

Business and Management

College Foundations

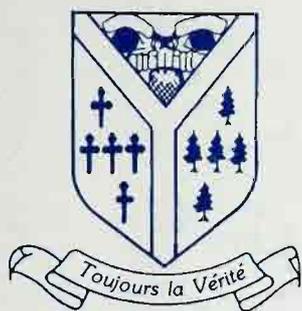
Health Sciences

Social Services

Technology

Trades

**University
Credit**

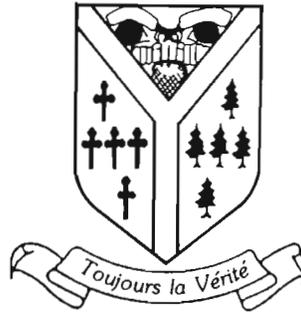


1996/1997 CALENDAR

COLLEGE OF NEW CALEDONIA

Prince George, British Columbia

College of New Caledonia



1996 – 1997 CALENDAR

Mission Statement

The College of New Caledonia, as a comprehensive community college, provides access to lifelong 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.

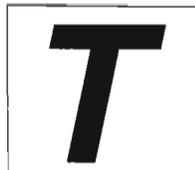


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DISCLAIMER

All fees and charges were under review at the time of publication and may change at any time throughout the year.

Declaration of Waiver

The information presented in this Calendar is accurate as of March 1, 1996. 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.

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.



INTRODUCTION TO CNC



President Weninger at the Honours Wall

Welcome to the College of New Caledonia! You will hear this greeting many times as employees and fellow students meet you. The efforts of all at CNC are to welcome you and to encourage you to succeed.

The past year saw new facility developments at the Lakes District campus in Burns Lake and a new Day Care in Prince George. This academic year will also be highlighted by new facility development. After 24 years the temporary portables at the Prince George campus are being replaced. The inconvenience caused by construction will be offset by the knowledge that for September 1997 the Prince George campus will have a functional building highlighting services to students. These new facilities will enhance our ability to serve you!

The College of New Caledonia has an enviable record for assisting students in achieving their goals. We once again look forward to that challenge and to welcoming new and returning students for the 1996/97 academic year.

*Dr. Terence Weninger
President*

THE COLLEGE BOARD

Mr. G. Keith Gordon	Chair
Mr. Raymond R. Low	Vice-Chair, Regions
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Dr. Terence A. Weninger	President



The College of New Caledonia has been an institution of "first choice" for students of B.C.'s Central Interior since 1969. 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 27 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 Avenue
Prince George, BC V2N 1P8
Canada
Telephone: (604) 562-2131 / 1-800-371-8111
Fax: (604) 561-5861

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 square 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 to Burns Lake, 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.

The campus is housed in a large, renovated facility with a newly constructed daycare for student, staff, and community use. The community and the College are working together to develop the grounds into an attractive village square.

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
- General Interest

For further information, contact:

Lakes District Campus
545 Highway 16
Box 5000
Burns Lake, BC V0J 1E0
Canada
Telephone: (604) 692-1700 Fax: (604) 692-1750

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 (ABE) 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 and Intermediate levels of English and Math as well as 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, BC V0J 2C0
Canada
Telephone: (604) 997-4333 Fax: (604) 997-3779

NECHAKO

CNC Nechako serves twelve communities of varying size in an area extending from Takla Landing to the north, Stoney Creek to the south, Bednesti to the east, and Endako to the west. These communities are diverse in history, culture, and economy, and include a large rural farming community. Eight communities throughout the region comprise people from the Carrier Nation. The region's total population numbers at about 10,000.

One of the ways people try to come to terms with their changing worlds is to "go back to school." Education is the most common tool sought by people and communities wanting to achieve a measure of control over their environments. The challenge before CNC Nechako is to assist people and communities to imagine what is possible and articulate their educational needs in light of their visions for the future. CNC Nechako's mandate is to provide educational opportunities that enable people to upgrade existing skills, catch up on new technology, begin new careers, start new businesses, and thereby take a place in the world.

CNC Nechako is housed in a large, comfortable building on Hospital Road which overlooks the community of Vanderhoof and the spectacular Nechako River. The facility affords many classrooms, a resource centre, administration offices, and space is shared with the Nechako Career Centre and the Yinka Dene Language Institute. A satellite CNC Nechako office with a part-time coordinator is located in Fort St. James.

CNC Nechako has two full-time programmes: Adult Special Education for mentally challenged adults and Office Administration for learners seeking to acquire skills in overall office administration practices, business equipment, and computer use.

In response to community needs, CNC Nechako designs and delivers a variety of specialized programmes. Currently these programmes include Gateway for Women, Cook Training, Natural Resource Worker, Office Technology, Youth Investment, and Home Support/Resident Care. In response to the time constraints of adult learners, numerous part-time and/or short-term courses are available with weekend and evening instruction.

For further information, contact:

CNC Nechako
Hospital Road
Vanderhoof, BC V0J 3A0
Canada
Telephone: (604) 567-3200 Fax: (604) 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. Various courses are run at other locations as required.

The Quesnel campus offers five 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 Degree—Arts
- Social Services Foundation Certificate
- Administrative Assistant Certificate Programme
- Adult Basic Education (VALT, Levels 010/020, Level 030, Levels 045/050)
- Community Access Programme/Job Education Training (ASE)

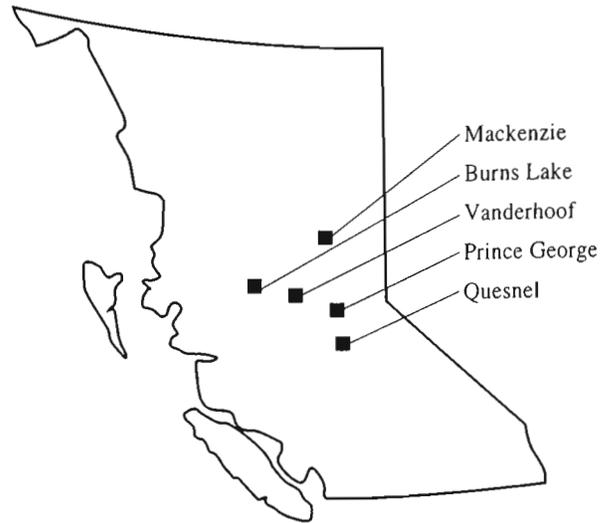
The Quesnel campus offers a full range of Adult Basic Education courses leading to certificates at each of the four provincial certificate and diploma levels. The campus also has a Centre for Student Success and associated services as well as the Volunteer Adult Literacy Tutor Training programme.

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, BC V2J 2P2
Canada
Telephone: (604) 991-7500 Fax: (604) 991-7502

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, working 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 and 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 and Continuing Education
College of New Caledonia
3330 – 22nd Avenue
Prince George, BC V2N 1P8
Canada
Telephone: (604) 561-5846 or (604) 561-5801 to register
for continuing education courses
Fax: (604) 561-5862 or contact any of the regional campuses

For specific information relating to continuing education in business, contact the Enterprise Development Centre at (604) 563-9588. For information on trades courses and programmes, contact Continuing Education—Trades at (604) 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, BC V2L 3J6
Canada
Telephone: (604) 563-9588 Fax: (604) 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:

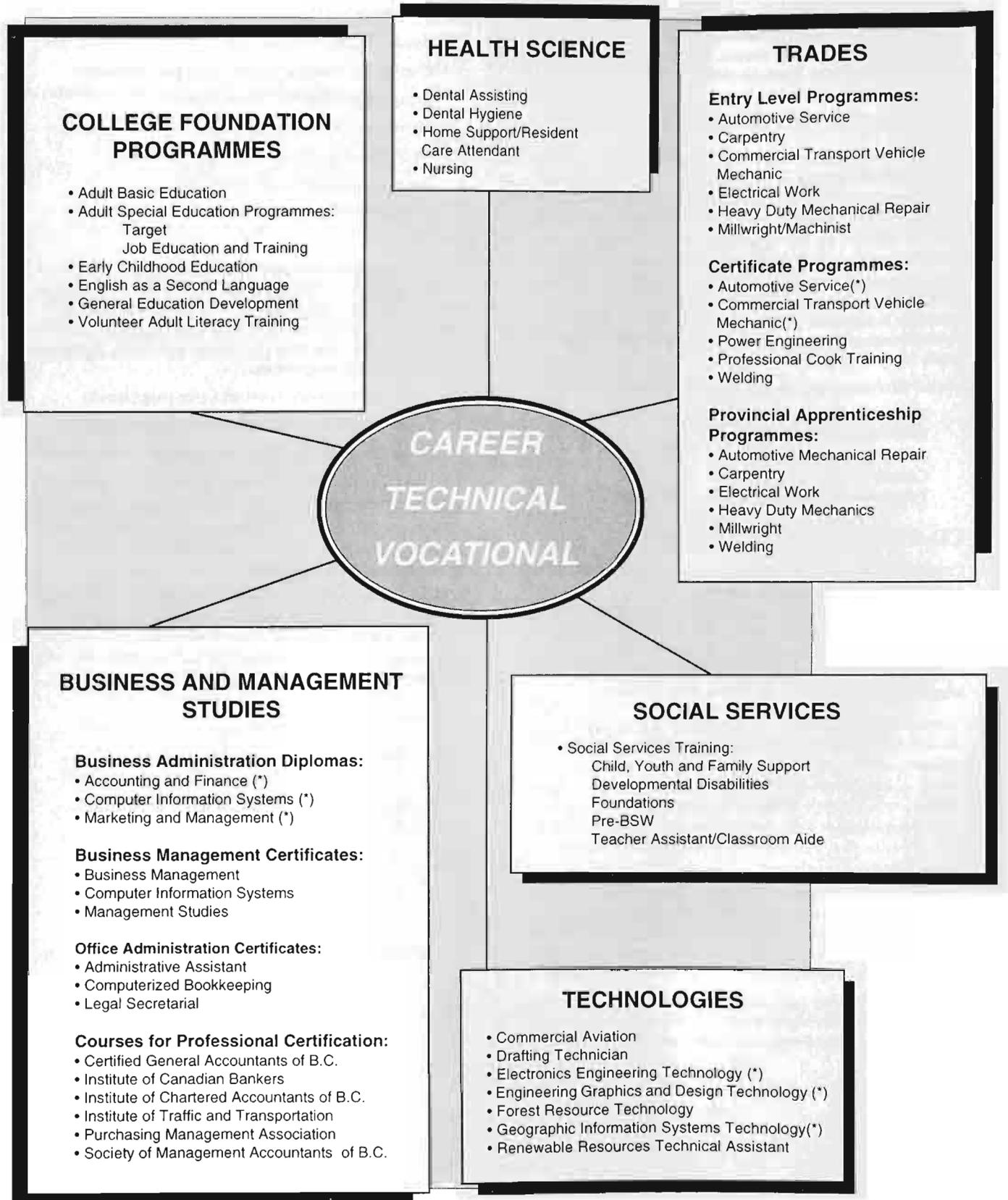
- Accounting and Finance Diploma
- Automotive Service Certificate
- Commercial Transport Vehicle Mechanic Certificate
- Computer Information Systems Diploma
- Marketing/Management Diploma
- Electronics Engineering Technology Diploma
- Engineering Graphics and Design Diploma
- Geographic Information Systems
- Science

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:

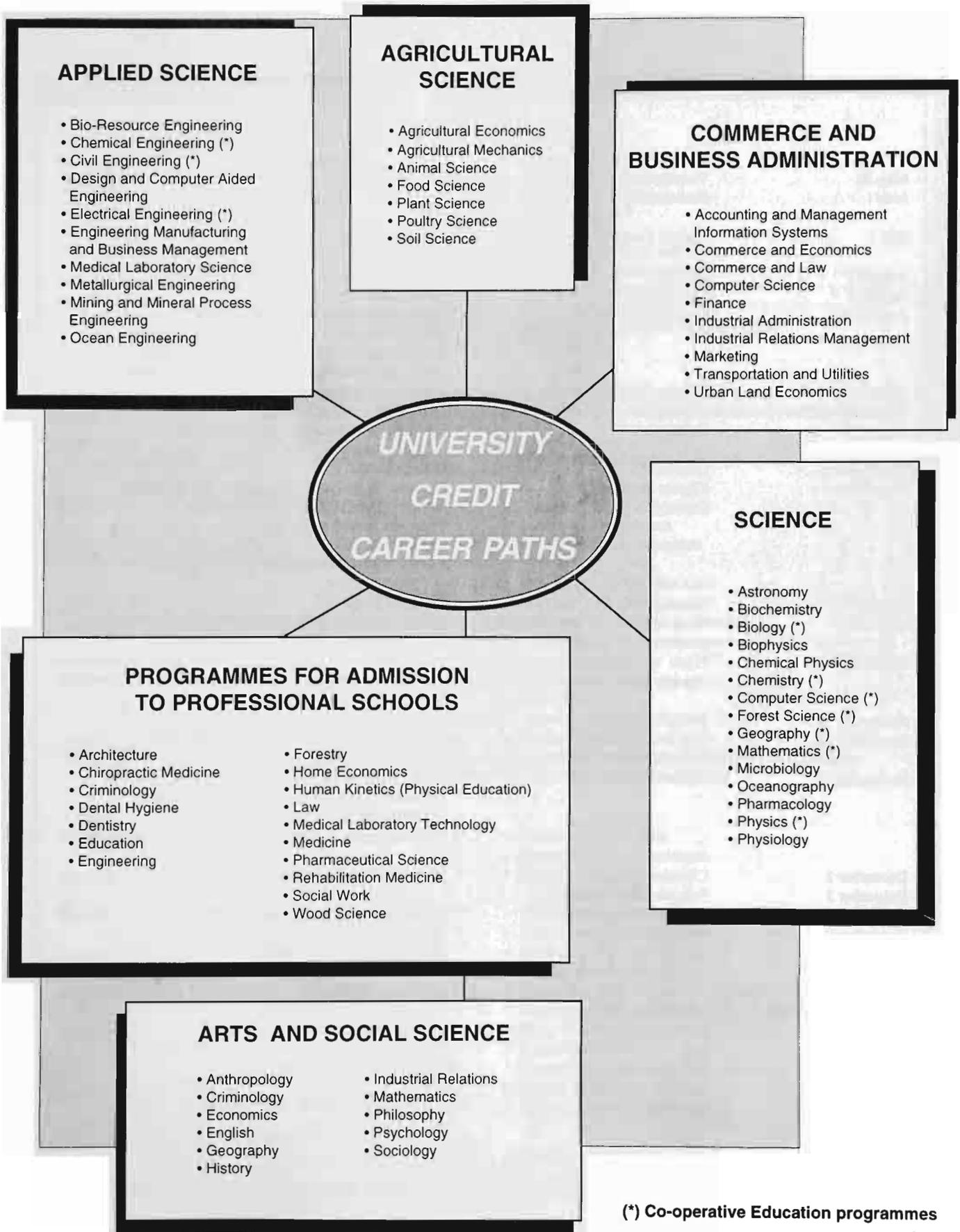
- Co-op 150 First work term—all Co-op programmes;
- Co-op 250 Second work term—all Co-op programmes;
- Co-op 298 Third work term—Technologies and Business;
- Co-op 299 Fourth work term—Optional and as scheduled.

Work terms typically consist of 13 to 16 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 résumé preparation, interviews, and job search techniques will be provided.



(*) Co-operative Education programmes available



(*) Co-operative Education programmes

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CADEMIC SCHEDULE

1996

May 20 June 1	Victoria Day Convocation	<ul style="list-style-type: none"> • College Closed
July 1	Canada Day	<ul style="list-style-type: none"> • College Closed
August 5 August 6 August 26	B.C. Day Classes Start Classes Start	<ul style="list-style-type: none"> • College Closed • Professional Cook Training • Nursing Diploma—Fall Preceptorship (Prince George) • Forest Resource Technology (First Year Only) • Office Administration*(excluding Bookkeeping) • Adult Basic Education • Dental Programmes • Home Support/Resident Care Attendant
August 28 August 29 & 30 August 30	Classes Start Orientation Orientation	<ul style="list-style-type: none"> • Office Administration*(excluding Bookkeeping) • Adult Basic Education • Dental Programmes • Home Support/Resident Care Attendant
September 2 September 3	Labour Day Classes Start and Orientation	<ul style="list-style-type: none"> • College Closed • Semester Programmes*(including Bookkeeping) • Home Support/Resident Care Attendant • Trimester Programmes • TARGET & JET • Early Childhood Education
October 14 October 15	Thanksgiving Day	<ul style="list-style-type: none"> • College Closed
October 31		<p>*Late application date for limited enrollment programmes beginning in the Spring Term (January). Applications received after this date will be processed as space permits.</p> <p>*Late application date for University Transfer and Business Administration programmes Spring Term (January). Applications received after this date will be processed as space permits.</p>
November 11 November 22	Remembrance Day Last Day of Classes & Exams	<ul style="list-style-type: none"> • College Closed • Engineering Graphics & Design Technology • Electronics Engineering Technology • Dental Hygiene • Engineering Graphics & Design Technology • Electronics Engineering Technology • Nursing (Prince George)
November 25	Trimester Break	
December 2 December 3 December 6 December 9 December 6 December 13	Classes Start Fall Awards Ceremony Last Day of Classes First Day of Exams Last Day of Classes Last Day of Classes	<ul style="list-style-type: none"> • Trimester Programmes—Trimester II • Semester Programmes (See * above) • Semester Programmes • Early Childhood Education • Home Support/ Resident Care Attendant; Dental • Nursing Diploma—Fall Preceptorship (Prince George) • Early Childhood Education
December 13 December 18 December 19 December 19 December 20 December 20	Last Day of Exams Last Day of Exams Last Day of Classes Christmas Break Starts Last Day of Classes Last Day of Exams	<ul style="list-style-type: none"> • Semester Programmes • TARGET • Majority of Programmes • JET • Office Administration (See * above) • Adult Basic Education

