Calendar

1995 - 1996

College of New Caledonia

Cover:

Illustration by Greenwell + Bryan Architects

College of New Caledonia's proposed new addition viewed from the south east

COLLEGE OF NEW CALEDONIA

Calendar
1995-1996

Mission

"The College of New Caledonia, as a comprehensive community college, provides access to life-long learning and facilitates the achievement of personal and educational goals. We are responsive to the diverse needs of our students, our employees, and the communities in our region. In a dynamic, consultative environment, we deliver quality programmes and promote the success of every student."

Acknowledgement

This calendar was jointly produced by staff, faculty and administrators to provide a comprehensive and accurate publication of programmes and services at the College of New Caledonia.

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DECLARATION OF WAIVER

The information presented in this Calendar is accurate as of March 1, 1995. The College reserves the right to implement changes as required, including the cancellation or adjustment of programmes and courses, changes in organizational structure, regulations, services and fees. 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.

1 INTRODUCTION TO CNC

Welcome to the College of New Caledonia!

President Terry Weninger with expansion plans

Photo: Courtesy of Dave Milne, Prince George Citizen

PRESIDENT'S MESSAGE

The College has delivered quality instruction and services to the College region since 1969 and prior to that, as part of the B.C. Vocational School system.

The success of CNC has been built on the energy, education and expertise of our faculty, support staff and administrators.

The years ahead will be marked by innovative approaches to education. The College of New Caledonia's plan is to go forward to meet the demands and challenges of our changing economy and society.

Our focus is on student success ... your success is our goal!!

Dr. Terence Weninger
President

THE COLLEGE BOARD

Ms. M. Lynne Garner	Chair
Mr. Robert L. Buxton	Vice-Chair, Prince George
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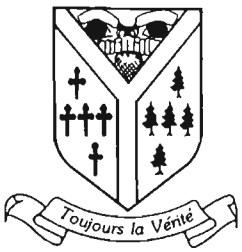


In 1994, the College of New Caledonia celebrated its Silver Anniversary, marking 25 years of service to the students of B.C.'s Central Interior. As one of fourteen community colleges in the province, CNC consists of five campuses, serving a region spanning 117,500 square kilometers with a population of approximately 145,000.

The past 26 years have seen the College grow from a fledgling institution housed in a portable building adjacent to Prince George Senior Secondary School, to a larger, 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 are further enhanced with the operation of CNC's Co-operative Education Programme and the Enterprise Development Centre.

PRINCE GEORGE

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

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

REGIONAL CAMPUS PROFILES

LAKES DISTRICT

The Lakes District campus, established in 1976, is centred in Burns Lake and serves a large geographical area of approximately 4,000 sq. miles and a population of 6,500. Programmes and courses are offered throughout the region from Ft. Babine in the extreme northwest section to the boundary of Tweedsmuir Park in the south. In addition, there are offices in Granisle and the area south of Francois Lake (Southside).

The campus designs and delivers programmes in conjunction with First Nations organizations, community agencies and groups, industries, and businesses to meet the educational and training needs of the Lakes District. There are 2,500 - 3,000 course registrations annually in various programme areas.

After 19 years of operation, this campus acquired a newly renovated facility which houses all of the regular programmes.

Lakes District Programme Profile

- Adult Basic Education
- Family Centre
- Office Administration
- Career Advancement
- Social Services Foundation
- University Credit (1st year Arts)
- Special Funded Vocational
- Part-time Vocational Courses
- General Interest

For further information, contact:

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

MACKENZIE

The Mackenzie Campus of the College of New Caledonia serves a population of approximately 5,800 providing educational opportunities in Mackenzie, McLeod Lake, Tsay Keh, and Fort Ware.

The campus in Mackenzie is located on the second floor of a retail mall and boasts six classrooms of varying size, two 12-station computer labs, library, and student lounges.

The Mackenzie Campus has two full-time programmes: Office Administration and Adult Basic Education. The Office Administration programme enrolls 12 individuals and offers training in all aspects of clerical work with emphasis on communications and microcomputer applications.

The Adult Basic Education programme is open to anyone who wishes to improve their basic **education** skills. ABE enables students to enter vocational, technical, business, nursing, dental, and university transfer programmes. Fundamental English and Math, Intermediate English, Math and Science, and Advanced Level Math are offered in Mackenzie. ABE is **dedicated** to meeting educational needs in today's changing world.

With special funding we are able to work cooperatively with the Native communities and offer a combination **Adult Education**, life management, and job readiness training programme to both the Tsay Keh Dene and Fort Ware Band members.

We offer a variety of university transfer, business management, vocational, and general interest courses in response to requests from the community as well as industrial training for the local mills.

The Business Administration Certificate programme and the Special Education Assistant Certificate programme are offered on a part-time evening basis.

The strength of our operation is the ability to develop and deliver programmes to specific target audiences as identified by local agencies and community groups.

For further information, contact:

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

NECHAKO

The College of New Caledonia (Nechako) is located in Vanderhoof and offers a spectacular view of the Nechako River. The Nechako Region is comprised of approximately 20,000 square kilometers with a population of 10,000 and is bordered by Takla Landing to the north, Stoney Creek to the south, Bednesti to the east and Endako to the west.

The Nechako Campus is committed to working closely with community groups and agencies in order to provide excellent learning opportunities for the public. We offer a variety of academic, technical, vocational, professional development and general interest courses as well as career counselling workshops.

CNC (Nechako) has two full-time programmes: Adult Special Education (ASE) and Office Administration. The ASE programme is designed to help adults with mental handicaps and/or developmental disabilities to develop and improve the variety of skills necessary for greater independence in community access and vocational awareness.

The Office Administration Programme trains the individuals for employment in today's business, government and industrial offices. Practical work experience is an important component of the course, with community businesses and agencies hosting student placements. Up-to-date automated office systems are used in the classrooms.

In response to requests from local agencies and the communities we serve, the Nechako Campus offers specialized programmes that allow the individual to learn new skills that may improve their chances of employability. Among the many specialized programmes that we offer, a few are: Natural Resource Worker Training, Professional Cook Training, Employment Access and Gateway.

For further information, contact:

Nechako Campus
RR #2, Vanderhoof, B.C. V0J 3A0
Tel: 567-9291 Fax: 567-9584

QUESNEL

The Quesnel Campus of the College of New Caledonia serves a population of approximately 30,000 in the Quesnel, Wells/Barkerville, Nazko/ Kluskus and Alexandria communities. The campus is located in the Rigsby Building in downtown Quesnel, and CNC shares facilities with the University of Northern British Columbia to serve this region. The newly expanded facility includes fourteen classrooms (including a modern 16-station computer lab), library and administrative and staff offices. A Diploma Nursing practice lab is located at the G.R. Baker Hospital and various courses are run at other locations as required.

The Quesnel Campus offers six full-time programmes on a regular basis and other full and part-time programmes on a community request basis. Annually offered full-time programmes include:

- University Credit - Associate of Arts Degree
- Diploma Nursing
- Social Services Foundation Certificate
- Office Administration
- Adult Basic Education (VALT, Levels 010/ 020, Level 030, Levels 045/050)
- Community Access Programme/Job Education Training (ASE)

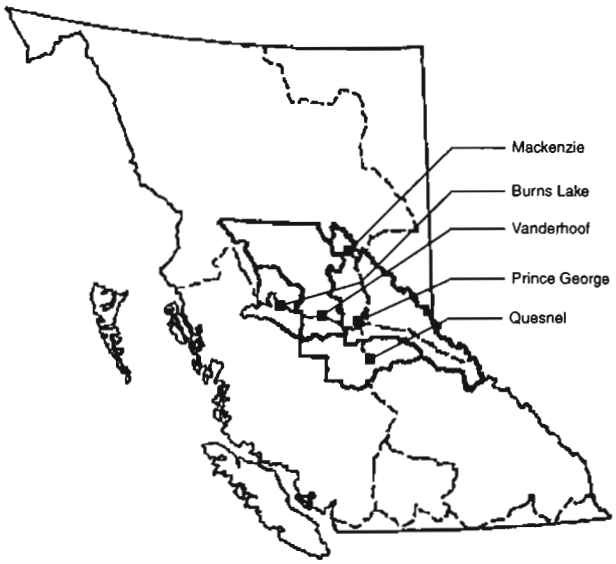
The Quesnel Campus offers a full range of Adult Basic Education courses leading to certificates at each of the four provincial certificate and diploma levels. The Campus also has a Centre for Student Success and associated services as well as the Volunteer Adult Literacy programme.

Part-time credit and non-credit courses are also offered in Quesnel and are developed and scheduled depending upon community request. CNC Quesnel's community programmer may be contacted for further information on courses and programmes in management, computer skills, trades and other areas.

For more specific information on programmes, courses and schedules at the Quesnel Campus, request a copy of the CNC Quesnel calendar or contact:

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

College of New Caledonia Campuses



COMMUNITY AND CONTINUING EDUCATION

In its commitment to education as a lifelong process, the College offers a broad spectrum of professional development, career oriented and general interest continuing education courses and programmes. These offerings are developed on an ongoing basis, and are advertised in the local media throughout the year. Courses and programmes are also developed to serve specific industry needs.

The College is also committed to community and individual development, and works closely with community agencies and advisory committees to develop training and employment-oriented programmes to meet the needs of identified student groups. These special-funded programmes are offered in a variety of disciplines throughout the year, and are generally open to Social Assistance and Unemployment Insurance recipients.

As well, the College's Community & Continuing Education office in Prince George is responsible for the First Nations Education Support Services unit at the College, and works extensively with the Carrier Sekani Tribal Council and the Prince George Native Friendship Centre to identify and establish courses and programmes of interest to First Nations people.

The College welcomes ideas and suggestions regarding new programmes and courses, or possible improvements and enhancements to existing programmes. For more information on courses and registration procedures, contact:

Community & Continuing Education
College of New Caledonia
3330-22nd Avenue
Prince George, B.C. V2N 1P8
TEL: 561-5846 or
561-5801 to register for continuing education courses.
FAX: 561-5862
or
any of the regional campuses.

For specific information relating to continuing education in business, contact the Enterprise Development Centre at 563-9588. For information on trades courses and programmes, contact Continuing Education - Trades at 561-5843.

ENTERPRISE DEVELOPMENT CENTRE

The Enterprise Development Centre delivers training to assist local businesses and their employees. The Centre provides business oriented training including computer courses, professional and personal development courses and management courses. All levels of expertise are served from those encountering the computer for the very first time to the seasoned executive looking for a fresh approach to strategic planning. For example, "Management Skills for Supervisors", a certified course offered in three four-day segments, is scheduled on a regular basis. Also, the Centre will custom design, develop and deliver training to address specific needs.

Further information may be obtained by contacting:

The Enterprise Development Centre
1349 4th Avenue
Prince George, B.C.
V2L 3J6
TEL: 563-9588
FAX: 563-9533

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:

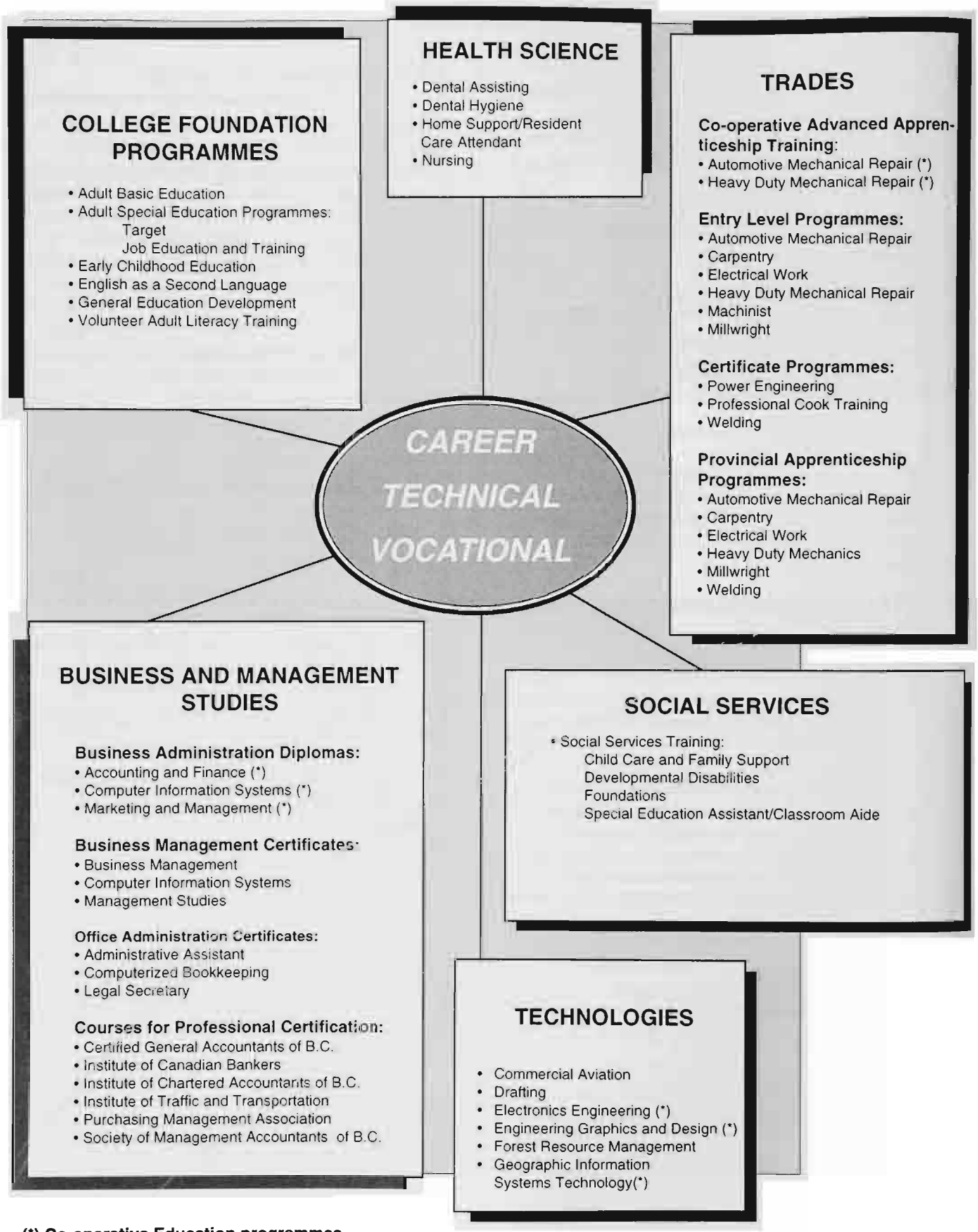
- Accounting and Finance Diploma
- Computer Information Systems Diploma
- Marketing Management Diploma
- Co-operative Advanced Apprenticeship Training
  Automotive Mechanical Repair
  Heavy Duty Mechanical Repair
- Electronics Engineering Technology Diploma
- Engineering Graphics and Design Diploma
-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

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:

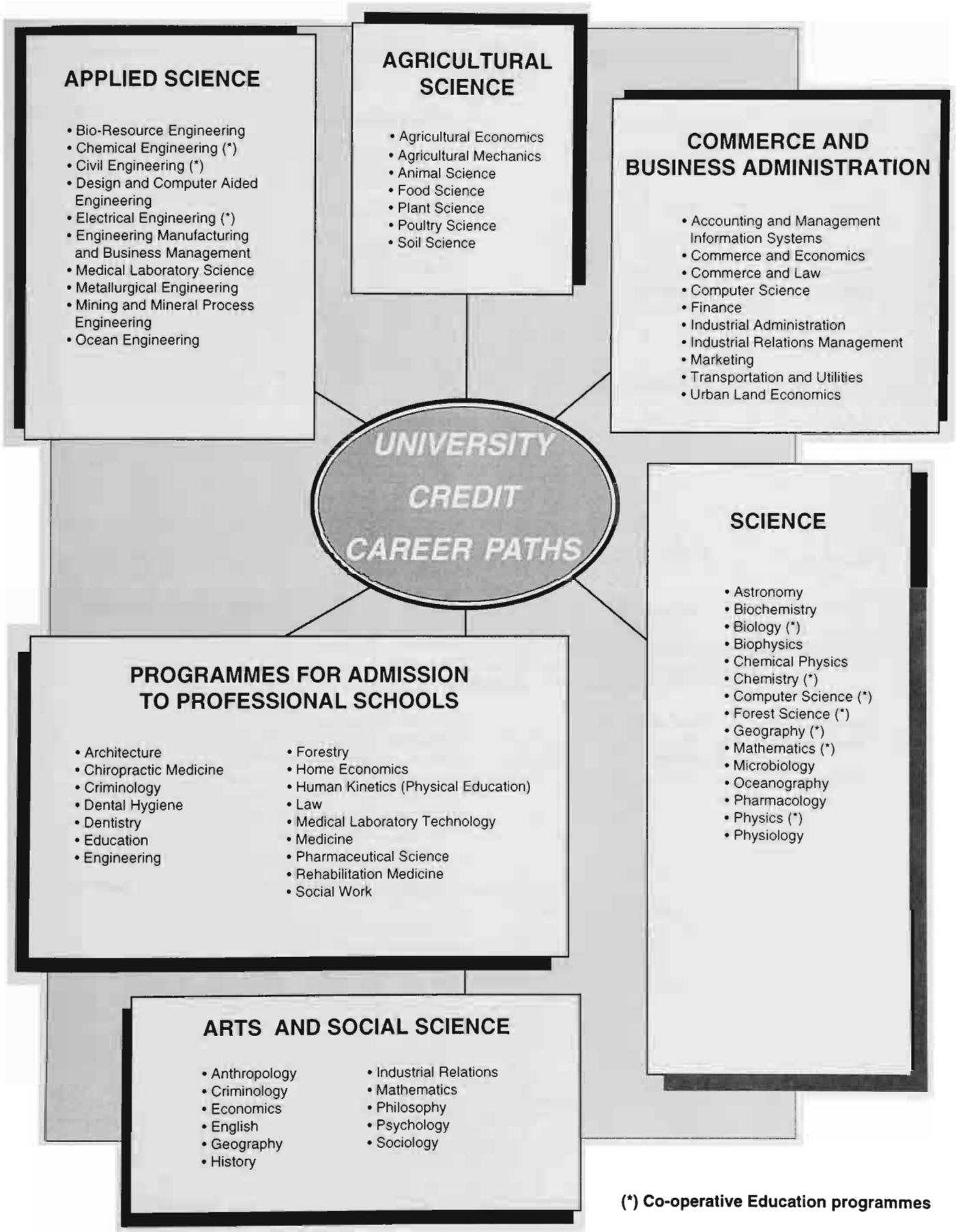
- Co-op 150 First work term-all Co-op programmes;
- Co-op 250 Second work term-all Co-op programmes;
- Co-op 298 Third work term-Technologies, Sciences, and Business;
- Co-op 299 Fourth work term - Optional and as scheduled.

Work terms typically consist of thirteen to sixteen weeks of full-time employment. The number of work terms varies depending on the programme of study. Refer to Co-operative Work Term Schedules for an outline of each programme.

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. Seminars in resumé preparation, interviews and job search techniques will be provided.



(*) Co-operative Education programmes



(*) Co-operative Education programmes

ACADEMIC SCHEDULE

1995

May 22	Victoria Day	• College Closed
June 12	Classes Start	• Nursing Diploma - Summer Preceptorship (Prince George)
July 3	Canada Day	• College Closed
August 7	B.C. Day	• College Closed
August 8	Classes Start	• Professional Cook Training
August 28	Classes Start	• Nursing Diploma - Fall Preceptorship (Prince George) • Forest Resource Technology (First Year Only) • Office Administration*(excluding Bookkeeping) • Adult Basic Education
August 31	Orientation	• Dental Programmes
September 4	Labour Day	• College Closed
September 5	Classes Start and Orientation	• Semester Programmes*(including Bookkeeping) • Home Support/ Resident Care Attendant • Trimester Programmes • TARGET & JET • Early Childhood Education
September 29	Last Day of Classes	• Nursing Diploma - Summer Preceptorship (Prince George)
October 9	Thanksgiving Day	• College Closed
October 15	*Late application date for limited enrollment programmes beginning in the Spring Term (January). Applications received after this date will be processed as space permits.	
October 31	*Late application date for University Transfer and Business Administration programmes Spring Term (January). Applications received after this date will be processed as space permits.	
November 13	Remembrance Day	• College Closed
November 24	Last Day of Classes & Exams	• Engineering Graphics & Design Technology • Electronics Engineering Technology
November 27	Trimester Break	• Dental Hygiene • Engineering Graphics & Design Technology • Electronics Engineering Technology • Nursing (Prince George & Quesnel)
December 4	Classes Start	• Trimester Programmes - Trimester II • Nursing - Quesnel (Trimester I)
December 5	Fall Awards Ceremony	
December 6	Last Day of Classes	• Semester Programmes (See * above)
December 7	First Day of Exams	• Semester Programmes
December 8	Last Day of Classes	• Early Childhood Education
December 15	Last Day of Classes	• Home Support/ Resident Care Attendant • Nursing Diploma - Fall Preceptorship Prince George • Nursing - Quesnel
December 15	Last Day of Exams	• Early Childhood Education
December 16	Last Day of Exams	• Semester Programmes
December 18	Christmas Break Starts	• Majority of Programmes
December 22	Last Day of Exams	• Office Administration (See * above) • Adult Basic Education

* Nursing break to coincide with School District No.57 Christmas break* (Dec. 25 - Jan. 5)

1996

January 1	New Year's Day	• College Closed
January 2	Classes Start	• Trimester Programmes • Nursing Diploma - Preceptorship (Quesnel) • Early Childhood Education • TARGET & JET • Dental Assisting • Adult Basic Education • Home Support/Resident Care • Professional Cook Training
January 8	Classes Start	• Semester Programmes • Office Administration • Adult Basic Education (Spring Intake)
February 1	*Applications for open enrollment programmes (University Transfer and Business Administration) received before February 1 will be evaluated for Fall entry prior to applications received after this date.	
March 1	Last Day of Classes & Exams	• Trimester Programmes
March 4	Study Break Starts (March 4 - 8)	• Trimester Programmes • Semester Programmes • Early Childhood Education • Home Support/Resident Care
March 11	Classes Start	• Trimester Programmes
March 15	*Late application date for limited enrollment programmes. Applications received after this date will be processed as space permits.	
March 18	Study Break (March 18 - 22)	• Office Administration • TARGET & JET
	Office Administration and Target break March 18-22/96 to coincide with School District No.57	
March 31	*Late application date for University Transfer and Business Administration programmes. Applications received after this date will be processed as space permits.	
April 2	Spring Awards Ceremony	
April 5	Good Friday	• College Closed
April 8	Easter Monday	• College Closed
April 19	Last Day of Classes	• Semester Programmes • Social Services Foundations • Nursing Diploma - Preceptorship (Quesnel) • Forest Resource Technology
April 30	Last Day of Exams	• Semester Programmes
May 10	Last Day of Classes	• Office Administration • Adult Basic Education
May 17	Last Day of Classes	• Professional Cook Training
May 20	Victoria Day	• College Closed
May 24	Last Day of Classes and Exams	• Electronics Engineering Technology • Engineering Graphics & Design Technology • Early Childhood Education • TARGET & JET • Home Support/Resident Care Attendant
May 31	Last Day of Classes and Exams	• Dental Hygiene • Nursing
June 21	Last Day of Classes and Exams	• Dental Assisting

Note: All programme dates subject to change. Students should confirm entry date well in advance of proposed registration.

All programme dates subject to change. Students should confirm entry date well in advance of proposed registration.

Semester Programmes

- **Business Administration**
- **Computerized Bookkeeping**
- **Commercial Aviation**
- **Social Services**
- **University Transfer**
- **Forestry Resource Technology**
- **Geographical Information Systems Technology**

Orientation	Fall Semester	Exams	Christmas Break	Spring Semester	Exams	Study Break
Sept.5/95	Sept. 5 - Dec. 6/95	Dec.7 - 16/95	Dec. 18/95 - Jan. 7/96	Jan. 8/96 Apr. 19/96	Apr.22 - 30/96	Mar. 4 - 8/96

** 1st year Forest Resource Technology - Fall Semester starts August 28, 1995*

Trimester Programmes

- **Dental Hygiene**
- **Drafting Technician**
- **Electronics Engineering Technology**
- **Engineering Graphics & Design Technology**
- **Nursing**

Orientation	Fall Trimester	Trimester Break	Winter Trimester	Christmas Break	Trimester Break	Spring Trimester
Sept. 5/95 Dental Hygiene Aug. 31-Sept. 1	Sept. 5 - Nov. 24/95	Nov. 27 - Dec. 3/95	Dec. 4/95 - Mar. 1/96	Dec. 18/95 - Jan. 1/96	Mar. 4 - Mar. 8/96	Mar. 11 - May 24/96 Nursing & Dental Hygiene Mar. 11 - May 31/96

Adult Basic Education and Vocational Programmes

Programme	Intake	Orientation	Start Date	Christmas Break	Study Break	End Date
Adult Basic Education (Day Time Sections)	Fall (#1) Spring (#2)	Aug. 28/95 Jan. 8/96	Aug.28/95 Jan. 8/96	Dec.23/95 - Jan. 1/96 N/A	N/A TBA	Jan.5/96 May 10/96
Automotive Entry Level Training	Fall #1 Spring #2	Sept. 5/95 Feb. 5/96	Sept. 5/95 Feb. 5/96	Dec. 25/95 - Jan. 1/96 N/A	N/A N/A	Jan. 26/96 June 21/96
Carpentry Entry Level Training	Fall #1 Spring #2	Sept. 5/95 Jan. 15/96	Sept. 5/95 Jan. 15/96	Dec. 25/95 - Jan. 1/96 N/A	N/A N/A	Feb. 9/96 June 14/96
Dental Assisting	Fall	Aug. 31, Sept. 1 & 5/95	Sept. 5/95	Dec.18/95 - Jan. 1/96	TBA	June 21/96

Adult Basic Education and Vocational Programmes (con't.)

Programme	Intake	Orientation	Start Date	Christmas Break	Study Break	End Date
Early Childhood Education	Fall	Sept. 5/95	Sept. 5/95	Dec. 18/95 - Jan. 1/96	Mar. 4 - 8/96	May 24/96
Electrical Entry Level Training	Fall #1 Spring #2	Sept. 5/95 Feb. 5/96	Sept. 5/95 Feb. 5/96	Dec. 25/95 - Jan. 1/96 N/A	N/A N/A	Jan. 26/96 June 21/96
Heavy Duty Entry Level Training	Fall #1 Spring #2	TBA TBA	TBA TBA	TBA TBA	N/A N/A	TBA TBA
Home Support / Resident Care Attendant	Fall	Sept. 5/95	Sept. 5/95	Dec. 18/95 - Jan. 1/96	Mar. 4 - 8/96	May 24/96
Machinist Entry Level Training	Fall #1 Spring #2	Sept. 5/95 Feb. 19/96	Sept. 5/95 Feb. 19/96	Dec. 25/95 - Jan. 1/96 N/A	N/A N/A	Feb. 9/96 July 19/96
Millwright Entry Level Training	Fall #1 Spring #2	Sept. 5/95 Feb. 19/96	Sept. 5/95 Feb. 19/96	Dec. 25/95 - Jan. 1/96 N/A	N/A N/A	Feb. 9/96 July 19/96
Office Administration	Fall	Sept. 5/95	Aug. 28/95	Dec. 25/95 - Jan. 7/96	Mar. 18 - 22/96	May 10/96
Power Engineering	Fall	Sept. 5/95	Sept. 5/95	Dec. 25/95 - Jan. 1/96	N/A	June 28/96
Professional Cook Training	Fall	Sept. 5/95	Aug. 8/95	Dec. 18/95 - Jan. 1/96	TBA	May 17/96
Target & JET	Fall	Sept. 5/95	Sept. 5/95	Dec. 18/95 - Jan. 1/96	Mar 18 - 22/96	May 24/96
Welding	Monthly	Sept. 5/95	Continuous Intake	Dec. 25/95 - Jan. 1/96	N/A	4 - 6 months approx.

ADMISSIONS, REGISTRATION AND RECORDS

ADMISSION REQUIREMENTS

The College of New Caledonia, as a comprehensive community college, provides access to life-long learning.

Eligibility for admission is based on satisfying citizenship, age and academic requirements. Specific programme or course prerequisite requirements must be met in addition to any general admission requirements. In cases where applicants may not meet the specific admission requirements for a desired programme, the College offers a broad range of developmental programmes which lead to the qualifications necessary for specific programme entry.

1. General Admission

In all cases, specific programme admission requirements or course prerequisites take precedence over general admission requirements and should be checked at the time of application.

While many programmes at the College do not require Grade 12 or equivalent, and students are encouraged to examine specific programme or course requirements for more information, the following qualifications are generally accepted where Grade 12 or equivalent is listed as a requirement for admission:

a) students who have graduated from a B.C. Secondary School;
b) students who have completed the GED meet the general admission requirements for Grade 12 or equivalent, but are subject to specific programme or course requirements;
c) students who have completed the Adult Basic Education (ABE) Advanced Certificate meet general admission requirements for Grade 12 or equivalent, but are subject to specific programme or course requirements. To qualify for this admission status, students must have completed English 045; Math 044 or 045; **one** of Chemistry 045, Biology 045 or Physics 045; and **one** other course such as an additional Science at the 045 level, Computer Studies 045, or Canadian Studies 045;
d) students who have completed the Senior Alternate Education (SAE) with English 12 and who are 18 years and over meet general admission requirements for Grade 12 or equivalent, but are subject to specific programme or course requirements. To qualify for this admission status, students must have completed English 11; English 12; Social Studies 11; Consumer Education 12; **one** of Mathematics 11, Introductory Mathematics 11 or Mathematics 11A; and **one** of Biology 11, Chemistry 11, Physics 11, Earth Science 11 or Science and Technology 11.

   At this time, Senior Alternate Education has not been articulated for specific programme requirements admission. Students requesting admission using Senior Alternate Education must receive specific programme approval.

2. Admission Status - Geographic

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

a) be 19 years of age or over and have resided within the boundaries of one of the above School Districts for at least three months prior to the commencement of the programme to which admission is sought, or
b) 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
c) 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-region or out-of-region rests with the applicant. A student who falsifies resident status may be required to withdraw from the College.

3. Citizenship and Immigration Requirements

The College of New Caledonia accepts applications for admission from prospective students only if they:

a) are citizens of Canada, or
b) hold status granted by Employment and Immigration Canada as Permanent Residents (landed immigrants), proof of which must be submitted, or
c) hold a valid Student Authorization issued by Immigration Canada, proof of which must be submitted. Students applying under this section are specifically referred to the sections of this calendar dealing with International Students and International Student Fees.

4. Age Requirements

In general, students must be at least 19 years of age or turn 19 during their first year of study. Specific programme requirements, such as in the case of Adult Basic Education, take precedence over the general age requirement. Persons under the age of 18 years can be admitted and are referred to the Special Admission section of this calendar.

5. International Students

International student applicants may apply but must have local sponsors or sponsoring agencies who will be responsible for the full cost of their education. Applications should be submitted early to allow for reference verification, transcript evaluation, and correspondence with immigration authorities. Applicants are cautioned that all applications and supporting documentation must be in English or notarized translations to be considered. In keeping with the Ministry of Skills, Training and Labour policy, a differential fee structure designed to cover all instructional costs is applied in setting fees for international applicants. Students applying as International Students are

specifically referred to the section of this calendar dealing with International Student Fees.

International student applicants will not normally be accepted into limited enrollment 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 Achievement Test (EMAT) is used when language proficiency must be determined. Applicants should refer to specific programme or course requirements for more information.

6. Special Admission

In addition to meeting General Admission requirements, many students may gain entry to the College through other avenues:

a) students without Grade 12 who are deficient in no more than two courses for B.C. Secondary School graduation, but do have English 12, English 045 or equivalent may be admitted as having Grade 12 or equivalent, but are subject to specific programme or course requirements.
b) students who are over 19 years of age on the first day of the term for which admission is sought and have been out of the regular school system for at least one year may gain entry as Mature Students. Students wishing to be considered for admission to College programmes as a Mature Student must consult with a CNC Counsellor, or in the case of Regional Campuses, an appropriate Counsellor, administrator or instructor, before submitting an application. **Admission to the College using Mature Student Status is currently under review.**
c) students who are under 18 years of age may be granted special admission to a programme or course upon the written recommendation of a College of New Caledonia Counsellor and upon the authorization of the specific programme Division Chair. Such students will generally have an outstanding academic record and will complete Grade 11 in the year in which they are applying for admission. They will also require the authorization of the appropriate Secondary School Principal and will be admitted as Early Entry students. The College of New Caledonia reserves the right to determine whether an under-aged student will be permitted to register.
d) students without specific programme or course prerequisites may be granted permission to enter a programme or course upon the written recommendation of a College of New Caledonia Counsellor and the Instructor with the signed authorization of the appropriate Division Chair.

APPLICATION PROCEDURES

1. New Students

a) 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: (604) 562-2131 or (604) 561-5800

Application forms may also be obtained at any of the College's Regional Centres.
b) For programmes beginning September 1996, students may apply anytime after September 15. 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. Applications received before March 15th for Fall entry into limited enrollment programmes will receive priority processing. Applications received before March 31 for Fall entry into open enrollment programmes will receive priority processing.
c) Applications received after March 15 for Fall entry into limited enrollment programmes are considered late and will be processed as space permits. Applications received after March 31 for Fall entry into open enrollment programmes are considered late and will be processed as space permits.
d) 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.
e) 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.

2. 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.

3. Documents Required

Applicants are required to submit the following documents with their applications.

a) **Transcripts:**
Official transcripts for all secondary and/or post-secondary education or training must be submitted with the Application for Admission.
Applicants from outside Canada, and whose documents are not in English, must provide a notarized translation.

Applicants who are currently attending Secondary School may initially submit a progress report of Secondary School subjects at the mid-point of the final semester or term and subsequently complete their application by forwarding official transcripts as soon as they become available.

Applicants who have completed post-secondary courses in other institutions and who request Advance Credit must submit an official (i.e. signed and sealed) transcript for evaluation.

Applications will not be considered complete until all transcripts are received. Students who are unable to submit transcripts should contact the Admissions office or the College of New Caledonia Counselling Department.

b) **Documents for Specific Programmes:**
Some programmes have specific document requirements and these should be checked at the time of application.

4. Change of Programme

As entry qualifications vary between programmes, a student who wishes to change his or her programme of studies, must submit a new application to the office of the Registrar. This will ensure that the student is adequately qualified, is classified properly and receives appropriate registration information and other materials.

5. Protection of Privacy and Access to Information

The College of New Caledonia gathers and maintains information for the purposes of admission, registration and other fundamental activities related to being a member of the College of New Caledonia community and attending a public post-secondary institution in the Province of British Columbia. In signing an application for admission, all applicants are advised that both the information they provide and any other information placed into the student record will be protected and used in compliance with the B.C. Freedom of Information and Privacy Protection Act (1992). See also Confidentiality of Student Records (Page 20).

ADMISSION PROCEDURES

After applications are finalized, eligible applicants will be processed for admission. For most programmes starting in the Fall, the selection process normally begins May 1st for September intakes. (For additional information refer to specific programme descriptions)

Limited Enrollment Programmes

For limited capacity College programmes, students may be admitted on a selective basis. Eligible applicants must meet specific educational and general programme prerequisites and are evaluated to assess their potential for success in the programme. Applicants to over-subscribed programmes will be accepted based on the Student Selection Procedures described below.

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 College 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.

a) **Late Registration**
Students who do not register at the time specified in their notice of admission must register by 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.

b) **Change in Registration**
Students wanting to modify their registered courses are advised to consult with a College 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.

c) **Identification Cards**
Student identification cards are issued by the Admissions, Registration and Records Office upon full payment of fees. Replacement cards can be obtained from the Office of Admissions and Registration for a fee of $5.00.

Student Selection Procedures

On April 30th, all programmes (with the exception of Dental Hygiene and Early Childhood Education) will be reviewed and at this date, it will be established whether a programme is over or under-subscribed. Admissions procedures for Dental Hygiene and Early Childhood Education are noted under section 3 and 4 of this policy.

1. For limited enrollment programmes that are not over subscribed, selections will be made as follows:

   a) Applicants who meet admission requirements will be accepted on April 30th or thereafter until the programme is fully subscribed.
   b) Where possible, registrations will be conducted by mail.
   c) All applicants must demonstrate that they have completed or are in the process of completing admission requirements for the programme for which they applied. Applicants who have not completed the

admission requirements or have not demonstrated that they are in the process of completing the necessary requirements will not be considered.
d) All applicants who are selected in the initial acceptance process and who are sent a notice of acceptance, will be given 30 days to submit a $100.00 non-refundable deposit. If the deposit is not received in the Registrar's Office within 30 days, the applicant will lose their seat.
e) All remaining fees to be paid not later than the normal programme registration date.
f) All acceptances are conditional pending proof that the admission criteria have been satisfied.

2. For limited enrollment programmes that are deemed to be over-subscribed, selections will be made as follows:

a) On May 1st, 50% of all acceptable applicants for these programmes will be selected by the appropriate Division Chair and/or his or her selection committee. Selection criteria for most programmes have been published under the programme area in this calendar. Selection criteria are available at the divisional level and students are encouraged to review these criteria and respond to them if they wish to increase their chances of acceptance.
b) Following those selections, the admission of the remaining 50% of acceptable applicants will be determined randomly. More specifically, all remaining, acceptable applicants will be identified by number. The Admissions Clerk, in consultation with the Registrar, will be responsible for randomly selecting the remainder of the applicants.
c) All applicants must demonstrate that they have completed or are in the process of completing admission requirements for the programme for which they have applied. Applicants who have not completed the admission requirements or have not demonstrated that they are in the process of completing the necessary requirements will not be considered.
d) All applicants who are selected in the initial acceptance process and who are sent a notice of acceptance will have 30 days to submit a $100.00 non-refundable deposit. If the deposit is not received in the Registrar's Office within 30 days, the applicant will lose their seat.
e) All remaining fees to be paid not later than the normal programme registration date.
f) All acceptances are conditional pending proof that admission criteria have been satisfied.

3. For the Dental Hygiene programme, the following procedure will apply as approved by the CNC Board:

a) On June 1st, all eligible applicants for this programme will be selected by the appropriate Division Chair and/or his or her selection committee. Selection criteria are published under the Dental Hygiene section of this calendar. Students are encouraged to review these criteria and respond to them if they wish to increase their chances of acceptance.
b) All eligible applicants must demonstrate that they have completed admission requirements for the programme. Applicants who have not completed the admission requirements and who have not submitted official transcripts on or before May 31st will not be considered.
c) All applicants who are selected in the initial acceptance process and who are sent a notice of acceptance, will be given 30 days to submit a $100.00 non-refundable deposit. If the deposit is not received in the Registrar's Office within 30 days, the applicant will lose their seat.
d) All remaining fees to be paid not later than the normal programme registration date.
e) All acceptances are conditional pending proof that admission criteria have been satisfied.

4. For the Early Childhood Education Programme, the following procedure will apply as approved by the CNC Board:

a) On May 1st, all eligible applicants for this programme will be selected by the appropriate Division Chair and/or his or her selection committee. Selection criteria are published under the Early Childhood Education section of this calendar. Students are encouraged to review these criteria and respond to them if they wish to increase their chances of acceptance.
b) All eligible applicants must demonstrate that they have completed or are in the process of completing admission requirements for the programme. Applicants who have not completed the admission requirements or have not demonstrated that they are in the process of completing the necessary requirements will not be considered.
c) All applicants who are selected in the initial acceptance process and who are sent a notice of acceptance, will be given 30 days to submit a $100.00 non-refundable deposit. If the deposit is not received in the Registrar's Office within 30 days, the applicant will lose their seat.
d) All remaining fees to be paid not later than the normal programme registration date.
e) All acceptances are conditional pending proof that admission criteria have been satisfied.

ADVANCED STANDING

Students who have completed post-secondary courses in other institutions may be given advanced standing for those courses at CNC.

Unassigned credit will be granted on a course by course basis in consultation with the programme in which the credits apply.

"The College does maintain a list of acceptable substitute or equivalent courses for those listed as necessary under the Admissions Requirements for each programme. Students are advised to ask the Admissions Office or Counselling and Academic Advising to determine acceptable substitutes or equivalents. In those cases where a determination has not already been made, the student may request a review of course (s) they wish to use as equivalents or substitutes. Once determinations have been made on new requests, these will be added to the list maintained by the Admissions Office"

In addition students who have completed Advance Placement or International Baccalaureate courses may receive exemption or credit. Students are advised to consult with a counsellor

well before classes begin, and to obtain a written acceptance of their advanced standing.

Specific advanced standing for dental programmes is outlined in the dental studies section.

International Baccalaureate Programme

The **International Baccalaureate Programme** is a comprehensive curriculum including Languages, Science, Mathematics and Humanities. It is sponsored by a Swiss foundation headquartered in Geneva with North American offices in New York and a BC coordinator in Vancouver. Students who have completed part or all of the programme with a standing of 6 or greater, upon admission to CNC, may be granted credit as outlined below.

