disbursements for tuition, textbooks, and uniforms, students must also absorb the costs associated with CPR training and practicums.

Application Procedure

Application (forms available from the Office of Admissions and Registration) may be submitted at any time. Applicants are advised to submit their applications as early as possible. Acceptance into the programme commences at the end of April. The programme starts in September.

DENTAL HYGIENE

The two year Dental Hygiene Diploma programme provides training in the application of preventative and therapeutic methods of oral disease control, and in the promotion of oral health. It combines lectures and clinical experience acquired in the campus Dental Clinic under the supervision of faculty. All programme requirements must be completed within five years of initial enrolment.

Admission Requirements

(1) First year University level: Package 2E (p.???)
- Biology
- Chemistry
- English
- Psychology
- Math (or another option)

(2) A medical examination, chest X-ray, up-to-date immunization and hepatitis vaccine.

NOTE: In addition to disbursements for tuition, textbooks and uniforms, students will be expected to purchase their own instruments and miscellaneous clinic supplies, and to cover the cost of First Aid and CPR training. Specific information regarding the purchase of instruments, equipment, clinical attire, textbooks and other items will be provided during the first week of class.

Re-admission

A student who fails a dental hygiene course once will be allowed to apply for re-admission. A subsequent failure in any dental hygiene course will exclude the student from further study and re-admission to the programme . Re-admission will be administered 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 be accorded 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 accorded second priority;

(3) A student requesting transfer from a dental hygiene programme at other institutions will be subject to the criteria above and will be accorded third priority;

(4) A student who withdraws twice from the same course, and applies for re-admission to that course, will be accorded the lowest priority on the course's waiting list.

Application Procedure

Applications (forms available from the Office of Admissions and Registration) may be submitted any time after September 15 for admission in the following year.

Some experience, volunteer or paid, in a dental office/clinic is beneficial. Applicants should include a statement describing the length, type, and location of previous experience. Applicants with no previous experience may wish to consider the Introduction to Dentistry course offered by the College (See DENO 150 Course Description). Information regarding the OLA course may be obtained by contactact the OLA office directly at (1-800-663-9711).

Acceptance into the programme commences June 1. The programme starts in September.

TRIMESTER I		**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 II		**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 III		**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 IV		**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 V		**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 VI		**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	

COURSE DESCRIPTIONS

DENO 150 Introduction to Dentistry 2 CR
This course will provide information and practical experience in the field of dentistry. It is designed to orient students to current dental health concepts and to practicing as a member of the dental team. (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: BIO 101 and 102 or 103 and 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 132,133, 135, and 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 Communications 1 CR
This course provides the student with the opportunity to examine the dynamics of the communication process. An overview of current theory and models of communication, together with the identification of factors which impact on communication, provide the basis for class discussion. The aim is to enable the student to effectively communicate within the dental practice environment. (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, 132, 133,135, and 136
Prerequisites or Corequisites: BIO 116, DHYG 144, 145, and 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, 144, 145, and 146
Prerequisites or Corequisites: BIO 150, DHYG 152, 153, 155, and 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: BIO 150, DHYG 150, 152, 153, 155, and 157
Prerequisites or Corequisites: DHYG 233, 234, 235, 237, and 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 in community, provincial and national levels.
Prerequisite or Corequisite: DHYG 230 (3,0)

DHYG 237 Pharmacology 3 CR
The study of drugs with consideration given to those used in the practice of dentistry. The study is to acquaint the student with the origin of these drugs, their physical and chemical properties, modes of administration and effects upon the body systems.
Prerequisite or Corequisite: DHYG 230 (3,0)

DHYG 238 Nutrition 3 CR
A survey of the fundamentals of nutrition and the factors influencing the ability of the individual and family to secure and maintain optimal nutritional status. The relationship of nutrition to the practice of dental hygiene is emphasized.
Prerequisite or Corequisite: DHYG 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, 233, 234, 235, 237, and 238
Prerequisites or Corequisites: DHYG 242, 245, 246, and 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, 242, 245, 246, and 249
Prerequisites or Corequisites: DHYG 255, 256, and 259 (3,16)

DHYG 255 Community Dental Health III 2 CR
The final course in the Community Dental Health sequence. Emphasis is placed on community projects designed, developed and implemented by the students.
Prerequisite or Corequisite: DHYG 250 (2,4)

DHYG 256 Office Practice 2 CR
This course emphasizes effective management skills required in a dental practice. Various aspects of the business of a dental office as it relates to dental hygiene practice are highlighted.
Prerequisite or Corequisite: DHYG 250 (2,0)

DHYG 259 Professional Issues 3 CR
A lecture and seminar course designed to provide a forum for discussion about changes confronting health care professions today, with the primary focus on problems unique to the delivery of dental care and to issues facing dental hygienists.
Prerequisite or Corequisite: DHYG 250 (3,0)

LONG TERM CARE AIDE / HOME SUPPORT WORKER

This seventeen and a half week certificate programme provides training in the personal care of individuals located in the community and in extended and intermediate care facilities. The programme presents theory related to health care, growth and development, and interpersonal communication, with special emphasis on the development of skills to assist patients with personal hygiene, movement, safety and nutrition.

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

Admission Requirements

In addition to the requirements outline below, it is ***strongly recommended*** that applicants obtain a Safety Oriented First Aid Certificate (SOFA: St. John Ambulance) prior to completing the programme. It is also beneficial for applicants to have some experience, volunteer or paid, related to the field.

(1) Grade 8 reading level (at a minimum). Testing is administered by the College;

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

Application Procedure

Applications (forms available from the Office of Admissions and Registration) may be submitted at any time. Acceptance into the programme commences in mid-April for the programme beginning in August, and in mid-October for the programme beginning in January.

NURSING

This twenty-four month diploma programme is offered at the Prince George and Quesnel Campuses. It provides the knowledge, and skills required to work as a Registered Nurse in health care agencies offering general medical, surgical, pediatric, maternity, psychiatric, and extended health care services. All programme requirements must be completed within five years of initial enrolment.

Graduates are qualified to write the provincial nurse registration exams, and to subsequently 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 BIO 050, and Chemistry 12, CHEM 050, or Chemistry 114, **or** GED with a grade of 'C' or better in each of Biology 12 or BIO 050, and Chemistry 12, CHEM 050, CHEM 114;

(2) All entering students must take the EMAT. Students who require skills upgrading are encouraged to complete remedial work prior to the first trimester;

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

Re-admission

A student who fails a nursing course once will be allowed to apply for re-admission. A subsequent failure in any nursing course will exclude the student from further study and re-admission to the nursing programme.

Re-admission will be administered 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 be accorded 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 accorded second priority;

(3) A student requesting transfer from nursing programmes at other institutions will be subject to the above criteria and will be accorded third priority;

(4) A student who withdraws twice from the same course, and applies for re-admission to that course, will be accorded the lowest priority on the course's waiting list.

Application Procedure

Applications (forms available from the Office of Admissions and Registration) may be submitted at any time. Acceptance into the programme commences the end of April. The programme starts in September.

Registered Nurses Association (RNABC)

Under section 12 of the Nurses (Registered) Act, applicants must submit evidence of "good character." The RNBC has established the following standards, including but not necessarily limited to:

a) Satisfactory references from present or previous employers; A student applying for student membership, or registration, must provide confirmation, by a programme director or designate, of enrolment in or successful completion of, an approved nursing programme;

b) No record of criminal convictions relevant to the practice of nursing, and membership in the association;

c) No history of dishonest behaviour or misrepresentation on an application for membership.

Further information regarding this policy may be obtained by contacting the Registered Nurses Association of B.C., 2855 Arbutus, Vancouver (736-7331).

Programme Outline

The following outline describes the programme as offered at both the Prince George and Quesnel Campuses. For the Quesnel programme, trimesters IV, part of V, and/or VI may be scheduled in Prince George. Scheduling for the Quesnel programme is indicated in parentheses.

First year students may enrol on a part-time basis by taking Sociology 103, 104, 105; Psychology 161, 162; Biology 135,145,155 prior to registering for the Nursing courses.

TRIMESTER I		**Sept. to Dec. (Dec. to Mar.)**
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 II		**Dec. to Mar. (Mar. to Jun.)**
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 III		**Mar. to Jun. (Sept. to Dec.)**
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 IV		**Sept. to Dec. (Dec. to Mar.)**
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 V		**Dec. to Mar. (Mar. to Jun.)**
NURS	245-10	Nursing Care to Promote Adaptation IV
NURS	246-2	Managing for Change
NURS	248-3	Medical Science V

TRIMESTER VI		**Mar. to Jun. (Sept. to Dec.)**
NURS	255-10	Nursing Care to Promote Adaptation V
NURS	256-2	Professional Responsibilities
NURS	258-2	Medical Science VI
		Sept. to Dec. (Dec. to Mar.)
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 BIO 040 and Chemistry 12, CHEM 050 or 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)

PSYC 161 Developmental Psychology for Nurses I 3 CR
This course introduces the scientific study of behaviour, general psychological principles, and major theories in developmental psychology. The focus is on the physical, cognitive, social, emotional and personality aspects of human development from conception through to the end of 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 physical, cognitive, social, emotional and personality aspects of human development from adolescence through to the end of 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)

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, 138, PSYC 161, SOC 103 (3,2.5)

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)
Prerequisite or corequisite: NURS 135

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.
Prerequisite or Corequisite: 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, 137, 138, PSYC 161, SOC 103, ENGL 155, MATH 155
Prerequisites or Corequisites: BIO 145, NURS 147, 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(1,1 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.
Prerequisite or Corequisite: 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, 147, 148, PSYC 162, SOC 104
Prerequisites or Corequisites: NURS 157, 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 or Corequisite: 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, 157, 158, SOC 105
Prerequisites or Corequisites: NURS 236, 237, 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 or Corequisite: NURS 235 (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 and oxygenation. Psychopathology is also introduced.
Prerequisite or Corequisite: NURS 235 (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, 236, 237, 238
Prerequisites or Corequisites: NURS 246, 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 or Corequisite: NURS 245 (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 or Corequisite: NURS 245 (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, 246, 248
Prerequisites or Corequisites: NURS 256, 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 or Corequisite: NURS 255 (2,0)

NURS 258 **Medical Science VI** 2 CR

This course concentrates on the pathophysiology of, and medical approaches to diseases affecting intestinal elimination, immunity, sexual and total system functioning. Psychopathology related to personality disorders, schizophrenic disorders, and organic brain disorders are also covered.
Prerequisite or Corequisite: NURS 255 (3,0)

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, 256, 258 (0,35)

SOCIAL SERVICES PROGRAMMES

CNC offers two Social Services programmes:

- Early Childhood Education (ECE)
- Social Services Training:
  Foundations - Certificate
  Developmental Disabilities (SSTP) - Certificate
  Special Education Assistant/Classroom Aide
  Certificate or Diploma
  Child Care and Family Support - Diploma

The ***ECE*** programme provides academic and practical training in preparation for working with young children in a variety of child care settings.

The ***SST*** programme is designed for individuals seeking to become social service paraprofessionals. The one year ***Foundations Certificate*** provides basic knowledge and skills required for working in the field. With a second year of study leading to the ***Social Services Diploma***, students have the opportunity to specialize in the areas of Special Education Assistant/ Classroom Aide, Child and Youth Care, and Developmental Disabilities, the latter available through distance learning.

EARLY CHILDHOOD EDUCATION

BASIC PROGRAMME LEVEL I

This programme provides the training required for working with young children in day care centres, nursery schools or private kindergartens. It integrates sixteen weeks of intensive observation and work experience with academic training.

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

Admission Requirements

(1) Successful completion of Grade 12 (with English) **or** ABE Advanced Certificate **or** GED Certificate;

(2) All entering students must write the English component of the English and Math Achievement Test (EMAT) administered by the College prior to the first semester. Students whose test results indicate difficulties in English will be required to take a developmental programme;

(3) Attendance at a Spring orientation session;

(4) A medical examination including a TB test and up-to-date immunization.

Application Procedure

Applications (forms available at the Office of Admissions and Registration) may be submitted at any time. Acceptance of applications begins at the end of April. The programme starts in September.

Semester I September to December

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

* Students MUST receive an exempt or satisfactory standing in ENG 155 prior to continuing with the second term.

Semester II January to April

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

January to May

ECE	199	Practicum II

POST BASIC - LEVEL II

This programme provides graduates of the Basic ECE programme with the post basic training necessary to qualify as Under Three Supervisors.

Course Outline:

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

Courses are offered, in the evening, on a part-time basis in response to demand. For more information contact the Admissions and Registration office.

COURSE DESCRIPTIONS

ECE 151 Child Growth and Development
Human Development in the years from 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 Programme 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 GPA of 2.0 in order to proceed to level II practicum. ECE 199 is divided into Level III and IV. Level IV includes six weeks of full-time work experience which can only be undertaken after all other course work has been completed.

SOCIAL SERVICES TRAINING

The first year certificate programme provides the student with basic knowledge and skills necessary to work as a social service paraprofessional. It combines theory and skill development courses with supervised practical experience.

A second year of study, leading to a diploma, emphasizes skill development and specialization in either Special Education Assistant / Classroom Aide, or Child Care and Family Support.

Admission Requirements

In addition to the requirements outlined below, it is ***strongly recommended*** that applicants have a background of paid or volunteer experience in a social service setting, and a Safety Oriented First Aid Certificate (SOFA, St. John Ambulance).

(1) Grade 12, **or** ABE - Advanced, **or** GED Certificate, **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 personal suitability for work in the social service field.

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

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

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.

Application Procedure

Applications (forms available at the Office of Admissions and Registration) may be submitted at any time. The programme begins annually in September.

FOUNDATIONS CERTIFICATE

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*

*Choose 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 Social Sciences Elective*
SSF	199	Practicum and Seminar **(May - June)** (Prerequisite: Successful completion of all required courses with a grade of C or better).

*Choose one of PSYC 102, SOC 102 or CRIM 106

FOUNDATIONS DIPLOMAS

- **Child Care and Family Support**
- **Special Education Assistant/ Classroom Aide**

Students must complete the Foundations Certificate as a prerequisite to enrolling in these diploma programmes:

Semester III		September - December
SSF	241	Helping Skills: Advanced
SSF	261	Chemical Dependency I
SSF	221	Social Problems: Children and Youth
SSF	225	Introduction to Disabilities
SSF	231	Development and Socialization of Children and Youth

Semester IV		January - April
SSF	242	Community Development: An Introduction
SSF	262	Chemical Dependency II
SSF	252	Social Welfare Policy: Children and Families
SSF	282	Behaviour Management: Techniques for Working with Children and Youth
SSF	273	Classroom Assisting **OR**
SSF	272	Family Systems
SSF	299	Practicum and Seminar **(May - June)** (Prerequisite: Successfull completion of all required courses with a grade of C or better).

NOTE: Students enrolled in the Special Education/ Classroom Aide programme will take SSF 273 in Semester IV, while those specializing in Child Care and Family Support will take SSF 272.

SPECIAL EDUCATION ASSISTANT CERTIFICATE

This programme prepares students to work in the public school system as classroom assistants. Normally, special education assistants work with children who experience emotional, physical, or learning disabilities in an integrated setting.

Semester I		September - December
PSYC	101	Introductory Psychology
ENGL	103	Composition and Style
SSF	231	Development and Socialization of Children and Youth
SSF	221	Social Problems: Youth and Children
SSF	225	Introduction to Disabilities

Semester II		January - April
PSYC	102	Introductory Psychology
SSF	162	Communications for the Social Services
SSF	282	Behaviour Management: Techniques for Working with Children and Youth
SSF	252	Social Welfare Policy II
SSF	273	Classroom Assisting
		May - June
SSF	299	Practicum (Prerequisite: Successful completion of all required courses with a grade of C or better).

For further information, contact the Counselling Centre, or the Social Services Foundations Programme Coordinator at 561-5827.

