



2002/03 Calendar



COLLEGE OF **New** **Caledonia**



PRINCE GEORGE
British Columbia



2002/03
Calendar

**COLLEGE OF New
Caledonia**

PRINCE GEORGE
British Columbia

THE FINE PRINT

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 January 31, 2002. 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.

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Welcome TO CNC



At the College of New Caledonia we believe in students and their success. All of us at CNC—instructors, operational and administrative staff—welcome you and look forward to working with you.

We focus on quality instruction and on services that support our students such as Counselling and the First Nations Centre.

Our programmes continue to receive high ratings on provincial student outcomes surveys, and we're proud of that. We are committed to responding to the changing needs of our communities with programmes such as the Northern Collaborative Baccalaureate Nursing Programme, the Northern Outdoor Recreation and Ecotourism Programme, and most recently the Practical Nursing Programme.

Students attending CNC come from every part of the globe. Our commitment to the growth of our International Education Department reflects CNC's connection with and role in the global economy. Welcome to CNC!

Dr. Terence A. Weninger
President

THE COLLEGE BOARD

Murry Krause, Chair

Mary Jarbek, Vice-Chair, Prince George

Steve Reynolds, Vice-Chair, Regions

Amy Bartlett, McBride

Maggie Bello, Quesnel

Surinder Bhatti, Prince George

Allan Leier, Prince George

Joyce Upex, Vanderhoof

Andrew Yellowback, Prince George

Fran Miller, Faculty Representative

Christine Jackson, Support Staff
Representative

Kim Doerksen, Student Representative

Dawn O'Donald, Student Representative

Rindy Crampton, Education Council Chair

Marlene Madill, Administration Representative

Terence A. Weninger, President

MISSION STATEMENT

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

INTRODUCTION TO CNC

The College of New Caledonia has been an institution of "first choice" for students of BC's Central Interior since 1969. As one of 22 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 30 years have seen the College grow from a fledgling institution housed in a portable building adjacent to Prince George 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.

COAT OF ARMS



The College received its Coat of Arms in an historic joint ceremony with the City of Prince George in 1996.

Coats of Arms are grants of honour from the Crown. Symbols used in the design represent unique features of the College and its region. Elements from an earlier College "crest" form an important part of this new design.

Shield of Arms

The "Y" in the Shield represents the confluence of the Fraser and Nechako Rivers at Prince

George, where the College was first established. On the "Y" are **five Cross Crosslets**, taken from the Coat of Arms of Simon Fraser—the explorer who gave the region its early name of New Caledonia, later adopted by the College. The number **Five** honours the original School Districts which helped to establish the College and also represents the five main campuses of the College today. At the top of the Shield is an **Open Book**, a traditional symbol of learning.

Crest (above the shield)

A closed Helmet means the wearer is "ready for battle." Above the Helmet is a gold **Coronet** or crown, a link to the royally-named City of Prince George. The Coronet is rimmed with **Pine Cones**, representing the forests of the region. At the top is a **Beaver**, an animal associated with diligence and in an historical context, symbolic of the early fur trade of the region and its native heritage.

Supporters

On either side of the Shield are Supporters, chosen from animals indigenous to the region. On the left is a **Bear** wearing a blue collar and pendant disc on which is displayed a **Pair of Dividers**, representing Design and Technical Studies. On the right is a **Fox**, wearing a disc on which is displayed a **Lamp of Learning**.

College Colours

Blue ("loyalty and achievement") and **Gold** ("prosperity").

Motto

"Toujours la Vérité" (The Truth Always). The motto is in French, in recognition of the bilingual nature of our country.



Badge and Flag

Both the Badge and Flag have a **Cross Crosslet**, taken from the Shield. The Cross Crosslet is surrounded

by a golden sun or **Sun in Splendour**.

This represents the light of learning. It also associates the College with the Province of British Columbia, which has a Sun in Splendour on its Coat of Arms.



CAMPUS PROFILES



PRINCE GEORGE

The Prince George Campus expansion officially opened to students in September 1997. The new look has received great feedback from students, staff, and community users.

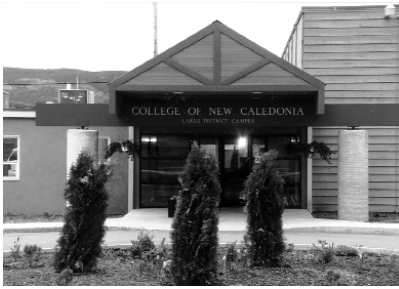


The Prince George Campus offers the full range of College programmes. For further information, contact:

Office of Admissions, Registration
and Records
College of New Caledonia
3330 – 22nd Avenue
Prince George, BC V2N 1P8
Canada
Telephone: (250) 562-2131
1-800-371-8111
Fax: (250) 561-5861
E-mail: askcnc@cnc.bc.ca
Website: www.cnc.bc.ca

LAKES DISTRICT

The Lakes District Campus, established in 1976, is centred in Burns Lake and serves a large geographical area of approximately 30,000 km and a population of 7,000. Programmes and courses are offered throughout the region from Fort 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, Topley, and the area south of Francois Lake (Southside).

Recognized for its student-centred approach, offerings at this campus include Applied Business Technology (ABT), Business Management, College and Career Preparation, Focus, Social Services programmes, and University Credit. The campus also 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 over 5,000 course registrations annually in various programme areas. The campus is housed in a large, renovated facility with a daycare for students, staff, and members of the community.

Lakes District Programme Profile

- Applied Business Technology (ABT)
- College and Career Preparation
- Early Intervention Services
- Family Centre/Parenting Skills/Family Issues
- FAS/FAE Prevention/Intervention/ Employment Training
- Full-Time Vocational/Trades/Career Programmes
- Job Readiness/Supported Work Placement
- Social Services programmes
- University Credit
- Vocational courses

For further information, contact:

College of New Caledonia
Lakes District Campus
545 Highway 16
Box 5000
Burns Lake, BC V0J 1E0
Canada
Telephone: (250) 692-1700
Fax: (250) 692-1750

MACKENZIE

The Mackenzie Campus of the College of New Caledonia serves the academic and training needs of a population of approximately 5,500 and provides educational opportunities in Mackenzie and surrounding areas. The community services the largest timber supply area in the province and the forest industry serves as the primary economic catalyst for the region.

The campus in Mackenzie consists of the second floor of the Evergreen Mall and includes seven classrooms of varying sizes, including an 850 square foot seminar room available to community groups. The Mackenzie Campus provides community access to four computer labs equipped with current software and high-speed Internet access.

To encourage further learning opportunities, the Mackenzie campus works in cooperation with local industry to provide a variety of training and professional services on site—whether in the mills or in remote forestry camps. In addition, the campus collaborates with the local First Nations of Kwadacha, Tsay Keh, and McLeod Lake to ensure access to relevant educational opportunities.



The Mackenzie Campus has two full-time programmes. Applied Business Technology (ABT) trains people on automated office systems for employment in today's business, government, and industry offices. Learners receive comprehensive training, enabling them to successfully compete for a variety of office positions.

The College and Career Preparation (CCP) programme is for people wishing to upgrade math, English, and computer skills. CCP prepares learners to enter a variety of employment and academic programmes at the post-secondary level. To best meet the needs of learners, flexible intake, self-paced learning, and instructor-facilitated classes are available during the day and in the evening.

As well, the Mackenzie Campus offers a variety of part-time business management, university transfer, vocational, and general interest courses in response to community requests. To meet community needs and trends, the

Mackenzie Campus partners training with the community and with industry.

Community needs are assessed when determining further programme offerings at the Mackenzie Campus. English Language Services for Adults, Fast Track Employment, Forest Recreation/Silviculture Entrepreneur Training, Social Service Worker, and Teaching Assistant programmes are currently offered at the Mackenzie campus and in Kwadacha First Nation.

In addition, Mackenzie Campus hosts the Community Networking Centre, an employment assistance service for both unemployed individuals and employers. Human Resources Development Canada and the Ministry of Human Resources jointly sponsor this service. Advisors assist and support clients in achieving their personalized employment and educational goals. To ensure client success, the centre is well equipped with computers and Internet access, extensive job search and career decision-making tools, as well as a job board that is updated daily. Services are free and confidential.

The strength of the Mackenzie Campus is in our ability to develop and deliver programmes to specific target audiences while focusing on the needs of our community of learners.

For further information, please contact:

College of New Caledonia
Mackenzie Campus
540 Mackenzie Boulevard
PO Box 2110
Mackenzie, BC V0J 2C0
Canada
Telephone: (250) 997-7200
Fax: (250) 997-3779
E-mail: cncmackenzie@cnc.bc.ca

NECHAKO

CNC Nechako serves 12 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. CNC Nechako has two office locations: Vanderhoof (100 km from Prince George) and Fort St. James (164 km from Prince George).



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 environment. 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 Vanderhoof, on Hospital Road, is housed in a large, comfortable building which overlooks the community of Vanderhoof and the spectacular Nechako River. The facility affords many classrooms, a resource centre, administration offices, and the Nechako Career Centre. A satellite CNC office with a small computer lab is located at 366 Stuart Drive in Fort St. James.

In response to community needs, CNC Nechako designs and delivers a variety of specialized programmes. These programmes, in addition to our regularly offered Applied Business Technology programme, may include Early Childhood Education, Forest Technology, Forestry Preparation, and Home Support/Resident Care. In response to the time constraints of adult learners, a wide variety of part-time and/or short-term courses are available with weekend and evening instruction and include credit, vocational, general interest, and direct purchase courses.

For further information, contact:

College of New Caledonia—Nechako
RR #2
Vanderhoof, BC V0J 3A0
Canada
Telephone: (250) 567-3200
Fax: (250) 567-3217
E-mail: nechako@cnc.bc.ca

QUESNEL

The Quesnel Campus of the College of New Caledonia serves a population of approximately 25,000 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 and partners in programme offerings with the University of Northern British Columbia to serve this region. The campus includes 12 classrooms (including three computer labs and a science lab) as well as a library and student service facilities and administrative and staff offices.

The Quesnel Campus offers several full-time programmes on a regular basis and other full- and part-time programmes on a special funded or cost recovery basis. Annually offered full-time programmes include:

- College and Career Preparation
- Job Education Training (JET)
- Social Service Worker Certificate
- University Credit: Arts and Sciences

The College and Career Preparation Department at the Quesnel Campus offers a full range of adult basic education courses leading to certificate and diploma levels. The campus also has a Centre for Student Success and associated services as well as the Volunteer Adult Literacy Tutor programme. The Social Service Worker Programme trains paraprofessionals to work in a wide range of community and social services agencies. University Credit courses are offered toward an Associate of Arts degree in close collaboration with UNBC course offerings in the region.

A broad range of student services are available at the Quesnel Campus. These include counselling and academic advising services, a Learning Assistance Instructor, disability services, and several other support services.

Part-time credit and non-credit courses are also offered in Quesnel and are developed and/or scheduled depending upon community demand. CNC Quesnel’s community programming department may be contacted for further information on courses and programmes in computer skills, health sciences, management, trades, and other areas.

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

College of New Caledonia
Quesnel Campus
488 McLean Street
Quesnel, BC V2J 2P2
Canada
Telephone: (250) 991-7500
Fax: (250) 991-7502

COMMUNITY & CONTINUING EDUCATION

- Community Education
- Continuing Education
- First Nations Education Support Services
- Canoe Robson Education Development Association
- Partnerships and Projects

COMMUNITY EDUCATION

The College works with government and community partners to provide a number of transitional and employment-oriented training services to specific student groups, including people who are unemployed. These services include career vocational assessment and decision-making programmes, access and support services for students entering CNC, skills specific training in fields such as forestry, security, and hospitality, as well as longer-term career skills and upgrading programmes.

CONTINUING EDUCATION

The Continuing Education Department delivers public courses on a regular basis in addition to working with industry and professional groups on custom training. **Detailed calendars are published in September for fall courses and in January for winter/spring sessions. To receive a calendar or request specific course details call (250) 561-5801 or check our website at www.cnc.bc.ca/ce/**

The department can assist employers, employee groups, and professional associations in conducting needs assessments and developing customized educational and training programmes. In addition to delivery of programmes, specific resources and facilities may be coordinated to facilitate specific needs. For further information please call (250) 561-5801 or check our website at www.cnc.bc.ca/ce/

PROJECTS AND PARTNERSHIPS

The Community & Continuing Education Division works with community partners and the College’s academic divisions to identify and address emerging educational needs. Whether it’s assisting with the development of an entrepreneurial incubator concept, the start-up of the Northern Outdoor Recreation

and Ecotourism Certificate Programme in Valemount, undertaking labour market research on e-commerce, or conducting workplace skills assessments, the Division is involved. If you're interested in a partnership with the College or require assistance in getting your educational project moving, call (250) 561-5846.

FIRST NATIONS EDUCATION SUPPORT SERVICES

CNC works closely with its Aboriginal partners throughout the region. Through the First Nations Education Support Services office and drop-in centre, students can receive information on entering college, choosing career paths, and accessing funding to attend school. They can provide and receive peer tutoring and academic support to be successful, counselling and peer support, and participate in cultural and academic activities. FNESS staff also provide a cultural link for other CNC instructors and programmes integrating First Nations studies and learning into their classes. FNESS is a joint initiative of the College and the Carrier Sekani Tribal Council. CNC also works with CSTC, the Prince George Native Friendship Centre, and other Aboriginal organizations to develop and deliver appropriate transition and support programmes and support services for Aboriginal people attending the College.

THE CANOE ROBSON REGION

CNC works closely with the Valemount Learning Centre and CREDA in McBride to provide a variety of education and development services in those communities. For information contact either of those agencies, or Community & Continuing Education at (250) 561-5846.

CO-OPERATIVE EDUCATION

STATEMENT OF PURPOSE

The purpose of the Co-operative Education department is to deliver quality service to students, employers, and the community by delivering programmes that prepare and assist students for transition to their career.

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.

Co-operative Education offers four options for students to complete the number of work terms required by the various programmes.

1. Co-op programmes must have a minimum of three academic terms resulting in the length of each academic term and each work term being approximately equal in weeks.

2. Co-op internship programmes must place the work term portion of the programme after completion of 50 percent of the academic portion of the programme. Co-op internship programmes, with a work term longer than four months, must be monitored within the first four months and at least once subsequent to the initial four months.

3. Co-op international programmes must provide a minimum of eight months and no more than 12 months of work term experience while simultaneously completing the equivalent of a full-time academic term.

4. Co-op parallel programmes must provide for year-round work experience; and the parallel work/academic term must not exceed eight months, which would be equivalent to a typical full-time work and academic term. The concurrent work term must be 15–20 hours a week. Students must be visited each three- to four-month period.

Currently, the following programmes offer students the opportunity to integrate work experience with their academic studies:

- Accounting and Finance Diploma
- Automotive Service Programme Certificate
- Computer Information Systems Diploma
- Electronics Engineering Technology Diploma
- Engineering Design Technology Diploma
- Forest Resource Technology Diploma
- Geographic Information Systems Advanced Diploma
- Hospitality Administration Diploma
- Marketing/Management Diploma
- Writing and New Media Technologies Diploma

All work placement opportunities are subject to College approval and are monitored by the

Co-operative Education programme staff. Students must apply for the Co-operative Education Option and must be hired by a participating employer. Students registered in a Co-operative Education programme include the following work terms in their programmes:

- Co-op 150
First work term—all Co-op programmes
- Co-op 250
Second work term—all Co-op programmes except GIS
- 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 in this Calendar 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 are also provided.

TRANSFERABLE WORK TERMS

Co-operative education work terms successfully completed at a British Columbia post-secondary institution will be eligible for transfer credit if they meet the following requirements:

a) the student must be accepted into the College of New Caledonia Co-op programme;

b) the programme in which the work term(s) was undertaken is provincially approved under the Co-operative Education Fund of British Columbia;

c) the work term is officially recognized, i.e., noted on the transcripts, by the institution where the work term originated;

d) the work term(s) was granted for experience in the same discipline into which the student is transferring.

Regardless of the number of work terms accepted, students will be required to complete at least 50% of the required work terms in the new programme into which they are

transferring. Acceptance into a co-op programme at one institution does not guarantee acceptance in the College of New Caledonia's Co-op programme. Application for transfer of work terms must be made to Co-operative Education prior to undertaking any additional work terms at the College of New Caledonia.

DISTRIBUTED LEARNING INITIATIVES



Access to all students is an important part of the CNC mandate. Distributed learning provides options to support this, including online courses and correspondence. Educational technologies such as Web CT support both classroom and distance learning by taking learning beyond the fixed time and place of classroom walls. Interaction between students and instructors can occur in real-time, such as on the telephone or by computer conferencing, or delayed time through the use of e-mail and the Internet. This means that more and more courses are available to learners in their home community, supported by College and community resources.

The Distributed Learning logo beside course descriptions indicates in this Calendar that the course may also be available for distance learning. Contact the Distributed Learning Coordinator at (250) 562-2131, the CNC campus nearest you, or www.cnc.bc.ca/dl for more information.

STUDENT ELECTION INFORMATION FOR EDUCATION COUNCIL AND THE COLLEGE BOARD

The following information is taken from the **College of New Caledonia Education Council Handbook**.

"Rules for the election are intended to be in accordance with the **College and Institute Act** amended by Bill 22.

The rules and regulations shall guide elections to fill vacancies in the following positions:

- Board: One faculty—three-year term, one support staff—three-year term, two students—one-year term
- Education Council: Ten faculty—two-year term, two support staff—two-year term, four students—one-year term

1. Election—Dates and Notice

- a) Students

Election Dates—Normally, elections to the College Board and Education Council shall be conducted in the Fall term.

2. Eligibility to Vote and Serve

- c) Students—In order to be eligible to vote and serve on the College Board or Education Council, a student must be registered and in good standing in a course or programme (excluding CE or contract courses or programmes) at the time of the election.

3. Nominations

- a) Number of Nominations

iii) Students—all nominations of candidates for membership on the College Board or Education Council shall be signed by not less than five (5) students entitled to vote in the particular election along with the name and signature of the candidate.

- c) Nomination Paper—All nomination forms must be submitted to the Registrar's office within the time nominations are open. The signature of the candidate will indicate an intention to stand for election, as well as indicating ability and intent to fulfil the term.

- d) Election to College Board

iii) Students—Two students shall be elected at large by all eligible students.

Meeting Dates

Education Council meetings are held monthly from September to June on a Tuesday at 3:00 pm in the Board Room. College Board meetings are held monthly from September to June."

College Programmes

CAREER TECHNICAL VOCATIONAL

BUSINESS AND MANAGEMENT STUDIES

BUSINESS ADMINISTRATION DIPLOMAS

- Accounting and Finance*
- Business Administration
- Computer Information Systems*
- Hospitality Administration*
- Marketing and Management*
- Management

BUSINESS MANAGEMENT CERTIFICATES

- Business Administration
- Computer Information Systems
- Financial Planning and Investment
- Hospitality Operations Certificate
- Management Studies
- Northern Outdoor Recreation and Ecotourism Certificate

COMPUTERIZED BOOKKEEPING CERTIFICATE

APPLIED BUSINESS TECHNOLOGY

- Administrative Assistant
- Legal Secretary

COURSES FOR PROFESSIONAL CERTIFICATION

- Canadian Institute of Bookkeeping
- Canadian Securities Institute
- Certified General Accountants of BC
- Institute of Canadian Bankers
- Institute of Chartered Accountants of BC
- Institute of Traffic and Transportation

- Purchasing Management Association
- Society of Management Accountants of BC

COLLEGE FOUNDATIONS PROGRAMMES

- Adult Special Education Programmes: TARGET / Job Education and Training
- College and Career Preparation
- Culinary Arts
- Early Childhood Education
- English as a Second Language
- General Education Development
- Volunteer Adult Literacy Tutoring

HEALTH SCIENCES

- Dental Assisting
- Dental Hygiene
- Home Support/Resident Care Attendant
- Northern Collaborative Baccalaureate Nursing
- Practical Nursing

TECHNOLOGIES

- Computer/Network Electronics Technician
- Drafting Technician
- Electronics Engineering Technology*
- Electronics Technician Common Core
- Engineering Design Technology*
- Forest Resource Technology*
- Geographic Information Systems Technology*
- Wood Processing and Engineering Technology
- Wood Processing Technician
- Writing and New Media Technologies*

SOCIAL SERVICES

- Social Services Training:
Developmental Disabilities
Social Service Worker
Pre-UNBC BSW
Teaching Assistant

TRADES

ENTRY LEVEL PROGRAMMES

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

CERTIFICATE PROGRAMMES

- Automotive Service*
- Culinary Arts Programme
- Power Engineering
- Welding

PROVINCIAL APPRENTICESHIP PROGRAMMES

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

*Denotes availability of
Co-operative Education programmes

College Programmes

UNIVERSITY CREDIT CAREER PATHS

ARTS AND SOCIAL SCIENCES

- Anthropology
- Criminology
- Economics
- English
- First Nations Studies
- Geography
- History
- Human Kinetics (Physical Education)
- Industrial Relations
- Mathematics
- Philosophy
- Psychology
- Social Services
- Sociology
- Women's Studies

APPLIED SCIENCE

- Bio-Resource Engineering
- Chemical Engineering
- Civil Engineering
- Design and Computer Aided Engineering
- Electrical Engineering
- Engineering Manufacturing and Business Management
- Environmental Engineering
- Medical Laboratory Science
- Metallurgical Engineering
- Mining and Mineral Process Engineering
- Ocean Engineering

COMMERCE AND BUSINESS ADMINISTRATION

- Accounting and Management Information Systems
- Commerce and Economics
- Commerce and Law

- Computer Science
- Finance
- Industrial Administration
- Industrial Relations Management
- Marketing
- Transportation and Utilities
- Urban Land Economics

AGRICULTURAL SCIENCE

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

PROGRAMMES FOR ADMISSION TO PROFESSIONAL SCHOOLS

- Architecture
- Chiropractic Medicine
- Criminology
- Dental Hygiene
- Dentistry
- Education
- Engineering
- Forestry
- Home Economics
- Human Kinetics (Physical Education)
- Law
- Medical Laboratory Technology
- Medicine
- Pharmaceutical Science
- Rehabilitation Medicine
- Social Work
- Wood Products Processing

SCIENCE

- Astronomy
- Biochemistry
- Biology
- Biophysics
- Chemical Physics
- Chemistry
- Computer Science
- Forest Science
- Geography
- Mathematics
- Microbiology
- Oceanography
- Pharmacology
- Physics
- Physiology
- Wood Sciences

Academic SCHEDULE

2002 SCHEDULE

May 20

Victoria Day
• College closed

June 1

Convocation

June 28

Last day of classes
• Career Technical Centre

July 1

Canada Day
• College closed

August 5

BC Day
• College closed

August 6

Classes start
• Culinary Arts Programme—Level I

August 19

Classes start
• Developmental Disabilities

August 26

Classes start
• Applied Business Technology
• Forest Resource Technology (first year only)

August 28

Classes start
• College and Career Preparation
• Home Support/Resident Care Attendant

September 2

Labour Day
• College closed

September 3

• General student orientation
• Evening classes start

September 4

Classes start
• Semester programmes (see October 31)
• Career Technical Centre
• Dental programmes
• Early Childhood Education
• Practical Nursing
• Nursing (Northern Collaborative Baccalaureate)
• TARGET and JET
• Trades

October 14

Thanksgiving Day
• College closed

October 31

Late application date for limited enrollment programmes beginning in the Spring term (January). Applications received after this date will be processed as space permits.

November 1

Classes start
• Culinary Arts Programme—Level II

Late application date for University Transfer and Business Administration programmes beginning in Spring term (January). Applications received after this date will be processed as space permits.

November 11

Remembrance Day
• College closed

November 25–December 13

Clinical
• Practical Nursing

December 3

Fall Awards Ceremony

December 4

Last day of classes
• Semester programmes

December 5

First day of exams
• Semester programmes

December 6

Last day of classes
• Dental programmes
• Developmental Disabilities

December 9

First day of exams
• Dental programmes

December 13

Last day of exams
• Semester programmes
• Dental programmes
• Early Childhood Education
Last day of classes
• Home Support/Resident Care Attendant
• TARGET and JET

12 / Academic Schedule

December 16

Christmas break starts

- Home Support/Resident Care Attendant
- Majority of programmes

December 20

Last day of exams

- Applied Business Technology
- College and Career Preparation

December 23

Christmas break starts

- Trades

December 25 & 26

Christmas and Boxing Day

- College closed

2003 SCHEDULE

January 1

New Year's Day

- College closed

January 2

Classes start

- Practical Nursing

January 6

Classes start

- Semester programmes
- Applied Business Technology
- Business: The Next Generation
- College and Career Preparation
- Culinary Arts Programme—Level III
- Dental Programmes
- Early Childhood Education
- Home Support/Resident Care
- Nursing (NCBNP)
- TARGET and JET
- Trades

January 13

Classes start

- Developmental Disabilities

January 27

Classes start

- Northern Outdoor Recreation and Ecotourism

January 31

Classes end

- Career Technical Centre

Application deadline for UT packages.

February 3–7

Exams start

- Home Support/Resident Care Attendant

Mid-February/early March

Career Fair

- Non-teaching day (date to be determined)

February 17

Study break starts (February 17–21)

- Semester programmes
- College and Career Preparation
- Dental programmes

March 3

Study break starts (March 3–7)

- Early Childhood Education
- Home Support/Resident Care Attendant
- JET

March 3–April 11

Clinical

- Practical Nursing

March 17

Study break (March 17–21)

(break to coincide with School District 57)

- Applied Business Technology
- TARGET

March 31

**Late application date for all programmes.
Applications received after this date will
be processed as space permits.**

April 1

Spring Awards Ceremony

April 4

Last day of classes

- Dental Assisting

April 7

First day of exams

- Dental Assisting

April 14–20

Study break

- Practical Nursing

April 14–May 2

Practicum

- Dental Assisting

April 17

Last day of classes

- Semester programmes
- Dental Hygiene
- Social Services

April 18 & 21

Good Friday and Easter Monday

- College closed

April 22

Exams start

- Semester programmes
- Dental Hygiene

April 25

Last day of exams

- Dental Hygiene

April 28–May 30

Intercession NURS 220

April 30

Last day of exams

- Semester programmes

May 2

Last day of classes

- Developmental Disabilities

May 5

First day of exams

- Home Support/Resident Care Attendant

May 5–June 6

Intercession

- Dental Assisting
- Dental Hygiene

May 9

Last day of classes

- Applied Business Technology
- College and Career Preparation
- Culinary Arts Programme

May 16

Last day of classes and exams

- Engineering Design Technology

May 19

Victoria Day

- College closed

May 30

Last day of classes

- Early Childhood Education
- Home Support/Resident Care Attendant
- TARGET and JET

June 7

Convocation

June 9–26

Practicum

- Dental Assisting

June 23–July 25

Clinical

- Practical Nursing

June 27

Last day of classes

- Dental Assisting

July 25–August 29

Practicum

- Practical Nursing

**SEMESTER
PROGRAMMES**

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

- Business Administration
- Computerized Bookkeeping
- Dental Studies
- Nursing—Northern Collaborative Baccalaureate Programme
- Practical Nursing
- Social Services
- Technology Programmes
- University Transfer

ORIENTATION

- September 3, 2002

FALL SEMESTER

- September 4–December 4, 2002
- First-year Forest Technology:
August 26, 2002

EXAMS

- December 5–13, 2002
- Dental Hygiene and Dental Assisting:
December 9–13, 2002

CHRISTMAS BREAK

- December 16, 2002–January 3, 2003

SPRING SEMESTER

- January 6, 2003–April 17, 2003
- Dental Assisting:
January 3, 2003–April 4, 2003
- Practical Nursing:
January 2, 2003–April 11, 2003

EXAMS

- April 22–30, 2003
- Dental Hygiene:
April 22–25, 2003
- Dental Assisting:
April 7–11, 2003

STUDY BREAK

- February 17–21, 2003
- Practical Nursing: April 14–20, 2003

COLLEGE AND CAREER PREPARATION AND VOCATIONAL PROGRAMMES

Programme	Intake	Orientation	Start Date	Christmas Break	Study Break	End Date
Applied Business Technology	Fall	August 26/02	August 26/02	December 20/02–January 3/03	March 17–21/03	May 9/03
**Automotive Entry Level Training	Fall #1	September 3/02	September 4/02	December 23/02–January 3/03	N/A	January 31/03
	Spring #2	February 10/03	February 10/03	N/A	N/A	June 27/03
**Carpentry Entry Level Training	Fall #1	September 3/02	September 4/02	December 23/02–January 3/03	N/A	February 7/03
	Spring #2	February 10/03	February 10/03	N/A	N/A	July 4/03
College and Career Preparation	Fall	August 28/02	August 28/02	December 20/02–January 3/03	N/A	December 20/02
	Spring	January 6/03	January 6/03	N/A	February 17–21/03	May 9/03
**Commercial Transport Mechanic	Spring	February 10/03	February 10/03	N/A	N/A	June 27/03
Culinary Arts Programme	Fall	August 6/02	August 6/02	December 16/02–January 3/03	N/A	May 9/03
Dental Assisting	Fall	September 3/02	September 4/02	December 16/02–January 3/03	February 17–21/03	June 27/03
Early Childhood Education	Fall	September 3/02	September 4/02	December 16/02–January 3/03	March 3–7/03	May 30/03
**Electrical Entry Level Training	Fall #1	September 3/02	September 4/02	December 23/02–January 3/03	N/A	January 31/03
	Spring #2	February 10/03	February 10/03	N/A	N/A	June 27/03
**Heavy Duty Entry Level Training	Fall #1	September 3/02	September 4/02	December 23/02–January 3/03	N/A	January 31/03
Home Support/Resident Care Attendant	Fall	September 3/02	August 28/02	December 16/02–January 3/03	March 3–7/03	May 30/03
JET	Fall	September 3/02	September 4/02	December 16/02–January 3/03	March 3–7/03	May 30/03
*Millwright/Machinist Entry Level	Fall #1	September 3/02	September 4/02	December 23/02–January 3/03	N/A	February 14/03
	Spring #2	February 17/03	February 17/03	N/A	N/A	July 18/03
Power Engineering	Fall	September 3/02	September 4/02	December 23/02–January 3/03	N/A	June 27/03
TARGET	Fall	September 3/02	September 4/02	December 16/02–January 3/03	March 17–21/03	May 30/03
Welding	Fall	September 3/02	September 4/02	December 23/02–January 3/03	N/A	June 20/03

*Course may be changed to one 9-month programme.

**Course may be changed to one 10-month programme.

Admissions, REGISTRATION & 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 prerequisites 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 BC secondary school or have a BC Adult Graduation Diploma;
- 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 require-

ments 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; **one** of Mathematics 11, Introductory Mathematics 11, Mathematics 11A, or Applications of Mathematics 11; 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. 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.

3. 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 College and Career Preparation (formerly ABE), 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.

4. International Students

The College of New Caledonia offers full-time programmes in English Language Training and access to other College programmes subject to Canadian student enrollments. In addition, English Language Training programmes (designed for specific international institutions and areas of study), summer immersion programmes, short-term English Language Training, and cultural education study tours are also offered. Students from outside of Canada planning to attend CNC should contact the International Education Department at



(250) 562-2131. The International Education Department also provides orientation programmes, and personal advising and assistance to International Students.

Policy on International Students

Notwithstanding these benefits, both the provincial Ministry of Advanced Education and the College of New Caledonia Board recognize their primary responsibility is to the education of British Columbians. Guidelines have been established to ensure International Students benefit from the opportunity to study at CNC without restricting education for BC residents. Current guidelines suggest the following:

- Colleges and institutes exist for the education of Canadian citizens and permanent residents.
- International Students will be accepted into limited enrollment programmes if, by their acceptance, places are not denied to qualified Canadians and permanent residents, or the College has added seats for International Students to specific programmes, in addition to those regularly available for Canadians.
- International Students admitted to the College of New Caledonia must satisfy the English Language requirements of the programme they have been admitted to as outlined under the heading "Requirements." The College of New Caledonia in-house assessment and a Test of English as a Foreign Language (TOEFL) score results are used to assess English skills.
- International Students whose academic success would be enhanced by further English study will be placed in an appropriate level of English Language Training.
- Programmes designed for International Students, which also create course opportunities for British Columbians, are encouraged.
- Costs of educating International Students (including administrative, management, and direct instructional costs) must be borne by the International Students, or their sponsoring agency, on a cost-recovery basis.

Where possible, International Students will be admitted based on these guidelines. If the College of New Caledonia is unable to provide the educational opportunity requested, effort will be made to recommend an alternate institution.

Admissions Policy

All International Students at CNC must adhere to the programme admissions requirements as outlined in this calendar.

All students must use the International Student Application Form which is available from the International Education Office or Registrar's Office. As enrollment is limited in all programmes, students are advised to apply as early as possible.

Students must submit a completed application form and \$100 (Cdn) non-refundable application processing fee. Assuming that all documents are in order, CNC will issue an admission letter which will allow the applicant to apply for a Student Authorization through the nearest Canadian Embassy or Immigration Centre.

Programmes of less than 90 days' duration do not require a student authorization although it is advisable to obtain an authorization for students who may wish to continue on to the next semester.

Application Deadlines

September entry:	March 31
January entry:	July 31

Immigration Requirement

International Students must submit a valid Student Authorization issued by the nearest Canadian embassy or Canada Immigration Centre.

Medical Insurance

International Students registering for a semester or longer are required to provide proof of health insurance coverage for the period of their study. The College administers an insurance plan which offers comprehensive coverage at a reasonable rate until such time as regular coverage is available. All International Students must enroll in the Medical Services Plan of British Columbia if studying in BC for more than three months. The current premium is approximately \$125 (Cdn) for three months' coverage. **Please note these rates are subject to change.** Both premiums are to be paid upon arrival at CNC.

Age Requirements

Applicants must be at least 18 years of age or turn 18 during their first semester at CNC and have completed the equivalent of British Columbia Grade 12 as evaluated by CNC or the International Credential Evaluation

Services (ICES). Applicants who are 17 years of age may be admitted to English Language Training programmes of less than one semester in length.

Document Requirements

A valid Student Authorization is the only document needed for entry into English Language Training.

Official (i.e., signed and sealed) transcripts for all secondary and/or post-secondary education (issued within the past six months) must be submitted with an Application for Admission.

Applicants from outside Canada, or whose documents are not in English will be required to provide a certified translation.

Transcripts and other original documents submitted become the property of the College of New Caledonia and will be returned to the student only upon request and only at the time of submission. In this event, true copies of non-replaceable documents will be made by CNC and the original documents returned.

Academic Requirements

To apply to English Language Training programmes, applicants must at minimum:

- Be 17 years of age or turn 17 during the first semester at CNC if the programme is less than six months in length;
- Be 18 years of age or turn 18 during the first semester at CNC if the programme is more than six months in length;
- Meet Canadian student authorization requirements.

No TOEFL is required for English Language Training.

To apply for all other programmes, applicants must at minimum:

- Be 18 years of age or turn 18 during the first semester at CNC;
- Have graduated from high school (or equivalent of British Columbia Grade 12);
- Have a minimum TOEFL score of 550 or equivalent;
- Meet all programme admission requirements;
- Meet Canadian student authorization requirements.



Application Process

International Students should follow these steps when applying to the College of New Caledonia:

1. Complete an International Student Application Form.
2. Enclose a \$100 (Cdn) non-refundable application processing fee.
3. Enclose a certified copy of all educational documents in the original language, and a certified copy translated into English if applying for programme entry other than English Language Training.
4. Arrange to have an original copy of the TOEFL results sent to the College of New Caledonia.

The address to apply is:

Education Testing Service
Code Control, 18-Q
Princeton, New Jersey
USA 08541

Applicants must enter the code number on the answer sheets when sitting for the examination. (For tests previously taken, enter the code on score Report Request Forms. **Our institutional TOEFL number is 9053.**

5. No TOEFL is required for English Language Training.
6. Enclose five passport-size photographs.

Continuing International Students

Continuing International Regular Programme students will register with domestic students for all courses during the registration period designated for their particular programme.

All Continuing English Language Training students applying for admission to a regular programme will register at a designated time scheduled subsequent to the registration period for continuing regular programme

students. This registration period will be prior to new International Students who are applying for access to regular programmes.

Academic Standing

International Students shall be subject to all academic and disciplinary policies at the College of New Caledonia.

Tuition (subject to change)

- English Language Training \$3200/semester (Cdn)
\$800/month (Cdn)
- Other programmes:
To a maximum of 3 courses \$640/course (Cdn)
For enrollments of 4 to 5 courses \$3200/semester (Cdn)
For enrollments of more than 5 courses \$640/course (Cdn)
- Trades \$900/month (Cdn)

If a student's status changes after the first day of classes in a semester (e.g., changes from student authorization to landed immigrant), the change in tuition fees will occur the following semester. Students will be required to show proof of the status change.

The College of New Caledonia reserves the right to change fees without notice.

All fees must be paid a minimum of six weeks prior to the first day of classes (new students) or at the time of registration (continuing students).

Additional Fees

International Students will also be levied Student Association and other applicable fees in addition to tuition. International Students are also responsible for such expenses as textbooks, housing, food, and transportation costs as well as required medical insurance.

Refund Policy for International Students

The College's tuition refund policy for International Students is as follows:

- a 50% refund, if a student withdraws from the College prior to the commencement of classes
- a 25% refund, if a student withdraws from the College during the first or second week of classes
- no refund after the second week of classes
- Student Activity Fees are not refundable.

There is a \$100 (Cdn) administrative fee on all refunds. Students who are unable to obtain a student authorization will be entitled to a full refund minus any administrative fees.

Accommodation

Homestay: College of New Caledonia staff will find accommodation for students with hospitable families in the community. Average costs, including room and meals, is approximately \$500 (Cdn) per month. Alternately, students may choose peerstay-living with a family or individual who provides a bedroom and use of kitchen facilities. With this arrangement, the student does his/her own cooking. Cost is approximately \$450–\$550 (Cdn) per month for accommodation and \$200–\$250 (Cdn) for food. The College of New Caledonia will not be responsible for arranging peer stay-living. Homestay programmes require an initial \$125 (Cdn) non-refundable fee to cover homestay placement services.

Off-Campus: From September to April, nearby motels rent their units to students. A selection of apartment accommodation is also available in the community, but students must pursue this on their own. (Lists are available at the CNC Student Association office.)

Dormitory: Dormitory accommodation with single, twin, and pod rooms is available and costs between \$335–\$375 (Cdn) per month. Students must apply directly to the Student Residence for dormitory accommodation on

International Students Scheduled Dates

Semester	Suggested Arrival Date	Orientation	Class Start Date	Class End Date
Summer 2002	May 10/02	May 15, 2002	May 21, 2002	August 15, 2002
Fall 2002	August 21/02	August 28/02	September 3/02	December 20/02
Spring 2003	December 27/02	January 2/03	January 6/03	May 9/03

their own. For further information please contact:

Student Residence Inquiries
College of New Caledonia
3330 – 22nd Avenue
Prince George, BC V2N 1P8
Canada
Telephone: (250) 561-5849
Fax: (250) 561-5816

Contracts for International Student Groups

Contracts for International Education programme services can be designed and negotiated to meet the educational needs of specific groups of students. Tuition fees and other financial arrangements are dependent on the nature of the programme.

A co-ordinator is available to provide International Students with assistance in programme planning, application and registration, transportation, accommodation, medical insurance, etc.

Individuals, agents, and governments or their institutions are invited to submit their requests for educational services and inquiries to:

Coordinator of International Programmes
College of New Caledonia
3330 – 22nd Avenue
Prince George, BC V2N 1P8
Canada
Telephone: (250) 562-2131
Fax: (250) 561-5816

Further Information

International Education
College of New Caledonia
3330 – 22nd Avenue
Prince George, BC V2N 1P8
Canada
Telephone: (250) 562-2131
Fax: (250) 561-5856
Web site: www.cnc.bc.ca
E-mail: intl_edu@cnc.bc.ca

International Student applicants should apply early to allow for reference verification, transcript evaluation, and correspondence with immigration authorities. International Students will be required to present a valid student visa with approval to attend a post-secondary institution in Canada for the duration of their studies and provide evidence of health insurance coverage for the duration of their studies. Applicants are cautioned that all applications and supporting documentation must be in English or notarized translations to be considered.

5. 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 BC 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 at least 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. Individual course prerequisites listed for the programme or course being applied for must be met or exempted by the appropriate department/programme.

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 Dean. 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 Dean.

e) a student wishing to be considered for admission to College programmes as a Home Educated Student must consult with a CNC Counsellor, or in the case of regional campuses, an appropriate counsellor, administrator, or instructor before submitting an application. Individual course prerequisites listed for the programme or course being applied for must be met.

Note: The College of New Caledonia reserves the right to limit admission to those applicants who, in the opinion of the College, possess the requisite capabilities for success.

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: (250) 562-2131 or
(250) 561-5800**

Toll-free 1-800-371-8111

Application forms may also be obtained from the College's website at www.cnc.bc.ca or at any of the College's regional campuses.

b) For programmes beginning September 2002, students may apply any time 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 an official verification 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 31st for Fall entry into limited enrollment programmes will receive priority processing. Applications received before March 31st for Fall entry into open enrollment programmes will receive priority processing.

c) Applications received after March 31st for Fall entry into limited enrollment programmes are considered late. If the programme applied for is oversubscribed at the March 31st deadline, applications and application fees after that date will be returned to the applicant.

Limited enrollment programmes which become oversubscribed after March 31st will

be deemed closed by Admissions. Applications and fees submitted after the programme is closed will be returned to the applicant.

Applications received after March 31st for Fall entry into open enrollment programmes are considered late and will be processed subject to course availability.

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 and submit an application along with \$15 application fee as early as possible.

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 an official verification 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 along with a \$15 application fee 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 **BC Freedom of Information and Privacy Protection Act (1992)**.

See also Confidentiality of Student Records (Page 24).

6. Personal Education Number

Student personal information contained on the application form will be used to verify your Personal Education Number (PEN) or assign one to you. The main uses of the PEN will be for measuring participation in post-secondary education and for student registration purposes. As well, the PEN will be used for programme research and evaluation but any personal information disclosed for these purposes will be in non-identifiable form. These uses have been reviewed and approved by the Information and Privacy Commissioner. Students are required to supply this information to complete their registration in courses or programmes at CNC. If you have any questions about the use of the PEN, please contact the Freedom of Information (FOI) coordinator at CNC.

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, Registration and Records for a fee of \$5.00.

STUDENT SELECTION PROCEDURES

On April 24th, all programmes (with the exception of Dental Hygiene) will be reviewed, and at this date it will be established whether a programme is over- or undersubscribed. Specific 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 oversubscribed, selections will be made as follows:

a) Applicants who meet admission requirements will be accepted on April 24th 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 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 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 his/her 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 oversubscribed, selections will be made as follows:

a) On May 1st, 50% of all acceptable applicants for these programmes will be selected by the appropriate Dean 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 Officer, 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 his/her 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 May 22nd, 50% of all acceptable applicants for this programme will be selected by the appropriate Dean and/or his or her selection committee. Selection criteria for this programme has been published under the programme area in this calendar. Selection criteria is available at the divisional level and students are encouraged to review this criteria and respond to it 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 Officer, in consultation with the Registrar, will be responsible for randomly selecting the remainder of the applicants.

c) Applicants who have not completed the admission requirements and who have not submitted official transcripts on or before May 22nd 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 his/her 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.

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 Dean 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 his/her 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.

ADVANCED PLACEMENT PROGRAMME

Transfer credit may be granted to students who complete Advanced Placement Programme examinations with a grade of 4 or 5 as determined by the College Entrance Examination Board.

Potential transfer credits include:

Advanced Placement Course	CNC Recognition
Biology	BIO 103/104 (6)
Calculus A B	MATH 100/101 (6)
Chemistry	CHEM 113/114 (6)
English	ENGL (3)
History	HIST (3)
Physics	PHYS 105/106 (6)

INTERNATIONAL BACCALAUREATE PROGRAMME

Transfer credit may be granted to students who complete International Baccalaureate Programme courses with a standing of 6 or greater as outlined below:

International Baccalaureate Course	CNC Recognition
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 Dean 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:

- Applied Business Technology:
 - Administrative Assistant
 - Legal Secretary
- Automotive Service Programme
- Business Management:
 - Business Administration
 - Computer Information Systems
 - Computerized Bookkeeping
 - Financial Planning and Investment

- Hospitality Operations
- Management Studies
- College and Career Preparation:
 - Fundamental, Intermediate, Advanced
- Community Health Representative (Nechako)
- Culinary Arts
- Dental Assistant
- Drafting Technician
- Early Childhood Education (Basic)
- Early Childhood Education (Post-Basic)
- Electronics Common Core
- Entry Level Trades:
 - Automotive Mechanical Repair
 - Carpentry
 - Commercial Transport Mechanics
 - Electrical
 - Heavy Duty Mechanical Repair
 - Millwright/Machinist
- Hand Falling (Mackenzie)
- Home Support/Resident Care Attendant
- Power Engineering (4th Class)
- Practical Nursing
- Social Services Worker Programmes:
 - Developmental Disabilities
 - Social Service Worker
 - Teaching Assistant
- Welding ("C" Level)
- Wood Processing Technician

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:

- BC Adult Graduation Diploma
- Business Administration:
 - Accounting and Finance
 - Computer Information Systems
 - Hospitality Administration
 - Marketing and Management
 - Management
- Dental Hygiene
- Electronics Engineering Technology
- Engineering Design Technology
- Forest Resource Technology

- Geographic Information Systems
- Social Services Programmes:
 - Pre UNBC BSW
 - Social Service Worker
- University Credit:
 - Criminology
 - Human Kinetics
- Wood Processing and Engineering Technology
- Writing and New Media Technologies

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

Degree

- Nursing (in collaboration with UNBC)

CONVOCATION

Students who have completed or will be completing their requirements for a certificate, diploma, or associate degree and students who have accumulated 60 or more credit hours are eligible to take part in the Convocation ceremony held each spring. Students will receive a "Certificate of Achievement" at the ceremony. To attend, students are required to complete an "Application to Attend the Convocation Ceremony." These forms are available after April 1 from the Admissions, Registration and Records office, Counselling and Advising Department, Library, Student Association, or through the Deans. Students are encouraged to attend this celebration of their achievement.



PRIOR LEARNING ASSESSMENT

Many adults have college level knowledge or skills gained through their work and/or life training. Prior Learning Assessment (PLA) allows students to demonstrate this knowledge. The College of New Caledonia may grant credit for a course(s) towards a certificate or diploma for this learning if it fulfills the programme requirements.

Prior Learning Assessment 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 course credit towards a certificate or diploma.

The maximum number of credits that can be awarded through the prior learning assessment process is 50% of the number required to complete the programme.

CRITERIA

1. Applicants requesting PLA must be admitted to the programme for which they are seeking credit before PLA will proceed. If the applicant has been **admitted and enrolled** in a programme and wishes to challenge a course in which he/she is registered, application must be made within three weeks following the commencement of the course.

The PLA fee is equivalent to the course tuition fee for which credit is being sought. If credit is granted, the course tuition fee will be refunded. **The PLA fee is non-refundable.** Where there is no course fee established, e.g., CCP, a PLA fee of \$110 will apply.

2. Learning must be measurable. Credit will be awarded only for learning and not for the experience itself.

3. Credit will be awarded only for prior learning that is considered to be college level and is consistent with College of New Caledonia offerings.

4. The learning must have a theoretical and an applied component where applicable. In the latter, the student must demonstrate the integration of theory and practice.

5. The learning must be relevant to the current course objectives.

6. The determination of competency and of credit to be awarded will be made by appropriate subject matter and academic experts.

7. Students seeking PLA credit for experiential learning must demonstrate attainment of course objectives using one or more of the following methods:

- a) the development of a portfolio
- b) demonstration of a particular skill
- c) performance testing
- d) challenge exam
- e) structured interview
- f) submission of assignments

FEES

The PLA fee will be equivalent to the course tuition fee in effect at the time of assessment. The PLA fee is non-refundable. Where there is no course fee established, a fee of \$110 will apply.

GRADE ASSIGNMENT

If credit is awarded, a "**PL**" (PLA) grade will be assigned to the course and will appear on the student's permanent record. While credit is awarded, the "PL" grade is not calculated into the student's GPA.

The College's grade appeal process will be applied to any appeal on Prior Learning assessment.

Important: Students should be aware that universities or colleges may **not** grant transfer credit for courses completed through Prior Learning Assessment. Students are responsible for determining whether the university or college to which they intend to transfer will grant transfer credit. CNC is not responsible for ensuring that licensing bodies accept PLA credit.

Students who would like more information on Prior Learning Assessment or who feel they are ready to begin the process should contact the Prior Learning Assessment Coordinator at (250) 562-2131, local 545.

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 lecture per week, together with required study in laboratories, seminars, or tutorials. To achieve full-time status a student is normally enrolled in ten or more credit hours of courses each semester/trimester.

GENERAL STUDIES AWARD

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

GRADING SYSTEM

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

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

I Incomplete. Grade and credit withheld until all requirements of the course have been met. Students must complete all required work within 4 weeks from the last day of semester term and within 3 weeks from the last day of trimester term or an "F" grade will be assigned.

CS Continuing Status. Student may continue in the same level. This grade may be used only once per course. Applicable to CCP (formerly ABE) Fundamental Level students only.

AUD Audit Status. No credit granted.

W A "W" grade will be assigned to students completing the withdrawal procedure within the time limits specified in the calendar.

AG Students who have completed a modified programme. An annotated report is available.

TER This letter grade signifies that the student was terminated from the applicable course(s) and requires the permission of the Divisional Dean to re-enroll.

PL A PL grade will be assigned to students who have successfully received credit for that course through the PLA process

***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%

Applied Business Technology, Cooking Programmes, and Dental Studies

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:

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

Grade Point Average (GPA) Calculation

The GPA is calculated by multiplying the grade points earned by the number of credits, and then dividing the result by the number of credit hours taken. Example:

Credit Hours	Letter Grade	Grade Points	Grade Points Credit Hours
3	A	4	12
3	B	3	9
4	C	2	8
2	D	1	2
3	F	0	0
15			31

GPA: $31 \div 15 = 2.07$

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 recalculate grade point average (GPA) in accordance with its own policies on admission.

Confidentiality of Student Records

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

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

- a) A written request and presentation of photo identification from a student for information from his/her record;
- b) A written request from a student to release information contained in their file with the exception of documents submitted in support of their application or for transfer credit evaluation;
- c) The Ministry of Advanced Education 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 19, Protection of Privacy and Access to Information.

Personal Education Number

Student personal information contained on the application form will be used to verify your Personal Education Number (PEN) or assign one to you. The main uses of the PEN will be for measuring participation in post-secondary education and for student registration purposes. As well, the PEN will be used for programme research and evaluation but any personal information disclosed for these purposes will be in non-identifiable form. These uses have been reviewed and approved by the Information and Privacy Commissioner. Students are required to supply this information to complete their registration in courses or programmes at CNC. If you have any questions about the use of the PEN, please contact the Freedom of Information (FOI) coordinator at CNC.

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 College and Career Preparation (formerly ABE), will receive graduation honours upon recommendation of the faculty and dean.

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

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.

1a. 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 College and Career Preparation (formerly ABE) students who have completed a full-time programme of at least four

months' duration between August 1st and July 31st of any year.

Credits or course work recognized through Prior Learning Assessment is eligible towards President's List qualification.

1b. 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 College and Career Preparation (formerly ABE) 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.

Credits or course work recognized through Prior Learning Assessment is eligible towards President's List qualification.

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 College and Career Preparation (formerly ABE) and Vocational, can be included on the President's List upon the recommendation of the faculty and Dean 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 a Prince George newspaper 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 of a student's academic record will, on written request of the student, be mailed directly to the institution indicated in the request or given to the student in a sealed envelope bearing the inscription "Official transcript enclosed. Invalid if seal broken on envelope." Requests from third parties must be accompanied by a signed authorization from the student.

Official transcripts will not be released to you or on your behalf if financial or other obligations to the College are outstanding.

Transcript requests should be made at least 10 days before the document is required. Fees for transcripts are \$5 for the first copy and \$1 for each additional copy ordered and are payable in advance.

Under the Freedom of Information and Protection of Privacy legislation in the province of BC, the College of New Caledonia cannot accept transcript requests without the student's signature. Parents or partners wanting to order or pick up transcripts for a student must have that student's signed authorization specifically requesting the release and must include the name of the person who will be acting for them.

ORDERING TRANSCRIPTS

Transcripts may be ordered in one of three ways:

1. In person: Requests may be made at the Prince George Campus.
2. By mail: Written requests should be mailed to:

College of New Caledonia
Admissions & Registration Office
3330 – 22nd Avenue
Prince George, BC V2N 1P8

3. By fax: Requests by fax should be sent to (250) 561-5861. Fax requests must include a Visa or MasterCard number and expiry date as well as the student's signature.

The following information is required to complete transcript transaction:

1. Full name of the student requesting the transcript. Include your maiden name if this is applicable.
2. Student number (or birth date if you can't remember your number).
3. The number of copies required.
4. The full address of where you would like the transcript(s) sent.
5. Your signature. We cannot process your request without this.

METHODS OF PAYMENT

1. Cash and Interac debit card: In person only
2. Cheque or money order: In person or by mail
3. Visa or MasterCard: In person, by mail, or by fax. (Please include your full Visa or MasterCard number and expiry date.)

TRANSFER OF CREDITS

TRANSFER TO OTHER INSTITUTIONS

In order to verify the transferability of credits taken at CNC, students planning to transfer to another institution should consult the calendar of that institution as well as the British Columbia Transfer Guide published by the BC Council on Admissions and Transfer and available in the CNC Counselling and Academic Advising Department or online at:

www.bccat.bc.ca

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 "D" or equivalent was earned will be considered for transfer credit. Courses transferred from other post-secondary institutions are not included in the calculation of grade point average at the College of New Caledonia.

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

WITHDRAWAL FROM COURSES

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

1. Prior to 40% completion of the course—the instructor's signature is not required;
2. Prior to 60% completion of the course, provided a "D" grade or above has been maintained—the instructor must sign the withdrawal form;
3. Students are advised to see a counsellor/advisor when considering withdrawing from a course.

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

REFUND/ WITHDRAWAL DATES

SEMESTER PROGRAMMES (All programmes except College and Career Preparation, Culinary Arts, and Trades)

Fall 2002 (Classes start September 4, 2002)

September 12, 2002

- Last day to receive 75% refund.

September 13, 2002

- Last day to **add** courses without the appropriate instructor's and Division Dean's signature.

September 19, 2002

- Last day to receive 50% refund. After this date no refund available.

October 11, 2002

- Last day to **withdraw without** instructor's signature or possible academic penalty.
- Last day to change to **audit** status.

November 1, 2002

- 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.

Spring 2003 (Classes start January 6, 2003)

January 14, 2003

- Last day to receive 75% refund.

January 17, 2003

- Last day to **add** courses without the appropriate instructor's and Division Dean's signature.

January 21, 2003

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

February 14, 2003

- Last day to change to **audit** status.
- Last day to **withdraw without** instructor's signature or possible academic penalty.

March 7, 2003

- 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.

COLLEGE AND CAREER PREP (Formerly ABE)

Fall 2002 (Classes start August 28, 2002)

October 11 2002

- Last day to **withdraw without** instructor's signature or possible academic penalty.

October 11, 2002

- Last day to change to **audit** status.

November 1, 2002

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

Spring 2003 (Classes start January 6, 2003)

February 21, 2003

- Last day to **withdraw without** instructor's signature or possible academic penalty.
- Last day to change to **audit** status.

March 14, 2003

- Last date to **withdraw with** Instructor's permission and without academic penalty providing a "D" grade or better has been maintained. After this date, students withdrawing will receive an "F" grade.

CRIMINAL RECORDS SEARCHES

Given the scope of the **Criminal Records Review Act**, CNC requires criminal records searches for applicants to programme areas that involve working with children or other vulnerable persons. The cost of this search is

the responsibility of the student. This requirement may result in a student having to undergo two criminal record searches; one through the RCMP (for those programmes requiring it) and one through the Attorney General's Office.

Students must have completed the Criminal Records Search process in order to be considered admissible to the programme. The result of a Criminal Records Search **which identifies relevant criminal convictions** may prevent a student from entering into a practicum or clinical setting. Students who cannot enter the practicum or clinical component of the programme cannot graduate from the programme. **Students may be unable to obtain registration or a license to practice and may be unable to obtain employment in their chosen field. It is therefore imperative that students with criminal records provide documentation regarding the timing and nature of the offense(s) and, where possible, seek a pardon.**

Criminal Records Searches are required for the following programmes:

- College Foundations programmes:
Early Childhood Education
- Health Science programmes:
Dental Assisting
Dental Hygiene
Home Support/Resident Care Attendant
Nursing
- Social Services programmes:
Developmental Disabilities Certificate
Social Service Worker Certificate
Social Service Worker Diploma
Teaching Assistant Certificate

Criminal Record Reviews under the **Criminal Records Review Act** are required for the following programmes:

- Developmental Disabilities Certificate
- Early Childhood Education
- Nursing
- Practical Nursing
- Social Service Worker Certificate
- Social Service Worker Diploma
- Teaching Assistant Certificate

Fee INFORMATION



**EFFECTIVE APRIL 19,
2002**

SEMESTER PROGRAMMES

- Business Administration
- Computer Information Systems
- Computer/Network Electronics Technician
- Dental Assisting
- Dental Hygiene
- Electronics Engineering Technology (first year)
- Electronics Technology Bridge
- Engineering Design Technology
- Forest Resource Technology
- Geographic Information Systems Technology
- Hospitality Administration
- Bachelor of Science in Nursing
- Social Services Training

- University Credit
- Writing and New Media Technologies

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 \$149.85 per course (Standard lecture—45 hours)
- Lab Fees \$73.35 per course (Standard lab—45 hours)
- Student Association \$7.50 per course (\$30.00 per semester max.)
- Canadian Federation of Students \$1.71 per course (\$6.84 maximum)
- Registration Fee \$15.00 per semester
- Student Building Fund \$10.00 per year
- Daycare Subsidy Fee \$2.50 per year
- Computer Account Application Fee \$40.00 per year (see Note)

Note:

- 1. Courses not offered in standard format will have their fees pro-rated.**
- 2. Maximum total lecture and lab fees for Engineering Design Technology and Forest Resource Technology are \$900.00 per semester.**
- 3. An additional FOR 299 Extended 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. Second-year Forest Technology students will be expected to cover their own costs of approximately \$100 for a multi-day field trip to the Robson Valley.

6. First-year Forestry 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.

7. Computer accounts are required for students who use computers in class and are optional for other students. For more details, see the Computer Account Application Form available in the Admissions Office.

CALCULATION OF COURSE FEES

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

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

COMPUTER ACCOUNT APPLICATION FEE

The College provides computer accounts to any student who has a current CNC ID number and provides written proof of this (CNC ID Card or Registration Form with ID Number). Students must fill out a Computer Account Application Form to apply for an account. There is a \$40.00 fee for the account. The fee is tax-deductible and non-refundable. The account is active for one year (365 days)



from the date of set up. Accounts are required for students who use computers in class and optional for other students. For more details, see the Computer Account Application Form, available in the Admissions Office.

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.

GYMNASIUM USER FEES

Gymnasium user fees are for registered CNC students and staff. Outside users include non-CNC students and other community members.