1997

January 1	New Year's Day	<ul style="list-style-type: none"> • College Closed
January 2		<ul style="list-style-type: none"> • Trimester Programmes
January 6	Classes Start	<ul style="list-style-type: none"> • Early Childhood Education • TARGET & JET • Dental Assisting • Home Support/Resident Care • Professional Cook Training • Semester Programmes • Office Administration • Adult Basic Education (Spring Intake) • Nursing
February 1	<p>*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.</p>	
February 28 Date not confirmed	Last Day of Classes & Exams Career Fair	<ul style="list-style-type: none"> • Trimester Programmes • Non-Teaching Day
March 3	Study Break Starts (March 3-7)	<ul style="list-style-type: none"> • Trimester Programmes • Semester Programmes • Early Childhood Education • JET • Home Support/Resident Care • Nursing
March 10	Classes Start	<ul style="list-style-type: none"> • Trimester Programmes—Trimester III
March 15	<p>*Late application date for limited enrollment programmes. Applications received after this date will be processed as space permits.</p>	
March 17	Study Break (March 17-21)	<ul style="list-style-type: none"> • Office Administration • TARGET
March 28 & 31 March 31	Office Administration and Target break to coincide with School District No.57 Good Friday & Easter Monday	<ul style="list-style-type: none"> • College Closed
	<p>*Late application date for University Transfer and Business Administration programmes. Applications received after this date will be processed as space permits.</p>	
April 2	Spring Awards Ceremony	
April 18	Last Day of Classes	<ul style="list-style-type: none"> • Semester Programmes • Social Services Foundations
April 30	Last Day of Exams	<ul style="list-style-type: none"> • Semester Programmes
May 9	Last Day of Classes	<ul style="list-style-type: none"> • Office Administration • Adult Basic Education
May 16	Last Day of Classes	<ul style="list-style-type: none"> • Professional Cook Training
May 19	Victoria Day	<ul style="list-style-type: none"> • College Closed
May 23	Last Day of Classes & Exams	<ul style="list-style-type: none"> • Electronics Engineering Technology • Engineering Graphics & Design Technology
May 30	Last Day of Classes & Exams	<ul style="list-style-type: none"> • Early Childhood Education • TARGET & JET • Home Support/Resident Care Attendant • Dental Hygiene • Nursing
Date not confirmed	Convocation	
June 20	Last Day of Classes and Exams	<ul style="list-style-type: none"> • Dental Assisting

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

ACADEMIC SCHEDULE

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
- Forest Resource Technology
- Geographic Information Systems Technology

Orientation	Fall Semester	Exams	Christmas Break	Spring Semester	Exams	Study Break
September 3/96	September 3– December 6/96	December 9– December 18/96	December 19/96– January 3/97	January 6/97– April 18/97	April 21–30/97	March 3–7/97

**1st year Forest Technology—Fall Semester starts August 26, 1996*

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
September 3/96 Dental Hygiene August 29 & 30/96	September 3– November 22/96	November 25–29/96	December 2/96– February 28/97	December 23/96– January 3/97 Drafting, EGAD, & Electronics December 19/96– January 3/97	March 3–7/97	March 10–May 23/97 Nursing & Dental Hygiene March 10–May 30/97

ADULT BASIC EDUCATION AND VOCATIONAL PROGRAMMES

Programme	Intake	Orientation	Start Date	Christmas Break	Study Break	End Date
Adult Basic Education	Fall	August 28/96	August 28/96	December 23/96– January 3/97	N/A	December 23/96
	Spring	January 6/97	January 6/97	N/A	TBA	May 9/97
Automotive Entry Level Training	Fall #1	September 3/96	September 3/96	December 23/96– January 3/97	N/A	January 31/97
	Spring #2	February 10/97	February 10/97	N/A	N/A	June 27/97
Carpentry Entry Level Training	Fall #1	September 3/96	September 3/96	December 23/96– January 3/97	N/A	February 7/97
	Spring #2	February 10/97	February 10/97	N/A	N/A	July 4/97
Dental Assisting	Fall	August 29 & 30/96	September 3/96	December 23/96– January 3/97	TBA	June 20/97
Early Childhood Education	Fall	September 3/96	September 3/96	December 16/96– January 3/97	March 3–7/97	May 30/97
Electrical Entry Level Training	Fall #1	September 3/96	September 3/96	December 23/96– January 3/97	N/A	January 31/97
	Spring #2	February 10/97	February 10/97	N/A	N/A	June 27/97
Heavy Duty Entry Level Training	Fall #2	September 3/96	September 3/96	December 23/96– January 3/97	N/A	January 31/97
	Spring #2	February 10/97	February 10/97	N/A	N/A	June 27/97
Home Support/Resident Care Attendant	Fall	August 30/96	September 3/96	December 16/96 January 6/97	March 3–7/97	May 30/97
Millwright/Machinist Entry Level	Fall #1	September 3/96	September 3/96	December 23/96 January 3/97	N/A	January 31/97
	Spring #2	February 10/97	February 10/97	N/A.	N/A	June 27/97
Office Administration	Fall	August 26/96	August 26/96	December 23/96 January 3/97	March 17–21/97	May 9/97
Power Engineering	Fall	September 3/96	September 3/96	December 23/96 January 3/97	N/A	June 28/97
Professional Cook Training	Fall	September 3/96	August 6/96	December 20/96– January 3/97	TBA	May 16/97
Target	Fall	September 3/96	September 3/96	December 19/96– January 3/97	March 17–21/97	May 30/97
Welding	Monthly	September 3/96	Continuous Intake	December 23/96 January 3/97	N/A	4 to 6 months approx.
Jet	Fall	September 3/96	September 3/96	December 20/96– January 3/97	March 3–7/97	May 30/97

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ADMISSIONS, REGISTRATION AND RECORDS

ADMISSION REQUIREMENTS

The College of New Caledonia, as a comprehensive community college, provides access to lifelong 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. Option also includes a language, science, social science, or computerized science at the advanced level or higher;
- 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.

June 11/96 to be committed see Ed Council ?



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 by no more than two courses or eight credits 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, Registration and Records
 College of New Caledonia
 3330 - 22nd Avenue
 Prince George, BC V2N 1P8
 Canada
Telephone: (604) 562-2131 or (604) 561-5800
Toll-free 1-800-371-8111

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

- b) For programmes beginning September 1997, students may apply anytime after September 15th. 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.

Amended Admissions Committee April 22/96

** See June 11/96 Ed. Council*

** Inset reserve right to limit etc*

Admissions Committee April 22/96

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 midpoint 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 Admission 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 Advanced 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.

<i>International Baccalaureate Course</i>	<i>College of New Caledonia</i>
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

Automotive Service Programme

Business Management:

Business Administration

Computer Information Systems

Management Studies

Career Skills

Commercial Transport Mechanical Repair

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:

Automotive Mechanical Repair

Carpentry

Commercial Transport Mechanical Repair

Electrical Work

Heavy Duty Mechanical Repair

Millwright/Machinist

Hand Falling (Mackenzie)

Home Support/Resident Care Attendant

Office Administration:

Administrative Assistant

Computerized Bookkeeping

Legal Secretarial

Power Engineering (4th Class)

Professional Cook Training

Renewable Resource Technical Assistant

Social Services Programmes:

Foundations

Developmental Disabilities

Teaching Assistant

Welding ("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

Commercial Aviation

Dental Hygiene

Electronics Engineering Technology

Engineering Graphics and Design Technology

Forest Resource Technology

Geographic Information Systems

Nursing

Social Services Programmes:

Child, Youth and Family Support

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

PRIOR LEARNING ASSESSMENT

Prior Learning Assessment (PLA) is the assessment of knowledge, skills, and attitudes acquired through life skills, work, and study not previously associated with conventional college credit. PLA measures and evaluates what has been learned, regardless of the source of learning, and translates this into credit towards a diploma or a degree.

Although the College has adopted a policy for PLA, procedures and guidelines are still being developed and are not yet in place.

For more information on the prior learning assessment process, contact the PLA Assessment Coordinator at 561-5848, local 986.

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*

ADMISSIONS, REGISTRATION AND RECORDS

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:

	<i>Grade Points</i>	<i>Percent Conversion</i>	<i>For Nursing, Dental, and Cook Programs</i>
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:

<i>Credit Hours</i>	<i>Letter Grade</i>	<i>Grade Points</i>	<i>Grade Points Credit Hours</i>
3	A	4	12
3	B	3	9
4	C	2	8
2	D	1	2
3	F	0	0
<hr/>			<hr/>
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. Students who intend to transfer to another educational institution should be aware that other institutions may re-calculate grade point average (GPA) in accordance with its own policies on admissions.

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.

HSW/RCA

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 GPAs 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 GPAs 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 of their name 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 GPAs 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 GPAs 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 Honours' Wall;
- notation on their transcripts that they have earned a spot on the President's List for the year in question.

Note: 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. Official 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

ADMISSIONS, REGISTRATION AND RECORDS

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 1996 SEMESTER

(Classes start September 3, 1996 except for 1st Year Forestry which starts August 26, 1996)

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

September 11, 1996

- Last day to receive 75% refund

September 18, 1996

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

September 13, 1996

- Last day to **ADD** courses without the appropriate Division Chair's signature

October 10, 1996

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

October 10, 1996

- Last day to **AUDIT**

October 31, 1996

- 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 1996 TRIMESTER

(Start date September 3, 1996)

Electronics Engineering Technology
Engineering Graphics & Design Technology
Dental Hygiene
Nursing

September 11, 1996

- Last day to receive 75% refund

September 18, 1996

- Last day to receive 50% refund
After this date **NO REFUND** available

October 3, 1996

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

October 3, 1996

- Last day to **AUDIT**

October 22, 1996

- 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 1996 PRECEPTORSHIP

(August 26–December 13/96)

Nurs 299

September 4, 1996

- Last day to receive 75% refund

September 11, 1996

- 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 1996/97 College Calendar, new tuition and laboratory fee rates had not yet been set. 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 1995/96 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 \$117.00 per course
(Standard lecture—45 hours)
- Lab Fees \$57.00 per course
(Standard Lab—45 hours)
- 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 are \$700.00 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) and FOR 251 (Forest Management I) students will be charged an additional \$50.00 field trip fee for a two-day field trip to the Robson Valley. The fee will be collected in class prior to the field trip.
6. First year students who do not have a Level 1 first aid certificate or who presently hold a ticket which expires prior to graduation of the two-year course will be required to attend a one-day certification course scheduled at a specified training facility. The cost will be approximately \$60.00 and will be paid directly to the training facility.

CALCULATION OF COURSE FEES

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

$$[\text{Duration (in weeks)}] \times [\text{contact hours per week}] \times [\text{\$ per contact hour}]$$

Examples:

ANTH 101 (3,0)	
Lecture Fee:	$[15] \times [3] \times [\$2.61] = \$117.00$
Lab Fee:	(not applicable)
Total Course Fee	\$117.00

BIO 101 (3,3)	
Lecture Fee:	$[15] \times [3] \times [\$2.61] = \$117.00$
Lab Fee:	$[15] \times [3] \times [\$1.27] = \$57.00$
Total Course Fee	\$174.00

MATH 101 (4,0)	
Lecture Fee:	$[15] \times [4] \times [\$2.61] = \$157.00$
Lab Fee:	(not applicable)
Total Course Fee	\$157.00

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 \$465.00 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:

$$[\text{Duration (in weeks)}] \times [\text{contact hours per week}] \times [\text{\$ per contact hour}]$$

Examples:

NURS 258 (3,0)	
Lecture Fee:	$[12] \times [3] \times [\$2.61] = \$94.00$
Lab Fee:	(not applicable)
Total Course Fee	\$94.00

DHYG 155 (2,2)	
Lecture Fee:	$[12] \times [2] \times [\$2.61] = \$63.00$
Lab Fee:	$[12] \times [2] \times [\$1.27] = \$30.00$
Total Course Fee	\$93.00

TELE 152 (4,3)	
Lecture Fee:	$[12] \times [4] \times [\$2.61] = \$125.00$
Lab Fee:	$[12] \times [3] \times [\$1.27] = \$46.00$
Total Course Fee	\$171.00

FEE INFORMATION

The following are 1995/96 fees and are subject to increase.

PROGRAMME	TUITION	STUDENT ASSOC.	REGISTRATION	LAB FEES	OTHER	TOTAL
PROFESSIONAL COOK TRAINING	\$1326.00	\$62.50 (\$6.25/month)	\$45.00		*Students are required to purchase their own uniforms	\$1443.50
DENTAL ASSISTING	\$1180.00 (\$118.00/month)	\$62.50 (\$6.25/month)	\$15.00 (per programme)	\$114.00		\$1381.50
HOME SUPPORT/ RESIDENT CARE ATTENDANT	\$1232.00	\$56.25 (\$6.25/month)	\$15.00			\$1313.25
POWER ENGINEERING	\$1180.00 (\$118.00/month)	\$62.50 (\$6.25/month)	\$15.00			\$1267.50
WELDING Level C Beginner Full-time	\$708.00 (\$118.00/month)	\$37.50 (\$6.25/month)	\$15.00	\$57.00		\$827.50
WELDING Level A & B and extensions	Variable (\$34.00/Week)	Variable (\$6.25 month)	\$15.00 (per programme. Not applied to extensions)	Variable (\$8.00/week)		Variable
EARLY CHILDHOOD EDUCATION	\$700.00 (per semester maximum)	\$30.00 (per semester maximum)	\$15.00			Variable* (\$755/semester maximum)
ADMINISTRATIVE ASSISTANT & LEGAL SECRETARY	\$700.00 (per semester)	\$30.00 (per semester)	\$15.00			\$755.00 (per semester)
CO-OP EDUCATION CERTIFICATE Auto Service and Commercial Transport	\$676.00 (\$169.00/month)	\$25.00 (\$6.25/month)	\$15.00		\$50.00 Tool deposit (refundable)	\$776.00 (for 4-month programme)
ENTRY LEVEL TRADES (5 month programme)	\$495.00 (\$99.00/month)	\$31.25 (\$6.25/month)	\$15.00	\$173.00	\$50.00 Tool Deposit (refundable)	\$774.25
ENTRY LEVEL TRADES (part-time)	Variable (\$34.00/week)	\$6.25 (per course)	\$15.00		\$50.00 Tool Deposit (refundable)	Variable
ADULT BASIC EDUCATION Intermediate, Advanced, and Provincial	\$118.00 (per course)	\$7.50 (per course)	\$15.00		\$10.00 Student Building per year	Variable
EXTENSIONS	\$36.00 (per month)	\$6.25 (per month)				\$327.50*
ENGLISH AS A SECOND LANGUAGE (6-month programme)	\$292.00	\$37.50 (\$6.25/per month)	\$15.00		\$10.00 Student Building	
CENTRE FOR STUDENT SUCCESS COURSES	\$102.00 (per course)		\$15.00 (per session)			
CO-OPERATIVE EDUCATION	\$234.00 (per Co-op Term)		\$15.00 (per Co-op Term)			\$249.00

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.

CONTINUING EDUCATION REFUND POLICY

A full refund of fees will be given if:

1. A course is cancelled by the College, or
2. A student withdraws from a course/programme one or more days prior to the advertised course registration deadline.

No refund of fees will be given if a student cancels their enrollment on or after the advertised course registration deadline.

Note:

1. *The registration deadline date for all Continuing Education courses is one week prior to the course start date unless otherwise stated.*
2. *Registrations are welcome after the advertised course deadline, based on seat availability.*
3. *Non-attendance does not constitute a formal withdrawal.*
4. *The original receipt is required when requesting a refund.*



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 Bursary
Auxiliary to Prince George Regional Hospital Endowment Bursary
B.C. Gas Scholarship
B.C. Lung Association Bursary
B.C. Telephone Company Bursaries
Burns Lake Native Development Corporation Endowment Bursaries
Central Interior Logging Association Scholarship
CNC Forestry Society Bursary
Don Flynn Endowment University Transfer Forestry Scholarship
Dunkley Lumber Ltd. Endowment—Quesnel Campus Bursary
Dunkley Lumber Ltd. Endowment—Quesnel Campus Scholarship
Finning Ltd. Business Administration Bursary
FMC of Canada Ltd. Endowment Scholarships
Human Resource Management Association Bursary
Husky Oil Scholarship
Institute of Chartered Accountants of B.C. Bursary
Knights of Columbus, Council 8927 Bursary
Laureen Ens Endowment Scholarship
Logging Seminar Steering Committee Endowment Scholarships
Marilyn Comeau Memorial Endowment Bursary
Northern Forest Products Association Scholarship
Northern Institute for Resource Studies Bursaries
Northern Institute for Resource Studies Scholarships
Northland Chrysler Automotive Bursary
Northwood Pulp and Timber Ltd. Computer Information Systems Scholarship
Novak Bros. Contracting Ltd. Endowment Bursary
Novak Bros. Contracting Ltd. Endowment Scholarship
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 Endowment Bursaries
Real Estate Foundation Endowment Fund for Student Aid Bursaries
Real Estate Foundation Endowment Fund for Student Aid Scholarships
Rotary Club of Prince George Scholarships
Sadie Merrick Memorial Endowment Bursary
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. Scholarship
Adult Basic Education Bursaries
Anthony Karpicius Endowment Forestry Scholarships
Arthur Buchi Memorial Endowment Bursary
B.C. Hydro Endowment Scholarship
Bob Martin Endowment Trades Scholarship
Canadian Federation of University Women—Prince George—Janet E. King Memorial Bursary
Canadian Forest Products Ltd. Scholarship
Canadian Hospital Engineering Society B.C. Chapter Scholarship
Cariboo Central Interior Radio Inc. Scholarship
Certified General Accountants Association of B.C. Scholarship
City of Prince George Endowment Bursary
CNC Endowment 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 Bursary
CNC Endowment Gourmet Dinner Scholarships
CNC Student Association Bursaries
CNC Student Association Scholarships
CNC Woodlot Bursary
Credit Union Foundation Bursaries
Credit Union Pioneer's Memorial Bursaries
Cris Hallett Memorial Endowment Bursary
David Sali Memorial Bursary
Don Flynn Endowment Forest Resource Technology Scholarship
Don Flynn Endowment University Transfer Forestry Scholarship
Dr. John De Rosario Memorial Endowment Bursary

Dr. Nalini Murthy Memorial Endowment Scholarship
 Duz Cho Logging Ltd. Endowment Forestry Scholarship
 Ed Berry Memorial Endowment Bursary
 Finning Ltd. Forest Resource Technology Bursary
 FMC of Canada Ltd. Endowment Scholarships
 Heather Sadler Jenkins Scholarship
 Hongkong Bank of Canada Scholarship
 Howie Toane Memorial Endowment Bursary
 Janet Peters Memorial Endowment Bursary
 Janet Peters Memorial Endowment Scholarship
 Jean Humphreys Bursary
 Jeanette Beaulieu Memorial Scholarship
 Jim Damiano Memorial Endowment Scholarships
 Kevin St. Dennis Memorial Endowment Bursary
 Knights of Columbus, Council 8927 Bursaries
 KPMG Peat Marwick Thorne Chartered Accountants Endowment
 Bursary in Memory of Travis Todd Klose
 KPMG Peat Marwick Thorne Endowment Scholarship
 Lakeland Mills Endowment Scholarship
 Lionel Lamoureux Memorial Bursary
 Lion's Quest Endowment Bursary
 Lloyd Anderson/Steve Burgess Endowment Trades Scholarship
 Mackenzie Community Endowment Bursary
 Martina Johnnie Memorial Endowment Bursary
 Nechako Community Endowment Bursary
 Northern Institute for Resource Studies Endowment Bursaries
 Northern Institute for Resource Studies Endowment Scholarships
 Northern Silviculture Endowment Scholarship
 Northland Chrysler Automotive Bursary
 Northwood Pulp and Timber Ltd. Forest Resource Technology
 Scholarship
 Pat Earle Memorial Bursary
 P.E.O. Sisterhood Bursaries
 P.G. Alzheimer's Society Bursary
 P.G. Branch of the Association of Professional Engineers and
 Geoscientists of the Province of B.C. Endowment 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. District Certified Dental Assistants Society Bursary
 P.G. and District Dental Society Bursary for Dental Assisting
 P.G. Savings Credit Union Endowment Athletic Bursaries
 P.G. Savings Credit Union Endowment 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
 Endowment 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
 Robson Valley Community Endowment Bursary
 Rotary Club of Mackenzie Bursary
 Society of Vocational Instructors of B.C. (CNC Chapter) Bursary
 Spruce City Lion's Club Endowment Bursary
 Timberline Forest Inventory Consultants Scholarship
 Tyler Urquhart Memorial Bursary

Welding Institute of Canada Scholarship
 Women's Equality Bursary

Miscellaneous Deadlines

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

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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 (14) calendar days will be allowed for the appeal to progress from the instructor to the Vice-President, Academic.

