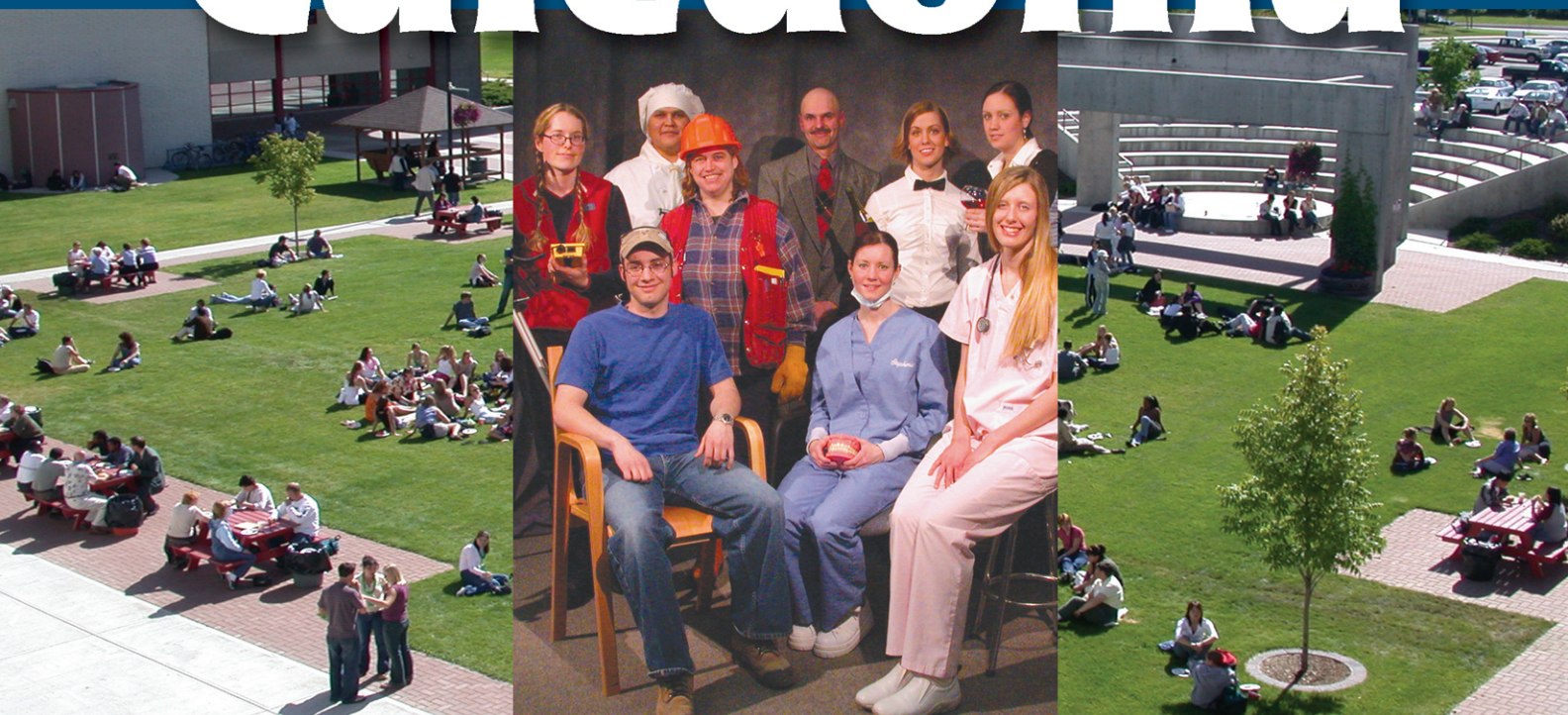


2005–2007
Calendar

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



PRINCE GEORGE
British Columbia

2005–2007
Calendar

COLLEGE OF **New**
Caledonia

PRINCE GEORGE
British Columbia

THE FINE PRINT

OFFICIAL VERSION

The online version of the College of New Caledonia Calendar (www.cnc.bc.ca/calendar) is the official version. In the event of a conflict between the printed version and the online version, the online version will prevail.

DISCLAIMER

All fees and charges were under review at the time of publication and may change throughout the life of this Calendar.

DECLARATION OF WAIVER

The Calendar of the College of New Caledonia appears online at www.cnc.bc.ca. It lists the full range of university transfer, career/technical, trades, applied and upgrading programmes offered for 2005–2007. The information presented in this Calendar is accurate as of January 2005.

The College reserves the right to revise the statements and offerings made in this Calendar as dictated by events, and without restricting the generality of the foregoing, the College of New Caledonia reserves the right to implement changes as required, including the cancellation or adjustment of programmes and courses, and changes in organizational structure, regulations, services, and fees.

The College of New Caledonia 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. We attempt to keep this Calendar current; however, please check with the Office of Admissions, Registration and Records for any updates before registering. The statements in this Calendar are not to be regarded as an irrevocable contract between the student and the College of New Caledonia.

ACKNOWLEDGEMENTS

Published by the Communications Department, College of New Caledonia.

The assistance of all staff, faculty, and administration in the preparation of this Calendar is gratefully acknowledged.

Calendar design and layout by Jordan Bacon, Media Services, College of New Caledonia.

PHOTO CREDITS

Photographs by Book Buksa and Penni Adams, College of New Caledonia, and Stuart Berry.

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Welcome TO CNC



Welcome to the College of New Caledonia!

I too have just chosen CNC as my home. The College and the North Central Interior are great locations for living and learning. I am very excited to be here and am sure that you will find this one of the best places for adult learning.

The College is well respected not only in the region but nationally and internationally as well. In fact, some of our programmes have garnered national renown. We have enthusiastic and energetic staff who are proud of their work roles, communities, and corporate mission. Our programmes are relevant and vibrant, and graduates are sought after by business and industry. We have a great reputation of working closely with our community partners to ensure that we will always be responsive to community, learner, and industry needs.

The College recognizes the changing landscape of employment trends and has identified a number of challenges facing it:

- The need to expand trades, technical, and health programme offerings
- The need to focus on enrollment management, particularly student recruitment and retention
- The need to increase our participation with First Nations communities in the region to facilitate the meeting of their objectives
- The need to improve our focus to one of a stronger learning orientation from our already successful student-centred approach to learning
- The need to develop our regional programming to satisfy our entire stakeholder needs

Join me as we move forward to becoming the best learning institution in British Columbia.

Ralph Troschke, President

THE COLLEGE BOARD

Art Robin, Chair

Harris Johnsen, Vice-Chair, Prince George

Deborah Quick, Vice-Chair, Regions

Amy Bartlett, McBride

Peter Baird, Prince George

Murray Braithwaite, Mackenzie

Rosalind Thorn, Prince George

Sandy Whitwham, Prince George

Scott Fougère, Faculty Representative

Sheryl Noel, Operations Staff Representative

Valentine Crawford, Student Representative

Justin Simon, Student Representative

Bill Farr, Education Council Chair

Marleen Madill, Administration Representative

Ralph Troschke, President

Sylvia Fowler, Board Secretary

MISSION STATEMENT

"The College of New Caledonia provides access to lifelong learning and facilitates the achievement of personal and educational goals."

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 **six** campuses, serving a region spanning 117,500 square kilometers with a population of approximately 145,000.

The past 36 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, **Valemount**, 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.

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.

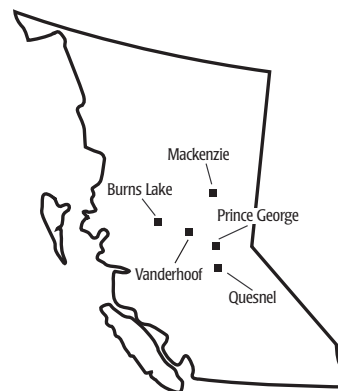


Badge and Flag

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

In 1997, a \$12 million campus expansion was completed, including a new entrance building housing Student Services, Continuing and Community Education, the Library, and more.



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, local 867
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 courses offered in Granisle, Topley, and the area south of Francois Lake (Southside).

This campus is recognized for its student-centred approach and the programmes and services designed for Fetal Alcohol Spectrum Disorder (FASD). 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 8,000 course and service registrations annually in various programme areas. The campus is housed in a large, renovated facility featuring amenities such as a daycare available to students, staff, and community members.

Lakes District Programme Profile

- Applied Business Technology (ABT)
- College and Career Preparation
- Early Intervention Services
- Family Centre/Parenting Skills/Family Issues
- FASD Prevention/Intervention/ Employment Training/Restorative Justice and Crime Prevention
- Full-Time Vocational/Trades/Career Programmes
- Job Readiness/Supported Work Placement
- Office Worker Preparation (OWP)
- Social Services programmes
- University Credit
- Rotational Career/Vocational Programmes:
 - Early Childhood Education
 - Heavy Equipment Operations
 - Home Support/Resident Care
 - Log Building Construction

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 5,200 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 11,287 square feet in the Evergreen Mall and includes storefront administrative offices on the main floor and nine 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 forest 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. Increased opportunities are available through our Distance Learning Centre, where many possibilities for learning are available in a supported environment.

In addition, Mackenzie Campus hosts the Mackenzie Employment and Career Centre, an employment assistance service for both unemployed individuals and employers. Human Resources and Skills Development Canada sponsors this service. Employment and education 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 its ability to develop and deliver programmes to specific target audiences while focusing on the needs of its 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 349 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
 3231 Hospital Road
 Vanderhoof, BC [V0J 3A2](#)
 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.

In the Fall of 2005, a new campus will open: The North Cariboo Community Campus. This facility and programme offerings will be shared with the University of Northern British Columbia. The new campus will include eight general purpose classrooms, three computer labs, two science labs, a nursing and one health science lab, as well as a counselling centre, audioconference room, adult education room, library, cafeteria, and multipurpose room.

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. Programmes offered annually include:

- College and Career Preparation
- Job Education Training (JET)
- Northern Collaborative Baccalaureate Nursing Programme (four-year partnership with UNBC)
- 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 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.

New programming being developed includes University Transfer Science, Northern Outdoor Recreation, and Trades.

A broad range of student services is available at the Quesnel Campus. These include counselling and academic advising services and disability support services.

Part-time credit and non-credit courses are offered in Quesnel and are developed and/or scheduled depending upon community demand.

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
 100 Campus Way
 Quesnel, BC [V2J 7K1](#)
 Canada
 Telephone: (250) 991-7500
 Fax: (250) 991-7502

VALEMOUNT

The College of New Caledonia provides full-time tourism training programmes in the resort community of Valemount. Recognizing that students who study tourism in the midst of an emerging travel destination get a head start on their careers, CNC Valemount provides the Northern Outdoor Recreation and Ecotourism programme and the Tourism Administration programme.

Valemount’s tourism industry has experienced steady growth by capitalizing on its scenic mountain setting and excellent outdoor recreation activities. There are lots of opportunities for part-time work for students and tourism careers for graduates.

A great opportunity for work experience is only one benefit that students enjoy. Small class sizes, instructors up to date in the tourism industry, and life in a vibrant, friendly community with reasonable housing costs all add up to a winning combination for students at CNC Valemount.

CNC also works with the Valemount Learning Centre to provide a variety of educational programmes and services to the community.

College of New Caledonia
Valemount Campus
Box 789
99 Gorse Street
Valemount, BC V0E 2Z0
Canada
Telephone: (250) 566-4601
1-888-690-4422
Fax: (250) 566-4602
E-mail: cnc@valemountlearningcentre.com

further information please call (250) 561-5846
or check our website at www.cnc.bc.ca/ce/

PROJECTS AND PARTNERSHIPS

The College of New Caledonia 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.

COMMUNITY & CONTINUING EDUCATION

- Community Education
- Continuing Education
- 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, cook training, 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. **A detailed course calendar is published once a year in September. The online calendar is updated regularly with current course offerings. Individual course and complete calendar downloads are available on our website. 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

DISTRIBUTED LEARNING INITIATIVES



Access to all students is an important part of the CNC mandate. Distributed learning provides options to support this mandate, 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 is available for distance learning. Contact the CNC campus nearest you or www.cnc.bc.ca/dlearn 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

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

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

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.

b) 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.

c) Election to College Board

Students—Two students shall be elected at large by all eligible students for one-year terms.

d) Election to Education Council

Four students shall be elected to Education Council for one-year terms.

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 six times a year from September to June."

College Programmes

CAREER TECHNICAL VOCATIONAL

BUSINESS AND MANAGEMENT STUDIES

APPLIED BUSINESS TECHNOLOGY

- Administrative Assistant

BUSINESS ADMINISTRATION DIPLOMAS

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

BUSINESS MANAGEMENT CERTIFICATES

- Business Administration
- Business: The Next Generation Entrepreneurial Certificate
- Computer Information Systems
- Financial Planning and Investment
- Hospitality Operations Certificate
- Management Studies
- Northern Outdoor Recreation and Ecotourism Certificate
- Tourism Management

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 (JET)
- College and Career Preparation
- Culinary Arts
- Developmental Disabilities
- Early Childhood Education
- English as a Second Language

HEALTH SCIENCES

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

SOCIAL SERVICES

- Developmental Disabilities
- Social Service Worker
- Pre-UNBC BSW

TECHNOLOGIES

- Advanced Common Core Electronics Technician
- Computer/Network Electronics Technician
- Drafting Technician
- Engineering Design Technology
- Forest Resource Technology
- Geographic Information Systems Technology
- New Media Communications and Design

- Wood Processing and Engineering Technology
- Wood Processing Technician

TRADES

CERTIFICATE PROGRAMMES

- Culinary Arts Programme
- Power Engineering
- Welding

ENTRY LEVEL PROGRAMMES

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

PROVINCIAL APPRENTICESHIP PROGRAMMES

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

College Programmes

UNIVERSITY CREDIT CAREER PATHS

ARTS AND SOCIAL SCIENCES

- Anthropology
- Criminology
- Industrial Relations
- Economics
- English
- Fine Arts
- First Nations Studies
- Geography
- History
- Human Kinetics (Physical Education)
- 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

Please refer to page 178 if you need a yearly calendar.

ACADEMIC SCHEDULE FOR 2005–2006

SCHEDULE FOR 2005

May 9

Classes start
• ESL

May 23

Victoria Day
• College closed

May 28

Convocation

June 30

Last day of classes
• Career Technical Centre

July 1

Canada Day
• College closed

August 1

BC Day
• College closed

August 2

Classes start
• Culinary Arts Level I

August 17

Classes end
• ESL

August 19

Exams end
• ESL

August 22

Classes start
• Applied Business Technology
• Developmental Disabilities

August 29

Classes start
• Forest Resource Technology (first year only)

August 31

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

September 5

Labour Day
• College closed

September 6

General student orientation
Classes start
• Career Technical Centre
• Dental programmes
• ESL
• Semester programmes evening classes
• Practical Nursing
• Trades

September 7

Classes start
• Semester programmes (see October 31)
• Early Childhood Education
• Nursing (Northern Collaborative Baccalaureate)
• TARGET and JET

September 15

Applications will be accepted for Fall 2006 term

October 10

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.

Classes start

• Culinary Arts Level II

November 11

Remembrance Day
• College closed

November 28–December 16

Clinical I
• Practical Nursing

December 6

Fall Awards Ceremony

December 7

Last day of classes
• Semester programmes

December 8

- First day of exams
- Semester programmes

December 9

- Last day of classes
- Dental programmes
 - Developmental Disabilities

December 12

- First day of exams
- Dental programmes

December 16

- Last day of exams
- Semester programmes
 - Applied Business Technology
 - College and Career Preparation
 - Dental programmes
 - Early Childhood Education
 - TARGET and Job Education Training
- Last day of classes
- ESL
 - Home Support/Resident Care Attendant

December 19

- Christmas break starts
- Home Support/Resident Care Attendant
 - Majority of programmes

December 19

- Christmas break starts
- Culinary Arts
 - Trades

December 25–27

- Christmas and Boxing Day
- College closed

SCHEDULE FOR 2006**January 2**

- New Year's Day
- College closed

January 3

- Classes start
- Career Technical Centre
 - College and Career Preparation
 - Culinary Arts
 - [Dental Programmes](#)
 - Early Childhood Education
 - ESL

- [Nursing \(NCBNP\)](#)
- [Practical Nursing](#)
- TARGET and JET

January 5

- Classes start
- Home Support/Resident Care

January 9

- Classes start
- Semester programmes
 - Applied Business Technology
 - Business: The Next Generation
 - Developmental Disabilities
 - Trades

January 23

- Classes start
- Northern Outdoor Recreation and Ecotourism

January 30

- Classes end
- Career Technical Centre

January 31

Application deadline for UT packages.

February 6–10

- Exams week
- Home Support/Resident Care Attendant

February 6

- Classes start
- Culinary Arts Level III

Mid-February/early March

- Career Fair
- Non-teaching day (date to be determined)

February 20

- Study break starts (February 20–24)
- Semester programmes
 - College and Career Preparation
 - Dental programmes
 - ESL

February 27

- Study break starts (February 27–March 3)
- Early Childhood Education

March 3

- Last day of classes
- Practical Nursing

March 5–April 13

- Clinical II
- Practical Nursing

March 6–10

- Study break
- Home Support/Resident Care

March 13–17

- Study break (March 13–17)
(break to coincide with School District 57)
- Applied Business Technology
 - JET and TARGET

March 31

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

- Last day of classes
- Dental Assisting

April 3–7

- First day of exams
- Dental Assisting

April 4

Spring Awards Ceremony

April 14 & 17

- Good Friday and Easter Monday
- College closed

April 10–28

- Practicum
- Dental Assisting

April 14

- Last day of classes
- Dental Hygiene

April 17

- Exams start
- Dental Hygiene

April 17–21

- Study break
- Practical Nursing

April 19

- Last day of classes
- Semester programmes
 - Social Services

April 20

Exams start

- Semester programmes

April 21

Last day of exams

- Dental Hygiene

Last day of classes/exams

- ESL

April 24

Last day of classes

- Practical Nursing

April 28

Last day of classes

- Developmental Disabilities

Last day of exams

- Semester programmes

May 1

First day of exams

- Home Support/Resident Care Attendant

May 1–June 2

Intersession

- NURS 220
- Dental Assisting
- Dental Hygiene

May 5

Last day of classes

- Applied Business Technology
- College and Career Preparation

May 8

First day of classes

- ESL summer semester

May 19

Last day of classes

- Culinary Arts

May 22

Victoria Day

- College closed

May 26

Last day of classes

- Early Childhood Education
- TARGET and JET

May 27

Convocation

May 31

Last day of classes

- Home Support/Resident Care Attendant

June 5–22

Practicum

- Dental Assisting

June 23

Last day of classes

- Dental Assisting
- Practical Nursing

June 25–July 28

Clinical III

- Practical Nursing

July 31–September 1

Practicum

- Practical Nursing

August 18

Last day of classes/exams

- ESL

2005–2006 SEMESTER PROGRAMMES

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

- Business Administration
- Dental Studies
- Nursing–Northern Collaborative Baccalaureate Programme
- Practical Nursing

- Social Services
- Technology Programmes
- University Transfer

ORIENTATION

- September 6, 2005

FALL SEMESTER

- September 6–December 9, 2005
- First-year Forest Technology: August 29, 2005–December 7, 2005

EXAMS

- Semester Programmes: December 8–16, 2005
- Dental Hygiene and Dental Assisting: December 12–16, 2005

CHRISTMAS BREAK

- December 19, 2005–January 2, 2006

SPRING SEMESTER

- January 3, 2006–April 28, 2006
- Dental Assisting: January 3, 2006–March 31, 2006
- Dental Hygiene: January 3, 2006–April 14, 2006
- Practical Nursing: January 3, 2006–April 14, 2006

EXAMS

- Dental Assisting: April 3–7, 2006
- Dental Hygiene: April 17–21, 2006
- Semester Programmes: April 20–28, 2006

STUDY BREAK

- Majority of programmes: February 20–24, 2006

2005–2006 COLLEGE AND CAREER PREPARATION AND VOCATIONAL PROGRAMMES

Programme	Intake	Orientation	Start Date	Christmas Break	Study Break	End Date
Applied Business Technology	Fall	August 22/05	August 22/05	December 16/06–January 9/06	March 13–17/06	May 5/06
*Automotive Entry Level Training	Fall #1	September 6/05	September 6/05	December 19/05–January 2/06	N/A	February 3/06
	Spring #2	February 13/06	February 13/06	N/A	N/A	June 30/06
*Carpentry Entry Level Training	Fall #1	September 6/05	September 6/05	December 19/05–January 2/06	N/A	February 10/06
	Spring #2	February 13/06	February 13/06	N/A	N/A	July 7/06
College and Career Preparation	Fall	August 31/05	August 31/05	December 19/05–January 2/06	N/A	December 16/05
	Spring	January 3/06	January 3/06	N/A	February 20–24/06	May 5/06
Culinary Arts Programme	Fall	August 2/05	August 2/05	December 19/05–January 2/06	N/A	May 19/06
Dental Assisting	Fall	September 6/05	September 6/05	December 19/05–January 2/06	February 20–24/06	June 23/06
Early Childhood Education	Fall	September 7/05	September 7/05	December 19/05–January 2/06	February 27/06–March 3/06	May 26/06
*Electrical Entry Level Training	Fall #1	September 6/05	September 6/05	December 19/05–January 2/06	N/A	February 3/06
	Spring #2	February 13/06	February 13/06	N/A	N/A	June 30/06
*Heavy Duty Entry Level Training	Fall #1	September 6/05	September 6/05	December 19/05–January 2/06	N/A	February 3/06
	Spring #2	February 13/06	February 13/06	N/A	N/A	June 30/06
Home Support/ Resident Care Attendant	Fall	August 31/05	August 31/05	December 19/05–January 4/06	March 6–10/06	May 31/06
Job Education and Training	Fall	September 7/05	September 7/05	December 19/05–January 2/06	March 13–17/06	May 26/06
*Millwright/ Machinist Entry Level	Fall #1	September 6/05	September 6/05	December 19/05–January 2/06	N/A	February 17/06
	Spring #2	February 20/06	February 20/06	N/A	N/A	July 21/06
Power Engineering	Fall	September 6/05	September 6/05	December 19/05–January 2/06	N/A	June 23/06
TARGET	Fall	September 7/05	September 7/05	December 19/05–January 2/06	March 13–17/06	May 26/06
Welding Level C	Fall	September 6/05	September 6/05	December 19/05–January 2/06	N/A	June 23/06

*Some of the start dates for entry level Trades programmes may have to be changed; please consult the CNC website at www.cnc.bc.ca or verify with the Counselling and Advising Centre.

ACADEMIC SCHEDULE FOR 2006–2007

SCHEDULE FOR 2006

May 8

Classes start
• ESL

May 22

Victoria Day
• College closed

May 27

Convocation

June 30

Last day of classes
• Career Technical Centre

July 1

Canada Day
• College closed

August 7

BC Day
• College closed

August 8

Classes start
• Culinary Arts Level I

August 18

Classes/Exams end
• ESL

August 21

Classes start
• Applied Business Technology
• Developmental Disabilities

August 28

Classes start
• Forest Resource Technology (first year only)

August 30

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

September 4

Labour Day
• College closed

September 5

General student orientation
Classes start
• Career Technical Centre
• Dental programmes
• ESL
• Semester programmes evening classes
• Practical Nursing
• Trades

September 6

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

September 15

Applications will be accepted for Fall 2007 term

October 9

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 6

Classes start
• Culinary Arts Level II

November 11

Remembrance Day

November 13

Statutory holiday
• College closed

November 27–December 17

Clinical I
• Practical Nursing

December 5

Fall Awards Ceremony

December 6

Last day of classes
• Semester programmes

December 7

First day of exams
• Semester programmes

December 8

Last day of classes
• Dental programmes
• Development Disabilities

December 11

First day of exams
• Dental programmes

December 15

Last day of exams
• [Applied Business Technology](#)
• College and Career Preparation
• Dental programmes
• Early Childhood Education
• Semester programmes
Last day of classes
• Home Support/Resident Care Attendant
• TARGET and Job Education and Training
Last day of classes/exams
• ESL

December 16

Christmas break starts
• Home Support/Resident Care Attendant

December 18

Christmas break starts
• Culinary Arts
• Majority of programmes
• Trades

December 25–26

Christmas and Boxing Day
• College closed

SCHEDULE FOR 2007

January 1

- New Year's Day
 • College closed

January 2

- Classes start
 • College and Career Preparation
 • Career Technical Centre
 • Culinary Arts
 • Dental programmes
 • ECE
 • ESL
 • Home Support/Resident Care
 • Nursing (NCBNP)
 • TARGET and JET
 • Trades

January 4

- Classes start
 • Practical Nursing

January 8

- Classes start
 • Semester programmes
 • Applied Business Technology
 • Business: The Next Generation
 • Developmental Disabilities

January 24

- Classes start
 • Northern Outdoor Recreation and Ecotourism

January 31

Application deadline for UT packages.

February 5–9

- Exams week
 • Home Support/Resident Care Attendant

Mid-February/early March

- Career Fair
 • Non-teaching day (date to be determined)

February 19

- Classes start
 • Culinary Arts Level III
 Classes end
 • Career Technical Centre

Study break starts (February 19–23)

- Semester programmes
- College and Career Preparation
- Dental programmes
- ESL
- Job Education and Training

March 2

- Last day of classes
 • Practical Nursing

March 5

- Study break starts (March 5–9)
 • Home Support/Resident Care Attendant

March 5–April 13

- Clinical II
 • Practical Nursing

March 19

- Study break starts (March 19–23)
 • Early Childhood Education

- Study break (March 19–23)
 (break to coincide with School District 57)
 • Applied Business Technology
 • TARGET

March 30

- Last day of classes
 • Dental Assisting

March 31

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

April 2–6

- Exams
 • Dental Assisting

April 3

Spring Awards Ceremony

April 6 & 9

- Good Friday and Easter Monday
 • College closed

April 9–27

- Practicum
 • Dental Assisting

April 13

- Last day of classes
 • Dental Hygiene

April 16

- Exams start
 • Dental Hygiene

April 16–20

- Study break
 • Practical Nursing

April 18

- Last day of classes
 • Semester programmes
 • Social Services

April 19

- Exams start
 • Semester programmes

April 20

- Last day of classes/exams
 • ESL

April 23

Practical Nursing Semester III

April 25–May 27

- Intercession
 • Nursing 220

April 27

- Last day of classes
 • Developmental Disabilities

- Last day of exams
 • Semester programmes

April 30–June 1

- Intercession
 • Dental Assisting
 • Dental Hygiene

May 4

- Last day of classes
 • Applied Business Technology
 • College and Career Preparation

May 7

- First day of exams
 • [Applied Business Technology](#)
 • Home Support/Resident Care Attendant

Classes start

- ESL (Summer Semester)

May 21

- Victoria Day
 • College closed

May 25

Last day of classes

- Early Childhood Education
- TARGET and Job Education and Training

May 26

Convocation

June 1

Last day of classes

- Culinary Arts
- Dental Hygiene
- Home Support/Resident Care Attendant

June 4–21

Practicum

- Dental Assisting

June 22

Last day of classes

- Dental Assisting
- Practical Nursing

June 25–July 27

Clinical III

- Practical Nursing

July 30–August 31

Practicum

- Practical Nursing

August 17

Classes/exams end

- ESL

2006–2007 SEMESTER PROGRAMMES

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

- Business Administration
- Dental Studies
- Nursing–Northern Collaborative Baccalaureate Programme
- Practical Nursing
- Social Services
- Technology programmes
- University Transfer

ORIENTATION

- September 5, 2006

FALL SEMESTER

- September 5, 2006–December 8, 2006
- First-year Forest Technology: August 28, 2006–December 18, 2006

EXAMS

- December 7–15, 2006
- Dental Hygiene and Dental Assisting: December 11–15, 2006

CHRISTMAS BREAK

- December 18, 2006–January 1, 2007

SPRING SEMESTER

- January 8, 2007–April 18, 2007
- Dental Assisting: January 2, 2007–March 30, 2007
- Dental Hygiene: January 2, 2007–April 13, 2007
- Practical Nursing: January 2, 2007–April 13, 2007

EXAMS

- Dental Assisting: April 2–6, 2007
- Dental Hygiene: April 16–20, 2007
- Semester programmes: April 19–27, 2007

STUDY BREAK

- February 19–23, 2007
- Practical Nursing: April 16–20, 2007

2006–2007 COLLEGE AND CAREER PREPARATION AND VOCATIONAL PROGRAMMES

Programme	Intake	Orientation	Start Date	Christmas Break	Study Break	End Date
Applied Business Technology	Fall	August 21/06	August 21/06	December 18/06–January 8/07	March 19–23/07	May 4/07
*Automotive Entry Level Training	Fall #1	September 5/06	September 5/06	December 18/06–January 11/07	N/A	February 2/07
	Spring #2	February 12/07	February 12/07	N/A	N/A	June 29/07
*Carpentry Entry Level Training	Fall #1	September 5/06	September 5/06	December 16/06–January 1/07	N/A	February 9/07
	Spring #2	February 12/07	February 12/07	N/A	N/A	July 6/07
College and Career Preparation	Fall	August 30/06	August 30/06	December 18/06–January 2/07	N/A	December 15/06
	Spring	January 2/07	January 2/07	N/A	February 19–23/07	May 4/07
Culinary Arts Programme	Fall	August 8/06	August 8/06	December 18/06–January 1/07	N/A	June 1/07
Dental Assisting	Fall	September 5/06	September 6/06	December 18/06–January 1/07	February 19–23/07	June 22/07
Early Childhood Education	Fall	September 6/06	September 6/06	December 18/06–January 1/07	March 19–23/07	May 25/07
*Electrical Entry Level Training	Fall #1	September 5/06	September 5/06	December 18/06–January 1/07	N/A	February 2/07
	Spring #2	February 12/07	February 12/07	N/A	N/A	June 29/07
*Heavy Duty Entry Level Training	Fall #1	September 5/06	September 5/06	December 18/06–January 1/07	N/A	February 2/07
Home Support/ Resident Care Attendant	Fall	August 30/06	August 30/06	December 16/06–January 3/07	March 5–9/07	June 1/07
Job Education and Training	Fall	September 6/06	September 6/06	December 18/06–January 1/07	February 19–23/07	May 25/07
*Millwright/ Machinist Entry Level	Fall #1	September 5/06	September 5/06	December 18/06–January 1/07	N/A	February 16/07
	Spring #2	February 19/07	February 19/07	N/A	N/A	July 20/07
Power Engineering	Fall	September 5/06	September 5/06	December 18/06–January 1/07	N/A	June 22/07
TARGET	Fall	September 6/06	September 6/06	December 18/06–January 1 /07	March 19–23/07	May 25/07
Welding Level C	Fall	September 5/06	September 5/06	December 18/06–January 1/07	N/A	June 22/07

*Some of the start dates for entry level Trades programmes may have to be changed; please consult the CNC website at www.cnc.bc.ca or verify with the Counselling and Advising Centre.

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 Special Admission.

4. 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 advisor](#), 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 **or advisor** 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, local 867
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. Applications may also be submitted online at www.pas.bc.ca

b) For programmes beginning in September of the following year, 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 **and 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. Applications and fees will continue to be accepted until programme commencement, if seats are still available.

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 (i.e., signed and sealed):

Official transcripts for all secondary and/or post-secondary education or training must be submitted with the Application for Admission.

Applicants who have completed post-secondary courses in other institutions and who request Advance Credit must submit an official transcript for evaluation.

Applicants from outside Canada, and whose documents are not in English, must provide a notarized translation **as well as notarized course descriptions**.

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.

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 26).

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 oversubscribed 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 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 **or advisor**. 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 and Early Childhood Education) 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 sections 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) By April 24th 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. Each required course in progress must be at least 50% completed in order to qualify. Applicants who have not completed the admission requirements or have not demonstrated that they have completed at least 50% of each required course in progress will not be considered qualified for priority in the selection process.

d) All applicants who are selected in the initial acceptance process and who are sent a notice of acceptance will be required to submit a \$100.00 refundable deposit. (Deposit is refundable up to final fee date.) If the deposit is not received in the Registrar's Office by the deposit deadline date, 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) By April 24th 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. Each required course in progress must be at least 50% completed in order to qualify. Applicants who have not completed the admission requirements or have not demonstrated that they have completed at least 50% of each required course in progress will not be considered qualified for priority in the selection process.

b) 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.

c) 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.

d) All applicants who are selected in the initial acceptance process and who are sent a notice of acceptance will be required to submit a \$100.00 refundable deposit. (Deposit is refundable up to final fee date.)

If the deposit is not received in the Registrar's Office by the deposit deadline date 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 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) 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 required to submit a \$100.00 refundable deposit.

If the deposit is not received in the Registrar's Office by the deposit deadline date, 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 required to submit a \$100.00 refundable deposit. (Deposit is refundable up to final fee date.)

If the deposit is not received in the Registrar's Office by the deposit deadline date, 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 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 counsel-

lor 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)
Psychology 12	3 unassigned credits

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

- Advanced Common Core Electronics
- Applied Business Technology:
 - Administrative Assistant
- Business Management:
 - Business Administration
 - Business: The Next Generation Entrepreneurial
 - Computer Information Systems
 - Financial Planning and Investment
 - Hospitality Operations
 - Management Studies
 - Tourism Management (Valemount)
- College and Career Preparation:
 - Fundamental, Intermediate, Advanced
- Community Health Representative (Nechako)
- Computer/Network Electronics Technician
- Culinary Arts
- Dental Assisting
- Drafting Technician
- Early Childhood Education (Basic)
- Early Childhood Education (Post-Basic)

- Entry Level Trades:
 - Automotive Technician
 - Carpentry
 - Commercial Transport Mechanical Repair
 - Electrical
 - Heavy Duty Mechanical Repair
 - Millwright/Machinist
- First Nations
- Hand Falling (Mackenzie)
- Home Support/Resident Care Attendant
- Northern Outdoor Recreation and Ecotourism (Valemount)
- Power Engineering (4th Class)
- Practical Nursing
- Pulp and Paper Operations
- Social Services Worker Programmes:
 - Developmental Disabilities
 - Social Service Worker
 - Teaching Assistant
- Welding ("C" Level)
- Wood Processing Technician

Diplomas

Diplomas are official CNC qualifications 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
 - Business Administration
 - Computer Information Systems
 - Hospitality Administration
 - Management
 - Marketing and Management
- Dental Hygiene
- Early Childhood Education
- Electronics Engineering Technology
- Engineering Design Technology
- First Nations
- Forest Resource Technology
- Geographic Information Systems (Advanced)
- New Media Communications and Design
- Social Services Programmes:
 - Pre UNBC BSW
 - Social Service Worker

- University Credit:
 - Criminology
 - First Nations
 - Human Kinetics
- Wood Processing and Engineering Technology

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.