International Baccalaureate Course	College of New Caledonia
Biology	BIO 103/104 (6)
Chemistry	CHEM 113/114 (6)
English - Lang. A	ENG (3)
Geography	GEOG (3)
Mathematics	MATH 100/101 (6)
Physics	PHYS 105/106 (6)

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, with written approval from the instructor, from regular to audit status prior to 40% completion of a course. Specific dates for each term are available from the Registrar's Office or the Counselling and Academic Advising Centre. After this date, approval from the instructor and Divisional Chair is required.
4. Credit is not awarded for audited courses;
5. The student must pay the regular fee for audited courses;
6. Audited courses are not considered part of the student's official work load.

CERTIFICATE / DIPLOMA / DEGREE APPLICATION

Students anticipating completion of their certificate, diploma or degree programme are required to apply to the office of Admissions, Registration and Records to receive their certificate, diploma or degree. Students are encouraged to apply during their final term and will be considered pending final grades.

CERTIFICATES

Certificates are official CNC qualifications which are awarded to recognize academic studies which generally take one year to complete. The following programmes award official College of New Caledonia Certificates:

ABE - (3 levels)
- Fundamental, Intermediate, Advanced

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

Career Skills
Community Health Representative (Nechako)
Dental Assistant
Drafting Technician
Early Childhood Education (Basic)
Early Childhood Education (Post-Basic)
English as a Second Language (Beginners)
Entry Level Trades (TRAC):
- Automotive Mechanical Repair
- Carpentry
- Electrical Work
- Heavy Duty Mechanical Repair
- Millwright
- Machinist

Hand Falling (Mackenzie)
Home Support/Resident Care Attendant
Office Administration:
- Administrative Assistant
- Computerized Bookkeeping
- Legal Secretary

Power Engineering (4th Class)
Professional Cook Training
Social Services Programmes:
- Foundations
- Special Education Assistant
- Developmental Disabilities

Welding (Registered "C" Level)

DIPLOMAS

Diplomas are official CNC qualifications which are awarded to recognize academic studies which generally take two years to complete. The following programmes award official College of New Caledonia Diplomas:

Business Administration:
- Accounting and Finance
- Computer Information Systems
- Marketing and Management

CAAT - Automotive Mechanical Repair
CAAT - Heavy Duty Mechanical Repair
Commercial Aviation
Dental Hygiene
Electronics Engineering Technology
Engineering Graphics & Design Technology
Forest Resource Technology
Geographic Information Systems
Nursing
Social Services Programmes:
- Child Care and Family Support
- Special Education Assistant/Classroom Aide

University Credit:
- Criminology

DEGREES (ASSOCIATE)

Associate Degrees are official CNC qualifications which recognize two full years of University Credit study and which meet the specific requirements of the degree. Specific requirements are listed under the University Credit section of this calendar.

University Credit:
- Arts
- Science

CHALLENGE EXAM POLICY

CNC students may obtain credit by challenging a course. A course challenge is intended to allow a registered student to seek credit in a specific course on the basis of knowledge or experience acquired outside the College.

Course challenges involve undertaking written and/or oral examinations or other forms of assessment administered by the relevant academic department.

Course challenge is not offered by all academic departments and may not be offered for all courses by an academic department. This is determined by the relevant academic department.

Where a challenge exam is offered, the following restrictions apply:

1. The appropriate administrator, in consultation with the course instructor, will evaluate student challenge requests as to the suitability of the course and the candidate to sit a challenge exam. If approval is granted, notification of approval will be sent to the office of Admissions, Registration and Records. In addition to the regular course fee, a non-refundable challenge fee of $50.00 will be charged to students for sitting a challenge exam. Application must be made within three weeks following commencement of the course.
2. A specific course may be challenged only once.
3. No course whose equivalent appears on a student's secondary school, college or university transcript may be challenged regardless of grade received.
4. In order for a course challenge to be successful, a minimum grade of "C" is required.
5. A successful challenge will result in an "E" grade (exempt) assigned to the course and will appear on the student's permanent record. While credit is awarded, the "E" grade is not calculated into the student's GPA.
6. Generally, a maximum of one course may be challenged in any one semester or term unless otherwise approved.
7. Students challenging a course will not be permitted access to the Grade Appeal process.

Important: Students should be aware that universities or colleges may not grant transfer credit for courses completed through this procedure.

Students are responsible for determining whether the university or college to which she/he intends to transfer will grant transfer credit.

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. To achieve full-time status a student is normally enrolled in ten or more credit hours of courses each semester/ trimester.

GENERAL STUDIES AWARD

The General Studies Award is an unofficial recognition which is available to students who have accumulated 60 credit hours of general studies at the College but who do not have the appropriate combination of credits to qualify for an official College Certificate, Diploma or Associate Degree. As this is an unofficial recognition, students may apply credits that have been used to earn this award to qualify for official College qualifications at a later date.

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+	Excellent Performance	4.33
A		4.00
A-		3.67
B+	Good Performance	3.33
B		3.00
B-		2.67
C+	Satisfactory Performance	2.33
C	The lowest standing on which to base further study in a discipline unless specifically noted in a course description.	2.00
C-		1.67
D	Marginal Performance	1.00
F	Unsatisfactory Performance (Fail)	0.00
N	A student who completes no assignments for grading and who fails to officially withdraw from the course or programme of studies.	0.00
S	Successful achievement of determined learning requirements in a competency based course.	NC*

U	Unsuccessful achievement of determined learning requirements in a competency based course.	NC*
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.	NC*
CS	Continuing Status. Student may continue in the same level. Applicable to ABE Fundamental Level Students only.	NC*
E	Exempt. This grade is assigned where a course is successfully challenged. Credit granted.	NC*
AUD	Audit Status. No credit granted	NC*
W	A "W" grade will be assigned to those students completing the withdrawal procedure within the time limits specified in the calendar.	NC*
AG	Students who have completed a modified programme. An annotated report is available.	NC*
TER	This letter grade signifies that the student was terminated from the applicable course(s) and requires the permission of the Divisional Chair to re-enroll.	NC*

***NC - Not included in the calculation of the grade point average (GPA)**

Grading Scales

Majority of programmes

A+	90 - 100%
A	85 - 89.9%
A-	80 - 84.9%
B+	76 - 79.9%
B	72 - 75.9%
B-	68 - 71.9%
C+	64 - 67.9%
C	60 - 63.9%
C-	55 - 59.9%
D	50 - 54.9%
F	0 - 49.9%

Nursing, Dental Studies and Cooking Programmes

A+	95 - 100%
A	90 - 94.9%
B+	85 - 89.9%
B	80 - 84.9%
C+	75 - 79.9%
C	70 - 74.9%
F	0 - 69.9%

Competency Based Courses

A	90 - 100%
B+	85 - 89.9%
B	76 - 84.9%
C+	70 - 75.9%
C	63 - 69.9%
D	55 - 62.9%
F	0 - 54.9%

Grading System

Prior to August 31, 1994 the following grade system was applied to courses:

	Grade Points	Percent Conversion	For Nursing, Dental and Cook Programs
A	4.00	88 - 100%	90 - 100%
B+	3.50	81 - 87%	85 - 89 %
B	3.00	74 - 80%	80 - 84 %
C+	2.50	67 - 73%	75 - 79 %
C	2.00	60 - 66%	70 - 74 %
D	1.00	50 - 59%	N/A
F	0.00	0 - 49%	0 - 69 %

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	D	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 made available 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, diploma, or associate degree 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.

Confidentiality of Student Records

The College of New Caledonia treats all student records with confidentiality. Only those administrators, faculty and staff who have a need to view them as part of their normal duties will be permitted access to student records. All employees are expected to respect the confidentiality of the student information with which they work.

Disclosure of information from student files is authorized only in response to:

a) A written request and presentation of photo identification from a student for information from his/her record;
b) A written request from a student to release information contained in their file with the exception of documents submitted in support of their application or for transfer credit evaluation;
c) The Ministry of Skills, Training and Labour request for information for the purpose of statistical analysis or research provided that confidentiality is assured;
d) Government departments where the College is required by law to provide the requested information, and;
e) A valid court order, search warrant, subpoena, summons or a request by a law enforcement agency.

Note: Confidentiality is also covered on Page 16 -Protection of Privacy and Access to Information.

GRADUATION HONOURS

Any student in a programme where GPA's are calculated, such as University Transfer and Career-Technical, who has a cumulative GPA of 3.50 or better at the time of graduation will be considered to have Graduated With Honours.

Any student in a programme where GPA's are not calculated, such as Vocational or Adult Basic Education, who were included on the President's List upon completion of their programme will also be considered to have Graduated With Honours.

All students who have graduated with honours will have this noted on their transcripts.

PRESIDENT'S LIST

The College annually recognizes students on the basis of academic achievement in the form of inclusion on the President's List. Inclusion on the President's List is governed by the following regulations:

1. **Eligibility - Full Time**

   All University Credit and Career-Technical students who complete an academic year and who have maintained a full-time enrollment status in every trimester or semester of the year.
   All Vocational or Adult Basic Education students who have completed a full-time programme of at least four months duration between August 1st and July 31st of any year.

   Eligibility - Part Time

   All University Credit and Career-Technical students who have not maintained full-time status but who reach either 30 or 60 credits during the course of the academic year.
   All Vocational and Adult Basic Education students who have not maintained full-time status but who complete a certification for a programme of at least four months duration at any time between August 1st and July 31st of any year.

2. **Criteria**

   Students in programmes where GPA's are calculated, such as University Credit and Career-Technical, must have an overall GPA of 3.50 or higher for the academic year. Part-time students must have an overall GPA of 3.50 or higher at the point where they complete 30 or 60 credits.

   Students in programmes where GPA's are not calculated, such as Adult Basic Education and Vocational, can be included on the President's List upon the recommendation of the Faculty and Division Chair upon completion of a programme of at least four months duration. These recommendations will generally recognize the top 10 - 15% of eligible students or those with an "A- to B+" or better standing where appropriate.

3. **Recognition**

   Students who earn a place on the annual President's List will receive the following forms of recognition for their achievement:
   letter of congratulations signed by the President;
   publication of their names in local newspapers if they are from the College region, in the Prince George Citizen for all students and in the College student newspaper for all students;
   annual posting of their names on a College Honour's Wall;
   notation on their transcripts that they have earned a spot on the President's List for the year in question.

Any student not wishing to be considered for inclusion on the President's List should inform the Registrar.

TRANSCRIPTS

An official transcript is a copy of a student's permanent academic record which is signed by the Registrar and embossed with the College seal. Transcripts are released by the Registrar's office only on the written request of the student. A request for an official transcript should be submitted no later than Thursday noon for mailing or pick-up on Friday.

A fee of $5.00 for the first copy and $1.00 for each additional copy on the same order is charged. Transcripts may be withheld if financial or other obligation to the College have not been fulfilled.

TRANSFER TO OTHER INSTITUTIONS

Students planning to transfer their credits to another institution should consult the calendar of that institution and the British Columbia Transfer Guide published by the British Columbia Council on Admissions and Transfer (available in the CNC Counselling and Academic Advising Department) 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 as transfer agreements are continuously being negotiated and changed.

TRANSFER FROM OTHER INSTITUTIONS

A student who has completed courses at other post-secondary institutions may request that these credits be transferred to the College of New Caledonia. An official transcript from each institution at which the courses were taken must accompany the request. Only courses in which a minimum grade of "C" or equivalent was earned will be considered for transfer credit. Courses transferred from other post-secondary institutions are not included in the calculation of grade point average at the College of New Caledonia.

Any student planning to transfer to a university or other post-secondary institution should be aware that transfer credits granted by the College of New Caledonia are not binding on another post-secondary institution.

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 "D" grade or above has been maintained - the instructor must sign the withdrawal form;
3. Students are advised to see a Counsellor/Advisor when considering withdrawing from a course.

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.

REFUND/WITHDRAWAL DATES

FALL 1995 SEMESTER
(Classes start September 5, 1995 except for 1st Year Forestry which starts August 28, 1995)

Business Administration
Forest Resource Technology
Social Services Foundations
University Transfer
Early Childhood Education
Geographic Information Systems Technology

September 13, 1995
- Last day to receive 75% refund

September 20, 1995
- Last day to receive 50% refund. After this date **NO REFUND** available

September 15, 1995
- Last day to **ADD** courses without the appropriate Division Chair's signature

October 12, 1995
- Last day to **WITHDRAW** from courses **without** Instructor's permission or possible academic penalty

October 12, 1995
- Last day to **AUDIT**

November 2, 1995
- Last day to **WITHDRAW with** Instructor's permission without academic penalty providing a "D" grade has been maintained. After this date students withdrawing will receive an "F" grade.

FALL 1995 TRIMESTER
(Start date September 5, 1995)

Electronics Engineering Technology
Engineering Graphics & Design Technology
Dental Hygiene
Nursing

September 13, 1995
- Last day to receive 75% refund

September 20, 1995
- Last day to receive 50% refund
  After this date **NO REFUND** available

October 5, 1995
- Last day to **WITHDRAW** from courses **without** Instructor's permission or possible academic penalty

October 5, 1995
- Last day to **AUDIT**

October 24, 1995
- Last day to **WITHDRAW with** Instructor's permission without academic penalty provided a "D" grade has been maintained.
  After this date students withdrawing will receive an "F" grade

FALL 1995 PRECEPTORSHIP
(Aug. 28 - Dec 15/95)

Nurs 299

September 6, 1995
- Last day to receive 75% refund

September 13, 1995
- Last day to receive 50% refund
- After this date no refund available

Note: All withdrawals from Nurs 299 require permission of Health Sciences Division Chair

FEE INFORMATION

At the time of the publication of the 1995/96 College Calendar, new tuition and laboratory fee rates had not yet been set. It is expected that tuition and laboratory fees may be up to 10% higher than those charged in 1994/95. Other fees were also under review at the time of College Calendar publication and may also increase. The fee calculation examples outlined below are based on 1994/95 rates and are reproduced here only to explain how fees are calculated.

SEMESTER PROGRAMMES

- Business Administration
- Commercial Aviation
- Forest Resource Technology
- Social Services Training
- University Credit
- Geographic Information Systems Technology

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) $107.00 per course
- Lab Fees (Standard Lab - 45 hours) $52.00 per course
- Student Association $7.50 per course ($30.00 per semester max.)
- Registration Fee $15.00 per semester
- Student Building Fund $10.00 per year

**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 and Business Administration is $637.00 per semester.***
3. ***An additional coastal field trip fee will be charged to Forest Resource Technology students in the 4th semester. The fee will range between $300 and $400 depending on the number of field trip participants.***
4. ***There is no maximum fee level for a University Credit Programme.***
5. ***FORS 202 (Forest Ecology) students will be charged an additional $40.00 field trip fee for the two-day field trip to the Robson Valley.***

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 [$2.37] =	$107.00
Lab Fee:	(not applicable)	
Total Course Fee		**$107.00**

BIO 101 (3,3)

Lecture Fee:	[15] x [3] x [$2.37] =	$107.00
Lab Fee:	[15] x [3] x [$1.15] =	$52.00
Total Course Fee		**$159.00**

MATH 101 (4,0)

Lecture Fee:	[15] x [4] x [$2.37] =	$142.00
Lab Fee:	(not applicable)	
Total Course Fee		**$142.00**

TRIMESTER PROGRAMMES

- 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 $423.00 maximum
- Student Association $5.00 per course ($20.00 / trimester max.)
- Registration Fee $15.00 per trimester
- Student Building Fund $10.00 per year

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:

NURS 258 (3,0)

Lecture Fee:	[12] x [3] x [$2.37] =	$85.00
Lab Fee:	(not applicable)	
Total Course Fee		**$85.00**

DHYG 155 (2,2)

Lecture Fee:	[12] x [2] x [$2.37] =	$57.00
Lab Fee:	[12] x [2] x [$1.15] =	$28.00
Total Course Fee		**$85.00**

TELE 152 (4,3)

Lecture Fee:	[12] x [4] x [$2.37] =	$114.00
Lab Fee:	[12] x [3] x [$1.15] =	$41.00
Total Course Fee		**$155.00**

FEE INFORMATION

***The following are 1994/95 fees and are subject to increase.**

PROGRAMME	TUITION	STUDENT ASSOC.	REGISTRATION	LAB FEES	OTHER	TOTAL
PROFESSIONAL COOK TRAINING	$1070.00 ($107.00 / month)	$62.50 ($6.25 / month)	$15.00 (per programme)	$104.00 ($52.00 programme)	*Students are required to purchase their own uniforms	$1307.50*
DENTAL ASSISTING	$1070.00 ($107.00 / month)	$62.50 ($6.25 / month)	$15.00 (per programme)	$104.00 ($52.00 programme)		$1261.50*
HOME SUPPORT/ RESIDENT CARE ATTENDANT	$542.50 ($31.00 / week)	$25.00 ($6.25 / month)	$15.00 (per programme)	$52.00 (per programme)		$644.50*
POWER ENGINEERING	$1070.00 ($107.00 / month)	$62.50 ($6.25 / month)	$15.00 (per programme)			$1157.50*
WELDING Level C Beginner Full-time	$642.00 ($107.00 / month)	$37.50 ($6.25 / month)	$15.00 (per programme)	$52.00 (per programme)		$756.50*
WELDING Level A & B and extensions	Variable ($31.00 / week)	Variable ($6.25 / month)	$15.00 (per programme. Not applied to extensions)	Variable ($7.00 / week. Not applied to extensions)		Variable
EARLY CHILDHOOD EDUCATION	$637.00 (per semester maximum)	$30.00 (per semester maximum)	$15.00 (per programme)			Variable* ($692 / semester maximum)
ADMINISTRATIVE ASSISTANT & LEGAL SECRETARY	$963.00 ($107.00 / month)	$56.25 ($6.25 / month)	$15.00 (per programme)	$104.00 ($52.00 programme)		$1148.25*
CAAT TRAINING Auto and Heavy Duty Mechanics (based on a four month semester)	$616.00 ($154.00/month)	$25.00 ($6.25 / month)	$15.00 (per programme)			$666.00* (for 4 month programme)
ENTRY LEVEL TRADES (5 month programme)	$450.00 ($90.00 / month)	$31.25 ($6.25 / month)	$15.00 (per programme)	$157.00 (per programme)	$50.00 Tool Deposit (refundable)	$713.25*
ENTRY LEVEL TRADES (part-time)	Variable ($31.00 / week)	$6.25 (per course)	$15.00 (per programme)		$50.00 Tool Deposit (refundable)	Variable
ADULT BASIC EDUCATION Intermediate, Advanced and Provincial	$107.00 (per course)	$7.50 (per course)	$15.00 (per programme)			Variable
EXTENSIONS	$33.00 (per month)	$6.25 (per month)				$327.50*
ENGLISH AS A SECOND LANGUAGE (6 month programme)	$265.00	$37.50 ($6.25 / per month)	$15.00 (per programme)			
CENTRE FOR STUDENT SUCCESS COURSES	$93.00 (per course)		$15.00 (per session)			
CO-OPERATIVE EDUCATION	$213.00 (per Co-op Term)		$15.00 (per Co-op Term)			$228.00*

Note: Totals include $10.00 Student Building Fund

ASSESSMENT FEES

Adult Basic Education Placement Test - $5.00.
English & Math Achievement Test (EMAT) - $5.00.

INTERNATIONAL STUDENT FEES

Tuition fees for international applicants are set at 6.5 times the regular tuition fees charged. This is in keeping with the Ministry of Skills, Training and Labour. **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.

SPONSORED STUDENT FEES

A number of agencies, such as Employment & Immigration Canada (EIC), sponsor students by purchasing spaces in some programmes or by paying tuition fees. Students who have been admitted as sponsored students are required to pay Student Association and other fees not covered by the sponsorship and must present written confirmation of sponsorship prior to registration.

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:

a) **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.
b) **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.
c) **Special consideration** is given for medical withdrawal. Withdrawals for medical or personal reasons must have the signed recommendation of a Counsellor and the approval of the Director, Student Services and Planning.

If a student withdraws more than two weeks after classes start, or after 14% completion of courses in a programme of less than four months in duration, **no refund will be granted**. Students enrolled in English 155 and/or Math 155 who complete the programme in less than 15 weeks will have their tuition fees refunded on a pro-rata basis.

FINANCIAL AID AND STUDENT AWARDS

SCHOLARSHIPS, AWARDS, AND BURSARIES

The College of New Caledonia offers scholarships, awards and bursaries to recognize academic achievement and to provide financial assistance to those in need who maintain satisfactory academic status. The Financial Aid Catalogue, available after September 1 at the Financial Aid and Student Awards Office (Rm 2-126) and the Regional Campuses, provides complete information on all financial awards. Below is a listing of awards currently administered by CNC; information with regard to other awards from external agencies is also available. **Award recipients are expected to attend the award presentation ceremonies held regularly, in the Fall and Spring, to receive their awards.**

Failure to attend without a legitimate excuse may result in the withdrawal of the scholarship, award or bursary.

ANNUAL AWARDS

FALL AWARDS Deadline: September 30

Aizlewood Endowment Bursaries
Auxiliary to the Associated Canadian Travellers Award
Auxiliary to Prince George Regional Hospital Bursary
B.C. Gas Scholarship
B.C. Lung Association Bursary
B.C. Telephone Company Bursaries
Burns Lake Native Development Corporation Bursaries
Central Interior Logging Association Scholarship
CNC Forestry Society Awards
Don Flynn University Transfer Forestry Awards
Dunkley Lumber Ltd. - Quesnel Campus Bursary
Dunkley Lumber Ltd. - Quesnel Campus Scholarship
Finning Ltd. Business Administrative Bursary
FMC of Canada Ltd. Scholarships
Human Resource Management Association Award
Husky Oil Scholarship
Institute of Chartered Accountants of B.C. Bursary
Knights of Columbus, Council 8927 Bursary
Laureen Ens Award
Logging Seminar Steering Committee Scholarships
Marilyn Comeau Memorial Endowment Bursary
McGregor Wilderness Society Scholarship
Northern Forest Products Association Scholarship
Northern Institute for Resource Studies Bursaries
Northern Institute for Resource Studies Scholarships
Northland Chrysler CAAT Automotive Bursary
Northwood Pulp and Timber Ltd. Computer Information Systems Scholarship
Novak Bros. Contracting Ltd. Bursary
Novak Bros. Contracting Ltd. Scholarship
P.G. Alzheimer's Society Bursary
P.G., Cariboo and Central Interior Transportation Club Scholarship
P.G. and District Dental Society Bursary for Dental Hygiene
P.G. Savings Credit Union Endowment Scholarships
Pulp, Paper & Woodworkers of Canada, Local 9 Bursaries
Pulp, Paper & Woodworkers of Canada, Local 29 Bursaries
Real Estate Foundation Endowment Fund for Student Aid Bursaries
Real Estate Foundation Endowment Fund for Student Aid Scholarships
Rotary Club of Prince George Bursaries
Sam Ketcham, Phil Bodman Memorial Bursaries
Vancouver Stock Exchange Scholarship
Welding Institute of Canada Scholarship
Weldwood of Canada Ltd. Bursaries

SPRING AWARDS Deadline: January 31

Adult Basic Education Association of B.C. Award
Adult Basic Education Bursaries
Anthony Karpicius Forestry Scholarships
Arthur Buchi Memorial Endowment Bursary
B.C. Hydro Scholarship
Canadian Federation of University Women - Prince George - Janet E. King Memorial Bursary
Canadian Forest Products Ltd. Scholarship
Cariboo Central Interior Radio Inc. Scholarship
Certified Dental Assistant Society of B.C. Prince George and District Bursary
Certified General Accountants Association of B.C. Scholarship
City of Prince George Bursary
CNC Co-operative Education Bursaries
CNC Endowment Bursaries - Full-time Prince George Students
CNC Endowment Bursaries - Part-time Prince George Students
CNC Endowment Scholarship for Adult Basic Education - English Language Training
CNC Endowment Scholarship for Construction Management and Engineering Graphics and Design
CNC Endowment Scholarship for Health Sciences
CNC Endowment Scholarship for Trades Training
CNC Endowment Scholarship for Social Services and Early Childhood Education
CNC Endowment Scholarship for Office Administration
CNC Faculty Association Scholarships
CNC Forestry Society Awards
CNC Gourmet Dinner Scholarships
CNC Student Association Bursaries
CNC Student Association Scholarships
Credit Union Foundation Bursaries
Credit Union Pioneer's Memorial Bursaries
Cris Hallett Memorial Endowment Bursary
David Sali Memorial Bursary
Don Flynn Forest Resource Technology Awards
Don Flynn University Transfer Forestry Awards
Dr. John De Rosario Memorial Bursary
Dr. Nalini Murthy Memorial Scholarship
Duz Cho Logging Ltd. Forestry Scholarship
Ed Berry Memorial Bursary
Finning Ltd. Forest Resource Technology Bursary
FMC of Canada Ltd. Scholarships
Heather Sadler Jenkins Scholarship

Hongkong Bank of Canada Scholarship
Jean Humphreys Award
Jeanette Beaulieu Memorial Scholarship
Jim Damiano Memorial Scholarships
Knights of Columbus, Council 8927 Bursaries
KPMG Peat Marwick Thorne Endowment Scholarship
Lakeland Mills Scholarship
Lionel Lamoureux Memorial Award
Lion's Quest Endowment Bursary
Lloyd Anderson/Steve Burgess Trades Scholarship
Mackenzie Community Endowment Bursary
Martina Johnnie Memorial Endowment Bursary
Nechako Community Endowment Bursary
Northern Institute for Resource Studies Scholarships
Northern Institute for Resource Studies Bursaries
Northern Silviculture Scholarship
Northland Chrysler CAAT Automotive Bursary
Northwood Pulp and Timber Ltd. Forest Resource Technology Scholarship
Pat Earle Memorial Bursary
P.E.O. Sisterhood Awards
P.G. Alzheimer's Society Bursary
P.G. Branch of the Association of Professional Engineers and Geoscientists of the Province of B.C. Bursary
P.G. Business and Professional Women's Club Bursary
P.G. Business and Professional Women's Club Disabled Student Bursary
P.G. Chartered Accountants Association Scholarship
P.G. and District Dental Society Bursary for Dental Assisting
P.G. Savings Credit Union Athletic Bursaries
P.G. Savings Credit Union Athletic Scholarships
P.G. Savings Credit Union Endowment Scholarships
Pulp, Paper & Woodworkers of Canada Local 29 Bursaries
Ray Small Memorial Endowment Scholarship
R.C.M.P. Prince George Subdivision Commercial Crime Section Bursary
Real Estate Foundation Endowment Fund for Student Aid Bursaries
Real Estate Foundation Endowment Fund for Student Aid Scholarships
Regional District of Fraser - Fort George Bursary
Robert Fulton Memorial Scholarship
Society of Vocational Instructors (CNC Chapter) Bursary
Spruce City Lion's Club Endowment Bursary
Timberline Forest Inventory Consultants Scholarship
Welding Institute of Canada Scholarship
Women's Equality Bursary

Miscellaneous Deadlines

Donor	Application Deadline
Canadian Federation of University Women University Transfer Scholarship - PG	April 30
Canadian National Scholarships for Women	July 29
CNC Admission Bursaries	May 31
CNC Endowment Bursary - Full-time Regional Students	February 27
CNC Endowment Bursaries - Part-time Regional Students	February 27
CNC Entrance Scholarships	December 1
Don Flynn Forest Resource Technology Awards	April 30
Dr. Hu Stephen Memorial Bursaries	May 31
Northland Chrysler Automotive Training Bursary	Open
Northwood Pulp and Timber Ltd. University Transfer Scholarships	April 30
P.G. Home Builders Association Endowment Fund	Open
Rod Eckland Memorial Endowment Bursary	May 15
Rotary Club of Prince George Bursary	April 30
Rotary Club of Vanderhoof Bursary	August 15
Russell Kenneth Dillabough Memorial Scholarship	April 30
Society of Management Accountants of B.C. Scholarship	April 30

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 twelve weeks. The British Columbia Student Assistance Programme (BCSAP) was established to supplement financial resources for post secondary education. Awards are provided to students based on calculated financial need. The Ministry of Skills, Training and Labour establishes financial need from the information provided in the student loan application. BCSAP allows for a modest student life-style and does have a ceiling on the level of available assistance.

Requirements For Loan Assistance

To be eligible for a B.C. Student Assistance Programme loan, a student must:

1. Be a Canadian citizen or a landed immigrant and a permanent resident of British Columbia twelve months before starting school
2. Possess a valid social insurance number
3. Maintain a specified course load in a full-time programme for credit at an eligible post-secondary institution and work towards a certificate, diploma or degree
4. Establish financial need by a standard BCSAP assessment of total costs, less student resources
5. Complete an application from the Financial Aid Office at the College of New Caledonia, to be forwarded to the Ministry of Skills, Training and Labour.
6. Accept responsibility to read the information on all documents upon acceptance of BCSAP funds
7. Inform the bank of any changes and provide proof of ongoing full-time student status

Default on payments of student loans bears serious consequences. If you encounter difficulties contact your bank or the CNC Financial Aid Officer for information.

**Note: All students applying for a loan are strongly encouraged to attend a student loan workshop.*

English 155 and Math 155 are not eligible to be included in the course load requirement for student loan programmes.

Further explanation of programme course loads may be provided by the Financial Aid and Student Awards Office.

Adult Basic Education Student Assistance Programme

The Adult Basic Education Student Assistance Programme (ABESAP) provides tuition funding for:

Basic literacy
Academic upgrading
English as a Second Language
Pre-vocational Adult Special Education

The ABESAP programme is for tuition only and is given to students demonstrating a lack of financial resources. Upon acceptance into a programme an appointment with the Financial Aid Officer is required to complete an application to determine financial need.

The procedures and policies for the BCSAP and ABESAP are determined by the federal and provincial governments. The College of New Caledonia has no control of the policies or the upper limit of funds awarded.

Emergency Loans

The College of New Caledonia offers limited emergency loan assistance to students encountering major unexpected expenses while attending school. It is assumed that the student has exhausted all other resources of financial assistance before coming to the Financial Aid and Student Awards Office. An application to and discussion with the Financial Aid Officer is required before any such assistance can be provided. Students are required to sign a promissory note; which is a commitment to repay the interest free loan on or before a specified date agreeable to the College. A 24 hour waiting period is necessary for the processing of the loan. All arrangements for repayment of the loan must be made with the Financial Aid Officer and be approved by the Financial Services Department of the College.

APPEALS, COMPLAINTS & DISCIPLINE

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 (30) 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 Divisional Chair. If the Divisional Chair is the instructor, or if the Divisional Chair or designate is absent, the written appeal should be forwarded to the Vice-President, Academic. 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 Divisional Chair or designate, 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 Grade Appeal 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 and if acceptable to both the student and the instructor. 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 obtained from the ***Division Chair, Health Sciences.***

ACADEMIC MISCONDUCT

College students are expected to conduct themselves honourably and maturely in the pursuit of their academic goals. Academic misconduct includes but is not limited to cheating, plagiarism and the disruption of instructional activities. Sanctions for academic misconduct may include a warning, a re-assessment of a student's work, failure in a programme, denial of admission or re-admission, forfeiture of College financial aid and suspension or termination.

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 the presentation of another person's work or ideas without acknowledgment. Students should caution themselves 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 limited to, behaviour which interferes with lectures, laboratories, seminars, tutorial group meetings or other related activities, and examinations or tests.

Sanctions imposed for academic misconduct will be made by the appropriate Faculty Member in consultation with the appropriate Academic Administrator. Students will be informed in writing, outlining the reasons for the sanction, the penalty imposed, the right to appeal and the procedures for an appeal.

Appeals by students against sanctions imposed for academic misconduct must be directed to the Vice-President, Academic or the appropriate Regional Manager within fourteen calendar days of the sanction being imposed. The Vice-President, Academic or Regional Manager will undertake appropriate review procedures to explore the appeal. The decision of the Vice - President, Academic or Regional Manager shall be final in all cases except where the sanction imposed involves suspension or termination in which case the President must approve. If a student has been suspended or terminated, the student may appeal the decision through the Suspension or Termination Appeal process.

Students suspended or terminated indefinitely for academic misconduct must have the prior written approval of the appropriate Division Chair or Regional Manager as appropriate, before being considered for re-admission.

PERSONAL MISCONDUCT

College students are expected to conduct themselves honourably and maturely and show respect for the College, students and employees. Personal misconduct includes, but is not limited to damage to property, assault on individuals, threatening and dangerous behaviour, misrepresentation, or disruptive behaviour. Offences covered by the Criminal Code of Canada shall be dealt with through the courts of law. Sanctions or payment for personal misconduct may include a warning, restitution through work or payment, denial of admission or re-admission, forfeiture of College financial aid, and suspension or termination.

1. **Damage to property includes**, but is not limited to behaviour leading to vandalism of College, staff or student property.

2. **Assault on individuals and threatening and dangerous behaviour includes**, but is not limited to assault, subjecting or threatening to subject any student or employee to physical, mental or emotional harm, injury, indignity, harassment, written or spoken abuse, physical intimidation of any student or employee and action that deliberately endangers students or employees. As appropriate, the Sexual Harassment or Personal Harassment procedures will be followed.

3. **Misrepresentation includes**, but is not limited to the fraudulent representation of information and the falsification of documents and academic records. Also, included in misrepresentation is the impersonation of others.

4. **Disruptive behaviour includes**, but is not limited to speech or action that seriously detracts from the task at hand, speech or action that is not part of a learning process that creates an atmosphere of hostility, intimidation, ridicule or anxiety among other students or employees, action that impedes the delivery of College services, action that abuses College property and services by using them for unauthorized purposes, excessive or unreasonable demands for attention or special treatment from faculty or staff to the detriment of other students or hindrance of other's work by failure to complete one's own work.

Complaints about a student's behaviour as outlined above and pertaining to personal misconduct shall be made to the Director, Student Services and Planning or the appropriate Regional Manager. If the complaint cannot be resolved informally and if the Director, Student Services and Planning or the appropriate Regional Manager feels that the complaint has sufficient merit, he/she shall convene an ad hoc Student Misconduct Hearing Committee, chaired by the Director, Student Services and Planning or the appropriate Regional Manager as appropriate. If the Director, Student Services and Planning or the appropriate Regional Manager has reason to believe that a student's presence in the College constitutes a continuing disruption, threat, or danger to others, the student may be suspended immediately, pending a hearing.

The ad hoc Student Misconduct Hearing Committee chaired by the Director, Student Services and Planning or the appropriate Regional Manager shall be made up of one (1) student appointed by the Student Association, one (1) Counsellor named by the Director, Student Services and Planning, one (1) Faculty Member appointed by the Vice-President, Academic or Regional Manager as appropriate, and one (1) Administrator appointed by the President.

Sanctions imposed for personal misconduct by the ad hoc Student Misconduct Hearing Committee, with the exception of those recommending suspension or termination, shall be transmitted by the Chair of the hearing committee to the student in writing, outlining any sanctions being imposed, the reasons for the sanction, the right to appeal and the procedures for an appeal. In those cases where the ad hoc Student Misconduct Hearing Committee recommends suspension or termination, the Chair of the Hearing Committee shall make such a recommendation to the President who must approve before such a sanction is imposed.

With the exception of sanctions involving suspension or termination, the student has the right to appeal the sanction to the Vice-President, Academic within fourteen (14) days. The Vice-President, Academic shall review the sanction and make a final decision. If a student has been suspended or terminated, the student may appeal the decision through the Suspension or Termination Appeal process.

Students suspended or terminated indefinitely for personal misconduct must have the prior written approval of the appropriate Division Chair or the Regional Manager as appropriate before being considered for re-admission.

The above procedure is not intended to interfere with an instructor's right to impose normal classroom discipline for disruptive behaviour to insure the orderly conduct of classes in an environment conducive to learning. An instructor who feels that normal classroom discipline has not been effective has recourse to the Academic Misconduct Procedure.

SUSPENSION OR TERMINATION APPEAL

A student may be suspended or terminated from the College for disciplinary reasons for a specified period or indefinitely. The final decision to suspend or terminate a student from the College may be made only by the President and will be done in writing. A student who has been suspended or terminated from the College and who feels the decision is unjust has the right to appeal the decision.

1. The student must initiate the appeal process within two (2) working days of the receipt of the suspension or termination notice by notifying the President of his or her intention to appeal. This notification must be in writing.

2. The President will establish an ad hoc Suspension or Termination Committee to hear the appeal within five (5) working days of receipt of the student's notification. This committee will consist of one (1) Student named by the Student Association, one (1) Counsellor named by the Director, Student Services and Planning, one (1) Faculty Sember named by the Vice-President, Academic and one (1) Administrator named by the President. The President will name the Chair of the Committee.

3. The ad hoc Suspension or Termination Appeal Committee will conduct hearings within five (5) working days of the establishment of the Committee. The Committee will interview and do such other research as it feels necessary to fully explore the appeal.

4. The Chair of the ad hoc Suspension or Termination Appeal Committee will advise the President within two (2) working days of the Committee's recommendation. The President will review the recommendation and make a final judgement on the appeal.

5. If the student finds the final judgement to be unsatisfactory, he or she may appeal to the College Board. The College Board will ensure that the proper procedures have been followed and may recommend a review if such has not been the case.

ACADEMIC PROBATION AND DISMISSAL

Programmes Where Grade Point Average Applies

A student registered in any number of credit hours who receives less than a 1.0 Grade Point Average (G.P.A.) in a term will be placed on probation in the next term or when the student next registers. A student placed on probationary status will be required to see a Counsellor to discuss his/her academic progress and options for appeal.

To have probationary status removed a student must obtain a G.P.A. of 1.0 or greater at the end of the probationary term.

If a student's G.P.A. is below 1.0 at the end of the probationary term, the student will be prohibited from re-registering in the same programme in the next term. Probationary status continues upon registering in an alternate programme.

A student who achieves a G.P.A. of less than 1.0 in more than two consecutive terms will be required to withdraw from the College for one term.

Credit Programmes Where Grade Point Average Does Not Apply

In programmes where Grade Point Average (G.P.A.) does not apply, 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 a specified period, the student may be suspended from the programme.

Re-admission will be subject to programme policy. Where specific divisional policies exist for students on Academic Probation, these will supersede the general policy.

SEXUAL HARASSMENT & PERSONAL HARASSMENT

The College of New Caledonia is committed to the principle that all employees and students have the right to work and learn in an environment free of harassment. This policy direction specifically includes cases of sexual harassment.

Complaint Procedure

1. Complaints of harassment shall be made to the Manager of the Human Resources Department (Local 339) or through an external counselling service at 1-800-268-5211.

2. The Manager of the Human Resources Department may recommend that the complainant meet with the alleged harasser or respondent to try to informally resolve the complaint, or may refer the matter to a counsellor for mediation.

3. At this point, the Manager of Human Resources shall also inform the complainant of the full complaint procedure, of his/her right to seek redress without fear of reprisal under human rights or other related statutes and the time-lines involved. Time-lines may be extended in special circumstances.

4. In the event the complaint is not settled through informal means, and the complainant wishes to proceed with a formal hearing, he/she shall submit a signed statement to the appropriate Vice-President, outlining the complaint and requesting a hearing.

STUDENT COMPLAINT PROCEDURE

Any student who perceives that he or she may have been unjustly treated regarding the application of a College policy or procedure, or regarding the action of a College employee, may seek recourse.

Matters that are not academic in nature may be brought to the attention of appropriate College officials through Counselling and Academic Advising Services or the appropriate Regional Manager. Complaints such as misconduct, incompetence, discrimination or other inappropriate behaviour by any College employee can be considered.

1. The student must first attempt to resolve the issue with the College employee on an informal basis within thirty (30) calendar days following the incident.

2. If the matter cannot be satisfactorily resolved, the student may pursue the complaint by forwarding a written outline of the appeal through Counselling and Academic Advising Services or the appropriate Regional Manager to the appropriate administrator.

3. If the complaint cannot be resolved by the administrator, the complaint may be forwarded to the President.

4. Complaints will be resolved by the President based on recommendations provided by an ad hoc committee comprised of one (1) Student appointed by the Student Association, one (1) Faculty Member named by the Vice-President, Academic one (1) Counsellor named by the President, and one (1) Administrator named by the President.

5. If either party involved disputes the final judgement of the President, he may appeal to the College Board. The College Board will ensure that the proper procedures have been followed and may recommend a review if such has not been the case.

REGULATIONS

ATTENDANCE

Students attending the College with the assistance of a sponsoring agency or group should be aware that many of these agencies and groups have attendance requirements which go beyond those enforced by the College. It is the students' responsibility to be fully aware of any such policies that may apply to them. The College of New Caledonia bears no responsibility for any sanctions or penalties that may be imposed by sponsoring agencies or groups that may result due to a lack of attendance. College of New Caledonia attendance policies, where appropriate, are listed under specific divisional descriptions.

CLEAN AIR POLICY

The College of New Caledonia, in an effort to promote the physical health and the intellectual well-being of its constituent members, prohibits smoking in all College facilities except in designated areas.