COURSE DESCRIPTIONS

ENGL 103 Composition and Style 3 CR
A study of grammar, composition and style. A vigorous programme 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)

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 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 behaviour influence communication. Secondly, the course provides opportunities to increase self-awareness in the area of communication and to 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. Students will participate in a weekly three hour laboratory session in order to facilitate skill acquisition and improvement. (3,3)

SSF 142 Helping Skills: Practical Applications 3 CR
This course assists students in developing and refining their basic helping skills. Extensive use of video, role play and real experiences provides opportunities for the acquisition and practice of helping skills. This course requires that students participate in a weekly three hour laboratory for the purpose of learning and practicing their helping skills.
Prerequisite: SSF 141 (3,3)

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 behaviour and styles of helping. The various ethical issues relating to being a helper are also examined.
Corequisite: SSF 142 (3,0)

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)

SSF 181 and 182 Community Volunteer Activity and Seminar I and II 1 CR
Students are introduced to the social service agencies of North Central B.C. The services these agencies provide, the problems they seek to address, their criteria for service, funding structure and relationship to other services will be discussed in a seminar format. (0,1)

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 co-operation with programme 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, 142,151, 155, 162, 171, 181/182, ENGL 103, SOC 206 (0,4)

SSF 221 Social Problems: Youth and Children 3 CR
This course will be delivered in a seminar format and will look at the specific problems of children and youth. Issues discussed will include: runaways, AIDS, sexual abuse, drug use, pregnancy, family dysfunction and suicide. (3,0)

SSF 225 Introduction to the Disabilities 3 CR
This course will examine the various types of emotional and physical disabilities in children and adolescents. An emphasis will be placed on the classification and the etiology of these disabilities as well as the behavioural and physical care issues associated with them. Competence in handling prosthetics and other devices used to assist children with physical disabilities will be emphasized. Also, students will be introduced to alternate forms of communication and technical aids. Students will study the issue of normalization and its application in the community and classroom. (3,0)

SSF 231 Development and Socialization of Children and Youth 3 CR
Students will be introduced to the normal developmental patterns of childhood and adolescence. Environmental influences on the development of children and youths will

also be examined. Students will use the insights gained about their socialization experienced as children to develop and refine their ability to relate effectively with children and youth. (3,0)

SSF 241 Advanced Helping Skills 3 CR
Students are introduced to the theory and practice of group work in the social services. Topics of study include group dynamics, leadership styles and skills, group development, cultural issues in group work, and ethical issues in group work. This course includes a three hour weekly laboratory experience in which students will learn and practice group work skills. (3,3)

SSF 242 Community Development 3 CR
This course examines the history of community development, distinguishes capacity-based from needs-based motivation, and explores a variety of community development initiatives world-wide. Special emphasis is placed on local/northern community development, and on the capacity of social services paraprofessionals to participate in community development initiatives. (3,0)

SSF 252 Social Welfare Policy II 1.5 CR
This course will focus on the social policies affecting children and families in Canada. Legislation concerning the protection of children, children in conflict with the law, special needs children, poverty, education and health will be examined in detail. (1.5,0)

SSF 261 Chemical Dependency I: Understanding Substance Abuse 3 CR
This course provides students with a basic introduction to the issue of chemical dependency in Canada. An emphasis is placed on developing an understanding of the theories used to explain the etiology of chemical dependency, the classification of psychoactive drugs, pharmacology of psychoactive drugs, legal issues surrounding the use of drugs and patterns of drug use in Canada. The role that psychoactive drug use plays in the experience of various groups in society, ie. women, Native people, youth and the elderly, will also be examined in detail. (3,0)

SSF 262 Chemical Dependency II: Responding to Substance Abuse 3 CR
This course introduces students to the intrapersonal and interpersonal dynamics of chemical dependency; its immediate and long-term impacts on the chemically dependent individual and his/her family. Students learn the skills necessary to assess and respond to the needs of chemically dependent persons and/or their family members. Attention is paid to the issues specific to counselling youth, women, Native people, and the elderly. An examination and evaluation of drug abuse prevention strategies will also be undertaken. Professional and ethical issues in working with the chemically dependent will be discussed as well. (3,0)

SSF 272 Family Systems 4.5 CR
Students will study the dynamics of family systems. The stages of family development, communication patterns, rule setting, discipline and problem solving will be presented and discussed. The role of the child/youth care worker in the provision of service to families will be examined in detail. Skills in the facilitation of family functioning and development will be emphasized. (3,1.5)

SSF 273 Classroom Assisting 4.5 CR
Students will learn general educational principles and techniques for classroom assistance with exceptional children in primary, elementary and secondary school settings. Emphasis will be placed on resource development, the development of language skills, co-operative learning and ethical issues in classroom assistance. The principles of integration of exceptional children in the classroom will be presented and discussed. (3,1.5)

SSF 282 Behaviour Management: Techniques for Working with Children and Youth 3 CR
This course surveys the various aspects of social service work with children. The three main theoretical models of child helping, the Adlerian model, behaviour modification and general systems theory will be examined in detail. Students learn how to apply these techniques in response to common behavioural problems in a variety of settings including the family, the community and the school. (3,0)

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 programme staff before making their selection. (3,0)

DEVELOPMENTAL DISABILITIES (SSTP) CERTIFICATE

This programme is designed for people who are currently employed in the social services field, and who are working with mentally handicapped persons. It is also intended for students who are interested in pursuing a career in a variety of social service disciplines.

Offered in a distance education format, students who are presently employed may continue working while completing the programme. Support services are available to assist all students in whatever way necessary, such as answering questions, providing feedback, and organizing study groups.

Admission Requirements
Grade 12 **or** ABE Advanced Certificate, **or** GED Certificate. Given that the programme is offered by correspondence, students must demonstrate basic English reading comprehension.

Application Procedure
Applications (forms available from the Office of Admissions and Registration) may be submitted at any time. Applicants must also complete a special SSTP form. The programme may be started in September or January.

Programme Length
Students may take up to five years from initial registration to complete all course and practicum requirements. Each course must, however, be completed within one semester. Deadlines for assignments and exams are set for all courses. Students working full-time are strongly advised to take only one or two courses per semester.

COURSE DESCRIPTIONS

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 and 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 Programme 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

SSTP 160 Ethics and the Paraprofessional
This course blends the theory of ethical issues with practical guidelines for facilitating ethical conduct in social service settings.

SSTP 170 Social Service Provision: History and 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.

SSTP 180 Applied Behavioural Analysis
This course introduces the student to the principles and procedures of behaviour chance 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, 140, 150, 160, 170, and 180

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.

NOTE: SSTP 182 and 183 are optional. Students taking them will receive an Advanced Specialty Certificate.

TECHNOLOGY PROGRAMMES

CNC's Technology Department offers technologist and technician training in several disciplines as follows:

Technologist Diploma Programmes (two year):

- Electronics Engineering
- Engineering Graphics and Design
- Forest Resource Technology

Technician Certificate Programme (one year):

- Drafting

Technologists and technicians possess theoretical and practical knowledge to effectively bridge the gap between professionals such as engineers, architects, surveyors, foresters, and tradespersons such as carpenters, electricians and skidder operators. Applicants considering these programmes must, therefore, have a solid academic background, especially in math and the physical or biological sciences.

Students who excel in a Technology Programme may wish to further their education after graduation in order to receive certification as a professional. University credits for graduates with a Technology Diploma are awarded subject to individual evaluation. Some out-of-province institutions will grant credit for up to two years. In addition, most professional associations have student programmes 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.

All technology programmes are two years in duration. Students may, however, schedule their courses over a three year period with the assistance of a counsellor.

Co-operative Education

The Engineering Graphics and Design.Technology, and the Electronics Engineering Technology programmes offer students the opportunity to gain practical experience through the integration of career oriented work experience with academic course work. Both programmes include three paid work terms each — two upon completion of the third trimester, and one following the fifth trimester.

Students interested in this option must apply for admission to the Co-operative Education programme. To qualify for work term placement, students must maintain a grade point average of at least 2.0.

DRAFTING TECHNICIAN

In this one year programme, students learn to interpret and draft engineering / architectural drawings. An introduction to computer assisted drafting is also presented.

Graduates have access to many employment opportunites in both industry and government. Following initial entry level employment as junior draftspersons, graduates may progress to more senior positions such as senior draftspersons, quantity estimators, and technical representatives for manufacturers and suppliers of building materials.

Students who successfully complete the programme with a grade point average of at least 2.0, are eligible to receive a Drafting Technician Certificate by applying to the Office of Admissions and Registration.

Admission Requirements

(1) Successful completion of Grade 12 **or** GED **or** ABE Advanced Certificate;

(2) Algebra 11 or Math 045 **and** Physics 11 or Physics 045 with a standing of C or better in both courses recommended;

(3) Applicants must take the English and Math Achievement Test (EMAT) administered by the College prior to the first trimester. Students below the minimum level will be required to take a developmental programme in either one or both subjects.

Application Procedure

Applications (forms available from the Office of Admissions and Registration) may be submitted at any time. Acceptance to the programme begins at the end of April. The programme begins in September.

TRIMESTER I		**September to December**
TEGD	150	Technology Graphics
TEDG	151	Materials and Applications I
TMTH	150	Design Technology Mathematics I
TPHY	150	Design Technology Physics
TPRG	150	Introduction to Computers
TSUR	150	Surveying
*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 II		**December to March**
FES	161	Fundamentals of Employment Skills
TEDG	160	Introduction to CAD I
TEDG	161	Materials and Applications II
TEGD	162	Analysis and Design
TEGD	163	Mechanical Technology I
TEGD	164	Electrical Technology
TMTH	161	Statics I

TRIMESTER III		**March to May**
TCOM	160	Technical Communications I
TEGD	170	Introduction to CAD II
TEGD	171	Land Use and Transportation
TEGD	172	Building Technology I
TEGD	173	Mechanical Technology II
TDRT	170	Drafting Project

ENGINEERING GRAPHICS AND DESIGN TECHNOLOGY

This two year programme provides training in engineering design, with particular emphasis on the design of buildings including ancilliary internal and municipal services and machinery. Students acquire expertise in the application of both manual and computer assisted design and drafing techniques. Using a problem analysis approach, students learn to address and resolve design issues, and present solutions in a format appropriate for design contracts. As a result of this training, students develop the ability to communicate verbally, graphically, and in writing. Three co-operative work terms are optional for students who maintain a GPA of 2.0 or better.

Employment opportunities are abundant and varied in both industry and government. Entry level positions typically involve working as draftspersons for professional engineers and architects. With additional work experience, graduates progress to various occupations such as senior draftspersons, job captains, specification writers, estimators, contract administrators, and technical representatives for manufacturers and suppliers of building materials.

Students who successfully complete the programme with grade point average of 2.0 or better, are qualified to receive the Engineering Graphics and Design Technology Diploma by applying to the Office of Admissions and Registration.

Admission Requirements

(1) Successful completion of Grade 12 **or** GED **or** ABE Advanced Certificate;

(2) Algebra 11 or MATH 045 **and** Physics 11 or PHYS 045 with a standing of C+ or better in both courses recommended;

(2) Applicants must take the English and Math Achievement Test (EMAT) administered by the College prior to the first trimester. Students below the minimum level will be required to take a developmental programme in either one or both subjects.

Application Procedure

Applications (available from the Office of Admissions and Registration) and may be submitted at any time. Acceptance to the programme begins at the end of April. The programme starts in September.

TRIMESTER I		**September to December**
TEGD	150	Technology Graphics
TEGD	151	Materials and Applications I
TMTH	150	Design Technology Mathematics I
TPHY	150	Design Technology Physics
TPRG	150	Introduction to Computers
TSUR	150	Surveying
*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 II		December to March
FES	161	Fundamentals of Employment Skills
TEGD	160	Introduction to CAD I
TEGD	161	Materials and Applications II
TEGD	162	Analysis and Design
TEGD	163	Mechanical Technology I
TEGD	164	Electrical Technology
TMTH	161	Statics I

TRIMESTER III		March to May
TCOM	160	Technical Communication I
TEGD	170	Introduction to CAD II
TEGD	171	Land Use and Transportation
TEGD	172	Building Technology I
TEGD	173	Mechanical Technology II
TMTH	171	Statics II
TMTH	172	Design Technology Mathematics II

CO-OP 150 **June to August**

CO-OP 250 **September to December**

TRIMESTER IV		December to March
TEGD	250	Plumbing Design
TEGD	251	Urban Services
TEGD	251	Building Technology II
TEGD	252	Industrial Process Design
TEGD	254	Structural Wood Design
TEGD	255	Building Regulations

TRIMESTER V		March to May
TEGD	260	Piping Design
TEGD	261	Heating, Ventilation, and Air Conditioning
TEGD	262	Building Technology III
TEGD	263	Contracts and Specifications
TEGD	264	Structural Steel Design
TEGD	265	Project Report I

CO-OP 298 **June to August**

TRIMESTER VI		September to December
TCOM	270	Technical Communications II
TEGD	270	Mechanical Technology III
TEGD	271	Building Technology IV
TEGD	272	Quantity Surveying
TEGD	273	Reinforced Concrete Design
TEGD	274	Project Report II
TEGD	275	Project Management

ELECTRONICS ENGINEERING TECHNOLOGY

This two year programme provides training in the design, production, installation, and maintenance of electronic equipment. Students acquire a solid theoretical base, complemented with extensive hands on experience gained through shop and laboratory work. Opportunities for students in this field are further enhanced through the integration of three optional co-operative education work terms, available to students who maintain a GPA of 2.0 or better.

Students who successfully complete the programme with a grade point average of at least 2.0, are qualified to receive the Electronics Engineering Technology Diploma by applying to the Office of Admissions and Registration.

Admission Requirements

(1) Grade 12 **or** GED **or** ABE Advanced Certificate;

(2) Algebra 12 or MATH 100; **and** Physics 11 or PHYS 040 with a standing of C+ or better recommended.

(3) Applicants must take the English and Math Achievement Test (EMAT) administered by the College prior to the first trimester. Students below the minimum level will be required to take a developmental programme in either one or both subjects.

Application Procedure

Applications (forms available from the Office of Admissions and Registration) may be submitted at any time. Acceptance to the programme begins at the end of April. The programme begins in September.

TRIMESTER I		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 II		December to March
FES	161	Fundamentals of Employment Skills
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 III		March to May
TCOM	160	Technical Communications I
TELE	170	Digital Techniques II
TELE	171	Pulse Circuits
TELE	172	Electronics II
TELE	174	Circuit Analysis III
TMTH	170	Electronics Mathematics III

CO-OP 150 **June to August**

CO-OP 250 **September to December**

TRIMESTER IV		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	Technical C Programming

TRIMESTER V		March to May
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 and Interfacing

CO-OP 298 **June to August**

TRIMESTER VI		September to December
TCOM	270	Technical Communications II
TELE	270	Control Systems II
TELE	272	Data Communications
TELE	273	Systems Project II
TELE	274	Microprocessors III

FOREST RESOURCE TECHNOLOGY

This programme provides students with the skills and knowledge required for a career in forest management. The curriculum combines lectures, labs, and field work, the latter includes an eight day forestry orientation course, and two five day field schools. This multi-faceted discipline offers graduates many employment opportunites in forest harvesting, reforestation, engineering, protection, and research.

Students who successfully complete the programme with a grade point average of at least 2.0, are qualified to receive the Forest Resource Technology Diploma by applying to the Office of Admissions and Registration. Graduates planning to pursue a university level forestry programme should be aware that some courses may be recognized for advanced credit (consult with a counsellor).

Admission Requirements

(1) Grade 12 **or** ABE Advanced Certificate **or** GED;

(2) Algebra 11 or MATH 045; **and** Biology 11 or BIO 045 with a 'C' standing or better recommended.

(2) Applicants must take the English and Math Achievement Test (EMAT) administered by the College prior to the first semester. Students below the minimum level will be required to take a developmental programme in either one or both subjects.

Application Procedure

Applications (forms available from the Office of Admissions and Registration) may be submitted at any time. Acceptance to the programme begins at the end of April. The programme starts the last week in August.

SEMESTER I		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	172	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 155 and MATH 155

SEMESTER II		December 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
MATH	151	Technical Mathematics
TCOM	181	Technical Communications I

SEMESTER III		September 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
TCOM	281	Technical Communications II

SEMESTER IV		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

COURSE DESCRIPTIONS

The number in parentheses 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 typically offered once per year in the semester or trimester as indicated under the specific program. Students requiring further information are advised to contact the Counselling Centre.

Students may register only in those courses for which they have specific prerequisites. Students with "P" grades must obtain departmental permission to continue in sequential courses.

COMMUNICATIONS

ENGL 155 Developmental English
Students with low EMAT English scores are assigned a programme which includes the following components: reading, study skills and composition.
(0,5)

TCOM 160 Technical Communications I 3 CR
This course introduces students to the principles and practice of technical style and format, correspondence, summaries, process descriptions, technical instructions, mechanism descriptions, as well as oral and visual communications.
Prerequisite: ENGL 155 (1,2)

TCOM 181 Technical Communications I 3 CR
This course introduces students to the principles and practices of technical style and format, correspondence, summaries, process descriptions, technical instructions, mechanism descriptions, as well as oral and visual communications. Also included is a component on resume writing.
Prerequisite: ENGL 155 (1,2)

TCOM 270 Technical Communications II 3 CR
This course provides the student with knowledge and techniques in report writing and oral presentation skills as required to document and present the work of TEGD 275 and TELE 273.
Prerequisite: TCOM 160, TEGD 275 or TELE 263
Corequisite: TEGD 275 or TELE 273 (1,2)

TCOM 281 Technical Communications II 3 CR
This course provides the student with knowledge and techniques in report writing and oral presentation skills as required to document and present the work of FOR 290.
Prerequisite: TCOM 181
Corequisite: FOR 290 (1,2)

COMPUTER PROGRAMMING

TPRG 150 Introduction to Computers 3 CR
Introduction to computing with MS-DOS based micro computers. Operating system and simple batch programming is covered; basics of word processing, and spreadsheet programs using WordPerfect and Lotus 1-2-3 as applied to engineering design. (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 system (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 Technical C Programming 3 CR
This is an introductory course in top-down program design and structured modular programming using the C programming language. The course uses primarily electronic examples for problem solving and emphasizes techniques and methods relevant to electronics engineering technology.
Prerequisite: TPRG 151 (2,3)

DRAFTING

TDRT 170 Drafting Project 6 CR
This course covers the drafting of a larger mechanical or building project appropriate to a one year technician skill level. The student will be provided with sketched details and, with minimal supervision, will prepare working drawings to engineering office standards.
Corequisites: TEGD 172, 173 (1,2)

ELECTRONICS

TELE 150 Digital Techniques I 3 CR
Introduction to the concept of digital representation. The course covers a 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 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 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
This course covers electrical circuits primarily driven by sinusoidal waveforms. Detailed quantitative analysis is performed on circuits containing resistive, capacitive and inductive elements using algebraic and graphical techniques. The course covers, R, C, L, RL, RC and RCL (resonant and non-resonant) circuits as well as RC circuits driven by DC sources.
Prerequisites: TELE 151, 152
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 with both manual and CAD techniques. 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, 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 families 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 172, 174 (3,3)

TELE 171 Pulse Circuits 3 CR
Design and analysis for common non-linear circuits. Topics include a study of the sinusoidal content of non-linear waveforms, clipper and clamper circuits, transistor switches, voltage multipliers, ramp generators, Schmitt triggers, monostable multivibrators, astable multivibrators and the 555 timer.
Prerequisites or Corequisites: TELE 172, 174 (3,2)

TELE 172 Electronics II 3 CR
A continuation of Electronics I, the material covered includes topics in power amplifier design and analysis, heat sinking and power amplifier implementation, introduction to the operational 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, 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, teaching the operation and analysis of circuits containing inductively coupled elements and magnetic devices, and concludes with DC driven inductive circuits.
Prerequisites: TELE 160, 161
Prerequisite or Corequisite: TMTH 170 (3,2)

TELE 250 Communications I 4 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 4 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, 171 (3,2)