Associate Degrees are awarded in

- 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, the Counselling and Advising Department, the Library, the Students' 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 academic/subject matter experts.

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

- a) 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. Although 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 Dean of the Division.

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.

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 <u>The lowest standing permitted for a course to serve as an acceptable prerequisite unless specifically noted in a course description.</u>	2.00
C-	1.67
D Marginal Performance	1.00
F Unsatisfactory Performance (Fail)	0.00
N A student who completes no assignments for grading and who fails to officially withdraw from the course or programme of studies.	0.00
S Successful achievement of determined learning requirements in a competency-based course.	NC*
U Unsuccessful achievement of determined learning requirements in a competency-based course.	NC*
I Incomplete. Grade and credit withheld until all requirements of the course have been met. Students must complete all required work within 4 weeks from the last day of semester term and within 3 weeks from the last day of trimester term or an “F” grade will be assigned.	NC*
CS Continuing Status. Student may continue in the same level. This grade may be used only once per course. Applicable to CCP (formerly ABE) Fundamental Level students only.	NC*
AUD Audit Status. No credit granted.	NC*
W A “W” grade will be assigned to students completing the withdrawal procedure within the time limits specified in the calendar.	NC*

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

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

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

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

Grading Scales

Majority of programmes:

A+ 90–100%
A 85–89.9%
A- 80–84.9%

B+ 76–79.9%
B 72–75.9%
B- 68–71.9%

C+ 64–67.9%
C 60–63.9%
C- 55–59.9%

D 50–54.9%
F 0–49.9%

Applied Business Technology, Culinary Arts 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%

*Beginning September 2006, the Dental Hygiene programme will use the grading scale used by the majority of programmes.

Grading System

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

	Grade Points	Percent Conversion	Dental, & 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: $31 \div 15 = 2.07$

Transcripts and Certificates

All obligations relating to fees, library books or fines, rentals, loans, etc. must be met before any official 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 their 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 student information 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) A Ministry of Advanced Education request for information for the purpose of statistical analysis or research provided that confidentiality is assured;

d) Requests from 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 22, Protection of Privacy and Access to Information.

GRADUATION HONOURS

Any student in a programme where GPAs are calculated, such as University Transfer and Career Technical, who has a cumulative GPA of 3.50 or better at the time of graduation will be considered to have graduated with honours.

Any student in a programme where GPAs are not calculated, such as Vocational or 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

Each year, the College recognizes academically outstanding students by including their names 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 contribute to President's List eligibility.

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 contributes to President's List eligibility.

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, on 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;
- Permanent 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 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 \$5.35 per copy (GST included) 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 including 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.

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 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 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 A COURSE OR PROGRAMME

Students wishing to withdraw from a course or programme must do so officially by completing a withdrawal form available from Admissions, Registration and Records or the Counselling and Advising Department.

If no official withdrawal form has been submitted to the Admissions Office, a grade of “N” (grade point = 0) will be assigned to the student’s course record. A student who does not complete formal withdrawal procedures will continue to be liable for all assessed fees.

In all cases of course or programme withdrawals, students are encouraged to consult with instructors and the Counselling and Advising Centre to determine whether there might be alternatives to withdrawal.

2005–06 REFUND/ WITHDRAWAL DATES

WITHDRAWAL DATES

A student may withdraw, without academic penalty, up to completion of 60% of the course or programme.

After this date, students who withdraw will be assigned an “F” grade (grade point = 0)

unless the withdrawal is approved by a dean, regional manager, or counsellor.

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

Fall 2005 (Semester starts September 6, 2005)

September 15, 2005

- Last day to withdraw and receive a **60% tuition refund**.

September 16, 2005

- Last day to **add** courses without the appropriate instructor’s and division dean’s signature.

September 22, 2005

- Last day to withdraw and receive a **40% tuition refund**. After this date, no refund is available.

October 14, 2005

- Last day to change enrollment to **audit** status with written approval from the instructor. After this date, approval from the instructor and division dean is required.

November 4, 2005

- Last day to withdraw without academic penalty. After this date, students withdrawing will receive an “F” grade.

Spring 2006 (Semester starts January 9, 2006)

January 17, 2006

- Last day to withdraw and receive a **60% tuition refund**.

January 20, 2006

- Last day to **add** courses without the appropriate instructor’s and division dean’s signature.

January 24, 2006

- Last day to withdraw and receive a **40% tuition refund**. After this date no refund available.

February 17, 2006

- Last day to change enrollment to **audit** status with written approval from the instructor. After this date, approval from the instructor and division dean is required.

March 10, 2006

- Last day to withdraw without academic penalty. After this date, students withdrawing will receive an “F” grade.

COLLEGE AND CAREER PREP (Formerly ABE)

Fall 2005 (Classes start August 31, 2005)

October 14, 2005

- Last day to change enrollment to audit status with instructor’s signature. After this date, approval from the instructor and division dean is required.

November 4, 2005

- Last day to withdraw without academic penalty. After this date, students withdrawing will receive an “F” grade.

Spring 2006 (Classes start January 3, 2006)

February 17, 2006

- Last day to change enrollment to audit status with instructor’s signature. After this date, approval from the instructor and division dean is required.

March 10, 2006

- Last date to withdraw without academic penalty. After this date, students withdrawing will receive an “F” grade.

2006–07 REFUND/ WITHDRAWAL DATES

WITHDRAWAL DATES

A student may withdraw, without academic penalty, up to completion of 60% of the course or programme.

After this date, students who withdraw will be assigned an “F” grade (grade point = 0) unless the withdrawal is approved by a dean, regional manager, or counsellor.

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

Fall 2006 (Semester starts September 5, 2006)

September 14, 2006

- Last day to withdraw and receive a **60% tuition refund**.

September 15, 2006

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

September 21, 2006

- Last day to withdraw and receive a **40% tuition refund**. After this date no refund available.

October 13, 2006

- Last day to change enrollment to **audit** status with written approval from the instructor. After this date, approval from the instructor and division dean is required.

November 3, 2006

- Last day to withdraw without academic penalty. After this date, students withdrawing will receive an "F" grade.

Spring 2007

(Semester starts January 8, 2007)

January 16, 2007

- Last day to withdraw and receive a **60% tuition refund**.

January 19, 2007

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

January 23, 2007

- Last day to withdraw and receive a **40% tuition refund**. After this date, no refund is available.

February 16, 2007

- Last day to change enrollment to **audit** status with written approval from the instructor. After this date, approval from the instructor and division dean is required.

March 9, 2007

- Last day to withdraw without academic penalty. After this date, students withdrawing will receive an "F" grade.

COLLEGE AND CAREER PREP (Formerly ABE)

Fall 2006

(Classes start August 30, 2006)

October 13 2006

- Last day to change enrollment to audit status with instructor's signature. After this date, approval from the instructor and division dean is required.

November 3, 2006

- Last day to withdraw without academic penalty. After this date, students withdrawing will receive an "F" grade.

Spring 2007

(Classes start January 2, 2007)

February 16, 2007

- Last day to change enrollment to audit status with instructor's signature. After this date, approval from the instructor and division dean is required.

March 9, 2007

- Last date to withdraw without academic penalty. 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 Ministry of Public Safety and Solicitor General.

Students must have completed the Criminal Records Search process in order to be considered admissible to the programme. 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
Practical Nurse
- 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
- Early Childhood Education
- Nursing
- Practical Nursing
- Social Service Worker Certificate
- Social Service Worker Diploma
- Teaching Assistant

Note: There is a Ministry fee charged for each consent form submitted for a criminal record check. All consent forms must be accompanied by payment of fees.

All relevant information is available on the following website:

www.gov.bc.ca/pssg

Fee INFORMATION

Fees listed below are those established for the 2006–07 academic year. All fees and charges were under review at the time of publication and may change throughout the life of this Calendar.

SEMESTER PROGRAMMES

- Advanced Common Core Electronics Technician
- 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
- New Media Communications and Design
- Bachelor of Science in Nursing
- Social Services Training
- University Credit
- Wood Technology

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

The programme fee consists of:

- Tuition **\$219.83** per course (Standard lecture—45 hours)
- Lab Fees **\$107.55** per course (Standard lab—45 hours)
- Registration Fee \$15.00 per semester
- **Technology Fee \$5.00 per course**

The Students' Association fees consist of:

- Students' Association **\$9.15** per course (**\$36.60** per semester max.)
- Canadian Federation of Students **\$1.93** per course (**\$7.72** maximum)
- Student Building Fund \$10.00 per year
- Daycare Subsidy Fee \$2.50 per year
- Newspaper Fee **\$3.05** per semester

Note:

1. Courses not offered in standard format will have their fees pro-rated.

2. Maximum total lecture and lab fees for the following courses are **\$1321 per semester:**

- Computer/Network Electronics Technician
- Engineering Design Technology
- Forest Resource Technology
- Geographic Information Systems
- Wood Technology Programmes

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.

CALCULATION OF COURSE FEES

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

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

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

For gymnasium bookings, call (250) 561-5803 for rates and availability.

INTERNATIONAL STUDENT FEES

TUITION (Effective May 1, 2006)

- [English Language Training](#) \$4200/semester (Cdn)
- [University Transfer](#) \$1020/course (Cdn)
- [University Transfer lab](#) \$130/lab (Cdn)
- [Specialty programmes: contact the International Education department for information](#)

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. For more detailed information, please refer to the International Education website:

www.cnc.bc.ca/ined

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 study permit 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: \$5.35 per copy
- Faxing documents: \$10.00
- External typing tests: \$25.00
- Rush service—Official Transcripts: \$20.00
- EMAT (English & Math Achievement Test): [\\$15.00 \(effective August 1, 2006\)](#)
- College and Career Preparation (formerly ABE) Placement Test: \$5.00
- Courier Fee: \$9.50
- ID Replacement: \$5.00
- Calendar: \$5.00 (pickup); \$8.00 (mail)
- Prior Learning Assessment: PLA fee equivalent to course tuition
- [Invigilation of external exams: \\$25.00](#)

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) The \$100.00 tuition deposit will be fully refunded if a student withdraws before the final fee payment deadline.

b) A refund of 60% 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.

c) **A refund of 40%** 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 **2006/2007** fees and are subject to change.

Programme	Tuition	Student Association	Registration	Tech Fees	Students' Assoc. & Other Fees	Total
Applied Business Technology	<u>\$1321.00</u> (per semester) max.	<u>\$36.60</u> (per semester)	\$15.00	<u>\$25.00</u>	<u>\$23.27</u>	<u>\$1420.87</u> (per semester)
Centre for Student Success Courses	<u>\$191.98</u> (per course)		\$15.00 (per session)	<u>\$5.00</u> (per course)		
College & Career Prep	No tuition fee	<u>\$9.15</u> (per course)	\$15.00	<u>\$5.00 (per course)</u>		Variable
Culinary Arts	<u>\$2797.84</u>	<u>\$76.30</u>	\$45.00	<u>\$75.00</u>	<u>\$40.95</u>	<u>\$3035.09</u>
Early Childhood Education	<u>\$1321.00</u> (per semester) max.	<u>\$36.60</u> (per semester) max.	\$15.00	<u>\$25.00</u> (per semester) max.	<u>\$23.27</u>	<u>\$1420.87</u>
English as a Second Language (6-month programme)	variable (per course)	<u>\$9.15</u> (per course)	\$15.00	<u>\$5.00</u> (per course)		
Entry Level Trades (5-month programme)	<u>\$1364.80</u>	<u>\$38.15</u> (<u>\$7.63</u> /month)	\$15.00	<u>\$50.00</u>	\$200.00 tool deposit (refundable)	<u>\$1893.15</u>
Home Support/ Resident Care Attendant	<u>\$2261.51</u>	<u>\$68.67</u> (<u>\$7.63</u> /month)	\$15.00	<u>\$40.00</u>	<u>\$32.93</u>	<u>\$2418.11</u>
Power Engineering	<u>\$2829.50</u>	<u>\$76.30</u> (<u>\$7.63</u> month)	\$15.00	<u>\$50.00</u>	<u>\$34.85</u>	<u>\$3005.65</u>
Trades Apprentice	<u>\$76.50</u> /week		\$15.00	<u>\$25.00</u>		
Welding Level A & B extensions	Variable (\$300.00/month)	Variable (<u>\$7.63</u> month)	\$15.00 (per programme) (Not applied to extensions)			Variable
Welding Level C Full-time	<u>\$3060.00</u>	<u>\$76.30</u> (<u>\$7.63</u> month)	\$15.00	<u>\$50.00</u>	\$200.00 tool deposit (refundable)	<u>\$3736.15</u>

Note: Totals *do not include* the following fees:

- The following Students' Association fees:
 - \$10.00 Annual Students' Association Building Fund Fee
 - Canadian Federation of Students Fees (\$1.93 per course or month)
 - \$2.50 Annual Daycare Fee
 - Newspaper Fee (\$3.05 per semester or term)
 - Students' Association—\$7.63 per month or \$9.15 per course

Revised June 29, 2006. Changes to the printed College of New Caledonia 2005–2007 Calendar are indicated in red, underlined type.

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 in the 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: November 14

[Adult Basic Education Association of BC Scholarship](#)

[Aizlewood Endowment Bursaries](#)

[Ann McQuaid Endowment Scholarship](#)

[Anthony Karpicius Memorial Endowment Forestry Scholarships](#)

[Arthur and Cora Buchi Memorial Endowment Bursary](#)

[Auxiliary to Prince George Regional Hospital Endowment Bursary](#)

[BC Hydro Endowment Scholarship](#)

[BC Lung Association Bursary](#)

[Bea Dezell Endowment Bursary](#)

[Bob Martin Endowment Trades Scholarship](#)

[Brink Forest Products Limited Endowment 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 Annual Business and Management Studies Scholarship](#)

[Canfor Corporation Computer Information Systems Scholarships](#)

[Canfor Corporation Forest Resource Technology Scholarships](#)

[Canfor Corporation Scholarship](#)

[CanWest Global Communications Endowment Bursary](#)

[Cariboo Woodlot Education Society Endowment Bursary](#)

[Carl and Carrie Rustad Endowment Bursary](#)

[Central Interior Logging Association Scholarship](#)

[Certified General Accountants Association of BC Scholarships](#)

[Chef Mike Wilson Memorial Endowment Bursary](#)

[Christine Andrew Memorial Endowment Bursary](#)

[City of Prince George Endowment Bursary](#)

[College of New Caledonia Black History Committee Endowment Bursary](#)

[College of New Caledonia Endowment Bursaries—Full-time Prince George Students](#)

[College of New Caledonia Endowment Bursaries—Part-time Prince George Students](#)

[College of New Caledonia Endowment Gourmet Dinner Scholarships](#)

[College of New Caledonia Endowment Scholarship for College and Career Preparation and English Language Training](#)

[College of New Caledonia Endowment Scholarship for Engineering Design Technology](#)

[College of New Caledonia Endowment Scholarship for Health Sciences](#)

[College of New Caledonia Endowment Scholarship for Applied Business Technology](#)

[College of New Caledonia Endowment Scholarship for Social Services and Early Childhood Education](#)

[College of New Caledonia Endowment Scholarship for Trades Training](#)

[College of New Caledonia Forestry Society Bursaries](#)

[College of New Caledonia Retention Scholarships](#)

[College of New Caledonia Student Association Endowment Bursaries](#)

[College of New Caledonia Student Association Endowment Scholarships](#)

<u>College of New Caledonia Woodlot Endowment Bursaries</u>	<u>Industrial Forestry Service Ltd. Annual Scholarship</u>	<u>Northern Institute for Resource Studies Endowment Bursaries</u>
<u>Credit Union Foundation of BC Bursaries</u>	<u>Institute of Chartered Accountants of BC Bursary</u>	<u>Northern Institute for Resource Studies Endowment Scholarships</u>
<u>Cris Hallett Memorial Endowment Bursaries</u>	<u>Janet Peters Memorial Endowment Bursaries</u>	<u>Northern Interior Cruising Committee Scholarship</u>
<u>Culinary Arts Bursary</u>	<u>Janet Peters Memorial Endowment Scholarship</u>	<u>Northern Interior Food Safe Council and the BC Restaurant and Food Services Association North Central Branch, Endowment Bursaries</u>
<u>David Sali Memorial Bursary</u>	<u>Jean Humphreys Memorial Endowment Bursary</u>	<u>Northern Silviculture Endowment Scholarship</u>
<u>Don Flynn Memorial Endowment Forest Resource Technology Scholarships</u>	<u>Jean May Memorial Endowment Bursaries</u>	<u>Novak Bros. Contracting Ltd. Endowment Bursary</u>
<u>Don Flynn Memorial Endowment University Transfer Forestry Scholarships</u>	<u>Jeanette Beaulieu Memorial Scholarship</u>	<u>Novak Bros. Contracting Ltd. Endowment Scholarship</u>
<u>Dr. John De Rosario Memorial Endowment Bursary</u>	<u>Jim Blake Endowment Scholarship</u>	<u>Pacific Regeneration Technologies Silviculture Scholarship</u>
<u>Dr. Nalini Murthy Memorial Endowment Scholarship</u>	<u>Jim Damiano Memorial Endowment Scholarship</u>	<u>PEO Sisterhood Bursary</u>
<u>Dustin Lee Bullock Memorial Endowment Bursaries</u>	<u>Katherine Hazelwood Endowment Bursary</u>	<u>Phil Bodman Memorial Bursary</u>
<u>Duz Cho Logging Ltd. Endowment Forestry Scholarship</u>	<u>Kevin St. Dennis Memorial Endowment Bursary</u>	<u>Prince George Alzheimer's Society Endowment Bursary</u>
<u>Ed Berry Memorial Endowment Bursary</u>	<u>Knights of Columbus, Council 8927 Bursaries</u>	<u>Prince George Branch of the Association of Professional Engineers and Geoscientists of British Columbia Endowment Bursary</u>
<u>E.G. (Robbie) Robertson Bursary</u>	<u>KPMG Chartered Accountants Endowment Bursaries in memory of Travis Todd Klose</u>	<u>Prince George Business and Professional Women's Club Bursary</u>
<u>Elks and Royal Purple Endowment Bursary</u>	<u>KPMG Chartered Accountant Endowment Scholarship</u>	<u>Prince George Chapter of IAAP, (International Association for Administrative Professionals) Endowment Bursary</u>
<u>Faculty Association of the College of New Caledonia Scholarships</u>	<u>Lakeland Mills Ltd. Endowment Bursary</u>	<u>Prince George Chartered Accountants Association Scholarship</u>
<u>FEAT Bursary</u>	<u>Lakeland Mills Ltd. Endowment Scholarship</u>	<u>Prince George and District Certified Dental Assistants Society Bursaries</u>
<u>Finning International Inc. Business Administration Bursary</u>	<u>Laureen Ens Endowment Scholarship</u>	<u>Prince George and District Dental Society Bursary for Certified Dental Assisting</u>
<u>Finning International Inc. Forest Resource Technology Bursary</u>	<u>Leann Marie Sweet Memorial Endowment Bursary</u>	<u>Prince George and District Dental Society Bursary for Dental Hygiene</u>
<u>FMC of Canada Ltd. Endowment Scholarships</u>	<u>Lion's Quest Endowment Bursary</u>	<u>Prince George Chapter IODE Northern Collaborative Baccalaureate Nursing Bursary</u>
<u>Forest Expo Endowment Bursaries</u>	<u>Lloyd Anderson/Steve Burgess Endowment Trades Scholarship</u>	<u>Prince George Chapter IODE Pre-UNBC Bachelor of Social Work Bursary</u>
<u>Forest Expo Endowment Scholarship</u>	<u>Logging Seminar Steering Committee Endowment Scholarships</u>	<u>Prince George Savings Credit Union Endowment Athletic Bursaries</u>
<u>Forestry Pioneers Scholarship</u>	<u>Marilyn Comeau Memorial Endowment Bursary</u>	<u>Prince George Savings Credit Union Endowment Athletic Scholarships</u>
<u>Fraser Fort George Regional District Bursaries</u>	<u>Michelle Lamarche-Swift Memorial Endowment Scholarship</u>	<u>Prince George Savings Credit Union Endowment Scholarships</u>
<u>Gloria Heinzmann Endowment Bursaries</u>	<u>Mike Reid Northern Studies Endowment Scholarship</u>	
<u>Gloria Heinzmann Endowment Scholarship</u>	<u>Nancy Anne Tarrant Memorial Endowment Bursaries—Dental Assisting</u>	
<u>Good Cheer Club Bursary</u>	<u>Nancy Anne Tarrant Memorial Endowment Bursaries—Dental Hygiene</u>	
<u>Guru Gobind Singh Temple Scholarship</u>	<u>Nancy Anne Tarrant Memorial Endowment Bursaries—Nursing</u>	
<u>Hans Allgaier Memorial Endowment Scholarship</u>		
<u>Howie Toane Memorial Endowment Bursary</u>		
<u>HSBC Bank Canada Endowment Scholarship</u>		
<u>Husky Energy Scholarship</u>		
<u>Industrial Forestry Service Ltd. Annual Bursary</u>		

Pulp, Paper and Woodworkers of Canada,
Local 9 Bursaries

Pulp, Paper and Woodworkers of Canada,
Local 29 Endowment Bursary

Ray Small Memorial Endowment Scholarship

Real Estate Foundation Endowment Fund for
Student Aid Bursaries

Real Estate Foundation Endowment Fund for
Student Aid Scholarships

Robert Fulton Memorial Scholarship

Robert Stewart Memorial Scholarship

Rotary Club of Prince George Endowment
Scholarships

Royal Bank Endowment Business
Administration Bursaries

Sadie Merrick Memorial Endowment Bursary

Sam Ketcham Memorial Bursary

Spirit of Bridget Moran Endowment Bursary

Spruce City Lions Club Endowment Bursary

Stanley Klimek Sr. Memorial Endowment
Bursary

Steve Cowie Memorial Endowment Bursary

Stu and Diana Berry Endowment Bursary

Terasen Gas Scholarship

Timberline Forest Inventory Consultants
Scholarship

Tyler Urquart Memorial Endowment Bursary

Weldwood of Canada Ltd. Bursaries

AWARDS

Miscellaneous Deadlines

Donor Application Deadline

Association of BC Professional
Foresters Endowment Natural
Resources Studies Bursary April 30

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 September 15

Canfor Corporation University Transfer
Scholarships April 30

Certified General Accountants
Academic Excellence Scholarship April 30

College of New Caledonia Endowment
Bursaries—Full-Time Regional
Students February 27

College of New Caledonia Endowment
Bursaries—Part-Time Regional
Students February 27

College of New Caledonia Student/
Community Leadership Awards May 1

Developmental Disabilities Practicum
Scholarship February 27

Don Flynn Memorial Endowment Forest
Resource Technology Scholarships April 30

Don Flynn Memorial Endowment University
Transfer Forestry Scholarships April 30

Dr. Hu Stephen Memorial Endowment
Bursaries no date

Dunkley Lumber Ltd. Endowment—
Quesnel Campus Bursary February 27

Dunkley Lumber Ltd. Endowment—
Quesnel Campus Scholarship February 27

George D. Brown Memorial Endowment
Bursaries April 15

Lionel Lamoureux Memorial
Bursary February 27

Mackenzie Campus Employee
Bursary February 27

Mackenzie Community Endowment
Bursary February 27

Martina Johnnie Memorial College and
Career Preparation Bursary February 27

Martina Johnnie Memorial
Endowment Bursary February 27

Minerva Foundation for BC Women Education
Awards September 15 or February 15

Nechako Community Endowment
Bursary February 27

Phil Richter Memorial Bursary April 30

Prince George Cougars Hockey Club
Endowment Scholarships December 1

Prince George Home Builders Association
Endowment Scholarships no date

Quesnel Campus—CNC—Quesnel Student
Council Bursaries (Full-Time) February 27

Quesnel Campus—CNC—Quesnel Student
Council Bursaries (Part-Time) February 27

Quesnel Campus—CNC—Quesnel Vending
Machine Bursaries February 27

Robson Valley Community Endowment
Bursary not yet available

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
Bursaries February 27

Russell Kenneth Dillabaugh Memorial
Scholarship April 30

Seleen Denluck Memorial Endowment
Scholarship no date

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 information, please contact the CNC Fundraising Society at (250) 561-5820 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 or National Student Loan Centre 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 National Student Loan Centre or the CNC Financial Aid Office for information.

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.

Students who are the subject of the College Student Misconduct Policy must be provided with the opportunity of a personal interview with the person authorized to impose the sanction, prior to any sanction being imposed. During this interview the student will have the opportunity to present arguments/interpretations as to the circumstances that gave rise to the sanction and as to the severity of the sanction being considered. The exception to this will be in those cases where the continued presence of the student on campus may pose a safety hazard to others. Under those circumstances immediate action may be taken without the interview.

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, suspended or terminated from the College and who feels the decision is unjust has the right to appeal the decision.

1. The student must initiate the appeal process within two (2) working days of the receipt of the 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 Advising Department 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 Advising Department 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.

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.



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 try out for the intercollegiate Kodiaks teams.

The Athletics and Recreation department offers a full range of scheduled intramural sports. Basketball, racquetball, soccer, kayaking, squash, tennis, and volleyball are a few of the sports offered. Fitness classes are offered from September to April, and clinics are held in weight lifting, squash, and outdoor recreation 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 for a fee and proof of liability insurance. The gym and wash-rooms 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 293.

CENTRE FOR STUDENT SUCCESS

STATEMENT OF PURPOSE

- To provide a foundation of basic skills in English and study skills to the student body; these courses are designed to meet the basic requirements in English for various disciplines
- 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 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 and videos.

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

Academic Success Seminars that 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.

ADMISSIONS 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.

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 offers the newest and most efficient techniques for dealing with time, memory, reading, writing, notetaking, and tests. It also deals with a variety of topics such as critical thinking, creativity, relationships, learning, health, resources, and career planning. Tools and techniques are



offered to help students to become better organized and attain maximum success in their school, business, and social lives.

Corequisite: It is recommended that students be enrolled in at least one other academic course.

2 CR

COLLEGE OF NEW CALEDONIA STUDENTS' ASSOCIATION

LOCAL 13—CANADIAN FEDERATION OF STUDENTS

The College of New Caledonia Students' Association is comprised of all students registered in credit courses at the College. Your membership in the Students' Association begins at registration upon payment of the membership fees and ceases at the end of your 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 rentals, 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 political work of the Students' Association are co-ordinated by an Executive Committee comprised of elected representatives. Elections for the Executive Committee take place during the Winter 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 has committees where you can get more involved, and holds an Annual General Meeting each year that everyone is welcome to attend.

For further information about the work and services of your Students' Association and how you can get involved, please visit the Association Office (Room 1–201 by the Prince George campus cafeteria), call (250) 562-7415 or 1-800-371-8111, local 365 if outside the Prince George area, or visit our website at:

www.cnscsa.ca

For more information on the Canadian Federation of Students, please visit:

www.cfs-fcee.ca or
www.cfs.bc.ca

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 school and office supplies and College crested sportswear, glassware, and gift items.

Refund policy: In order to process a refund, the College Store requires the original receipt (always keep your receipts) and that the item you are returning is in the condition that you purchased it (i.e., no marks or damage, original packaging, no missing pieces, etc.).

Refund deadlines: Textbooks are refundable up to two weeks after the beginning of the semester. Custom courseware is not refundable due to Canadian Copyright law. All computer disks and CDs are non-refundable. All other merchandise within two weeks of the date of purchase, with receipt. If you pay by cheque, allow ten days for bank clearance.

Hours of operation are from Monday to Thursday, 0830 to 1630, and Friday, 0830 to 1600. To accommodate students, evening hours are extended at peak periods. Summer hours, effective May 1st to August 31st, are Monday to Thursday, 0800 to 1600, and Friday, 0830 to 1600. Looking forward to serving you!

Contact the College Store at (250) 561-5808.

COMPUTER FACILITIES

The College has many computer labs accessible to students. The labs contain microcomputers, laser printers, overhead projectors, and are fully networked using the Novell, Windows Server, and UNIX operating systems. The individual workstations run Windows.

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 2-310

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

5. Network Lab (NET) 2-311

This lab is set up to teach and demonstrate the Novell 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, Dental, FNESS, Forestry, Geography, Gym, Human Kinetics, JET, Math, Nursing, 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 software and to the Internet.

The regional campuses are also equipped with computer labs. Common word processing and business 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 100-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 Information Technology Services at local 812 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 ADVISING

The Counselling and 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 or crises;
- 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 Advising Department is requested to make an appointment by calling (250) 561-5818 or 1-800-371-8111, local 818. 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 Advising Service. Contact the campus for an appointment.

DAY CARE

The demonstration daycare centre meets the needs of children aged three years to five years. The Centre offers full-time care only and is open from 0800 to 1700 September to April except for statutory holidays. The day-care centre functions as a lab setting for the Early Childhood Education programme and is available to students as well as community families. The centre is 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 located 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.

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** or pick up any of the white courtesy phones or use the “S” button on most pay phones. 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. 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.

FIRST NATIONS EDUCATION SUPPORT SERVICES (FNESS)

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. Students can provide and receive peer tutoring and academic support to be successful, 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.

FNESS coordinates a study centre for aboriginal 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 2000 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.

INTERNATIONAL EDUCATION CENTRE

The staff at the International Education Centre is pleased to welcome international students to the College of New Caledonia. The goal of the Centre staff is to help international students in their adjustment to life in Canada. Services at the Centre include Homestay placement, assistance with registration, visa issues, medical insurance, and academic planning. As well the staff is available to answer questions and provide information about life in Prince George and Canada.

For further information, contact the International Centre at (250) 561-5857.

LIBRARY

The 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, and 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, computers, 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, local 396 or by contacting the regional campus.

MEDIA SERVICES

Media Services, located beside the Library, offers equipment, media, and desktop publishing services as well as assistance 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 for College-related presentations.

Media Services offers video and audio dubbing services (in North American and international formats), as well as transferring North American VHS to DVD. There are also various types of audio-visual equipment available to borrow, including VCR/DVD players and monitors (for on-campus use only), camcorders, digital and 35 mm cameras, audio equipment, and projectors. (Please note that equipment bookings must be made in person 24 hours in advance.)

To borrow equipment for course-related use, students will require **either** a current CNC student I.D. card **or** a copy of their current course registration and picture I.D., as well as a Media Services Student Use Form signed by their course instructor. A listing of services and fees for students is available from Media Services.

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

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. For ongoing use, please contact Facilities Services at (250) 561-5821.

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, internet, and basic cablevision, while private telephone service is available through Telus. Each room is equipped with a bed, desk, chair, wardrobe, microwave, fridge, and Internet access. 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. Parking costs are \$30 per month.

The Residence also has rooms available for 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

Security services will provide SafeWalk services 24 hours a day, seven days a week, provided the guard has not been called away on an emergency. To access SafeWalk services, call 561-8926 or pick up any of the white courtesy phones throughout the College or by pressing the “S” button on most pay phones.

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 Disability Support Services Instructor.

College Access Services include assistance for students entering the institution. Disability support services are available for students registered in College programmes.

Services are available from **September to May** and should be requested as soon as possible, **at least one semester 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.

Prospective students are encouraged to contact College Access at least one semester prior to programme start date.

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 AT-BC
- referral to external support agencies and other College resources
- entrance exam accommodations.

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

Disability Support Services

Statement of Purpose

The purpose of Disability Support 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.

Disability Support services are available to registered students with disabilities. These services are in place to make College programmes accessible to all, regardless of disability.

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

Registered students are encouraged to contact Disability Services during the first week of classes. 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:

- assistance with external funding applications for services and/or equipment
- 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.

Disability Support Services are available between September and May each year. Self-referrals, as well as instructor or counselling referrals, are welcome. Individuals requesting support services 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 AT CNC

- Visualtek magnification system
- Victor Reader
- Speech plus calculator
- Large print computer software
- TTY
- Reading Edge Reader
- Respite Room

- Four-track tape recorder

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

STUDENT EMPLOYMENT CENTRE

Located on the main floor of the Prince George Campus, the [Student Employment Centre](#) delivers a full spectrum of high quality, employment-related services to CNC students, graduates, and employers.

In partnership with potential employers, the Centre helps students find relevant and rewarding full-time, part-time, temporary, and seasonal jobs.

[Student Employment Centre](#) staff tailor their employment services to meet individual, employer, or programme-specific needs.

Offerings include, but are not limited to:

- Employment coaching, from résumé development through post-interview strategies
- Electronic and on-site resource libraries
- Video library and viewing area
- Web-based and on-site job postings, résumé filing, employment search tools, and job application options

- Free photocopying and fax services for employment-related documents
- Free Internet and printer use
- Free long-distance telephone access for job search calls
- Promoting and marketing students and graduates to employers
- Collecting résumés and coordinating interviews at an employer's request
- Arranging on-campus employer recruitment sessions
- Co-ordinating employment-related events such as *NorthWorks*, our annual job fair partnership with UNBC

As part of the Centre's proactive and progressive vision, these services are intended to evolve in relation to changing labour market needs. We encourage faculty, students, and employers to provide suggestions and feedback around particular elements they'd like to see included in the service or formats they feel would best accommodate students' schedules and needs.

For further information, [visit us in room 1-734](#), email employment@cnc.bc.ca, or [phone](#) (250) 561-5806.

TELEPHONES

Lowered public telephones are available for wheelchair users throughout the College. At each bank of public telephones, one is marked for emergency use. White Emergency 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. This 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.

VOLUNTEER ADULT LITERACY TUTORING (VALT)

The Lakes District Campus offers limited service. Please contact them directly at (250) 692-1700.

WASHROOMS

Most washrooms in the main building are wheelchair accessible and are so marked. There is a unisex washroom located on level 1 and level 2 in the main entrance area which is wheelchair accessible.