- Weight Room, Courts, and Gymnasium use: \$30.00/semester
Outside users: \$150.00/semester
- Weight Room only: \$20.00/semester
Drop in rate: \$5.00/visit
Outside users: \$100.00/semester
- Courts only (includes equipment use): \$20.00/semester
Drop in rate: \$7.50/visit
Outside users: \$100.00/semester
- Aerobics/fitness classes: cost recovery
- Equipment rental:
Semester equipment use: \$5.00/semester
Racquets: \$1.00/use
Squash/racquetballs: \$0.50/use
Eyeguards: \$0.50/use
Shuttles: \$0.50/use

INTERNATIONAL STUDENT FEES

In keeping with the Ministry of Advanced Education, Training and Technology policy on Tuition Fees for International Studies at BC Colleges and Institutes, the following fees are set at a rate which covers all direct costs and overhead.

TUITION (subject to change)

- English Language (Cdn) \$3200/semest
- Training (Cdn) \$800/mon
- Other programmes:
 - Full time (Cdn) \$3200/semest
 - To a max. of 3 courses (Cdn) \$640/cour
 - For enrollments of 4 to 5 courses (Cdn) \$3200/semest
 - For enrollments of more than 5 courses (Cdn) \$640/cour
- Trades (Cdn) \$900/mon

If a student's status changes after the first day of classes in a semester (e.g., changes from student authorization to landed immigrant) the change in tuition fees will occur the following semester. Students will be required to show proof of the status change.

The College of New Caledonia reserves the right to change fees without notice.

All fees must be paid a minimum of six weeks prior to the first day of classes (new students) or at the time of registration (continuing students).

ADDITIONAL FEES

International Students will also be levied Student Association and other applicable fees in addition to tuition. International Students are also responsible for such expenses as textbooks, housing, food and transportation costs, as well as required medical insurance.

REFUND POLICY FOR INTERNATIONAL STUDENTS

The College's tuition refund policy for International Students is as follows:

- a 50% refund, if a student withdraws from the College prior to the commencement of classes
- a 25% refund, if a student withdraws from the College during the first or second week of classes
- no refund after the second week of classes
- Student Activity Fees are not refundable.

There is a \$100.00 (Cdn) administrative fee on all refunds. Students who are unable to obtain a student authorization will be entitled to a full refund minus any administrative fees.

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.

SERVICE FEES AND OTHER CHARGES

- Application Fee: \$15.00 per programme
- Registration Fee: \$15.00 per term
- Transcripts: \$5.00 per copy
- EMAT (English & Math Achievement Test): \$5.00

- College and Career Preparation (formerly ABE) Placement Test: \$5.00
- Late Registration Fee: \$10.00 per course
- ID Replacement: \$5.00
- Calendar: \$5.00 (pickup); \$8.00 (mail)
- Prior Learning Assessment: PLA fee equivalent to course tuition

SPONSORED STUDENT FEES

A number of agencies, such as Human Resources Development Canada (HRDC), 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. Once full fees have been paid and 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 be accompanied by a letter from the doctor and have the signed recommendation of a counsellor and the approval of the Director, Student Services.

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.

FEE INFORMATION FOR VOCATIONAL AND OTHER PROGRAMMES

The following are 2002/03 fees and are subject to change.

Programme	Tuition	Student Association	Registration	Lab Fees	Other	Total
Administrative Assistant	\$900.00 (per semester) maximum	\$30.00 (per semester)	\$15.00			\$945.00 (per semester)
Centre for Student Success Courses	\$130.82 (per course)		\$15.00 (per session)			
College and Career Preparation	No tuition fee	\$7.50 (per course)	\$15.00			Variable
Co-operative Education	\$300.10 (per Co-op term)		\$15.00 (per Co-op term)			\$315.10
Culinary Arts	\$1680.00	\$62.50	\$45.00		Students are required to purchase their own uniforms	\$1787.50
Early Childhood Education	\$900.00 (per semester) maximum	\$30.00 (per semester) maximum	\$15.00			Variable
English as a Second Language (6-month programme)	variable (per course)	\$7.50 per course	\$15.00			
Entry Level Trades (5-month programme)	\$840.00	\$31.25 (\$6.25/month)	\$15.00		\$50.00 tool deposit (refundable)	\$936.25
Home Support/ Resident Care Attendant	\$1512.00	\$56.25 (\$6.25/month)	\$15.00			\$1583.25
Power Engineering	\$1680.00	\$62.50 (\$6.25 month)	\$15.00			\$1757.50
Welding Level A & B extensions	Variable (\$52.00/week)	Variable (\$6.25 month)	\$15.00 (per programme) (Not applied to extensions)			Variable
Welding Level C Beginner Full-time	\$2080.00	\$62.50 (\$6.25 month)	\$15.00		\$50.00 tool deposit (refundable)	\$2207.50

NOTE

Totals *do not include*:

1. \$40.00 Computer Account Application Fee

OR

2. Student Association Fees:

a) Student Association Building Fund: \$10.00 per year

b) Daycare Fee: \$2.50 per year

c) Canadian Federation of Students: \$1.71 per course (maximum \$6.84 per semester)

Financial Aid & 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 (located in the main entrance building on the ground floor) 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

BC Gas Scholarship

BC Lung Association Bursary

Canfor Corporation Computer Information Systems Scholarship

Central Interior Logging Association Scholarship

CNC Endowment Gourmet Dinner Scholarship

CNC Forestry Society Bursary

Don Flynn Endowment University Transfer Forestry Scholarship

Elks and Royal Purple Endowment Bursaries

FEAT, the Foundation for Education and Advancement in Technology Bursary

Finning Ltd. Business Administration Bursary

FMC of Canada Ltd. Endowment Scholarships

Human Resource Management Association Bursary

Husky Oil Scholarship

Industrial Forestry Service Ltd. Annual Scholarship

Industrial Forestry Service Ltd. Annual Bursary

Institute of Chartered Accountants of BC Bursary

Knights of Columbus, Council 8927 Bursary

Laureen Ens Endowment Scholarship

Leann Marie Sweet Memorial Endowment Bursary

Logging Seminar Steering Committee Endowment Scholarships

Marilyn Comeau Memorial Endowment Bursary

Michelle Lamarche-Swift Memorial Endowment Scholarship

Nancy Anne Tarrant Memorial Endowment Bursaries—Dental Hygiene

Nancy Anne Tarrant Memorial Endowment Bursary—Nursing

Northern Forest Products Association Scholarship

Northern Institute for Resource Studies Endowment Bursaries

Northern Institute for Resource Studies Endowment Scholarships

Northland Chrysler Automotive Bursary

Novak Bros. Contracting Ltd. Endowment Bursary

Novak Bros. Contracting Ltd. Endowment Scholarship

Pacific Regeneration Technologies Silviculture Scholarship

PG, Cariboo and Central Interior Transportation Club Scholarship

Prince George Chapter IODE Northern Collaborative Baccalaureate Nursing Bursary

Prince George Chapter IODE Pre-UNBC Bachelor of Social Work Bursary

PG and District Dental Society Bursary for Dental Hygiene

PG 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 Endowment Scholarships

Royal Bank Hospitality Endowment Scholarship

Sam Ketcham, Phil Bodman Memorial Bursaries

Weldwood of Canada Ltd. Bursaries

SPRING AWARDS

Deadline: January 31

Adult Basic Education Association of BC Scholarship

Ann McQuaid Endowment Scholarship

Anthony Karpicius Memorial Endowment Forestry Scholarships

Arthur and Cora Buchi Memorial Endowment Bursary

BC Hydro Annual Scholarship

BC Hydro Endowment Scholarship

Bob Martin Endowment Trades Scholarship

Canadian Association of Equipment Distributors BC Chapter Heavy Duty Mechanics Endowment Scholarship

Canadian Federation of University Women—Prince George—Janet E. King Memorial Endowment Bursary

Canadian Hospital Engineering Society BC Chapter Endowment Scholarship

Canfor Corporation Forest Resource Technology Scholarship

Canfor Corporation Scholarship

Certified General Accountants Association of BC 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 Gourmet Dinner Scholarships

CNC Endowment Scholarship for College and Career Preparation—English Language Training

CNC Endowment Scholarship for Engineering Design Technology

CNC Endowment Scholarship for Health Sciences

CNC Endowment Scholarship for Social Services and Early Childhood Education

CNC Endowment Scholarship for Office Administration

CNC Endowment Scholarship for Trades Training

CNC Faculty Association Scholarships

CNC Forestry Society Bursary

CNC Student Association Endowment Bursaries

CNC Student Association Endowment Scholarships

CNC Woodlot Endowment Bursaries

College and Career Preparation Bursaries

Credit Union Foundation Bursaries

Cris Hallett Memorial Endowment Bursary

David Sali Memorial Bursary

Don Flynn Endowment Forest Resource Technology Scholarship

Dr. John De Rosario Memorial Endowment Bursary

Dr. Nalini Murthy Memorial Endowment Scholarship

Dustin Lee Bullock Memorial Endowment Scholarship

Duz Cho Logging Ltd. Endowment Forestry Scholarship

Ed Berry Memorial Endowment Bursary

E.G. (Robbie) Robertson Bursary

Finning International Inc. Forest Resource Technology Bursary

FMC of Canada Ltd. Endowment Scholarship

Forest Expo Endowment Bursaries

Forest Expo Endowment Scholarship

Fraser Fort George Regional District Bursary

Guru Gobind Singh Temple Scholarship

Hans Allgaier Memorial Endowment Scholarship

Heather Sadler Jenkins Scholarship

Howie Toane Memorial Endowment Bursary

HSBC Bank of Canada Endowment Scholarship

Janet Peters Memorial Endowment Bursary

Janet Peters Memorial Endowment Scholarship

Jean Humphreys Memorial Endowment Bursary

Jeanette Beaulieu Memorial Scholarship

Jennifer Revel Annual English Scholarship

Jim Damiano Memorial Endowment Scholarship

Justin Scott Memorial Scholarship

Kevin St. Dennis Memorial Endowment Bursary

Knights of Columbus, Council 8927 Bursaries

KPMG Chartered Accountants Endowment Bursary in Memory of Travis Todd Klose

KPMG Chartered Accountants Endowment Scholarship

Lakeland Mills Endowment Scholarship

Leann Marie Sweet Memorial Endowment Bursary

Lion's Quest Endowment Bursary

Lloyd Anderson/Steve Burgess Endowment Trades Scholarship

Mike Reid Northern Studies Endowment Scholarship

Nancy Anne Tarrant Memorial Endowment Bursaries—Dental Assisting

Nancy Anne Tarrant Memorial Endowment Bursary—Nursing

Northern Institute for Resource Studies Endowment Bursaries

Northern Institute for Resource Studies Endowment Scholarships

Northern Interior Cruising Committee Scholarship

Northern Interior Food Safe Council Along with the Restaurant and Food Services Association of British Columbia Northern and Central Branch Endowment Bursary

Northern Silviculture Endowment Scholarship

Northland Chrysler Automotive Bursary

Pat Earle Memorial Bursary

PEO Sisterhood Bursaries

PG Alzheimer's Society Bursary

PG Branch of the Association of Professional Engineers and Geoscientists of the Province of BC Endowment Bursary

PG Business and Professional Women's Club Bursary

PG Business and Professional Women's Club Disabled Student Bursary

PG Chapter of IAAP (International Association for Administrative Professionals) Endowment Bursary

PG Chartered Accountants Association Scholarship

PG Cougars Hockey Club Endowment Bursary

PG District Certified Dental Assistant Society Bursary

PG and District Dental Society Bursary for Dental Assisting

PG Savings Credit Union Endowment Athletic Bursaries

PG Savings Credit Union Endowment Athletic Scholarships

PG Savings Credit Union Endowment Scholarships

Pulp, Paper & Woodworkers of Canada Local 29 Bursaries

Ray Small Memorial Endowment Scholarship

RCMP 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

Robert Fulton Memorial Scholarship

Society of Vocational Instructors of BC (CNC Chapter) Bursary

Spruce City Lion's Club Endowment Bursary

Timberline Forest Inventory Consultants Scholarship

Tyler Urquhart Memorial Endowment Bursary

Women's Equality Bursary

AWARDS

Miscellaneous Deadlines

Donor	Application Deadline
Association of BC Professional Foresters Endowment Natural Resources Studies Scholarship	April 30

Canadian Federation of University Women—Prince George—University Transfer Endowment Scholarship April 30

Canadian National Scholarships for Women October 15

Canfor Corporation University Transfer Scholarship April 30

Certified General Accountants Academic Excellence Scholarship April 30

Certified Management Accountant Society of BC 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

CNC Recruitment Scholarships May 15

CNC Recruitment Scholarships for Independent Schools May 15

CNC Retention Scholarships April 15

Developmental Disabilities Practicum Scholarship October 30 & March 30

Don Flynn Endowment Forest Resource Technology Scholarship April 30

Don Flynn Endowment University Transfer Forestry Scholarship April 30

Dr. Hu Stephen Memorial Endowment Bursaries May 31

Dunkley Lumber Ltd. Endowment—Quesnel Campus Bursary February 27

Dunkley Lumber Ltd. Endowment—Quesnel Campus Scholarship February 27

George D. Brown Memorial Bursary January 31 or June 30 or September 30

Lionel Lamoureux Memorial Bursary February 27

Mackenzie Campus Employment Bursary February 27

Mackenzie Community Endowment Bursary February 27

Martina Johnnie College and Career Preparation Memorial Bursary February 27

Martina Johnnie Memorial Endowment Bursary February 27



Nechako Community Endowment Bursary February 27

PG Home Builders Association Endowment Scholarship Open

Quesnel Campus—CNC—Quesnel Students Council Bursaries (Full-time) February 27

Quesnel Campus—CNC—Quesnel Students Council Bursaries (Part-time) February 27

Quesnel Campus—CNC—Vending Machine Bursary February 27

Robson Valley Community Endowment Bursary February 27

Rod Eckland Memorial Endowment Bursary May 15

Rotary Club of Mackenzie Bursary February 27

Rotary Club of Prince George Endowment Bursaries April 30

Rotary Club of Vanderhoof Endowment Office Administration Programme Bursary February 27

Russell Kenneth Dillabough Memorial Scholarship April 30

Sadie Merrick Memorial Endowment Bursary April 30

Seleen Denluck Memorial Endowment Scholarship Open

CNC FUNDRAISING SOCIETY

Scholarships and bursaries are made possible through the generous support of our community. The CNC Fundraising Society works with the community to solicit scholarship and bursary funds.

You can help students to pursue their educational goals by contributing to the scholarship and bursary programme. For further informa-

tion, please contact the CNC Fundraising Society at (250) 561-5857 or visit:

www.cnc.bc.ca/fundraising

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 six 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 Advanced Education establishes financial need from the information provided in the student loan application. BCSAP allows for a modest student lifestyle and does have a ceiling on the level of available assistance.

REQUIREMENTS FOR LOAN ASSISTANCE

To be eligible for a BC Student Assistance Program 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 Advanced Education

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 Office 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 PROGRAM

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

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

The ABESAP program 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.

CANADA STUDY GRANTS PROGRAM

The Canada Study Grants (CSG) Program for High Need Part-time (HNPT) students is designed to assist single parents who are **unable** to meet the eligibility requirements of the full-time student loans programme. Students must be taking course(s) on a part-time basis in any post-secondary programme offered at CNC to be eligible for assistance. College and Career Preparation (formerly Adult Basic Education) courses are not eligible for funding from this Program. An appointment with the Financial Aid Officer is required.

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

EMERGENCY LOANS

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

Appeals, COMPLAINTS & DISCIPLINE

GRADE APPEALS

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

1. The student must initiate the appeal process within thirty (30) calendar days following the receipt of the final grade by discussing the matter with the instructor.
2. If the matter cannot be satisfactorily resolved with the instructor, the student may pursue the appeal by forwarding a written outline of the appeal to the instructor's Dean. If the Dean is the instructor, or if the Dean 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 Dean 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 in the clinical component of the programme may lodge an appeal of the final grade using the Clinical Practice Appeal Procedure. Clinical grade appeals are only allowed in cases where either a failure or an unsatisfactory final evaluation has been received.

1. Upon receipt of an unsatisfactory grade or final evaluation, as set by the programme, the student should attempt informal resolution by discussing the assigned grade or evaluation with the clinical instructor. If informal resolution cannot be reached at this stage the student must initiate the appeal process normally within seven calendar days following receipt of the final clinical grade.

2. If the matter cannot be satisfactorily resolved with the instructor, the student pursues the appeal by forwarding a written outline of the appeal to the Dean. If the Dean is the instructor, or if the Dean or designate is absent, the written appeal should be forwarded to the Vice-President, Academic. The appeal must specify the course, the instructor, the issues upon which the appeal is based, and the resolution being sought.

3. Failing resolution with the Dean or designate, the student pursues the appeal by forwarding it to the Vice-President, Academic who will verify that the appeal process has been properly adhered to, and who will submit the appeal to the Clinical Grade appeal Committee.

4. The clinical grade appeal committee will include:

- Chairperson—Director of Student Services (permanent appointment)
- Two students from the programme (appointed annually)
- Two faculty from the Health Science Division, one of whom must be from the programme area (whenever possible, the faculty member from the programme area should not have been involved with previous clinical evaluations of the student)
- One clinical practitioner employed in a clinical setting outside the College (appointed annually)

The Dean will assist the Chairperson in convening the Clinical Grade Appeal Committee by identifying possible participants. When conducting the hearing, the Committee generally will encourage joint interviews with the student and instructor present; although separate meetings may be scheduled if circumstances warrant. The student and the instructor may be

accompanied by one additional person. If further clarification is required, the committee may interview, jointly or individually, the student and the instructor. When reviewing the appeal, the Committee may request additional written submissions as appropriate.

If consensus is reached, the committee will submit a report outlining recommended action and the rationale to the Vice-President, Academic. If the committee cannot reach consensus, they will prepare a report outlining the issues involved and will forward this to the Vice-President, Academic. The Vice-President, Academic makes the final decision and forwards this information to the student, the instructor, and the Dean.

Normally 14 calendar days will be allowed for the appeal to progress from the letter to the Dean to the final decision of the Vice-President, Academic.

REWRITING FINAL EXAMINATIONS

If the grade of a final examination results in a failing grade for the course, a student may apply to rewrite his or her final examination if:

- he/she has written the final examination in the course and
- the final examination is worth 40% or more of the final course grade and
- he/she has received a passing average in all other work in the course.

Only one rewrite of a final examination is permitted in any one course to a maximum of three rewrites per academic year.

The rewrite examination will be structured as per the final examination outlined in the course description.

The maximum final grade for the course, after successful completion of the rewrite examination, will be the minimum passing grade allowed to proceed to the next level course.

The rewrite of the final examination will normally be within 15 working days following the last day of the examination week.

A fee of **\$50.00** will be charged for each rewrite.

In those circumstances where programmes are governed by external bodies, the policies/procedures of those external bodies will prevail.

If the student meets these criteria, he/she should advise the Dean/Regional Manager who will make the appropriate arrangements and apply to the Registrar to rewrite.

ACADEMIC HONESTY

Students at the College of New Caledonia are expected to conduct themselves honourably and maturely in pursuit of their academic goals. Students are expected to be honest and forthright in their endeavours. Academic integrity is both highly valued and expected.

Academic misconduct includes, but is not limited to, cheating and plagiarism.

1. Cheating includes, but is not limited to, a student or group of students, using or attempting to use unauthorized aids, assistance, materials, or methods in tests, assignments, projects, presentations, labs, examinations or any other evaluation method used.

2. Plagiarism is the presentation of another person's work or source's work, words, or ideas as if they were one's own. It ranges from an entire assignment which is not the student's own work to specific passages within an assignment which is not the student's own work taken from any source without acknowledgement. **Students are responsible for ensuring that they understand and follow the principles of proper documentation and scholarship.**

If it is determined by an instructor that a student has cheated and/or plagiarized, the College will proceed with discipline in the following manner:

1. For most first offences, a grade of zero will be assigned for the affected assignment, test, paper, project, lab, etc.;
2. For most second offences, a failing grade will be assigned in the affected course;
3. Depending on the circumstances surrounding the first or second offence, a more severe level of discipline may be imposed by the College, including denial of admission or re-admission;
4. Where deemed appropriate in the circumstances, for any third offence the matter must be referred to the Vice President, Academic for the assignment of discipline, which may include suspension or termination from the College.

Sanctions imposed for academic misconduct other than those involving denial of admission or re-admission, suspension, or termination will be made by the appropriate faculty member in consultation with the appropriate Dean 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 denial of admission or re-admission, suspension, or termination is **not** the sanction imposed, students may appeal to the Vice President, Academic within five working days of the receipt of the sanction. 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 denial of admission or re-admission, suspension, or termination, students will be informed in writing, outlining the reasons for the sanction, the penalty imposed, the right to appeal, and procedure for appeal. Students denied admission, re-admission, suspended, or terminated have the right to appeal through the Suspension or Termination Appeal process.

Before being considered for re-admission, students who have been denied admission or re-admission, suspended, or terminated indefinitely for academic misconduct must have the prior written approval of the Vice President, Academic. If a student were to be re-admitted, the Vice President, Academic may impose such restrictions and conditions as are deemed necessary to ensure appropriate academic conduct.

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, disruptive behaviour, or verbal or non-verbal harassment. 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, mandatory mediation or counselling, 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 may be followed as alternatives to this procedure.

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.

Formal complaints about a student's behaviour as outlined above and pertaining to personal misconduct shall be made to the Director, Student Services or the appropriate Regional Manager. The Director, Student Services or Regional Manager may at this point, undertake such measures as deemed appropriate to resolve the complaint informally. Such measures may include the use of both internal and external resources. If informal measures are unsuccessful, or if the Director, Student Services or Regional Manager feel the complaint is of sufficient merit in the first instance an immediate sanction may be imposed. Such sanctions may include, but are not limited to, a written warning, a personal conduct/performance contract, personal misconduct probation, restriction through work or payment, denial of access to specific College areas, facilities or services, forfeiture of College financial aid, mandatory mediation or counselling, denial of admission or re-admission and suspension or termination.

Sanctions imposed for personal misconduct shall be transmitted to the student in writing, outlining the sanction being imposed, the reasons for the sanction, the right to appeal, and the procedure for appeal. With the exceptions of sanctions involving the denial of admission or re-admission, suspension, or termination, the student has the right to appeal the sanction to the Vice-President, Academic within five

(5) working days of the receipt of the sanction. The Vice-President, Academic will undertake appropriate review procedures to explore the appeal. The decision of the Vice President, Academic shall be final. For those cases where the sanction involves the denial of admission or re-admission, suspension or termination, the student has the right to appeal the sanction through the Suspension or Termination Appeal procedure. Students who have been denied admission or re-admission, suspended or terminated for personal misconduct, must have the prior written approval of the President before being considered for re-admission. The President may impose such restrictions and conditions as are deemed appropriate to ensure appropriate personal conduct if a student were to be re-admitted.

The above procedure is not intended to interfere with an instructor's right to impose normal classroom discipline for disruptive behaviour to ensure 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.

The above procedure is not intended to interfere with an administrator's right to impose sanctions for personal misconduct, where this sanction is seen as detrimental to the operations of a College facility, area, or service. Such sanctions may include, but are not limited to, the restriction of access or denial of access and service. The Personal Misconduct procedure is available to any College employee who wishes to make a formal complaint about personal misconduct on the part of a student.

A student who has received a sanction related to a specific facility, area or service, may appeal to the Director, Student Services within five (5) working days of the receipt of the sanction. The Director, Student Services will undertake appropriate review procedures to explore the appeal. The decision of the Director, Student Services shall be final.

SUSPENSION OR TERMINATION APPEAL

A student may be denied admission or re-admission, 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 denied admission or re-admission, sus-

pended 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 sanction 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 Appeal 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, 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 (GPA) 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 GPA of 1.0 or greater at the end of the probationary term.

If a student's GPA 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 GPA 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 Dean or Regional Manager may dismiss the student.

CREDIT PROGRAMMES WHERE GRADE POINT AVERAGE DOES NOT APPLY

In programmes where Grade Point Average (GPA) 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 supercede the general policy.

In the case of dismissal on the basis of failure to meet the requirements of academic probation, the appropriate Dean 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.

HUMAN RIGHTS

All members of the College community have the responsibility to respect the rights of others. The College does not condone and will not tolerate discrimination or harassment, which undermines the dignity, self-esteem, or productivity of any student or employee.

The College considers any form of harassment or discrimination of any member of the College community to be a serious violation of that individual's fundamental rights. Complaints of harassment or discrimination must pertain to College-related activities.

Harassment is a form of discrimination that adversely affects the recipient on one or more of the prohibited grounds under the BC Human Rights Code: **age, race, colour, ancestry, place of origin, political belief, religion, marital status, physical or mental disability, sex, sexual orientation, and in the case of employment, unrelated criminal convictions.**

Any student who perceives that s/he may have been harassed has recourse to the following steps:

- Attempt to address her/his problem directly with the individual concerned or consult with a counsellor, a supervisor, Human Resources, or a Student Association representative.
- If the complainant is uncomfortable doing so, or if the complainant is unsuccessful dealing directly with the respondent, s/he may take the complaint to the Human Resources Director who acts as the Human Rights Officer.
- The Human Resources Director will listen to the complainant's concerns to understand the origins of the problem, the current situation, and the impact on the complainant. The Human Resources Director, with the complainant, will review the Human Rights Policy and the options available for addressing a concern.

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 or 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.

Regulations

ATTENDANCE

Students attending the College with the assistance of a sponsoring agency or group should be aware that many of these agencies and groups have attendance requirements which go beyond those enforced by the College.

It is the students' responsibility to be fully aware of any such policies that may apply to them. The College of New Caledonia bears no responsibility for any sanctions or penalties that may be imposed by sponsoring agencies or groups that may result due to a lack of attendance. College of New Caledonia attendance policies, where appropriate, are listed under specific divisional descriptions.

CLEAN AIR POLICY

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

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. All registered students under age 80 (excluding apprenticeship and general interest students) are automatically covered under the programme provided they are enrolled in a programme or course of study offered by the policyholder and are actively engaged in the course and/or approved programme activity. Information with regard to this coverage is available at Admissions, Registration and Records.

Services & FACILITIES

ATHLETICS AND RECREATION

The College is a member of the BC Colleges' Athletics Association (BCCAA) and is presently participating in men's and women's volleyball on an intercollegiate level. All students registered in three or more 3-credit courses, or in full-time Vocational or College and Career Preparation (formerly 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, racquetball, and squash 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 from the upper hall. Further information regarding the gym may be obtained by calling (250) 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 (250) 562-2131, local 292.

CENTRE FOR STUDENT SUCCESS

STATEMENT OF PURPOSE

- To provide a foundation of basic skills in math, English, and study skills to the student body; these courses are designed to meet the basic requirements in math and English for various disciplines
- To provide and evaluate an academic assessment
- To provide a testing centre for students who miss regular test dates
- To provide a drop-in centre for studying
- To provide essay critiques as staffing permits
- To provide individual math assistance as staffing permits
- To provide noon-hour seminars designed for student enrichment
- To provide Student Success 800 courses
- To provide customized academic seminars for individual departments as staffing permits
- To provide support and encouragement to all students

- To provide access to various learning materials held in the CSS library, e.g., books, videos, and audiotapes.

The goal of the Centre for Student Success is to help all college students be more successful in their studies and to provide assistance in a variety of ways. For some students who have been identified as having weaknesses in math and/or English, the Centre provides remediation. Many others take advantage of the Centre's English and math courses to brush up on their skills to better prepare them for their career choice course work.

Academic Success Seminars which deal with specific study and learning skills are offered periodically throughout the semester. These seminars are available to **all** College students. For more information on these seminars, call the Centre at (250) 562-2131, local 384.

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/or math skills are weak. Students falling below the criteria for the programme in which they are enrolled may be required to take developmental courses. The EMAT is administered approximately once a month. For more information contact the Centre For Student Success (Prince George); Admissions, Registration, and Records; 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 are designed to improve comprehension and critical analysis skills.

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, and grammar. Structure and style are practiced and then are incorporated into organized paragraphs and essays.

Spelling

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

ENGL 855

Developmental Component English

The individual student programme will consist of components drawn from the English 155 programme.

MATH 155

Developmental Mathematics

Based on the results of the EMAT and the requirements of the programme in which they are enrolled, students will be assigned a course of study which is drawn from the following components:

Fundamental Arithmetic

Fundamental Arithmetic includes whole number operations, decimals, fractions and mixed numbers, ratio and proportion, percent, simple graphs, and an overview of the metric system.

Basics of Algebra

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

MATH 855

Developmental Component Math

The individual student programme will consist of components drawn from the MATH 155 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 wish to be more so. Students who have been away from "formal" learning for any length of time will find it of great value.

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, note-taking, and tests. It also deals with a variety of topics such as creativity, relationships, health, resources, and career planning. It provides tools and techniques for students to become better organized and attain maximum success in school, business, and social life. Corequisite: It is recommended that students be enrolled in at least one other academic course.

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COLLEGE OF NEW CALEDONIA STUDENTS' ASSOCIATION

The College of New Caledonia Students' Association is comprised of all students registered in credit courses at the College. Membership in the Students' Association begins at registration upon payment of the membership fees and ceases at the end of the last term of registered study.

At the campus level, the Students' Association advocates for the rights and interests of its members within the College and the local community, as well as offering various services such as locker rental, photocopying,

faxing, and social events. As a member of the Students' Association, you are also a member of the Canadian Federation of Students, an alliance of over 70 college and university student associations from across Canada. The Students' Association addresses student issues at the provincial and national levels through the Federation.

The activities, services, and work of the Students' Association are co-ordinated by an Executive Committee comprised of elected representatives. Elections for the Executive Committee takes place during the spring semester. All members of the Students' Association are eligible, and encouraged, to run for office and vote in the elections. As well, the Students' Association holds an Annual General Meeting each year.

For further information about your Students' Association and how you can get involved, please visit the Association Office at Room 1-201 by the cafeteria or call (250) 562-7415 or (250) 562-2131, local 365.

COLLEGE STORE

The College Store, located off the Atrium, stocks all required course-related texts and materials. The store also stocks reference materials and general interest books. Upon request, the store also places special orders on book titles. In addition to textbooks, the store sells a wide variety of sundry supplies and College crested sportswear, glassware, and gift items.

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. Looking forward to serving you!

COMPUTER FACILITIES

The College has several computer labs accessible to students. The labs contain microcomputers, laser printers, overhead projectors, and are fully networked using the Novell, Windows, NT/2000, and UNIX operating systems. The individual workstations run Windows 95/98/NT/2000/XP.

1. Internet Lab 2-315

The lab is accessible at all times to all students who have an active user account. It is used principally to access the Internet.

2. General Purpose Labs (GPL/GPL2) 2-307 and 2-312

Offering a wide variety of software applications, these labs are used primarily by Computer Information Systems.

3. Microcomputer Lab (MCL) 2-316

This lab is primarily used by Engineering Design while offering general access to all students.

4. Word Processing Labs (WPL/MPL) 2-309 and 2-3110

Offering various word processing and business software applications, these labs are used primarily by the Applied Business Technology programmes.

5. Network Lab (NET) 2-311

This lab is set up to teach and demonstrate the Novell, NT/2000, and UNIX operating systems. Included are workstations running Windows 95/98/NT/2000/XP. This lab is open access at all times.

6. Macintosh Lab (MAC) 2-313

This lab provides access to several software applications, including word processing, desktop publishing, graphic design, spreadsheet, draw, and accounting programmes.

7. Technologies Lab (TEC) 2-319

This lab is primarily used by the Geographic Information Systems (GIS) programme using the applications Arc Info, and ArcView.

8. Open Access Lab (OAL) 2-314

This lab is open access at all times. The software used is a combination of program products used in all the other labs. This lab is not connected to the Internet.

9. Trades Lab 2-816

This lab is primarily used by the Trades Department, using general purpose programme products and specific programmes like Mitchell on Demand, Master Cam, and Auto Sketch.

10. Other Lab Facilities

There are microcomputer facilities available as part of other specific labs: Biology, Centre for Student Success, Chemistry, Forestry, Geography, Human Kinetics, Math, Physics, and Psychology.

11. Public Access Area—Library (2-717, 2-718)

There are a variety of microcomputers and printers connected to the College network,

located in the public access areas in the Library. These are accessible to all students during Library hours. Users have access to a variety of applications software and to the Internet.

The regional campuses are also equipped with computer labs. Common word processing and business applications software are available in all regional lab facilities.

Access to the Internet is available in most College lab facilities. The College is connected to the Internet with a 10-megabyte fibre optic feed. All users of computer facilities must have an authorized user account and password.

In case of problems encountered contact a faculty member, security, or Computer Services Help Desk at (250) 561-5812 or e-mail the Help Desk (helpdesk@cnc.bc.ca).

All of the computer facilities are available to all students during posted hours 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 educational, 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;
- Withdrawing from courses/programmes.

Academic advising is available to assist students in:

- Planning educational programmes
- Obtaining information on career options and skills requirements
- Job search preparation and techniques

Anyone requiring assistance from the Counselling and Academic Advising Department is requested to make an appointment by calling (250) 561-5818. Department hours are Monday to Friday 0800 to 1600. Drop-in times are available daily, and evening appointments are scheduled regularly.

The Quesnel and Lakes District Campuses offer a part-time Counselling and Academic Advising Service. Contact the campus for an appointment.

DAY CARE

The demonstration daycare centre complex includes three centres which meet the needs of children aged six months to five years. The Centre offers full-time care only and is open from 0800 to 1700 year round except for statutory holidays. 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 (250) 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: Limited reserved parking spaces are available in addition to the open parking areas at \$15 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 Physical Plant office (Room 2-332) 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 (250) 562-7415 or (250) 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.

Students requiring assistance to evacuate are asked to go directly to the refuge areas located in the second floor foyer by the Library, third floor foyer by Human Resources, and first floor Atrium area.

EMPLOYMENT PLACEMENT

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

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

Students may drop by the Student Placement Office to discuss employment opportunities or call (250) 561-5840.

FIRST NATIONS EDUCATION SUPPORT SERVICES (FNESS)

CNC works closely with its First Nations partners throughout the region. Through the First Nations Education Support Services office and drop-in centre, students can receive information on entering college, choosing career paths, and accessing funding to attend school.

They can provide and receive peer tutoring and academic support to be successful, counselling and peer support, and participate in cultural and academic activities. FNESS staff also provide a cultural link for other CNC instructors and programmes integrating First Nations studies and learning into their classes.

FNESS is a joint initiative of the College and the Carrier Sekani Tribal Council. CNC also works with CSTC, the Prince George Native Friendship Centre, and other Aboriginal organizations to develop and deliver appropriate transition and support programmes and support services for First Nations people attending the College.

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 (250) 562-2131, local 460.

FOOD SERVICES

Food Services is located on the first floor, and operates from September to April, 0730 to 2100 Monday to Thursday, 0730 to 1500 on Fridays, and May 0730 to 1500 Monday to Friday. 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 (250) 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 and management 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 and Switchboard provides general directional information. All calls to (250) 562-2131 are handled by the switchboard from Monday to Friday 0800 to 1600. Departments may be contacted after hours by calling the numbers listed in the city telephone directory or by calling the general number and then following the voice prompt. The College does not have a paging system, and it cannot take messages for, or make contact with, students except in the case of an emergency. The College voice mail system may be accessed directly by calling (250) 561-5848.

LIBRARY

The main Library is located in a modern facility on the second floor of the entrance 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 and Internet resources. The holdings of other libraries are available through the inter-library loan programme.

Assistance in locating information and in using the Library'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 tables, informal reading lounges, and group study and meeting rooms. Photocopiers, typewriters, audio-visual equipment, microcomputers, printers, and a public fax machine are available.

For opening hours and information about services, call (250) 561-5811.

Web address:

www.cnc.bc.ca/ and click on Library

E-Mail:

cnclibrary@cnc.bc.ca

The College Library network extends to the region, and there are collections at each regional campus. Further information may be obtained from the Regional Librarian at 1-800-371-8111, or by contacting the regional campus.

MEDIA SERVICES

Media Services, located beside the Library, offers equipment, media, web, and desktop publishing services as well as workshops to **College students**, staff, and community groups, businesses, and organizations.

Media Services has equipment such as flatbed scanners, slide scanners, CD burner, Zip drives, digital cameras, and computers with data display units attached available to **students**, staff, and faculty.

Graphic collections (print and electronic formats) are available for use by **students**, staff, and faculty in class, course, and web-related presentations.

Media Services offers video and audio dubbing services (in North American and international formats) in addition to loaning various types of audio-visual equipment, including videotape recorders and television sets (for on-campus use only), video and 35 mm cameras, audio equipment, and projectors (slide, filmstrip, 8 mm & 16 mm projectors).

Direct line for all services:
(250) 561-5805

Equipment loans:
bookings in person only

Audio and video dubbing services:
(250) 562-2131, local 290

Desktop publishing services:
(250) 562-2131, local 485

Web services:
(250) 562-2131, local 247

Department Manager:
(250) 562-2131, local 247

100 BLOCK BUILDING LEVEL 3 CLASSROOMS

There is a wheelchair lift connecting the 3–200 and 3–100 block. To use, pick up the telephone at the lift station.

RESIDENCE

A 92-unit Student Residence is available on the Prince George Campus. Each single room has a private outside access; most of the rooms are connected to an adjacent room through a shared washroom, although eight



units have private washrooms. Wheelchair-accessible rooms are available. The housing fees include heat, utilities, and basic cable-vision, while private telephone service is available through Telus. 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. Registration packages are available at Admissions, Registration and Records or contact the Residence Manager at (250) 561-5849. Rates range from \$335 to \$400 per month.

The Residence also has rooms available—from one night to four months—from May to August. Group enquiries are welcome. Rates range from \$20 per night to \$400 per month.

SECURITY

The Security Department operates 24 hours a day, seven days a week, including statutory holidays. Security can be reached at (250) 561-8926 **or** local 200 **or** through safety phones located at most entrances **or** the button marked “S” on most pay phones. Emergency phones are located in the parking areas.

SAFEWALK

The Security Guard on duty will provide a **SafeWalk** service from the Security Office beside the main entrance between ten minutes before the hour and ten minutes after the hour **24 hours a day, seven days a week** provided the guard has not been called away on an emergency.

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 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.

Current documentation of disability is required to ensure that appropriate services can be provided. The College also offers employment preparation programmes for adults with developmental disabilities (refer to the programmes section, College Foundations).

SERVICES

College Access

Statement of Purpose

The purpose of College Access Services is to facilitate the inclusion of individuals with disabilities into the college setting. These services are available to prospective students who require assistance in making the transition into the College of New Caledonia.

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

- assistance with admission into the College
- 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
- provision of adaptive equipment through the Adult Services Project
- referral to external support agencies and other College resources

- alternative assessment for programme placement.

For further information, contact Disability Services at (250) 561-5848, local 248 or the Counselling and Advising Centre at (250) 561-5818.

Learning Assistance

Statement of Purpose

The purpose of Learning Assistance Services is to ensure that all students who meet regular entrance requirements have equal access to programmes and services at the College of New Caledonia.

Learning Assistance services are available to registered students with disabilities. These services are in place to make College programmes accessible to all community members, regardless of disability.

Services are individualized to meet specific disability related needs. Current documentation of disability may be required to ensure that appropriate services can be provided.

Individuals are encouraged to contact Disability Services at least six months prior to programme start date. Every effort will be made to accommodate individual requests for service required, however, early contact is essential as some accommodations require significant time to arrange.

Services are provided according to need. They may include:

- diagnostic testing for educational planning
- alternative assessment for programme placement
- learning strategy instruction
- instructor and community agency liaison
- provision of support services including notetakers, tutors, scribes, taped texts, exam accommodations, interpreters, short-term equipment loans, or other learning support to meet individual needs.

Learning assistance is available between September and May each year. Self-referrals,

as well as instructor or counselling referrals, are welcome. Individuals requesting learning assistance must be registered CNC students. Documentation of disability is required to ensure that appropriate services are identified. There is no charge for this service.

For further information, contact the Counselling and Advising Centre at (250) 561-5818, Disability Services at (250) 561-5848, local 250. Information contact: (250) 562-2131, local 250, or TDD/TTY at (250) 561-5852.

SPECIAL RESOURCES

- Visualtek magnification system
- Speech plus calculator
- Large print computer software
- Laptop computers
- Reading Edge 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.

TELEPHONES

Lowered public telephones are available for wheelchair users throughout the College. At each bank of public telephones, one is marked for emergency use. Emergency (white) telephones are located throughout the College, including parking lots. One telephone is equipped with an amplification device for individuals who are hearing impaired. TDD service, for people with hearing impairments, is available through (250) 561-5852. The telephone is located in the Library.

TEST SUPERVISION

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

Further information may be obtained from the regional campuses.

TRANSPORTATION

Full-time students with a valid student card are eligible to receive the Prince George Transit student rate. Bus schedules are available at the College Store and at the main front entrance.

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 a regional campus in your area.

WASHROOMS

Most washrooms in the main building are wheelchair accessible and are so marked. Washrooms in the Mackenzie Building are not wheelchair accessible. There is a unisex washroom located on level 1 and level 2 in the main entrance area which is wheelchair accessible.

Business & MANAGEMENT STUDIES

DIVISIONAL CONTACT

Bob Miller
Dean, Business Division
Telephone: (250) 561-5814
Fax: (250) 561-5866
Web pages: sis@cnc.bc.ca
E-mail: business@cnc.bc.ca

Applied Business Technology
• Administrative Assistant
• Legal Secretary

Business: The Next Generation

Certificates

- Business Administration
- Computer Information Systems
- Computerized Bookkeeping
- Financial Planning and Investment
- Hospitality Operations
- Management Studies
- Northern Outdoor Recreation and Ecotourism

Diplomas

- Accounting and Finance
- Computer Information Systems
- Hospitality Administration
- Management
- Marketing and Management

APPLIED BUSINESS TECHNOLOGY

STATEMENT OF PURPOSE

To provide the educational foundation for office professionals entering or re-entering the workforce, enabling them to have a positive impact on the business community.

The Administrative Assistant and Legal Secretary 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 Applied Business Technology 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 Secretary

Graduates of the Legal Secretary 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. A prerequisite minimum speed of 20 net words per minute or permission from the Department is required. Any necessary upgrading may be obtained through the Applied Business Technology Online Keyboarding Speed 1, Computer Studies 020, or equivalent. 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 Applied Business Technology instructor. An assessment by a CNC Applied Business Technology instructor may be arranged between February 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.

GRADUATION REQUIREMENTS

Certificates will be awarded to students who successfully complete all courses in the pro-



gramme. Certificates will be awarded to part-time students who successfully complete all courses in the programme within three years. (The Applied Business Technology department will be following the grading scale as outlined in the College Calendar under "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.

APPLICATION PROCEDURE

Applications will be accepted beginning September 15 for the following August intake. The Applied Business Technology programmes are under review and some courses may change. Students should check with a counsellor in the spring.

PROGRAMME OUTLINE: ADMINISTRATIVE ASSISTANT CERTIFICATE

Semester 1	August to December (17 weeks)
B-070	Electronic Calculations
C-074	Business Communications I
H-070	Human Relations
P-072	Office Procedures
W-045	Computer Keyboarding/ Document Production Levels I and II
W-073	Microcomputer Applications
ENGL 155	Developmental English*
MATH 155	Developmental Math*

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

Semester 2 January to May (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-042	Document Production Level III
V-075	Work Experience*

***Note: This course is currently under development. It may not be offered in the academic year 2002/03 although every effort will be made to do so.**

PROGRAMME OUTLINE: LEGAL SECRETARY CERTIFICATE

Semester 1 August to December (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
W-045	Computer Keyboarding/ Document Production Levels I and II
W-073	Microcomputer Applications
ENGL 155	Developmental English*
MATH 155	Developmental Math*

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

Semester 2 January to May (17 weeks)

C-075	Business Communications II
D-070	Machine Transcription
L-076	Legal Processes
A-076	Legal Office Bookkeeping
W-042	Document Production Level III
V-075	Work Experience*

***Note: This course is currently under development. It may not be offered in the academic year 2002/03 although every effort will be made to do so.**

COMPUTER ACCOUNTS

To avoid lost time in computer labs, the College urges students to apply for a computer account and pay the technology fee prior to classes starting.

BUSINESS: THE NEXT GENERATION

ENTREPRENEURIAL PROGRAMME

The College of New Caledonia, in co-operation with community partners, offers on a regular basis a four-month entrepreneurial programme. The actual partnerships in each community may vary. In Prince George the major partner is the Community Futures Development Corporation of Fraser Fort George. The **Business: The Next Generation** (BNG) programme provides an opportunity to experience supported entrepreneurial activity. Participants form a BC registered company, decide on a company name and product/services, elect a board of management from amongst themselves, conduct market research, develop a business plan, raise capital, and create and sell a product(s)/service(s). At the conclusion of the course the company will go into voluntary liquidation with profits returned to participants. This is all done in a real-life situation and not a simulation. Successful participants may apply for 6 credits toward the Marketing/Management Diploma programme.

BUSINESS ADMINISTRATION CERTIFICATE PROGRAMMES

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 Dean 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
MGT 157	Principles of Management
MGT 160	International Business
MKT 152	Principles of Marketing

Electives

The three elective courses may be selected from Accounting, CIS, Commerce, Economics, FIN 251, 252, 253, 254, 258, Law, Management, Marketing, MATH 157, or ENGL 190.

COMPUTER INFORMATION SYSTEMS (CIS) CERTIFICATE

Statement of Purpose

To prepare students for an entry level technical role in a business computing environment and provide a foundation for future educational opportunities.

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 courses that count towards a CIS Diploma.

COMPUTERIZED BOOKKEEPING

Statement of Purpose

To produce a computer-literate graduate who is capable of functioning independently; one who could look after all the bookkeeping and office functions of a small office, or one who could start a home-based business of keeping books for clients; or one who could fill effectively a bookkeeping or accounting position.

This programme consists of two 15-week semesters beginning each September and ending in April of the next 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 12, Communications 12 or Technical and Professional 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 early and that they complete any required English or math work prior to attending the 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 oversubscribed, the selection criteria will be:

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

Application Procedure

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

Programme Outline: Computerized Bookkeeping Certificate

Semester I September to December (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 January to April (15 weeks)

BOOK 171	Bookkeeping II
BOOK 172	Production Keyboarding II
BOOK 173	Communications II
BOOK 174	Computer Applications II
BOOK 176	Office Procedures
BOOK 190	Work Experience (optional)

FINANCIAL PLANNING AND INVESTMENT CERTIFICATE

Statement of Purpose

The Financial Planning and Investment Certificate is intended for students who are interested in the retail side of financial planning. The programme is intended to provide students with a comprehensive background in financial markets, products, services, investments, and analytical skills. In addition, the objective is to equip students with the basic skills and knowledge necessary to provide personal financial advice in such areas as taxation, investments, and estate and retirement planning.

The Certificate will be of interest to students contemplating careers in one of the fastest growing sectors, the financial services industry. This would include exciting career opportunities with banks, brokerage firms, mutual fund companies, independent financial planning firms, or as self-employed financial planning practitioners. Examples of positions graduates can expect to obtain include: personal financial advisor, financial planner, investment advisor, mutual fund investment specialist, insurance advisor, and retirement and estate specialist.

The Financial Planning and Investment Certificate is also designed for the working adult who is seeking to increase his/her business knowledge and supplement a present career, or who is seeking to change careers into the area of financial services. It is also directed to those who wish to become independent financial consultants in private practice. It is a flexible programme, in a classroom environment, arranged to accommodate part-time and evening studies.

Programme Accreditation

Completion of Finance 251 and Finance 252 entitles the student to receive credit for the Canadian Securities course, upon completion of the Canadian Securities Institute's exams and assignments, which are administered by the Institute.

Completion of Finance 253 and Finance 254 entitles the student to receive credit for the Professional Financial Planning course, upon completion of the Canadian Securities Institute's exams and assignments, which are administered by the Institute. These courses prepare students for the Financial Planners Standards Council (FPSC), Professional

Proficiency Exam (PPE), leading to the Certificated Financial Planner (CFP) designation, and the financial licensing exam currently under development by the Canadian Securities administrators.

It should be noted that students wishing to take Finance 251 and Finance 252 must initially register for both courses **and** as a student with the Canadian Securities Institute. This same registration procedure applies to students registering in Finance 253 and Finance 254. Therefore, in addition to CNC tuition fees, students are expected to pay an additional, but reduced fee levied by the Canadian Securities Institute. The fee provides each student access to course materials, one attempt at the relevant Institute exam at any time up to one year after enrollment in the College's course, and the requisite Institute assignments.

Required courses:

ACC 151	Accounting I
ACC 152	Accounting II

Any **one** of:

ECON 152	Canadian Macroeconomics
ECON 202	Principles of Economics—Macroeconomics
ECON 102	Canadian Economic Issues

Any **one** of:

ECON 251	Canadian Microeconomics
ECON 201	Principles of Economics—Microeconomics
ECON 101	Introduction to Economics

Further required courses:

FIN 251	Canadian Securities I
FIN 252	Canadian Securities II
FIN 253	Professional Financial Planning I
FINE 254	Professional Financial Planning II

HOSPITALITY OPERATIONS CERTIFICATE

Programme Outline: Hospitality Operations Certificate (Year One)

Semester I	September to December
MKT 152	Marketing I
HOSP 150	Introduction to Tourism
HOSP 160	Food and Beverage Service
CIS 152	Introduction to Computing Systems
MGT 154	Applied Interpersonal Skills (Human Relations)



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

ENGL 190	Business Communications I
HOSP 153	Hospitality Financial Accounting
HOSP 190	Work Experience
HOSP 170	Accommodations
HOSP 165	Beverage Operations
HOSP 168	Food and Beverage Cost Control

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 157	Principles of Management
MGT 160	International Business
MGT 263	Personnel
MGT 264	Industrial Relations

Elective

The elective course may be selected from Accounting, CIS 160, Economics, ENGL 190, FIN 251, 252, 253, 254, Law, Management, or Marketing.

DIPLOMA LADDER FOR BUSINESS CERTIFICATE GRADUATES

Statement of Purpose

To provide a path for business certificate graduates to complete a diploma. The title of the diploma is a **Diploma in Business Administration**.

Programme Outline

Students need either a Business Administration Certificate or a Management Studies Certificate plus enough additional courses to make a total of 60 credits that also meet the following requirements.

Required courses:

ENGL 190	Business Communications I
ENGL 191	Business Communications II
MATH 157	Business Statistics
MGT 154	Applied Human Relations
MKT 152	Principles of Marketing

One or more of:

FIN 257	Finance I
ACC 251	Intermediate Accounting I
ACC 255	Management Accounting I

One or more of:

MKT 281	Personal Selling
MKT 276	Retailing and Merchandising
MKT 271	Consumer Behaviour
MKT 272	Marketing Research Methods

One or more of:

Macro-economics:	one of ECON 102, 152, or 202
Micro-economics:	one of ECON 101, 201 or 251

Plus: Sufficient electives chosen from Accounting, CIS, Economics, FIN 251, 252, 253, 254, Law, Management, or Marketing to make up a total of at least 60 credits.

NORTHERN OUTDOOR RECREATION AND ECOTOURISM CERTIFICATE PROGRAMME

Statement of Purpose

The purpose of the programme is to train individuals for positions in northern outdoor recreation and ecotourism operations which specialize in nature interpretation and soft adventure activities. The programme will be run in Valemount and Quesnel in order to

access the exceptional outdoor recreation opportunities in those areas.

The programme is designed to provide training for people wanting to enter the ecotourism industry as well as for those who are already involved in the industry. In order to provide a solid understanding of the fundamentals of outdoor recreation and ecotourism operations, the programme consists of a core of courses in guiding, nature interpretation, and business. Elective field skills courses provide a variety of technical skills specific to employment as outdoor recreation leaders, ecotourism guides, and assistant guides.

This certificate programme is normally completed in one year. Students may enroll part time, subject to seat availability.

Valemount, British Columbia

The Northern Outdoor Recreation and Ecotourism Certificate Programme will be run in Valemount, British Columbia, where access to nature and outdoor recreation facilities is exceptional. The area features outstanding natural resources for hiking, canoeing, bird-watching, kayaking, river rafting, mountain biking, ATV touring, snowmobiling, cross-country skiing, backcountry skiing, heliskiing, dogsledding, fishing, and horseback riding. The small community is uniquely located in a valley surrounded by three mountain ranges—the Rockies, the Caribos, and the Monashees. It is the gateway to Mount Robson Provincial Park, home of the highest peak in the Canadian Rockies and is just over an hour away from Jasper National Park. Valemount provides a perfect setting to learn how to guide a variety of soft adventure activities in diverse terrains.

Valemount is a friendly village with a population of about 1,600 people and a variety of stores and services. The campus is located within easy walking distance of the village's residential areas. There are a number of outdoor recreation and ecotourism businesses in the area where students may obtain work experience.

Valemount is centrally located 294 km east of Prince George, 310 km north of Kamloops, and 126 km west of Jasper, Alberta. Transportation to Valemount is available by bus through Greyhound Canada or by train through Via Rail Canada.

Quesnel, British Columbia

With a population of over 11,000, Quesnel is a municipality located 150 km south of Prince George at the northern edge of the Cariboo recreation area. Quesnel has evolved from a supply centre for the gold rush communities of the Cariboo to a major forestry and recreational location. Transportation to Quesnel is available by bus through Greyhound Canada, by rail through BCR, or by air through Air BC.

Housing

The College will assist students in finding suitable accommodation by providing students with a list of contacts for rooms, apartments, and houses available for rent in the community.

Clothing and Equipment

Participants will be required to provide a substantial amount of personal clothing and equipment for this programme through either purchase or rental. This includes clothing, backpack, sleeping bag, boots, etc. The College provides group equipment such as canoe equipment and rafting equipment. A required clothing and equipment list will be mailed out upon acceptance.

Fees

Tuition fees are approximately \$6000 per student. Student financial support may be available.

Additional Costs

In addition to costs for personal clothing and equipment purchase or rental, students will incur additional costs for texts, maps, food, and backcountry hut accommodation for extended field trips, snowmobile trail fees, etc. Additional costs, excluding costs for personal clothing and equipment, will range from \$950 to \$1800 depending upon the field options chosen.

Admission Requirements

1. Successful completion of Grade 12 (with English 12, Communications 12 or Technical and Professional Communications 12, or ABE Advanced Certificate or GED Certificate).
2. Successful completion of Accounting 11 or Math 11A or Introductory Math 11 or Applications of Math 11 or Principles of Math 11 or Math 044 or Math 045.
3. Applicants must take the English and Math Achievement Test (EMAT), administered

by the College, prior to attending 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 early and that they complete any required English and math work prior to attending the first semester.

4. Applicants to the Northern Outdoor Recreation and Ecotourism Operations Programme must provide a work/volunteer experience résumé listing:

- a) experience in tourism and/or customer service or in a related educational programme such as the BC Tourism Career Preparation Programme
- b) level of knowledge and interest in natural history
- c) experience and level of proficiency in ecotourism field activities
- d) three references who have firsthand knowledge of the items listed in a), b), and c)

5. Applicants to the Northern Outdoor Recreation and Ecotourism Operations Programme must be in good physical condition suitable to participate in moderate outdoor recreation activities. A doctor's certificate of health is required. Students must provide proof of medical coverage.

Note: Students must be a minimum of 19 years of age at the course start date in order to take the field options Rafting II and Swiftwater Rescue Technician I.

Selection Criteria

1. Preferred Admission

a) Graduates of Tourism 11 and Tourism 12 with at least a "C+" grade in each course and at least 120 hours of documented relevant work experience are eligible for preferential admission. Applicants who meet the criteria must apply to CNC before October 31st of the calendar year to qualify and must meet all other admission requirements as presented in the College Calendar. Preferential admission will be limited to six students per year. In no case will an applicant be eligible for preferential admission after four years from completion of Tourism 11 and Tourism 12.

b) In those cases where more than six applicants meet the criteria for preferential admission to the programme, selection will be done on the basis of date of application.

Applicants not selected will be placed in the general selection pool for the balance of seats available in the programme.

2. In those cases where the programme is oversubscribed on the review date, selection will be made on the basis of the résumé submitted with an emphasis for selection placed on the relevancy and extent of the experience in tourism and/or customer service, level of knowledge and interest in natural history, and experience and level of proficiency in ecotourism field activities.

Assumption of Risk Release

Due to the varying levels of risk associated with outdoor recreation activities, participants will be required to sign an Assumption of Risk and Indemnifying Release form. In the case of participants under the age of 19 years, the form must also be signed by a parent or legal guardian. Participants may want to seek legal advice regarding the signing of this form.

Programme Outline: Northern Outdoor Recreation and Ecotourism Certificate

Note: To graduate, students must successfully complete all theory courses in the programme and four field skill electives. (Depending on demand, all electives may not be available.)

Semester start time can be confirmed through Counselling and Admissions, Registration and Records.

Prerequisite

Enrollment in the Northern Outdoor Recreation and Ecotourism Certificate programme.

Elective Field Activity

Upon approval from the College, students may receive up to two credits for participation in additional adventure activity courses not taught within the Northern Outdoor Recreation and Ecotourism Certificate programme. Courses must be recognized training programmes to receive consideration.

Semester I

Theory Courses:

ECOT 150	Introduction to Tourism and Ecotourism
ECOT 151	Wilderness First Aid for Leaders*
ECOT 152	Interpretive Guiding Skills*
ECOT 153	Camping and Food Preparation Skills*

ECOT 155	Trip Planning and Emergency Situation Management
ECOT 158	Business Communications in Tourism
ECOT 190	Work Experience

Field Skills Electives:

ECOT 170	Avalanche Awareness*
ECOT 171	Nordic Skiing*
ECOT 172	Nordic Skiing II**
ECOT 173	ATV and Snowmobile Touring*
ECOT 174	Freshwater Fishing I*
ECOT 175	Rafting I*
ECOT 176	Rafting II*
ECOT 177	Swiftwater Rescue Technician I*
ECOT 179	Flatwater Canoeing

Semester II

Theory Courses:

ECOT 160	Environmental Stewardship
CIS 152	Introductory Computing Systems
ECOT 161	Entrepreneurship in Ecotourism
ECOT 165	Natural History

Field Skills Electives:

ECOT 180	Dayhiking
ECOT 181	Backpacking
ECOT 182	Backcountry Horse Packing

***Note: Includes or leads to industry certification.**

BUSINESS ADMINISTRATION DIPLOMA PROGRAMMES

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 rele-

vant, 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.

GRADUATION REQUIREMENT

Students must achieve a minimum overall grade point average of 2.0 ("C") based on the courses required for graduation.

CO-OPERATIVE EDUCATION



The Business 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. MGT 154 is a prerequisite for participation in Co-op. A GPA of 2.67 must be maintained.

ADMISSION REQUIREMENTS FOR ALL DIPLOMA PROGRAMMES

1. Successful completion of Grade 12 (with English 12, Communications 12 or Technical and Professional Communications 12) or ABE Advanced Certificate or GED Certificate.

2. Successful completion of Principles of Mathematics 11 or Introductory Math 11 or Applications of Mathematics 12 or 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 attending 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 early and that they complete any required English and math work prior to attending the first semester.

5. Applicants to the Hospitality Administration Programme must provide

a work/volunteer experience résumé outlining experience in the field or in a related educational programme such as the BC Tourism Career Preparation Programme.

6. Applicants to the Hospitality

Administration Programme: Graduates of Tourism 11 and Tourism 12 courses with at least a "C+" grade in each course and at least 120 hours of relevant work experience are eligible for preferential admission. Applicants who meet the criteria must apply to CNC before February 1 of the calendar year to qualify and must meet all other admission requirements as presented in the College Calendar. Preferential admission will be limited to 12 students per year. In no case will an applicant be eligible for preferential admission after 4 years from completion of Tourism 11 and Tourism 12.