Areas Designated for Smoking:

- Smithers Building Room 2-712
- Academy I and Academy II
- One area may be designated in each of the Regional campuses provided the area is in compliance with local by-laws and does not entail costly expenditure.
- One area may be designated in each of the Danson and Ogilvie campuses provided the area is in compliance with local municipal by-laws.

WORKERS' COMPENSATION BOARD COVERAGE

Effective January 1, 1994, Provincial Workers' Compensation Board coverage was extended to all students while participating in the *'practicum'* component of all programmes offered by the provincial colleges and institutes regardless of the source of funding for the programmes.

A *practicum* is defined as:

- an integral component of a programme which is required for programme completion and certification;
- unpaid and supervised work experience which takes place at the host employer's premises or place of business.

The Workers' Compensation Board coverage does not extend to work places established specifically for the purpose of experiential training that is established within a programme by an institution.

Effective September 1, 1994, Provincial Workers' Compensation Board coverage only covers student apprentices while attending the classroom/lab/shop instruction for the technical training component of an Apprenticeship Programme. This coverage will no longer be in place for non-apprentice students in any other programmes.

The College of New Caledonia does provide basic insurance coverage for students registered in credit programmes at the College. Information with regard to this coverage is available at the Admissions, Registration and Records Office.

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 and basketball on an intercollegiate level. All students registered in three or more 3 credit courses, or in full-time Vocational or ABE programmes, are eligible to participate on the intercollegiate teams.

In co-operation with the Student Association, the College offers a full range of scheduled intramural sports. 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 weight lifting and racquetball throughout the academic year. Recreational activities of a non-competitive nature are also held. The Athletics and Recreation department will assist students in establishing or offering most types of recreational activities.

The College has a large gymnasium, one racquetball and one squash court, and a weight training facility available to all students. Equipment, services, and facilities are also available to the public. The gym and washrooms are wheelchair accessible to all, with the showers and change rooms wheelchair accessible to some. The weight room located on level 2 is accessible to students with mobility problems through a door in the library. Ask library staff for assistance. Further information regarding the gym may be obtained by calling 561-5803.

SPORT ACADEMY

The College of New Caledonia Sport Academy is a programme for elite athletes and is designed to offer the opportunity to pursue a high performance athletic career and post-secondary education. The programme involves assistance with academic scheduling and exposure to sport science resources. For more information, and an application, contact the programme coordinator at 562-2131 local 293.

CENTRE FOR STUDENT SUCCESS

The Centre for Student Success is intended to help students who have met academic requirements for their career choices, but may require or desire additional reading, writing, math, or study skills which are necessary or beneficial 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, the services of the Centre are available to any member of the community who may wish to improve his/her math and/or English skills.

Offered periodically throughout the semester are several Academic Success Seminars which deal with specific study and learning issues. These seminars are available to ALL College students. For more information on these seminars, call the Centre at 562-2131, local 384.

Student Success 800

This credit course is strongly recommended for all students who wish to improve their learning skills. It is appropriate for those students who feel they need help as well as those who are already successful who wish to be more so. Students who have been away from "formal" learning for any length of time will find it of great value.

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 a month. For more information contact the Centre For Student Success (Prince George) or any Regional Campus office.

Students who are not required to take the EMAT, or who scored above the criteria have equal access to the Centre's resources and are encouraged to make use of the many services and seminars that the Centre offers.

Course Descriptions

ENGL 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 of organization, sentence structure, etc.

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

MATH 155 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, simple graphs, and an overview of the metric system.

Basics of Algebra
Basics of Algebra is a review of signed numbers, real numbers, polynomials, equations with one variable, formulas, exponents, factoring, the Cartesian coordinate system, word problems and manipulating and deriving formulas.

Student Success 800 2 CR
This course teaches the skills and attitudes required to be successful as a student. It gives the newest and most efficient techniques for dealing with time, memory, reading, notetaking and tests. It will also deal with a variety of topics such as creativity, relationships, health, resources and career planning. It shows you how to organize yourself and attain maximum success in your school, business and social life.
Corequisite: It is recommended that students be enrolled in at least one other academic course.

COLLEGE STORE

The College Store, located in the Smithers Building near the main entrance, stocks all 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, 0800 to 1700, and Friday, 0830 to 1600. To accommodate students, evening hours are extended at the beginning of each semester. Summer hours run from Monday to Thursday, 0800 to 1600, and Friday 0830 to 1600.

COMPUTER FACILITIES

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

1. **VAX: Terminal Lab 3-371**
   The VAX lab contains 22 CITOH 326 terminals, 2 CITOH dot matrix printers, and 1 Laserjet printer. The lab is accessible during College hours to all students who have an active user account. This facility is used primarily for teaching computer programming using PASCAL, MODULA-2, etc. and is the primary access for Internet;

2. **General Purpose Lab (GPL) 3-238**
   This lab contains 22 Digital 386/25 MHz microcomputers, 3 HP laserjet printers, 1 colour overhead projection unit, 1 Laser 486/33 MHz microcomputer, and is fully networked using the NOVELL operating system. It is accessible to all students during College hours except during scheduled class time. 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;

3. **Microcomputer Lab (MCL) 3-110**
   This lab contains 22 Laser 286/16 MHz microcomputers, 2 HP Laserjet printers, and 1 overhead projection unit. This lab is primarily used by Business and Management while offering general access to all students for word processing and spread sheet use with a variety of other applications available. The lab is open access to all students except during scheduled lab time;

4. **Word Processing Lab (WPL) 3-106**
   The Word Processing Lab contains 25 Laser 486/33 MHz microcomputers, 2 HP Laserjet printers, 1 overhead projection unit, and is fully networked using the NOVELL operating system. 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 Office Administration programmes;

5. **Multipurpose Lab (MPL) 3-116**
   The multipurpose lab contains 25 Laser 486/33 MHz microcomputers, 2 HP laserjet printers, one overhead projection unit and is fully networked using the NOVELL operating system. 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 Office Administration programmes;

6. **Student Network Lab (STD) 3-238**
   This lab is set up to teach network operating systems. The lab is configured with four workstations, one network server, one HP laserjet printer and is networked using the NOVELL operating system. This lab is open access at all times.;

7. **Macintosh Lab (MAC) 2-304**
   The Macintosh lab, located in the Library, contains 22 Macintosh Plus microcomputers, 1 Laserwriter printer, 4 Imagewriter dot matrix printers and 1 overhead projection unit. These networked computers provide access to several software applications, including word processing, desktop publishing, graph, spreadsheet, draw, and accounting programmes to name a few. All students have access to this lab during Library hours, except when it is reserved for teaching purposes;

8. **Technologies Lab (TECH) 2-244**
   This lab is equipped with 21 Laser 486/66 MHz microcomputers, 16 Kurta digitizer tablets, 5 Calcomp digitizing tablets, 2 HP Laserjet printers, 1 HP Paintjet colour inkjet printer, 2 HP 7475A 6 pen Plotters, 1 HP Draftpro 8 pen plotter, 1 colour overhead projection unit, and is fully networked using the NOVELL operating system. This lab is primarily used by the Engineering and Graphics (EGAD) and Geographic Information Systems (GIS) programmes using windows software applications AutoCad, PC Arc Info, PCI-EASI-PACE, Lotus 1-2-3, dBASE and Word Perfect. There are specific engineering programmes for Storm Water Management, GIS, Big O Storm Sewer, ROADEng, AutoCad Advantage and Waterworks. Students have open access to this lab except during scheduled lab time;

9. **Other Lab Facilities**
   There are microcomputer facilities available as part of other specific labs: Physics - 4 microcomputer systems; Chemistry - 3 microcomputer systems; Forestry - 2 microcomputer systems with digitizers and plotters and an interactive Video disk component; Centre for Student Success - Apple II microcomputers; ABE - Apple II microcomputers; Math Lab - one microcomputer;

10. **Open Access Area - Library**
    There are 3 Windows/DOS and 4 Macintosh microcomputers and printers located in the open access area in the Library. These are 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. The labs are configured with either Laser 286/16 MHz, Laser 386/33 MHz, Laser 486/33, or Laser 486/66 MHz microcomputers with dot matrix and laser printers and an overhead projection unit. Other types of equipment available are Macintosh and Apple II microcomputers. Common word processing and business application software are available in all regional lab facilities.

In case of problems encountered contact a faculty member, security or Computer Services at 561-5812.

All of the computer facilities are available to students at times when the College is open except during scheduled class time.

COUNSELLING AND ACADEMIC ADVISING

The Counselling and Academic Advising Department provides a comprehensive counselling and advising service to assist students and prospective students in successfully achieving their objectives. Professional Counsellors and Academic 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.

Academic Advising is 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 and Academic Advising Department is requested to make an appointment by calling 561-5818. Department hours are Monday to Friday 0800 to 1600. Evening and drop-in times are regularly scheduled.

The Quesnel Campus offers a part-time Counselling and Academic Advising Service. Contact the campus for an appointment.

Career Exploration Workshops
These workshops are designed to assist participants to:

- Broaden their understanding of the issues in career exploration;
- Undertake an organized, meaningful self-appraisal;
- Evaluate career options on the basis of personal needs, preferences and concerns;
- Identify and access sources of occupational and educational information;
- Develop short and long term plans which will facilitate movement toward personal goals;

Students participating in the workshops are introduced to an extensive collection of resource materials in the Career Centre in the Counselling and Academic Advising Department.

DAY CARE

A daycare service for children aged three to five years is offered by the Demonstration Centre at the Prince George campus. This service is available to students, as well as to all members of the community, on a monthly fee basis. The Centre is staffed by qualified early childhood educators. To obtain information regarding this service, contact the Head Teacher at 561-5834.

DESIGNATED PARKING

Designated parking spaces for persons with disabilities are in the main parking lot (entrance off 22nd Ave.) and by the Gym entrance in the Dental Parking Lot. Disabled parking placards must be displayed to prevent towing from these spaces.
Note: Paid student parking spaces are available in addition to the open parking areas.

EMERGENCIES AND EVACUATION PROCEDURE - LOCAL 200

The College has several qualified first aid attendants on staff. In the event of any emergency including those requiring First Aid, call **Local 200**. All accidents **must** be reported to the Human Resources office within 24 hours of occurrence.

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 in 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.**

EMPLOYMENT PLACEMENT

The Placement Services Officer, located in the Counselling and Academic Advising area, assists students and graduates in identifying career oriented employment opportunities. Providing a liaison between the College and prospective employers, the Placement Services Officer assists with full-time, part-time, temporary and some summer employment opportunities.

Additional services include: the coordination of student interviews either on-campus or at an employer's premises, tutoring services and participation in a work study programme.

Students may drop by the Student Placement Office to discuss employment opportunities or call 561-5840.

Employment placement services are also available at the Canada Employment Centre (CEC) located 1190 2nd Ave., Tel: 561-5200. The CEC summer student employment office operates at the College campus from mid April to September, and offers services related to summer employment.

FIRST NATIONS EDUCATION SUPPORT SERVICES

FNESS is a partnership between the College of New Caledonia (CNC) and the Carrier Sekani Tribal Council (CSTC). CNC and CSTC work together to create a learning experience that will meet the needs of First Nations students and their communities.

FNESS staff provide assistance and information to First Nations students on CNC programmes, course work, housing, financial aid, and other support services. Tutoring is available, and staff can act as a liaison between the student and faculty or community.

FNESS staff will provide information on CNC programmes to community groups and high school students upon request. In addition, staff provide information to CNC faculty and staff, supporting them to be more aware of and sensitive to First Nations issues.

FNESS coordinates a Study Centre for First Nations students at the Prince George Campus and supports the activities of the CNC First Nations Students Club. For more information contact 562-2131 local 460.

FOOD SERVICES

Food Services is located on the first floor, and operates from September to June, 0700 to 2100 Monday to Thursday, and 0730 to 1500 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 Cafeteria Supervisor 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. The College's Occupational Health and Safety Committee meets monthly and is comprised of employee, management, and Student Association representatives. Students must comply with the Workers' Compensation Board safety regulations as outlined in the Programmes section where applicable.

INFORMATION CENTRE/ SWITCHBOARD

The Information Centre is located on the second floor, at the main entrance. In addition to providing general directional 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 0800 to 1600. Departments may be contacted after hours by dialing the numbers listed in the city telephone directory or by dialing the general number and then dialing the local. 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. However, most areas of the College now have access to a voice messaging system whereby messages can be left for return calls.

INSTRUCTIONAL MEDIA SERVICES

Instructional Media Services (IMS) is located on the Third Floor of the main building. IMS offers equipment and media services to staff, students, and community groups. IMS is also the Desktop Publishing centre for the College. Various types of audio-visual equipment, including videotape recorders and cameras, audio equipment, projectors (slide, filmstrip 8mm movie, 16mm movie), lap top computers, modems, and overhead units for computers are available on loan. The College film collection is also maintained, housed and available for loan from IMS. Hours of operation are 0745 to 1700 Monday to Friday. Summer hours are 0800 to 1600 - Monday to Friday.

LIBRARY (RESOURCE CENTRE)

The Library (Resource Centre) is located next to the entrance on the second floor of the main building. Open to the general public as well as to students, the Library offers a broad range of resources including books, periodicals, newspapers, federal and provincial government documents, audio-visual materials, a computer job bank and other computer information services. The holdings 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, microcomputers and a public fax machine are available.

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

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

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

Monday - Thursday	0800 - 1800
Friday	0800 - 1700

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.

RESIDENCE

A 92-unit Student Residence is available on the Prince George campus. Each single room has a private outside access; most of the rooms are connected to an adjacent room through a shared washroom, although eight units have private washrooms. Wheelchair-accessible rooms are available. The housing fees include heat, utilities and basic cablevision, while private telephone service is available through BC Tel. Each room is equipped with a bed, desk, chair, wardrobe, microwave and fridge. Any student registered at the College is eligible to live in residence, although preference will be given to full time students with a permanent address outside Prince George. The rooms are assigned based on the date of receipt of application; applying early provides your best chance of acceptance. Students should not wait for confirmation of College acceptance before applying for residence.

SAFE-WALK

The Security Guard on duty will provide a **Safe-Walk** service from the Security Office beside the main entrance between ten minutes before the hour and ten minutes after the hour provided the guard has not been called away on an emergency. Additional services may be offered for students in Residence. Specific information will be publicized on an annual basis.

SECURITY

The Security Department operates from 4:30 pm to 7:30 am Monday to Friday and 24 hours per day on Saturdays, Sundays and Statutory Holidays. Security can be reached at 564-7711 or Local 200 or through safety phones located at most entrances.

SERVICES AND FACILITIES FOR STUDENTS WITH DISABILITIES

The College provides support services to help persons with disabilities attend College programmes and participate in all facets of College life. Services include Transition Planning for prospective students, Learning Assistance support for registered students, and College Access services for students with disabilities who wish to learn in an integrated setting but may not meet regular entrance requirements as a result of a disability. The College also offers specific programmes for adults with mental handicaps/developmental disabilities (refer to the programmes section, College Foundation). Documentation of disability may be requested before service is provided. Services should be requested as early as possible but at least 4 months in advance of anticipated attendance.

SERVICES

Transition Planning Services

The College Access Instructor provides transitional assistance services. These may include provision of:

- information regarding support services and assessment of learning needs
- assistance with programme/course selection in consultation with the counselling department
- referral to external support agencies and funding sources
- orientation sessions for students accepted into their selected programmes
- referral to CNC programmes and services

It is strongly recommended that prospective students contact the Access Instructor at least six months prior to beginning their programme so that the appropriate transition and support services may be offered.

Access Services

Access Services are available to those individuals who wish to access a limited range of entry level Trades Programmes and do not meet regular entrance requirements as a result of disability. Acceptance into the programmes is subject to a departmental approval. Services offered by the Access Instructor include:

- programme/course selection in consultation with the counselling department
- registration assistance
- financial aid advice
- instructor liaison
- college orientation
- arrangement of the necessary learning support

Learning Assistance

Learning assistance support is available to registered students. Services may include:

- diagnostic testing for educational planning
- referral to educational & vocational counselling services
- registration assistance
- college orientation
- provision of audio-taped or Braille texts
- provision of interpreters for the hearing impaired
- note taking services
- instructor liaison
- arrangement of alternate exam formats
- individualized learning supports

For information please contact:

- 562-2131 Local 250
- Telephone Device for the Deaf (TDD) is available at 562-2131

Special Resources:

- Visualtek magnification system;
- Speech plus calculator;
- Large print computer software;
- Laptop computer;
- Kursweil Reader;
- Four track tape recorder.

Every effort is made to provide services as requested, however, the range of these services is dependent upon availability of resources.

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 Executive Assistant, a work study student, and occasional staff, the Executive provides various services such as locker rentals, accommodation listings, used book sales, and the organization of social/athletic events. The Association also sponsors the student newspaper, the student radio station, 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 (beside Food Services), or by calling 562-7415 or 562-2131 Local 365.

CNC Free Press

The Free Press is a bi-monthly 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).

Radio CNC

The on-campus "station," Radio CNC provides an alternative to the PG stations. Operated completely by students, Radio CNC offers a variety of programming (Rock, Top Forty, Country, Jazz, etc.) and tries to satisfy all requests. Regular programming as well as "feature" slots cover twenty to thirty hours of air time a week, either pre-taped or "live," piped into the cafeteria and Smokers Lounge over a P.A. system.

As with the Free Press, Radio CNC relies on students volunteering for positions such as DJ, sales, promotion/ advertising, and music advisors. If you are interested in any of these positions, drop off your name, phone number and resume of related interests or experience at the Student Association Office. Radio CNC is located in Room 1-120, and can be reached through 562-2131, Local 365 (SA Office).

TELEPHONES

Lowered public telephones are available for wheelchair users outside the main switchboard on Level 2 of the Vanderhoof Building. One telephone is equipped with an amplification device for individuals who are hearing impaired. TDD service, for people with hearing impairments, is available through the main switchboard: 562-2131.

TEST SUPERVISION

The Regional Centres provide supervision for various tests required for admission to universities, other institutions, or professions.

Further information may be obtained 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.

VANDERHOOF BUILDING LEVEL 3 CLASSROOMS

The third floor of the Vanderhoof Building consists of two levels which are connected by stairs. There is a ramp between the levels to allow for wheelchair accessibility. The floor containing the 3-200 and 3-300 series classrooms is wheelchair accessible by the elevator which is centrally located in the Vanderhoof Building. In order to access classes at opposite ends of the third floor it is necessary to ride one elevator to either the first or second level, switch to the other elevator and return to the third floor.

VOLUNTEER ADULT LITERACY TUTORING (VALT)

The College offers a free tutoring programme to assist adults who wish to acquire or improve basic literacy skills. This one-to-one tutoring is provided by 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 by some regional campuses. More information may be obtained by contacting the VALT offices at 561-5835 or a Regional Campus.

WASHROOMS

Most washrooms in the main building are wheelchair accessible and are so marked. Washrooms in the Smithers Building, Mackenzie Building, Log Cabin and Academy (Student Pub) are not wheelchair accessible. There is a unisex washroom located on level I across from the main entrance which is wheelchair accessible.

BUSINESS AND MANAGEMENT STUDIES

Divisional Contact:

Bob Miller
Chair, Business Division
Telephone: (604) 561-5814

Business Administration
- Accounting & Finance
- Computer Information Systems
- Marketing and Management

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

Office Administration
- Administrative Assistant
- Legal Secretarial
- Computerized Bookkeeping

College of New Caledonia
3330 - 22nd Avenue
Prince George, B. C.
V2N 1P8

Tel: (604) 562-2131

BUSINESS ADMINISTRATION

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. In addition, the Business Administration programmes provide a solid base in preparation for further education towards professional designations. 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 4500 time-sharing system and with microcomputers. The instructional staff maintain constant contact with industry ensuring the student receives relevant, current, and practical training. Students interested in furthering their business education are advised to consult the transfer guide in the Calendar, and to discuss their programmes with a counsellor.

Co-operative Education

All 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.

Career Opportunities:

Accounting and Finance Diploma

The Accounting Diploma programme may qualify you for entry level positions in public practice and private industry. Further study and work experience can lead to such careers as controller, treasurer, public accountant and auditor. Many of the 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).

Computer Information Systems Diploma

The Computer Information Systems programme prepares students for careers in the diverse field of computer information systems. A broad spectrum of career opportunities are 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. **The CIS curriculum is currently being revised.**

Marketing and Management Diploma

The Marketing Diploma programme provides specific career employment areas including personal selling, advertising, sales promotion, marketing research, purchasing, product/ brand management, physical distribution, public relations and consumer affairs and protection.

Admission Requirements

1. Successful completion of Grade 12 (with English or Communications) **or** ABE Advanced Certificate **or** GED Certificate.
2. Math 11, Math 044 or Math 045 (Students without Math 11, Math 044 or Math 045 may be accepted into a modified programme that includes math upgrading over the first year, and may extend programme completion.)
3. Applicants are strongly recommended to have taken, in the past five years, or have a strong working knowledge of:
   Typing 11 (20 w.p.m.)
   Computer Science (11 or 12)
   Data Processing (11 or 12)
4. Applicants must take the English and Math Achievement 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. It is strongly recommended that students write the EMAT in the spring BEFORE attending CNC. Students are also strongly advised to complete any required English and math work during the summer before their first semester.

Selection Criteria

First qualified, first served.

Application Procedure

Application forms are available at the Office of Admissions and Registration and 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. Applicants are advised to consult with a counsellor to enter a programme at other times of the year.

Programme Schedules

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

Programme Outline: Accounting & Finance Diploma

Semester I	**September to December**
(Common core for all programmes)	
ACC 151	Accounting I
CIS 152	Introductory Computing System
ECON 152	Macro-economics
ENGL 155	Developmental English (*)
MATH155	Developmental Math (*)
**MGT 154	Applied Interpersonal/Career Development Skills
MKT 152	Principles of Marketing

Note: Students must receive an exemption or satisfactory standing in ENGL 155 and MATH 155 (refer to item 4 of admission requirements)
****Note: Students planning to enroll in Co-op must take MGT 154.***

Semester II	**January to April**
ACC 152	Accounting II
CIS 160	Introduction to Systems Analysis & Design
ECON 251	Micro-economics
ENGL 190	Business Communications 1
MATH 157	Business Statistics

Semester III	**September to December**
ACC 251	Intermediate Accounting I
ACC 255	Management Accounting I
ACC 264	ACCPAC Bedford Lab
ENGL 191	Business Communications 2
FIN 257	Finance I
LAW 294	Business Law

Semester IV	**January to April**
ACC 252	Intermediate Accounting II
ACC 256	Management Accounting II
ACC 265	ACCPAC PLUS Lab
FIN 258	Finance II
MGT 254	Applied Group and Leadership Skills
MGT 255	Small Business Development

Programme Outline: Computer Information Systems Diploma

Note: The CIS curriculum is currently being revised.

Semester I	**September to December**
(Common Core for all Programmes)	
ACC 151	Accounting I
CIS 152	Introductory Computing Systems
ECON 152	Macro-economics
ENGL 155	Developmental English (*)
MATH 155	Developmental Math (*)
**MGT 154	Applied Interpersonal/ Career Development Skills
MKT 152	Principles of Marketing

Note: Students must receive an exemption or satisfactory standing in ENGL 155 and Math 155 (refer to item 4 of admission requirements)
****Note: Students planning to enroll in Co-op must take MGT 154.***

Semester II	**January to April**
ACC 152	Accounting II
CIS 160	Introduction to Systems Analysis & Design
CIS 170	Programming Concepts I
CIS 181	Microcomputing Systems and Operations
ENGL 190	Business Communication 1

Semester III	**September to December**
ACC 255	Management Accounting I
CIS 171	Programming Concepts II
CIS 180	Computer Applications in Business
CIS 260	Systems Analysis & Design
ENGL 191	Business Communications 2
Semester IV	**January to April**
CIS 262	Project Programming
CIS 265	Local Area Networks
CIS 282	Database Systems
MGT 254	Applied Group and Leadership Skills
MGT 255	Small Business Development

Programme Outline:

Marketing and Management Diploma

Semester I	**September to December**
(Common Core for all Programmes)	
ACC 151	Accounting I
CIS 152	Introductory Computing Systems
ECON 152	Macro-economics
ENGL 155	Developmental English (*)
MATH 155	Developmental Math (*)
**MGT 154	Applied Interpersonal/Career Development Skills
MKT 152	Principles of Marketing

**Note: Students must receive an exemption or satisfactory standing in ENGL 155 and MATH 155 (refer to item 4 of admission requirements)*
***Note: Students planning to enroll in Co-op must take MGT 154.*

Semester II	**January to April**
ACC 152	Accounting II
MATH 157	Business Statistics
ENGL 190	Business Communications 1
MKT 276	Retailing and Merchandising
MKT 281	Personal Selling
Semester III	**September to December**
ENGL 191	Business Communications 2
LAW 294	Business Law
MKT 251	Marketing Management Theory & Application
MKT 271	Consumer Behaviour
MKT 272	Marketing Research Methods
Semester IV	**January to April**
ACC 255	Management Accounting I
MGT 254	Applied Group and Leadership Skills
MGT 255	Small Business Development
MGT 256	Entrepreneurial Development
MKT 266	Promotions

BUSINESS MANAGEMENT

The Business Management Certificate programmes are designed for students seeking to complement their current business experience with academic training.

The programmes may only be taken on a part-time basis, and are designed to provide mature students the opportunity to add accounting, computer information systems and general administration courses to their skill mix.

A wide selection of courses are available allowing students to tailor programmes to their needs and educational background.

Courses are offered during the day and evening on a rotating basis to accommodate those students working full-time.

Admission Requirements

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

Application Procedure

Application forms are available from the Office of Admissions and Registration and 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. Applicants are advised to consult with a counsellor if they wish to enter a programme at other times of the year.

Business Administration Certificate

The programme consists of seven required courses, plus three electives.

Required Courses

ACC 151	Accounting I
ACC 152	Accounting II
CIS 152	Introductory Computing Systems
FIN 257	Finance I
FIN 258	Finance II
MGT 151	Management I
MKT 152	Principles of Marketing

Electives

The three elective courses may be selected from Accounting, CIS, Commerce, Economics, Law, Management, or Marketing.

Management Studies Certificate

The programme consists of the following nine required courses, plus one elective.

Required Courses

ACC 151	Accounting I
ACC 152	Accounting II
CIS 152	Introductory Computing Systems
COM 222 or	
MGT 262	Management and Organizational Behaviour
MGT 151	Management I
MGT 152	Management II
MGT 261	Human Relations
MGT 263	Personnel
MGT 264	Industrial Relations

Elective

The elective course may be selected from Accounting, CIS, Commerce, Economics, Law, Management, or Marketing.

OFFICE ADMINISTRATION

The Administrative Assistant and Legal Secretarial programmes consist of two full-time 17-week semesters and are designed to provide students with the necessary skills for entry into the work force. Programmes are structured for the high school graduate or mature student with typing competency but little or no office experience. Those who are interested in a career in the business world may wish to pursue one of these programmes.

Certificates will be awarded to students who successfully complete all courses in the programme.

Note: In order to proceed to the second semester of the office administration programmes, courses in the preceding semester must be successfully completed. Check prerequisites for courses offered in each term.

Career Opportunities:

Administrative Assistant

Graduates of the Administrative Assistant Programme find employment in business, government, and industrial offices in a wide variety of positions. Examples are junior secretaries, word processing operators, clerk-typists and receptionists.

Legal Secretarial

Graduates of the Legal Secretarial Programme have found employment in private law firms, federal, provincial and municipal offices, real estate companies and accounting firms.

Admission Requirements

1. Successful completion of Grade 12 or ABE Advanced Certificate or GED Certificate or mature student status.
2. A keyboarding proficiency assessment. This assessment may take the form of a transcript or a letter on institutional letterhead from a teacher of typing, or other typing test documentation - any of which is to be dated within the previous three years - or an assessment by a CNC Office Administration instructor. An assessment by a CNC Office Administration instructor may be arranged between October 1 and April 30 of each academic year. Contact your local campus for regional assessment dates.
3. Applicants must take the English and Math Achievement 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.
4. A resume or other documentation outlining past work experience.

Graduation Requirements

Certificates will be awarded to students who successfully complete all courses in the programme. (The Office Administration department will be following the grading scale as outlined in the College Calendar under "Nursing, Dental Studies and Cooking Programmes.)

Selection Criteria

In those cases where the programme is over-subscribed, the following selection criteria will be used to select one-half of the class in the following order of priority:

1. Verified typing speed with preference given to those with a higher documented level of achievement.
2. Work experience that is relevant to the programme.

Application Procedure

Applications will be accepted begining September 15 for the following September intake.

Programme Outline: Administrative Assistant Certificate

Semester 1 (17 weeks)

B-070	Electronic Calculations
C-074	Business Communications I
H-070	Human Relations
P-072	Office Procedures
T-074	Production Keyboarding I
W-073	Microcomputer Applications
ENGL 155	Developmental English (*)
MATH 155	Developmental Math (*)

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

Semester 2 (17 weeks)

A-075	Secretarial Bookkeeping
C-075	Business Communications II
D-070	Machine Transcription
T-075	Production Keyboarding II
W-070	Word Processing
*V-075	Work Experience

Note: This course is currently under development. It may not be offered in the academic year 1995/96 although every effort will be made to do so.

Programme Outline: Legal Secretary Certificate

Semester 1 (17 Weeks)

B-070	Electronic Calculations
C-074	Business Communications I
H-070	Human Relations
L-070	Introduction to Legal Office Procedures
P-072	Office Procedures
T-074	Production Keyboarding I
W-073	Microcomputer Applications
ENGL 155	Developmental English (*)
MATH 155	Developmental Math (*)

Note: Students must receive an exempt or satisfactory standing in ENGL 155 and Math 155.

Semester 2 (17 Weeks)

C-075	Business Communications II
D-070	Machine Transcription
L-076	Legal Processes
A-076	Legal Office Bookkeeping
W-070	Word Processing
V-075	Work Experience(*)

Note: This course is currently under development. It may not be offered in the academic year 1995/96 although every effort will be made to do so.

Computerized Bookkeeping Certificate

This programme consists of two 15-week semesters beginning each January and ending in December of the same year.

It is intended for people who wish to: keep books for clients; be the bookkeeper in a small office, or work as accounting clerks in a larger office. It is not intended for students who wish to pursue an accounting designation. Extensive exposure to spreadsheets and accounting packages should prepare the student for today's computerized environment.

Admission Requirements

1. Successful completion of Grade 12 (with English or Communications 12) or ABE Intermediate Certificate or GED Certificate or Mature Student Status.
2. Applicants must take the English and Math Achievement Test (EMAT), administered by the College, prior to the first term. Students below an established level in this test will be required to complete work in English and/or Math. It is strongly recommended that students write the EMAT in the Spring, BEFORE attending CNC. Students are also strongly advised to complete any required English or Math work during the Summer, before their first semester.

Note: Students entering the Computerized Bookkeeping programme are strongly advised to have keyboarding skills of at least 20 w.p.m. prior to commencement of the programme.

Selection Criteria

Where the programme is oversubscribed, the selection criteria will be:

1. Completion of English 12 or English 045
2. Completion of Math 155 and English 155 or exemption from Math 155 and English 155

Application Procedure

Applications will be accepted beginning February 15 for the following January intake.

Programme Outline: Computerized Bookkeeping Certificate

Semester I	**(January to April) (15 weeks)**
BOOK 161	Bookkeeping I
BOOK 162	Production Keyboarding I
BOOK 163	Communications I
BOOK 164	Computer Applications I
BOOK 165	Business Mathematics
BOOK 167	Human Relations
ENGL 155	Developmental English*
MATH 155	Developmental Mathematics*

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

Semester II	**(September to December) (15 weeks)**
BOOK 171	Bookkeeping II
BOOK 172	Production Keyboarding II
BOOK 173	Communications II
BOOK 174	Computer Applications II
BOOK 176	Office Procedures

Course Descriptions

A-075 Secretarial Bookkeeping
Provides a basic understanding of the accounting process for use in the business office. The student will practice the application of basic accounting principles in both manual format and in a computer programme such as Simply Accounting. This course was previously offered as A-070 and A-071.
Prerequisite: B-070 (6)

A-076 Legal Office Bookkeeping
Provides a basic understanding of the accounting process used in the business office, with emphasis being placed on accounting in the legal office. The student will practice the application of basic accounting principles in a manual format and in a computer setting using spreadsheets, databases and basic accounting software such as Simply Accounting.
Prerequisite: B-070 (3)

ACC 151 Accounting I 3 CR
A study of the fundamental concepts and techniques of the accounting process in proprietorships and corporations. Emphasis is placed upon the flow of information through the business and its relation to various functional areas. Topics include the balance sheet equation, journals, adjusting entries, financial statement preparation and closing entries. Payroll is introduced. The current asset section of the balance sheet is studied in detail, including cash, investments, receivables and inventory methods. (3,0)

ACC 152 Accounting II 3 CR
A continuation of the introduction to fundamental accounting concepts and techniques. Topics include: plant assets, depreciation methods, current and long-term liabilities, partnership accounting, bonds and shareholders equity. The statement of changes in financial position is studied and financial analysis is introduced. The computer lab component utilizes LOTUS 1-2-3 software.
Prerequisite: ACC 151 (3,2)

ACC 251 Intermediate Accounting I 3 CR
A sound knowledge of fundamental accounting principles is essential to deal with the concepts presented in this course. The in-depth emphasis is on solving problems related to financial statements, cash, marketable securities, accounts receivable, current liabilities and inventories.
Prerequisite: ACC 152 (4,0)

ACC 252 Intermediate Accounting II 3 CR
An analysis of balance sheet accounts, which was started in ACC 251, is concluded with coverage of plant assets, long term investments and debt, and shareholder's equity. Special topics include: treasury stock, leases, pensions and income tax. The statement of changes in financial position is thoroughly examined, and financial statements are analyzed.
Prerequisite: ACC 251 (4,0)

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. The computer lab component utilizes LOTUS 1-2-3 software.
Prerequisite: ACC 152 with LOTUS (3,1.5)

ACC 256 Management Accounting II 3 CR
A continuation of Management Accounting I. Topics include: profit planning, standard costs, flexible budgets, control in decentralized operations, pricing of products and allocation of service department costs. The computer lab component utilizes LOTUS 1-2-3 software.
Prerequisite: ACC 255 (3,1.5)

ACC 264 ACCPAC Bedford Lab 2 CR
This course provides a practical, hands-on introduction to BEDFORD accounting software. Practice sets are used to demonstrate how to set up a company's books, enter historical information, process current transactions and produce financial statements.
Prerequisite: ACC 152 (0,2)

ACC 265 ACCPAC PLUS Lab 2 CR
This course provides a practical, hands-on introduction to ACCPAC PLUS accounting software. The General Ledger, Accounts Receivable and Accounts Payable modules are used. A practice set is employed to demonstrate how to set up a company's books, enter historical information, process current transactions and produce financial statements.
Prerequisite: ACC 152 (0,2)

ACC 354 Advanced Accounting 4 CR
Topics include intercorporate investments, segmented and interim reporting, foreign currency transactions, and other advanced topics. Theoretical and practical applications are covered for each topic.
Prerequisite: ACC 252 (4,0)

BOOK 161 Bookkeeping I
This is the first semester of a two-semester practical bookkeeping course. This course will introduce students to the double-entry bookkeeping system. Next, students will receive an overview of bookkeeping up to financial statements. Students will then study the following topics in depth: accounts receivable, accounts payable, subsidiary ledgers, synoptic journal, special journals, and reconciliation of bank accounts. Guest lecturers may be presented to speak on related topics. Students will complete two realistic practice sets during this course. (4,4)

BOOK 162 Production Keyboarding I
A basic beginner and/or refresher course in typing skills. Exercises include basic keyboarding, centering, tabulation, and simple business forms, as well as business and personal business letters, envelopes, formal manuscripts, title pages, and bibliographies. (0,3)

BOOK 163 Communications I
Good communications skills are essential for business success. This course will introduce students to all aspects of communicating - speaking, listening, reading, writing and non-verbal communications. (3,0)

BOOK 164 Computer Applications I
This extensive, hands-on course will familiarize the students with computer applications in the Windows environment. Students will also be introduced to the basics

of DOS. An integrated computerized accounting package is used. Students practice setting up a company's books, processing transactions, producing financial statements, and procedures for year-end. In addition, basic spreadsheet techniques are introduced using Lotus 1-2-3.
Corequisite: BOOK 161 (1,6)

BOOK 165 Business Mathematics
This course provides a review of basic arithmetic and algebraic concepts and the application of these concepts to everyday business activities. It also covers the use of the electronic calculator in carrying out bookkeeping and other daily office tasks and in solving business problems. (0,3)

BOOK 167 Human Relations
All jobs have a human relations responsibility. Accordingly, one must strive to develop interpersonal skills that will have a positive influence on relationships. This course will explore strategies and techniques to positively influence their interactions with clients, financial institutions and other personal and professional contacts. (2,0)

BOOK 171 Bookkeeping II
This is the second semester of a two semester practical bookkeeping course. Students will continue their study of bookkeeping, building on the skills they acquired in Bookkeeping I. The topics covered in this course include: merchandising businesses, returns and allowances, inventory and cost of goods sold, sales taxes and GST, and payroll. Guest lecturers may be presented to speak on related topics. Students will refine and practice their skills by working through a realistic, comprehensive, practice set during this course.
Prerequisite: BOOK 161 (4,4)

BOOK 172 Production Keyboarding II
This is a continuation of BOOK 162 Production Keyboarding I. Exercises include business and personal business letters, envelopes, formal manuscripts, title pages, and bibliographies.
Prerequisite: Successful completion of BOOK 162 with a B-grade or better. (0,3)

BOOK 173 Communications II
Good communications skills are essential for business success. This course will cover all aspects of communicating, speaking, listening, reading, writing and non-verbal communications. This course is a continuation of BOOK 163 and will concentrate on written documents in the world of work and oral presentations.
Prerequisite: BOOK 163 (3,0)

BOOK 174 Computer Applications II
This extensive, hands-on course is a continuation of Computer Applications I. A modularized computerized accounting package is used. The General Ledger and Financial Reporter, Accounts Receivable and Accounts Payable modules are covered. Students practice setting up a company's books, processing transactions, producing financial statements, and procedures for year-end. In addition, more advanced spreadsheet topics are covered using Lotus 1-2-3.
Prerequisites: BOOK 164 and BOOK 161 (1,6)

BOOK 176 Office Procedures
Office procedures is an introductory study of office technology and practical business routines including banking, meetings and conferences, postal services, reprographics, telephone and telecommunications, reference resources, travel arrangements, work management, and office ergonomics. It also provides filing basics to meet business entry-level requirements. (3,0)

B-070 Electronic Calculations
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.
Prerequisite: Math 155 (2)

C-074 Communications I
This course introduces the student to effective communication skills including listening, comprehending, and participating in oral communications; developing a comprehensive business vocabulary; reading rapidly and comprehending what is read; producing error-free communications by proofreading and editing; mastering the principles of grammar, punctuation, and style; learning the techniques for planning, organizing and writing forceful messages. (5)

C-075 Communications II
This is a continuation and expansion of C-074 Communications I. In addition, the student will develop oral business communications skills including formal speeches, informal talks, face-to-face conversation, telephone communication, non-verbal communication and introductions.
Prerequisite: C-074 (5)

CIS 152 Introductory Computing Systems 3 CR
Through extensive hands-on experience, the student acquires skills in applying generic MS-DOS microcomputer applications to common business problems. Supporting discussions include hardware and software, the design and development of computer information systems and the influences of the computer within society. (3,3)

CIS 153 Introduction to Structured Programming 3 CR
The development of structured solutions is emphasized. The tools of developing and expressing algorithms are utilized in developing programme solutions for general applications. The programming cycle is used in depth. The student uses BASIC for programme 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. Through-

out, 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 152 (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.
Prerequisites: Math 155 and CIS 152 (4,2)
Note: Prerequisite for 1995/96 may be - Math 11, MATH 155, CIS 152

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: programme 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 (3,3)

CIS 180 Computer 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 152 (3,0)

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 troubleshooting. Software package configuration and installation are included. The concept of computer support services within an organization is discussed.
Prerequisite: CIS 152 (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 CIS certificate components. (0,6)

CIS 251 Introduction to C 3 CR
The language C is currently the leading edge of microcomputer system development. The students utilize the language to develop solutions to technically oriented problems on a professional level microcomputer system.
Prerequisites: CIS 152 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 and 170 (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 171 and 260 (0,6)

CIS 265 Local Area Networks 3 CR
This course provides the learner with the knowledge and skills to effectively administer a network. Theoretical background on hardware, software, and installation will be provided as well as extensive hands-on experience using Novell Netware or similar industry standard software.
Prerequisite: CIS 181 (3,3)

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 171 and 260 (3,3)

D-070 Machine Transcription
This course integrates realistic transcription tasks with carefully planned grammar and usage drills and provides practice time to ensure that students develop the level of performance that is demanded in today's business environment.
Prerequisite: T-074 (2)

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 market system's inner workings, characterized by supply and demand. Various market structures such as perfect competition and monopolies will be studied. Time will be spent looking at ways in which the market system "fails", leading to discussions about government's role, in certain circumstances, as possible replacement for the market system. By the end of this course the student should have the ability to analyze the impact of events of the price and production of goods and services.(3,0)

ECON 202 Principles of Economics- Macroeconomics 3 CR
Beginning with the techniques for measuring important variables such as 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 control of the money supply to achieve economic goals will be discussed. By the end of the course the student should have the ability to analyze the macroeconomic impact of most events influencing the 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)

ENGL 190 Business 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. In addition students will make several prepared as well as impromptu oral presentations to develop speaking skills through practice.
Prerequisite : ENGL 155 (2,2)

ENGL 191 Business 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. In addition students will make several prepared as well as impromptu oral presentations to develop speaking skills through practice.
Prerequisite : ENGL 190 (2,2)

FIN 257 Finance I 3 CR
This course provides an introduction to the role of financial management and the environment in which it operates. Topics include corporate and personal taxation, short and long-term financial assets, securities markets, financial mathematics, financial statement analysis, and financial forecasting and planning. The computer lab component will utilize Lotus 1-2-3 software.
Prerequisite: ACC 152 (3,1.5)

FIN 258 Finance II 3 CR
This course continues the introduction to financial management which was presented in Finance I. Major topics covered include working capital management, determinants of interest rates and foreign exchange rates, capital budgeting, risk, security valuation, and the cost of capital. The computer lab component will utilize Lotus 1-2-3 software.
Prerequisite: FIN 257 (3,1.5)

H-070 Human Relations
All jobs have a human relations responsibility. Accordingly, one must strive to develop interpersonal skills that will have a positive influence on relationships. This course will explore strategies and techniques to positively influence an employee's performance in an office position. (2)

L-070 Introduction to Legal Office Procedures
Introduction to Legal Office Procedures will provide the student with a basic background to Canadian law, introduce the student to the Canadian and British Columbia Court System, and present the student with the necessary information to enable her/him to prepare general legal documents. 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. (2)

L-076 Legal Office Procedures II
This course consists of the following modules: Litigation, Conveyancing, Family Law, Corporate, and Wills and Estates. The student will learn to use current precedents and follow proper procedures to prepare documents as well as learn the legal theory in all subject areas.
Prerequisite: L-070 and T-074 (10,4)

LAW 294 Business Law 3 CR
This course introduces students to fundamental legal concepts, principles, and issues that are relevant to Canadian business. It also promotes an understanding of how these legal concepts and issues are applied to specific problems in business. Topics include: an introduction to the Canadian legal system, the law of torts, and the law of contract. An in-depth investigation is then made in specific areas of contract and business law, including: sale of goods contracts, employment contracts, the law of agency, corporations, secured transactions, the law of real property and mortgages, and negotiable instruments. (4,0)

MATH 157 Business Statistics 3 CR
This course introduces the student to basic statistical methods for analyzing both quantitative and qualitative information, including graphic methods, sampling, descriptive statistics and differential statistics. The relationship of statistics to research methods is discussed, applications to business decisions is stressed.
Prerequisite: Math 155 (3,0)
Note: Prerequisites for 1995/96 may be - Math 11 or 045 and Math 155

MGT 151 Management I 3 CR
An introduction to the principle 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 154 Applied Human Relations 3 CR
This course focuses on the personal management and interpersonal communication skills that contribute to success in the business world. Areas covered include: personal management, interpersonal communication and career development skills. Classroom participation and discussion are a necessary part of this course. **MGT 154 is a prerequisite for participation in Co-op.** (2,2)

MGT 160 International Business 3 CR
Learners will investigate the importance of international business and international trade to Canada and the local region. They will study importing and exporting from the perspective of a small or medium size business in central British Columbia. By the end of the course, students should be able to constructively discuss an international business proposal in terms of its commercial merit and practicality as a way of promoting economic growth and job opportunities. (3,0)

MGT 254 Applied Group & Leadership Skills 3 CR
Teamwork is a vital part of organizational life. Participating effectively in teams requires the ability to use leadership skills when appropriate. Areas covered include: group dynamics, communication in groups, conflict management and problem solving. Classroom participation and discussion are a necessary part of this course.
Prerequisite: MGT 154 or AIS 151 (3,2)

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 in the course. (2,2)

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. (2,2)

MGT 261 Human Relations in Business 3 CR
This course is designed to develop an awareness of the importance of human relations skills in the organization. Topics covered include: managerial assumptions about human behaviour, personality, occupational maladjustment (stress, job burnout), perception, motivation, communication skills, leadership, effective management, interviewing, performance appraisals, conflict and problem solving, time management, and decision making. Human relations skills will be examined through lectures, discussion and laboratory assignments. (3,0)

MGT 262 Organizational Behaviour 4 CR
Information extracted from various areas of psychology (social, industrial/organizational) and management will be utilized to study the nature of work, people and organizations. Topics include: leadership motivation, group dynamics, communication, Japanese management, job design, organizational design, culture and climate, organizational change, power, stress and time management, and human resource management/development issues. Organizational behaviour will be examined through lecture, discussion and practical applications of learned materials. (4,0)

MGT 263 Personnel 3 CR
An introduction to personnel management including organization of the personnel functions: recruitment and selection, interviewing and counselling, job descriptions and evaluation, compensation and salary administration, management development and performance appraisal, training and manpower planning, safety and occupational health. The course places particular emphasis on the practical application of personnel policies and procedures, on personnel's relationship to management and management's responsibilities to employees. (3,0)

MGT 264 Industrial Relations 3 CR
An introduction to the fundamental issues of labour/management relations in Canada. Topics include the roles assumed by labour unions, management and government bodies, the processes involved in collective bargaining such as negotiation, mediation, conciliation, grievance and arbitration, contract interpretation and administration as well as discipline procedures. (3,0)

MGT 266 Management Skills for Supervisors 3 CR
Students can only receive credit for this course through successful completion of the three modules of the certified Management Skills for Supervisors Programme. The College offers this programme through the Enterprise Development Centre and the Regional Campuses.