Within seven (7) 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 pro-

gramme 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 subcommittee 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, other than those involving suspension or termination, will be made by the appropriate Faculty member in consultation with the appropriate Division Chair or Regional Manager. 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.

In those cases where suspension or termination is not the sanction imposed, students may appeal to the Vice-President, Academic within fourteen (14) calendar days of the sanction being imposed. The Vice-President, Academic will undertake appropriate review procedures to explore the appeal. The decision of the Vice-President, Academic shall be final.

In those cases where the sanction imposed involves suspension or termination, the Vice-President, Academic must approve. Students will be informed in writing, outlining the reasons for the sanction, the penalty imposed, the right to appeal, and the procedure for an appeal.

In those cases where suspension or termination is imposed as the appropriate sanction, students have the right to appeal through the Suspension or Termination Appeal process.

Students suspended or terminated indefinitely for academic misconduct must have the prior written approval of the Vice-President, Academic 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 President 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 such as Academic or Personal Misconduct for a specified period or indefinitely. 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 Member 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.

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.

In the case of dismissal on the basis of failure to meet the requirements of academic probation, the appropriate Division Chair or Regional Manager may dismiss the student.

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.

In the case of dismissal on the basis of failure to meet the requirements of academic probation, the appropriate Division Chair or Regional Manager may dismiss the student.

Appeal

Students dismissed for failure to meet the requirements of academic probation may appeal to the Vice-President, Academic within two (2) working days of the receipt of the dismissal notice. This appeal must be in writing. The Vice-President, Academic will undertake appropriate review procedures to explore the appeal. The decision of the Vice-President, Academic shall be final. Students dismissed for failure to meet the requirements of academic probation do not have recourse to the Suspension or Termination Appeal process.

SEXUAL HARASSMENT AND 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 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.

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:

- 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.

BASIC INSURANCE COVERAGE

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 Admissions, Registration and Records.

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ERVICES AND FACILITIES

ATHLETICS AND RECREATION

The College is a member of the B.C. College Athletics Association (BCCAA), and is presently participating in basketball and volleyball 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 Kodiaks' teams.

In co-operation with the Student Association, the College offers a full range of scheduled intramural sports. Basketball, racquetball, soccer, softball, squash, tennis, and volleyball 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 (604) 562-2131, local 293.

CENTRE FOR STUDENT SUCCESS

The Centre for Student Success is here to help all college students be more successful in their studies, and we provide assistance in a variety of ways. For some students who have been identified as having weaknesses in math and/or English, we provide remediation. Many others, feeling insecure about their skills, take advantage of our English and math courses to brush up on their 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 (604) 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:

SERVICES AND FACILITIES

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

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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 next to the cafeteria, 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 peak periods. Summer hours are 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 terminals, 2 dot matrix printers, and 1 laser 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 23 microcomputers, 3 laser printers, 1 colour overhead projection unit, 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 microcomputers, 2 laser printers, 1 overhead projection unit, and is fully networked using the Novell operating system. This lab is primarily used by Business

and Management while offering general access to all students for word processing and spreadsheet 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 microcomputers, 2 laser 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 microcomputers, 2 laser 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.

6. Student Network Lab (STD) 3-238

This lab is set up to teach and demonstrate operating systems. Included are DOS, Windows for Work Groups, OS/2, Windows 95, Windows NT, and Novell. This lab is open access at all times.

7. Macintosh Lab (MAC) 2-304

The Macintosh lab, located in the Library, contains 22 microcomputers, 1 laser printer, 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 (TEC) 2-244

This lab is equipped with 20 microcomputers, 21 digitizing tablets, 2 laser printers, 1 colour inkjet printer, 2 6-pen Plotters, 1 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 Graphics (EGAD) and Geographic Information Systems (GIS) programmes using the Windows software applications AutoCad, PC Arc Info, PCI-EASI-PACE, Lotus 1-2-3, dBASE, and WordPerfect. 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—several Macintosh 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 connected to a Novell network, and 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 campus centres are also equipped with computer lab facilities. The labs are configured with microcomputers, 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 applications software are available in all regional lab facilities.

In case of problems encountered contact a faculty member, security or Computer Services at (604) 561-5812.

All of the computer facilities are available to all students at all 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 (604) 561-5818. Department hours are Monday to Friday 0800 to 1600. Evening and drop-in times are regularly scheduled.

The Quesnel and Lakes District Campuses offer 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

The demonstration daycare centre complex includes three centres which meet the needs of children aged 3 to 5 years in a full-time programme, 3 to 5 years in a part-time programme, and an infants' and toddlers' full-time programme. The daycare centres function as lab settings for the Early Childhood Education programme, and are available to students as well as community families. The centres are staffed by qualified early childhood educators. Fees are payable on a monthly basis. To obtain further information, call (604) 561-5834.

DESIGNATED PARKING

Designated parking spaces for persons with disabilities are in the main parking lot (entrance off 22nd Avenue) and by the Gym entrance in the Dental Parking Lot. Disabled parking placards must be displayed to prevent towing from these spaces.

Note: Reserved student parking spaces are available in addition to the open parking areas at \$15.00 per month.

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 at (604) 562-7415 or (604) 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 near 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 (605) 561-5840.

Employment placement services are also available at the Canada Employment Centre (CEC) located at 1190 – 2nd Ave., telephone (604) 561-5200. The CEC summer student employment office

SERVICES AND FACILITIES

operates at the College campus from mid April to September, and offers services related to summer employment.

FIRST NATIONS EDUCATION SUPPORT SERVICES (FNESS)

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 various community 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 first floor, at the temporary 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 (Room 3-350) of the main building. For booking information and services, call (604) 561-5805 or (604) 562-2131, local 805. IMS offers equipment and media services to staff, students, and community groups, businesses, and organizations. 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, 8 mm movies, and 16 mm), laptop computers (286s), data display projector, and modems are available for 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 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 wash-

room, 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.

SAFEWALK

The Security Guard on duty will provide a **SafeWalk** service from the Security Office beside the temporary main entrance between ten minutes before the hour and ten minutes after the hour **on evenings and weekends** 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 1600 to 1900, Monday to Friday and 24 hours per day on Saturdays, Sundays, and statutory holidays. Security can be reached at (604) 564-7711 or Local 200 or through safety phones located at most entrances.

SERVICES AND FACILITIES FOR STUDENTS WITH DISABILITIES

The College provides a variety of support services to assist individuals with disabilities in attending College programmes and participating in all facets of College life. These services are delivered by the College Access Instructor and the Learning Assistance Instructor.

College Access Services include assistance for students entering and exiting the institution. Learning Assistance support is available for students registered in College programmes.

Services are available from September to May and should be requested as soon as possible but **at least six months in advance** of anticipated attendance.

The College also offers employment preparation programmes for adults with developmental disabilities (refer to the programmes section, College Foundation).

Services

College Access

College Access Services are available to individuals with disabilities who are entering and exiting the College of New Caledonia. These services are designed to facilitate the inclusion of individuals with disabilities into the college setting and employment.

Service Description: The provision of the College Access educational services may include the following:

- assistance with developing student centred educational/vocational goals

- assistance with programme/course selection
- assessment of learning strengths and difficulties
- identification of and assistance with obtaining support critical to successful student participation in a chosen programme and future employment
- assistance in assessing student's functional skills/ability levels as they relate to employment
- provision of adaptive equipment through the Adult Services Project
- referral to external support agencies and funding sources
- curriculum adaptations for students who do not meet regular entrance criteria.

Note: Integration opportunities may exist for individuals with disabilities who do not meet entrance requirements into a limited range of entry-level programmes. Acceptance into the programmes is subject to instructor approval and available support services.

Learning Assistance

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

- diagnostic testing for educational planning
- referral to educational and 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: (604) 562-2131, local 250. Telephone Device for the Deaf (TDD) is available at (604) 562-2131.

Special Resources

- Visualek magnification system;
- Speech plus calculator;
- Large print computer software;
- Laptop computers;
- 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 operation 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 (604) 562-7415 or (604) 562-2131 Local 365.

SERVICES AND FACILITIES

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, (604) 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 résumé of related interests or experience at the Student Association Office. Radio CNC is located in Room 1-120, and can be reached through (604) 562-2131, local 365 (Student Association Office).

TELEPHONES

Lowered public telephones are available for wheelchair users throughout the College. At each bank of public telephones, one is marked for emergency use. 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: (604) 562-2131.

TEST SUPERVISION

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

sions. 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. 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 (604) 561-5835 or a Regional Campus.

WASHROOMS

Most washrooms in the main building are wheelchair accessible and are so marked. Washrooms in the Mackenzie Building 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.

B

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, BC V2N 1P8
Canada**

Telephone: (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 industry standard equipment. The training labs are equipped with Novell Networks and 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 and Finance 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 Certified 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. The CIS Diploma Programme focuses on the application of computers in business. Hands-on training takes place in modern labs equipped with networked microcomputers. Systems analysis and design, software development, testing, documentation, user training, communications, and network administration are cornerstones of the programme. These goals are reached using industry standard software packages and system tools. The programme also focuses on technical writing and presentation, personal skills, and group dynamics.

Selection Criteria: 1) In the event that the CIS Diploma Programme is oversubscribed on the review date, students who have completed a secondary school programme articulated with the CIS

BUSINESS AND MANAGEMENT STUDIES

Diploma Programme will be given first priority for selection;
2) First qualified, first served.

Marketing and Management Diploma

The Marketing and Management 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
3. Applicants are strongly recommended to have taken, in the past five years, or have a strong working knowledge of:
 - Typing 11 (20 wpm)
 - 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 Admissions, Registration and Records and may be submitted after September 15 for entry in the following Fall. 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
ACC 151	Accounting I
CIS 152	Introductory Computing System
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)

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

Semester III	September to December
✓ ACC 251	Intermediate Accounting I
✓ ACC 255	Management Accounting I
ACC 264	Simply Accounting 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: This programme is being restructured. Many courses described in this calendar are new; the last of these will be taught for the first time in the Spring 1998 semester. During the transition, current and prospective students are advised to contact the Business Division office or CIS Faculty to confirm the courses they will take.

Note: From Fall 1996 onward, CIS no longer shares a common first semester with the other Business diploma programmes.

Semester I	September to December
CIS 158	Business I
CIS 163	Systems Analysis
CIS 175	Windows Programming I
CIS 179	Operating Systems Fundamentals
SS 800	Student Success
MGT 154	Applied Human Relations

Semester II	January to April
CIS 159	Business II
CIS 164	Systems Design and Implementation
CIS 176	Windows Programming II
CIS 181	Microcomputer Systems and Operations
CIS 183	Word Processing and Spreadsheet Lab
ENGL 190	Business Communications I

Semester III	September to December
CIS 255	Data Communications
CIS 256	Training Workshop
CIS 277	Windows Programming III
CIS 282	Database Systems
ENGL 191	Business Communications II

Semester IV	January to April
CIS 262	Information Systems Project
CIS 264	System Architecture
CIS 265	Local Area Networks
CIS 266	Client Server Computing
MGT 254	Applied Group and Leadership Skills

Programme Outline:

Marketing and Management Diploma

Semester I	September to December
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)

Semester II	January to April
ACC 152	Accounting II
MATH 157	Business Statistics
ENGL 190	Business Communications I
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.

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.

Computer Information Systems (CIS) Certificate

The CIS Certificate is awarded to students who have completed half the course credits needed for a CIS Diploma. There are two approaches to a CIS Certificate.

1. Most candidates complete Year 1 of the CIS Diploma. It provides basic skills in micro applications, computer programming, and systems analysis as well as general business knowledge and interpersonal and communication skills. They would be capable of assisting in microcomputer information systems.

This approach is attractive to students who wish to combine CIS "cross-over" skills with a specialty such as accounting or forestry. Students with cross-over skills would easily adjust to, if not actually lead, technology advances in their specialty area. This is the approach too, for students who need to postpone further study towards a Diploma.
2. Candidates already possessing basic CIS skills can choose courses at a more advanced level. Students can tailor individual programmes to expand their skill base according to their specific needs and interests.

Students then can receive recognition for managing their careers in the face of rapidly changing technology and their need to update or upgrade skills.

Both approaches are appealing to candidates already employed and wanting to expand their job prospects.

Entry requirements are the same as for the CIS Diploma programme, and allow for either full-time or part-time study. Students must have all the course prerequisites or equivalents to enroll in a course.

The Certificate requires at least 50% of the credits that count towards a CIS Diploma. More than half those credits must come from courses with a CIS prefix; when the new CIS Diploma programme is fully in place, this will automatically occur.

Students currently working toward a CIS Certificate under the requirements of the CNC Calendar 1994-95 have until Spring

1998 to complete their programme. Students who wish to have credits applied to the new Certificate should check with the Business Division.

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	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 résumé 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 beginning 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.*

***Note: This course is presently under review and may be replaced in the academic year 1996/97.*

Semester 2 (17 weeks)

A-075	Secretarial Bookkeeping
C-075	Business Communications II
D-070	Machine Transcription
P-076	Office Simulations in the Electronic Office
W-078	Introduction to Desktop Publishing

- ** W-070 Word Processing
- * V-075 Work Experience

**Note: This course is currently under development. It may not be offered in the academic year 1996/97 although every effort will be made to do so.*

***Note: This course is presently under review and may be replaced in the academic year 1996/97.*

Programme Outline:

Legal Secretarial 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.*

***Note: This course is presently under review and may be replaced in the academic year 1996/97.*

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 1996/97 although every effort will be made to do so.*

***Note: This course is presently under review and may be replaced in the academic year 1996/97.*

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 an accounting clerk 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 Advanced 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 fall, BEFORE

attending CNC. Students are also strongly advised to complete any required English or math work during the fall, before their first semester.

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

Selection Criteria

Where the programme is over-subscribed, 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)

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 Production Keyboarding I, BOOK 162. Exercises include business and personal business letters and envelopes.

Prerequisite: BOOK 162 with a grade of 60% 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 microcomputer applications to common business problems. Supporting discussions include introductory theory on the types of computers, hardware, software, networks, communications, and the influences of the computer within society.

Prerequisite: None (3,3)

CIS 158 Business I 3 CR

NEW This is the first part of a two-course study of fundamental business processes and cycles. The major business applications, their interrelationships, control procedures, data needs, processing activities, documents, reports, and on-line dialogues are examined. Typical areas studied are: accounting, marketing, materials management, and personnel. The terminology and concepts of computerized applications are stressed. Both on-line and batch systems are covered.

Prerequisite: None (3,0)

CIS 159 Business II 3 CR

NEW In this second course of the two-part study of fundamental business processes and cycles, the focus shifts towards the role of technology in support of business practices.

Prerequisite: CIS 158 (3,3)

CIS 160 Introduction to Systems Analysis and Design 3 CR

An introduction to the theory and methodology of structured analysis and design of business information systems. Among the many topics introduced are: the systems development cycle, the problem definition and evaluation of existing systems, characteristics of good system design, system control, evaluation of benefits and alternatives, system documentation, conversion and testing, implementation, follow-up and evaluation. Throughout, human relations are emphasized as well as the goals, methodology, and particular tools and techniques of a top-down approach to analysis and design of business systems.

Prerequisite: CIS 152 (3,0)

CIS 163 Systems Analysis 3 CR

NEW This course introduces the learner to the concepts, tools, and techniques of systems analysis. Topics include the systems development life cycle, the role of systems analysis, information collection, feasibility, the products of systems analysis, repository management, data modelling, and network modelling. Object oriented analysis concepts are also discussed.

(3,1.5)

CIS 164 **Systems Design and Implementation** **3 CR**
 This course introduces the learner to the concepts, tools, and techniques of systems design and implementation. Design topics include the role of systems design, data analysis, event analysis, prototype development, file design, input and output design, and user interface design. Implementation topics centre on the role and activities associated with systems implementation and support. Object oriented design and Rapid Application Development are also discussed.
Prerequisite: SS 800, CIS 163 (3,1,5)

CIS 170 **Programming Concepts I** **3 CR**
 This course uses a versatile high-level programming language to illustrate and provide practice with fundamental programming principles. Students will practice techniques of methodical and detailed logic development based on the completion of design and will implement solutions in the chosen programming language.
Prerequisite: Math 155 and CIS 152 (4,2)

CIS 171 **Programming Concepts II** **3 CR**
 This course builds upon previous training in programming concepts and emphasizes structured programming and top-down modular approaches. Major topics include: 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 175 **Windows Programming I** **3 CR**
 This course is for the beginning programmer. It is a hands-on approach to building skills in Windows software development including visual, event-driven, and "component"-oriented programming techniques using industry standards. (3,3)

CIS 176 **Windows Programming II** **3 CR**
 This course progresses to more sophisticated Windows features and programming techniques. Discussions include interface guidelines and testing strategies. Students develop simple, but complete business applications with traditional file structures.
Prerequisite: SS 800, Math 155, CIS 175 (3,3)

CIS 179 **Operating Systems Fundamentals** **3 CR**
 Through "hands-on" experience, the student acquires survival skills when working with an industry standard operating system and user interface. Supporting discussions include general computer theory and a working knowledge of basic operating system commands, and survival skills in the user interface. (2,2)

CIS 181 **Microcomputer Systems and Operations** **3 CR**
 The student acquires the skills to provide technical support for the micro environment, including operating systems, control language, and basic hardware troubleshooting. Software package configuration and installation are included. The concepts of computer support services within an organization are stressed.
Prerequisite: CIS 179 (3,3)

CIS 183 **Word-processing and Spreadsheet Lab** **3 CR**
 This course provides the student with the necessary skills to apply industry standard word processing, spreadsheet, and presentation software to the solution of a variety of business problems.
Prerequisite: CIS 179 (0,3)

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: CIS 152 and CSC 109 (old CIS Certificate only) (3,3)

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: All other CIS certificate components (old CIS Certificate only) (0,6)

CIS 255 **Data Communications** **3 CR**
 This course introduces the student to the conceptual issues related to the establishment of data communications networks. Discussions include the current and future state of the communication industry, hardware and software, comparison of LANs and WANs, connectivity, and the various models used to analyze a business network.
Prerequisite: CIS 181 (3,1)

CIS 256 **Training Workshop** **3 CR**
 This course provides the learner with the knowledge, skills, and values to plan, deliver, and evaluate training workshops for computer users. Topics include identifying training needs, developing training plans, assessing computer tutorials, developing and using effective media, evaluating training, and delivering effective training sessions.
Prerequisite: CIS 163, CIS 181, ENGL 190 (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, CIS 170 (3,3)

CIS 262 **Information Systems Project** **3 CR**
 This capstone course emphasizes team work and project management in building an information system from a comprehensive, "real-life" case study. Teams develop and monitor their own work plans. Each team works through the phases of the software devel-

opment cycle to produce and demonstrate a working model of the target system.