7. Applicants to HOSP 191: only students having completed three Hospitality courses, with a minimum grade of "C" in each course, and a letter of acceptance of employment with hospitality companies offering approved internships as per the Hospitality Administration programme can enroll in HOSP 191.

8. Applicants to the CIS Diploma programme must submit a statement outlining computer courses already completed and the date of their completion.

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 to the programme begins in May. 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.

ACCOUNTING AND FINANCE DIPLOMA

Statement of Purpose

To provide a practical accounting programme that meets the needs of the students and the community and to maximize articulation with the professional accounting bodies.

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 BC (CA), and the Certified General Accountants Association (CGA). Block transfer is available to UNBC.

Selection Criteria

First qualified, first served.

Programme Outline: Accounting & Finance Diploma (programme currently under review)

Semester I	September to December
ACC 151	Accounting I
CIS 152	Introductory Computing Systems
ECON 251	Microeconomics
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 152	Macroeconomics
ENGL 190	Business Communications 1
MATH 157	Business Statistics

Semester III	September to December
ACC 251	Intermediate Accounting I
ACC 255	Management Accounting I
ACC 264	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

COMPUTER INFORMATION SYSTEMS DIPLOMA

Statement of Purpose

To prepare students for an entry level technical role in a business computing environment and provide a foundation for future educational opportunities.

Programme Accreditation

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.

The Computer Information Systems Diploma programme has been accredited by the Canadian Information Processing Society (CIPS). The accreditation committee works with academic institutions to ensure that educational programmes prepare students for the demands of the information systems profession. Completion of an accredited programme assists graduates in pursuing the Information Systems Professional of Canada (ISP) designation. More information about CIPS and the professional certification programme can be obtained at www.cips.ca or (416) 861-2477.

Selection Criteria

First qualified, first served.

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

1. Math 11, MATH 044, MATH 045, or Applications of Math 12 or equivalent with a grade of "B" or better contributes 2 points
2. Successful completion of a secondary or post-secondary computer course of at least 25 hours of instruction in the last three years contributes 1 point per course to a maximum of 2 points.

Programme Outline: Computer Information Systems Diploma

This programme is subject to revisions to keep up with technology. Please check the department website cis.cnc.bc.ca for any pending changes. Students expecting credit for CIS courses prior to Fall 1996 are advised to contact the Business Division office or CIS faculty to fill out a course planner.

Semester I September to December

CIS 158	Business I
CIS 163	Systems Analysis
CIS 175	Windows Programming I
CIS 179	Operating Systems Fundamentals
MGT 154	Applied Human Relations

Semester II January to April

CIS 159	Business II
CIS 186	Database Systems I
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 II
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

HOSPITALITY ADMINISTRATION

Statement of Purpose

To train students for careers in the hospitality industry. Tourism worldwide has become the world's largest and fastest growing industry. With the shift away from traditional resource-based industries, tourism and hospitality have assumed a new prominence in the world economy.

The Hospitality programme is designed to provide training not only for people desiring to enter the hospitality industry but also for those in the industry who wish to further their qualifications for advancement. The programme contains a core of relevant business courses to provide a solid understanding of the fundamentals of any business. Practical work is matched with an underpinning of pertinent theory. Students will be exposed to industry standard software tools and packages.

The certificate programme is normally completed in one year, the diploma programme normally in two years. Students may enroll part-time, subject to seat availability. Students may, in cooperation with a counsellor, set up a modified plan where they may need to accommodate heavy commitments to developmental math and English, family obligations, or to part-time employment.

Selection Criteria

First qualified, first served.

For the Hospitality Administration Programme Diploma:

1. In those cases where more than 12 applicants meet the criteria for preferential admission to the programme, selection will be done on the basis of date of application. Applicants not selected will be placed in the general selection pool for the balance of seats available in the programme.
2. In those cases where the programme is oversubscribed on the review date, selection will be made on the basis of the résumé submitted with an emphasis for selection placed on the relevancy and extent of the work experience background provided.

Programme Outline: Hospitality Administration Diploma (Year Two)

The Hospitality Programme has been set up to accommodate a double Co-op work term so that after Term 3, students will have a semester off as either a Co-op work term or to pick up available courses. Diploma students must consult with faculty to design their schedules.

Semester III September to December

ECON 152	Economics I
ENGL 191	Business Communications II
MGT 263	Human Resource Management
HOSP 270	Accommodations II
HOSP 280	Hospitality Law

Semester IV January to April

MGT 254	Applied Group Dynamics (Organizational Behaviour)
HOSP 253	Hospitality Management Accounting
MKT 281	Personal Selling (Marketing II)
HOSP 260	Food Production Principles
HOSP 265	Food Operations Management

Co-op Work Terms

Co-op work terms will be scheduled to take advantage of the peaks in the hospitality industry.

MANAGEMENT DIPLOMA

Statement of Purpose

To prepare students for careers in business with a focus in management.

The Management Diploma programme is designed for mature students seeking to build upon their existing work experience in order to move into management positions. Students with little work experience should expect junior or entry-level positions with potential for movement into management.

Selection Criteria

First qualified, first served.

Programme Outline: Management Diploma

Semester I September to December

ACC 151	Accounting I
CIS 152	Introductory Computing Systems
ECON 251 or ECON 201	Microeconomics Principles of Economics—Microeconomics
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
ENGL 190	Business Communications I
LAW 294	Business Law
MGT 157	Management
Plus one elective from list below	

Semester III September to December

ACC 255	Management Accounting I
ENGL 191	Business Communications II
MGT 263	Human Resource Development
Plus two electives from list below	

Semester IV January to April

MGT 264	Industrial Relations
MGT 254	Applied Group and Leadership Skills
MGT 255	Small Business Development
Plus two electives from list below	

Electives

CIS 160	Systems Analysis and Design
ECON 152 or ECON 202	Macroeconomics Principles of Economics—Macroeconomics
FIN 251	Canadian Securities I
FIN 252	Canadian Securities II
FIN 253	Professional Financial Planning I
FIN 254	Professional Financial Planning II
FIN 257	Finance I
FIN 258	Finance II
MATH 157	Business Statistics
MGT 160	International Business
MKT 251	Marketing Management
MGT 256	Entrepreneurial Development
MKT 271	Consumer Behaviour
MKT 272	Marketing Research
MKT 266	Promotions
MKT 276	Retailing and Merchandising
MKT 281	Personal Selling

Potential electives under possible development:

- Databases for Managers
- Introduction to E-Commerce
- Operations Management

MARKETING AND MANAGEMENT DIPLOMA

Statement of Purpose

To prepare students for careers in business, with a focus on marketing and management positions.

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.

Selection Criteria

First qualified, first served.

Programme Outline: Marketing and Management Diploma

Semester I September to December

ACC 151	Accounting I
CIS 152	Introductory Computing Systems
ECON 251	Microeconomics
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

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

This course is designed to give the legal student an understanding of the accounting process in a law office. The student will be taught a basic accounting system, with an emphasis placed on the client accounting. The expectations and demands in the law office are continually in a state of change, with the accounting in law firms being done either manually or on any one of several computer systems. Law firm employees require a sound understanding of both accounting procedures and basic accounting principles, thinking skills, and general computer literacy. This course is designed to prepare the student to meet these needs.

Prerequisite: Successful completion of B-070 with a "C" grade or better or equivalent as evaluated by the instructor

(4)

ACC 151

Accounting I

This course is a study of the fundamental concepts and techniques of the accounting process in proprietorships and corporations. Students are taken through the accounting cycle. Topics include the balance sheet equation, journals, adjusting entries, financial statement preparation, and closing entries. The capital and current assets sections of the balance sheet are studied in detail, including costs, amortization, cash, investments, receivables, and inventory methods. Payroll, capital assets, and other current liabilities may be introduced.

3 CR / (4,0)

ACC 152

Accounting II

A continuation of the fundamental accounting concepts and techniques introduced in

ACC 151. The specific accounting areas commenced in ACC 151 will be completed and other areas introduced. These include partnership accounting, bonds and notes, corporation accounting, short- and long-term investments, share issues, and shareholders' equity. Students will also be introduced to cash flow statements and financial statement analysis. The lab component introduces the use of electronic spreadsheet software for business and accounting applications.

Prerequisite: ACC 151

3 CR / (3,1.5)

ACC 251

Intermediate Accounting I

A sound knowledge of fundamental accounting principles is essential to deal with the concepts presented in this course. The emphasis is on solving problems related to the preparation of financial statements. Specific financial statement elements covered are cash, marketable securities, accounts receivable, inventories, capital assets, and investments. The preparation of the Balance Sheet, Income Statement, and Statement of Retained Earnings is thoroughly reviewed.

Prerequisite: ACC 152

3 CR / (4,0)

ACC 252

Intermediate Accounting II

An analysis of financial statement elements started in ACC 251 is concluded with coverage of current liabilities, long-term debt, and shareholder's equity. Special topics include leases, pensions, income tax, and financial statement analysis. The preparation of the Statement of Changes in Financial Position is thoroughly reviewed.

Prerequisite: ACC 251

3 CR / (4,0)

ACC 255

Management Accounting I

An introduction to Managerial Accounting. Emphasis is placed on cost for planning and control. The following topics are included: job-order and process costing, cost-volume-profit relationships, cost behaviour, segmented reporting, and contribution approach to costing. The computer lab component utilizes spreadsheet software.

Prerequisite: ACC 152 with spreadsheet software

3 CR / (3,1.5)

ACC 256

Management Accounting II

A continuation of Management Accounting I. Topics include: profit planning, standard costs, flexible budgets, control in decentralized operations, pricing of products, and allocation of service department costs. The computer lab component utilizes spreadsheet software.

Prerequisite: ACC 255

3 CR / (3,1.5)

ACC 264

Simply Accounting Lab

This course provides a practical, hands-on introduction to Simply Accounting software. Students learn how to set up a company's books, enter historical information, process current transactions, and produce financial statements.

Prerequisite: ACC 152

2 CR / (0,2)

ACC 265

ACCPAC PLUS Lab

This course provides a practical, hands-on introduction to ACCPAC PLUS accounting software. The General Ledger, Accounts Receivable, and Accounts Payable modules are used. Students learn how to set up a company's books, enter historical information, process current transactions, and produce financial statements.

Prerequisite: ACC 152

2 CR / (0,2)

ACC 354

Advanced Accounting

This course covers in depth: accounting for intercorporate investments via the Cost and Equity Method, consolidated financial statements at date of acquisition and subsequent years, foreign currency transactions, and preparing consolidated financial statements that include a foreign operations component.

Prerequisite: ACC 252

4 CR / (4,0)

ACC 380

Auditing

This course in auditing covers the main topics of audit risk, documentation and evidence, evaluation of internal controls, sampling, transaction cycle auditing, substantive testing, EDP auditing, and legal liability.

Prerequisite: ACC 252

3 CR / (3,0)

BOOK 161**Bookkeeping I**

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

(4,4)

BOOK 162**Production Keyboarding I**

A basic beginner and/or refresher course in typing skills. Exercises include basic keyboarding, centering, tabulation, and simple business forms, as well as business and personal business letters, and envelopes.

(0,3)

BOOK 163**Communications I**

Good communications skills are essential for business success. This course will introduce students to all aspects of communicating—speaking, listening, reading, writing, and non-verbal communications.

(3,0)

BOOK 164**Computer Applications I**

This extensive, hands-on course will familiarize the students with computer applications in the Windows environment. Simply Accounting, an integrated accounting package, is used extensively. Students practice setting up a company's books, processing transactions, producing financial statements, and procedures for year-end. In addition, basic spreadsheet techniques are introduced.

Corequisite: BOOK 161

(1,6)

BOOK 165**Business Mathematics**

This course provides a review of basic arithmetic and algebraic concepts and the application of these concepts to everyday business activities. It also covers the use of the electronic calculator in carrying out bookkeeping and other daily office tasks and in solving business problems.

(0,3)

BOOK 167**Human Relations**

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

(2,0)

BOOK 171**Bookkeeping II**

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

Prerequisite: BOOK 161

(4,4)

BOOK 172**Production Keyboarding II**

This is a continuation of 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.

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)

BOOK 190**Work Experience**

BOOK 190 is an **optional** course offered in the second semester of the programme. This course is a bridge for the student between school and work whereby the student is able to experience the real-life requirements of an office or other work environment, utilize skills already learned, and develop and practice new skills. It is a three-way partnership among the College, the student, and the host employer.

The student will attend a position with a local business in the workplace for one day per week during the fall semester. The remaining second semester courses have been scheduled to leave a day open in the student schedule for the work experience course.

Prerequisite: At least a "C" grade in all of the first-semester courses in the Computerized Bookkeeping programme.

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 mastering the principles of grammar, punctuation, and style;

developing a comprehensive business vocabulary; reading rapidly and comprehending what is read; producing error-free communications by proofreading and editing; learning the techniques for planning, organizing, and writing messages; and listening, comprehending, and participating in oral communications.

(5)

C-075 Communications II

This is a continuation and expansion of C-074 Communications I. The student will write letters that inquire, inform, persuade, sell, and promote goodwill; write effective reports; and produce effective résumés and effective letters of application. In addition, the student will further 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

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 CR / (3,3)

CIS 158 Business I

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 CR / (3,0)

CIS 159 Business II

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.

Prerequisites: CIS 158 and 163

3 CR / (3,3)

CIS 160 Introduction to Systems Analysis and Design

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 CR / (3,0)

CIS 163 Systems Analysis

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 CR / (3,1.5)

CIS 175 Windows Programming I

This is an introductory course in computer programming. The main topics are fundamental concepts of programme development process, variables and expressions, flow of control, and dealing with detail. Students gain facility with the Interactive Development Environment and in using a visual, event-driven environment.

3 CR / (3,3)

CIS 176 Windows Programming II

In this second course, the focus is on code. Students learn discovery strategies for understanding a programming language and techniques for using it effectively. Data structures are introduced. Sound programming habits, clarity, and troubleshooting are emphasized.

Prerequisites: MATH 155, CIS 175

3 CR / (3,3)

CIS 179 Operating Systems Fundamentals

Through "hands-on" experience, the student acquires survival skills when working with industry standard operating systems and their user interface. Supporting discussions include general computer theory and a working knowledge of basic operating system commands, and survival skills in the user interface.

3 CR / (3,3)

CIS 181 Microcomputer Systems and Operations

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 CR / (3,3)

CIS 183 Word Processing and Spreadsheet Lab

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

3 CR / (0,3)

CIS 186 Database Systems I

This course provides the learner with a conceptual foundation in database systems and practical experience developing microcomputer database solutions.

Prerequisites: CIS 163 and 175

3 CR / (3,3)



CIS 250**Information Systems Project**

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)

6 CR / (3,3)

CIS 255**Data Communications**

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 CR / (3,1)

CIS 256**Training Workshop**

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.

Prerequisites: CIS 163 and 181, ENGL 190

3 CR / (3,3)

CIS 262**Information Systems Project**

This capstone course emphasizes teamwork 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 development cycle to produce and demonstrate a working model of the target system.

Prerequisites: CIS 277 and 282

Corequisite: MGT 254

3 CR / (0,6)

CIS 264**System Architecture**

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.

Prerequisites: CIS 176 and 255

3 CR / (3,0)

CIS 265**Local Area Networks**

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 255

3 CR / (3,3)

CIS 266**Client/Server Computing**

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, middle-ware, server issues, client development environments, distributed applications, and data warehousing. Applications are developed providing extensive hands-on experience using industry standard software.

Prerequisites: CIS 255 and 282

3 CR / (3,3)

CIS 277**Windows Programming III**

In this course students build simple but typical business applications that are reasonably robust and maintainable, and use persistent data. Topics also include several ActiveX controls and other object models that extend the language. Testing is emphasized.

Prerequisite: CIS 176

3 CR / (3,3)

CIS 282**Database Systems II**

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 and 186

3 CR / (3,3)

D-070**Machine Transcription**

This course integrates realistic transcription tasks with carefully planned grammar and usage drills and provides practice time to ensure that students develop the level of performance that is demanded in today's business environment.

Prerequisite: W-045

(2)

ECON 101**Introduction to Economics**

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 CR / (3,0)

ECON 102**Canadian Economics Issues**

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 CR / (3,0)

ECON 152**Canadian Macroeconomics**

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 CR / (3,0)

ECON 201 Principles of Economics— Microeconomics

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 on the price and production of goods and services.

3 CR / (3,0)

ECON 202 Principles of Economics— Macroeconomics

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 CR / (3,0)

ECON 207 Managerial Economics

This course is an application of economic theory to a variety of management and planning decisions such as output maximization and cost minimization given the constraints faced by the firms.

Prerequisites: ECON 201 and 202

3 CR / (3,0)

ECON 210 Money and Banking

This course examines banking theory and practice in a Canadian context. Specifically, it deals with the supply/demand for money and credit creation, monetary policy in a centralized banking system and in relation to international finance.

Prerequisites: ECON 201 and 202

3 CR / (3,0)

ECON 251 Canadian Microeconomics

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 CR / (3,0)

ECOT 150 Introduction to Tourism and Ecotourism

This course provides an overview of the tourism industry with an emphasis on ecotourism. Topics include: tourism sectors; size, scope, and infrastructures; trends and current issues; travel motivators; career opportunities; ethical issues; and the role of tourism organizations.

3 CR / (45 hours total)

ECOT 151 Wilderness First Aid for Leaders

This course covers the management of injuries caused by force in addition to common environmental injuries and illness such as hypothermia, frostbite, hyperthermia, and dehydration. The focus is on learning to use medical supplies available to a prepared leader while emphasizing leadership and client pre-trip preparation with respect to contingency planning.

3 CR / (48 hours total)

ECOT 152 Interpretive Guiding Skills

This course focuses on the responsibility of interacting with the visitor. It includes: nature and heritage interpretation techniques, group management, roles and responsibilities, legal liability, logbooks and journals, leadership, and team building. This course will prepare students for the National Parks Interpretive Guiding Licence examination.

3 CR / (45 hours total)

ECOT 153 Camping and Food Preparation Skills

This course covers camp management and food handling and preparation in an outdoor setting. It includes: setting up, maintaining, and breaking camp; nutrition; menu planning; menu lists; food planning; trail food preparation; expedition planning; packaging; presentation; and FoodSafe.

Prerequisite: ECOT 155

3 CR / (45 hours total)

ECOT 155 Trip Planning and Emergency Situation Management

This course covers the fundamentals of trip preparation and planning, hazard avoidance, and emergency situation management. It includes: navigation, environmental concerns, route plans, trip planning, identifying and avoiding hazards, professional driving skills, survival skills, emergency situation management, and developing response plans.

3 CR / (54 hours total)

ECOT 158 Business Communications in Ecotourism

This course deals with both written and oral communication skills. Topics include: writing reports and business correspondence, non-verbal communication, cultural differences in communication patterns, making effective presentations, preparing for and chairing meetings.

3 CR / (45 hours total)

ECOT 160 Environmental Stewardship

This course examines the relationship between tourism, outdoor recreation, and the management and conservation of natural resources. It incorporates the central concepts of sustainability and sustainable development in working with communities, other resource-based industries, and with visitors to natural resource-based areas. It includes planning and management strategies to maximize benefits and minimize impacts.

3 CR / (45 hours total)

ECOT 161 Entrepreneurship in Ecotourism

This course covers the concepts and practices of entrepreneurship applied to ecotourism businesses, including assessment, research, planning, and implementation strategies. It includes: creating a vision, goal setting, financial and business planning, marketing, research, and business laws and regulations.

3 CR / (45 hours total)

ECOT 165 Natural History

This course provides an in-depth study of the natural history of northern interior British Columbia, including flora, fauna, and geology. It includes species identification, plant identification, bird identification, forest ecology, and the biogeoclimatic classifications of British

Columbia. It will include research and field studies.

3 CR / (45 hours total)

ECOT 170
Avalanche Awareness I

This course provides an introduction to avalanche safety and detailed weather, snowpack, and avalanche observations. An emphasis will be placed on recognizing avalanche terrain, safe travel techniques, and self-rescue. This course follows the guidelines of the Canadian Avalanche Association and is a prerequisite to the CAA Level I course.

Prerequisite: ECOT 155

2 CR / (30 hours total)

ECOT 171
Nordic Skiing I

This course covers classic and skating technique and equipment. It covers navigation, low-impact travel, route plans, group management, client care, pacing, nature interpretation in a skiing situation, and environmental ethics. It prepares students for the Canadian Association of Nordic Ski Instructors Level I Instructor course and examination.

Prerequisite: ECOT 155

2 CR / (45 hours total)

ECOT 172
Nordic Skiing II

This course provides an introduction to the Canadian Association of Nordic Ski Instructors Level I Telemark course. It includes nordic downhill and basic, intermediate, and advanced telemark techniques.

Prerequisite: ECOT 171

2 CR / (45 hours total)

ECOT 173
ATV and Snowmobile Touring

This course covers navigation, low-impact travel, environmental ethics, route plans, group management, client care, and ATV and snowmobile safety. It leads to BC Snowmobile Federation Level III Commercial Snowmobile Operator's Certificate. It also includes maintenance procedures and minor repairs for small engines.

Prerequisite: ECOT 155

2 CR / (38 hours total)

ECOT 174
Freshwater Fishing I

This course prepares students for the British Columbia Freshwater Fishing Guide Examination. It includes BC freshwater fishing

regulations, boating safety, equipment, fly fishing, spin fishing, fish identification, guest management, and client safety.

Prerequisite: ECOT 155

2 CR / (45 hours total)

ECOT 175
Rafting I

This course covers river rafting instruction in preparation for the BC River Rafting Guide Examination. It includes navigation, rafting equipment, maintenance, oar rafting skills, guest management, low-impact travel, and environmental ethics.

Prerequisite: ECOT 155

2 CR / (45 hours total)

ECOT 176
Rafting II

This course covers instruction and rafting experience in preparation for the BC River Rafting Whitewater Guide Examination. It includes advanced oar and paddle rafting techniques, river hydraulics, running rapids, and safety.

Prerequisites: ECOT 175 & 177; student must be 19 years of age

3 CR / (45 hours total)

ECOT 177
Swiftwater Rescue Technician

This course covers the skills and theory required for Rescue 3 Canada Swiftwater Rescue Technician Level I Certification. It covers river rescue instruction as it pertains to canoes, kayak, and rafts. It includes hypothermia, drowning, rescue in moving water, improvised rescue, rope system rescue, and rescue simulations.

Prerequisite: ECOT 155; student must be 19 years of age

2 CR / (30 hours total)

ECOT 179
Flatwater Canoeing

This course covers a history of canoeing, equipment construction and care, flatwater strokes, canoe rescue, and tandem and solo paddling. It includes navigation, low-impact travel, route plans, group management, client care, and environmental ethics. Students will be expected to meet British Columbia Recreational Canoeing Association standards for Advanced Solo Paddling (Basic Flatwater 4).

Prerequisite: ECOT 155

2 CR / (45 hours total)

ECOT 180
Dayhiking

This course is for guides leading dayhiking and helihiking trips. It covers navigation, low-impact travel, route plans, group management, client care, pacing, nature interpretation in a hiking situation, environmental ethics, and helicopters.

Prerequisite: ECOT 155

2 CR / (45 hours total)

ECOT 181
Backpacking

This course is for guides leading multi-day backpacking trips. It covers navigation, low-impact travel, route plans, group management, client care, pacing, leadership, trip planning, and record keeping.

Prerequisite: ECOT 180

2 CR / (45 hours total)

ECOT 182
Backcountry Horse Packing

This course is for guides leading multi-day horse pack trips. It covers low-impact travel, horse care and ferrier skills, horse handling and safety, packing, equipment management, and client care.

Prerequisite: ECOT 155

2 CR / (32 hours total)

ECOT 184
Freshwater Fishing II

This course provides an introduction to the Casting Instructor Certification programme offered by the Federation of Fly Fishers. It includes equipment selection, casting, and fishing techniques.

Prerequisite: ECOT 174

2 CR / (45 hours total)

ECOT 190
Work Experience

This provides experiential, workplace-based learning opportunities. The experience builds employable competencies and practices the principles and skills learned during classroom study. It builds employment linkages and establishes the foundations of an individual's employment history.

Prerequisite: Completion of the first semester of the Northern Outdoor Recreation and Ecotourism Certificate Programme

3 CR / (120 hours total)

ENGL 190**Business Communications I**

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

3 CR / (2,2)

ENGL 191**Business Communications II**

This course introduces students to the principles and practice of formal report writing. Upon completion of the course students will be able to plan, research, and present business projects in appropriate formats. In addition students will make several prepared as well as impromptu oral presentations to develop speaking skills through practice.

Prerequisite: ENGL 190

3 CR / (2,2)

FIN 251**Canadian Securities I**

The primary objective of this course is to introduce the student to the overall organization and functioning of Canadian securities markets, as well as to present the major types of securities traded and techniques with which to analyze and manage these investments. The major areas that are covered in detail include: characteristics and functions of stock exchanges and capital markets, trading in listed securities, the underwriting process, corporation and their financial statements, fixed-income securities, and equity securities.

3 CR / (3,0)

FIN 252**Canadian Securities II**

The primary objective of this course is to build on the knowledge gained in FIN 251. Having studied the overall organization of Canadian securities markets and major types of securities traded, the focus will be on techniques with which to analyze and manage these investments. The major areas that are covered include: mutual funds, other managed products, segregated funds, derivative securities, fundamental, quantitative, and technical analysis, financial planning and taxation

issues, portfolio management, and building the client relationship.

Prerequisite: FIN 251

3 CR / (3,0)

FIN 253**Professional Financial Planning I**

The primary objective of this course is to give the student an understanding of the steps in the development of a financial plan. These steps occur as a client is interviewed, and then when goals are set, problems are identified, and a plan is written out, implemented, monitored, and reviewed. The major areas that are covered in detail include: financial planning practice, budget and savings planning, residential mortgages, business law (covering contract and agency law, and fiduciary duty), family law (covering marriage, separation, divorce, and their financial implications), and insurance, both general and life, as well as the broader concept of risk management.

Prerequisite: FIN 252

3 CR / (3,0)

FIN 254**Professional Financial Planning II**

The primary objective of this course is to build on the knowledge gained in FIN 253. Having studied the overall organization of a financial plan and various topics, the focus of this course will be on further topics of financial planning including: tax planning of individuals, business and financial products, retirement planning with a special emphasis on pension plans, estate planning, investment planning, and a financial planning case which provides a sample case study and illustrates the implementation of a financial plan.

Prerequisite: FIN 253

3 CR / (3,0)

FIN 257**Finance I**

This course provides an introduction to the role of financial management and the environment in which it operates. Topics include: the functions of corporate finance, foreign exchange transactions, financial mathematics (time value of money), bond valuation, short- and long-term financing instruments, securities markets, individual and personal income taxes, and financial statement analysis. The computer lab will use spreadsheet software and the Internet for an investment portfolio simulation and solving financial problems.

Prerequisite: ACC 152

3 CR / (3,1.5)

FIN 258**Finance II**

This course continues the introduction to financial management which was presented in Finance I. Topics include: stock valuation, net present value and other capital budgeting techniques, deriving cash flow information from financial statements, capital markets, risk and return, cost of capital, financial leverage, and dividend policy. The computer lab will use spreadsheet software and the Internet for an investment portfolio simulation and solving financial problems.

Prerequisite: FIN 257

3 CR / (3,1.5)

HOSP 150**Introduction to Tourism**

This course is designed to assist students considering or committed to a career in the tourism industry. The major topics are covered from an industry perspective and are tourism's: 1) history, 2) current scope, 3) macro environmental issues, and 4) future direction.

3 CR / (3,0)

HOSP 153**Hospitality Financial Accounting**

Using hospitality industry specific terminology, structures, and examples, this course introduces students to the basic concepts and principles of accounting. Students will work through the accounting cycle. Topics include: hospitality accounting as an information system, elementary accounting theory, traditional and hospitality specific record-keeping methods, income measurement in the hospitality industry, the balance sheet equation, the nature of assets and liabilities in the hospitality industry, and financial statement preparation.

3 CR / (4,0)

HOSP 160**Food and Beverage Service**

This course focuses on the philosophy and psychology of service as well as technical skills or the mechanics of service. Students will experience a combination of service theory reinforced in a controlled and practical environment where they can practice the concepts learned. Emphasis is on the concept of customer relations from its broadest perspective, ways these impact on the customer, and the interpersonal skills needed to manage situations. Students will understand and appreciate the areas of service that are important and critical from a management point of view.

Students have the option of taking FoodSafe Level I for an additional \$45.

3 CR / (3,2)

HOSP 165 Beverage Operations

This course is a systematic approach to beverage operations with emphasis on management and operational controls. Students will get practical experience in preparing and serving beverages.

3 CR / (3,2)

HOSP 168 Food and Beverage Cost Controls

This course focuses on the principles and procedures involved in an effective system of food, beverage, and labour controls used in the hospitality industry. Topics include: the basic control procedures used for food and beverage costing, labour cost analysis, pricing methods, internal controls, and computer applications. Students will apply concepts, principles, and skills gained in Accounting I to case studies in the hospitality industry.

3 CR / (3,0)

HOSP 170 Accommodations I

Accommodations I is an introductory course. Topics include travel patterns affecting the lodging industry, different types of lodging, functions of the various departments within a lodging operation, human resource management issues specific to hotel operations and management, current trends in guest services, competitive tactics that hotels use in their service and amenities, service philosophy and psychology, principles of front desk management, and relevant operational procedures.

3 CR / (3,0)

HOSP 190 Work Experience

This work experience provides experiential, workplace-based learning opportunities. The experience builds employable competencies and practices the principles and skills learned during classroom study. Internships connect the learner with industry managers and employees, building employment linkages and establishing the foundations of an individual's employment history. In a workplace environment, educators can provide students with skills that are essential to their future success.

3 CR / (0,6)

HOSP 191 International Work Experience

This course provides experiential, international work-based learning opportunities. The experience builds employable competencies and practices the principles and skills learned during classroom study. It connects the learner with industry managers, and employees build linkages and establish the foundations of an individual's employment history. Currently, our International Internship Approved Partners are Disney World in Orlando, Florida and Hyatt Regency in Denver, Colorado. The costs of visa and health insurance which students must pay is typically \$2000.

Prerequisites: Any three HOSP courses

3 CR / (0,6)

HOSP 253 Hospitality Management Accounting

Using hospitality industry specific examples and terminology, this course will assist students to understand how management within the industry uses accounting to make business decisions. Topics include: analysis of financial information in the hospitality industry, accounting concepts, understanding and analyzing financial statements, internal control, pricing, cost management, budgeting, and working capital. In addition, students will look at investment decisions and be introduced to feasibility studies.

Prerequisite: ACC 152 or HOSP 153 or COM 204

3 CR / (3,0)

HOSP 260 Food Production Principles

This course will provide a basic knowledge of food production principles. Topics include terminology, use of equipment, recipe and measurement analysis, cooking terms and concepts, safe food handling, and storage procedures. The provincial FoodSafe certificate is offered. The course is designed to broaden students' knowledge to become better managers by providing a hands-on experience. It introduces students to both the theoretical and practical basis of food preparation systems. They will acquire the basic skills of food preparation: classifying and preparing soups, stocks, sauces, fish and shellfish, meat, poultry, and egg dishes.

3 CR / (0,4)

HOSP 265 Food Operations Management

This course covers the theoretical application of food service management. Students develop

competencies in management practices, menu making, purchasing, payroll systems, and merchandising and promotional techniques. They operate a licensed food service operation, rotating as manager, chef, sous chef, kitchen manager, purchasing agent, controller, steward, dining room manager, server, bartender, busperson, and host. Students learn to plan, organize, and cater functions through integrated teamwork and participation.

3 CR / (3,0)

HOSP 270 Accommodations II

Accommodations II is a continuation of Accommodations I. Topics include the principles of professional housekeeping operations, housekeeping procedures and practices, security controls, guest safety, contingency plans for emergencies, the role of the management team in the event of an emergency, energy and maintenance issues facing hospitality operations, and fundamentals of current hotel computer programmes.

Prerequisite: HOSP 170

3 CR / (3,0)

HOSP 280 Hospitality Law

This course outlines Canadian law applicable to the hospitality industry, identifies areas where there may be potential legal problems, and discusses rights and liabilities to relationships within the hospitality industry. Topics include constitutional law, the common law of contract, property law dealing with the sales of goods, methods of securing debts, human rights, working conditions, labour relations, liquor, health and licensing, definition of hotels and related establishments, and the safety of guests.

3 CR / (3,0)

H-070 Human Relations

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

(2)

L-070 Introduction to Legal Office Procedures

Introduction to Legal Office Procedures will provide the student with a basic background

to Canadian law, introduce the student to the Canadian and British Columbia court system, and present the student with the necessary information to enable her/him to prepare general legal documents. The student will also learn about the role and responsibilities of a legal secretary, a lawyer, and all the other support staff who work in the legal profession.

(2)

L-076

Legal Office Procedures II

This course consists of the following modules: Litigation, Conveyancing, Family Law, Corporate, and Wills and Estates. The student will learn to use current precedents and follow proper procedures to prepare documents as well as learn the legal theory in each subject area.

Prerequisites: L-070 and W-045

(4,10)

LAW 294

Business Law

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.

3 CR / (3,0)

MATH 157

Business Statistics

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 CR / (3,0)

MGT 154

Applied Human Relations

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.**

3 CR / (2,2)

MGT 157

Principles of Management

This course focuses on the foundations of management theory. Management is presented as a discipline and as a process. The course introduces the key issues of management from the essential skills to management ethics. Major topic areas will include the foundations of planning and decision making, organizational design, managing change and innovation, leadership, motivation, communications, supervision, and control of operations.

3 CR / (3,0)

MGT 160

International Business

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 CR / (3,0)

MGT 254

Applied Group and Leadership Skills

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.

An important component of this course is an in-depth analysis of a current group experience. For this reason, it is recommended that Accounting and Marketing students take MGT 255 at the same time as MGT 254.

Prerequisite: MGT 154 or AIS 151

Corequisite: CIS 262 for CIS students

3 CR / (2,2)

MGT 255

Small Business Development

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.

It may be helpful to consider taking MGT 254 concurrently with this course for the group component.

3 CR / (2,2)

MGT 256

Entrepreneurial Development

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.

3 CR / (2,2)

MGT 262

Organizational Behaviour

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 CR / (4,0)

MGT 263

Human Resource Development

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 manage-

ment and management's responsibilities to employees.

3 CR / (3,0)

MGT 264
Industrial Relations

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 CR / (3,0)

MGT 266
Management Skills for Supervisors

Students can only receive credit for this course through successful completion of the three modules of the certified Management Skills for Supervisors Programme.

3 CR

MKT 152
Principles of Marketing

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 CR / (3,0)

MKT 251
Marketing Management Theory and Applications

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 CR / (3,2)

MKT 266
Promotion

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: MKT 152

3 CR / (3,0)

MKT 271
Consumer Behaviour

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 CR / (3,0)

MKT 272
Marketing Research Methods

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.

Prerequisites: MATH 157, MKT 152

3 CR / (3,2)

MKT 276
Retailing and Merchandising

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 CR / (3,0)

MKT 281
Personal Selling

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 CR / (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

Using information from the text and varied reference materials, the students will acquire and apply keyboarding, 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.

Prerequisites: Completion of W-045 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 programme (5,0)

TAX 361
Taxation I

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 152

3 CR / (3,0)

TAX 362
Taxation II

This course focuses on the calculation of taxable income and taxes payable for corporations, taxation aspects of corporate reorganizations, taxation of partnerships, taxation of trusts and income tax compliance issues.

Prerequisite: TAX 361

3 CR / (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 "C" in Applied Business Technology programmes (3,0)

W-042

Document Production Level III

In this course, the advanced level functions of a word processing software programme will be covered. The course will also continue to develop speed and accuracy in keyboarding skills.

Prerequisite: W-045
(5)

W-045

Computer Keyboarding/Document Production Levels I and II

This course combines a beginner and/or refresher course in basic keyboarding skills

with an introduction to basic document formatting functions of a word processing software programme. In addition, the course will cover intermediate functions of a word processing software programme. A portion of the course will develop speed and accuracy in keyboarding skills.

(10)

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

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 material are included.

Prerequisite: W-045 with a "C" or better or equivalent as evaluated by the programme.

Corequisite: W-042
(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. Students are advised to consult with these associations prior to course registration.

Society of Management Accountants of BC (CMA)	Accounting Technologist and Pre-Professional Programme	CNC Course Requirements
	(FA1) Financial Accounting 1	ACC 151/152 or COM 204
	(CL1) Commercial Law	LAW 294
	((OB1) Organizational Behaviour	COM 222 or MGT 262 or MGT 254
	(EC1) Economics	ECON 201/202 or ECON 152/251
	(FA2) Financial Accounting II	ACC 251/252
	(MA1) Management Accounting I	ACC 255/ACC 256/ENGL 191 or COM 212/ENGL191
	(TX1) Taxation	TAX 361/362
	(QM1) Quantitative Methods	MATH 157
	(FA3) Financial Accounting III	ACC 251/252
	(MA2) Management Accounting II	ACC 255/ACC 256/ENGL 191
	(FM1) Financial Management	FIN 257/258
	(AS1) Accounting Information Systems	CIS 160
	((IA1) Internal Control & Audit	ACC 380
	(MA3) Advanced Management Accounting	
	(FA4) Advanced Financial Accounting	ACC 354

Certified General Accountants of BC (CGA)	Programme 90	CNC Course Requirements
	(FA1) Financial Accounting I	ACC 151/152 or COM 204
	(ECI) ECON I	ECON 201/202 or ECON 152/251
	(LW1) Law I	LAW 294
	(FA2) Financial Accounting II	ACC 251/252
	(MA1) Managerial Accounting I	ACC 255/256 or COM 212
	(FA3) Financial Accounting III	ACC 251/252
	(FN1) Finance I	FIN 257/258
	Management Information Systems I	CIS 152/160
	Public Speaking	ENGL 190/191
	Business Writing	ENGL 190/191
	Auditing	ACC 380

Institute of Chartered Accountants of BC (ICABC) (CA)	ICABC Programme	CNC Course Requirements
	Introductory Financial Accounting	ACC 151/152 or COM 204
	Intermediate Financial Accounting	ACC 251/252
	Advanced Financial Accounting	ACC 354
	Introductory Management Accounting	ACC 255 or COM 212
	Cost Accounting	ACC 256
	Finance	FIN 257/258
	Computers	CIS 152
	Management Information Systems	CIS 160
	Commercial Law	LAW 294
	Mathematics	MATH 101/102
	Probability/Statistics	MATH 157
	Economics	ECON 201/202 or ECON 152/251
	Organizational Behaviour	COM 222 or MGT 254 or MGT 262
	Introductory Tax	TAX 361/362
	Auditing	ACC 380

**Purchasing Management Association
of Canada
(PMAC)**

PMAC	CNC Course Requirements
Marketing:	
Principles of Marketing	MKT 152
Consumer Behaviour	MKT 271
Economics:	
Canadian Macroeconomics	ECON 152
Principles of Economics—Microeconomics	ECON 201
Principles of Economics—Macroeconomics	ECON 202
Managerial Economics	ECON 207
Canadian Microeconomics	ECON 251
Accounting:	
Accounting 1	ACC 151
Accounting 2	ACC 152
Management Accounting 1	ACC 255
Management Accounting 2	ACC 256
Intermediate Accounting 1	ACC 251
Intermediate Accounting 2	ACC 252
Advanced Accounting	ACC 354
Business:	
Business 1	CIS 158
Business 2	CIS 159
International Business	MGT 160
Finance:	
Finance 1	FIN 257
Finance 2	FIN 258
Business Law:	
Business Law	LAW 294
Information Technology:	
Introduction to Systems Analysis and Design	CIS 160
Systems Analysis	CIS 163
Operating Systems Fundamentals	CIS 179
Microcomputer Systems and Operations	CIS 181
Management Theory:	
Principles of Management	MGT 157
Applied Human Relations	MGT 154
Applied Group and Leadership	MGT 254
Management Theory:	
Marketing Management Theory and Applications	MKT 251
Other:	
Business Statistics	MATH 157

Professional Institutes

Transfer credit has been established previously with the following institutions:

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

Business Management Programme Transfer Guide	The Business Management Programme Transfer Guide to other colleges' Business Diploma programmes can be found online at the website for the BC Council on Admissions and Transfer: www.bccat.bc.ca
Athabasca University	Through the Athabasca University students with a two-year diploma in business can complete a three-year degree in Administration or Management with the equivalent of one additional year of study. Athabasca University is Alberta's equivalent of the Open University. For more information, visit Athabasca's website: www.athabascau.ca
British Columbia Institute of Technology	BCIT accepts graduates of the CIS Diploma Programme into their Bachelor of Technology programme. This agreement is currently under review. For more information, go to the CIS website at: cis.cnc.bc.ca
Northern Alberta Institute of Technology (NAIT)	CIS graduates will be accepted with two-year credit into the Bachelor of Applied Information Systems. Students will need a minimum of 4 months' work experience. Additional courses may be required, depending upon the major selected.
Royal Roads University	Royal Roads University accepts diplomas in Accounting/Finance, CIS, Marketing/Management, as 60 credits towards an undergraduate degree in entrepreneurship.
University College of the Cariboo	UCC accepts graduates of the CIS Diploma programme into their Bachelor of Technology in Applied Computer Science programme. Successful applicants will be credited with 30 credits.
University College of the Fraser Valley	UCFV accepts graduates of the CIS Diploma Programme into their Bachelor of Computer Information Systems programme. This agreement is currently under review. For more information, go to the CIS website at: cis.cnc.bc.ca
University of Lethbridge Block Transfer	The University of Lethbridge will accept students who have graduated with a GPA of 3 or higher in Accounting & Finance into a 20-course Bachelor of Management completion programme. Other graduates of Accounting & Finance and Marketing & Management may enter a 24-course degree completion programme. Brochures are available in the CNC Business Divisional Office.
University of Northern British Columbia (UNBC) Block Transfer	The University of Northern British Columbia will award 60 credits to business diploma graduates since 1990 and 54 credits to graduates in the 1980s. Graduates of the CIS programme since 1995 should confer with the Chair of Management and Administration at UNBC. At UNBC students will have to take some first or second-year courses as part of their remaining 60 credits towards their degree in Commerce. For most courses a grade of "C" or better is required in each CNC course to achieve the block transfer. In addition, a "B" or better in ACC 251/252 is required for Accounting/Finance graduates. Block transfer students may have to take additional courses if they do not meet the English and Math requirements of the University. Calculus is a graduation requirement for the Bachelor of Commerce degree at UNBC.
University Transfer Guide	<p>Students planning to transfer their credits to another institution should consult the British Columbia Transfer Guide to verify transferability of credits.</p> <p>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.</p> <p>CNC counsellors will assist students in selecting transferable courses, however, the final responsibility for course selection rests with the student.</p> <p>The British Columbia Council on Admissions and Transfer (BCCAT) website is located at: www.bccat.bc.ca</p>

College Foundations PROGRAMMES

DIVISIONAL CONTACT

Marcia Timbres
Dean, College Foundations Division
Telephone: (250) 561-5826
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College and Career Preparation (CCP)
(formerly Adult Basic Education—ABE)

English as a Second Language (ESL)

General Education Development (GED)

Early Childhood Education (ECE)

Adult Special Education Programmes:

- TARGET
- Job Education and Training

COLLEGE FOUNDATIONS PROGRAMMES

The College Foundations programmes are designed for people seeking to acquire basic language, literacy, and numeracy 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 Foundations programmes are offered at the Prince George Campus, and many are offered at the regional campuses. Information on regional programmes may be obtained by contacting the regional campuses directly.

COLLEGE AND CAREER PREPARATION

STATEMENT OF PURPOSE

To provide adults with knowledge and academic skills through the grade 12 level so that they can enter courses, pursue careers, or satisfy personal educational goals.

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 Dean.

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

APPLICATION PROCEDURE

Application forms are available at the Office of Admissions, Registration and Records and may be submitted at any time. Admission to day programmes occurs in September and January. Evening CCP courses typically begin

in September and January. Continuous intake/self-paced courses are also available.

ATTENDANCE POLICY

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

Note: Following two consecutive failures in a CCP course, a student must take one semester off in that course.

CCP—FUNDAMENTAL

STATEMENT OF PURPOSE

To provide adults with knowledge and academic skills through the grade 12 level so that they can enter courses, pursue careers, or satisfy personal educational goals.

English 010 Basic Literacy

This course covers language skills, spelling, vocabulary, and reading development up to the Grade 6 level.

Prerequisite: As evaluated by a placement test or instructor's recommendation

Note: At the Prince George Campus, English 010 is not a course for English as a Second Language students unless they are referred by an English as a Second Language instructor.

English 020 Basic Preparatory English

This English course includes fundamental skills in reading, writing, and grammar.

Prerequisite: English 010 or as evaluated by a placement test

Note: At the Prince George campus, English 020 is not a course for English as a Second Language students unless they have been referred by an English as a Second Language instructor.

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 CCP Department

Math 015**Fundamental Mathematics (Competency Based)**

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 (Competency Based)**

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

CCP–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**

CCP Intermediate English is designed to pro-

vide 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 writing equations from graphs, 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

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 a CCP Intermediate Certificate.

Prerequisites: English 020 and Math 020 or as evaluated by the CCP placement test

Corequisite: Math 030

Science 030

This course is an introductory study of the basic principles of biology, chemistry, and physics. Some topics of investigation include scientific method, cells, environmental science, atoms and compounds, periodic table, writing and balancing chemical equations, problem solving, simple machines, and energy and matter. This course fulfills the prerequisites for Biology 045, Chemistry 045, and Physics 045.

Prerequisites: English 020 and Math 020 or as evaluated by the CCP placement test

Prerequisite or Corequisite: Math 030

CCP–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 ecology and will include a survey of the diversity of plant and animal life.

Prerequisites: Science 030 (Biology Option), or successful completion of an introductory science course such as Science 10 in the last three years, Math 030, or as evaluated by the CCP 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 measurement, states of matter, composition of matter, structure of the atom, periodic table, bonding, naming compounds, formula writing, mole and composition problems, equations and calculations, solutions, and introductory organic chemistry. Lab work is an integral part of this course.

Prerequisites: Math 030; Science 030 (Physics 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 completion of Math 020 or equivalent

Ed Cp 045**Advanced Level Education and Career Planning**

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.

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; formulas; functions; and trigonometry.

Prerequisite: Math 030 with a grade of "B+" or better, Math 044, or as evaluated by a placement test

Physics 045

Advanced Preparatory Physics

This introductory physics course prepares students to the Physics 11 level. It covers such topics as measurement, motion, dynamics, energy, electricity, and heat. Lab work is an integral part of this course.

Prerequisite: Math 030 or Math 10 or as evaluated by a placement test

Prerequisite or Corequisite: Math 045 or Math 11

CCP—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, and MATH 030 or MATH 10 and as evaluated by a CCP 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 CCP math placement test

CERTIFICATION

The following CNC courses may be used to satisfy the requirements of the three Certificate levels, and the BC Adult Graduation Diploma.

Fundamental Certificate

Two courses required

English: English 020

Math: Math 020

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

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 CCP 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 ten years.

A minimum of two of the four courses required must be taken at CNC. At least one must be taken through the CNC CCP Department.

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

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

Secondary School Course	CCP 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
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
Physics 12	Physics 050
Math 12	Math 050

BC Adult Graduation Diploma—Four courses at the provincial level, plus a prerequisite mathematics or accounting at the advanced level.

The BC Adult Graduation Diploma replaces the current Adult Dogwood granted through the Ministry of Education (MOE) and the ABE Provincial Diploma granted through the Ministry of Advanced Education.

THE BC ADULT GRADUATION DIPLOMA (THE ADULT DOGWOOD)

To be eligible to graduate on this programme, adult students (19 years of age or over) must earn at least 20 credits in the secondary system or five courses in the post-secondary system. Courses and credits can be counted from either or both of the areas on the table on this page.

1. To be eligible for the Adult Education Programme, a person must be 19 years or older. An 18-year-old who has been out of school for at least a year may be admitted with approval from the enrolling institution.
 2. Three courses must be completed through enrollment in a course as an adult or Prior Learning Assessment. Prior Learning Assessment may be used to meet any of the requirements for the Adult Diploma. Prior Learning Assessment involves a variety of techniques including equivalency reviews, challenge processes, in-depth interviews, etc.
 3. Provincial exams are optional for students in the BC school system. If the student chooses not to write a provincial exam, the grade will be reported with a "Q" code. It should be noted that some post-secondary institutions may not accept examinable courses for admissions purposes unless the secondary system provincial exam has been written. The Ministry of Education and the Ministry of Advanced Education are reviewing options that would enable college ABE students to access provincial exams.
 4. Any course that is Ministry-authorized by either the Ministry of Education (4 credits) or the Ministry of Advanced Education as requirements for graduation may be used towards the BC Adult Graduation Diploma.
- Note: Students intending to use the BC Adult Graduation 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.**

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 BC Adult Graduation 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 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.

College CCP Programme Qualifying Courses	BC School System Secondary Qualifying Courses	
A Provincial-level English or higher	or Language Arts 12	4 credits
An Advanced or Provincial-level or higher Mathematics	or Mathematics 11 or 12	4 credits
Three additional courses at the Provincial level or higher	or Three Grade 12 Ministry-authorized courses (4 credits each)	12 credits
or	or	
Advanced Social Sciences and two Provincial level courses or higher	Social Studies 11 (4 credits) and two Grade 12 Ministry-authorized courses (4 credits)	12 credits
Total: 5 courses	Total: 20 credits	

ADMISSION REQUIREMENTS

Applicants must be 19 years of age or older. For information on programme criteria, contact the College Foundations Division at (250) 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 (JET)

Statement of Purpose

The purpose of the Job Education and Training (JET) Programme is to prepare students for entry level positions in competitive employment.

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

Students may apply for **all** courses or **select only those which pertain to their personal goals**. With student input, programme staff arrange job training with local employers to acquire job-specific skills and experience.

TARGET

Statement of Purpose

The TARGET Programme assists students in the acquisition of general and specific work skills and in the development of positive work-related behaviours which will help them succeed in future supported employment situations.

The programme combines classroom instruction with student work experience placements.

- Basic Employment Skills Training
- Communications and Interpersonal Relations
- Work Interests
- Success Strategies
- Work Adjustment

Work Practicum Placements

Students may participate in part-time Work Practicum Placements during designated programme segments. Work Practicum Placements will give 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

STATEMENT OF PURPOSE

To provide a strong base of fundamental English language skills and to develop and strengthen those skills to enable students to pursue careers, satisfy personal educational goals, or prepare for further academic study so that they can begin to function, participate, and contribute in Canadian society.

ADMISSION REQUIREMENTS

Applicants must be at least 18 years of age. A placement test must be completed prior to admission in order for students to enter the programme at the appropriate level. Students may also be asked to have an interview with an instructor.

Students who are enrolled in Advanced English Language Training (ELT) but who do not have a 550 TOEFL score (or equivalent), may elect to combine English Language Training and academic courses in University Transfer, Business and Management Studies, and College and Career Preparation. Students enrolled in Advanced ELT may take up to two academic courses in addition to ELT in each semester. Placement in the number, level, and type of course in any of the preceding programmes is dependent upon possession of the appropriate prerequisites, and/or in consultation with the ELT instructor, academic course instructor, and appropriate Dean.

APPLICATION PROCEDURE

Application forms are available at Admissions, Registration and Records and may be submitted at any time. The fall semester courses start in late August and end in late December. The spring semester courses start in early January and end in early May. All our courses allow continuous intake of students. For fur-

ther information, contact the ESL department at (250) 562-2131, local 206 or Admissions, Registration and Records at (250) 562-2131, local 261.

COURSE DESCRIPTIONS

The English as a Second Language programme has a long history of successfully teaching people from around the world. Our ESL programme offers four levels.

- Level 060 indicates a Beginner's level
- Level 070 indicates Intermediate; Prerequisite: ESL 060 **or** placement testing
- Level 080 indicates Electives; Corequisite: Enrollment in 070 level (or higher) courses **or** placement testing
- Level 090 indicates Advanced; Prerequisite: Completion of 070 level courses **or** placement testing

ESL 060

Beginner Level ESL

This programme offers listening, speaking, reading, and writing at a beginner level. Students will also learn and practice some English idioms, new vocabulary, and communicative grammar. Pre-writing and revision strategies will be introduced. Some knowledge about Canadian culture will be presented through films and music.

ESL 070

Intermediate Grammar

This course will strengthen and develop grammar structures through oral/aural and written practice. Students will be able to use and manipulate grammar points covered in Grammar Dimensions 1 and 2 (verb tenses, modals, articles, nouns, comparatives–superlatives, conditionals, passive voice).

ESL 071

Intermediate Listening and Speaking

In the context of specific dialogues, the students will practice listening, speaking, and using idiomatic expressions common in North American English. This course will also give the student an opportunity to interact with native speakers of English.

ESL 072

Intermediate Writing

In this course the students will learn the organization of a paragraph. Prewriting and editing strategies will be strengthened, and writing for various purposes will be introduced.

ESL 073**Intermediate Reading**

This course will develop the skills of reading for main idea, skimming, scanning, predicting, guessing meaning from context, and drawing inferences. The students will be working with a variety of written material of gradually increased difficulty.

ESL 080**TOEFL Preparation**

In this course, students will practice and improve their test-taking techniques. The language skills needed for the exam will be targeted and polished. This course focuses only on the areas that are actually tested in TOEFL and enables the students to make the most of their time as they prepare for this exam.

ESL 081**Pronunciation**

This course focuses on the sounds of the English language as well as on rhythm, intonation, and stress. Practicing contractions, reductions, and linking will help the students significantly reduce their foreign accents and increase their understandability.

ESL 082**Canadiana**

In this course, the students will learn some basic facts about the geography, history, culture, and political system of Canada. The content of this course will help new immigrants prepare for the Citizenship test.

ESL 083**Vocabulary Building**

This course follows an intensive words-in-context approach where students learn new words by reading and hearing them in a variety of situations. There is also a lot of opportunity to practice the new vocabulary.

ESL 084**Computers**

In this course, students will have an opportunity to learn how to type, edit, and save their assignments using the Microsoft Word word-processing programme. Internet and e-mail use will also be introduced and practiced.

ESL 085**Tutorials**

In this course, students will work in small groups or as individuals. Problems common to the group will be targeted, corrected, reviewed, and practiced.

ESL 090**Advanced Grammar**

Students will become familiar with the English verb system in terms of time frame and aspect. Students will study the form, meaning, and use of grammatical structures, such as passive verbs, conditionals, gerunds and infinitives, modals of prediction and inference, reported speech, adverbials, degree complements and intensifiers, etc.

ESL 091**Advanced Listening and Speaking**

Students will practice listening to advanced level speech for main ideas and specific information. Using various dialogues taken from social and academic contexts, they will examine and practice using idioms common to Canadian English.

ESL 092**Advanced Writing**

This course will focus on paragraph writing for various purposes. Students will be able to write several types of complex sentences and give supporting details for their ideas in well-organized paragraphs. Essay writing will be introduced.

ESL 093**Advanced Reading**

Students will read short stories, articles, essays, and novels in order to practice skimming a text for the main idea, deducing meaning from context, classifying elements as fact or opinion, scanning for specific information, identifying supporting details, making inferences, building vocabulary, and predicting.

ESL 096**English for Academic Purposes:
Advanced Grammar and Writing**

Students will learn techniques for producing sound, effective, and successful essays through the themes of unity, support, coherence, and sentence skills. Students will be able to practice and develop their college essay-writing skills, while comparing their own work with provided readings.

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 or the Counselling and Advising Centre and may be submitted at any time.

EARLY CHILDHOOD EDUCATION

Statement of Purpose

To provide a learner-centred environment that, through a balance of practice and theory, enables graduates to adhere to exemplary models of child care which reflect and respect the diverse needs of children, families, and the community.

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 BC upon completion of a further 500 hours of work in an approved facility.

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.

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.

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).

6. Documents certifying current immunization, TB screening, and health examination. The documentation to be on official College forms (supplied with acceptance) and to be submitted prior to commencement of the programme.

Given the scope of the **Criminal Records Review Act**, CNC requires criminal records searches for applicants for programme areas that involve working with children or other vulnerable persons. The cost of this search is the responsibility of the student. This requirement may result in a student having to undergo two criminal record searches; one through the RCMP (for those programmes requiring it) and one through the Attorney General's Office.

Students must provide proof of application for a Criminal Records Search in order to be considered admissible to the programme. The result of a Criminal Records Search which identifies relevant criminal convictions may prevent a student from entering into a practicum or clinical setting. Students who cannot enter the practicum or clinical component of the programme cannot graduate from the programme.

SELECTION CRITERIA

In those cases where the programme is oversubscribed, the following selection criteria will be used:

1. Work experience in an early childhood centre: a minimum of 30 hours of paid or volunteer experience in an early childhood setting 10 points
2. Letters of reference: one letter of recommendation from the work experience programme supervisor; 5 points
a second letter of reference from an educator, employer, or other professional, recommending the applicant's acceptance into the programme 5 points
3. Previous academic experience: relevant post-secondary courses with a "C" grade or better (2 points per course to a maximum of 10 points) 10 points
4. Attendance at spring orientation: participation in all orientation activities (e.g., group discussions, observations at CNC Day Care) 10 points
5. Written statement (describing career goals, special interests, and reasons for seeking entrance into the programme): clearly stated reasons for applying; 5 points
congruence between personal goals and programme goals 5 points
Maximum = 50 points

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 22nd 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 her or his 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 II. 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.

Prerequisite: Students must have Basic Early Childhood Education documentation to register and receive credit for these courses. Non-credit students (e.g., family day care providers) and general interest students will be accepted if spaces are available. Criminal record searches and acceptable first aid certification are required. The cost of these is the responsibility of the student.

Core Courses

These core courses are required for both specialties.

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 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**ECE 256****Introduction to Inclusive Child Care**

The course is designed to develop the student's awareness of inclusive child care and the role it plays in today's society. Students will explore status, issues, and regulations of inclusive child care.

ECE 257**Programming for Inclusive Child Care**

This course is designed to further expand curriculum to meet the developmental need of individual children and the group in an inclusive setting.

ECE 292 & 293**Practicum**

These two supervised practica will provide the student with a hands-on approach to applying and integrating theoretical knowledge from the post-basic core courses and the Inclusive Child Care courses. ECE 293 will also provide experiences in working with transdisciplinary teams and environmental and curriculum assessment.

Health Sciences PROGRAMMES

DIVISIONAL CONTACT

June Anonson, Dean
Division of Health Sciences
Telephone: (250) 561-5841
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- Dental Assisting
- Dental Hygiene
- Home Support/Resident Care Attendant
- Northern Collaborative Baccalaureate Nursing
- Practical Nursing

DENTAL STUDIES

STATEMENT OF PURPOSE

To provide the educational foundation for oral health care providers entering practice so they are able to have a positive impact on the health of the community and on their profession.

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 Dean with the request to have

his/her credentials evaluated as they relate to a course. The Curriculum Co-ordinator (or Dean) in consultation with the instructor responsible for the course will evaluate the student's credentials. The student must provide copies of transcripts and course syllabi with course objectives as part of their credentials.

Challenges for **all** courses must be submitted within three 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.

Refer to Admissions, Registration and Records and Fee Information in this Calendar for policy and fee information on exemptions, challenge exams, and prior learning assessment.