MKT 152 Principles of Marketing 3 CR
This course is an introduction to marketing activities in modern business firms. The major topics covered are target markets and segmentation, consumer behaviour, research and information systems, and the marketing mix. Throughout the course, emphasis is on the application of concepts and perspectives to current business problems and opportunities, through case studies and projects. (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 (3,2)

MKT 266 Promotion 3 CR
This course focuses on planning a media campaign. The four elements of promotion (personal selling, advertising, publicity, and sales promotions) will be examined separately, and in relation to each other, from the marketing manager's point of view. Special attention will be given to newer forms of promotion, such as special events and telemarketing.
Prerequisite: MKT152 (3,0)

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 (3,0)

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 (3,2)

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 (3,0)

MKT 281 Personal Selling 3 CR
An introduction to personal selling. A practical course emphasizing role playing, case studies and write-ups as a means to developing selling skills. Subject areas will include communications principles, buyer behaviour, prospecting potential customers, sales presentations, overcoming objections and closing the sale.
Prerequisite: MKT 152 (3,0)

P-072 Office Procedures
This course introduces the student to a variety of office procedures including basic file management, banking and financial management, data processing, meetings and conferences, postal services, reprographics, telephone and telecommunications, and travel arrangements. (3)

T-074 Production Keyboarding I
A basic beginner and/or refresher course in typing skills. Exercises include basic keyboarding, centering, tabulation, and simple business forms, business and personal business letters, envelopes, formal reports, title pages, and bibliographies. The objective of the speed and accuracy development portion of this course is to give the student competency on the typewriter/microcomputer keyboard and to build typing speed with a higher level of accuracy. (10)

T-075 Production Keyboarding II
This is an advanced typing and secretarial procedures course including exercises in advanced applications in business letters, ruled and boxed tables, tables with braced headings, financial statements, reports, agendas, etc. The secretarial procedures component polishes secretarial skills and provides realistic simulated office experiences. Skills developed will include editing, proofreading, composition, computational skills, etc.
Prerequisites: T-074 and P-072 (10)

TAX 361 Taxation I 3 CR
This course focuses on the calculation of net income for tax purposes. Topics include the taxation of employment income, business income, capital gains income and other sources of income. This course reviews the calculation of taxable income and taxes payable for individuals.
Prerequisite: ACC 252 (3,0)

TAX 362 Taxation II 3 CR
This course focuses on the calculation of taxable income and taxes payable for corporations, taxation aspects of corporate re-organizations, taxation of partnerships, taxation of trusts and income tax compliance issues.
Prerequisite: TAX 361 (3,0)

V-075 Employment Placement
Employment placement is a bridge for the student between the academic present and the professional future. It is a three-way partnership between the college, the student, and the host employer. All parties in the relationship assume definite responsibilities, perform specific functions, and derive benefits as a result of their involvement.
Prerequisite: A grade average of at least a B- in Office Administration programmes. (3,0)

W-070 Word Processing
In this hands-on course, students will learn to operate a word processing programme. Topics covered will include entering text, editing text, formatting, printing, merge printing, and other special features. (5)

W-073 Microcomputer Applications
This course provides working-level computer literacy through extensive hands-on experience with micro-computer applications, as well as in-class discussions of typical uses. The experience provides the confidence to make a comfortable adjustment to whatever computer tools are available in the workplace. (4)

BUSINESS ADMINISTRATION TRANSFER GUIDE

Students are responsible for verification of course equivalency with the accounting bodies. Minimum Grade required is B- for all courses.

SOCIETY OF MANAGEMENT ACCOUNTANTS OF B.C.

(CMA)

Accounting Technologist and Pre Professional Programme	CNC Course Requirements
(FA1) Financial Accounting 1	ACC 151/152 or COM 204
(CL1) Commercial Law	LAW 294
(OB1) Organizational Behaviour	COM 222 or MGT 262 or MGT 254
(EC1) Economics	ECON 201/202 or ECON 152/251
(FA2) Financial Accounting II	ACC 251/252
(MA1) Management Accounting I	ACC 255/ACC 256/ENGL 191 or COM 212/ENGL 191
(TX1) Taxation	TAX 361/362
(QM1) Quantitative Methods	MATH 157
(FA3) Financial Accounting III	ACC 251/252
(MA2) Management Accounting II	ACC 255/ACC 256/ENGL 191
(PS1) Public Sector Financial Management	
(FM1) Financial Management	FIN 257/258
(AS1) Accounting Information Systems	CIS 160
(IA1) Internal Control + Audit	
(MA3) Advanced Management Accounting	
(FA4) Advanced Financial Accounting	ACC 354

CERTIFIED GENERAL ACCOUNTANTS OF B.C.

(CGA)

Programme 90	CNC Course Requirements
(FA1) Financial Accounting I	ACC 151/152 or COM 204
(EC1) ECON 1	ECON 201/202 or ECON 152/251
(LW1) Law 1	LAW 294
(FA2) Financial Accounting II	ACC 251/252
(QMZ) Quantitative Methods 2	COM 209/210
(MA1) Managerial Accounting I	ACC 255/256 or COM 212
(FA3) Financial Accounting III	ACC 251/252
(FN1) Finance I	FIN 257/258
Public Speaking	ENGL 190/191
Business Writing	ENGL 190/191

INSTITUTE OF CHARTERED ACCOUNTANTS OF B.C. (ICABC)

(CA)

ICABC Programme	CNC Course Requirements
Introductory Financial Accounting	ACC 151/152 or COM 204
Intermediate Financial Accounting	ACC 251/252
Advanced Financial Accounting	ACC 354
Introductory Management Accounting	ACC 255 OR COM 212
Cost Accounting	ACC 256
Finance	FIN 257/258
Computers	CIS 150 & 151 or CIS 152
Management Information Systems	CIS 160
Commercial Law	LAW 294
Mathematics	MATH 101/102
Probability / Statistics	MATH 157 or COM 209/210
Economics	ECON 201/202 or ECON 152/251
Organizational Behaviour	COM 222 or MGT 254 or MGT 262
Introductory Tax	TAX 361/362

PROFESSIONAL INSTITUTES

Transfer credit has been established previously with the following institutions:

- Canadian Institute of Traffic and Transportation
- Institute of Canadian Bankers
- Purchasing Management Association of Canada
- Real Estate Institute of Canada

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

COLLEGE FOUNDATION PROGRAMMES

Divisional Contact:

Marcia Timbres
Chair, College Foundations Division
Telephone: (604) 561-5826

- Adult Basic Education (ABE)
- English as a Second Language (ESL)
- General Education Development (GED)
- Volunteer Adult Literacy Tutoring (VALT)
- Early Childhood Education (ECE)
- Adult Special Education Programs:
  -TARGET
  -Job Education and Training

College of New Caledonia
3330 - 22nd Avenue
Prince George, B. C.
V2N 1P8

Tel: (604) 562-2131

The College Foundation programmes are designed for people seeking to acquire basic language and literacy skills, to complete a secondary school education equivalent, 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.

All components of College Foundation 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.

Student Success 800

This credit course is strongly recommended for all students who wish to improve their learning skills. It is appropriate for those students who feel they need help as well as those who are already successful but who wish to be more so. Students who have been away from "formal" learning for any length of time will find it of great value.

Student Success 800 **2 CR**
This course teaches the skills and attitudes required to be successful as a student. It gives the newest and most efficient techniques for dealing with time, memory, reading, notetaking and tests. It will also deal with a variety of topics such as creativity, relationships, health, resources and career planning. It shows you how to organize yourself and attain maximum success in your school, business and social life.
Corequisite: It is recommended that students be enrolled in at least one other academic course.

ADULT BASIC EDUCATION (ABE) CERTIFICATION

The following CNC courses may be used to satisfy the requirements of the three ABE Certificate levels, and the Provincial Diploma level.

ABE Fundamental Certificate - Two courses required.

English:	English 020
Math:	Math 020

ABE Intermediate Certificate - Four courses required

English:	English 030
Math:	Math 030 or 035
Science:	Science 030 or 035
Socials:	Canadian Studies 030

ABE Advanced Certificate - Four courses required

English:	English 045
Math:	Math 044 or Math 045
Science:	Bio 045 or Chem 045 or Phys 045
Option:	One additional course from List 1

LIST 1: Advanced Level Options. ***Option must not be the same as the one to satisfy the Advanced Level Science, English or Math requirement.***

Chem 045
Bio 045
Phys 045
Canadian Studies 045
Computer Studies 045
Option also includes a language, science, social science or computerized science at the advanced level or higher.

Minimum of 2 of the above courses must be taken through CNC's ABE department in order to obtain the above certificates. Articulated ABE courses taken at other post-secondary institutions may also be used towards these certificates, as well as provincially authorized secondary school courses.

ABE Provincial Diploma - Four courses at the provincial level, plus a prerequisite mathematics or accounting at the advanced level.**

English:	English 050 (English with a literature component or equivalent***)
Option:	Three optional courses must be taken from Lists 2 or 3.

**Includes Math 044, Math 045, Math 11, Intro. to Math 11, Accounting 11

***Equivalent courses include provincial level courses articulated at other B.C. colleges and institutes or English 12 within the past ten years.

LIST 2: A minimum of one and a maximum of three courses must be taken from the following:
Bio 050
Chem 050
Math 050
Any other Science, Language, Math, Social Science, Computer Science or Humanities course which is articulated at the provincial level.
All University Transfer courses (limit of 1).

LIST 3: A maximum of two courses may be selected from this list.
All 100 level Business Administration courses. Successful completion of a certificate in Office Administration will be counted as two courses.
Trades training at the specialty level.
Other post secondary courses as approved by department.

Note: Students intending to use the Provincial Diploma for University Entrance, please check the latest university bulletins regarding the selections of provincial level options and for policy statements about the use of U.T. courses for this purpose.

A minimum of 2 of the four courses required must be taken at CNC. At least 1 must be taken through the CNC ABE department.

A course can only be used for one certificate. You may use a higher level course in place of a lower level course for a lower level certificate.

The following is a list of secondary school courses, and their corresponding CNC ABE course. A high school course may be used in place of its corresponding ABE course for a certificate or diploma. If a high school course is being used to obtain a certificate or diploma, the course must have been taken within the past 10 years.

SECONDARY SCHOOL COURSE	ABE COURSE
English 10	English 030
Math 10	Math 030 or 035
Science 10	Science 030 or 035
Social Studies 10	Canadian Studies 030
English 11	English 045
Intro. Algebra 11/Intro. Math 11	Math 044
Math 11	Math 045
Chemistry 11	Chem 045
Biology 11	Biology 045
Physics 11	Physics 045
Physics 12	Physics 050
Social Studies 11/History 11/Law 11	Canadian Studies 045
Computer Studies 11	Computer Studies 045
English 12/Literature 12	English 050
Biology 12	Biology 050
Chemistry 12	Chemistry 050
Math 12	Math 050

Programme Length

The programme is based on competence in specific skills. Generally, courses run four to four and one half months in length. For start dates contact the Counselling and Academic Advising Centre or Admissions Office.

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 Divisional Chair.
Note: For intake information for regional campuses please contact your regional office.

Application Procedure

Application forms are available at the Office of Admissions and Registration and may be submitted at any time. Admission to day programmes occurs in September and January. Intakes may occur in selected Fundamental or Intermediate level courses in November and March. Evening ABE courses typically begin in September and January.

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 Policy

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

ABE - FUNDAMENTAL

English 010 Basic Literacy
This course covers language skills, spelling, vocabulary and reading development up to the Grade 6 level. This is not a course for English as a Second Language students unless they are referred by an English as a Second Language Instructor. At CNC locations where an appropriate ESL course is not available clients may be considered for ABE courses on an individual basis.
Prerequisite: As evaluated by a placement test or instructor's recommendation.

English 020 Basic Preparatory English
A course in English including fundamental skills in reading, writing and grammar. This is not a course for English as a Second Language students unless they are referred by an English as a Second Language Instructor. At CNC locations where an appropriate ESL course is not available clients may be considered for ABE courses on an individual basis.
Prerequisite: English 010 or as evaluated by a placement test.

Math 010 Whole Number Arithmetic
This course is an introduction to basic arithmetic, including addition, subtraction, multiplication, and division of whole numbers.
Prerequisite: Adequate reading and comprehension level for text required, as evaluated by placement test and instructor interview, with final determination by ABE department.

Math 015 Fundamental Mathematics
This is a course designed for the learner who has some understanding of whole numbers and who wants to expand his or her knowledge of whole numbers, fractions, decimals, estimation and problem solving.
Prerequisite: Math 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 015 or as evaluated by a placement test.

ABE - INTERMEDIATE

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 multiculturalism 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.
Prerequisite: English 020 or as evaluated by a placement test.

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, Chemistry 045 or Physics 045.
Prerequisites: English 020 and Math 020, or as evaluated by the ABE placement test.
Corequisite: Math 030 or 035

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 Biology 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 fulfills the prerequisite requirements for Biology 045 and Chemistry 045; however, it is not valid as a prerequisite for Physics 045.
Prerequisites: ABE English 020 and Math 020 or as evaluated by the ABE placement test.
Prerequisite or Corequisite: Math 030.

Science 030 (Physical Stream)
This course is an introductory study of the interaction of matter and energy to cause change. This course consists of selected topics in introductory Chemistry and Physics. 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.
Prerequisites: English 020 and Math 020, or as evaluated by a placement test.
Prerequisite or Corequisite: Math 030

ABE - ADVANCED

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), 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.

Canadian Studies 045
This course looks at Canada's role in contemporary society and examines a number of global issues such as population, food supplies, urbanization and environmental damage and their effect on Canada.
Prerequisite: English 030 or as evaluated by a 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 solutions. (Introductory organic chemistry is available as an option). Lab work is an integral part of this course.
Prerequisites: Math 030; Science 030 (Physical Stream or Biological Stream) or Science 10 in the last three years; or as evaluated by a placement test.
Corequisite: Math 044 or Math 045

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.
Prerequisites: At the 045 entry reading level and as evaluated by a placement test and Math 020.

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 media literacy.
Prerequisite: ENGL 030 or as determined by a placement test.

Math 044 Advanced 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, Math 044, 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, heat, and electricity.
Prerequisite: Math 030 or Math 10 or as evaluated by a placement test.
Prerequisite or Corequisite: Math 045 or Math 11.

ABE - PROVINCIAL

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.
Prerequisites: BIO 045 or BIO 11 or by permission of the instructor, and MATH 030 or MATH 10 and as evaluated by an ABE placement test.

Chemistry 050 Provincial Preparatory Chemistry
This course covers such topics as: gas laws, water, liquids and solids, energy and relationships and change of state; solutions and colloids, acids, bases and salts, oxidation-reduction reactions and electrochemistry; reaction rates and chemical equilibria; and organic chemistry, plus a research paper or study on nuclear chemistry. Lab work is an integral part of this course.
Prerequisites: CHEM 045 **or** CHEM 11, Math 044 **or** 045.
Note: Placement test will be required if more than one year out of CHEM 11 and/or less than a grade of B attained in CHEM 11.

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.

Physics 050 Provincial Preparatory Physics

Provincial Preparatory Physics introduces students to the physical laws governing motion in two dimensions, electrical field, electromagnetism, vibrations and waves, and optics. Problem solving, critical thinking and experimentation are important components of the course.

Prerequisites: Phys 045 or Physics 11, C or better, Math 045 or Math 11, C or better or as evaluated by the ABE placement test.

ADULT SPECIAL EDUCATION

The Adult Special Education department at the Prince George campus offers two programmes, Job Education and Training (JET) and Techniques for Access, Reaching Goals and Employment Training (TARGET) which are designed to assist individuals with developmental disabilities.

Both programmes offer maximum flexibility to their students. These programmes are individualized to assist students in achieving specific personal and/or employment goals. Programme duration will vary depending on the goals identified, and on the scheduling which may be either full-time or part-time.

The Regional Campuses also offer special education programmes. Information on regional programmes may be obtained by contacting the Regional Campus directly.

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

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 seat availability. **Anyone seeking entry into these programmes is encouraged to contact the TARGET or JET instructors to obtain specific information suited to their requirements.**

Job Education and Training

Job Education and Training (JET) is offered to adult learners who wish to pursue entry level positions in today's competitive job market. The programme is offered in a series of courses.

JET 151	Job Orientation
JET 152	Assertiveness and Interpersonal Skills
JET 153	Interview Skills
JET 154	The Job Search
JET 155	Job Maintenance Skills

Students may apply for all courses, or select only those which pertain to their personal goals. With student input, JET arranges job training with local employers in order for the student to acquire skills and experience.

TARGET

The TARGET Programme teaches students skills which will help them succeed in future supported employment situations. The programme combines classroom instruction with student work experience placements.

Basic Employment Skills Training

- Conflict Resolution
- General Work Skills
- Safety in the Workplace
- Work Terms
- Work Attitudes
- Work Expectations
- Work Relationships

Communications and Interpersonal Relations

- Conversation Skills
- Assertiveness
- Community Interactions
- Problem Solving
- Relationships

Work Interests

- Collecting of information, from a variety of resources (Student, Parent(s), Community Support Staff, Assessment Material(s), Career Exploration Activities) to ascertain each individual's potential work interests.

Success Strategies

- Critical Thinking
- Goal Setting
- Personal Maintenance
- Resumes/Interviews
- Rights/Responsibilities
- Time Management
- Values & Self-esteem

Work Experience Placements

Students may participate in part-time Work Experience Placements during designated programme segments. Work Experience Placements will give the students opportunities to apply skills learned in the classroom, to employment settings. Students will also have the opportunity to learn specific work skills. Both direct and indirect support will be provided to the students while they are in placement.

ENGLISH AS A SECOND LANGUAGE

Admission Requirements

Applicants must be at least 18 years of age, and may be asked to have an interview with an instructor.

Application Procedure

Application forms are available at the Office of Admissions and Registration and may be submitted at any time. 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 based on demand. They are designed to assist new Canadians who have difficulty reading, writing, or speaking English.

ENGL 011
This is a full-time six month course (25 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.

ENGL 012
This full time course improves the speaking, reading, and writing skills of those who already have a basic knowledge of English or who have taken the English 011 course.
Prerequisite: Basic speaking, writing, reading skills and listening skills

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 mathematical skills. **As this certificate may not 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 19 years of age at the time of application; and
2. Be a British Columbia resident for at least six months immediately prior to the application date; and
3. Be out of school for at least one full academic year.

Application Procedure

Application forms are available at the Office of Admissions and Registration and may be submitted at any time.

GED Preparation Course

This seven week preparatory course is designed to prepare adults to pass the GED successfully. It emphasizes Mathematics and English. 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.***

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.

VOLUNTEER ADULT LITERACY TUTORING (VALT)

(Prince George, Quesnel, Burns Lake, Mackenzie)

This programme accepts students who are non-readers as well as those who wish to improve their basic literacy skills. Students receive free private one-to-one instruction, from a trained 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 literacy skills. Other requirements may apply. Students can be accepted any time between September and May. Contact the VALT office at 561-5835, or a Regional Centre office for further information.

EARLY CHILDHOOD EDUCATION

This programme provides the training required for working with young children in a variety of early childhood education settings. 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. Graduates must be at least 19 years of age to apply for registration.

Career Opportunities

Graduates find employment in a variety of early childhood settings: day care centres, nursery schools, parent co-operative preschools, childminding centres, centres for children with physical and mental challenges, social service agencies, libraries and hospital playrooms. Some graduates are owners of their own day care centres, nursery schools and childminding centres.

Admission Requirements

1. Successful completion of Grade 12 (with English 12) with a minimum 'C' grade or ABE Advanced Certificate plus English 050 with a minimum 'C' grade or GED Certificate.
2. a) Preference will be given to applicants who have successfully completed 30 hours paid or volunteer experience in an early childhood setting (e.g. group day care centre, nursery school; family day care centre). A form signed by the programme supervisor will outline hours of work and attest to the applicant's ability as demonstrated during this experience. The signed form will accompany the completed application.
   b) A second letter of reference from an employer, educator or other professional commenting on the applicant's personal suitability for working in the field of early childhood education must accompany the completed application.
3. 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.
4. Attendance at a Spring orientation session.
5. A written statement describing career goals, special interests and reasons for seeking entrance to the programme (at least 300 words in length) must accompany the completed application.
6. Documents certifying current immunization, TB screening, dental and health examination. The documentation to be on official College forms (supplied with acceptance) and to be submitted prior to commencement of the programme.
7. A criminal record check must be completed before a student enters practicum.

Application Procedure

Application forms are available at the Office of Admissions and Registration and may be submitted after September 15 for the following year. Applicants are advised to submit their application early in the academic year. Applications should be completed by April 30 to be eligible for the first selection process. Acceptance into the programme commences mid-May for the intake in September. Only completed applications will be considered in a selection process.

Programme Outline: Early Childhood Education

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 I
ENGL 155	Developmental English (*)

Note: Students MUST receive an exempt or satisfactory standing in ENGL 155 prior to continuing with the second term

Semester II	**January to May**
ECE 153	The Child in Society
ECE 155	Theories and Practices of ECE
ECE 166	Programme Development
ECE 172	Health, Safety and Nutrition in ECE
ECE 174	Interacting with Families
ECE 177	Human Relations in Early Childhood Settings
ECE 199	Practicum II

Programme Outline: Post Basic

This programme provides graduates of the Basic ECE programme with the post basic training necessary to qualify as "under three supervisors".

ECE 251	Infant Growth and Development
ECE 252	Administration of ECE Programmes
ECE 255	Care and Guidance of Infants and Toddlers
ECE 272	Health, Safety and Nutrition
ECE 274	Interacting with Families
ECE 290	Practicum I
ECE 291	Practicum 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 through the pre-school years 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 early childhood educator as an advocate for children is emphasized.

ECE 154 Theories and Practices of ECE
and 155
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 Programme Development
and 166
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 Early Childhood Education
In addition to the study of health, safety and nutrition of young children, the ECE student is expected to take a certified first aid training course.

ECE 174 Interacting with Families
A study of effective parent-teacher and home-classroom communication and co-operation.
Prerequisite: ECE 170

ECE 176 Human Relations in Early
and 177 Childhood Settings
A course to assist the student to explore his or her own values, goals and skills and to help improve communication and problem solving skills.

ECE 190 Practicum I and II
and 199
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 maintain a GPA of 2.0 in order to proceed to Level III practicum. ECE 199 is divided into Levels III and IV. Level IV includes six weeks of full-time work experience which can be only undertaken after all other course work has been completed.

Post-Basic Course Descriptions

ECE 251 Infant Growth and Development
A study of contemporary theories in growth and development of the child from conception to 36 months.

ECE 252 Administration of ECE Programmes
A study of basic administrative skills including the management of personnel, centre administration and finances.

ECE 255 Care and Guidance of Infants and Toddlers
In this course the student will develop programme planning and implementation skills for application in the infant or toddler group care setting.

ECE 272 Health, Safety and Nutrition
The students will learn to establish healthy, safe environments for young children.

ECE 274 Interacting with Families
The student will learn to coordinate home and programme goals for typical and atypical infants, and infants in child care settings.

ECE 290 Practicum
and 291
The student will demonstrate skills in observation and the presentation of age-appropriate activities for children in an infant centre and in a toddler centre.

HEALTH SCIENCE PROGRAMMES

Divisional Contact:

Melba Holm
Chair, Division of Health Sciences
Telephone: (604) 561-5841

- Dental Assisting
- Dental Hygiene
- Home Support/Resident Care Attendant
- Nursing

College of New Caledonia
3330 - 22nd Avenue
Prince George, B. C.
V2N 1P8

Tel: (604) 562-2131

Dental Studies Advanced Standing

The Dental Studies Department of the College of New Caledonia believes in providing credit for previous education that directly relates to either the Dental Hygiene or Dental Assisting programme.

Students will have the opportunity to demonstrate that they have previously met the goals and objectives of a particular course.

The student must approach the Curriculum Co-ordinator or Division Chair with the request to have his/her credentials evaluated as they relate to a course. The Curriculum Co-ordinator (or Division Chair) in consultation with the instructor responsible for the course will evaluate the student's credentials.

Challenges for ALL courses must be submitted within 3 weeks of the first day of classes. The student should attend all classes until it is determined if credit is granted. Students will be advised of the advanced standing process in their programme acceptance letters.

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 experience in a dental office.

The programme is accredited by the Commission on Dental Accreditation of Canada, hence the graduates are eligible for registration with the College of Dental Surgeons of British Columbia.

Career Opportunities

The person with ability to accept direction and supervision from others, with a sincere interest in people and with the ability to work well with others can find great satisfaction as a Dental Assistant.

The Certified Dental Assistant works under the supervision of a dentist and may perform all of the duties of the chairside assistant as well as several additional duties which he/she must be licensed to perform.

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 Certificate with Biology 12 or BIO 050.

2. Biology 12 or BIO 050 with a grade of 'C' or better required.

3. Documents certifying current immunization, TB screening, dental and health examinations and Hepatitis B vaccination. (The Hepatitis B vaccine will be supplied at no cost to the student. A minimal administration fee will be charged and immunization scheduled on entry.) Documentation needs to be on official College forms (supplied with acceptance) and submitted prior to commencement of the programme.

4. Some experience, volunteer or paid, in a dental office/ clinic is very 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 to DENO 150, the Introduction to Dental Assisting is offered by the Open Learning Agency (OLA) (1-800-663-9711).

**Note: In addition to disbursements for tuition, textbooks, and uniforms, students will be expected to purchase 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.*

Selection Criteria

1. The letter grade for English 12 or English 045 will contribute its actual points to the selection process - e.g. an "A" = 4.0, "B+" = 3.33, etc.
2. The letter grade for Biology 12 or Biology 050 will contribute its actual points to the selection process - e.g. an "A" = 4.0, "B+" = 3.33, etc.
3. Geographic Location
   a) North of 100 Mile House contributes 2 points to the selection process.
   b) Outside of the Fraser Valley including North Island contributes 1 point to the selection process.
   c) Fraser Valley, Greater Vancouver and Lower Vancouver Island contributes 0 points to the selection process.
4. Persistent interest in the programme as a result of continuing completed applications contributes 1 point to the selection process.
5. Relevant experience such as volunteer work, completion of Deno 150, chairside experience, Introduction to Dental Assisting offered by OLA or completion of Dental Receptionist programme contributes 1 point to the selection process.

   Maximum Points Available = 12

Application Procedure

Application forms are available from the Office of Admissions and Registration and may be submitted after September 15 for the following year. Applicants are advised to submit their applications as early as possible in the academic year. Acceptance into the programme commences May 1st for the intake in September. (Applications must be completed before April 30 to be considered in the selection process).

Programme Outline: Dental Assisting

Subjects covered include:
Head and Neck Anatomy
Oral Anatomy
Oral Microbiology
Communications
Histology
Preventive Dentistry
Restorative Dentistry
Radiology
Dental Materials
Dental Photography
Periodontics
Oral Pathology
Oral Surgery
Removable Prosthetics
Fixed Prosthetics
Orthodontics
Diet and Nutrition
Ethics and Jurisprudence
Pain and Anxiety Control
Office Practice Management
Endodontics

NOTICE: Effective September 1995, the Dental Assisting Programme will be reorganized into specific courses. This is an organizational change and does not imply any major curriculum changes. The overall programme content will remain the same. Courses will be separate entities and students must satisfactorily complete each course in order to successfully complete the programme. Some courses have already been identified and implemented (e.g. dental radiology, dental health education, communications, and dental biomaterials).

DENTAL HYGIENE

The two year Dental Hygiene Diploma programme provides education 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 CNC (see Dental Assisting) Dental Clinic under the supervision of faculty. All programme requirements must be completed within five years of initial enrollment.

Career Opportunities

The dental hygienist has many employment settings from which to choose. The services of the dental hygienist are utilized in general and specialty practices, in the armed forces, in programmes of public health, school health, industrial health and teaching. The scope of dental hygiene practice is expanding with increased opportunities for employment in non-traditional settings. Dental Hygiene is a young and viable profession and the dental hygienist is one of the key members of the modern oral health team.

Admission Requirements

1. First year University level: Package 2E
   Biology
   Chemistry
   English
   Psychology
   Math (or another option)
2. Documents certifying current immunization, TB screening, dental and health examinations and Hepatitis B vaccination. (The Hepatitis B vaccine will be supplied at no cost to the student. A minimal administration fee will be charged and immunization scheduled on entry.) The documentation to be on official College forms (supplied with acceptance) and to be submitted prior to commencement of the programme.
3. 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). As an alternative to DENO 150, applicants may consider taking the Introduction to Dental Assisting Programme offered by the Open Learning Agency (1-800-663-9711).

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 an overall 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 in the course 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.

Selection Criteria

1. Overall Grade Point Average in prescribed First Year University Transfer Package 2E (Math is elective) contributes its actual points - e.g., a GPA of 3.2 will contribute 3.2 points to the selection process.
2. Geographic Location
   a) North of 100 Mile House contributes 2 points to the selection process.
   b) Outside of the Fraser Valley including North Island contributes 1 point to the selection process.
   c) Fraser Valley, Greater Vancouver and Lower Vancouver Island contributes 0 points to the selection process.
3. Relevant work or Educational experience including completion of the Dental Receptionist programme, a certified Dental Assistant designation, completion of Deno 150 or Completion of Introduction to Dental Assisting offered by OLA contributes 2 points to the selection process.
   Volunteer experience only contributes 1 point to the selection process.
4. Persistent interest in the programme as a result of continuing completed applications contributes 1 point to the selection process.

   Maximum Points Available = 9

Application Procedure

Application forms are available from the Office of Admissions and Registration and may be submitted after September 15 for admission in the following year. Applicants are advised to submit their application early in the academic year. Acceptance into the programme commences mid-June for the intake in September. Official transcripts with final grades must be submitted before May 31. Only completed applications will be considered in the selection process.

Acceptance into the programme commences mid-June. The programme starts in September.

Programme Outline: Dental Hygiene

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	144-3	Radiology I
DHYG	145-2	Dental Health Education I
DHYG	149-3	Dental Biomaterials
Trimester III		**March to June**
BIO	150-3	Microbiology
DHYG	150-3	Dental Hygiene III
DHYG	151-3	Dental Hygiene Clinic 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	230-3	Dental Hygiene IV
DHYG	231-4	Dental Hygiene Clinic IV
DHYG	234-1	Radiology II
DHYG	235-3	Community Dental Health I
DHYG	237-3	Pharmacology
DHYG	238-3	Nutrition
DHYG	242-2	Periodontics II
Trimester V		**December to March**
DHYG	233-2	Oral Pathology
DHYG	240-3	Dental Hygiene V
DHYG	241-4	Dental Hygiene Clinic V
DHYG	245-2	Community Dental Health II
DHYG	259-3	Professional Issues
Trimester VI		**March to June**
DHYG	250-3	Dental Hygiene VI
DHYG	251-5	Dental Hygiene Clinic VI
DHYG	255-2	Community Dental Health III
DHYG	256-2	Office Practice
DHYG	249-2	Health Promotions

HOME SUPPORT/RESIDENT CARE ATTENDANT PROGRAMME

This twenty-nine week certificate programme is spread over a thirty-five week instructional period. It provides training in home management skills and the personal care of individuals located in the community plus in extended and intermediate care facilities.

The programme incorporates theory, lab, and clinical experiences related to health, healing, human relations, home management and work role. There is emphasis on the development of skills to assist residents, clients and consumers with personal hygiene, movement, safety, and nutrition. Special skills and special needs, such as the care of persons with cognitive impairments, are included in the new curriculum.

The campus labs and clinical experience include lifting and moving clients with disabilities. It is therefore very important for the student to be in good physical condition.

The student is expected to provide their own transportation to various community agencies and long term care facilities. Approximately 50% of this programme is spent gaining practical experience at the above institutions. The schedule varies weekly and can include shifts from 6:00 a.m. to 2:00 p.m. and 3:00 p.m. to 10:00 p.m., plus numerous shorter appointments.

Students are strongly advised that a history of back problems may prevent completion of the course or success in finding and maintaining employment. The students are strongly encouraged to participate in a fitness programme while enrolled in the course.

In addition to disbursements for tuition and textbooks, students will be expected to purchase their own uniform and supplies, provide funds for travel to community agencies, and to cover the cost of the Safety Oriented First Aid Emergency Level and Foodsafe Certificates. Specific information regarding the purchase of equipment, clinical attire, textbooks and other items will be provided during the first week of class.

Career Opportunities

Employment opportunities exist for trained personnel to provide care in community agencies and long term care facilities with various agencies, group homes, school systems, and independently with clients in their home.

Employers of the graduates of this programme require workers who are eligible to be bonded. Students interested in this programme but are unsure of their bondability should make an appointment with a counsellor.

Admission Requirements

In addition to the requirements outlined below, students must have a Safety Oriented First Aid Emergency Level Certificate prior to the Home Support clinical component. It is strongly recommended that applicants obtain this certificate prior to entrance to the programme. The SOFA Certificate must also be valid at time of graduation. It is also beneficial for applicants to have some experience, volunteer or paid, related to the field.

1. Grade 10 reading level (at a minimum). Testing is administered by the College;
2. Documents certifying current immunization, TB screening, health examination and Hepatitis B vaccination. (The Hepatitis B vaccine will be supplied at no cost to the student. A minimal administration fee will be charged and immunization scheduled on entry). The documentation to be on official College forms (supplied with acceptance) and to be submitted prior to commencement of the programme.
3. A handwritten statement describing career goals, interests related to aging and the elderly and reasons for seeking entrance into the programme (300 words) is required upon application.

Selection Criteria

In those cases where there are more qualified applicants than available spaces, the following criteria will be used in selecting half the class:

1. Demonstration of continuing interest in entering the programme (1 point).
2. Successful completion of Safety Oriented First Aid prior to programme application (1 point).
3. Recent educational background or volunteer work in the health care field. (1 point).
4. Evaluation of **handwritten** statement describing career goals, interests related to aging and the elderly and reasons for seeking entrance into the programme (content = up to 2 points; neatness and grammar = 1 point).
5. Reading level as determined by the English and Math Achievement Test (Level 10.0 to 10.9 = 1 point, Level 11.0 and above = 2 points).
6. In the case of ties using the above criteria, the date of application will be the deciding criteria.

Application Procedure

Application forms are available from the Office of Admissions and Registration and may be submitted after September 15th for the following academic year. Acceptance into the programme commences in mid-April. The programme begins in September.

Attendance Policy

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

Course Descriptions

HSRC 150 Health: Lifestyle and Choices 2 CR
This course provides an introduction to the concept of health and the components of a health-enhancing lifestyle. Participants will be invited to reflect on their own experiences of health, recognizing challenges and resources that may impact on their lifestyle choices and consequently, their health.

HSRC 151 Human Relations: Interpersonal Communications 2 CR
This course focuses on the development of self-awareness and increased understanding of others. Participants will explore basic communication concepts and practical skills which contribute to effective interpersonal relationships.

HSRC 152 Health and Healing: Concepts for Practice 3 CR
This course provides the opportunity to develop a theoretical framework for practice. Participants will examine the significant philosophical beliefs and theoretical understandings underlying competent practice.

HSRC 161 Work Role: Introduction to Home Support Practice and Introduction to Resident Care Attendant Practice 1.5 CR
This course provides an introduction to community care, the home support industry and the role of the Home Support/Resident Care Attendant. The course builds upon content in other courses to further develop the knowledge, attitude and values required for practice as a Home Support/Resident Care Attendant.