International EDUCATION

The International Education department at the College of New Caledonia welcomes international students from around the world to study at CNC. CNC offers international students a wide range of programme options including ESL, University Credit programmes, Business Management programmes, Career and Technical programmes, and Trades programmes.

Small class sizes and strong student support services are some of the benefits CNC has to offer international students. As well, a diverse population of students from many different countries ensures a truly international learning and living experience.

PROGRAMME OPTIONS

International students are invited to apply to any programme at the College of New Caledonia. International students must adhere to the programme admission requirements of each programme as outlined in the calendar. International students will be admitted to programmes for which they are qualified depending on seat availability.

ESL

The College offers many levels of ESL. International students improve their English skills quickly in our multicultural classrooms and living environment. Students in the top two levels of ESL may also enroll in university or business courses. Students will be accepted into ESL until the programme is full. ESL is offered three semesters a year (September to December, January to April, May to August). Students who cannot start at the beginning of a semester may enter at the beginning of each

month except December, April, and August, depending on seat availability.

The College also offers specialized Summer Study programmes. For information on these programmes, contact the International Education department at 01-250-561-5857.

University Programmes

CNC offers a wide range of University Credit programmes in Arts and Social Sciences, Applied Sciences, Commerce and Business Administration, Science, Agricultural Science, and programmes for admission to professional schools. International students can complete two years of study at CNC before transferring to university. Students can combine ESL study with University Transfer courses.

Business Management Studies

CNC offers one-year certificate and two-year diploma programmes in many areas of business training. Certificate and diploma programmes offer business theory combined with practical experience. Many of the courses and diplomas transfer to various universities and professional schools. Students may study in the Business Management programmes while they are taking ESL.

Career/Technical Programmes

Programmes are offered in Career and Technical areas such as College and Career Preparation (grade 12 completion), Computer Networking, Culinary Arts, Early Childhood Education, Engineering Technology, Forestry, GIS, Hospitality, Social Services Training, and Tourism, among many others. Please refer to the CNC Calendar or website for a complete listing of programmes and programme requirements.

APPLICATION AND ADMISSION

APPLICATION DEADLINES FOR NON-ESL PROGRAMMES

September entry:	March 31
January entry:	July 31

International students should apply early to allow for reference verification, transcript evaluation, and correspondence with immigration authorities. International Students will be required to present a valid study permit 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.

LANGUAGE REQUIREMENTS

There is no TOEFL score required for ESL.

All other programmes require:

1. TOEFL of 550 PBT or 213 CBT or equivalent test.

or

2. Completion of ESL at the College of New Caledonia with an average grade of "B"

AGE AND ACADEMIC REQUIREMENTS

For ESL

Students must be 17, or, if the programme is less than six months long, they must turn 17 during the first semester. Students must possess a valid study permit for programmes of more than six months duration.

For All Other Programmes

Students must:

- Be 18 years of age or turn 18 during the first semester
- Have completed high school (or equivalent of British Columbia grade 12)
- Meet all programme admission requirements
- Possess a valid study permit
- Have a minimum TOEFL score of 550 PBT/213 CBT or equivalent or have completed the ESL/ELTS programme at CNC with an average grade of "B"
- Have an ELTS score of 6.5

Academic Standing

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

APPLICATION PROCEDURE

All international students at CNC must adhere to the programme admission requirements as outlined in this Calendar.

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

1. Complete an International Student Application Form.
2. Pay a \$100.00 (Cdn) non-refundable application fee. Application fees can be paid by registered cheque, Visa, or MasterCard.
3. Enclose a certified copy of all educational documents in the original language, and a certified copy translated into English. No educational documents are required for ESL study only.
4. Arrange to have an original copy of your TOEFL results sent to the College of New Caledonia. The College of New Caledonia's institutional TOEFL code is 9053. The TOEFL score for all programmes except ESL is 550 PBT or 213 CBT.
5. Send the application, official documents, and fee to the College of New Caledonia. Applications should be sent as early as possible to ensure the best possibility of acceptance.
6. If accepted, students will receive an official Letter of Acceptance from the College.

7. After receiving the Letter of Acceptance, apply to the nearest Canadian Embassy for a study permit.

8. Send tuition fees for the first semester and a copy of your study permit approval letter to the College of New Caledonia at least six weeks before the start of classes.

9. Make arrangements with the International Education department for accommodation and airport pickup.

MEDICAL INSURANCE

All international students are required to purchase medical insurance through the College of New Caledonia plan. Students who intend to study for longer than three months are required to apply for the BC Medical Services Plan. The College administers a plan that offers comprehensive coverage at a reasonable rate for those students intending to study for three months or less, or until such time as BC MSP coverage is in place. Students will not be allowed to register without approved medical coverage.

FEES

Effective May 1, 2006

- English Language Training \$4200/semester (Cdn)
- University Transfer \$1020/course (Cdn)
- University Transfer lab \$130/lab (Cdn)
- Specialty programmes: contact the International Education department for information

If a student's status changes after the first day of classes in a semester (e.g., changes from study permit 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 text-

books, housing, food, and transportation costs, as well as required medical insurance.

REFUND POLICY FOR INTERNATIONAL STUDENTS

The College's refund policy for international students is as follows:

- A 50% refund if a student withdraws from the College before the first day 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
- Students referred by agents are generally not eligible for tuition refunds. Please check with your Education Agent for details.

There is a \$100.00 (Cdn) administration fee on all refunds. Students who are unable to obtain a study permit will be entitled to a full refund minus \$100.00. Supporting documentation must be submitted with the request for a refund.

ACCOMMODATIONS

HOMESTAY

Many international students choose to live with a Homestay family when they attend the College of New Caledonia. Homestay provides students with support as they learn about Canadian culture and their new community. The opportunity to speak English with native English speakers and interact in a warm and caring family environment allows students to apply the English skills they learn in their classes.

The College of New Caledonia staff screen our host families to ensure that students have a safe and supportive Homestay. Students pay their host families \$550 per month for a private bedroom, three meals a day, and shared bathroom and laundry facilities. The Homestay application fee is \$150, non-refundable, and students are required to provide a \$550 security deposit that is returned to them after they leave Homestay, providing they have met the terms of the Homestay agreement and have left no damages or unpaid bills.

STUDENT RESIDENCE (DORMITORY)

Students may choose to live in the Student Residence on campus. The 92-room Residence provides students with a private room, connected to a bathroom that is shared with another student. Each room is furnished with a bed, desk, chair, wardrobe, microwave, and fridge. The housing fee includes heat, utilities, and basic cable. Rates range from \$335 to \$400 per month. Meals are not included in the room fee. Students are responsible for buying and/or preparing their own meals. Students must apply early to reserve a room in the Student Residence.

OFF-CAMPUS HOUSING

Some students choose to live in apartments alone or with friends. Unfurnished apartments are available near the College and range from approximately \$400 to \$700 per month for a one- or two-bedroom unit. Students are responsible for making their own arrangements for off-campus housing.

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 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) 561-5857
Fax: (250) 561-5856

CONTACT INFORMATION

International Education
College of New Caledonia
3330 – 22nd Avenue
Prince George, British Columbia V2N 1P8
Canada

Telephone: 01-250-561-5857

Fax: 01-250-561-5856

E-mail: intl_edu@cnc.bc.ca

Website: www.cnc.bc.ca

Business & MANAGEMENT PROGRAMMES

DIVISIONAL CONTACT

Bill Farr
Dean, Business and Technology
Telephone: (250) 561-5814
Fax: (250) 561-5866
E-mail: business@cnc.bc.ca

Applied Business Technology
Certificates

- Administrative Assistant

Business: The Next Generation

Certificates

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

Diplomas

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

DIVISIONAL CONTACT

Lynn Jacques
Regional Director, Mackenzie Campus
Telephone: (250) 997-7200
Fax: (250) 997-3779

Applied Business Technology
Certificates

- Office Assistant
- Legal Administrative Assistant

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.

CERTIFICATE OPTIONS

Administrative Assistant

The Administrative Assistant programme consists of two full-time 17-week semesters and is designed to provide students with the necessary skills for entry into the work force. The programme is 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 this programme.

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

Legal Administrative Assistant

The Legal Administrative Assistant Programme is designed to provide learners with the fundamental skills and knowledge required for entry-level employment in a legal office environment. The programme consists of 10 courses offered online. Upon completion of the required courses, the learner will be granted a Legal Administrative Assistant Certificate.

Since technology for the Legal Administrative Assistant Programme changes frequently, please check the BCcampus website

www.bccampus.ca/Page208.aspx for individual course technology requirements.

Office Assistant



The Office Assistant programme consists of 20 courses offered online and is designed to provide students the opportunity to complete their studies without attending a traditional classroom. This training programme will provide the learner with the range of knowledge and skills needed for entry-level office positions. Those who are interested in a career in the business world and unable to attend classes at the College may wish to pursue this programme.

Note: Call 1-877-977-4333 toll-free to plan your Office Assistant programme options. Please check prerequisites for courses offered each term. You may also contact us by e-mail at:

cncmackenzie@cnc.bc.ca

CAREER OPPORTUNITIES

Graduates of the Administrative Assistant Programme or the Office Assistant Programme find employment in business, government, and industrial offices in a wide variety of positions.

ADMISSION REQUIREMENTS

Administrative Assistant

1. Successful completion of Grade 12 or CCP Advanced Certificate or GED Certificate or mature student status.
2. A prerequisite minimum keyboarding speed of 20 net words per minute or permission from the Division is required. Proof of keyboarding speed may be provided by



- A transcript from a public school or a post-secondary institution
- A letter on institutional letterhead from a teacher of typing, or
- An assessment by a CNC Applied Business Technology instructor (The assessment may be scheduled between February 1 and April 30 of each academic year. Contact your local campus for assessment dates.)

Applicants without 20 net words per minute are strongly recommended to complete ABTC 065 or CCP Computer Studies 020 or an equivalent basic keyboarding course.

3. Applicants must take the English and Math Achievement Test (EMAT) administered by the College. Students scoring below a certain level in this test will be required to complete work in English and/or math.

Legal Administrative Assistant

Applicants who have completed The College of New Caledonia Administrative Assistant Certificate or the Office Assistant Certificate meet the admission requirements for the Legal Administrative Assistant Programme. Applied Business Technology or Office Administration Certificates from other institutions or agencies will be assessed on an individual basis for meeting admission requirements to the Legal Administrative Assistant Programme. Please contact The College of New Caledonia toll free at 1-877-997-4333 or by email at cncmackenzie@cnc.bc.ca to plan your Legal Administrative Assistant Programme options.

1. ABTC 066 or equivalent or a keyboarding speed of 45 net words per minute.
2. ABTC 050 or equivalent.
3. ABTC 060 or ABTW 073 or equivalent.
4. ABTC 070 or equivalent.
5. ABTC 071 or ABTW 043 or equivalent.
6. ABTC 085 or ABTE 074 or equivalent.

Highly recommended: To be successful in completing the Legal Administrative Assistant Certificate, basic skills in bookkeeping, human relations, filing, and office procedures are required. For applicants who do not have strong skills in these basic areas, we highly recommend completion of the following courses before entering the Legal Administrative Assistant Programme.

- 1 ABTC 080 plus ABTP 073 or ABTB 073 or equivalent.

2. ABTC 091 or ABTP 072 or ABTP 073 or equivalent.

3. ABTC 090 or ABTP 078 or ABTP 076 or equivalent.

4. ABTC 075 or ABTH 070 or equivalent.

Office Assistant

1. Successful completion of Grade 12 or CCP Advanced Certificate or GED Certificate or mature student status.

2. Applicants must take the English and Math Achievement Test (EMAT) administered by the College. Students scoring below a certain level in this test will be required to complete work in English and/or math.

GRADUATION REQUIREMENTS

The appropriate certificate (Administrative Assistant, Office Assistant, or Legal Administrative Assistant) will be awarded to students who successfully complete all courses in their programme. A certificate will be awarded to part-time students who successfully complete their programme within three years. The Administrative Assistant certificate and the online Office Assistant certificate have certain courses with transfer equivalencies between the two certificates, however, a person can only receive one or the other of these certificates upon meeting graduation requirements for that certificate.

For further information regarding the graduation requirements or course equivalencies, please contact a counsellor prior to applying to receive a certificate. (The Applied Business Technology department follows the grading scale as outlined in the College Calendar under "Applied Business Technology, Culinary Arts Programmes, and Dental Studies")

ADMINISTRATIVE ASSISTANT SELECTION CRITERIA

In those cases where the programme is over-subscribed, the following criterion will be used to select one-half of the class.

- Verified typing speed, with preference given to those with a higher documented level of achievement.

ADMINISTRATIVE ASSISTANT APPLICATION PROCEDURE

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

Applications for the Office Assistant programme will be taken on an on-going basis.

Due to the technical aspect of the Applied Business Technology programmes, courses are frequently updated and therefore may vary from this calendar listing. Students should check with a counsellor prior to the start of their programme.

COMPUTER ACCOUNTS

To avoid lost time in computer labs, the College urges students to apply for a computer account and pay the **\$40.00** technology fee before classes start.

PROGRAMME OUTLINE: Administrative Assistant Certificate

Semester 1	August to December (17 weeks)
ABTB 073	Financial Records
ABTE 074	Business Communications I
ABTH 070	Human Relations
ABTW 043	Word Processing/Document Production, Levels I, II, III
ABTW 073	Microcomputer Applications Level I
ENGL 155	Developmental English*
MATH 155	Developmental Math*

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

Note: In order to proceed to the second semester of the Applied Business Technology programme, courses in the preceding semester must be successfully completed. Check prerequisites for courses offered in each term.

Semester 2	January to May (17 weeks)
ABTA 078	Computerized Bookkeeping
ABTE 075	Business Communications II
ABTP 072	Office Procedures
ABTP 078	Office Simulations in the Electronic Office
ABTW 078	Introduction to Desktop Publishing and Advanced Word Processing Features
ABTW 074	Advanced Microcomputer Applications
ABTV 072	Work Experience

PROGRAMME OUTLINE: **Office Assistant Certificate**

Semester 1 August to December (17 weeks)

ABTC 050	Online Learner Success
ABTC 060	Computers and the Internet
ABTC 065	Keyboarding I
ABTC 066	Keyboarding II
ABTC 067	<u>Databases</u>
ABTC 068	Spreadsheets I
ABTC 069	Presentation Software
ABTC 070	Word Processing I
ABTC 071	Word Processing II
ABTC 072	Spreadsheets II
ABTW 073	Microcomputer Applications I
ABTW 074	Microcomputer Applications II
ABTC 075	Human Relations
ABTC 080	Business Math and Calculator Skills
ABTC 081	Accounting I
ABTC 082	Accounting II
ABTC 083	Computerized Accounting
ABTC 085	Business English
ABTC 086	Business Communications
ABTC 090	Administrative Procedures
ABTC 091	Records Management
ABTC 095	Job Search Techniques

BUSINESS: THE NEXT GENERATION

ENTREPRENEURIAL CERTIFICATE

General Overview

The Entrepreneurial Certificate is designed for students seeking a combination of academic training with hands-on entrepreneurial experience. Each year a class of twenty students experiences the complete business cycle by running an Incorporated Company while learning how to prepare a proper business plan. At the end of the programme, all shareholders (the students) distribute the profits that the company has generated.

This programme may be taken on either a full- or part-time basis and is designed to prepare students to successfully master the skills and mindset of an entrepreneur. Students participate to assemble the skills needed to operate their own personal business or to improve their employability skills as an intrapreneur. An intrapreneur is someone who understands the complete business cycle, but works for

someone else, rather than for herself or himself.

Successful participants may apply for 9 credits toward the Marketing/Management Diploma programme.

The BNG component is offered once a year, running from January to April three evenings per week, from 5:30 pm to 9:30 pm.

Programme Duration

There is no time limit on how long it may take, but most students complete the programme in two semesters.

Admission Requirements

A College of New Caledonia application form and a BNG application form must be submitted to Admissions. A current résumé must be submitted with the BNG application. Students will be contacted for an interview prior to acceptance to the BNG component.

Entrepreneurial Certificate

This programme consists of six required courses plus one elective.

Required Courses

BNG 150	Business: the Next Generation
ACC 149	Accounting Essentials for Non-Accountants
ECON 101	Introduction to Economics
ENGL 195	Effective Communications
LAW 294	Canadian Business Law
MGT 157	Principles of Management

Electives

One elective must be chosen from any of the Business courses offered.

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 is 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 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 web devel-

opment, computer programming, and systems analysis as well as general business knowledge and interpersonal and communication skills. Graduates 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.

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 gives 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 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
FIN 254 Professional Financial
 Planning II

HOSPITALITY OPERATIONS CERTIFICATE (YEAR ONE)

The programme consists of the following courses:

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 Human Relations

Note: Students must receive an exemption or satisfactory standing in ENGL 155 and MATH 155 (refer to item 4 of Admission Requirements, page 57)

Semester II	January to April
ENGL 195	Effective Communications I
HOSP 190	Work Experience
HOSP 170	Accommodations
HOSP 165	Beverage Operations
HOSP 168	Food and Beverage Cost Control
HOSP 280	Hospitality Law

MANAGEMENT STUDIES CERTIFICATE

The programme consists of the following seven required courses, plus three electives:

Required Courses

ACC 149	Accounting Essentials for Non-Accountants
CIS 152	Introductory Computing Systems
COM 222	Management and Organizational Behaviour
or	
MGT 262	Organizational Behaviour
MGT 157	Principles of Management
MGT 160	International Business
MGT 263	Personnel
MGT 264	Industrial Relations

Electives

The three electives may be chosen from Accounting, CIS 160, CIS 188, Economics, ENGL 195, 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**.

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 195	Effective Communications I
ENGL 196	Effective 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:

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

One or more of:

ECON 101	Canadian Microeconomics Issues
ECON 201	Principles of Economics—Microeconomics

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

To train students for careers in the growing outdoor recreation and ecotourism industry.

Programme Description

The programme consists of courses in guiding, nature interpretation, and business, as well as in a wide range of outdoor recreation field skills. The programme includes or leads to a number of industry certifications.

This nine-month certificate programme prepares students to work as guides in fishing, rafting, canoeing, hiking, horseback riding, snowmobiling, and as nature interpreters, recreation coordinators, park information counsellors, and children's camp leaders. The programme may lead directly to a job, or students may wish to continue with their education by applying their credits toward a tourism diploma or degree.

Valemount, British Columbia

The programme is run in Valemount, which provides a perfect setting to experience a variety of outdoor recreation activities. Valemount is nestled among the Rocky Mountains, the Monashee Range, and the Cariboo Mountains, near Mount Robson Provincial Park and Jasper National Park.

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 either through 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 \$6680 per student. Student financial support may be available.

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

- a) experience in tourism and/or customer service
- 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)

4. Applicants to the Northern Outdoor Recreation and Ecotourism Certificate 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.

Selection Criteria

In those cases where the programme is over-subscribed on the review date, selection will be made on the basis of the résumé submitted with an emphasis placed on the relevance and extent of 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

Semester I

ECOT 150	Introduction to Tourism and Ecotourism
ECOT 151	Wilderness First Aid for Leaders
ECOT 154	Leadership in Tourism
ECOT 155	Trip Planning and Emergency Situation Management
ECOT 165	Natural History
ECOT 180	Dayhiking*
ECOT 182	Horse Guiding*
ENGL 195	Effective Communications I

Semester II

ECOT 152	Interpretive Guiding Skills
ECOT 160	Environmental Stewardship
ECOT 161	Entrepreneurship in Ecotourism
ECOT 170	Avalanche Awareness*
ECOT 171	Cross Country Ski Touring*
ECOT 173	Snowmobile Touring*
ECOT 174	Freshwater Fishing I*
ECOT 175	Rafting I*
ECOT 179	Flatwater Canoeing*
ECOT 190	Work Experience
MGT 154	Applied Human Relations

In order to receive a Northern Outdoor Recreation and Ecotourism Certificate, students must successfully complete all of the theory courses and 7 of the 8 technical skill courses.*

For more information, contact:

College of New Caledonia
Valemount Campus
PO Box 789
Valemount, BC V0E 2Z0
Canada
Telephone: 1-888-690-4422 or
(250) 566-4601
Website: www.cnc.bc.ca/valemount

TOURISM ADMINISTRATION PROGRAMME**Statement of Purpose**

To train students for careers in administrative positions in tourism operations.

Programme Description

The programme prepares students to work in the offices of resorts, visitor information centres, accommodations, tour operators, attractions, outdoor recreation businesses, and tourism associations. The eight-month certificate programme may lead directly to a job, or students may wish to continue with their education by applying their credits toward a tourism diploma or degree.

The programme is run in the resort community of Valemount, British Columbia, where tourism workers are in demand. There are lots of opportunities for part-time work for students and tourism careers for graduates.

Housing

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

Fees

Tuition fees are approximately \$4,489 per student. Student financial support may be available.

Admission Requirements

1. Successful completion of Grade 12 (with English 12 or Technical and Professional Communications 12) or ABE Advanced Certificate or GED Certificate.
2. Successful completion of any one of the following: Accounting 11, Mathematics 11A, Applications of Math 11, Introductory Math 11, Principles of Math 11, Math 044, or Math 045
3. Applicants to the Tourism Administration Certificate 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) Three references who have firsthand knowledge of the items listed in a)

The résumé is a required element in the application process, but will be used only if the programme is oversubscribed for the purposes of selection. (See Selection Criteria, below.)

Selection Criteria

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 placed on the relevance and extent of experience in tourism.

**Programme Outline:
Tourism Administration Certificate****Semester I**

CIS 152	Introductory Computing Systems
ECOT 150	Introduction to Tourism and Ecotourism
ECOT 154	Leadership in Tourism
ENGL 195	Effective Communications I
TOUR 170	Tourism Visitor Information Counselling

Semester II

ECOT 160	Environmental Stewardship
ECOT 161	Entrepreneurship in Ecotourism
HOSP 153	Hospitality Financial Accounting
HOSP 170	Accommodations I
MGT 154	Applied Human Relations
MKT 152	Principles of Marketing
TOUR 190	Tourism Administration Work Experience

For more information, contact:

College of New Caledonia
Valemount Campus
PO Box 789
Valemount, BC V0E 2Z0
Canada
Telephone: 1-888-690-4422 or
(250) 566-4601
Website: www.cnc.bc.ca/valemount

**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 fields, such as manufacturing, wholesaling, retailing, financial, and service enterprises, as well as government agencies. In addition, the Business Administration programmes provide a solid base in preparation for further education towards professional designations. Studies focus upon the application of computers within business. The students develop skills through intensive hands-on training with industry standard equipment. The training labs are equipped with Novell networks and microcomputers. The instructional staff

maintain constant contact with industry, ensuring the student receives relevant, current, and practical training. Students interested in furthering their business education are advised to consult the transfer guide in the Calendar, and to discuss their programmes with a counsellor.

GRADUATION REQUIREMENT

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

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 11 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:
 - Business Computer Applications 11
 - Data Processing (11 or 12)
 - Information Technology 11 or 12
4. Applicants must take the English and Math Achievement Test (EMAT), administered by the College, before attending the first semester. Students scoring 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 before attending the first semester.
5. **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.
6. **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.

COMPUTER ACCOUNTS

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

PROGRAMME SCHEDULES

All diploma programmes are two years long. 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

Semester I	September to December
ACC 151	Accounting I
CIS 152	Introductory Computing Systems
ECON 101	Canadian Microeconomics Issues
or	
ECON 201	Principles of Economics—Microeconomics
ENGL 155	Developmental English*
MATH 155	Developmental Math*
MGT 154	Applied Human Relations
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 102	Canadian Macroeconomics Issues
or	
ECON 202	Principles of Economics—Macroeconomics
ENGL 195	Effective Communications I
MATH 157	Business Statistics

Semester III	September to December
ACC 251	Intermediate Accounting I
ACC 255	Management Accounting I
ACC 268	Computerized Accounting I
ENGL 196	Effective Communications II
FIN 257	Finance I
LAW 294	Business Law

Semester IV	January to April
ACC 252	Intermediate Accounting II
ACC 256	Management Accounting II
ACC 269	Computerized Accounting II
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.

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 and web 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.

To contact the Computer Information Systems programme, e-mail cis@cnc.bc.ca

Selection Criteria

In the event that the Computer Information Systems Diploma Programme is over-subscribed 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 11 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, <http://cis.cnc.bc.ca>, for any pending changes. Students who plan to complete the CIS programme on a part-time basis are advised to contact the Business Division office or CIS faculty to fill out a course planner to insure courses are available when expected.

Semester I	September to December
CIS 158	Business I
CIS 163	Systems Analysis
CIS 175	Windows Programming I
CIS 188	Web Development I
MGT 154	Applied Human Relations

Semester II	January to April
CIS 159	Business II
CIS 184	System Architecture
CIS 186	Database Systems I
CIS 176	Windows Programming II
CIS 189	Web Development II
ENGL 195	Effective Communication 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 196	Effective Communication II

Semester IV	January to April
CIS 262	Information Systems Project
CIS 265	Local Area Networks
CIS 266	Database System III
MGT 254	Applied Group and Leadership Skills

HOSPITALITY ADMINISTRATION

Statement of Purpose

To train students for careers in the hospitality industry.

Programme Description

Tourism 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.

Programme Outline: Hospitality Administration Diploma (Year Two)

Semester III	September to December
ECON 101	Economics I
ENGL 196	Effective Communications II
MGT 263	Human Resource Management
HOSP 153	Hospitality Financial Accounting
HOSP 270	Accommodations II

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

MANAGEMENT DIPLOMA

Statement of Purpose

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

Programme Description

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 101	Canadian Microeconomics Issues
or	
ECON 201	Principles of Economics—Microeconomics
ENGL 155	Developmental English*
MATH 155	Developmental Math*
MGT 154	Applied Human Relations
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 195 Effective 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 196 Effective 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 102 Macroeconomics
 or ECON 202 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
 MKT 285 Internet Marketing

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, adver-

tising, 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 101 Canadian Microeconomics
 Issues

or

ECON 201 Principles of Economics—
 Microeconomics
 ENGL 155 Developmental English*
 MATH 155 Developmental Math*
 MGT 154 Applied Human Relations
 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 195 Effective Communications I
 MKT 276 Retailing and Merchandising
 MKT 281 Personal Selling

Semester III September to December

ENGL 196 Effective Communications II
 LAW 294 Business Law
 MKT 251 Marketing Management
 Theory & Application
 MKT 271 Consumer Behaviour
 MKT 285 Internet Marketing

Semester IV January to April

ACC 255 Management Accounting I
 MGT 254 Applied Group and
 Leadership Skills
 MGT 255 Small Business Development
 MKT 266 Promotions

***MKT 272 Marketing Research Methods**

***Effective September 2007.**

COURSE DESCRIPTIONS

ABTA 078**Computerized Bookkeeping**

The expectations and demands of the business world are continually in a state of change. In the field of accounting, employers require a sound understanding of accounting principles, as well as general computer literacy skills. In this course, the student will be taught to transfer manual bookkeeping skills to an automated accounting programme. On completion of this course, students will be able to maintain a set of computerized books up to year end.

Prerequisites: Successful completion of ABTA 070 and ABTB 070 with a "C" grade or better or ABTB 073 with a "C" grade or better

1.5 CR / (0,3)

ABTB 073**Financial Records**

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 a manual format. Also the student will learn and practice addition, subtraction, multiplication, division, and the use of the per cent key using a standard business calculator. Common business applications will be covered as well as speed and accuracy drills.

2.5 CR / (5,0)

ABTC 050**Online Learner Success**

This is a 15-hour course designed to provide the online learner with a working knowledge of the WebCT (web course tools) programme. Assignments or activities in the course have been designed to demonstrate various tools in the WebCT programme.

0 CR / (5,0)

ABTC 060**Computers and the Internet**

This course is designed to provide a basic introduction to the Internet, computers, and an operating system. The learner will gain knowledge of essential terms and concepts, file and disk management for Windows, as well as how to browse and search the Internet.

Prerequisite: ABTC 050

2 CR / (5,0)

ABTC 065**Keyboarding I**

This course is designed to give the learner the ability to keyboard accurately and proficiently, proofread quickly and accurately, and key at a minimum speed of 25 net words per minute.

Prerequisite: ABTC 050

1 CR / (5,0)

ABTC 066**Keyboarding II**

This course is designed to provide you with the opportunity to key accurately and proficiently. The course builds on your present keyboarding skills to assist you in reaching a minimum of 45 net words per minute on a five-minute timing.

Prerequisite: ABTC 050, ABTC 065

2 CR / (5,0)

ABTC 067**Databases**

This course introduces you to data management. This course will focus on planning, designing, and creating a database to meet the information management needs of today's workplace. You will learn terminology, database concepts, and features of relational databases. You will use various commands and features to create tables, queries, forms, and reports. You will enter data, work with calculations, extract information, and generate and print reports. Each unit begins with an introduction and a set of learning objectives. The assigned readings, hands-on computer activities, and follow-up reinforcement exercises are your principal learning activities. Additional materials and resources are available online.

Prerequisite: ABTC 050, ABTC 060

2 CR / (5,0)

ABTC 068**Spreadsheets I**

This course provides you with a working knowledge of electronic spreadsheets. You will learn how to design, create, modify, and present professional-looking spreadsheets for use in today's workplace. Exercises include using formulas and built-in functions to solve mathematical problems. You will also learn how to illustrate and present spreadsheet data in graphic form. Each unit begins with an introduction and a set of learning objectives. The assigned readings, hands-on computer activities, and follow-up reinforcement exercises are your principal learning

activities. Additional materials and resources are available online.

Prerequisite: ABTC 050, ABTC 060, ABTC 080
2 CR / (5,0)

ABTC 069**Presentation Software**

Using presentation software, **students** will apply appropriate design concepts to present data and information in a colourful and well-organized format. **Students** will learn how to use design templates, apply various attributes, and include a variety of objects to create, modify, save, and deliver presentations.

Prerequisite: ABTC 050, ABTC 060

1 CR / (5,0) (30 hours total)

ABTC 070**Word Processing I**

This course is designed to enable learners to use the basic functions of a word processing programme as well as learn how to properly format documents such as letters and memoranda. Although the learner will be required to use a current word processor to complete this course, many of the skills that will be obtained are generic and can be transferred to most word processing packages.

Prerequisite: ABTC 050, ABTC 065

2 CR / (5,0)

ABTC 071**Word Processing II**

This course is a continuation of ABTC 070. The course will cover additional instruction and practice with letter styles, tables, charts, and reports plus many advanced features of word processing software such as merge, macros, outlines, graphics, and styles.

Prerequisite: ABTC 050, ABTC 070

2 CR / (5,0)

ABTC 072**Spreadsheets II**

This course provides you with an advanced knowledge of electronic spreadsheets. You will learn to use spreadsheets for advanced applications in today's workplace. Exercises include using advanced functions and formulas, performing calculations, filtering and formatting data, creating integrated documents, and developing custom spreadsheet applications. This course is a continuation of the material in ABTC 068.

Prerequisite: ABTC 050, ABTC 068, ABTC 080

2 CR / (5,0)

ABTC 075**Human Relations**

This course concentrates on personal and professional development skills needed by workers in today's workplace. These skills include self-examination and assessment, development of effective communication skills, interpersonal skills, client relations, teamwork, problem solving, and an understanding of business ethics.

Prerequisite: ABTC 050

1 CR / (5,0)

ABTC 080**Business Math and Calculator Skills**

Good math skills are a valuable tool in today's business environment. Math skills are required for applications such as accounting, electronic spreadsheets, database management, and office procedures. The course examines current trends in office technology and teaches the touch method, explains common calculator features, and emphasizes business problem solving. Since communication skills are important in the business world, communication problems have been added to this course. Communication problems ask the learner to read, write, show, or draw explanations about new concepts.

Prerequisite: ABTC 050

1.5 CR / (5,0)

ABTC 081**Accounting I**

This course provides you with an introduction to manual accounting. Emphasis will be placed on fundamental accounting principles and their application in day-to-day business situations. This course is based on a service business organized as a sole proprietorship. ABTC 081 covers basic bookkeeping and accounting skills, including double-entry general journal entries, posting to the general ledger, preparing a trial balance, recording adjustments in a 10-column worksheet, producing period-end financial statements, closing temporary accounts, maintaining petty cash, and preparing bank reconciliations. This course provides a solid foundation for learners wishing to further their accounting skills through computer accounting programmes, payroll, or advanced accounting courses.

Prerequisite: ABTC 050, ABTC 080

2 CR / (5,0)

ABTC 082**Accounting II**

ABTC 082 is an intermediate approach to manual accounting. This 90-hour course is designed to provide additional knowledge in common accounting systems including sales, purchases, taxes, inventory, and payroll. The concepts will be presented in the context of a merchandising business. You will study payroll concepts and principles, tax responsibilities, and annual reporting. Also, you will be introduced to specialized journals, combined journals, year-end procedures and worksheets, GST/PST, bad debts, and merchandise inventory. Financial statements will be prepared in detail including a classified balance sheet, and an income statement with a cost of goods sold section.

Prerequisite: ABTC 050, ABTC 081

3 CR / (5,0)

ABTC 083**Computerized Accounting**

This course introduces you to integrated computerized accounting. Upon completion, the learner will be able to establish company records; maintain daily transactions using the general ledger, accounts payable, accounts receivable, inventory, account reconciliation, and payroll features; and create financial statements.

Prerequisite: ABTC 050, ABTC 081

2.5 CR / (5,0)

ABTC 085**Business English**

This course focuses on correct English usage in a business environment and provides a comprehensive review of grammar, punctuation, and style, as well as business spelling and vocabulary development. The course materials are presented in small, manageable learning segments. Why study business English? Employers continually report that job applicants with appropriate language skills are hard to find. This course is intended to help refine everyday language and make it effective for business purposes.

Prerequisite: ABTC 050

3 CR / (5,0)

ABTC 086**Business Communications**

This course teaches you how to plan, organize, and write correct, effective, and reader-friendly business documents appropriate for use in today's global business environment. You will learn how to write business letters, memos, reports, and electronic messages.

Each unit begins with a set of learning objectives. The assigned readings together with the reinforcement exercises are your principal learning activities. Additional materials and resources are available online.