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.

Prior word processing and Internet experience is helpful to students registered in the programme.

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.

Criminal Records Search

Given the scope of the **Criminal Records Review Act**, CNC requires criminal records searches for applicants for programme areas that involve working with children or other vulnerable persons. The cost of this search is the responsibility of the student. This requirement may result in a student having to undergo two criminal record searches: one through the RCMP (for those programmes requiring it) and one through the Attorney General's Office.

Students must provide proof of application for a Criminal Records Search in order to be considered admissible to the programme. The result of a Criminal Records Search which identifies relevant criminal convictions may prevent a student from entering into a practicum or clinical setting. Students who cannot enter the practicum or clinical component of the programme cannot graduate from the programme.

ADMISSION REQUIREMENTS

In addition to the requirements outlined below, students must acquire and maintain a

valid CPR Level C certificate throughout the programme.

1. Successful completion of Grade 12 (with English 12 or Technical and Professional Communications 12) or ABE Advanced Certificate or GED Certificate.
2. Biology 12 or BIO 050 with a grade of "C" or better required.
3. Documents certifying current immunization and dental and health examinations. Documentation needs to be on official College of New Caledonia forms (supplied with acceptance package) and submitted prior to commencement of the programme. Hepatitis B vaccination is required of all students accepted into the programme. Students may complete this vaccine prior to entering the programme or have it done while in the programme.
4. Some experience, volunteer or paid, in a dental office/clinic is strongly suggested. Applicants must 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). The DENO 150 course may not be run if there are insufficient numbers of students for this course.

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 equipment, clinical attire, textbooks, and other items will be provided in an acceptance letter and during the first week of class.

RE-ADMISSION

A student who is unsuccessful in a dental assisting course once, will be allowed to apply for re-admission to the programme. Multiple course failures or a subsequent failure in dental assisting courses will exclude the student from further study and re-admission to the programme; that student may **not** apply again to the programme under the new student category. The dental assisting programme must be completed within a three-year period.

Re-admission to the programme is considered on a space available basis and 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 assisting course or who has withdrawn from the dental assisting course with less than a "C" grade standing in the course will be accorded second priority.
3. An evaluation of course work completed elsewhere will be necessary for the student requesting a transfer from another accredited dental assisting programme; the student will then 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

In those cases where the programme is oversubscribed, the following selection criteria will be used to select one-half of the class.

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: Residents of British Columbia or the Yukon will be awarded 1 point.
4. Persistent interest in the programme as a result of continuing completed applications contributes 1 point to the selection process.
5. Completion of DENO 150 or completion of a dental receptionist programme or volunteer work or chairside experience of 30 or more verifiable hours contributes 2 points to the selection process. Applicants without any of the above, but who have between 15 and 29 hours of verifiable volunteer work or chairside experience will be credited with 1 point in the selection process. All volunteer work or chairside experience must be verified by the dentist(s) on their letterhead stationery that the applicant was present for the required number of hours and during that time, observed or participated in a variety of intraoral procedures.

Maximum Points Available = 12.66

APPLICATION PROCEDURE

Application forms are available from the Office of Admissions, Registration and Records and may be submitted after September 15 for the following year. Applicants are advised to submit their applications as early as possible in the academic year.

Applications received after March 31st for Fall entry into limited enrollment programmes are considered late. If the programme applied for is oversubscribed at the March 31st deadline, applications and application fees after that date will be returned to the applicant.

Limited enrollment programmes which become oversubscribed after March 31st will be deemed closed by Admissions. Applications and fees submitted after the programme is closed will be returned to the applicant.

Applications received after March 31st for Fall entry into open enrollment programmes are considered late and will be processed subject to course availability.

Applications must be completed before April 22 to be considered in the selection process. Acceptance into the programme commences May 1st for the intake in September.

PROGRAMME OUTLINE: DENTAL ASSISTING

Semester 1	September to December
DENT 150	Dental Assisting Foundations
DENT 151	Prevention I
DENT 153	Dental Sciences
DENT 155	Professionalism I
DENT 157	Dental Assisting Clinic I

Semester 2	January to April
DENT 160	Restorative Dentistry
DENT 161	Prevention II
DENT 163	Dental Specialties I
DENT 165	Professionalism II
DENT 167	Dental Assisting Clinic II
DENT 169	Radiology
DENT 190	Practicum I

Intersession	May to June
DENT 173	Dental Specialties II
DENT 177	Dental Assisting Clinic III
DENT 191	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.

Prior word processing and Internet experience is helpful to students registered in the programme.

DENTAL HYGIENE DEGREE OPPORTUNITIES

The College of New Caledonia, in partnership with the UBC Faculty of Dentistry, Camosun College, and Vancouver Community College, offers graduating secondary school students the opportunity to access a four-year Bachelor of Dental Science (Dental Hygiene) baccalaureate programme. Students enrolled in the BDSc programme will complete the first year of the programme at UBC. At the end of the first year, students must achieve an overall academic standing of not less than 77% to advance to second year. Upon successful completion of first year, students will complete the next two years of coursework at one of the three partner colleges. Assignment of second- and third-year students to one of the three partner colleges will be made by UBC; student preferences are considered but cannot be guaranteed. After successful completion of the dental hygiene diploma programme at the end of third year, students will return to UBC to complete their fourth-year coursework.

College of New Caledonia students currently enrolled in the Dental Hygiene diploma programme are now eligible to make application during the second year of their programme for admission directly into the fourth year of the BDSc programme upon successful completion of their Dental Hygiene Diploma.

For more information regarding the BDSc (Dental Hygiene) programme as well as admission requirements and deadlines, please consult the UBC Faculty of Dentistry website at www.dentistry.ubc.ca

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 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. The dental hygienist is one of the key members of the modern oral health team.

Criminal Records Search

Dental Hygiene graduates are required to undergo a criminal records search as part of the process of licensure. The cost of the search is the responsibility of the student.

ADMISSION REQUIREMENTS

In addition to the requirements outlined below, students must acquire and maintain a valid CPR Level C certificate throughout the programme.

1. First-year University level with a full year of each of the following:
 - BIO 111 and 112 (Human Anatomy and Physiology with labs)
 - Chemistry
 - English (one course must be ENGL 103 or equivalent)
 - Psychology
 - Electives (must be at University level)

Note: Applicants must have an overall GPA of 3.0 or "B" grade average or better to qualify for admission

2. Documents certifying current immunization and dental and health examinations. Documentation needs to be on official College of New Caledonia forms (supplied with acceptance package) and submitted prior to commencement of the programme. Hepatitis B vaccination is required of all students accepted into the programme. Students may complete this vaccine prior to entering the programme or have it done while in 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). The DENO 150 course may not run if there are insufficient numbers of students.

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 equipment, clinical

attire, textbooks, and other items will be provided in an acceptance letter and during the first week of class.

RE-ADMISSION

A student who is unsuccessful in a dental hygiene course once, will be allowed to apply for re-admission to the programme. Multiple course failures or a subsequent failure in dental hygiene courses will exclude the student from further study and re-admission to the programme; that student may **not** apply again to the programme under the new student category. The dental hygiene programme must be completed within a five-year period.

Re-admission to the programme is considered on a space available basis and 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. An evaluation of course work completed elsewhere will be necessary for the student requesting a transfer from another accredited dental hygiene programme; the student will then 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

In those cases where the programme is oversubscribed, the following selection criteria will be used to select one-half of the class.

1. Overall Grade Point Average as prescribed in the Admissions Requirements contributes its actual points—e.g., a GPA of 3.2 will contribute 3.2 points to the selection process.
2. Geographic location: Residents of British Columbia or the Yukon will be awarded 1 point.
3. Completion of DENO 150 or completion of a dental receptionist programme or volunteer work or chairside experience of 30 or more verifiable hours contributes 2 points to

the selection process. Applicants without any of the above, but who have between 15 and 29 hours of verifiable volunteer work or chairside experience will be credited with 1 point in the selection process. All volunteer work or chairside experience must be verified by the dentist(s) on their letterhead stationery that the applicant was present for the required number of hours and during that time, observed or participated in a variety of intraoral procedures.

4. Persistent interest in the programme as a result of continuing completed applications contributes 1 point to the selection process.

Maximum Points Available = 8.33

In keeping with the majority of programmes that are oversubscribed, this programme will select 50% of the class from the qualified applicants while the balance will be selected randomly from the remaining qualified applicants.

Effective Fall 2003: Up to five of the selected seats may be occupied by students enrolled in the BSc (Dental Hygiene) programme.

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 by May 22. Only completed applications will be considered in the selection process.

Applications received after March 31st for Fall entry into limited enrollment programmes are considered late. If the programme applied for is oversubscribed at the March 31st deadline, applications and application fees after that date will be returned to the applicant.

Limited enrollment programmes which become oversubscribed after March 31st will be deemed closed by Admissions. Applications and fees submitted after the programme is closed will be returned to the applicant.

Applications received after March 31st for Fall entry into open enrollment programmes are considered late and will be processed subject to course availability.

PROGRAMME OUTLINE: DENTAL HYGIENE

Semester 1 September to December
DENH 150 Dental Hygiene Foundations
DENH 152 Oral Sciences I
DENH 153 Professional Issues I
DENH 155 Dental Sciences I
DENH 157 Head and Neck
DENH 158 Microbiology

Semester 2 January to April
DENH 160 Dental Hygiene Foundations II
DENH 162 Oral Sciences II
DENH 164 Pathologies I
DENH 167 Prevention
DENH 168 Communications
DENH 169 Radiology

Intersession 1 May
DENH 170 Dental Hygiene Foundations III
DENH 171 Dental Hygiene Clinic I
DENH 176 Research Methodology

Semester 3 September to December
DENH 250 Dental Hygiene Foundations IV
DENH 251 Dental Hygiene Clinical II
DENH 256 Community Health I
DENH 254 Pathologies II
DENH 255 Dental Sciences II

Semester 4 January to April
DENH 260 Dental Hygiene Foundations V
DENH 261 Dental Hygiene Clinic III
DENH 263 Professional Issues II
DENH 264 Pathologies III
DENH 266 Community Health II

Intersession 2 May
DENH 270 Dental Hygiene Foundations VI
DENH 271 Dental Hygiene Clinic IV
DENH 278 Seminar

COURSE DESCRIPTIONS

DENH 150

Introduction to Dentistry

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 member of the dental team.

Note: Delivery of this course is dependent upon sufficient numbers of registrants.

2 CR / (2,0)

DENT 150

Dental Assisting Foundations

This course introduces basic principles of dental assisting techniques and the assessment phase of client care. Theoretical knowledge pertaining to basic instrumentation, fundamental skills associated with dental assisting, and an introduction to biomaterials will be covered. In addition learners will receive information regarding the rationale for obtaining medical and dental histories, vital signs, dental charting, initial client observations, and isolation techniques. The course material will include the understanding of prevention and handling of complications and medical emergencies that may occur in the dental office.

Prerequisites or Corequisites: DENT 151, 153, 155, 157

3 CR / (4,0)

DENT 151

Prevention I

This course will emphasize infection control and prevention of oral disease. Awareness will be placed on the nature of oral organisms, modes, and management of transmission for diseases of dental importance. This course will also familiarize the student with the methods and materials used to prevent oral disease. Plaque, methods to control oral diseases, devices, and other components of preventive dentistry will be covered.

Prerequisites or Corequisites: DENT 150, 153, 155, 157

3 CR / (5,0)

DENT 153

Dental Sciences

A study of form, structure, and interrelationships of the head and neck. Also included is the study of histology, morphology, supporting structures, occlusion, identification, and anomalies as they relate to dentition. Anatomical landmarks and understanding of the relationship between structure and function will be provided.

Prerequisites or Corequisites: DENT 150, 151, 155, 157

4 CR / (5,0)

DENT 155

Professionalism I

This course will provide the student with an overview of the dental profession. During this course learners will take part in experiential



learning activities to enhance their interpersonal communication skills.

Prerequisites or Corequisites: DENT 150, 151, 153, 157

3 CR / (3.5,0)

DENT 157

Dental Assisting Clinic I

The first in a series, this clinic provides an opportunity for the learner to integrate theory into clinical and laboratory experiences. The focus is on clinical asepsis, basic instrumentation, initial client observation, isolation techniques, and the manipulation of a variety of dental materials.

Prerequisites or Corequisites: DENT 150, 151, 153, 155

3 CR / (0,12)

DENT 160

Restorative Dentistry

This theoretical component will provide the learner with background into dental anesthesia, cavity preparation and design, and restorative instruments. Knowledge of the dental materials utilized in the prevention and treatment of oral disease will also be covered. A series of lectures will be given dealing with the etiological fundamentals of dental caries and methods used to prevent caries.

Prerequisites: DENT 150, 151, 153, 155, 157

Prerequisites or Corequisites: DENT 161, 163, 165, 167, 169

3 CR / (3,0)

DENT 161

Prevention II

This course provides the student with knowledge regarding the potential of oral manifestations such as periodontal disease and caries. The learner will learn to prevent these diseases through clinical preventive procedures, understanding nutrition, and teaching the client oral self-care. An additional component has the learner developing and presenting preventive oral health lesson plans to select members of the local community.

Prerequisites: DENT 150, 151, 153, 155, 157

Prerequisites or Corequisites: DENT 160, 163, 165, 167, 169

3 CR / (4,0)

DENT 163

Dental Specialties I: Oral Surgery and Prosthodontics

This course has a didactic emphasis on the dental specialties of oral surgery and prosthodontic dentistry. It will provide the learner 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. The learner will also be introduced to prosthetic procedures which are devoted to the restoration of function and the form of the dentition including fixed and removable appliances and implants.

Prerequisites: DENT 150, 151, 153, 155, 157

Prerequisites or Corequisites: DENT 160, 161, 165, 167, 169

3 CR / (4,0)

DENT 165

Professionalism II

This course will expand the learner's knowledge in jurisprudence and ethical dilemmas. As health care providers, dental assistants can be faced with ethical questions which can lead to moral dilemmas. The learner will be exploring the communication of an effective job search, including résumé writing, cover letters, and interview skills. An introduction to dental office practice procedures in relation to the clinical setting will also be provided in this course.

Prerequisites: DENT 150, 151, 153, 155, 157

Prerequisites or Corequisites: DENT 160, 161, 163, 167, 169

3 CR / (3,0)

DENT 167

Dental Assisting Clinic II

The second course in the clinical sequence, the learner's clinical knowledge, skills, and attitudes build on the foundation from DA Clinic I and expands clinical and laboratory competencies. Learners will begin to schedule clients and perform prescribed services. Learners also participate in weekly guided group discussions of their clinical experiences and cases.

Prerequisites: DENT 150, 151, 153, 155, 157

Prerequisites or Corequisites: DENT 160, 161, 163, 165, 169

3 CR / (0,12)

DENT 169

Radiology

This course has been designed to provide the learner with the theory of the technical aspects of radiation and principles of exposing, processing, and mounting dental radiographs. Clinical experience will emphasize radiation hygiene and technique.

Prerequisites: DENT 150, 151, 153, 155, 157

Prerequisites or Corequisites: DENT 160, 161, 163, 165, 167

3 CR / (2.5,0)

DENT 173

Dental Specialties II

A theoretical course whose didactic emphasis is placed on the dental specialties of oral pathology, orthodontics, endodontics, geriodontics, pedodontics, and special needs clients.

Prerequisite: DENT 190

Corequisite: DENT 177

3 CR / (9,0)

DENT 177

Dental Assisting Clinic III

The last course in the clinical sequence, this clinic allows the learner to build on previous experiences and to integrate new skills into clinical and laboratory activities. Clinical activities will include treating scheduled clients for prescribed services and providing dental health education to members of the community. Learners participate in weekly guided discussions of their clinical experiences and cases.

Prerequisite: DENT 167

Corequisite: DENT 173

4 CR / (0,12)

DENT 190

Practicum I

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

Prerequisites: DENT 160, 161, 163, 165, 167, 169

3 CR

DENT 191**Practicum II**

This practicum experience furthers the opportunity the learner 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.

Prerequisites: DENT 173, 177,
3 CR

DENH 150**Dental Hygiene Foundations I**

A clinical and theoretical course introducing basic principles of dental hygiene care. Emphasis is placed upon asepsis, initial client assessment, basic instrumentation, and other fundamental skills associated with dental hygiene practice. Clinic sessions will be used to practice clinical procedures needed prior to treating clients. Students will begin to develop problem-solving capabilities in the clinical setting.

Prerequisites or Corequisites: DENH 152,
153, 155, 157, 158
5 CR / (3,6)

DENH 152**Oral Sciences I**

This course provides information on general and orofacial histology and embryology featuring the development of hard and soft tissues of the oral cavity. Tooth histology, calcification, eruption, morphology, and identification are stressed. The course also discusses oral anatomic landmarks and establishes an understanding of the relationship between structure and function.

Prerequisites or Corequisites: DENH 150,
153, 155, 157, 158
3 CR / (3,3)

DENH 153**Professional Issues I**

This course is designed to familiarize the student with the profession of dental hygiene. The concepts of being a member of a health care profession, ethics, professional associations, and regulatory bodies are introduced and explored. An historical perspective of dental hygiene is provided. Information access and evaluation of information are also emphasized. Students will be required to utilize an e-mail address and the Internet. Prerequisites or Corequisites: DENH 150, 152, 155, 157, 158

3 CR / (3,0)

DENH 155**Dental Sciences I**

A theoretical and practical application course designed to provide the dental hygienist with an understanding and basic working knowledge of modern dental biomaterials commonly used in the dental environment. Laboratory experience will emphasize the manipulation of a variety of the more common dental biomaterials.

Prerequisites or Corequisites: DENH 150,
152, 153, 157, 158
3 CR / (2,3)

DENH 157**Head and Neck Anatomy**

This course presents the structural and functional elements of the head and neck region and relates these structures to the major organ systems. Emphasis is placed on application to dental hygiene practice.

Prerequisites or Corequisites: DENH 150,
152, 153, 155, 158
2 CR / (2,1)

DENH 158**Microbiology**

The basic principles of microbiology are presented in this course with an emphasis on the relevance of these principles to human oral health. Diseases of microbial origin that concern the dental hygienist are presented to illustrate the principles of pathogenesis, host-parasite interaction, and modes of transmission.

Prerequisites or Corequisites: DENH 150,
152, 153, 155, 157
3 CR / (2,2)

DENH 160**Dental Hygiene Foundations II**

A clinical and theoretical course designed to provide further development of knowledge base, professional skills, attitudes, and abilities required for dental hygiene practice. Course materials and activities are closely associated with clinical activities to enhance continuity and build on previous knowledge and skill base. Students will participate in weekly seminars for guided discussion on cases and clinical experiences.

Prerequisites: DENH 150, 152, 153, 155,
157, 158
Prerequisites or Corequisites: DENH 162,
164, 167, 168, 169
6 CR / (3,9)

DENH 162**Oral Sciences II**

This course introduces the learner to the basic knowledge and practical application of the study of local anaesthesia. Course content will develop the learner's understanding of pain and pain control. Also the prevention and handling of emergencies in the dental environment is covered.

Prerequisites: DENH 150, 152, 153, 155,
157, 158
Prerequisites or Corequisites: DENH 160,
164, 167, 168, 169
2 CR / (2,1.5)

DENH 164**Pathologies I**

A combination of case-based learning and other teaching/learning modalities are used to introduce the learner to the topics of general pathology, periodontology, and cariology. Etiological factors and assessment using radiographic interpretation will be emphasized.

Prerequisites: DENH 150, 152, 153, 155,
157, 158
Prerequisites or Corequisites: DENH 160,
162, 167, 168, 169
3 CR / (3,0)

DENH 167**Prevention**

A study of content designed to familiarize the learner with the methods of preventing oral disease. The components of preventive dentistry are covered. The learner will also become familiar with basic principles of the teaching-learning model and of motivation. Emphasis is placed on individualized client education, goal writing, approaches for various age groups, and the use of appropriate visual aids.

Prerequisites: DENH 150, 152, 153, 155,
157, 158
Prerequisites or Corequisites: DENH 160,
162, 164, 168, 169
3 CR / (3,0)

DENH 168**Communications**

This course will focus on the development of interpersonal skills and working relationships that are required in the dental work environment. Topics covered include stress and time management, perceptions, effective communication, assertiveness skills, client motivation, instructional techniques, and group dynamics. Opportunities will be provided for the learner to practice and critique communication skills

that are specific to the dental workplace. Scenarios used will include some ethical dilemmas.

Prerequisites: DENH 150, 152, 153, 155, 157, 158

Prerequisites or Corequisites: DENH 160, 162, 164, 167, 168

3 CR / (4,0)

DENH 169

Radiology

This course has been designed to provide the learner with the theory of the technical aspects of radiation and the principles of exposing, processing, and mounting dental radiographs. Clinical experience will emphasize radiation hygiene and technique. Learners will also learn the basics of dental photography and utilization of radiographs in dental hygiene practice.

Prerequisites: DENH 150, 152, 153, 155, 157, 158

Prerequisites or Corequisites: DENH 160, 162, 164, 167, 168

3 CR / (3,2)

DENH 170

Dental Hygiene Foundations III

A theoretical course allied with the clinical component, focusing on caries prevention, tobacco cessation, and other clinically related topics. Course materials and activities are closely associated with clinical activities to enhance the continuity and build on previous knowledge and skill base.

Prerequisites: DENH 160, 162, 164, 167, 168, 169

Corequisite: DENH 171, 176

3 CR / (3,0)

DENH 171

Dental Hygiene Clinic I

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. Students will also participate in weekly seminars for guided discussions on cases and clinical experiences.

Prerequisites: DENH 160, 162, 164, 167, 168, 169

Prerequisites or Corequisites: DENH 170, 176
3 CR / (0,9)

DENH 176

Research Methodology

This course introduces the learner to basic concepts and the methodologies of research design. Application of these principles to the dental and dental hygiene professions are also discussed. Current dental and dental hygiene research needs are also discussed.

Prerequisite: DENH 160, 162, 164, 167, 168, 169

Prerequisites or Corequisites: DENH 170, 171
2 CR / (4,0)

DENH 250

Dental Hygiene Foundations IV

This course provides a survey of the fundamentals of nutrition and the factors involved influencing the ability of the individual and family to secure and maintain optimal nutrition status. The relationship of nutrition to the practice of dental hygiene is emphasized. The course will also provide theories of advanced clinical practice skills

Prerequisites: DENH 170, 176

Prerequisites or Corequisites: DENH 171, 254, 255, 256

3 CR / (4,0)

DENH 251

Dental Hygiene Clinic II

A clinical course designed to provide the opportunity for the continued development of the professional skills and attitudes required for the practice of dental hygiene. The students see regularly scheduled clients and are introduced to more complex skills in assessment, planning, implementation, and evaluation of dental hygiene treatment. Students will also participate in weekly seminars for guided discussions on cases and clinical experiences.

Prerequisite: DENH 171

Prerequisites or Corequisites: DENH 250 or 254, 255, 256

4 CR / (0,13)

DENH 254

Pathologies II

This course builds upon Pathologies I. Case-based and a variety of other teaching/learning methods will be utilized to further the learner's knowledge related to cariology, periodontology and oral pathology to facilitate its application. Diagnosis and treatment using clinical data and radiographs will be emphasized.

Prerequisites: DENH 170, 176

Prerequisite or Corequisite: DENH 171, 250, 255, 256

4 CR / (5,0)

DENH 255

Dental Sciences II

The focus of this course is on the study of drugs, with an emphasis on those that are used or have an effect on the practice of dentistry. The learner will become acquainted with the origins, physical and clinical properties, modes of administration, effects, and interactions of these drugs. The more common naturopathy supplements will also be examined. Learners will investigate a variety of dental and dental hygiene practice settings. Dental specialties and their relationship to general practice will be covered.

Prerequisites: DENH 170, 176

Prerequisites or Corequisites: DENH 171, 250, 254, 256

3 CR / (4,0)

DENH 256

Community Health I

This course covers the study of oral health and the role of the dental hygienist from a community perspective. Basic concepts of epidemiology and the Canadian health care system are covered. Principles of health promotion and the responsibilities of a dental hygienist towards general health are also introduced. Community health approaches to prevention of dental diseases are also discussed.

Prerequisites: DENH 170, 176

Prerequisites or Corequisites: DENH 171, 250, 254, 255

3 CR / (4,0)

DENH 260

Dental Hygiene Foundations V

This course focuses on the special needs client in regards to dental hygiene care. General characteristics, clinical adaptations, and other pertinent information regarding various physical, mental, and other types of challenges are considered. Job search skills, compensations, employment standards, and disability insurance are also discussed.

Prerequisites: DENH 250, 254, 255, 256

Prerequisites or Corequisites: DENH 251, 263, 264, 266

3 CR / (4,0)

DENH 261

Dental Hygiene Clinic III

A clinical course designed to provide the opportunity for the continued development of the professional skills and attitudes required for the practice of dental hygiene. Students will see regularly scheduled clients to continue

to learn more complex skills in the assessment, planning, implementation, and evaluation of dental hygiene treatment. Students participate and lead discussions on cases and clinical experiences in weekly seminars.

Prerequisite: DENH 251

Prerequisites or Corequisites: DENH 260, 263, 264, 266

4 CR / (0,13)

DENH 263 Professional Issues II

This course is a continuation of Professional Issues I course. It explores issues that dental health care practitioners face in today's society. Current trends and issues concerning the profession and practice of dental hygiene in Canada are presented, along with exploration of future trends. Career development is discussed and advanced ethical dilemmas are explored.

Prerequisites: DENH 250, 254, 255, 256

Prerequisites or Corequisites: DENH 250, 260, 264, 266

3 CR / (3,0)

DENH 264 Pathologies III

This course builds upon Pathologies I and Pathologies II. Case-based learning will be utilized to facilitate continued learning about periodontal conditions and other oral pathologies. Diagnosis and treatment using clinical data and radiographs will be emphasized.

Prerequisites: DENH 250, 254, 255, 256

Prerequisites or Corequisites: DENH 251, 260, 263, 266

3 CR / (3,0)

DENH 266 Community Health II

This course is a continuation of Community Dental Health I. Lesson plans and health programme planning for health education and promotion is emphasized. There is also a study of speciality groups from a community perspective. Learners have practical experience by planning and implementing lesson plans for community groups and visiting a long-term care facility.

Prerequisites: DENH 250, 254, 255, 256

Prerequisites or Corequisites: DENH 251, 260, 263, 264

3 CR / (3,3)

DENH 270 Dental Hygiene Foundations VI

This is the final theoretical course designed to

enhance all dental hygiene competencies. A comprehensive case study is completed and presented in detail to the class. Learners participate in peer evaluation and analysis of the case presentations.

Prerequisites: DENH 260, 263, 264, 266

Prerequisites or Corequisites: DENH 261, 278
2 CR / (2,0)

DENH 271 Dental Hygiene Clinic IV

This is the final clinical course which is designed to provide the opportunity for continued development of professional skills and attitudes required for the practice of dental hygiene. Students will see regularly scheduled clients to refine their skills in assessment, dental hygiene diagnosis, planning, implementation, and evaluation of dental hygiene treatment. Students participate and lead weekly seminars for guided discussions on cases and clinical experiences.

Prerequisite: DENH 261

4 CR / (0,17)

DENH 278 Seminar

A seminar course based on journal readings and guided discussions. Learners will be able to examine various topics in greater depth. Topics will vary based on student and instructor interests.

Prerequisites: DENH 260, 263, 264, 266

Prerequisites or Corequisites: DENH 261, 270
1 CR / (3,0)

HOME SUPPORT/ RESIDENT CARE ATTENDANT PROGRAMME

STATEMENT OF PURPOSE

The Home Support/Resident Care Attendant programme is designed to provide students with opportunities to develop knowledge, skills, attitudes, and values necessary to provide assistance to individuals and families in the community and long-term care settings.

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.

Students are advised to complete the Safety Oriented First Aid (Emergency Level) and the FoodSafe Certificate prior to the start date of the Home Support/Resident Care Attendant programme. If students have not had the opportunity to complete these certificates prior to the programme, they will be required to do so during free time (not class time) and to be responsible for the costs of said certificates. Students are required to have successfully completed these two areas prior to their clinical experience (week nine of the schedule). The first aid certificate must also be valid at the time of graduation from the programme.

CAREER OPPORTUNITIES

Employment opportunities exist for trained personnel to provide care in community agen-

cies 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 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 (SOFA) Certificate and FoodSafe Level I Certificate prior to the Home Support clinical component. It is strongly recommended that applicants obtain these certificates 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, health examination, and Hepatitis B vaccination. The documentation is 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.
4. To facilitate selection in those cases when the programme is oversubscribed, applicants should submit a statement of work, educational, or volunteer experience in the health field on facility/business letterhead where the experience occurred and signed by a supervisor. (See Selection Criteria #4.)

Given the scope of the **Criminal Records Review Act**, CNC requires criminal records searches for applicants for programme areas that involve working with children or other vulnerable persons. The cost of this search is the responsibility of the student. This requirement may result in a student having to undergo two criminal record searches; one through the RCMP (for those programmes requiring it) and one through the Attorney General's Office.

Students must provide proof of application for a Criminal Records Search in order to be considered admissible to the programme. The result of a Criminal Records Search which identifies relevant criminal convictions may

prevent a student from entering into a practicum or clinical setting. Students who cannot enter the practicum or clinical component of the programme cannot graduate from the programme.

RE-ADMISSION

A student who is unsuccessful in a Home Support/Resident Care Attendant course once, will be allowed to apply for re-admission to that course. Two course failures or withdrawals in a given course will exclude the student from further study in that course. All eight courses must be completed in order to receive the HS/RCA Certificate. 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 HS/RCA course or who has withdrawn from the HS/RCA course with less than a "C" grade standing in the course will be accorded second priority;
3. A student requesting transfer from HS/RCA programmes at other institutions will be subject to the above criteria and will be accorded third priority.

PART-TIME STUDY

The Home Support/Resident Care Attendant Programme is pleased to offer a limited number of seats for part-time study. Those students wishing to take longer than the 29 weeks to complete the certificate may do so provided that all eight courses are normally completed in a maximum of four years. It is suggested that students enroll in a minimum of two courses each year. Students applying for part-time study must do so before **each** academic year to be considered for the programme. Students entering part-time study must meet all of the admission requirements outlined above.

If there are more people interested in part-time study than seats available, special selection criteria will give priority to those persons who have already started the certificate programme.

SELECTION CRITERIA

Full-time students

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

1. Persistent interest in the programme as demonstrated by continuing completed applications (1 point).
2. Successful completion of Safety Oriented First Aid prior to programme application (1 point).
3. Successful completion of FoodSafe Level I prior to programme application (1 point).
4. Relevant (at least 30 hours) work, educational, or volunteer experience in the health care field. A statement on the facility/business letterhead where the experience occurred, signed by a supervisor is required (2 points).
5. Evaluation of **handwritten** statement describing career goals, interests related to aging and the elderly, and reasons for seeking entrance into the programme (content = up to 2 points; neatness and grammar = 1 point).
6. 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).
7. In the case of ties using the above criteria, the date of application will be the deciding criteria.

Part-time students

In the event that part-time seats are oversubscribed, the following will be used as selection criteria:

1. First priority is given to those students who have successfully completed a Home Support/Resident Care Attendant Certificate course in the previous year.
2. Second priority is given to those students who have successfully completed a course in the Home Support/Resident Care Attendant Certificate programme.
3. Last priority is given to new part-time applicants.

When all of the above criteria are exhausted, the final selection will be done randomly.

APPLICATION PROCEDURE

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

ATTENDANCE POLICY

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

COURSE DESCRIPTIONS

HSRC 150

Health: Lifestyle and Choices

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.

2 CR

HSRC 151

Human Relations: Interpersonal Communications

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.

2 CR

HSRC 152

Health and Healing: Concepts for Practice

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.

3 CR

HSRC 155

Healing: Personal Care Skills for Home Support and Resident Care

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.

4 CR

HSRC 160

Home Management

This course offers the opportunity to acquire the basic home management skills necessary for beginning home support and resident care attendant practice.

1.5 CR

HSRC 161

Work Role: Introduction to Home Support/Resident Care Attendant Practice

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.

1.5 CR

HSRC 165

Healing: Special Needs in Home Support and Resident Care

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 and other disabilities. The course also explores the role of the Home Support/Resident Care Attendant in special needs family situations.

3 CR

HSRC 199

Home Support/Resident Care Attendant: Clinical Experience

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.

6 CR / Total Credits 23

NORTHERN COLLABORATIVE BACCALAUREATE NURSING PROGRAMME (NCBNP) BACHELOR OF SCIENCE IN NURSING (BSN)

STATEMENT OF NURSING

Nursing is a professional practice discipline which offers a valuable service to the public by working with individuals, families, groups, and communities to develop and implement strategies to meet health care needs. Caring is a central and dominant feature of nursing.

Nursing: a) considers the physical, psychological, social, environmental, and spiritual domains of clients; b) requires cultural sensitivity; and c) collaborates with clients, other health care providers, and the community. Nursing is based on knowledge and skills developed in its own and related disciplines. Nursing knowledge is developed through research and other methods. Nursing advocates for a health care system that: a) emphasizes health promotion and illness prevention; b) is based on practical, affordable, manageable, and culturally acceptable care and technology; and c) is available for all clients in a universal, equitable manner.

STATEMENT OF NURSING EDUCATION

Nursing education responds to societal concerns by developing a curriculum that is relevant and considers future trends in health care. Nursing education strives to provide an environment that is challenging and supportive, where all students learn the practice of nursing through the application and evaluation of knowledge, the practice of skills, and the internalization of caring and professional attitudes. A dynamic and positive relationship occurs between health care services and education through the sharing of knowledge, skills, and research.

Northern Collaborative Baccalaureate Nursing Programme:

This programme is offered collaboratively between UNBC and the College of New Caledonia (CNC) and provides entry into the nursing profession. The integrated programme of studies leads to a Bachelor

of Science in Nursing (BSN), awarded by UNBC. Graduates are eligible to write the Canadian Registered Nurse Examination and to apply for registration with the Registered Nurses Association of British Columbia (RNABC) after passing the exams.

AIMS OF THE BSN PROGRAMME

The goal of the BSN programme is to improve access to and successful completion of nursing education for residents of the North. The aim of the nursing programme is to prepare professional nurses who will:

- practice with cultural sensitivity
- practice with awareness of particular health needs of northern populations
- practice assessment and promotion of holistic health with individuals, families, groups, and communities
- participate in activities that reflect the appraisal of population health needs and implement and evaluate the appropriate interventions to meet those needs
- make nursing judgments that reflect application of current nursing research and research from related disciplines
- practice in a broad range of settings with an emphasis on northern communities
- influence health services to bring about policy development that meets the health needs of northern populations
- practice effectively within collaborative interdisciplinary and intersectorial health care teams
- demonstrate critical thinking skills and effective clinical decision making
- demonstrate skills of a self-directed learner
- meet professional practice requirements as identified in **Standards for Nursing Practice in British Columbia**
- NCBNP students will meet professional practice requirements as identified in the RNABC **Nursing Competencies and Skills Required of the New Graduate**

SPECIFIC PROGRAMME ADMISSION REQUIREMENTS

The admission criteria and general requirements set out in the Admissions content of this Calendar are applicable in this section. Additional admission requirements to the nursing programme follow.

Northern Collaborative Baccalaureate Nursing Programme: Admission is based on academic qualifications and available space. Priority will be given to students who meet admission criteria and apply by the **deadline of March 31st**. Admissions received after the deadline may be reviewed based on available space in the programme.

Individuals who apply by March 31st and who will complete secondary school graduation requirements by the end of June will not be disadvantaged by this deadline.

Applicants from BC and Yukon secondary schools must:

- meet UNBC admission requirements, and
- have completed Math 11, English 12, Biology 12, Chemistry 12 with a minimum "C+" (65%) in each course

Other applicants must:

- meet UNBC admission requirements, and
- have completed the equivalent of Math 11, English 12, Biology 12, Chemistry 12 with a minimum "C+" (65%) in each course

Prerequisite equivalency options should be discussed with a CNC counsellor or advisor or the Nursing Programme Officer.

Basic word-processing skills are highly recommended for all applicants.

ACADEMIC POLICIES FOR NURSING STUDENTS

Health Assessment, Immunization, and CPR Certification

All students accepted into the undergraduate nursing programme will be sent documentation and information regarding health status and immunization policies. Prior to registration in courses, **all** students must submit:

- a health assessment completed and signed by a physician within 12 months prior to the commencement of course work which testifies that the applicant is able to undertake nursing studies, including clinical practica
- evidence of current immunization status for diphtheria, tetanus, poliomyelitis, measles, mumps, rubella, and Mantoux test (PPD) for tuberculosis; Hepatitis B immunization is highly recommended

- documentation of CPR certification, level C, which must be maintained throughout the programme

Student Professional Membership

NCBNP students are required to become student members of the RNABC, the cost of which will be the responsibility of the student. In addition to membership benefits, this requirement will provide student malpractice insurance.

Criminal Records Search

NCBNP students are required to undergo a criminal records search during the course of study in the programme, the cost of which will be the responsibility of the student.

PROGRAMME COSTS

Costs associated with study in the BSN programme are the responsibility of the individual student, including transportation costs and any expenses involved in academic studies, lab, and clinical practica. Students may be required to complete clinical experiences at sites other than Prince George. Provision for all travel, accommodation, and living expenses associated with required clinical practice is the sole responsibility of the student.

QUALIFICATION FOR DEGREE

It is the responsibility of the student to ensure that his/her degree requirements are met. Graduation requirements are found in the Regulations and Policies section of the UNBC Calendar. To fulfill the requirements of graduation, the student must:

- attain a minimum cumulative GPA of 2.33 (C+) on courses for credit towards the degree
- obtain a minimum passing grade of 2.0 (C) in all nursing courses for credit towards the degree
- complete all requirements for the BSN programme within eight years of admission into the programme or from the first nursing course used for credit towards the degree.

TRANSFER CREDIT

Transfer credit and/or advanced standing may be awarded for course work completed at other recognized institutions. All transfer credit for course work taken prior to admission to the BSN programme will be evaluated at the request of the student, and applied at the time

of initial registration in the programme. Once admitted to the nursing programme, course work taken in other institutions for transfer credit towards the degree requires a letter of permission **prior** to registration in the course.

Northern Collaborative Baccalaureate Nursing Programme: The total transfer credit awarded on the basis of acceptable work completed at other recognized institutions may not exceed 60 credit hours. Nursing courses must have been completed within the five years prior to admission to be eligible for transfer credit into the nursing programme.

PART-TIME STUDIES

With prior approval by the Nursing Programme Officer, and subject to course availability, the NCBNP may be taken on a part-time basis, however, students may be required to enroll full-time during a portion of their programme.

WITHDRAWAL FROM THE NURSING PROGRAMME

Students who voluntarily withdraw from the Nursing programme must notify the Nursing Programme Officer and will be required to apply in competition for re-admission after the lapse of up to three semesters and on a seat availability basis. If students fail to notify the Nursing Programme Officer, the Programme Officer will deem a student to have voluntarily withdrawn from the Nursing programme where the student has not registered in Nursing courses in any of the last three semesters.

CLINICAL PRACTICA SCHEDULING AND EXPECTATIONS

Clinical practica may be configured and offered outside the existing timetable structure and sessional dates, such as a four- or six-week block. The students in the NCBNP must complete a nursing practicum during spring intersession immediately following both their fourth and sixth semesters of study in the programme.

Attendance in each nursing practicum course is mandatory. Students who miss more than 10% of their practicum experience will be considered at risk for failure and may be required to withdraw from the course.

ACADEMIC PERFORMANCE

The student is subject to all policies and regulations of the institution(s) where they are registered for courses. In matters related to academic appeals and academic dishonesty, students are subject to the policies and rules of the institution where they are registered for courses. Issues related to progression through the programme, such as probation, are governed by UNBC guidelines on academic standing and continuance.

Students may repeat a nursing course once. Students who fail a required nursing course twice are required to withdraw from the programme.

STANDARDS OF PROFESSIONAL CONDUCT

All students are expected to abide by professional standards as set forth in the RNABC **Standards for Nursing Practice for BC** and the Canadian Nurses Association (CNA) **Code of Ethics**. Violation of professional standards may result in suspension or dismissal from the programme or the educational institution.

REQUIREMENTS

Nursing courses will normally be restricted to students admitted into the BSN programme, unless otherwise specified in a course description. Not all courses in the Calendar are offered every semester or academic year. Admission to the BSN programme does not guarantee registration in any specific course; early registration is advised.

Northern Collaborative Baccalaureate Nursing Programme: Consists of 140 credits with 98 required credits in nursing. In order to meet the graduation requirements for a BSN, the student must successfully complete the following courses.

100 Level

Nursing 101
Nursing 102
Nursing 103
Anthropology 101 or equivalent
Psychology 101 or equivalent
Health & Human Science 110 at UNBC or Basic Microbiology 105 at CNC or equivalent
Health & Human Science 111 at UNBC or Biology 111 at CNC or equivalent
Health & Human Science 112 at UNBC or Biology 112 at CNC or equivalent

200 Level

Nursing 201
Nursing 202
Nursing 203
Nursing 204
Nursing 205
Nursing 206
Nursing 210
Nursing 211
Nursing 220
Mathematics 242 at UNBC or Mathematics 104 at CNC or equivalent

300 Level

Nursing 304
Nursing 306
Nursing 308
Nursing 310
Nursing 311
Nursing 312
Nursing 313
Nursing 314
Nursing 320

400 Level

Nursing 403
Nursing 408
Nursing 415
Nursing 416
Political Science 403

At least **one** of the following areas of clinical focus:

- both Nursing 420 and Nursing 440 or
- both Nursing 422 and Nursing 441 or
- both Nursing 424 and Nursing 442 or
- both Nursing 426 and Nursing 443

Electives

Of the electives, there must be:

- three credit hours in First Nations Studies
- three credit hours in Humanities
- at least six credit hours at the 200 level or above
- at least three credit hours at the 300 level or above
- three credit hours at 200 level or above, related to nursing focus
- three credit hours at any level in any subject

COURSE DESCRIPTIONS

The following nursing courses are required in the NCBNP:

NURS 101

The Art and Science of Nursing

Introduces the beginning student to the dimensions of nursing practice and to individuals accessing health care. Through group and

individual learning activities the student is introduced to concepts, practices, issues, and trends in nursing and health care. Observational experience with a health care practitioner is incorporated.

Admission of non-Nursing students by the permission of the instructor.

Prerequisite or Corequisite: None

3 CR / (3,0)

NURS 102

Communication Theory and Practice

Introduces the student to communication theory and concepts. The student has the opportunity to increase awareness of self and to explore perceptions, culture, language, and non-verbal messages. Opportunities exist for the development of communication skills.

Admission of non-Nursing students by the permission of the instructor.

Prerequisite or Corequisite: None

3 CR / (2,2)

NURS 103

Introduction to Lifespan Development

Provides an overview of normal lifespan development from the infant to the elderly. Opportunities exist to interact with well individuals of various ages.

Admission of non-Nursing students by the permission of the instructor.

Prerequisite or Corequisite: None

3 CR / (3,0)

NURS 201

Introduction to Health Assessment

Provides the basis to gather a health history and to assess the functioning of individuals through the proper use of physical examination techniques. Psychosocial and cultural assessment is included. The emphasis is on recognition and identification of normal findings.

Admission of non-Nursing students by the permission of the instructor.

Prerequisites: All 100 level nursing courses; HHSC 111 & 112 or BIO 111 & BIO 112 at CNC

4 CR / (3,2)

NURS 202

Pathophysiological Concepts

Uses a conceptual approach to examine pathological mechanisms of altered states in human physiology. Topics include the etiology, cellular metabolism, tissue alterations, functional changes, and age-related differences involved in each process.

Admission of non-Nursing students by the permission of the instructor.

Prerequisites: HHSC 111 & 112 and HHSC 110 or BIO 111 & 112 and BIO 105 at CNC
3 CR / (3,0)

NURS 203

Health Promotion in Families

Introduces theory related to families across the lifespan within the context of primary health care in the north. Emphasis is on family assessment skills and working in partnership with families in the development of health promotion and illness and injury prevention strategies. Holistic care of families during transitions such as normal childbearing, child rearing, and caring for an elderly parent is included.

Admission of non-Nursing students by the permission of the instructor.

Prerequisites or Corequisites: NURS 101, NURS 103, HHSC 111 & 112 at UNBC or BIO 111 & 112 at CNC

3 CR / (3,0)

NURS 204

Healing Modalities

Provides an overview of healing modalities currently used by nurses and other experts in practice in British Columbia. Principles of pharmacology and pharmacodynamics are addressed. Opportunity is provided for students to explore various complementary healing techniques.

Admission of non-Nursing students by the permission of the instructor.

Prerequisite or Corequisite: NURS 202

3 CR / (3,0)

NURS 205

Introduction to First Nations Health

Provides an overview of First Nations health, factors influencing health status, and issues arising from Northern and remote living. Historical events and their impact on health are introduced. Current barriers to health, along with culturally sensitive nursing implications, are explored.

Admission of non-Nursing students by the permission of the instructor.

Prerequisite or Corequisite: ANTH 101 or equivalent

3 CR / (3,0)

NURS 206

Basic Nutrition

Examines the nutritional needs of specific client groups throughout the lifespan and in

various states of wellness and illness. The course reviews the physiology of carbohydrate, fat, protein, and energy metabolism. Topics include enteral and parenteral nutrition, trends and issues in nutritional practice, and the psychosocial and cultural aspects of food and eating behaviours.

Prerequisite or Corequisite: None; admission of non-Nursing students by permission of the instructor

3 CR / (3,0)

NURS 210

Nursing Practice with the Adult

Examines principles and practices of nursing adults with health problems. Focus is on the application of knowledge in planning nursing care of clients requiring medical and surgical intervention. Holistic health care of individuals is highlighted.

Restricted to students in the NCBNP.

Prerequisites or Corequisites: NURS 201, NURS 202, NURS 203, NURS 204, NURS 206

3 CR / (3,0)

NURS 211

Clinical Practicum: Adult

Enables the student to apply previously learned theory and skills in practice and acquire basic psycho-motor skills needed to provide nursing care. This course provides the opportunity to care for the adult with health problems requiring hospitalization. The course includes laboratory instruction in psychomotor skills necessary to provide nursing care.

Restricted to students in the NCBNP.

Prerequisite or Corequisite: NURS 210

5 CR / (0,2,12)

NURS 220

Extended Clinical Practicum I

Provides the opportunity for consolidated clinical nursing practice with adults who have health problems. This course builds on previous clinical practice with the adult and will occur in various settings in northern BC.

Restricted to students in the NCBNP.

Prerequisites: NURS 205, NURS 211

5 CR (0,0,32.5)

NURS 304

Introduction to Nursing Knowledge

Provides an overview of the types of knowledge or theory in the profession, and how such knowledge is developed. Encourages a critical analysis of trends in knowledge

development and highlights the crucial relationship of knowledge to practice.

Prerequisite: Upper division standing in BSN programme

3 CR / (3,0,0)

NURS 306

Introduction to Epidemiology

Applies epidemiological principles in the examination of patterns of disease and disability among populations, particularly those in northern latitudes. Introduction to the interpretation of vital statistics, the critique of cross-sectional, case-control, and cohort design, and the principles of screening.

Prerequisite: Upper division standing in the BSN programme; admission for non-Nursing students by permission of the instructor

3 CR / (3,0)

NURS 308

Ethics and Law in Nursing

Examines ethical reasoning and the use of ethical theory in nursing practice decisions. Health care law as it relates to nursing practice is explored. Special focus is on the meaning and use of nursing practice acts, professional standards of practice and nursing codes of ethics.

Prerequisite: Upper division standing in BSN programme

3 CR / (3,0)

NURS 310

Nursing Practice with the Childbearing Family

Nursing Practice with the Childbearing Family, the Child, and the Adolescent examines knowledge, skills, and attitudes required to provide holistic nursing care for pregnant women, infants, growing children, adolescents, and their families. Relevant theory needed to care for clients during the intrapartum as well as theory related to the care of clients with common complications during childbearing is addressed. The most frequent health and developmental problems encountered in children and adolescents in the north, including acute and chronic illnesses, are explored.

Prerequisite or Corequisite: Upper division standing in NCBNP

3 CR / (3,0,0)

NURS 311

Clinical Practicum: Childbearing Family

Clinical Practicum: Childbearing Family, Child and Adolescent integrates content from NURS 310 in the clinical setting. Opportunities are provided to manage nursing care

for individuals and families in labour and delivery, including low risk childbearing and perinatal situations, and for a child or adolescent with acute or chronic health problems.

Prerequisite or Corequisite: NURS 310

5 CR / (0,2,12)

NURS 312

Mental Health Nursing Practice

Introduces the theory and concepts of mental health nursing and examines the role of the mental health nurse in northern nursing practice settings. Attention is given to historical, current, and projected trends with a focus on the unique concerns of the north.

Prerequisite: Upper division standing in NCBNP

3 CR / (3,0)

NURS 313

Nursing Practice with the Elderly Adult

Examines the knowledge, skills, and attitudes required to provide holistic care to the older adult. The course focuses on the older adult's strengths and wisdom in adjusting to the aging process as well as acknowledging the effect of acute and chronic physical and psychological conditions.

Prerequisite or Corequisite: Upper division standing in the NCBNP

3 CR / (3,0)

NURS 314

Clinical Practicum: Mental Health and Elderly Adult

Provides opportunity for students to integrate concepts and theory related to mental health and the aging process as they care for individual and family clients with a variety of acute and long-term care needs. Working with families and groups that support individuals dealing with specific aging or mental health conditions is highlighted.

Prerequisite or Corequisites: NURS 312 and 313

5 CR / (0,2,12)

NURS 320

Extended Clinical Practicum II

Provides opportunity for consolidated clinical nursing practice with clients who have multiple health care needs. Previous clinical practice experience is considered when determining placement. The practicum occurs in various health care settings in northern BC.

Prerequisite or Corequisite: All 300 level required nursing courses in NCBNP

5 CR / (0,0,32.5)

NURS 403

Introduction to Nursing Research

Covers the empirical approach to the development of nursing knowledge and reviews aspects of quantitative and qualitative methods.

Prerequisites: NURS 304; MATH 242 at UNBC or MATH 104 at CNC

3 CR / (3,0)

NURS 408

Nursing Leadership

Discusses nursing as a profession within the health care delivery system. Theory regarding organizational structure, leadership, change, power, accountability, and decision-making processes is included and is related to a specific clinical setting.

Prerequisite or Corequisite: Normally, this course will be taken in the final semester of study

3 CR / (3,0)

NURS 415

Introduction to Community Health and Nursing

Provides an introduction to the concept of community and nursing in the community and builds upon previous experiences in community health nursing practice. Nursing theory and practice of working with individuals, families, and population groups in health and in illness are addressed. The trend to more community care in British Columbia is explored.

Prerequisite: All 300 level required nursing courses in NCBNP

3 CR / (3,0)

NURS 416

Clinical Practicum: Community Nursing

Promotes the integration and application of community health nursing and primary health care theory in nursing practice in northern communities.

Prerequisite or Corequisite: NURS 415

4 CR / (0,0,12)

NURS 420

Community Health Nursing

Focuses on theory, roles, and practices required for community health nursing in a changing system in Northern and isolated settings. Emphasis is placed on a population-focused approach to nursing care which includes the promotion of health and prevention of disease and disability.

Prerequisite: Normally, this course will be taken in the final semester of study in the BSN programme
3 CR / (3,0)

NURS 422
First Nations Health and Nursing

Examines historical and current social, political, and economic factors influencing the health of First Nations people in Canada. Current health issues and related nursing implications are emphasized. Topics include: the impact of colonization on health, effects of rapid cultural changes, nursing management of specific health issues, culturally sensitive approaches to nursing care, the health transfer process, and special topics related to health.

Prerequisite: Normally, this course will be taken in the final semester of study in the BSN programme
3 CR / (3,0)

NURS 424
Rural Nursing

Provides content relevant to the practice of nursing in small, rural hospitals, clinics, and health centres in northern settings. The course focuses upon the nursing management of health problems frequently encountered in ambulatory and emergency settings, including mental health and obstetrical considerations. Referral mechanisms and standards of practice are emphasized.

Prerequisite: Normally, this course will be taken in the final semester of study in the BSN programme
3 CR / (3,0)

NURS 426
Acute Care Nursing

Explores the concepts and practices of acute care nursing with various client populations. Problem solving complex client situations and expanding the professional role of the nurse are central themes of the course.

Prerequisite: Normally, this course will be taken in the final semester of study of the BSN programme
3 CR / (3,0)

NURS 430
Community Continuing Care Nursing

Explores a multidisciplinary approach to caring for individuals, groups, and families in the context of community continuing care. The practice of home-care nursing, long-term care assessment, community referral and liaison, and case management are addressed.

Prerequisite: Normally, this course will be taken in the final semester of study of the BSN programme
3 CR / (3,0,0)

NURS 432
Mental Health Nursing

Examines mental health and mental illness in depth with particular attention to identified high-risk groups in the northern nursing practice setting. Cultural, developmental, and treatment setting variables are examined using a mental health nursing framework.

Prerequisite: Normally, this course will be taken in the final semester of study of the BSN programme
3 CR / (3,0,0)

NURS 434
Maternal and Child Nursing

Examines the theory and practice of maternal and child nursing in depth, with particular attention to northern nursing practice. Nursing management of clients at risk or with complex health and psychosocial problems is included. Ethical and cultural issues relevant to maternal and child nursing are addressed.

Prerequisite: Normally, this course will be taken in the final semester of study of the BSN programme
3 CR / (3,0,0)

NURS 440
Practicum:
Community Health Nursing

Facilitates the integration and application of concepts and models related to community health nursing. The opportunity for students to acquire skills needed to contribute to services and programmes in the community is provided. Emphasis is on the nurse as a partner with the community.

Prerequisite or Corequisite: NURS 420 or equivalent; all courses in the NCBNP must be completed prior to or concurrently with NURS 440
8 CR / (0,0,24)

NURS 441
Practicum: First Nations Health and Nursing

Provides clinical experiences for nursing students interested in working with First Nations clients, families, and communities. Clinical experiences are in agencies within First Nations communities, or in agencies that primarily serve First Nations clients.

Prerequisite or Corequisite: NURS 422; all courses in the NCBNP must be taken prior to or concurrently with NURS 441
8 CR (0,0,24)

NURS 442
Practicum: Rural Nursing

Facilitates the integration and application of knowledge and skills in rural nursing. Clinical experiences are located in rural hospitals, treatment and diagnostic centres, or community mental health agencies serving rural communities.

Prerequisite or Corequisite: NURS 424; all courses in the NCBNP must be taken prior to or concurrently with NURS 442
8 CR / (0,0,24)

NURS 443
Practicum: Acute Care Nursing

Enables the student to consolidate and extend knowledge and ability in acute care nursing practice. Clinical practice occurs with client populations requiring acute treatment and interventions.

Prerequisite or Corequisite: NURS 426 or equivalent; all courses in the NCBNP must be taken prior to or concurrently with NURS 443
8 CR / (0,0,24)

The following non-nursing courses are required in the NCBNP:

HHSC 110 at UNBC or BIO 105 at CNC
Basic Microbiology

Presents the basic principles of microbiology with an emphasis on the relevance of these principles to human health. A survey of the major types of micro-organisms and a discussion on how they are classified and identified is addressed. An introduction to virology and bacterial metabolism including environmental factors which affect microbial growth and survival, is presented. A laboratory component is included.

Prerequisites: Biology 12 and Chemistry 11
3 CR / (3,1,0)

HHSC 111 at UNBC or BIO 111 at CNC
Anatomy and Physiology I

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. A laboratory component is included. This course is appropriate for students who intend to enter Health Sciences programmes.

Prerequisites: Biology 12 and Chemistry 11
3 CR / (3,3)

HHSC 112 at UNBC or BIO 112 at CNC **Anatomy and Physiology II**

This course is a continuation of Anatomy and Physiology I. It is designed to cover the anatomy and physiology of the muscular, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. Emphasis is on the importance of homeostasis and how it is maintained by the concerted proper functioning of the body systems. A laboratory component is included.

Prerequisite: Anatomy and Physiology I
3 CR / (3,3)

ANTH 101 at UNBC **Linguistic and Sociocultural Approaches**

Examines the diversity of human cultures and languages through the comparison of contemporary societies, patterns of social organization, and the categories of linguistic theory.
3 CR / (3,0)

or

ANTH 101 at CNC **Introduction to Socio-Cultural Anthropology**

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 CR / (3,0)

PSYC 101 at UNBC **Psychology as a Science**

This course describes psychology as a basic science in two logical modules: psychology as a natural science and psychology as a social science.

3 CR / (3,0)

or

PSYC 101 at CNC **Introduction to Psychology**

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 CR / (3,0)

MATH 242 at UNBC **Statistics for Social and Health Sciences**

This course provides an introduction to the principles of statistical inference for students in the social and health sciences. Credit not normally given for both MATH 340 and 242.

Prerequisite: Math 11

Recommended: Math 12

3 CR / (3,0)

or

MATH 104 at CNC **Introduction to Statistics**

This course is designed to provide 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 CR / (3,0)

POLS 403 **Social and Health Policy and Administration**

The evolution of social and health services in Canada in a comparative context. The provision of public services, federal-provincial relations and the development of community health and social services.

Prerequisite: Restricted to fourth-year students or by permission of the instructor

3 CR / (3,0)

The following courses are offered as nursing electives in the NCBNP:

NURS 404 **Programme Development and Evaluation**

Presents the process of programme development and evaluation from the identification of a need for programming in various settings, to planning, implementing, and evaluating a programme.

Prerequisites: MATH 242, NURS 306; admission for non-Nursing students by permission of the instructor

3 CR / (3,0)

NURS 410 **Transcultural Nursing**

Examines concepts and theories of transcultural nursing and their application to the

care of culturally diverse clients and communities. Strategies for developing culturally sensitive nursing approaches are explored.

Emphasis is on respecting and responding to clients in ways that acknowledge and incorporate cultural differences and similarities.

Prerequisite: Upper division standing or by permission of the instructor

3 CR / (3,0)

NURS 411 **Medical Diagnostics for Nurses**

Provides information, interpretation, and implications of commonly ordered diagnostic tests. Aspects of specimen collection and test performance are covered. Areas of study include serum chemistry, hematology, microbiology, radiological imaging, and electrography. Emphasis is upon problem solving and decision making for nurses in acute care settings and in remote and rural areas.

Prerequisite: Upper division standing or by permission of the instructor

3 CR / (3,0)

NURS 412 **Women and Health**

Examines health issues of northern women within a holistic perspective. Students will explore general and specific health concerns of women using research literature, including epidemiology.

Prerequisite: Upper division standing or by permission of the instructor

3 CR / (3,0)

NURS 413 **Oncology Nursing**

Incorporates an understanding of carcinogenesis into the study of current management and treatment modalities: surgery, radiation therapy, chemotherapy, biotherapy, and bone marrow transplantation. Focus is upon nursing management of pain, administration of chemotherapeutic agents, palliative care, and assessment and prevention of complications.

Prerequisite: Upper division standing or by permission of the instructor

3 CR / (3,0)

NURS 414 **Nursing Continuing Education**

Examines principles and practices of continuing education and staff development in the context of implementing organizational and practice changes within health care organizations and agencies. Particular attention will be

paid to special educational requirements of nurses in rural, remote, and northern settings.

Prerequisite: Upper division standing and by permission of the instructor

3 CR / (3,0)

NURS 428 Nursing Management

Examines nursing management and leadership theory, issues, and practice in hospitals, health care agencies, and communities.

