

# College of New Caledonia

BRITISH COLUMBIA • CANADA

Prince George Lakes District Mackenzie Nechako Quesnel



# Important dates, 2007–2008 academic year

## Program start/end dates

Are you looking for important dates for your program — start dates, exam periods, or reading breaks?

Further on in this document, programs are listed alphabetically. Each page has a section called “Important dates” with the information you need.

## Application deadlines

### September 15

This is the earliest you can apply for programs that start the following fall. For example, apply on or after September 15, 2007 for programs starting in fall 2008.

### October 31

Deadline date for priority admission to Trades programs starting in January/February. **Note:** Applications are still accepted after this point, as space permits.

### March 31

Applications for limited enrollment programs for the upcoming fall semester received after this date will be processed as space permits.

### April 24

Submission deadline for supporting documents for admission to fall limited enrollment programs. This includes secondary school progress reports or final transcripts.

### May 22

Submission deadline for all supporting documents (including final transcripts) for the Dental Hygiene program.

**Please note:** The online version of this document ([www.cnc.bc.ca/Exploring/CNC\\_Calendar.htm](http://www.cnc.bc.ca/Exploring/CNC_Calendar.htm)) is the official version. In the event of a conflict between the printed version and the online version, the online version will prevail.

## Statutory holidays — all CNC campuses closed

### 2007

August 6	BC Day
September 3	Labour Day
October 8	Thanksgiving
November 12	Remembrance Day
December 25	Christmas Day
December 26	Boxing Day

### 2008

January 1	New Year's Day
March 21	Good Friday
March 24	Easter Monday
May 19	Victoria Day
July 1	Canada Day

## Important CNC events

All events are at the Prince George campus unless otherwise indicated.

### 2007

May 26	CNC Convocation, CN Centre — all campuses welcome!
August	Classes start, some programs (dates vary)
September 4	Orientation starts Evening classes begin, most programs
September 5	Daytime classes begin, most programs
September 6	Information Fair (Orientation event)
September 20	Community Trade Fair (Orientation event)
October 13	CNC Open House
October 31	Halloween activities
November 3–4	Craft Fair
November 6	Service Recognition Awards
December 4	Fall Awards Ceremony

### 2008

**Note:** All 2008 dates are tentative.

January 7	Classes begin, most programs
March 4	Spring Awards Ceremony
May 24	Convocation

# College of New Caledonia Program Guide and Course Calendar 2007–2008

## President's welcome

Greetings!

Each year, CNC welcomes thousands of students. With all the other options available, why do they choose CNC?

Many students tell me they chose CNC because of our personal touch — our small class sizes and dedicated instructors.

As CNC student Amanda Lindstrom says, “Rather than being just a number, as it is in most institutions, the instructors at CNC care about every single one of their students. Many of my instructors have bent over backwards in order for their students to achieve success.”

I've heard comments like Amanda's from many other students. The end result is that in CNC's supportive environment, you can increase your job options, expand your horizons and make new friends.

And whatever you're interested in studying, you're likely to find it here — we offer everything from upgrading to advanced diplomas. We can prepare you directly for real-life careers in many fields, or for further education at a university.

Thank you for your interest in CNC — we look forward to welcoming you to our learning community!

Yours truly,



John Bowman, Interim President



# Follow your passion, find your career

Course listings by subject area

## Key to campuses

BL CNC Lakes District – Burns Lake

FL CNC Nechako – Fraser Lake

FSJ CNC Nechako – Fort St. James

G CNC Lakes District – Granisle

M CNC Mackenzie

PG CNC Prince George

Q CNC Quesnel

S CNC Lakes District – Southside

V CNC Nechako – Vanderhoof

VT CNC Valemount

## Business and management

ABT – Administrative Assistant Certificate (offered, with slight variations, at the following campuses: BL, M, PG, V)

Accounting and Finance Diploma (PG)

[Advanced Professional Communications Certificate \(PG\)](#)

Associate Certificate in Workplace Conflict (PG)

Business Administration Certificate (M, PG, Q)

Business Administration Diploma (PG)

Business: The Next Generation (PG)

Chinook Diploma (PG)

Conflict Resolution Certificate, Specializing in Negotiation (PG)

Entrepreneurial Certificate (PG)

Human Resources Post-Diploma Certificate (PG)

Legal Administrative Assistant Certificate – ABT (M)

Maintenance Management Professional Certificate (PG)

Management Diploma (PG)

Management Skills for Supervisors (PG, Q)

Management Studies Certificate (PG, Q)

Marketing and Management Diploma (PG)

Office Assistant Certificate – ABT (M)

Office Worker Preparation Certificate (BL, FSJ)

## Community and Continuing Education

Short-term general interest and career programs: Burns Lake, Fort St. James, Fraser Lake, Granisle, Mackenzie, Prince George, Quesnel, Southside, and Vanderhoof.