TELE 252 Transducers 3 CR
This course covers the measurement of non-electrical quantities using electronic transducers, industry standards for transducers, and gathering and processing transducer generated data. The measurement of non-electrical signals and their conditioning for processing by a digital computer are central subjects. The techniques, algorithms, and hardware commonly employed are studied in depth. Applications of temperature measurement, stress and strain, position, velocity, and acceleration are studied.
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 routines and use of standard bus Z-80 systems.
Prerequisites: TELE 170, 172 (3,3)

TELE 254 Power Systems 3 CR
An introduction to higher voltage and polyphase 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 including propagation, transmission line theory, antennas and broadcast standards.
Prerequisites: TELE 250, 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 to both analysis and design. 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, 252
Prerequisite or Corequisite: TELE 264 (3,3)

TELE 262 Industrial Electronics 3 CR
A course in power related solid state devices such as SCR's, triacs, and power FET's with application to control of industrial machinery and equipment.
Prerequisites: TELE 254,171, 251 (3,3)

TELE 263 Systems Project I 1 CR
This is a preparatory course to Systems Project II. The student must produce a project idea to be completed during Trimester 6, define the problem to be solved, plan research, develop and investigate technical material, anticipate potential problems. Topics will include time management, documentation, budgeting and project management.
Prerequisite: TCOM 160
Prerequisites of Corequisites: TELE 163, 260, 261, 262, 264, TPRG 260 (1,0)

TELE 264 Microprocessors II 3 CR
The study of 16-bit microprocessors and their architecture and instructions. Topics include the 8086/8088 architecture and instructions sets, interrupts, coprocessing concepts, 8089 I/O coprocessors and the 8087 arithmetic coprocessors, including the 80187 and the 80287. Students design and construct a complete 8086 based microcomputer.
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 computer control systems.
Prerequisites: TELE 261, 264, 262, 260 (4,3)

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
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 programme.
Prerequisite: TELE 263
Prerequisites or Corequisites: TELE 270, 271, 272 (0,7)

TELE 274 Microprocessors III 3 CR
This course studies the microprocessor as an element of a larger system. In addition, a specialized class of microprocessors, digital signal processors (DSPs), are studied with applications in filtering and control systems.
Prerequisites: TELE 260, 264 (3,3)

EMPLOYMENT SKILLS

FES 161 Foundation of Employment Skills 3 CR
Students are instructed in methods of improving their skills in resume writing, interviewing and other job-search related areas. An introduction to interpersonal skills intended to develop the student's ability to work effectively with others is included.
Prereqisite: ENGL 155 (1,1)

ENGINEERING GRAPHICS & DESIGN

TEGD 150 Technology Graphics 3 CR
Introduction to engineering graphics: orthographic, isometeric and axonometirc projections; auxiliary views, plans and sections; technical sketching, lettering and dimensioning; systems approaches to drafting; simple mechanical drawing compositions. (1,3)

TEGD 151 Materials and Methods I 3 CR
Introduction to physical properties of materials and material standards. The majority of this course covers the properties and construction methods of soil, concrete and masonry. (3,2)

TEGD 160 Introduction to CAD I 3 CR
Computer assisted drafting using AutoCAD. Graphic data input, filing and manipulation. The course covers the basic concepts of CAD systems as well as direct applications with simple projects.
Prerequisite: TEGD 151 (1,3)

TEGD 161 Materials and Applications II 3 CR
Laminated and heavy timber construction as well as steel structural systems for low and high rise construction are studied. Basic concepts of the building envelope are introduced.
Prerequisite: TEGD 151 (4,0)

TEGD 162 Analysis and Design 3 CR
Students study the design process: problem definition, information gathering, analysis, synthesis, sketch proposals, design selection and documentation.
Prerequisite: TEGD 150 (2,2)

TEGD 163 Mechanical Technology I 3 CR
Introduction to mechanical design and drafting. Topics covered include: descriptive geometry; intersection and surface development; tolerances; gear and cam design; threaded fasteners; welding specifications and drawing practices; design of simple mechanical assemblies.
Prerequisites: TEGD 150, TMTH 150, TPHY 150 (2,4)

TEGD 164 Electrical Technology 3 CR
Students study the application of electricity in buildings and industrial processes. Topics include power and lighting distribution systems and components, including single and three phase systems, as well as the electrical operation of motors and pumps.
Prerequisites: TMTH 150, TPHY 150 (2,1)

TEGD 170 Introduction to CAD II 3 CR
Advanced computer assisted drafting techniques including the use of 3D simulation, customized menu and command creation as well as an introduction to programming using LISP. These techniques will be applied to a more complex project.
Prerequisites: TEGD 160, TMTH 150 (1,3)

TEGD 171 Land Use and Transportation 4 CR
This course studies the design of highways including: contour mapping, NTS system of mapping; highway curve calculations - simple, transitional and vertical; grading drawings; soil water properties; rural and highway read layout; culvert design and sizing, storm water calculations, earthwork calculations.
Prerequisites: TEGD 150, 160, TSUR 150, TMTH 150 (3,4)

TEGD 172 Building Technology I 3 CR
An introductory course to architectural design as it relates to wood framed residential construction. Students design a residence and complete a set of working drawings for their design.
Prerequisites: TEGD 150, 162 (1,3)

TEGD 173 Mechanical Technology II 3 CR
Conveyor system design and drafting: belts and chain drives, couplings and speed reducers, bearings; ISO tolerance specifications; advanced drawing techniques such as doubld auxiliary views, exploded isometric assemblies; parts detailing.
Prerequisite: TEGD 163 (2,2)

TEGD 250 Plumbing Design 2 CR
Water supply and drainage systems for buildings: storm and sanitary systems as well as fire protection systems. Students will design pressure and gravity systems based on standard calculation and tables as well as the B.C. Plumbing Code.
Prerequisites: TMTH 172, TPHY 150, TCOM 170 (2,1)

TEGD 251 Urban Services 4 CR
The design of municipal subdivisions and associated services: basic urban planning principles, subdivision bylaws; layout, volume calculations, sizing and grading of services.
Prerequisites: TEGD 162, 170, 171 (3,4)

TEGD 252 Building Technology II 3 CR
An introduction to the design of building elements as they relate to commercial structures using such materials as concrete, masonry and steel. Given proposal drawings, students will prepare a set of working drawings for a low rise commercial or industrial building.
Prerequisites: TEGD 170, 172, TMTH 171 (2,2)

TEGD 253 Industrial Process Design 4 CR
The theory, layout and documentation of industrial process design. Plant layout: site selection, transportation services, manufacturing process layout and schematic drawings. Emphasis is on material handling of liquids, gasses, and solids for primary industries, especially sawmills, pulpmills and gas distribution.
Prerequisites: TEGD 170, 173 (3,4)

TEGD 254 Structural Wood Design 4 CR
The analysis and design of timber structures including beams, columns, and connections. In addition, the design of shoring and concrete formwork is covered.
Prerequisites: TMTH 171, 172 (3,3)

TEGD 255 Building Regulations 2 CR
Federal, provincial and municipal regulations governing the design and construction of the built environment. Zoning regulations and the British Columbia Building Code will be studied.
Prerequisites: TEGD 172, TCOM 170 (2,1)

TEGD 260 Piping Design 4 CR
Scaled and diagrammatic layouts of piping used in the transmission of gases and liquids in industrial processes: joints, fittings, valves, threads, hangers and supports, transitions.
Prerequisite: TEGD 250, 252 (3,4)

TEGD 261 Heating, Ventilation and Air Conditioning 3 CR
An introductory course to environmental control in buildings. Topics covered are: heat loss and gain calculations; heating and ventilation systems, air conditioning; related equipment, layouts and associated drawing interpretation.
Prerequisite: TEGD 252 (3,2)

TEGD 262 Building Technology III 3 CR
Based on given concept drawings for a simple building, students will design appropriate architectural and structural details. Special attention will be paid to the function and assembly of the building envelope including the movement of moisture and heat as well as differential movement.
Prerequisite: TEGD 252 (2,3)

TEGD 263 Contracts and Specifications 2 CR
The layout and writing of construction specifications according to Construction Specifications Canada guidelines using Canadian Construction Documents Committee and National Master Specification formats. Topics covered are: specification types, language CCDC 2 front end, products, workmanship, office procedures, information storage and retrieval and the bidding process.
Prerequisites: TEGD 252, TCOM 170 (2,1)

TEGD 264 Structural Steel Design 4 CR
The design of steel structures including calculations and selection of beams, joists, decking, columns and base plates, bracing, as well as the design of welded and bolted connections. Students will detail and analyze shop drawings to BC Building Code and Canadian Institute of Steel Construction standards.
Prerequisites: TMTH 172, TEGD 252 (3,3)

TEGD 265 Projects Report I 2 CR
A major project must be completed on a construction related topic chosen by the student and approved by the Engineering Graphics faculty advisor. The project must be a written report, but may be based on an individual or group prepared design. In this, the first of two courses, the student will derive a thesis statement, create, outline, and complete all material research required and begin designing or writing the report.
Prerequisites: TCOM 170, TEGD 251, 252, 253, 254 (0,2)

TEGD 271 Mechanical Technology III 4 CR
Students will design and prepare mechanical drawings of the heating and ventilating system required for the building designed in the associated Building Assemblies II course. The theory includes the calculations for heating, ventilating and air conditioning loads as well as methods of control.
Prerequisites: TEGD 261, 262
Corequisite: TEGD 272 (2,3)

TEGD 272 Building Technology IV 4 CR
The detail design and drafting of a small commercial building from given architectural / engineering concept plans to completed architectural and structural working drawings. Students will work in a team oriented office environment with minimal supervision.
Prerequisites: TEGD 262, 263, 264
Corequisite: TEGD 274 (1,4)

TEGD 273 Quantity Surveying 3 CR
The study of quantity surveying as practised in design offices to the Canadian Institute of Quantity Surveyors standards: general principles of mensuration, taking-off and extending quantities for material and labour; elemental analysis; unit price preparation for such materials as reinforced concrete, paving, masonry, partitions, insulation and roofing; introduction to life-cycle costing.
Prerequisites: TEGD 262 (3,2)

TEGD 274 Reinforced Concrete Design 4 CR
The analysis and design of reinforced concrete including simple beams and slabs, continuous one-way and two-way floor systems, columns, walls and foundations. Details for the concrete elements of the building studies in TEGD 272 will be prepared.
Prerequisites: TMTH 171, 172, TEGD 252
Corequisite: TEGD 272 (3,3)

TEGD 275 Project Report II 4 CR
Students will complete the project commenced in the Project Report I course and make a formal presentation to an audience to defend their report.
Prerequisite: TEGD 265
Corequisite: TCOM 270 (0,2)

TEGD 276 Project Management 2 CR
Project planning, scheduling and control applied to engineering projects: systems theory, organization structures, staffing, management functions, time management, conflicts, planning - CPM & PERT, as well as controlling.
Prerequisites: TCOM 170, TEGD 263 (2,1)

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, safe working practices, and field trips relevant to the programme. 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 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 155,157, 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 161,171, 173, MATH 155, TPRG 188
(3,4)

FOR 165 Fire Management 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 Management II 3 CR
Fire suppression techniques, including use of water, bulldozers, skidders, rotary and fixed wing aircraft, air tankers and chemical retardants. Initial attack and fire crew organization, detection, communications and presuppression planning are covered. Fire suppression methods and concepts are studied through fire simulation exercise.
Prerequisite: FOR 165 (2,2)

FOR 171 Aerial Photography and Mapping I 3 CR
This is an introductory course in the use of aerial photography and maps in forestry. It provides the student with a working knowledge of map and air photo indexing and referencing systems and a practical background in photo orienteering and photogrammetric measurements. Topics include calculation of map and photo scales, use of contour maps, photo geometry, and stereoscopy. (1,3)

FOR 172 Aerial Photography and Mapping II 3 CR
This course provides the student with an understanding of photogrammetric practice in the area of land form recognition and interpretation, planimetric map construction from aerial photographs, parallax measurements and special applications in the fields of forest protection, roads, reforestation and soils.
Prerequisites: FOR 157, 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 Programme. (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, 161, TPRG 188 (0,3)

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. Inventory, Yield Analysis, and A.A.C. are also introduced.
Prerequisites: FOR 156, 166, 162, 172, 174, TCOM 180, MATH 151 (2,2)

FOR 252 Forest Management II 3 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, 253, 287 (2,3)

FOR 253 Silviculture I 4 CR
Silviculture is the application of basic tree biology and forest ecology to the growing, harvesting, and regeneration of trees. The student will apply his basic knowledge of soils and ecology to ecological classification, site preparation and planting operations. Laboratory and field exercises will include planting inspections, silvicultural surveys, pre-harvest silviculture prescriptions and ecosystem mapping.
Prerequisites: FOR 156, 157, 162, 166, 172, 174, TCOM 181, TPRG 188 (3,3)

FOR 254 Silviculture II 4 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 programmes in B.C. Also covered are vegetation 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 significance of the most important insect pests in B.C. Stress is placed on detection , evaluation of damage and control.
Prerequisites: FOR 156, 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, 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, 172, 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 and Administration I 3 CR

This course introduces the student to the fundamentals of business and finance. Topics include business ownership, methods of financing businesses, financial statements and analysis ratios, loans and interest calculations, break even analysis, cost accounting and benefit/cost analysis.
Prerequisites: MATH 151, FOR 154, 162, TPRG 188 (2,2)

FOR 282 Forest Finance and Administration 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, budgeting, and application of productivity to unit costs and total costs. Contract law and the development of contract proposals, as well as the associated bidding process will be emphasized.
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, 172, 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, 154, 166, 172, 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, 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, 253, 255, 261, 281, 285, 287, 267, 290 (9 days)

MATHEMATICS

MATH 151 Technical Mathematics 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 Design Technology Mathematics I 3 CR

A review of geometry, trigonometry, linear and quadratic systems, exponential and logarithmic functions as required for applications in structural and mechanical design. (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 161 Statics 3 CR

An introduction to structural mechanics, vectors and force systems as required to design structures.
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 171 Statics II 3 CR
Introduction to design requirements as defined by the BC Building Code; principles of Limit States Design; tributary load calculations; design of simple concrete footings and foundation walls as well as wood and steel beams and columns.
Prerequisite: TMTH 161 (3,1)

TMTH 172 Design Technology Mathematics II 3 CR
An introduction to calculus as applied to engineering technology. Topics covered are: derivatives, maxima and minima problems; motion and related rates; integrals, areas, volumes, centroids, and moments of inertia.
Prerequisite: TMTH 161 (5,0)

TMTH 251 Electronics Mathematics IV 3 CR
An introductory linear algebra course providing sufficient theory to pursue advanced subjects in control theory. Topics include systems of equations, matrix theory, vectors, vector spaces, and eigen vectors and eigen values.
Prerequisite: TMTH 170 (5,0)

PHYSICS

TPHY 150 Design Technology Physics 3 CR
Statics, kinematics, dynamics; energy and power; angular motion; fluid mechanics, wave motion; thermal properties of matter; basic electricity - all as applied to problems in construction and mechanical engineering. (3,2)

TPHY 151 Electronics Physics I 3 CR
A basic physics course covering a broad range of topics that includes vectors, Newton's Laws, work and energy, properties of matter, principles of heat and heat transfer, stress and strain, sound waves and basic optical principles. This course prepares the electronics student to a level required for studies in measuring non-electrical quantities with electrical devices and the non-electrical properties of electrical devices.
Prerequisite: PHYS 11 or PHYS 040
Prerequisite or Corequisite: TMTH 151 (3,3)

TPHY 160 Electronics Physics II 3 CR
A continuation of Technical Physics I with topics that include electric fields, solid state physics and properties of matter.
Prerequisite: TPHY 151
Prerequisite or Corequisite: TMTH 162 (3,3)

SURVEYING

TSUR 150 Surveying 3 CR
Introduction to the basic field survey methods of chaining, levelling and traversing, with emphasis on accurate note-taking and drafting of final plans/profiles. (1,3)

TRADES PROGRAMMES

The Trades Division offers several training programmes for indentured apprentices enrolled in technical training classes, and for qualified trades people seeking to upgrade their job skills. Many entry level programmes are also available for people interested in acquiring trades skills. In addition to the full-time programmes, the Division offers a number of part-time continuing education programmes.

The range of Trades options offered are summarized as follows:

CAAT - Cooperative Advanced Apprenticeship Training Diploma Programmes

- Automotive Mechanical Repair
- Heavy Duty Mechanical Repair

Entry Level Certificate Programmes

- Automotive Mechanics
- Heavy Duty/Commercial Transport Mechanics
- Carpentry
- Benchwork/Joinery
- Electrical Work
- Millwright
- Machinist

Certificate Programmes:

- Cook Training
- Power Engineering
- Welding

Provincial Apprenticeship Programmes:

- Automotive Mechanical Repair
- Carpentry
- Electrical Work
- Millwright
- Heavy Duty Mechanics
- Welding

The ***CAAT*** diploma programmes provide technical training recognized for credit towards an apprenticeship. Both programmes are eighteen months long, and integrate work experience with classroom and shop training.

The ***ENTRY LEVEL CERTIFICATE*** programmes offer an extensive array of options for those seeking a career in Trades. Varying in length from one to seven months, these programmes prepare students for an apprenticeship or related employment in a trade, and are recognized by the Ministry of Advanced Education, Training, and Technology as equivalent to the first year of apprenticeship technical training.

A variety of ***Continuing Education*** trades courses are offered to the general public, and to local industry. These courses are normally short term and highly specific, ranging from Introductory Welding to Advanced Technology Training. Depending on demand, these courses may be offered at any of CNC's campuses, or may be delivered directly to industrial users at an employer's site. They are advertised in the fall and winter flyers published in the local newspaper. For further information, or to suggest programmes which should be offered, contact the Trades Division office at 561-5804, or the Office of Admissions at 561-5801.

Admission

Although each programme has different entrance requirements, most students will be required to write the English and Math Achievement Test (EMAT). This diagnostic exam provides the applicant with a better understanding of his/her own basic skill levels, and assists the College in recommending remedial assistance to students wherever necessary.