Special focus is on first-line nursing management within rural and northern communities in a changing health care system. Discussion and explorations are grounded in current health care and nursing management practice and research knowledge.

Prerequisite: Normally, this course will be taken in the final semester of study

3 CR / (3,0)

NURS 430 Community Continuing Care Nursing

Explores a multidisciplinary approach to caring for individuals, groups, and families, in the context of community continuing care. The practice of home-care nursing, long-term care assessment, community referral and liaison, and case management are addressed.

Prerequisite: Normally, this course will be taken in the final semester of study

3 CR / (3,0)

NURS 432 Mental Health Nursing

Examines mental health and mental illness in depth with particular attention to identified high-risk groups in the northern nursing practice setting. Cultural, developmental, and treatment setting variables are examined using a mental health nursing framework.

Prerequisite: Normally, this course will be taken in the final semester of study

3 CR / (3,0)

NURS 434 Maternal and Child Nursing

Examines the theory and practice of maternal and child nursing in depth, with particular attention to northern nursing practice. Nursing management of clients at risk or with complex health and psychosocial problems is included. Ethical and cultural issues relevant to maternal and child nursing are addressed.

Prerequisite: Normally, this course will be taken in the final semester of study

3 CR / (3,0)

NURS 498 Special Topics in Nursing

A course on a special topic in nursing. The topic will vary, depending on student interest and faculty availability. No more than six credit hours in Special Topics courses may be applied towards a BSN degree.

Prerequisite: Upper division standing and by permission of the instructor

3 CR / (3,0)

NURS 499 Independent Study in Nursing

A course on a selected topic based on readings and learning experiences directed by an instructor. The course format and requirements will be based on a formal contract with the instructor. No more than six credit hours in Independent Study courses may be applied towards a BSN degree.

Prerequisite: Upper division standing and by permission of the instructor

3 CR / (3,0)

FOR FURTHER INFORMATION

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June Anonson, Dean
Division of Health Sciences
3330 – 22nd Avenue
Prince George, BC V2N 1P8
Telephone: (250) 561-5841
www.cnc.bc.ca

College of New Caledonia
Counselling Centre
Telephone: (250) 561-5818

University of Northern British Columbia
Deanna Fayle, Programme Advisor
Nursing Programme
3333 University Way
Prince George, BC V2N 4Z9
Telephone (250) 960-6507
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PRACTICAL NURSE PROGRAMME

STATEMENT OF PURPOSE

The Practical Nurse programme is designed to provide graduates with opportunities to develop knowledge, skills, and values necessary to assist individuals and families in community, acute, and long-term settings. This programme emphasizes care with a holistic multidisciplinary approach that encourages the

practical nurse to work in partnership with other health care professionals. Upon successful completion of licensing exams, graduates will be able to work in a variety of health care settings.

The programme must be completed within five years. In the event of a major curriculum change, students may be required to repeat courses.

APPLICATION AND DOCUMENT SUBMISSION DEADLINE

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

Applications received after March 31st for Fall entry are considered late and will be processed subject to course availability.

You must submit your application and all required documents (see Admission Requirements) by April 24, 2002 in order to be eligible for selection.

ADMISSION REQUIREMENTS

In addition to the requirements outlined below, students must acquire and maintain a valid CPR Level "C" certificate throughout the programme.

1. Successful completion of Grade 12 or ABE Advanced Certificate or GED Certificate.
2. Biology 12 or equivalent with a grade of "C" or better.
3. English 12 or equivalent with a grade of "C" or better.
4. Mathematics 10 or equivalent with a grade of "C" or better.
5. Applicants must take the English and Math Achievement Test (EMAT) administered by the College. Applicants must successfully complete the requirements of this task prior to acceptance into the programme.
6. Documents certifying current immunization, Hepatitis B vaccination, TB screening, and health examination. The documentation must be on official College forms (supplied with acceptance) and submitted prior to commencement of the programme.
7. As per the Selection Criteria, some experience, volunteer or paid, in a relevant health care setting is beneficial. Applicants should include a statement describing length, type, and location of previous experience on facility

letterhead where the experience occurred and signed by an appropriate supervisor.

Given the scope of the **Criminal Records Review Act**, CNC requires criminal records searches for applicants for programme areas that involve working with children or other vulnerable persons. The cost of this search is the responsibility of the student. This requirement may result in a student having to undergo two criminal record searches: one through the RCMP (for those programmes requiring it) and one through the Attorney General's Office. (Forms supplied with acceptance.)

Students must provide proof of application for a Criminal Records Search in order to be considered admissible to the programme. The result of a Criminal Records Search which identifies relevant criminal convictions may prevent a student from entering into a practicum or clinical setting. Students who cannot enter the practicum or clinical component of the programme cannot graduate from the programme.

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. A letter grade for Biology 12 will contribute its actual points to the selection process (i.e., A+ = 4.33, A = 4.0, B+ = 3.33, etc.).
2. A letter grade for English 12 will contribute its actual points to the selection process (i.e., A+ = 4.33, A = 4.0, B+ = 3.33, etc.).
3. Geographical location: residents of BC or Yukon will be awarded 1 point.
4. Relevant work or educational experience, including a minimum of 30 hours' volunteer experience in the health care field will be awarded 2 points. A statement on the facility letterhead where the volunteer experience occurred is required along with the signature of a supervisor.
5. Persistent interest in the programme as demonstrated by a qualified applicant who applies more than once will be awarded 1 point.

Total points available are 12.66.

In the case of ties using the above criteria, the date of application will be the deciding criteria.

In keeping with the majority of programmes that are oversubscribed, this programme will select 50% of the class from the qualified applicants while the balance of the class will

be selected randomly from the remaining qualified applicants.

RE-ADMISSION

A student who is unsuccessful in a PN course will be permitted to repeat the course once. Two failures or withdrawals in the same course will exclude the student from further study in the programme. A student who withdraws from the programme voluntarily must notify a faculty member and will be required to apply for re-admission to the programme. Re-admission is considered on a space available basis and 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 average of "C+" (65%) or better in the course, will be awarded first priority.
 2. A student who has failed a PN course or who has withdrawn from the PN course with less than a "C+" (65%) grade standing in the course will be awarded second priority.
 3. A student requesting transfer from PN programmes at other institutions will be subjected to the above criteria and be accorded third priority.
- All PN course work must be completed within a **five-year time frame**. In the event of significant changes to courses, students may be required to repeat a course. Students may be required to demonstrate that they have maintained their knowledge and skills for re-entry into the programme.

COSTS

Application/registration: \$15

EMAT: \$5

Tuition/Fees (approximately): \$2500

Note: This does not include the cost of textbooks or the cost of attending clinical placements which may occur outside of Prince George.

FINANCIAL ASSISTANCE

This programme qualifies for BC Student Assistance funding (Canada Student Loan). Applications can be picked up at the Financial Aid Office (Room 1-753) after the first week of May.

PROGRAMME OUTLINE: PRACTICAL NURSE

Semester I

PNUR 101	Health I
PNUR 103	Professional Growth I
PNUR 105	Healing I
PNUR 107	Human Relationships I
PNUR 110	Human Anatomy/ Physiology
PNUR 111	Nursing Arts I
PNUR 197	Clinical I

Semester II

PNUR 102	Health II
PNUR 106	Healing II
PNUR 108	Human Relationships II
PNUR 112	Nursing Arts II
PNUR 198	Clinical II (Gerontology)

Semester III

PNUR 201	Health III
PNUR 203	Professional Issues
PNUR 205	Healing III
PNUR 211	Nursing Arts III
PNUR 297	Clinical III
PNUR 299	Practicum

FOR MORE INFORMATION

College of New Caledonia
3330 – 22nd Avenue
Prince George, BC V2N 1P8
1-800-371-8111

Admissions: (250) 561-5800

Counselling and Advising: (250) 561-5818

Health Sciences: (250) 561-5841

COURSE DESCRIPTIONS

PNUR 101 Health I

This course introduces the learner to the concept of health as a dynamic, non-static process, rather than a goal. Viewed within the context of the Canadian society, health is seen as a holistic process on which our daily choices have a significant effect. The integration of body, mind, and spirit will be examined in order to develop an appreciation for the idea that everything we do, think, feel, and believe has an impact on our state of health and that health is comprised of six dimensions, each of which impacts well-being. Health promotion will be examined throughout the lifespan.

Prerequisite: Admission to the programme
3 CR / (5,0,0)

**PNUR 102
Health II**

Society is bombarded with a variety of myths, stereotypes, and prejudices related to aging. To gain a more factual picture of aging, this course will explore the process and theories of aging. In particular, it will examine the demographic profile of the older adult, along with issues such as the aging family, personal adjustments required by the aging individual, and community resources available for the aging person. A holistic approach to health promotion and wellness in the older adult is a major theme. This course will also include concepts, issues, and skills related to geropharmacology.

Prerequisite: Successful completion of all Semester I courses
3 CR / (6,0,0)

**PNUR 103
Professional Growth I**

This course introduces the learner to the evolution and position of practical nursing as a health profession within the health care system. It focuses on the legal, ethical, and philosophical basis for practice. The PN role, multi-disciplinary team, partnership, delegation, reporting, and documenting are discussed. This course also explores reflective writing, practice, and critical thinking skills.

Prerequisite: Admission to the programme
1 CR / (3,0,0)

**PNUR 105
Healing I**

This course provides the learner with the opportunity to explore healing as a holistic process. In doing so, the following concepts will be examined: complementary approaches to healing, common challenges to the healing process, the needs of persons with disabilities from a healing perspective, the concepts of primary health care as a method of promoting healing; basic pharmacology.

Prerequisite: Admission to the programme
3 CR / (4,0,0)

**PNUR 106
Healing II**

This course covers promotion of autonomy and independence with challenges associated with aging using the nursing process; disease process associated with aging; psychogeriatrics; gerontological nursing care; hospice, death, and dying; and the nursing process.

Prerequisite: Successful completion of all Semester I courses
3 CR / (6,0,0)

**PNUR 107
Human Relationships I**

This course will provide opportunities for participants to examine and practice: caring within the context of human relationships, own interpersonal style and how it affects others, interpersonal skills which are necessary to establish helping relationships, phases of helping relationships between nurses and their clients, effective communication skills in groups, ways of adapting communication when interacting with the physically and/or mentally disabled person.

Prerequisite: Admission to the programme
2 CR / (3,0,0)

**PNUR 108
Human Relationships II**

This course focuses on effective communication with the older adult. While it is generally agreed that the ability to communicate is an essential ingredient of being with others, age-related changes often interfere with the process. The nurse needs to learn not only to communicate effectively with the older adult on a one-to-one basis, but also needs to understand the benefits of group communications to the psychosocial well-being of the older adult. In addition, this course emphasizes the importance of effective communication and leadership skills with co-workers in long-term care settings.

Prerequisite: Successful completion of all Semester I courses
3 CR / (3,0,0)

**PNUR 110
Human Anatomy/Physiology**

This course gives an overview of the structure and function of ten body systems. It also discusses various health promotion strategies that work toward the optimal functioning of these systems.

Prerequisite: Admission to the programme
3 CR / (4.5,0,0)

**PNUR 111
Nursing Arts I**

This course emphasizes the development of basic nursing skills that support health promotion. The classroom and laboratory components will assist the learner in acquiring the basic knowledge and skills of nursing assessment of health and environment, promotion of independence, activity, comfort, and personal care skills. This course is intended to help learners integrate theory from other course work and relate it to selected clients. Organizational skills, safety to practice, and

therapeutic communication are underlying themes of Nursing Arts.

Prerequisite: Admission to the programme
3 CR / (4,6,0)

**PNUR 112
Nursing Arts II**

This course emphasizes the development of practical nursing competencies in order to promote health and healing when caring for the older adult. Clients are viewed from a holistic perspective based on an accurate and comprehensive assessment of their unique needs. Laboratory and clinical experience components will promote integration of theory to practice.

Prerequisite: Successful completion of all Semester I courses
3 CR / (5,6,4)

**PNUR 197
Clinical I**

This three-week community clinical provides the learner with an opportunity to integrate the theory from Semester I into practice. It offers the learner experience in working with individuals with disabilities in a variety of community settings including residential care, community care, palliative care, ambulatory care, daycare, and respite care.

Prerequisite: Successful completion of all Semester I courses
5 CR / (0,0,28)

**PNUR 198
Clinical II (Gerontology)**

This six-week clinical provides the student with a supervised experience which will enhance the learner's ability to integrate theory to practice in caring for the older adult in diverse care settings. Some examples include adult day centres, intermediate care, extended care, special needs units/psychogeriatric care.

Prerequisite: Successful completion of all Semester II courses
3 CR / (0,0,28)

**PNUR 201
Health III**

This course focuses on the promotion of health for individuals across the lifespan in acute care. Health promotion programmes will be examined. The role of the practical nurse in supporting and assisting clients across the lifespan in acquiring information is explored. The responsibilities of accurate reporting and documenting will be discussed. The nurse also needs to understand the collaboration between various health sectors in order to ease transition when the clients enter or leave

acute care. Opportunities for client teaching and learning will be stressed.

Prerequisite: Successful completion of all Semester II courses

1 CR / (3,0,0)

PNUR 203 Professional Issues

This course prepares the student for the role of a licensed practical nurse. It further explores his/her role as an advocate and a member of the interdisciplinary team. Issues such as Standards of Practice and professional and union affiliations in practical nursing are discussed. Being an effective team member, change theory, and lifelong learning are explored.

Prerequisite: Successful completion of all Semester II courses

1 CR / (2,0,0)

PNUR 205 Healing III

This course emphasizes the promotion of healing of individuals across the lifespan in acute care with acute and chronic diseases. The practical nurse must understand the pathophysiology, clinical manifestations, and the appropriate nursing interventions to plan and deliver care for clients.

Prerequisite: Successful completion of all Semester II courses

3 CR / (7,0,0)

PNUR 211 Nursing Arts III

This course emphasizes the development of nursing skills in the promotion of health and healing when caring for individuals who require acute nursing interventions. Building on the theory and practice from Semesters I and II, a nursing process approach to the management of holistic care is reinforced while integrating new knowledge and technical skills relevant in an acute care setting. The focus is on performing accurate, comprehensive nursing assessments and using the nursing process to determine care for clients requiring acute care across the lifespan. Opportunities for client teaching and learning will be stressed. The laboratory setting as well as the practice settings will provide the opportunity for integration of theory to practice.

Prerequisite: Successful completion of all Semester II courses

4 CR / (4,10,4)

PNUR 297 Clinical III

This five-week clinical provides the student with experiences which will enhance their ability to integrate and build on theory and practice in caring for individuals, across the lifespan, who require acute nursing interventions. The selection of learning experiences should be based on client acuity and complexity. The distinct role of the practical nurse as a

partner, collaborator, and advocate with the health care team and the client needs to be emphasized.

Prerequisite: Successful completion of all Semester III courses

5 CR / (0,0,30)

PNUR 299 Practicum

This experience provides a transition for the learner from student to graduate. During this time, the student will work closely with a preceptor who will guide the student as a facilitator, teacher, and mentor to help the student gain further insights, awareness, and knowledge through the realities of the work setting. Programme instructors will collaborate with the preceptor and learner to facilitate the preceptorship.

Prerequisite: Successful completion of all other programme courses

5 CR / (0,0,32)

Social Services PROGRAMMES

DIVISIONAL CONTACT

Don Precosky
Dean, Arts & Social Services Division
Telephone: (250) 561-5815
Fax: (250) 561-5866

Social Services Programmes:

- Certificates:
 - Social Service Worker
 - Developmental Disabilities (DEVIC)
 - Teaching Assistant
- Diplomas:
 - Social Service Worker
 - Pre-UNBC BSW

SOCIAL SERVICES PROGRAMMES

STATEMENT OF PURPOSE

The Social Services programmes provide students with educational opportunities and practical skills in order to develop as para-professionals in the social service field. It is the belief of the programme that students will be effective in their future helping roles through acquiring:

- a commitment to a professional code of ethics
- a sound knowledge of human behaviour and social issues
- an ability to develop self-awareness and critical thinking skills

The Social Services programmes are designed for students seeking to become, or who are currently working as, social service para-professionals. There are three certificate options and two diploma options for students interested in this field. The Social Service Worker Certificate, the Teaching Assistant Certificate, and the Social Service Worker and Pre-UNBC 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 and Youth Care should discuss these plans with a CNC counsellor prior to registering.

SOCIAL SERVICE WORKER 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.

All Social Service students must attain a "C" grade in all their SSWK courses with a cumulative GPA of 2.0 in order to obtain the certificate.

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

Note: This full certificate is also offered at the Quesnel Campus.

SOCIAL SERVICE WORKER DIPLOMA

Students enrolling in this diploma programme have completed the one-year Social Service Worker Certificate. The Social Service Worker Diploma 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 Service Worker Certificate.

Career Opportunities

Graduates find employment in a variety of social service agencies including: financial 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, First Nations social services organizations, and a variety of other services, agencies, and programmes.

PRE-UNBC BSW DIPLOMA

Students enrolling in the Pre-UNBC BSW Diploma must have successfully completed all the first year Social Service Worker courses with a "C" or better. This stream is designed for students wanting to apply to UNBC School of Social Work programme. However, there is no guarantee that students completing this programme will be accepted in the Bachelor of Social Work programme at UNBC.

Career Opportunities

Graduates find employment in a variety of social service agencies including: financial assistance workers, school districts, residential child/adult care services, supported employ-

ment programmes, corrections agencies, women's programmes, sexual assault victim treatment services, alcohol treatment or support services, First Nations' social service organizations, and a variety of other services, agencies, and programmes.

Upon completion of the BSW degree at UNBC, career opportunities can include the following: child protection, probation, mental health, school district social worker positions, residential treatment, alcohol and drug programmes, and First Nations social service organizations.

TEACHING ASSISTANT CERTIFICATE

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

Career Opportunities

Career opportunities for graduates of the Teaching Assistant Certificate are teaching assistants in the public school districts and community services for people with disabilities.

Note: All Social Service programme students must attain a "C" grade in all their SSWK courses with a cumulative GPA of 2.0 in order to obtain the certificate or diploma. Those students who entered the programme prior to September 1995 will be exempt from this criteria.

ADMISSION REQUIREMENTS

Social Service Worker Certificate

Social Service Worker Diploma

Pre-UNBC BSW Diploma

Teaching Assistant Certificate

1. Successful completion of Grade 12 with English 12 with a minimum "C" grade **or** ABE Advanced Certificate plus English 045 with a minimum "C" grade, **or** GED Certificate with English 045 or English 12 with a minimum "C" grade.
2. All applicants must write the English component EMAT.
3. Two reference forms 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. Applicants must have at least 65 verifiable hours of volunteer experience in the past three years. A form for recording this is available at Admissions, Registration and Records.

5. A written statement answering questions that focus on the applicant's interest in the field, his/her understanding of what the social service field is about, and types of attributes he/she possesses that would make him/her a viable candidate for this programme. This is limited to four pages in length.

6. All applicants must attend a programme orientation or undertake suitable prior consultation with the programme.

Note: 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.

It is **strongly** recommended that applicants to the Social Services programmes have a one-day Safety Oriented First Aid (SOFA) Certificate.

SELECTION CRITERIA FOR ALL PROGRAMMES

1. Reference forms (two forms are required)
Each reference form 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 Volunteer and Work Experience
Applicants to the SSWK Programme must have at least 65 verifiable hours of volunteer experience in the past 3 years. Applicants with relevant work experience within the social service field in the past 3 years may be exempt from this volunteer requirement
(Maximum 20 points) 20 points

4. Personal Statement
The applicant must write in a clear and concise manner when answering questions

that pertain to the following: why he/she is interested in the field; an understanding of what the social service field is about; and what personal attributes the applicant brings to the field 25 points

Total (Maximum 70) 70 points

Note: Please obtain from Admissions, Registration and Records an admissions packet which includes a College Application form, two Reference Forms, and Personal Statement Form.

APPLICATION PROCEDURE FOR ALL PROGRAMMES

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

Only students who have completed their applications for the Social Service Worker Certificate, the Social Service Worker Diploma, and the Teaching Assistant Certificate by April 22 will be eligible for selection into these programmes in Prince George. In Quesnel, May 31st is the application deadline. These programmes begin annually in September.

For the Prince George Campus, applications received after March 31st for Fall entry into limited enrollment programmes are considered late. If the programme applied for is over-subscribed at the March 31st deadline, applications and application fees after that date will be returned to the applicant.

Limited enrollment programmes which become oversubscribed after March 31st will be deemed closed by Admissions. Applications and fees submitted after the programme is closed will be returned to the applicant.

Applications received after March 31st for Fall entry into open enrollment programmes are considered late and will be processed subject to course availability.

Students applying to the Developmental Disabilities Certificate must complete a special Social Services Training Programme form in addition to the regular College admission form. This programme may be started in August or January.

IMPORTANT NOTICE FOR ALL PROGRAMMES

Given the scope of the **Criminal Records Review Act**, CNC requires criminal records searches for applicants for programme areas that involve working with children or other

vulnerable persons. The cost of this search is the responsibility of the student. This requirement may result in a student having to undergo two criminal record searches; one through the RCMP (for those programmes requiring it) and one through the Attorney General's Office.

Students must provide proof of application for a Criminal Records Search in order to be considered admissible to the programme. The result of a Criminal Records Search which identifies relevant criminal convictions may prevent a student from entering into a practicum or clinical setting. Students who cannot enter the practicum or clinical component of the programme cannot graduate from the programme.

PROGRAMME OUTLINE— COMMON FIRST YEAR FOR:

Social Service Worker Certificate Social Service Worker Diploma Pre-UNBC BSW Diploma

Semester 1	September to December
ENGL 103	Composition and Style
SSWK 145	Communication and Interpersonal Relationship Skills
SSWK 171	Introduction to Social Service Practice
SSWK 181	Community Seminar I
SSWK 197	Practicum and Seminar
UT Elective	One of PSYC 101 or SOC 101 or CRIM 103 or FNST 100*

Semester 2	January to April
SOC 206	Social Problems
SSWK 142	Helping Skills: Practical Applications
SSWK 151	History and Philosophy of Social Welfare Policy
SSWK 182	Community Seminar II
SSWK 198	Practicum and Seminar
UT Elective	One of PSYC 102 or SOC 102 or CRIM 106 or FNST 101*

In order to continue with practicum, students must obtain a "C" grade or better in all SSWK courses.

Intersession	May
SSWK 199	Practicum and Seminar

Upon completion of the Social Service Worker Certificate, students may choose from one of the two options listed below:

I. Social Service Worker Diploma

II. Pre-UNBC BSW Diploma

PROGRAMME OUTLINE— SECOND YEAR

I. Social Service Worker Diploma Option

Note: Students enrolling in this option must have successfully completed all of the first-year Social Service Worker courses only and must have achieved a grade of "C" or better in all their SSWK courses.

Semester 3	September to December
SSWK 255	Counselling Theories
SSWK 225	Introduction to Disabilities
SSWK 241	Group Process and Practice
SSWK 263	Chemical Dependency
SSWK 282	Behaviour Management: Techniques for Working with Children and Youth
SSWK 295	Practicum and Seminar

Semester 4	January to April
SSWK 232	Loss and Grief
SSWK 242	Community Development
SSWK 252	Social Welfare Policy II
SSWK 272	Family Systems
SSWK 296	Practicum and Seminar

Intersession	May
SSWK 299	May—Practicum and Seminar

II. Pre-UNBC BSW Diploma Option

Note: This programme option is currently under review.

Note: Students enrolling in this option must have successfully completed all of the first-year Social Service Worker courses and must have achieved a grade of "C" or better in all their SSWK courses.

Semester 3	September to December
SSWK 255	Counselling Theories
SSWK 241	Group Process and Practice
SSWK 263	Chemical Dependency
UT Elective*	Three courses

Semester 4	January to April
SSWK 232	Loss and Grief
SSWK 272	Family Systems
UT Elective*	Four courses

Note: For University Credit course descriptions, refer to the University Credit section of this calendar.

*Students intending to transfer to UNBC's Social Work programme must select electives as follows. Note that 1, 2, and 3 are mandatory.

1. SOC 220 or WMST 101
2. SOC 204 or both* FNST 100 and 101
3. One of ENGL 101 or 104 or 107
4. An additional four electives are needed and may be chosen from MATH 104, PHIL 101, HIST 211, or any additional English, Sociology, or Psychology courses, based on availability of seats.

These elective courses cannot be used for credit more than once.

PROGRAMME OUTLINE— Teaching Assistant Certificate

Semester 1	September to December
ENGL 103	Composition and Style
PSYC 101	Introduction to Psychology
SSWK 145	Communication and Interpersonal Relationship Skills
SSWK 225	Introduction to Disabilities
SSWK 282	Behaviour Management: Techniques for Working with Children and Youth

Semester 2	January to April
PSYC 102	Introduction to Psychology II
SSWK 222	Social Issues
SSWK 232	Loss and Grief
SSWK 273	Classroom Assisting
SSWK 297	Teaching Assistant/Classroom Aide Practicum

Intersession	May
SSWK 298	Teaching Assistant/Classroom Aide Practicum

The Teaching Assistant programme is offered on a part-time basis on the Quesnel campus.

Note: This programme is not offered in 2002/2003.

DEVELOPMENTAL DISABILITIES CERTIFICATE



The purpose of the Developmental Disabilities Certificate is to help support staff and primary caregivers develop the skills and attitudes necessary for providing services to people with developmental disabilities. **The programme is offered through distance learning (correspondence and teleconferencing).** This programme follows a semester schedule. It is not self-paced.

The programme is based on the following values:

- People with developmental disabilities have the right to support services that are respectful of their individual dreams and abilities
- People with developmental disabilities have the right to receive services from skilled support staff in community settings

Students have five years to complete the certificate.

CAREER OPPORTUNITIES

Graduates of the Developmental Disabilities Certificate are employed as residential support staff, community access workers, job coaches, teaching assistants, and other paraprofessionals providing direct service to people with developmental disabilities.

ADMISSION REQUIREMENTS

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

1. As a paid paraprofessional, applicants must:
 - a) provide verification of successful completion of English 12 or English 045 or equivalent with a minimum "C" grade or successful completion of a College of New Caledonia administered test of English.*
 - b) provide a letter confirming employment from their employer.
2. As a volunteer service provider, applicants must:
 - a) provide verification of successful completion of English 12 or English 045 or equivalent with a minimum "C" grade or successful completion of a College of New Caledonia administered test of English.*
 - b) provide a letter of reference from their volunteer supervisor verifying at least 65 hours of direct service within the past three years. A form for recording this information is available from Admissions, Registration, and Records.
3. As a primary caregiver such as a parent, guardian, or sibling over 19 years of age, applicants must:
 - a) provide verification of successful completion of English 12 or English 045 or equivalent with a minimum "C" grade or successful completion of a College of New Caledonia administered test of English.*

- b) provide a written personal statement discussing his/her understanding of the community living service field and the attributes that make him/her suited to this type of work. A form is provided to record this statement.

***Note: Students whose test results indicate difficulty in English will be required to take a developmental programme. It is strongly recommended that any required English work be completed prior to their first DEVC course.**

In those cases where the programme is over-subscribed, students will be admitted on a first-qualified, first-admitted basis until the programme is full.

PROGRAMME OUTLINE

Required Courses

DEVC 130	Physical Care
DEVC 140	Communication Skills for Social Service Workers
DEVC 150	Life Planning and Support Systems
DEVC 160	Ethics and Law for Social Service Workers
DEVC 172	Human Diversity Across the Lifespan
DEVC 181	Positive Approaches to Teaching and Learning I
DEVC 186	Positive Approaches to Teaching and Learning II
DEVC 199	Practicum

SSWK COURSE DESCRIPTIONS

ENGL103

Composition and Style

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 CR / (3,0)

SOC 206

Social Problems

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 CR / (3,0)

SSWK 142

Helping Skills: Practical Applications

This course assists students in developing and refining their basic helping skills. Extensive use of video, role play, and real experiences provides opportunities for the acquisition and practice of helping skills. This course requires that students participate in a weekly three-hour laboratory session for the purpose of learning and practicing their helping skills.

Prerequisite: SSWK 145

3 CR / (3,3)

SSWK 145

Communication and Interpersonal Relationship Skills

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 CR / (3,1)

SSWK 151

History and Philosophy of Social Welfare Policy

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 CR / (3,0)

SSWK 171

Introduction to Social Service Practice

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 CR / (3,0)

**SSWK 181
Community Seminar I**

**SSWK 182
Community Seminar II**

Students are introduced to the social service agencies of North Central BC. 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.

1 CR each / (0,1)

**SSWK 197
Practicum and Seminar**

**SSWK 198
Practicum and Seminar**

**SSWK 199
Practicum and Seminar**

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 serves. 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.

Prerequisites or Corequisites (SSWK 197):
SSWK 145, 171, 181

Prerequisites or Corequisites (SSWK 198):
SSWK 142, 151, 182, 197

Prerequisites or Corequisites (SSWK 199):
SSWK 197, 198

Note: In order to continue with practica, students must obtain a "C" or better in all SSWK courses.

SSWK 197:
2 CR / (0,1)

SSWK 198:
2 CR / (0,1)

SSWK 199:
4 CR / (0,2)

**SSWK 222
Social Issues**

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.).

1.5 CR / (1.5,0)

**SSWK 225
Introduction to Disabilities**

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.

Prerequisite: Students must be registered in the second year of the SSWK programme or be registered in the Teaching Assistant Certificate programme

3 CR / (3,0)

**SSWK 232
Loss and Grief**

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.

Prerequisite: Students must be registered in the second year of the SSWK programme or be registered in the Teaching Assistant Certificate programme

3 CR / (3,0)

**SSWK 241
Group Process and Practice**

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.

Prerequisites and Corequisites: SSWK 142, 145, 255. Students must be registered in the second year of the SSWK programme with successful completion of first-year SSWK courses

3 CR / (3,3)

**SSWK 242
Community Development**

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.

Prerequisite: Successful completion of first-year SSWK courses

3 CR / (3,0)

**SSWK 252
Social Welfare Policy II**

This course will focus on legislation concerning the protection of children, children in conflict with the law, special needs children, poverty, education, health, and regulation.

Prerequisite: Successful completion of first year

1.5 CR / (1.5,0)

**SSWK 255
Counselling Theories**

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.

Prerequisite: Successful completion of first-year SSWK courses

3 CR / (3,0)

SSWK 263

Chemical Dependency

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 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.

Prerequisite: Successful completion of first-year SSWK courses

3 CR / (3,0)

SSWK 272

Family Systems

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.

Prerequisite: Successful completion of first year

3 CR / (3,1.5)

SSWK 273

Classroom Assisting

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.

Note: This course will be offered if there are a minimum of ten students registered.

Corequisite: SSWK 297

4.5 CR / (3,0)

SSWK 282

Behaviour Management: Techniques for Working with Children and Youth

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.

Prerequisite: Students must be registered in the second year of the SSWK programme or be registered in the Teaching Assistant Certificate programme

3 CR / (3,0)

SSWK 297

Teaching Assistant/Classroom Aide Practicum

Students will work one day per week in a classroom setting under the supervision of a teacher and classroom aide. A weekly 1 1/2-hour seminar is included. The practicum is intended to provide students with an introduction to the role and responsibilities of a classroom aide.

Note: Part-time students must complete or be enrolled in all SSWK courses prior to taking the practicum. There must be a minimum of ten students registered for the practicum to be offered.

Corequisite: SSWK 273

4 CR / (0,1.5)

SSWK 298

Teaching Assistant/Classroom Aide Practicum

As a continuation of SSWK 297, students will work five days per week for three weeks in a classroom setting. A weekly one-hour session will be offered. 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: SSWK 297

4 CR / (0,3)

SSWK 295

Practicum and Seminar

SSWK 296

Practicum and Seminar

SSWK 299

Practicum and Seminar

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 two-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. Students must complete all first-year courses in order to be eligible to do the second-year practicum.

Pre- or Corequisites (SSWK 295): SSWK 225, 255, 241, 263, 282

Prerequisite (SSWK 296): SSWK 295

Prerequisite (SSWK 299): SSWK 296

Note: In order to continue with the practicum, students must obtain a "C" grade or better in all SSWK courses.

SSWK 295:

2 CR / (0,1)

SSWK 296:

2 CR / (0,1)

SSWK 299:

4 CR / (0,2)

DEVELOPMENTAL DISABILITIES CERTIFICATE

These courses are offered by correspondence with telephone instructional support



DEVC 130

Physical Care

Maintaining the physical health and safety of persons with a disability and the staff who support them is the focus of this course. Emphasis is given to providing personal care in the most dignified and least intrusive ways possible. Topics covered in the course include personal hygiene, nutrition, feeding, body mechanics, lifting and transferring, and medication safety. Procedures for responding to medical emergencies, such as seizures, are also discussed.

3 CR

DEVC 140

Communication Skills for Social Service Workers

This course introduces and helps participants develop effective intrapersonal, interpersonal,

group, and public communication skills appropriate for a variety of social service settings. Themes include perception of self and others, verbal and nonverbal communication, managing conflict, communication (including written communication) in work relationships, effective participation in work groups and teams, oral presentations, and the ethics of communication. Consideration will also be given to the influence of disability, gender, and culture on communication.

Note: Students need access to video camera equipment to complete two assignments for this course.

Participation in one group teleconference is also required.

3 CR

DEVC 150

Life Planning and Support Systems

In this course, life planning is presented as a process that values and empowers individuals. Several methods to assess needs, make decisions, act, and evaluate are discussed. The course also surveys a variety of government and other service systems available to support individuals with disabilities in fulfilling their life plans.

Prerequisites: DEVC 181 and 186

3 CR

DEVC 160

Ethics and Law for Social Service Workers

Social service practitioners must have a solid grounding in ethics before they are competent to work with vulnerable people. This course uses the BC Human Rights Code and relevant professional codes of ethics as the foundation for competence in social service work. In this

course, learners will evaluate personal and professional values, adopt a relevant code of professional ethics to guide conduct in the workplace, and develop a model for ethical decision making. The course also reviews relevant law and liability issues for social service workers.

Participation in one group teleconference is required.

3 CR

DEVC 172

Human Diversity Across the Lifespan

Human development takes many diverse paths. This course examines disability as one expression of this richness. The common categories of disability are surveyed and the impact each may have for people's lives is examined. Several influential theories of human development are also critiqued from a disability perspective.

3 CR

DEVC 181

Positive Approaches to Teaching and Learning I

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 ethical concerns when using the training techniques.

3 CR

DEVC 186

Positive Approaches to Teaching and Learning II

A continuation of DEVC 181, this course builds on the foundation of introduction to

behaviour change. Successful students will expand their knowledge of how to develop and implement procedures for behaviour change to enhance the quality of life of individuals with developmental disabilities.

Prerequisite: DEVC 181

3 CR

DEVC 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: DEVC 130, 140, 150, 160, 172, 181, and 186

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.

The British Columbia Council on Admissions and Transfer (BCCAT) website is located at:

www.bccat.bc.ca

Technology PROGRAMMES

DIVISIONAL CONTACT

Ben Malcolm
Dean, Science and Technology Division
Telephone: (250) 561-5830
Fax: (250) 561-5866

One-year certificate:

- Drafting Technician
- Electronics Technician Common Core
- Wood Processing Technician

Two-year diploma:

- Electronics Engineering Technology
- Engineering Design Technology
- Forest Resource Technology

One-year diploma:

- Computer/Network Electronics Technician
- Wood Processing and Engineering Technology

One year advanced diploma:

- Geographic Information Systems Technology

Continuing education:

- ABCPF pupil courses
- 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 technicians or technologists in the industrial and business sectors. Technicians and 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 tech-

nology 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.

DIVISIONAL CONTACT

Don Precosky
Dean, Arts and Social Services
Telephone: (250) 561-5815
Fax: (250) 561-5866

Writing and New Media Technologies

TECHNOLOGY PROGRAMMES

CO-OPERATIVE EDUCATION



The Engineering Design Technology (EDT), 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 EDT programme includes three paid work terms: two upon completion of the second semester (term) and one upon completion of the third semester (term). The GIS programme has one work term following the completion of the first semester. The Electronics Engineering Technology programme offers some flexible options for work terms. Students choosing the first option (which is the more typical Co-op

option) will be eligible to participate in two paid work terms, one after completing the second semester of Common Core and a second work term following completion of the first semester of the Technology programme. Those choosing the Internship option will be available for one year (three consecutive work terms) in **January** after completing the Technology Bridge semester. An optional fourth work term **May to August** will be offered following the first semester of Electronics Engineering Technology. The GIS programme has a single work term which follows 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 meet the eligibility requirements for each programme and complete the required number of work terms to graduate with a Co-op designation. MGT 154 is a prerequisite for participation in Co-op.

ENGINEERING DESIGN TECHNOLOGY

Students may take a one-year Drafting Technician Certificate or a two-year Technology Diploma in Engineering Design.

DRAFTING TECHNICIAN

The Technician Programme provides the student with a general education in drafting. The student will be taught to read and draft drawings by hand. An introduction to computer assisted drafting with Computer Assisted Design (CAD) drawing projects is provided.

Drafting Technician Goals

1. Acquire expertise in the application of both manual and computer assisted design and drafting.
2. Document solutions provided by others in a format appropriate for construction contracts.
3. Develop the ability to communicate verbally, graphically, and in writing.

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.

ADMISSION REQUIREMENTS

1. Successful completion of Grade 12 or ABE Advanced Certificate or GED Certificate.
2. Math 11 or MATH 045 or Applications of Math 12 with a standing of "B" or better, or Math 12 or MATH 050 or MATH 100 with a "C" grade or better **and** Physics 11 or PHYS 045 or Applications of Physics 12 with a "C" grade or better. **Students with Math 12 with a standing of "C+" or better, or MATH 050 or MATH 100, with a standing of "B-" or better, will be exempt from taking ENDT 155 (Design Technology Mathematics I).**
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.

SELECTION CRITERIA

The Engineering 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.

PROGRAMME OUTLINE: DRAFTING TECHNICIAN

Term I	(15 weeks)
ENGL 158	Technical Communications for Engineering Design Technology I
ENDT 150	Technology Graphics
ENDT 151	Introduction to Computers and CAD
ENDT 152	Materials and Applications
ENDT 153	Surveying
ENDT 154	Design Technology Physics
ENDT 155	Design Technology Mathematics I
Term II	(19 weeks)
ENDT 170	Mechanical Technology
ENDT 171	Computer Aided Drafting
ENDT 172	Building Technology I
ENDT 173	Civil Technology I
ENDT 176	Electrical Technology
ENDT 190	Drafting Project

ENGINEERING DESIGN TECHNOLOGIST

This two-year technology programme provides training in engineering design, with particular emphasis on the design of buildings, including ancillary internal and municipal services and machinery.

Engineering Design Technology Goals

1. Acquire expertise in the application of both manual and computer assisted design and drafting.
2. Using a problem analysis approach, address and resolve design issues.
3. Document solutions in a format appropriate for construction contracts.
4. Develop the ability to communicate verbally, graphically, and in writing.

Three co-operative work terms are optional for students who maintain a grade point average of 2.67 or better.

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

CO-OPERATIVE EDUCATION



The Technology Diploma programme offers students the option to integrate career-oriented work experience placements into their academic programme. Students will earn a salary during their work terms and gain valuable understanding and experience directly related to Engineering Design. TMGT 175 is a prerequisite for participation in Co-op. A GPA of 2.67 must be maintained.

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.

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.

PROGRAMME OUTLINE: TECHNOLOGIST

Term I	September to December (15 weeks)
ENGL 158	Technical Communications for Engineering Design Technology I
ENDT 150	Technology Graphics
ENDT 151	Introduction to Computers and CAD
ENDT 152	Materials and Applications
ENDT 153	Surveying
ENDT 154	Design Technology Physics
ENDT 155	Design Technology Mathematics I
Term II	January to May (19 weeks)
ENDT 170	Mechanical Technology
ENDT 171	Computer Aided Design and Drafting
ENDT 172	Building Technology I
ENDT 173	Civil Technology I
ENDT 174	Structural Mechanics
ENDT 175	Design Technology Mathematics II
ENDT 176	Electrical Technology
TJSS 160	Job Search Seminars (6 weeks @ 2 hours per week)
TMGT 175	Management for Technologies
CO-OP 150	June to August
CO-OP 250	September to December
Term III	January to May (19 weeks)
ENGL 258	Technical Communications for Engineering Design Technology II
ENDT 290	Project Report I
ENDT 250	Heating, Ventilation, and Air Conditioning
ENDT 252	Building Technology II
ENDT 254	Wood and Steel Design
ENDT 256	Process and Pipe Systems
ENDT 257	Building Regulations, Contracts, and Specifications
CO-OP 298	June to August

Term IV

ENGL 268	Technical Communications for EDT III
ENDT 291	Project Report II
ENDT 270	Plumbing Design
ENDT 273	Civil Technology II
ENDT 274	Reinforced Concrete Design
ENDT 278	Quantity Surveying
ENDT 279	Project Management
TMTH 255	Statistics

September to December (15 weeks)

ELECTRONICS PROGRAMMES

There are four integrated programmes offered which can be taken in combination to lead to a Computer/Network Electronics Technician Diploma or an Electronics Engineering Technology Diploma. Both diplomas require the Electronics Technician Common Core Programme as a starting point and the Technology Diploma requires completion of the Electronics Technology Bridge and the one-year Electronics Engineering Technology Programme.

The Electronics Department believes in providing credit for previous education that is directly related to any of the Electronics programmes. Students will have the opportunity to demonstrate that they have previously obtained the competencies and met the goals of a particular course and will either be granted advance standing or may be required to complete a challenge exam, if one is available.

Challenge exams are provided periodically and are not available for all courses. Please consult the department or the Counselling and Advising Centre. The challenge exam policy is described in the Prior Learning Assessment section of the Calendar.

Co-operative Education is available in the Technology programme, upon application to the Co-operative Education Department.



ELECTRONICS TECHNICIAN COMMON CORE

Starting annually in September, this 34-week programme comprises 65 modules arranged into six courses, designed to meet the requirements of the IETAC Electronics Technician Common Core. To help students succeed in their studies there is a series of scheduled workshops in study skills based on the College's Student Success 800 course, and a series of workshops in team skills is presented.

The Core starts in September and ends in May. While this is a full-time programme of 30 hours per week, the programme can be taken part-time over a longer period. One or more courses will be offered as a late afternoon or evening section. Some prerequisites apply. Before attempting the programme on a part-time basis, please consult a faculty member or a counsellor. The Common Core Electronics is also available in a part-time, independent study format as ETCC 195; see that course description for detail.

Challenge exams are available for all courses in the Core. They consist of a comprehensive written examination and practical examination. The challenge exam policy is described in the Prior Learning Assessment section of the Calendar.

Advanced standing in certain modules is available for those who have documented electrical or electronics training. See "Advanced Standing" under the Admissions, Registration and Records section of this Calendar. To receive the Electronics Technician Common Core Certificate from CNC, the student must successfully complete, challenge, or receive advanced standing for all of the courses in the programme. A minimum of half of the electronics material must be completed at CNC. See the College's Prior Learning Assessment (PLA) Policy.

CAREER OPPORTUNITIES

The Core is not a job preparation programme; it is a standardized curriculum designed to prepare the student for further studies in electronics. Successful completion of the Core will allow the student access to the Computer/Network Electronics Technician Programme, the Technology Bridge, other institutes' programmes, and certain apprenticeship programmes, and any other programme that requires the Core for entry.

ADMISSION REQUIREMENTS

1. Successful completion of Grade 12 or ABE Advanced Certificate, or GED Certificate;

2. Any one of the following with a "C+" or better grade:

Applications of Math 12

Principles of Math 11

Advanced Applied Mathematics

MATH 045; or equivalent

3. Any one of the following:

Any provincially mandated grade 11 science or equivalent with a "C+" or better grade

Or competency in a trade

Or other significant work

Or life experience

Students must submit appropriate documentation at the time of application. Also refer to Admissions Requirements, Section 5, Special Admissions in the Calendar for mature student information.

4. Those students wishing to enroll in the Electronics Engineering Technology option must have Physics 11 or Applications of Physics 12 or Physics 045 for later admission to Physics 105 in the Technology Bridge.

5. Applicants must take the English and Math Achievement Test (EMAT) administered by the College prior to entering the first semester. Students below the minimum level are required to take a developmental programme.

SELECTION CRITERIA

Students will be accepted into the programme in order of date of original application.

APPLICATION PROCEDURE

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

PROGRAMME OUTLINE: ELECTRONICS TECHNICIAN CORE

Term I	September to December
ETCC 150	Electronics I: Basic Electricity and Circuits

ETCC 151	Leadership and Team Skills for Electronics
ETCC 153	Electronics II: Tools, Hardware, Components, and Cables
ETCC 156	Electronics III: Workplace Skills for Technicians
ETCC 159	Core Electronics Mathematics
Term II	January to May
ETCC 170	Electronics IV: Solid State Devices
ETCC 173	Electronics V: AC Circuits and I.C. Troubleshooting
ETCC 176	Electronics VI: Digital and Microprocessor Electronics

Electronics Technician Common Core: Part-Time Study (ETCC 195)

This course consists of the content of ETCC 150, 153, 156, 170, 173, and 176 arranged for sequential (rather than concurrent) study. The student works independently, without formal lectures, with department instructors as a support resource. The schedule is determined by the student. This course is suitable for strongly motivated students or tradespersons (particularly electricians) who wish to develop an understanding of basic electronics principles without full-time attendance at the College. Seats in this course are limited to five per semester.

Prospective applicants should first consult with Counselling and department faculty.

Prerequisite: Entry to the Common Core

COMPUTER/NETWORK ELECTRONICS TECHNICIAN PROGRAMME

This programme prepares the student to go to work in an entry level position as a Computer/Network Electronics Technician. The programme is offered over a 34-week period starting in September and concluding in May of the following year. To enter this programme, successful completion of the Electronics Technician Common Core is required.

The programme is oriented toward micro-computer and network hardware, both at the component and the system level. Emphasis is on installation, configuration, maintenance, troubleshooting and repair, optimization, and testing.

CAREER OPPORTUNITIES

Upon successful completion of this programme, a graduate can assume an entry level position working as a computer hardware repair technician, network installation technician, a company's installation and maintenance technician, or network installer. There are also many opportunities in the contract service sector, so it is anticipated that some of the programme graduates can be self-employed.

ADMISSION REQUIREMENTS

1. Successful completion of the Electronics Technician Common Core and ETCC 159 math or its equivalent completed at a recognized institution.

2. Successful completion of the Technician Common Core with a "C+" or better grade scored on the CNC competency-based grading system.

Note: It is recommended that students going on to the CNET Technician Programme or Technology Bridge get credit in CIS 175 or CSC 109.

SELECTION CRITERIA

1. CNC students by date of application.

2. Students from other institutions by date of original application.

PROGRAMME OUTLINE: COMPUTER/NETWORK ELECTRONICS TECHNICIAN PROGRAMME

Term I	September to December
ELET 263	Data and Computer Communications
CNET 252	Operating Systems
CNET 253	Computer Hardware I
CNET 255	Computer Video Circuits
CNET 261	Computer Peripheral Technology
Term II	January to May
CNET 262	Professional Relations
CNET 263	Computer Hardware II
CNET 265	Advanced Topics
CNET 267	Microsoft Network Software
CNET 269	Novell Network Software

ELECTRONICS TECHNOLOGY BRIDGE PROGRAMME

The Bridge provides the link between the Electronics Technician Common Core and Electronics Engineering Technology Programme. The primary purpose is to study more advanced academic materials in applied math and science, learn more advanced circuit analysis methods, learn about the engineering design process, and to think and organize according to engineering standards.

ADVANCED STANDING

Consistent with the Electronics Department philosophy of providing credit for previous education, students will have the opportunity to demonstrate that they have previously obtained the competencies and met the goals of a particular course and will be granted advanced standing in the Electronics Technology Bridge Programme. Advanced standing for Mathematics will be granted to students who have a "C" grade or better in MATH 101 and MATH 102 or their equivalents. Advanced credit for Physics will be granted to students who have a "C" grade or better in PHYS 101 or PHYS 105 or their equivalents. Students who can provide documentation of successful completion of a high level computer language suitable to the department may be granted advanced standing for CSC 110. Refer to "Advanced Standing" in the Admissions, Registration and Records section of the Calendar.

ADMISSION REQUIREMENTS

1. Successful completion of the Electronics Technician Common Core and ETCC 159 math or its equivalent completed at a recognized institution. Successful completion of the Electronics Technician Common Core with a "C+" or better grade scored on the CNC competency-based grading system or 70% or better.

2. Successful completion of Physics 11 or Applications of Physics 12 or Physics 045.

Note: It is recommended that students going on to the CNET Technician Programme or Technology Bridge get credit in CSC 109.

SELECTION CRITERIA

1. CNC students by date of application.
2. Students from other institutions by date of application.

PROGRAMME OUTLINE: ELECTRONICS TECHNOLOGY BRIDGE PROGRAMME

Semester I	September to December
MATH 101	Calculus I
PHYS 105	General Physics
CSC 109	Computing Science I
ENGL 103	Composition and Style
ELET 151	Electric Circuits and Devices

For course descriptions of MATH 101, PHYS 105, CSC 109, and ENGL 103, see the University Credit Programmes section of this Calendar.

ELECTRONICS ENGINEERING TECHNOLOGY PROGRAMME

Electronics Engineering Technology Programme prepares graduates to design, construct, install, and maintain electronic equipment over a wide range of employment settings. The programme provides students with a strong theoretical background and a high level of proficiency in shop and lab skills.

The programme is completed over two semesters starting in January. This programme is designed to be completed following successful completion of the Electronics Technician Core Curriculum and the Electronics Technology Bridge. An opportunity for on-the-job training through Co-operative Education is available at the end of the first semester (of the Technology Programme) to students who maintain a "B-" (2.67) or better grade point average.

THE PROGRAMME

The Electronics Engineering Technology Programme is recognized by the Applied Science Technologists and Technicians (ASTTBC) at the technologist level, and application for accreditation is pending. Full-time students are eligible for student membership in ASTTBC. Graduates may apply for registration as an Applied Science Technologist after completing a minimum of two years of relevant experience and passing an ethics exam. The programme provides a general electronics education in covering most of the specialties. It is recommended that the student not work while enrolled in this programme, since the workload is very heavy. Financial assistance is available through the Student Loan Pro-

gramme and several scholarships and bursaries.

CAREER OPPORTUNITIES

Electronics Technologists will find a very wide range of employment and occupational settings such as:

- radio/broadcasting with radio, television, and cable companies
- heavy and light industry such as pulp and paper and manufacturing operations
- public and private sectors such as forestry, highways, natural gas utilities
- communications such as two-way radio, telephone, and alarms and security companies
- computers such as business and personal systems and control systems
- research, development, and standards such as product development and public safety
- security and police such as national and provincial forces, security and intelligence

Technologists are skilled and educated with a combination of practical and design skills, allowing them to adapt and learn quickly. Able to communicate with professional engineers, as well as the skilled trades, they function over the complete spectrum of occupations in an engineering/technical team.

Technologists may choose from career paths such as becoming technical specialists, assuming supervisory and management roles, and taking on project leadership responsibilities. Some technologists apply their background to an apprenticeship or to pursue further education with a view to becoming a Professional Engineer. The career is rewarding and challenging and provides many opportunities and options.

THE FACILITIES

The College maintains three experimental, developmental, and computer networking laboratories, as well as assembly and fabrication facilities. Labs contain equipment such as: signal generators, frequency counters, digital storage oscilloscopes, 16 channel logic analyzers, feedback control simulators, computers, programmable logic controllers, and communication equipment. The student is trained in facilities similar to those found in industry, including exposure to state-of-the-art software that includes spreadsheets, word processing, printed circuit board, AutoCAD, CircuitMaker,

TraxMaker, MicroSim Pspice CAD, and simulation and mathematical modelling. The Co-op Option (industry experience) is incorporated into the academic and technical training provided by the programme faculty. Co-op placements can be local, provincially, and sometimes even nationwide. The Co-op option provides the student with paid work experience, and opportunities to put theory into practice, sometimes leading to opportunities for full-time employment.

CO-OPERATIVE EDUCATION



The Technology Diploma programme offers students the option to integrate career-oriented work experience placements into their academic programme. Students will earn a salary during their work terms and gain valuable understanding and experience directly related to Electronics Engineering Technology. Please see Co-op Work Term Schedules in this Calendar for information on the various options available for work term periods in this programme.

ADMISSION REQUIREMENTS

1. Successful completion of all courses in the Electronics Technology Bridge Programme or their equivalents. Applicants who have completed a similar bridging programme or similar courses at another institution shall be considered upon application to the College.
2. Successful completion of the Electronics Technician Common Core completed at a recognized institution. Successful completion of the Electronics Technician Common Core with a "C+" or better grade scored on the CNC competency based grading system or 70% or better.

SELECTION CRITERIA

1. CNC students by date of application.
2. Students from other institutions by date of application.

PROGRAMME OUTLINE: ELECTRONICS ENGINEERING TECHNOLOGY

Semester I	January to April
ELET 251	Technology Mathematics
ELET 252	Microcontroller Technology
ELET 253	Power Systems and Electronics
ELET 254	Electronic Communications
ELET 255	Transducers and Interfacing
ELET 256	Design Project I

Semester II	September to December
ELET 261	Control Systems
ELET 262	Digital Signal Processing
ELET 263	Data and Computer Communications
ELET 264	Technology English
ELET 266	Design Project II

FORESTRY PROGRAMMES

There may be three separate programmes leading to qualifications in Forestry: the Forest Resource Technology Diploma, the Natural Resources Field Assistant Certificate, and the Wildland Environmental Studies Certificate.

FOREST RESOURCE TECHNOLOGY

Statement of Purpose

The intent of the College of New Caledonia Forest Resource Technology Programme is to develop and foster in the minds and characters of students an appreciation for integrated functions of the components of the forest environment, its uses and values as determined by the community, to instruct them in specific skills which can be applied to environmentally sound forestry practices, and to produce qualified employable graduates.

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 a nine-day forestry orientation course, two five-day field schools, and a maximum nine-day extended field trip.

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 Admissions, Registration and Records. Graduates planning to pursue a university level forestry programme should be aware that many courses may be recognized for advanced credit.

This programme is accredited by the Applied Science Technologists & Technicians of BC as a technologist programme. Significant credit can be applied towards meeting the requirements of a professional forester.

Students commence their orientation the Monday before the September long weekend and complete it the Friday after the long weekend.

Career Opportunities

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

Admission Requirements

In addition to the requirements outlined below, students must acquire and maintain a valid Level 1 First Aid or equivalent (St. John Ambulance Emergency First Aid or SOFA) throughout the programme. It is recommended that applicants obtain this certificate prior to entrance to the programme. An opportunity to complete this will be provided during the fall orientation week.

1. Successful completion of Grade 12 or ABE Advanced Certificate or GED Certificate;
2. English 12 or English 045 or Technical and Professional Communications 12 and Math 11 or MATH 045 or Applications of Math 12, and Biology 11 or Biology 045 or Chemistry 11 or Chemistry 045, or Physics 11 or Physics 045 or Resource Sciences: Forests 12. A "C" grade or better is required in all courses;
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 advised to take a developmental programme in either one or both subjects. Because of the very heavy workload in the programme, it is strongly recommended that applicants take the test and complete all upgrading before entering the programme;
4. Students must be prepared for and enjoy strenuous physical activity in all types of terrain and weather.

Co-operative Education



The Forest Resource Technology Programme offers students the option to integrate career-oriented work experience placements into their academic programme. Students will earn a salary during their three work terms and gain valuable understanding and experience directly related to the forest sector. Students completing the Co-op work terms and Academic Semester V

will graduate with a Diploma in Forest Resource Technology (Co-op). Please see Co-op Work Term Schedule in this Calendar.

Only students with an overall grade point average of 3.0 ("B") or better in Forest Resource Technology courses after their first year are eligible for admission to the Forest Resource Technology programme Co-operative Education option. Continuation in the Co-op option requires the maintenance of a 3.0 ("B") or better grade point average and successful work experience.

Selection Criteria

In the event that the Forest Resource 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" or higher in Math 11, MATH 045, Applications of Math 12 or equivalent contributes one point
- a "B" or higher in Math 12, MATH 050, MATH 100 or equivalent contributes two points

Sciences

- a "B" or higher in Biology 11 or Biology 045 or Chemistry 11 or Chemistry 045 or Physics 11 or Physics 045 or Resource Sciences: Forest 12 contributes one point per discipline to the selection process

English

- a "B" or higher in English 12 or English 045 or Technical and Professional Communications 12 or equivalent contributes one point

Post-Secondary Experience

- applicants with relevant post-secondary experience may receive up to two points

Forestry Experience

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

Persistence

- a qualified applicant who applies more than once contributes one point

Geographic Location

- residents of British Columbia or the Yukon will be awarded one point

Maximum Points = 13

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 the last week in August.

Programme Outline: Forest Resource Technology

New! The Forest Resource Technology Programme is now offering a Co-operative Education option which students can select after successful completion of Semester I.

Semester I August to December

FOR 150	Forestry Orientation
FOR 155	Silvics and Dendrology
FOR 157	Introduction to Forest Soils and Hydrology
FOR 161	Forest Measurements I
FOR 167	Human Relations in Forestry
FOR 171	Aerial Photography and Mapping I
FOR 177	Introduction to Computers
MATH 151	Technical Mathematics
ENGL 153	Technical Communications for Forest Technology I

Semester II January to April

FOR 154	Forest Products
FORS 202	Forest Ecology
FOR 162	Forest Measurements II
FOR 164	Fire Management
FOR 172	Aerial Photography and Mapping II
FOR 176	Forest Cartography
FOR 178	Digital Mapping
ENGL 162	Technical Communications for Forest Technology II

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

Semester III September to December

FOR 251	Forestry Policy and Practice
FOR 253	Silviculture I
FOR 255	Forest Entomology
FOR 263	Forest Measurements III
FOR 273	Habitat Management
FOR 285	Road Engineering I
FOR 287	Logging I
ENGL 252	Technical Communications for Forest Technology III

Semester IV January to April

FOR 252	Integrated Resource Management
FOR 254	Silviculture II
FOR 256	Forest Pathology
FOR 267	Supervisory Skills in Forestry
FOR 268	Industrial Relations in Forestry
FOR 286	Road Engineering II
FOR 288	Logging II
FOR 289	Forest Finance and Administration
FOR 299	Extended Forestry Field Studies

Forest Resource Technology Bridging to Further Forestry Studies

Students who have completed a Diploma in Forest Resource Technology may wish to continue their studies in University Transfer courses at CNC before transferring to UNBC, University of Alberta, or UBC. You should contact a CNC counsellor as early as possible for assistance with course programming in order to receive priority in registration and optimal transferability.

Bridging to Further Studies

Students who wish to continue their studies in Forestry will be encouraged to spend a semester upgrading prerequisites for future entry into the Forest Resource Technology programme. During that semester they will be eligible for enrollment in some of the first-year Forest Technology courses (on an individual basis) and will be eligible for advanced standing on acceptance to that programme.

NATURAL RESOURCES FIELD ASSISTANT CERTIFICATE

This certificate programme is under development. It will be directed to high school graduates who are motivated to pursue a career in Forestry or wish to work in related outdoor activities. The programme is intended for students with strong practical skills who seek early entry into the employment market. The programme begins in September, extends over 15 weeks and is focused on field and laboratory skills. The subject matter is organized in a modular format so that individual units of activity or specific skills are developed and completed quickly. Students will participate in full-time activities for five hours per day, 25 hours per week but may be expected to attend longer sessions where field trips or other extended activities take place.