## Health sciences and social services

Community Mental Health Certificate (PG)

Dental Assisting Certificate (PG)

Dental Hygiene Diploma (PG)

Developmental Disabilities Certificate (PG)

Early Childhood Education Certificate (FSJ, M, PG)

Education Assistant – see Developmental Disabilities (PG)

Fetal Alcohol Spectrum Disorder (FASD) – Advanced Diploma (BL)

Home Support/Resident Care Attendant Certificate (BL, PG, Q, V)

Medical Laboratory Technology [Science](#) Diploma (PG)

Northern Collaborative Baccalaureate Nursing Program (PG, Q)

Nursing Unit Clerk Certificate (PG)

Practical Nurse Certificate (PG, Q)

Social Services Worker Certificate (PG)

Social Services Worker Diploma (PG)

Social Work Diploma, [Pre-BSW](#) (PG)

## Pre-professional programs

At CNC, you can prepare for careers in

Chiropractic

Naturopathic medicine

Dentistry

Optometry

Education

Pharmaceutical science

Law

Rehabilitation science

Medicine

Veterinary medicine

All courses available at CNC Prince George; many also available at Lakes District, Nechako, and Quesnel.

## Science and technology

Aboriginal Forest Resource Technology Diploma Access Program (PG)

Computer/Network Electronics Technician Certificate (PG)

Engineering (Applied Science) (PG)

Forest Resource Technology Diploma (PG)

New Media Communications and Design Diploma (PG)

Registered Forest Technologist exam preparation online – condensed (BL)

Registered Forest Technologist exam preparation online (BL)

Registered Professional Forester exam preparation online (BL)

Science, Associate Degree (PG, Q)

University Transfer First-Year Science Plus (Q)

## Specialty

Career Technical Centre – CTC (BL, M, PG, Q, V)

English as a Second Language – ESL (PG)

JET (Job Education and Training) (PG, Q)

Open Doors (PG)

TARGET (PG)

## Tourism and hospitality

Cook's Assistant (FL, FSJ, M)  
Culinary Arts Certificate (PG)  
Hospitality Administration Diploma (PG)  
Hospitality Operations Certificate (PG)  
Northern Outdoor Recreation and Ecotourism (NORE) Certificate (VT)

## Trades and industry

Automotive Apprentice, Levels 1–4 (PG)  
Automotive Technician, Foundation-Level (PG)  
Carpentry Apprentice, Levels 1–4 (PG)  
Carpentry Apprentice, Levels 1 and 2 (BL, V)  
Carpentry Apprentice, Level 2 (Q)  
Carpentry, Foundation-Level (BL, FL, M, PG)  
Electrical Apprentice, Levels 1–4 (PG)  
Electrical Apprentice, Level 2 (Q)  
Electrical, Foundation-Level (BL, M, PG, Q, V)  
Excavator Training (BL)  
Forest Equipment Operator Certificate – FEOC (BL)  
Forest Industry Safety Training (BL, FSJ, M, V)  
Heavy Duty Mechanics/Commercial Transport Mechanical Repair, Foundation-Level (PG)  
Heavy Duty Mechanics Apprentice, Levels 1–4 (PG)  
Heavy Equipment Operator (M, PG, Q)  
Industry Trades Training (BL, M, PG)  
Machinist Apprentice, Levels 1–4 (PG)  
Millwright Apprentice, Levels 1–4 (PG)  
Millwright/Machinist, Foundation-Level (PG)  
Planermill Maintenance Technician Apprentice, Levels 1 & 2 (PG)  
Plumbing Apprentice, Level 2 (Q)  
Plumbing, Foundation-Level (Q)  
Power Engineering, 4th Class Certificate (PG)  
Professional Driver Training – see Industry Trades Training (PG)  
Pulp and Paper Operations Certificate (M, PG)  
Residential Construction Framing Technician (FSJ, Q)  
Resource Industry Certificate (M)  
Welding Apprentice, Levels 1–4 (PG)  
Welding Levels B and A (PG)  
Welding Level C (FSJ, PG, Q)

## University classes

Arts, Associate Degree (PG, Q)  
Criminology Diploma (PG)  
Engineering (Applied Science) (PG)

Fine Arts Certificate (PG, Q)  
First Nations Certificate (PG)  
First Nations Diploma (PG)  
Human Kinetics Diploma (PG)  
Science, Associate Degree (PG, Q)  
University Transfer First-Year Science Plus (Q)  
Women's Studies and Gender Relations Diploma (PG)

We also offer university classes leading to degrees in

- Accounting
- Anatomy and physiology
- Anthropology
- Biology
- Chemistry
- Chiropractic
- Commerce
- Computing science
- Criminology
- Dental hygiene
- Dentistry
- Earth science
- Economics
- Education
- Engineering (applied science)
- English
- Environmental science
- Fetal Alcohol Spectrum Disorder
- Finance
- Fine arts
- First Nations studies
- Forestry
- Geography
- History
- Hotel and resort management
- Hotel and restaurant management
- Human kinetics
- Human resource management
- Humanities
- International business
- Kinesiology
- Law
- Management
- Marketing
- Mathematics
- Medicine
- Microbiology
- Naturopathic medicine
- Nursing
- Optometry
- Pharmaceutical science
- Philosophy
- Physical education
- Physics
- Political science
- Public policy
- Rehabilitation science
- Social services
- Sociology
- Statistics
- Teaching
- Tourism
- Veterinary medicine
- Women's studies

All university courses available at CNC Prince George; many also at Lakes District, Mackenzie, Nechako, and Quesnel.