Application Procedure

Applications may be submitted at any time, however, students are encouraged to apply early to ensure a seat in their chosen programme. Additional information may be obtained by contacting the Office of Admissions and Registration at the Main Campus (561-5800).

Attendance Policy

The Trades Division adheres to the attendance policy of the Apprenticeship and Employment Training Branch of the Ministry of Advanced Education and Job Training. Three days of unexcused absence (persistent tardiness is equivalent to absence), may result in student suspension or termination from a programme. Given the intense and often short-term nature of Trades training, the policy applies to all trades courses.

Safety

Workers Compensation Board regulations apply to all Trades programmes. Students are expected to dress and behave appropriately for their shop activities, and must supply their own safety-toed footwear to be worn at all times in the shops. Coveralls and other personal safety equipment is supplied by the College as required.

CO-OPERATIVE ADVANCED APPRENTICESHIP TRAINING (CAAT)

- **Automotive Mechanical Repair**
- **Heavy Duty Mechanical Repair**

Admission Requirements

All applicants must meet at least one of the following requirements:

(1) Grade 12, **or**
(2) Advanced ABE Certificate, **or**
(3) GED Certificate, **or**
(4) Successful completion of an Entry Level programme in a related discipline.

Related industry experience may be considered in lieu of formal qualifications. As part of the admission process, applicants will be required to write the EMAT.

AUTOMOTIVE MECHANICAL REPAIR

This new and innovative diploma programme, introduced in 1986, offers many advantages to anyone seeking a career as an automotive mechanic. It provides advanced technical training, and credit towards an apprenticeship. In addition, students acquire extensive practical experience by integrating work term placements with their shop training. These paid work terms provide students an excellent opportunity to demonstrate their skills to potential future employers.

The programme begins annually in September, and requires eighteen months to complete. Students who successfully complete the programme will be qualified to write the Interprovincial Standards examination for Automotive Mechanical Repair after working thirty months as an Automotive Apprentice, as per Ministry guidelines.

Semester I **September to December**
- Brake Systems
- Electricity (Basic)
- Shop Practices, Tools and Safety
- Steering and Suspension
- Welding

Semester II **January to April**
- Alternators
- Batteries
- Carburated Fuel Systems
- Emission Control Systems
- Fuel Delivery Systems
- Fuel Injection Systems
- Ignition Systems
- Starters
- Wiring

Work Term **May to October**

Semester III **November to December**
- Cooling and Lubricating Systems
- Gas and Diesel Engines

Semester IV **January to March**
- Air Conditioning
- Automatic Transmissions
- Clutches
- Differentials and Drivelines
- Standard Transmissions
- Transfer Cases

HEAVY DUTY MECHANICAL REPAIR

This new programme offers credit towards an apprenticeship, advanced technical training, and extensive practical experience through work term placements in the Heavy Duty Mechanics Repair trade. These paid work terms provide students an excellent opportunity to demonstrate their skills to potential future employers.

The programme begins annually in May and requires eighteen months to complete. Students who successfully complete the programme will be qualified to write the Interprovincial Standards examination for Heavy Duty Mechanical Repair after working thirty months as a Heavy Duty Mechanic Apprentice, as per Ministry guidelines.

Semester I **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

Work Term **November to February**

Semester II **March to June**
- Gasoline and Alternate Fuel Systems
- Diesel Fuel Systems
- Electrical and Electronic Systems
- Air Conditioning Systems

Work Term **June to August**

Semester III **September to November**
- Bearings, Seals and Lubricants
- Clutches, Standard Transmissions and Drivelines
- Drive Axles
- Torque Converters, Powershift and Automatic Transmissions

ENTRY LEVEL TRADES PROGRAMMES

- **Automotive Mechanics**
- **Heavy Duty/Commercial Transport Mechanics**
- **Carpentry**
- **Joinery**
- **Electrical Work**
- **Millwright**
- **Machinist**

Admission Requirements

All applicants must meet at least one of the following requirements:

(1) Grade 10 **or**
(2) Advanced ABE Certificate, **or**
(3) GED Certificate

Related industry experience may be considered in lieu of formal qualifications. As part of the admission process, applicants will be required to write the English and Math Achievement Test (EMAT).

AUTOMOTIVE MECHANICS

This six month certificate programme consists of a series of short courses that focus on five major areas of automotive mechanical repair and welding. Students may enroll in one or several courses in any order, however, to qualify for a certificate, all courses must be completed within two years.

Automotive Braking Systems **5 weeks**
Students learn the theory of hydraulic braking systems and perform basic maintenance and repair of brakes, tires, wheels, hubs and bearings.

Automotive Suspension and Steering **4 weeks**
This course covers the basic theory of automotive suspensions, manual and power steering as well as shop repair and maintenance.

Gasoline Engines **5 weeks**
Students start by examining basic engine design and operation, including cooling and lubrication systems, and perform a major engine overhaul as a final project.

Automotive Electrical Systems **4 weeks**
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.

Automotive Drivelines and Transmissions **4 weeks**
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.

Basic Oxy-Acetylene and Arc Welding **3 weeks**
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.
Prerequisite - completion of the welding module.

HEAVY DUTY MECHANICS

This seven month certificate programme, which begins annually in September, covers all skills required to enter an apprenticeship in either Heavy Duty Mechanics or Commercial Transport Mechanics. Students may complete either one or both certificates.

Course Outline:

Safety
Tools and Equipment
Welding Brakes and Hydraulics
Engines and Engine Support Systems
Electrical Systems
Drive Trains
Track and Wheel Machines
Equipment Operation
Suspension and Steering
Air Conditionning

CARPENTRY

This six month programme introduces the student to a variety of skills required in the construction of buildings. Students may start the programme in September or January. They must 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 the Site and Building
Select Materials
Rig Materials for Lifting
Build Concrete Forms
Frame Building
Install Steel Framing and Drywall
Finishing
Cabinets
Preparation for Employment

BENCHWORK/JOINERY

This six month programme prepares students to work as apprentice cabinet makers or joiners. Students learn how to construct cabinets, and how to finish components from hardwoods and panel products with modern shop equipment. Students may start the programme in September as well as at other times during 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
Preparation for Employment

ELECTRICAL WORK

This five month programme introduces the student to the theory and the practical skills required to become an apprentice electrician. Students may start the programme in September or February.

Course Outline:

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

MACHINIST

This is an introductory programme for those interested in entering the Machinist Trade. Students may start the programme in September or February.

Course Outline:

Bandsaws
Computer Numerical Controls
Drilling Machines
Lathes
Measuring Tools
Metals and Heat Treatment
Precision Grinders
Safety
Shapers, Planers and Slotters
Shop Drawings
Tools and Equipment
Vertical and Horizontal Milling Machines

MILLWRIGHT

This programme is designed to introduce the student to the Millwright Trade. Graduates may work as apprentices in sawmills, pulp mills, chemical plants, breweries, mines or other sites employing industrial mechanics. Students may start the programme in September or February.

Course Outline:

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

CERTIFICATE PROGRAMMES

- **Cook Training**
- **Power Engineering**
- **Welding**

COOK TRAINING

This ten month pre-employment Cook Training Certificate programme, which begins annually the first week of August, covers all facets of kitchen services and management. Instructional topics include soups and sauces, meat cookery, short order, meat cutting, garde menage (cold kitchen), elementary baking, elements of catering and banquet preparation, storeroom procedures (inventory control), and specialty presentation. Theory and demonstrations are supplemented with extensive practical sessions in the laboratory and kitchen.

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

Admission Requirements

(1) Grade 10 **or** completed ABE Intermediate Certificate, **or** GED **or** mature student status;
(2) A recent Health Certificate;
(3) A recent chest X-ray

In addidtion to the minimum requirements, it is ***strongly recommended*** that anyone planning to apply to this programme acquire some background by taking the secondary level Foods 11 and 12, and Career Preparation. It is also advisable to have some work experience in a kitchen.

POWER ENGINEERING - 4th CLASS

This comprehensive ten month programme, running from September to June, provides training for a career in power plant operation and maintenance. Topics covered include maintenance of powerhouse equipment, instrumentation, electricity, engineering sciences and water conditioning. While the practical application of basic principles is emphasized, theory and in-plant training prepares students to successfully write the Fourth Class Power Engineer's Examinations upon completion of the programme.

Admission Requirements

All applicants must meet at least one of the following requirements:

(1) Grade 12, **or**
(2) Intermediate ABE Certificate, **or**
(3) GED Certificate.

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

WELDING

Welding is a specialized skill, the demand for which is rapidly expanding. Graduates of this programme will be qualified for a variety of employment opportunities in the construction and metal working industries. Production welder, maintenance welder, welder fabricator, or welder fitter are examples of the many possible employment opportunites.

BEGINNING WELDING
(Registered "C" Level)

The curriculum for this programme is organized in a modular format to accommodate the varying rates at which students learn. Upon completion of the program, a student will have gained sufficient practical experience and theoretical knowledge to successfully complete any of the various skill assessments administered by employers.

Programme length may vary from five to seven months. **Intake is continuous given the programme's modular structure.**

Admission

All applicants must meet at least one of the following requirements:

(1) Grade 10 **or**
(2) Advanced ABE Certificate, **or**
(3) GED Certificate

Course Outline

P-1	Introduction and Programme 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

ADVANCED WELDING
(Upgrading, Registered "B" and "A" Levels and Testing)

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 administered. 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 successfully completed the Registered "C" Level.
(2) Testers require written proof on company letterhead or a signed affidavit from a Notary Public of a year's industrial welding experience.

Applicants should contact the CNC Welding Department for assessment, space availability, and testing requirements.

PROVINCIAL APPRENTICESHIP PROGRAMMES

An apprenticeship is a formal written agreement (indenture) between an employer, an employee and the Province of B.C., according to which an apprentice attends training classes at one of several B.C. Colleges approximately once a year. The Apprenticeship and Employment Training Branch schedules the classes, arranges for apprentices to attend, and monitors their progress. Graduates qualify to write the Interprovincial Standards Examination for their chosen trade, following employment as an apprentice for the period of time specified in the Ministry guidelines.

CNC currently offers apprenticeship classes in the following trades:

- Automotive Mechanical Repair
- Carpentry
- Electrical Work
- Millwright
- Heavy Duty Mechanics
- Welding

Each programme follows the provincial course outline approved by the Ministry of Advanced Education, Training and Technology. Persons interested in these or any other apprenticeable trades should contact:

The Apprenticeship and Employment Training Counsellor
Ministry of Advanced Education, Training and Technology
500 Victoria Street
Prince George, B.C. V2L 2J9
Telephone: 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
Telephone: 660-7227

UNIVERSITY CREDIT PROGRAMMES

CNC offers a broad spectrum of university credit Arts, Social Science, Science, Applied Science, Commerce, and Physical Education courses. Eighteen packaged programmes, comprised of first and second year courses, provide the basis for further study in as many as seventy career paths. The College also offers five two-year diploma programmes, including:

- Associate of Arts - General
- Associate of Arts - Criminology
- Associate of Arts - Commerce
- Associate of Commerce
- Associate of Science - General

Other programmes, enhancing the diversity of options open to applicants, include ***Science One,*** an interdisciplinary science and engineering programme specially designed for students, with a solid academic record, planning to pursue further study in Science, Applied Science, or science related professional careers. The ***Fine Arts Foundation Year,*** offered in co-operation with the Emily Carr College of Art and Design (ECCAD) provides the basis for a degree in Fine Arts, which may be obtained through further study at the ECCAD in Vancouver, or by correspondence through the Open Learning Agency. The ***NEW CAL TEC*** (New Caledonia Teacher Education Consortium) programme, established in conjunction with Simon Fraser University (SFU), allows students to complete a Teaching Certificate or Bachelor's degree in Prince George. This programme is offered at the Prince George and Nechako Campuses. Bachelor and Master level ***Business Administration*** degrees are offered through City University, headquartered in Seattle, and operating a district office at CNC.

Opportunites for more advanced studies in various disciplines are continuously being expanded through various means. In conjunction with SFU, an increasing number of third year Criminology courses are being offered. With the assistance of the Open Learning Agency (OLA), third and fourth year courses ***may be*** added in September 1991 (to be annouced at a later date). The development of courses leading to the Bachelor of Nursing degree is well in progress.

The Regional Centres offer University Credit courses, and provide information on Open Learning Agency and City University programmes.

All university credit courses are open to qualified part-time students, subject to availability of class space. In addition, a number of courses are offered specifically in response to requests from part-time students.

Admission Requirements

It is ***strongly recommended*** that secondary school students consult with their counsellors to ensure that they select the secondary school courses most appropriate for their chosen career paths. Admission requirements are as follows:

(1) Completion of Grade 12 (with English) **or** ABE Advanced Certificate **or** GED **or** completion of Grade 11, with an outstanding academic record, in the year of application;

Note: The GED meets the general admission requirements but does not meet specific programme or course prerequisites.

(2) Compliance with course prerequisites as specified;

(3) Students applying for admission to 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.

Application Procedure

Applications (forms are available from the Office of Admissions) may be submitted at any time. Acceptances for first year students applying for complete packaged programmes commence at the end of April. Part-time and returning students are individually advised of appropriate registration procedures by the Office of Admissions and Registration.

First Year Students

To select a programme, first-year students are advised to consult the Index of Career Paths which lists all options and corresponding programme packages. Once an option has been selected, the programme package (or packages) specified should then be referred to for more detailed information regarding courses and prerequisites. **Applicants should consult with a College counsellor when selecting their programmes.**

While it is preferable to select one of the programme packages offered, students may also design their own programmes. Those who do so will not, however, be allowed to pre-register, and may encounter other difficulties, such as time-table conflicts, and inappropriate course selections causing limitations in transferability.

Second Year Students

Second year students are strongly advised to consult with a counsellor when selecting their courses. While some may still have considerable flexibiliy in their selections, others may have to adhere to specific requirements prescribed by their programmes.

CAREER PATH INDEX

ARTS AND SOCIAL SCIENCE

Anthropology	1D
Economics	1A, 1B
English	1A, 1B, 1C,
Geography	1D
History	1C, 1D, 1F
Industrial Relations	1A, 1B
Mathematics	1A, 1B
Philosophy	1F
Psychology	1A, 1B, 1C, 1D, 1F
Sociology	1F

COMMERCE AND BUSINESS ADMINISTRATION

1A or 1B for all areas

Accounting and 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

PROGRAMMES FOR ADMISSION TO PROFESSIONAL SCHOOLS

Architecture	Any package
Chiropractic Medicine	2A
Criminology	1E
Dental Hygiene	2E
Dentistry	2A, 2C, 2D, 2E
Education	
1. Elementary	1C or 1D
2. Secondary	Any package except 1E
Engineering	2C or 2D
Forestry	2F
Home Economics	2A, 2B
Law	Any package
Medical Laboratory Technology	2B
Medicine	2A, 2C, 2D, 2E
Pharmaceutical Science	2D, 2E
Physical Education and and Recreation	1G
Rehabilitation Medicine	2E
Social Work	1F

SCIENCE

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

Agricultural Science

2G for all areas

Agricultural Economics
Agricultural Mechanics
Animal Science
Food Science
Plant Science
Poultry Science
Soil Science

Applied Science

2C or 2D for all areas

Bio-Resource Engineering (5 year programme)
Chemical Engineering (2H for the 4 year programme)
Civil Engineering
Design and Computer Aided Engineering
Electrical Engineering
Engineering Manufacturing and Business Management
Engineering Physics
Mechanical Engineering
Metallurgical Engineering
Mining and Mineral Process Engineering
Ocean Engineering

PACKAGE	SEMESTER 1	SEMESTER 2	NOTES
1A	ECON 201 ENGL 101 or 103 MATH 101 CSC 109 PSYC 101	ECON 202 ENGL 102, 103 or 104 MATH 102 CSC 110 PSYC 102	(1) Students must take Programme 1A for a career path to a Bachelor of Commerce and Business Administration at UBC. Students may take a university transfer elective in the second semester instead of CSC 109/110. (2) It is strongly recommended that all students considering the Business programme at SFU take COM 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. ENGL 103 is not acceptable as a Group A requirement for SFU's Business Degree. (3) Prerequisites: Algebra 12 or MATH 100 or MATH 050.
1B	ENGL 101 or 103 ECON 101 MATH 100 CSC 100 or 109 PSYC 101	ENGL 102 or 104 ECON 102 MATH 101 CSC 109 or 110 PSYC 102	(1) Students may substitute MATH 100/101 for FREN 101/102 for a General Arts Degree at UBC. (2) Prerequisites: Algebra 11 or MATH 045. ***NOTE:*** Some courses may 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. For students NOT transferring to SFU, if ENGL 104 is selected, it must be combined with ENGL 103 for transfer credit.
1C	GEOG 101 or 103 BIO 103 or GEOG 201 ENGL 101 or 102 HIST 103 PSYC 101 or MATH 101	GEOG 103 or 101 BIO 104 or GEOG 202 ENGL 102 or 104 HIST 104 PSYC 102 or MATH 102	(1) This programme 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) Prerequisites: Algebra 12 or MATH 050 or MATH 100 for those students taking MATH 101/102.
1D	ANTH 101 BIO 103 or GEOG 101 ENGL 101 or 102 HIST 103 PSYC 101	ANTH 102 BIO 104 or GEOG 103 ENGL 102 or 104 HIST 104 PSYC 102	(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 UVIC Elementary Education programme. Students must see a counsellor for clarification. (3) Prerequisites: Algebra 11 or MATH 045 for those students taking MATH 103/104.
1E	PHIL 101 CRIM 101 CRIM 103 SOC 101 PSYC 101	PHIL 102 CRIM 102 CRIM 106 SOC 102 PSYC 102	(1) Students must take Programme 1E for a career path to a Bachelor's Degree in Criminology at SFU. ***NOTE:*** A statistics course is required in the second year (PSYC 201) and must be successfully completed in in order to enroll in CRIM 120.
1F	CRIM 101 ENGL 101 or 103 HIST 103 PSYC 101 SOC 101	CRIM 106 or 102 ENGL 102 or 103 or 014 HIST 104 PSYC 102 SOC 102	(1) Students must take Programme 1F to pursue a Bachelor's Degree in Social Work at UBC or at UVIC. ***NOTE:*** A statistics course is strongly recommended during the first two years - MATH 104 or PSYC 201.
1G **Physical Education**	Students should select one of 1G-A, 1G-B, or 1G-V. The selection should be based upon career needs and the transfer university. Prerequisites: Algebra 11. In addition, the following courses are desirable: Algebra 12, Biology 11 and 12, Chemistry 11, Physics 11 and Physical Education 11and 12.		Performance courses include PAC 101 through PAC 111. Each performance course is six weeks in duration. ***NOTE:*** Students should refer to the appropriate university calendar as a guide to selecting electives and consult with a counsellor.