Prerequisite: ABTC 050, ABTC 085

2 CR / (5,0)

ABTC 090**Administrative Procedures**

The dynamic office of today requires that office workers demonstrate the ability to communicate effectively, think critically, apply problem-solving skills, and work effectively with other members of the office team. The rapid pace of change in the office of today demands that office workers have the ability to develop new skills and understand new processes as jobs evolve. In this course you will master essential organizational skills and develop efficient office practices in preparation for entry into the contemporary office.

Prerequisites: ABTC 050, ABTC 070

1 CR / (5,0)

ABTC 091**Records Management**

The amount of information created and used in offices has increased significantly in recent years. Records, which contain all of the daily information necessary to the operation of any business, need to be managed effectively and efficiently. In today's office, maintaining the integrity of the records system means that all office workers need to be aware of the importance of correct creation, storage, use, retrieval, protection, control, and disposition of records. Technology continues to change the role played by today's office worker. This course will provide the learner with the knowledge, skills, and abilities to face these challenges and new responsibilities in dealing with both manual and electronic files.

Prerequisites: ABTC 050, ABTC 070

1 CR / (5,0)

ABTC 095**Job Search Techniques**

This course will assist you in developing successful job search strategies for today's competitive and changing job market. Topics include self-assessment, employability skill testing, job search strategies and research, using the Internet for job search and career planning, networking, résumés, employment-related communications, application forms, portfolios, and interviews.

Prerequisites: ABTC 050, ABTC 070

1 CR / (5,0)

ABTE 074**Business Communications I**

Effective communication is essential to successful family, social, and business relationships. Good communication skills can positively affect most aspects of our relationships with others. Participants in a business must not only acquire a thorough knowledge of their field, but also they must be effective communicators. All office personnel, including administrative assistants, managers, reservation clerks, accountants, executives, and computer operators must listen, speak, write, and read on their jobs; often these employees spend the majority of their working hours communicating with clients, suppliers, and co-workers. Traditionally, the highest communication standards have been expected of office personnel.

2.5 CR / (3,2)

ABTE 075**Business Communications II**

This course is a continuation of ABTE 074. Emphasis will be placed on applying the techniques of planning and organizing to writing a variety of communications, such as request letters, order letters, sales letters, memos, and e-mails. The application of oral communication skills to formal speeches and informal talks will form an important component of this course. In addition, job search skills such as designing a résumé, writing a letter of application, and participating in effective interviews will be acquired. Traditionally, the highest communication standards have been expected of office personnel.

Prerequisite: Successful completion of ABTE 074 and keyboarding/word processing skills or equivalent as assessment by the ABT programme committee

2.5 CR / (1,4)

ABTH 070**Human Relations**

This course will help students develop an understanding of human relations, good self-esteem, teamwork skills, a customer-focused attitude, an organizational effectiveness plan, and interpersonal communication skills. 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.

1 CR / (2)

ABTL 010**Introduction to the Canadian Legal System**

The primary purpose of this course is to provide the student with a general understanding and a working knowledge of the Canadian legal system.

Prerequisite: Programme entrance

3 CR / (30 hours)

ABTL 020**Legal Office Procedures**

This course introduces the student to the legal profession, including the functions and duties of the legal administrative assistant in British Columbia. Topics covered will include: legal terminology, legal office procedures, precedents, preparation of correspondence and basic legal documents, legal record-keeping and billing, and citations and references to Acts.

Prerequisite: Programme entrance

3 CR / (45 hours)

ABTL 030**Litigation Procedures I**

Litigation Procedures I introduces the student to the functions and duties of a legal administrative assistant working in civil litigation in BC. Subjects covered will include terminology and rules relating to preparing and handling legal correspondence and documents in civil litigation actions and matters in the Supreme Court of BC. Litigation Procedures I will also introduce students to the legal concepts necessary to a basic understanding of the functioning of the courts and the professional environment that they will be entering. This is primarily a hands-on course in which the students integrate keyboard, computer, transcription, and document formatting with a knowledge of civil law. Because it is intended that the student progress on to Litigation Procedures II after taking Litigation I, this course deals with documents and procedures from the initiation of a lawsuit through to the completion of pleadings and the possibility of obtaining default judgment. It does not deal with preparation for trial, interlocutory applications, or procedures after trial, all of which are covered in ABTL 040.

Prerequisite: Programme entrance

Pre- or corequisites: ABTL 010, ABTL 020

3 CR / (60 hours)

ABTL 040**Litigation Procedures II**

Litigation Procedures II builds on skills and knowledge from ABTL 030. Subjects covered will include terminology and rules relating to preparing and handling legal correspondence and documents in civil litigation actions and matters in the Supreme Court of BC. Litigation Procedures II will continue the students' introduction to the legal concepts necessary to a basic understanding of the functioning of the courts and the professional environment that they will be entering. This is primarily a hands-on course in which the students integrate keyboard, computer, transcription, and document formatting with a knowledge of civil law. As the second of two Litigation Procedures courses, this course deals with documents and procedures from the discovery process to preparation and attendance at trial and post trial procedures including bills of costs and enforcement procedures. This course also deals with preparation for Chambers hearings. It does not deal with the initiation of lawsuits, drafting pleadings, or applying

Prerequisites: Programme entrance and ABTL 030

3 CR / (60 hours)

ABTL 050**Family Litigation Procedures**

Family Litigation Procedures introduces the student to the functions and duties of a legal administrative assistant working in a family law practice in B.C. Subjects covered include legal terminology, the applicable provincial and federal statutes, the court system, and the theory and practical application of preparation of legal correspondence, undefended and defended divorces, and separation and marriage agreements.

Prerequisites: Programme entrance and ABTL 030

Corequisite: ABTL 040

3 CR / (60 hours)

ABTL 060**Corporate Procedures I**

This course introduces the student to the role and responsibilities of a Legal Administrative Assistant working in the field of corporate law. Through an extensive overview of the various forms of business organizations, this course will cover corporate structure including Sole Proprietorship, Partnership (General and Limited), and Corporations (Private: Non-Reporting, and Public: Reporting) and Corporate Registry.

Students will acquire a basic knowledge of the Business Corporations Act, learn specialized terminology, and apply practical experience in document preparation, necessary for maintaining records of a British Columbia Corporation. The course will cover incorporation procedures, post corporate procedures, and annual maintenance also.

Prerequisite: Programme entrance, ABTL 010, ABTL 020

3 CR / (60 hours)

ABTL 065**Corporate Procedures II**

This course is a continuation of the material covered in ABTL 060 which introduced the student to the role and responsibilities of a Legal Administrative Assistant working in the field of corporate law. This course covers corporate structure and completion of filing forms as it relates to Sole Proprietorship, Partnership, Limited Partnerships, Societies, Cooperatives, Non-Reporting companies and Extra-Provincial Non-Reporting companies. The course also introduces the student to Securities and to BC Online (an internet access to government services and information about BC companies).

Prerequisite: Programme entrance and ABTL 060

3 CR / (30 hours)

ABTL 070**Conveyancing Procedures I**

This course introduces the student to the role and responsibilities of a Legal Administrative Assistant employed in the field of conveyancing in British Columbia. Subjects covered will include knowledge and practical experience in topics such as systems of land registration, land title searches, contracts of purchase and sale, methods to convey interests in land, statements of adjustments, and the execution and registration of electronic documents filed in Land Title Offices. This course focuses on the purchaser's procedures for a simple conveyance not involving financing. After taking ABTL 070, students should progress on to ABTL 080 which will cover procedures for financed purchaser conveyances, vendor sales, and mortgage loans. ABTL 080 will also cover acting for a purchaser and a mortgagee at the same time, as well as documents involved in the sale and purchase of manufactured homes.

Prerequisite: Programme entrance, ABTL 010, ABTL 020

3 CR / (60 hours)

ABTL 080**Conveyancing Procedures II**

This course introduces the student to the role and responsibilities of a Legal Administrative Assistant employed in the field of conveyancing in British Columbia. This course is a continuation from the material covered in ABTL 070. Students will gain knowledge and practical experience in topics such as methods to convey interests in land involving purchaser financing, strata property considerations, builder's liens, acting for the vendor, acting for mortgage lenders, additional adjustments for statements of adjustments, authorities to pay, the execution and registration of electronic documents filed in Land Title Offices, acting for both the purchaser and mortgagee, and documents for the transfer of manufactured homes.

Prerequisite: Programme entrance and ABTL 070

3 CR / (60 hours)

ABTL 090**Wills and Estates**

This course introduces the student to the role and responsibilities of a Legal Administrative Assistant employed in the field of wills and estates in British Columbia. Students will gain knowledge and practical experience in preparation of wills and codicils and the documents necessary to apply grants of Letters Probate and Letters of Administration (with and without a Will), Administration Bonds, transferring the deceased's assets, and winding up estates. Students will prepare documents acceptable to the Probate Registry for filing, followed by transmission and distribution of estates. This is a hands-on course in which the students integrate keyboard, computer, document formatting, and transcription skills, with knowledge of estate law.

Prerequisite: Programme entrance and ABTL 010, ABTL 020

3 CR / (60 hours)

ABTP 072**Office Procedures**

This course introduces the student to a variety of office procedures including banking and financial management, planning meetings and conferences, postal services, reprographics, telephone and telecommunications, and travel arrangements. This course will also provide students with basic training in file management to meet the entry-level file management needs of a business. Students will learn to manage secretarial responsibilities professionally

ally and exhibit a positive and cooperative attitude. Students will use critical thinking skills to analyze their projects in order to produce work of acceptable business quality.

1.5 CR / (2,1)

ABTP 078**Office Simulations in the Electronic Office**

Using information from the text and varied reference materials, the student 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, machine transcription, computational skills, etc. In addition, the student will gain experience working as part of a team.

Prerequisites or Corequisites: ABTP 072, ABTW 043, ABTW 073 or equivalents as assessed by the ABT programme committee

3 CR / (0,6)

ABTV 072**Work Experience**

As an integral part of the learning experience, practicum placement weaves together the various knowledge strands to which the learner has been exposed. The practicum deepens the learner's understanding of classroom experience and is a bridge for the learner between the academic present and the professional future. The practicum is a three-way partnership among the College, the learner, and a host employer where practical experience is gained in an actual office environment.

Prerequisites or Corequisites: Successful completion of or current enrollment in, with a minimum grade of "C", all courses in the Administrative Assistant certificate programme

3 CR / (0,6)

ABTW 043**Word Processing/Document Production Levels I, II, and III**

This course combines a beginner and/or refresher course in basic keyboarding skills with an introduction to the basic document formatting functions of a word processing software programme. In addition, the course will cover intermediate and advanced functions of a word processing software programme and advanced formatting techniques. Throughout the course, the student will continue to develop speed and accuracy in keyboarding skills.

Prerequisites: Minimum keyboarding speed of 20 net words per minute.

5 CR / (0,10)

ABTW 073**Microcomputer Applications I**

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.

2.5 CR / (0,5)

ABTW 074**Microcomputer Applications II**

This advanced microcomputer applications course is designed to initially reinforce Windows environment features and to then provide the opportunity to learn the more advanced features of spreadsheet, database, and word processing programmes. The course also includes instruction in using the object linking and embedding features of these programmes and provides practice in researching data on the Internet for production of and inclusion in documents.

Prerequisites: ABTW 043, ABTW 073

2.5 CR / (0,5)

ABTW 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 the preparation of 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: ABTW 043 or equivalent as assessed by the ABT programme committee

Corequisite: W-042

2.5 CR / (0,5)

ACC 149**Accounting Essentials for Non-Accountants**

This course presents a broad range of accounting-related topics of particular interest to business owners and entrepreneurs. The focus is on those things a business owner really needs to know and includes such items as government requirements for tax and payroll, financial statement interpretation and analysis, bookkeeping basics, accounting systems, and interacting effectively with your accountant.

3 CR / (3,0)

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. Current and capital assets are studied in detail. Topics include cash, receivables, inventories, and acquisition, amortization, and disposal of capital assets. Current liabilities are also discussed.

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 268 Computerized Accounting I

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 269 Computerized Accounting II

This course builds on the Simply Accounting software skills learned in ACC 268. Students continue to practice setting up a company's books, processing transactions, and printing financial reports. In addition, students will learn more advanced topics such as account reconciliation, debit card sales, credit card sales, and purchase order and sales order generation, to name a few. Also, they will learn to use the Inventory and the Payroll Modules and how they fit with the other modules.

Prerequisite: ACC 264 or 268

2 CR / (0,2)

ACC 354

Advanced Accounting

This course covers the following topics 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 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)

BNG 150

Business: The Next Generation

Business: The Next Generation (BNG) provides a unique opportunity for students to experience supported entrepreneurial activity while proceeding through the entire business cycle. BNG cycle: 1) team building and business formation; 2) business idea exploration and identification; 3) plan, prepare, and execute venture; 4) business orientation and windup. Participants of BNG go through the process of forming a BC Registered corporation, deciding on a company name and product, electing a board of management from among themselves, conducting market research, developing a business plan, raising capital, and creating and selling a product or service. At the end of the semester the company will enter voluntary liquidation, with profits distributed among the participants. Participants can purchase the assets of the business venture, such as goodwill, product design, and concept. Participants experience the true "culture" of business.

9 CR / (12)

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 inter-relationships, 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.

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, 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 concept, 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 the 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 184 Systems 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.

3 CR / (1,2)

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 188 Web Development I **NEW**

Through hands-on experience, the student acquires the skills to create, modify, and maintain a static website. Supporting discussions include server and client side scripting, web server configurations, navigation methods, graphic handling, cascading style sheets, and other web technologies. Emphasis will be on structure, code, reuse, testing, and low maintenance.

3 CR / (3,3)

CIS 189 Web Development II **NEW**

Through hands-on experience, the student acquires the skills to develop, modify, and maintain an interactive website. Emphasis in this course is on providing low maintenance, interactive sites using server side scripts, code modularization, and database manipulation. Supporting discussions include web server configurations, ADO (ActiveX Data Objects), and the file access component.

Prerequisites: CIS 163, 175, and 188

3 CR / (3,3)

CIS 255 Data Communications

This course introduces the student to 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.

3 CR / (3,0)

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, ENGL 195

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 189, 277, and 282

3 CR / (0,6)

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

Database Systems III

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

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)

COMM 288

Introduction to Management Science

Management Science involves the use of quantitative models to investigate and resolve management problems. Some examples of these problems are: how to minimize production costs without sacrificing quality, how to best estimate the time it will take to complete a complex project, how to set up an effective inventory order system, and how to evaluate marketing strategies. Topics include: decision theory, inventory models, linear programming, risk analysis, transportation problems, simulation, networks, waiting lines, and Markov analysis.

Prerequisites: ECON 101 or 202, MATH 104 or 157

3 CR / (2,1)

ECON 101

Canadian Microeconomics Issues

Topics include: an overview of economic systems, the operation of markets, the organization and behaviour of producers, and an evaluation of the performance of markets. Throughout, issues related to the cost and value of things, and to the incentives to buy and produce, will be discussed.

3 CR / (3,0)

ECON 102

Canadian Macroeconomics Issues

This course introduces economic models that help a person think through issues such as unemployment, inflation, taxation, the role of government in the macro-economy, and international trade. This course is aimed at liberal arts and business diploma students who wish to become more familiar with the economic issues of the day as well as with the ways that the economy influences our livelihoods.

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 a 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.

Prerequisites: Principles of Mathematics 11 or MATH 045 or equivalent

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.

Prerequisites: Principles of Mathematics 11 or MATH 045 or equivalent

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)

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 / (3,0)

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 covers the design and delivery of nature and heritage programmes, interpretive techniques for guiding, guest relations, professionalism, food preparation, and camping skills.

3 CR / (3,0)

ECOT 154

Leadership in Tourism

This course focuses on the leadership skills required in guiding for tourism operations. It covers leadership styles and responsibilities, decision making, effective communications, group dynamics, and conflict resolution.

3 CR / (3,0)

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, survival skills, emergency situation management, and developing response plans.

3 CR / (48 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 / (3,0)

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 / (3,0)

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 / (3,0)

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

Cross Country Ski Touring

This course provides an introduction to the Canadian Association of Nordic Ski Instructors Cross Country Level I course. It includes warm-up activities, classic and skate ski techniques.

Prerequisite: ECOT 155

2 CR / (45 hours total)

ECOT 173

Snowmobile Touring

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

Prerequisite: ECOT 155

Prerequisite or Corequisite: ECOT 170

2 CR / (30 hours total)

ECOT 174

Freshwater Fishing I

This course prepares students for work as fishing guides. It includes BC freshwater fishing regulations, equipment, fly fishing, spin fishing, fish identification, guest management, and client safety.

Prerequisite: ECOT 155

Prerequisite or Corequisite: Recreational Boat Operator certification

2 CR / (45 hours total)

ECOT 175

Rafting I

This course covers river rafting instruction for guiding rafting float trips. 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 179

Flatwater Canoeing

This course covers 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 trips. It covers navigation, low-impact travel, route plans, group management, client care, pacing, nature interpretation in a hiking situation, environmental ethics, and an introduction to helihiking.

Prerequisite: ECOT 155

2 CR / (45 hours total)

ECOT 182

Horse Guiding

This course covers low-impact travel, horse care and farrier skills, horse handling and safety, packing, equipment management, and client care.

Prerequisite: ECOT 155

2 CR / (32 hours total)

ECOT 190

Work Experience

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

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

3 CR / (120 hours total)

ENGL 195

Effective Communications I

This course introduces students to the principles and practices of written and oral communications as applied in current business and career contexts. This course aims to help students develop an ability to write clearly and speak effectively. Instruction will emphasize grammar, style, and presentation as important elements applied to a variety of writing and speaking situations: e-mail, web analysis and summaries, memos, letters, proposals, résumés, interviews, and instructional and persuasive talks.

3 CR / (3,0)

ENGL 196

Effective Communications II

This course is a discipline-based research course that introduces career and technical students to current research, writing, and speaking formats and techniques as practiced in collaborative small group contexts. Students will learn how to do original research, how to write in appropriate formats, and how to pres-

ent oral reports, while working cooperatively in a group. Grammar, style, and document presentation are stressed as important elements applied to a variety of writing and speaking situations: topic selection, bibliographies, proposals, progress reports, and visual design.

Prerequisite: ENGL 195

3 CR / (3,0)

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, the 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 / (3,0)

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 are required to hold a valid FoodSafe Level I certificate to participate in the lab portion of this course. For an additional fee, students have the option of taking FoodSafe Level I.

3 CR / (3,3)

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. Upon successful completion of the provincial Serving It Right licensee certificate programme and HOSP 160, the student can be eligible to receive CNC's Bartending Certificate.

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.

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 cost 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 help students 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. They learn to plan, organize, and develop food operations and functions through integrated teamwork and case study learning.

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)

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. Topics include descriptive statistics, probability, estimation, hypothesis testing, charting, and linear regression. Applications to business are stressed.

Prerequisite: MATH 155 or exemption or equivalent

3 CR / (3,0)

MGT 154**Applied Human Relations**

Knowing and understanding self and others is critical to the successful management of rela-

tionships within the working environment. Most challenges within the workplace stem from interpersonal conflicts versus the ability to complete a task. This course will lead students through a process of self-discovery to help students understand where their own perceptions and the perceptions of others originate. Students will learn communication theories such as Transactional Analysis and Relationship Awareness Theory. They will also have the opportunity for specific skill development in areas such as effective delivery of messages, listening techniques, systematic assertiveness, and conflict resolution. Participation in class discussions and a group videotaped assignment are a necessary part of this course.

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 and groups requires the ability to understand how groups develop and to understand our own personal style, the styles of others, and how these impact the development of a group. Effective teams and groups require effective leaders. Students will be introduced to different leadership styles and discover their personal leadership profile. Areas covered include stages of

group development, functional leadership, motivation, lines of communication, conflict resolution, and managing change. As this is an applied skills course, students are given the opportunity to participate in and analyze a group experience for the semester.

Prerequisite: MGT 154 or AIS 151

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 management 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 receive credit for this course only 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

This course presents 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 forms of promotion, such as special events.

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)

MKT 285 Internet Marketing

This is an introduction course to the Internet marketing concepts and strategies that examines the strategic and tactical marketing principles needed for successful online business development. Topics include principles of Internet and participation marketing, Internet marketing strategies such as one-to-one, permission and viral marketing, online customer behaviour and market research, online competitive analysis, resource and funding requirements, interactive marketing communications, online advertising and promotional strategies, and Internet publishing.

Prerequisites: CIS 152 and MKT 152

3 CR / (2,2)

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)

TOUR 170 Tourism Visitor Information Counselling

Covers information counselling procedures including using tourism resources, researching destinations, operational procedures, merchandising and sales, and computerized reservation services.

3 CR / (54 hours total)

TOUR 190

Tourism Administration Work Experience

Provides workplace-based learning to build employable competencies and practice the principles and skills learned in the classroom.

Prerequisite: Completion of Semester I of Tourism Administration Certificate Programme
3 CR / (54 hours total)

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.

Certified Management Accountants Society of BC (CMA)

CMA National Entrance Exam Syllabus

Introductory Financial Accounting
Intermediate Financial Accounting
Advanced Financial Accounting
Introductory Management Accounting
Intermediate Management Accounting
Advanced Management Accounting
Corporate Finance
Operations Management
Information Technology
Strategic Management
International Business
Human Resources
Marketing
Taxation
Internal Control and Audit
Commercial Law
Economics
Quantitative Methods

CNC Course Requirements

ACC 151/152 or COM 204
(COM 204 or ACC 151/152) & (ACC 251/252)
ACC 354 + above
COM 212 or ACC 255
COM 212 or ACC 255/256
(COM 212 or ACC 255/256) & ACC 354
FIN 257/258
not available
CIS 152/160
MKT 251 or MGT 255
MGT 160
COM 222 or MGT 154/254
MKT 152
TAX 361/362
ACC 380
LAW 294
ECON 101/102 or 201/202
MATH 157

Certified General Accountants of BC (CGA)

Programme 90

(FA1) Financial Accounting I
(EC1) ECON I
(LW1) Law I
(FA2) Financial Accounting II
(MA1) Managerial Accounting I
(FA3) Financial Accounting III
(FN1) Finance I
Management Information Systems I
Public Speaking
Business Writing
Auditing
(QU1) Quantitative Methods 1

CNC Course Requirements

ACC 151/152 or COM 204
ECON 101/102 or 201/202
LAW 294
ACC 251/252
ACC 255/256 or COM 212
ACC 251/252
FIN 257/258
CIS 152/160
ENGL 195/196
ENGL 195/196
ACC 380
MATH 157 + CGA QMB

Institute of Chartered Accountants of BC (ICABC) (CA)

ICABC Programme

Introductory Financial Accounting
Intermediate Financial Accounting
Advanced Financial Accounting
Introductory Management Accounting
Cost Accounting
Finance
Computers
Management Information Systems
Commercial Law
Mathematics
Probability/Statistics
Economics
Organizational Behaviour
Introductory Tax
Auditing

CNC Course Requirements

ACC 151/152 or COM 204
ACC 251/252
ACC 354
ACC 255 or COM 212
ACC 256
FIN 257/258
CIS 152
CIS 160
LAW 294
MATH 101/102
MATH 157
ECON 101/102 or 201/202
COM 222 or MGT 254 or MGT 262
TAX 361/362
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 102
Principles of Economics—Microeconomics	ECON 201
Principles of Economics—Macroeconomics	ECON 202
Managerial Economics	ECON 207
Canadian Microeconomics	ECON 101
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 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. Block transfer from CIS does not apply to students who graduated after 1996. 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

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

Revised March 14, 2007. Changes to the printed College of New Caledonia 2005–2007 Calendar are indicated in red, underlined type.

College Foundations PROGRAMMES

DIVISIONAL CONTACT

Marcia Timbres
Dean, College Foundations
Telephone: (250) 561-5826
Fax: (250) 561-5866

College and Career Preparation (CCP)
(formerly Adult Basic Education—ABE)

English as a Second Language (ESL)

General Education Development (GED)

Early Childhood Education (ECE)

- Certificate
- Diploma

Adult Special Education Programmes:

- TARGET
- Job Education and Training (JET)

COLLEGE FOUNDATIONS PROGRAMMES

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 achieve personal educational goals.

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.

Courses are also available online through BC Campus.

COLLEGE AND CAREER PREPARATION (CCP)

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 achieve 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 Advising Department 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

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, decimals and fractions, basic operations with ratio and proportion 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 provide students with the communication skills needed to enter higher level courses or to satisfy personal or career goals. This course focuses on the following core areas: composition and grammar, literature, interpersonal communication, reading comprehension, and study skills.

Prerequisite: English 020 or as evaluated by a placement test

Math 030**Intermediate Algebraic Mathematics**

This course includes an introduction to the metric system, ratio and proportion, roots and powers, manipulation of formulas, an extensive introduction to algebra, basic geometry, graphing and 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 the 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. 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

Through hands-on experience, the student acquires skills with a variety of computer applications such as word processing, spreadsheets, database management, graphics and presentation software. Supporting discussions include introductory theory of computer architecture, hardware, software, networks, and computer use in society.

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 provide 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 operations, 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; solving 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

Choices for this option also include a language, science, social science or computerized science at the advanced level or higher.

A 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 from 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 required 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 cor-

respond 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.

ADMISSION REQUIREMENTS

Applicants must be 19 years of age or older. For information on admission criteria,

College CCP Programme Qualifying Courses	BC School System Secondary Qualifying Courses	
Provincial-level English or higher	or	Language Arts 12 4 credits
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

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 Place-

ments 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 (ESL)

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 and/or educational goals, or prepare for further academic study so that they can begin to participate in and contribute to Canadian society.

ADMISSION REQUIREMENTS

- Applicants must be at least 18 years of age or turn 18 during the first semester at CNC.
- A placement test must be completed prior to admission in order for students to enter the programme at the appropriate level. Students will also be asked to have a short interview with an instructor.
- Students who are enrolled in Advanced and/or EAP (English for Academic Purposes) level ESL may elect to combine English as a Second Language and academic courses in University Transfer, Business and Management Studies, and College and Career Preparation. Students in Advanced Level ESL may take **one** additional academic course. Students in the EAP level may take up to **two** additional academic courses. Note: The EAP level must be completed before students may take any University Transfer English courses. Any specific course requirements **must** be met prior to registration in academic courses.

APPLICATION PROCEDURE

Application forms are available at Admissions, Registration and Records and may be submitted at any time. The fall semester courses start in early September and end in late December. The spring semester courses start in early January and end in early May. The summer semester courses start in early May and end in late August. For further informa-

tion, contact the ESL department at (250) 562-2131, local 206 or Admissions, Registration and Records at (250) 562-2131, local 867.

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 three consecutive failures in an ESL course, a student must take one semester off in that course.

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 five levels:

- 060 indicates a Beginner's level
- 070–073 indicate an Intermediate level; Prerequisite: ESL 060 **or** placement testing
- 090–093 indicate an Advanced level; Prerequisite: ESL 070–073 **or** placement testing
- 095–097 indicate English for Academic Purposes; Prerequisite: ESL 090–093 **or** placement testing
- 080 indicates Elective; Corerequisite: Enrollment in ESL 090 level (or higher) 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 listening, speaking, and writing. Students will be able to use and manipulate grammar points covered in Grammar Dimensions 1 and 2 (verb tenses, modals, nouns, adjectives, conditionals).

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 the main idea, skimming, scanning, predicting, guessing meaning from context, and drawing inferences. Students will be working with a variety of written material of gradually increased difficulty. This course also includes an intensive “words in context” approach, where students learn new words by reading and hearing them in a variety of situations.

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 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. Students will participate in class discussions and give short presentations.

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 095**English for Academic Purposes: Listening and Speaking**

This course will give students the opportunity to practice listening to lectures, presentations, dialogues, and discussions at an academic level. Students will participate in group surveys, discussions, and debates and give a minimum of three presentations.

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 skills, while comparing their own work with provided readings. In addition, students will study advanced grammar points, as well as techniques for finding information for research essays.

ESL 097**English for Academic Purposes: Reading**

This course aims to advance students' literal and critical reading comprehension skills. Various college-level reading selections, as well as novels, will be provided to help students develop effective reading and clear thinking skills.

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. Must be at least 19 years of age;
2. Must have been a British Columbia resident for at least six months immediately before the application date; and
3. Must have been out of school for at least one full academic year.

APPLICATION PROCEDURE

Application forms and test dates are available at Admissions, Registration and Records; the Counselling and Advising Centre; and the GED website (www.bced.gov.bc.ca/ged). Applications with payment must be received in Victoria at least three weeks before each test date.

EARLY CHILDHOOD EDUCATION (ECE)**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.

GENERAL EDUCATION DEVELOPMENT (GED)

The General Education Development (GED) tests are used to assess whether an individual

DIPLOMA/CERTIFICATE

Upon completion of the Basic ECE courses, a student may apply for a Certificate in Early Childhood Education.

Upon completion of the Post-Basic courses, a student may apply for a Diploma in Early Childhood Education.

CAREER OPPORTUNITIES

Graduates find employment in a variety of early childhood settings: daycare 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 daycare 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 daycare centre, nursery school, family daycare 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 Ministry of Public Safety and Solicitor General.

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 24th 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 the selection process.

PROGRAMME OUTLINE: Early Childhood Education Basic

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	Level I and Level II
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	Level III and Level IV

COURSE DESCRIPTIONS

ECE 151

Child Growth and Development

Human development in the years from conception through the pre-school years, with emphasis on the child's physical, affective, and cognitive growth.

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**

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

**PROGRAMME OUTLINE:
Early Childhood Education
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 knowledge 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 needs 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

[Patricia Covington](#)
[Acting Dean](#), Health Sciences
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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.

Candidates are advised that dental studies is a physically demanding profession which may exacerbate any hand, wrist, back, neck, or shoulder problems that a candidate might be experiencing. People with sensitive skin and conditions such as sensitivity to latex or other allergies, may be affected by some materials used in dental care. This information is provided in the event you may wish to discuss same with a health care professional.

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.

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 Ministry of Public Safety and Solicitor General.

Students must provide proof of application for a Criminal Records Search in order to be con-

sidered 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.

DENTAL ASSISTING

The ten-month Dental Assisting Certificate program is accredited by the Commission on Dental Accreditation of Canada. The program 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.

LICENSING

Graduates must also pass the National Dental Assistant Board Examination to be eligible for registration and licensure with the College of Dental Surgeons of British Columbia.

CAREER OPPORTUNITIES

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

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

ADMISSION REQUIREMENTS

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. 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.

4. Upon acceptance, documents certifying current immunization and dental and health examinations will be required by the College. 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.

Note: In addition to expenses of 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 costs 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 shown by 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 chair-

side 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 including confirmation 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 24th 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

Interession 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 with 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.

Word processing and Internet experience is necessary for students registered in the programme.

DENTAL HYGIENE DEGREE OPPORTUNITIES

University of British Columbia (UBC)

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 Dental Hygiene baccalaureate programme. Students enrolled in the Dental Hygiene Degree 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 course work. Graduates of the CNC Dental Hygiene programme are eligible to transfer directly into the fourth year of the Dental Hygiene Degree Programme. For more information regarding the Bachelor of Dental Hygiene as well as admission requirements and deadlines, please consult the UBC Faculty of Dentistry website at www.dentistry.ubc.ca

Thompson Rivers University (TRU)

Graduates from the College of New Caledonia Dental Hygiene Diploma Programme have the option of completing a Bachelor of Health Science from TRU. The TRU Bachelor of Health Science degree programme is designed to provide health care diploma graduates from reconized programmes and institutions with the opportunity to obtain a bachelor's degree. For further details consult with TRU Faculty of Science Distance Education website at www.tru.ca/schs/dist_ed/index.html

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 community-based practices, school health, residential care settings, 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 Studies 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 courses or their equivalent:
 - BIO 111 and 112 (Human Anatomy and Physiology with labs)
 - Chemistry 111 and 112 or 113 and 114
 - English 103 plus one additional first-year English course
 - MATH 104 or PSYC 201 or equivalent
 - PSYC 101 and 102 or equivalent
 - A one-semester elective (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 accept-

ance 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 expenses of 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 costs 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 "**B-**" 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 "**B-**" 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 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, including confirmation 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 shown by 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.

Please note: Up to five of the selected seats may be occupied by students enrolled in the **UBC** 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

Note: All Dental Hygiene courses must maintain a "B-" as a pass grade and any grade lower than 68.0% will result in an "F" grade.

COURSE DESCRIPTIONS

DENO 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 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.

Note: This course is under revision.

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 / (0,12.5)

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 student 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 an 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 of 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.

Note: This course is under revision.

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**

This course builds on the foundation gained in Dental Assisting I, expanding clinical and laboratory competencies and enhancing the learner's knowledge, skills, and attitudes.

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 / (0,12.5)

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 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 / (0,13)

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. The 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 use 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 the 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. As well, 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 is 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 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 technical aspects of radiation and the principles of exposing, processing, and mounting dental radiographs. Clinical experience will emphasize radiation hygiene and technique. Students 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 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 the basic concepts and methodologies of research design. Application of these principles to the dental and dental hygiene professions is 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 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, and 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 in 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. Lesson plans and health programme planning are covered.

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. 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 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. Community health approaches to prevention of dental diseases are discussed. 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 / (3,0)

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, guided discussions, and presentations. 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 (HS/RCA)

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 and 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.

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.

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.

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 cover the cost of the Safety Oriented First Aid (SOFA) 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 SOFA Emergency Level and the FoodSafe Certificate before the start date of the Home Support/Resident Care Attendant programme. If students have not had the opportunity to complete these certificates before 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 before 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 agencies and long-term care facilities with various agencies, group homes, school systems, and independently with clients in their homes.

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 (EFASO) Certificate and FoodSafe Level I Certificate before the Home Support clinical component. It is strongly recommended that applicants obtain these certificates before entrance to the programme. The EFASO 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. A handwritten statement describing the applicant's understanding of the role enacted by the Home Support Attendant and/or Resident Care Attendant (150 words).

APPLICATION/INTAKE/ QUALIFICATION/ ACCEPTANCE PROCESS

Application forms are available from the Office of Admissions, Registration and Records and may be submitted after September 15 for the following academic year. The programme begins in late August each year.

The intent is to allow both accepted and non-accepted applicants know their admission status in a timely manner to support their decision-making process. As applicants apply and meet the admission requirements for the programme, they will be accepted on an on-going basis until the programme is full. If it becomes necessary to prioritize applicants for acceptance and wait listing, the original date of application is considered the "conditional qualification" date. This supports the "first qualified, first accepted" concept espoused by the College.