HSRC 160 Home Management 1.5 CR
This course offers the opportunity to acquire the basic home management skills necessary for beginning home support and resident care attendant practice.

HSRC 155 Healing: Personal Care Skills for Home Support and Resident Care 4 CR
This practical course offers the opportunity for participants to acquire the basic personal assistance skills in line with the Personal Assistance Guidelines required of the Home Support/Resident Care Attendant. These skills are aimed at maintaining and promoting the comfort, safety and independence of older adults and individuals with disabilities whether at home or in continuing care settings.

HSRC 165 Healing: Special Needs in Home Support and Resident Care 3 CR
This course builds on other course materials to provide an introduction to the basic concepts and approaches involved in the care of clients/residents experiencing changes in mental functioning. The course also explores the role of the Home Support/Resident Care Attendant in special needs family situations.

HSRC 199 Home Support/Resident Care Attendant: Clinical Experience 6 CR
This practice course provides an opportunity to apply the caring philosophy with individuals and families at various stages of the life cycle, with an emphasis upon interaction with older adults. Experience may be obtained in community and institutional settings with a focus on the application and integration of knowledge and skills learned in other courses.

This practical/clinical component of the Home Support/Resident Care Attendant Programme may be divided into two or more segments, with increasing levels of proficiency required at each level.

The final transitional practice experience provides an opportunity for the learner to become better prepared to take on the role of the Home Support/Resident Care Attendant. Opportunities will be provided for the learner to gain increased self-confidence in the work setting and to become socialized into the work role.

Total Credits 23

NURSING

This twenty-two 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 enrollment.

Graduates are qualified to write the provincial nurse registration exams, and to subsequently apply for nurse licensure in British Columbia.

A Northern B.C. consortium consisting of CNC, Northern Lights College, Northwest Community College, Open Learning Agency and UNBC is proposing a collaborative nursing programme to commence in the fall 1996.

The proposed programme will prepare graduates to work in rural health care settings and will emphasize community continuing care, primary health care and health care of First Nations people and the elderly.

Entrance requirements will reflect current nursing programme entrance requirements which are:

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 ABE Advanced Certificate with a grade of "C" or better in each of BIO 12 or BIO 050, and CHEM 12 or CHEM 050 or CHEM 114 or GED with a grade of "C" or better in each of Biology 12 or BIO 050, and Chemistry 12, CHEM 050 or CHEM 114

Career Opportunities

Most nurses work in the hospital settings caring for infants, children and adults in different types of areas, such as medical, surgical, nursery, pediatric, maternity and mental health. Some patients need constant help from nurses who manage technical life-saving equipment. In recent years, more nurses are working outside hospitals. They assist in health education and care of individuals in the community and in specialized branches of nursing such as health programmes in industry.

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 ABE Advanced Certificate with a grade of "C" or better in each of BIO 12 or BIO 050, and CHEM 12 or CHEM 050 or CHEM 114 or GED with a grade of 'C' or better in each of Biology 12 or BIO 050, and Chemistry 12, CHEM 050 or CHEM 114.

****Note: Students using Chemistry 114 to meet admission requirements are recommended to take Chemistry 113 prior to enrolling in Chemistry 114.***

2. All entering students must take the English and Math Achievement Test (EMAT). Students who require skills upgrading are encouraged to complete remedial work prior to the first trimester.
3. Students must provide documents certifying current immunization, TB screening, health examination and Hepatitis B vaccination. (The Hepatitis B vaccine will be supplied at no cost to the student except for a minimal administration fee. The immunization will be scheduled upon entry). The documentation is to be on official College forms (supplied with acceptance) and submitted prior to commencement of the programme.
4. Students in the nursing programme must complete their CPR certification prior to entry into the second trimester of the programme and must maintain a valid certification in CPR through to graduation. The approximate cost for such certification is $50 and will be in addition to other course fees. Annual recertification costs approximately $25.

Re-admission

A student who fails a nursing course once will be allowed to apply for re-admission. A subsequent failure in the same nursing course or a total of three failures in nursing courses will exclude the student from re-admission to the nursing programme. Students are normally expected to complete the general nursing programme requirements within five years of the date of initial enrollment.

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 an overall 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 in the course 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.

Selection Criteria

1. Biology 12 or its equivalent Grade Point Average contributes its actual points - e.g., a GPA of 3.0 will contribute 3.0 points to the selection process.
2. Chemistry 12 or its equivalent Grade Point Average contributes its actual points - e.g., a GPA of 3.0 will contribute 3.0 points to the selection process.
3. Geographic Location
   a) North of 100 Mile House contributes 2 points to the selection process.
   b) Outside of the Fraser Valley including North Island contributes 1 point to the selection process.
   c) Fraser Valley, Greater Vancouver and Lower Vancouver Island contributes 0 points to the selection process.

4. Completion of a support course (or its equivalent) for the Nursing Programme will contribute one point per course. These support courses include Biology 135, 145, 155; Sociology 103, 104, 105; and Psychology 161 and 162.

Application Procedure

Application forms are available from the Office of Admissions and Registration and may be submitted after September 15th for the following academic year. Acceptance into the programme commences the end of April. The programme starts in September.

Registered Nurses Association of B.C.(RNABC)

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

1. 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 enrollment in or successful completion of, an approved nursing programme,
2. No record of criminal convictions,
3. 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: Nursing

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.

Trimester I	**Sept. to Dec. (Dec. to Mar.)**
BIO 135-4	Human Anatomy
NURS 135-6	Man as an Adaptive System
NURS 137-3	Communications I
NURS 138-5	Medical Science I
PSYC 161-3	Developmental Psychology for Nurses I
SOC 103-2	Sociological Concepts & Theories I
ENGL 155	Developmental English (if required) (*)
MATH 155	Developmental Math (if required) (*)

**Note: Students must receive an exempt or satisfactory standing in ENGL 155 and MATH 155. Time for remedial work will be scheduled during the first four weeks of the nursing programme.*

Trimester II	**Dec. to Mar. (Mar to Jun.)**
BIO 145-4	Human Physiology I
NURS 145-8	Nursing Care to Promote Adaptation I
NURS 147-2	Communications II
NURS 148-5	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 155-7	Nursing Care to Promote Adaptation II
NURS 157-1	Communications III
NURS 158-4	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 258-3	Medical Science VI

Jun. to Sept. or Aug. to Dec. (Jan. to Apr.)
NURS 299-16 Clinical Preceptorship

Course Descriptions

BIO 115 Human Anatomy 5 CR
This course is an introductory survey of the structures and functions of the anatomical systems of the human body. Lecture topics include the nature of inorganic and organic molecules, cellular biology, histology and the anatomy of the systems.
Prerequisites: 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 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 050 and Chemistry 12, CHEM 050 or CHEM 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 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 programmes.
Prerequisites: BIO 116, DHYG 140 (3,2)

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)

DENO 150 Introduction to Dentistry 2 CR
This course provides 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 part of the dental team. (2,0)

DHYG 130 Dental Hygiene I 6 CR
A clinical and theoretical course introducing basic principles of dental hygiene care. Emphasis is placed on asepsis, initial client evaluation/assessment, basic instrumentation and other fundamental skills associated with dental hygiene practice. Clinic sessions will be used to practice performing fundamental clinical procedures.
Prerequisites or Corequisites: BIO 115, DHYG 132, 133, 135, and 136 (4,6)

DHYG 132 Oral Anatomy 1 CR
This course discusses oral anatomic landmarks and establishes 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. Clinic sessions will be used to introduce and further develop clinical procedures needed prior to treating 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 3 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 (3,2)

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 149 Dental Biomaterials 4 CR
A theoretical and laboratory course designed to acquaint the dental hygiene student with dental materials commonly used in the dental office. Emphasis is placed on the adaptation of materials in the prevention and treatment of oral disease, and the possible effects of dental materials on human tissue. Laboratory time will allow for manipulation of a variety of dental materials.
Prerequisites or Corequisites: DHYG 140 (3,4)

DHYG 150 Dental Hygiene III 6 CR
A theoretical course allied with the clinical component focusing on theories and philosophies related to power scaling, air polishing, caries and prevention. Course materials and activities are closely associated with clinical activities to enhance continuity and build on previous knowledge and skill base.
Prerequisites: BIO 116, DHYG 140, 144, 145, and 146
Prerequisites or Corequisites: BIO 150, DHYG 151, 152, 153, 155, and 157 (3,10)

DHYG 151 Dental Hygiene Clinic III 3 CR
A clinical course designed to allow students to continue to develop the skills necessary for the practice of Dental Hygiene. Students will regularly schedule clients for assessment, planning, implementation and evaluation of treatment.
Prerequisite or Corequisite: DHYG 140 (0,10)

DHYG 152 Periodontics I 2 CR
An introductory course that discusses the structure and function of the periodontium; and reviews the development and progression of periodontal diseases. Sufficient information is presented to enable the dental hygiene student to differentiate periodontal health from disease, and to identify both local and systemic factors responsible for, or contributing to, periodontal pathology.
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 oral health education. Emphasis is placed on designing lesson plans, and appropriate visual aids to be used in dental health education for school children and adult groups.
Prerequisite or Corequisite: DHYG 150 (2,2)

DHYG 157 Pain and Anxiety Control 2 CR
Introduces the dental hygienist to the basic knowledge and practical application of the study of local anesthesia and analgesia. Course materials will include the understanding, psychology, and prevention of pain; alternate methods of pain control; pharmacology of local anesthesia; prevention and handling of complications and emergencies.
Prerequisite or Corequisite: DHYG 150 (2,2)

DHYG 230 Dental Hygiene IV 7 CR
A theoretical course whose didactic emphasis is placed on medical emergencies in the dental environment and on the needs of specific populations and the disabled.
Prerequisites: BIO 150, DHYG 150, 152, 153, 155, and 157
Prerequisites or Corequisites: DHYG 233, 234, 235, 237, and 238 (3,13)

DHYG 231 Dental Hygiene Clinic IV 4 CR
A clinical course designed to allow for the continued development of professional skills and attitudes necessary for the practice of Dental Hygiene. Students are introduced to more complex skills in planning, implementation and evaluation.
Prerequisite or Corequisite: DHYG 151 (0,13)

DHYG 233 Oral Pathology 2 CR
These principles of general pathology in relation to the diseases of the teeth, soft tissues, and supporting structures of the oral cavity are discussed. The importance of early recognition of abnormal conditions in the mouth by the dental hygienist is emphasized.
Prerequisite or Corequisite: DHYG 240 (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 oral health and the role of the dental hygienist from a community perspective. This course also introduces students to basic concepts of research.
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 3 CR
A theoretical course whose didactic emphasis is placed on dental specialties including oral health care for the older adult and the multicultural client.
Prerequisites: DHYG 230, 233, 234, 235, 237, and 238
Prerequisites or Corequisites: DHYG 242, 245, 246, and 249 (3,0)

DHYG 241 Dental Hygiene Clinic V 4 CR

A clinical course designed to provide the opportunity for the continued development of professional skills and attitudes required for Dental Hygiene practice. A comprehensive caries case study is required.
Prerequisite or Corequisite: DHYG 231 (0,13)

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 and periodontal maintenance therapy; and, or to recommend referral of clients with periodontal pathology as appropriate.
Prerequisite or Corequisite: DHYG 230 (2,0)

DHYG 245 Community Dental Health II 2 CR
A continuation of Community Dental Health I. Programme planning for health education and promotion is emphasized. Students gain field experience by planning and implementing school lesson plans.
Prerequisite or Corequisite: DHYG 240 (2,3)

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 250 (2,0)

DHYG 250 Dental Hygiene VI 8 CR
The final theoretical course designed to concentrate on the utilization of all competencies. A comprehensive periodontal case study is assigned and discussed in detail in class.
Prerequisites: DHYG 240, 242, 245, 246, and 249
Prerequisites or Corequisites: DHYG 255, 256, and 259 (3,16)

DHYG 251 Dental Hygiene Clinic VI 5 CR
The final clinical course designed to concentrate on the utilization of all competencies in order to assess, plan, implement, evaluate and reassess client care.
Prerequisite or Corequisite: DHYG 241 (0,16)

DHYG 255 Community Dental Health III 2 CR
The final course in the Community Dental Health sequence with study of specialty groups from a community perspective. Students have field experience in a long term care facility and also plan and implement an oral health project for a community group.
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 of Corequisite: DHYG 250 (3,0)

NURS 135 Man as an Adaptive System 6 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, or NURS 138, PSYC 161, SOC 103 (3,4.5)

NURS 137 Communications I 3 CR
This course introduces therapeutic communication skills and concepts which will enable the student to begin to develop helping relationships.
Prerequisite or corequisite: NURS 135 (1,2)

NURS 138 Medical Science I 5 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 8 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 2 CR
This course introduces teaching - learning principles and their application to patient education. Theory will be practiced in campus laboratory situations.
Prerequisite or Corequisite: NURS 145 (2,0)

NURS 148 Medical Science II 5 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 (4,0)

NURS 155 Nursing Care to Promote Adaptation II 7 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 4 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 clinical areas such as 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 (4,16.5)

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 (3,19.5)

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 (3,19.5)

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 3 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)

PSYC 161 Developmental Psychology for Nurses I 3 CR
This course introduces the 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 & Theories 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 & Theories II 2CR
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)

SOCIAL SERVICES PROGRAMMES

Divisional Contacts:

Gordon Ingalls
Chair, Arts & Social Services Division
Telephone (604) 561-5815

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

College of New Caledonia
3330 - 22nd Avenue
Prince George, B. C.
V2N 1P8

Tel: (604) 562-2131

SOCIAL SERVICES PROGRAMMES

The Social Services Programmes are designed for students seeking to become, or who are currently working as, social service paraprofessionals. There are three certificate options and one diploma option for students interested in this field. The Social Services Foundations Certificate, the Special Education Assistant Certificate, and the Child Care and Family Support Diploma are classroom based programmes. Courses are available for both full and part-time study. The Developmental Disabilities Certificate is offered in a distance education format for part-time study only.

Students interested in continuing their studies to the Bachelor degree level in Social Work or Child Youth Care should discuss these plans with a CNC Counsellor prior to registering. A cumulative GPA of 2.0 must be achieved. A minimum of a "C" must be achieved in every SSF course in order to be awarded a certificate or diploma.

Social Services Foundation Certificate

This one-year certificate programme provides the student with the basic knowledge and skills necessary to work as a social service paraprofessional. It combines theory and skill development courses with supervised pratical experience. This certificate is offered at the Prince George and Quesnel campuses.

Required Courses: ENGL 103, SSF 141, SSF 162, SSF 171, SSF 151, SSF 181, SOC 206, SSF 142, SSF 155,SSF 182, SSF 199 and Social Science electives.

Child Care and Family Support Diploma

Students enrolling in this diploma programme have completed the one-year Social Services Foundations Certificate. The CCFSD is designed to train individuals to work with children and families experiencing difficulties in the community. Students trained at the diploma level will work in situations that require greater independence and a higher level of skill than expected in the Social Services Foundations Certificate.

Required Courses: All SSF Certificate courses plus SSF 241, SSF 261, SSF 221, SSF 225, SSF 232, SSF 252, SSF 262, SSF 282, SSF 272, SSF 242, SSF 299.

Special Education Assistant Certificate

This one-year programme prepares students to work in the public school system as classroom assistants. Special education assistants and classroom assistants work with children who are experiencing emotional, physical, behavioural, and/or learning difficulties in an integrated setting.

Required Courses: PSYC 101, ENGL 103, SSF 162, SSF 232, SSF 221, SSF 225, PSYC 102, SSF 164, SSF 282, SSF 273, SSF 297, SSF 298.

Developmental Disabilities Certificate

This programme is designed for individuals who are currently providing services to people with mental handicaps and/or physical disabilities. The programme is offered in a part-time distance education (correspondence materials and teleconferencing) format only.

Note: Students entering the Developmental Disabilities Certificate Programme for the first time in August, 1995, please note the addition of SSTP 172, Supporting Adults with Developmental Disabilities, and SSTP 186, Behaviour Change as required courses for the certificate. Students who entered the programme prior to September 1995 are not affected by these changes.

Required Courses: SSTP 130, SSTP 140, SSTP 150, SSTP 160, SSTP 170, SSTP 172, SSTP 181 SSTP 186, SSTP 199

Career Opportunities

Graduates find employment in a variety of social service agencies including: MSS income assistance offices, School Districts, residential child/adult care services, supported employment programmes, corrections agencies, women's programmes, sexual assualt victim treatment services, alcohol treatment or support services and a variety of other services, agencies and programmes.

Admission Requirements

A. Social Services Foundation Certificate, Child Care and Family Support Diploma, Special Education Assistant Certificate.

In addition to the requirements below, it is **strongly recommended** that applicants to the Social Services Foundation Certificate, Child Care and Family Support Diploma, and Special Education Assistant Certificate have a background of paid or volunteer experience in a social service setting, and a one-day Safety Oriented First Aid Certificate (SOFA, St. John Ambulance).

1. Successful completion of Grade 12, **or** ABE Advanced Certificate **or** GED Certificate, **or** mature student status. For any post-secondary courses, transcripts or other proof of coursework are required for the purpose of selection when the programme is oversubscribed.
2. 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.
3. 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.
4. 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).

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

Selection Criteria

1. **Letters of Reference** (two letters are required)
   Each letter of reference will be evaluated on the basis of appropriateness of reference (5 points)
   Reference view of applicant's readiness (5 points)
   (Maximum 5 points per letter) 10 points
2. **Previous Academic Experience**
   Relevant post-secondary courses with a "C" or better (2 points per course to a maximum of 10 points)
   Completion of a preparatory or career skills course (5 points to a maximum of 5 points)
   Transcripts or other proof of academic achievement must be provided 15 points
3. **Previous Work Experience**
   Volunteer or paid work in a helping or social service role (4 points for each 6 month period of full employment or volunteer work)
   Non-social services related employment (1 point for each 6 month period of full employment or volunteer work)
   (Maximum 20 points) 20 points
4. **Personal Statement**
   Interest expressed in paraprofessional work (5 points)
   Congruence between personal goals and programme goals (5 points)
   Clearly stated reasons for applying (5 points)
   Writing skills (10 points) 25 points
5. **Persistence of Application**
   Student applied in previous academic year 5 points

Total (Maximum 75) 75 points

B. Developmental Disabilities Certificate

Applicants may be admitted to this programme in one of three ways:

1. Applicants must be employed as a paraprofessional providing support services to people with disabilities
   or
2. English 12, or Communications 12 or English 045 with a minimum of a 'C'. Applicant must submit a letter of reference from a volunteer supervisor attesting to the applicant's suitability for working with people with disabilities
   or
3. Applicants who are primary caregivers such as parents, guardians, or siblings over 19 years of age, of a person with a disability may be admitted as a mature student.

In those cases where the programme is oversubscribed, students will be admitted on a First Qualified/First Admitted basis until the programme is full.

Application Procedure

Application forms are available from the Office of Admission and Registration and may be submitted at any time.

Only students who have completed their applications for the SSF Certificate, the CCFS Diploma, and the SEA Certificate by April 30 will be eligible for selection into these programmes. These programmes begin annually in September.

Students applying to the Developmental Disabilities Certificate must complete a special SSTP form in addition to the regular college admission form. This programme may be started in August or January.

Programme Outline: Social Services Foundations Certificate

Semester 1	**September - December**
ENGL 103	Composition and Style
SSF 141	Interpersonal Relationship Skills
SSF 162	Communications for the Social Services
SSF 171	Introduction to Social Service Practice
SSF 181	Community Seminar Elective*

Semester 2	**January - April**
SOC 206	Social Problems
SSF 142	Helping Skills: Practical Applications
SSF 151	History and Philosophy of Social Welfare Policy
SSF 155	Helping Skills: Theoretical Overview
SSF 182	Community Seminar Elective*
SSF 199	Practicum (5 weeks - May)

Note: Choose one of PSYC 101/102, SOC 101/102, CRIM 103/106, or FNST 101/102. Students who plan to attend UVIC School of Social Work should choose Psyc 101/102. Students who plan to attend UNBC for a BSW degree should choose SOC 101 followed by SOC 220 or 204 or WMST 101/102.

Programme Outline: Child Care and Family Support Diploma

Semester 3	**September - December**
SSF 221	Social Problems: Children and Youth
SSF 225	Introduction to Disabilities
SSF 232	Loss and Grief
SSF 241	Helping Skills: Advanced
SSF 261	Chemical Dependency I

Semester 4	**January - April**
SSF 242	Community Development: An Introduction
SSF 252	Social Welfare Policy: Children and Families
SSF 262	Chemical Dependency II
SSF 272	Family Systems
SSF 282	Behaviour Management: Techniques for Working with Children and Youth Elective*
SSF 299	Practicum and Seminar (**May - June**) (*)

Note: (Prerequisite: Successful completion of all required courses with a grade of C or better)

Programme Outline: Special Education Assistant Certificate

Semester 1	**September - December**
ENGL 103	Composition and Style
PSYC 101	Introductory Psychology
SSF 162	Communications for the Social Services
SSF 221	Social Problems: Youth and Children
SSF 225	Introduction to Disabilities
SSF 232	Loss and Grief

Semester 2	**January - April**
PSYC 102	Introductory Psychology
SSF 164	Education: Systems and Issues
SSF 282	Behaviour Management: Techniques for Working with Children and Youth
SSF 273	Classroom Assisting
SSF 297	Practicum (**1 day per week, Jan. - April**)
SSF 298	Practicum (**5 days per week for 5 weeks - May**)

Programme Outline: Developmental Disabilities Certificate

Note: Students entering the programme prior to August, 1995 are not required to take SSTP 172 Supporting Adults with Developmental Disabilities or SSTP 186 Advanced Behaviour Change as part of the basic certificate.

Required Courses

SSTP 130	Physical Care
SSTP 140	Interpersonal & Organizational Relations
SSTP 150	Programming & Planning (8 weeks - second half of semester)
SSTP 160	Ethics & the Paraprofessional
SSTP 170	Social Service Provision: History & Systems (8 weeks - first half of semester)
SSTP 172	Supporting Adults with Developmental Disabilites
SSTP 181	Introduction to Behaviour Change: Principles and Practices
SSTP 186	Advanced Behaviour Change: Principles & Practices
SSTP 199	Practicum

Optional Post-Basic Courses

Note: Students entering the programme prior to August 1995 will still be awarded an Advanced Specialty Certificate for completing these courses.

SSTP 182	Introduction to Verbal Behaviour
SSTP 183	Teaching Language to the Developmentally Delayed
SSTP 185	Employment Facilitation

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)

PSYC 101 Introduction to Psychology I 3 CR
This general survey course includes topics such as a brief history of psychology, elementary experimental design, the nervous system, sensation, perception, learning, memory, language, and thought. (3,0)

PSYC 102 Introduction to Psychology II 3 CR
A continuation of PSYC 101. Topics will include intelligence and intelligence testing, personality assessment, motivation, emotion, mental health and behavioural disorder, psychotherapy, and social psychology.
Prerequisite: PSYC 101 - minimum 'D' grade (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 3CR
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 session 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 oral presentation 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 164 Education: Systems and Issues 1.5 CR
This course will give the student an understanding of the legislation, policy, and the current direction of public school education in B.C. The student will review the role of the Ministry of Education, the school district and the role of unions in addressing the education needs of children. This course will also cover various aspects of the law and interministerial roles in the schools. Special emphasis is given to the special education assistant/classroom aide's role in the education system. (1.5,0)

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 Community Seminar I 1 CR
SSF 182 Community Seminar 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 for three hours 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 with a minimum 'C' grade in each course. (0,35)

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 232 Loss and Grief 3 CR
This course will explore the various dimensions of death, loss, and bereavement. Various topics that will be explored are: dynamics of mourning, children and death, abnormal vs. normal grief, grief and the family, suicide, last rites, funerals, etc. As a result of this course students will learn to face and accept loss as a natural part of life and thereby learn how to be more supportive and helpful in encountering loss situations in both professional and personal spheres. (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.
Prerequisites: SSF 141, 142, 155 (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.
Prerequisite: SSF 151 (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.
Prerequisite: SSF 261 (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.
Prerequisites: SSF 141, 142 (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.
Corequisite: SSF 297 (3,0)

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 are advised to consult with programme staff before making their selection. (3,0)

SSF 297 Special Education Assistant/ Classroom Aide Practicum 4 CR
Students will work one day per week in a classroom setting under the supervision of a teacher and classroom aide. A weekly 1.5 hour seminar is included. The practicum is intended to provide students with an introduction to the role and responsibilities of a classroom aide. SSF 273 is a corequisite to this course. Part-time students must complete or be enrolled in all other SSF courses prior to taking the practicum. (0,5.5)

SSF 298 Special Education Assistant/ Classroom Aide Practicum 4 CR
As a continuation of SSF 297, students will work five days per week for five weeks in a classroom setting. Students will establish specific learning objectives and, under the supervision of a teacher and classroom aide, apply the skills and knowledge they have learned throughout the year. The practicum must be completed for the certificate.
Prerequisite: SSF 297 (0,25)

SSF 299 Practicum and Seminar 8 CR
Students must successfully complete an eight week practicum in a social service agency. In cooperation with the faculty and the agency supervisor, students establish learning objectives and work toward these within the context of the agency.

Students on practicum meet for three hours on a weekly basis to discuss issues and to share information relating to their supervised work experience. The object of the seminar is to help students integrate the knowledge and skill acquired during the year with their work in the field. The practicum must be successfully completed for the SSF certificate and diploma.
Prerequisites: SSF 221, 225, 232, 241, 242, 252, 261, 262, 272, and 282 with a minimum 'C' grade in each course.

SSTP 130 Physical Care
The goal of this course is to provide the information needed to assist in the maintenance of optimum physical health. A variety of topics are covered. These include: nutrition, body mechanics, medication, common handicapping conditions and safety requirements. In addition, a number of procedures to use when dealing with medical emergencies are reviewed; eg. How do you assist an individual who is having an epileptic seizure?

SSTP 140 Interpersonal and Organizational Relations
Critical to successful service provision is the combined and cooperative efforts of the staff comprising a training team. This course provides information and exercises to develop effective interpersonal skills. These personal skills are regarded as essential for the resolution of conflict and for the development of effective team work. In addition, practical reporting methods and instruments are reviewed. Since the importance of interagency communication has increased, good writing practice is essential and will be graded in this course. An upgrading English course may be helpful as a prerequisite to 140, but is not essential. Many of the communication methods presented in this course are ideals. The practicum will provide the major experience component of communication.

SSTP 150 Programming and Planning
The coordinated effort of many individuals working in several different domains of services is critical to effective and efficient service delivery. This course reviews some of the planning mechanisms currently in use to ensure the coordination of the services system. This course also explores some potential pitfalls to programme implementation and suggests how they might be overcome.
Prerequisites: SSTP 180 or 181 and 186

SSTP 160 Ethics and the Paraprofessional
This course blends the theory of ethical issues with practical guidelines for facilitating ethical conduct. Much of the material is applicable to any social service setting. Issues such as professional conduct, and informed consent will be presented. An important aspect of the course is training the practitioner to recognize ethical concerns as they occur during the normal course of each day. Once we become aware of potential violations of ethical conduct, we can act accordingly to safeguard the rights and dignity of our clients.

SSTP 170 Social Service Provision: History and Systems
This course is meant to provide a balanced historical perspective of trends in social services provision. The information reviewed is broadly applicable to the social services area. However, in keeping with our current focus on working with mentally handicapped persons, a thorough discussion of normalization, mainstreaming, the least restrictive alternative, and related concepts are included. In addition, an overview of services provided by various B.C. Provincial Government Ministries is presented.

SSTP 172 Supporting Adults with Developmental Disabilities

This course provides an overview of the major developmental disabilities and syndromes, including autism, cerebal palsy, blindness, deafness, mental handicapping conditions, Down's Syndrome, fetal alcohol syndrome, seizure disorders and multiple disabilities. Using personal profiles, major life transitions faced by people with disabilities and their families will be discussed. The role of the paraprofessional is also examined.

SSTP 181 Introduction to Behaviour Change: Principles and Practices

This course introduces the student to the principles and procedures of behaviour change. The intent of this course is to provide a thorough exposure to training principles and procedures, while alerting the student to the potential for productive use and possible abuse of the training technique.

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.

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 assessment and training. Students will implement a language assessment and participate in a teaching programme with a child aged 18 - 24 months. The course builds on the basic principles in the behaviour change courses to give the student a comprehensive and highly effective set of skills for language training.

SSTP 185 Employment Facilitation

This course describes the philosophical and theoretical basis of supported employment and integrates this with practical guidelines and skills necessary to assist individuals with disabilities realize their full potential in the workplace. Students will learn how to work effectively within the various roles of an employment facilitator (marketer, on-site trainer, advocate, etc.) and to facilitate education, government, employer and labour networks. The course will include an overview of services and programmes currently operating in the field.

SSTP 186 Advanced Behaviour Change: Principles and Practices

A continuation of SSTP 181, this course builds on the foundation of introduction to behaviour change by expanding the students' knowledge of how to develop and implement procedures for behaviour change.

Prerequisite: SSTP 181

Note: SSTP 182, 183, and 185 are optional Post-Basic courses.

SSTP 199 Practicum

Students complete a 16 week practicum. The practicum is designed to help students apply knowledge and skills learned in the prerequisite courses. Supervised placements are provided in a variety of social service agencies.

Prerequisites: SSTP 130, 140, 150, 160, 170, 172 and 180 or 181 and 186.

TECHNOLOGY PROGRAMMES

Divisional Contact:

Alistair McVey
Chair, Science and Technology Division
Telephone: (604) 561-5830

One year certificate:
- Drafting Technician

Two year diploma:
- Commercial Aviation
- Electronics Engineering Technology
- Engineering Graphics and Design Technology
- Forest Resource Technology

One year advanced diploma:
- Geographic Information Systems Technology

Continuing education:
- AutoCad
- Electronics
- Forestry
- Geographic Information Systems Technology
- Custom and specialized courses upon request

College of New Caledonia
3330 - 22nd Avenue
Prince George, B. C.
V2N 1P8

Tel: (604) 562-2131

The Science and Technology Division offers a variety of programmes which lead to rewarding careers as highly-skilled technologists in the industrial and business sectors. Technologists enjoy opportunities to assume high levels of responsibility and leadership, competitive remuneration, promotion and professional and educational development throughout their working lives. The College of New Caledonia has technology programmes which have developed solid reputations, built on experience and success.

Several programmes are accredited by the Applied Science Technologists and Technicians of British Columbia (ASTTBC); most enjoy national recognition.

Co-operative Education

The Engineering Graphics and Design Technology (EGAD), Electronics Engineering Technology and Geographic Information Systems Technology (GIS) programmes offer students opportunities to gain practical experience through the integration of work experience with academic course work. The EGAD and Electronics programmes include three paid work term each: two upon completion of the third trimester and one upon completion of the fifth trimester. The GIS programme has a work term following completion of the first semester.

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, (3.0 in GIS).

Student Success 800

This credit course is strongly recommended for all students who wish to improve their learning skills. It is appropriate for those students who feel they need help as well as those who are already successful but who wish to be more so. Students who have been away from "formal" learning for any length of time will find it of great value.

Student Success 800 **2 CR**
This course teaches the skills and attitudes required to be successful as a student. It gives the newest and most efficient techniques for dealing with time, memory, reading, notetaking and tests. It will also deal with a variety of topics such as creativity, relationships, health, resources and career planning. It shows you how to organize yourself and attain maximum success in your school, business and social life.
Corequisite: It is recommended that students be enrolled in at least one other academic course.

COMMERCIAL AVIATION

This programme combines 36 credit hours of University Transfer courses with ground school and commercial flight training at Pioneer Flight Training Ltd. located at the Prince George Airport. The University Credit portion of the programme can also be applied to the first year of an Associate of Arts or Science Degree. This allows graduates of the programme to pursue the completion of their Associate Degrees.

The first year of the programme provides training toward a commercial pilot licence. In the second year students will have the option of specializing in one of two areas:

Bush Pilot	Multi engine endorsement, float endorsement, tailwheel and ski experience; or
Instructor Pilot	Multi engine endorsement and flight instructor rating.

A Commercial Aviation Diploma will be awarded to students who successfully complete 36 university credits with a minimum 'C' grade in each course and present a letter from Pioneer Flight Training Ltd., indicating satisfactory completion of required Transport Canada written examinations and flight tests for the appropriate licence, ratings, and endorsements for one of the above three areas.

Career Opportunities

Graduates will be prepared for entry level positions as pilots in the Canadian aviation industry. There is a continuing world-wide demand for pilots with intellectual and disciplined skills. This programme prepares pilots who are ready to learn and adapt to increasing levels of technological and societal sophistication.

Admission Requirements

1. Successful completion of Grade 12 (with English 12) or ABE Advanced Certificate or GED Certificate;
2. Math 11 **or** Math 045 and Physics 11 **or** Physics 045 (C+ minimum grade recommended);
3. Math 12 **or** Math 050, Physics 12, and Computer Science 11 are recommended;
4. Letter of recommendation from Pioneer Flight Training Ltd. stating that the Department of Transport requirements have been satisfied for commercial flight training. This includes:
   Canadian Private Pilot Licence;
   Transport Canada Category 1 medical certificate;
   Entrance evaluation, including a personal interview; and
   availability of funds to complete the programme.

Note: An accelerated Private Pilot course will be provided from May through July for those who do not have this licence.

5. Other prerequisites must correspond to the chosen university credit courses. The suggested programme may lead to an Associate of Science or Arts Degree.

Application Procedure

Application forms are available from the Office of Admissions and Registration and Pioneer Flight Training Ltd. and may be submitted to the CNC Office of Admissions and Registration after September 15 for the following year. Applicants are advised to submit their application early in the academic year. Applications completed by April 30 are eligible for the first selection process. Applications after April 30 are eligible pending seat availability. Acceptance into the programme commences mid-May for the intake in September. Only completed applications will be considered in a selection process.

Tuition fees

The tuition for the academic portion of the programme follows the normal fee structure as outlined elsewhere in this Calendar and is payable to the College of New Caledonia.

Tuition for the flying portion is payable to Pioneer Flight Training Ltd. It includes flight training, ground school, books and supplies, and uniforms. The total tuition fee will vary for each individual according to the past experience and rate of progress. Additional costs to be paid by the student include medical fees and Transport Canada examination. Pioneer Flight Training Ltd. will be able to provide assistance in determining these costs.

Programme Outline: Commercial Aviation

Semester I **September to December**

ENGL 103	Composition and Style
MATH 100 or	Precalculus Mathematics
MATH 101	Calculus I
PHYS 105 or	General Physics I
PHYS 101	Introductory Physics I

Ground school courses:

TAVI 150	Basic Meteorology
TAVI 151	Theory of Flight/Airframes & Engines
TAVI 152	Air Law
TAVI 153	Flight Training I

Semester II **January to April**

ENGL 104	Introduction to Literature and Composition
MATH 101 or	Calculus I
MATH 102	Calculus II
PHYS 106 or	General Physics II
PHYS 102	Introductory Physics II

Ground school courses:

TAVI 160	Flight Instrumentation/Navigation & Radio Aids
TAVI 161	Flight Operations
TAVI 162	Human Factors
TAVI 163	Flight Training II

Semester III **September to December**

Common to all options

GEOG 201	Weather and Climate

plus 2 University Credit Electives

Ground school courses:

TAVI 250	Advanced Meteorology I
TAVI 251	Advanced Navigation I
TAVI 252	Survival Training

Bush Pilot Option

TAVI 253	Flight Training - Bush I
TAVI 280	Tailwheel/Ski Flying Operations

Instructor Pilot Option

TAVI 254	Flight Training - Instructor I
TAVI 290	Instructional Techniques I

Semester IV **January to April**
(Common to all options)
GEOG 202 The Surface of the Earth
plus 2 University Credit Electives
Ground school courses:
TAVI 260 Advanced Meteorology 2
TAVI 261 Advanced Navigation 2
TAVI 262 Aero Medicine

Bush Pilot Option
TAVI 263 Flight Training - Bush II
TAVI 281 Float/Mountain Flying Operations

Instructor Pilot Option
TAVI 264 Flight Training - Instructor II
TAVI 291 Instructional Techniques 2

(For University Credit course descriptions refer to University Credit section of the calendar)

ELECTRONICS ENGINEERING TECHNOLOGY

The Electronics Engineering Technology programme provides education 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.

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

Electronics Engineering Technology is accredited by the Applied Science Technologists and Technicians of B.C. at the technologist level.

Career Opportunities

Electronics Engineering Technologists find employment in a variety of locations and levels of responsibility. Some graduates from the CNC Programme are employed in the following:

1. Evaluating new equipment designs in research settings
2. Installing and maintaining microprocessor control systems
3. Designing and maintaining process control systems
4. Installing and maintaining audio and video broadcast equipment
5. Designing cablevision distribution systems.
6. Installing and commissioning radio communication systems.

Admission Requirements

1. Successful completion of Grade 12 **or** ABE Advanced Certificate, **or** GED Certificate;
2. Math 12 or Math 050 or Math 100; **and** Physics 11 or Physics 045 with a recommended standing of 'C+' or better in both courses;
3. Applicants must take an 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.

Selection Criteria

1. Students will be accepted into the programme in order of qualification, with a recommended prerequisite of C+ in Math 12 or Math 100 or Math 050.
2. The date of original application.

Application Procedure

Application forms are 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 begins in September.

Programme Outline: Electronics Engineering Technology

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)(*)
Note: Students must receive an exempt or satisfactory standing in ENGL 155 and Math 155.

Trimester II **December to March**
FES 161 Foundation 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**
ENGL 160 Technical Communications for Electronics and EGAD 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**
ENGL 270	Technical Communications for Electronics and EGAD II
TELE 270	Control Systems II
TELE 272	Data Communications
TELE 273	Systems Project II
TELE 274	Microprocessors III

ENGINEERING GRAPHICS AND DESIGN TECHNOLOGY

Students may take a 1 year Drafting Technician Certificate or a 2 year Technology Diploma in Engineering Graphics and Design.

Drafting Technician

In this one year programme, students learn to interpret and draft engineering/architectural drawings. Basic surveying and engineering materials as well as an introduction to computer assisted drafting are also presented.

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, Registration and Records.

Recognition of the programme by the Applied Science Technologists & Technicians of BC is pending.

Career Opportunities

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

Engineering Graphics and Design Technologist

This two year programme provides training in engineering design, with particular emphasis on the design of buildings, including ancillary internal and municipal services and machinery. Students acquire expertise in the application of both manual and computer assisted design and drafting 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.

Students who successfully complete the programme with a 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, Registration and Records.

Accreditation of this programme by the Applied Science Technologists & Technicians of BC is pending.

Career Opportunities

Employment opportunities are abundant and varied in both industry and government. Entry level positions typically involve working as draftspersons with 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.

Admission Requirements for Both Programmes

1. Successful completion of Grade 12 **or** ABE Advanced Certificate **or** GED Certificate;
2. Math 11 or Math 045 **and** Physics 11 or PHYS 045 with a required standing of 'C' or better in both courses.
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.

Selection Criteria

The Engineering Graphics and Design Programme has limited spaces available for first year students. In case the programme is oversubscribed, the following selection criteria will be used to determine which students will be allowed to enter as selected students, with the remainder of the students being chosen according to College policy for oversubscribed courses.

Applicants shall submit a resume of their experience with their application in order to have non-academic information considered.

Grade point average based on the best 3 marks:
English 12 (in all cases)
Math 11 or Math 12
Physics 11 or Physics 12
(or ABE equivalents) /4

Additional point for C+ or better in Math , Physics, Chemistry or Biology at the grade 12 level. /1

Current academic standing
Has the applicant just finished Grade 12 or a suitable upgrading course within the last two years? /2

Suitable work experience or work in a related field.
Related fields would be work in an engineering or architect's office, trades, industrial work, etc. /1

Other diploma or training
Successful completion of a diploma programme or the completion of first year U.T. Science with a standing of C+ or better, completion of the first year of a two year

programme with a C+ or better or completion of the ABE programme at the College with a C+ or better. /1

Total available points /9

In the case of a tie score, applicants will be ranked by date of application.

Application Procedure

Application forms are available from the Office of Admissions, Registration and Records and may be submitted at any time. Acceptance to the programme begins at the end of April. The programme starts in September.

Provincial Common Core

The first two trimesters cover the provincial common core for a 1 year drafting certificate. Students who wish to take a specialized drafting course at another institution may transfer at this point. Some of the options are steel detailing, architectural, civil, etc. Completion of the common core does not guarantee admission to these other programmes as there may be other constraints such as minimum GPA required or space in the programme. Students who are interested in this option should contact the Counselling Department at CNC.