PACKAGE	SEMESTER 1	SEMESTER 2	NOTES
1G-A **University of Alberta**	**YEAR 1** PE 120 PE 123 ENGL 101 or 103 2 of PSYC 101, BIO 101, or GEOG 101 or 103 Physical Activity Course Physical Activity Course **YEAR 2** PE 121 PE 221 PE 223 Approved Option Physical Activity Course	 PE 122 PE 124 PE 125 ENGL 101, 102, 103, or 104 PSYC 102, BIO 102, or GEOG 101 or 103 Physical Activity Course Physical Activity Course PE 220 PE 222 PE 224 Approved Option* Physical Activity Course	* See University of Alberta Calendar and consult with a faculty member.
1G-B **University of British Columbia**	**YEAR 1** PE 120 PE 123 ENGL 101 or 103 2 of PSYC 101, BIO 101, or GEOG 101 or 103 Physical Activity Course** Physical Activity Course **YEAR 2** PE 121 PE 221 PE 223 Arts/Science Elective*** ENGL (200 level)	 PE 122 PE 124 ENGL 101, 102, 103, or 104 PSYC 102, BIO 102, or GEOG 101 or 103 Physical Activity Course Physical Activity Course PE 220 PE 222 PE 224 Arts/Science Elective ENGL (200 level)	Students should refer to the approved programme of study for each of the seven academic specializations at UBC. ** 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 the chosen area of interest.
1G-V **University of Victoria**	**Arts Degree with Major in Human Performance** PE 121 PE 123 PE 223 ENGL 101 or 103 PSYC 101, BIO 101, or GEOG 101 or 103 Physical Activity Course	 PE 122 PE 124 PE 224 ENGL 101, 102, 103, or 104 PSYC 102, BIO 102, or GEOG 101 or 103 Physical Activity Course	Students wishing to pursue a Science Degree with majors in Human Performance should consult the UVIC calendar, a counsellor, and/or a Physical Education faculty member.
2A	BIO 101 CHEM 111 ENGL 101 or 103 MATH 101 PHYS 101	BIO 102 CHEM 112 ENGL 102 or 104 MATH 102 PHYS 102	(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, and may replace MATH 101/102 with MATH 103/104 or a Social Science if Algebra 12 was taken. (3) Prerequisites: Algebra 12 or MATH 100, or MATH 050, Biology 11 or BIO 040, Chemistry 12 or CHEM 050, and Physics 12. (4) See also Science One.

2B

BIO	101	BIO	102
CHEM	113	CHEM	114
ENGL	101 or 103	ENGL	102 or 104
MATH	101	MATH	102
PHYS	105	PHYS	106

(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, and may replace MATH 101/102 with MATH 103/104 or a Social Science if Algebra 12 was taken.

(3) Prerequisites: Algebra 12 or MATH 050, Chemistry 11 or CHEM 045, Biology 11 or BIO 040, Physics 11 or PHYS 040.

2C

CHEM	113	CHEM	114
ENGL	101 or 103	ENGL	102 or 104
MATH	101	MATH	102
CSC	109	CSC	110
PHYS	105	PHYS	106

(1) Prerequisites: Algebra 12 or MATH 100 or MATH 050, Chemistry 11 or CHEM 045, Physics 11 or PHYS 040.

2D

CHEM	111	CHEM	112
ENGL	101 or 103	ENGL	102 or 104
MATH	101	MATH	102
CSC	109	CSC	110
PHYS	101	PHYS	102

(1) Students majoring in Physical Geography must replace CSC 109/110 with GEOG 201/202.

(2) Prerequisites: Algebra 12 or MATH 100 or MATH 050, Chemistry 12 or CHEM 050 and Physics 12.

(3) See also Science One.

2E

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

(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) Prerequisites: Algebra 11 or MATH 045, Biology 11 or BIO 040, Chemistry 11 or CHEM 045 (for CHEM 113), Chemistry 12 or CHEM 050 (for CHEM 111).

2F

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

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

(2) Prerequisites: Algebra 12 or MATH 100 or MATH 050, Biology 11 or BIO 040, Chemistry 11 or CHEM 045, Physics 11 or PHYS 040 and two of Biology 12, Chemistry 12 or Physics 12.

2G

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

(1) Students interested in Agricultural Science should consult a UBC Agricultural representative or a CNC counsellor.

* Can be taken through UBC Access.

2H

MATH	101	MATH	102
PHYS	101	PHYS	102
APSC	100	APSC	120
ENGL	101 or 103	ENGL	102 or 104
CHEM	111	CHEM	112
CSC	109		

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

(2) Prerequisites: Minimum B standing in Algebra 12, Physics 12, and Chemistry 12.

(3) See also Science One.

ASSOCIATE OF ARTS

GENERAL

To obtain an Associate of Arts - General 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 Counsellor). A minimum overall GPA of 2.0 must be attained with no more than six credit hours with a GPA below 2.0.

CRIMINOLOGY

This programme prepares students for entry into various career options within the criminal justice field. For those planning to further their education, the Criminology Diploma is directly transferable to SFU's School of Criminology, and is equivalent to the first two years of the Bachelor of Arts programme at that institution.

In total, the programme is comprised of twenty courses (60.5 credit hours), three of which are offered by SFU's Distance Education programme presented in conjunction with CNC's programme. It entails two years of practical and theoretical instruction, with an emphasis on the provincial criminal justice system, and Northern B.C. practices and institutions. Students gain insight into criminological research methods through computer training, and by working directly with criminal justice system personnel in the articulation, design, analysis and presentation of research issues.

Programme Outline

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	plus two of: COMM 222, ECON 101, ECON 102, ENG 103, HIST 103, PHIL 102.		

*These courses must be taken through SFU's Distance Education Centre.

COMMERCE

The Associate of Arts - Commerce Diploma is transferable to the SFU Business Programme. A student must complete 60 credit hours of approved courses subject to the following:

Required courses:

- ENGL 101 and 102 or PHIL 101 and 102
- MATH 101 and ECON 201 and 202
- COM 204, 209, 210, and 222

A minimum of :

- 33 credit hours of Arts/Science elective courses, six of which shall consist of two 200-level English or History courses; the remaining 27 hours shall consist of courses taken at the 100 and/or 200 levels, including MATH 100 if taken before MATH 101; it is ***strongly recommended*** that CSC 109 be taken (see a counsellor for assistance with course selection);
- 24 credit hours taken at CNC, normally including the last 12.

The two semesters of COM 209/210 at CNC are only given one semester of credit at SFU, and therefore, three additional credit hours are required when transferring to third year. Consequently, students are advised to take 36 hours of elective courses at CNC, rather than the regular 33, in order to obtain a full two years of transferable credit. Those students planning to pursue a degree in accounting should take COM 204 in their first year at CNC, and then transfer to SFU for second year.

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

ASSOCIATE OF COMMERCE

The Associate of Commerce Diploma is transferable to the UBC Commerce Programme. A student must complete 60 credit hours of approved courses subject to the following:

Required courses:

- Non-Commerce courses including ENGL 101 and 102, MATH 101 and 102, and ECON 201, 202, and 215;
- COM 204, 209, 210, 212, 213, 214, and 222.

A minimum of :

- 18 credit hours of Arts and/or Science courses at the 100 and/or 200 levels (including MATH 100 if taken before MATH 101); it is ***strongly recommended*** that CSC 109 be taken as one of the electives (see a counsellor for assistance with course selection);
- 24 credit hours taken at CNC, normally including the last 12.

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

ASSOCIATE OF SCIENCE

To obtain an Associate of Science Diploma, a student must complete 60 credit hours of approved courses, according to the following schedule (as a minimum):

- 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 GPA of 2.0 must be attained with no more than six credit hours with a GPA below 2.0.

SCIENCE ONE

Science One is an interdisciplinary science and engineering programme intended for students who are committed to a career in the sciences or applied sciencess and who have achieved high standing in previous science courses. The programme provides a challenging and stimulating enrichment to the normal first-year package programmes 2A, 2D, and 2H.

The programme consists of designated laboratory sections of BIO 101, CHEM 111, and PHYS 101 with specially designed lab activities. In addition, a one hour per week seminar course, Science 101, provides a forum for discussion of career information and contemporary science related issues.

Admission is limited to twenty students selected on the basis of academic achievement and suitability for interdisciplinary studies.

FINE ARTS

In co-operation with the Emily Carr College of Art and Design Outreach programme, the College offers the Foundation Year programme. Offered on weekends, this credit programme includes eight studio courses and two semester surveys of Western Art.

Both regular (full programme) and occasional (one or more courses) students may be accepted into the programme. For programme, admission, and registration information, contact the Counselling Centre. The application deadline is the end of May, however, late applications may be considered.

Course Outline

- Survey of Western Art
- Color - An Introduction
- Drawing and 2D Language
- 3D Materials and Form
- Creative Processes
- Graphic Design
- Print Making
- Painting
- Ceramic Sculpture

CO-OPERATIVE EDUCATION

Students planning to transfer to Co-operative Education programmes in Science and Engineering at the University of Victoria can complete up to two work terms while studying at CNC. More information may be obtained by contacting the Co-operative Education Office at 561-5806.

NEW CAL TEC

The New Caledonia Teacher Education Consortium (NEW CAL TEC) programme, established in conjunction with SFU, offers students the opportunity to complete a teaching certificate or Bachelor's degree in Prince George. Students interested in this option should enroll in package 2C. Upon completion of two years at the College, students will be accepted into the SFU Professional Development Programme (PDP) based on satisfactory work experience and academic performance records. In September 1991, a package of third year SFU courses (to be announced) will be offered at CNC.

COURSE DESCRIPTIONS

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

Credit transfer information is provided at the end of this section. Courses listed may not necessarily be offered every semester. Additional information may be obtained by contacting the Counselling Centre.

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 programmes 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 112 or CHEM 113 and 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)

BIO 211 Invertebrate Zoology 3 CR
A systematic treatment of the invertebrates following evolutionary trends in form and function. A representative selection of invertebrates will be examined in the laboratory.
Prerequisites: BIO 101 and 102 (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 programmes at university. Topics covered are modern bonding theories, properties of molecules and organic chemistry.
Prerequisite: Chemistry 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: Chemistry 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 programme areas require one or two years of university level chemistry. Topics include stoichiometry, and atomic structure, periodic table, bonding and organic chemistry.
Prerequisite: Chemistry 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 programme areas require university-level chemistry. Topics include thermodynamics, solution equilibria, acids and bases, electrochemistry and kinetics. It is recommended that students take CHEM 113 prior to taking CHEM 114.
Prerequisite: Chemistry 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 programmes 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 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 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, 112, 113, or 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 CHEM 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 and 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 and 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 its main goal is to familiarize students with writing computer programs in Pascal. No prior knowledge of computing or advanced mathematics is required. Those who successfully complete this course will be well-prepared to continue with CSC 109 or CSC 101.
Prerequisite: Algebra 11 or MATH 045 (3,3)

CSC 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 101 or 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, 215, and 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 and 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 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 (3,1.5)

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 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 and 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 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)

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, style, and research techniques. A vigorous programme 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: 2 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: 2 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: 2 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: 2 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. (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: 2 of ENGL 101, 102, 103, 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: 2 of ENGL 101, 102, 103, 104 (3,0)

ENGL 213 Short Fiction I 3 CR
A survey of the short story and novella from Poe to Lawrence. Students will be required to write at least three essays on literary topics.
Prerequisites: 2 of ENGL 101, 102, 103, 104 (3,0)

ENGL 214 Short Fiction II 3 CR
A survey of the short story and novella from Kafka to the present. Students will be asked to write at least three essays on literary topics.
Prerequisites: 2 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 this 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 231 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: 2 of ENGL 101, 102, 103, 104 (3,0)

ENGL 232 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: 2 of ENGL 101, 102, 103, 104 (3,0)

FORESTRY

DEND 111 Dendrology I 3 CR
This course covers both morphology (identification) and functioning (physiology) of trees. The lectures cover structure and function of seed, roots, stem, and leaves; tree growth; dormancy and stand development. The labs concentrate on recognition of B.C. and Canadian species of broadleaf trees, with experimental assignments to reinforce lecture material.
Prerequisite: Biology 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.

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: French 12 (3,1.5)

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 (3,1.5)

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 programmes 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 programmes 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 programmes in Economics, Commerce, Appraising, and Municipal Administration.
Prerequisites: GEOG 101 and 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 and 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. 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, struggles for national liberation, and the Third World. (3,0)

HIST 103 History of Canada to 1867 3 CR
A survey of social, economic and political developments. Topics 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 is 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 include native-white relations resource development and settlement patterns. Particular emphasis is placed on 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 strengthening, i.e. students who do not have an 'A' or 'B' grade in Algebra 12 or who have been unsuccessful in passing the Calculus Readiness Test administered by the College 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 programmes.
Prerequisite: Algebra 12 or MATH 100 or 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 programmes.
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 UBC. 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 4 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, Stroke'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.
Prerequisites: MATH 101 and 102 (3,0)

MATH 205 Probability and Statistics 3 CR
The Laws of Probability; discrete and continuous random variables; expectations; joint distributions; Central Limit Theorem; estimation; and an introduction to hypothesis testing.
Prerequisite: MATH 101
Prerequisite or Corequisite: MATH 102 (3,0)

MATH 215 Differential Equations I 3 CR
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: MATH 102
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 form 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 Political Philosophy 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)

PHIL 221 Social Philosophy 3 CR
An investigation into the social ideals of liberty, equality, and justice. What sort of equality is compatible with liberty and required by justice? Why should all opinions be allowed equal opportunity for expression in a free market of ideas? Is it likely that true and intelligent ideas will triumph over false

and stupid ideas in open competition? Is capitalism just as much a system of exploitation as slavery or feudalism?

PHIL 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)

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 programmes 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 basses 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 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: Physics 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 programme 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: Physics 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 105, 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: PHYS 102 or 106, MATH 102
Prerequisite or Corequisite: MATH 201 and 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 programs 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 and 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 (ie: 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 and 102 (3,0)

PSYC 204 Social Psychology 3 CR
The study of human behaviour and adjustment within interpersonal and social situations. Some of the topics include: affiliation, liking and loving, attitude and attitude change, prejudice, conformity and compliance, aggression, altruism (helping behaviour), group structure and dynamics. The approach will be to cover major social psychological theories and research methodology as they relate to these topics.
Prerequisites: PSYC 101 and 102 (3,0)

PSYC 205 Developmental Psychology I 3 CR
The psychological development of the human being from conception through childhood. Includes the cognitive, psychomotor, social and emotional aspects for development.
Prerequisites: PSYC 101 and 102 (3,0)

PSYC 206 Developmental Psychology II 3 CR
The psychological development of the human being from puberty through old age. Includes the cognitive, psychomotor, social and emotional aspects of development.
Prerequisites: PSYC 101, PSYC 102 (3,0)

PSYC 207 Psychopathology 3 CR
This course examines a wide variety of models of psychopathology, (ie. medical, psychodynamic, behavioural). The causes and treatments of several disorders (ie. anxiety disorders, somatoforum disorders, schizophrenia, affective disorders, psychopathy, alcoholism) will be examined from

the perspective of each model.
Prerequisites: PSYC 101 and 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 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 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 radical fringe political parties emerge and decline. An analysis of how the various Canadian identities are tied to the political ideologies.
Prerequisites: SOC 101 and 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 behaviour of natives in Canada. An analysis of the land claims issue in Canada.
Prerequisites: SOC 101 and 102 (3,0)

SOC 206 Social Problems 3 CR
A sociological study of the creation, causes and consequences of contemporary social problems in Canadian society. Topics described and explained will include organized crime, corporate 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.
Prerequisite: SOC 101 or CRIM 101 or instructor's permission (3,0)

SOC 220 Women In Society 3 CR
This course aims at a critical examination of the historical and contemporary position of women in various societies, with particular emphasis on Canada. Traditional sociological theories and a number of feminist perspectives will be used to analyze gender inequality, the institutionalized means through which it is reproduced, and the possibilities for meaningful change in Canada.
Prerequisite: SOC 101 (3,0)