The College will keep the wait list through the first week of the programme. Should an applicant on the wait list not gain acceptance by

that time, he/she must re-apply for the next intake for the HS/RCA programme.

Upon acceptance to the programme, the College will supply official forms to the applicant denoting a complete listing of immunizations and the health examination which is required to be submitted prior to commencement of the programme. Also, the influenza vaccine will be highly recommended in a timely fashion, due to the nature of the clients cared for by the HS/RCA students.

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 Ministry of Public Safety and Solicitor General.

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 an 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 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 and must meet with one of the instructors prior to admission.

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 (Emergency Level 1) 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 11.0–11.9 = 1 point, Level 12.0 and above = 2 points).

Maximum points available = 10.00

In the case of ties using the above criteria, the date of application will be the deciding criterion.

Part-time students

In the event that part-time seats are over-subscribed, 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 absence with no communication with the instructors of the program may be terminated from the programme, by the Dean, upon the instructor's recommendation.

COURSE DESCRIPTIONS

Note: Course descriptions are listed in preferred order of course work.

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.

Prerequisite or Corequisite: none

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.

Prerequisite or Corequisite: none

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.

Prerequisite or Corequisite: none

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.

Prerequisite: HSRC 152

Corequisites: HSRC 199, HSRC 165

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.

Prerequisite or Corequisite: none

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.

Prerequisites or Corequisites: HSRC 150, HSRC 151, HSRC 160, HSRC 155

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.

Prerequisites: HSRC 150, HSRC 151, HSRC 152, HSRC 160, HSRC 161

Corequisites: HSRC 199, HSRC 155

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.

Prerequisites: HSRC 150, HSRC 151, HSRC 152, HSRC 160, HSRC 161

Corequisites: HSRC 165, HSRC 155

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 (NCBNP): This programme is offered collaboratively between the College of New Caledonia (CNC) and University of Northern British Columbia

(UNBC) 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 the 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 intersectoral 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**. Applications 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.

Self-identified Aboriginal applicants who meet or exceed the minimum requirements for admission to the programme will be given priority for up to 20% of the first-year seats for the NCBNP. (Effective September 2006.)

Applicants from BC and Yukon secondary schools must

- Meet UNBC admission requirements, and
- Effective September 2007, have completed Principles of Math 11, English 12, Biology 12, Chemistry 11 or equivalent with a minimum "C+" (65%) in each course. Chemistry 12 or equivalent is recommended

Other applicants must

- Meet UNBC admission requirements, and
- Effective September 2007, have completed the equivalent of Principles of Math 11, English 12, Biology 12, Chemistry 11 or equivalent with a minimum "C+" (65%) in each course. Chemistry 12 or equivalent is recommended

Prerequisite equivalency options should be discussed with a CNC counsellor/advisor.

Basic computer literacy is highly recommended for all applicants.

GENERAL REQUIREMENTS

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, and rubella; Mantoux test (PPD) for tuberculosis; Hepatitis B and Varicella immunizations are 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 [CRNBC during the first year and renewed yearly](#). The cost 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 will 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 [theory](#) nursing courses for credit towards the degree

- [Complete with a passing grade \(Satisfactory\) in all clinical practica nursing courses](#)
- 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

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 a [CNC counsellor/advisor](#), 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 [Counselling and Advising Department](#), 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 [Counselling and Advising Department](#), they 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 the 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 [total required](#) practicum experience [hours](#) will be considered at risk for failure and may be required to withdraw from the course.

[All clinical practica nursing courses will be assessed as Satisfactory \(S\) or Fail \(F\).](#)

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**.

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 [134](#)

credits with 95 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
- Anthropology 101 or equivalent
- Psychology 101 or equivalent

- Basic Microbiology 105 at CNC or Health & Human Science 110 at UNBC or equivalent
- Biology 111 at CNC or Health & Human Science 111 at UNBC or equivalent
- Biology 112 at CNC or Health & Human Science 112 at UNBC or equivalent

200 Level

Nursing 201
Nursing 202
Nursing 203
Nursing 204
Nursing 205
Nursing 206
Nursing 210
Nursing 211
Nursing 220
Mathematics 104 at CNC or Mathematics 242 at UNBC or equivalent

300 Level

Nursing 304
Nursing 306
Nursing 308
Nursing 310
Nursing 311
Nursing 312
Nursing 313
[Nursing 315](#)
[Nursing 316](#)
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 [or](#)
- [both Nursing 323 and Nursing 444](#)

Electives

Of the electives, there must be

- Three credit hours in First Nations Studies
- Three credit hours in Humanities
- At least three 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 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, 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 psychomotor 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 202, 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: [All first- and second-year nursing courses \(minimum "C" grade\)](#)

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 315

Clinical Practicum: Mental Health

[This course provides opportunity for students to integrate concepts and theory related to mental health as they care for individual and family clients in a variety of acute and community settings. Working with families and groups that support individuals dealing with specific mental health conditions is highlighted.](#)

[Prerequisite or Corequisites: NURS 312](#)

[2.5 CR / \(0,0,2.5\)](#)

NURS 316

Clinical Practicum: Elderly Adult

[This course provides opportunity for students to integrate concepts and theory related to healthy aging as they care for individual and family clients in acute, long-term care and/or community settings. Working with families and groups that support individuals dealing with specific conditions of aging is highlighted.](#)

[Prerequisite or Corequisites: NURS 313](#)

[2.5 CR / \(0,0,2.5\)](#)

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 stu-

dents 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:

BIO 105 at CNC or HHSC 110 at UNBC 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)

BIO 111 at CNC or HHSC 111 at UNBC 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)

BIO 112 at CNC or HHSC 112 at UNBC 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 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)

or

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)

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)

or

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)

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)

or

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)

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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[Patricia Covington, Acting Dean](#)
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 3330 – 22nd Avenue
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PRACTICAL NURSE PROGRAMME

STATEMENT OF PURPOSE

The Practical Nurse (PN) 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.

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 Ministry of Public Safety and Solicitor General. (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.

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 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 all required upgrading prior to admission to 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 the relevant facility letterhead, and signed by an appropriate supervisor (see Selection Criterion #4).

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 = 4.0, B+ = 3.33, etc.).
2. A letter grade for English 12 will contribute its actual points to the selection process (i.e., A = 4.0, 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 12.00.

In the case of ties using the above criteria, the date of application will be the deciding factor.

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.

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 Growth
PNUR 205	Healing III
PNUR 211	Nursing Arts III
PNUR 297	Clinical III
PNUR 299	Practicum

FOR MORE INFORMATION

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3330 – 22nd Avenue
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1-800-371-8111

Admissions: (250) 561-5867

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 Growth

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)

Industry Training PROGRAMMES

INDUSTRY TRAINING NETWORK

Working closely with industry throughout the region, CNC has identified a calendar of training opportunities in trades, and scheduled them throughout the year.

This planned approach to training means:

- You can plan your human resources year-round; you'll know what training is available, when and where.
- If you're a smaller company, you'll get the right training for a few people, without having to purchase a full course
- If you're a larger company, you can send one or two people per course rather than sending all your tradespeople to a single course
- Whether large or small, excellent training is available close to home...you'll save time and money
- Training is customized, to meet your needs; programmes will be offered at the regional campus that is best suited for the class or at the industry worksite

We can offer almost anything you need, including:

- Millwright IP Certification
- Lubrication and Bearings
- CNC Machining Courses
- Hydraulics—Basic and Advanced
- Laser Alignment
- Rigging and Lifting
- Electrical Code Refresher
- PLC—Basic to Advanced
- Professional Driver Training

- Diesel Engine Electronics
- ICBC Accredited Courses for Automotive
- Commercial Vehicle Inspection Programme
- CFC/CHFC/HFC Control for Refrigeration and Air Conditioning
- Automotive Lab Scopes Diagnosis
- Power Engineering
- Gas Fitting
- Forklift Operator
- Small Engine Repair
- Welding
- Maintenance Management Professional Certificate Programme
- High Voltage Electrical Training

For information on training in your area, or to request specific training for your company or industry, contact:

- Prince George: (250) 561-5846
- Nechako: (250) 567-3200
- Lakes District: (250) 692-1700
- Quesnel: (250) 991-7500
- Mackenzie: (250) 997-7200

developed around four training modules that focus on safety, economics, and the environment. The total length of the programme is approximately 14 weeks. The instructors will guide participants through a series of topics about harvesting operations in BC. Field trips, field work, videos, overheads, handouts, and guest speakers will supplement the discussion.

ADMISSION REQUIREMENTS

- Math 10 or Math 030 or equivalent and English 10 or English 030 or equivalent, or Intermediate Adult Basic Education (ABE) certificate or GED or mature student.
- Applicants will be required to write English and Math assessments for the purpose of providing additional assistance that may contribute to student success.
- Applicants will be required to attend a programme orientation.
- The forest industry can be a physically demanding environment. Applicants must be physically able to perform tasks required for successful completion of the programme. A Forest Equipment Operator Health form must be submitted.

SELECTION CRITERIA

Preference will be given to those with Math 10 or Math 030 or equivalent and English 10 or English 030 or equivalent based on assessment results.

PROGRAMME SCHEDULE

The Forest Equipment Operator programme is to be completed within a 14-week timeframe and consists of in-class days, field days, or combinations of classroom and field.

FOREST EQUIPMENT OPERATOR PROGRAMME

This programme is designed to introduce the skills necessary to be a competent entry-level feller buncher and harvester processor operator. The practical programme includes training on feller buncher and harvester processor simulators as well as a 22-day work practicum. The Forest Equipment Operator programme is

PROGRAMME OBJECTIVE

Upon successful completion of this programme, the student will be able to operate a feller buncher and/or a harvester processor in a safe, economical, and environmentally conscious manner in a workplace environment.

CERTIFICATION

Students must successfully complete all components of the Forest Equipment Operator Programme in order to be eligible for the College of New Caledonia Forest Equipment Operator Certificate. Students will also receive certification for industry-accredited courses.

ADVANCE CREDIT

Students can receive credit for courses or certificate courses in this programme, which they have previously completed.

PROGRAMME COURSES

Workplace Training

- [Introduction to Computers](#)
- [Employability Skill Training](#)
- [Business Math for Operators](#)

Safety Training

- [Occupational First Aid \(OFA\) Level I](#)
- [Occupational First Aid \(OFA\) Transportation Endorsement](#)
- [Transportation of Dangerous Goods \(TDG\)](#)
- [Workplace Hazardous Materials Information Systems \(WHMIS\)](#)
- [Off Road Defensive Driving](#)
- [Bear Awareness](#)
- [Radio Operations](#)
- [WorkSafe \(Hazard Recognition and Control\)](#)
- [Wilderness Survival](#)
- [Chainsaw Maintenance and Safety](#)

Environmental Training

- [Fire Suppression—FS 100](#)
- [Introduction to Forestry in BC](#)
- [Planning](#)
- [Layout](#)
- [Spill Response](#)
- [Environmental Management Systems](#)

Integrated Training

- [Harvesting](#)
- [Roads](#)
- [Log Quality and Scaling](#)
- [Simulator Training—Feller Buncher, Harvester Processor, Measuring Systems](#)
- [Service and Maintenance—Feller Buncher, Harvester Processor](#)
- [Work Practicum](#)

PULP AND PAPER OPERATIONS PROGRAMME

ENTRY REQUIREMENTS

Mandatory requirements include:

- Successful completion of Grade 12 or Advanced CCP certificate
- Testing in general reading comprehension, along with industry-oriented testing in math, mechanical reasoning, spatial reasoning, and abstract reasoning
- Submission of a brief, hand-written paper summarizing interest in the sector, supported by past activities and future career goals
- Participation in an industry orientation process that includes a mill orientation tour and a selection interview

The pulp and paper industry can be a physically demanding environment. Applicants must:

- Be physically able to perform tasks required for successful completion of the programme
- Not have health issues that would preclude them from taking part in the mill-based components of the programme

During the selection process, preference will be given to candidates with

- Work experience as outlined in the written paper
- Academic qualifications including English 12 with a minimum “B” grade; Principles of Math 12, Applications of Math 12, or Math 045, with a minimum

“B” grade; Physics 11 or Physics 045; Chemistry 11 or Chem 045; Drafting

- Articulation of a career path as outlined in the written paper and the interview
- Strong communication skills as demonstrated in the interview process

Students with basic computer literacy skills, including spreadsheets, will be more successful in the programme.

Applicants are required to sign up for the required testing components when they apply to the programme. Group testing sessions will be scheduled. Total writing time for the required testing is approximately three hours.

Applicants who qualify for the programme will be contacted for a mill orientation tour and an industry-based selection interview following their testing. Applicants who do not qualify will be contacted to discuss opportunities for upgrading if they are still interested in the programme.

To meet the needs of northern industry, the programme provides the following:

- 25 hours of PAPO 165 held on-site in Mackenzie, using mill-based resources;
- 100 hours of the programme held on-site in a mill environment. Students will experience components of PAPO 155, 160, and 170. Students may be required to follow a shift schedule.

COURSE DESCRIPTIONS

PAPO 150

Introduction to the Pulp and Paper Industry

This course [will provide](#) the learner with an overview of the pulp and paper industry. Framed against the heritage and future of the industry, the learner will be introduced to the customers and markets both locally and globally. Industry standards of quality and control measurement will be introduced as they relate to providing product to meet consumer demands

[1 CR](#) / 15 hours

PAPO 151

Safe Work Practices

This course addresses primary concepts and applications of effective work processes including the relationships with legislation and governing bodies, safety record maintenance, core safety certification requirements, mill safety systems, WHMIS, and core safe

work practices. This foundation course will be prerequisite to and complemented by integrated safety components within the applied courses.

1 CR / 15 hours

PAPO 155

Computer Skills

This course provides the learner with primary user skills including basic operating system functions, hardware maintenance, fundamental word processing, spreadsheets, and computer-based messaging. The learner will learn to use the Internet for web-based research, refine research skills, and access to online training.

Learners will also apply an entry-level process diagramming tool that will be integrated with project work from other courses in the Pulp and Paper Operations programme. Database concepts and distributed controls systems will be introduced.

Prerequisite: PAPO 150 and proof of introductory computer software training and/or successful completion of a competency test administered prior to start date of course

1.5 CR / 30 hours

PAPO 160

Pulp and Utilities Processes

This course provides an understanding of the core components of the pulp processes and the associated operator tasks. Each functional component of the pulp manufacturing process is examined in detail against a framework of safety awareness, environmental considerations, operational team functions, quality control mechanisms, costing impacts, applied science processes, and process control systems.

Prerequisites: PAPO 150, 151

6.5 CR / 167.5 hours

PAPO 165

Paper Processes

Learners will develop an understanding of the core components of the paper making processes and the associated related operator tasks. Different forms of paper making will be examined against a framework of safety awareness, environmental considerations, operational team functions, quality control mechanisms, costing impacts, applied science processes, and the process control systems. Course includes one week in Mackenzie, British Columbia.

Prerequisite: PAPO 150

Corequisites: PAPO 160, 170, 175

4 CR / 50 hours

PAPO 170

Mechanical Operating Skills

The course provides the student with fundamental skills and understanding of functions including hand tool use, common mechanical components, and elementary electricity and electrical components. The functions of preventative maintenance and lubrication processes, along with start up, shut down, and troubleshooting procedures are examined from the perspective of the operator.

Prerequisites: PAPO 150, 151

7 CR / 150 hours

PAPO 175

Process Control Systems

Learners will develop a fundamental understanding of the process control systems applied within the pulp and utility processes. The learner will learn to read process and control diagrams, identify basic control structures, and relate the structure of advanced control systems to pulp operations.

Prerequisites: PAPO 150, 151

Corequisites: PAPO 155, 160

1 CR / 50 hours

PAPO 180

Human Resources and Labour Relations

This summary course provides the learner with a consolidation process for the different aspects of human relations components introduced throughout the preceding courses. The formal structures and roles of human resource and labour relations management will be examined from the perspective of the employee, provincial legislation, management, and employee unions. Learners will consolidate a transition plan for entry into the workplace.

Prerequisites: All other programme courses

1 CR / 25 hours

PAPO 185

Environmental Awareness Issues

This course will provide the learner with an understanding of basic environmental issues as related to the pulp and paper industry at the local and international venues. Industry standards and approaches to environmental issues will be reviewed in the context of ISO accreditation.

Prerequisite: PAPO 150

1 CR / 10 hours

PAPO 190

Mill-Based Job Shadow

The purpose of the 100-hour job shadowing

experience is for students to observe the duties and skills of an entry-level operator. Through job shadowing, students will gain as much exposure as possible to the job requirements of an entry-level operator position. The mill experience will provide the opportunity for students to observe the application of knowledge acquired in previous coursework.
Prerequisites: PAPO 150, 151, 155, 160, 165, 170, 175, 180, 185, and/or permission of the programme director (Portions of PAPO 160, 180, 185 may be completed after PAPO 190)
6 CR / 100 hours

ADDITIONAL PROGRAMMES

For more programmes in this area, see the Residential Construction Framing Technician programme in the Trades section of this Calendar.

Social Services PROGRAMMES

DIVISIONAL CONTACT

SOCIAL SERVICE PROGRAMMES

[Patricia Covington](#)
[Acting Dean](#), Health Sciences
and Social Services
Telephone: (250) 561-5841
Fax: (250) 561-5866

Social Services Programmes:

- Certificates:
 - Social Service Worker
 - Teaching Assistant
- Diplomas:
 - Social Service Worker
 - Pre-UNBC BSW

DIVISIONAL CONTACT

DEVELOPMENTAL DISABILITIES PROGRAMME

Marcia Timbres
Dean, College Foundations
Telephone: (250) 561-5826
Fax: (250) 561-5866

Certificate Programme:

- Developmental Disabilities (DEV)

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 criterion.

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 agencies, 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 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.

Note: This programme is not being offered at this time.

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.

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 Ministry of Public Safety and Attorney General.

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 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 a Social Service 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) 10 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 65) 65 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 24th will be eligible for selection into these programmes in Prince George. 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.

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
SOC 101	Introduction to Sociology I
SSWK 145	Communication and Interpersonal Relationship Skills
SSWK 171	Introduction to Social Services
SSWK 195	Issues and Principles of Fieldwork and Community Seminar I
UT Elective	One of PSYC 101, PSYC 102, CRIM 103, or FNST 100, WMST 101 or other UT courses with permission from

the Dean of Health Sciences and Social Services

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 196	Practicum and Seminar

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 252	Social Welfare Policy II
SSWK 295	Issues and Principles of Fieldwork and Community Seminar II

Semester 4	January to April
SOC 230	Critical Perspectives on Contemporary Families
SSWK 232	Loss and Grief
SSWK 242	Community Development
SSWK 271	Health and Wellness Self-Care Lab
SSWK 296	Practicum and Practicum Seminar

Intersession	May
SSWK 299	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
SOC 230	Critical Perspectives on Contemporary Families
SSWK 232	Loss and Grief
SSWK 271	Health and Wellness Self-Care Lab
UT Elective*	Four courses

Note: For University Credit course descriptions, refer to the University Credit section of this calendar. [For alternative routes to a UNBC BSW degree, consult the Counselling and Advising department.](#)

[UNBC Requirements](#)

Students intending to transfer to UNBC's Social Work programme must select electives as follows. Note that 1, 2, and 3 are mandatory. [Pre-UNBC diploma students must have a total of 15 university credit courses, not counting SSWK 151 and 171.](#)

1. SOC 220 or WMST 101 or WMST 102
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. [Students intending to apply to UNBC's Social Work programme should consult the UNBC Calendar and/or the UNBC Registrar's office for entry requirement the year they are applying to UNBC. Effective September 2006, the CNC programme has been informed that students will require a minimum of 15 university transfer courses to be eligible for application to the UNBC BSW programme.](#)

Thompson River University (TRU) Requirements

CNC's Pre-UNBC diploma is accepted for entry directly into the TRU BSW degree programme. Minimum 2.67 (B-) GPA required.

University of Victoria (UVic) Requirements

CNC's Pre-UNBC diploma is accepted for direct entry into the UVic Child and Youth Care Bachelor's degree programme. Minimum 3.00 (B) GPA required.

These elective courses cannot be used for credit more than once.

PROGRAMME OUTLINE– Teaching Assistant Certificate (not offered 2005–2007)

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 at this time.

of staff working with developmentally disabled persons in community settings. **The programme is offered in a distance education format (print, teleconferencing, and/or e-mail, and other media).** Learners from small and large communities alike are able to enroll and work through the material at home. Importantly, those who are presently working do not need to leave their employment to study in the programme. Support services are available to provide feedback, answer questions, organize study groups, and in other ways assist the learners in their studies, regardless of where they live and work. The programme follows a semester system. 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

CAREER OPPORTUNITIES

Graduates of the Developmental Disabilities Certificate are employed as paraprofessional support workers in residential, recreational, employment, school, and other types of community-based service settings. They provide 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.

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.

A DEVC Admissions Package (with programme specific forms) and a CNC General Application Form are available from Admissions, Registration and Records. In those cases where the programme is oversubscribed, students will be admitted on a first-qualified, first-admitted basis until the programme is full.

PROGRAMME OUTLINE

DEVC 130	Physical Care
DEVC 140	<u>Communication Skills</u>
DEVC 150	Life Planning and Support Systems
DEVC 160	<u>Foundations of Ethical Practice</u>
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

DEVELOPMENTAL DISABILITIES COURSE DESCRIPTIONS

These courses are offered by distance education (print, teleconferencing, and/or e-mail and other media.)

DEVC 130 Physical Care

Maintaining the physical health and safety of persons with a disability and the staff who sup-

DEVELOPMENTAL DISABILITIES CERTIFICATE



STATEMENT OF PURPOSE

The Developmental Disabilities Certificate aims to increase the skill levels and professionalism



port 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

Topics include perception of self and others, verbal and nonverbal communication, managing conflict, communication in work relationships, effective participation in groups and teams, and the ethics of communication. Consideration is also 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. Prince George students participate in a Skills Workshop; students outside Prince George participate in a teleconference.

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 (with a minimum "C" grade in each)

3 CR

DEVC 160

Foundations of Ethical Practice

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.

Note: Prince George students participate in one on-campus discussion group; students outside Prince George participate in one teleconference. Students also need

access to a computer with CD-ROM capabilities. (System requirements: For PC users, MS Windows 95/98 or NT 4.0 or higher, 32 MB RAM, CD-ROM drive 10x or faster, SVGA monitor (800 x 600 resolution), sound card; For Macintosh users, PowerPC, OS 7.61 or higher, 32 MB RAM, CD-ROM 10x or faster, SVGA (800 x 600 resolution.) A limited number of videotape format materials are also available on short-term loan from the CNC Library.

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 on 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: Part 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 potential for productive use and possible abuse of the training techniques.

3 CR

DEVC 186

Positive Approaches to Teaching and Learning: Part 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 (with a minimum "C" grade)

3 CR

DEVC 199

Practicum

The purpose of this practicum is to provide opportunities to connect your DEVC course work with direct community practice. The emphasis will be on acquiring skills to work effectively and creatively with co-workers, agency programmes, and individuals with dis-

abilities. The student will have a major responsibility for organizing his/her own practicum. There are four levels to the practicum that will be completed over a 16-week period.

Prerequisites: DEVC 130, 140, 150, 160, 172, 181, and 186 (with a minimum "C" grade in each); Criminal Record Search

3 CR

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)

SOC 230

Critical Perspectives on Contemporary Families

This course provides an introduction to the contemporary debates within the sociology of family. The course explores the interaction and conflicts between our intimate lives as family members and the economic, political, legal, and cultural changes that define the beliefs and issues surrounding the institution of family. Utilizing current sociological theory and analyses, the course critically examines the history of the western family, the ideology of the family, gender ideology, and social policies and practices affecting Canadian families. The course explores central issues faced by families today, including dating, mating and marriage, the contradictions between romantic love and social constructions of the ideal family, the gendered division of labour, parenting, divorce, poverty, alternative family forms, and

violence within intimate relationships. Critical analysis of debates surrounding single parent families, same sex marriages, and recent trends in reproductive science will form an additional aspect of the coursework.

Prerequisite: SOC 101

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 195

Issues and Principles of Fieldwork and Community Seminar I

This course is designed to introduce first-year students to the purpose and structure of the SSWK field work experience referred to as "practicum." You will be introduced to the theoretical context of experiential learning and its value in the learning process. We will explore the essential components of a practicum and its linkage to the academic work in other SSWK and university transfer courses. We will introduce you to a sampling of the agencies in our region that provide practicum experience. You will have explored a number of articles that discuss some of the key issues in the profession. You will interview for and be accepted in a practicum placement that will run two days a week beginning in January and end with a 2-week block placement in April/May.

Pre- or Corequisites: SSWK 145, 171

3 CR / (0,3)

SSWK 196

Practicum and Practicum Seminar

Students will attend a social service agency site for two days a week throughout the semester. At the agency, students will construct a learning contract, perform work for the agency, and receive guidance and supervision from an agency-based field supervisor. The seminar is designed to allow all students in the two-day-a-week practicum to reflect on the learning accomplished during practicum. You will keep a journal as discussed in SSWK 195 and will be presenting writings from it to your colleagues. We will problem solve around issues and concerns pertaining to practicum. We will attempt to link theoretical components from your courses to actual practicum events.

Prerequisites: Successful completion of all SSWK courses in the first semester with a grade of "C" or better

Corequisites: SSWK 142, 151

5 CR / (0,2)

SSWK 199

Practicum and Seminar

Starting in late April, at the end of the second semester, students will complete a two-week block placement in the same community agency where they have been working during SSWK 196. The students will already be familiar with the agency and will be expected to participate more fully and contribute to the goals of the agency. A weekly two-hour seminar will be offered.

Prerequisites (SSWK 199): Successful completion of all SSWK courses in the second semester with a grade of "C" or better and an "S" grade in SSWK 196

3 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 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 their 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 271

Health and Wellness Self-Care Lab

Because of the suffering of many clients, working with people in a helping capacity can be quite an overwhelming experience. The intensity of human emotion and dysfunction that is encountered in practicums and in social service work environments can arouse emotional reactions, and sometimes physical and spiritual pain, that may not have been anticipated. Having such feelings is quite normal and appropriate. However, to be an effective helper it is necessary to be in touch with these feelings and recognize the early signs of distress. The key to personal success in the helping professions is to maintain a balance between your personal wellness and the professional tasks and interventions you will be providing. Learning to recognize these emotions provides opportunities for self-reflection, self-awareness, and new perspectives; sometimes these emotions are related to new experiences, other times to unfinished or unresolved issues in your life. Working through these and developing self-awareness and self-care strategies is key to developing a healthy balance in life as a helping professional. SSWK 271 is a 1.5 hour mandatory lab in the SSWK programme. It is intended to provide the student with a basic introduction to strate-

gies to develop self-care responsibility. It emphasizes a preventive approach to holistic wellness that incorporates physical, emotional, social, and spiritual aspects. It is an experiential lab that focuses on self-awareness and sensitivity as contributing factors to your state of wellness. The predominant objective is to identify practical techniques and exercises that are easy to do and are easily incorporated into daily living. The goal is to optimize our personal wellness as a strategy to manage professional and personal stressors.

Prerequisite: Successful completion of first-year SSWK programme

1.5 CR / (0,1.5)

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: Not offered in 2005–2007.

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 295

Issues and Principles of Field Work and Community Seminar II

Students will, for two hours a week, attend a two-hour practicum preparation class. Students will assess their strengths and areas needing improvement. They will focus on issues of professional ethics and conduct in the social service field. They will discuss the

impact that they can have both personally and professionally on clients. They will address issues of boundaries, emotional and physical self-care, dual relationships, and other issues related to working in the field. Students will establish learning objectives and negotiate practicum contracts with agencies.

Prerequisite: Successful completion of all SSWK first-year courses

2 CR / (0,2)

SSWK 296

Practicum and Practicum Seminar

Students will attend a social service agency site for two days a week throughout the semester. During this time, students will participate in the design of a learning contract, perform work for the agency, and receive guidance and supervision from an agency-based field supervisor. Students will attend a two-hour practicum class. The intent of this class is to have the students reflect upon the learning that is taking place in the field placement. Students will have the opportunity to problem solve around issues and concerns related to their practicum experience. This class will link theoretical components from the courses to the practicum.

Prerequisite: Successful completion of all SSWK first-year courses

5 CR / (0,2)

SSWK 297

Practicum and Seminar

Students will work one day per week in a classroom setting under the supervision of a teacher and classroom aide. A weekly 1½-hour seminar is included. The practicum is intended to provide students with an introduc-

tion to the role and responsibilities of a classroom aide.

Note: Not offered 2005–2007

Corequisite: SSWK 273

4 CR / (0,1.5)

SSWK 298

Practicum and Seminar

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.

Note: Not offered 2005–2007

Prerequisite: SSWK 297

4 CR / (0,3)

SSWK 299

Practicum and Seminar

Starting in late April, at the end of the second semester, students will enroll in and complete and two-week block placement in the same community agency as their SSWK 296 placement. The students will already be familiar with the agency and will be expected to participate more fully and contribute to the goals of the agency. Students must also attend a two-hour seminar on campus during each of these weeks.

Note: in order to continue with the practicum, students must obtain a “C” grade or better in all SSWK courses and an “S” grade in SSWK 296

3 CR / (0,2)

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

Bill Farr
Dean, Business and Technology
Telephone: (250) 561-5814
Fax: (250) 561-5866

Certificates:

- Drafting Technician*

Diplomas:

- Engineering Design Technology*
- Forest Resource Technology

One-Year Advanced Diploma:

- Geographic Information Systems Technology*

Continuing Education:

- ABCPF Pupil courses
- AutoCAD
- Forestry
- Geographic Information Systems Technology
- Custom and specialized courses upon request

[*Contact Admissions, Registration and Records for status of programme.](#)

The Business 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 technology programmes which have developed solid reputations, built on experience and success.

Several programmes are accredited either by the Applied Science Technologists and Technicians of British Columbia (ASTTBC)

and/or are being re-accredited under national standards.

DIVISIONAL CONTACT

Don Precosky
Dean, Arts and Science
Telephone: (250) 561-5815
Fax: (250) 561-5866
E-mail: precosky@cnc.bc.ca

Diploma:
New Media Communications and Design

DIVISIONAL CONTACT

Jan Jonker
Dean, Trades
Telephone: (250) 561-5804
Fax: (250) 561-5844

Certificates:

- Computer/Network Electronics Technician

Diplomas:

- Electronics Engineering Technology

CERTIFICATE IN ADVANCED TECHNOLOGY APPLICATIONS AND LEADERSHIP

The College of New Caledonia offers a programme in Advanced Technology Applications and Leadership. Graduates will receive a Certificate in Advanced Technology Applications and Leadership. As the title

implies, programme content will be concentrated in two areas:

- Advanced technology applications
- Leadership and human relations skills

ADMISSION CRITERIA

To be admitted to the programme, learners must possess a minimum of a diploma in a technology that is offered or recognized by CNC. Examples of such technologies include forestry, electronics, computer information systems, new media, and engineering design. Students must meet all prerequisites (or equivalents as evaluated) for specific courses included in their learning plans. Provision will be made for the application of Prior Learning Assessment and Recognition (PLAR).

The programme will have two unique features:

- It will be structured around a framework of hours of study rather than credits earned
- Course selection will be done as a result of an individual learning plan, rather than according to a predetermined set of required courses.

The Framework

- The Certificate will represent approximately 240 contact hours of traditional coursework (lectures, labs, etc.)
- Coursework must be beyond the scope of current diploma levels
- At least 50% of the contact hours (120) must be done through CNC courses
- Up to 50% of the contact hours (120) may be done through other accredited institutions or PLAR. There are no restrictions as to delivery format.

- All courses taken through other institutions meet CNC programme standards
- All course work must be completed within five years of the learner's admission to the programme
- Two-thirds of course hours must come from technology studies
- One-third of course hours must come from leadership/human relations studies
- All CNC courses eligible for the Certificate will be recorded on the learner's official transcript
- When appropriate, programme courses will be submitted through the appropriate programme committees to Education Council for review and approval
- Delivery of CNC courses may be done in a variety of methods, including Distributed Learning, weekend classes, concentrated summer delivery, or a blending of these and other delivery approaches.

ENGINEERING DESIGN TECHNOLOGY

Note: The Drafting Technician Certificate and Engineering Design Technology programmes are under review. Please contact the Counselling and Advising Centre or the Dean, Business and Technology Division for programme information. There will be no intake in September 2005.

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 estimator, and technical representative for manufacturers and suppliers of building materials.

Admission Requirements

1. Successful completion of Grade 12 or ABE Advanced Certificate or GED Certificate.
2. Principles of Math 11 or Applications of Math 12 or MATH 045 with a standing of "C" 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 Principles of 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 MATH 195.**
3. Applicants must take the English and Math Achievement Test (EMAT) administered by the College prior to the first semester. Applicants will be advised if there are deficiencies that, if remedied, will improve their chances of success.

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:

- In order to have non-academic information considered, applicants shall submit a résumé of their experience with their application.
- Grade point average based on the best three marks:
 - English 12 (in all cases)
 - Principles of Math 11 or 12
 - Physics 11 or 12
 - (or ABE equivalents)

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 UT 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, applicants will be ranked by the date of application.

Application Procedure

Application forms are available from Admissions, Registration and Records and may be submitted after September 15 for entry in the following Fall. Acceptance to the programme begins at the end of April. The programme starts in September.

Programme Outline: Drafting Technician

Term I	(15 weeks)
ENGL 195	Technical Communications
ENDT 150	Technology Graphics
ENDT 151	Introduction to Computers and CAD
ENDT 152	Materials and Applications
ENDT 153	Surveying
ENDT 154	Design Technology Physics
MATH 195	Mathematics for Technologies

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.

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.

Career Opportunities

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

Admission Requirements

1. Successful completion of Grade 12 or ABE Advanced Certificate or GED Certificate.
2. Principles of Math 11 or MATH 045 or Applications of Math 12 with a standing of "C" 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 Principles of 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 MATH 195.

3. Applicants must take the English and Math Achievement Test administered by the College prior to the first semester. Students scoring 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.