Prerequisite: CIS 171 and CIS 260 (1996/97) or

Prerequisite: CIS 176 and CIS 164 (1996/97)

Prerequisite: CIS 277 and CIS 164 (1997/98) (0,6)

CIS 264 System Architecture 3 CR

NEW This course provides the learner with a technical understanding of computer hardware and system software, and how they interact to support modern information systems. Topics include the role of hardware and software, data representation formats, structure and function of the CPU, primary storage, secondary storage, communications technologies, I/O devices, and operating system components.

Prerequisite: CIS 176, CIS 181 (3,0)

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 are provided as well as extensive hands-on experience using Novell Netware or similar industry standard software.

Prerequisite: CIS 181 (1996/97) (3,3)

Prerequisite: CIS 255 (thereafter) (3,3)

CIS 266 Client/Server Computing 3 CR

NEW This course provides the learner with the knowledge, skills, and values to develop on-line transaction processing and decision support applications in a client/server environment. Topics include the role of client/server computing in the enterprise, client/server components, client/server architectures, middleware, server issues, client development environments, distributed applications, and data warehousing. Applications are developed providing extensive hands-on experience using industry standard software.

Prerequisite: CIS 255, CIS 282 (3,3)

CIS 277 Windows Programming III 3 CR

NEW This course focuses on use of custom controls and working with existing databases. Discussions include developing multi-user and client/server applications. Students develop more sophisticated applications to solve typical business problems.

Prerequisite: CIS 176 (3,3)

CIS 282 Database Systems 3 CR

The student studies the theory of database 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 176, CIS 164 (3,3)

COM 204 Financial Accounting 3 CR

Introduction to accounting procedures, principles and financial statement preparation, and the analysis of accounting information for business decision making. Emphasis is on accounting policies and generally accepted accounting principles. (3,0)

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

BUSINESS AND MANAGEMENT STUDIES

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 2

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 2

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 2

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 are stressed.

Prerequisite: Math 155 (3,0)

Note: Prerequisites for 1997/98 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 and interpersonal communication development skills. Classroom participation and discussion are a necessary part of this course. **Students who plan to participate in Co-op must complete MGT 154 prior to their first scheduled work term.** (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 and 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 (2,2)

MGT 255 Small Business Development 3 CR

This course is specifically designed to provide students with the knowledge required in starting up and successfully operating a small business. Topics include: business structures, location and market assessment considerations, business plans and methods of financing, government obligations, franchising, strategic planning and control. Case studies and simulations are used 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)

P-076 Office Simulations in the Electronic Office

NEW Using information from the text and varied reference materials, the students will acquire and apply key-boarding, word processing, and business knowledge and skills in simulated office environments. This course polishes administrative skills and provides realistic office experiences. Skills developed will include editing, proofreading, composition, computational skills, etc. In addition, the student will gain experience working as part of a team.

Prerequisite: Completion of T-074 with a "C" or better average or equivalent as evaluated by the programme and completion of P-072 with a "C" or better or equivalent as evaluated by the instructor (5,0)

SS 800 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.

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)

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 microcomputer 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)

W-078 Introduction to Desktop Publishing and Advanced Features of Word Processing

NEW This is an introductory hands-on course designed to teach the student the advanced functions of word processing and how to prepare professional looking printed material. Such topics as publishing concepts and elements of page design, the production process of producing camera-ready copy, and the basic design principles and production techniques of a variety of printed matter are included.

Prerequisite: T-074 with a "C" or better or equivalent as evaluated by the programme

Corequisite: T-075 (5)

BUSINESS ADMINISTRATION TRANSFER GUIDE

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

<p>SOCIETY OF MANAGEMENT ACCOUNTANTS OF B.C. (CMA)</p>	<p>Accounting Technologist and Pre Professional Programme (FA1) Financial Accounting I (CL1) Commercial Law (OB1) Organizational Behaviour (EC1) Economics (FA2) Financial Accounting II (MA1) Management Accounting I (TX1) Taxation (QM1) Quantitative Methods (FA3) Financial Accounting III (MA2) Management Accounting II (PSI) Public Sector Financial Management (FM1) Financial Management (AS1) Accounting Information Systems (IA1) Internal Control + Audit (MA3) Advanced Management Accounting (FA4) Advanced Financial Accounting</p>	<p>CNC Course Requirements ACC 151/152 or COM 204 LAW 294 COM 222 or MGT 262 or MGT 254 ECON 201/202 or ECON 152/251 ACC 251/252 ACC 255/ACC 256/ENGL 191 or COM 212/ENGL 191 TAX 361/362 MATH 157 ACC 251/252 ACC 255/ACC 256/ENGL 191 FIN 257/258 CIS 160 ACC 354</p>
<p>CERTIFIED GENERAL ACCOUNTANTS OF B.C. (CGA)</p>	<p>Programme 90 (FA1) Financial Accounting I (EC1) ECON I (LWI) Law I (FA2) Financial Accounting II (MA1) Managerial Accounting I (FA3) Financial Accounting III (FNI) Finance I Public Speaking Business Writing</p>	<p>CNC Course Requirements ACC 151/152 or COM 204 ECON 201/202 or ECON 152/251 LAW 294 ACC 251/252 ACC 255/256 or COM 212 ACC 251/252 FIN 257/258 ENGL 190/191 ENGL 190/191</p>
<p>INSTITUTE OF CHARTERED ACCOUNTANTS OF B.C. (ICABC) (CA)</p>	<p>ICABC Programme Introductory Financial Accounting Intermediate Financial Accounting Advanced Financial Accounting Introductory Management Accounting Cost Accounting Finance Computers Management Information Systems Commercial Law Mathematics Probability / Statistics Economics Organizational Behaviour Introductory Tax</p>	<p>CNC Course Requirements ACC 151/152 or COM 204 ACC 251/252 ACC 354 ACC 255 OR COM 212 ACC 256 FIN 257/258 CIS 152 CIS 160 LAW 294 MATH 101/102 MATH 157 ECON 201/202 or ECON 152/251 COM 222 or MGT 254 or MGT 262 TAX 361/362</p>
<p>PROFESSIONAL INSTITUTES</p>	<p>Transfer credit has been established previously with the following institutions:</p> <ul style="list-style-type: none"> • Canadian Institute of Traffic and Transportation • Institute of Canadian Bankers • Purchasing Management Association of Canada • Real Estate Institute of Canada 	
<p>UNBC BLOCK TRANSFER</p>	<p>The University of Northern British Columbia will award 57 credits to students who have graduated in the 1990s and 54 credits to students who have graduated in the 1980s, with a Business Administration Diploma from the College of New Caledonia. Computer Information Systems students who graduate after 1996 should confer with UNBC's Dean of Management and Administration. A grade of C or better in all College courses is necessary to obtain specific course credit or to obtain the maximum number of transfer credits. The total transfer credit awarded is reduced for courses completed with a grade lower than a C. The block transfer can be extended to 60 credits, provided the student has successfully passed a transferable calculus course, with a minimum C grade.</p>	

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 Programmes:

- TARGET
- Job Education and Training

**College of New Caledonia
3330 – 22nd Avenue
Prince George, BC V2N 1P8
Canada**

Telephone: (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.

ADULT BASIC EDUCATION

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 multi-culturalism in Canada, and the Canadian economic system. Gaining an understanding of Canada enables students to become more informed and active members of their community and citizens of Canada.

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

Students enrolled in Science 030 can pursue one of the following:

Science 030 (Biology Option)

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 (Physics Option)

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 (Biology Option), 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 (Physics Option or Biology Option) 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, databases, and spreadsheets.

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

EdCp 045 Advanced Level Education and Career Planning

NEW This course will prepare adult learners with life and employment readiness skills. Students will develop a realistic awareness of their interests, abilities, and potential as well as specific education and employment readiness skills. The exploration and development of a personal training plan will be an integral part of the course.

Prerequisite: ENGL 020 or equivalent as determined by assessment

Prerequisite or Corequisite: ENGL 030 or equivalent as determined by assessment

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, liquids and solids, energy and changes of state; water reactions, solutions; acids, bases and salts; oxidation-reduction reactions, electrochemistry; reaction rates and chemical equilibria; organic chemistry. Lab work is an integral part of the 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 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
- And two of the following:
- Science: Science 030 or 035
- Socials: Canadian Studies 030 or Education and Career Planning 045

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. *Options 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
- EdCp 045

Option also includes a language, science, social science or computerized science at the advanced level or higher.

Minimum of two 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. Any course used towards these certificates must have been completed within the past 10 years.

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.

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 UT courses for this purpose.

A minimum of two of the four courses required must be taken at CNC. At least one must be taken through the CNC ABE department. Any course used towards the ABE Provincial Diploma must have been completed within the past 10 years.

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

Application for Certificates

Certificates will be automatically generated and sent to those students whose courses correspond with the main ones listed under the certificate.

A student may apply for a certificate or diploma by completing an application form available at Admissions, Registration and Records. The following cases require an application form to be filled out:

1. Anyone applying for the Provincial Diploma.
2. Anyone using a course from a different institution towards a certificate.
3. Anyone using a higher level course for a lower level certificate.

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

COLLEGE FOUNDATION PROGRAMMES

Training (TARGET). Both 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 criteria, contact the College Foundation Division at (604) 561-5826.

Application Procedure

Applications to either of these programmes may be submitted at any time; all applicants are required to attend a personal interview. Although most programmes start in September, it may be possible for a student to enter at course start dates 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.**

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	Job Maintenance Skills
JET 155	The Job Search

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
- Résumés/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, Registration and Records 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 (604) 561-5867 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;
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 Admissions, Registration and Records 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 Prince George Campus at (604) 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 and numeracy skills. Students receive free 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 (604) 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.

Commencing in September 1996, the College of New Caledonia may require prospective students to undergo a criminal record search prior to admission into the programme. If the search reveals that there are convictions related to the intended future employment of the person, the person may not be eligible to enter the programme. This requirement is being considered in light of the Criminal Records Review Act and specific requirements of the Act will be enforced.

Application Procedure

Application forms are available at the Office of Admissions, Registration and Records 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

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 & 155 Theories and Practices of ECE

A two-semester course covering the major theories of Early Childhood Education and the resulting practices such as classroom management, planning for groups and individual children.

Prerequisite: ECE 170 is a prerequisite for ECE 155

ECE 165 & 166 Programme Development

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

ECE 170 Observing and Recording Behaviour

A study of methods of accurately and objectively observing, recording and interpreting child behaviour using the College Demonstration Day Care and other centres.

Prerequisite or Corequisite: ECE 190

ECE 172 Health, Safety and Nutrition in 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 & 177 Human Relations in Early 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 & 199 Practicum I and II

Practical experience working with young children under qualified supervision in conjunction with classroom follow-up seminars. Students plan and implement learning activities. ECE 190 is divided into Level I and II. Students must maintain a GPA of 2.0 in order to proceed to practicum. ECE 199 is divided into Levels III and IV. Level IV includes six weeks of full-time work experience which can only be undertaken after all other course work has been completed.

Programme Outline

Post Basic

These programmes provide graduates of the Basic ECE programme with the post-basic training necessary to qualify as "Infant and Toddler" or "Supported Child Care" Supervisors. Courses are offered on a part-time basis in response to demand. For more information, contact the Admissions, Registration and Records office.

Course Courses

These core courses are required for both specialties.

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 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.

Infant and Toddler Courses

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 290 & 291 Practicum

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.

Supported Child Care Courses

These courses are in the process of development.



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, BC V2N 1P8
Canada

Telephone: (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 the academic year. The student should attend all classes until it is determined if credit is granted. Students will be advised of the Exemption and Assessment Policy 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 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 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.

Commencing in September 1996, the College of New Caledonia may require prospective students to undergo a criminal record search prior to admission into the programme. If the search reveals that there are convictions related to the intended future employment of the person, the person may not be eligible to enter the programme. This requirement is being considered in light of the Criminal Records Review Act and specific requirements of the Act will be enforced.

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. Applications received after March 15 will be

considered late and will be processed as space permits. 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

Term I	September to December
DEN 151	Dental Assisting I
DEN 152	Dental Assisting Clinic I
DEN 153	Head and Neck Anatomy
DEN 154	Dentition
DEN 155	Infection Control
DEN 156	Client Assessment
DEN 157	Prevention I
DEN 158	Communications I
Term II	December to March
DEN 161	Dental Assisting II
DEN 162	Dental Assisting Clinic II
DEN 163	Oral Surgery
DEN 164	Periodontics for Dental Assisting
DEN 165	Restorative Dentistry
DEN 168	Communications II
DHYG 144	Radiology
DHYG 145	Dental Health Education
Term III	
DEN 171	Dental Assisting III
DEN 172	Dental Assisting Clinic III
DEN 173	Oral Pathology
DEN 174	Prosthodontics
DEN 178	Communications III
DEN 180	Practicum I
DEN 190	Practicum II

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 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) ✍️
Commencing Fall 1997, Human Anatomy and Physiology (CNC BIO 111 and BIO 112) or equivalent will be required for admission to the Dental Hygiene Programme.
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 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.

Commencing in September 1996, the College of New Caledonia may require prospective students to undergo a criminal record search prior to admission into the programme. If the search reveals that there are convictions related to the intended future employment of the person, the person may not be eligible to enter the programme. This requirement is being considered in light of the Criminal Records Review Act and specific requirements of the Act will be enforced.

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, Registration and Records 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. Applications received after March 15 will be considered late and will be processed as space permits.

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 29-week certificate programme is spread over a 35-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 students are 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 0600 to 1400 and 1500 to 2200, 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.

Commencing in September 1996, the College of New Caledonia may require prospective students to undergo a criminal record search prior to admission into the programme. If the search reveals that there are convictions related to the intended future employment of the person, the person may not be eligible to enter the programme. This requirement is being considered in light of the Criminal Records Review Act and specific requirements of the Act will be enforced.

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

HEALTH SCIENCE PROGRAMMES

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

A special supplement will be published outlining the new nursing programme. Contact Admissions, Registration and Records or the Division Chair, Health Science, for information.

DIPLOMA NURSING PHASE-OUT, BEGINNING SEPTEMBER 1996

Programme Outline:

The following outline describes the Diploma Nursing Programme Phase-out courses available only to those people previously enrolled in this programme at CNC and eligible for re-entry. Please contact Admissions, Registration and Records or the Chair, Health Sciences for specific details of course offerings.

Students previously enrolled in the CNC Diploma Nursing Programme and who are eligible to reapply, have been sent a letter regarding the planned phase-out of the present programme. If you did not receive this letter and you are eligible to reapply, please contact Admissions, Registration and Records immediately.

Trimester III March to June

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

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

Trimester VI September to December
 NURS 255-10 Nursing Care to Promote Adaptation V
 NURS 256-2 Professional Responsibilities
 NURS 258-3 Medical Science VI

August to December
 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 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)

DEN 151 Dental Assisting I 2 CR
 This course introduces basic principles of dental assisting care and technique. Emphasis is placed on basic instrumentation and fundamental skills associated with dental assisting. Students will also receive the theoretical knowledge pertaining to dental anesthesia and an introduction to biomaterials.
Prerequisites or Corequisites: DEN 152, 153, 154, 155, 156, 157, and 158 (2,0)

DEN 152 Dental Assisting Clinic I 3 CR
 The first in a series, this clinic provides an opportunity for the student to integrate theory into clinical and laboratory experiences. The focus is on clinical asepsis, basic instrumentation,

initial client observation, and the manipulation of a variety of dental materials. Performance evaluations will measure student progress.

Prerequisite or Corequisite: DEN 151 (0,10)

DEN 153 Head and Neck Anatomy 2 CR
 A study of form, structure, and interrelationships of the head and neck. This course will provide the student with a working knowledge of head and neck anatomy for assisting in clinical practice.
Prerequisite or Corequisite: DEN 151 (2.5,0)

DEN 154 Dentition 3 CR
 The study of histology, morphology, supporting structures, occlusion, identification, and anomalies as they relate to teeth. Anatomical landmarks and understanding of the relationship between structure and function will be provided.
Prerequisite or Corequisite: DEN 151 (3,0)

DEN 155 Infection Control 3 CR
 This course will provide awareness of the infectious nature of some oral organisms, modes of transmission and their relationship to diseases of dental importance. Emphasis will be placed on managing disease transmission through the use of high standards of asepsis.
Prerequisite or Corequisite: DEN 151 (3.5,0)

DEN 156 Client Assessment 2 CR
 This course introduces the student to the assessment phase of client care. The theory is inclusive of the rationale for and the obtaining of medical and dental histories, vital signs, initial client observations, and dental photography. Students will also receive didactic information on medical emergencies in the dental environment and the needs of specific individuals.
Prerequisite or Corequisite: DEN 151 (2,0)

DEN 157 Prevention I 3 CR
 This course will provide the student with the knowledge that will enable them to differentiate various deposits and discuss their nature, formation and significance. A series of lectures will also be given dealing with the etiological fundamentals of dental caries and their progression.
Prerequisite or Corequisite: DEN 151 (3,0)

DEN 158 Communications I 4 CR
 This course will focus on the self-management and interpersonal skills that are required in the dental office. Areas to be covered include stress and time management, perceptions, effective communication, and problem solving.
Prerequisite or Corequisite: DEN 151 (4,0)

DEN 161 Dental Assisting II 3 CR
 This course provides the student with didactic information for isolation techniques and oral prophylaxis techniques. An introduction to dental office practice procedures in relation to the clinical setting will be provided prior to Practicum I.
Prerequisites: DEN 151, 152, 153, 154, 155, 156, 157 and 158
Prerequisites or Corequisites: DEN 162, 163, 164, 165, 168, DHYG 144 and 145 (3,0)

DEN 162 Dental Assisting Clinic II 3 CR
 The second course in the clinical sequence, the student's clinical experience builds on the foundation from DA Clinic I and expands

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clinical and laboratory experiences. Performance evaluations continue to assist students in measuring their progress.