CNC COURSE	OPEN UNIVERSITY COURSE (Credits)	SIMON FRASER UNIVERSITY COURSE (Credits)	UNIVERSITY OF BRITISH COLUMBIA COURSE (Units)	UNIVERSITY OF VICTORIA COURSE (Units)
ANTH 101	ANTH (3)	SA (3)	ANTH (1.5)	ANTH 100B (1.5)
ANTH 102	ANTH (3)	ARCH (3)	ANTH (1.5)	ANTH 100A (1.5)
ANTH 201	ANTH (3)	SA 101 (3) See counsellor	ANTH 200 I(3) with CNC ANTH 202	ANTH 200 lev (1.5)
ANTH 202	ANTH (3)	SA (3)	ANTH 200 (3) with CNC ANTH 201	ANTH 200 lev (1.5)
APSC 100	APSC (3)	—	APSC 120 (0)	—
APSC 120	APSC (3)	—	APSC 151 (1.5)	—
ASTR 105	ASTR 100 (3)	PHYS (3)	—	ASTR 120 pc (1.5)
BIO 101	BISC 110 (3) & 115 (0)	BISC 101 (3)	BIOL 101 (3) or 102 (3) with CNC BIO 102	BIOL 150 (3) with CNC BIO 102
BIO 102	BISC 111 (3) & 116 (0)	BISC 102 (3)	BIOL 101 (3) or 102 (3) with CNC BIO 101	BIOL 150 (3) with CNC BIO 101
BIO 103	BISC 110 (3) & 115 (0)	BISC 101 (3) Credit granted only with a grade of B or better.	BIOL (3) with CNC BIO 104, not for credit in Life Science Departments.	BIOL 150 (3) with CNC BIO 104. With grade of B or above, otherwise 100 lev credit granted. With grade less than B. Not for credit towards BIOL Major.
BIO 104	BISC 111 (3) & 116 (0)	BISC 102 (3) Credit granted only with a grade of B or better.	BIOL (3) with CNC BIO 103, not for credit in Life Science Departments.	BIOL 150 (3) with CNC BIO 103. With grade of B or above, otherwise 100 lev credit granted. With grade less than B. Not for credit towards BIOL Major.
BIO 111	—	—	BIOL (1.5)	—
BIO 112	—	—	BIOL (1.5)	—
BIO 121	—	—	PE 391 (3) with CNC BIO 122	—
BIO 122	—	—	PE 391 (3) with CNC BIO 121	—
BIO 201	BISC 220 (3)	BISC 201 (3)	BIOL 200 (1.5)	BIOL 200 (1.5)
BIO 202	BISC (3)	BISC (3)	BIOL 201 (1.5) If Organic Chemistry taken as corequisite, otherwise 1.5 units. MICB 200 (3) with CNC BIO 206	BIOC 200 (1.5)
BIO 203	—	—	ECOLOGY 2nd Year (1.5)	—
BIO 204	—	—	GENETICS 2nd Year (1.5)	—
BIO 205	BISC (3)	BISC (3) CNC BIO 205 & 206 = SFU BISC 303 (3) & BISC (3)	MICR 200 (3) with CNC BIO 206	MICR 200 lev (1.5)
BIO 206	BISC (3)	BISC (3) CNC BIO 206 & 205 = SFU BISC 303 (3) & BISC (3)	MICR 200 (3) with CNC BIO 205	MICR 200 lev (1.5)
BIO 207	—	BISC (3)	ZOOL 203 (1.5)	BIOL 207 (1.5)
BIO 208	—	—	ZOOL (1.5)	—
BIO 209	—	BISC 326 (3)	BOTANY 209 (1.5)	BIOL 203 (1.5)
BIO 211	—	BISC 306 (3)	BIOL 205 (1.5)	BIOL 206 (1.5)

CNC COURSE	OPEN UNIVERSITY COURSE (Credits)	SIMON FRASER UNIVERSITY COURSE (Credits)	UNIVERSITY OF BRITISH COLUMBIA COURSE (Units)	UNIVERSITY OF VICTORIA COURSE (Units)
CHEM 111	CHEM 110 (3) & 115(0)	CHEM 102 (3) & 115 (0)	CHEM 120 (3) OR 151 (3) with CNC CHEM 112	CHEM 101 (1.5)
CHEM 112	CHEM 111 (3) & 116 (0)	CHEM 103 (3) & 119 (0)	CHEM 120 (3) OR 151 (3) with CNC CHEM 111	CHEM 102 (1.5)
CHEM 113	CHEM 110 (3) & 115(0)	CHEM 104 (3) & 115 (0)	CHEM 110 (3) OR 151 (3) with CNC CHEM 114	CHEM 101 (1.5)
CHEM 114	CHEM 111 (3) & 116 (0)	CHEM 105 (3) & 118 (0)	CHEM 110 (3) OR 151 (3) with CNC CHEM 113	CHEM 102 (1.5)
CHEM 201	CHEM (3)	CHEM 261 (3) CNC CHEM 201 & 202= exemption SFU CHEM 218 (0)	CHEM 205 (3) or CHEM 201 & 202 (3), with CHEM 202	CHEM 200 lev (1.5)
CHEM 202	CHEM (3)	CHEM 232 (3) CNC CHEM 202 & 201= exemption SFU CHEM 218 (0)	CHEM 205 (3) or CHEM 201 & 202 (3), with CNC CHEM 201	CHEM 200 lev (1.5) Consult Dept. re: placement.
CHEM 203	CHEM 240 (3) & 245 (0)	CHEM 251 (3) CNC CHEM 203 & 204= exemption SFU CHEM 256 (0)	CHEM 203 (3) OR 230 (3) with CNC CHEM 204	CHEM 231 (1.5)
CHEM 204	CHEM 241 (3) & 246 (0)	CHEM 252 (3) CNC CHEM 204 & 203= exemption SFU CHEM 256 (0)	CHEM 203 (3) OR 230 (3) with CNC CHEM 203	CHEM 232 (1.5) May take 3rd year organic courses if 213 taken as corequisite in Fall.
COM 122	--	BUS 270 (3)	COMM 292 (2)	—
COM 201	--	BUS 251 (3) with CNC COM 202	—	—
COM 204	ADMN 231 (3)	BUS 251 (3)	COMM 293 (1.5)	COMM 253 (1.5)
COM 209	MATH 102 (3) or MATH (3) or MATH (5), with CNC COM 210	BUEC 232 (3) with CNC COM 210	COMM 290 (2)	—
COM 210	MATH (4) or MATH (5), with CNC COM 209	BUEC 232 (3) with CNC COM 209	COMM 291 (2)	—
COM 212	ADMN 232 (3)	—	COMM 294 (1.5)	COMM 254 (1.5)
COM 213	ADMN (2)	—	COMM 296 (1)	—
COM 214	ADMN (3)	—	COMM 297 (1.5)	—
COM 222	—	BUS 270 (3)	COMM 292 (2)	—
CRIM 101	CRIM 101(3)	CRIM 101 (3)	SOCI (1.5)	SOCI 100 lev (1.5)
CRIM 102	CRIM 103 (3)	CRIM 103 (3)	PSYC (1.5)	PYSC 200 lev (1.5)
CRIM 103	CRIM 131 (3)	CRIM 131 (3)	SOCI (1.5)	SOCI 100 lev (1.5)
CRIM 106	CRIM 104 (3)	CRIM 104 (3)	SOCI (1.5)	SOCI 200 lev (1.5)
CRIM 120	CRIM 120 (3)	CRIM 120 (3)	SOCI (1.5) 200 level (non-majors)	SOCI 200 lev (1.5)
CRIM 201	—	CRIM 135 (3)	—	—
CRIM 241	CRIM 241 (3)	CRIM 241 (3)	SOCI (1.5)	SOCI 200 lev (1.5)
CSC 100	CMPT (3)	CMPT (3) May transfer only 1 of CSC 100 or CSC 109.	—	CSC 100 lev (1.5)
CSC 109	CMPT 110 (3) with CNC CSC 110; or CMPT (3)	CMPT 103 (3) or CMPT 114 (1) & CMPT (2), with CNC CSC 110. May transfer only 1 of CSC 109 or CSC 100. CNC CSC 109 & 110=SFU CMPT 103 (3), CMPT 114 (1), CMPT (2). See counsellor.	CPSC 114 (1.5)	CSC 110 (1.5)

CNC COURSE	OPEN UNIVERSITY COURSE (Credits)	SIMON FRASER UNIVERSITY COURSE (Credits)	UNIVERSITY OF BRITISH COLUMBIA COURSE (Units)	UNIVERSITY OF VICTORIA COURSE (Units)
CSC 110	CMPT 110 (3) with CNC CSC 109; or CMPT (3)	CMPT 114 (1) & CMPT (2) with CNC CSC 101 or 109. See counsellor.	CPSC 116 (1.5)	CSC 115 (1.5)
CSC 210	CMPT (3)	MACM 316 (3)	—	CSC 200 lev (1.5)
CSC 214	CMPT 110 (3)	CMPT 105 (3)	CPSC 213 (1.5)	CSC 230 (1.5)
CSC 216	CMPT (3)	CMPT 201 (3)	CPSC 210 (1.5)	CSC 225 (1.5)
CSC 220	CMPT (3)	CMPT 205 (3)	CSPC 220 (1.5)	—
CSC 224	CMPT (3)	CMPT 290 (3)	ELEC Exempt from ELEC 256 with minimum B standing in CSC 224	CSC 250 (1.5)
DEND 111	—	—	FRST 111 (3) with CNC DEND 112	—
DEND 112	—	—	FRST 111 (3) with CNC DEND 111	—
ECON 101	ECON (3)	ECON 100 (3)	ECON (1.5) See counsellor	ECON 100 (1.5) if taken with CNC ECON 102, 100 lev (1.5) each.
ECON 102	ECON 100 (3)	ECON 101 (3)	ECON (1.5) See counsellor	ECON 100 (1.5) if taken with CNC ECON 102, 100 lev (1.5) each.
ECON 201	ECON 201 (3)	ECON 205 (3)	ECON 100 (3) with CNC ECON 202	ECON 202 (1.5)
ECON 202	—	ECON 200 (3)	ECON 100 (3) with CNC ECON 201	ECON 201 (1.5)
ECON 215	—	—	ECON 201 (1.5)	ECON 200 lev (1.5)
EGEO 101	GEOL (3)	—	GEOL 150 (1.5)	—
ENGL 101	ENGL Any 2 of CNC ENGL 101, 102, 103, 104 = Open University ENGL 100 (3) and ENGL 101 (3); each additional course = ENGL (3).	ENGL 103 (3) Student may request credit as ENGL 101 (3) instead. If credit received for ENGL 101 & 103, credit will be ENGL (3).	ENGL 100 (3) with 1 of CNC ENGL 102 or 103	ENGL 121 (1.5)
ENGL 102	ENGL Any 2 of CNC ENGL 101, 102, 103, 104 = Open University ENGL 100 (3) and ENGL 101 (3); each additional course=ENGL (3).	ENGL 102 (3) Student may request credit as ENGL 101 (3) instead. If credit received for ENGL 101 & 102, credit will be ENGL (3).	ENGL 100 (3) with 1 of CNC ENGL 101 or 103	ENGL 122 (1.5)
ENGL 103	ENGL Any 2 of CNC ENGL 101, 102, 103, 104 = Open University ENGL 100 (3) and ENGL 101 (3); each additional course=ENGL (3).	ENGL 099 (2) & GE ENGL (1)	ENGL 100 (3) with 1 of CNC ENGL 101, 102 or 104	ENGL 115 (1.5)
ENGL 104	ENGL Any 2 of CNC ENGL 101, 102, 103, 104 = Open University ENGL 100 (3) and ENGL 101 (3); each additional course=ENGL (3).	ENGL 101 (3) Student may request credit as ENGL 102 (3) or 103 (3) instead. If credit received for 101, 102, & 103 credit will be ENGL (3).	ENGL 100 (3) with 1 of CNC ENGL 103	ENGL 116 (1.5)
ENGL 106	FINA (3)	FPA (3) FILM HIST	—	ENGL 250 (1.5)
ENGL 201	ENGL 220 (3)	ENGL 204 (3) Student may request credit as ENGL 205 (3) instead.	ENGL 201 (3) with CNC ENGL 202	ENGL 200 (3) if taken with CNC ENGL 202, 200 lev (1.5) each.
ENGL 202	ENGL 221 (3)	ENGL 206 (3) Student may request credit as ENGL 205 (3) instead.	ENGL 201 (3) with CNC ENGL 201	ENGL 200 (3) if taken with CNC ENGL 201, 200 lev (1.5) each.
ENGL 203	ENGL (3)	ENGL 221 (3)	ENGL 202 (3) with CNC ENGL 204	ENGL 202 (3) if taken with CNC ENGL 204, 200 lel (1.5) each.

CNC	OPEN UNIVERSITY	SIMON FRASER UNIVERSITY	UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
COURSE	COURSE (Credits)	COURSE (Credits)	COURSE (Units)	COURSE (Units)
ENGL 204	ENGL (3)	ENGL 221 (3) If credit received for ENGL 221 (3), credit will be ENGL (3).	ENGL 202 (3) with CNC ENGL 203	ENGL 202 (3) if taken with CNC ENGL 203, 200 lev (1.5) each.
ENGL 205	—	ENGL (3) Students with unassigned credit for more than 1 Creative Writing course will receive GE CREATIVE WRITING (3) for subsequent courses.	CRWR 202 (3) with CNC ENGL 206	CW 100 pc (1.5) or CW 100 (3), with CNC ENGL 206
ENGL 206	—	ENGL (3) Students with unassigned credit for more than 1 Creative Writing course will receive GE CREATIVEWRITING (3) for subsequent courses.	CRWR 202 (3) with CNC ENGL 205	CW 100 pc (1.5) or CW 100 (3), with CNC ENGL 205
ENGL 213	ENGL (3)	ENGL 101 (3) CNC ENGL 213 &214 = SFU ENGL 101 (3), ENGL (3)	ENGL (1.5)	ENGL 200 lev (1.5)
ENGL 214	ENGL (3)	ENGL 101 (3) CNC ENGL 214 &213 = SFU ENGL 101 (3), ENGL (3)	ENGL (1.5)	ENGL 200 lev (1.5)
ENGL 215	—	ENGL (3) Students with unassigned credit for more than 1 Creative Writing course will receive GE CREATIVE WRITING (3) for subsequent courses.	ENGL (1.5)	ENGL 200 lev (1.5) May not take ENGL 402.
ENGL 216	—	ENGL 200 lev (3)	ENGL 200 lev (1.5)	ENGL 200 lev (1.5) May not take ENGL 402
ENGL 231	—	—	ENGL (1.5)	ENGL 215 (1.5)
ENGL 232	—	ENGL 210 (3)	ENGL (1.5)	ENGL 200 lev (1.5)
FREN 101	FREN (3)	FREN (3) See counsellor	FREN 120 (3) with CNC FREN 102	FREN 180 (3) with CNC FREN 102
FREN 102	FREN (3)	FREN (3) See counsellor	FREN 120 (3) with CNC FREN 101	FREN 180 (3) with CNC FREN 101
GEOG 101	GEOG (3)	GEOG 100 (3)	GEOG (1.5)	GEOG 101B (1.5)
GEOG 103	GEOG (3)	GEOG 162 (3)	GEOG 190 (1.5)	GEOG 102 (1.5)
GEOG 201	GEOG 110 (3)	GEOG (3) PHYS GEOG CNC GEOG 201 & 202 = SFU GEOG 111 (3) & GEOG (3) PHYS GEOG	GEOG 101 (3) with CNC GEOG 202	GEOG 203B (1.5)
GEOG 202	GEOG 111 (3)	GEOG (3) PHYS GEOG CNC GEOG 202 & 201 = SFU GEOG 111 (3) & GEOG (3)PHYS GEOG	GEOG 101 (3) with CNC GEOG 201	GEOG 203A (1.5)
GEOG 203	GEOG 231 (3)	GEOG 221 (3)	GEOG 260 (1.5)	GEOG 201B (1.5)
GEOG 205	GEOG 230 (3)	GEOG 241 (3)	GEOG 220 (1.5)	GEOG 205A (1.5)
HIST 101	—	HIST (3)	HIST 125 (3) with CNC HIST 102	HIST 105 (3) with CNC HIST 102
HIST 102	—	HIST (3)	HIST 125 (3) with CNC HIST 101	HIST 105 (3) with CNC HIST 101
HIST 103	HIST 120 (3)	HIST 101 (3)	HIST 135 (3) with CNC HIST 104	HIST 130 (3) with CNC HIST 104
HIST 104	HIST 121 (3)	HIST 102 (3)	HIST 135 (3) with CNC HIST 103	HIST 130 (3) with CNC HIST 103
HIST 204	—	HIST 201 (3)	HIST (1.5)	HIST 200 lev (1.5)
HIST 205	HIST 225 (3)	HIST (3)	HIST (1.5)	HIST 200 lev (1.5)
HIST 211	HIST (3)	HIST (3)	HIST (1.5)	HIST 200 lev (1.5)

CNC COURSE	OPEN UNIVERSITY COURSE (Credits)	SIMON FRASER UNIVERSITY COURSE (Credits)	UNIVERSITY OF BRITISH COLUMBIA COURSE (Units)	UNIVERSITY OF VICTORIA COURSE (Units)
MATH 100	MATH 100 (3)	MATH 100 (3)	MATH 111 (3.) with CNC MATH 101 (1.5 units only for Science programmes).	MATH 012 (0)
MATH 101	MATH 110 (3)	MATH 151 (3)	MATH 111 (3) with CNC MATH 100 (1.5 units only for Science programmes); or MATH 100 (1.5)	MATH 100 (1.5)
MATH 102	MATH 111 (3)	MATH 152 (3)	MATH 101 (1.5)	MATH 101 (1.5)
MATH 103	MATH (3)	MATH (3)	MATH 130 (3) or STAT 203 (1.5) plus 1.5 units, with CNC MATH 104— not for Faculty of Science or Mathematics students	MATH 151 lev (1.5)
MATH 104	MATH (3)	STAT 101 (3)	STAT 203 (1.5) Not for Faculty of Science or Mathematics students; or MATH 130 (3), with CNC MATH 103;or FRST 131 &132 (3), with MATH 105.	MATH 100 lev (1.5)
MATH 105	CMPT (3)	—	FRST 131 & 132 (3) with CNC MATH 104	—
MATH 201	MATH 210 (3)	MATH 251 (3)	MATH 200 (1.5)	MATH 200 (1.5) with CNC MATH 202; 200 level credit if only 1 course taken.
MATH 202	MATH 211 (3)	MATH 252 (3)	MATH 201 (1.5)	MATH 200 (1.5) or 200 lev (1.5),with CNC MATH 201; level credit if only 1 course taken.
MATH 203	MATH 250 (3)	MATH 242 (3)	MATH 220 (1.5)	MATH 200 lev (1.5)
MATH 204	MATH 220 (3)	MATH 232 (3)	MATH 221 (1.5)	MATH 233A (1.5)
MATH 205	MATH 102 (3)	STAT 270 (3)	STAT (1.5) 2nd year	STAT 250 (1.5)
MATH 215	MATH 411 (3)	MATH 310 (3)	MATH (1.5) Precludes credit for MATH 315.	MATH 201 (1.5)
PE 104	—	—	—	PE 100 lev (.5)
PE 107	—	—	—	PE 121 (.5)
PE 120	—	—	PHED 110 (1.5) See a counsellor	—
PE 121	KINE (3) U.L.	KIN 320 (3) with CNC PE 222	PHED 161 (1.5) See a counsellor	PE 100 lev (1.5) May be used in lieu of PE 143
PE 122	—	KIN 143 (3)	PHED 103 (1.5) See a counsellor	PE 115 (.5)
PE 123	KINE 142 (3)	KIN (3)	PHED 163 (1.5) See a counsellor	PE 100 lev (1.5) May be used in lieu of PE 142
PE 124	KINE (3)	KIN (3)	PHED 164 (1.5) See a counsellor	PE 100 lev (1.5) May be used in lieu of PE 142
PE 125	—	—	—	PE 109 (.5)
PE 220	—	—	PHED 200 (1.5) See a counsellor	—
PE 221	—	KIN 375 (3)	PHED 284(1.5) See a counsellor	—
PE 222	KINE (3) U.L.	KIN 320 (3) with CNC PE 121	PHED 261 (1.5) See a counsellor	PE 200 lev (1.5)