In order to have non-academic information considered, applicants shall submit a résumé of their experience with their application.

Grade point average based on the best three marks:

English 12 (in all cases)	
Principles of 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
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Current academic standing: Has the applicant just finished grade 12 or a suitable upgrading course in the last two years?	/2
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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
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Other diploma or training: Successful completion of a diploma programme or the completion of first year UT 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
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Total available points:	/9
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In the case of a tie score, applicants will be ranked by the date of application.

Application Procedure

Application forms are available from Admissions, Registration and Records and may be submitted after September 15 for

entry 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)

ENDT 150	Technology Graphics
ENDT 151	Introduction to Computers and CAD
ENDT 152	Materials and Applications
ENDT 153	Surveying
ENDT 154	Design Technology Physics
ENGL 195	Effective Communications I
MATH 195	Mathematics for Technologies

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

Term III January to May (19 weeks)

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
ENGL 196	Effective Communications II

Term IV September to December (15 weeks)

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
MATH 104	Introduction to Statistics

ELECTRONICS PROGRAMME

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 boards, AutoCAD, CircuitMaker, TraxMaker, MicroSim Pspice CAD, and simulation and mathematical modelling.

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 32-week period starting in September and concluding in May of the following year.

The programme is oriented toward micro-computer and network hardware, both at the component and the system level. The 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, 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 Grade 12 (with English 12, Communications 12, or Technical

and Professional Communications 12) or **CCP** Advanced Certificate or GED Certificate.

2. Successful completion of the Principles of Mathematics 11 or Introductory Math 11 or Applications of Mathematics 11 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 scoring 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.

SELECTION CRITERIA

In the event that the Computer/Network Electronics Technician 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 11 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/Network Electronics Technician Programme

Term I	September to December
CIS 255	Data Communications
CNET 252	Operating Systems
CNET 253	Computer Hardware I
CNET 256	Basic Electronics
CNET 261	Computer Peripheral Technology
ENGL 195	Effective Communications I
Term II	January to May
CNET 262	Professional Relations
CNET 265	Advanced Topics
CNET 266	Data Cable Installation
CNET 267	Microsoft Network Software
CNET 269	Novell Network Software

ELECTRONICS TECHNOLOGY BRIDGE PROGRAMME

Note: The Electronics Technology Bridge programme is under review. Please contact the Counselling and Advising Centre or the Dean of Trades for programme information.

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.

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

Note: The Electronics Engineering Technology programme is under review. Please contact the Counselling and Advising Centre or the Dean of Trades for programme information.

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.

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 Programme 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.

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

ENVIRONMENTAL SCIENCES PROGRAMMES

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 the integrated functions of the components of the forest environment and uses and its values as determined by the community; to instruct students in specific skills which can be applied to environmentally sound forestry practices; and to produce qualified employable graduates.

Programme Description

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 nationally by the Canadian Technology Accreditation Board through the Canadian Council of Technicians and Technologists as a technologist programme. The programme is also recognized as an accredited technology programme in meeting the educational requirements to qualify for registration as a Registered Forest Technologist (RFT) with the Association of BC Forest Professionals.

Students begin 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 or equivalent. A "C" grade or better is required.
3. Successful completion of:
 - Principles of Math 11, or
 - Applications of Math 12, or

- MATH 045,
- Essentials of Math 11 with a "C" or better as long as the student has completed Principles of Math 10. Proof of successful completion of Principles of Math 10 is required
- MATH 044, with a "C" or better
- Or equivalent

Students having Principles of Math 12, or MATH 050, or MATH 100, with a standing of "C" or better, will be exempted from taking MATH 195.

4. Biology 11 or Biology 045 or Chemistry 11 or Chemistry 045, or Physics 11 or Physics 045 or Resource Sciences: Forests 12, or equivalent. A "C" grade or better is required.

5. Students must be prepared for and enjoy strenuous physical activity in all types of terrain and weather.

Selection Criteria

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

Math:

- A "C+" or better in Principles of Math 11, or MATH 045, or Applications of Math 11, or "B+" in MATH 044, or "B+" in Essentials of Math 11 (with proof of successful completion of Principles of Math 10) contributes one point
- Successful completion of Principles of Math 12, or MATH 050, or 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

Semester I	August to December
ENGL 195	Effective Communications I
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 195	Mathematics for Technologies
Semester II	January to April
ENGL 196	Effective Communications II
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
FORS 202	Forest Ecology
Semester III	September to December
ENGL 252	Technical Communications for Forest Technology
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

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

Bridging to Forest Resource Technology

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.

**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, the University of Alberta, or UBC. In order to receive priority in registration and optimal transferability, students should contact a CNC counsellor as early as possible for assistance with course programming.

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.

Programme Description

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

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

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

CAREER OPPORTUNITIES

GIS has a myriad of potential applications. Current applications are heavily concentrated in the environmental, institutional, 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: GEOG 210 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 September 15. The programme begins in September. Students are encouraged to apply early.

PROGRAMME OUTLINE: Geographic Information Systems Technology

Semester I	September to December
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
Semester II	January to April
GIS 302	Tool Analysis, Design, and Construction
GIS 321	Cartography
GIS 325	Application Tools II
GIS 330	Image Processing and Analysis
GIS 335	Emerging and Specialized Technologies in GIS
GIS 340	GIS Seminar
GIS 345	Project Management and System Development
GIS 350	GIS Project

NEW MEDIA COMMUNICATIONS AND DESIGN

The New Media Communications and Design programme is currently under development. Please refer to the online version of this Calendar at www.cnc.bc.ca for the most up-to-date information or contact the Dean of Arts and Science at (250) 561-5815.

The expected start date of this programme is September 2006. The programme is four semesters in length and will be delivered on a full-time basis (September to April) over a period of two years. Students successfully completing this programme will be awarded a Diploma in New Media Communications and Design.

INTERNSHIP

In the last term (fourth semester), students will participate in an internship with a designated company or organization and will receive 3 credits for successful completion.

ADMISSION REQUIREMENTS

1. Successful completion of Grade 12 with English 12 or ABE Advanced Certificate (with English 045 or equivalent).
2. Writing of a Language Proficiency Index (LPI) test and achieving a minimum score of 4. Contact the College Foundations Division at (250) 561-5826 to find out scheduled times for sittings of the LPI at CNC. Students may also write the LPI at other times and locations in Prince George or in other cities and towns. Visit the LPI website at www.areas.ubc.ca/LPI for a list of sittings of the LPI in Prince George and across the province. Out-of-province students can also consult the LPI website to arrange for private sittings of the LPI test.
3. Submission of a digital portfolio that is evaluated as acceptable and that is received by the deadline (see sections on Selection Criteria, Application and Digital Portfolio Submission Procedures, and Digital Portfolio Requirements).
4. Submission of a statement outlining computer skills and proficiency. Students must have some familiarity and experience with computers and computer software to enter the programme. However, a high degree of familiarity and experience is not required for entry.

Note: students who believe they need upgrading in their computer skills should contact CNC's Continuing Education department or College and Career Preparation department or a college or university in their area. Students who need upgrading or remedial work in other areas should contact CNC's Counselling and Advising Department.

5. Submission of a statement outlining why students wish to enter the programme, relevant background experience, and career goals.

SELECTION CRITERIA

In the event that the programme is over-subscribed, the following selection criteria will be used:

1. Students must have a minimum score of 4 on the LPI test and will receive selection criteria points that are equivalent to their LPI test score. For example, a score of 4 on the LPI test will be equivalent to 4 points; a score of 5 will be equivalent to 5 points, and so on to a maximum of 6 points.
2. Student digital portfolio: 6 points maximum.
3. Student statement on reasons for entering the programme, relevant background and experience, and career goals: 1 point maximum.
4. Geographic location (awarded to students who are residents of Northern, rural, and remote areas): 1 point.

Applications must be either mailed or brought into the College by March 31 and portfolios must be submitted by April 24 (they may be dropped off at the Admissions, Registration and Records Office during regular office hours).

Portfolios are reviewed by a New Media Communications and Design programme committee and will be assessed on the basis of skill, design, and creativity.

PROGRAMME OUTLINE: New Media Communications and Design

Year One

Semester 1	September to December
NMCD 111	Writing I
NMCD 121	Publishing I
NMCD 131	Creativity
NMCD 141	Web I
NMCD 151	Illustration

Semester 2 January to April

NMCD 112	Writing II
NMCD 122	Publishing II
NMCD 132	Multimedia Design and Technology
NMCD 145	Design History
NMCD 152	Animation, Video, and Sound

Year Two**Semester 1 September to December**

NMCD 211	Writing III
NMCD 221	Publishing III
NMCD 231	Multimedia Design and Technology II
NMCD 241	Web II
NMCD 290	Industry Seminar

Semester 2 January to April

NMCD 212	Writing IV
NMCD 222	Publishing IV
NMCD 232	Multimedia Design and Technology III
NMCD 260	Portfolio and Professional Practices
NMCD 299	Industry Internship

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 as indicated under the specific programme. Students requiring further information are advised to contact the Counselling and Advising Department.

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.

CIS 255**Data Communications**

This course introduces the student to the conceptual issues in the establishment of data communication networks. Discussions include the current and future state of the communications industry, hardware and software, comparison of LAN and WAN connectivity, and the

various models used to analyze a business network.

3 CR / (3,0)

CNET 252**Operating Systems**

This is a lecture/lab course that covers the fundamentals of the microcomputer operating system, BIOS, and the relationship between software and hardware. Topics include function, installation, configuration, diagnostics, troubleshooting, optimization, and operation. Emphasis is on computer workstation operating systems. The course will cover the software requirements of the A+ Certification programme.

3 CR / (2,3)

CNET 253**Computer Hardware I**

This is a lecture/lab course that covers the detailed operation of a microcomputer, its sub-components, 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, systems interrupts, memory systems and hardware, serial and parallel ports, video control and monitors, disk drive operations, and installation and configuration of the BIOS and operating systems. The course will cover the hardware requirements of the A+ Certification programme.

3 CR / (2,3)

CNET 256**Basic Electronics**

This course will teach the basics of electronics. Students will learn about Ohm's law, series and parallel circuits, and basic transistor circuits used as an amplifier and a switch. There will be an emphasis on learning to use the test equipment and understanding the readings that are obtained.

2 CR / (1,2)

CNET 261**Computer Peripheral Technology**

This is a detailed lecture/lab course that covers the operation and repair of computer peripherals. Topics will include printers and printer technology, scanners, and data loggers. There will also be an introduction to non-broadcast video systems in general and computer video in particular, including operation, installation, and troubleshooting. The course will include the theory of operation of video monitors including sync circuits, high voltage circuits, timing circuits, etc., plus video standards, interfacing standards, video cards, and soft-

ware. The course concludes with a study of current video cards and future development.

3 CR / (3,3)

CNET 262**Professional Relations**

This course is an applied skills course focusing on the development and enhancement of effective communication in working with people as teammates, employers, employees, supervisors, and customers. Students will participate in studies and activities necessary for successfully functioning and advancement in the business world in a variety of types of companies, as well as in public and inter-department relations. Students will learn skills required to network and to present themselves effectively to employers, customers, clients, and subordinates. The specific skills of stress and time management, assertiveness, giving and receiving feedback, effective listening, and conflict resolution will be introduced. Students will secure their own work experience as part of this course.

Prerequisite or Corequisite: ENGL 195

3 CR / (1,2)

CNET 265**Advanced Topics**

In this course students will cover material in preparation for the Network Plus examination requirements. Topics covered will include the OSI Model, protocols, media types, hardware LAN-WAN architecture, remote connectivity, networking with UNIX, TCP/IP, workstation and server design implementation, troubleshooting and maintaining network systems, and network integrity, availability, security, and upgrading.

Prerequisites: CNET 255

3 CR / (3,3)

CNET 266**Data Cable Installation**

Data Cable Installation is an integrated lab-based course which teaches the concepts behind cabling standards, and the tasks required of a certified cable installer. The course will also prepare students for industry-standard certification exams.

3 CR / (3,3)

CNET 267**Microsoft Network Software**

This lecture/lab course deals with the installation, configuration, and troubleshooting of a Microsoft server. It will simulate wide area and local networks using a current version of Microsoft's Server operating system, with advanced

network concepts targeting 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

This lecture/lab course deals with the configuration, installation, and troubleshooting of a Novell server, simulating wide area and local networks using a current version of Novell's network operating system. Advanced network concepts will target layout, installation, and troubleshooting. Topics will include security, firewalls, industrial networks, data highways, and site-specific disaster recovery.

Prerequisite: CNET 252

3 CR / (3,3)

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 are 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 (including 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 Quattro 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 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, MATH 195

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 will 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, MATH 195

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: MATH 195

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, MATH 195

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.

lopes 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 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 195

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, MATH 195

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: ENDT 174

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 195

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 195

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 195

Prerequisite or Corequisite: ENGL 196

6 CR / (0,2)

ENGL 195**Effective Communications I**

This course introduces students to the principles and practices of written and oral communications as applied in current business and career contexts. This course aims to help students develop an ability to write clearly and speak effectively. Instruction will emphasize grammar, style, and presentation as important elements applied to a variety of writing and speaking situations: e-mail, web analysis and summaries, memos, letters, proposals, résumés, interviews, and instructional and persuasive talks.

3 CR / (3,0)

ENGL 196**Effective Communications II**

This course is a discipline-based research course that introduces career and technical students to current research, writing, and speaking formats and techniques as practiced

in collaborative small group contexts. Students will learn how to do original research, how to write in appropriate formats, and how to present oral reports, while working cooperatively in a group. Grammar, style, and document presentation are stressed as important elements applied to a variety of writing and speaking situations: topic selection, bibliographies, proposals, progress reports, and visual design.

Prerequisite: ENGL 195

3 CR / (3,0)

ENGL 252**Technical Communications for Forest Technology**

This course builds upon the skills introduced in ENGL 195 and ENGL 196 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, 162, 196

3 CR / (3,0)

ETCC 150**Circuit Analysis I (DC Circuits)**

This course serves as the foundation for the theory that is required for the analysis of all electronic circuits. Previous knowledge of electronics is not required. The concepts of the basic quantities of charge, voltage, current, resistance, energy, and power are developed. The student will study the relationships between these quantities and apply this knowledge to the analysis of series, parallel, and series-parallel DC circuits. Additional analysis tools such as the Venin's theorem and maximum power transfer are also covered. Introductions to electromagnetism, capacitors, and inductors also prepare the student for future studies in electronics. At all times, theory is reinforced with hands-on practice and exposure to troubleshooting techniques.

Prerequisites or Corequisites: ETCC 153, 170
3 CR / (3,3)

ETCC 153**Circuit Analysis II (AC Circuits)**

This course serves as the foundation for the theory that is required for the analysis of all electronic circuits with AC sources. The characteristics of various AC waveforms are discussed and measured. The concepts and calculations of reactive values are emphasized. The student will study the AC response of var-

ious circuit configurations and apply this knowledge to the analysis of RC, RL, and RLC circuits. Various practical applications of circuit configurations are explored. At all times, theory is reinforced with hands-on practice and exposure to troubleshooting techniques.

Prerequisites or Corequisites: ETCC 150, 170
3 CR / (3,3)

ETCC 158**Electronics Technician Skills I**

This course provides students with the required skills to perform the tasks that will be encountered in the practical phases of the Electronics Technician Common Core Programme. Theoretical concepts as well as practical applications are included, including safety procedures such as WHMIS.

1 CR / (0,1)

ETCC 160**Integrated Circuits and Applications**

This course provides the theoretical and practical knowledge necessary for the student to install, maintain, and troubleshoot circuits which employ integrated semiconductor devices. The electronic devices covered are operational amplifiers, timers, and voltage regulators. Practical circuits which employ these devices are also studied.

Prerequisites: ETCC 150, 153

3 CR / (3,3)

ETCC 162**Microcontroller Technology**

This course provides the theoretical and practical knowledge necessary for the student to install, maintain, and troubleshoot circuits that contain microprocessors. The concepts covered include both software and hardware debugging.

Prerequisite or Corequisite: ETCC 176

3 CR / (3,3)

ETCC 164**Fundamental Computer Networks and Applications Software**

This course will provide the student with the understanding of today's modern networking systems, starting from the humble beginnings of networks to the modern day LANs, MANs, and WANs. Students will also explore the use of the Intranet and the Internet as both a tool and a resource. The student will learn the principles of how to attach and configure a workstation to function on a network.

2 CR / (1,2)

ETCC 168**Electronics Technician Skills II**

This course provides the basic technical skills that are required by an electronics technician. These skills will enable the student to analyze, diagnose faults, and modify and repair electronic assemblies more effectively. This course will also provide the basic troubleshooting concepts and skills required to isolate faults in simple circuits with resistive and reactive components. Emphasis is placed on the methods used to isolate faults in an efficient and logical manner. Block diagram analysis is introduced to facilitate fault isolation in more complex electronic circuits and systems.

Prerequisite or Corequisite: ETCC 158

2 CR / (0,1)

ETCC 170**Solid State Electronics (Discrete Devices)**

This course provides the theoretical and practical knowledge necessary for the student to install, maintain, and troubleshoot circuits which employ discrete semiconductor components. The electronic components covered are diodes, rectifiers, bipolar junction transistors, field effect transistors, solid state switching devices, and photosensitive devices. Practical circuits which employ these devices are also studied.

Prerequisites or Corequisites: ETCC 150, 153

3 CR / (3,3)

ETCC 176**Digital Electronics**

This course provides the theoretical and practical knowledge necessary for the student to install, maintain, and troubleshoot circuits that contain digital logic devices. The digital logic devices covered include basic logic gates, logic functions, flip-flops, counters, shift registers, memories, and interfacing ICs. Practical circuits that employ these devices are also studied.

Prerequisite or Corequisite: ETCC 162

3 CR / (3,3)

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 the student to the major products produced from raw materials from BC's forests, with emphasis on current manufacturing processes. The structure and properties of wood and identification of important Canadian hardwood and softwood species are also emphasized. Tours of local mills and processing plants are an integral part of this 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 resulting from various forestry practices, with applications in silviculture, watershed management, and engineering. Topics covered are landforms and soil formation, physical and chemical properties of soils, description of profiles, the Canadian system of soil classification, and basic principles of hydrology. Field 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 195

5 CR / (3,4)

FOR 164**Fire Management**

The principal emphasis in this course is on wildfire control. Successful control of wildfire encompasses four areas of action, including fire prevention, detection, suppression, and suppression activities. Successful participants will know their responsibilities under the **Forest Practices Code Act** and related regulations. Suppression instruction will focus on initial attack, including fire assessment, reporting, forecasting behaviour, determining tactics, and equipment needs. Participants will be able to document their plans and actions. Participants successfully completing this course will 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 drafting skills and techniques required in forest cartography. Students will learn the elements of contour and planimetric maps, plotting traverses, and how to use MicroStation computer mapping programme to produce a finished logging plan and a timber type map that includes the baselines, striplines, and sample plots of a completed cruising project.

The course has two major projects. The first project will teach students how to draft a plan view of a primary logging road system, complete with logging and riparian boundaries. A small portion will be plotted from field notes using a drafting arm, then this partially completed draft will be digitized, plotted to completion, and lettered, using MicroStation. Emphasis is placed on the engineering principles that are applied when designing and drafting logging roads and boundary lines on various types of logging terrain. The second project will teach students how to produce a complete computerized timber type/cruise 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 195
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)

FORS 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 and Range 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)

FORS 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 and Range Practices 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)

FORS 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, other agents such as mammals, birds, climate, dwarf mistletoe, nematodes, forest and range weeds, and marine borers will be studied. Damage appraisal techniques and control will be covered where applicable.

Prerequisite: FOR 202

3 CR / (2,2)

FOR 263

Forest Measurements III

This course introduces students to the BC Metric Log Scaling and Grading system, weight scale sampling, Ministry of Forests cyclic billing practices, and residue and waste assessment. It also covers the practical application of timber cruising in compliance with the BC Forest Service Cruising Manual. Students use field data taken from a first-year operational timber cruise 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.

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 ABCFP.

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 a basic knowledge 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, the **Forest Practices Code Act** and the **Forest and Range Practices Act**, and 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.

Prerequisite: Completion of first year of the programme

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 from the interior to the BC lower coast. Field activities will involve exercises, observation, and analysis of research facilities, forestry operations, and manufacturing facilities.

Prerequisites: Completion of all courses from Semesters I–III

2 CR / (9 days maximum)

GEOG 210

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 310

Data Acquisition and Remote Sensing

This course concerns the principles and procedures of gathering and transforming georefer-

enced 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, and 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 / (2,3)

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 335

Emerging and Specialized Technologies in GIS

This course is designed to introduce the student to a variety of emerging technical topics in GIS. Students will gain hands-on experience during lab exercises. Once introduced to topics, it is expected the student will be prepared to continue with self-studies in the area to develop specific expertise. Technical topics will be introduced as modules. Students will be required to complete one topic deemed to be of significant importance to GIS. Students will also be required to complete study in selected areas from a list of available topics. The technical topics covered will vary in different offerings of the course

Prerequisites: GIS 304, 315

Prerequisites or Corequisites: GIS 302, 325

2 CR / (0,3)

GIS 340

GIS Seminar

The course is designed to have the students consider the wider issues which are of concern to GIS practitioners. The students will use this opportunity to undertake in-depth research on one topic and participate in constructive discussions on several others. The topics to be examined will be drawn from areas which relate to the social, economic, environmental, and technological issues which surround the development of GIS in a wide range of implementation contexts. Students

will also benefit from the experience/advice of practitioners through guest lectures.

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 socio-economic issues of GIS.

Prerequisites: GIS 304, 305

2 CR / (2,0)

GIS 350

GIS Project

By completing a client-based, "real-world" project, the learner is able to integrate abilities developed throughout the programme and from their personal background towards the successful completion of the undertaking. Working from a client-based proposal and with client direction, all phases of the project, including problem definition and client presentations of interim and final reports, are completed within the term. The final report is prepared including project standards, recommendations, and data management guidelines.

4 CR / (0,2)

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 195

Mathematics for Technologies

This course is designed to introduce students to the principles and practices of mathematics with application to technologies. Topics include number systems, algebraic concepts, analytic geometry, functions and graphs, and

trigonometry. Instruction will emphasize topics and examples relevant to the discipline.

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.

3 CR / (2,2)

NMCD 111

Writing I: Basics of Writing for New Media

Writing for new media comprises a large and diverse number of formats and types of writing for a large and diverse number of clients. This course will familiarize students with the many forms of new media and the wide variety of types of writing particular to those forms. The course will focus on developing students' skills in identifying audience and market, writing in different styles and voice appropriate to the audience, and generating content for new media formats. Students will learn how to structure many types of documents, develop professional writing skills, and edit content.

Pre- and corequisites: Admission to the programme

3 CR / (3,0)

NMCD 112

Writing II: Telling the Story

The basic elements of storytelling are the foundation for much writing and design in both new and traditional media. Much corporate communication, advertising, Web design, and content of periodicals relies on the elements of the story. In this course, students will learn the elements of story, practice finding material for stories, and write stories for different new and old media formats. Students will also learn how to shape stories depending on audience, find new angles for existing stories, and condense and simplify stories. Students will learn to edit and revise their stories and understand and apply style sheets.

Pre- and corequisites: NMCD 111

3 CR / (3,0)

NMCD 121

Publishing I

This hands-on course will introduce students to desktop publishing and the fundamentals of print layout, design, and production, as well as to various professional level software programmes. Students will learn the publishing process as well as image and text manipulation and fundamental print and graphic design principles.

Pre- and corequisites: Admission to the programme

3 CR / (1,3)

NMCD 122

Publishing II

This hands-on course is a continuation of NMCD 121. Using professional level software programmes, students will work on publishing projects in a variety of formats, including designing and producing chapbooks, book covers, CD covers, and storyboards. Students will solve design and operational problem and work on both individual and group projects. Students will learn intermediate print and graphic design principles, as well as the planning, procedures, and steps in taking a publication from conception to delivery.

Prequisites: NMCD 111, 121, 131, 141, & 151

3 CR / (1,3)

NMCD 131

Creative Explorations

This course explore creative problem solving in a multi-disciplinary format.

Pre- and corequisites: Admission to the programme

3 CR / (2,2)

NMCD 132

Multimedia Design and Technology I

This is an introductory course to digital multimedia and design, using professional level multimedia software programmes. Students will learn the fundamentals of multimedia and interactive design, as well as how to plan, design, and develop interactive media projects with an emphasis on portfolio development. Students will learn to design and create banners, buttons, rollovers, hot spots, navigation bars, and other interactive multimedia technologies.

Prerequisite: NMCD 141

Corequisite: NMCD 152

3 CR / (1,3)

NMCD 141**Web I: Introduction to the Internet and the World Wide Web**

This hands-on course will introduce students to the online world of the Internet and to the fundamentals of web page creation and design. Students will learn HTML, HTML Editor, and Dreamweaver. They will be introduced to the architecture and functioning of the Internet and Web, basic elements of web page creation and design, web project management, storyboarding, URLs, hyperlinks, plug-ins, browsers, protocols, client/server relationship, and the publication process for the Web. In addition, students will learn how to analyze commercial websites with a view to gaining insight into the design of their own websites.

Pre- and corequisites: Admission to the programme

3 CR / (1,3)

NMCD 145**Design History**

This survey course will introduce students to the history of design and style with a focus on the contemporary. Students will explore the application of graphic design and style to web and print publishing. The course will also introduce students to client relations and communication in design projects, as well as principles and techniques of marketing.

Prerequisites: NMCD 111, 121, 131, 141, & 151

3 CR / (3,0)

NMCD 151**Illustration**

This hands-on course will introduce students to the concepts of visual literacy and communications. No previous experience in drawing or painting is required. They will learn the fundamentals of black and white drawing, both computer (using professional level graphic software programmes) and non-computer, and basic 2D design principles. They will also learn elements and principles of colour theory, especially as they relate to the publishing industry, and also how to use and manipulate colour. Techniques for evaluating and critiquing (both oneself and other learners) will be discussed and incorporated into the course work.

Pre- and corequisites: Admission to the programme

3 CR / (1,3)

NMCD 152**Animation, Video, and Sound**

This course concentrates on the production and integration of dynamic media in multimedia projects. Students will learn basic principles of digital animation, video and audio creation, and gain experience in applying these principles. The course will introduce students to digital video and audio editing, using various advanced software programmes.

Corequisite: NMCD 132

3 CR / (1,3)

NMCD 211**Writing III: Writing for Technical and Corporate Communications**

In this course, students will learn about the more specialized aspects of technical writing and writing for business in new media formats. For technical writing, students will learn how to use language to communicate processes and create clear instructions and descriptions for new media formats. For business writing, students will learn how to create communications in keeping with the corporate "voice" and marketing strategy. Further, students will create a variety of types of business writing for new media formats. Students will learn the fundamental skills of online research and will also learn more about intellectual property laws.

Prerequisites: NMCD 111, 112

3 CR / (3,0)

NMCD 212**Writing IV: Writing for the Portfolio**

Students will prepare different types of documents for a variety of new media formats for their individual portfolios. Additionally, students will heavily edit their own work and also each other's work in a peer editing process. Student documents will represent the breadth of learning in the programme. Part of this course will deal with the planning of a timed work project and learning to assess the best presentation format for a particular piece.

Prerequisites: NMCD 111, 112, & 211

Corequisite: NMCD 260

3 CR / (3,0)

NMCD 221**Publishing III**

This hands-on course is a continuation of NMCD 122. Students will apply the skills learned in Publishing I and II and work of publishing projects of professional business quality. They will learn principles of client-centred marketing and communications, and, using professional level publishing software

programmes, will produce a manual, magazine, and other print products. They will also develop experience in project development and management, as well as applying business communication and marketing principles and techniques.

Prerequisites: NMCD 122, 132, & 145

3 CR / (1,3)

NMCD 222**Publishing IV**

This hands-on course is a continuation of NMCD 221. Students will focus on the development of a final portfolio suitable for presentation to industry and employers. All elements of previous print publishing courses will be included in the authoring process so as to create a variety of print and graphic works. Students will also develop a communications strategy and plan for working with specific clients.

Prerequisites: NMCD 211, 221, 231, 241, & 290

Corequisite: NMCD 260

3 CR / (2,2)

NMCD 231**Multimedia Design and Technology II**

This course is a continuation of NMCD 132, but with higher expectations in terms of visual and interactive design, and overall technical competency. Students will learn advanced techniques in various graphic, animation, and scripting software programmes. Students will plan, design, and develop a number of interactive media projects that have a problem-solving nature, and that will contribute to the development of their portfolios. A component of the course will focus on digital camera use, as well as the design and editing of digital photography. Some assignments will be large team projects and others will be projects with tight two- or three-hour time limits.

Prerequisites: NMCD 122, 132, 145, & 152

Corequisite: NMCD 241

3 CR / (1,3)

NMCD 232**Multimedia Design & Technology III**

This hands-on course is a continuation of NMCD 231. Students will focus on the development of a final portfolio suitable for presentation to industry and employers. They will concentrate on the development of several multimedia and interactive projects, including one with a real client. All elements of new media including text, animation, video, graphics, and sound will be included in the authoring process so as to create interactive media

products such as websites and CD-ROMs. Students will identify the main elements in project development and scope out projects, identifying the key components, resources, timelines, and budget.

Prerequisites: NMCD 211, 221, 231, 241, & 290

Corequisite: NMCD 260

3 CR / (1,3)

NMCD 241

Web II: Advanced Web Page Creation, Design, and Marketing

This hands-on course is a continuation of NMCD 141 and will focus on advanced web page creation, design, marketing, and site management using Dreamweaver and other graphic software programmes. Students will create and design interactive web pages, incorporate templates, frames, tables, forms, cascading style sheets, image maps, buttons, scroll bars, dialogue boxes, scripting, and other technologies and components. They will also gain experience in incorporating other media such as animation, video, and sound into their websites. The course will have a problem-solving and team focus where students will become experienced in planning (using navigation schemes, storyboarding, and scheduling), developing, and planning large projects, as well as projects with tight two- or three-hour time limits. Students will study various examples of effective web and interactive design, create web sites using various design principles, and learn how to maintain consistent style in larger web sites. They will also formulate a communication and marketing strategy.

Prerequisites: NMCD 132, 141, & 152

Corequisite: NMCD 231

3 CR / (1,3)

NMCD 260

Portfolio and Professional Practices

This course guides students to create their own portfolio, both in hard and digital format. The course will also educate students about practices of new media professionals. Additionally, the course will also cover the preparation of documentation to accompany the portfolio, as well as the oral and other skills required to present the portfolio effectively.

Prerequisites: NMCD 152, 241

Corequisites: NMCD 212, 222, 232, 299

3 CR / (2,2)

NMCD 290

Industry Seminar

The Industry Seminar will introduce students to working professionals from a variety of new media fields. Additionally in this course, students will learn about basic business, entrepreneurial, and marketing practices, as they apply to new media.

Pre- and corequisites: NMCD 211, 221, 231, & 241

3 CR / (3,0)

NMCD 299

Industry Internship

Students will be placed with a new media company or professional for one day a week (10 days maximum) to provide them with an opportunity to familiarized themselves with the practices of professionals in the community. Additionally, students will attend a seminar each week to help them integrate the knowledge and skills acquired in the classroom with their experience in the field.

Prerequisites: NMCD 211, 221, 231, 241, & 290

Corequisite: NMCD 260

4 CR / (0,2)

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)

Trades PROGRAMMES

DIVISIONAL CONTACT

Marcia Timbres
Dean, College Foundations
Telephone: (250) 561-5826
Fax: (250) 561-5866

Certificate Programme:

- Culinary Arts

DIVISIONAL CONTACT

Jan Jonker
Dean, Trades
Telephone: (250) 561-5804
Fax: (250) 561-5844

Entry Level Certificate Programmes

([Foundation Training](#)):

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

Certificate Programmes:

- Power Engineering
- Welding

Provincial Apprenticeship Programmes:

- Automotive Mechanical Repair
- Carpentry
- [Commercial Transport](#)
- Electrical
- Heavy Duty Mechanical Repair

- [Machinist](#)

- Millwright

- [Planermill Technician](#)

- Welding

CULINARY ARTS CERTIFICATE PROGRAMME

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.

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 theory lessons, self-study, lab demonstrations, and hands-on experience in cafeteria and dining-room-style production kitchens.

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. 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 or 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 hand-written 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 qualifications, 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.**

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. 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.

Apprentices wanting to schedule their Technical Training at the College of New Caledonia should contact the Trades Division at (250) 561-5843 or [1-866-370-2111](tel:1-866-370-2111).

Apprentices and employers are required to contact the Industry Training Centre to register for an apprenticeship. For further information, call [1-866-660-6011](tel:1-866-660-6011) or access their website at www.itabc.ca for the required application forms.

CNC currently offers apprenticeship classes in the following trades:

- Automotive Mechanical Repair
- Carpentry
- [Commercial Transport](#)
- Electrical
- Heavy Duty Mechanics
- [Machinist](#)
- Millwright

• [Planermill Technician](#)

- Welding

Each programme follows the provincial course outline approved by the Ministry of Labour. Persons interested in these or any other apprenticeable trades should call (250) 561-5843 or [1-866-370-2111](tel:1-866-370-2111).

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

For each individual Trades programme, the maximum number of permitted absences is outlined on the Trades Attendance Policy form. Students will receive a copy of this document on the first day of classes.

A student with unexcused 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. 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 each programme.

ENTRY LEVEL TRADES (ELT) PROGRAMMES

- Automotive Technician
- Carpentry
- Electrical

- Heavy Duty/Commercial Transport Mechanical Repair
- Millwright/Machinist

The revised Admission Requirements and Selection Criteria for Trades Training programmes will be implemented for Fall 2007.

Commencing in Spring 2007, all students, in oversubscribed Trades programmes will be selected by the faculty, based on the existing selection criteria.

The Entry Level Certificate programmes offer an extensive array of options for those seeking a career in Trades. These programmes prepare students for an apprenticeship or related employment in a trade.

APPRENTICESHIP TRAINING

The Entry Level training at CNC is focused towards accreditation that successful students receive upon successful completion of the programme. Successful students will receive credit for Level 1 technical training.

ENTRY LEVEL AUTOMOTIVE TECHNICIAN

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 apprentice automotive technicians.