## Upgrading

Adult Education Centres (BL, S, G)  
BC Adult Graduation Diploma (BL, M, PG, Q, V)  
College and Career Preparation – Adult Basic Education (BL, FSJ, M, PG, Q, V)  
Focus Employment Program (BL)

# What's offered where

## Course listings by location

### CNC Lakes District – Burns Lake

ABT — Administrative Assistant Certificate  
Adult Education Centres  
BC Adult Graduation Diploma  
Career Technical Centre (CTC)  
Carpentry, Foundation-Level  
Carpentry Apprentice, Levels 1 and 2  
College and Career Preparation (Adult Basic Education)  
Community and Continuing Education  
Electrical, Foundation-Level  
Excavator Training  
Fetal Alcohol Spectrum Disorder Advanced Diploma  
Focus Employment Program  
Forest Equipment Operator Certificate  
Forest Industry Safety Training  
Home Support/Resident Care Attendant Certificate  
Industry Trades Training  
Office Worker Preparation Certificate  
RFT exam preparation online — condensed and regular  
RPF exam preparation online  
University classes — see page 3

### CNC Lakes District – Granisle

Adult Education Centre  
Community and Continuing Education

### CNC Lakes District – Southside

Adult Education Centre  
Community and Continuing Education

### CNC Mackenzie

ABT — Administrative Assistant Certificate  
BC Adult Graduation Diploma  
Business Management classes  
Career Technical Centre (CTC)  
Carpentry, Foundation-Level  
College and Career Preparation (Adult Basic Education)  
Community and Continuing Education  
Cook's Assistant  
Early Childhood Education Certificate  
Electrical, Foundation-Level  
Forest Industry Safety Training  
Heavy Equipment Operator

Industry Trades Training  
Legal Administrative Assistant Certificate (ABT)  
Office Assistant Certificate (ABT)  
Pulp and Paper Operations Certificate  
Resource Industry Certificate  
University classes — see page 3

### CNC Nechako – Fort St. James

College and Career Preparation (Adult Basic Education)  
Community and Continuing Education  
Cook's Assistant Program  
Early Childhood Education Certificate  
Forest Industry Safety Training  
Office Worker Preparation Certificate  
Residential Construction Framing Technician Certificate  
Welding Level C

### CNC Nechako – Fraser Lake

Carpentry, Foundation-Level  
Community and Continuing Education  
Cook's Assistant Program

### CNC Nechako – Vanderhoof

ABT — Administrative Assistant Certificate  
BC Adult Graduation Diploma  
Career Technical Centre (CTC)  
Carpentry Apprentice, Levels 1 and 2  
College and Career Preparation (Adult Basic Education)  
Community and Continuing Education  
Electrical, Foundation-Level  
Forest Industry Safety Training  
Home Support/Resident Care Attendant Certificate  
University classes — see page 3

### CNC Prince George

Aboriginal Forest Resource Technology Diploma Access Program  
ABT — Administrative Assistant Certificate  
Accounting and Finance Diploma  
[Advanced Professional Communications Certificate](#)  
Arts, Associate Degree  
Associate Certificate in Workplace Conflict  
Automotive Apprentice, Levels 1–4  
Automotive Technician, Foundation-Level  
BC Adult Graduation Diploma  
Business Administration Certificate  
Business Administration Diploma  
Business: The Next Generation

Career Technical Centre (CTC)  
 Carpentry Apprentice, Levels 1–4  
 Carpentry, Foundation-Level  
 Chinook Diploma  
 College and Career Preparation (Adult Basic Education)  
 Community and Continuing Education  
 Community Mental Health Certificate  
 Computer/Network Electronics Technician Certificate  
 Conflict Resolution Certificate, Specializing in Negotiation  
 Criminology Diploma  
 Culinary Arts Certificate  
 Dental Assisting Certificate  
 Dental Hygiene Diploma  
 Developmental Disabilities Certificate  
 Early Childhood Education Certificate  
 Education Assistant — see Developmental Disabilities Certificate  
 Electrical Apprentice, Levels 1–4  
 Electrical, Foundation-Level  
 Engineering (Applied Science)  
 Entrepreneurial Certificate  
 ESL (English as a Second Language)  
 Fine Arts Certificate  
 First Nations Certificate  
 First Nations Diploma  
 Forest Resource Technology Diploma  
 Heavy Duty Mechanics/Commercial Transport Mechanical Repair, Foundation-Level  
 Heavy Duty Mechanics Apprentice, Levels 1–4  
 Heavy Equipment Operator  
 Home Support/Resident Care Attendant Certificate  
 Hospitality Administration Diploma  
 Hospitality Operations Certificate  
 Human Kinetics Diploma  
 Human Resources Post-Diploma Certificate  
 Industry Trades Training  
 JET (Job Education and Training)  
 Machinist Apprentice, Levels 1–4  
 Maintenance Management Professional Certificate  
 Management Diploma  
 Management Skills for Supervisors  
 Management Studies Certificate  
 Marketing and Management Diploma  
 Medical Laboratory Technology [Science](#) Diploma  
 Millwright Apprentice, Levels 1–4  
 Millwright/Machinist, Foundation-Level  
 New Media Communications and Design Diploma  
 Northern Collaborative Baccalaureate Nursing Program