CNC	OPEN UNIVERSITY	SIMON FRASER UNIVERSITY	UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
COURSE	COURSE (Credits)	COURSE (Credits)	COURSE (Units)	COURSE (Units)
PE 223	—	— with CNC PE 224; credit to be determined.	PHED 391 (3) with CNC PE 224. See a counsellor.	PE 141 (1.5) & 241B (1.5) with CNC PE 224; or 100 lev (1.5) each.
PE 224	—	— with CNC PE 223; credit to be determined.	PHED 391 (3) with CNC PE 223. See a counsellor.	PE 141 (1.5) & 241B (1.5) with CNC PE 223; or 100 lev (1.5) each.
PHIL 101	PHIL 100 (6) with CNC PHIL 102; or PHIL (3) each if taken individually.	PHIL 120 (3)	PHIL 100 (3) with CNC PHIL 102	PHIL 100 (3) with CNC PHIL 102
PHIL 102	PHIL 100 (6) with CNC PHIL 101; or PHIL (3) each if taken individually.	PHIL 100 (3)	PHIL 100 (3) with CNC PHIL 101	PHIL 100 (3) with CNC PHIL 101
PHIL 103	—	PHIL 210 (3)	—	—
PHIL 205	—	PHIL (3)	—	—
PHIL 220	—	PHIL 200 lev (3)	—	PHIL 200 (1.5)
PHYS 101	PHYS 110 (3) & 115 (0)	PHYS 120 (3) CNC PHYS 101 & 102, exemption PHYS 131 (0)	PHYS 115 (3) with CNC PHYS 102; or PHYS 110 (3), with PHYS 106	PHYS 110/120 (3) with CNC PHYS 102; or 100 lev (1.5) each
PHYS 102	PHYS 111 (3) & 116 (0)	PHYS 121 (3) CNC PHYS 102 & 101, exemption PHYS 131 (0)	PHYS 115 (3) with CNC PHYS 101	PHYS 110/120 (3) with CNC PHYS 101; or 100 lev (1.5) each
PHYS 105	PHYS 110 (3) & 115 (0)	PHYS 101 (3) CNC PHYS 105 & 106, exemption PHYS 131 (0)	PHYS 110 (3) with CNC PHYS 106	PHYS 103 (3) with CNC PHYS 106; with a B or better: PHYS 102 (3)
PHYS 106	PHYS 111 (3) & 116 (0)	PHYS 102 (3) CNC PHYS 106 & 105, exemption PHYS 131 (0)	PHYS 110 (3) with CNC PHYS 101 or 105	PHYS 103 (3) with CNC PHYS 105; with a B or better: PHYS 102 (3)
PHYS 201	PHYS (3)	PHYS (3) CNC PHYS 201 & 202, exemption PHYS 233 (0) & 234 (0)	PHYS 213 (2)	PHYS 217 (1.5)
PHYS 202	PHYS (3)	PHYS 221 (3) CNC PHYS 202 & 201, exemption PHYS 233 (0) & 234 (0)	PHYS 215 (2)	PHYS 200 lev (1.5)
PHYS 204	PHYS (3).	PHYS 211 (3)	PHYS 170 (1.5) or PHYS 216 (2) plus 1 unit, with CNC PHYS 205	PHYS 120 (1.5)
PHYS 205	PHYS (3)	PHYS 212 (1)	PHYS 270 (1.5) or PHYS 216 (2) plus 1 unit, with CNC PHYS 204	PHYS 220 (1.5)
PSYC	—	—	Psychology Maximum advance credit permitted in Psychology is 9 units.	—
PSYC 101	PSYC 100 (3)	PSYC 100 (3)	PSYC 100 (3) with CNC PSYC 102	PSYC 100 (3.) with CNC PSYC 102; pr 100 lev (1.5) each.
PSYC 102	PSYC 102 (3)	PSYC 102 (3)	PSYC 100 (3) with CNC PSYC 101	PSYC 100 (3.) with CNC PSYC 101; or 100 lev (1.5) each.
PSYC 103	PSYC (3)	PSYC (3)	PSYC (1.5)	HUM 100 lev (1.5)
PSYC 201	PSYC 211 (6) with CNC PSYC 202; or MATH 102 (3)	PSYC 210 (3)	PSYC 200 (3) with CNC PSYC 202	PSYC 200 lev (1.5)
PSYC 202	PSYC 211 (6) with CNC PSYC 201 or PSYC 210 (3)	PSYC 201 (3)	PSYC 200 (3) with CNC PSYC 201	PSYC 201 (1.5)
PSYC 203	PSYC 240 (6) with CNC PSYC 204; or PSYC (3)	PSYC (3)	PSYC 206 (3) with CNC PSYC 204	PSYC 200 lev (1.5)

CNC	OPEN UNIVERSITY	SIMON FRASER UNIVERSITY	UNIVERSITY OF BRITISH COLUMBIA	UNIVERSITY OF VICTORIA
COURSE	COURSE (Credits)	COURSE (Credits)	COURSE (Units)	COURSE (Units)
PSYC 204	PSYC 240 (6) with CNC PSYC 203; or PSYC (3)	PSYC (3)	PSYC 206 (3) with CNC PSYC 203	PSYC 200 lev (1.5
PSYC 205	PSYC 440 (3)	PSYC 351 (3)	PSYC (1.5) Precludes credit for PSYC 301.	PSYC 200 lev (1.5)
PSYC 206	PSYC 445 (3)	PSYC 355 (3)	PSYC (1.5) Precludes credit for PSYC 301.	PSYC 200 lev (1.5)
PSYC 207	PSYC 461 (3)	PSYC 340 (3)	PSYC (1.5) Precludes credit for PSYC 300.	PSYC 200 lev (1.5)
SOC 101	SOCI 101 (3)	SA (3) CNC SOC 101 & 102= SFU SA 150 (3) & SA (3)	SOCI 200 (3) with CNC SOC 102	SOCI 100 (1.5) with SOC 100 (1.5) & 100 lev (1.5), with CNC SOC 102.
SOC 102	SOCI 102 (3)	SA (3) CNC SOC 102 & 101= SFU SA 150 (3) & SA (3)	SOCI 200 (3) with CNC SOC 101	SOCI 100 (1.5) with SOC 100 (1.5) & 100 lev (1.5), with CNC SOC 101.
SOC 103	—	SA (2) 100 div 2 of CNC SOC 103, 104, & 105 = SFU SA 150 (4). SOC 103, 104, & 105 =SA 150 (4), SA (2)	—	—
SOC 104	—	SA (2) 100 div 2 of CNC SOC 103, 104, & 105=SFU SA 150 (4). SOC 103, 104, &105=SA 150 (4), SA (2)	—	—
SOC 105	—	SA (2) 100 div 2 of CNC SOC 103, 104, & 105=SFU SA 150 (4).SOC 103, 104, &105=SA 150 (4), SA (2)	—	—
SOC 201	SOCI (3)	SA 202 (3) See counsellor	SOCI (1.5)	SOCI 200 lev (1.5)
SOC 202	SOCI (3)	SA (3) 200 div See counsellor	SOCI (1.5)	SOCI 200 lev (1.5)
SOC 203	SOCI 211 (6) with CNC SOC 204; or SOCI 210 (3)	SA 100 (3) See counsellor	SOCI 210 (3) with CNC SOC 204	SOCI 103 (1.5)
SOC 204	SOCI 211 (6) with CNC SOC 203; or SOCI (3)	SA (3) 200 div See counsellor	SOCI 210 (3) with CNC SOC 203	SOCI 203 (1.5)
SOC 206	SOCI (3)	SA (3) 100 div See counsellor	SOCI (1.5)	SOCI 202 (1.5)
SOC 220	—	WOMEN'S STUDIES 200 lev (3)	—	—

NOTE: Where two college courses are equated to a 3-unit course at UBC, unless otherwise stated, each component will be granted 1.5 units under the same rubric.

ADMINISTRATION AND FACULTY

SENIOR ADMINISTRATION

WENINGER, Terence A., B.Sc., B.Ed., M.Ed., Ed.D
President
BLAKE, Jim, B.Comm, M.B.A., C.A.
Vice President, Administration and Bursar

DIRECTORS

BACKHOUSE, John, A.L.A.
Director, Communications
BOWDEN, Glenn
Director, Enterprise Development Centre
GRIFFITH, Eric,
Director, Business and Management Studies
HILL, Michael, B.Sc. (Hons.), M. A.
Director, Health Sciences and Adult Special Education
INGALLS, Gordon, B.A. (Hons.), M.A.
Director, Arts and Social Sciences
SEENS, Paul, B.A., M.A., M.L.Sc.
Director, Planning and Student Records

REGIONAL MANAGERS

ASHURST, Cathy
Regional Manager, Lakes District
HARTMAN, Wanda
Regional Manager, Mackenzie
WISHART, Cathe, B.J.
Regional Manager, Nechako
BORSATO, Karen
Regional Manager, Quesnel

ADMINISTRATION

BERRY, Stu, Telecom. and Electronics Diploma
Manager, Instructional Media Services
BUTOW, Gus, B.A., D.P.L.R.
Manager, Human Resources
BYATT, Wendy
Executive Secretary to the President
CHORNEY, Jim, B.A., T.Q. & I.P.
Manager, Continuing Education - Trades
FAHLMAN, Penny, B.A., C.M.A.
Manager, Finance and Administration
FOWLER, Sylvia
Executive Secretary to the Vice President Administration
GOODE, Bob, A.S.T.
Manager, Building Services
GRUNTMAN, Dale, B.Comm.
Registrar
HALL, David, Mem. Insts. of C.A. in Zim. and S.A.
Controller
MADILL, Maureen,
Manager, College Store
MATTHEWS, Joanne, B.A., B.L.Sc.
Head, Reference Services
MILLER, Dawn
Manager, Computer Training, Enterprise Development Centre
MUNRO, Chris,
Manager, Purchasing
NORTH, Juli
Manager, Security and Custodial Services
PLETT, Kathy, B.A., M.L.Sc.
Assoc. Director, Resource Centre
POOLEY, Jan, B.Sc., C.R.M., R.G.R.
Manager, Continuing Education — Business
ROBINSON, Peter, B.Comm, M.B.A.
Associate Director, Employment Training
SHELLEY, Stephen,
Manager, Computer Services
SNIDER, David, C.E.T.
Manager, Cooperative Education
SOMERO, Jenny,
Executive Secretary, Vice President Academic
WHARRIE, David, Business Admin. Diploma
Manager, Evening Campus Operations
WUEST, Hermann, C.F.C.C., T.Q., Certified Journeyman
Manager, Food Services

ADULT DEVELOPMENTAL EDUCATION

TIMBRES, Marcia, B.A.
Department Head, Adult Developmental Education
CASWELL, Penny
Day Care
CONNORS, Joan, B.Sc. (Hon.), M. A.
Adult Basic Education Mathematics and Physics
CRAMPTON, Rindy
Adult Basic Education, Coordinator ABE
DAVIES, Paula,
VALT
DUFFEY, Natalie
Day Care
EMERSON, Cheryl
Day Care
FAVON, Yvette
Day Care
HEIN, Carolina
Native Social Development Training
MAGEE, Anne, Teaching Diploma
Adult Basic Education
McCAULEY, Carol
Native Social Development Training
MacNEIL, Debbie, B.A., E.C.E. Cert.
Early Childhood Education, Coordinator ECE
NUTTALL, Ruth, B.A., B.C. Teaching Cert.
Early Childhood Education
McQUAID, Ann, B.A., M.A. (English)
Adult Basic Education
PITT, Victoria, B.Sc.
Adult Basic Education (Chemistry)
RAMSEY, Hazel, B.Sc., M.A.
English Language Training
RITCH, Elizabeth, B.Sc., M.Ed.
Adult Basic Education
SAWTELL, Tom, B.A., M.Ed., B.C. Teaching Cert.
Instructor, Developmental Centre
SIPOS, George, B.A., M.A., B.C. Teaching Cert.
Adult Basic Education English
THAIR, Maree
Adult Basic Education
THIERNEY, Mary Ann, B.A.
English Language Training
TOBIN, JAMES, B.Sc.
Developmental Centre
WILSON, Cynthia, B.A., M.Ed.
Developmental Centre, Coordinator DSC

ADULT SPECIAL EDUCATION

DRAGUSICA, Melihina, B.A.
Adult Special Education
MILLER, Fran, B.A., B.Ed.
Adult Special Education Coordinator
SUWALA, Halina, M.A., B.C. Teaching Certificate
Adult Special Education
WIGHTMAN, Lori, B.A., B.Ed.
Adult Special Education

BUSINESS AND MANAGEMENT STUDIES

GRIFFITH, Eric
Director, Business and Management Studies
BHATTASALI, Sonali, B.A.
Office Administration
BAXTER, Eunice, B.A., M.A., M.B.A., Ph.D.
Marketing Management
ENEMARK, Gordon, M.A.
Commerce
FARR, Bill, I.D.P., B. Comm. L.L.B.
Marketing Management
FLECK, David, C.F.C.C., T.Q., Certified Journeyman
Cooking
GREEN, R., B.Comm., C.A.
Accounting and Finance
HEINZ, W.,
Computer Information Systems
HUNTER, Blaine,
Computer Information Systems
IDIENS, Alan, B.Comm, M.B.A.
Commerce
LEVERIDGE, Alan, Tech. Diploma, C.I.M., C.D.P., C.P.M., M.Sc.
Computer Information Systems
McPHERSON, Ralph, C.M.A.
Accounting and Finance
MILLER, Robert, B.Sc.
Computer Information Systems
PARKE, John, B.Comm., C.A.
Accounting
REID, Michael, M.A.
Commerce
ROY, Angela, B.A.
Office Administration
RYAN, Ron, B.Comm.
Marketing Management
SINNOTT, Marie, B.A., C.M.A.
Accounting
WILSON, Michael, C.F.C.C., T.Q., Certified Journeyman
Cooking
WUEST, Hermann, C.F.C.C., T.Q., Certified Journeyman
Manager, Food Services
ZETTL, Bonnie
Office Administration

HEALTH SCIENCES

HEALEY-OGDEN, Marion, R.N., B.Sc.N.
Department Head, Nursing
COTTON, Fran, R.D.H., B.Sc.D., M.Ed.
Department Head, Dental
ANDREW, C., R.N., B.Sc.N., M.Ed
Nursing
APPLEGATE, Mary, R.N., B.Sc.N.
Nursing
BACKMAN, Louise, C.D.A., I.D.
Dental Assisting
BARCLAY, Don, R.N., B.A.
Nursing
BROWN, Heather, C.D.A.
Dental Assisting
CRIST, Elaine,
Lab Technician
CROKEN, Miyoko, R.N., B.A.
Nursing
COVINGTON, Patricia, R.D.H., B.Sc.
Dental Hygiene
FRIEDRICH, Kori, R.N., B.Sc.N.
Coordinator, Second Year Nursing
FROOD, Nancy, R.N., B.Sc.N.
Nursing

GARTEIG, Laureen
Nursing
GORDON, Brenda, R.N., B.Sc.N.
Coordinator, Preceptorship
GRAFF, Sue, R.N.
Nursing
HAINES, Judy,
Coordinator, Nursing
HEINZMAN, Gloria,
Coordinator, Long Term Care Aid
LYNCH, Nancy, R.N., B.Sc.N.
Coordinator, First Year Nursing
MAY, Jean, R.N.
Long Term Care Aid
NOBLE, Patricia, R.D.H., A.A.S., B.Sc., M.Ed.
Dental Hygiene
OLLECH, Sandra, R.N., B.Sc.N.
Nursing
PAIVINEN, Helena,
Nursing
PENNER, Maureen, R.D.H., B.Sc.D.
Dental Hygiene
ROBINSON, Sandra, R.N., B.Sc.N.
Nursing
ROGERS, Maxine, R.N., B.Sc.N.
Nursing
PETRIW, Borden, R.N., B.N.
Nursing
SADLON, Marg,
Nursing
SCHUMACKER, Brenda, R.D.H., B.Ed.
Dental Hygiene
SCULLEY, Zee, R.N., B.C.N.
Nursing
SHARUGA, Connie, B.A., M.A., A.A.S. (Dent. Hygiene), Ph.D.
Dental Hygiene
STUART, Leslie,
Nursing
SULLIVAN, Gail, R.N., B.A.
Nursing
TARRANT, Nancy, C.D.A.
Dental Assisting
WELLWOOD, Carole, S.D.T., R.D.H., B.Voc.Tech.
Dental Hygiene
WERLE, Hazel,
Nursing

SOCIAL SERVICES

COLDWELL, Lana, B.S.W., Reality Therapy Cert.
Social Services Foundation
HUNT, Laurence, B.A., Ph.D.
Social Services Foundation
STOREY, Patrick, B.A., B.S.W., M.S.W.