Programme Outline:
Common Courses Technician and Technologist

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)(*)

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

Trimester II	**December to March**
TJSS 160	Co-op Seminar
ENGL 160	Technical Communications I
TEGD 160	Introduction to CAD I
TEGD 161	Materials and Applications II
TEGD 162	Analysis and Design
TEGD 163	Mechanical Technology I
TEGD 165	Structural Mechanics I
TEGD 172	Building Technology I

Trimester III	**March to May**
TEGD 164	Electrical Technology
TEGD 170	Introduction to CAD II
TEGD 171	Civil Technology I
TEGD 173	Mechanical Technology II
TMGT 171	Management I for Technologies

Additional Trimester III courses/Drafting Technician

TDRT 170	Drafting Project

End of Drafting Technician Programme

Additional Trimester III courses/Engineering Graphics and Design Technology

TEGD 174	Structural Mechanics 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	Civil Technology II
TEGD 252	Building Technology II
TEGD 253	Industrial Process Design
TEGD 254	Structural Wood Design
TEGD 255	Building Regulations
TMGT 251	Management II for Technologies

Trimester V	**March to May**
ENGL 260	Technical Communications II
TEGD 260	Piping Design
TEGD 261	Heating, Ventilation, and Air Conditioning
TEGD 262	Building Technology III
TEGD 264	Structural Steel Design
TEGD 265	Project Report I
TEGD 276	Project Management

CO-OP 298	**June to August**

Trimester VI	**September to December**
TEGD 263	Contracts and Specifications
ENGL 270	Technical Communications III
TEGD 271	Mechanical Technology III
TEGD 272	Building Technology IV
TEGD 273	Quantity Surveying
TEGD 274	Concrete Design
TEGD 275	Project Report II

FOREST RESOURCE TECHNOLOGY

This programme provides students with the skills and knowledge required for a technical career in forestry. The curriculum combines lectures, labs, and field work. The latter includes an eight day forestry orientation course, two five day field schools, and a maximum nine day field tour along the B.C. coast.

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.

This programme is accredited by the Applied Science Technologists & Technicians of B.C. as a technologist programme.

Career Opportunities

Graduates find jobs in harvesting, reforestation, engineering, protection, research and management of forest resources. Graduates with high academic standing may receive advanced standing of up to one year at the University of British Columbia or the University of Alberta or two years at the University of Northern British Columbia should they choose to continue their study of forestry at a university.

Admission Requirements

1. Successful completion of Grade 12 **or** ABE Advanced Certificate **or** GED Certificate;
2. Math 11 or Math 045, and Biology 11 or Biology 045 with a standing of 'C' or better in each course;
3. 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;
4. Students must be prepared for strenuous physical activity in all types of terrain and weather;
5. Keyboard skills are a definite asset.

Selection Criteria

In the event that the Forest Technology programme is oversubscribed on the review date, the following guidelines for the selection of students to fill half of the available seats will be used.

1. First consideration will be given to candidates with strong academic qualifications in the courses that are prerequisite to programme entry.
2. Experience relevant to forestry and/or academic (education) qualifications will be considered in selecting candidates.
3. Candidates who reside within the College region will be given preference over out of region applicants.
4. Mature students who meet the academic requirements for admission and also have a good deal of relevant forestry field experience will receive favourable consideration.

Application Procedure

Application forms are 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 the last week in August.

Programme Outline: Forest Resource Technology

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 Management I
FOR 171	Aerial Photography and Mapping I
FOR 173	Drafting I
TPRG 188	Introduction to Computers
ENGL 155	Developmental English (if required)(*)
MATH 155	Developmental Mathematics (if required)(*)

Note: Students must receive an exempt or satisfactory standing in ENGL 155 and Math 155 to continue on to the next course for which they are prerequisites.

Note: Students with two failures in the same Forest Resource Technology course, or a total of three failures in the first year of the Forest Resource Technology programme, will not be considered for re-admission to the Forest Resource Technology programme for one full academic year.

Semester II	**January to April**
FOR 154	Forest Products
FOR 156	Forest Ecology
FOR 162	Forest Measurements II
FOR 166	Fire Management II
FOR 172	Aerial Photography and Mapping II
FOR 174	Drafting II
MATH 151	Technical Mathematics
ENGL 181	Technical Communications for Forestry Technology I
Semester III	**September to December**
FOR 251	Forest Management I
FOR 253	Silviculture I
FOR 256	Forest Pathology
FOR 261	Forest Measurements III
FOR 267	Supervisory Skills in Forestry
FOR 281	Forest Finance & Administration I
FOR 285	Roads and Transportation I
FOR 287	Logging I
FOR 290	Summer Technical Report
ENGL 281	Technical Communications for Forestry Technology II
Semester IV	**January to April**
FOR 252	Forest Management II
FOR 254	Silviculture II
FOR 255	Forest Entomology
FOR 262	Forest Measurements IV
FOR 268	Industrial Relations in Forestry
FOR 282	Forest Finance & Administration II
FOR 286	Roads and Transportation II
FOR 288	Logging II
FOR 299	Coastal Forestry - Field Applications

GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY

This programme is designed for those with a background in such disciplines as Forestry, Geography, municipal engineering and planning fields or other related fields, who wish to gain the knowledge and skills required to develop and analyze computerized geo-referenced data for application in their field of interest.

The programme will supplement the field specific skills of the students with introductory programming skills, an understanding of data structure and management issues, an understanding of resources and facilities information issues, as well as project management skills as they pertain to GIS. The initial dominant fields of interest are expected to be forestry, municipal engineering, and urban planning.

Students who successfully complete the programme with a grade point average of 2.0 or better, are qualified to receive the Geographic Information Systems Technology Advanced Diploma by applying to the Office of Admissions and Registration.

Career Opportunities

GIS has a myriad of potential applications. Current applications are heavily concentrated in the environmental, institutional, infrastructure and socio-economic fields. Within Prince George and surrounding region, forestry consulting companies, municipalities, government ministries and utility companies currently utilize GIS technology and are expecting a number of increased employment opportunities relevant to the field.

Admission Requirements

1. Minimum entry level is the successful completion of:
   a) A two year technology or career diploma in an appropriate field such as forestry, wildlife management, municipal engineering/planning, mining, or as evaluated by the programme or a College Counsellor
   or
   b) An Associate Degree or equivalent

2. Resume outlining experience especially as it relates to GIS.

Selection Criteria

In the event that the Geographic Information Systems Technology programme is oversubscribed on the review date, the following guidelines for the selection of students to fill half the available seats will be used:

1. Applicants with a strong background in Computer Applications and Statistics or Mathematics will be given first priority for selection.
2. Number of years of field experience related to GIS as outlined in the resume.
3. Candidates who reside within the College region will be given preference over out of region applicants.

The remainder of students will be chosen according to College policy for oversubscribed courses.

Application Procedure

Application forms are available from the Office of Admissions and Registration. Acceptance to the programme begins in mid-October. The programme begins in January. Students are encouraged to apply early. Applications will be accepted beginning February 15 for the following intake.

Programme Outline: Geographic Information Systems Technology

Semester I	**January to April**
GIS 301	Introduction to GIS
GIS 305	Programming in "C"
GIS 310	Remote Sensing Applications
GIS 311	Geo-referencing
GIS 320	Computer Graphics
GIS 349	GIS Project Proposal
Co-Op	June to August (optional)
Semester II	**September to December**
GIS 302	Advanced GIS
GIS 306	Spatial Statistics
GIS 315	Methods in Environmental Analysis
GIS 321	Communicating GIS Information
GIS 316	Natural Resources and Environmental Law
GIS 340	GIS Seminar
GIS 350	GIS Project

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 programme. Students requiring further information are advised to contact the Counselling and Academic Advising Centre.

Students may register only in those courses for which they have specific prerequisites. Students with "D" grades must obtain Instructor and Divisional Chair written permission to continue in sequential courses.

Technology Courses (in alphabetical order)

ENGL 160 Technical Communications for Electronics and EGAD I 3 CR
This course introduces students to the principles and practices of technical style and format, correspondence, process descriptions, technical instructions, mechanism descriptions, and electronic mail.
Prerequisite: ENGL 155 (1,2)

ENGL 181 Technical Communications for Forestry Technology 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 (2,2)

ENGL 260 Technical Communications for Electronics and EGAD II 2 CR
This course provides students with the skills to plan and begin the written and oral presentations required to document and present the work of TEGD 275 and TELE 275. Topics covered will include written proposals, library skills, electronic research tools, oral communication, production and use of graphics with oral presentations, progress reports, and principles of organizing technical reports.
Prerequisite: ENGL 160 (1,1)

ENGL 270 Technical Communications for Electronics and EGAD 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.
Prerequisites: ENGL 160, TEGD 265 or TELE 263
Corequisite: TEGD 275 or TELE 273 (1,2)

ENGL 271 Technical Communications for EGAD III 2 CR
This course is aimed solely at students in EGAD and is designed to teach them the skills needed to complete and present the formal written and oral reports required as a part of their systems project. Topics covered will include the elements of a formal report, the production and use of graphics in written presentations, the principles of completion reports, and the principles of giving formal oral reports.
Prerequisite: ENGL 260 (1,1)

ENGL 281 Technical Communications for Forestry Technology II 3CR
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: ENGL 181
Corequisite: FOR 290 (1,2)

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.
Prerequisite: ENGL 155 (2,2)

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. Field skills and woods navigation are stressed during a four day "Field Camp" (8 days)

FOR 154 Forest Products 3 CR
This course introduces the student to the major products produced from raw materials from B.C.'s forests with emphasis on current manufacturing processes. The structure and properties of wood and identification of important Canadian softwood and hardwood species is also emphasized. Tours of local mills and processing plants are an integral part of this course. (2,2)

FOR 155 Silvics and Dendrology 3 CR
Identification of all conifers and broadleaf trees native to B.C. as well as the identification of plants used in determining the classification of forested sites. Silvical and ecological characteristics in addition to the reproduction and physiology of B.C. conifers are emphasized. (2,2)

FOR 156 Forest 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) with emphasis on statistics. The intent is to provide the student with sufficient knowledge and field training to be able to sample the forest resource to the standards established by the B.C. Forest Service.
Prerequisites: FOR 161,171, 173, MATH 155 (3,4)

FOR 165 Fire Management I 3 CR
Participants in this course will learn the principles of forest fire behaviour, prediction and detection that apply to the forests of B.C. The implications of wildfires will be covered in the context of economic impacts as well as ecological benefits. Students will study fire chemistry as well as the effects of weather, topography and fuel types on forest fire behaviour. This information is synthesized in a study of the Canadian Fire Weather Index System, specifically the Fire Danger Rating and Fire Behaviour Prediction components of the system. Also covered are the principles of the wildfire detection and location system used in B.C. In addition to the topic of wildfires, the use of fire as a management tool will be studied both as a forest protection measure and as a silviculture site preparation tool. Worker safety is stressed throughout this course. (2,2)

FOR 166 Fire Management II 3 CR
Participants in this course will apply the principles in FOR 165 to a study of wildfire prevention, presuppression and suppression activities. Fire regulations and presuppression planning are components of this course. Fireline organization and suppression methods are the main focus of this course. Fire suppression methods covered include use of water and water additives, hand tools, heavy equipment and air support. Crew and camp organization are reviewed as are initial fire investigation procedures. Fire suppression concepts are studied through the use of fire simulation exercises. Worker safety is stressed throughout this course.
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 stereoscope. (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 Cartography I 2 CR
This course introduces students to forest mapping and how to construct a topographic forest cover map from field survey notes. Other topics covered are the various methods used to plot a traverse and the instruments used to measure ground area and lineal distance on a map. This course is designed to complement the forest measurements and aerial photography courses taught concurrently in the Fall semester. (0,3)

FOR 174 Cartography II 2 CR
This course focuses on plotting a logging road system and cut block boundaries on the topographic map constructed in FOR 173. A planimetric map is developed using computer assisted drafting (autocad) and a topographic forest cover map is produced from survey data that has been collected by students in the field.
Prerequisites: FOR 173, 161, TPRG 188 (0,3)

FOR 251 Forest Management I 3 CR
This course covers the history and legal basis for management of crown forest land in B.C. Major emphasis is placed on the Forest Act, Regulations and other Legislative Acts which influence forest management in B.C. Inventory, Yield Analysis, A.A.C., Integrated Resource and Land Use Planning are also introduced.
Prerequisites: FOR 156, 166, 162, 172, 174, ENGL 181, 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". Interaction of various resources and resource users are covered. Guidelines established by various Acts and regulations such as the Ministry of Forests Act, the Forest Act and the Forest Practices Code Act are utilized in preparation of a Management Plan for a selected sub-unit. The Management Plan is an integrated project of several second year forestry courses
Prerequisites: FOR 251, 253, 285, 287 (2,3)
Prerequisites or Corequisites: FOR 254, 286, 288

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 participants in this course will apply their knowledge of forest soils, forest ecology, photo interpretation, silvics and forest measurements with an aim to developing strategies for forest regeneration success. Studies focus on the application of ecological classification, silviculture systems selection, site preparation, soil conservation and overall monitoring procedures.
Prerequisites: FOR 156, 157, 162, 166, 172, 174, ENGL 181, TPRG 188 (3,3)
Corequisite: FOR 261

FOR 254 Silviculture II 4 CR
Continuing with the aim to develop strategies for forest regeneration success established in Silviculture I, this course starts with studies on methods of establishment, seed collection, tree improvement practices, nursery practices and seedling quality assessment. Studies move on to vegetation management and stand tending to ensure successful establishment. If time allows, techniques used to improve timber yield and value will be studied, including pruning, precommercial and commercial thinning. Participants are expected to synthesis course material at the stand level with the preparation of a PHSP and at the landscape level with the preparation of a Management Plan, Participants are expected to apply silviculture operations within the context of public environmental and economic concerns.
Prerequisites: FOR 253, 251 (4,2)
Prerequisites or Corequisites: FOR 252, 286, 288

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 Measurements IV 3 CR
This course introduces the student to Weight Scale sampling, M.O.F. Cyclic Billing practices, destructive sampling techniques, M.O.F. Waste Assessment practices and the B.C. Metric Scaling system. Emphasis will be placed on practical log scaling and B. C. Interior log grading rules. This course will prepare the student to take the B. C. Ministry of Forests examination for a license to scale.
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 provide a broad perspective of the system within which the forest industry, the government and forestry related associations and organizations operate. Emphasis on the major components and their functions, objectives and inter-relationships. This area will include collective agreements, employment standards and the Workers' Compensation Board. Other organizations such as the B.C. Forestry Association and the B.C. Forest Alliance will be examined. The course will also provide a strong awareness of the technical and ethical standards of associations such as ABCPF and ASTTBC.
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 microcomputer 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)
Prerequisites or Corequisites: FOR 252, 254, 288

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 154, 162, 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 Plan will be completed in conjunction with other forestry courses.
Prerequisite: FOR 287. (2,3)
Prerequisites or Corequisites: FOR 252, 254, 282, 286.

FOR 290 Summer Technical Report 1CR
Students entering second-year will develop a technical report on their summer experience or employment on a subject authorized by the Forestry Programme Co-ordinator. Specifications for the essay will be discussed with students in ENGL 181 and ENGL 281.
Prerequisite: ENGL 181
Corequisite: ENGL 281 (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, 256, 261, 267, 281, 285, 287, 290 (8 days)

GIS 301 Introduction to GIS 3 CR
This course is an introduction to Geographic Information Systems theory and practice. The course will review hardware and software components, explore GIS applications and introduce data structure and basic functions. Students will learn to: identify and describe the hardware components of a GIS; state differences between database models; describe and evaluate methods of data capture and sources of data; discuss the nature and characteristics of spatial data and objects; list and define typical GIS operations; identify types of products from GIS; identify various applications of GIS and recognize the difference between raster and vector systems. Laboratory exercises will complement the theory presented in lectures. (3,4)

GIS 302 Advanced GIS 3 CR
This course builds on the materials presented in the first semester course on introduction to GIS. A number of advanced issues in GIS technology will be addressed. Topics may include some of the following: GIS algorithms, digital elevation modelling, data structures, data exchange standards and large databases, spatial analysis techniques and the application of GIS in various fields.
Prerequisite: GIS 301 (3,4)

GIS 305 Programming in "C" 3 CR
This course is an introduction to Algorithm Development strategies and Modular Programming concepts. Throughout, the student will learn the syntax of the C programming language and will write programmes to solve problems relevant to GIS. Topics will include basic data types, input and output, functions, programme control structures, structured data types, file I/O, sorting, searching and pointer variables. (3,3)

GIS 306 Spatial Statistics 3 CR
This course provides a link between GIS and spatial statistical methods. The fundamentals of the theory of statistics will be reviewed so that they may be applied to various spatial techniques covered in the course. Topics covered in the course will include some of the following: descriptive spatial statistics; spatial autocorrelation; network analysis; cluster analysis; and spatial analysis in regression models. Laboratory exercises using a spatial statistics package (e.g Spacestat) will complement the theory presented in lectures. (3,3)

GIS 310 Remote Sensing Applications 3 CR
An introduction to the basic theory of remote sensing, photogrammetry, airphoto interpretation, digital image processing and classification. Emphasis is placed on manual and digital interpretation of remotely sensed data and the potential integration of this data into the GIS environment. (3,3)

GIS 311 Georeferencing 3 CR
This course outlines the importance of a framework for referencing spatial data, especially geographic data as a prerequisite for interrelating different layers and levels of information. Issues will include: control surveys; methods and problems of collecting survey data; issues associated with recording land ownership; and managing the legal, fiscal and multipurpose cadastre. (2,2)

GIS 315 Methods in Environmental Analysis 3 CR
This course is an introduction to methods used in developing and analyzing information for environmental fields with emphasis on the use of numerical approaches useful to GIS. Various techniques and their appropriateness to different fields of study will be examined. (3,3)

GIS 316 Natural Resources and Environmental Law 3 CR
Environmental analysis, decision-making and impact assessment will be introduced. A broad range of biophysical, economic and social issues will be discussed within the context of federal and provincial environmental impact assessment policies. (3,0)

GIS 320 Computer Graphics 3 CR
This course provides an introduction to the principles of computer graphics. Focus is on: the means by which the computer can be used to visually enhance the understanding of different kinds of information; data structures and algorithms; and hardware and software systems for graphics. Issues include representation of objects, methods for viewing (i.e., visual realism, perspective, visibility and shading) and the use of graphic tools to understand complex numerical data.
Corequisite: GIS 305 (2,3)

GIS 321 Communicating Geographic Information 3 CR
This course is based on the premise that the quality of information is predicated on how well it is communicated. It provides an overview of visual design with emphasis on the presentation of geographic data. It provides the GIS student with an appreciation of the complexity and fragility of the communication process. Concepts of communication theory, semantic theory, diagrammatic portrayal and colour design will be introduced. Application of these concepts to improve the quality of GIS output in the form of maps, graphs, coding, etc. will be stressed. (2,2)

GIS 340 GIS Seminar 1 CR
Presentation and review of selected topics in GIS and applications of GIS in natural resource management and in the urban environment. (2,0)

GIS 349 GIS Project Proposal 3 CR
Preparation of a detailed proposal for the GIS project. Proposal is treated as if the student were responding to a request for proposal from an agency or firm. The proposal must identify the client, his/her needs, project description and the steps and resources required to complete the project. (0,2)

GIS 350 GIS Project 6 CR
A project course in which either an industrial or a synthesized land use problem with a major ecological management component is investigated by one or more class groups working as a team of consultants. Problem definition, proposal preparation, and the complete study from regional biophysical and land use inventory through client presentation of interim and final results are completed within the term. The final report must include project standards recommendations and data management guidelines. Projects are drawn from the resource (especially forestry) development and urban facilities design/management industry.
Prerequisite: GIS 349 (0,2)

MATH 151 Technical Mathematics 3 CR
A review and expansion of Math 12. Topics include plane geometry, trigonometry, intermediate algebra and practical applications in forest resource technology related areas.
Prerequisite: MATH 155 (3,0)

TAVI 150 Basic Meteorology 1.5 CR
An introduction to basic meteorology theory, weather reports, weather forecasting, flight planning services, and how they are applied to VFR flight. The setting personal VFR weather limits is also covered. (1.5,0)

TAVI 151 Theory of Flight/Airframes & Engines 1.5 CR
Aerodynamics and flight theory as well as the aircraft, its components and the systems which must be managed by pilots using proper operational procedures. (1.5,0)

TAVI 152 Air Law 1.5 CR
The rules, regulations, and procedures governing flight operations are covered. The use of the Air Regulations, Air Navigation Orders, NOTAMS, Information Circulars, and the Aeronautical Information Publication (AIP) are examined. (1.5,0)

TAVI 153 Flight Training I 5 CR
70 hours of flight training. (0,5)

TAVI 160 Flight Instruments/Navigation & Radio Aids 1.5 CR
Instrument construction, operation, uses, and limitations are explored. VFR navigation is covered in detail, including definitions, theory, VFR navigation charts, and VFR navigational procedures. The astro compass is introduced. Basic electronic theory as it applies to navigational radio aids and the use of radio navigation charts are also covered. (1.5,0)

TAVI 161 Flight Operations 1.5 CR
This course covers aircraft and systems handling, including multi engine, aircraft performance and icing, mountain flying and winter flying basics, dangerous goods handling, airmanship, and normal and emergency operating procedures. (1.5,0)

TAVI 162 Human Factors 1.5 CR
Medical facts for pilots, including judgement and decision making, job stress, physical fitness needs for aircrews, multi crew operations, and cockpit resource management are covered. (1.5,0)

TAVI 163 Flight Training II 5 CR
70 hours of flight training leading to Commercial Pilot Licence. (0,5)

TAVI 250 Advanced Meteorology 1 1.5 CR
Meteorological theory and services will be reviewed in detail, as well as the effects of various meteorological conditions on VFR and IFR flight. (1.5,0)

TAVI 251 Advanced Navigation 1 1.5 CR
A review of navigational theory, the earth's shape, navigational charts and map projections, and radio navigation charts. This course also reviews the astro compass for astro navigation. (1.5,0)

TAVI 252 Survival Training 1.5 CR
Focus will be on survival sense for northern flight operations, including basic principles of survival, survival equipment and its use, first aid equipment, basic first aid training and C.P.R. Food rations, search and rescue, and the use of the emergency locator transmitter (ELT) will also be covered. (1.5,0)

TAVI 253 Flight Training - Bush I 3 CR
25 hours of flight training. (0,3)

TAVI 254 Flight Training - Instructor I 3 CR
30 hours of flight training. (0,3)

TAVI 260 Advanced Meteorology 2 1.5 CR
This is a continuation of Advanced Meteorology 1. The use of upper atmospheric charts and weather patterns and high altitude flight planning are discussed. Winter flying operations are reviewed. (1.5,0)

TAVI 261 Advanced Navigation 2 1.5 CR
This is a continuation of Advanced Navigation 1. Astro navigation, inertial navigation systems, Loran C, global positioning systems (GPS), Omega navigation, VLF navigation, radar and radar facilities, as well as transponders are covered. (1.5,0)

TAVI 262 Aero Medicine 1.5 CR
A detailed look at medical factors relating to flight and a review of human factors in the flying environment, including physical fitness, decision making, and cockpit resource management. (1.5,0)

TAVI 263 Flight Training - Bush II 3 CR
25 hours of flight training leading to a multi-engine endorsement and float rating. (0,3)

TAVI 264 Flight Training - Instructor II 3 CR
30 hours of flight training leading to a multi-engine endorsement and flight instructor rating. (0,3)

TAVI 280 Tailwheel/Ski Flying Operations 1.5 CR
This course covers tailwheel flying techniques needed for bush operations from unprepared surfaces: short field, soft field, and crosswind techniques in tailwheel aircraft, and ground manoeuvring on wheels and skis. Weather factors such as whiteout, cold temperatures, pre-heating and de-icing, lack of weather information, self reliance, survival, and bush sense will be discussed. (1.5,0)

TAVI 281 Float/Mountain Flying Operations 1.5 CR
This course covers float plane seamanship, sailing, taxiing, mooring, docking, take off and landing techniques including glassy water, crosswind, rough water and other factors, as well as special equipment needed for float flying operations. The mountain portion covers mountain weather considerations, flight planning, special equipment, mountain navigation, aircraft performance at high altitudes, and pilot proficiency. Do's and don'ts of mountain flying will be discussed, as well as survival equipment. (1.5,0)

TAVI 290 Instructional Techniques 1 1.5 CR
A review of VFR navigation, theory of flight, aircraft instruments, and instrument flying techniques; aircraft engines, airframes, systems and general knowledge. The Transport Canada Flight Training Manual (FTM), the Flight Instructor Guide (FIG), and the Aeronautical Information Publication (AIP) will be covered in detail, as well as air regulations and Air Navigation Orders. The Principles of Learning and Instructional Techniques will be introduced. (1.5,0)

TAVI 291 Instructional Techniques 2 1.5 CR
A continuation of Instructional Techniques 1. Development of preparatory ground instruction for pre flight briefings and developing lesson plans for airborne flight and ground school instruction will be covered. A commercial pilot training syllabus will be developed. The FTM, FIG, and AIP will be reviewed in preparation for the Transport Canada written exams and flight test. (1.5,0)

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 will prepare working drawings to engineering office standards.
Corequisites: TEGD 172, 173 (1,2)

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

TEGD 151 Materials and Applications I 3 CR
An introduction to the properties of materials and to material standards. This course covers the properties and construction methods of soils and concrete. Basic soils testing and concrete batching and testing are included. (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.
Prerequisites: TEGD 150, TPRG 150 (1,3)

TEGD 161 Materials and Applications II 3CR
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; and 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 165 Structural Mechanics I 3 CR
An introduction to structural mechanics, vectors and force systems as required to design structures.
Prerequisites: TMTH 150, TPHY 150 (5,0)

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 Civil Technology I 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 road layout; and 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, 161, 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 doubled auxiliary views, exploded isometric assemblies; and parts detailing.
Prerequisite: TEGD 163 (2,3)

TEGD 174 Structural Mechanics II 3 CR
Continuation of TEGD 165, beams of two materials, stress distribution in beams, analysis of indeterminate beams by area moment and moment distribution, Euler's column formulas, tributary load calculations, elastic design of simple beams.
Prerequisite: TEGD 165
(4,0)

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, ENGL 160 (2,1)

TEGD 251 Civil Technology II 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, 174 (2,3)

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 on material handling of liquids, gasses, and solids for primary industries, especially sawmills, pulpmills and gas distribution.
Prerequisites: TPHY 150, TEGD 170 and 173 (3,4)

TEGD 254 Structural Wood Design 4 CR
The analysis and design of timber structures including beams, columns, and connections. As well, the design of shoring and concrete formwork is covered.
Prerequisites: TEGD 172, 174 (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, ENGL 160 (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.
Prerequisites: 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, ENGL 160 (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 Project 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: ENGL 160, TEGD 251, 252, 253, 254 (0,2)
Corequisite: ENGL 260

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, 264
Corequisite: TEGD 274
Prerequisite or Corequisite: TEGD 263 (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; and introduction to life-cycle costing.
Prerequisite: 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 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.
Prerequisites: TEGD 265, ENGL 260
Corequisite: ENGL 271 (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.
Prerequisite: ENGL 160 (2,1)

TELE 150 Digital Techniques I 3 CR
Introduction to the concept of digital representation. The course covers number systems and codes common to digital systems, logic gates and their functions, Boolean algebra, Karnaugh mapping, design of logical systems, flip-flops, and counter design. (3,2)

TELE 151 Shop Practices I 3 CR
A hands-on course covering 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 the principles of electrical quantities such as voltage, current, resistance and circuit devices such as EMF and current sources. The course continues with design and direct analysis techniques of simple series/parallel circuits. The course concludes with a detailed quantitative approach to analyzing purely resistive circuits using classical circuit theorems such as superposition, Norton and Thevenin, loop analysis, nodal analysis and tee-pi/pi-tee conversions.
Prerequisite or Corequisite: TMTH 151 (4,3)

TELE 160 Circuit Analysis II 4 CR
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 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
This course covers 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 family and subfamily specifications, operation and interfacing, shift register design, multiplexer/demultiplexer design, arithmetic circuits, memory devices and A/D and D/A converters.
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, magnetic devices, and concludes with DC driven inductive circuits.
Prerequisite: TELE 160
Prerequisite or Corequisite: TMTH 170 (3,2)

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

TELE 251 Electronics III 3 CR
A continuation of Electronics II covering specialized advanced design and analysis topics in oscillators, tuned amplifiers, regulator circuits and switching power supplies, active filters and some non-linear op-amp circuits.
Prerequisites: TELE 172, 171 (3,2)

TELE 252 Transducers and Interfacing 3CR
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 an 8-bit microcontroller. A generic micro and instruction set is studied to introduce the student to microprocessor architecture and data handling and movement. Topics covered are: architecture, the instruction sets, interrupts, interfacing and internal peripherals. General topics include the application of specialized algorithms common to machine language, understanding and using the various support tools and programming a microcontroller.
Prerequisites: TELE 170, 172 (3,3)

TELE 254 Power Systems 3 CR
An introduction to higher voltage, polyphase systems and electric machinery. The course is an applied extension of the circuit analysis courses with topics that include common connection configurations, transformers, rotating machinery and industrial standards and specification.
Prerequisite: TELE 174 (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 of control to industrial machinery and equipment.
Prerequisites: TELE 254,171, 251 (3,3)

TELE 263 Systems Project I 0 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, and anticipate potential problems. Topics will include time management, documentation, budgeting and project management.
Prerequisite: ENGL 160
Prerequisites or Corequisites: TELE 163, 260, 261,262, 264, TPRG 260 (1,0)

TELE 264 Microprocessors II 3 CR
The study of microcontrollers, their architecture and instruction sets. Topics include microcontroller architecture and instruction sets, assembly language programming, software development tools, bus concepts, memory devices, interrupts and interfacing techniques. Students design and construct a microcontroller-based system.
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 microcontroller as an element of a larger system and its industrial applications. In addition, the basic concepts of digital signal processing are introduced.
Prerequisites: TELE 260, 264 (3,3)

TJSS 160 Job Search Seminars
A series of seminars offering students up-to-date information on resumes and cover letters. Students will also learn what employers look for in an interview and how to build a network of employers.

TMGT 171 Management I for Technologies Applied Human Relations 1.5 CR
This course focuses on the personal management and interpersonal communication skills that contribute to success in the business world. Areas covered include: personal management, interpersonal communication and career development skills. Classroom participation and discussion are a necessary part of this course. TMGT 171 is a prerequisite for TMGT 251. (0,2)
Successful completion of TMGT 171 is required for enrollment in Co-Operative Education.

TMGT 251 Management II for Technologies Applied Group Skills 1.5 CR
Team work is a vital part of organizational life. Participating effectively in teams requires the ability to use leadership skills when appropriate. Areas covered include: group dynamics, communication in groups, conflict management and problem solving. Classroom participation and discussion are a necessary part of this course.
Prerequisite: TMGT 171 (0,2)

TMTH 150 Design Technology Mathematics I 3 CR
A review of geometry, trigonometry, linear and quadratic systems, exponential and logarithmic functions and basic statistics 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 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 differential equations, their transient and steady state solutions, and methods and techniques for solving more complex differential equations. LaPlace transforms are studied in electronic laboratories.
Prerequisite: TMTH 162 (5,0)

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: TEGD 165 (3,1)

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 eigenvectors and eigenvalues.
Prerequisite: TMTH 170 (5,0)

TPHY 150 Design Technology Physics 3 CR
Statics, kinematics, dynamics; energy and power; angular motion; fluid mechanics, wave motion; thermal properties of matter; all as applied to problems in civil and mechanical design. (5,0)

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 045
Prerequisite or Corequisite: TMTH 151 (3,3)

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

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 programmes 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 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 programme 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)

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. (2,3)

TRADES PROGRAMMES

Divisional Contacts:

Mike Cannell
Chair, Trades Division
Telephone: (604) 561-5804

CAAT - Cooperative Advanced Apprenticeship Training Diploma Programmes:
- Automotive Mechanical Repair
- Heavy Duty Mechanical Repair

Entry Level Certificate Programmes:
- Automotive Mechanical Repair
- Carpentry
- Electrical Work
- Heavy Duty Mechanic
- Machinist
- Millwright

Certificate Programmes:
- Power Engineering
- Welding

Provincial Apprenticeship Programmes:
- Automotive Mechanical Repair
- Carpentry
- Electrical Work
- Heavy Duty Mechanics
- Millwright
- Welding

Marcia Timbres
Chair, College Foundations Division
Telephone: (604) 561-5823

Certificate Programme:
- Professional Cook Training

College of New Caledonia
3330 - 22nd Avenue
Prince George, B. C.
V2N 1P8

Tel: (604) 562-2131

Application Procedure

Applications may be submitted at any time, however, students are encouraged to apply early to the programme of their choice. 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 Skills, Training and Labour. 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) DIPLOMA PROGRAMMES

- Automotive Mechanical Repair
- Heavy Duty Mechanical Repair

These innovative diploma programmes offer many advantages to students interested in careers such as Automotive, Heavy Duty, or Commercial Transport Mechanics, including advanced technical training and credit towards an apprenticeship for those who qualify for work terms. Qualified students acquire extensive practical experience through paid work terms integrated with their technical training. These paid work terms provide students with excellent opportunities to demonstrate their skills to potential future employers. Those who fail to qualify for a work term may complete the programme or course content but will not receive a Co-op Certificate.

New intakes occur annually for Automotive students and for Heavy Duty students. The entire programme, including twelve months of paid work terms, can be completed in just over two years.

Graduates of the entire programme and who become registered apprentices within 12 months can obtain credit for first year apprenticeship and may be able to challenge levels 2 and 3.

CAAT AUTOMOTIVE MECHANICAL REPAIR

Career Opportunities

Graduates of this programme will be qualified for a variety of employment opportunities in the Automotive Repair Field - Automotive Apprentices, Alignment and Brake Specialists, with possible transfer to related jobs in the Automotive industry -- parts personnel, service writers, etc.

Admission Requirements

1. Successful completion of the entry level training Automotive Mechanical or entry level training Heavy Duty Mechanical Programme with a minimum 70 percent average.
2. Related industry or training experience may be considered in lieu of the Entry Level Training Automotive/Heavy Duty programmes as evaluated by the division chair.
3. In order to assist in the selection process in those cases where the programme is over-subscribed, students are required to submit a work experience resume along with a **handwritten** statement as to why they wish to enter the programme.

Programme Outline: CAAT - Automotive Mechanical Repair

Module 1
- Measuring Devices
- Brake Systems
- Frames and Suspension Systems
- Automotive Steering Systems
- Wheels, Tires and Hubs
- Introduction to Automotive Electricity
- Welding

Co-op Term

Module 2
- Gasoline Engines
- Diesel Engines
- Exhaust Systems
- Automotive Drivelines
- Drive Axles and Differentials

Module 3
- Automotive Electrical Systems
- Automotive Fuel Systems
- Automotive Emissions Control

Co-op Term

Module 4
- Automotive Clutches
- Manual Transmissions
- Transfer Cases
- Automatic Transmissions
- Automotive Air Conditioning

CAAT HEAVY DUTY MECHANICAL REPAIR

Career Opportunities

Career opportunities for Heavy Duty Mechanical Repair programme graduates include Heavy Duty Mechanic, Self-employed Heavy Duty Mechanic, Field Mechanic Welder, Shop Foreman, Mechanical Supervisor, Technical Areas (specialization), Diesel Engineering and other engineering fields, Instructing.

Admission Requirements

1. Successful completion of the entry level training Automotive Mechanical or entry level training Heavy Duty Mechanical Programme with a minimum 70 percent average.
2. Related industry or training experience may be considered in lieu of the entry level training Automotive/Heavy Duty programmes as evaluated by the division chair.
3. In order to assist in the selection process in those cases where the programme is over-subscribed, students are required to submit a work experience resume along with a **handwritten** statement as to why they wish to enter the programme.

Programme Outline: CAAT Heavy Duty Mechanical Repair

Module 1
- Advanced Braking Systems (Air & Hydraulic)
- Advanced Hydraulic Systems
- Air Conditioning
- Refrigeration
- Air Operated Controls

Co-op Term

Module 2
- Diesel Engines
- Gasoline & Alternate Fuel Systems
- Engine Support Systems
- Carburated Fuel Systems

Co-op Term

Module 3
- Diesel Fuel Systems
- Electrical Systems
- Ignition Systems - Electrical & Electronic
- Trailer Wiring
- Electronic Engine Controls

Co-op Term

Module 4
- Drive Axles
- Clutches, Standard Transmissions & Drivelines
- Torque Converters, Powershift & Automatic Transmissions
- Bearings, Seals & Lubricants
- Electronic Transmission Controls

ENTRY LEVEL TRADES (ELT) PROGRAMMES

Automotive Mechanical Repair
Carpentry
Electrical Work
Heavy Duty Mechanical Repair
Machinist
Millwright

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.

Admission Requirements

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

1. Successful Completion of Grade 10, **or**
   Intermediate ABE Certificate, **or**
   GED Certificate, **or**
2. Successful completion of an Entry Level programme in a related discipline.
3. 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) for the purpose of providing additional assistance that may contribute to student success.
4. In order to assist in the selection process in those cases where the programme is over-subscribed, students are required to submit a work experience resume along with a **handwritten** statement as to why they wish to enter the programme.

AUTOMOTIVE MECHANICAL REPAIR

This five month programme is designed to introduce students to the automotive repair and service industry and provides an overview of automotive systems, tools, and repair procedures as per the course outline.

Career Opportunities

This programme prepares students for employment opportunities in the automotive industry. Successful completion of this programme is a prerequisite to the CAAT Automotive Mechanical Repair programme.

Selection Criteria

In those cases where the programme is over-subscribed, the following selection criteria will be used to select one-half of the class in the following order of priority:

1. Work experience as outlined in the written submission.
2. Academic qualifications with preference to those with English 12 **or** ENGL 045, Math 12 **or** Math 050 **or** equivalent Trades Math, and Physics 11 **or** PHYS 045.
3. Level of interest or persistence in entering the programme as demonstrated by continuing applications.
4. Level of commitment to the programme as outlined in the written submission.

Course Outline

Safety and Shop Practices
Tools and Measuring Devices
Brakes
Steering and Suspension
Basic Electricity
Batteries, Alternators and Starters
Ignition Systems
Fuel Delivery Systems
Engine Cooling and Lubrication Systems
Gas and Diesel Engines
Clutches
Differentials and Drivelines
Standard Transmissions
Transfer Cases
Automatic Transmission Service
Employment Skills

CARPENTRY

This five 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 in an outdoor environment.

Career Opportunities

The work of a carpenter includes form work, wall and roof framing, and interior and exterior finishing. Carpenters have opportunities to work in residential, commercial, light industrial or heavy construction fields in the areas of new construction, renovations and maintenance. Carpenters can go on to become foremen, estimators, building inspectors or even job superintendents.

Selection Criteria

In those cases where the programme is over-subscribed, the following selection criteria will be used to select one-half of the class in the following order of priority:

1. Work experience as outlined in the written submission.
2. Academic qualifications with preference to those with English 12 **or** ENGL 045, Math 12 **or** Math 050, Physics 11 **or** PHYS 045.
3. Level of interest or persistence in entering the programme as demonstrated by continuing applications.
4. Level of commitment to the programme as outlined in the written submission.

Course Outline

Safety and Work Habits
Tools and Shop Equipment
Blueprints and Specifications
Site Layout
Materials
Roof Framing
Concrete Form Work
Framing
Basic Stair Construction
Finishing
Basic Cabinets

ELECTRICAL WORK

This twenty (20) week programme is to provide students with skills and theory which may aid them in obtaining an apprenticeship or other related work in the electrical field. Students may start the programme in September or February.

Career Opportunities

This programme prepares the student for entry into the Electrical Apprenticeship Programme as well as other trade related areas such as counter and warehouse personnel for wholesale and distributing outlets.

Upon obtaining sponsorship in the Apprenticeship Programme, the student may become involved in residential wiring as well as the installation and maintenance of electrical equipment in commercial or industrial settings.

Selection Criteria

In those cases where the programme is over-subscribed, the following selection criteria will be used to select one-half of the class in the following order of priority:

1. Work experience as outlined in the written submission.
2. Academic qualifications with preference to those with English 12 **or** ENGL 045, Math 12 **or** Math 050, Physics 11 **or** PHYS 045.
3. Level of interest or persistence in entering the programme as demonstrated by continuing applications.
4. Level of commitment to the programme as outlined in the written submission.

Course Outline

Safety
Tools and Equipment
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

HEAVY DUTY MECHANICAL REPAIR

This five month programme is designed to introduce students to the heavy duty repair and service industry that provides an overview of heavy duty systems, tools, and repair procedures as per the course outline.

Career Opportunities

This programme prepares students for employment opportunities in Heavy Duty equipment repair. Successful completion of this programme is a prerequisite to the CAAT Heavy Duty Mechanical Repair programme.

Selection Criteria

In those cases where the programme is over-subscribed, the following selection criteria will be used to select one-half of the class in the following order of priority:

1. Work experience as outlined in the written submission.
2. Academic qualifications with preference to those with English 12 **or** ENGL 045, Math 12 **or** Math 050 or equivalent Trades Math, and Physics 11 **or** PHYS 045.
3. Level of interest or persistence in entering the programme as demonstrated by continuing applications.
4. Level of commitment to the programme as outlined in the written submission.