This programme is appropriate for students entering the industry. The course introduces students to the automotive repair and services industry as well as providing an overview of automotive systems tools and repair procedures.

In addition to tuition, students are responsible for additional expenses including textbooks, supplies, coveralls, safety-toed boots, other required personal safety equipment, and computer accounts, where applicable.

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 20-week automotive programme 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. 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.

ADMISSION REQUIREMENTS

1. English 11 or English 045 or Communications 12 with a minimum "C" grade or equivalent or satisfactory score on the English portion of the College English/Math Achievement Test.
2. Principles of Math 11 or Math 045 or Application of Math 11 or Math 044 or equivalent or satisfactory score on the Math portion of the College English/Math Achievement Test.
3. Applicants must complete a pre-Trades evaluation which will include an assessment of English, Mathematics, and Mechanical Reasoning skills.
4. Students are required to submit a résumé along with a handwritten statement indicating reasons for wishing to enter the programme.

SELECTION CRITERIA

1. The letter grade for English 11, English 045, or Communications 12 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc. Students who qualify through the satisfactory completion of the English section of the EMAT will be awarded points at the C grade level.
2. The letter grade for Principles of Math 11, Math 045, Applications of Math 11 or Math 044 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc. Students who qualify through the satisfactory completion of the Mathematics section of the EMAT will be awarded points at the C grade level.
3. Credit in Physics 11 or equivalent with a grade of "C" or better will be awarded 4 points.

4. Mechanical Reasoning will be awarded a maximum of 3 points.

5. Credit in one or more trades-related courses at the grade 12 level with a grade of "B" or better, or successful completion of any Entry Level Trades Training programme, or documented experience of one year in a trade will be awarded 3 points.

6. The résumé and personal statement will be awarded a maximum of 3 points.

Maximum points available = 21

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

Detailed course descriptions are available from the Trades Division office.

CARPENTRY

This 21-week 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.

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.

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.

ADMISSION REQUIREMENTS

1. English 11 or English 045 or Communications 12 with a minimum "C" grade or equivalent or satisfactory score on the English portion of the College English/Math Achievement Test.
2. Principles of Math 11 or Math 045 or Application of Math 11 or Math 044 or equivalent or satisfactory score on the Math portion of the College English/Math Achievement Test.
3. Applicants must complete a pre-Trades evaluation which will include an assessment of English, Mathematics, and Mechanical Reasoning skills.
4. Students are required to submit a résumé along with a **handwritten** statement indicating reasons for wishing to enter the programme.

SELECTION CRITERIA

1. The letter grade for English 11, English 045, or Communications 12 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc. Students who qualify through the satisfactory completion of the English section of the EMAT will be awarded points at the C grade level.
2. The letter grade for Principles of Math 11, Math 045, Applications of Math 11 or Math 044 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc. Students who qualify through the satisfactory completion of the Mathematics section of the EMAT will be awarded points at the C grade level.
3. Credit in Physics 11 or equivalent with a grade of "C" or better will be awarded 4 points.
4. Mechanical Reasoning will be awarded a maximum of 3 points.
5. Credit in one or more trades-related courses at the grade 12 level with a grade of "B" or better, or successful completion of any Entry

Level Trades Training programme, or documented experience of one year in a trade will be awarded 3 points.

6. The résumé and personal statement will be awarded a maximum of 3 points.

Maximum points available = 21

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

Detailed course descriptions are available from the Trades Division office.

ELECTRICAL

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.

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. To receive credit for the course, a grade of 70% is also required on the final exam.

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.

Once indentured 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.

ADMISSION REQUIREMENTS

1. English 11 or English 045 or Communications 12 with a minimum "C" grade or equivalent or satisfactory score on the English portion of the College English/Math Achievement Test.
2. Principles of Math 11 or Math 045 or Applications of Math 12 or equivalent or satisfactory score on the Math portion of the College English/Math Achievement Test.
3. Physics 11 or Physics 045 or Applications of Physics 12 or equivalent.
4. Applicants must complete a pre-Trades evaluation which will include an assessment of English, Mathematics, and Mechanical Reasoning skills.
5. Students are required to submit a résumé along with a **handwritten** statement indicating reasons for wishing to enter the programme.

SELECTION CRITERIA

1. The letter grade for English 11, English 045 or Communications 12 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc. Students who qualify through the satisfactory completion of the English section of the EMAT will be awarded points at the C grade level.
 2. The letter grade for Principles of Math 11, Math 045, or Applications of Math 12 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc. Students who qualify through the satisfactory completion of the Mathematics section of the EMAT will be awarded points at the C grade level.
 3. The letter grade for Physics 11, Physics 045, or Applications of Physics 12 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
 4. Mechanical Reasoning will be awarded a maximum of 3 points.
 5. Credit in one or more trade-related courses at the grade 12 level with a grade of "B" or better, or successful completion of any Entry Level Trades Training programme, or documented experience of one year in a trade will be awarded 3 points.
 6. The résumé and personal statement will be awarded a maximum of 3 points.
- Maximum points available = 21

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

Detailed course descriptions are available from the Trades Division office.

HEAVY DUTY MECHANICAL REPAIR

This 20-week 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.

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. To receive credit for the course, a grade of 70% is also required on the final exam.

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.

ADMISSION REQUIREMENTS

1. English 11 or English 045 or Communications 12 with a minimum "C" grade or equivalent or satisfactory score on the English portion of the College English/Math Achievement Test.
2. Principles of Math 11 or Math 045 or Application of Math 11 or Math 044 or equivalent or satisfactory score on the Math portion of the College English/Math Achievement Test.
3. Applicants must complete a pre-Trades evaluation which will include an assessment

of English, Mathematics, and Mechanical Reasoning skills.

4. Students are required to submit a résumé along with a **handwritten** statement indicating reasons for wishing to enter the programme.

SELECTION CRITERIA

1. The letter grade for English 11, English 045, or Communications 12 or equivalent will contribute its actual points to the selection process: e.g., "A"= 4.0, "B+"= 3.33, etc. Students who qualify through the satisfactory completion of the English section of the EMAT will be awarded points at the C grade level.

2. The letter grade for Principles of Math 11, Math 045, Applications of Math 11 or Math 044 or equivalent will contribute its actual points to the selection process: e.g., "A"= 4.0, "B+"= 3.33, etc. Students who qualify through the satisfactory completion of the Mathematics section of the EMAT will be awarded points at the C grade level.

3. Credit in Physics 11 or equivalent with a grade of "C" or better will be awarded 4 points.

4. Mechanical Reasoning will be awarded a maximum of 3 points.

5. Credit in one or more trades-related courses at the grade 12 level with a grade of "B" or better, or successful completion of any Entry Level Trades Training programme, or documented experience of one year in a trade will be awarded 3 points.

6. The résumé and personal statement will be awarded a maximum of 3 points.

Maximum points available = 21

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

Detailed course descriptions are available from the Trades Division office.

MILLWRIGHT/ MACHINIST

This is an introductory programme for those interested in entering the Millwright/machinist trade.

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. To receive credit for the course, a grade of 70% is also required on the final exam.

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, machine shops, and institutional establishments such as pulp mills, sawmills, mines, and industrial plants. The activities of a millwright/machinist include the construction of foundations for machinery such as conveyors, pumps, compressors, hydraulic systems, pneumatic equipment, working as part of a maintenance crew, and making replacement parts.

ADMISSION REQUIREMENTS

1. English 11 or English 045 or Communications 12 with a minimum "C" grade or equivalent or satisfactory score on the English portion of the College English/Math Achievement Test.
2. Principles of Math 11 or Math 045 or Applications of Math 12 or equivalent or satisfactory score on the Math portion of the College English/Math Achievement Test.
3. Physics 11 or Physics 045 or Applications of Physics 12 or equivalent.
4. Applicants must complete a pre-Trades evaluation which will include an assessment of English, Mathematics, and Mechanical Reasoning skills.
5. Students are required to submit a résumé along with a **handwritten** statement indicating reasons for wishing to enter the programme.

SELECTION CRITERIA

1. The letter grade for English 11, English 045 or Communications 12 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc. Students who qualify through the satisfactory completion of the English section of the EMAT will be awarded points at the C grade level.

2. The letter grade for Principles of Math 11, Math 045, or Applications of Math 12 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc. Students who qualify through the satisfactory completion of the Mathematics section of the EMAT will be awarded points at the C grade level.

3. The letter grade for Physics 11, Physics 045, or Applications of Physics 12 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.

4. Mechanical Reasoning will be awarded a maximum of 3 points.

5. Credit in one or more trade-related courses at the grade 12 level with a grade of "B" or better, or successful completion of any Entry Level Trades Training programme, or documented experience of one year in a trade will be awarded 3 points.

6. The résumé and personal statement will be awarded a maximum of 3 points.

Maximum points available = 21

PROGRAMME OUTLINE:

Entry Level Millwright/machinist

- Safety
- Trades Mathematics
- Blueprint Interpretation
- Measuring Tools and Layout
- Hand Tools of the Trade
- Fasteners
- Metals and Heat Treatment (Metallurgy)
- Machine Shop Equipment and Operation
- Rigging Procedures
- Welding
- Machine Installation
- Power Transmissions
- Lubrication
- Bearings, Gaskets, and Seals
- Materials Handling Equipment
- Dynamic Pumps and Compressors

- Basic Hydraulics and Pneumatics

Detailed course descriptions are available from the Trades Division office.

CERTIFICATE PROGRAMMES

POWER ENGINEERING—4TH CLASS CERTIFICATE PROGRAMME

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 qualify students to write the Fourth Class Power Engineer's Examination upon completion of the programme.

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. To receive credit for the course, a grade of 70% is also required on the final exam.

CAREER OPPORTUNITIES

Fourth Class Power Engineers are employed in sawmills, hospitals, refineries, pulp mills, refrigeration plants, breweries, and public buildings.

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

Note: Admission requirements are under review and will change to meet industry standards. Please contact Admissions, Registration and Records or the Trades Division for current requirements.

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.
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 order to assist in the selection process in those cases where the programme is oversubscribed, 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

Note: The selection criteria process is under review.

When the programme is oversubscribed, the following 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

Detailed course descriptions are available from the Trades Division office.

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.

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. To receive credit for the course, a grade of 70% is also required on the final exam.

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.

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 with credit in English and Principles of Math 10 or equivalents or satisfactory score on the English and Math portions of the College English/Math Achievement Test.
2. Applicants must complete a pre-Trades evaluation which will include an assessment

of English, Mathematics, and Mechanical Reasoning skills.

3. Students are required to submit a résumé along with a handwritten statement indicating reasons for wishing to enter the programme.

SELECTION CRITERIA

1. Successful completion of Grade 12 or equivalent will be awarded 3 points.
2. Credit in one or more trades-related courses at the grade 12 level with a grade of “B” or better, or successful completion of any Entry Level Trades Training programme, or documented experience of one year in a trade will be awarded 2 points.
3. Students will be awarded a maximum of 3 points for Mechanical Reasoning.
4. The résumé and personal statement will be awarded a maximum of 3 points.

Maximum points available = 11

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.

RESIDENTIAL CONSTRUCTION FRAMING TECHNICIAN

Industry Training Programmes section of this Calendar.

The Residential Construction Framing Technician (RCFT) programme is based on the first-year technical Carpentry Apprenticeship training and includes a percentage of subject content covered in years two, three, and four of the apprenticeship programme. Upon successful completion of the 23-week, in-class training, the student will be required to complete a 6-month job-training component to qualify for the provincial credential which recognizes successful mastery of 64 competences. With that achievement, students receive the Industry Training Authority (ITA) Certificate of Qualification and are granted a Level 1 Carpentry credit.

ADMISSION REQUIREMENTS

1. Successful completion of grade 10 or equivalent (transcripts required).
2. Applicants must write the EMAT assessment with the purpose of providing additional assistance to contribute to the student's success
3. Students must submit a handwritten, one-page statement as to why they want to enter the programme.
4. Students must attend a programme orientation session.
5. Students must be physically fit, exhibit manual dexterity, be adaptable to adverse working conditions, and interested in working outdoors.

In the event the programme is oversubscribed, applicants will be considered on a first-come, first-qualified basis.

The programme is usually offered at the CNC Quesnel campus from October through April each year. For more detailed information, contact the **Quesnel campus at (250) 991-7500.**

ADDITIONAL PROGRAMMES

For more programmes in this area, see the Forest Equipment Operator Programme in the

Revised December 11, 2006. Changes to the printed College of New Caledonia 2005–2007 Calendar are indicated in red, underlined type.

University CREDIT PROGRAMMES

DIVISIONAL CONTACTS

Don Precosky
Dean, Arts and Science
Telephone: (250) 561-5815
Fax: (250) 561-5866
E-mail: precosky@cnc.bc.ca

Bill Farr
Dean, Business and Technology
Telephone: (250) 561-5814
Fax: (250) 561-5866
E-mail: farr@cnc.bc.ca

Certificate:

- First Nations Studies

Diplomas:

- Criminology
- First Nations Studies
- Human Kinetics

Associate Degrees:

- Arts
- Science

STATEMENT OF PURPOSE— UNIVERSITY ARTS

To provide first- and second-year university credit courses so that students may transfer into the third year in the degree programme of their choice or graduate from the College of New Caledonia with an Associate of Arts degree.

STATEMENT OF PURPOSE— UNIVERSITY SCIENCE

To provide first- and second-year university credit courses so that students may transfer into the third year in the degree programme of their

choice or graduate from the College of New Caledonia with an Associate of Science degree.

Programme Description

CNC offers a broad spectrum of university credit Arts, Social Science, Science, Applied Science, Commerce, and Human Kinetics (Physical Education) courses. Sixteen 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 one-year First Nations Studies certificate, two-year diplomas in Criminology, First Nations Studies, and Human Kinetics, as well as two associate degrees.

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) [692-1700](tel:250-692-1700)
- 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.

APPLICATION PROCEDURE

Application forms are available from Admissions, Registration and Records and on-line at www.cnc.bc.ca (downloadable form). Applications can also be submitted on-line through the Post-Secondary Application Service of BC at www.pas.bc.ca.

Applications may be submitted any time after September 15 for the following academic year.

University Transfer students who apply on or before February 28 (for upcoming Fall intake) will receive priority registration. Official transcripts or student progress reports for marks for Grade 11 and marks for the first term/semester of Grade 12 and courses registered in the final term/semester are due February 28.

Applicants will be notified of their admission to the University Credit programme along with registration procedures.

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 1: Students who have received less than a "B" grade in English 12 or its equivalent are strongly encouraged to select English 103 as their first University Credit English course.

Note 2: 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 **Principles of 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 101 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 PHYS 101 but can, instead, be admitted to PHYS 105.

REPEATING COURSES

If a student has received three failures in a University Credit Arts or Science course, he/she must apply to the appropriate Dean for special permission to take the course again.

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

UNIVERSITY CREDIT STUDENTS— COURSE SELECTION

The university transfer packages identified on the following pages are intended as guides for course selection and registration.

Students are advised to consult the Index of Career Paths, which lists career options and corresponding programme/course packages. Once a career option has been selected, the programme package specified should then be referred to for more detailed information regarding courses and prerequisites.

Applicants are strongly advised to contact the Counselling and Advising Department at CNC at (250) 561-5818 for enrollment planning and course selection.

Applicants should also consult the BC Transfer Guide at www.bccat.bc.ca to confirm that courses selected at CNC transfer to the university of their choice.

SECOND-YEAR/ CONTINUING STUDENTS

Prior to re-registering, second-year students are strongly advised to consult with a counsellor or academic advisor regarding their enrollment plans and course selections for the next academic year.

CAREER PATH INDEX

These paths are available by continuing your studies at the university of your choice.

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)
Pharm. Science	2B
Human Kinetics (Physical Education)	1E
Rehabilitation	
Medicine	2D
Social Work	1C (see Social Service Worker Diploma)
Wood Products Processing	2H

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: Principles of Math 11 or MATH 045 (for MATH 100), Principles of 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 ENGL 103 along with one other English course.</p> <p>5. Students require credit in Principles of Mathematics 11 as a pre-requisite for CSC 105</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>

Package	Semester I	Semester II	Notes
Packages outlined below effective for Fall 2003.			
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	1. Student may take Programme 1C to pursue a Bachelor's Degree in Social Work at UBC, UVic, or UNBC. Note: A statistics course is strongly recommended during the first two years: MATH 104 or PSYC 201.
1D	Year 1 ENGL 103 CRIM 101 CRIM 103 SOC 101 PSYC 101 Year 2 CRIM 135 CRIM 201 or 241 PSYC 201 Group B elective Group C elective	PSCI 131 CRIM 102 CRIM 106 SOC 102 PSYC 102 CRIM 120 CRIM 230 PHIL 101 Group C elective Group C elective	1. Students must take Programme 1D for a career path to a Bachelor's Degree in Criminology at SFU. 2. Refer to Criminology programme requirements. 3. For Group B and C elective information, refer to Criminology diploma description. Note: A statistics course for which <u>Principles of Math 11</u> is a prerequisite is required in the second year (PSYC 201) and must be successfully completed in order to enroll in CRIM 120. See page 148 of this Calendar for Group B philosophy options. See page 148 of this Calendar for Group B & Group C elective options. See page 148 of this Calendar for Criminology joint major requirements. See page 148 of this Calendar for information about course prerequisites and course offerings by semester.
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: <u>Principles of Math 11</u> 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 BPE Year 1 HK 123 HK 210 HK 223 ENGL 103 PSYC 101 Year 2 HK 122 HK 124 HK 220 HK 240 PSYC 102		Note: For other programmes, see the University of Alberta Calendar and consult with a faculty member. 1. Students require credit in Principles of Math 11 as a prerequisite for PSYC 201.
1E-B	University of British Columbia Human Kinetics Programme of Study Year 1 ENGL 103 or 101 HK 123 HK 124 HK 122 HK 220 Year 2 HK 210 HK 223 HK 240 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.
		ENGL 103 or 102 HK 121 HK 120 HK 221 Arts/Science elective HK 127 HK 224 HK 230 Two Arts/Science electives	

Package	Semester I	Semester II	Notes
Packages outlined below effective for Fall 2003.			
1E-V	University of Victoria Arts Degree with Major in Leisure Services Administration HK 122 HK 121 PSYC 101 HK 127 HK 223 HK 224 or option ENGL 103 ENGL 101 CSC 105 PSYC 102		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. 1. Students require credit in Principles of Math 11 as a prerequisite for CSC 105
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	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. 2. BIO 107/120 is required in the first year for a major in the Life Sciences (Biochemistry, Biology, Botany, Microbiology, Pharmacology, Physiology, and Zoology). Other science majors may select an Arts elective. 3. Home Economics majors must replace PHYS 101/102 with ECON 201/202 and may replace MATH 101/102 with MATH 103/104 or a Social Science if Math 12 was taken. 4. Students wishing to transfer to the UBC Biology programme are advised to replace PHYS 101/102 with PHYS 105/106.
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	1. Prerequisites: Principles of Math 11 or MATH 045, Chemistry 11 or CHEM 045, Biology 11 or BIO 045, Physics 11 or PHYS 045. 2. Students majoring in a Physical Science may replace BIO 107/120 with an Arts elective. 3. Home Economics majors must replace PHYS 105/106 with ECON 201/202 and may replace MATH 101/102 with MATH 103/104 or a Social Science if Math 12 was taken. 4. Students wishing to transfer to the UBC Biology programme are advised to replace PHYS 101/102 with PHYS 105 and 106. 5. Students wishing to study Pharmaceutical Sciences at UBC should take MATH 101 and MATH 102.
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	1. Prerequisites: Principles of Math 11 or MATH 045 (for MATH 100), Principles of 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). 2. Students majoring in Computer Science should select PHYS 105 and PHYS 106 as their elective courses.
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	1. Prerequisites: Principles of Math 11 or MATH 045, Biology 11 or BIO 045, Chemistry 11 or CHEM 045 (for CHEM 113), Chemistry 12 or CHEM 050 (for CHEM 111). 2. Students majoring in Occupational Therapy should select SOC 101 or ANTH 101 and MATH 104. 3. Students majoring in Physical Therapy at UBC should select PHYS 105 (unless Physics 12 is already completed) and MATH 104.
2E	BIO 111 CHEM 111 or 113 ENGL 103 PSYC 101 MATH 104	BIO 112 CHEM 112 or 114 ENGL 102 or 104 PSYC 102 Elective as available	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), Principles of Math 11 or MATH 045. 2. Prospective Dental Hygiene students must take ENGL 103 or equivalent.

Package	Semester I	Semester II	Notes
Packages outlined below effective for Fall 2003.			
2F	ENGL 101 or 103 MATH 101 MATH 104 BIO 107 or CHEM 113 or PHYS 105 Elective as available	ENGL 102 or 104 MATH 102 MATH 105 BIO 120 or CHEM 114 or PHYS 106 Elective as available	<p>1. Prerequisites: Principles of 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, University of Northern 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, Principles of 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>
2H	<u>CHEM 111 or 113</u> <u>ENGL 103</u> <u>MATH 101</u> <u>PHYS 101 or 105</u> <u>Elective</u>	<u>CHEM 112 or 114</u> <u>ENGL 102 or 104</u> <u>MATH 102</u> <u>PHYS 102 or 106</u> <u>Elective</u>	<p>1. Prerequisites: Principles of Math 12 or MATH 050 or MATH 100, Chemistry 11 or CHEM 045 (for CHEM 113), Chemistry 12 or CHEM 050 (for CHEM 111), Physics 11 or PHYS 045 (for PHYS 105), Physics 12 or PHYS 050 (for PHYS 101).</p> <p>2. ECON 201 and ECON 202 are recommended as electives.</p> <p>3. Students with credit in Physics 12 are required to take Physics 101.</p>

PRE-PROFESSIONAL PROGRAMMES

PRE-CHIROPRACTIC

The Canadian Memorial Chiropractic College (CMCC), located in Toronto, Ontario, offers a four-year programme leading to the professional credential of DC (Doctor of Chiropractic).

Applicants to the programme must have completed at least three academic years (90 credits) of undergraduate university-level courses with a minimum grade point average of 2.50 on a 4.0 grading scale. Although not required, it is recommended that applicants complete

- BIO 107/120
- CHEM 111/112 or 113/114
- CHEM 203/204
- PSYC 101
- Three credits in humanities or social sciences

Each candidate is evaluated by the Admissions Committee with regard to academic achieve-

ment, motivation, character, community service, and life experience.

CMCC does not give preference to applicants based on their university programme of study. Applicants are encouraged to consider all of the undergraduate programmes available to them and to embark on the course of study in which they have the greatest interest and that would prepare them for an alternative career should they not gain entrance to CMCC.

Pre-Chiropractic students are advised to visit the CMCC website at www.cmcc.ca for further information.

PRE-DENTISTRY

The University of British Columbia offers an undergraduate dental programme consisting of four years of professional study leading to the degree of Doctor of Dental Medicine (DMD).

Applicants to the programme must have completed three academic years (90 credits) of undergraduate university-level courses with a minimum overall grade point average of 2.8 on a 4.0 grading scale (including failed courses). Due to the extreme competition for admis-

sion to Dentistry, it is recommended that students choose courses that will lead to a specific university degree of choice. However, the following prerequisites are required for admission and will need to be included in your degree of choice:

- BIO 107/120
- BIO 201/202
- CHEM 111/112 OR 113/114
- CHEM 203/204
- ENGL 103/104
- MATH 101/102
- PHYS 105/106

Admission to the dental programme is based primarily on academic ability and personal qualities as evidenced by pre-dental scholastic records, DAT (Dental Aptitude Test), letters of recommendation, personal essays, and interviews. Enrollment is restricted to 40 students per year.

Pre-Dentistry students are advised to visit the UBC website at www.dentistry.ubc.ca for further information.

PRE-LAW

Students seeking admission to the Faculty of Law at the University of British Columbia or University of Victoria must have completed at least three full academic years (90 credits) of undergraduate university-level courses. Preference is not given to any particular degree programme. Applicants are encouraged to consider all of the undergraduate programmes available to them and to embark on the course of study in which they have the greatest interest and that would prepare them for an alternative career should they not gain entrance to law school. Students should select courses that will help them develop effective research and writing skills.

The applicant's grade point average is calculated on all the academic years of study leading to the applicant's undergraduate degree. Admission to law school is extremely competitive; therefore, students should focus on maintaining a GPA of 3.5 or higher.

All applicants are required to submit an LSAT (Law School Admission Test) score.

Pre-Law students are advised to visit the UBC website at www.law.ubc.ca and the UVic website at www.law.uvic.ca for further information.

PRE-MEDICINE

The Northern Medical Programme (NMP) delivers the University of British Columbia's medical curriculum over a four-year period through the University of Northern British Columbia.

The NMP considers students from a variety of backgrounds; no preference is given to any particular degree programme. Applicants are encouraged to consider all of the undergraduate programmes available to them and to embark on the course of study in which they have the greatest interest and that would prepare them for an alternative career should they not gain entrance to the Faculty of Medicine.

Candidates for admission must have completed at least three academic years (90 credits) of university-level courses with a minimum academic standing of 70% based on all university-level courses attempted. Admission is very competitive, so candidates should maintain a high grade point average.

The following courses are recommended to meet prerequisites for admission to the NMP and/or as a preparation for the Medical College Admissions Test (MCAT)

- BIO 107/120
- BIO 111/112
- BIO 201/202
- BIO 205/206
- CHEM 111/112 or 113/114
- CHEM 203/204
- ENGL 103, 104 and 106
- MATH 100/101 or 101/102
- PHYS 101 or 105

Although not required, courses in behavioural sciences, biometrics and statistics, and physics are recommended.

Extracurricular activities are important application builders. Choose activities that you enjoy and will give you opportunities to interact with health care professionals. You will also require letters of reference so it is important to maintain good ethics and good relationships.

All applicants will be required to write the MCAT (Medical College Admission Test).

Pre-Medicine students are advised to visit the UNBC website at www.unbc.ca/nmp/ for further information.

PRE-NATUROPATHIC MEDICINE

The Canadian College of Naturopathic Medicine (CCNM) in Toronto, Ontario, offers Canada's only four-year, full-time professional programme in naturopathic medicine. Graduates receive a Doctor of Naturopathic Medicine (ND) diploma. Candidates must have three academic years (90 credits) of university-level courses. To be competitive, a minimum cumulative grade point average of 3.0 on a 4.0 scale is recommended. The following prerequisites are required for admission to CCNM:

- BIO 107/120
- BIO 201/202
- CHEM 111/112 or 113/114
- CHEM 203
- PSYC 101/102
- Six credits in humanities (must include an essay-writing component)

Although not required, it is recommended that applicants complete some or all of the following courses in order to prepare for the college curriculum:

- BIO 111/112
- BIO 205/206
- GEOG 201
- MATH 104
- PHYS 105/106
- SOC 101

Candidates are evaluated on their academic history as well as their motivation for becoming a naturopathic doctor, leadership skills, problem-solving and critical-thinking skills, and specific personal qualities and characteristics.

Pre-Naturopathic students are advised to visit the CCNM website at www.ccnm.edu for further information.

PRE-OPTOMETRY

The School of Optometry at the University of Waterloo in Ontario offers a four-year professional programme leading to the Doctor of Optometry (OD) degree. Effective September 2008, applicants will need three academic years (90 credits) of university-level courses prior to entering the Optometry programme. Students beginning their first year of pre-Optometry course in 2005 will need to plan on this third year. Applicants to the programme require a minimum science average of 75% (the science average is the overall average of all courses taken while registered in a faculty of science). In recent years, the average overall for successful candidates has been approximately 85% with a range 79% to 92%.

The following prerequisites are required for admission to the School of Optometry:

- BIO 107/120
- BIO 111/112
- BIO 201/202
- BIO 205/206
- CHEM 111 or 113
- CHEM 203
- ENGL 103
- MATH 101
- MATH 104
- MATH 204
- PHIL 101
- PHYS 101/102 or 105/106
- PSYC 101

Although not required, courses in embryology, genetics, and histology are recommended

Both academic and non-academic portions of each application are considered.

All applicants will be required to write the OAT (Optometry Admission Test).

Pre-Optometry students are advised to visit the University of Waterloo's website at www.optometry.uwaterloo.ca for further information.

PRE-PHARMACEUTICAL SCIENCES

The University of British Columbia offers a four-year Bachelor of Science in Pharmacy programme. Applicants to the programme must have completed at least one academic year (30 credits) of university-level courses with a minimum average of 65% in the required courses. The following prerequisites are required for admission to the Pharmacy programme:

- BIO 107/120
- CHEM 111/112
- ENGL 103 and 101,102, or 104
- MATH 101/102
- PHYS 105/106

The Faculty will select for admission those students who not only demonstrate academic excellence but also most aptly display a motivation to study pharmaceutical science and demonstrate that they possess the qualities and skills most necessary to be a caring and potentially competent pharmacist. Candidates may be invited for an interview at the discretion of the admissions committee.

All applicants will be required to write the PCAT (Pharmacy College Admission Test).

Pre-Pharmaceutical Sciences students are advised to visit the UBC website at www.ubcpharmacy.org for further information.

PRE-REHABILITATION SCIENCES

The University of British Columbia's School of Rehabilitation Sciences offers two-year programmes leading to the degrees of Master of Physical Therapy and Master of Occupational Therapy.

Applicants to the Master of Physical Therapy programme must meet the admissions requirements of the Faculty of Graduate

Studies and must have a recognized baccalaureate degree in any field and the successful completion of the following prerequisites:

- BIO 107/120
- PHYS 101 or 105
- CHEM 113
- BIO 111/112
- PSYC 101
- MATH 104

Applicants must have an academic standing of a minimum "B+" (76%) average in senior level courses (300 and 400 level) and a minimum of 70 hours of volunteer or paid work which includes direct contact involving interaction with persons with cognitive, emotional, or physical disabilities at no more than two facilities. Applicants must also submit three reference letters (one verifying volunteer/work experience, the others addressing academic ability to succeed in graduate studies).

Applicants to the Master of Occupational Therapy programme must meet the admissions requirements of the Faculty of Graduate Studies and must have a recognized baccalaureate degree in any field and the successful completion of the following prerequisites:

- Biological Sciences (3 credits)
- Social Sciences (3 credits)
- Behavioural Sciences (3 credits)

Applicants must have an academic standing of a minimum "B" (72%) average in senior level courses (300 and 400 level) and a minimum of 70 hours of volunteer or paid work which includes direct contact involving interaction with persons with cognitive, emotional, or physical disabilities at no more than two facilities. Applicants who meet the minimum requirements are eligible for interview consideration.

Pre-Rehabilitation Sciences students are advised to visit the UBC website at www.rehab.ubc.ca for further information.

PRE-VETERINARY MEDICINE

The Western College of Veterinary Medicine (WCVN) at the University of Saskatchewan was established to serve the four western provinces. Applicants to WCVN must have at least two academic years (60 credits) of university-level science courses with a minimum cumulative average of 70%. Applicants are encouraged to consider all of the undergraduate programmes available to them and to

embark on the course of study in which they have the greatest interest and that would prepare them for an alternative career should they not gain entrance to the veterinary programme at WCVN. The following prerequisites are required for admission to WCVN:

- BIO 107/120
- BIO 201/202
- BIO 205
- CHEM 113/114 or 111/112
- CHEM 203
- ENGL 103 and 101,102 or 104
- MATH 101 and 102 or 104
- PHYS 101/102 or 105/106

One course in genetics is required but is not yet available at CNC.

Candidates may be invited for an interview at the discretion of the admissions committee. Enrollment is restricted to 70 students per year.

Pre-Veterinary Medicine students are strongly advised to visit the WCVN website at www.usask.ca/wcvm for further information.

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 lays 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, 210
Geology
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 Advising Department at CNC.

CERTIFICATE IN APPLIED SCIENCE

The College of New Caledonia, Prince George campus, offers the same program as first year engineering at UBC. Students who successfully complete the program at CNC are guaranteed admission to second year engineering at UBC if a GPA of at least 2.5 is attained.

Students enter one of ten engineering programs in second year, listed below.

- Chemical and Biological Engineering
- Civil Engineering
- Computer Engineering
- Electrical Engineering
- Engineering Physics
- Geological Engineering
- Integrated Engineering
- Materials Engineering
- Mechanical Engineering
- Mining Engineering

PROGRAM ADMISSION REQUIREMENTS

In addition to the general admission requirements, students applying for entry to the Applied Science Program need:

- Chemistry 12 or CHEM 050
- Math 12 or MATH 050 or MATH 100
- Physics 12 or PHYS 050

QUALIFICATION FOR CERTIFICATE

To fulfill the requirements of graduation, the student must:

- Attain a minimum cumulative GPA of 2.33 (C+), based on required courses for credit towards the certificate
- Obtain a minimum grade of 2.0 (C) in all required courses for credit towards the certificate
- Complete all requirements for the Applied Science Certificate within five years of admission into the program or from the first course used for credit towards the certificate.

GRADUATION

Upon successful completion of this program, students are awarded a Certificate in Applied Science.

CONTENT

The following courses make up the content of the Applied Science Certificate Program.

APSC 100	Introduction to Engineering
APSC 120	Engineering Drawing
CHEM 111	Fundamentals of Chemistry I
CHEM 112	Fundamentals of Chemistry II
CSC 109	Computing Science I
ENGL 103	Composition and Style
MATH 101	Calculus I
MATH 102	Calculus II
MATH 204	Linear Algebra
PHYS 101	Introductory Physics I
PHYS 102	Introductory Physics II
PHYS 204	Mechanics I
Elective	3-credits—University Credit Arts or Social Sciences

Notes

Students who wish to transfer to UVic for Computer Engineering/Computer Science, Electrical Engineering, Mechanical Engineering, or Software Engineering, or to UNBC/ UBC's joint Environmental Engineering program, can meet most first year plus one second year requirement with one or two course substitutions. Students wishing to pursue engineering studies at SFU should also apply for course-by-course transfer credit.

Although the program can be completed in one year, CNC also offers a number of second-year math and science courses that transfer individually, as well as a wide range of suit-

[able electives to round out a schedule over two years.](#)

CRIMINOLOGY DIPLOMA

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.