TECHNOLOGIES

GRABER, Jo, B.Sc.
Department Head, Technology
DICKENS, Blake, B.S.F., R.P.F.
Forestry
DUMAS, Al, B.Sc.Eng., P. Eng.
Engineering Graphics and Design
ELLIOT, Pirie, A.Sc.T., R.P.F., I.D.
Forestry
ENGLISH, John, B.Sc.Eng, P. Eng.
Electronics Engineering
HEDEKAR, Tom, Tech. Dipl. I.D. A.Sc.T.
Forestry
McLEOD, Angus, B.Sc., M.Sc., R.F.P., P.AG.
Forestry
MURTHY, Sim, B.Sc., M.Eng., P.Eng.
Electronics
MORGAN, John, B.A.Sc., P.Eng.
Engineering Graphics
MURGULY, George, B.Sc., P. Eng.
Engineering Graphics and Design
PEACOCK, Eric, C. Tech., I.D.
Engineering Gaphics and Design
SCHLUETER, Claus, C.Tech., I. D.
Electronics
STEARNS, Dave, B.Sc.F., R.P.F.
Forestry
WANG, Li, B.Sc., M. Eng.
Electronics

TRADES

GABLE, Kirk, I.D. & T.Q., Carpentry
Associate Director, Trades
ANSETH, David, T.Q. & I.P. Auto, Alta T.Q. Auto
Automotive Mechanics
BIRCHER, Rudy, I.D., 1rst Class P.E., J.I.I.M.
Power Engineering
BLAIR, Campbell, T.Q. & I.P. Millwright., T.Q. Machining.
Millwright / Machinist
DEUTCH, Bill, T.Q. & I.P., Auto.
Automotive Mechanics
ELLINGTON, Larry, T.Q. Auto., T.Q. HDM
Heavy Duty Mechanics
FUHRMANN, Michael, T.Q. & I.P., Electrical work
Electrical
FORTIN, Cy, I.D. Welding Insp., Level II Welding Tech.
Welding
HAMEL, Lorne, T.Q. Auto, T.Q. & I.P. HDM, T.Q. Comm. Trans.
Heavy Duty Mechanics
JENSEN, Jim, I.D., I.P., 1rst Class Electrical
Electrical
JENSEN, John, T.Q. & I.P., Auto.
Automotive Mechanics
MARTIN, Bob, I.D. Welding
Welding
MINGAY, Maurice, I.D., T.Q. & I.P., Electrical
Electrical
MORRISON, Don, T.Q., I.D.P.
Welding
PETERS, John, T.Q. & I.P., Carpentry
Carpentry
SLUYTER, Bill, T.Q. & I.P., Carpentry
Carpentry
TAYLOR, Robin, T.Q. Millwright
Millwright / Machinist
TAYLOR, Walter, T.Q. & I.P. HDM, T.Q. Auto., T.Q. Comm. Trans.
Heavy Duty Mechanics
TUCK, Dave, T.Q. & I.P., Auto.
Automotive Mechanics

ARTS AND SOCIAL SCIENCES

PARKER, Ken, B.A., M.A.
Department Head, Arts and Social Sciences
ALLGAIER, Hans, B.A., M.A.
English
ATTAFUAH, Ken, B.A.(Hons.), M.A., Ph.D.
Criminology and Sociology
CHUNG, Stan, B.A. (Hon.), M.A., B.C. Teaching Cert.
English
CIOE, J., B.A. (Hon.) 1rst Class, M.A., Ph.D. M.Phil
Psychology
DAVISON, George, B.A. (Hon.), M.A. Ph.D.
History
DEYO, Kathy, B.Sc.(Hons.), M. Sc.
Psychology
FLEMING, John, B.A., M.A.
Criminology
HARRIS, J., B.A., M.A., Ph.D.
English
HOLM, David, B.A. (Hon.), M.A., Ph.D.
History
IBBERSON, John, B.A. (Hon.), M.A., Ph.D.
Philosophy
McDONALD, Tim, B.Sc. (Distinction), M.A.
Psychology
McKINNON, Barry, B.A., M.A.,
English
MUNK, Lindi, B.A., M.A., B.C. Teaching Cert.
Psychology
NORTHEY, Bruce, B.A., M.S.W.
Anthropology
PRECOSKY, Don, B.A., M.A., Ph.D.
English
RAMSEY, Paul, B.A., M.A.
English
REA, Bill, B.A., M.A.
Criminology and Sociology
ROBERTSON, Barbara, B.Sc., M.A.
Psychology
RUBADEAU, D., B.A. (Hon.), M.Sc., Ed.D.
Psychology
SIDSWORTH, Chris, B.A., M.A.
English
SHAFFER, Stan, B.A. M.A.
English
SIMMONDS, Michael, B.P.E., M.A.
Physical Education
STUBBS, Neil, B.A., M.A.
English
TYNDALL, Greg, B.Sc., M.A.
Psychology
USHER, Peter, B.P.E., M.A., Ph.D.
Physical Education

SCIENCE

AITKEN, Dan, B.Sc.
Biology
BALL, Robert, B.Sc., M.Sc.
Physics
BIRTWHISTLE, Doug, B.Sc., B.Ed.
Physics
BONSER, M., B.Sc.
Chemistry
BUCK, Nicholas, B.Sc., M.Sc.
Mathematics
CRAIG, Judy, B.Sc.
Mathematics
CROW, John, B.Sc., Ph.D.
Chemistry
DOBROWOLSKI, Edward, B.Sc., M.Sc., Ph.D.
Mathematics
INSLEY, R., B.Sc., M.Sc.
Mathematics
JAROSCH, Conrad, B.S.A., M.Sc., R.P.Bio.
Biology
JOHNSON, Judith, B.Sc., M.Sc.
Biology
KAWEESI, George, B.Sc. (Hon.), M.Sc.
Computer Science
LO, R., B.Sc.(Hon.), R.P.Bio., Ph.D.
Biology
McVEY, Alistair, M.A. (Hons.), M.A.
Geography
MALCOLM, Ben, B.Sc., M.Sc.
Chemistry, Mathematics
MURTHY, Nalini, B.Sc. (Hon.), M.Sc., Ph.D.
Computer Science
NELSON, Robert, B.Sc., M.Sc., Ph.D.
Physics, Astronomy
RAPHAEL, Clifford, B.Sc., M.Sc.
Geography
SADHRA, A., B.Sc., M.Sc., B.C. Teaching Cert.
Mathematics
SHILOFF, Deborah, B.Sc., M.Sc., M.Sc.(Forensic Chemistry) Ph.D.
Chemistry
THAIR, Brian, B.A., M.A., Ph.D.
Biology
WARD, Ken, B.Sc.
Chemistry
WONG, Frank, B.Sc., M.Sc., Ph.D., F.R.S.H. (UK)
Biology

CO-OPERATIVE WORK TERM SCHEDULES

BUSINESS PROGRAMMES

FALL	WINTER	SPRING	SUMMER
Trimester I	Trimester II	Trimester III	Co-op 150
Trimester IV	Trimester V	Co-op 250	Co-op 298
Trimester VI			

TECHNOLOGY PROGRAMMES

FALL	WINTER	SPRING	SUMMER
Trimester I	Trimester II	Trimester III	Co-op 150
Co-op 250	Trimester IV	Trimester V	Co-op 298
Trimester VI			

AUTOMOTIVE MECHANICAL REPAIR (CAAT)

September to December Term I	**January to April** Term II	**May to October** Co-op 150 and 250
November to December Term III	**January to March** Term IV	

HEAVY DUTY MECHANICAL REPAIR (CAAT)

May to October Term I	**November to February** Co-op 150	**March to June** Term II
July to August Co-op 250	**September to November** Term III	

GLOSSARY

- ABE • Adult Basic Education
- ABESAP • Adult Basic Education Student Assistance Programme
- ADP • Adult Developmental Programmes
- ASE • Adult Special Education
- ASTTBC • Applied Science Technologists & Technicians of B.C.
- ATP • Admission Testing Programme
- AV • Audio-Visual
- BCAC • B.C. Association of Colleges
- BCSAP • B.C. Student Assistance Programme
- CA • Chartered Accountant
- CAAT • Co-operative Advanced Apprenticeship Training Programme
- CAD/CAM • Computer Aided Design/Computer Aided Manufacturing
- CAI • Computer Assisted Instruction
- CE • Continuing Education
- CGA • Certified General Accountant
- CIS • Computer Information Systems
- CITY U • City University
- CMA • Certified Management Accountant
- CNC • College of New Caledonia
- CO-OP • Co-operative Education (Programme)
- CT • Career Technical
- DSC • Developmental Studies Centre
- ECCAD • Emily Carr College of Art and Design
- ECE • Early Childhood Education
- EDC • Enterprise Development Centre
- EGAD • Engineering Graphics & Design Technology Programme
- EIC • Employment & Immigration Canada
- EMAT • English and Math Achievement Test
- FTE • Full-time Equivalent Student
- GED • General Education Development (Gr. 12 equivalency)
- GMAT • Graduate Management Admission Test
- GPA • Grade Point Average
- HDM • Heavy Duty Mechanics
- IMS • Instructional Media Services
- JET • Job Education and Training (Programme)
- LPN • Licensed Practical Nurse
- LSAT • Law School Admission Test
- LTCA • Long Term Care Aide
- LTC/HS • Long Term Care / Home Support (Programme)
- MCAT • Medical College Admission Test
- NIRS • Northern Institute for Resource Studies
- NITEP • Native Indian Teacher Education Programme
- NTE • National Teacher Examinations
- NVIT • Nicola Valley Institute of Technology
- OA • Office Administration
- OLA • Open Learning Agency
- PD • Professional Development
- PDP • Professional Development Programme
- PE • Physical Education
- PVT • Pre-Vocational Training
- RIA • Registered Industrial Accountant
- RN • Registered Nurse
- RNABC • Registered Nurses' Association of B.C.
- SAT • Scholastic Aptitude Test
- SFU • Simon Fraser University
- SOFA • Safety Oriented First Aid Certificate (St. John Ambulance)
- SSAT • Secondary School Admissions Test
- SSF • Social Services Foundation
- SSTP • Social Services Training Programme
- TEC • Training Enterprise Centre
- TGI • Toward Greater Independence Programme
- TOEFL • Test of English as a Foreign Language
- TRAC • Training Access Programme (Trades)
- TSE • Test of Spoken English
- UBC • University of British Columbia
- UNBC • University of Northern British Columbia
- UT • University Transfer
- UVIC • University of Victoria
- VALT • Volunteer Adult Literacy Tutoring
- YDLI • Yinka Dene Language Institute

INDEX

Academic Schedule 8
Accounting Courses 37
Accounting and Finance Diploma 32
Administrative Secretary Certificate Programme 35
Admissions and Registration
- Office Hours 10
- Procedures 10
- International Students 11

Advance Standing 16
Admissions Testing Programme (ATP) 23
Adult Basic Education Programmes 24
Adult Developmental Programmes 24
Adult Special Education (ASE) 26
Agricultural Science
- Degree Career Path 76

Allied Health Professions Admissions Test (AHPAT) 23
Anthropology Courses 81
Appeal Procedure
- Grade Appeal 16
- Student Appeal 19
- Clinical Practice 17

Applied Science
- Courses 82
- Degree, Career Path 76

Apprenticeship Training 70, 74
Architecture, Degree Career Path 76
Arts
- Associate of Arts Diploma Programme 80
- Degree Career Programme 76

Associate of Arts Diploma Programme 80
Associate of Arts (Commerce) 80
Associate of Commerce 80
Associate of Arts (Criminology) 80
Associate of Science 80
Astronomy Courses 82
Athletics and Recreation 20
Audit Status 16
Automotive Mechanical Repair
- Apprenticeship Programmes 74
- CAAT. 70
- Entry Level Programmes 72

Benchwork/Joinery 72
Biology Courses 82
Bursaries 15
Business Administration
- Certificate Programmes 31,34
- Degree Career Path 76
- Diploma Programmes 31,32

Business Administration Transfer Guide 36
Business Courses 37
Business Management Studies 30
Business Management Certificate Programmes 31,34
Business Management Diploma Programmes 31,32
CNC Free Press 23
Cafeteria (Food Services) 22
Canada Employment Centre 22
Career Paths 76
Carpentry
- Apprenticeship 74
- Entry Level Training 72

Change of Course or Section 11
Cheating on Tests 18
Chemistry Courses 83
College Store 23
Commerce Courses 83
Commerce Degree, Career Path 76
Community Access Programme 29
Computer Information Systems
- Certificate Programme 31,34
- Computer Information Systems Courses 38
- Diploma Programme 32

Computer Science Courses 84
Confidentiality of Student Records 19
Continuing Education 5
Cook Training Programme 73
Co-operative AdvancedApprenticeship Training (CAAT)
- Automotive 71
- Heavy Duty Mechanics 71

Co-operative Education 5, 104
Counselling 21
Credit Hours 16
Criminology
- Courses 85
- Degree Career Path 76
- Diploma Programme 80

Daycare Centre 21
Dental Assisting Programme 44
Dental Hygiene
- Degree Career Path 76
- Diploma Programme 44

Dentistry, Degree Career Path 76
Developmental Studies Disabilities Certificate 56
Developmental Studies Centre 22,26
Disabled- Services and Facilities 21
Drafting Courses 62
Drafting Technician Certificate Programme 59
Early Childhood Education (ECE) Programme 52
Economics Courses 39,85
Education Degree, Career Path 76
Electrical Work 73, 74
Electronics Engineering Technology 60
Electronics Courses 62
Emergencies and Evacuation 22
Emily Carr College of Art & Design (ECCAD) 5, 81
Employment & Immigration Canada 22
- Sponsorship 11

Employment Skills Courses 5, 64
Engineering Graphics & Design Technology 57
English and Math Achievement Test (EMAT) 9
English Courses 84
English Language Training (ELT) Programme 24
Enterprise Development Centre(EDC) 5
Entry Level Trades Programmes 72
Evacuation Procedures 22
Faculty and Administration 93
Fees
- International Students 14
- Refund Policy 14
- Schedule 12,13
- Senior Citizens 11

Financial Aid 15
Fine Arts 5, 81
- Career Degree Path 76

Food Services 22
Forest Resource Technology Programme 61
Forestry Courses 66, 87
- Degree, Career Path 76

Free Press 23
French Courses 87
General Certificate of Education Examination 23
General Education Development (GED) 27
Geography Courses 87

Geology Courses 88
Glossary 105
Grade 12 Equivalency Tests (GED) 27
Grade Appeals 16
Grading System 17
Graduate Management Admissions Test (GMAT) 23
Graduate Record Examination (GRE) 23
Gymnasium 20
Harrassment Policy 18
Health Science Programmes 44
Heavy Duty Mechanics
  Apprenticeship 74
  CAAT 71
  Entry Level Programmes 72
History Courses 88
Home Economics, Degree Career Path 76
Home Support Worker 48
Housing 22
Identification Cards 11
Improper Behaviour 18
Independent Living Skills Programmes 29
Information Centre 22
Instructional Media Services (IMS) 22
International Applicants 11, 14
Job Education and Training (JET) Programme 29
Job Opportunities for Students 22
Joinery 72
Late Registration 11
Law Courses 39
Law Degree, Career Path 76
Law School Admission Test (LSAT) 23
Legal Secretary Certificate Programme 35
Library (Resource Centre) 23
Locker Rental (Student Association) 23
Long Term Care Programme 48
Lost and Found (Information Centre) 22
Machinist 73
Management Courses 40
Management Studies Certificate Programme 34
Marketing Courses 41
Marketing and Management Diploma Programme 32
Math Courses 41, 68, 88
Medical College Admission Text (MCAT) 23
Medical Degrees, Career Paths 76
Miller Analogies Test (MAT) 23
Millwright
  Apprenticeship Programme 74
  Entry Level 73
Misconduct 18
Misrepresentation 18
National Teacher Examinations (NTE) 23
Nursing
  Courses 49
  Programme Description 48
  Clinical Practice Appeal Procedure 17
  Long Term Care / Home Support Worker 48
Office Administration Certificate Programmes 31
Open Learning Agency/Open University 5, 45
Parking (Disabled Students - Services) 21
Pharmaceutical Sciences Degree, Career Path 76
Philosophy Courses 89
Physical Education and Recreation
  Courses 90
  Degree Career Path 76
Physics Courses 69, 90
Placement Services 22
Plagiarism 18
Power Engineering (4th Class) 73
Probation and Dismissal 19
Professional Development Programme (PDP) 81
Provincial Apprenticeship Programmes 74
Psychology Courses 49, 91
Re-admission 45, 48
Recreation and Athletics 20
Refund of Fees 14
Regional Centres 4
Registration 11
Repeating a Course 18
Resource Centre (Library) 23
Safety (Emergencies and Evacuation Procedures) 22
Scholarships 15
Scholastic Aptitude Test (SAT) 23
Science Degree, Career Path 76
Science One 81
Secondary School Admission Test (SSAT) 23
Senior Citizens Fee Exemption 14
Services and Facilities 20
Smoking Policy 19
Social Services Programmes 52
Social Services Training (SSTP) 53
Social Work Degree, Career Path 76
Sociology Courses 92
Sponsored Students (CEIC) 11
Statement of Grades 18
Student Appeal Procedure 19
Student Association 23
Student Employment 22
Suspension (Misconduct) 8
Switchboard 22
TARGET 28
Technical Communications 41
Technology Programmes 58
Termination (Misconduct) 18
Test of English as a Foreign Language (TOEFL) 23
Test of Spoken English (TSE) 23
Test Supervision 23
Trades Programmes 70
Transcripts 19
Transfer to Other Institutions 19
  Business Transfer Guide 36
  University Transfer Guide 93
Transportation 23
Tuition Fees 12
University Credit Programmes 75
  Career Paths 76
  Courses 81
  Programme Packages 77
  Transfer Guide 93
Volunteer Adult Literacy Tutoring (VALT) 27
Welding
  Apprenticeship 74
  Certificate 74
Withdrawal from Courses 19

CAMPUS MAP - PRINCE GEORGE