Prerequisite or Corequisite: DEN 161 (0,11)

DEN 163 Oral Surgery 2 CR

This course has a didactic emphasis on the dental specialty oral surgery. It will provide the student with the knowledge of pre-surgical evaluation, pharmacological considerations, procedures, post-operation treatments, and the role of the certified dental assistant in the care of an oral surgery case.

Prerequisite or Corequisite: DEN 161 (2,0)

DEN 164 Periodontics for Dental Assisting 2 CR

The theory provided in this course relates to the diagnosis, treatment, and prevention of disease of the supporting structures of the teeth. The student will be provided with an outline of the fundamentals of periodontics.

Prerequisite or Corequisite: DEN 161 (2,0)

DEN 165 Restorative Dentistry 2 CR

This theoretical component will provide the student with background into cavity preparation and design, restorative instruments, and a contemporary knowledge of the dental materials utilized in the prevention and treatment of oral disease.

Prerequisite or Corequisite: DEN 161 (2,0)

DEN 168 Communications II 4 CR

The purpose of this second course is to continue to develop skills that enhance working relationships. Assertiveness skills, client motivation, instructional techniques, and group dynamics will also be covered in this section.

Prerequisite or Corequisite: DEN 161 (4,0)

DEN 171 Dental Assisting III 5 CR

A theoretical course whose didactic emphasis is placed on the dental specialties of nutrition, endodontics and orthodontics.

Prerequisites: DEN 161, 162, 163, 164, 165, 168, DHYG 144 and 145

Prerequisites or Corequisites: DEN 172, 173, 174, 178 (5,0)

DEN 172 Dental Assisting Clinic III 9 CR

The last course in the clinical sequence, this clinic allows the student to build on previous experiences and to integrate new skills into clinical and laboratory activities. Performance evaluations continue to measure student progress. Clinical activities will include treating scheduled clients for prescribed services. Laboratory field trips, providing dental health education to members of the community and computer skills are inclusive of this course.

Prerequisite or Corequisite: DEN 171 (0,13.5)

DEN 173 Oral Pathology 2 CR

The oral pathology course introduces information concerning oral lesions, their etiology, and their clinical descriptions. Emphasis will be placed on being able to observe and describe clinical oral lesions.

Prerequisite or Corequisite: DEN 171 (2,0)

DEN 174 Prosthodontics 4 CR

This course introduces the student to the branch of dentistry devoted to the restoration of function and the form of the dentition including fixed and removable appliances and implants.

Prerequisite or Corequisite: DEN 171 (4,0)

DEN 178 Communication III 2 CR

During this final course the student will be exploring the communications of an effective job search, including résumé writing, cover letters and interview skills.

Prerequisite or Corequisite: DEN 171 (4,0)

DEN 180 Practicum I 3 CR

This practicum experience provides the student with the opportunity to assist in a general dentistry office. The focus will be on professional conduct, communication skills, clinical support procedures, and basic chairside assisting.

Prerequisite or Corequisite: DEN 161

DEN 190 Practicum II 3 CR

This experience furthers the opportunity the student has for dental assisting in a dental office. Emphasis on professionalism and communication skills continues. Advanced chairside assisting, direct client care procedures, and laboratory skills may also be included in the experience.

Prerequisite or Corequisite: DEN 171

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, 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, 136
Prerequisites or Corequisites: BIO 116, DHYG 144, 145, 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, DEN 161 (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, DEN 161 (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 3 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, 146
Prerequisites or Corequisites: BIO 150, DHYG 151, 152, 153, 155, 157 (3,0)

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, 157
Prerequisites or Corequisites: DHYG 233, 234, 235, 237, 238 (3,13)

DHYG 231 Dental Hygiene Clinic IV 3 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 (3,0)

DHYG 233 Oral Pathology 2 CR
Those 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 (3,0)

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 client 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)

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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, 238

Prerequisites or Corequisites: DHYG 242, 245, 246, 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, 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 (2,2)

DHYG 249 Health Promotion Issues 2 CR
An overview of health problems that face mankind today: emotional problems, drug abuse, alcohol abuse, nutrition, diet and weight control, smoking, heart disease, and stress management, to mention a few. Emphasis will be placed on the responsibilities of a dental health care professional toward promotion of general health.

Prerequisite or Corequisite: DHYG 250 (2,0)

DHYG 250 Dental Hygiene VI 3 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, 249

Prerequisites or Corequisites: DHYG 255, 256, 259 (3,0)

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 or Corequisite: DHYG 240 (3,0)

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)

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 Contact:

Gordon Ingalls

Chair, Arts & Social Services Division

Telephone (604) 561-5815

Social Services Programmes:

- Foundations—Certificate
- Developmental Disabilities (SSTP)—Certificate
- Teaching Assistant Certificate
- Child, Youth and Family Support—Diploma
- Pre-BSW Diploma

**College of New Caledonia
3330 – 22nd Avenue
Prince George, BC V2N 1P8
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Telephone: (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 two diploma option for students interested in this field. The Social Services Foundation Certificate, the Teaching Assistant Certificate, and the Child, Youth and Family Support and Pre-BSW 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.

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 practical experience. This certificate is offered at the Prince George and Quesnel campuses.

All Social Service Foundation students must attain a "C+" grade in all their SSF courses with a cumulative G.P.A. of 2.0.

Those students who entered the programme prior to September 1995 will be exempt from this criteria.

Child, Youth and Family Support Diploma

Students enrolling in this diploma programme have completed the one-year Social Services Foundation Certificate. The CYFSD 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 Foundation Certificate.

Pre-BSW Diploma

Students enrolling in the Pre-BSW Diploma must have successfully completed all the first year Child, Youth and Family Support Diploma with a "C+" or better. Students entering this stream will be wanting to apply to UNBC School of Social Work programme. There is no guarantee that students completing this programme will be accepted in the Bachelor of Social Work programme.

Teaching Assistant Certificate

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



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. Students have five years to complete the certificate.

Note: Students entering the Developmental Disabilities Certificate Programme for the first time in August 1996, 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.

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 assault victim treatment services, alcohol treatment or support services, and a variety of other services, agencies, and programmes.

Access to Courses in Our Programme

The maximum amount of SSF courses an individual can complete without being officially accepted into the Social Service Foundation programme is three. The following seven courses are available to those individuals currently not officially registered in the SSF programme:

- SSF 142 Helping Skills: Practical Application (Prerequisite: SSF 145)
SSF 145 Communications and Interpersonal Relationship Skills
SSF 151 History and Philosophy of Social Welfare Policy
SSF 171 Introduction to Social Service Practice
SSF 225 Introduction to Disabilities
SSF 232 Loss and Grief
SSF 263 Chemical Dependency

Admission Requirements

A. Social Services Foundation Certificate, Child, Youth and Family Support Diploma, Teaching Assistant Certificate

In addition to the requirements below, it is strongly recommended that applicants to the Social Services Foundation Certificate, Child, Youth and Family Support Diploma, and Teaching 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 185 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 résumé.
5. A written statement describing career goals, special interests, and reasons for seeking entrance into 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.

Commencing in September 1996, the College of New Caledonia may require prospective students to undergo a criminal record search prior to admission into the programme. If the search reveals that there are convictions related to the intended future employment of the person, the person may not be eligible to enter the programme. This requirement is being considered in light of the Criminal Records Review Act and specific requirements of the Act will be enforced.

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

Amended April 1996 Admissions Committee

Amended April 15 Admissions Committee

omitted

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". Applicants 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 Admission, Registration and Record and may be submitted after September 15 for entry in the following Fall.

Only students who have completed their applications for the SSF Certificate, the CYFS Diploma, and the TAC 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 Foundation Certificate

Semester 1	September to December
✓ ENGL 103	Composition and Style
SSF 145	Communication and Interpersonal Relationship Skills
✓ SSF 171	Introduction to Social Service Practice
✓ SSF 181	Community Seminar I
SSF 197	Practicum
	✓ UT Elective* (Social Sciences)

Semester 2	January to April
· SOC 206	Social Problems
✓ SSF 142	Helping Skills: Practical Applications
✓ SSF 151	History and Philosophy of Social Welfare Policy
✓ SSF 182	Community Seminar
✓ SSF 199	Practicum (3 weeks—May)
	UT Elective* (Social Sciences)

**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 101/102.*

Programme Outline:

Child, Youth and Family Support Diploma

Semester 1

ENGL 103	Composition and Style
SSF 145	Communication and Interpersonal Relationship Skills (previously SSF 141 and 162)
SSF 171	Introduction to Social Service Practice
SSF 181	Community Seminar I
SSF 197	Practicum
	UT Elective (Social Sciences)

Semester 2

✓ SOC 206	Social Problems
✓ SSF 142	Helping Skills: Practical Applications
SSF 151	History and Philosophy of Social Welfare Policy
SSF 182	Community Seminar II
SSF 198	Practicum (part of 3-course practicum sequence)
✓ SSF 199	Practicum (April to May 3-week full-time placement)
	✓ UT Elective (Social Sciences)

Semester 3

✓ SSF 225	Introduction to Disabilities
SSF155	Helping Skills: A Theoretical Overview (moved from Semester 2)
✓ SSF 241	Group Process and Practice
✓ SSF 263	Chemical Dependency (formerly SSF 261 and 262)
SSF 282	Behaviour Management (moved from Semester 4)
SSF 295	Practicum (previously SSF 299; now part of 3-course practicum sequence)

Semester 4

SSF 232	Loss and Grief
✓ SSF 242	Community Development
✓ SSF 252	Social Welfare Policy: Children and Families
✓ SSF 272	Family Systems
✓ SSF 296	Practicum (formerly SSF 299; now part of 3-course practicum sequence)
SSF 299	Practicum (May 3-week full-time placement)

Programme Outline:

Pre-BSW Programme

Students entering the pre-BSW programme make a decision to enter this stream after completing the first year of the Child, Youth and Family Support programme.

Semester 1

ENGL 103	Composition and Style
SSF 145	Communication and Interpersonal Relationship Skills (previously SSF 141 and 162)
SSF 171	Introduction to Social Service Practice
SSF 181	Community Seminar I
SSF 197	Practicum
	UT Elective (Social Sciences)

Semester 2

- SOC 206 Social Problems
- SSF 142 Helping Skills: Practical Applications
- SSF 151 History and Philosophy of Social Welfare Policy
- SSF 182 Community Seminar II
- SSF 198 Practicum (part of 3-course practicum sequence)
- SSF 199 Practicum (April to May 3-week full-time placement)
- UT Elective (Social Sciences)

Semester 3

- SOC 204
- SSF 241 Groups: Process and Practice
- SSF 155 Helping Skills: Theoretical Overview
- SSF 263 Chemical Dependency
- UT Elective

Semester 4

- SSF 232 Loss and Grief
- SSF 242 Community Development
- SSF 252 Social Welfare Policy II
- SSF 272 Family Systems
- UT Elective: SOC 220 or WMS 101
- ENGL 101 or ENGL 107

Note: All first year Child, Youth and Family Support courses must be successfully completed with a "C+" or better to enter the Pre-BSW programme.

Programme Outline:

Teaching Assistant Certificate Programme

Semester 1

- ✓ ENGL 103 Composition and Style
- ✓ PSYC 101 Introduction to Psychology
- SSF 145 Communications and Interpersonal Relationship Skills (previously SSF 141 and SSF 162)
- ✓ SSF 225 Introduction to Disabilities
- SSF 282 Behaviour Management (moved from Semester 2)

Semester 2

- PSYC 102 Introduction to Psychology II
- SSF 222 Social Issues (previously SSF 221)
- SSF 232 Loss and Grief (moved from Semester 1)
- SSF 273 Classroom Assisting
- SSF 297 Teaching Assistant Certificate Practicum (January to April; 1 day per week)
- SSF 298 Teaching Assisting Programme Practicum II (May; 3-week full-time practicum)

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 Disabilities
- 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 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 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. (3,3)

SOCIAL SERVICES PROGRAMMES

SSF 145	Communication and Interpersonal Relationship Skills	3 CR
<p>Course material will provide an overview of communication theories as well as a practical basis for learning interpersonal skills. This includes discussions of how self-concept, perceptual process, language, and non-verbal behaviour influence communication. This course provides opportunities to increase self-awareness and to improve and develop effective interpersonal communication skills. This course will also provide the student with the opportunity to develop confidence in public speaking. (3,0)</p>		
SSF 151	History and Philosophy of Social Welfare Policy	3 CR
<p>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)</p>		
SSF 155	Helping Skills: A Theoretical Overview	3 CR
<p>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. (3,0)</p> <p>Corequisite: SSF 142</p>		
SSF 171	Introduction to Social Service Practice	3 CR
<p>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)</p>		
SSF 181	Community Seminar I	1 CR
SSF 182	Community Seminar II	1 CR
<p>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)</p>		
SSF 197	Practicum and Seminar	2 CR
SSF 198	" "	2 CR
SSF 199	" "	4 CR
<p>Students will work one day a week starting in September until the end of April in an agency under the supervision of an agency supervisor. Starting in late April the students will complete a three-week block placement. A weekly one-hour seminar will be offered. The practicum is intended to provide students with an opportunity to familiarize themselves with the agency and the community it services. The object of the seminar is to help students integrate the knowledge and skills acquired in their academic setting with their work in the field.</p>		

SSF 222	Social Issues	1.5 CR
<p>This course will look at specific problems related to children and youth. Issues discussed will include family violence, teen suicide, physical and sexual abuse, and a variety of other issues affecting children and youth in the schools (i.e., Childhood AIDS, drug use, etc.).</p>		
SSF 225	Introduction to Disabilities	3 CR
<p>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)</p>		
SSF 232	Loss and Grief	3 CR
<p>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 versus 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)</p>		
SSF 241	Group Process and Practice	2 CR
<p>The course will provide the students with a basic understanding of group work theory and practice. The basic assumption is that there is a significant correlation between social functioning and group experience. 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. A variety of activities will take place that will help to demonstrate the concepts and skills. (3,3)</p> <p>Prerequisites: SSF 141, 142, 155</p>		
SSF 242	Community Development	3 CR
<p>This course examines the history of community development, distinguishes capacity-based from needs-based motivation, and explores a variety of community development initiatives worldwide. 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)</p>		
SSF 252	Social Welfare Policy II	1.5 CR
<p>This course will focus on the social policies affecting children and families in Canada. Legislation concerning the protection of children, children in conflict with the law, special needs children, poverty, education, and health will be examined in detail. (1,5,0)</p> <p>Prerequisite: SSF 151</p>		
SSF 263	Chemical Dependency	3 CR
<p>This course will provide students with a basic introduction to the issue of chemical dependency. An emphasis is placed on understanding theories used to explain the etiology of chemical dependency and various patterns of drug use and its impact on various</p>		

groups in society. In addition, students will learn about the psycho-social impact of drug use on individuals and families and students will learn basic skills of assessment and intervention with this population. Professional and ethical issues in working with the chemically dependent will be examined as well.

SSF 272 Family Systems 3 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 Teaching Assistant/ Classroom Aide Practicum 4CR
 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 Teaching 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 295 Practicum and Seminar 2 CR
SSF 296 " " 2 CR
SSF 299 " " 4 CR

Students will work one day a week starting in September until the end of April, in an agency under the supervision of an agency supervisor. Starting in late April the students will complete a three-week block placement. A weekly one-hour seminar will be offered. The students establish specific goals and objectives and work toward attaining these in their practicum. The object of the seminar is to help students integrate classroom skills into their work in the field.

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: e.g., 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 for students admitted prior to Fall 1995: SSTP 180 or 181

Prerequisites for students admitted after Fall 1995: SSTP 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, cerebral 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.

Prerequisites for students admitted prior to Fall 1995: SSTP 181/186 or SSTP 180

Prerequisite for students enrolled after Fall 1995: completion of D.D. Certificate

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.

Prerequisites for students admitted prior to Fall 1995: SSTP 182

Prerequisite for students enrolled after Fall 1995: SSTP 182 and completion of D.D. Certificate

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 in realizing 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.

Prerequisites for students admitted prior to Fall 1995: SSTP 140, 160, 181, and 186 (or 180)

Prerequisite for students enrolled after Fall 1995: completion of D.D. Certificate

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 for students admitted prior to Fall 1995: SSTP 130, 140, 150, 160, 170, 181 (or 180)

Prerequisite for students admitted after Fall 1995: SSTP 130, 140, 150, 160, 170, 172, 181, 186 (or 180)



TECHNOLOGY PROGRAMMES

Divisional Contact:

Alistair McVey

Chair, Science and Technology Division

Telephone: (604) 561-5830

One year certificate:

- Drafting Technician
- Renewable Resource Technical Assistant

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

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 terms 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). To graduate with co-op designation, students must complete at least three work terms in the EGAD and Electronics programmes and at least one work term in the GIS programme.

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.

**College of New Caledonia
3330 – 22nd Avenue
Prince George, BC V2N 1P8
Canada**

Telephone: (604) 562-2131

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 I 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 Admissions, Registration and Records and Pioneer Flight Training Ltd. and may be submitted to CNC Admissions, Registration and Records 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 1

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

Note: 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 Admissions, Registration and Records.

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 Admissions, Registration and Records and may be submitted after September 15 for entry in the following Fall. 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

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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 one-year Drafting Technician Certificate or a two-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 Admissions, Registration and Records.

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.

This programme is accredited by the Applied Science Technologists and Technicians of BC at the (building) technologist level.

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

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 or Ph11P and Ph12P with a required standing of "C" or better in all courses.
3. Applicants must take the English and Math Achievement Test administered by the College prior to the first semester. Students below the minimum level are required to take a developmental programme in either one or both subjects.
4. Commencing in Fall 1997, Math 12 or Math 050 or equivalent with a minimum grade of "C" will be required for admission to both Engineering Graphics and Design Technologist and Drafting Technician.

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 résumé of their experience with their application in order to have non-academic information considered.

Grade point average based on the best three marks:

English 12 (in all cases)	
Math 11 or 12	
Physics 11 or 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 in the last two years?	/2

Suitable work or experience 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 the date of application.