Criminology Joint Major Programmes

Students who wish to pursue a joint major in Criminology/Women's Studies, Criminology/Psychology, or Criminology/Sociology at SFU must complete all of Package 1D course requirements in order to receive a CNC Diploma in Criminology. Group B and Group C electives should be modified according to the joint major programme requirements. Adherence to these modifications will result in the reduction of lower-level required courses for the second major upon entrance into Simon Fraser University.

Criminology/Women's Studies

- Group B elective (1):
Select WMST 101 or WMST 102
- Group C elective (3):
Select WMST 101 or WMST 102
Select two of the following: SOCI 220,
ENGL 217, ENGL 218

Criminology/Psychology

- Group B elective (1):
Select PSYC 209 or PSYC 210
- Group C elective (2):
Select one of the following: PSYC 203,
PSYC 204, PSYC 205, PSYC 207

Criminology/Sociology

- Group B elective (1):
Select SOCI 203
- Group C elective (2):
Select ANTH 201
Select one of the following: SOCI 201,
SOCI 204

Programme Requirements

Group A	Group B	Group C
CRIM 101	ENGL 103	Any 3 CNC
CRIM 102	PSCI 131	UT courses
CRIM 103	PSYC 101	carrying direct
CRIM 106	PSYC 102	university
CRIM 120	PSYC 201	credit transfer
CRIM 135	SOCI 101	to SFU
CRIM 230	SOCI 102	
One of: CRIM 201 or CRIM 241	One of: PHIL 101 PHIL 102 PHIL 105 PHIL 110 PHIL 220	
	*One of the following CNC UT courses which transfer directly to SFU: ANTH, COMM, CSC, ECON, ENGL, GEOG, HIST, MATH, PHIL, PSCI, PSYC, SOCI, WMST	
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.

Some courses require prerequisites. It is the student's responsibility to ensure that they have the required prerequisites.

Many courses are not offered every semester. It is the student's responsibility to determine the semester in which desired courses are offered.

Note:

1. **At least 30 credits must be completed at CNC.**
2. **No course may be used more than once to meet diploma requirements.**

FINE ARTS CERTIFICATE

This one-year programme is intended to prepare students for careers in the visual fine arts or for further study in visual fine arts in a diploma or degree programme at another institution. Most courses are studio-based. Students should consult the CNC Counselling and Advising Centre about details of transfer to their institution of choice.

ADMISSION REQUIREMENTS

1. a) Successful completion of Grade 12 (with English 12 or Communications 12) or ABE Advanced Certificate (with English 045 or equivalent).

b) Students who do not meet academic requirements may be admitted to selected studio courses based on evaluation of their portfolios and personal statements. Such students must immediately commence the English requirements for certificate programme entry. On successful completion of English 12 or Communications 12 or English 045, students may then be admitted into the certificate programme.

2. Submission of a portfolio by the deadline (see sections on Selection Criteria, Application and Portfolio Submission Procedure, and Portfolio Requirements).

3. Applicants must submit a typed personal statement (500–700 words), explaining why they want to enter the programme.

SELECTION CRITERIA

1. Portfolios are reviewed by a Fine Arts programme committee and will be assessed on the basis of skill, design, and creativity.

[Portfolio evaluations are valid for four years.](#)

2. In the event that the programme is over-subscribed, the following selection criteria will be used:

- a) Student portfolio: 7 points
- b) Geographic location (awarded to students who are residents of Northern, rural, and remote areas: 2 points
- c) Typed personal statement: 1 point

FINE ARTS PART-TIME STUDY

[The Fine Arts programme is pleased to offer a limited number of seats for part-time study. Students wishing to take longer than two semesters may do so, but all courses must be](#)

completed in a maximum of four years to be eligible for the certificate. It is suggested that students enroll in a minimum of two courses each semester. 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 programme.

Selection Criteria for Part-Time Students

In the event that part-time seats are over-subscribed, the following will be used as selection criteria:

1. Students who have successfully completed a FINE course in the previous academic year will receive first priority. They will be ranked in order of portfolio grade.

2. Second priority is given to students who have completed a FINE course within the previous three academic years. They will be ranked in order of portfolio grade.

3. Third priority is given to new part-time applicants. They will be ranked in order of portfolio grade.

4. In the event of a tie, decisions in the three categories above will be considered in the part-time selection criteria.

Only those courses which are a part of the FINE certificate programme will be considered in the part-time selection criteria.

When all of the above criteria are exhausted, the final selection will be done randomly.

Portfolios are reviewed by a Fine Arts programme committee and will be assessed on the basis of skill, design, and creativity. Portfolio evaluations are valid for four years.

PORTFOLIO REQUIREMENTS

A minimum of 10 examples (maximum 20) of artwork (these can be either paintings, drawings, carvings, sculptures, crafts, web art, photography, sketchbooks, videos, or other types of art. Animation imagery is not acceptable.

Notes:

- Besides labelling and dating each work, all submissions should have the artist's name on the back or other appropriate place (slides or CDs must also have the title of the work,

date, and artist's name). Number each work and include a written list of all the works.

- If the applicant photographs his or her own work, indicate in written list the dimensions of the work and materials used.
- If applicant submits digital work on a floppy disk, Zip disk, CD, or website URL, include all software, fonts, and information about the operating system. Include a print out of each work.
- If pieces are more than 20" x 26" or are to be mailed in (or are three-dimensional or fragile), the applicant must instead send good quality photographs or slides rather than the original pieces.
- Portfolio submissions must be produced, drawn, designed, or photographed by the applicant, unless the work was part of a collaboration with others. If an applicant submits work that was part of a collaboration, indicate what part he or she played in the process.
- If applicants are mailing their portfolios from outside of Canada, they should note on the outside of the package, "Temporary Entry" and "Goods are to be Returned". To avoid custom brokerage fees, the work should be noted as having "No commercial value".
- Applicants are responsible for all postage and shipping costs, including return postage/shipping. The portfolio must include a self-addressed return label and sufficient postage, in Canadian funds, for return mail. Portfolios will not be returned COD. Applicants should insure their pieces. CNC is not responsible for anything lost or damaged in shipping or storage. Every precaution is taken by CNC to ensure that portfolios are handled carefully. CNC does not accept responsibility, however, for loss or damage to materials submitted.

APPLICATIONS AND PORTFOLIO SUBMISSION PROCEDURE

Application forms are available from the Admissions, Registration and Records Office.

Applications must be either mailed or brought in to the College by **March 31 and portfolios must be submitted by April 24** (they may be dropped off at the Admissions, Registration and Records Office during regular office hours).

The selection process will commence in May, and recipients will be notified of their status commencing the second week of June.

FINE ARTS CERTIFICATE PROGRAMME OUTLINE

Semester One

FINE 101	Art History I
FINE 103	Drawing I
FINE 106	First Nations Arts, Design, and Technology
FINE 109	Colour Theory
FINE 108	<u>Making a Living as an Artist</u>

Semester Two

*ENGL 103	<u>Composition and Style</u>
FINE 102	Art History II
FINE 104	Drawing II
FINE 105	Painting
FINE 107	Introduction to Digital Arts and Media

***Effective September 2007.**

Notes:

- The programme will admit a maximum of 20 students.
- FINE 101 and FINE 102 will have a maximum of 37 seats. Twenty will be reserved for Fine Arts Certificate students. The remainder will be available for other students.

FIRST NATIONS CERTIFICATE/ DIPLOMA PROGRAMME

STATEMENT OF PURPOSE

This programme will provide the educational foundation for students entering or re-entering the workforce. The First Nations Certificate programme consists of two full-time semesters of study. Students will complete 30 credits in order to obtain this certificate. Of the ten required courses, three will focus on First Nations content.

The First Nations Diploma programme consists of four semesters of full-time study. Students will complete 60 credits in order to obtain this diploma. Of the 20 required courses, nine will focus on First Nations issues and concerns. The other courses will round out the student's academic background in History, Geography, and Anthropology. 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.

ADMISSION REQUIREMENTS

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.
2. Compliance with course prerequisites as specified.

**FIRST NATIONS STUDIES
CERTIFICATE/DIPLOMA
PROGRAMME OUTLINE****First Year****Semester I**

ANTH 101	Introduction to Socio-Cultural Anthropology
CRIM 103	Introduction to the Criminal Justice System
ENGL 103	Composition and Style
FNST 100*	An Introduction to the World View of First Nations People
HIST 103	History of Canada to 1867

Semester II

ANTH 102	Introduction to Physical Anthropology and Archaeology
ENGL 107*	Literature and Composition: First Nations' Literature
FNST 101*	First Nations Studies II
GEOG 101	Sense of Place: An Introduction to Human Geography
GEOG 103	Economic Geography

Second Year**Semester I**

ENGL 219*	Contemporary First Nations Authors
FINE 110*	
HIST 205*	History of BC
Elective	
Elective	

Semester II

ENGL 220*	Children's Literature: First Nations Authors
GEOG 205	The Evolution of the Cultural Landscape
HIST 211*	Local History
NURS 205*	Introduction to First Nations Health

Elective

***Note: These courses focus mainly on First Nations content and issues. The elective may be any course from the university credit programme. Students who complete the first year of the programme will receive a certificate. Students who complete two years will receive a diploma.**

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

**HUMAN KINETICS
DIPLOMA**

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

Option (1)*

Semester Two

HK127	Personal Health and Wellness
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 or counsellor. In Year One: Arts/Science/Commerce (two); in Year Two: Arts/Science/Commerce/ Human Kinetics (two)**

**WOMEN'S STUDIES
AND GENDER
RELATIONS DIPLOMA****STATEMENT OF PURPOSE**

This programme prepares students for entry into a variety of career options within fields of feminist practice. For those planning to further their education, the Women's Studies and Gender Relations Diploma is transferrable to SFU and is equivalent to the first two years of the Bachelor of Arts programme at that institution and others.

ADMISSION REQUIREMENTS

The admission requirements will be the same as those for any university credit programme as outlined in this Calendar.

PROGRAMME OUTLINE (effective September 2007)

Year One

Semester One

WMST 101	Introduction to Women's Studies I
FNST 100	An Introduction to the World View of First Nations People
PSYC 101	Introduction to Psychology I
SOC 101	Introduction to Sociology I
One of:	
ENGL 101	Literature and Composition I
ENGL 102	Literature and Composition II
ENGL 103	Composition and Style
ENGL 104	Introduction to Literature and Composition
ENGL 107	Literature and Composition: First Nations Literature

Semester Two

WMST 102	Introduction to Women's Studies II
MATH 104	Introduction to Statistics
PSYC 102	Introduction to Psychology II
SOC 102	Introduction to Sociology II
One of:	
ENGL 101	Literature and Composition I
ENGL 102	Literature and Composition II
ENGL 103	Composition and Style
ENGL 104	Introduction to Literature and Composition
ENGL 107	Literature and Composition: First Nations Literature

Year Two

Semester One

ENGL 217	Women and Men in Literature I
PSYC 205	Developmental Psychology I
SOC 230	Critical Perspectives on Contemporary Families
UT option	
UT option	

Semester Two

ENGL 218	Women and Men in Literature II
PSCY 206	Developmental Psychology II
SOC 220	Women in Society
UT option	
UT option	

In order to meet the remaining requirements of the Diploma programme, students must choose 8 university transfer courses. If students wish to pursue an associate degree, they must meet the course requirements from appropriate disciplines provided in the College Calendar.

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 Archaeology



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)

ANTH 205 Anthropology of Food

This course examines ways in which food acts as a cultural symbol, an economic asset, an ethnic marker, and a way of relating families, classes, nations, and global communities. It examines relationships between food and religion, food and gender, and food and the human body (obesity, anorexia, and bulimia). Other topics include food preparation; vegetarianism and meat-eating (including cannibalism); moral and ethical aspects of food production, including industrial food, fast food, and the Slow Food movement; and connoisseurship, Frankenfoods, and cookbooks.

Prerequisite: ANTH 101
3 CR / (3,0)

ANTH 206 Anthropology of Medicine

Medical anthropology focuses on beliefs and practices related to human health. One of the most important questions asked by medical anthropologists is, "How do disease and illness change culture, and how does culture change illness and disease?" This course begins by presenting evidence from our past and continues with examinations of causation, witchcraft, the cultural construction of illness, mental illness in different cultures, the different roles of practitioners (shamanism, etc.), and how culture impinges on illness and disease.

Prerequisite: ANTH 101
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)

ASTR 101**Introductory Astronomy I**

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 [\(250\) 561-5815](tel:2505615815).

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 [\(250\) 561-5815](tel:2505615815).

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 [\(250\) 561-5815](tel:2505615815).

3 CR / (3,0)

BIO 103**Biology for Humanities and Social Science Students 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 Humanities and Social Science Students 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 primarily reserved for nursing students. Other UT students may take this course with permission from the instructor, subject to seating availability.

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 standpoint 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.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Dean at (250) 561-5815.

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.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Dean at (250) 561-5815.

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 provides 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)

COMM 288**Introduction to Management Science**

Management Science involves the use of quantitative models to investigate and resolve management problems. Some examples of these problems are: how to minimize production costs without sacrificing quality, how to best estimate the time it will take to complete a complex project, how to set up an effective inventory order system, and how to evaluate marketing strategies. Topics include: decision theory, inventory models, linear programming, risk analysis, transportation problems, simulation, networks, waiting lines, and Markov analysis.

Prerequisites: ECON 101 or 202, MATH 104 or 157

3 CR / (2,1)

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 factors 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, sur-

veillance, 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. Examination 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. Topics include computer architecture, computer systems, development of algorithms and computer programmes, and programming style. 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 this course

3 CR / (3,3)

CSC 110 Computing Science II

This is a continuation of CSC 109—more advanced algorithms and computer programmes are developed. 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 212 Object-Oriented Software Development

This course covers extensively the programming and object-oriented techniques of Java. It introduces students to object-oriented programming concepts, teaches them the fundamentals of the Java language and syntax, introduces them to the major class libraries, and prepares them to begin development of Java applications.

Prerequisite: CSC 110

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) 561-5815.

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.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at (250) 561-5815.

Prerequisite: CSC 110
3 CR / (3,3)

CSC 218 Introduction to Software Engineering

This course provides an overview of object-oriented software development using Java. It uses the Java 2 platform throughout. The material is presented from both a theoretical and a practical perspective, instilling the object-oriented way of thinking through the use of design patterns, exploration of the

[design of the Java Class Libraries, and illustration of iterative and incremental software development process.](#)

[Prerequisite: CSC 212](#)

[3 CR / \(4,2\)](#)

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 [\(250\) 561-5815](#).

Prerequisite: CSC 215

3 CR / (3,3)

DS 800

Self-Directed Studies

The Self-Directed Studies course will provide learners with the skills and supports necessary to successfully complete online, teleconference, correspondence, and other distance education courses. The Self-Directed Studies course will provide access to computer labs and to instructional supports, such as study skills, time management skills, computer literacy skills, and other skills necessary for success in online or text-based learning situations. Learners will access distance education courses from the College of New Caledonia or from other institutions around the globe—the possibilities are unlimited. Learners will gain experience registering for and participating in distance education courses. Any costs incurred for distance education courses accessed through Self-Directed Studies 800 will become the responsibility of the learner. In order to verify the transferability of credits for Self-Directed Studies 800, students planning to transfer credits to another institution should always consult with the receiving institution.

2 CR

ECON 101

Canadian Microeconomics Issues

Topics include an overview of economic systems, the operation of markets, the organization and behaviour of producers, and an

evaluation of the performance of markets. Throughout, issues related to the cost and value of things, and to incentives to buy and produce, will be discussed.

3 CR / (3,0)

ECON 102

Canadian Macroeconomics Issues

This course introduces economic models that help a person think through issues such as unemployment, inflation, taxation, the role of government in the macro-economy, and international trade. This course is aimed at liberal arts and business diploma students who wish to become more familiar with the economic issues of the day as well as with the ways that the economy influences our livelihoods.

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 a 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.

Prerequisites: Principles of Mathematics 11 or MATH 045 or equivalent

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.

Prerequisites: Principles of Mathematics 11 or MATH 045 or equivalent

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)

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 First Nations literature. Students will assess traditional tales from an oral storytelling tradition, as well as poems, plays, and short stories by contemporary 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, English

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 First Nations 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**Art History 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**Art History 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 I (Studio)**

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 II (Studio)**

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)

FINE 105**Painting (Studio)**

This course introduces learners to a variety of approaches to painting as a contemporary art practice. Learners are assigned projects and exercises that address specific topics related to formal, expressive and historic/social issues of painting. They will explore the language of materials as it pertains to paint handling and surface, as well as strategies of representation and the development of imagery from a range of sources. Learners can expect to combine intellectual information with experimentation, sensory alertness, and practical paint mixing skills. Through demonstrations of techniques and processes, work in class and homework, slide talks and critiques, students will learn the basic skills required to produce paintings. In-class work and assignments will be reviewed in critiques.

Prerequisite: Entry to

4 CR / (1,3)

FINE 106**First Nations Art, Design,
and Technology (Studio)**

This course provides an opportunity for students, artists, educators, and people in the community to study First Nations art, design, and technology. It will focus on the forms and techniques of Pacific Northwest Coast First Nations (both traditional and contemporary) to create functional and aesthetic objects. However, learners will have leeway to create objects that apply to their own cultural context. Examples will be discussed as to how the artistic forms are linked to oral history and the clan structure of First Nations societies in the region. Technical hands-on instruction is balanced with access to First Nations traditional materials and studio-based art practices.

Prerequisite: Entry to programme

4 CR / (1,3)

FINE 107**Introduction to Digital Arts
and Media (Studio)**

Learners will explore and further develop their image-making skills and ideas about pictorial space in a digital environment, along with learning about the historical and conceptual connections between digital technologies and contemporary art. They will be instructed in the use of computer graphics software (Photoshop and Dreamweaver) and hardware, as well as in digital scanning, image processing, and laser

printing. Fundamental computer concepts such as input and output, the relation of analog to digital, bitmap and vector-based images, resolution, and disk storage will also be covered. By the end of the course, learners will have created a digital portfolio of their work. [Basic computer literacy is recommended in order for students to succeed in this class.](#)

Prerequisite: Entry to programme
4 CR / (1,3)

FINE 108

Making a Living as an Artist

This course guides learners to create their own artistic portfolios (traditional), as well as educating them about some of the professional practices required of graphic and fine artists. It will cover the essential elements of a portfolio, as well as the preparation of résumés and slides. Health and safety, copyright, contracts, photographing artwork for portfolios, commissioned work, public speaking skills, participation in commercial galleries and artist-run centres, and other professional practices issues will be covered as well.

Prerequisite: Entry to programme
2 CR / (2,0)

FINE 109

Colour Theory (Studio)

This is a course on understanding and using colour. It focuses on colour applications for visual art and design, the principles of colour theory and visual perception, and the cultural dimensions of colour. Using colour, students will work with various media including pigment, light, and other materials to explore ideas and concepts relevant to visual arts and design. Through the study of cultural history, learners will increase their understanding of the role of colour in art and life. The course includes lectures, demonstrations, and studio projects, as well as group and individual critiques.

Prerequisite: Entry to programme
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 the 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 the 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.

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: 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 relations, 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.

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: 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.

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 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.

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 / (3,2)

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

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)

GEOG 210**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 First Nations–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, and 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 First Nations 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 First Nations–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 postmodernism.

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, organize training lessons, and 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**

Using 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 or instructor's permission

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 or instructor's permission

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 or instructor's permission

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 or instructor's permission

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 needs strengthening, i.e., students who do not have an "A" or "B" grade in Math 12, or who have been unsuccessful in passing the Calculus Readiness Test administered by the College, or who have not studied any mathematics during the past few years. The topics covered in the course are a review of real numbers and algebra, solving equations and inequalities, graphing and an introduction to functions,

linear and quadratic functions, polynomial and rational functions, exponential and logarithmic functions, and an introduction to trigonometry.

Prerequisite: Math 11, 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 [\(250\) 561-5815](tel:2505615815).

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 [\(250\) 561-5815](tel:2505615815).

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, compartmental 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 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 modern and con-

temporary 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 syllogism, 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?

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?

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)

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, and 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 [\(250\) 561-5815](tel:2505615815).

Prerequisites: PHYS 101 or 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 [\(250\) 561-5815](tel:2505615815).

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 socio-

logical and economics theories and debates that deal with the results of industrial capitalist and bureaucratic forms of organizing and managing work since 1900. 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 de-skilling, 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 include the use of information technology, unpaid labour, designing leisure, entrepreneurialism, the informal economy and micro-entrepreneurialism. 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 First Nations 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)

SOC 230

Critical Perspectives on Contemporary Families

This course provides an introduction to the contemporary debates within the sociology of family. The course explores the interaction and conflicts between our intimate lives as family members and the economic, political, legal, and cultural changes that define the beliefs and issues surrounding the institution of family. Utilizing current sociological theory and analyses, the course critically examines the history of the western family, the ideology of the family, gender ideology, and social policies and practices affecting Canadian families. The course explores central issues faced by families today, including dating, mating and marriage, the contradictions between romantic love and social constructions of the ideal family, the gendered division of labour, parenting, divorce, poverty, alternative family forms, and violence within intimate relationships. Critical analysis of debates surrounding single parent families, same sex marriages, and recent trends in reproductive science will form an additional aspect of the coursework.

Prerequisite: SOC 101

3 CR / (3,0)

SOCI 250

The Sociology of Popular Culture

This course is dedicated to the sociological investigation of popular culture, its role in our lives, and its broad effects on Canadian society. Not only can understanding popular culture tell us a lot about how people live their lives, it can also focus attention on patterns of global power, mass media, and consumerism. The major course assignment will involve primary research of a particular site of popular culture within the Prince George region. In particular, students will choose a site where music is an important feature.

Prerequisites: SOCI 101 and SOCI 102 or by permission of the instructor

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.

2 CR

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 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 uses the multidisciplinary approach to the study of women in society and academia 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.

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 2005.

ADAMS, Penni, B.A. (Guelph), Forest Tech. (CNC) Programme Coordinator, Continuing Education	BANIA, Jennifer, A.H.T., Fairview College Lab Technician, Biology	BORSATO, Elena, B.A., I.D., Instructor, College and Career Preparation and Disability Support Services, Quesnel
AITKEN, Daniel, B.Sc. (Victoria) Instructor, Biology	BARBER, Paul, B.Comm (British Columbia), M.Ed (British Columbia) Counselling, Counselling and Advising Centre	BOWMAN, John, B.A. (Manitoba), M.A. (Royal Roads) Vice President, Student Services
AMES, Gregory, D.D.S. (Toronto), F.A.G.D. (Kentucky) Instructor, Dental Studies	BARKER, Tammy Mailroom, Library Assistant	BOWNESS, Brad, Computer Systems Technology Diploma (BCIT), CNA, CNE, MSCE Network Engineer, Computer Services
ANDERSON, Darlene Administrative Assistant, Facilities Services	BARKER, Wesley, R.P.A., F.M.A., I.P Carpentry Assistant Manager, Facilities Services	BRBOT, Rosemary, B.A. (Victoria) Instructor, Community Education
ANDERSON, Kevin, CNA Network Administrator, Computer Services	BEKKERING, Beatrice Co-operative Education Co-ordinator, Employment and Co-operative Education Centre	BRISBOIS, Susan Senior Payroll Clerk
ANDREWS, Bryan E., B.Comm (Guelph), MMS (Guelph) Instructor, Hospitality	BENNETT, Bruce Russian Project, Business	BRISCOE, Peter Instructor, Hospitality Administration
ANONSON, June, M.Ed (Alberta), B.Sc.N (Alberta), R.N. (Sask), Ph.D. (Alberta) Dean, Health Sciences and Social Services	BENOIT, Gera, BSW (Calgary) Counsellor, Lakes District	BRODERICK, Joan, R.N., B.S.N. (Victoria), M.A. Adult Ed (St. Francis Xavier) Nursing Coordinator/Instructor, Quesnel
APPLEGATE, Mary, R.N., B.Sc.N. (Western Ontario), M.N. (Alberta) Instructor, Nursing	BEZO, Shannon, Cert. Office Administration, PIDP Instructor, Applied Business Technology, Mackenzie	BROWN, Heather, C.D.A. (CNC), Prosthodontics Instructor, Dental Studies
ASHURST, Cathy Regional Director, Lakes District	BHATTASALI, Sonali, B.A. Instructor, Computer Information Systems	BRUNDIGE, Donna, R.N., P.H.N. (British Columbia), Nurse Practitioner (British Columbia), M.Ed. (Simon Fraser), I.D.
AULAKH, Satvinder Public Services, Admissions and Registration	BIALUSKI, Gina, B.Sc. Business Operations (DeVry, CA) AEC Instructor, Lakes District	BRUVOLD, Wanda Library Technician
BACHAND, Lily Divisional Secretary	BIECH, TED, B.Sc. (Hons.), M.Sc., Ph.D. (Simon Fraser) Instructor, Mathematics	BRYANT, Nicole Financial Aid Clerk
BACON, D.D. Jordan Publishing Assistant, Media Services	BILAWKA, Ebony, R.D.H. (Manitoba), B.D.Sc (British Columbia) Instructor, Dental Studies	BUCHI, David Instructor, Heavy Duty Mechanics
BAHER, Debra Program Assistant, Nechako	BLACKBURN, Liz, Dip. Legal Secretary Programme Assistant, Mackenzie	BUCK, Nicholas, B.Sc. (Concordia), M.Sc. (Carleton) Instructor, Mathematics
BAKER, Maggie Accounts Payable Clerk, Financial Services	BOESE, Barbara, B.A. (Hons.) (Saskatchewan) Institutional Research Officer	BUKSA, Book, G.C.I.U., T.Q. Assistant, Media Services
	BOMAN, Marnee, B.A., Dip. Management Studies Office Assistant, Counselling	BULL, Nancy Senior Accounts Payable Clerk
		BURGESS, Donna Programme Assistant, Community and Continuing Education

BURTON, Carl Instructor, Millwright/Machinist	COMEAU, Wilfred Security	DAWES, Michael, Computer Network Electronics Technician (CNC) Computer Support Technician, Computer Services
BUSWELL, R. Alan, B.S.A. (Hons.) (Saskatchewan); PDP (Simon Fraser); Grad. Cert. Ed (Brisbane)	CONNELL, Laura, R.N., B.S.N. Instructor, Practical Nursing	DETTENWEITZ, Greg Instructor, Welding
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		REA, Bill, B.A. (Hons.), M.A. (Toronto) Instructor, Sociology/Criminology

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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 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 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 advanced 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 (250) 562-2131 Fax (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 from 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:	
Educational Goal	Program applied for:		Intended Enrollment <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:
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.	
Emergency Contact Information		Last Name	First Name
Emergency Contact – Phone Number #1 ()		Emergency Contact – Phone Number #2 ()	
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"/> Métis <input type="checkbox"/> Inuit		If you would like more information regarding support services, contact First Nations Education Support Services at (250) 562-2131, loc. 460.	
Special Needs (optional)	Do you have special need, disabling condition, or illness that may affect your learning or access to facilities, or for which you need assistance? 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		

Previous Education	(Official Transcripts are required for all institutions attended)			
Last Secondary School Attended	Location	BC Personal Education Number (PEN)		
Please indicate: Last Grade Completed: _____ Your Last Date of Attendance : _____ School District No: _____ Year: _____ Month: _____ If currently enrolled, expected graduation date: Year: _____ Month: _____				
Post-Secondary Institutions Attended:				
Name	Location	Date last Attended	Programme	Transcripts
1.				<input type="checkbox"/> Enclosed
2.				<input type="checkbox"/> On File
3.				<input type="checkbox"/> To Follow
4.				
Declaration				
Collection of Information 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 .				
Declaration I declare that the information that 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.				
Signature: _____ Date: _____				
College of New Caledonia 3330 22nd Avenue Prince George, BC V2N 1P8 Canada Phone (250) 562-2131 or Toll-Free 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 Boulevard Box 2110 Mackenzie, BC V0J 2C0 Canada Phone (250) 997-7200	College of New Caledonia Nechako Campus 3231 Hospital Road Vanderhoof, BC V0J 3A2 Canada Phone (250) 567-3200	College of New Caledonia Quesnel Campus 100 Campus Way Quesnel, BC V2J 7K1 Canada Phone (250) 991-7500
For Office Use Only				
Date: _____ Operator: _____				060628

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

BCAAT BC Council on Admissions and Transfer

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

CT Career Technical

ECCAD Emily Carr College of Art & 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

NCBNP Northern Collaborative Baccalaureate Nursing Programme

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)

PLA Prior Learning Assessment

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

SOFA Safety 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

TARGET Techniques for Access, Reaching Goals and Employment Training

TEC Training Enterprise Centre

TOEFL Test of English as a Foreign Language

TSE Test of Spoken English

UBC University of British Columbia

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

Three-Year CALENDAR

2005

JANUARY							JULY						
S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1						1	2
2	3	4	5	6	7	8	3	4	5	6	7	8	9
9	10	11	12	13	14	15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	17	18	19	20	21	22	23
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FEBRUARY							AUGUST						
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27	28						28	29	30	31			
MARCH							SEPTEMBER						
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JUNE							DECEMBER						
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2006

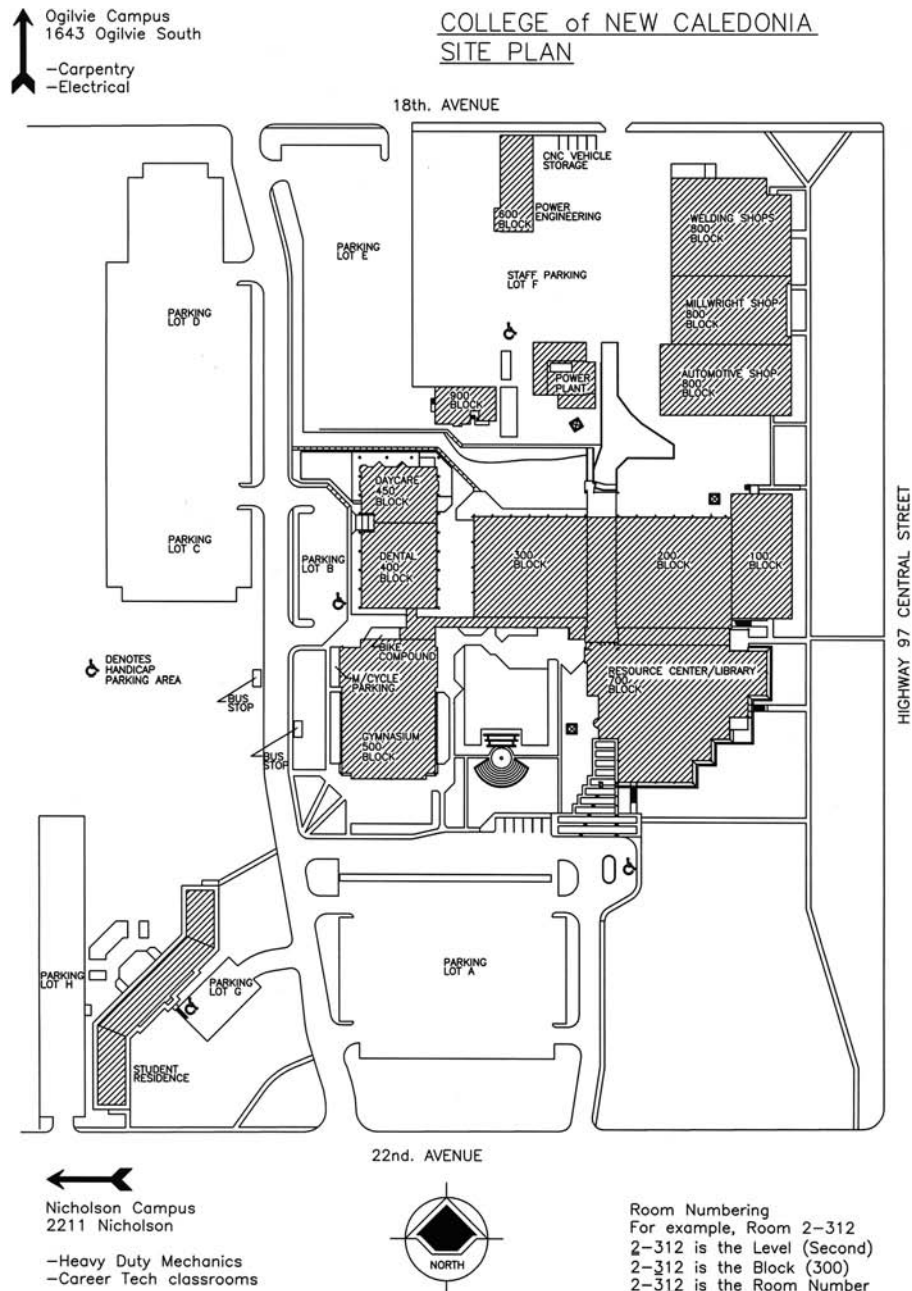
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MARCH							SEPTEMBER						
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MAY							NOVEMBER						
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JUNE							DECEMBER						
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2007

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24	25	26	27	28	29	30	23 ₃₀	24 ₃₁	25	26	27	28	29

Prince George

CAMPUS MAP



Telephone DIRECTORY

**Admissions, Registration
and Records**
(250) 561-5800

Arts and Science Programmes
(250) 561-5815

**Business and Technology
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—
Prince George**
(250) 562-2131

Communications
(formerly Public Relations and
Student Information)
(250) 561-5869

**Community and
Continuing Education**
(250) 561-5846

**Counselling and Advising
Department**
(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) 561-5820

Health Sciences Programmes
(250) 561-5841

International Education
(250) 561-5857

Library
(250) 561-5811

Media Services
(250) 561-5805

Security
(250) 561-8926 or local 200

Social Services Programme
(250) 561-5841

Student Employment Centre
(250) 561-5806

Student Placement Services
(250) 561-5840

Student Residence
(250) 561-5849

Technology Programmes
(250) 561-5814

**Telephone Device for the Deaf
(TDD/TTY)**
(250) 561-5852

Trades Programmes
(250) 561-5804

University Credit—Arts & Sciences
(250) 561-5815

REGIONAL CAMPUSES

Lakes District
(250) 692-1700

Mackenzie
(250) 997-7200

Nechako
(250) 567-3200

Quesnel
(250) 991-7500

Valemount
(250) 566-4601

Revised September 8, 2005. Changes to the
printed College of New Caledonia 2005–2007
Calendar are indicated in red, underlined type.