Admission Requirements

In addition to the requirements outlined below, students must acquire and maintain a valid level 1 first aid or equivalent certificate throughout the programme.

1. Successful completion of Grade 12 or ABE Advanced Certificate or GED Certificate or mature student status.
2. A letter of recommendation from a teacher, instructor, or employer attesting to the suitability of the candidate for forestry-related outdoor work.

Students must be prepared for and enjoy strenuous physical activity in all types of terrain and weather.

Selection Criteria

Students will be selected in accordance with the College policy for oversubscribed courses.

Application Procedure

This programme is under development. Please contact the Office of Admissions, Registration and Records or the Counselling and Advising Centre for further information.

Application forms are available from Admissions, Registration, and Records and may be submitted after January 1 for entry in September. Acceptance to the programme begins at the end of April.

Programme Content

Field Orientation
Compass, Photos, and GPS
First Aid
Maps, Measurements, and Chaining
ATV Safety
Plants and Soils
Crew Organization and Field Exercise
Bear Awareness, Radio Skills, S100
Survival Exercise
Transportation Endorsement
Forest Health Tour
Job Shadowing
Beetle Probing; Roads and Soils
Stream Classification
Cruising
Forest Industry Overview
Applied Math and Field Exercises
Pesticide Application
Chainsaw Safety; Brushing
Logging Layout
Winter Survival; Snowshoeing
Snowmobiles and Equipment
Employment Upgrading

WILDLAND AND RECREATION ENVIRONMENTAL STUDIES CERTIFICATE PROGRAMME

Statement of Purpose

The purpose of the programme is to train individuals for positions in natural resource operations which specialize in measuring and assessing key resource values associated with the forested landbase in northern British Columbia. Key resource values considered within this programme will include fisheries and wildlife ecology and management, outdoor recreation/tourism, and overall wildland resource management. The programme will be run in Prince George at the main campus of the College of New Caledonia.

The programme is designed for people with a background in such disciplines as wildlife, geography, fisheries, outdoor recreation/tourism, and forestry who wish to gain further field skills and understanding of wildland resource management in British Columbia.

This programme will supplement the field specific skills of the students by introducing and practicing a variety of inventory and measurement protocols for a wide variety of resource activities. Students graduating from this programme will have the background to pursue certification in a variety of natural resource inventory areas recognized by the Resource Inventory Committee, British Columbia Ministry of Environment.

The programme consists of a core of courses in aerial photographic interpretations, wildland ecology, plant identification, geology/soils, geographic information systems, and wildland and recreation management. Elective field skills courses provide a variety of technical skills specific to employment as inventory technicians by various government agencies, non-government organizations (NGOs), industrial firms, and consulting companies.

This certificate programme is normally completed in one year. Students may enroll part time, subject to seat availability. Students who successfully complete the programme with a grade point average of 2.0 or better are qualified to receive the Wildland and Recreation Environmental Studies Certificate by applying to the Office of Admissions, Registration and Records.

Clothing and Equipment

Participants will be required to provide a substantial amount of personal clothing and

equipment for this programme through either purchase or rental. This includes outdoor clothing, rain gear, backpack, sleeping bag, boots, etc. The College provides group equipment. A required clothing and equipment list will be mailed out upon request.

Additional Costs

Certain elective courses may be subject to an additional charge to cover special costs. A list of these fees will be available upon request.

Admission Requirements

1. Minimum entry level is the successful completion of one of the following:

a) A minimum one year training in a two-year technology or career diploma or university science programme, or an associate degree or degree in an appropriate field such as forestry, wildlife management, fisheries management, outdoor recreation/tourism, biology, or geography. Students must have obtained an overall GPS of 2.0 as evaluated by the appropriate College of New Caledonia representative.

b) the one-year Northern Outdoor Recreation and Ecotourism Certificate programme.

2. For the purposes of selection if the programme is oversubscribed, applicants must submit:

a) a résumé outlining experience especially as it relates to any of the various wildlife, fisheries, forestry, outdoor recreation, or geography areas.

b) a letter outlining why the student wants to take this programme.

3. Applicants to the Wildland and Recreation Environmental Studies Certificate programme must be in good physical condition suitable to participate in moderately vigorous outdoor activities. Students must submit:

a) a doctor's certificate of health. Medical form will be supplied by the College of New Caledonia.

b) proof of medical coverage.

Selection Criteria

In the event the Wildland and Recreation Environmental Studies Certificate programme is oversubscribed on the review date, the following guidelines for the selection of students will apply based on the following order.

1. Applicants with a strong academic background in wildlife, fisheries, geography, outdoor recreation/tourism, or forestry disciplines will be given first priority for selection. Overall grade point average as prescribed in the Admissions Requirements contributes its actual points, e.g., a GPA of 3.2 will contribute 3.2 points to the selection process.

2. Numbers of years of field experience and the relevancy and extent of the experience in wildlife, fisheries, geography, outdoor recreation/tourism, or forestry areas. Up to one year relevant field experience contributes one point; one or more years' relevant field experience contributes two points.

3. Assessment regarding students' statement on why they wish to take this programme: points awarded to a maximum of three points.

Maximum points = 9.33

Assumption of Risk Release

Due to the varying levels of risk associated with outdoor field activities, participants will be required to sign an Assumption of Risk and Indemnifying Release form. In the case of participants under the age of 19 years, the form must also be signed by a parent or legal guardian. Participants may want to seek legal advice regarding the signing of this form.

Application Procedure

Application forms are available from Admissions, Registration and Records. Acceptance to the programme begins in May. The programme begins in September. Students are encouraged to apply early.

Programme Outline: Wildland and Recreation Environmental Studies Certificate

Notes:

1. To graduate, students must successfully complete all theory courses in the programme and four field skill electives. (Depending on demand, all electives may not be available. Advance credit for up to two field skill electives may be given.)

Upon approval from the College, students may receive up to two credits for participation in additional wildlife, fisheries, outdoor recreation/tourism, forestry, or geography survey/inventory courses not taught within the Wildland and Recreation Environmental Studies Certificate programme. Course must be

part of recognized training/certification programmes to receive consideration.

2. Students who have successfully completed FORS 202 or FORS 210 or FOR 157 or FOR 171 or GIS 250 will be given advanced credit for the following courses offered in this certificate programme.

FORS 202	credit for WILD 150
FORS 210	credit for WILD 151
FOR 157	credit for WILD 151
FOR 171	credit for WILD 152
GIS 250	credit for FOR 178 and WILD 161

3. Most courses will be offered in a block time format.

Semester I September to December

Theory Courses

FOR 178	Digital Mapping
FOR 273	Habitat Management
WILD 150	Wildland Ecology
WILD 151	Physical Geography and Soils
WILD 152	Aerial Photography
WILD 153	Outdoor Recreation/Tourism Management

Field Skills Electives

ECOT 155	Trip Planning and Emergency Situation Management
ECOT 171	Nordic Skiing I*
ECOT 174	Freshwater Fishing I*
ECOT 175	Rafting I*
ECOT 184	Freshwater Fishing II*
WILD 154	Wildlife Tree Identification
WILD 155	Reconnaissance Level Lake Field Inventory**
WILD 156	Reconnaissance Level River Field Inventory**
WILD 157	Introduction to 1:20,000 Fish and Fish Habitat Reconnaissance Inventory**
WILD 158	GPS Field Operator Training**
WILD 159	Fish Identification
WILD 160	Electrofishing
WILD 161	Guide Outfitters I
WILD 162	Small Pleasure Craft Operation and Aircraft Safety*

Semester II January to April

Theory Courses

WILD 163	GIS and Wildland Resource Mapping
WILD 164	Image Interpretation and Analysis
WILD 165	Park Management
WILD 166	Fish Ecology and Management
WILD 167	Wildlife Ecology and Management

Field Skills Electives

ECOT 170	Avalanche Awareness I*
ECOT 172	Nordic Skiing II
WILD 168	ATV and Commercial Snowmobile Operation*
WILD 169	Visual Landscape Inventory**
WILD 170	Recreation Resource Features and Recreation Opportunity Spectrum**
WILD 171	Archaeological Inventory Training for Crew Members**
WILD 172	Introduction to Wildlife Species Inventory**
WILD 173	GPS-Data Processor/Project Manager Training**
WILD 174	Guide Outfitters II
WILD 175	Safe Food Handling*

*Includes or leads to industry certification.

**Includes or leads to Resource Inventory Committee certification.

GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY (GIS)

STATEMENT OF PURPOSE

The purpose of the Geographic Information Systems Technology Programme is to provide students with the educational foundation necessary to enter the workforce as GIS practitioners with the skills to apply GIS in automating traditional mapping procedures and to explore and utilize the analytical capabilities of the technology in a variety of fields.

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.

CO-OPERATIVE EDUCATION



This GIS Advanced Diploma Programme offers students the option to integrate a career-oriented work experience placement into their academic programme. Students will earn a salary during their work term and gain valuable understanding and experience directly related to Geographic Information Systems.

Students with a 3.0 GPA or better after mid-terms of the first semester and who attend the 12-hour job search seminar are eligible to participate in Co-op.

CAREER OPPORTUNITIES

GIS has a myriad of potential applications. Current applications are heavily concentrated in the environmental, institutional, infrastructural, 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 as evaluated by the programme

2. Computer Science or Computer Information Systems course at the Grade 12 level or equivalent as evaluated by the programme

3. Math 12, MATH 050 or equivalent as evaluated by the programme

4. Résumé outlining experience especially as it relates to GIS and computer skills

Note: GIS 250 is recommended for those students who have no previous experience with 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.

APPLICATION PROCEDURE

Application forms are available from Admissions, Registration and Records. Acceptance to the programme begins October 1. The programme begins in January. Students are encouraged to apply early. Applications will be accepted beginning February 15 for the following intake.

PROGRAMME OUTLINE: GEOGRAPHIC INFORMATION SYSTEMS TECHNOLOGY

Semester I	January to April
GIS 303	Introduction to Spatial Data Analysis and Presentation
GIS 304	Database Management Systems
GIS 305	Introduction to 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	September to December
GIS 302	Tool Analysis, Design, and Construction
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

WOOD PROGRAMMES

WOOD PROCESSING TECHNICIAN CERTIFICATE

The Wood Processing Technician Programme is designed to serve those seeking careers in primary, secondary, and tertiary wood processing sectors. The graduate will be well-positioned to develop advanced skills in operating particular machines and processes and to develop specialized expertise around particular products and processes.

Career Opportunities

Graduates will be prepared to fill positions in production, machine and process operation, marketing and product service, and shop supervision.

Work Experience Requirement

Students are required to complete a minimum of 100 hours of work experience in a value-added wood processing operation over the course of the year and prior to being granted the certificate. The experience must be to the satisfaction of the department.

Further Opportunities

Students who successfully complete this one-year certificate can continue studying in the Wood Processing and Engineering Technology Programme.

Admissions Requirements

1. Successful completion of Grade 12, or ABE Advanced Certificate or GED Certificate with Applications of Math 12 or Principles of Math 11, or MATH 045 or equivalent with a "C+" grade or better.

and

2. Any one of the following:

Any provincially approved Grade 11 science or equivalent with a "C+" grade or better (or competency in a trade, or other significant work, or life experience as evaluated and determined by the programme). Students must submit supporting documentation at the time of application.

3. Applicants must write the English and Math Achievement Test (EMAT) administered by the College prior to entering the programme. Applicants will be advised if there are deficiencies that, if remedied, will improve chances of success.

Selection Criteria

In those cases where the programme is oversubscribed with applicants, the selection criteria will be:

1. Qualified students will be accepted into the programme in order of original date of application.

PROGRAMME OUTLINE: WOOD PROCESSING TECHNICIAN CERTIFICATE

Semester I September to December

WTEC 100	Lumber and Sawmilling
WTEC 110	Wood Working Techniques I
WTEC 120	Applications of Mathematics for Wood Technology
WTEC 130	Introduction to Computers
WTEC 140	Wood Technology Mechanics
WTEC 170	Introduction to the Forest Sector

Semester II January to April

WTEC 150	Wood Working Techniques I
WTEC 160	Manufacturing and Quality Control
WTEC 170	Introduction to the Forest Sector
APSC 120	Engineering Drawing
WTEC 180	Wood Machining and Tooling Technology
WTEC 190	Wood Gluing and Finishing Technology

WOOD PROCESSING AND ENGINEERING TECHNOLOGY DIPLOMA

The Wood Processing and Engineering Technology Programme is designed to provide those who have completed one year of value-added wood studies with the engineering and technical skills, business, management, and entrepreneurial skills, to assume advanced roles and responsibilities in the value-added industry.

Career Opportunities

For persons who have successfully completed the Wood Processing Technician Programme or equivalent, this second year of study will allow the graduate to assume career roles in engineering and design, management, advanced machines and processes, programming, regulatory management, computer applications, troubleshooting, sales and marketing, consulting, quality control, technical representation, and research support.

Work Experience Requirement

Students are required to complete a minimum of 300 hours of work experience in a value-added wood processing operation prior to being granted the diploma. The experience must be to the satisfaction of the department.

Further Opportunities

Students who successfully complete this diploma programme can apply to the University of British Columbia's Advanced Wood Processing Degree Program at the third year.

Admission Requirements

1. Successful completion of the College of New Caledonia Wood Processing Technician Programme.
- or
2. A Technician level wood processing programme completed at another institution as evaluated and determined by the College of New Caledonia Wood Processing Programme on a case-by-case basis.

Selection Criteria

In those cases where the programme is oversubscribed with applicants, the selection criteria will be:

1. Qualified CNC student by date of application.
2. Qualified students from other institutions by date of application.

PROGRAMME OUTLINE: WOOD PROCESSING AND ENGINEERING TECHNOLOGY DIPLOMA

Semester I September to December

WTEC 200	Woodworking Techniques II
WTEC 210	Information Systems Technology
WTEC 220	Computer Controlled Wood Manufacturing
WTEC 230	Engineered and Composite Wood Products
WTEC 240	Management and Supervisory Principles
WTEC 245	Communications Skills

Semester II January to April

WTEC 250	Industrial Design
WTEC 260	Manufacturing Engineering
WTEC 270	Product Development and Marketing
WTEC 280	Product and Production Costing
WTEC 290	Alternative Wood Products

WRITING AND NEW MEDIA TECHNOLOGIES

ADMISSION REQUIREMENTS

1. Admission requirements are the same as the College University Transfer Programme.
2. Applicants must submit a typed personal statement (500–700 words) explaining their reasons for applying to the programme. In cases where the programme is oversubscribed, this statement will be evaluated as stated in the Selection Criteria.
3. Applicants must attend a programme orientation or undertake suitable prior consultation with the programme.

CO-OPERATIVE EDUCATION



Students planning to enroll in the Writing and New Media Technologies Programme will have the opportunity to complete up to three Co-op work terms while at CNC. Students earn a salary during their work terms and gain valuable understanding and experience directly related to their chosen field. MGT 154 is a prerequisite for participation in Co-op. A GPA of 3.00 must be maintained.

SELECTION CRITERIA

In those cases where the programme is oversubscribed, the typed personal statement will be used for selection purposes as follows:

- interest expressed in writing and/or publishing as a career (maximum of 4 points)
- congruence between career goals and programme objectives (maximum of 4 points)
- writing ability (maximum of 4 points)
- evidence of enthusiasm and positive attitude (maximum of 4 points)

Total: Maximum of 16 points

PROGRAMME REQUIREMENTS

Year One

Semester 1	September to December
WRIT 100	The Self-Employed Writer
WRIT 101	Creative Explorations
WRIT 200	The Internet and the World Wide Web
ENGL 103	Composition and Style

MGT 154	Applied Human Relations
Semester 2	January to April
WRIT 103	Copy Editing and Document Manuscript Conventions
WRIT 104	Workplace Writing
WRIT 105	Desktop Publishing
UT English	
UT Option	

Year Two

Semester 1	September to December
WRIT 201	Introduction to Multimedia
WRIT 202	Freelance Writing
WRIT 206	Designing for Electronic Commerce

English Option
UT Option

Semester 2	January to April
WRIT 203	Information Technology
WRIT 204	Integrated Multimedia Project I (The Design Studio)
WRIT 205	Integrated Multimedia Project II (The Content Lab)

English Option
UT Option

English option: Students will take one university transfer English course per semester. English 103 is a required course. In semester two of first year, students may take any other first-year University Transfer English course. In second year, students must take one second-year University Transfer English course per semester.

University Transfer options: Students will choose **one** elective at the 100 level (or 200 level, where appropriate) from **each** of the following categories:

1. Natural Sciences: one of Chemistry, Physics, Biology, Geography, Geology, Applied Science
2. One course in Mathematics or Computer Science
3. Social Sciences: one of Sociology, Psychology, Criminology, Anthropology, Economics, Human Kinetics
4. Arts and Humanities: One of History, Philosophy, French, First Nations Studies, Women's Studies

Note: WRIT 200 has transfer credit at UNBC for ENGL 201

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 Dean written permission to continue in sequential courses.

TECHNOLOGY COURSES (IN ALPHABETICAL ORDER)

APSC 120**Engineering Drawing**

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 solutions 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 CR / (2,3)

CNET 252**Operating Systems**

The fundamentals of microcomputer operating systems, BIOS, the relationship between software and hardware. Topics include function, installation, configuration, diagnostics, troubleshooting, optimization, and operation. Emphasis is on computer workstation operating systems.

Prerequisite: Common Core Certificate and ETCC 159 math or its equivalent; completion of CSC 109 or CIS 175 is strongly suggested
3 CR / (3,3)

CNET 253**Computer Hardware I**

A lecture/lab course that covers the detailed operation of a microcomputer, its subcomponents, and the interaction of software and

hardware. Topics include microcomputer design, architecture of a typical microcomputer system, memory and bus structures, interfacing hardware (loading and timing considerations), I/O techniques, system interrupts, memory systems and hardware, serial and parallel ports, video control and monitors, disk drive operations, installation and configuration of the BIOS, and operating systems.

Prerequisite: Common Core Certificate and ETCC 159 math or its equivalent

3 CR / (3,3)

CNET 255**Computer Video Circuits**

An introduction to non-broadcast video systems in general and computer video in particular including operation, installation, and troubleshooting. The course starts with the theory of operation of video monitors including sync circuits, high voltage circuits, timing circuits, etc. More topics include video standards, interfacing standards, video cards, and software. The course concludes with a study of current video cards and future developments.

Prerequisite: Common Core Certificate and ETCC 159 math or its equivalent

3 CR / (3,3)

CNET 261**Computer Peripheral Technology**

A detailed course on the operation and repair of computer peripherals. Emphasis will be on printers and printer technology but also includes scanners, data loggers, and other specialized devices.

Prerequisite: Common Core Certificate and ETCC 159 math or its equivalent

3 CR / (3,3)

CNET 262**Professional Relations**

This course will further develop the non-subject specific skills that programme graduates need to be effective in the workplace. It will include workshops on technical writing, customer relations, team skills, and small business management. It will help graduates to work with people as teammates, employers, employees, supervisors, and most important, as customers. Much of this course will be delivered as hands-on practicum, focusing on the development and enhancement of effective communication. A component of this course will introduce students to the skills required to present themselves effectively to employers, customers, clients, and subordinates. Time

permitting, students will secure their own work experience as part of this course.

Prerequisite or Corequisite: CNET 263

3 CR / (2,3)

CNET 263

Computer Hardware II

A continuation of Computer Hardware I, this course continues through more advanced hardware and its theory and practice.

Prerequisites: CNET 253, ELET 263

3 CR / (3,3)

CNET 265

Advanced Topics

A series of topics on the latest developments relevant to the discipline. Includes advanced video systems such as flat screen technology, cell interfaces, Internet issues, instrumentation, and control technology. It is intended that this course take students out of the lab and to field installations and shops to interact with people in the industry. The list of topics will be reviewed annually by the Programme Committee and subject to change.

Prerequisites: CNET 252, 253, 255

3 CR / (3,3)

CNET 267

Microsoft Network Software

The course deals with the configuration, installation, and troubleshooting of wide area and local area networks using a current version of Microsoft's Server operating system. Advanced network concepts are targeted to layout installation and troubleshooting. Topics will include security, firewall, industrial networks, data highways, and site specific disaster recovery.

Prerequisite: CNET 252

3 CR / (3,3)

CNET 269

Novell Network Software

The course deals with the configuration, installation, and troubleshooting of wide area and local area networks using a current version of Novell's network operating system. Advanced network concepts are targeted to layout installation and troubleshooting. Topics will include security, firewall, industrial networks, data highways, and site specific disaster recovery.

Prerequisite: CNET 252

3 CR / (3,3)

ECOT 155

Trip Planning and Emergency Situation Management

This course covers the fundamentals of trip preparation and planning, hazard avoidance, and emergency situation management. It includes: navigation, environmental concerns, route plans, trip planning, identifying and avoiding hazards, professional driving skills, survival skills, emergency situation management, and developing response plans.

3 CR / (54 hours total)

ECOT 170

Avalanche Awareness I

This course provides an introduction to avalanche safety and detailed weather, snowpack, and avalanche observations. An emphasis will be placed on recognizing avalanche terrain, safe travel techniques, and self-rescue. This course follows the guidelines of the Canadian Avalanche Association and is a prerequisite to the CAA Level I course.

Prerequisite: ECOT 155

2 CR / (30 hours total)

ECOT 171

Nordic Skiing I

This course covers classic and skating technique and equipment. It covers navigation, low-impact travel, route plans, group management, client care, pacing, nature interpretation in a skiing situation, and environmental ethics. It prepares students for the Canadian Association of Nordic Ski Instructors Level I Instructor course and examination.

Prerequisite: ECOT 155

2 CR / (45 hours total)

ECOT 172

Nordic Skiing II

This course provides an introduction to the Canadian Association of Nordic Ski Instructors Level I Telemark course. It includes nordic downhill and basic, intermediate, and advanced telemark techniques.

Prerequisite: ECOT 171

2 CR / (45 hours total)

ECOT 174

Freshwater Fishing I

This course prepares students for the British Columbia Freshwater Fishing Guide Examination. It includes BC freshwater fishing regulations, boating safety, equipment, fly

fishing, spin fishing, fish identification, guest management, and client safety.

Prerequisite: ECOT 155

2 CR / (45 hours total)

ECOT 175

Rafting I

This course covers river rafting instruction in preparation for the BC River Rafting Guide Examination. It includes navigation, rafting equipment, maintenance, oar rafting skills, guest management, low-impact travel, and environmental ethics.

Prerequisite: ECOT 155

2 CR / (45 hours total)

ECOT 184

Freshwater Fishing II

This course provides an introduction to the Casting Instructor Certification programme offered by the Federation of Fly Fishers. It includes equipment selection, casting, and fishing techniques.

Prerequisite: ECOT 174

2 CR / (45 hours total)

ELET 151

Electric Circuits and Devices

This course is designed to introduce the student to a broader and more general view of circuits and devices and the design process. For example, more advanced circuit analysis theorems such as Mesh current and Node Voltage and the superposition theorem applied to sources of different frequencies will be included. As well, pulse and non-linear circuit analysis will be taught. Labs and assignments, with few exceptions, will be characterized by statements such as "design a circuit that..." as opposed to "build the circuit, analyze and verify...". The student will be formally introduced to the engineering design process and will become familiar with software design and prototyping tools (Pspice), in addition to breadboarding and testing methods.

Prerequisite: Common Core Certificate and ETCC 159 math or its equivalent

4 CR / (4,4)

ELET 251

Technology Mathematics

An introduction to differential equations and Laplace Transforms with emphasis on electrical and mechanical systems. Includes simple first and second order differential equations, their transient and steady state solutions and methods for solving more complex differential

equations. Introduction to the LaPlace Transform and its applications in electrical and mechanical systems. Includes several lab experiments associated with LaPlace Transforms and computer methods and tools.

Prerequisite: Completion of Technology Bridge 3 CR / (5,0)

ELET 252 Microcontroller Technology

A study of microcontrollers, their architecture, and instruction sets. Topics include architecture, instruction sets, assembly language programming, software development tools, bus concepts, memory devices, interrupts, and interfacing techniques. The course is based on the Motorola HC11 but other devices such as the PIC may also be presented.

Prerequisite: Completion of Technology Bridge 3 CR / (3,3)

ELET 253 Power Systems and Electronics

An introduction to higher voltage systems, polyphase systems, electric machinery, and power related solid state devices. Includes common connection configurations of polyphase circuits, transformers, rotating machinery, industrial standards and specifications, SCRs and triacs, power FETs, and solid state control schemes.

Prerequisite: Completion of Technology Bridge 3 CR / (4,3)

ELET 254 Electronic Communications

An introductory course in electronic communications principles and practices. Topics include specialized circuits such as oscillators, PLLs, filters, AM and FM theory, circuits, standards, propagation, transmission lines, antennas, and broadcast standards.

Prerequisite: Completion of Technology Bridge 3 CR / (3,3)

ELET 255 Transducers and Interfacing

This course covers the electronic measurement of non-electrical quantities. Topics include transducers, signal conditioning, signal transmission standards, interfacing, D/A and A/D, data logging, and data processing. Lab work includes design and prototyping of complete systems using the PC platform and microcontrollers to acquire data and control non-electrical systems.

Prerequisite: Completion of Technology Bridge 3 CR / (3,3)

ELET 256 Design Project I

This is a preparatory course to the Design Project II course. The student will originate a project idea, define the problem to be solved, plan the research and the project management, develop and investigate technical solutions, and anticipate potential problems. Topics for discussion periods include time management, teamwork, documentation, budgets, intellectual property, and project management. Departmental approval of the project is required. This course receives only a successful/unsuccessful grade and is required prior to attempting Design Project II in the next semester.

Prerequisite: Completion of Technology Bridge
Prerequisites or Corequisites: ELET 252, 253, 254, 255
0 CR / (2,0)

ELET 261 Control Systems

This is an analysis and design course on classical and modern control system theory. The course looks at the behaviour of electrical/mechanical systems and prepares the student to understand their dynamics and design and implement compensation schemes. Classical control topics include frequency domain representation, frequency response methods, stability, compensation, and implementation. Modern control topics include state space analysis and direct digital control. Although this is not a lab course, design assignments will be given.

Prerequisite: ELET 251
2 CR / (3,2)

ELET 262 Digital Signal Processing

This is a course in advanced signal processing. Topics deal with digitizing analog signals to extract information using discrete Fourier and fast Fourier algorithms. Also covered is the design and realization of digital filters using recursive and non-recursive techniques. A DSP will be chosen by the instructor for lab experiments.

Prerequisite: ELET 252
3 CR / (3,3)

ELET 263 Data and Computer Communications

An introductory lecture/lab course in data communications. The course begins with a treatment of the fundamentals. This includes applications for data communications, including discussion of analog/digital lines (includ-



ing ISDN), RS-232 and other common serial interfaces, using commercial software with the IBM serial port, media (e.g., fibre optics), modems (theory, operation, standards, installation, use, and troubleshooting), accessing bulletin boards, and an introduction to fax concepts. The course then moves to network fundamentals including terminology, characteristics and advantages of networks, topologies, access techniques, the ISO 7 layer model, IEEE 802 standards, Ethernet and TokenRing networks, considerations for PC networks, wide area networking concepts, and an introduction to the Internet. The course concludes with a case study Novell Netware 3.12, providing the student with important exposure to a very popular client-server implementation. Issues include hardware and software installation, cabling, network management, troubleshooting, and performance evaluation.

Prerequisite: Common Core Certificate and ETCC 159 math or its equivalent
4 CR / (4,3)

ELET 264 Technology English

This course provides the student with the knowledge and techniques in report writing and oral presentations required to present and document the work in the Design Project II course.

Prerequisite: ELET 256
Corequisite: ELET 266
3 CR / (1,2)

ELET 266 Design Project II

This is a major design course based on a design project determined and planned in Design Project I. The student takes the design from conception to completion to prototype during this course and presents the completed project through a series of oral and written reports. The project will require sufficient challenge as to needed research, design methods, programming, hardware, and fabrication that

have not previously been encountered in course material. Students must work successfully in a team environment and are responsible as part of a group for the success of the project.

Prerequisite: ELET 256

Corequisite: ELET 264

5 CR / (7,0)

ENDT 150 Technology Graphics

This course introduces the engineering design technology student to engineering graphics. The core of the course consists of the following topics: orthographic drawing, isometric, and axonometric projections; auxiliary views, plans, and sections; technical sketching, lettering, and dimensioning; systems approaches to drafting; and simple mechanical drawing compositions.

3 CR / (1,3)

ENDT 151 Introduction to Computers and CAD

This course introduces the student to computing with the Windows NT operating system. The course also covers simple batch programming. The student is taught the use of the Quatro Pro spreadsheet programme, MathCAD, and is introduced to Auto CAD as applied to engineering design.

3 CR / (1,3)

ENDT 152 Materials and Applications I

This course introduces the student to the properties of materials and to material standards. The course also covers the properties and construction methods of soils and concrete. Basic soils testing procedures and concrete batching and testing methods are also included.

3 CR / (3,2)

ENDT 153 Surveying

This course introduces the student to the basic field survey methods of chaining, levelling, and traversing, with emphasis on proper use of surveying equipment, accurate note-taking, and drafting of plans and profiles. The student is also taught the methods used for calculating and closing level and transit surveys.

3 CR / (2,3)

ENDT 154 Design Technology Physics

This course introduces the student to the following topics in physics: statics, kinematics, dynamics; energy and power; angular motion;

fluid mechanics, wave motion; thermal properties of materials and thermodynamics. The emphasis in the course is on the application of physics to problems in civil and mechanical design.

3 CR / (3,3)

ENDT 155 Design Technology Mathematics I

The topics covered in this mathematics course are as follows: algebra, geometry, trigonometry, linear and quadratic systems, exponential and logarithmic functions. The emphasis in the course is the application of the above topics to structural and mechanical design. The course is also intended to prepare the student for the following mathematics course in calculus.

Prerequisite or Corequisite: MATH 155

3 CR / (4,0)

ENDT 170 Mechanical Technology

This course introduces the student into mechanical design and drafting. The topics covered include descriptive geometry, gears and cams, fasteners, welding specifications, conveyor systems, belts and chains, couplings, reducers and bearings.

Prerequisites: ENDT 150, 154, 155

Prerequisite or Corequisite: ENDT 171

4 CR / (2,3)

ENDT 171 Computer Aided Design and Drafting

This course is a continuation of AutoCAD drafting methods introduced in ENDT 151. The student is instructed in 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 in the course.

Prerequisite: ENDT 151

4 CR / (1,3)

ENDT 172 Building Technology I

This course introduces the student to architectural design as it relates to wood framed residential construction. Students shall design a residence and complete a set of working drawings for their design. The course also covers the topics of residential construction standards, engineered building materials, and dimensional lumber selection and construction for low rise buildings. Basic concepts of the building envelope are also introduced.

Prerequisite: ENDT 150

Prerequisite or Corequisite: ENDT 171

4 CR / (1,3)

ENDT 173 Civil Technology I

This course instructs the student in the design of civil engineering works including: contour mapping, NTS and BC systems of mapping; highway curve design for simple, transitional, and vertical curves; grading drawings; rural and highway road layout; subdivision layout and earthwork calculations.

Prerequisites: ENDT 150, 151, 153

Prerequisite or Corequisite: ENDT 171

4 CR / (3,3)

ENDT 174 Structural Mechanics

This course introduces the student to structural mechanics. The topics covered in this course are: vectors and force systems as required to design structures, 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, and the elastic design of simple beams.

Prerequisites: ENDT 154, 155, MATH 155

4 CR / (4,0)

ENDT 175 Design Technology Mathematics II

This course introduces the student to single variable calculus. The topics covered in the course are: analytic geometry, derivatives, maxima and minima problems; motion and related rates; integrals, areas, volumes, centroids, and moments of inertia. The emphasis in the course is on the application of calculus to problems in structural mechanics and civil technology.

Prerequisite: ENDT 155, MATH 155

4 CR / (3,0)

ENDT 176 Electrical Technology

This course introduces the student to the application of electricity to buildings and industrial processes. The topics in this course include power and lighting distribution systems and components, including single and three phase systems, as well as the operation of electrical motors. Also covered in the course are the concept of power factor and power factor corrections.

Prerequisites: ENDT 154, 155, MATH 155

3 CR / (2,1)

ENDT 190
Drafting Project

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.

Prerequisites: ENDT 150, 151

Prerequisites or Corequisites: ENDT 171, 172
6 CR / (1,2)

ENDT 250
Heating, Ventilation, and Air Conditioning

This course teaches the student the design principles of heating, ventilation, and air conditioning in buildings. The topics covered in this course are: heat loss and heat gain calculations, heating and ventilation systems, air conditioning, related equipment, duct design and layout, and a major HVAC design on a commercial building.

Prerequisite: ENDT 170

4 CR / (3,3)

ENDT 252
Building Technology II

This course teaches the student the design of building elements as they relate to commercial structures using such materials as concrete, masonry, and steel. Given proposal drawings, the student will prepare a set of working drawings for a low rise commercial or industrial building. Based on given concept drawings for a simple building, the student 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: ENDT 172

3 CR / (2,3)

ENDT 254
Wood and Steel Design

This course teaches the student the analysis and design of timber structures including beams, columns, and connections. Additional topics covered in the course are: the design of shoring and concrete form work; 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. The student will detail and analyze shop drawings to BC

Building Code and Canadian Institute of Steel Construction standards.

Prerequisite: ENDT 174

4 CR / (3,3)

ENDT 256
Process Design and Pipe Systems

This course teaches the student the fundamentals of industrial process design. The emphasis in the course is on material handling. The topics covered in the course are: transport of liquids, gases, and bulk solids. The design and selection of the following equipment is covered in the course: motors, fans, compressors, belt conveyors, and mechanical systems that incorporate these components. The second half of the course covers pipe systems design; selection of valves, fittings, and hangers; design for pressure, temperature, wear, corrosion, and thermal expansion.

Prerequisites: ENDT 170, 175

4 CR / (3,3)

ENDT 257
Building Regulations, Contracts, and Specifications

This course instructs the student in 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. The student is instructed in the layout and writing of construction specifications according to Construction Specifications Canada guidelines using Canadian Construction Documents Committee and National Master Specification formats. Additional topics covered are: specification types, language CCDC 2 front end, products, workmanship, office procedures, information storage and retrieval, and the bidding process. The second half of the course covers building regulations based on the National Building Code of Canada.

Prerequisites: ENGL 155, 158

4 CR / (2,1)

ENDT 270
Plumbing Design

This course instructs the student in the design of water supply and drainage systems for buildings. Additional topics covered in the course are: the design of storm and sanitary sewer systems as well as fire protection systems. The student will design pressure and gravity systems based on standard calculations and tables as well as the BC Plumbing Code.

Prerequisites: ENDT 154, 155, MATH 155

2 CR / (2,1)

ENDT 273
Civil Technology II

This course teaches the students the design of municipal subdivisions and associated services. The topics taught in the course are: basic urban planning principles, subdivision bylaws; sizing and grading of water and sewer services, storm and hydrological design considerations, storm runoff calculations.

Prerequisites: ENDT 154, 171, 173, 175

3 CR / (3,3)

ENDT 274
Reinforced Concrete Design

This course instructs the student in the analysis and design of reinforced concrete including simple beams and slabs, continuous one-way and two-way floor systems, columns, walls, and foundations. Additionally, details for concrete elements of the building studies in ENDT 252 will be prepared.

Prerequisite: ENDT 254

Corequisite: TEGD 272

3 CR / (3,3)

ENDT 278
Quantity Surveying

This course teaches the student the principles of quantity surveying as practiced in design offices according to the Canadian Institute of Quantity Surveyors standards. The topics covered in the course are: 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: ENDT 252

3 CR / (3,2)

ENDT 279
Project Management

This course instructs the student in project planning, scheduling, and control as applied to engineering projects. The topics covered in this course are: systems theory, organization structures, staffing, management functions, time management, conflicts, planning as per CPM and PERT, as well as controlling.

Prerequisites: ENGL 155, 158

2 CR / (2,1)

ENDT 290
Project Report I

This course requires the student to complete a major project on a construction related topic chosen by the student and approved by the

Engineering Design 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 for the project.

Prerequisite or Corequisite: ENGL 258

2 CR / (0,1)

ENDT 291**Project Report II**

The student will complete the project commenced in ENDT 290 and make a formal presentation to an audience to defend the report.

Prerequisites: ENDT 290, ENGL 258

Corequisite: ENGL 268

6 CR / (0,2)

ENGL 153**Technical Communications for Forestry Technology I**

This course introduces the Forestry student to basic technical communication skills. Topics covered include writing skills, forms of technical writing, public speaking, and basic research and documentation.

3 CR / (3,0)

ENGL 158**Technical Communications for Engineering Design Technology I**

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 or Corequisite: ENGL 155

3 CR / (1,2)

ENGL 162**Technical Communications for Forestry Technology II**

This course builds upon the basic skills introduced in ENGL 153 and introduces the student to a variety of specific written and oral tasks. Topics covered include short reports, memo reports, résumés, meeting minutes, oral reports, use of visual aids, and electronics research and communication tools.

Prerequisite: ENGL 153

3 CR / (3,0)

ENGL 252**Technical Communications for Forestry Technology III**

This course builds upon the skills introduced in ENGL 153 and ENGL 162 and introduces the student to writing tasks that are more closely related to real world working situations and controversies. Topics covered include medium length reports, integration of research with personal experience, and persuasive speaking and writing.

Prerequisites: ENGL 153 and 162

3 CR / (3,0)

ENGL 258**Technical Communications for Engineering Design Technology II**

This course provides students with the skills to plan and begin the written and oral presentations required to document and present the work of ENDT 290. 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.

Prerequisites: ENGL 155, 158

2 CR / (0.5,0.5)

ENGL 268**Technical Communications for EDT III**

This course is aimed solely at students in EDT 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 258

2 CR / (1,1)

ETCC 150**Electronics I: Basic Electricity and Circuits**

This course introduces the student to electrical and shop safety, the fundamentals of electricity, electrical quantities and units, common instruments and test equipment, basic direct current circuits, basic troubleshooting, magnetism, alternating current circuits and oscilloscopes. This course provides an introduction to the application of electrical theory to electronic devices and circuits.

Prerequisite: Entry to Common Core

3 CR / (4,5)

ETCC 151**Leadership and Team Skills for Electronics**

During this course students will participate in class discussions and group activities to improve their practical communication skills and foster effective working relationships. An opportunity will be provided to practice communication skills that will be useful in the workplace and to examine the role of the individual within a work team—both as a participant and as a leader.

0 CR / (0,2)

ETCC 153**Electronics II: Tools, Hardware, Components, and Cables**

This course will instruct the student on how to use chemicals and lubricants; select, use, and maintain hand and power tools; select and use hardware; solder and desolder; assemble, test, and install cable; identify electronic components; use, test, and select batteries, resistive components, switches and relays, transducers, inductors, transformers, and capacitors.

Prerequisite: Entry to Common Core

3 CR / (4,5)

ETCC 156**Electronics III: Workplace Skills For Technicians**

This course will describe the role of electronics technicians in industry. The material will also instruct how to use, maintain, and produce electronics documentation, connect and operate personal computers, use operating systems, use common application software packages, and communicate effectively in oral and written form.

Prerequisite: Entry to Common Core

3 CR / (4,5)

ETCC 159**Core Electronics Mathematics**

An algebra course for those studying Core electronics, designed to prepare the student for an applied calculus course. The course covers number systems, solving equations and inequalities, graphing and interpolation and extrapolation, introduction to functions, linear and quadratic equations, polynomial and rational functions, exponential and logarithmic functions, trigonometry and trigonometric identities, complex numbers and complex algebra.

Prerequisite: Entry to Common Core

3 CR / (8,0)

ETCC 170**Electronics IV: Solid State Devices**

An introduction to solid state semiconductor devices, their application and selection. Starting with diodes, the theory of bipolar junctions is developed. The basic characteristics of PNP and NPN transistors are developed, with emphasis on recognition of common operating characteristics and troubleshooting. Common transistor biasing and amplification configurations are studied. Field effect transistors are studied in a similar manner. Basic Power Electronic components are introduced, with emphasis on sample applications and testing. The course ends with a study of simple power supply configurations.

Prerequisites: ETCC 150, 153

3 CR / (4,5)

ETCC 173**Electronics V: AC Circuits and I.C. Troubleshooting**

The first half of the course is a continuation of Electronics I, extending the analysis of AC circuits to series, parallel, and combination circuits containing inductors, capacitors, and transformers. The student learns how to quickly diagnose and locate common circuit faults and failure modes. In the second half of the course, common module integrated circuits such as timers and oscillators are studied and applications examined. Students are taught how to use service manual diagnostic flowcharts, divide-by-half elimination, and other common troubleshooting strategies.

Prerequisites: ETCC 150, 153

Prerequisite or Corequisite: ETCC 159

3 CR / (4,5)

ETCC 176**Electronics VI: Digital and Microprocessor Electronics**

This course continues the digital concepts introduced in ETCC 156 introducing the basics of digital techniques and microprocessors, next are flip-flops, counters and the design of digital logic systems, followed by semiconductor memory and addressing. These components are integrated into a study of basic 8 and 16 bit programming and internal peripherals follow. An introduction to PLCs is the final topic.

Prerequisites: ETCC 150, 153

Corequisite: ETCC 170

3 CR / (3,6)

ETCC 195**Electronics Technician****Common Core: Part-Time Study**

This course consists of the content of ETCC 150, 153, 156, 170, 173, and 176 arranged for sequential (rather than concurrent) study. The student works independently, without formal lectures, with department instructors as a support resource. The schedule is determined by the student. This course is suitable for strongly motivated students or tradespersons (particularly electricians) who wish to develop an understanding of basic electronics principles without full-time attendance at the College. Seats in this course are limited to five per semester. Prospective applicants should first consult with Counselling and department faculty.

Prerequisite: Entry to the Common Core

FOR 150**Forestry Orientation**

This two-week course is designed to introduce the students 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 trip.

0 CR / (9 days)

FOR 154**Forest Products**

This course introduces students to the structure and properties of wood, and to the identification of Canadian softwood and hardwood species. Students learn about the characteristics and properties of the primary and value-added wood products industries, with tours of local mills and processing plants being an integral part of the course.

3 CR / (2,2)

FOR 155**Silvics and Dendrology**

The purpose of this course is to learn to identify all coniferous and broad-leaved trees native to British Columbia, and their silvical, ecological, and physiological characteristics. It also includes learning to identify and collect plants used in determining the classification of forest sites.

3 CR / (2,2)

FOR 157**Introduction to Forest Soils and Hydrology**

This course is basic to an understanding of forest productivity and the side effects result-



ing 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 exercises will emphasize sampling description and classification of soils.

4 CR / (3,2)

FOR 161**Forest Measurements I**

This field-oriented course introduces the theory and practice of all aspects of forest measurements and surveying. Students will receive a thorough exposure to timber cruising and basic surveying instruments.

4 CR / (2,4)

FOR 162**Forest Measurements II**

A continuation of Forest Measurements I (FOR 161), this course emphasizes statistics. The intent of the course 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 BC Forest Service.

It is strongly recommended that FOR 162 and 176 be taken concurrently.

Prerequisites: FOR 161, MATH 151

5 CR / (3,4)

FOR 164**Fire Management**

The emphasis in this course is on wildfire control. Successful control of wildfire encompasses four areas of action, including fire prevention, detection, suppression, and sup-

pression activities. Prevention instruction will focus on hazard assessment following harvesting or silviculture activities. Suppression instruction will focus on initial attack, including fire assessment, reporting, forecasting behaviour, determining tactics, and equipment needs. Successful participants will know their responsibilities under the **Forest Practices Code Act** and related regulations. They will also meet basic certification standards for forestry workers. Fire safety will be stressed throughout this course.

3 CR / (2,2)

FOR 167

Human Relations in Forestry

The purpose of this course is to develop personal and interpersonal skills that will maximize students' opportunities for success in both the College environment and employment environments. The course will promote enhanced self-awareness, and improved communication, personal management, and pre-employment skills. Topics of study will include study skills, human behaviour, communications, employment preparation, and personal and professional ethics.

2 CR / (1,1)

FOR 171

Aerial Photography and Mapping I

This is an introductory course in the use of aerial photographs 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 parallax measurement.

3 CR / (1,3)

FOR 172

Aerial Photography and Mapping II

This course provides the student with an understanding of photogrammetric practice in the area of landform recognition and interpretation, planimetric map construction from aerial photographs, forest cover typing, and special applications in the fields of forest protection, roads, reforestation, and soils.

Prerequisites: FOR 157, 171, 177

3 CR / (1,3)

FOR 176

Forest Cartography

This course is designed to teach basic hand and computer drafting skills and techniques required in forest cartography. Students will

learn the elements of contour and planimetric maps, plotting traverses, and methods used to update history maps. The course has two major projects. The first project will teach students how to hand-draft a plan view of a primary logging road system, complete with logging and riparian boundaries and then how to digitize the map and produce a finished product. Emphasis is placed on the engineering principles that are applied when designing and drafting logging roads, landings, and boundary lines on various types of logging terrain. The second project will teach students how to construct and digitize a timber type map to Forest Service standards from field survey notes created in FOR 162's surveying and timber cruising project.

Prerequisite or Corequisite: FOR 162

2 CR / (0,3)

FOR 177

Introduction to Computers

This course provides an introduction to computing, using Windows-based microcomputer applications. Forest industry applications using professional word processing, database management, spreadsheet, and presentation software will be the primary focus of this course.

3 CR / (1,3)

FOR 178

Digital Mapping

This is an introductory course covering basic concepts and applications of digital mapping in forestry using Microstation software. The course will include project planning, element creation and manipulation, text and symbol generation, system input/output, and GPS mapping. Working problems and mapping projects will be drawn from forest resource management.

Prerequisites: FOR 177, MATH 151

2 CR / (0,3)

FORS 202

Forest Ecology

This course will provide an introduction to the ecosystem concept, energy biomass and nutrient cycling, the physical environment, population and community ecology, and ecological succession. It will also introduce the biogeoclimatic classification of BC and examples of Central Interior ecosystems. A plant herbarium of 50 vascular plants and mosses is required. Due to the integrated nature of course materials in FORS 202 and FORS 210, students are strongly advised to take these courses

concurrently. Students may encounter difficulties in FORS 202 if they have no previous or concurrent soils course, such as FORS 210.

Prerequisites or Corequisites: FORS 111, 112 or FOR 155, 157

3 CR / (3,2)

FOR 251

Forest Policy and Practice

This course covers the history and legal basis for management of Crown forest land in British Columbia. Major emphasis is placed on the **Forest Act** and **Forest Practices Code of BC Act** and associated regulations.

Inventory, yield analysis, and AAC are also introduced.

Prerequisite: Completion of first-year programme

3 CR / (2,2)

FOR 252

Integrated Resource Management

This is 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 of BC Act**, are utilized in the 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, 273

Prerequisites or Corequisites: FOR 254, 286, 288

4 CR / (2,3)

FOR 253

Silviculture I

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.

Prerequisite: Completion of first-year programme

4 CR / (3,3)

FOR 254 Silviculture II

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 synthesize course material at the stand level with the preparation of a silviculture prescription 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.

Prerequisite: FOR 253

Prerequisites or Corequisites: FOR 252, 286, 288

5 CR / (4,2)

FOR 255 Forest Entomology

This course will introduce the characteristics, behaviour, and economic significance of major insects and related organisms affecting forests and wood products in British Columbia. The emphasis will be on detection, evaluation of damage, and management practices.

Prerequisite: FOR 202

3 CR / (2,2)

FOR 256 Forest Pathology

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 BC. In addition to fungi, biotic and abiotic damaging agents will be studied. Damage appraisal techniques and control will be covered where applicable.

Prerequisite: FOR 202

3 CR / (2,2)

FOR 263 Forest Measurements III

The course covers the practical application of timber cruising in compliance with the BC Forest Service Cruising Manual. Students use field data taken from FOR 162 and compile the data into a comprehensive cruise report by using the manual method to provide an

understanding of the compilation procedure, and also by using computer software. This course also introduces students to the BC Metric Log Scaling and Grading System, weight scale sampling, the Ministry of Forests cyclic billing practices, and residue and waste assessment.

Prerequisite: Completion of first-year programme

3 CR / (1,3)

FOR 267 Supervisory Skills in Forestry

Building on the individual awareness and skills developed in FOR 167, students in this course will develop group management skills for successful workplace relationships with superiors, peers, and subordinates. The course will promote communication, teamwork, and leadership skills for application in group and supervisory situations. Topics will include group communication and dynamics, leadership styles, motivation, conflict management, problem solving, performance appraisals, and work ethics.

Prerequisite: FOR 167

2 CR / (0,2)

FOR 268 Industrial Relations in Forestry

This course will provide a broad perspective on the political and regulatory systems within which the forest industry, the government, and forestry-related organizations operate. Topics include industrial relations history, unions, collective agreements, industry groups, regulatory agencies, and the interrelationships among these. It also promotes awareness of the technical and ethical standards of associations such as the ABCPF and ASTTBC.

Prerequisite: FOR 167

2 CR / (2,0)

FOR 273 Habitat Management

This course is designed to give Forest Technology students an understanding of the diversity of native fish and wildlife in North Central BC and the range of habitats used. The course will focus on forest biodiversity, with emphasis on the role of fish and wildlife in a healthy forest. Students will also study forest practices and management techniques that seek to harmonize biodiversity objectives with forest activities.

Prerequisite: Completion of first-year programme

3 CR / (2,2)

FOR 285 Road Engineering I

The intent of this course is to provide the student with a basic knowledge of forest engineering practice in the fields of forest road design, field location and surveying of forest roads, soil classification and identification, and earthwork calculations. Emphasis is placed on field procedures and microcomputer design applications.

Prerequisite: Completion of first-year programme

4 CR / (2,3)

FOR 286 Road Engineering II

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 include: control of sediment, Forest Practices Code, grade staking.

Prerequisite: FOR 285

Prerequisites or Corequisites: FOR 252, 254, 288

4 CR / (2,3)

FOR 287 Logging I

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

Prerequisite: Completion of first-year programme

4 CR / (2,3)

FOR 288 Logging II

Logging II is a continuing 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, and safety management. A management plan will be completed in conjunction with other forestry courses.

Prerequisite: FOR 287

Prerequisites or Corequisites: FOR 252, 254, 286

4 CR / (2,3)

**FOR 289****Forest Finance and Administration**

This course introduces the student to the fundamentals of business and finance. Topics include business ownership, methods of financing businesses, financial statements and analysis, loans and interest calculations, break-even analysis, stumpage appraisal, and contract administration.

Prerequisites: FOR 177, MATH 151

3 CR / (2,2)

FOR 299**Extended Forestry Field Studies**

This course is an intensive one-week (including weekends) field exercise in which students are exposed to a range of forestry practices and activities in different parts of BC. Field activities will involve exercises, observation, and analysis of research facilities, forestry operations, and manufacturing facilities. There is an additional fee for this course. See Fee Information section in the Calendar.

Prerequisites: Completion of all courses from Semesters I–III

2 CR / (9 days maximum)

GIS 250**Introduction to Geographic Information Systems**

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 CR / (3,3)

GIS 302**Tool Analysis, Design, and Construction**

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 CR / (3,2)

GIS 303**Introduction to Spatial Data Analysis and Presentation**

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 CR / (3,3)

GIS 304**Database Management Systems**

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.

3 CR / (2,2)

GIS 305**Introduction to Programming**

The main focus of this course is to introduce the student to problem solving with emphasis on algorithm development and structured programming using a current programming language.

3 CR / (3,3)

GIS 306**Spatial Statistics**

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

3 CR / (2,2)

GIS 310**Data Acquisition and Remote Sensing**

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.

3 CR / (2,3)

GIS 311**Coordinate Geometry**

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 co-ordinate systems.

3 CR / (2,2)

GIS 315**Application Tools I**

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.

3 CR / (2,3)

GIS 321

Cartography

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.

Prerequisites: GIS 315, 303, 311

Corequisite: GIS 325

2 CR / (1,4)

GIS 325

Application Tools II

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.

Prerequisites: GIS 315, 310, 303

3 CR / (0,6)

GIS 330

Image Processing and Analysis

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.

Prerequisites: GIS 310, 305

3 CR / (2,3)

GIS 340

GIS Seminar

The course is designed to have the students consider the wider issues which are of con-

cern 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.

1 CR / (2,0)

GIS 345

Project Management and System Development

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 socioeconomic issues of GIS.

Prerequisites: GIS 304, 305

2 CR / (2,0)

GIS 350

GIS Project

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.

4 CR / (0,2)

MATH 151

Technical Mathematics

A review and expansion of Math 12. Topics include plane geometry, trigonometry, intermediate algebra, and practical applications in forest resource technology related areas.

3 CR / (3,0)

MGT 154

Applied Human Relations

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.**

3 CR / (2,2)

TJSS 160

Job Search Seminars

This course consists of 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 175

Management for Technologies

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.

2 CR / (1,1)

TMTH 255

Statistics

This course is designed to instruct the student in the basic knowledge of statistical methods. Topics included in the course are: probability theory, probability distribution, sampling, and linear regression. Industrial applications are emphasized in the course.

Prerequisites: ENDT 175

3 CR / (3,0)

WILD 150

Wildland Ecology

This course will provide an introduction to ecosystem concept, energy, biomass and nutrient cycling, the physical environment, population and community ecology, and ecological succession. It will also introduce the Biogeoclimatic classification system and examples of Central Interior ecosystems.

3 CR / (2,2)

WILD 151

Physical Geography and Soils

This course will provide an introduction to landforms, geomorphology of the Central Interior of BC and the physical, chemical, and biological properties of soils; soil formation, classification, use; and conservation of soils.

3 CR / (2,2)

WILD 152**Aerial Photography**

This course will introduce students to the principle of aerial photography. Topics include maps and map reading, geometry of aerial photographs, photogrammetric measurement of scale, displacement and parallax with aerial photographs, and practical uses and applications of aerial photographs.

3 CR / (1,3)

WILD 153**Outdoor Recreation/
Tourism Management**

This course covers the principles of outdoor recreation management and administration. Topics include characteristics of wildland recreation use and users, ethics and laws, fundamentals of managing tourism, philosophy applied in providing quality outdoor recreational experience to visitors, and planning and managing interpretive programmes for outdoor recreational areas and visitors' centres. Opportunity to obtain a survival first aid certificate will be included.

3 CR / (2,2)

WILD 154**Wildlife Tree Identification**

This two-day classroom and field course includes the identification of wildlife trees and assessment of steps necessary to ensure safety and habitat protection when operating around wildlife/dangerous trees. This course follows the guidelines of the Resource Inventory Committee Wildlife/Danger Tree Assessor course. Students successfully completing this course may be eligible to challenge the Resource Inventory Committee course for certification.

1 CR / (16 hours)

WILD 155**Reconnaissance Level Lake Field Inventory**

This three-day classroom and field course covers the requirements for conducting lake inventories as set out in the Resource Inventory Committee standards. Students successfully completing this course may be eligible to challenge the Resource Inventory Committee course for certification.

2 CR / (24 hours)

WILD 156**Reconnaissance Level River Field Inventory**

This two-day classroom and field course covers the requirements for conducting stream

inventories according to the Resource Inventory Committee standards. Students successfully completing this course may be eligible to challenge the Resource Inventory Committee course for certification.

1 CR / (12 hours)

WILD 157**Introduction to 1:20,000 Fish and Fish Habitat Reconnaissance Inventory**

This three-day classroom course covers what the reconnaissance level inventory process and requirements are with emphasis on what contents are needed for the pre- and post-field phases of the inventory. Students successfully completing this course may be eligible to challenge the Resource Inventory Committee course for certification.

2 CR / (24 hours)

WILD 158**GPS Field Operator Training**

This two-day office and field course covers basic GPS concepts and methods relevant to resource inventory surveys and teaches students how to collect accurate field data in a reliable and consistent manner. Students successfully completing this course may be eligible to challenge the Resource Inventory Committee course for certification.

1 CR / (12 hours)

WILD 159**Fish Identification**

This two-day laboratory course will teach students how to identify fish species and ensure students will be able to identify the major freshwater fish species of BC and understand the life history, habitat requirements, and regional distribution for these species. Students successfully completing this course may be eligible to challenge the Resource Inventory Committee course for certification.

1 CR / (12 hours)

WILD 160**Electrofishing**

This two-day classroom and field course introduces students to electrofishing techniques including safety procedures and equipment handling. Students successfully completing this course may be eligible to challenge the Resource Inventory Committee course for certification.

1 CR / (15 hours)

WILD 161**Guide Outfitters I**

This two-week (ten-day) classroom and field course introduces students to basic guide outfitting skills. Topics covered include the demonstration of safe procedures associated with contact with dangerous wildlife, developing competence in field dressing of fish, birds, and big game animals, development of physical and mental stamina associated with long-term outdoor activities, imparting wilderness survival skills, and developing skills in the proper protocol and legal procedures involving emergency radio protocol and legal procedures involving emergency radio communications.

3 CR / (80 hours)

WILD 162**Small Pleasure Craft Operation and Aircraft Safety**

This four-day classroom and field course introduces students to the Canadian Coast Guard basic pleasure craft operators' course for operation of small watercraft in Canada. This course will cover safe work practices to adopt when in the vicinity of fixed and rotary wing aircraft.

3 CR / (1,3)

WILD 163**GIS and Wildland Resource Mapping**

This course introduces students to the basic concepts and principles of Geographic Information Systems (GIS). Topics include geographic data structure, components of GIS, project management, and applications of GIS in wildland and resource mapping and analysis.

3 CR / (2,3)

WILD 164**Image Interpretation and Analysis**

This courses teach the interpretation and mapping of aerial photographs and other remotely sensed data. Emphasis will be placed on recognition of landforms, vegetation, hydrology, resources, and recreation features. Other topics include inventory and environmental studies with aerial photographs and other remotely sensed data.

3 CR / (1,3)

WILD 165**Park Management**

This course covers the basic principles in managing and administering provincial and community wildland parks. Topics include the elements involved in park planning and

development, along with studying the biophysical impacts of recreation on wildland parks and the integration of outdoor recreation with other natural resource users, ethics, and the law.

3 CR / (2,2)

WILD 166 Fish Ecology and Management

This course introduces students to the biology of British Columbia freshwater and anadromous fish with emphasis on those species found in the Central Interior of British Columbia. Topics include anatomy, taxonomy, physiology, behaviour, and ecology. Management of fisheries including population dynamics, habitat evaluation and improvement, harvesting, pollution, fishery regulations, and the law. Special emphasis will be placed on identifying game fish, both salt water and freshwater, which are native to British Columbia. Labs deal with methodology as it applies to the above and much of the training will be done in the field.

3 CR / (2,2)

WILD 167 Wildlife Ecology and Management

This course introduces students to the principles and practices of wildlife management with particular reference to problems and procedures in the Central Interior of British Columbia. Topics include biology and ecology of wildlife species, dynamics of wildlife populations, methods for studying wildlife, capturing and handling of wildlife for study, radiotelemetry, natural and artificial regulation of numbers, control of problem wildlife, wildlife habitats, economic value of wildlife, management for biodiversity, ethics and law, and management for harvest. Special emphasis will be placed on identifying British Columbia's native and introduced game and protected bird species along with the identifying of BC's game and non-game animals. Field study is used to support and extend lecture and lab material.