Course Outline

Safety
Tools, Shop Resources and Equipment
Rigging
Equipment Operation
Winches & Wire Ropes
Basic Braking Systems
Basic Hydraulic Systems
Frames, Suspensions, Steering & Running Gear
Employment Skills

MACHINIST

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

Career Opportunities

Graduates of this programme will be qualified for employment opportunities in a Machinist Field such as; Machine shops, Pulp Mills, Sawmills and Mines as part of the maintenance crew, making any replacement parts that may be needed.

Selection Criteria

In those cases where the programme is over-subscribed, the following selection criteria will be used to select one-half of the class in the following order of priority:

1. Work experience as outlined in the written submission.
2. Academic qualifications with preference to those with English 12 **or** ENGL 045, Math 12 **or** Math 050 or equivalent Trades Math, and Physics 11 **or** PHYS 045.
3. Level of interest or persistence in entering the programme as demonstrated by continuing applications.
4. Level of commitment to the programme as outlined in the written submission.

Course Outline

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

MILLWRIGHT

This five month programme is designed to introduce the student to the Millwright Trade. Students may start the programme in September or February.

Career Opportunities

Graduates of this programme will be qualified for employment opportunities in a large variety of machinery and heavy stationary mechanical equipment in industrial, commercial and institutional establishments such as; Pulp Mills, Sawmills, Mines and Industrial plants. The activities of a Millwright include the construction of foundations for machinery such as conveyors, pumps, compressors, hydraulic systems and pneumatic equipment.

Selection Criteria

In those cases where the programme is over-subscribed, the following selection criteria will be used to select one-half of the class in the following order of priority:

1. Work experience as outlined in the written submission.
2. Academic qualifications with preference to those with English 12 **or** ENGL 045, Math 12 **or** Math 050 or equivalent Trades Math, and Physics 11 **or** PHYS 045.
3. Level of interest or persistence in entering the programme as demonstrated by continuing applications.
4. Level of commitment to the programme as outlined in the written submission.

Course Outline

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

CERTIFICATE PROGRAMMES

Professional Cook Training
Power Engineering
Welding

PROFESSIONAL COOK TRAINING 151, 152, 153

Professional Cook Training introduces students to the three levels involved in the Provincial Cook Training programme. The programme covers all basic fundamentals of cookery and is designed to prepare future cooks to enter the hospitality industry. Students are trained through programmes for self study, theory lessons, demonstrations in the cooking lab and practical experience in the kitchen.

The Professional Cook Training programme has a duration of 10 months (40 weeks) and is organized into three levels:
LEVEL 1 - BASIC (151)
LEVEL 2 - ADVANCED (152)
LEVEL 3 - SPECIALTY (153)

Each level must be completed with a passing grade before advancing to the next level.

Career Opportunities

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. Successful completion of Grade 10 or ABE Intermediate Certificate or GED or mature student status.
2. Documents certifying current TB screening and health examination including a recent chest X-ray. The documentation to be on official College forms (supplied with acceptance) and to be submitted prior to commencement of programme.
3. As a part of the admission process, applicants will be required to write the English and Math Achievement (EMAT) for the purpose of providing additional assistance that may contribute to student success.
4. In addition 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/ Hospitality Foods of Cafeteria 11 & 12. It is also advisable to have recent work experience in a kitchen.
5. In order to assist in the selection process in those cases where the programme is over-subscribed, students are required to submit a work experience resume along with a handwritten statement as to why they wish to enter the programme.

In those cases where the programme is over-subscribed, the following selection criteria will be used to select one-half of the class in the following order of priority:

1. Academic qualification with preference to those with Cafeteria 11 & 12.
2. Students transferring from other CNC programmes.
3. Work experience as outlined in the written submission.
4. Level of interest or persistence in entering the programme as demonstrated by continuing applications.
5. Level of commitment to the programme as outlined in the written submission.

PRIORITY FOR ADMISSION TO LEVEL II:

1. Continuing CNC PCT students who have received a C or better in Level I.
2. Previous CNC PCT students who have received a C or better in Level I
3. Students who have received a C or better in Level I at other provincial institutions,
4. Students who have completed Cafeteria 11 & 12, *
5. Students transferring from other CNC programmes, *
6. All other students.*

*Challenge procedures apply for admission to Level II.

*CHALLENGE: Students will be allowed to challenge only LEVEL I. Students who have experience from the workforce and would like to challenge the Level I course would have to follow the following procedure:
-review the Level I course outline with the instructor
-produce a resume which reflects their pertinent experience
-answer verbal "hands on" questions on Level I material
-write the Level I final test and achieve a 70% or better

Students must meet initial admission requirements before being eligible to challenge LEVEL I. Students who successfully challenge LEVEL I will be allowed into LEVEL II if space is available. Challenge exam policy (see page 18 of Calendar) will apply.

PRIORITY FOR ADMISSION TO LEVEL III

1. Continuing CNC PCT students who have received a C or better in Level II.
2. Previous CNC PCT students who have received a C or better in Level II .*
3. Students who have received a C or better in Level II at other provincial institutions.*

* If space available, all initial admission requirements will apply.

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 qualifies students to write the Fourth Class Power Engineer's Examination upon completion of the programme.

Career Opportunities

Fourth Class Power Engineers are employed in sawmills, hospitals, refineries, pulp mills, refrigeration plants, breweries and public buildings.

Admission Requirements

All applicants must meet at least one of the following requirements:
1. Successful completion of Grade 12, **or**
   Advanced ABE Certificate, **or**
   GED Certificate.
2. Related industry experience may be considered in lieu of formal qualifications. As a part of the admission process, applicants will be required to write the English and Math Achievement Test (EMAT) for the purpose of providing additional assistance that may contribute to student success.
3. In order to assist in the selection process in those cases where the programme is over-subscribed, students are required to submit a **handwritten** work experience resume along with a statement as to why they wish to enter the programme.

Selection Criteria

In those cases where the programme is over-subscribed, the following selection criteria will be used to select one-half of the class in the following order of priority:
1. Work experience as outlined in the written submission.
2. Academic qualifications with preference to those with Math 11 **or** Math 045, Physics 11 **or** PHYS 045, Chemistry 11 or CHEM 045, **or** Drafting.
3. Level of interest or persistence in entering the programme as demonstrated by continuing applications.
4. Level of commitment to the programme as outlined in the written submission.

Course Outline

Plant Safety
Mathematics
Thermodynamics
Drafting
Boiler Regulations
Basic Electricity
Feedwater Treatment
Pumps
Piping and Pipe Fittings
Control Instrumentation

Powerhouse Maintenance
Boiler Fitting, Operation & Maintenance, Accessories
Heating Boilers & Systems
Internal Combustion Engines
Refrigeration and Air Compression
Lubrication
Boiler Parts and Construction

WELDING

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 programme, 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.**

Career Opportunities

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 opportunities.

Admission Requirements

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

1. Successful completion of Grade 10 **or** Intermediate ABE Certificate, **or** GED Certificate.
2. Related industry experience may be considered in lieu of formal qualifications. As a part of the admission process, applicants will be required to write the English and Math Achievement Test (EMAT) for the purpose of providing additional assistance that may contribute to student success.

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)

Admission Requirements

1. Registered "B" and "A" Levels require the candidate to have successfully completed the Registered "C" Level.
2. Testers require written proof of industrial welding experience on company letterhead or a signed affidavit from a Notary Public as follows
   *C.W.B. - 18 mos. F/T work experience
   *"C" Challenge - 24 mos. F/T work experience
   *"B" Challenge - 36 mos. F/T work experience
   *"A" Challenge - 48 mos. F/T work experience

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

Course Outline: Registered "B" Level

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

Course Outline: Registered "A" Level

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 are administered at CNC. 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 test as well as arrange for inspection by the government Boiler Inspector.

PROVINCIAL APPRENTICESHIP PROGRAMMES

An apprenticeship is a formal written agreement between an employer, an employee and the Province of B.C., during which an apprentice attends training classes at one of several B.C. colleges approximately once a year. The Field Service Branch of the Ministry of Skills, Training and Labour 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
Heavy Duty Mechanics
Millwright
Welding

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

The Apprenticeship and Employment Training Counsellor
Ministry of Skills, Training and Labour
1577 - 7th Avenue
Prince George, B.C. V2L 3P5
Tel: 565-6020

or

Skills Development Division
Ministry of Skills, Training and Labour
Suite 220 4946 Canada Way
Burnaby, B.C. V5G 4J6
Tel: 660-7227

UNIVERSITY CREDIT PROGRAMMES

Divisional Contacts:

Gordon Ingalls
Chair, Arts and Social Services Division
Telephone: (604) 561-5815

Alistair McVey
Chair, Science and Technology Division
Telephone: (604) 561-5830

College of New Caledonia
3330 - 22nd Avenue
Prince George, B. C.
V2N 1P8

Tel: (604) 562-2131

CNC offers a broad spectrum of university credit Arts, Social Science, Science, Applied Science, Commerce, and Human Kinetics (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 a two-year criminology diploma and two associate degrees:

- Associate of Arts Diploma - Criminology
- Associate of Arts Degree
- Associate of Science Degree

Other programmes, enhancing the 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 careers. 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 Bachelors Degree in Prince George. This programme is offered at Prince George, Nechako Campuses and School District #55 Burns Lake.

Opportunities for more advanced studies in various disciplines are continually being expanded.

The Regional Campuses offer university credit courses and provides 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. Successful completion of Grade 12 (with English 12) **or** ABE Advanced Certificate **or** GED Certificate **or** completion of Grade 11, with an outstanding academic record, in the year of application;
   Note: The GED certificate 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 a "C+" grade or less in Math 12 (interim grade) or Math 050 will be registered in Math 100. A college test in mathematics will be administered to students in Math 100 during the first week of classes in order to indicate

whether those students should be in either Math 101, Math 100 or an ABE Math course as appropriate. Students who are not admitted to Math 101 cannot be admitted to CSC 109, PHYS 101 or CHEM 111 but can, instead, be admitted to CSC 105, PHYS 105 or CHEM 113.

Application Procedure

Application forms are available from the Office of Admissions and may be submitted any time after September 15 for the following year. Acceptances for first year students applying for 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 contact the Counselling & Advising Department 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 timetable 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 have considerable flexibility in their selections, others may have to adhere to specific requirements prescribed by their programmes.

Language Proficiency Index Placement Test

Students are advised that the College of New Caledonia is actively investigating the possibility of introducing the Language Proficiency Index Placement Test for students wishing to enter University Credit English courses at the College starting in September 1995.

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	2H
Forest Science	2F
Home Economics	2A, 2B
Law	Any package
Medical Laboratory Technology	2B
Medicine	2A, 2C, 2D, 2E
Pharmaceutical Science	2A
Human Kinetics (Physical Education)	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
Mathematics	2A, 2C,
Microbiology	2A
Oceanography	2A
Pharmacology	2A
Physics	2A
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

2H 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 I	Semester II	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. Prerequisite: Math 12 or Math 100 or Math 050. 2. Students must take Programme 1A for a career path to a Bachelor of Commerce and Business Administration at UBC. Students may take a university credit elective in the second semester instead of CSC 109/110. 3. 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. 4. Students transferring to the Faculty of Commerce and Business Administration at UBC must take English 103 along with one other English.
1B	ENGL 101 or 103 ECON 101 MATH 100 CSC 105 or 109 PSYC 101	ENGL 102 or 104 ECON 102 MATH 101 CSC 109 or 110 PSYC 102	1. Prerequisite: Math 11 or Math 045. 2. Students may substitute Math 100/101 for FREN 101/102 for a General Arts Degree at UBC. 3. See number 3 in 1A above. ***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 103 HIST 103 PSYC 101	GEOG 103 or 101 or 102 BIO 104 or GEOG 202 ENGL 102 or 104 HIST 104 PSYC 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.
1D	ANTH 102 BIO 103 or GEOG 101 ENGL 101 or 103 HIST 103 PSYC 101	ANTH 101 BIO 104 or GEOG 103 or GEOG 102 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 Geography for BIO 103/104 if they wish to transfer to the UVIC Elementary Education programme. Students must see a counsellor for clarification. 3. GEOG 201/202 is accepted at UVIC to satisfy their science requirement.
1E	**Year 1** ENGL 103 CRIM 101 CRIM 103 SOC 101 PSYC 101 **Year 2** CRIM 135 CRIM 201 OR 241 PSYC 201 GROUP B ELECTIVE GROUP C ELECTIVE	 PSCI 131 CRIM 102 CRIM 106 SOC 102 PSYC 102 CRIM 120 CRIM 230* PHIL 101 or PHIL 102 GROUP C ELECTIVE GROUP C ELECTIVE	1. Prerequisite: Completion of Grade 12 (with English) or ABE Advanced Certificate or GED. 2. Students must take Programme 1E for a career path to a Bachelor's Degree in Criminology at SFU. 3. Refer to Criminology programme requirements. 4. For group B and C elective information, refer to Criminology diploma description. ***Note: A statistics course is required in the second year (PSYC 201) and must be successfully completed 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, 103 or 104 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	Human Kinetics (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. The following courses are desirable depending on career needs in University: Math 11 and 12, Biology 11 and 12, Chemistry 11, Physics 11 and PE 11 and 12		***Note: Students should refer to the appropriate university calendar as a guide to selecting electives and consult with a counsellor.***

Package	Semester I	Semester II	Notes
1 G-A	**University of Alberta** **Year 1** HK 123 HK 124 ENGL 101 or 103 2 of PSYC 101, BIO 120, or GEOG 101 or 103 Physical Activity Course **Year 2** HK 220 HK 222 HK 223 Approved Option* Physical Activity Course	 HK 120 HK 122 HK 125 ENGL 102, 103 or 104 PSYC 102, BIO 107, or GEOG 101 or 103 Physical Activity Course HK 121 HK 221 HK 224 Approved Option* Physical Activity Course	* See University of Alberta Calendar and consult with a faculty member.
1 G-B	**University of British Columbia** **Physical Education Program of Study** **Year 1** ENGL 101 or 103 HK 123 HK 124 HK 120 Arts/Sci Elective **Year 2** ENGL 200 Level HK 223 HK 230 HK 234 Arts/Sci Elective	 ENGL 102 or 103 HK 121 HK 220 HK 221 Art/Sci Elective ENGL 200 Level HK 224 HK 240 HK 235 Arts/Sci Elective	1. ENGL 103 must be taken, but may be taken in either semester 1 or semester 2. 2. Courses should reflect second teaching concentration 3. Students wishing to pursue Exercise Science, Leisure and Sport Management or Health and Fitness Programmes of study consult a Human Kinetics (Physical Education) Faculty member or a counsellor for course selection.
1 G-V	**University of Victoria** **Arts Degree with Major in Human Performance** HK 123 HK 124 HK 223 ENGL 101 or 103 PSYC 101 SOC 101 Physical Activity Course	 HK 121 HK 122 HK 224 ENGL 102, 103, or 104 PSYC 102 Physical Activity Course	Students wishing to pursue a Science Degree with a major in Human Performance should consult the UVIC calendar, a counsellor, and/or a Human Kinetics (Physical Education) faculty member.
2A	BIO 120 CHEM 111 ENGL 101 or 103 MATH 101 PHYS 101 or 105	BIO 107 CHEM 112 ENGL 102 or 104 MATH 102 PHYS 102 or 101	1. Prerequisites: Math 12 or Math 100 or Math 050, Biology 11 or BIO 045, Chemistry 12 or CHEM 050, and Physics 12. 2. BIO 107/120 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. 3. 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 Math 12 was taken. 4. See also Science One. 5. UBC Biology faculty students are required to take CNC PHYS 101 (with Physics 12) or to take CNC PHYS 105 and PHYS 101.

Package	Semester I	Semester II	Notes
2B	BIO 120 CHEM 113 ENGL 101 or 103 MATH 100 PHYS 105	BIO 107 CHEM 114 ENGL 102 or 104 MATH 101 PHYS 106 or 101	1. Prerequisites: Math 11 or Math 045, Chemistry 11 or CHEM 045, Biology 11 or BIO 045, Physics 11 or PHYS 045. 2. Students majoring in a Physical Science may replace BIO 107/120 with an Arts elective. 3. 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 Math 12 was taken. 4. UBC Biology faculty students are required to take CNC PHYS 101 (with Physics 12) or to take CNC PHYS 105 and PHYS 101.
2C	CHEM 113 ENGL 101 or 103 MATH 101 CSC 109 PHYS 105	CHEM 114 ENGL 102 or 104 MATH 102 CSC 110 PHYS 106	1. Prerequisites: Math 12 or Math 100 or Math 050, Chemistry 11 or CHEM 045, Physics 11 or PHYS 045.
2D	CHEM 111 ENGL 101 or 103 MATH 101 CSC 109 PHYS 101	CHEM 112 ENGL 102 or 104 MATH 102 CSC 110 PHYS 102	1. Prerequisites: Math 12 or Math 100 or Math 050, Chemistry 12 or CHEM 050 and Physics 12. 2. Students majoring in Physical Geography must replace CSC 109/110 with GEOG 201/202. 3. See also Science One.
2E	BIO 120 CHEM 111 or 113 ENGL 101 or 103 MATH 100 PSYC 101	BIO 107 CHEM 112 or 114 ENGL 102 or 104 MATH 101 PSYC 102	1. Prerequisites: Math 11 or Math 045, Biology 11 or BIO 045, Chemistry 11 or CHEM 045 (for CHEM 113), Chemistry 12 or CHEM 050 (for CHEM 111). 2. Dental Hygiene students can change Math 100/101 to another university credit elective. 3. Dental Hygiene students can select either BIO 107/120 or BIO 103/104. 4. Students majoring in Rehabilitation Medicine should replace Math 100 with Math 104 and may change Math 101 to another university credit elective.
2F	ENGL 101 or 103 FORS 111 MATH 101 MATH 104 BIO 120 or CHEM 113 or PHYS 105	ENGL 102 or 104 FORS 112 MATH 102 MATH 105 BIO 107 or CHEM 114 or PHYS 106	1. Prerequisites: Math 12 or Math 100 or Math 050, Biology 11 or BIO 045, Chemistry 11 or CHEM 045, Physics 11 or PHYS 045 and one of Biology 12, Chemistry 12 or Physics 12. 2. Students must select the science which was NOT taken at the grade 12 level. 3. Please consult a CNC counsellor concerning specific requirements for UBC and U of A.
2G	UBC AGSC 100* UBC AGSC 110* BIO 120 MATH 101 CHEM 111 or 113 ENGL 101 or 103 ECON 201	UBC AMSC 258* BIO 107 MATH 102 CHEM 113 or 114 ENGL 102 or 104 ECON 202	1. Prerequisites: BIO 11 or BIO 045, Math 12 or Math 050, CHEM 11 or CHEM 045 or CHEM 12 or CHEM 050. 2. Students interested in Agricultural Science should consult a UBC Agricultural representative or a CNC counsellor. * Can be taken through UBC Access.
2H	**Year 1** MATH 101 PHYS 101 APSC 100 ENGL 101 or 103 CHEM 111 CSC 109 **Year 2** MATH 201 MATH 204 PHYS 204 ***Note - Year 2: Plus any additional 3 courses transferring to UBC's Faculty of Applied Science.***	 MATH 102 PHYS 102 APSC 120 ENGL 102 or 104 CHEM 112 MATH 202 MATH 205 MATH 215 PHYS 205	1. Prerequisites: Physics 12, Chemistry 12 and Math 12 with a minimum "B" standing. 2. 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. 3. See also Science One. 4. Please consult a counsellor concerning additional Mathematics and Physics requirements for entry into Second Year at UBC. 5. This programme does not provide all requirements to meet UBC's second year.

DEGREES

The College of New Caledonia offers associate degrees in Arts and in Science for two years of university level study in accordance with the following requirements. The classification of subjects in Arts (Social Sciences and Humanities) and Sciences is set out in the list following these requirements. (The Associate of Arts degree is available at the Quesnel Campus.)

ASSOCIATE OF ARTS DEGREE

To be eligible for the Associate of Arts degree, a student must have:

1. completed 60 semester credits of courses that have articulated assigned or unassigned university transfer credit at the 100-level or higher;
2. completed at least 30 of these 60 semester credits at the College of New Caledonia, of which at least 12 credits are in courses that have assigned or unassigned university transfer credit at the 200-level or higher;
3. completed at least 6 semester credits in courses that have assigned or unassigned university transfer credit at the 100-level in English (ENGL 101, 102, 103, 104);
4. completed at least 18 credits in Arts courses (other than English) that have assigned or unassigned university transfer credit at the 100-level; at least 6 of these credits must be in the Humanities (English, French, History, Music, Philosophy), and at least 6 of these credits must be in the Social Sciences (Anthropology, Commerce, Criminology, Economics, Geography (Human) 101, 102, 103, 203, 205, Human Kinetics (Physical Education), Political Science, Psychology, Sociology), and no more than 6 credits shall be in any one subject area;
5. completed at least 18 semester credits in Arts courses that have assigned or unassigned university transfer credit at the 200-level or higher; these credits must be in at least two different subject areas;
6. completed at least 9 semester credits in Science courses, including at least 3 credits in Mathematics or Computing Science or Statistics (i.e. any statistics course that transfers to a university as a 100-level or higher Science course) and at least 3 credits in a laboratory Science course (i.e. any course in the Sciences list worth 3 credits or more and with a lab of at least 2 hours, but excluding any course in Applied Science or Computing Science);
7. completed at least 9 semester credits in courses that have assigned or unassigned transfer credit at the 100-level or higher; credits may be for university transfer courses in subjects listed on the following page or for university transfer courses in other subjects (e.g. Commerce, Human Kinetics (Physical Education);
8. achieved a grade of at least C in each course counting towards the 60-credit requirement, and a cumulative Grade Point Average of at least 2.0 over all of the courses counting towards the requirement;
9. commencing May 1992 to May 1997, students may apply for an Associate of Arts Degree provided that thirty semester credits be completed within five years preceding the awarding of the degree. (Commencing May 1998, students must have completed at least three semester credits in the year the degree is awarded.)

**Note:*

1. ***No course will be used to meet more than one of the specific requirements.***
2. ***Students are advised to consult with a counsellor in order to determine specific course requirements for entry to a particular university degree programme.***

General Course Requirements for Awarding an Associate of Arts Degree

Courses/ Programmes	# of Credits	Total	Conditions
English	6	6	100 level
Arts Courses			100 level
Humanities	6		excludes English
Social Sciences	6		only 6 credits maximum in one subject area
Social Sciences or Humanities	6	18	
Arts Courses	18	18	200 Level or Higher credits must be in at least 2 subject areas
Science Courses			100 Level or Higher
Mathematics or Comp. Science or Statistics		3	
Laboratory Science		3	requires min. 2 hour lab & excludes any course in Applied or Computer Science
Science Course	3	9	
Electives*	9	9	100 Level or Higher
		60	

ASSOCIATE OF SCIENCE DEGREE

To be eligible for the Associate of Science degree, a student must have:

1. completed 60 semester credits of courses that have articulated assigned or unassigned university transfer credit;
2. completed at least 30 of these 60 semester credits at the College of New Caledonia, of which at least 12 credits are in courses which have assigned or unassigned university transfer credit at the 200-level or higher;
3. Unassigned credits from other institutions for inclusion in the course work leading to the Associate of Science Degree be accepted, but limited to 15 credits. The final decision for determining course area, level and number of credit hours will be made by the Division Chair or senior academic administrator in the UT Science programme area.
4. completed at least 6 semester credits in Calculus (Math 101, Math 102, Math 201 and Math 202);
5. completed 6 semester credits in first-year (100-level) English (ENGL 101, 102, 103, 104);
6. completed at least 18 semester credits in first-year Science courses (Applied Science, Astronomy, Biology, Chemistry, Computer Science, Forest Science, Geography (Physical) 201, 202, 204, Geology, Mathematics, Physics).
7. completed at least 18 semester credits in second-year Science courses in two or more subject areas;
8. completed at least 6 semester credits in Arts courses at the 100-level or higher, excluding English and excluding Mathematics and laboratory-based Science (ie. "lab science") courses;
9. completed at least 6 semester credits of first-or second-year courses;
10. achieved a grade of at least 'C' in each course counting toward the 60-semester credit requirement, and a cumulative Grade Point Average of at least 2.0 over all the courses counting towards the requirement.
11. commencing May 1992 to May 1997, students may apply for an Associate of Science Degree provided that thirty semester credits be completed within five years preceding the awarding of the degree. (Commencing May 1998, students must have completed at least three semester credits in the year the degree is awarded.)

Note:

1. No course will be used to meet more than one of the specific requirements.

2. Students are advised to consult with a counsellor in order to determine specific course requirements for entry to a particular university degree programme.

General Course Requirements for Awarding an Associate of Science Degree

Courses/ Programmes	# of Credits Total	Conditions
English	6	100 Level
Calculus	6	- from Mathematics 100, 102, 201 or 202
Science	18	100 Level - only 6 credits maximum in one subject area
Science	18	200 Level - must be in at least 2 subject areas
Arts Elective	6	100 Level or Higher - excluding English, Mathematics and laboratory based science courses
Electives*	6	100 Level or Higher

* May be Arts or Science courses or other subjects, e.g. Commerce, Business Management, Human Kinetics (Physical Education) with university transfer credits.

Classification of Subjects for Associate Degrees

Only those College of New Caledonia courses with articulated university transfer credit and a College of New Caledonia course designation at the 100-level or higher, will count towards the Associate degree.

For the purpose of the above requirements, the College of New Caledonia courses are categorized as follows:

Arts

Humanities:

English
French
History
Philosophy

Social Sciences:

Anthropology
Commerce
Criminology
Economics
Geography (Human) (101, 102, 103, 203, 205)
Human Kinetics (Physical Education)
Political Science
Psychology
Sociology

Sciences

Applied Science
Astronomy
Biology
Chemistry
Computer Science
Forest Science
Geography (Physical) (201, 202, 204)
Geology
Mathematics
Physics

Note: Some courses in the subjects listed above may not carry transfer credit and/or satisfy major requirements at a particular university. Please consult the transfer guide, university calendars or the Counselling and Academic Advising Department.

DIPLOMA

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 credits). 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 Requirements

Group A	Group B	Group C
CRIM 101	COMM 222	Any 3 CNC courses
CRIM 102	ECON 101	carrying direct
CRIM 103	ECON 102	university credit
CRIM 106	ENGL 103*	transfer to SFU, 9
CRIM 120	HIST 104	credit hours
CRIM 135	PHIL 101*	required.
CRIM 230 and	PHIL 102	
CRIM 201 or	PSYC 101*	
CRIM 241	PSYC 102*	
	PSCI 131*	
	PSYC 201 *	
	SOC 101*	
	SOC 102*	
	All courses which are asterisked (*) **must** be taken plus, 1 elective (3 credit hours) chosen from the above list.	
24 credit hours	27 credit hours	9 credit hours

Note:

1. ***At least 30 credits must be completed at CNC***
2. ***No course may be used more than once to meet diploma requirements.***

Co-operative Education

Students planning to transfer to University Co-operative Education programmes in Science, Engineering, Forestry and related disciplines may be able to complete up to two work terms while at CNC. More information may be obtained by contacting the Co-operative Education Office at CNC.

Education

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 1C. Upon completion of five semesters of academic work, students will be accepted into the SFU Professional Development Programme (PDP) based on satisfactory work experience and academic performance records. In September 1995, a package of third year SFU courses (to be announced) may be offered in Prince George.

Humanities

Humanities is a non-disciplinary programme based on a reading list of great works of literature, philosophy, history, etc. The programme is designed to provide the first-year student with comprehensive practice in reading significant works intelligently and in thinking, talking and writing about those works. Considerable emphasis is placed on essay-writing: five major essays per semester are required.

Humanities is team-taught by two or more instructors of different academic specializations. The instructors use both lecture and seminar formats and meet frequently with students on an individual basis to assess progress and help with difficulties.

A limited number of students will be accepted into the Humanities programme. The programme carries credit for three courses per semester and demands a proportionate amount of students' time. In order to receive credit for a full first year, students must take two additional regular courses each semester.

Students interested in this programme should obtain a more detailed outline from either the counsellors or one of the Humanities instructors.

**Note:*

1. ***The Humanities programme is most beneficial to students who remain in the programme for both semesters (i.e. Humanities 101 and 102). Students who enter the programme in the fall semester are strongly encouraged to commit themselves to remaining in the Humanities programme for both Fall and Spring semesters.***
2. ***May be offered in 1995/96; please see a CNC Counsellor.***

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 sciences 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 107/120, CHEM 111/112, and PHYS 101/102 with specially designed lab activities. In addition, two one hour per week seminar courses, Science 101/102, provide 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.

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.

Course transfer information is contained in the British Columbia Transfer Guide published by the British Columbia Council on Admissions and Transfer (available in the CNC Counselling Department) to verify transferability of credits.

Note: Not all courses are necessarily offered every semester.

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 varieties of religious belief and expression.
Prerequisite: ANTH 101 or permission from instructor. (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.). This examination will be framed within the context of the anthropological exploration of Canadian First Nations cultures.
Prerequisite: ANTH 101 or permission from instructor. (3,0)

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 practising engineers and discuss their areas of specialization. (1,0)

APSC 120 Engineering Drawing 3 CR
This is an introductory mechanical drafting and computer aided drafting course for those students who are interested in a degree in Engineering. Topics covered are orthographic projection, technical sketching, engineering geometry, graphic solution of space and vector problems, azimuth and bearing problems, contour lines, cutting planes and developments, graphical integration and differentiation, logarithmic graphs and presentation of engineering data on graphs. (3,0)

ASTR 101 Introductory Astronomy 1 3CR
An introductory course for science credit. The emphasis will be on the solar system introduced in a historical context. Also covered will be basic observing, celestial coordinates, astronomical instruments, and the relevant basic physics.
Prerequisites: Physics 11 or PHYS 045 and Math 11 or MATH 045 (3,3)

ASTR 102 Introductory Astronomy II 3CR
An introductory course for science credit to follow ASTR 101. The emphasis will be on stars (stellar parallax and motions, the HR diagram, star clusters, stellar models, stellar evolution, exotic objects) and galaxies (the Milky Way Galaxy, external galaxies, cosmology).
Prerequisite: ASTR 101 or permission of the instructor. (3,3)

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)

BIO 103 Biology for Non-Majors I 3 CR
Biology for non-majors I (Biology 103) is the companion course to Biology for non-majors II (Biology 104). This course focuses on the fundamental unit of living organisms: the cell. A study of cell structure and metabolism provides a basis for discussion of human nutrition, genetics, and cancer. (3,3)

BIO 104 Biology for Non-Majors II 3 CR
Biology for non-majors II (Biology 104) is the companion course to Biology for non-majors I (Biology 103). This course focuses on how cells combine to form multicellular organisms and on the relationship between living things. The basics of evolution and ecology, selected topics in human and plant functional anatomy, and specific examples of human viral and bacterial diseases, including AIDS, are covered. (3,3)

BIO 107 Cellular and Organismal Biology 3 CR
An introductory course emphasizing principles of wide applications to all organisms, including cell structure and function, nutrition, energetics and physiology and reproduction. Examples are drawn from both the cellular and whole-organism levels of organization. The laboratory will explore biological principles through a study of several local ecosystems; field trips during laboratory sessions will be mandatory. Open only to students who have not received credit for Biology 12.
Prerequisites: Biology 11 or 045 and Chemistry 11 or 045. (3,3)

BIO 120 Genetics, Evolution and Ecology 3 CR
An introductory course exploring topics in the mechanism of inheritance at the organismal and molecular levels, evidence for and mechanisms of evolution, ecological relationships, and animal behaviour. The laboratory will include several long-term investigations, including laboratory experiments on organism-environmental relationships and optional field work.
Prerequisite: BIO 107 (or 101 or 102) or Biology 12 or 050 with a grade of 80% or better or BIO 103 and Bio 104 and CHEM 11 or CHEM 045. Biology 120 satisfies the prerequisite for other Biology courses. (3,3)

BIO 201 Cell Structure 3 CR
Beginning with experimental techniques, this course covers physical and chemical aspects of biological structure in prokaryote and eucaryote cells. Additional topics include cell events (mitosis, meiosis and movement) and correlations of structural diversity with functional specialization.
Prerequisites: BIO 107 and 120, CHEM 111 and 112 or CHEM 113 and 114.
Prerequisite or Corequisite: CHEM 203 (3,3)

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 (3,3)

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 107 and 120
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 107 and 120 (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 107 and 120, 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, morphogenesis and comparative functional morphology of tissues and organs.
Prerequisites: BIO 107 and 120, 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 107 and 120 (3,3)

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, with a "C" or better recommended. (3,3)
Note: Prerequisite: Math 12 or Math 050 with a "C" or better may be required.

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, with a "C" or better recommended. (3,3)
Note: Prerequisite: Math 12,or Math 050 with a "C" or better may be required

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 (4,3)

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 (4,3)

CHEM 201 Physical Chemistry 3 CR
This course, a survey of physical chemistry, is suitable for students 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 infra-red spectroscopy.
Prerequisite: CHEM 111 or 113. (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)

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 212 Managerial Accounting 3 CR
Introduction to the development and use of accounting information for management planning and control and the development of various cost information analyses. 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 222 Management and Organizational Behaviour 3 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, organizational culture, organizational development, stress and time management. Organizational behaviour and its impact on management will be examined through lecture, discussion, case analyses and practical applications of the material. (3,0)

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 psychoanalytical and type theories to a social learning perspective including the social-structural and symbolic-interactionist theory.
Prerequisite: CRIM 101 or PSYC 101 (3,0)

CRIM 103 Introduction to the Criminal Justice System 3 CR
An introduction to the legal and social organization of the Canadian Criminal Justice System. The accused is followed from initial contact with the police to a final disposition on the street, at court, or in the correctional system. The rights, responsibilities and discretion of all participants in the proceedings will be examined in detail. The processing and treatment of offenders in Canada will be evaluated in terms of fairness and effectiveness. (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 135 Introduction to Canadian Law and Legal Institutions 3 CR

This course provides a general introduction to the fundamental and competing principles of jurisprudence and to the basic legal institutions of Canada. The course is designed to prepare students for those law and law related courses offered within the Department of Criminology and will consider the history of Canadian law, the development of the Canadian constitution, the system of Canadian courts and the roles and responsibilities of members of the legal profession. In addition, the course will consider the nature of legal reasoning, the doctrine of precedent, principles of statutory interpretation and will also introduce the fields of contract, torts, administrative law and family law. The course will also examine the process of law reform in Canada.

Prerequisite: None (3,0)

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 230 Criminal Law 3 CR

Nature, purpose, scope, sources and basic principles of the criminal law. History and evolution of the criminal law. Study of certain fundamental legal concepts such as *men rea*, negligence and strict liability. Analysis of the concept of criminal responsibility in Canada. Critical examination of the legislative policies expressed in the Criminal Code. Study of the basic elements of a criminal offence; *actus reus* and *mens rea*. Examination of the legal principles relating to certain specific crimes and to certain major defences. CRIM 135 is strongly recommended. (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)

CSC 105 Introduction to Computers and Programming 3 CR

The main goal of this course is to familiarize students with computers and introduce the elements of computer programming. Topics covered include the basic structure of a digital computer system; applications of computers in arts, business, science, industry, and everyday life; and computer programming using a high level language. The laboratory provides hands-on experience with the microcomputer, programming and current software (such as word processors, spreadsheets, and databases). No prior knowledge of computing or advanced mathematics is required; however, basic typing skills will be a definite asset.

Prerequisite: Math 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 programmes, 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, using a procedural language.

Prerequisite: Math 12 or Math 050 Students with a grade of "B" or better in CSC 12 may take CSC 110 instead of CSC 109 (3,3)

CSC 110 Computing Science II 3 CR

This is a continuation of CSC 109 and more advanced algorithms and computer programmes are developed. The topics include advanced string processing, sets, recursion, and linear and non-linear data structures.

Prerequisite: CSC 101 or 109 or a grade of 'B' or better in CSC12

Prerequisite or Corequisite: Math 101 (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 programmes 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. An object-oriented programming language is used in this 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 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 220 (3,3)

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 and 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
This course examines the market system's inner workings, characterized by supply and demand. Various market structures such as a perfect competition and monopolies will be studied. Time will be spent looking at ways in which the market system "fails," leading to discussions about government's role, in certain circumstances, as possible replacement for the market system. By the end of this course the student should have the ability to analyze the impact of events on the price and production of goods and services. (3,0)

ECON 202 Principles of Economics - Macroeconomics 3 CR
Beginning with the techniques for measuring important variables such as 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 control of the money supply to achieve economic goals will be discussed. By the end of the course the student should have the ability to analyze the macroeconomic impact of most events influencing the economy. (3,0)

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. (3,0)

ENGL 101 Literature and Composition I 3 CR
A study of 20th Century short stories 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 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. Students wishing to transfer to UBC should not take both English 104 and English 107. (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 credit students will write essays and exams; non-university credit students may audit the course for general interest. (1,2)

ENGL 107 Literature and Composition: First Nations' Literature 3 CR
This first year course will focus on a broad spectrum of Native Literature. Students will assess traditional tales from an oral storytelling tradition as well as poems, plays and short stories by contemporary native writers. As well, the student will learn effective composition skills and the techniques of literary analysis. Students will be required to write a minimum of three major essays. Students wishing to transfer to UBC should not take both English 104 and English 107. (3,0)

ENGL 201 English Literature, 1350-1688 3 CR
A survey of English Literature from Chaucer to Milton based on a selection of works from major authors. Students are required to submit at least three essays on literary topics.
Prerequisites: 2 of ENGL 101, 102, 103, 104,107 (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, 104,107 (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 a minimum of three essays on literary topics.
Prerequisites: 2 of ENGL 101, 102, 103, 104, 107 (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, 107 (3,0)

ENGL 205 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.
Prerequisites: 2 of ENGL 101, 102, 103, 104, 107 (3,0)

ENGL 206 Creative Writing 3 CR
This course is a continuation of ENGL 205.
Prerequisites: 2 of ENGL 101, 102, 103, 104, 107 (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, 107 (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, 107 (3,0)

ENGL 215 Children's Literature I 3 CR
A study of children's literature focussing on the different genres: fantasy, realistic fiction, science fiction, historical fiction, etc.
Prerequisites: 2 of ENGL 101, 102, 103, 104, 107 (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 course 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 from the Victorian period to the Modern period. The course will address the question of how our definitions of children's literature and our attitudes toward children's literature have changed over the years.
Prerequisites: 2 of ENGL 101, 102, 103, 104, 107 (3,0)

ENGL 217 Women in Literature I 3 CR
This course will focus on techniques of literary study, with emphasis on the ways in which women are represented in, and have contributed to, the literary tradition. Focusing on literary, feminist and general social-cultural concerns, the course will provide a fresh insight into our literary traditions. Students will be asked to write at least three essays on literary topics.
Prerequisites: 2 of ENGL 101, 102, 103, 104, 107 (3,0)

ENGL 218 Women in Literature II 3 CR
This course will explore gender and literary theory from a feminist viewpoint. This course will explore some of the controversies which have arisen in the study of literature and some of the ways in which feminist ideas and practices are changing the way in which literature is read and taught. We will study several novels, plays, short stories and poems and consider how writers spoke to an audience of women at the time they were written and what message they have for contemporary audience. Students will be asked to write at least three essays on literary topics.
Prerequisites: 2 of ENGL 101, 102, 103, 104, 107 (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. 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.
Prerequisites: 2 of ENGL 101, 102, 103, 104, 107 (2,1)
Note: This is not a remedial or basic skills course.

ENGL 232 Intermediate Composition II 3 CR
Students will write a variety of expository and argumentative essays (some done in class) and a final examination. 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, 107 (2,1)
Note: This is not a remedial or basic skills course.

FNST 101 First Nations Studies II 3CR
Focuses on the diversity and development of native cultures in Canada prior to European contact and on the nature of First Nations/Euro-Canadian interaction from contact to the present day. In addition, it will introduce students to crucial concepts, perspectives and issues relevant to contemporary First Nations experiences.
FNST 102 focuses on contemporary issues and will provide the second half of this introduction. . (3,0

FORS 100 Introduction to Forestry 2 CR
History of forestry and the forestry profession, present status and role of forestry, forest policy, and future trends in the forest resource use. (2,0)

FORS 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 045 (3,2)

FORS 112 Dendrology II 3 CR
A continuation of FORS 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: FORS 111 (3,2)

FORS 202 Forest Ecology 3 CR
The ecosystem concept; energy biomass and nutrient cycling; the physical environment; population and community ecology; ecological succession. Introduction to the biogeoclimatic classification of B.C., and some Central Interior ecosystems. A plant herbarium of 50 vascular plants and mosses required.
Prerequisites: FORS 111, FORS 112 (3,2)

FORS 203 Silvics of Forest Trees of Western Canada 3 CR
Ecological and silvical characteristics of forest trees of western provinces; assessment and ecological site quality; application of silvics in silviculture.
Prerequisites: FORS 202, FORS 210 (3,2)

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 is taken during the week preceding the beginning of lectures in the second year and for five consecutive Saturdays.

FORS 237 Introduction to Forest Mensuration and 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.
Prerequisite: Math 104 (3,2)

FORS 238 Forest 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)

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 and highly recommended for prospective elementary teachers.
Prerequisite: French 12 (3,1.5)
Note: Students with preparation in French other than specific course prerequisite may be admitted. Please contact a counsellor.