Application Procedure

Application forms are available from Admissions, Registration and Records and may be submitted after September 15 for entry in the following Fall. 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 one-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.

Anticipated Programme Changes

The recommendations from ASTTBC have been received and they will be reviewed for anticipated implementation for the 1996 intake. For up-to-date information, contact the Division of Sciences and Technology, 562-2131, local 830.

Programme Outline:

Common Courses Technician and Technologist

Trimester I	September to December
ENGL 160	Technical Communications I
TEGD 150	Technology Graphics
TEGD 151	Materials and Applications I
TMTH 150	Design Technology Mathematics I
TPHY 150	Design Technology Physics I
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
TEGD 160	Introduction to CAD I
TEGD 161	Materials and Applications II
TEGD 163	Mechanical Technology I
TEGD 165	Structural Mechanics I

TEGD 172	Building Technology I
TMTH 165	Design Technology Mathematics II
TPHY 165	Design Technology Physics II
TJSS 160	Co-op Seminar

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 173	Design Technology Mathematics III

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 253	Industrial Process Design
TEGD 254	Structural Wood Design
TEGD 255	Building Regulations
TMGT 251	Management II for Technologies
TMTH 255	Statistics

Trimester V	March to May
ENGL 260	Technical Communications II
TEGD 260	Piping Design
TEGD 261	Heating, Ventilation, and Air Conditioning
TEGD 264	Structural Steel Design
TEGD 265	Project Report I
TEGD 267	Building Technology III
TEGD 276	Project Management

CO-OP 298 June to August

Trimester VI	September to December
TEGD 263	Contracts and Specifications
ENGL 271	Technical Communications III
TEGD 271	Mechanical Technology III
TEGD 273	Quantity Surveying
TEGD 274	Concrete Design
TEGD 275	Project Report II
TEGD 277	Building Technology III

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 Admission, Registration and Records. Graduates planning to pursue a university

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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:

Math

- a "B" in Math 11, Math 045, or equivalent contributes one point
- a "C" in Math 12, Math 050, Math 100 or equivalent contributes two points

Biology

- a "B" in Biology 11, Biology 045, Biology 103, Biology 104 or equivalent contributes one point
- a "C" in Biology 12, Biology 050, Biology 107, Biology 120 or equivalent contributes two points

English

- a "C" in English 12, English 045, Technical and Professional Communications 12 or equivalent contributes one point
- a "B" in English 12, English 045, Technical and Professional Communications 12 or equivalent contributes two points

Forestry Experience

- up to one year of forestry experience contributes one point
- two or more years of forestry experience contributes two points

Forestry Training

- Forestry 12 or equivalent contributes one point

Persistence

- a second or more qualified application contributes one point

Equal Selection Criteria Scores

- if selection criteria scores are equal, then an applicant from the College of New Caledonia region will be selected over an applicant from another region of the province

Application Procedure

Application forms are available from Admission, Registration and Records and may be submitted after September 15 for entry in the following Fall. 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.

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 (GIS)

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, Registration and Records.

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. Computer science or computer information systems course at the Grade 12 level or equivalent which has been completed within the past five years with a required minimum grade of "C"
3. Math 12, MATH 050 or equivalent with a required minimum grade of "C"
4. Résumé outlining experience especially as it relates to GIS.

Selection Criteria

In the event that the Geographic Information Systems Technology programme is over-subscribed 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 résumé.
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 over-subscribed courses.

Application Procedure

Application forms are available from Admissions, Registration and Records. 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

GIS 301	Introduction to GIS (Semester I and II)
GIS 303	Introduction to Spatial Data Analysis and Presentation
GIS 304	Data Base Management Systems
GIS 305	Introduction to C Programming
GIS 310	Data Acquisition and Remote Sensing
GIS 311	Coordinate Geometry
GIS 315	Application Tools I
Co-Op	May to August (optional)

Semester II

GIS 302	Tool Analysis, Design and Construction
GIS 306	Spatial Statistics
GIS 321	Cartography
GIS 325	Application Tools II
GIS 330	Image Processing and Analysis
GIS 340	GIS Seminar
GIS 345	Project Management and System Development
GIS 350	GIS Project

RENEWABLE RESOURCES TECHNICAL ASSISTANT

This is a holistic programme that will involve a combination of lectures, seminars, field excursions, guest lectures by elders, etc. However the programme is divided into the following courses:

Admission Requirements

1. English 10 or ENGL 030 or equivalent
2. Math 10 or MATH 030 or equivalent

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3. Science 10 or Science 030 or equivalent

or

4. GED Certificate

or

5. As evaluated on the ABE Placement Test

Renewable Resources Technical Assistant

(January–April)

Natural Resource Ecology	(7 hours per week)
Forestry I	(6 hours per week)
Aquatic Environments	(6 hours per week)
Field Skills	(3 hours per week)
MATH 045	(8 hours per week)

Work Experience (May–August)

Renewable Resources Technical Assistant II

(September–December)

Forestry II	(8 hours per week)
Integrated Resource Management	(6 hours per week)
Recreational and Cultural Land Use	(4 hours per week)
Computer Applications	(4 hours per week)
ENGL 045	(8 hours per week)

Note: Co-requisites for the Renewable Resources Technical Assistant Programme in the first term are: RNEW 150, RNEW 155, RNEW 160, and RNEW 190.

Co-requisites for the second term are: RNEW 156, RNEW 165, RNEW 170, and RNEW 180.

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 résumé 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 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 TELE 273.

Prerequisites: ENGL 160, TELE 263

Corequisite: 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 272 Technical Communications for Electronics III 2 CR

NEW This course is aimed solely at students in the Electronics Engineering Technology Programme and is designed to teach them the skills needed to complete and present the formal written and oral components required as a part of their systems project. Topics covered will include the principles of giving formal oral reports, the production and use of graphics in written presentations, and the production of user manuals and technical manuals.

Prerequisite: ENGL 160 and 260 (1,1)

ENGL 281 Technical Communications for Forestry Technology II 3 CR

This course provides the student with knowledge and techniques in report writing and oral presentation skills as required to document and present the work of FOR 290.

Prerequisite: 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 résumé 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)

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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
Prerequisites or Corequisites: FOR 254, 286, 288 (2,3)

FOR 253 Silviculture I 4 CR
Silviculture is the application of basic tree biology and forest ecology to the growing, harvesting, and regeneration of trees. The 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
Prerequisites or Corequisites: FOR 252, 286, 288 (4,2)

FOR 255 Forest Entomology 3 CR
The student will obtain a practical working knowledge of important insects which affect forest trees. The course concentrates on the habits and economic significance of the most important insect pests in B.C. Stress is placed on detection, evaluation of damage, and control.
Prerequisites: FOR 156, 172. (2,2)

FOR 256 Forest Pathology 3 CR
The student will obtain a practical working knowledge of forest disease organisms and their effect upon forest management. The course will emphasize the recognition of the damage caused by the most important diseases in B.C. In addition to fungi, other pests (or damaging agencies) such as mammals, birds, climate, dwarf mistletoe, nematodes, forest and range weeds, and marine borers will be studied. Damage appraisal techniques and control will be covered where applicable.
Prerequisites: FOR 156, 172 (2,2)

FOR 261 Forest Measurements III 4 CR
The course will cover the practical application of timber cruising in compliance with the B.C. Forest Service Specifications as set forth in their Cruising Manual. The field data taken in a two-week operation timber cruise is compiled by the manual method to provide an understanding of the compilation procedure and then the data is compiled by the computer to provide a comprehensive cruise report.
Prerequisites: FOR 162, 172, 174, MATH 151, TPRG 188(0,4)

FOR 262 Forest 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. Em-

phasis 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 areas of soil mechanics and compaction; stream flow and culvert design; construction equipment productivity; road construction, maintenance and deactivation. Other topics covered are: control of sediment, Forest Practices Code, grade staking, road deactivation.

Prerequisites: FOR 285, TPRG 188

Prerequisites or Corequisites: FOR 252, 254, 288 (2,3)

FOR 287 Logging I 3 CR

Logging I provides the student with an introduction to the more common logging systems in use in B.C. The course will deal with logging planning, logging phases with emphasis on steep slope logging, log transportation and safety management.

Prerequisites: FOR 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

Prerequisites or Corequisites: FOR 252, 254, 282, 286 (2,3)

FOR 290 Summer Technical Report 1 CR

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 UBC 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 Geographic Information Systems 3 CR

This course will enable students to define the basic concepts and types of GIS, describe the nature of geo-referenced data, differentiate between vector and raster methods, describe various applications of the technology, describe the four main technical components of a GIS (input, storage, processing and output), operate a simple GIS software package and identify GIS project management tasks. It is intended for students of forestry, agriculture, engineering, land use planning, marketing, geography, and computing. It is also highly recommended for those who wish to enroll in the GIS Advanced Diploma Programme. (3,3)

GIS 302 Tool Analysis, Design, and Construction 3 CR

The aim of the course is for students to gain proficiency in programming a selection of common GIS data processing tasks, to better understand the inner workings of GIS tools. Students will learn to describe, evaluate, and implement solutions to a variety of software problems via the analysis, design, and implementation of vector and raster data structures and algorithms for representing and processing various geographic features.

Prerequisites: GIS 305, 304, 315, 303, and 311 (3,3)

GIS 303 Introduction to Spatial Data Analysis and Presentation 3 CR



This course is designed to introduce the student to the fundamentals of spatial data analysis and presentation particularly as they relate to the GIS environment. The fundamentals of the theory of statistics will be reviewed so that they may be applied to various spatial techniques covered in the course. In addition, the course will cover the basic concepts relevant to spatial data and the fundamentals of spatial data presentation as they relate to map design. Laboratory exercises will complement the theory presented in lectures. (3,3)

GIS 304 Database Management Systems 3 CR



This course is designed to introduce the student to databases and file systems. File organizations and access methods will be discussed. Different data models (i.e., Relational, Hierarchical, and Network) will be examined and some data manipulation languages will be explored. Document storage and retrieval systems as well as database integrity and security issues will also be discussed. An operational database management system will be used in the laboratory component of this course and programming assignments may also be given. (2,2)

GIS 305 Introduction to C Programming 3 CR

The main focus of this course is to introduce the student to problem solving with emphasis on algorithm development and structured programming using the C programming language. Knowledge of the basic DOS commands is assumed. (3,3)

GIS 306 Spatial Statistics 3 CR

This course provides a link between GIS and statistical/spatial statistical methods. The primary focus of the course will be the consideration of univariate and spatial inferential statistical techniques. Topics covered in the course will include some of the following: point pattern analysis, quadrat analysis, nearest neighbour analysis, spatial autocorrelation, network analysis, cluster analysis, error analysis, and spatial analysis in regression models. Laboratory exercises will complement the theory presented in lectures.

Prerequisite: GIS 303 (2,2)

GIS 310 Data Acquisition and Remote Sensing 3 CR

This course concerns the principles and procedures of gathering and transforming georeferenced data for use within GIS. Topics include data collection, data conversion, GPS surveying, photo interpretation and remote sensing. Emphasis is placed on remote sensing as a means of data acquisition for application in natural resources management. (2,3)

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GIS 311 **Coordinate Geometry** **3 CR**
 This course concerns the principles and procedures of computing and recording the geometry of geographic phenomena within a GIS. Students will be able to describe the various types of coordinate systems (such as geographic and cartesian), to perform planar and spherical geometric computations, to explain the methods of projection between reference surfaces and transformation of coordinate systems. (2,2)

GIS 315 **Application Tools I** **3 CR**
 The course is designed to introduce the student to the use of raster-based and vector-based GIS software in problem solving. The course will provide the student with hands-on experience by replicating and/or amending approaches outlined in Case Studies. The complexity of the problems will vary, but most of the exercises will require the application of the more rudimentary processes in geographic analysis. The nature of the applications and the technology used will vary in different offerings of the course. (2,4)

GIS 321 **Cartography** **2 CR**
 This course concerns the principles and procedures of designing and producing maps or other products from a GIS. Students will be able to describe the principles of map design and graphic variables; describe and apply various point, line, and region symbolization techniques; evaluate and operate different cartographic software and output devices; and critique any kind of map.
Prerequisite: GIS 315, 303, 311
Corequisite: GIS 325 (1,2)

GIS 325 **Application Tools II** **3 CR**
NEW This course is designed to build on the knowledge acquired in GIS 315 and to provide the student with hands-on experience in working through all stages of problem solving in a GIS environment. The complexity of the exercises provided in this course will be noticeably greater than that of the exercises of the prerequisite course and the students will also be required to prepare most, if not all, of the necessary digital data. The emphasis will be placed on the quality of the input data generated and the validity of the methods used in the analysis. The nature of the applications and the technology used will vary in different offerings of the course.
Prerequisite: GIS 315, 310, 303 (0,6)

GIS 330 **Image Processing and Analysis** **3 CR**
NEW This course explores techniques to analyze remotely sensed data using a variety of image analysis methods. The topics include image rectification and restoration, image enhancement, image operation, image classification, and integration of remote sensing and GIS.
Prerequisite: GIS 310, 305 (2,3)

GIS 340 **GIS Seminar** **1 CR**
 The course is designed to have the students consider the wider issues which are of concern to GIS practitioners. The students will use this opportunity to undertake in-depth research on one topic and participate in constructive discussions on several others. The topics to be examined will be drawn from areas which relate to the social, economic, environmental and technological issues which surround the development of GIS in a wide range of implementation contexts. Students will also benefit from the experience/advice of practitioners through guest lectures. (2,0)

GIS 345 **Project Management and System Development** **2 CR**
NEW The course concerns the principles and procedures of planning, implementing, and operating a GIS from a managerial or organizational perspective. Students will be able to: describe the various types of GIS projects and personnel, describe the project lifecycle (discovery, design, development, and deployment), identify different system architecture options, apply techniques for describing and evaluating systems, describe approaches to project financing and staffing, and identify contemporary socio-economic issues of GIS.
Prerequisite: GIS 304, 305 (2,0)

GIS 350 **GIS Project** **4 CR**
 A project course in which a real-world problem is investigated by one or more class groups working as a team of consultants. All phases of the project including problem definition, proposal preparation, and client presentations of interim and final reports are completed within the term. The final report must include project standards, recommendations, and data management guidelines. (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)

RNEW 150 **Natural Resource Ecology** **6 CR**
NEW This course provides the learner with an overview of ecological systems. Emphasis will be placed on scientific procedures, terrestrial and aquatic ecosystems, population dynamics, organism identification and niche, and man's influence. A lab component will also be included.
Co-requisites: RNEW 155, 160, and 190 (5,2)

RNEW 155 **Forestry I** **5 CR**
NEW This course will provide the learner with an introduction to forestry. Topics will include anatomy and physiology of forest trees, tree identification, and indicator species, soils, block layout, basic harvesting techniques, and an introduction to silviculture. A lab component will also be included.
Co-requisites: RNEW 150, 160, and 190 (4,2)

RNEW 160 **Aquatic Environments** **5 CR**
NEW This course provides the learner with an introduction to aquatic ecosystems. The main emphasis will be on fish classification, water quality, an introduction to limnology and hydrology, and basic enumeration and data collection techniques. A lab component will also be included.
Co-requisites: RNEW 150, 155, and 190 (4,2)

RNEW 190 **Field Skills** **3 CR**
NEW This course provides the learner with a variety of entry-level natural resource field skills. Emphasis will be placed on mapping, photo, and compassing skills that will enable the student to carry out basic resource activities.
Co-requisites: RNEW 150, 155, and 160 (1,2)

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 and 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 and 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 devel-

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oping 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 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 (2,3)

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 (4,0)

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 (3,3)

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 (5,0)

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 173, 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 170, 171 (3,3)

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 (3,3)

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, 253 (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 253 (3,2)

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 267, 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 173, TEGD 174 (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, 253, 254
Corequisite: ENGL 260, 267 (0,2)

TEGD 267 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 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
Corequisite: TEGD 277 (2,3)

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 267 (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 studied in TEGD 272 will be prepared.
Prerequisites: TMTH 173, TEGD 267 (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)

TEGD 277 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 267 (2,3)

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

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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 SCRs, triacs, and power FETs 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 con-

cepts 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 résumés 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.
Note: Successful completion of TMGT 171 is required for enrollment in Co-Operative Education. (1,1)

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 (1,1)

TMTH 150 Design Technology Mathematics I 3 CR
 A review of geometry, trigonometry, linear and quadratic systems, exponential and logarithmic functions as required for applications in structural and mechanical design. (3,0)

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 165 Design Technology Mathematics II
 This course is a continuation of TMTH 150, Design Technology Mathematics I. Additional topics covered are matrix algebra, infinite series, and numerical methods.
Prerequisite: TMTH 150 (3,0)

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,

TECHNOLOGY PROGRAMMES

and methods and techniques for solving more complex differential equations. LaPlace transforms are studied in electronic laboratories.

Prerequisite: TMTH 162 (5,0)

TMTH 173 Design Technology Mathematics III 3 CR

An introduction to calculus as applied to engineering technology. Topics covered are: derivatives, maxima and minima problems; motion and related rates; integrals, areas, volumes, centroids, and moments of inertia.

Prerequisite: TMTH 165 (5,0)

TMTH 250 Statistics

This course is designed to provide a basic knowledge of statistical methods. Topics include: probability theory, probability distribution, sampling, correlation, and linear regression. Industrial applications are emphasized.

Prerequisite: TMTH 173 (5,0)

TMTH 251 Electronics Mathematics IV 3 CR

An introductory linear algebra course providing sufficient theory to pursue advanced subjects in control theory. Topics include systems of equations, matrix theory, vectors, vector spaces, and eigenvectors and eigenvalues.

Prerequisite: TMTH 170 (5,0)

TPHY 150 Design Technology Physics I 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. (3,3)

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)

TPHY 165 Design Technology Physics II 3 CR

This course is the continuation of TPHY 150, Design Technology Physics I. Additional topics covered are the thermal properties of materials and thermodynamics.

Prerequisite: TPHY 150 (2,3)

TPRG 150 Introduction to Computers 3 CR

Introduction to computing with MS-DOS basic microcomputers. 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

Co-operative Education Certificate Programmes:

- Automotive Service Programme
- Commercial Transport Vehicle Mechanic

Entry Level Certificate Programmes:

- Automotive Mechanical Repair
- Carpentry
- Commercial Transport Vehicle Mechanic
- Electrical
- Heavy Duty Mechanic
- Millwright/Machinist

Certificate Programmes:

- Power Engineering
- Welding

Provincial Apprenticeship Programmes:

- Automotive Mechanical Repair
- Carpentry
- Commercial Transport Mechanic
- Electrical
- Heavy Duty Mechanic
- Millwright

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

Certificate Programme:

- Professional Cook Training

College of New Caledonia
3330 – 22nd Avenue
Prince George, BC V2N 1P8
Canada

Telephone: (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 Admissions, Registration and Records 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.