Nursing Unit Clerk Certificate  
 Open Doors  
 Planermill Maintenance Technician Apprentice, Levels 1 and 2  
 Power Engineering, 4th Class Certificate  
 Practical Nurse Certificate  
[Social Work Diploma, Pre-BSW](#)  
 Pre-professional programs in many subjects – see page 2  
 Professional Driver Training — see Industry Trades Training  
 Pulp and Paper Operations Certificate  
 Science, Associate Degree  
 Social Services Worker Certificate  
 Social Services Worker Diploma  
 TARGET  
 University classes leading to degrees in 50+ subjects — see p. 3  
 Welding Apprentice, Levels 1–4  
 Welding, Levels B and A  
 Welding Level C  
 Women’s Studies and Gender Relations Diploma

## **CNC Quesnel**

Arts, Associate Degree  
 BC Adult Graduation Diploma  
 Business Administration Certificate  
 Career Technical Centre (CTC)  
 Carpentry Apprentice, Level 2  
 College and Career Preparation (Adult Basic Education)  
 Community and Continuing Education  
 Electrical, Foundation-Level  
 Electrical Apprentice, Level 2  
 Fine Arts Certificate  
 Heavy Equipment Operator  
 Home Support/Resident Care Attendant Certificate  
 JET (Job Education and Training)  
 Management Skills for Supervisors  
 Management Studies Certificate  
 Northern Collaborative Baccalaureate Nursing Program  
 Plumbing, Foundation-Level  
 Plumbing Apprentice, Level 2  
 Practical Nurse Certificate  
 Residential Construction Framing Technician  
 Science, Associate Degree  
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## **CNC Valemount**

Northern Outdoor Recreation and Ecotourism Certificate

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# Aboriginal Forest Resource Technology Diploma Access Program

- One year
- Prince George campus
- Starts: August
- Full-time
- Approx. tuition fees, entire program: \$550 plus \$5 technology fee\*



[www.cnc.bc.ca](http://www.cnc.bc.ca)

*“Employers are competing for students.”*

— Ed Morrice, CNC Forest Resource Technology instructor

## Careers

Are you an Aboriginal student who wants to work in the natural resource sector or earn a diploma in Forest Resource Technology? We can help prepare you for success.

After completing this program, you'll be ready to enter CNC's Forest Resource Technology program, or start full-time work. With a diploma in Forest Resource Technology, job opportunities include

- Planting supervisor
- Silviculture survey supervisor
- Timber cruising, block layout
- Road layout
- Harvesting supervisor
- Fighting forest fires

## Why choose CNC?

- Paid, supported work experience.
- Guidance, support, instruction, and tutoring throughout the program.
- Upgrading in math, science, and English.
- Five credits or more towards a CNC diploma in Forest Resource Technology.

## Admission requirements

- Completion of Grade 10 or equivalent.
- Aboriginal ancestry is not a requirement. The program is aimed at Aboriginal people, but people of other descent are welcome to apply.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

Rev: April 11/07

## How to apply, 2007-2008

1. Complete the Personal Profile — you can download it from [http://www.cnc.bc.ca/ce/Aboriginal\\_forest.htm](http://www.cnc.bc.ca/ce/Aboriginal_forest.htm)
2. Submit it to Admissions or Community & Continuing Education.
3. You will be contacted for an interview to determine if the program is suitable for you.

## Program outline

### **Semester 1**      **August – December**

FOR 167      Human Relations in Forestry

FOR 150      Forestry Orientation

Math, science, and English upgrading (level depends on assessments), up to 24 hours per week

Academics and personal support

### **Semester 2**      **January – May**

FOR 164      Fire Management

Math, science, and English upgrading (level depends on assessments), up to 24 hours per week

Academics and personal support

Work and safety skills training

### **Semester 3**      **May – August**

FOR 150      Forestry Orientation

Supported career-related work experience

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

**Donna Burgess, Community Education**

**Program Assistant:**

- (250) 561-5873
- 1-800-371-8111, extension 873
- [burgessd@cnc.bc.ca](mailto:burgessd@cnc.bc.ca)

## Program website

[www.cnc.bc.ca/ce/Aboriginal\\_forest.htm](http://www.cnc.bc.ca/ce/Aboriginal_forest.htm)

# ABT\* Administrative Assistant Certificate

- 34 weeks
- Burns Lake and Vanderhoof
- Starts: September
- Full-time and part-time
- Approx. tuition fees, entire program: \$2694\*\*

*"This program will challenge you and improve all aspects of your life. Best decision I've ever made!"*

— Kumba Dennis, ABT student

**Note:** This program is also offered (with slight variations) at CNC's Mackenzie and Prince George campuses — please see separate listings. It may also be offered at Quesnel — please contact them directly for more information.

## Careers

There is currently a great demand for trained administrative assistants. After graduating from this program, you'll have the confidence to compete in today's highly skilled workforce in one of these rewarding careers:

- Office clerk
- Receptionist
- Administrative assistant
- Office manager
- Executive assistant
- Small business owner

Combine your skills with work experience or more education, and your opportunities for advancement are limitless.

You'll learn a wide variety of technical skills including the Windows operating system, Microsoft Office, manual and computerized bookkeeping, desktop publishing, and office clerical skills. Your professional image, communication, time management, and interpersonal skills will be developed through lectures and labs.