3 CR / (2,2)

WILD 168 ATV and Commercial Snowmobile Operation

This three-day classroom and field course covers the safety and operation of ATVs and snowmobiles along with emphasis on environmental ethics, route plans, and group management. Some training regarding small engine repair will be included. Students will be expected to also demonstrate proficiency in the operation of chainsaws and the basic

maintenance procedures for small 2- and 4-cycle engines. This course leads to BC Snowmobile Federation Level III Commercial Snowmobile Operator's Certificate.

2 CR / (36 hours)

WILD 169 Visual Landscape Inventory

This two-day course teaches students the visual landscape inventory standards set out by the Resource Inventory Branch for the Culture Task Force, Resource Inventory Committee.

2 CR / (24 hours)

WILD 170 Recreation Resource Features and Recreation Opportunity Spectrum

This two-day classroom course teaches the Resource Inventory Committee standards associated with Recreation Features and Recreation Opportunity Spectrum Inventories in British Columbia. Students successfully completing this course may be eligible to challenge the Resource Inventory Committee course for certification.

2 CR / (24 hours)

WILD 171 Archaeological Inventory Training for Crew Members

This two-day classroom and field course introduces students to the proper way to identify archaeological sites and features throughout British Columbia including how to conduct a surface inventory and complete the British Columbia Archaeological Site Inventory form. Students successfully completing this course may be eligible to challenge the Resource Inventory Committee course for certification.

2 CR / (24 hours)

WILD 172 Introduction to Wildlife Species Inventory

This two-day course introduces students to basic information required to plan a wildlife species inventory in British Columbia. Students successfully completing this course may be eligible to challenge the Resource Inventory Committee course for certification.

2 CR / (12 hours)

WILD 173 GPS-Data Processor/ Project Manager Training

This five-day classroom and field course is a comprehensive GPS training course for resource managers. Students successfully

completing this course may be eligible to challenge the Resource Inventory Committee course for certification.

3 CR / (40 hours)

WILD 174 Guide Outfitters II

This three-week (15-day) classroom and field course is designed to augment and enhance a student's guide outfitter skills developed in WILD 161. Topics include safe firearms handling, firearm acquisition certificate training, how to properly and securely load packs onto pack animals, wrangler skills, back country horseback riding skills.

Prerequisite or Corequisite: WILD 161

4 CR / (120 hours)

WILD 175 Safe Food Handling

This eight-hour course teaches students proper food handling techniques. Topics to be included are microbiology, foodborne illnesses, personal hygiene and health, serving and dispensing, food protection and preparation, receiving and storing food, and dishwashing. This course leads to mastery level certificate from the FoodSafe Level I (basic) course offered by the Ministry of Advanced Education.

1 CR / (8 hours)

WRIT 100 The Self-Employed Writer

This course will focus on the practical business aspects of freelance writing. Students will learn how to develop their product, identify their customers, and learn about their competition. They will develop specific goals for the types of writing they will do and the target market they will approach. Students will also develop a marketing strategy for selling their work. Additionally, the course will examine such issues as business structure, licenses, finances, and copyright. Finally, we will consider some of the rewards and pitfalls of being one's own boss.

Prerequisite: Admission to the programme

3 CR / (3,0)

WRIT 101 Creative Explorations

This course explores creative problem solving in a multi-disciplinary format.

Prerequisite: Admission to the programme

3 CR / (2,2)

WRIT 103
Copyediting and Document Manuscript Conventions

An introduction to the process of editing other people's manuscripts. Topics covered will include proofreading, copyediting, manuscript formats, Canadian style conventions, and career opportunities.

Prerequisite: WRIT 100
3 CR / (2,2)

WRIT 104
Workplace Writing

WRIT 104 is designed to introduce students to the fundamentals of professional business communications. Students will develop an ability to write clearly using the various formats, tones, and approaches required for effective expression in current business contexts.

Prerequisite: WRIT 100
3 CR / (2,2)

WRIT 105
Desktop Publishing

WRIT 105 is an intermediate, hands-on course in desktop publishing. WRIT 105 will also introduce students to desktop publishing using a professional level programme such as Quark Xpress or PageMaker.

Prerequisite: WRIT 100
3 CR / (1,3)

WRIT 200
The Internet and the World Wide Web

This course will introduce students to the online world of the Internet and to the basic elements of web page creation. Topics covered will include netiquette, electronic mail, host/client computing, file transfer protocol, Telnet, Gopher, MOOs/MUDs/OWs, online research, and basic HTML. Emphasis will be placed upon the student as user of the Internet.

Prerequisite or Corequisite: WRIT 100
3 CR / (2,2)

WRIT 201
Introduction to Multimedia

This course will introduce students to the creation of interactive multimedia computer presentations. Students will learn to plan and create interactive computer animations. Students will learn to integrate sound, text, and visual elements. They will be introduced to basic scripting methods and to human interface guidelines.

Prerequisite: WRIT 100
3 CR / (1,3)

WRIT 202
Freelance Writing

In this course, students will apply the skills and strategies learned in WRIT 100. As adaptability is of such importance for the freelancer, students will learn to identify and emulate the style and tone of several kinds of publications. Students will also learn to write for some of the less glamorous, yet lucrative, assignments. Based on students' selection of their preferred subject matter and genres, they will actively research the markets available to them in some detail. After selecting a few of their better written assignments, the students will complete the process of finding specific publications and submitting their work. Finally, this course will offer some suggestions for managing all the "hats" the freelancer must wear.

Prerequisites: WRIT 100, 104
4 CR / (2,2)

WRIT 203
Information Technology

The course will introduce students to the broad field of information technology by providing theoretical perspectives on communications, mass media, cultural studies, and post modernism. Through assigned readings and lectures, students will be encouraged to develop a perspective of the social, economic, ethical, and psychological impact of information technology on their career direction.

Prerequisite: WRIT 100
3 CR (3,0)

WRIT 204
Integrated Multimedia Project I (The Design Studio)

In WRIT 204 the student will continue to study the principles of multimedia design. In a studio environment the student will examine multimedia layout, including audio, colour, video, and animation. A variety of design principles and media will be used by the student to create the design for a large-scale student-directed project.

Prerequisites: WRIT 200, 201, 202
3 CR / (2,2)

WRIT 205
Integrated Multimedia Project II (The Content Lab)

WRIT 205 covers the creation of multi-media content in a large student-driven project. Students will continue to study the principles of writing needed for a successful multi-media project. Such topics as business grammar, marketing language, technical writing, audio-

visual writing, and visual language will be included.

Prerequisites: WRIT 200, 201, 202
3 CR / (2,2)

WRIT 206
Designing for Electronic Commerce

This course will introduce students to the principles of effective interface design for on-line stores and other electronic commerce sites. Students will explore theoretic approaches to usability and function, while examining the practical skills necessary for web-based business transactions. This course is being developed for an initial offering in September 2003.

3 CR / (1,3)

WTEC 100
Wood Technology I

This is a first course in wood technology, concentrating on the biology and chemistry of wood and the physical properties of wood. The student will learn about the basic structure and behaviours of wood as a raw material including relationships such as wood and water. The focus will be on Western North American species with other species presented for comparative purposes.

3 CR / (0,5)

WTEC 110
Wood Working Techniques I

The emphasis in this course is on wood machining and shaping, both manual and machine based; there will be minimal emphasis on craft development. The principal objective of successfully completing the course is for the student to develop an intuitive and visual and tactile feel for the way wood reacts to being altered, how it stabilizes, and methods for influencing it. The course is based around a series of hands-on exercises and projects.

Corequisite: WTEC 100
3 CR / (0,6)



WTEC 120**Applications of Mathematics for Wood Technology**

This course focuses on applications of mathematics as a tool for understanding, managing, and processing of wood and related technologies. Emphasis will be on the development of strong algebra skills, graphing, interpolation and extrapolation, trigonometry, and logarithms. Word problems will be the dominant exercise with some laboratory experiments.

Corequisite: WTEC 100

4 CR / (0,4)

WTEC 130**Introduction to Computers**

This course is designed to assist the student to learn the basic use of computers and computer networks as working tools. This will include using the computer as a word processor, spreadsheet or databases, plus applications as a calculation, design, control, and management tool as it may pertain to wood processing.

Corequisite: WTEC 110

3 CR / (2,3)

WTEC 140**Wood Technology Mechanics**

This is an introductory course to energy, electricity, mechanics, kinematics, and thermodynamics as these topics pertain to the behaviours and machining of wood. The material will be presented in a very practical way, with emphasis on demonstration, lab work, and problem solving.

3 CR / (2,3)

WTEC 150**Wood Technology II**

This course is a continuation of Wood Technology I and Wood Working Techniques I. The course will explore advanced topics of a similar nature plus major topics in wood drying. There will be more emphasis on craft development with the purpose of appreciating presentation and quality control. The student will be expected to complete a design and create a product or process that can serve as a prototype for production purposes. Students will be encouraged to explore non-traditional designs and root their product in terms of a problem to be solved or a market opportunity to be exploited.

Prerequisites: WTEC 100, 110, 140

3 CR / (1,5)

WTEC 160**Manufacturing and Quality Control**

Manufacturing technology concepts and the attendant quality control issues and methods as applied generally and specifically to wood processing is the theme of this course. The course takes a quantitative approach to how a manufacturing line functions, is designed and optimized, and controlled. The course presents current standards of quality plus industry methods and standards of controlling quality during manufacturing. How to respond to customer/client expectations in the context of the overall economics of the product is studied. Laboratory exercises include field trips to working plants plus in-school simulations of production lines. Students will be expected to present a solution to a production or quality control product as a final paper in the course.

Corequisite: WTEC 150

3 CR / (3,2)

WTEC 170**Introduction to the Forest Sector**

This is a survey course to show the student how the value added wood processing sector relates to the general forest sector and economy of British Columbia and Canada. Topics will vary depending on current issues but will include presentations about the primary wood sector, historical development of the forest industry, legislation, economics, environmental issues, politics, world events, etc.

Prerequisites: WTEC 100 and 110

0 CR / (1,0)

WTEC 180**Wood Machining and Tooling Technology**

The course is a series of topics pertaining to the physics of cutting, planing, boring, chipping, and other machining processes applied to wood and wood products. Finished quality and economics are attendant topics. Tooling topics include a survey of historical and developing tooling technologies, care and handling, tool selection and maintenance, alignment and calibration, safety, and troubleshooting.

Prerequisites: WTEC 100, 110, 120, 130, 140

3 CR / (1,5)

WTEC 190**Wood Gluing and Finishing Technology**

The first section of the course teaches the fundamentals of gluing technology in terms of its chemistry, applications, performance, and results including quality control and testing

methodologies. The latter half of the course teaches the basics of finishing including types, chemistry, applications, performance, material preparation, quality control, and testing methodologies. Safety and environmental standards are emphasized throughout.

Methods for proper handling and packaging of finished products are taught.

Prerequisites: WTEC 100 and 110

3 CR / (1,5)

WTEC 200**Woodworking Techniques III**

This course is principally about the operation of heavy manufacturing and processing equipment and techniques. Matters of safety will be paramount. Students will learn how to set up and calibrate, tool, optimize, and modify equipment that is found in high output, continuous output, and precision output operations.

4 CR / (0,8)

WTEC 210**Information Systems Technology**

Having the skills to gather, process, interpret, and apply information is pivotal to overseeing and controlling a complex process and making critical decisions. In this course topics include data gathering methodologies, data processing, error control, critical analysis, means of representing and communicating information, decision making, margins of error, etc. The student will learn how to design information strategies to determine if processes are effective or to troubleshoot processes, etc. The course topics will be supported with practical exercises in the shop and production environments. Upon successful completion the student will be able to make basic decisions with reliable information and recognize situations that require more advanced methodologies.

2 CR / (3,0)

WTEC 220**Computer Controlled Wood Manufacturing**

This course teaches the principles of computer applications for control and management of machinery and manufacturing processes in an integrated environment. Concepts of computer networks, data collection and management, Programmable Logic Controllers, and control algorithms are the basic topics. Advanced topics such as optimization, just-in-time output, and decision systems will conclude the course. Universal and machine specific programming languages and hardware will be worked with,

but the course is intended to show the student how to learn and apply emerging systems.

3 CR / (3,3)

WTEC 230
Engineered and Composite
Wood Products

This is both a survey course and quantitative analysis course of engineered and composite wood products. Engineering properties, standards of performance, weaknesses, and life cycles are covered. Topics also include the engineering principles, serviceability principles, and how new products are evaluated and certified for use. The course also analyzes how products move through a life cycle and surveys a series of modern products that are at different points on the life cycle curve.

3 CR / (3,4)

WTEC 240
Management and
Supervisory Principles

A technologist's role involves directing the activities of others in some manner, whether it is a workforce, supplier, customer, or client. Knowing how to work with and successfully influence others is paramount to a successful operation. Effective interpersonal skills and knowledge of human behaviour and needs are necessary skills. This course presents a series of topics in this regard and promotes the development of skills through studies in human dynamics, role playing, observations, etc.

2 CR / (3,0)

WTEC 245
Communications Skills

Communications skills include writing, speaking, and public presentation skills necessary to communicate ideas and information in the field of business and technology. This course places special emphasis on good organization,

and clarity of presentations, self-confidence, and public speaking skills. To develop these skills, the student will write proposals, present ideas, make sales presentations, and speak to technical and nontechnical audiences.

2 CR / (3,0)

WTEC 250
Industrial Design

For wood processing to have a purpose, even strictly utilitarian, it must be based on some principles of industrial design. This course will introduce the fundamentals of industrial design as applied to wood products and orient the student to the origins, reasons, rationale, and sensitivities behind them. The course will serve to show how creative and design processes occur and can be encouraged. It will introduce and explore the complex relationships between form, material, function, aesthetic, structure, and gestalt. Students will participate in a guided design studio to put the principles in a practical context.

3 CR / (2,6)

WTEC 260
Manufacturing Engineering

This course is a primer on the engineering and economics of manufacturing lines and processes. It is a quantitative approach to the analysis, troubleshooting, and design of a system for taking raw materials through to a finished product in an optimal manner. Upon successful completion, students will be able to make decisions and recommendations about manufacturing processes.

3 CR / (3,2)

WTEC 270
Product Development and Marketing

Taking a product from conception to the marketplace at a profit is the central theme of this course. The fundamental principles, behaviours, and realities of the marketplace

are studied along with developing the ability to recognize an opportunity to solve a problem or meet a need through the application of wood processing technology. The successful student will know about how cultural and social matters, political effects, and human needs affect the success of a product.

Regulatory matters, licensing and trademarks, financing, risk analysis, and ethics are all topics that will be presented. Case studies will form the foundation of the course.

3 CR / (3,0)

WTEC 280
Product and Production Costing

Successful business decisions require knowledge of economics and accounting. This course provides the basic principles on which good decisions are based; topics include matters such as operating costs, capital costs, depreciation, sensitivities, forecasting, financing, and taxes. Case studies will form the basis for the instruction.

3 CR / (3,0)

WTEC 290
Alternate Wood Products

This is both a survey course about non-traditional wood products and a thinking and imagining session using the technical knowledge, business knowledge, and creative skills developed to date. The student will be expected to present a developed idea for a non-traditional wood-based product that has the potential to be marketable. The student will be assessed on both the creativity and practicality of the product.

4 CR / (3,5)

Trades PROGRAMMES



DIVISIONAL CONTACT

Jan Jonker, Dean
Trades Division
Telephone: (250) 561-5804

Co-operative Education Certificate Programme:

- Automotive Service Technician

Entry Level Certificate Programmes:

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

Certificate Programmes:

- Power Engineering
- Welding

Provincial Apprenticeship Programmes:

- Automotive Mechanical Repair
- Carpentry
- Electrical
- Heavy Duty Mechanic
- Millwright
- Welding

DIVISIONAL CONTACT

Marcia Timbres
Dean, College Foundations Division
Telephone: (250) 561-5826
Fax: (250) 561-5866

Certificate Programme:

- Culinary Arts Programme

TRADES

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 (250) 561-5867.

ATTENDANCE POLICY

Competency in the techniques and methods necessary to a given trade requires significant supervised practice. An absence from shop exercises of three days is considered the maximum time a student can miss before the student's performance of competencies is jeopardized.

A student with three absences will be asked to account for the absences and may be required to withdraw from the programme if it is determined by the instructor and the Dean that it is no longer possible to meet the competencies required for successful completion of the programme. Students do have recourse to the appeal process.

SAFETY

Workers' Compensation Board regulations apply to all Trades programmes. Students are expected to behave appropriately. For their shop activities students must have safety-toed footwear to be worn at all times in the shops. Some Trades programmes require that students own, use, and maintain proper eye safety wear, two sets of proper coveralls, and hard hats. Details will be provided by instructors at the beginning of the programme.

AUTOMOTIVE SERVICE PROGRAMME

Note: This programme is under review.

CO-OPERATIVE EDUCATION



Co-operative Education is mandatory for this programme, and students must maintain the eligibility requirements (75% minimum average) to qualify for work term placements. Seventy-five percent is part of the admission requirements and is referred to under the programme outline in this section of the Calendar.

Two work placement terms reinforce the College-based skills training by providing industrial experience and appropriate work ethic development so that, by the end of the second level, employers will have highly motivated and skilled apprentices. Students will be paid during work experience, and salary is negotiated between student and employer.

APPRENTICESHIP TRAINING

The Automotive Service Programme at CNC is a 70-week course focused towards the accreditation the successful student can receive upon completion. Students will receive first- and second-year technical plus six months' credit towards an apprenticeship, if they are indentured into an apprenticeship within 12 months of successfully completing the programme.

Additional credit the student receives towards an apprenticeship will be negotiated with the apprenticeship counsellor and the student's employer.

THE PROGRAMME

The College of New Caledonia's automotive programmes can prepare students for apprenticeship positions in a variety of skilled occupations in dealerships, specialty repair shops, parts departments, as well as service writer positions. The Automotive Trades department is committed to providing practical education and training to meet students' future career and educational goals, while satisfying the employment needs of industry. The Automotive Service Programme is taught over a 17-month (70-week) period at the Prince George campus. In addition to tuition, students can expect to spend \$500 on textbooks and supplies. Students must pay for their own coveralls, safety-toed boots, and other personal safety equipment.

There is normally one intake every second year starting in February. Students may apply to the Industry Training and Apprenticeship Commission for credit towards their Apprentice Technical Training upon successful completion of the Automotive Service Programme.

ADMISSION REQUIREMENTS

1. Preferred applicants must be a minimum of 18 years of age and be of good general health.



2. a) Applicants must provide proof of successful completion of an Automotive Entry Level Training programme with a minimum 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 1 1/2 years of 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 he/she wishes to enter the programme and state career goals and objectives.

4. Applicants must submit a transcript of previous academic achievement.

5. Applicants are required to write an English and Math Achievement Test (EMAT) (Level 19) for the purpose of providing additional assistance that may contribute to student success.

6. Applicants must possess a valid Class 5 BC Driver's License.

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 guidelines, using the following selection criteria.

SELECTION CRITERIA

The following selection criteria will be used by the Selection Committee to select students 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 Technical and Professional Communications 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 Outline: Automotive Service

Students must obtain a minimum average of 75% (in both theory and practical) in each component to receive credit for that level.

Steering and Suspension Fundamentals
Steering Systems and Suspension Systems
Wheels, Tires, and Four Wheel Alignment
Welding
Employment Skills
Brake System Fundamentals
Hydraulic Systems
Drum/Disc Friction Assemblies
Brake Subsystems and Antilock Systems
Electrical Fundamentals
Electrical Systems and Components
Charging Systems and Starting Systems
Auto Glass Replacement
Air Conditioning
CFC-HCFC Training
Automotive Engine Fundamentals
Automotive Engine Construction
Diesel/Fuel Injection
Emission Aircare/Final

ENTRY LEVEL TRADES (ELT) PROGRAMMES

Automotive Technician
Carpentry
Electrical
Heavy Duty/Commercial Transport 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.

APPRENTICESHIP TRAINING

The Entry Level at CNC is focused towards the accreditation the successful student can receive upon completion. Students will receive credit for Level 1 technical training if they are indentured into an apprenticeship within 12 months of successfully completing the programme.

Additional credit the student might use towards an apprenticeship must be negotiated

with the apprenticeship counsellor and the student's employer.

ADMISSION REQUIREMENTS

All applicants must meet one or more of the following requirements:

1. Successful completion of Grade 10, or ABE Intermediate Certificate, or GED Certificate.
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 oversubscribed, 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 TECHNICIAN

Note: This programme is under review and may change to a ten-month course.

This 20-week programme is designed for students with little or no previous experience who wish to acquire the skills and knowledge to seek employment as an apprentice automotive technician.

This programme is appropriate for students entering the industry. The course introduces students to the automotive repair and services industry as well as provides an overview of automotive systems tools and repair procedures.

The programme is taught at the CNC Prince George Campus, from September to February and from February to June of each year. In addition to tuition, students can expect to spend about \$500 on textbooks and supplies. Students must pay for their own coveralls,

safety-toed boots, and other personal safety equipment.

PROGRAMME COMPONENTS

To be eligible to write the final exam, a minimum grade average of 70% in both theory and practical is required in each component. A grade of 70% is also required on the final exam to receive credit for the course.

THE PROGRAMME

The College of New Caledonia's automotive programmes can prepare students for apprenticeship positions in a variety of skills occupations in dealerships, specialty repair shops, parts departments, as well as service writer positions. The Automotive Trades Department is committed to providing practical education and training to meet students' future career and educational goals, while satisfying the employment needs of industry. The programme is 20 weeks in duration. There are normally two intakes per year: one starting in September and the other in February. Students may apply to the Industry Training and Apprenticeship Commission for credit towards their Apprentice Technical Training upon successful completion of the Entry Level Programme.

SELECTION CRITERIA

When the programme is oversubscribed, 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 Technical and Professional Communications 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.

PROGRAMME OUTLINE: ENTRY LEVEL AUTOMOTIVE TECHNICIAN

Safe Work Practices
Service Wheels, Hubs, Tires, and Bearings
Service Frames and Suspension Systems

Test and Service Manual and Power Steering Systems
Test and Service Brakes Systems
Perform Routine Maintenance and Diagnostics
Test and Service Gasoline Engines
Test and Service Cooling Systems
Test and Service Exhaust Systems
Test and Service Engine Lubrication Systems
Test and Service Drive Lines
Test and Service Electrical Systems
Prepare for Employment
Trade-Related Mathematics

CARPENTRY

Note: This programme is under review and may change to a ten-month course.

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 supervisors, estimators, building inspectors, or even job superintendents.

SELECTION CRITERIA

When the programme is oversubscribed, 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 Technical and Professional Communications 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.

PROGRAMME OUTLINE: ENTRY LEVEL CARPENTRY

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

Note: This programme is under review and may change to a ten-month course.

This 20-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

When the programme is oversubscribed, 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 Technical and Professional Communications 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.

PROGRAMME OUTLINE: ENTRY LEVEL ELECTRICAL

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

HEAVY DUTY/ COMMERCIAL TRANSPORT MECHANICAL REPAIR

Note: This programme is under review and may change to a ten-month course.

This five-month programme is designed to introduce students to the heavy duty/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 heavy duty/commercial transport repair industry. Successful completion of this programme is a prerequisite for the Provincial Heavy Duty Apprenticeship Training.

SELECTION CRITERIA

When the programme is oversubscribed, 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 Technical and Professional Communications 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.

PROGRAMME OUTLINE: ENTRY LEVEL HEAVY DUTY/ COMMERCIAL TRANSPORT MECHANICAL REPAIR

Safety
Tools, Shop Resources, and Equipment
Rigging
Welding
Equipment Operation
Winches and Wire Ropes
Basic Braking Systems
Basic Hydraulic Systems
Frames, Suspension, Steering, and Running Gear
Employment Skills

MACHINIST

Note: This programme is under review and may change to a nine-month course.

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. They work as part of the maintenance crew, making replacement parts.

SELECTION CRITERIA

When the programme is oversubscribed, 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 Technical and Professional Communications 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.

PROGRAMME OUTLINE: ENTRY LEVEL MACHINIST

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

Note: This programme is under review and may change to a nine-month course.

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

When the programme is oversubscribed, 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 Technical and Professional Communications 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.

PROGRAMME OUTLINE: ENTRY LEVEL MILLWRIGHT

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

Culinary Arts Programme

Power Engineering

Welding

CULINARY ARTS PROGRAMME 151, 152, 153

STATEMENT OF PURPOSE

To provide students with the fundamentals of cookery that will enable them to enter into the hospitality industry at three different levels: Basic, Advanced, and Specialty.

This programme is designed to prepare the student for a cooking career in the hospitality industry. Students are trained through theory lessons, self-study, lab demonstrations, and



hands-on experience in cafeteria and dining room style production kitchens.

The Culinary Arts programme introduces students to the three levels involved in the Culinary Arts 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 Culinary Arts 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.

APPLICATION PROCEDURE

Applications received after March 31st for Fall entry into limited enrollment programmes are considered late and will be processed subject to course availability.

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 Test (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 résumé along with a handwritten 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. 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 Culinary Arts students who have received a "C" or better in Level I,
2. Previous CNC Culinary Arts 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.*

***Note: Challenge procedures apply for admission to Level II.**

CHALLENGE: Students will be allowed to challenge only Level I. Students who have experience from the workforce and would like to challenge the Level I course would have to follow the following procedure:

- review the Level I course outline with the instructor
- produce a 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. The Challenge exam policy is described in the Prior Learning Assessment section of the Calendar.

Priority for Admission to Level III

1. Continuing CNC Culinary Arts students who have received a "C" or better in Level II,
2. Previous CNC Culinary Arts 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 1200-hour programme, running from September to June, provides training for a career in power plant operation and maintenance. This programme is intended to impart practical and technical knowledge with related skills to those persons entering the power engineering field. 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 CCP 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

When the programme is oversubscribed, 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 Applications of Math 12 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.

PROGRAMME OUTLINE: POWER ENGINEERING

PWER 151	4th Class Science
PWER 154	Electricity/Instrumentation/Computers
PWER 157	Welding and Metallurgy
PWER 158	Plant Training
PWER 159	Workshop
PWER 160	High Pressure Boilers and Auxiliaries
PWER 161	Heating Boiler and Systems, Refrigeration, and Air Conditioning
PWER 162	Safety and Environment
PWER 163	Sketching Fundamentals

COURSE DESCRIPTIONS

PWER 151 4th Class Science

This course covers the required sciences for the 4th Class Power Engineering programme.

Topics include applied mathematics, elementary mechanics, and dynamics and elementary thermodynamics.

PWER 154 Electricity, Instrumentation, and Computers

This course provides a basic understanding of electricity, instrumentation, and computers. Topics include electricity; controls, instrumentation, and computers, and heating boiler and heating system controls.

PWER 157 Welding and Metallurgy

This course covers the required knowledge and safety of welding, the metallurgy of boiler parts, and pipefittings for power plants. This is a 90-hour beginner's welding course that covers oxyacetylene, arc welding, and the associated safety during their use.

PWER 158 Plant Training

This course has the student in a plant operation, learning while "job shadowing" power engineers in several types of plants such as power, heating, and refrigeration plants.

PWER 159 Workshop

This is a lab course where the student performs lab and power plant maintenance exercises that apply the theory in courses PWER 154, 160, 161, and 162.

PWER 160 High Pressure Boilers and Auxiliaries

This course covers larger industrial type boilers and the associated equipment required for their operation. Topics include: high-pressure boiler design, high-pressure boiler parts and fittings, high pressure boiler operation, feed-water treatment, prime movers, pumps, compressors, and lubrication.

PWER 161 Heating Boiler and Systems, Refrigeration, and Air Conditioning

This course covers the equipment found in commercial, heating, air conditioning, and refrigeration plant systems. Topics include: heating boilers and heating systems, auxiliary building systems, vapor compression refrigeration, absorption refrigeration, and air conditioning and air conditioning systems.

PWER 162 Safety and Environment

This course covers safety and environmental issues pertaining to industrial, commercial, and refrigeration power plants. Topics include: safety codes, WHMIS, general safety, fire protection, and environmental issues.

PWER 163 Sketching Fundamentals

This course covers the basic drafting fundamentals required for power engineering. Topics include: basic mechanical drawing, geometric constructions, and basic orthographic projection.

WELDING

WELDING "C" LEVEL/WELDER FITTER (ENTRY LEVEL)

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.

This programme, with combined welding and steel fabrication components, will be 40 weeks in duration.

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. Successful completion of an Entry Level programme in a related discipline.
3. 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.



Selection Criteria

Qualified students will be admitted based on the date of application.

Programme Outline: Welding "C" Level

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
WFS	Welder Fitter Skills

ADVANCED WELDING (UPGRADING, "B" AND "A" LEVELS AND TESTING)

Admission Requirements

1. "B" and "A" Levels require the candidate to have successfully completed the Registered "C" Level.
2. Testers require written proof of industrial welding experience on company letterhead or a signed affidavit from a Notary Public as follows:

C.W.B.—18 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.

Programme Outline: Welding “B” Level

“B” Level contains training in the following practical and related knowledge modules:

P-7	Shielded Arc Welding II (SMAW II)
P-8	Gas Metal Arc Welding II (GMAW II)
P-9	Flux Core Arc Welding II (FCAW II)
P-10	Gas Tungsten Arc Welding I (GTAW I)
RK-4	Inspection Procedures
RK-5	Welding Standard and Quality Control
RK-6	Blueprint Reading II
RK-7	Metallurgy II

Programme Outline: Welding “A” Level

“A” Level contains training in the following practical and related knowledge modules:

P-11	Shielded Metal Arc Welding III (SMAW III)
P-12	Gas Tungsten Arc Welding II (GTAW 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 paper-work 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 BC, during which an apprentice attends training classes at one of several BC colleges approximately once a year. The Field Service Branch of the Ministry of 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
- Heavy Duty Mechanics
- Millwright
- Welding

Each programme follows the provincial course outline approved by the Ministry of Labour. Persons interested in these or any other apprenticeable trades should contact:

Industry Training and Apprenticeship
Commission—Apprenticeship Counsellors
1577 – 7th Avenue
Prince George, BC V2L 3P5
Canada
Telephone: (250) 565-4465

University CREDIT PROGRAMMES



DIVISIONAL CONTACTS

Don Precosky
Dean, Arts and Social Services
Telephone: (250) 561-5815
Fax: (250) 561-5866

Ben Malcolm
Dean, Science and Technology Division
Telephone: (250) 561-5830
Fax: (250) 561-5866

Diplomas:

- Criminology
- Human Kinetics

Associate Degrees:

- Arts
- Science

STATEMENT OF PURPOSE— UNIVERSITY ARTS

To provide courses contributing to the first two years of university education for students who wish to transfer to a degree-granting institution.

STATEMENT OF PURPOSE— UNIVERSITY SCIENCE

Our prime objective is to provide university transfer programmes so that students may transfer into the third year in the degree programme of their choice or graduate from CNC with an Associate of Science diploma.

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.

The NEW CAL TEC (New Caledonia Teacher Education Consortium) programme, established in conjunction with Simon Fraser University (SFU), allows students to complete a Teaching Certificate or Bachelor's Degree in Prince George. This programme is offered at Prince George and School District No. 91 Nechako and Lakes.

Opportunities for more advanced studies in various disciplines are continually being expanded.

The regional campuses offer a variety of university credit courses. For more detailed information, contact the regional campuses:

- Lakes District (250) 592-1700
- Mackenzie (250) 997-7200
- Nechako (250) 567-3200
- Quesnel (250) 991-7500

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. The University Transfer packages identified on the following pages are intended for first-year students who apply on or before January 31. Those who apply after the early admission deadline of January 31 may use the packages as guides in the selection of appropriate courses but will be registered in courses as space permits. Full-time, part-time, and returning students are individually advised of appropriate registration procedures by Admission, Registration and Records.

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

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, note-taking, 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.

2 CR

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 a remedial English course.

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

These paths are available by continuing your studies at the university of your choice, effective for Fall 2003.

ARTS AND SOCIAL SCIENCE

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

COMMERCE AND BUSINESS ADMINISTRATION

1A for all areas

Accounting and Management Information Systems
Commerce and Economics
Commerce and Law
Finance
Industrial Administration
Industrial Relations Management
Marketing
Transportation and Utilities
Urban Land Economics

PROFESSIONAL SCHOOLS

Architecture	Any package
Chiropractic Medicine	2A, 2B
Criminology	1D
Dental Hygiene	2E
Dentistry	2A, 2B, 2C, 2D
Education	
1. Elementary	1B
2. Secondary	Any package except 1D
Engineering	2G
Home Economics	2A, 2B, 2C
Law	Any package
Medicine	2A, 2B, 2C, 2D
Nursing	(see Health Sciences)
Pharmaceutical Science	2A
Human Kinetics (Physical Education)	1E

Rehabilitation	
Medicine	2D
Social Work	1C (see Social Service Worker Diploma)
Wood Products	
Processing	2C
Wood Sciences	2C

SCIENCE

Astronomy	2C
Biochemistry	2A, 2B, 2C
Biological Sciences	2A, 2B, 2C
Biology	2A, 2B, 2C
Biophysics	2A, 2B, 2C
Chemical Physics	2A, 2B, 2C
Chemistry	2A, 2B, 2C, 2D
Computer Science	2C
Forestry	2F
Geography	2C

Mathematics	2A, 2B, 2C, 2F
Microbiology	2A, 2B, 2C
Oceanography	2A, 2B, 2C
Pharmacology	2A, 2B, 2C
Physics	2A, 2B, 2C, 2F
Physiology	2A, 2B, 2C
Psychology	2A, 2B

APPLIED SCIENCE**2G 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



Environmental Engineering
Mechanical Engineering
Metallurgical Engineering
Mining and Mineral Process Engineering
Ocean Engineering

Package	Semester I	Semester II	Notes
Packages outlined below effective for Fall 2003.			
General Admission Requirements for all UT packages : Successful completion of Grade 12 (with English 12) or ABE Advanced Certificate or GED Certificate			
1A	ECON 201 ENGL 103 or 101 MATH 100 or 101 CSC 105 or 109 Elective as available	ECON 202 ENGL 102, 103, or 104 MATH 101 or 102 CSC 109 or 110 Elective as available	<p>1. Prerequisite: Math 11 or MATH 045 (for MATH 100), Math 12 or MATH 100 or MATH 050 (for MATH 101).</p> <p>2. Students must take Programme 1A for a career path to a Bachelor of Commerce and Business Administration at UBC. Students may take a university credit elective in the second semester instead of CSC 109/110.</p> <p>3. It is strongly recommended that all students considering the Business programme at SFU take COM 204 (first semester) CSC 109 (second semester; note MATH 101 is a corequisite). English 103 is not acceptable as a Group A requirement for SFU's Business degree.</p> <p>4. Students transferring to the Faculty of Commerce and Business Administration at UBC must take English 103 along with one other English.</p>
1B	ENGL 101 or 103 BIO 103 or GEOG 201 HIST 103 GEOG 103 One elective as available	ENGL 102 or 104 BIO 104 or GEOG 202 HIST 104 Two electives as available	<p>1. This programme has been designed specifically to meet the requirements for students wishing to pursue Elementary Teaching Certification and/or subsequent full degree completion.</p>
1C	ENGL 103 or 101 PSYC 101 SOC 101 Two electives as available	ENGL 102 or 104 PSYC 102 SOC 102 Two electives as available	<p>1. Student may take Programme 1C to pursue a Bachelor's Degree in Social Work at UBC, UVic, or UNBC.</p> <p>Note: A statistics course is strongly recommended during the first two years: MATH 104 or PSYC 201.</p>
1D	Year 1 ENGL 103 CRIM 101 CRIM 103 SOC 101 PSYC 101	PSCI 131 CRIM 102 CRIM 106 SOC 102 PSYC 102	<p>1. Students must take Programme 1D for a career path to a Bachelor's Degree in Criminology at SFU.</p> <p>2. Refer to Criminology programme requirements.</p> <p>3. For Group B and C elective information, refer to Criminology diploma description.</p> <p>Note: A statistics course for which Math 11 is a prerequisite is required in the second year (PSYC 201) and must be successfully completed in order to enroll in CRIM 120.</p>

142 / University Credit Programmes

Package	Semester I	Semester II	Notes
Packages outlined below effective for Fall 2003.			
1D cont'd	Year 2 CRIM 135 CRIM 201 or 241 PSYC 201 Group B elective Group C elective	CRIM 120 CRIM 230 PHIL 101 or 102 Group C elective Group C elective	
1E-A to 1E-V (see details below)	Human Kinetics (Physical Education) Students should select one of 1E-A, 1E-B, or 1E-V. The selection should be based upon career needs and the transfer university. The following courses are desirable depending on career needs in university: Math 11 and 12, Biology 11 and 12, Chemistry 11, Physics 11, and PE 11 and 12		Note: Students should refer to the appropriate university calendar as a guide to selecting electives and consult with a Human Kinetics faculty member or a counsellor.
1E-A	University of Alberta Year 1 HK 123 HK 124 ENGL 103 or 101 Two of PSYC 101, BIO 107, ENGL 102, 103 or 104 GEOG 101 or 103 Performance Analysis Course Year 2 HK 220 HK 210 HK 223 Approved option Performance Analysis Course	HK 120 HK 122 HK 125 PSYC 102, BIO 120, or GEOG 101 or 103 Performance Analysis Course HK 121 HK 127 HK 221 Approved option Performance Analysis Course	Note: See the University of Alberta Calendar and consult with a faculty member.
1E-B	University of British Columbia Physical Education Programme of Study Year 1 ENGL 103 or 101 HK 123 HK 124 HK 122 HK 220 Year 2 HK 223 HK 240 Two Arts/Science electives	ENGL 103 or 102 HK 121 HK 120 HK 221 Arts/Science elective HK 127 HK 224 HK 230 Two Arts/Science electives	1. ENGL 103 must be taken but may be taken in either Semester I or Semester II. 2. Courses should reflect second teaching concentration. 3. Students wishing to pursue Exercise Science, Leisure and Sport Management, or Health and Fitness programmes of study should consult a Human Kinetics (Physical Education) faculty member or a counsellor for course selection.
1E-V	University of Victoria Arts Degree with Major in Human Performance HK 122 HK 123 HK 124 HK 223 HK 240 ENGL 103 or 101 SOC 101	HK 121 HK 125 HK 127 HK 224 HK 230 ENGL 102, 103, or 104	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.

Package	Semester I	Semester II	Notes
Packages outlined below effective for Fall 2003.			
2A	BIO 107 CHEM 111 ENGL 101 or 103 MATH 101 PHYS 101	BIO 120 CHEM 112 ENGL 102 or 104 MATH 102 PHYS 102	<p>1. Prerequisites: Math 12 or MATH 100 or MATH 050, Biology 11 or BIO 045, Chemistry 12 or CHEM 050, and Physics 12 or PHYS 050.</p> <p>2. BIO 107/120 is required in the first year for a major in the Life Sciences (Biochemistry, Biology, Botany, Microbiology, Pharmacology, Physiology, and Zoology). Other science majors may select an Arts elective.</p> <p>3. Home Economics majors must replace PHYS 101/102 with ECON 201/202 and may replace MATH 101/102 with MATH 103/104 or a Social Science if Math 12 was taken.</p> <p>4. Students wishing to transfer to the UBC Biology programme are advised to take both Physics 105 and Physics 106 while at CNC.</p>
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	<p>1. Prerequisites: Math 11 or MATH 045, Chemistry 11 or CHEM 045, Biology 11 or BIO 045, Physics 11 or PHYS 045.</p> <p>2. Students majoring in a Physical Science may replace BIO 107/120 with an Arts elective.</p> <p>3. Home Economics majors must replace PHYS 105/106 with ECON 201/202 and may replace MATH 101/102 with MATH 103/104 or a Social Science if Math 12 was taken.</p> <p>4. Students wishing to transfer to the UBC Biology programme are advised to take both Physics 105 and Physics 106 while at CNC.</p>
2C	CHEM 111 or 113 ENGL 101 or 103 MATH 100 or 101 CSC 105 or 109 Elective as available	CHEM 112 or 114 ENGL 102 or 104 MATH 101 or 102 CSC 109 or 110 Elective as available	<p>1. Prerequisites: Math 11 or MATH 045 (for MATH 100), Math 12 or MATH 100 or MATH 050 (for MATH 101), Chemistry 11 or CHEM 045 (for CHEM 113), Chemistry 12 or CHEM 050 (for CHEM 111).</p>
2D	BIO 107 CHEM 111 or 113 ENGL 101 or 103 Two electives as available	BIO 120 CHEM 112 or 114 ENGL 102 or 104 Two electives as available	<p>1. Prerequisites: Math 11 or MATH 045, Biology 11 or BIO 045, Chemistry 11 or CHEM 045 (for CHEM 113), Chemistry 12 or CHEM 050 (for CHEM 111).</p> <p>2. Students majoring in Occupational Therapy should select SOC 101 or ANTH 101 and MATH 104.</p> <p>3. Students majoring in Physical Therapy at UBC should select PHYS 105 (unless Physics 12 is already completed) and MATH 104.</p>
2E	BIO 111 CHEM 111 or 113 ENGL 103 PSYC 101 Elective as available	BIO 112 CHEM 112 or 114 ENGL 102 or 104 PSYC 102 Elective as available	<p>1. Prerequisites: Biology 12 or BIO 050 or 107, Chemistry 11 or CHEM 045 (for CHEM 113), Chemistry 12 or CHEM 050 (for CHEM 111).</p> <p>2. Prospective Dental Hygiene students must take ENGL 103 or equivalent.</p>
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	<p>1. Prerequisites: Math 12 or MATH 100 or MATH 050, Biology 11 or BIO 045, Chemistry 11 or CHEM 045, Physics 11 or PHYS 045 and one of Biology 12, Chemistry 12, or Physics 12.</p> <p>2. Students must select the science which was not taken at the grade 12 level.</p> <p>3. Please consult a CNC counsellor concerning specific requirements for University of British Columbia and University of Alberta.</p>
2G	MATH 101 PHYS 101 ENGL 103 CHEM 111 APSC 100 CSC 109 Elective as available	MATH 102 PHYS 102 CHEM 112 APSC 120 MATH 204 PHYS 204	<p>1. Prerequisites: Chemistry 12 or CHEM 050, Math 12 or MATH 050 or MATH 100 and Physics 12 or PHYS 050 with a "B" minimum.</p> <p>2. Students planning to enter directly into the first year of UBC's four-year Applied Science programme must be outstanding high school graduates (see Prerequisites) and must be prepared to undertake an intensive workload.</p> <p>3. Please consult a counsellor concerning acceptable electives. Elective must be an Arts or Social Science course.</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 DEGREES

The Associate Degree is designed to provide an educational experience that prepares students for work, citizenship, and an enriched life as an educated person and to lay a solid foundation for further study. All public universities and university colleges in BC that offer traditional arts and science degrees now give **special transfer credit recognition** for students who have completed an Associate of Arts Degree or an Associate of Science Degree.

The Associate Degree curriculum comprises two years of university level study in a variety of academic areas. Students are required to complete a broad range of course offerings balanced with in-depth study in specific disciplines. Since many students will continue their studies, the requirements are sufficiently flexible to enable students to plan their educational programme carefully and to complete the required prerequisites for upper level course work in their intended major. Students will be exposed to concepts, theories, and modes of inquiry in the humanities, the social sciences, and the sciences to develop:

- an interest in and curiosity about the world around them
- an understanding of the global context in which they live and work
- an appreciation of intellectual thought and human creativity
- an openness to a variety of viewpoints
- a capacity for and interest in self-directed lifelong learning
- acceptance of the social responsibilities that come with the benefits of advanced learning

In addition, the programme of study should develop and improve those skills and abilities essential for academic success at an advanced intellectual level. These may be taught in

some courses, embedded in the curriculum of others, or achieved through class participation and the learning process. They include but are not limited to:

- advanced reading comprehension
- effective written and oral communications
- mathematical and scientific reasoning
- computer and technological literacy
- research and evaluative skills
- analysis, synthesis, and integration of knowledge
- critical thinking and problem solving
- application of theoretical understanding to practice
- working collaboratively

WHERE TO FIND THE DETAILS

The specific associate degree credit transfer policies at each receiving institution can be found on the BCCAT website at:

www.bccat.bc.ca

Just click on the "Online Transfer Guide" button and then on the "Associate Degree Transfer" link in the blue sidebar. A link is also provided there to all of the general and specific requirements for associate degrees.

ASSOCIATE DEGREE—ARTS

To be eligible for the Associate Degree—Arts, a student must meet the following requirements.

General Requirements

1. 60 semester credits of courses that have articulated assigned or unassigned university credit at the 100-level or higher. These must include a minimum of 18 credits in Arts at the second-year level taken in two or more subject areas.
2. Completion of 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. An overall GPA of 2.0 calculated on all courses counting towards the associate degree must be achieved.
4. No course will be used to meet more than one of the specific requirements.

Specific Requirements

1. 6 credits in first-year English; and
2. 9 credits in Science which shall include at least:
 - a) 3 credits in Mathematics or Computing Science or Statistics (Statistics courses taught in subject areas such as Business, Commerce, Economics, Psychology, etc. may also be used to meet this requirement);
 - b) 3 credits in a laboratory science, and
3. 36 credits in Arts which shall include:
 - a) 6 credits in the Social Sciences;
 - b) 6 credits in Humanities (including the Creative, Performing, or Fine Arts) other than English;
 - c) 24 additional credits in Arts, and
4. 9 credits in Arts, Science, or other areas.

Note:

1. **Commencing May 1998, students must have completed at least three semester credits in the semester the degree is awarded.**
2. **Students are advised to consult with a counsellor in order to determine specific course requirements for entry to a particular university degree programme.**
3. **A Laboratory Science course is 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.**

ASSOCIATE DEGREE—SCIENCE

To be eligible for the Associate Degree—Sciences, a student must meet the following requirements.

General Requirements

1. 60 semester credits of courses that have articulated assigned or unassigned university credit at the 100-level or higher. These must include a minimum of 18 credits in Science at the second-year level taken in two or more subject areas.
2. Completion of 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. An overall cumulative GPA of 2.0 calculated on all courses counting towards the associate degree must be achieved.
4. No course will be used to meet more than one of the specific requirements.

Specific Requirements

1. 6 credits in first-year English; and
2. 6 credits in Mathematics which shall include at least 3 credits in Calculus; and
3. 36 credits in Science, which shall include at least 3 credits in a laboratory science; and
4. 6 credits in Arts, other than English (excluding Mathematics and laboratory-based science courses); and
5. 6 credits in Arts, Science, or other areas.

Note:

1. Commencing May 1998, students must have completed at least three semester credits in the semester the degree is awarded.
2. Unassigned credits from other institutions for inclusion in the course work leading to the Associate Degree—Sciences will be limited to 15 credits. The final decision for determining course area, level, and number of credit hours will be made by the Dean or senior academic administrator in the UT Science programme area.
3. Students are advised to consult with a counsellor in order to determine specific course requirements for entry to a particular university degree programme.
4. A Laboratory Science course is 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.

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 general and specific requirements for Associate Degrees, College of New Caledonia courses are categorized as follows:

Arts—Humanities

English
Fine Arts
First Nations
French
History
Philosophy
Writing & New Media (WRIT 200)

Arts—Social Sciences

Anthropology
Commerce
Criminology
Economics
Geography (Human)—101, 102, 103, 203, 205
Human Kinetics
Political Science
Psychology
Sociology
Women's Studies

Sciences

Applied Science
Astronomy
Biology
Chemistry
Computer Science
Forest Science
Geography (Physical)—201, 202, 204
Geology
GIS (GIS 250)
Mathematics
Physics

Note: Some courses in the subject areas listed above may not carry transfer credit and/or satisfy major degree requirements at a particular university. Please consult the BC transfer guide (available on the web at www.bccat.bc.ca), university calendars, university admissions offices, or the Counselling and Academic Advising Department at CNC.

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 BC 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
CRIM 102	ECON 101	courses carry-
CRIM 103	ECON 102	ing direct univ-
CRIM 106	HIST 104	ersity credit
CRIM 120	One of*	transfer to
CRIM 135	PHIL 101	SFU, 9 credit
CRIM 230	or PHIL 102	hours required.
One of	PSYC 101*	
CRIM 201	PSYC 102*	
or CRIM 241	PSCI 131*	
	PSYC 201*	
	SOC 101*	
	SOC 102*	
	ENGL 103*	
24 credit hours	27 credit hours	9 credit hours

In Group B, a course which is 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.

DIPLOMA—HUMAN KINETICS

This programme allows the student in Human Kinetics the opportunity to obtain a two-year diploma while completing University credit courses including anatomy, conditioning, team and individual sport analysis, coaching theory, and introduction to sports administration, among others.

The programme consists of two years of study including 20 courses (57 credits). It entails both practical and theoretical components of instruction. The student completing the diploma would have the opportunity to transfer to a four-year institution to obtain a degree in a related field, or alternatively, seek employment in related areas.

PROGRAMME REQUIREMENTS**Year One****Semester One**

HK 122	Conditioning for Sport and Physical Activity
HK 123	Biodynamics of Physical Activity
HK 220	Analyzing Performance in Team Sports
ENGL 103	Composition and Style
Option (1)*	

Semester Two

HK 100	National Coaching Certificate Programme Level I
HK 200	National Coaching Certificate Programme Level II
HK 120	Biomechanical Analysis of Sport and Dance Performance
HK 121	An Introduction to the Study of Sport
HK 125	Dance Forms
Option (1)*	

Year Two**Semester One**

HK 124	Dynamics of Motor Skill Acquisition
HK 210	Introduction to Sports Administration
HK 223	Human Functional Anatomy
HK 240	Performance Analysis of Selected Team Sports and Activities
HK127	Personal Health and Wellness
Option (1)*	

Semester Two

HK 221	Physical Growth and Motor Development
HK 230	Performance Analysis of Selected Individual Sports and Activities
HK 291	Field Experience in Human Kinetics
Options (1)*	

***Options are to be approved by a Human Kinetics faculty member. In Year One: Arts/Science/Commerce (two); in Year Two: Arts/Science/Commerce (one), HK elective (one)**

ing 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.

FORESTRY

The following courses will be offered on a demand basis at full cost recovery:

FORS 100	Introduction to Forestry
FORS 111	Dendrology I
FORS 112	Dendrology II
FORS 203	Silvics of Forest Trees of Western Canada
FORS 210	Introduction to Forest Soils
FORS 213	Land Survey
FORS 237	Introduction to Forest Mensuration and Photogrammetry
FORS 238	Forest Mensuration
MATH 105	Introductory Programming with Statistics

For information on these offerings contact:

Community & Continuing Education
College of New Caledonia
3330 – 22nd Avenue
Prince George, BC V2N 1P8
Phone: (250) 561-5846
Fax: (250) 561-5862

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**

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 CR / (3,0)

ANTH 102**Introduction to Physical Anthropology and Archeology**

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 CR / (3,0)

ANTH 201**Social Structure I: Ethnography**

An examination of the ethnological approach to culture and society with a focus on the social/cultural varieties of expression.

Prerequisite: ANTH 101 or permission from instructor

3 CR / (3,0)

ANTH 202**Social Structure II: Theory and Method**

Examination of major concepts and theories used in anthropology.

Prerequisite: ANTH 101 or permission from instructor

3 CR / (3,0)

APSC 100**Introduction to Engineering**

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

0 CR / (1,0)

APSC 120**Engineering Drawing**

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 CR / (2,3)

EDUCATION

The New Caledonia Teacher Education Consortium (NEW CAL TEC) programme, established in conjunction with SFU, offers students the opportunity to complete a teach-

ASTR 101**Introductory Astronomy 1**

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.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at (250) 561-5830.

Prerequisites: Physics 11 or PHYS 045 and Math 11 or MATH 045

3 CR / (3,3)

ASTR 102**Introductory Astronomy II**

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).

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at (250) 561-5830.

Prerequisite: ASTR 101 or permission of the instructor

3 CR / (3,3)

ASTR 105**Introductory Astronomy**

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.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at (250) 561-5830.

3 CR / (3,0)

BIO 103**Biology for Non-Majors I**

Biology 103 is a general biology course which introduces non-science students to basic scientific methods and concepts. This course focuses on the fundamental unit of living things, the cell. A study of cell structure and metabolism provides a basis for understanding the basics of cancer, genetics, and gene technology. A

variety of current gene technology applications is presented.

3 CR / (3,3)

BIO 104**Biology for Non-Majors II**

Biology 104 is a general biology course which introduces non-science students to basic scientific methods and concepts. The focus is on evolution and ecology. Students will develop the concept of an evolving biosphere as a basis for exploring the human place in the biosphere.

3 CR / (3,3)

BIO 105**Basic Microbiology**

The basic principles of microbiology are presented in this course with an emphasis on the relevance of these principles to human health. This course deals with studies of the morphology, growth, and modes of transmission of microorganisms. Topics will also include asepsis, immunology, chemotherapeutic drugs, and epidemiology of infectious diseases.

Note: This course is designed primarily for students interested in Nursing.

Prerequisites: Biology 12 or 050, Chemistry 11 or 045

3 CR / (3,1)

BIO 107**Cellular and Organismal Biology**

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.

Prerequisites: Biology 11 or 045 and Chemistry 11 or 045

3 CR / (3,3)

BIO 111**Human Anatomy and Physiology I**

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 CR / (3,3)

BIO 112**Human Anatomy and Physiology II**

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 CR / (3,3)

BIO 120**Genetics, Evolution, and Ecology**

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 CR / (3,3)

BIO 201**Cell Structure**

Beginning with experimental techniques, this course covers physical and chemical aspects of biological structure in prokaryote and eucaryote cells. Additional topics include cell events (mitosis, meiosis, and movement) and correlations of structural diversity with functional specialization.

Prerequisites: BIO 107 and 120, CHEM 111 and 112 or CHEM 113 and 114

Prerequisite or Corequisite: CHEM 203

3 CR / (3,3)

BIO 202**Cell Chemistry**

An introductory course dealing with the chemical basis of life. This course emphasizes basic life processes: energy conversion, transfer, and storage. Cell structures are discussed from the stand-point of their roles in all aspects of energetics.

Prerequisite: BIO 201

Prerequisite or Corequisite: CHEM 204

3 CR / (3,3)

**BIO 205****Introduction to Microbiology I**

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 CR / (3,3)

BIO 206**Introduction to Microbiology II**

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 CR / (3,3)

BIO 207**Comparative Anatomy of Vertebrates**

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 CR / (3,3)

BIO 211**Invertebrate Zoology**

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 CR / (3,3)

CHEM 111**Fundamentals of Chemistry I**

This course is for students who have passed BC 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.

Note: Prerequisite Math 12 or MATH 050 with a "C" or better may be required.

Prerequisite: Chemistry 12 or CHEM 050, with a "C" or better recommended

3 CR / (3,3)

CHEM 112**Fundamentals of Chemistry II**

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.

Note: Prerequisite Math 12 or MATH 050 with a "C" or better may be required.

Prerequisite: Chemistry 12 or CHEM 050, with a "C" or better recommended

3 CR / (3,3)

CHEM 113**Introduction to Chemistry I**

This is a general chemistry course primarily intended for students without Chemistry 12 and whose major programme areas require one or two years of university level chemistry. Topics include stoichiometry and atomic structure, periodic table, bonding, and organic chemistry.

Prerequisite: Chemistry 11 or CHEM 045

3 CR / (4,3)

CHEM 114**Introduction to Chemistry II**

This is a general chemistry course primarily intended for students without Chemistry 12 and whose major programme areas require university-level chemistry. Topics include thermodynamics, solution equilibria, acids and bases, electrochemistry, and kinetics. It is recommended that students take CHEM 113 prior to taking CHEM 114.

Prerequisite: Chemistry 11 or CHEM 045

3 CR / (4,3)

CHEM 201**Physical Chemistry**

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 CR / (3,3)

CHEM 202**Inorganic and Co-ordination Chemistry**

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 CR / (3,3)

CHEM 203**Organic Chemistry I**

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 CR / (3,3)

CHEM 204**Organic Chemistry II**

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 CR / (3,3)

CHEM 205**Introduction to Analytical Chemistry**

This one-semester course is an introduction to the principles and techniques of quantitative chemical analysis. Emphasis is placed on solution equilibria (involved in acid base, oxidation-reduction, complex formation, and precipitation reactions), statistical treatment of

chemical data, potentiometric, spectrophotometric and chromatographic methods. An integral part of this course is organic, inorganic, and environmental analysis.

Prerequisites: CHEM 111 and 112 or 113 and 114

3 CR / (3,3)

COM 204

Financial Accounting

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 CR / (3,0)

COM 212

Managerial Accounting

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 CR / (3,0)

COM 222

Management and Organizational Behaviour

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 CR / (3,0)

CRIM 101

Introduction to Criminology

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 CR / (3,0)

CRIM 102

Psychology of Criminal and Deviant Behaviour

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 CR / (3,0)

CRIM 103

Introduction to the Criminal Justice System

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 CR / (3,0)

CRIM 106

Sociological Explanations of Crime and Deviance

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 CR / (3,0)

CRIM 120

Research Methods in Criminology

Introduction to the 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 four of CRIM 101, 102, 103, 106, 241

3 CR / (3,1.5)

CRIM 135

Introduction to Canadian Law and Legal Institutions

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 CR / (3,0)

CRIM 201

Policing in Modern Society

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 CR / (3,0)

CRIM 230

Criminal Law

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 CR / (3,0)

CRIM 241

Introduction to Corrections

Introduction to the Canadian Correctional System. History and development of prisons in Canada. Examination of punitive philosophies in Canada. Structure, organization, and dynamics of correctional institutions. Examina-

tion of treatment and programming in Canadian corrections.

Prerequisites: CRIM 101 and 103

3 CR / (3,0)

CSC 105

Introduction to Computers and Programming

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, MATH 045, or Applications of Math 12

3 CR / (3,3)

CSC 109

Computing Science I

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, ETCC 159 Students who have completed Electronics Technician Common Core meet all prerequisites for course

3 CR / (3,3)

CSC 110

Computing Science II

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 109 or a grade of "B" or better in CSC 12

Prerequisite or Corequisite: MATH 101

3 CR / (3,3)

CSC 115

Discrete Computational Mathematics I

This course introduces the student to the mathematical models and formalisms that are of genuine use in computer science and mathematics. Topics covered include set theory, principles of counting, logic, mathematical induction relations and functions, finite-state machines, and the principle of inclusion and exclusion.

Prerequisite: Math 12 or MATH 050 or MATH 100

3 CR / (3,0)

CSC 210

Numerical Methods

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.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at (250) 561-5830.

Prerequisites: CSC 110 and MATH 201

Prerequisites or Corequisites: MATH 202, 215, and 204

3 CR / (3,3)

CSC 214

Introduction to Computer Systems

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.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at (250) 561-5830.

Prerequisite: CSC 110

3 CR / (3,3)

CSC 215

Discrete Computational Mathematics II

This course is a continuation of CSC 115. Topics covered include generating functions, recurrence relations, graph theory, trees, optimization and matching, rings and modular

arithmetic, Boolean algebra and switching functions, coding theory, finite fields, and combinatorial designs.

Prerequisites: CSC 115, MATH 101

3 CR / (3,0)

CSC 216

Introduction to Data Structures

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 CR / (3,3)

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at (250) 561-5830.

CSC 224

Computer Organization

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.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at (250) 561-5830.

Prerequisite: CSC 215

3 CR / (3,3)

ECON 101

Introduction to Economics

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 CR / (3,0)

ECON 102**Canadian Economics Issues**

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 CR / (3,0)

ECON 201**Principles of Economics—Microeconomics**

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 CR / (3,0)

ECON 202**Principles of Economics—Macroeconomic**

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 CR / (3,0)

ECON 207**Managerial Economics**

This course is an application of economic theory to a variety of management and planning decisions such as output maximization and cost minimization given the constraints faced by the firms.