NEW CO-OPERATIVE EDUCATION CERTIFICATE PROGRAMMES*

Automotive Service Programme Commercial Transport Vehicle Mechanic Programme

These innovative certificate programmes offer many advantages to students interested in careers such as Automotive and Commercial Transport Mechanics. They provide advanced technical training and credit towards apprenticeship training. Qualified students acquire extensive practical experience through paid work terms integrated with their technical training. These work terms provide students with excellent opportunities to demonstrate their skills to potential employers while developing a network of references. The courses have been developed in consultation with industry steering committees and are designed to meet the current and emerging needs of industry today. The steering committees will participate in the process of student selection and are committed to employing students and graduates.

**Note: There are prerequisites to these programmes. Please see the admission requirements and selection criteria for each programme.*

ENTRY LEVEL TRADES (ELT) PROGRAMMES

Automotive Mechanical Repair
Carpentry
Commercial Transport Mechanic

Electrical Work
Heavy Duty Mechanical Repair
Millwright/Machinist

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 résumé along with a **handwritten** statement as to why they wish to enter the programme.

Note: If you are planning to continue into the Co-operative Education programmes, you are required to meet additional selection criteria. See the selection criteria for the specific programme in which you are interested.

ENTRY LEVEL AUTOMOTIVE SERVICE PROGRAMME

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 repair and service industries. **Successful completion of this programme is a prerequisite for the Automotive Service Programme.**

Selection Criteria (ELT)

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 045 **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-week programme is designed 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

NEW ENTRY LEVEL COMMERCIAL TRANSPORT MECHANICAL REPAIR

This five-month programme is designed to introduce students to the commercial transport repair and service industry and provides an overview of the systems, tools, and repair procedures as per the course outline.

Career Opportunities

This programme prepares students for employment opportunities in the commercial transport repair industry. **Successful completion of this programme is a prerequisite for the Commercial Transport Co-op Programme and Provincial Commercial Transport Apprenticeship Training.**

Selection Criteria (ELT)

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 written submission.
2. Academic qualifications with preference to those with English 12 or ENGL 045, Math 12 or MATH 045 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

The course outline follows the Provincial Apprenticeship curriculum for Commercial Transport Entry Level Training.

ENTRY LEVEL HEAVY DUTY MECHANICAL REPAIR

This five-month programme is designed to introduce students to the heavy duty repair and service industry and provides an overview of the systems, tools, and repair procedures as per the course outline.

Career Opportunities

This programme prepares students for employment opportunities in the heavy duty repair industry. **Successful completion of this programme is a prerequisite for the Provincial Heavy Duty Apprenticeship Training.**

Selection Criteria (ELT)

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 045 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

The course outline follows the Provincial Apprenticeship curriculum for Heavy Duty Entry Level Training.

NEW **AUTOMOTIVE SERVICE PROGRAMME**
CO-OPERATIVE EDUCATION CERTIFICATE

Admission Requirements

1. Applicants must be 18 years of age.
2. a) Applicants must provide proof of successful completion of an Automotive Entry Level Training programme with a minimum of 75% average.
or
 b) Related training or industry experience may be considered in lieu of an Entry Level Training programme as evaluated by the Selection Committee. Documentation of at least 1½ (one and one-half) years' related trade experience is the minimum required to be considered for exemption.
3. Applicants are required to submit a résumé and a **handwritten** cover letter stating why they wish to enter the programme which should include their career goals and objectives.
4. Applicants must submit a transcript or previous academic achievement.
5. Applicants are required to write an EMAT exam (Level 19) for the purpose of providing additional assistance that may contribute to student success.

Selection Process

A Selection Committee consisting of members of the Northern Interior Automotive Industry Steering Committee, and representatives from the College of New Caledonia will interview eligible students, as required by the Provincial Apprenticeship Branch guidelines, using the following selection criteria.

Selection Criteria

The following selection criteria will be used by the selection committee to select the class (and wait list in cases of over-subscription) in the following order of priority:

1. Academic qualifications: as recommended by the Provincial Apprenticeship Branch with preference to those applicants with Grade 12 **or** ABE Advanced Level Certificate with English 12 **or** ENGL 045 **or** equivalent, and Math 11 **or** Applied Math 11 **or** MATH 044 **or** MATH 045 **or** equivalent, and Physics 11, Applied Physics 11, PHYS 045 **or** Science and Technology 11 **or** equivalent.
2. Work experience as outlined in the résumé submitted.
3. Level of interest and commitment to the programme as outlined in the written submission and demonstrated in the interview.
4. An employer's recommendation of and commitment to indenture the student for the full apprenticeship period.

Programme Accreditation

Graduates of this programme will receive a programme certificate from the College **and** receive apprenticeship credit for first year technical training from the Ministry of Skills, Training and Labour. The employer may request/recommend the apprentice write

placement exams for additional technical training credit as per Ministry guidelines for additional training credit. Credit for time will be negotiated between the employer, the student, and the apprenticeship counsellor.

Curriculum Outline

This programme follows the Provincial apprenticeship curriculum for years one and two and includes some additional skills identified by the local industry, e.g., auto glass replacement and interpersonal skills.

Module One	14 weeks
Year one curriculum	
CO-OP 150 Work Term	20 weeks
Module Two	16 weeks
Year two curriculum	
CO-OP 250 Work Term	14 weeks
Module Three	4 weeks
Electrical and Tune-up	

NEW **COMMERCIAL TRANSPORT VEHICLE MECHANIC**
CO-OPERATIVE EDUCATION CERTIFICATE

Admission Requirements

1. Applicants must be 18 years of age.
2. a) Applicants must provide proof of successful completion of a Commercial Transport Entry Level Training programme with a minimum 70% average.
or
 b) Related training or industry experience may be considered in lieu of an Entry Level Training programme as evaluated by the Selection Committee. Documentation of at least 1½ (one and one-half) years' related trade experience is the minimum required to be considered for exemption.
3. Applicants are required to submit a résumé and a **handwritten** cover letter stating why they wish to enter the programme which should include their career goals and objectives.
4. Applicants must submit a transcript or previous academic achievement.
5. Applicants are required to write an English and Math Achievement Test (EMAT—Level 18) for the purpose of providing additional assistance that may contribute to student success.

Selection Process

A Selection Committee consisting of members of the Industry Steering Committee, and representatives from the College of New Caledonia will interview eligible students, as required by the Provincial Apprenticeship Branch guidelines, using the following selection criteria.

Selection Criteria

The following selection criteria will be used by the Selection Committee to select the students (and wait list in cases of over-subscription) in the following order of priority:

1. Academic qualifications: with preference to those applicants with Grade 12 or ABE Advanced Level Certificate with English 12, ENGL 045 or equivalent, and Math 11 or Applied Math 11 or MATH 044 or MATH 045 or equivalent, and Physics 11 or Applied Physics 11, PHYS 045 or equivalent, and Science and Technology 11 or equivalent.
2. Work experience as outlined in the résumé submitted.
3. Level of interest and commitment to the programme as outlined in the written submission and demonstrated in the interview.
4. An employer's recommendation of and commitment to indenture the student for the full apprenticeship period.

Programme Accreditation

Graduates of this programme will receive a certificate from the College and receive apprenticeship credit for first and second year technical training from the Ministry of Skills, Training and Labour. The employer may request/recommend the apprentice write placement exams for additional technical training credit as per Ministry guidelines for additional training credit. Credit for time will be negotiated between the employer, the student, and the apprenticeship counsellor.

Curriculum Outline

This programme follows the Provincial apprenticeship curriculum for years one and two and includes some additional skills identified by the local industry, e.g., antilock brakes and interpersonal skills.

Module One	13 weeks
Advanced Hydraulic Systems	
Advanced Steering Systems	
Advanced Frames and Suspensions	
Advanced Hydraulic Brake Systems	
Advanced Air Brake Systems	
Air Operated Controls and Accessories	
Clutch Assemblies and Linkages	
Standard Transmissions and Drivelines	
Essential Electrical Circuits	
CO-OP 150 Work Term	17 weeks
Module Two	17 weeks
Automatic Transmissions	
Rear Axle Assemblies	
Electrical Circuits	
Air Conditioning and Refrigeration	
CO-OP 250 Work Term	17 weeks
Module Three	4 weeks
Electronic Controls and ABS Brakes	

Note: Student must obtain and maintain the required tools for each level of work experience in which they are participating. A list of recommended tools will be provided during the technical training prior to each work term.

MACHINIST

This is an 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 is an introductory programme for those interested in entering 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 and 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 and 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 and 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.

***Note: 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 résumé which reflects their pertinent experience
- answer verbal “hands on” questions on Level I material
- write the Level I final test and achieve 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 XX 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 résumé 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, and Maintenance, Accessories
 Heating Boilers and Systems
 Internal Combustion Engines
 Refrigeration and Air Compression
 Lubrication
 Boiler Parts and Construction

WELDING

Welding “C” Level (Entry 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

TRADES PROGRAMMES

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, "B" and "A" Levels and Testing)

Admission Requirements

- "B" and "A" Levels require the candidate to have successfully completed the Registered "C" Level.
- 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 months' full-time work experience
 - *"C" Challenge—24 months' full-time work experience
 - *"B" Challenge—36 months' full-time work experience
 - *"A" Challenge—48 months' full-time work experience

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

Course Outline:

"B" Level

"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:

"A" Level

"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, BC V2L 3P5
Canada
Telephone: (604) 565-6020

or

Skills Development Division
Ministry of Skills, Training and Labour
Suite 220 – 4946 Canada Way
Burnaby, BC V5G 4J6
Canada
Telephone: (604) 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, BC V2N 1P8
Canada**

Telephone: (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 70 career paths. The College also offers a two-year criminology diploma and two associate degrees:

- Associate of Arts Diploma—Criminology
- Associate Degree—Arts
- Associate Degree—Science

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 provide information on Open Learning Agency and City University programmes.

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

Admission Requirements

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

1. 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 Admissions, Registration and Records 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 Admission, Registration and Records.

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 and Academic 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

Dynamics of the LPI and Its Followup

1. If a student achieves a "B" or better in English 12 or English 050 or its equivalent, she or he may take any first year UT English course CNC offers.
2. If a student has passed a UT equivalent course elsewhere, she or he may take any first year UT English course CNC offers.
3. If a student achieves a "B" in English 045 or less than a "B" in English 12 or its equivalent, she or he must pass English 103 before taking any other UT English course at CNC.
4. Any student who wishes to challenge provision 3 above may do so by writing the LPI.
5. If a student scores 5 or 6, she or he may take any first year UT English course CNC offers.
6. If a student scores 4, she or he must pass English 103 before taking any other UT English course at CNC.
7. If a student scores 3 or below, she or he must pass English 099 prior to attempting English 103.

Other Considerations

1. A student can write the LPI at any time that it is offered.
2. There will be one official CNC writing of the LPI on the first Wednesday after Labour Day.
3. Results will be available 72 hours later.
4. There will, therefore, be some movement of students during the first two weeks of classes as a result of the LPI.

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
Wood Science	2D

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, 2D
Microbiology	2A
Oceanography	2A
Pharmacology	2A
Physics	2A, 2D
Physiology	2A
Psychology	2A

AGRICULTURAL SCIENCE

2G for all areas

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

APPLIED SCIENCE

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

UNIVERSITY CREDIT PROGRAMMES

Package	Semester I	Semester II	Notes
<p>General Admission Requirements for ALL UT PACKAGES: Successful completion of Grade 12 (with English 12) or ABE Advanced Certificate or GED Certificate</p>			
1A	<p>ECON 201 ENGL 101 or 103 MATH 101 CSC 109 PSYC 101</p>	<p>ECON 202 ENGL 102, 103 or 104 MATH 102 CSC 110 PSYC 102</p>	<p>1. Prerequisite: Math 12 or Math 100 or Math 050. 2. Students must take Programme 1A for a career path of 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.</p>
1B	<p>ENGL 101 or 103 ECON 101 MATH 100 CSC 105 or 109 PSYC 101</p>	<p>ENGL 102 or 104 ECON 102 MATH 101 CSC 109 or 110 PSYC 102</p>	<p>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. <i>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.</i></p>
1C	<p>GEOG 101 or 103 BIO 103 or GEOG 201 ENGL 101 or 103 HIST 103 PSYC 101</p>	<p>GEOG 103 or 101 or 102 BIO 104 or GEOG 202 ENGL 102 or 104 HIST 104 PSYC 102</p>	<p>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.</p>
1D	<p>ANTH 102 BIO 103 or GEOG 101 or ASTR 101 ENGL 101 or 103 HIST 103 PSYC 101</p>	<p>ANTH 101 BIO 104 or GEOG 103 or GEOG 102 or ASTR 102 ENGL 102 or 104 HIST 104 PSYC 102</p>	<p>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.</p>

Package	Semester I	Semester II	Notes
1E	<p style="text-align: center;">Year 1</p> ENGL 103 CRIM 101 CRIM 103 SOC 101 PSYC 101	PSCI 131 CRIM 102 CRIM 106 SOC 102 PSYC 102	<ol style="list-style-type: none"> Students must take Program 1E for a career path to a Bachelor's Degree in Criminology at SFU. Refer to Criminology programme requirements. For group B and C elective information, refer to Criminology diploma description. <p><i>*Note: A statistics course is required in the second year (PSYC 201) and must be successfully completed in order to enroll in CRIM 120.</i></p>
	<p style="text-align: center;">Year 2</p> CRIM 135 CRIM 201 or 241 PSYC 201 GROUP B ELECTIVE GROUP C ELECTIVE	CRIM 120 CRIM 230* PHIL 101 or PHIL 102 GROUP C ELECTIVE GROUP C ELECTIVE	
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	<ol style="list-style-type: none"> Students must take Programme 1F to pursue a Bachelor's Degree in Social Work at UBC or at UVic. <p><i>Note: A statistics course is strongly recommended during the first two years—Math 104 or PSYC 201.</i></p>
1G	<p>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.</p>		<p><i>Note: Students should refer to the appropriate university calendar as a guide to selecting electives and consult with a Counsellor.</i></p>
1G-A	<p style="text-align: center;">University of Alberta</p> <p style="text-align: center;">Year 1</p> HK 123 HK 124 ENGL 101 or 103 Two of PSYC 101, BIO 107, or GEOG 101 or 103 Physical Activity Course		<p><i>*Note: See University of Alberta Calendar and consult with a faculty member.</i></p>
	HK 120 HK 122 HK 125 ENGL 102, 103, or 104 PSYC 102, BIO 120, or GEOG 101 or 103 Physical Activity Course		
	<p style="text-align: center;">Year 2</p> HK220 HK 222 HK 223 Approved Option* Physical Activity Course		
1G-B	<p style="text-align: center;">University of British Columbia Physical Education Program of Study</p> <p style="text-align: center;">Year 1</p> ENGL 101 or 103 HK 123 HK 124 HK 120 Arts/Science Elective		<ol style="list-style-type: none"> ENGL 103 must be taken, but may be taken in either Semester I or Semester II. Courses should reflect second teaching concentration. 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.
	ENGL 102 or 103 HK 121 HK 220 HK 221 Arts/Science Elective		
	<p style="text-align: center;">Year 2</p> ENGL 200 Level HK 223 HK 230 HK 234 Arts/Science Elective		
	ENGL 200 Level HK 224 HK 240 HK 235 Arts/Science Elective		

UNIVERSITY CREDIT PROGRAMMES

Package	Semester I	Semester II	Notes
IG-V	<p style="text-align: center;">University of Victoria Arts Degree with Major in Human Performance</p> 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 107 CHEM 111 ENGL 101 or 103 MATH 101 PHYS 101 or 105	BIO 120 CHEM 112 ENGL 102 or 104 MATH 102 PHYS 102 or 101	<ol style="list-style-type: none"> Prerequisites: Math 12 or MATH 100 or MATH 050, Biology 11 or BIO 045, Chemistry 12 or CHEM 050, and Physics 12. 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. 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. See also Science One. UBC Biology faculty students are required to take CNC PHYS 101 (with Physics 12) or to take CNC PHYS 105 and PHYS 101.
2B	BIO 107 CHEM 113 ENGL 101 or 103 MATH 100 PHYS 105	BIO 120 CHEM 114 ENGL 102 or 104 MATH 101 PHYS 106 or 101	<ol style="list-style-type: none"> Prerequisites: MATH 11 or MATH 045, Chemistry 11 or CHEM 045, Biology 11 or BIO 045, Physics 11 or PHYS 045. Students majoring in a Physical Science may replace BIO 107/120 with an Arts elective. 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. UBC Biology faculty students are required to take CNC PHYS 202 (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	<ol style="list-style-type: none"> 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 or ASTR 101 PHYS 101	CHEM 112 ENGL 102 or 104 MATH 102 CSC 110 or ASTR 102 PHYS 102	<ol style="list-style-type: none"> Prerequisites: Math 12 or MATH 100 or MATH 050, Chemistry 12 or CHEM 050 and Physics 12. Students majoring in Physical Geography must replace CSC 109/110 with GEOG 201/202. See also Science One. Students wishing to pursue a career in dentistry, medicine, chemistry, or chemical physics must take CHEM 111 and 112. Students wishing to pursue a career in physics must take CHEM 111/112 but may substitute ASTR 101/102 for CSC 109/110.