## Why choose CNC?

- Provincially-recognized, transferable program that gives you the knowledge and skills to work effectively in today's business, government, and industrial offices.

\*Applied Business Technology

\*\*Approximate tuition fees as of 2006-2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

- Laddering options are available to transfer credits into other CNC programs, such as Legal Administrative Assistant Certificate, Business Administration Certificate, Hospitality Operations Certificate, Management Studies Certificate, and Tourism Administration Certificate.
- Includes office simulation and work experience, enabling you to gain first-hand experience of the inner workings of an actual office.

## Admission requirements

1. Successful completion of one of the following:
  - Grade 12 (with English 12, Communications 12, or Technical and Professional Communications 12) or
  - ABE/CCP Advanced Certificate or
  - GED Certificate or
  - Mature student status. You must schedule an appointment with a CNC counsellor/advisor to explore this option.
2. Completion of a keyboarding proficiency assessment, with a minimum speed of 20 net words per minute with the correct keyboarding techniques as assessed and signed by a typing instructor, or permission from the department.
  - The assessment may take the form of an original signed transcript or a letter on institutional letterhead from a teacher of typing, or an assessment by a CNC Applied Business Technology Instructor or designate.
  - Assessments can be arranged by contacting your local campus for regional assessment dates and contact name(s) of ABT instructors.
  - The successful completion of ABTC 065 Keyboarding Speed 1, Computer Studies 020, or equivalent will meet the requirements for the keyboarding proficiency assessment.
3. Applicants must take the English and Math Achievement Test (EMAT) administered by the college. Students scoring below a certain level will be required to complete appropriate upgrading to qualify for the program.

Applicants interested in pursuing the Administrative Assistant Certificate being offered at CNC campuses other than Prince George are referred to the regional campus for appropriate upgrading options.

## Program outline

### Semester 1 September – December

Business Communications I  
 Human Relations  
 Keyboarding Skill Development  
 Office Procedures  
 Bookkeeping  
 Microcomputer Applications I  
 Word Processing and Document Production

### Semester 2 January – June

Business Communications II  
 Computerized Bookkeeping  
 Microcomputer Applications II  
 Desktop Publishing  
 Office Simulations  
 Work Experience

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Lakes District

- Burns Lake: (250) 692-1700

CNC Nechako – Vanderhoof

- (250) 567-3200

## Important dates

- Classes: September 10, 2007 – May 30, 2008

For other dates, such as the Christmas break, please contact campuses directly.

# ABT\* Administrative Assistant Certificate

- 34 weeks
- Mackenzie campus
- Starts: September
- Full-time and part-time
- Approx. tuition fees, entire program: \$2694\*\*



[www.cnc.bc.ca](http://www.cnc.bc.ca)

*“After graduation, I had an education that fit the qualifications I needed to get the job. I have been an administrative assistant, an accounts payable clerk, and now an accountant.”*

— Lisa Stewart, program graduate

**Note:** This program is also offered (with slight variations) at CNC’s Lakes District, Nechako, and Prince George campuses – please see separate listings. It may also be offered at Quesnel – please contact them directly for more information.

## Careers

There is currently a great demand for trained administrative assistants. After graduating from this program, you’ll have the confidence to compete in today’s highly skilled workforce in one of these rewarding careers:

- Office clerk
- Receptionist
- Administrative assistant
- Office manager
- Executive assistant
- Small business owner

Combine your skills with work experience or more education, and your opportunities for advancement are limitless.

You’ll learn a wide variety of technical skills including the Windows operating system, Microsoft Office, manual and computerized bookkeeping, desktop publishing, and office clerical skills. Your professional image, communication, time management, and interpersonal skills will be developed through lectures and labs.

## Why choose CNC?

- Provincially-recognized, transferable program that gives you the knowledge and skills to work effectively in today’s business, government, and industrial offices.

\*Applied Business Technology

\*\*Approximate tuition fees as of 2006–2007 – subject to change. Does not include books, tools, and supplies. Other fees may also apply.

- Laddering options are available to transfer credits into other CNC programs, such as Legal Administrative Assistant Certificate, Business Administration Certificate, Hospitality Operations Certificate, Management Studies Certificate, and Tourism Administration Certificate.
- Includes office simulation and work experience, enabling you to gain first-hand experience of the inner workings of an actual office.

## Admission requirements

1. Successful completion of one of the following:
  - Grade 12 (with English 12, Communications 12, or Technical and Professional Communications 12) or
  - ABE/CCP Advanced Certificate or
  - GED Certificate or
  - Mature student status. You must schedule an appointment with a CNC counsellor/advisor to explore this option.
2. Completion of a keyboarding proficiency assessment, with a minimum speed of 20 net words per minute with the correct keyboarding techniques as assessed and signed by a typing instructor, or permission from the department.
  - The assessment may take the form of an original signed transcript or a letter on institutional letterhead from a teacher of typing, or an assessment by a CNC Applied Business Technology Instructor or designate.
  - Assessments can be arranged by contacting your local campus for regional assessment dates and contact name(s) of ABT instructors.
  - The successful completion of ABTC 065 Keyboarding Speed 1, Computer Studies 020, or equivalent will meet the requirements for the keyboarding proficiency assessment.
3. Applicants must take the English and Math Achievement Test (EMAT) administered by the college. Students scoring below a certain level will be required to complete appropriate upgrading to qualify for the program.