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; and
3. Literary analysis

The course is conducted in French and highly recommended for prospective elementary teachers.
Prerequisite: FREN 101 (3,1.5)

GEOG 101 Man's Sense of Place: An Introduction to Human Geography 3 CR
This course serves as an introduction to the development, structure, concepts, and methods of modern Human Geography. Students will be introduced to the many sub-fields of Human Geography, including Urban Geography, Cultural Geography, Environmental Geography, Historical Geography, Regional Geography, Political Geography and Economic Geography. This course is not only important to those students who wish to study for a B.A. in Geography; it will prove useful for those students who wish to enter programmes in Architecture, Urban and Regional Planning, Education, etc. (3,3

GEOG 102 Introduction to Contemporary Environmental and Resource Issues 3 CR
This course provides an overview of the types of environmental and resource issues facing the planet today. It concentrates on both the spatial component of these issues and on the human/environmental interactions. Topics covered include environmental ethics, the nature of ecosystems including biogeochemical cycles, energy flows, environmental hazards, politics and economics; as well as various resource issues such as parks, forests, fisheries, wildlife, pollution, etc. (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
This course focuses on the fundamental principles and processes of climatology; energy and water balance concepts; atmospheric 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 human/land relationship in terms of cultural, sociological, institutional, and psychological influences upon human use and organization of the environment.
Prerequisites: GEOG 101 and 103 (3,0)

GEOL 101 Earth Materials 3 CR
An introduction to the origin, history and structure of the earth will be followed by detailed study of mineral and rock types. Sedimentary environments will be discussed in connection with sedimentary rock types. Minerals and rocks will be examined in the laboratory. Biology 11 (or BIO 045) or Biology 12 (or BIOL 050) and Chemistry 11 (or CHEM 045) or Chemistry 12 (or CHEM 050) are recommended but not required. (3,3)

GEOL 102 Historical Geology 3 CR
Geological structures, correlation, geologic time, paleontology and climate will be discussed before tackling the historical geology of North America. These topics will be explored in a series of labs, including field trips (weather permitting). Biology 11 (or BIO 045) or Biology 12 (or BIO 050) and Chemistry 11 (or CHEM 045) or Chemistry 12 (or CHEM 050) are recommended but not required. (3,3)

HK 100 National Coaching Certificate Programme Level I
This course is designed to teach you how to introduce skills, to organize training lessons and to design a safe, positive, supportive, and challenging sport environment for beginning athletes. Students will develop a Practice Planning Instrument.

HK 120 Biomechanical Analysis of Sport and Dance Performance 3 CR
This course introduces the student to biomechanical analysis of movement patterns in sport and dance. (3,0)

HK 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)

HK 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)

HK 123 Biodynamics of Physical Activity 3 CR
An introductory examination of the mechanical, anatomical, and physiological bases of human physical performance. This course provides a fundamental understanding of how the physical laws of nature govern human movement observed in athletic skills. (3,0)

HK 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 principles 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)

HK 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)

HK 200 National Coaching Certificate Programme Level II
This course is designed to help you to introduce athletes to training for competition. Students will develop a Seasonal Planning Instrument.
Prerequisite: HK 100

HK 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)

HK 221 Physical Growth and Motor Development 3 CR
Characteristics of physical growth and motor development and their inter-relationships to physical activity. Topics include maturation, factors affecting physical growth and motor development, and long-term development programmes.
Prerequisite: HK 124 (3,0)

HK 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; and sport ideologies.
Prerequisite: HK 121 (3,0)

HK 223 Human Functional Anatomy 3 CR
This course examines the structural anatomy of the human skeletal and articular muscular systems. The relationship between structure and human movement is also examined.
Prerequisite: HK 123 (4,0)

HK 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 affects the human physiological condition.
Prerequisite: HK 123 (4,0)

HK 230 Performance Analysis of Selected Individual Sports and Activities 3CR
Specific individual topics to be announced each year.
Prerequisite: HK 120 (2,2)

HK 234 Motor Skill Learning and Performance 3CR
The principles of motor skill acquisition, application to learning and instruction in sport and physical activity programmes.
Prerequisite: HK 124 (2,2)

HK 235 Human Behaviour in Sport and Physical Activity 3CR
Current issues, research and practical considerations in the study of human behaviour associated with performance management in sport and physical activity.
Prerequisite: HK 124 or PSYC 204 (3,0)

HK 240 Performance Analysis of Selected Team Sports and Activities 3CR
Specific individual topics to be announced each year.
Prerequisite: HK 220 (2,2)

HK 300 National Coaching Certificate Programme Level III
Level III theory integrates material covered in Levels I and II with new information aimed at "completing the coach" of developing athletes. Level III culminates in the Yearly Planning Instrument. The primary goal of Level III is learning to plan for a year of training and competition.
Prerequisite: HK 200

HIST 101 World History: The Early Twentieth Century 3 CR
A survey of significant events from the 1890s to 1939, with particular emphasis on the First World War, the instability of the 1920s and 1930s, the rise of Japan, and the road to World War II. (3,0)

HIST 102 World History: The Late-Twentieth Century 3 CR
A sequel to HIST 101 covering the Second World War, struggles in the Third World, America's victory over the Soviet Union in the Cold War, and the emergence of new superpowers in Japan and the European Union. (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 204 History of the Prairie West 3 CR
A lecture/seminar surveying prairie development from the mid-19th century to the present. Focusing on Natives and the fur trade, colonial institutions and provincial status, immigration, agriculture, wars, decades of discord, the origin of third parties and post-war economic and political development.
Prerequisite: HIST 101 or 102 or 103 or 104 (3,0)

HIST 205 History of B.C. 3 CR
A lecture/seminar surveying B.C. with emphasis on aboriginal culture, resource development, ethnic relations, labour, wars, depression, and the development of provincial politics.
Prerequisite: HIST 101 or 102 or 103 or 104. (3,0)

HIST 206 Pre-Confederation British North America 3 CR
A lecture/seminar course focusing on social, economic and political developments in BNA from 1759 to 1867. Students will study the impact of the conquest, the Maritime colonies, Upper Canada/Canada West and Lower Canada/Canada East, as well as the prairies and New Caledonia before Confederation.
Prerequisite: HIST 101 or 102 or 103 or 104 (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)

HIST 213 Foundations of Nineteenth Century European Intellectual History 3 CR
A survey of key contributors to the Western intellectual tradition from the ancient Greeks and Hebrews, through the Middle Ages, Renaissance, and Enlightenment to Kant, Hegel, and the rise of modern political ideologies in the early nineteenth century.
Prerequisite: One first year course in either English or History or Philosophy. (3,0)

HIST 214 Late Nineteenth and Early Twentieth Century European Intellectual History 3 CR
A sequel to History 213, covering the development of the modern Western intellectual tradition from Darwin, Nietzsche, and Freud, through logical positivism and existentialism, to feminism and deconstructionism.
Prerequisite: One first year course in either English or History or Philosophy. (3,0)

HIST 215 Introduction to South and Southeast Asia 3 CR
A multi-disciplinary course, intended to introduce students to the history, geography, religion, literature, and economics of two important regions of the world, South and Southeast Asia.
Prerequisite: One first year course in either English or History or Philosophy. (3,0)

HUM 101 Humanities I 9 CR
Humanities 101 and 102 provide a non-disciplinary programme of liberal education based on a reading list of great works of literature, philosophy and history. The programme is designed to provide the first-year student with comprehensive practice in reading significant works intelligently and in thinking, talking and writing about those works clearly and critically. Considerable emphasis is placed on essay writing; five major essays per semester are required. The programme involves considerable instruction and criticism in how to write effective academic essays at the college level.
Prerequisite: Permission of the instructors. (9)

HUM 102 Humanities II 9 CR
A continuation of Humanities 101.
Prerequisite: Humanities 101 or permission of the instructors. (9)

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 whose mathematical background needs strengthening, i.e. students who do not have an 'A' or 'B' grade in Math 12 or who have been unsuccessful in passing the Calculus Readiness Test administered by the College or who 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: Math 11 or Math 045 (4,0)
Note: Persons with a "C+" grade or less in Math 12 or Math 050 will be registered in Math 100.

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: Math 12 or Math 100 or Math 050 (4,0)
Note: Persons with a "C+" grade or less in Math 12 or Math 050 will be registered in Math 100.

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: Math 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: Math 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 at UBC. In addition to the more advanced topics in statistics, the programming language FORTRAN is taught. The students will write their own programmes and also use a library of programmes 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 the second derivative test.
Prerequisite: Math 102 (3,0)

MATH 202 Calculus IV 3 CR
Multiple integrals, vector fields, line and surface integrals, Green's Theorem, Stoke's Theorem, Gauss' Theorem, complex numbers and functions, and an introduction to differential equations.
Prerequisite: Math 201 (3,0)

MATH 203 Introduction to Analysis 3 CR
A course in theoretical calculus for students intending to major in mathematics or computing science. This course may also be of interest to students continuing in other areas that require additional mathematics. Topics include logic and proof, topology of the real numbers, sequences, limits and continuity, differentiation, integration, infinite series, and uniform convergence.
Prerequisite: Math 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.
Prerequisite: Math 102 (3,0)

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

MATH 215 Differential Equations I 3 CR
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)

PHIL 101 Moral Philosophy 3 CR
An inquiry into the nature and justification of moral standards. No conduct is legal or illegal apart from our making it so. Is any conduct morally right or wrong apart from our thinking it so? Is there a correct method of distinguishing right from wrong? Must morality be based on religion? Why should happiness rather than virtue be thought to be the highest good? Can an action be morally wrong even if it harms no one? (3,0)

PHIL 102 Theory of Knowledge 3 CR
An examination of skeptical doubts concerning the possibility of knowledge. What distinguishes knowledge from opinion? Does evidence have to convince everyone before it constitutes proof? Does what is true depend on what people regard as true? Can perception show us how the world really is or merely how it appears to creatures like us? Should we believe only what there is sufficient evidence to support? How is faith related to knowledge and belief? (3,0)

PHIL 103 Critical Thinking 3 CR
A study of the criteria of sound reasoning. This course undertakes to establish some elementary criteria for assessing the validity of deductive arguments and the strength of inductive arguments. (3,0)

PHIL 104 Critical Thinking II 3 CR
This course is a sequel to PHIL 103 and will be conducted as a seminar devoted to the discussion of assigned readings. At the end of a series of seminars on the work of an author or a group of authors there will be a short written assignment giving students an opportunity to formulate and express carefully their understanding of the issues raised. While making their acquaintance with some important ideas in modern western thought, students will develop their abilities to read, write and speak, and to uncover the meaning and structure of arguments in a variety of genres and subjects. (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 count 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 attempts 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? (3,0)

PHIL 230 Introduction to Philosophy of Education 3 CR
An introduction to philosophical issues concerning education. No previous acquaintance with Philosophy 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, if anything, distinguishes education from vocational training, indoctrination, or socialization. (3,0)

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 050 and Math 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 045 and Math 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 045 and Math 11 or Math 045 (3,3)

PHYS 201 Thermodynamics 3 CR
A first course in thermodynamics for students continuing 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 is 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
Prerequisites or Corequisites: 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)

PHYS 211 Thermodynamics 3 CR
A first course in thermodynamics suitable for those continuing in chemistry, physics or 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, the third law. This course is identical to PHYS 201 except that there is no lab component. (3,0)
Prerequisites: PHYS 101 or PHYS 105, MATH 102
Corequisite: MATH 101

PHYS 212 Introduction to Linear Circuits 3 CR
This course is recommended for students of engineering and the applied sciences. The programme addresses advanced applications of Kirchhoff's Laws; Thevenin and Norton Circuit Theorems; D.C. Circuits; RLC circuits natural and forced response; and impedance phasors. (3,3)
Prerequisite: PHYS 102

PSCI 131 The Administration of Justice 3 CR
This introductory course is concerned with the major issues associated with the administration of justice in Canada. It will examine such issues as civil liberties and effective law enforcement, social and political justice, and national integrity. The purpose of the course is to provide students with an understanding of the dynamic processes of change in the administration of justice. Significant tensions exist between the ideals of justice and the realities of politics. This fact will become apparent as we examine political changes and the emergence of new problems to which laws and structures must constantly respond.
Prerequisite: CRIM 103 or permission of the instructor. (3,0)

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, social psychology and developmental psychology.
Prerequisite: PSYC 101-minimum 'D' grade (3,0)

PSYC 103 Human Sexuality 3 CR
This course is designed to provide a basic understanding of human sexuality from a biological, psychological, and social perspective. Topics will include such items as anatomy, physiology and sexual responses, psychosexual development, sexual behaviour and sexual complications. (3,0)

PSYC 201 Statistics for the Social Sciences 3 CR
This course covers the basic principles of descriptive and inferential statistics and their application to research in the social sciences. Experience will also be gained on the use of computer programmes for data analysis. Highly recommended for majors in the social sciences.
Prerequisite: MATH 11 or MATH 045 (3,3)

PSYC 202 Research Methods in Psychology 3 CR
This course introduces the logic and application of various research methods in psychology. Topics include the formulation of testable questions, the strengths and weaknesses of different research methods, and the drawing of valid conclusions. The student is given direct experience in research design and data collection, as well as in the written presentation of research findings.
Prerequisites: PSYC 101, 102 and 201- minimum 'D' grades (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-minimum 'D' grades (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, attraction, attitude and attitude change, prejudice, conformity, obedience, aggression, altruism (helping behaviour), group dynamics and selected topics in human sexuality. Major social psychological theories are presented along with a critical evaluation of research and research methodology related to the topics.
Prerequisites: PSYC 101 and 102 - minimum 'D' grades (3,0)

PSYC 205 Developmental Psychology I 3 CR
This course involves an examination of theory and research related to the development of the human being from conception through childhood. Topics are organized according to the physical, cognitive, social and emotional aspects of development.
Prerequisites: PSYC 101 and 102 - minimum 'D' grades (3,0)

PSYC 206 Developmental Psychology II 3 CR
This course involves an examination of theory and research related to the development of the human being from adolescence through late adulthood. Topics are organized according to the physical, cognitive, social and emotional aspects of development.
Prerequisites: PSYC 101, PSYC 102 - minimum 'D' grades (3,0)

PSYC 207 Introduction to Abnormal Behaviour 3 CR
This course examines a wide variety of models of abnormal behaviour, (ie. medical, psychodynamic, behavioural). The causes and treatments of several disorders (ie. anxiety disorders, somatoform disorders, schizophrenia, affective disorders, psychopathy, alcoholism) will be examined from the perspective of each model.
Prerequisites: PSYC 101 and 102 - minimum 'D' grades (3,0)

PSYC 209 Introduction to Biological Psychology 3 CR
This course introduces students to the relationship between brain function and behaviour in both humans and non-humans. Topics include behavioural genetics, neural function and organization, neuroanatomy and methods. Sensory and motor systems as well as higher cognitive processes such as learning, memory, and language will also be discussed.
Prerequisite: PSYC 101 and PSYC 102 - minimum 'D' grades (3,0)

PSYC 210 Introduction to Cognitive Psychology 3 CR
This course introduces the student to current research and theories of human mental processes. Topics may include attention, concept formation, memory, reasoning, decision making, cognitive maps, imagery, applied and personal cognition and language processing. Highly recommended for psychology majors.
Prerequisites: PSYC 101 and PSYC 102 - minimum 'D' grades (3,0)

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)

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 - minimum 'D' grade (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 or WMST 101 (3,0)

WMST 101 Introduction to Women's Studies I 3 CR
This course uses a multidisciplinary approach to the study of women in society and academia. It explores the interdisciplinary and historical perspectives on women and examines the development of feminist theories and methodologies. Emphasis is placed on the diversity of women's experience within the context of differences in class, race, age, and sexual orientation. The connections between women's experiences in the everyday world and their representation in Canadian institutions will be explored, with the aim of understanding the relationship between personal empowerment and social change. (3,0)

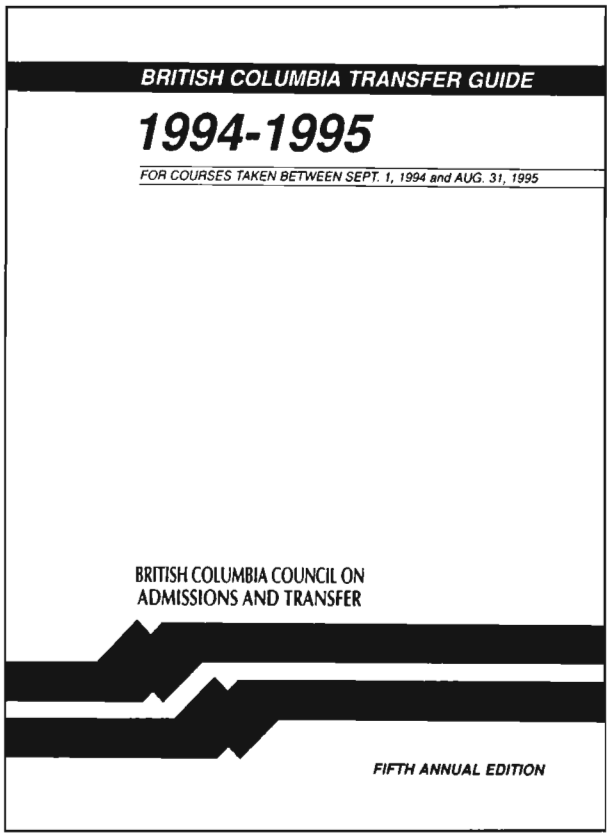
WMST 102 Introduction to Women's Studies II 3 CR
This course continues the multidisciplinary approach to the study of women developed in WMST 101. The course will focus on the critical examination of gender segregation in the paid labour force and its relationship to institutionalized representations of women in science and medicine, law, politics, religion, and family. Emphasis will be placed on Canadian institutions as well as class, race and age differences between groups of women in Canadian society.
Prerequisite: WMST 101 (3,0)

UNIVERSITY TRANSFER GUIDE

Students planning to transfer their credits to another institution should consult the British Columbia Transfer Guide to verify transferability of credits.

The British Columbia Transfer guide is published by the British Columbia Council on Admissions and Transfer and is available in the CNC Counselling Centre and Library.

CNC Counsellors will assist students in selecting transferable courses; however, the final responsibility for course selection rests with the student.



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Adult Basic Education
RAMSEY, Paul, B.A. (Carroll), M.A. (Western Illinois)
English **On Leave
RAPHAEL, Clifford, B.A. (Hons.) (McMaster), M.Sc. (British Columbia)
Geography
REA, Bill, B.A. (Hons.), M.A. (Toronto)
Sociology/Criminology
REID, Michael, B.A. (Hons.), M.A.
Economics
REIS, Tom, M.S.W., M. Sc.
Social Services Foundations
RICHARDS, Neil
Power Engineer
RITCH, Elizabeth, B.Sc. (British Columbia), M.Ed. (British Columbia), M.Sc. (British Columbia)
Teaching Certificate
Adult Basic Education
RIVET, Laurier
Handyman, Building Services
RIVET, Virginia
Office Assistant III, Admissions
ROBERTS, Pat, B.P.E., M.Ed., B.C.Teaching Cert.
Counsellor
ROBERTSON, Barbara, B.Sc., M.A.
Psychology
ROBERTSON, Mary Ann, I.D., B.C.Teaching Cert.
Adult Basic Education, Quesnel
ROBINSON, Peter, B.Comm., M.B.A.
Associate Director, Community Education
ROBINSON, Sandra, R.N., B.Sc.N.
Nursing
ROY, Angela, B.A. (Western Ontario), Diploma Ed. (Western Ontario)
Office Administration
RUFFLE, Kathryn, B.A. (British Columbia), M.L.S. (South Carolina)
Head, Reference Services; College Resource Centres
RYAN, Ron, B.Comm. (Sir George Williams)
Marketing/Management
SALI, Lois
Office Assistant IV, Centre for Student Success
SCHLUETER, Claus, C.Tech.,I.D.
Electronics Engineering Technology
SCOTT, Michele
Office Assistant II, College Store
SCOTT, Michelle
Secretary, College Foundations
SCOTT, Wilma
Printroom Clerk
SCULLEY, Azizah, R.N., B.Sc.N. (Victoria), I.D.P. (VCC)
Nursing
SEDGWICK, Edward
Groundsperson, Building Services
SEENS, Paul, B.A. (British Columbia), M.A. (McMaster), M.L.Sc. (Western Ontario)
Director, Planning & Student Services
SHAFFER, Stan, B.A. (Hons.) (Concordia), M.A. (SUNY-Binghamton)
English
SHAW, Jeff
Handyman, Building Services
SHELLEY, Stephen
Pre-University Science Certificate, Dawson College
Manager, Computer Services

SHILOFF, Deborah, B.Sc. (Winnipeg), M.Sc. (Manitoba), M.Sc. (Northeastern), Ph.D. (Manitoba), I.D.P. (VCC)
Chemistry

SIDSWORTH, Chris, B.A., M.A. (British Columbia)
English

SIMON, Joy
Continuing Education, Nechako

SINNOTT, Marie, B.A. (Waterloo), C.M.A., I.D.
Accounting & Finance

SLUYTER, William, T.Q. & I.P., Carpentry, I.D.
Carpentry

SMILINSKI, Charlyne
Community & Continuing Education

SOMERO, Jenny
Executive Secretary to the Vice President, Academic

SORER, Sharon
Secretary, Arts and Social Services

STEARNS, Dave, B.Sc.F.,(Utah) R.P.F., I.D.
Forestry

STEWART, Patricia
Accounts Payable Clerk

SUTHERLAND, Michael
Classroom Aide, Trades

SUWALA, Halina, M.Ed., B.C.Teaching Cert. (British Columbia)
Adult Special Education

SYMMES, Nancy, R.N., B.S.N.
Nursing

SYNOTTE, Lynn
Administrative Co-ordinator, Lakes District

TARDIF, Michel, B.P.E., M.H.K., B.Ed.
Human Kinetics

TARRANT, Nancy, C.D.A.
Dental Studies

TAYLOR, James, B.Sc.
Psychology

TAYLOR, Robin, T.Q. Millwright
Millwright/Machinist

TAYLOR, Walter, T.Q. & I.P.HDM, T.Q. & I.P.Auto, T.Q. & I.P. Comm. Transport
Heavy Duty Mechanics

TEICHROEB, Luella
Custodian

TERRY, Linda
Office Assistant II, Admissions

THAIR, Brian, B.A., M.A. (Saskatchewan), Ph.D. (LaTrobe)
Biology/Forest Science

THOM, Lillian
Secretary, Trades

THOMPSON, Gail
Cafeteria Assistant

TIERNEY, Mary Ann, B.A., TESL (British Columbia)
English as a Second Language

TIMBRES, Marcia, B.A.
Division Chair, College Foundations

TOANE, Maureen
Cafeteria Supervisor

TOBIN, James, B.Sc. (British Columbia)
Adult Basic Education.

TRENAMAN, Debra
Programme Assistant, Trades

TRICK, PATRICIA
On Leave

TROTTER, Maureen, B.A., M.Ed., BCACC
Social Services, Quesnel

TUCK, David, T.Q. & I.P. AUTO
Automotive Mechanics

TUCK, Cynthia, B.Sc.
Adult Basic Education, Mackenzie

TURBITT, Deborah, B.A. Linguistics, B.A. Eng. Lit.
Clerk, Community Programming (Quesnel)

TUTTOSI, Cheryl
Custodian

TYNDALL, Greg, B.Sc., M.A. (applied)
Psychology/Management Studies

URL, Manfred
Security Guard

VICKERS, Jill
Office Administration, Vanderhoof

VINCENDEAU, Joanne
Co-operative Education

VU, Thai Thi
Cafeteria Assistant

WADDELL, Catherine, R.N., B.Sc.N., M.Ed.
Nursing

WALTERS, Derek, T.Q.Millwright, Cert. Mech.Eng.
Millwright/Machinist

WANG, Li, M.Eng. (Memorial)
Electronics Engineering Technology

WARD, Ken, B.Sc. (Saskatchewan)
Chemistry

WARKENTIN, Sharon, Diploma, Bus. Admin.
Manager, Student Residence

WEED, Valerie, B.A., M.S.W.,
Social Services Foundations

WELLWOOD, Carole, S.D.T., R.D.H., B.V.T.Ed.
Dental Studies

WENINGER, Terence, B.Sc., B.Ed., M.Ed., Ed.D.
President

WERSTIUK, Karelyn
Office Assistant II, College Store

WHEATLEY, Nancy
Office Assistant III, Room Bookings
WHEELER, Brenda
Administrative Assistant, Nechako
WHITEHORN, Sue
Clerk, Student Services, Quesnel
WIEBE, Karen
Office Assistant II, Lakes District
WILLIAMS, Bonnie
Office Administration
WILLIS, Elizabeth
Technician, Chemistry
WILSGARD, Richard, B.A., Oregon Teaching Cert.
Adult Basic Education, Lakes District
WILSON, Cynthia, B.A., M.Ed.
Adult Basic Education/Centre for Student Success
WILSON, Jean H
Library Assistant II
WILSON, Michael, C.F.C.C., Certified Journeyman
Cook Training
WINDSOR, James, B.E.S. (Hons.) (Waterloo), M.N.R.M. (Manitoba), Cert. Ld. Econ. (Dalhousie), M.P.A. (Queen's)
Geography
WISHART, Catherine, B. Jour (Carleton), M.Ed. (Calgary)
Community & Continuing Education
WONG, Frank, B.Sc., M.Sc., Ph.D. (Manitoba), F.R.S.H. (UK)
Biology
WORK, Robin
Continuing Education, Nechako
YEE, Brenda, B.A. (Alberta), M.L.S. (Toronto)
Librarian
YENSEN, Joan
Custodian
ZACKOWSKI, Kay
Financial Aid Officer

CO-OPERATIVE WORK TERM SCHEDULES

MARKETING AND MANAGEMENT

FALL	WINTER	SUMMER
Semester 1	Semester 2	Co-op 150
Co-op 250	Semester 4	Co-op 298
Semester 3		

Note: Semesters 3 and 4 may be taken in reverse sequence as shown.

TECHNOLOGY PROGRAMMES

FALL	WINTER	SUMMER	SPRING
Trimester 1	Trimester II	Trimester III	Co-op 150
Co-op 250	Trimester IV	Trimester V	Co-op 298
Trimester VI			

ACCOUNTING AND FINANCE

FALL	WINTER	SUMMER
Semester 1	Semester 2	Co-op 150
Semester 3	Co-op 250	Co-op 298
Semester 4		

Basic Schedule A

FALL	WINTER	SUMMER
Semester 1	Semester 2	Co-op 150
Co-op 250	Semester 3	Co-op 298
Semester 4		

Optional Schedule B

COMPUTER INFORMATION SYSTEMS

FALL	WINTER	SUMMER
Semester 1	Semester 2	Co-op 150
Semester 3	Co-op 250	Co-op 298
Co-op 299	Semester 4	

Final academic Semester 4 and work terms 2 and 3 will be scheduled and approved in advance during Semester 3.

GLOSSARY

- ABE • Adult Basic Education
- ABESAP • Adult Basic Education Student Assistance Programme
- 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
- CAD/CAM • Computer Aided Design/Computer Aided Manufacturing
- CAI • Computer Assisted Instruction
- CE • Continuing Education
- CEC • Canada Employment Centre
- 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
- CT • Career Technical
- ECCAD • Emily Carr College of Art and Design
- ECE • Early Childhood Education
- EDC • Enterprise Development Centre
- EGAD • Engineering Graphics & Design Technology
- ELT • Entry Level Trades
- EMAT • English and Math Achievement Test
- FNESS • First Nations Education Support Service
- FTE • Full-time Equivalent Student
- GED • General Education Development (Gr. 12 equivalency)
- GIS • Geographic Information Systems
- GMAT • Graduate Management Admission Test
- GPA • Grade Point Average
- HDM • Heavy Duty Mechanics
- HK • Human Kinetics (Physical Education)
- HS/RC • Home Support/Resident Care
- IMS • Instructional Media Services
- JET • Job Education and Training
- LPN • Licensed Practical Nurse
- LSAT • Law School Admission Test
- 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 (Human Kinetics)
- PVT • Pre-Vocational Training
- RN • Registered Nurse
- RNABC • Registered Nurses' Association of B.C.
- SAE • Senior Alternate Education
- 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
- TARGET • Techniques for Access, Reaching Goals and Employment Training
- TEC • Training Enterprise Centre
- TOEFL • Test of English as a Foreign Language
- 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

CALENDAR COMMENTS

Your feedback is important to the production of the College Calendar. Our aim is to produce a document that is reader-friendly and free of errors.

If you have any suggestions, comments or great ideas please note them on this page and drop them off, mail or FAX them to:

Manager, Public Relations and Student Information
College of New Caledonia,
3330 22nd Avenue
Prince George, BC V2N 1P8
FAX: (604) 561-5829

Room: Van 2-247

Comments:

College of New Caledonia
Admissions and Registration

3330 22nd Avenue, Prince George, BC V2N 1P8

- Please Print
- Complete application thoroughly

Application for Admission/Re-Admission

- Have you ever attended CNC? Yes ☐ No ☐
- Have you ever applied but not attended? Yes ☐ No ☐

Student Number

Surname Miss ☐ Mrs. ☐ Ms. ☐ Mr. ☐ | Given Names | Former Surname If Applicable

Mailing Address | Home Telephone Number ( ) -

City and Province | Postal Code | Business Telephone Number ( ) -

Local Address (if different than above) | Home Telephone Number ( ) -

City and Province | Postal Code | Telephone Number ( ) -

Date of Birth Year Month Day | Gender M ☐ F ☐ | Social Insurance Number:

Citizenship
Canadian ☐ If not Canadian, attach a copy of entry papers and indicate status:
Student ☐ Landed Immigrant ☐ Visitor ☐ Other ☐ Date of entry into Canada:

Emergency Contact Name: | Telephone Number ( ) -

Name of Programme Applied for: | Full Time ☐ Part Time ☐ | Preferred Entry Date Year Month

Which campus do you plan to attend? ☐ Prince George ☐ Quesnel ☐ Vanderhoof ☐ Mackenzie ☐ Burns Lake

Academic Record

Last Secondary School Attended	Location	Provincial Exam Number
Last Grade Completed		

Post-Secondary Institutions Attended				Transcripts
Name	Location	Date Last Attended	Programme	☐ Enclosed
1.				☐ On File
2.				☐ To Follow

Please indicate your main activity during the past year:
1. ☐ Attending Secondary School
2. ☐ Attending College
3. ☐ Attending University
4. ☐ Attending Educational Institute not specified
5. ☐ In labour force (employed or seeking work)
6. ☐ None of above (eg: full time domestic responsibilities)

Where were you located:
1. ☐ in B.C.
2. ☐ In another province
3. ☐ In another country

If you ever attended a B.C. Secondary School, please answer the following:
- The B.C. School District (or High School) which you attended.
  1. School District No. _____
  2. High School Name _____
- Your last date of attendance at a B.C. Secondary School:
  3. Year _____ Month _____

Declaration

In signing an application for admission, you are advised that both the information you provide and any other information placed on your student record will be protected and used in compliance with Bill 50 Freedom of Information and Protection of Privacy Act (1992) and the operations of the College. Information collected and maintained as part of your student records is collected under the authority of the Colleges and Institutes Act.

I declare that the information contained in this application is to the best of my knowledge, complete and correct. I hereby agree to comply with rules and regulations as listed in the College of New Caledonia Calendar and as amended by the Board of the College of New Caledonia.

_____ Signature

_____ Date

White - Office Copy

Yellow - Applicant's Copy

For office use only
Date _____
Operator _____

Application For Admission/Re-Admission

Application Instructions

Return all copies to:
CNC Admissions And Registration
Prince George, B.C. V2N 1P8
Telephone: (604) 562-2131

Please read carefully - The information entered on this form becomes part of your permanent record at the College . Use a ball point pen and print carefully.

1. How To Apply

A. Consult The College Calendar/Counselling Centre - It is important that applicants understand the nature of the program for which they are applying. Students are encouraged to discuss their educational objectives with a counsellor before beginning the application process. The counselling Department can be reached at 561-5618.

B. Complete The Application For Admission Form (s) Carefully - Answer all questions fully and accurately. Failure to do so may result in the application being returned. As official contact is often conducted by mail, it is important to maintain up-to-date information with the College. The College will not accept responsibility for problems caused by incorrect address information.

C. Application Fee - A nonrefundable $15 application fee must be submitted for each application to a program at the College. Applications received without the $15 fee will be returned. Please Do Not Send Cash In The Mail. Applicants who have previously taken courses other than Continuing Education Courses at CNC and are applying for readmission are exempt from this fee.

D. Include Supporting Documentation - No application for admission can be considered for approval until all required documents have been submitted. Original documents which cannot be replaced should not be sent. A Certified Copy of the original will be accepted. Confirmation of admission status is not given until all required documents are submitted.

2. Transcripts And Certificates

An official transcript is one that has been issued by the educational institution offering the program or course. Photocopies Are Not Acceptable. Most official transcripts will bear an official stamp and/or signature.

A. Students from the Province of British Columbia must submit an official statement of their grade 11 and 12 marks. The original or a photocopy certified by the school is required. All submissions of an Interim statement of grades are to be followed by an official transcript as soon as one is available. Only a conditional Admission will be determined on the basis of interim transcripts.

B. Students who have completed their education. Outside the Province of British Columbia must submit official certificates or transcripts of grades indicating the subjects completed and the standing in each subject.

C. Students who have attended, or are currently attending, Colleges or Universities, may be granted advance standing. Submit official transcripts with a written request for evaluation. Statements of grades will not be accepted as official transcripts.

D. All transcripts and other documents filed in support of your application become the property of the College.

3. Acceptance For Admission

Only completed applications with required documentation can be considered for processing and approval. Official notification of acceptance will be issued by the Office of the Registrar. A Letter of Acceptance is mailed to all students prior to registration. The letter will confirm eligibility to register for courses.

4. Registration

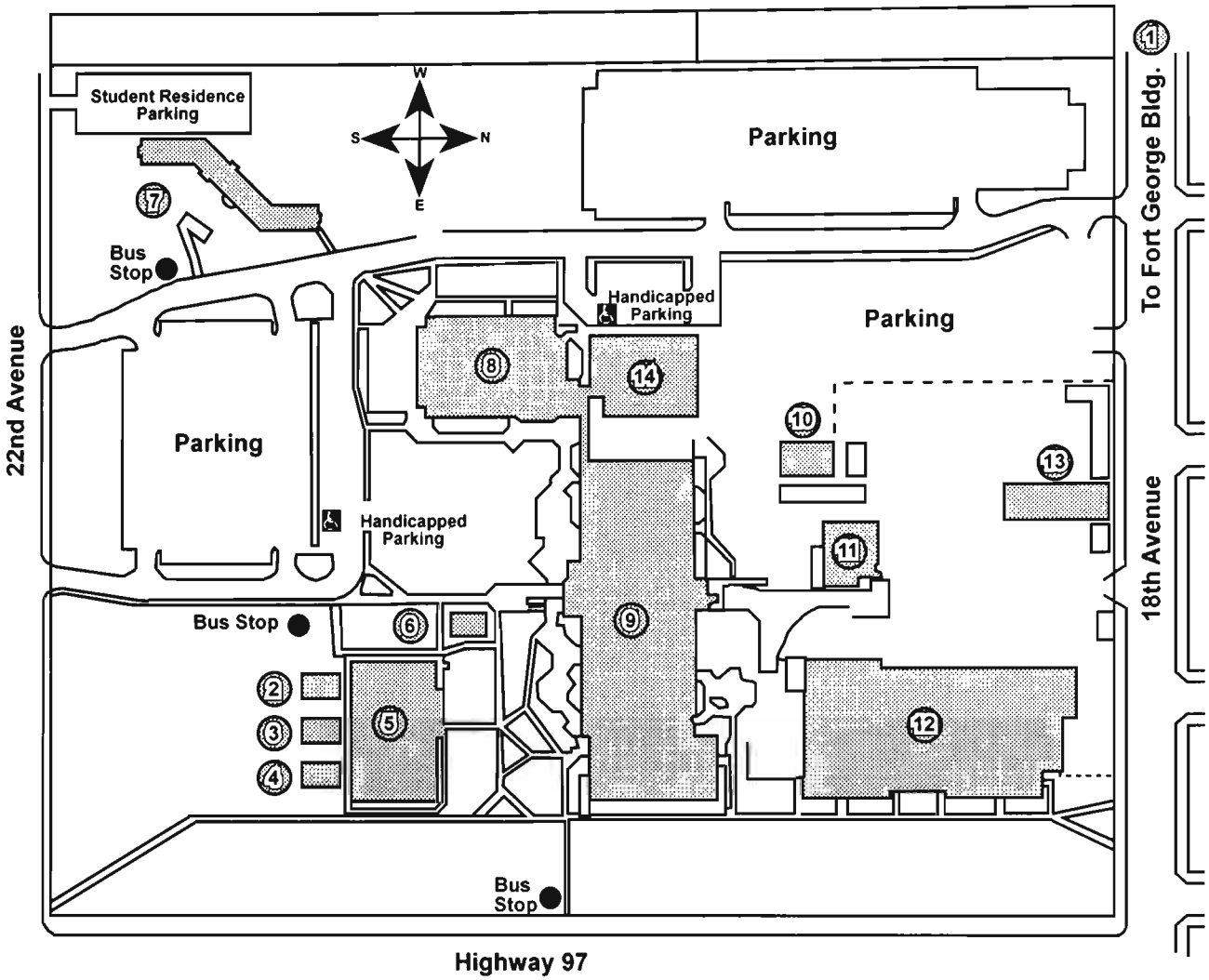
The admission form is Not a registration into specific classes. If registration information is not sent with the Letter of Acceptance, it will be mailed separately. New students who do not register for any courses in their first term of studies will be required to reapply to the College. Also, students who do not attend consecutive semesters or trimesters are required to re-apply for admission.

Incomplete or Incorrect Applications Will Be Returned

COLLEGE OF NEW CALEDONIA
DIRECTORY

ADMISSIONS, REGISTRATION AND RECORDS	561-5800
BUSINESS ADMINISTRATION PROGRAMMES	561-5814
CENTRE FOR STUDENT SUCCESS	561-5826
COLLEGE FOUNDATION PROGRAMMES	561-5826
COLLEGE STORE	561-5808
COLLEGE OF NEW CALEDONIA - MAIN SWITCHBOARD	562-2131
COMMUNITY AND CONTINUING EDUCATON	561-5846
CO-OPERATIVE EDUCATION	561-5806
COUNSELLING AND ACADEMIC ADVISING CENTRE	561-5818
DISABILITY SERVICES	561-5823
FINANCIAL AID AND STUDENT AWARDS	561-5838
****** FIRST AID/EMERGENCY ******	**LOCAL 200**
FIRST NATIONS EDUCATION SUPPORT SERVICES	561-5802
FUND RAISING	561-5820
HEALTH SCIENCE PROGRAMMES	561-5841
INSTRUCTIONAL MEDIA SERVICES	561-5805
LIBRARY	561-5811
SCIENCE AND TECHNOLOGY PROGRAMMES	561-5830
SECURITY/EVENINGS	564-7711
STUDENT PLACEMENT SERVICES	561-5840
STUDENT RESIDENCE	561-5849
TELEPHONE DEVICE for the DEAF (TDD)	562-2131
TRADES PROGRAMMES	561-5804
UNIVERSITY CREDIT - ARTS	561-5815
UNIVERSITY CREDIT- SCIENCES	561-5830

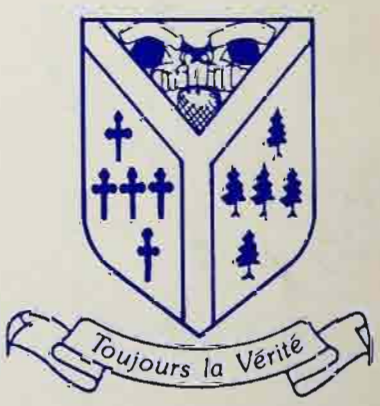
CAMPUS MAP - PRINCE GEORGE



Directory

1. **Fort George Building**
   Ogilvie Campus, 1651 Ogilvie St.
   Trades Classrooms and Labs
2. **Smithers D**
   Daycare Centre
3. **Smithers E**
4. **Smithers F**
   Classrooms
5. **Smithers**
   College Store
   Classrooms
6. **Log Cabin**
7. **Student Residence**
8. **Fort St. James Building**
   Gymnasium
9. **Vanderhoof Building**
   Counselling
   Library
   Admissions and Registration
   Administration
   Labs
   Classrooms
   Food Services
10. **Academy**
11. **Power Plant**
12. **Mackenzie Building**
    Trades Classrooms and Labs
13. **Valemount Building**
    Trades Classrooms and Labs
14. **Dental Clinic**
    Dental Classrooms and Labs

$2.00



College of New Caledonia
3330 22nd Avenue, Prince George, B.C. V2N 1P8
Telephone: (604) 562-2131 FAX: (604) 561-5816