Package	Semester I	Semester II	Notes
2E	BIO 111 or 107 CHEM 111 or 113 ENGL 101 or 103 MATH 100 PSYC 101	BIO 112 or 120 CHEM 112 or 114 ENGL 102 or 104 MATH 101 PSYC 102	<ol style="list-style-type: none"> Prerequisites: Math 11 or MATH 045, Biology 11 or BIO 045, Biology 12 or BIO 050 or 167, Chemistry 11 or CHEM 045 (for CHEM 113), Chemistry 12 or CHEM 050 (for CHEM 111), Biology 12 or BIO 050 (for BIO 111). Dental Hygiene students can change Math 100/101 to another university credit elective. Prospective Dental Hygiene students must take BIO 111 and 112. 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 107 or CHEM 113 or PHYS 105	ENGL 102 or 104 FORS 112 MATH 102 MATH 105 BIO 120 or CHEM 114 or PHYS 106	<ol style="list-style-type: none"> 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. Students must select the science with was not taken at the grade 12 level. Please consult a CNC Counsellor concerning specific requirements for UBC and U of A.
2G	UBC AGSC 100* UBC AGSC 110* BIO 107 MATH 101 CHEM 111 or 113 ENGL 101 or 103 ECON 201	UBC AMSC 258* BIO 120 MATH 102 CHEM 113 or 114 ENGL 102 or 104 ECON 202	<ol style="list-style-type: none"> Prerequisites: Biology 11 or BIO 045, Math 12 or MATH 050, Chemistry 11 or CHEM 045 or Chemistry 12 or CHEM 050. Students interested in Agricultural Science should consult a UBC Agricultural representative or a CNC Counsellor. <p><i>*Note: Can be taken through UBC Access.</i></p>
2H	MATH 101 PHYS 101 APSC 100 ENGL 101 or 103 CHEM 111 CSC 109	<p>Year 1</p> MATH 102 PHYS 102 APSC 120 ENGL 102 or 104 CHEM 112	<ol style="list-style-type: none"> Prerequisites: Physics 12, Chemistry 12, and Math 12 with a minimum "B" standing. 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 See also Science One. Please consult a Counsellor concerning additional Mathematics and Physics requirements for entry into Second Year at UBC. This programme does not provide all requirements to meet UBC's second year.
	MATH 201 MATH 204 PHYS 204	<p>Year 2</p> MATH 202 MATH 205 MATH 215 PHYS 205	
	<p>Note—Year 2: Plus any additional 3 courses transferring to UBC's Faculty of Applied Science.</p>		

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 Degree—Arts is also available at the Quesnel Campus.)

ASSOCIATE DEGREE—ARTS

To be eligible for the Associate Degree—Arts, 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 Degree—Arts 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 Degree—Arts

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	<u>6</u>	18	
Arts Courses	<u>18</u>	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	<u>3</u>	9	
Electives*	<u>9</u>	<u>9</u>	100 Level or Higher
		60	

ASSOCIATE DEGREE—SCIENCE

To be eligible for the Associate Degree—Science, 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 Degree—Science 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 (i.e., "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 Degree—Science 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 Degree—Science

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

***Note: 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 20 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 carrying direct university credit transfer to SFU, 9 credit hours re-quired.
CRIM 102	ECON 101	
CRIM 103	ECON 102	
CRIM 106	ENGL 103*	
CRIM 120	HIST 104	
CRIM 135	PHIL 101*	
CRIM 230 and	PHIL 102	
CRIM 201 or	PSYC 101*	
CRIM 241	PSYC 102*	
	PSCI 131*	
	PSYC 201 *	
	SOC 101*	
	SOC 102*	
24 credit hours	27 credit hours	

All courses which are asterisked (*) **must** be taken plus 1 elective (3 credit hours) chosen from the above list.

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 I 3 CR

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 3 CR

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 111 Human Anatomy and Physiology I 3 CR

This course is the first half of a comprehensive survey of the structures and functions of the human organ systems. Lecture topics include cellular physiology, histology, and studies of the integumentary, skeletal, nervous, and endocrine systems. An extensive laboratory component is included. This course is appropriate for students who intend to enter Health Sciences Programmes, e.g., Dental Hygiene, Nursing, etc.

Prerequisites: Biology 12 or BIO 050 or BIO 107 and Chemistry 11 or CHEM 045 (3,3)

BIO 112 Human Anatomy and Physiology II 3 CR

This course is a continuation of BIO 111. It is designed to cover the anatomy and physiology of the muscular, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Emphasis will be on the importance of homeostasis and how it is maintained by the concerted functioning of the body systems. An extensive laboratory curriculum is also included.

Prerequisite: BIO 111 (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.

Prerequisites: Biology 11 or 045 and Chemistry 11 or 045 (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

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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 standpoint 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 *mens 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 phi-

losophies 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 CSC 12
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 099 Preparation for College Writing

The purpose of English 099 is to prepare students for the writing tasks they will face in ENGL 103 and in many other courses which require students to write essays and reports.

Prerequisite: A score of 3 or lower in the Language Proficiency Index (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 suggested. 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 1940s. 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 219 Contemporary First Nations Authors 3 CR

NEW This course will focus on contemporary native authors. We will study novels, plays, and poems which reflect the experiences of First Nations people in Canada from the 1940s to the 1990s. We will consider how the literature reflects specific regional/personal concerns and issues. As well, we will consider the universal themes developed in these writings. We will also compare First Nations authors with Canadian authors studied in traditional and Canadian literature classes and consider similarities/differences in style, themes, subject matter.

Prerequisites: 2 of ENGL 101, 102, 103, 104, 107 (3,0)

ENGL 220 Children's Literature—First Nations Authors 3 CR

NEW This course will examine some of the traditional tales from the oral story telling tradition as well as tales told by contemporary novelists. We will assess these stories in terms of character, plot, and theme. As well, we will consider how these pieces of fiction challenge the child reader's social, emotional, moral, intellectual growth. Students will critically evaluate the texts and determine what sort of values and lessons are incorporated into the text by the storyteller.

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 100 An Introduction to the World View of First Nations People 3 CR

NEW This course has been designed through an extensive collaborative effort on the part of the Carrier Sekani Tribal Council, the Prince George Native Friendship Centre, and CNC. The teaching and learning styles it promotes are those indigenous to First Nations cultures. The content is a blend of academic information and perspectives with those of the First Nations people. It is a research-driven format that demands a blend of library, classroom (learning circle format), and fieldwork learning framed by a firm belief in experiential process. (3,0)

FNST 101 First Nations Studies II 3 CR

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.

Prerequisite: FNST 100 (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 Geogra-

phy, 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 psycho-

logical influences upon human use and organization of the environment. (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)

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 post-structuralism.
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)

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 3 CR
Specific individual topics to be announced each year.
Prerequisite: HK 120 (2,2)

HK 234 Motor Skill Learning and Performance 3 CR
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 3 CR
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 3 CR
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

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

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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, Faraday's 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.

Prerequisites: PHYS 101 or PHYS 105, MATH 102

Corequisite: MATH 101 (3,0)

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 and 102 (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 (i.e., 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, (i.e., medical, psychodynamic, behavioural). The causes and treatments of several disorders (i.e., 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

UNIVERSITY CREDIT PROGRAMMES

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.

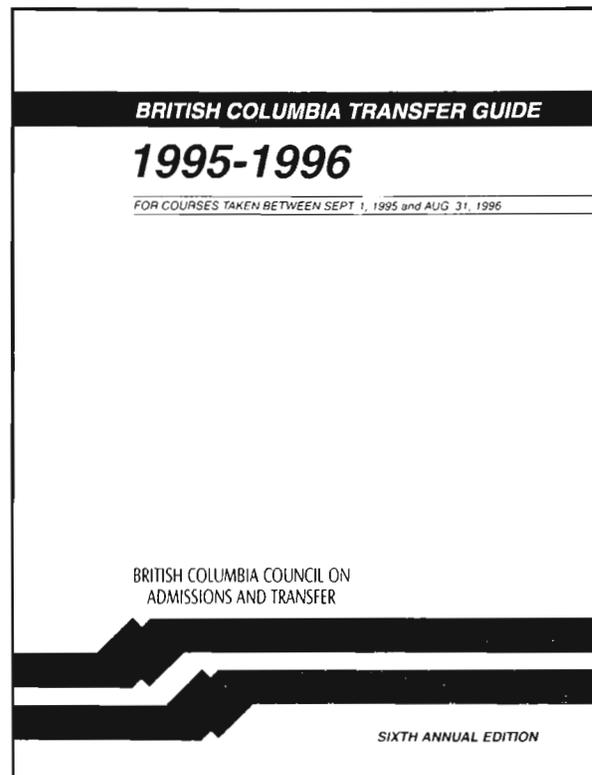
Prerequisite: WMST 101 (3,0)

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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English

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

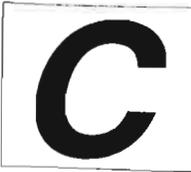
SORER, Sharon
Secretary, Arts and Social Services

STEARNS, Dave, B.Sc.F., (Utah) R.P.F., I.D.
Forestry

STEWART, Patricia
Accounts Payable Clerk

COLLEGE STAFF

- SUTHERLAND, Michael
Classroom Aide, Trades
- SUWALA, Halina, M.Ed., B.C. Teaching Cert.
(British Columbia)
Adult Special Education
- SWEEN, Roger
Technician, Computer Services
- 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
- TROTTER, Maureen, B.A., M.Ed., BCACC
Social Services, Quesnel
- TUCK, David, T.Q. & I.P. AUTO
Automotive Mechanics
- TUCK, Cynthia, B.Sc., M.A.
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
- VANDERVELDE, Joanne
Co-operative Education
- VU, Thai Thi
Cafeteria Assistant
- 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
- 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	Spring	Summer
Trimester I	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 | HS/RC | • Home Support/Resident Care |
| ABESAP | • Adult Basic Education Student Assistance Programme | IMS | • Instructional Media Services |
| ASE | • Adult Special Education | JET | • Job Education and Training |
| ASTTBC | • Applied Science Technologists & Technicians of B.C. | LPN | • Licensed Practical Nurse |
| ATP | • Admission Testing Programme | LSAT | • Law School Admission Test |
| AV | • Audio-Visual | MCAT | • Medical College Admission Test |
| BCAC | • B.C. Association of Colleges | NIRS | • Northern Institute for Resource Studies |
| BCSAP | • B.C. Student Assistance Programme | NITEP | • Native Indian Teacher Education Programme |
| CA | • Chartered Accountant | NTE | • National Teacher Examinations |
| CAD/CAM | • Computer Aided Design/Computer Aided Manufacturing | NVIT | • Nicola Valley Institute of Technology |
| CAI | • Computer Assisted Instruction | OA | • Office Administration |
| CE | • Continuing Education | OLA | • Open Learning Agency |
| CEC | • Canada Employment Centre | PD | • Professional Development |
| CGA | • Certified General Accountant | PDP | • Professional Development Programme |
| CIS | • Computer Information Systems | PE | • Physical Education (Human Kinetics) |
| CITY U | • City University | PVT | • Pre-Vocational Training |
| CMA | • Certified Management Accountant | RN | • Registered Nurse |
| CNC | • College of New Caledonia | RNABC | • Registered Nurses' Association of B.C. |
| CO-OP | • Co-operative Education | SAE | • Senior Alternate Education |
| CT | • Career Technical | SAT | • Scholastic Aptitude Test |
| ECCAD | • Emily Carr College of Art and Design | SFU | • Simon Fraser University |
| ECE | • Early Childhood Education | SOFA | • Safety Oriented First Aid Certificate (St. John Ambulance) |
| EDC | • Enterprise Development Centre | SSAT | • Secondary School Admissions Test |
| EGAD | • Engineering Graphics & Design Technology | SSF | • Social Services Foundation |
| ELT | • Entry Level Trades | SSTP | • Social Services Training Programme |
| EMAT | • English and Math Achievement Test | TARGET | • Techniques for Access, Reaching Goals and Employment Training |
| FNESS | • First Nations Education Support Service | TEC | • Training Enterprise Centre |
| FTE | • Full-time Equivalent Student | TOEFL | • Test of English as a Foreign Language |
| GED | • General Education Development (Gr. 12 equivalency) | TSE | • Test of Spoken English |
| GIS | • Geographic Information Systems | UBC | • University of British Columbia |
| GMAT | • Graduate Management Admission Test | UNBC | • University of Northern British Columbia |
| GPA | • Grade Point Average | UT | • University Transfer |
| HDM | • Heavy Duty Mechanics | UVIC | • University of Victoria |
| HK | • Human Kinetics (Physical Education) | VALT | • Volunteer Adult Literacy Tutoring |
| | | YDLI | • Yinka Dene Language Institute |



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A

APPLICATION FOR ADMISSION/RE-ADMISSION

APPLICATION INSTRUCTIONS

Return all copies to:

CNC Admissions and Registration
3330 – 22nd Avenue
Prince George, B.C. V2N 1P8
Canada

Telephone: (604) 562-2131 / Toll-free: 1-800-371-8111

Please read carefully. The information entered on this form becomes part of your permanent record at the College. Use a ballpoint pen and print clearly.

1. How to Apply

- A. Consult the College Calendar/Counselling and Academic Advising Department—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 and Academic Advising Department can be reached at 561-5818.
- 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 **NON-REFUNDABLE \$15 APPLICATION FEE** must be submitted for each application to a programme 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 re-admission 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 programme 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. Statement 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 re-apply 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

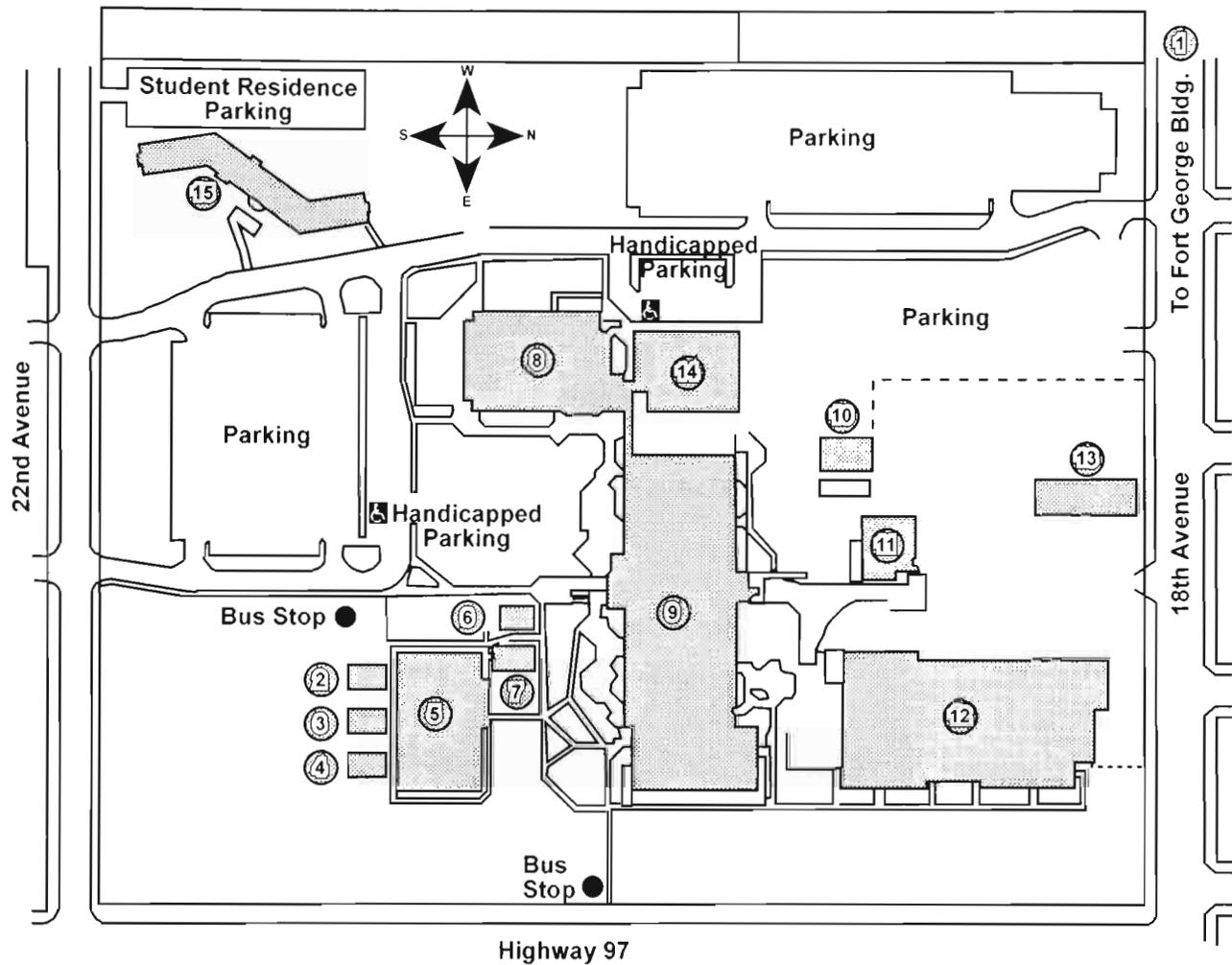


COLLEGE OF NEW CALEDONIA DIRECTORY

Admissions, Registration and Records	(604) 561-5800
Business Administration Programmes	(604) 561-5814
Centre for Student Success	(604) 562-2131
College Foundation Programmes	(604) 561-5826
College Store	(604) 561-5808
College of New Caledonia—Main Switchboard	(604) 562-2131
Community and Continuing Education	(604) 561-5846
Co-operative Education	(604) 561-5806
Counselling and Academic Advising Centre	(604) 561-5818
Disability Services	(604) 562-2131
Financial Aid and Student Awards	(604) 561-5838
FIRST AID/EMERGENCY	LOCAL 200
First Nations Education Support Services	(604) 561-2131
Fund Raising	(604) 561-5820
Health Science Programmes	(604) 561-5841
Instructional Media Services	(604) 561-5805
Library	(604) 561-5811
Library e-mail	cnclibrary@cnc.bc.ca
Prior Learning Assessment (Local 311)	(604) 562-2131
Public Relations and Student Information	(604) 561-5869
Science and Technology Programmes	(604) 561-5830
Security/Evenings	(604) 564-7711
Student Placement Services	(604) 561-5840
Student Residence	(604) 561-5849
Telephone Device for the Deaf (TDD)	(604) 562-2131
Trades Programmes	(604) 561-5804
University Credit—Arts	(604) 561-5815
University Credit—Sciences	(604) 561-5830

C

AMPUS MAP—PRINCE GEORGE



Note: Construction on College expansion is in progress—areas marked will change

Directory

- | | | |
|--|---|--|
| <p>1. Fort George Building
Ogilvie Campus, 1651
Ogilvie St.
Trades Classrooms and
Labs</p> <p>2. Smithers D
Daycare Centre</p> <p>3. Smithers E</p> <p>4. Smithers F
Classrooms</p> <p>5. Smithers
College Store
Classrooms</p> | <p>6. Log Cabin</p> <p>7. Smithers C</p> <p>8. Fort St. James Building
Gymnasium</p> <p>9. Vanderhoof Building
Counselling
Library
Admissions and Registration
Administration
Labs
Classrooms
Food Services</p> | <p>10. Academy</p> <p>11. Power Plant</p> <p>12. Mackenzie Building
Trades Classrooms and Labs</p> <p>13. Valemount Building
Trades Classrooms and Labs</p> <p>14. Dental Clinic
Dental Classrooms and Labs</p> <p>15. Student Residence</p> |
|--|---|--|

Campus Locations:

Burns Lake

Mackenzie

Prince George

Quesnel

Vanderhoof

COLLEGE OF NEW CALEDONIA

3330 – 22nd Avenue

Prince George, British Columbia V2N 1P8

Canada

Telephone (604) 562-2131/1-800-371-8111

Fax (604) 561-5816

\$2.00