Applicants interested in pursuing the Administrative Assistant Certificate being offered at CNC campuses other than Prince George are referred to the regional campus for appropriate upgrading options.

## Program outline

<b>Semester 1</b>	<b>September – January</b>
ABTB 073	Financial Records
ABTE 074	Business Communications I
ABTH 072	Personal/Professional Development
ABTW 043	Word Processing/Document Production Levels I, II, and III
ABTW 073	Microcomputer Applications I
<b>Semester 2</b>	<b>February – June</b>
ABTE 075	Business Communications II
ABTP 073	Office Procedures
ABTP 077	Office Simulations
ABTV 072	Work Experience
ABTW 074	Microcomputer Applications II
ABTW 079	Desktop Publishing

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Mackenzie

- (250) 997-7200
- 1-877-997-4333
- Visit [www.cnc.bc.ca/mackenzie](http://www.cnc.bc.ca/mackenzie)
- E-mail [cncmackenzie@cnc.bc.ca](mailto:cncmackenzie@cnc.bc.ca)

## Important dates

Please contact the Mackenzie campus directly.

# ABT\* Administrative Assistant Certificate

- 34 weeks
- Prince George campus
- Starts: August
- Full-time
- Approx. tuition fees, entire program: \$2694\*\*



*“Great teachers, great experience! The instructors are always checking to make sure you’re learning.”*

— Shannon, CNC graduate

**Note:** This program is also offered (with slight variations) at CNC’s Lakes District, Mackenzie, and Nechako campuses — please see separate listings. It may also be offered at Quesnel — please contact them directly for more information.

## Careers

There is currently a great demand for trained administrative assistants. After graduating from this program, you’ll have the confidence to compete in today’s highly skilled workforce in one of these rewarding careers:

- Office clerk
- Receptionist
- Administrative assistant
- Office manager
- Executive assistant
- Small business owner

Combine your skills with work experience or more education, and your opportunities for advancement are limitless.

You’ll learn a wide variety of technical skills including the Windows operating system, Microsoft Office, manual and computerized bookkeeping, desktop publishing, and office clerical skills. Your professional image, communication, time management, and interpersonal skills will be developed through lectures and labs.

## Why choose CNC?

- Provincially-recognized, transferable program that gives you the knowledge and skills to work effectively in today’s business, government, and industrial offices.

\*Applied Business Technology

\*\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.



- Options are available to transfer credits into other CNC programs, such as Legal Administrative Assistant Certificate, Business Administration Certificate, Hospitality Operations Certificate, Management Studies Certificate, and Tourism Administration Certificate.
- Includes office simulation and work experience, enabling you to gain first-hand experience of the inner workings of an actual office.

## Admission requirements

1. Successful completion of one of the following:
  - Grade 12 (with English 12, Communications 12, or Technical and Professional Communications 12) or
  - ABE/CCP Advanced Certificate or
  - GED Certificate or
  - Mature student status. You must schedule an appointment with a CNC counsellor/advisor to explore this option.
2. Completion of a keyboarding proficiency assessment, with a minimum speed of 20 net words per minute with the correct keyboarding techniques as assessed and signed by a typing instructor, or permission from the department.
  - The assessment may take the form of an original signed transcript or a letter on institutional letterhead from a teacher of typing, or an assessment by a CNC Applied Business Technology Instructor or designate.
  - Assessments can be arranged by contacting your local campus for regional assessment dates and contact name(s) of ABT instructors.
  - The successful completion of ABTC 065 Keyboarding Speed 1, Computer Studies 020, or equivalent will meet the requirements for the keyboarding proficiency assessment.
3. Applicants must take the English and Math Achievement Test (EMAT) administered by the college. Students scoring below a certain level will be required to complete appropriate upgrading to qualify for the program.

Applicants interested in pursuing the Administrative Assistant Certificate being offered at CNC campuses other than Prince George are referred to the regional campus for appropriate upgrading options.

## Selection criteria

If there are too many qualified applicants for the number of seats, the following criterion will be used to select half the class:

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

## Program outline

<b>Semester 1</b>	<b>August – December</b>
ABTB 073	Financial Records
ABTE 074	Business Communications I
ABTH 070	Human Relations
ABTW 043	Word Processing/Document Production Levels I, II, and III
ABTW 073	Microcomputer Applications I
<b>Semester 2</b>	<b>January – May</b>
ABTA 078	Computerized Bookkeeping
ABTE 075	Business Communications II
ABTP 072	Office Procedures
ABTP 078	Office Simulations
ABTV 072	Work Experience
ABTW 074	Microcomputer Applications II
ABTW 078	Desktop Publishing

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

## Important dates

### Fall term:

- Classes: August 20 – December 14, 2007 (includes exams)

### Spring term:

- Classes: January 7 – May 9, 2008 (includes exams)
- Study break: March 17 - 24, 2008

# Accounting and Finance Diploma

- Two years
- Prince George campus
- Starts: September and January
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224\*



*“The teachers I’ve had throughout the two years have been great—if you have a problem, they will help.”*

— Shannon Todd, program graduate

## Careers

This program gives you a solid grounding in accounting and finance. You’ll be prepared for entry-level positions in public practice and private industry, and for professional accounting programs such as CA, CMA, or CGA, which often combine study and paid employment.