Prerequisites: ECON 201 and 202

3 CR / (3,0)

ECON 210**Money and Banking**

This course examines banking theory and practice in a Canadian context. Specifically, it deals with the supply/demand for money and credit creation, monetary policy in a centralized banking system and in relation to international finance.

Prerequisites: ECON 201 and 202

3 CR / (3,0)

ENGL 101**Literature and Composition I**

A study of twentieth century short stories and drama, and a consideration of effective composition practices. Students will write a minimum of three essays.

3 CR / (3,0)

ENGL 102**Literature and Composition II**

A study of twentieth century poetry and novels, and a consideration of effective composition practices. Students will write a minimum of three essays.

3 CR / (3,0)

ENGL 103**Composition and Style**

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 CR / (3,0)

ENGL 104**Introduction to Literature and Composition**

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 CR / (3,0)

ENGL 106**Film Studies**

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.

3 CR / (1,2)

ENGL 107**Literature and Composition: First Nations' Literature**

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, students 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 CR / (3,0)

ENGL 201**English Literature, 1350–1744**

A survey of English Literature from Chaucer to Pope based on a selection of works from major authors. The course will include work from the Old English period. Students are required to submit at least three essays on literary topics.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 202**English Literature, 1744–1900**

A survey of English Literature from Blake to Browning based on a selection of works from major authors. Students will submit at least three essays on literary topics.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 203**Canadian Literature I**

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: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 204**Canadian Literature II**

A study of the development of poetry, fiction, drama, and essays from 1940 to the present. Students will be required to submit a minimum of three essays on literary topics.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 205**Creative Writing I**

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: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 206**Creative Writing II**

This course is a continuation of ENGL 205.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 213**Short Fiction I**

A survey of the short story and novella from Poe to Lawrence. Students will be required to write at least three essays on literary topics.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 214**Short Fiction II**

A survey of the short story and novella from Kafka to the present. Students will be asked to write at least three essays on literary topics.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 215**Children's Literature I**

A study of children's literature focussing on the different genres: fantasy, realistic fiction, science fiction, historical fiction, etc.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 216**Children's Literature II**

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, Eng-

lish 216 will take a 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: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 217**Women and Men in Literature I**

Students will read a selection of novels reflecting different cultural and historical periods. With a primary focus on gender roles, students will also focus on literary, feminist, and general socio-cultural concerns, providing fresh insights into literary traditions. Students will write at least three essays on literary topics.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 218**Women and Men in Literature II**

Students will read a selection of novels/plays reflecting historical/contemporary gender roles and gender relations. Students will consider the representation of men and women in the literature of the twentieth century. Students will write at least three essays on literary topics.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 219**Contemporary First Nations Authors**

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, and subject matter.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 220**Children's Literature—
First Nations Authors**

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, and 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: Two of ENGL 101, 102, 103, 104, 107

3 CR / (3,0)

ENGL 231**Intermediate Composition I**

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.

Note: This is not a remedial or basic skills course.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

3 CR / (2,1)

ENGL 232**Intermediate Composition II**

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: Two of ENGL 101, 102, 103, 104, 107

3 CR / (2,1)

Note: This is not a remedial or basic skills course.

FINE 101**History of Art I**

This course will study the history of painting, sculpture, and architecture in Europe, Asia, Africa, Oceania, and the Americas. It is an introductory survey course which will give the student a comprehensive view of the development of art from the prehistoric to Late

Medieval period. An understanding and appreciation of art are the aims of the course, and through lectures and class discussions, students will develop an "eye" for seeing as well as appropriate terms to describe works shown.
3 CR / (3,0)

FINE 102 History of Art II

A continued survey of painting, sculpture, and architecture which will give the student a comprehensive view and understanding of art from the Renaissance to the present day. Individual artists are studied in addition to the larger period styles. The course also traces the interrelationship between art and the political, social, and technological developments of the period.
3 CR / (3,0)

FINE 103 Drawing and Two-Dimensional Language I

This intensive studio course provides an introduction to the methods, materials, and concepts of drawing, both as a visual language and as a tool for enhancing perceptual awareness. While investigating process and developing a critical vocabulary, learners will begin to acquire the skills to translate immediate observations and ideas into two-dimensional form. A variety of subject matter will be used, including live models. In-class projects and assignments will encompass various aspects of drawing, while visual presentations and class discussion will introduce students to contemporary and historical ideas of art and design. Techniques for evaluating and critiquing (both oneself and other learners) will be discussed and incorporated into the course work.
4 CR / (1,3)

FINE 104 Drawing and Two-Dimensional Language II

This intensive studio course is a continuation of FINE 103 and further explores the fundamentals of drawing (line, shape, tone, texture, volume, proportion, shadow, space, composition, scale, mark-making tools, and media). Exercises and projects are designed for learners to continue work on perceptual and expressive drawing and hand-eye coordination. A variety of subject matter will be used, including live models. In-class projects and assignments will encompass various aspects of drawing, while visual presentations and class discussion will introduce learners to contemporary and historical ideas of art and

design. Regular evaluations and critiques will be part of the course work.
Prerequisite: FINE 103
4 CR / (1,3)

FNST 100 An Introduction to the World View of First Nations People

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 CR / (3,0)

FNST 101 First Nations Studies II

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.
Prerequisite: FNST 100
3 CR / (3,0)

FORS 100 Introduction to Forestry

History of forestry and the forestry profession, present status and role of forestry, forest policy, and future trends in the forest resource use.
2 CR / (2,0)

FORS 111 Dendrology I

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 BC and Canadian species of broadleaf trees, with experimental assignments to reinforce lecture material.
Prerequisite: Biology 11 or BIO 045
3 CR / (3,2)

FORS 112 Dendrology II

A continuation of FORS 111, this course concentrates on the function of trees (water rela-

tions, photosynthesis, respiration), reproduction, forest regions of Canada, ecological classification, geographical distribution, elementary BC conifers, and the more important North American/World species. Analytical and experimental labs will be assigned.

Prerequisite: FORS 111
3 CR / (3,2)

FORS 202 Forest Ecology

The ecosystem concept; energy biomass and nutrient cycling; the physical environment; population and community ecology; ecological succession. Introduction to the biogeoclimatic classification of BC, and some Central Interior ecosystems. A plant herbarium of 50 vascular plants and mosses required.

Due to the integrated nature of course materials in FORS 202 and FORS 210, students are strongly advised to take these courses concurrently. Students may encounter difficulties in FORS 202 if they have no previous or concurrent soils course, such as FORS 210.
Prerequisites or Corequisites: FORS 111, 112, or FOR 155, 157
3 CR / (3,2)

FORS 203 Silvics of Forest Trees of Western Canada

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 CR / (3,2)

FORS 210 Introduction to Forest Soils

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

Due to the integrated nature of course materials in FORS 202 and FORS 210, students are strongly advised to take these courses concurrently.
3 CR / (3,2)

FORS 213 Land Survey

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.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at (250) 561-5830.

3 CR

FORS 237

Introduction to Forest Mensuration and Photogrammetry

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

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at (250) 561-5830.

Prerequisite: MATH 104

3 CR / (3,2)

FORS 238

Forest Mensuration

Forest inventory methods; growth and yield prediction; applications of multiple linear regression and sampling techniques; introduction to multiple resource inventories.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at (250) 561-5830.

Prerequisites: FORS 237, MATH 102

3 CR / (3,2)

FREN 101

Intermediate College French, Level 5

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.

Note: Students with preparation in French other than specific course prerequisite may be admitted. Please contact a counsellor.

Prerequisite: French 12

3 CR / (3,1.5)

FREN 102

Intermediate College French, Level 6

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 CR / (3,1.5)

GEOG 101

Man's Sense of Place:

An Introduction to Human Geography

This course serves as an introduction to the development, structure, concepts, and methods of modern Human Geography. Students will be introduced to the many sub-fields of Human Geography, including Urban Geography, Cultural Geography, Environmental Geography, Historical Geography, Regional Geography, Political Geography, and Economic Geography. This course is not only important to those students who wish to study for a BA in Geography; it will prove useful for those students who wish to enter programmes in architecture, urban and regional planning, education, etc.

3 CR / (3,3)

GEOG 102

Introduction to Contemporary Environmental and Resource Issues

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 CR / (3,3)

GEOG 103

Canada: Some Geographical Perspectives

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 CR / (3,0)

GEOG 201

Weather and Climate

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 inter-relationships. It is a required course for a BSc degree in Geography.

3 CR / (3,3)

GEOG 202

The Surface of the Earth

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 BSc degree in geography. GEOG 202 is combined with GEOG 201 to make up a full introductory Physical Geography course.

3 CR / (3,3)

GEOG 203

Economic Geography

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 CR / (3,0)

GEOG 204

Forest and Agricultural Climatology

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 CR / (3,2)

GEOG 205

The Evolution of the Cultural Landscape

An investigation of the dynamic nature of the human/land relationship in terms of cultural, sociological, institutional, and psychological influences upon human use and organization of the environment.

Prerequisites: GEOG 101 and 103

3 CR / (3,0)

GIS 250**Introduction to Geographic Information Systems**

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 CR / (3,3)

HIST 101**World History: The Early Twentieth Century**

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 CR / (3,0)

HIST 102**World History: The Late Twentieth Century**

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 super-powers in Japan and the European Union.

3 CR / (3,0)

HIST 103**History of Canada To 1867**

A survey of social, economic, and political developments. Topics include Native-white relations, early exploration, imperial rivalries, political reform, and social conflict.

3 CR / (3,0)

HIST 104**History of Canada Since 1867**

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

3 CR / (3,0)

HIST 204**History of the Prairie West**

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 CR / (3,0)

HIST 205**History of BC**

A lecture/seminar surveying BC 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 CR / (3,0)

HIST 206**Pre-Confederation British North America**

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 CR / (3,0)

HIST 211**Local History**

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 CR / (3,0)

HIST 213**Western Thought from Plato to Hegel**

A survey of influential European thinkers from the ancient Greeks and Hebrews through the Middle Ages and Renaissance to the early nineteenth century.

3 CR / (3,0)

HIST 214**Western Thought from Marx to Postmodernism**

A sequel to HIST 213, covering influential European thinkers from Marx and Darwin through Nietzsche, logical positivism and existentialism to structuralism and post-modernism.

3 CR / (3,0)

HIST 216**Introduction to South Asia**

A multi-disciplinary course intended to introduce students to the history, geography, religion, literature, and economics of the countries of the Indian sub-continent. Credit will not be granted for both History 215 and History 216.

Prerequisite: One first-year course in either English or History or Philosophy.
3 CR (3,3)

HIST 217**Introduction to Southeast Asia**

A multi-disciplinary course, intended to introduce students to the history, geography, religion, literature, and economics of the countries of Southeast Asia. Credit may be granted for both History 215 and History 217.

Prerequisite: One first-year course in either English or History or Philosophy.
3 CR / (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.

1 CR / (3,0)

HK 120**Biomechanical Analysis of Sport and Dance Performance**

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

3 CR / (3,0)

HK 121**An Introduction to the Study of Sport**

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 CR / (3,0)

HK 122**Conditioning for Sport and Physical Activity**

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 CR / (3,1)

HK 123

Biodynamics of Physical Activity

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 CR / (3,0)

HK 124

Dynamics of Motor Skill Acquisition

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 CR / (3,0)

HK 125

Dance Forms

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 CR / (3,0)

HK 127

Personal Health and Wellness

This course is designed to provide students with an introduction to general concepts of personal health and wellness from a holistic perspective. It considers the physical, psychological, and social well-being of individuals through study of such topics as physical fitness, nutrition, stress management, alcohol and drug use, safe sex, aging, and health consumerism.

3 CR / (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 or NCCP Level I

2 CR / (3,0)

HK 210

Introduction to Sports Administration

This course introduces the student to aspects of leisure and sport administration and management. Philosophical foundations, trends, sport marketing and sponsorship, communication and leadership, decision making, and various aspects of planning are some of the areas that will be addressed.

3 CR / (4,0)

HK 220

Analyzing Performance in Team Sports

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

3 CR / (3,0)

HK 221

Physical Growth and Motor Development

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 CR / (3,0)

HK 222

Sport in Canadian Society

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 CR / (3,0)

HK 223

Human Functional Anatomy

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

3 CR / (4,0)

HK 224

Human Applied Physiology

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

3 CR / (4,0)

HK 230

Performance Analysis of Selected Individual Sports and Activities

Specific individual topics to be announced each year.

Prerequisite: HK 120

3 CR / (2,2)

HK 240

Performance Analysis of Selected Team Sports and Activities

Specific individual topics to be announced each year.

Prerequisite: HK 220

3 CR / (2,2)

HK 291

Field Experience in Human Kinetics

This course is intended to provide students with a practical learning experience in a specified field of interest related to Human Kinetics. It offers students the opportunity to be active participants in a work-related environment and apply theory, concepts, and skills learned previously.

Note: This is not a university transfer course, but is required for the Human Kinetics Diploma.

Prerequisite: HK 210

0 CR / (0,5)

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 or NCCP Level II

3 CR / (3,0)

MATH 100

Precalculus Mathematics

This course is designed to prepare students for the introductory calculus sequence. It is intended primarily for those students whose mathematical background need strengthening, i.e., students who do not have an "A" or "B" grade in Math 12 or who have been unsuccessful in passing the Calculus Readiness Test administered by the College or who have not studied any mathematics during the past few years. The topics covered in the course are: a review of real numbers and algebra, solving equations and inequalities, graphing and an

introduction to functions, linear and quadratic functions, polynomial and rational functions, exponential and logarithmic functions, and an introduction to trigonometry.

Prerequisite: Math 11, MATH 045, or Applications of Math 12

3 CR / (4,0)

MATH 101 Calculus I

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. Instruction will include using the computer algebra system Maple V software. Together with MATH 102 this course satisfies the first year mathematics requirement in all university transfer science and applied science programmes.

Note: Persons with a "C+" grade or less in Math or MATH 050 will be registered in MATH 100.

Prerequisite: Math 12 or MATH 100 or MATH 050 or Electronics Technician Common Core
3 CR / (4,0.5)

MATH 102 Calculus II

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. Instruction will include using the computer algebra system Maple V software. Together with MATH 101 this course satisfies the first year mathematics requirement in all university science and applied science programmes.

Prerequisite: MATH 101

3 CR / (4,0.5)

MATH 103 Finite Mathematics

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, MATH 045, or Applications of Math 12

3 CR / (3,0)

MATH 104 Introduction to Statistics

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, MATH 045, or Applications of Math 12

3 CR / (3,0)

MATH 105 Introductory Programming with Statistics

This course is a continuation of MATH 104, and is intended for students who are planning to study Forestry at UBC. The students will write their own programmes and also use a library of programmes in order to solve problems (word-processing, spreadsheet, and database programmes).

Prerequisite: MATH 104

3 CR / (3,3)

MATH 190 Principles of Mathematics for Teachers

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 CR / (4,0)

MATH 201 Calculus III

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 CR / (3,0)

MATH 202 Calculus IV

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 CR / (3,0)

MATH 203 Introduction to Analysis

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.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at (250) 561-5830.

Prerequisite: MATH 102

3 CR / (3,0)

MATH 204 Linear Algebra

Systems of linear equations, matrices, determinants, geometry of 2-space and 3-space, vector spaces, linear transformations, eigenvalues, applications.

Prerequisite: MATH 101

3 CR / (3,0)

MATH 205 Probability and Statistics

The laws of probability; discrete and continuous random variables; expectations; joint distributions; Central Limit theorem; estimation; and an introduction to hypothesis testing.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at (250) 561-5830.

Prerequisite: MATH 101

Prerequisite or Corequisite: MATH 102

3 CR / (3,0)

MATH 215 Differential Equations I

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, compart-

mental analysis, curves of pursuit, mechanical and electrical vibrations.

Prerequisite: MATH 102

Prerequisite or Corequisite: MATH 204

3 CR / (3,0)

PHIL 101

Moral Philosophy

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 CR / (3,0)

PHIL 102

Theory of Knowledge

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 CR / (3,0)

PHIL 106

Critical Texts in Western Thought: Ancient to Renaissance

This course is a companion to PHIL 107 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 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 ancient, medieval, and renaissance 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. Texts will vary from year to year.

3 CR / (3,0)

PHIL 107

Critical Texts in Western Thought: Modern and Contemporary

This course is a companion to PHIL 106 and will be conducted as a seminar devoted to the discus-

sion of assigned readings. At the end of a series of seminars on the work of an author or 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 and contemporary 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. Texts will vary from year to year.

3 CR / (3,0)

PHIL 110

Logic I: Propositional Logic

This course undertakes to establish some elementary criteria for assessing the deductive validity of arguments. It provides practice in translating arguments from ordinary language into the formal language of logic, testing arguments for validity, and constructing proofs for valid arguments. Further topics may include applications to inductive reasoning and the theory of probability. Students of mathematics and computer science will also find this course beneficial because of its emphasis on proof construction in a formalized language.

3 CR / (3,0)

PHIL 205

Philosophy of Science

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 CR / (3,0)

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean.

PHIL 210

Logic II: Predicate Logic

This course expands the power of logic to handle a range of arguments far beyond those whose validity can be explained by propositional logic. It concentrates on translation from ordinary language into the formal language of predicate logic and the construction of proofs for valid arguments. Topics may include the

sylogism, identity and the theory of descriptions, and the elementary theory of classes. An understanding of propositional logic is presupposed.

Prerequisite: PHIL 110

3 CR / (3,0)

PHIL 220

Political Philosophy

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?

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at (250) 561-5830.

3 CR / (3,0)

PHIL 221

Social Philosophy

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?

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at (250) 561-5830.

3 CR / (3,0)

PHIL 230

Introduction to Philosophy of Education

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 CR / (3,0)

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean.

PHYS 101
Introductory Physics I

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, Applications of Physics 12 with a "B" or better, or PHYS 050 and Math 12 or MATH 050 or 100

Prerequisite or Corequisite: MATH 101
3 CR / (3,3)

PHYS 102
Introductory Physics II

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 CR / (3,3)

PHYS 105
General Physics I

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, Applications of Physics 12 with a "B" or better, or PHYS 045 and Math 11 or MATH 045
3 CR / (3,3)

PHYS 106
General Physics II

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, Applications of Physics 12 with a "B" or better, or PHYS 045 and Math 11 or MATH 045
3 CR / (3,3)

PHYS 204
Mechanics I—Statics

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 CR / (3,0)

PHYS 205
Mechanics II—Dynamics

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 CR / (3,0)

PHYS 211
Thermodynamics

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.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at (250) 561-5830.

Prerequisites: PHYS 101 or PHYS 105, MATH 102
Corequisite: MATH 101
3 CR / (3,0)

PHYS 212
Introduction to Linear Circuits

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; DC Circuits; RLC circuits natural and forced response; and impedance phasors.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at (250) 561-5830.

Prerequisite: PHYS 102
3 CR / (3,3)

PSCI 131
The Administration of Justice

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 CR / (3,0)

PSYC 101
Introduction to Psychology I

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 CR / (3,0)

PSYC 102
Introduction to Psychology II

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 CR / (3,0)

PSYC 103
Human Sexuality

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 CR / (3,0)

PSYC 201
Statistics for the Social Sciences

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, MATH 045, or Applications of Math 12

3 CR / (3,3)

PSYC 202

Research Methods in Psychology

This course introduces the logic and application of various research methods in psychology. Students will learn how to formulate research questions and choose appropriate research designs. Direct experience in data collection and research design will be provided in the laboratory. Additionally, students will learn how to write a research report according to APA standards.

Prerequisites: PSYC 101 and 102—minimum “D” grades

3 CR / (3,3)

PSYC 203

Introduction to Personality

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 CR / (3,0)

PSYC 204

Social Psychology

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 CR / (3,0)

PSYC 205

Developmental Psychology I

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 CR / (3,0)

PSYC 206

Developmental Psychology II

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 and PSYC 102—minimum “D” grades

3 CR / (3,0)

PSYC 207

Introduction to Abnormal Behaviour

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 CR / (3,0)

PSYC 209

Introduction to Biological Psychology

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.

Prerequisites: PSYC 101 and PSYC 102—minimum “D” grades

3 CR / (3,0)

PSYC 210

Introduction to Cognitive Psychology

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 CR / (3,0)

SOC 101

Introduction to Sociology I

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 CR / (3,0)

SOC 102

Introduction to Sociology II

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 CR / (3,0)

SOC 201

The Sociology of Work—General

This course provides an overview of the transformations in the structure of work during the industrial and post-industrial periods. The course will focus on an analysis of the sociological and economics theories and debates that deal with the results of industrial capitalist and bureaucratic forms of organizing and managing work this century. Sociological research will be drawn upon to present a critical accounting of the “taken for granted” assumptions about the organization of work, the goals of employers, the decision-making powers of workers, and the structural constraints that shape the forces affecting today’s worker, across occupational categories. The course will deal with a variety of contemporary concerns, including: globalization, downsizing, technology and deskilling, professionalism, the decrease in the “real wage,” unemployment, underemployment, credentialism, the disempowerment of governments and unions, free trade agreements, and the increasing restrictions imposed by human resource models of management. The course will be specifically designed to have students research an occupation in which they have an interest.

Prerequisites: SOC 101 and 102

3 CR / (3,0)

SOC 202**The Sociology of Work–Industry, Technology, and Social Change**

This course has been designed to deal with a variety of specific topics relevant to contemporary labour markets and the globalized economy. The course will focus on descriptions of the social transformations that have occurred with the growth of service sector employment, and emphasis will be placed on Canadian industries. Topics including the use of information technology, unpaid labour, designing leisure, entrepreneurialism, the informal economy and micro-entrepreneurialism will be addressed. The course will present analyses of trends aimed at resistance to transnational corporate organization, as well as a selection of social movements that have resulted in the use of alternative ways of organizing work. This course is also designed to provide an overview of the positions of specific groups of people experiencing double jeopardy in the labour market, i.e., people of colour, women, new immigrants, the differently-abled, non-heterosexual persons, young people, and persons being re-trained.

Prerequisites: SOC 101 and 102

3 CR / (3,0)

SOC 203**Canadian Society I: Identities and Ideologies**

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 CR / (3,0)

SOC 204**Canadian Society II: Race and Ethnic Relations**

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 CR / (3,0)

SOC 206**Social Problems**

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 CR / (3,0)

SOC 220**Women In Society**

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 CR / (3,0)

STS 800**Student Success 800**

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, note-taking, 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.

WMST 101**Introduction to Women's Studies I**

This course uses a multidisciplinary approach to the study of women in society and academia. It explores the interdisciplinary and historical perspectives on women and examines the development of feminist theories and

methodologies. Emphasis is placed on the diversity of women's experience within the context of differences in class, race, age, and sexual orientation. The connections between women's experiences in the everyday world and their representation in Canadian institutions will be explored, with the aim of understanding the relationship between personal empowerment and social change.

3 CR / (3,0)

WMST 102**Introduction to Women's Studies II**

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 CR / (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.

The British Columbia Council on Admissions and Transfer (BCCAT) website is located at:

www.bccat.bc.ca

College Staff

The information presented is correct as of January 31, 2002.

ADAMS, Penni, B.A. (Guelph), Forest Tech. (CNC) Programme Coordinator, Continuing Education	BALL, Robert, B.Sc., M.Sc. (Waterloo) Physics	BOWMAN, John, B.A. (Manitoba) Regional Director, Quesnel
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ANSETH, David, IP, TQ, Alberta TQ Automotive Mechanics	BHATTASALI, Sonali, B.A. Computer Information Systems	BUCK, Nicholas, B.Sc. (Concordia), M.Sc. (Carleton) Mathematics
APPLEGATE, Mary, R.N., B.Sc.N. (Western Ontario), M.N. (Alberta) Nursing	BIALUSKI, Gina, B.Sc. Business Operations (DeVry, CA) AEC Instructor, Lakes District	BUKSA, Doris, G.C.I.U., T.Q. Assistant, Media Services
ASHURST, Cathy Regional Director, Lakes District	BIECH, TED, B.Sc. (Hons.), M.Sc., Ph.D. (Simon Fraser) Mathematics	BULL, Nancy Senior Accounts Payable Clerk
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BAHER, Debra Regional Service Assistant, Nechako	BLAIN, Robert Computer Information Systems	BURNETT, Patti-Rae Daycare
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	BOURELLE, Arthur Toolroom Attendant, Trades	

BYRON, Arlene Financial Aid Clerk	CRELLIN, Alison College and Career Preparation, Quesnel	DRAGUSICA, Mellhina, B.A. Adult Special Education
CALLAHAN, Catherine, Dip. Legal Secretary Office Assistant, Mackenzie	CRIST, Elaine Continuing Education, Admissions	DUFFEY, Natalie, ECE Basic/Post-Basic Cert., I.D.P. (VCC) Early Childhood Education
CAMPBELL, Gayle Program Assistant, Quesnel	CROSINA, Kara, B.Sc. (British Columbia) Chemistry	DUPERRON, Alison Instructor, College and Career Preparation
CAMPBELL, Steve, T.Q. Automotive Mechanics, T.Q. Electrical Work, I.P. Electrical	CURRIE, Beverley, B.A. (British Columbia), M.Ed. (Toronto) Developmental Disabilities Certificate	DUPRAS, Lonnie Office Assistant, Counselling
CAPUTA, Jolanta, B.Ed. English as a Second Language, ELSA	DAHL, Helen Library Technician	DUSSAULT, Ray Electrician, Facilities Services
CAREW, Julie Admissions	DANG, Ken, B.Sc. (British Columbia) Application Support Analyst, Computer Services	ELLIOT, Pirie, Technician Diploma (BCIT), A.Sc.T., R.P.F., I.D. Forestry
CARPENTER, Dawn Regional Service Assistant, Quesnel	DAVIDSON, Jill, B.A. (UVic) AEC Instructor, Lakes District	EMERSON, Cheryl, ECE Basic and Post-Basic Certificates Assistant Head Teacher, Daycare
CARTER, Marie Custodian	DAVIDSON, Patricia, Dip. Exercise, PIDP Faculty, Mackenzie	ERICKSON, Marlene, B.A. (Western Washington) Coordinator, First Nations Education Support Services
CASH, Karen Academic Advisor, Quesnel	DAVIDSON, Sharon Administrative Assistant, Lakes District	EVANS, Kelly, B.Sc. (Spec. Hons.) (Guelph), Ph.D. (Queens) Biology
CASWELL, Penny, CIS Dip. (CNC) Daycare	DAVIES, Karen, M.Ed. (SFU) Regional Director, Nechako	EWART, Peter, B.A. (Lakehead), M.A. (Western Ontario) English
CHAN, Rosalie, M.B.A. (University of Durham) Marketing/Management	DAVIES, Paula Instructor, College and Career Preparation	FAHLMAN, Penny, B.A. (UBC) CMA Director of Finance and Bursar
CHULKA, Sandra, B.H.E. (Manitoba), M.L.S. (British Columbia) Librarian	DAVIS, Joyce AEC Administrative Coordinator, Lakes District	FARR, Bill, B.Comm, LLB, I.D. Finance and Law
CHUNG, Stan, B.A. (Hons.) (British Columbia), M.A. (Toronto), B.C. Teaching Cert. (Simon Fraser) English/PLA Coordinator, Centre for Learning and Teaching	DAVISON, George, B.A. (Hons.), M.A., Ph.D. History	FINCH, Cheryl Custodian
CLARE, Sheldon, A.A. (CNC), B.A. (UBC) English	DEINSTADT, Tami Caregiver, Day Care	FITZPATRICK, Colleen Recruitment and Development, Human Resources
CLAY, Brenda Payroll Clerk	DEIS, Shelley, Caregiver, Day Care	FLATERUD, Ken Custodian
COLDWELL, Lana, B.S.W. (UBC), M.S.W. (UNBC), R.S.W., Reality Therapy Cert. Social Services	DEMMAN, Betty Secretary, Business	FLECK, David, C.F.C.C. Cert. Journeyman Culinary Arts Programme
COMEAU, Wilfred Power Plant	DEUTCH, William, T.Q. & I.P., BC Auto, I.D. Automotive Mechanics	FOUGÈRE, Carolyn, B.Sc. B.Ed Lab Technician, Chemistry
CONNORS, Joan, B.Sc. (Hons.) (Alberta), M.A. (Victoria) College and Career Preparation	DEZELL, Sharron Instructor, Early Childhood Education	FOUGÈRE, Scott, B.Sc. (St. Francis Xavier), M.Sc. & Ph.D. (Victoria) Chemistry
CONROY, Kathleen, B.A., M.A., M.S.W. Counsellor	DITTMAN, Kris Student Placement Officer	FOWLER, Sylvia, CPS Executive Assistant to the President and College Board
CORNELIS, Sheila Administrative Assistant, Finance, Community and Continuing Education	DJURIC, Anna English	FRANKS, Kathy, BC Prof. Teaching Cert. Employment and Academic Advisor, Mackenzie
COVINGTON, Patricia, R.D.H. (DelMar), B.Sc. (University of Texas), M.Sc. (UNBC) Dental Studies	DOBIE, Diane Labour Relations Coordinator, Human Resources	FRIEDRICH, Kori, R.N., B.S.N. (UBC) Nursing
CRAMPTON, Dorinda, B.A. (Victoria), I.D. College and Career Preparation	DOBROWOLSKI, Edward, B.Sc., M.Sc., Ph.D. (Wroclaw) Mathematics	
	DORNBUSCH, Dennis, I.P., T.Q. Level 3 Inspector Welding	

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- GILBERT, Will
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- GILES, Wayne, B.A. (Ryerson)
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- HALL, David, C.A. (CDA), C.A. (S.A.), C.A. (Zim)
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- HALLUM, Howard
Culinary Arts Instructor, Lakes District
- HAMEL, Lorne, T.Q.Auto, T.Q. & I.P. HDM, T.Q.
Heavy Duty Mechanics
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Coordinator
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- HATFIELD, Susan, B.A.
College and Career Preparation
- HEALEY-OGDEN, Marion, R.N., R.C.C., B.S.N. (UBC), M.A. (UVic), M.Ed. (UNBC)
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- HEIN, Douglas
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- HERMANSON, Wayne
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- HORNIBROOK, Patrick
Power Engineering
- HOUDEN, Joseph
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- HOYER, Jim
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- JACKMAN, Christine, B.A., M.A. (SFU)
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- JOHNSON, Joy
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Dean, Trades
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- KANE, Greg, B.A. (Hons.), I.D., Techn. Dipl., B.M.Cert., OMT (DBA), OMT (Dev.)
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- KAPPAHNN, Bob, I.P., T.Q.
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KOHORST, Sandra Public Services Clerk, Admissions	MACDONALD, JenyLyn Library Clerk, Quesnel	MCALLISTER, Susan, A.A.T., CMA Controller
KOSOWICK, Terry, B.B.A. (Simon Fraser), C.G.A., I.D. Accounting and Finance	MACDONALD, John Custodian	MCCABE, Susan Instructor, College and Career Preparation
KRUSHELNICKI, Earl, B.Ed. Adult Special Education	MACDONALD, Suzanne Assistant, Human Resources	MCCLELAND, Linda, ECE Basic and Post-Basic Certificates Teacher, Daycare
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LANDON, Bruce, M.Ed. (UNBC) Counsellor, Quesnel Campus	MADJITEY, Jacob, B.Sc. (Hons.) (Ghana), M.Sc. (Regina) Computer Science	MCKINNON, Barry, B.A. (SGWU), M.A. (UBC) English
LASKO, Garth, I.P., T.Q. Welding	MADSEN, Jennifer, B.A. Dip., B.M. Cert. Office Assistant, Trades Division	MCKIVETT, Gary, B.A. (UNBC) Library Technician
LAVOIE, Alain, C.Tech., IP Electrical	MAGUIRE, Joan Library Assistant	McLEAN, Erin Programme Assistant, Community Education
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LENTZ, Karin Senior Clerk/Textbook Buyer, College Store	MAKOWSKY, Deborah Caregiver, Day Care	MCPHERSON, Ralph, B.A. (Waterloo), C.M.A., I.D. Accounting & Finance
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- ODIORNE, Lance
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- OLLECH, Sandra, R.N., B.S.N. (UBC), Masters, Community Health (UNBC)
Nursing
- O'MEARA, Jim, B.Sc. Management/Marketing (Clarkson)
Programme Co-ordinator, Continuing Education
- O'MEARA, Tami, SEAC, B.A. (Distinction) (UVic), M.Ed. (UNBC)
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- OUELLETTE, Peter
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- PACHECO, John, B.Sc. (British Columbia), Teaching Certificate (Simon Fraser)
College and Career Preparation
- PALARDY, Gaetane
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- PARKER, Ken, B.A., M.A.
Criminology
- PARKER, Marie, R.N., B.S.N.
Home Support/Resident Care Attendant
- PASTRO, Nives D.
Secretary, Science and Technology
- PATEY, Albert F.
Coordinator, Co-operative Education
- PAYNE, Wanda
Head, Daycare, Lakes District
- PEACH, Patricia, B.A., M.Sc. (LSE), Ph.D. (Manchester)
Anthropology
- PEACOCK, Eric, C.Tech., I.D., Technologist Diploma, GIS (CNC)
Engineering Design Technology
- PENNER, Maureen, R.D.H. (Manitoba), B.Sc.D. (Toronto)
Dental Studies
- PHILLIPS, Chantal, B.A., M.A. Speech Language (Western Washington)
Speech Language Pathologist, Lakes District
- PIRILLO, Agata
Cafeteria Supervisor
- PITT, Vicki, B.Sc.(Hons.) (Lakehead), I.D.
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- PLETT, Katherine, B.A., M.L.Sc. (British Columbia)
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- POEPPEL, Laura
Shipping and Receiving
- POZZEBON, Anna
Production Cook, Cafeteria
- PRECOSKY, Don, B.A. (Lakehead), M.A., Ph.D. (New Brunswick)
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- PRICE, Anne
Project Planner FAS, Lakes District
- PRICE, Nettie, C.D.A.
Lab Technician, Dental Studies
- PULLAN, V. Ross
Carpentry, Wood Technician
- QUARENGHI, Lorenzo, T.Q. I.P.
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- RADLEY, Gail
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- RAGSDALE, Joan
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- RAMSEY, Paul, B.A. (Carroll), M.A. (Western Illinois)
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- RAPHAEL, Clifford, B.A. (Hons.) (McMaster), M.Sc. (British Columbia)
Geography
- REA, Bill, B.A. (Hons.), M.A. (Toronto)
Sociology/Criminology
- REEVES, Keith
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- RICARD, Pat
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- RICHARDS, Neil
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- RIVET, Virginia
Office Assistant III, Admissions
- ROBERTSON, Barbara, B.Sc. (Alberta), M.A. (Western Ontario)
Psychology
- ROBINSON, Sandra, R.N., B.Sc.N.
Nursing

ROCHE, Linda Classroom Aide, Adult Special Education	SIDSWORTH, Chris, B.A., M.A. (British Columbia) English	TAYLOR, Robin, T.Q. Millwright Millwright/Machinist
RODALL, Katherine, C.D.A., I.D. Dental Studies	SINNOTT, Marie, B.A. (Waterloo), C.M.A., I.D. Accounting and Finance	TAYLOR, Walter, T.Q. & I.P.HDM, T.Q. & I.P.Auto, T.Q. & I.P. Comm. Transport Heavy Duty Mechanics
ROSCHÉ, Perry Security Guard	SLUYTER, Debra Administrative Assistant, Trades	TEICHROEB, Luella Custodian
ROSSI, Frank, T.Q. & I.P. Auto., Certificate in Adult Education (UVic), I.D. Programme Coordinator, Continuing Education	SLUYTER, William, T.Q. & I.P., Carpentry, I.D. AWMABC GIS Inspector, Lev. I Building Inspector Carpentry	TERRY, Linda Office Assistant II, Admissions
ROURKE, David, B.Sc. (Hons.), M.Sc. (SFU) Physics	SMILINSKI, Britt Library Assistant	THAIR, Brian, B.A., M.A. (Saskatchewan), Ph.D. (Latrobe) Biology
ROY, Angela, B.A. (Western Ontario), Diploma Ed. (Western Ontario) Applied Business Technology	SMILINSKI, Charlyne Access Facilitator, Career Centre, Nechako	THAIR, Maree, B.A. (Latrobe), TPTC (Phillips Inst.), BC Prof. Teaching Cert. Centre for Student Success
RYAN, Ron, B.Comm. (Sir George Williams University) Marketing/Management	SMITH, Beth Instructor, English as a Second Language	THOMPSON, Gail Cafeteria Assistant
SALI, Lois Office Assistant, Centre for Student Success	SOMERO, Jenny Executive Assistant to the Vice President, Academic	THOMPSON, Lynda, Cert. Office Administration (CNC) Office and Computer Support, Mackenzie
SAUVÉ, Jennifer, B.A. (Lethbridge), M.L.Sc. (Toronto) Public Services Librarian	SORER, Sharon Secretary, Arts and Social Services	TIERNEY, Mary Ann, B.A., TESL (British Columbia) International Education Co-ordinator
SCHAMEHORN, Cheryl A. Supervisor, Quesnel	STEARNS, Dave, B.Sc.F. (Utah), R.P.F., I.D. Forestry	TIMBRES, Marcia, B.A. (Lakehead) Dean, College Foundations
SCHIENBEIN, Garth Facilities Assistant, Lakes District	STEWART, Heather, Techn. Dipl., I.D. Computer Information Systems	TOBIN, James, B.Sc. (British Columbia) Centre for Student Success
SCHLUETER, Claus, C.Tech., I.D. Electronics Engineering Technology	STEWART, Patricia Accounts Payable Clerk	TOBIN, Marina, B.Sc. (UBC) Instructor, College and Career Preparation
SCHMIDT, Linda, B.Ed. (UVic) Focus Instructor, Lakes District	STURDY, Mary Ann, I.D., B.C. Teaching Cert. College and Career Preparation, Quesnel	TOMPKINS, Eric Sociology/Criminology
SCOTT, Michelle Office Assistant, VALT	STURT, Dawn ABT and Computerized Bookkeeping	TOMPKINS, Robert Security Guard
SCOTT, Steven Advisor, College Directions	SUMMER, Dorothy Assistant, Cafeteria	TOTT, Phyllis, LPN Lab Technician, Nursing & Home Support/Resident Care Attendant
SCOTT, Wilma Printroom Clerk	SUTHERLAND, Michael Toolroom Attendant, Trades	TROTTER, Maureen, B.A., M.Ed., BCACC Social Services, Quesnel
SEENS, Paul, B.A. (British Columbia), M.A. (McMaster), M.L.Sc. (Western Ontario) Director, Student Services	SUWALA, Halina, M.Ed., BC Teaching Cert. (British Columbia) Disability Support Services	TUCK, Cynthia, B.Sc. (Michigan State), M.A. (Gonzaga) College and Career Preparation, Mackenzie
SERVATIUS, Stacy, I.P., T.Q., Level 2 Inspector Welding	SYMMES, Nancy, R.N., B.S.N. (UBC) Nursing	TUTTOSI, Cheryl Custodian
SHAFFER, Stan, B.A. (Hons.) (Concordia), M.A. (SUNY-Binghamton) English	SYNOTTE, Lynn Project Planner, Lakes District	TYNDALL, Greg, B.Sc., M.A. (applied) Psychology/Management Studies
SHAW, Jeff Maintenance/Facilities Services	TAMKIN, Marion, B.Rec.Ed. (UBC) Instructor, Employment Skills, Community Education	UHRICH, James, Computer Maintenance and Repair Diploma (CDI) Computer Support Technician, Computer Services
SHELLEY, Stephen Pre-University Science Certificate, Dawson College (Quebec) Manager, Computer Services	TARDIF, Michel, B.E.P. (Ottawa), M.H.K. (Windsor), B.Ed. (Western Ontario) Human Kinetics	URL, Manfred Security Guard
SHIELDS, Stacey Programme Co-ordinator, Nechako	TAYLOR, James, B.A.Sc. (Toronto), Ph.D. (McMaster) Psychology	

VACHON, Lauren
Receptionist, Community and Continuing
Education

VAN BAKEL, Diane
Executive Assistant to the Director of
Administrative Support Services and the
Director of Finance/Bursar

VANDERVELDE, Joanne
Business Administration

VANNICE, Michelle
Instructor, College and Career Preparation

VARLEY, Linda
Programme Assistant, Nechako

VICKERS, Jill
Office Administration, Nechako

VIIK, Deena
Assistant, Continuing Education

VU, Thai Thi
Cafeteria Assistant

WAITE, Michele, B.A.
Employment and Education Advisor,
Mackenzie

WALTERS, Derek, T.Q. Millwright, Cert. Mech.
Eng.
Millwright/Machinist

WANG, Li, M.Eng. (Memorial)
Electronics Engineering Technology

WANG, Mei, M.Sc. (New Brunswick)
Electronics

WANKE, Heather A.
Adminstrator, International Education and
Fundraising

WARD, Ken, B.Sc. (Saskatchewan)
Chemistry

WATSON, William
Classroom Aide, TARGET

WATT, Evelyn, B.Comm. (UBC), CHRP
Human Resources Advisor, Compensation

WAUGHTAL, Val
Developmental Disabilities Certificate

WEED, Valerie, B.A., M.S.W., R.S.W.
Social Services

WELLER, Jennifer, ECE Basic Certificate
Teacher, Daycare

WENINGER, Terence, B.Sc., B.Ed.
(Saskatchewan), M.Ed. (Alberta), Ed.D.
(Arizona State)
President

WERSTIUK, Karelyn
Clerk, College Store

WHEATLEY, Nancy
Accounts Receivable Clerk

WHEELER, Brenda
Supervisor, Nechako

WHITE, Wray
Director, Administrative Support Services

WHITEHORN, Sue
Clerk, Student Services, Quesnel

WHITMER, Carole, S.D.T., R.D.H., B.V./T.Ed.
Dental Studies

WIEBE, Karen
Admissions and Accounting Service
Coordinator, Lakes District

WIEBE, Roger Darrin
Custodian

WILDAUER, Reinhard
Millwright/Machinist

WILLIAMS, Bonnie
Applied Business Technology

WINDSOR, James, B.E.S. (Hons.) (Waterloo),
M.N.R.M. (Manitoba), Cert. Ld. Econ.
(Dalhousie), M.P.A. (Queen's), Cert. Intercult.
St. (UBC)
Geography

WISHART, Catherine, B.J. (Carleton),
M.Ed. (Calgary)
Director, Community & Continuing
Education

WONDERS, Glen, B.Sc.F. (Alberta), R.P.F.
(Alberta and BC)
Manager, Small Woodlands Programme,
Community and Continuing Education

WRIGHT, Suzanne
College and Career Preparation, Quesnel

WU, Leanne
Deli Worker

YEE, Brenda, B.A. (Alberta), M.L.S. (Toronto)
Librarian

YENSEN, Joan
Custodian Crew Chief

YU, Simon, BA.Sc. (UBC), P.Eng.
Engineering Design Technology

ZACKOWSKI, Kay
Financial Aid Officer

Co-operative Education

WORK TERM

SCHEDULES

STATEMENT OF PURPOSE

The purpose of the Co-operative Education Department is to deliver quality service to students, employers, and the community by delivering programmes that prepare and assist students for transition to their career.

ACCOUNTING AND FINANCE		
Fall	Winter	Summer
Semester 1	Semester 2	Co-op 150
Semester 3	Co-op 250	Co-op 298
Semester 4		

Co-op 250 and Semester 3 may be taken in reverse sequence.

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	

170 / Co-operative Education Work Term Schedules**ELECTRONICS ENGINEERING TECHNOLOGY**

(TWO OPTIONS TO CHOOSE FROM)

Fall	Winter	Spring
Academic 1	Academic 2	Co-op 150
Academic 3	Academic 4	Co-op 250
Academic 5		

Co-op Option: two four-month work terms

Fall	Winter	Spring
Academic 1	Academic 2	Summer Break
Academic 3	Internship Co-op 150	Internship Co-op 250
Internship Co-op 298	Academic 4	Internship Co-op 299
Academic 5		

Internship Option: a one-year work term (divided into three consecutive four-month terms) and a four-month work term**ENGINEERING DESIGN TECHNOLOGY**

Fall	Winter	Spring
Academic 1	Academic 2	Co-op 150
Co-op 250	Academic 3	Co-op 298
Academic 4		

FOREST RESOURCE TECHNOLOGY

Fall	Winter	Summer
Academic 1	Academic 2	Co-op 150
Academic 3	Academic 4	Co-op 250
Co-op 298	Academic 5	

GEOGRAPHIC INFORMATION SYSTEMS

Winter	Summer	Fall
Semester 1	Co-op 150	Semester 2

HOSPITALITY ADMINISTRATION

Fall	Winter	Summer
Academic 1	Academic 2	Co-op 150
Academic 3	Co-op 250	Co-op 298
Co-op 299	Academic 4	

MARKETING AND MANAGEMENT

Fall	Winter	Summer
Semester 1	Semester 2	Co-op 150
Co-op 250	Semester 3	Co-op 298
Semester 4		

Notes: Semesters 3 and 4 may be taken in reverse sequence. Co-op 250 and Semester 3 may be taken in reverse sequence.

WRITING AND NEW MEDIA TECHNOLOGIES

Fall	Winter	Summer
Academic 1	Academic 2	Co-op 150
Academic 3	Co-op 250	Co-op 298
Co-op 299	Academic 4	

Glossary

ABESAP

Adult Basic Education Student Assistance Programme

ABT

Applied Business Technology

ASE

Adult Special Education

ASTTBC

Applied Science Technologists and Technicians of BC

ATP

Admission Testing Programme

AV

Audio-Visual

BCAC

BC Association of Colleges

BCSAP

BC Student Assistance Programme

BNG

Business: the Next Generation

CA

Chartered Accountant

CAD/CAM

Computer Aided Design/Computer Aided Manufacturing

CAI

Computer Assisted Instruction

CCP

College and Career Preparation

CE

Continuing Education

CEC

Canada Employment Centre

CGA

Certified General Accountant

CIS

Computer Information Systems

CMA

Certified Management Accountant

CNC

College of New Caledonia

CO-OP

Co-operative Education

CT

Career Technical

ECCAD

Emily Carr College of Art and Design

ECE

Early Childhood Education

EDT

Engineering Design Technology

ELT

Entry Level Trades

EMAT

English and Math Achievement Test

FNESS

First Nations Education Support Services

FTE

Full-time Equivalent Student

GED

General Education Development (Grade 12 equivalency)

GIS

Geographic Information Systems

GMAT

Graduate Management Admission Test

GPA

Grade Point Average

HDM

Heavy Duty Mechanics

HK

Human Kinetics (Physical Education)

HS/RCA

Home Support/Resident Care Attendant

JET

Job Education and Training

LPN

Licensed Practical Nurse

LSAT

Law School Admission Test

MCAT

Medical College Admission Test

MS

Media Services

NIRS

Northern Institute for Resource Studies

NITEP

Native Indian Teacher Education Programme

NTE

National Teacher Examinations

NVIT

Nicola Valley Institute of Technology

OA

Office Administration

OLA

Open Learning Agency

PD

Professional Development

PDP

Professional Development Programme

PE

Physical Education (Human Kinetics)

PN

Practical Nurse

PVT

Pre-Vocational Training

RN

Registered Nurse

RNABC

Registered Nurses' Association of BC

SAE

Senior Alternate Education

SAT

Scholastic Aptitude Test

SFU

Simon Fraser University

SOFASafety Oriented First Aid Certificate
(St. John Ambulance)**SSAT**

Secondary School Admissions Test

SSF

Social Services Foundation

SSTP

Social Services Training Programme

SSWK

Social Services Worker

TARGETTechniques for Access, Reaching Goals and
Employment Training**TEC**

Training Enterprise Centre

TOEFL

Test of English as a Foreign Language

TSE

Test of Spoken English

UBC

University of British Columbia

UC

University Credit

UNBC

University of Northern British Columbia

UT

University Transfer

UVIC

University of Victoria

VALT

Volunteer Adult Literacy Tutoring

YDLI

Yinka Dene Language Institute

Application for ADMISSION / RE-ADMISSION

APPLICATION INSTRUCTIONS

Return all copies to:

CNC Admissions and Registration
3330 – 22nd Avenue
Prince George, BC V2N 1P8
Canada
Telephone: (250) 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 programme 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 (250) 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.**

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

Application Fee
\$15.00

Application for Admission

3330 22nd Avenue, Prince George, British Columbia V2N 1P8
Telephone Number (250) 562-2131 FAX Number (250) 561-5861

PERSONAL INFORMATION - PLEASE PRINT - COMPLETE APPLICATION THOROUGHLY				
Have you ever attended CNC?		<input type="checkbox"/> Yes <input type="checkbox"/> No	Student Number	
Have you ever applied but did not attend CNC?		<input type="checkbox"/> Yes <input type="checkbox"/> No		
Last Name		First Name		Middle Name
Former Name (if applicable)				
Mailing Address (street)		City/Province		Postal Code
Local Address (street) (if different than above)		City/Province		Postal Code
Phone Number (home) ()		Phone Number (alternate) ()		Birthdate (Year/Month/Day)
Gender <input type="checkbox"/> Male <input type="checkbox"/> Female		E-mail address (optional):		
Citizenship		<input type="checkbox"/> Canadian <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> International Student*		
Country of Citizenship (if not Canadian)		*International Students must fill out a different application form: please contact your local campus.		
Aboriginal Status		If you have status, with which band are you currently registered.		
If you are of Aboriginal ancestry, please indicate below. <input type="checkbox"/> First Nations <input type="checkbox"/> Metis <input type="checkbox"/> Inuit		If you would like more information regarding support services, please contact the First Nations Support Services Office at (250) 562-2131, Local 460.		
Educational Goal		Program applied for:		Intended Enrolment <input type="checkbox"/> Full Time Student <input type="checkbox"/> Part Time Student
Preferred entry date: Year _____ <input type="checkbox"/> Fall (Sep-Dec) <input type="checkbox"/> Spring (Jan-Apr) <input type="checkbox"/> Intersession (May-Jun)				Location(s)/Campus:
Previous Education		(Official Transcripts are required for all institutions attended)		
Last Secondary School Attended		Location		BC Personal Education Number (PEN)
Last Grade Completed				
Post-Secondary Institutions Attended				
Name	Location	Date last Attended	Programme	Transcripts <input type="checkbox"/> Enclosed <input type="checkbox"/> On File <input type="checkbox"/> To Follow
1.				
2.				
3.				
4.				

Emergency Contact Information		Last Name	First Name
Emergency Contact - Phone Number #1 ()		Emergency Contact - Phone Number #2 ()	
Special Needs (optional)	Do you have a disability that may affect your learning or access to facilities? This information will be used to plan the provision of support services. If yes , please contact College Access Services at 562-2131 Local 248 <input type="checkbox"/> Yes		
Main Activity During The Past Year			
Please indicate your main activity in the past twelve months:		Where were you located:	
<input type="checkbox"/> Attending Secondary School	<input type="checkbox"/> Attending Educational Institution not specified	<input type="checkbox"/> In B.C.	
<input type="checkbox"/> Attending College	<input type="checkbox"/> In Labour Force (employed or seeking work)	<input type="checkbox"/> In another province	
<input type="checkbox"/> Attending University	<input type="checkbox"/> None of the above (e.g. full-time domestic responsibilities)	<input type="checkbox"/> In another country	
If you have ever attended a BC Secondary School, please answer the following:			
• The B.C. School District (or High School) which you attended:		School District No. _____ Location _____	
		High School Name: _____	
• Your last date of attendance at a B.C. Secondary School:		Year _____ Month _____	
Declaration			
<p>Collection of Information</p> <p>The information on this form is collected for the purpose of determining admission, registration, and research and statistical analysis purposes. It is collected under the authority of the <i>College and Institute Act</i> and the <i>Freedom of Information and Protection of Privacy Act</i>. The information you provide is protected under the <i>Freedom of Information and Protection of Privacy Act</i>, which specifically limits how your information may be used or disclosed. If you have any questions about the collection and use of your information, contact the Freedom of Information Coordinator, College of New Caledonia, at 250-561-5828.</p> <p>Declaration</p> <p>I declare that the information I have provided in this application is complete and correct. Completion of this signed application permits the College to request and/or confirm any information necessary to support my application for admission. Falsifying any document or information submitted will result in the cancellation of admission or registration at the College</p> <p>Signature: _____ Date: _____</p>			
College of New Caledonia 3330 22nd Avenue Prince George, BC V2N 1P8 Canada Phone: (250) 562-2131 or Out of Town 1-800-371-8111	College of New Caledonia Lakes District Campus 545 Highway 16 Box 5000 Burns Lake BC V0J 1E0 Canada Phone: (250) 692-1700	College of New Caledonia Mackenzie Campus 540 Mackenzie Blvd. Mackenzie, BC V0J 2C0 Canada Phone: (250) 997-7200	College of New Caledonia Quesnel Campus 488 McLean Street Quesnel, BC V2J 2P2 Canada Phone: (250) 991-7500
College of New Caledonia Nechako Campus R.R.#2, Hospital Road Vanderhoof, BC V0J 3A0 Canada Phone: (250) 567-3200			
For Office Use Only			
Date: _____		Operator: _____	
December 2001			

Two-Year CALENDAR

2002

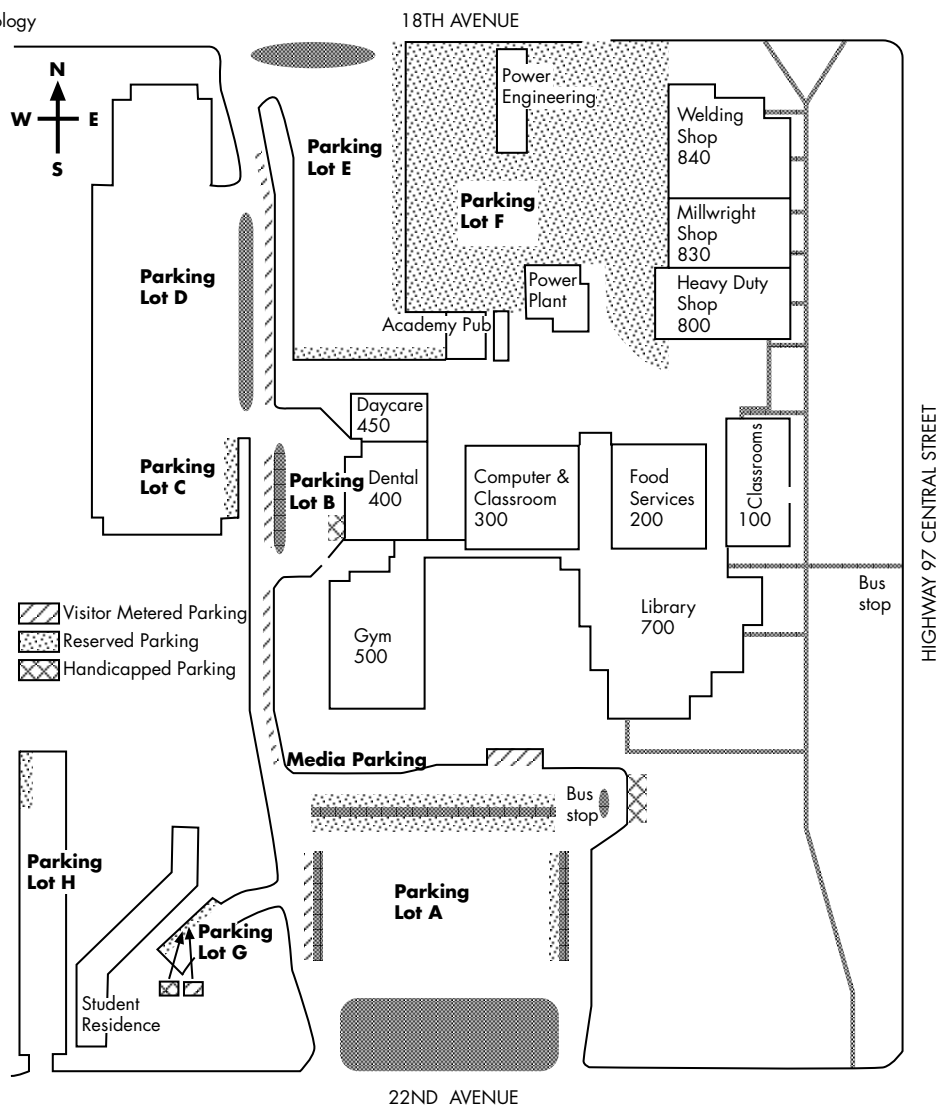
JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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6	7	8	9	10	11	12	3	4	5	6	7	8	9	3	4	5	6	7	8	9	7	8	9	10	11	12	13
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27	28	29	30	31			24	25	26	27	28			²⁴ 31	25	26	27	28	29	30	28	29	30				
MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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29	30						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				

2003

JANUARY							FEBRUARY							MARCH							APRIL						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1			1	2	3	4	5			1	2	3	4	5
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MAY							JUNE							JULY							AUGUST						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3			1	2	3	4	5		1	2	3	4	5					1	2		
4	5	6	7	8	9	10	8	9	10	11	12	13	14	6	7	8	9	10	11	12	3	4	5	6	7	8	9
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25	26	27	28	29	30	31	29	30						27	28	29	30	31			²⁴ 31	25	26	27	28	29	30
SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	3	4	5	6			1	2	3	4				1	2	3	4	5	1	2	3	4	5	6	
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21	22	23	24	25	26	27	19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
28	29	30					26	27	28	29	30	31		²³ 30	24	25	26	27	28	29	28	29	30	31			

Prince George CAMPUS MAP

Ogilvie Campus
1643 South Ogilvie
• Carpentry
• Electrical
• Wood Technology



Nicholson Campus
2211 Nicholson
• Automotive
• Career Tech classrooms
• Small Woodlands Programme

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Telephone DIRECTORY

**Admissions, Registration
and Records**
(250) 561-5800

Arts and Social Services
(250) 561-5815

**Business Administration
Programmes**
(250) 561-5814

Centre for Student Success
(250) 562-2131, local 384

College Foundation Programmes
(250) 561-5826

College Store
(250) 561-5808

**College of New Caledonia
Main Switchboard—Prince George**
(250) 562-2131

**Community and
Continuing Education**
(250) 561-5846

Co-operative Education
(250) 561-5806

**Counselling and
Academic Advising Centre**
(250) 561-5818

Disability Services
(250) 562-2131, local 250

Financial Aid and Student Awards
(250) 561-5838

**FIRST AID/EMERGENCY
LOCAL 200**

**First Nations Education Support
Services**
(250) 562-2131, local 460

Fund Raising Society
(250) 561-5857

Health Science Programmes
(250) 561-5841

International Education
(250) 561-5857

Library
(250) 561-5811

Media Services
(250) 561-5805

Prior Learning Assessment
(250) 562-2131, local 545

**Public Relations and
Student Information**
(250) 561-5869

**Science and Technology
Programmes**
(250) 561-5830

Security
(250) 561-8926 or local 200

Student Placement Services
(250) 561-5840

Student Residence
(250) 561-5849

**Telephone Device for the Deaf
(TDD/TTY)**
(250) 561-5852

Trades Programmes
(250) 561-5804

University Credit—Arts
(250) 561-5815

University Credit—Sciences
(250) 561-5830

REGIONAL CAMPUSES

Lakes District
(250) 692-1700

Mackenzie
(250) 997-7200

Nechako
(250) 567-3200

Quesnel
(250) 991-7500