Additional study and work experience can lead to careers such as controller, treasurer public accountant, and auditor.

## Why choose CNC?

- Hands-on experience with the latest finance and accounting software.
- Sixty-credit block transfer towards bachelor’s degrees at
  - UNBC
  - Northern Alberta Institute of Technology (NAIT)
  - Thompson Rivers University (TRU)
  - Royal Roads University
  - Athabasca University
  - The University of Lethbridge.
- Credit towards lower-level courses in these programs:
  - Chartered Accountant (CA)
  - Certified General Accountant (CGA)
  - Certified Management Accountant (CMA).

**Note:** If you’re planning to continue your accounting/finance studies after CNC, please meet with a CNC counsellor/[advisor](#) before enrolling in second year. We’ll help make sure you have all the right courses for transferability.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

## Admission requirements

- Successful completion of one of the following:
  - Grade 12 (with English 12, Communications 12, or Technical and Professional Communications 12) or
  - ABE/CCP Advanced Certificate or
  - GED Certificate.
- Successful completion of one of the following:
  - Principles of Math 11 or
  - Applications of Math 11 or
  - Math 044 or
  - Math 045 or
  - Introductory Math 11.

(Students without Math 11, Math 044 or Math 045 may be accepted into a modified program that includes math upgrading over the first year)
- You must take the English and Math Achievement Test (EMAT) at the College before your first semester. If you score below a certain level, you'll have to do some upgrading. It's strongly recommended that you write the EMAT early, and that you complete any required upgrading before the first semester starts.
- It's strongly recommended that you should either have taken the following programs in the past five years, or have a strong working knowledge of them: Business Computer Applications 11, Information Technology 11 or 12, and Data Processing 11 or 12.

## Program outline

The program is normally completed in four terms over two years. However, you can take it over six terms (three years) if needed.

### Year One:

Semester 1	September – 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: In order to continue, students must receive an exemption or satisfactory standing in ENGL 155 and MATH 155.

### Year Two:

Semester 2	January – April
ACC 152	Accounting II
CIS 160	Introduction to Systems Analysis and Design
ECON 102/202	Macroeconomics
ENGL 195	Effective Communications I
MATH 157	Business Statistics
Semester 3	September – 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 4	January – 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

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

## Important dates

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Adult Education Centres

- Continuous intake
- CNC Lakes District – Burns Lake, Granisle, and Grassy Plains (Southside)
- Starts: September
- Full-time or part-time
- Free tuition



[www.cnc.bc.ca](http://www.cnc.bc.ca)

*“During my year here at CNC, I’ve had the privilege of meeting many new people. The way each of us has come together as a chain of support, trust, dignity, and respect has encouraged me to be my best.”*

– Adult Education Centre student

*“We try to build an environment where all students can succeed.”*

– Adult Education Centre instructor

## Fast track to graduation and careers

It takes only five courses to graduate with your BC Adult Dogwood:

- English 12 or Communications 12
- Math 11
- Plus three Grade 12 Electives

Choose from a variety of courses from introductory to Grade 12.

We also help with

- GED
- ABE/CCP
- Upgrading for a new career
- Regular Dogwood

## Why choose CNC?

- You choose your courses and your schedule around work and family demands.
- We provide you with instruction and support that suits your learning style.
- You get employability and leadership skills that help you find a job.
- Adult programs are offered in partnership with School District 91, and all coursework is recognized by School District 91 and the College of New Caledonia. We’re a community of classrooms providing lifelong learning!

## Admission requirements

- You should be 18 years of age or older
- No assessment test necessary!

You can register at any time.

## Costs

- Free tuition
- Textbooks (if required)

To book an appointment with an instructor, call (250) 692-1700.

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Lakes District

- Burns Lake: (250) 692-1700
- Granisle: (250) 697-2272
- Grassy Plains (Southside): (250) 694-3397

# Advanced Professional Communications Certificate

- 615 hours (6–8 months)
- Starts: TBA
- Full-time
- Approx. tuition fees, entire program: TBA\*



## Careers

Do you enjoy working with language? In today's world, strong communications skills are more marketable than ever. This certificate can help you prepare for careers such as

- Writer/researcher
- Editor
- Technical writer
- Marketing writer
- Communications specialist
- Public/media relations specialist

## Why choose CNC?

- Program was developed with input from industry, ensuring your employability
  - Features a work placement that allows you to gain hands-on experience and make valuable industry contacts
- Covers more than just writing skills—you'll also learn project design and management, strategic communications, tips for running a freelance business, and more.

## Admission requirements

- Successful completion of a recognized degree or two-year post-secondary diploma.
- A minimum of 6 credits in post-secondary English or communications, or a score of 5 on the Language Proficiency Index (LPI).

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

Admission requirements for international students:

- Successful completion of a recognized degree or two-year post-secondary diploma.
- A TOEFL score of 600

Note: It's strongly recommended that all students (Canadian and international) have experience with computers and computer software, with a basic understanding of word processing and desktop publishing.

## Program outline

APCM 300	Introduction to Professional Communications
APCM 303	Fundamentals of Professional Writing
APCM 306	Interpersonal Communications Skills for the Workplace
APCM 309	Professional Communications I: Business and Technical Writing
APCM 312	Professional Communications II: Introduction to Integrated Marketing Communications
APCM 315	Industry Project Design and Management I
APCM 318	Organizational Communications
APCM 321	Mass Communications
APCM 324	Professional Communications III: Journalism
APCM 327	Professional Communications IV: Writing for New Media
APCM 330	Professional Communications V: Advanced Integrated Marketing Communications (IMC)
APCM 333	The Business of Desktop Publishing
APCM 336	Industry Project Design and Management II

## For more information

CNC Prince George

- [www.cnc.bc.ca](http://www.cnc.bc.ca)
- [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)
- (250) 562-2131 + 0 for operator
- 1-800-371-8111 + 0 for operator

## Important dates

TBA

# Apprenticeships

- Length varies
- Lakes District, Prince George, and Quesnel; may be available at Mackenzie
- Start dates vary – see below
- Full-time
- Fees vary – see details below\*



*“It was the perfect learning experience. I would have to say the instructor was the difference.”*

— Michael Gendreau, plumbing graduate

## Provincial apprenticeship programs\*\*

An apprenticeship is a formal written agreement between an employer, an employee and the Industry Training Authority (ITA). Typically, 80–85% of an apprenticeship is work-based training; the rest is technical training in the classroom and/or shop.

Most apprenticeships take four years. Before apprentices can earn a certificate or ticket, they must complete both work-based training and technical training, including examinations. After working as apprentices for the period specified by the ITA, graduates can write the Interprovincial Standards Examination. Apprentices and employers must register apprenticeships with the ITA.

## Why choose CNC?

- Workplace focus.
- Experienced instructors.

### Automotive Mechanical Repair, Levels 1–4, Prince George

For details, please contact the Prince George campus directly.

### Carpentry

- **Levels 1–4, Prince George**  
Dates: TBD
- **Levels 1 and 2, Burns Lake and Nechako**  
Contact campuses for dates
- **Level 2, Quesnel**  
September 17 – October 26, 2007

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

\*\*Based on material from [www.itabc.ca](http://www.itabc.ca)



Costs:

- Registration fee: \$15.00
- Tuition: \$78.03/week
- Books: \$100 (approximate)

Students must supply their own personal tools.

Topics include safe work practices, drawing and specification interpretation, materials identification, portable power tools, survey instruments, site layout, build concrete formwork, and rigging and hoisting equipment.

### **Electrical (Prince George and Quesnel)**

Quesnel: November 26, 2007 – February 15, 2008

Prince George: Dates TBD

Costs:

- Registration fee: \$15
- Tuition: \$78.03/week
- Books: \$70 (approximate)

Topics covered: AC circuit analysis, AC applications, electronic devices, basic motor control, industrial wiring and data cabling, and computer skills and job preparation.

A passing grade is required in each Level 1 course to advance into Level 2. A passing grade is also required in each level two course for successful completion of the program. Evaluation is based on both classroom theory and shop performance.

### **Heavy Duty Mechanical Repair, Levels 1–4, Prince George**

For details, please contact the Prince George campus directly.

### **Machinist, Levels 1–4, Prince George**

For details, please contact the Prince George campus directly.

### **Millwright, Levels 1–4, Prince George**

For details, please contact the Prince George campus directly.

### **Planermill Maintenance Technician, Levels 1 and 2, Prince George**

For details, please contact the Prince George campus directly.

### **Plumbing, Level 2, Quesnel**

Offered November 5 – December 14, 2007

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This 6-week program is a building block towards your four-year Plumbing Apprenticeship. This program is a combination of theory training and hands-on practical time.

Topics covered:

- Using hand, power and power-actuated tools
- Reading and interpreting piping drawings and specifications
- Installing and repairing fixtures
- Installing compressed air and medical gas systems
- Installing and testing hot water heating systems
- Designing and laying out drainage and venting systems

Costs:

- Registration fee: \$15
- Technology fee: \$25
- Tuition: \$459
- Books: \$140

### **Welding, Levels 1–4, Prince George**

For details, please contact the Prince George campus directly.

### **For more information**

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Lakes District

- (250) 692-1700

CNC Prince George

#### **Admissions:**

- (250) 561-5867
- 1-800-371-8111, extension 867

#### **Counselling and Advising:**

- (250) 561-5818
- 1-800-371-8111, extension 818

#### **Trades Division:**

- (250) 561-5804
- 1-866-370-2111

CNC Quesnel

#### **Admissions:**

- (250) 991-7500

#### **Counselling and Advising:**

- (250) 991-7538

Industry Training Authority

- 1-866-660-6011
- [www.itabc.ca](http://www.itabc.ca)

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Arts, Associate Degree

- Two years
- Prince George and Quesnel
- Starts: September and January
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224\*

*"It's nice with smaller classes — if you need help it's not that hard to get hold of your teacher."*

— Robby, CNC student

## Careers

- Covers a broad range of university-level subjects, with a focus on the arts.
- Prepares you for further education and an enriched life as an educated person.
- Equivalent to the first two years of a university degree.

The program also teaches abilities essential for academic success at advanced levels, including computer literacy, advanced reading comprehension, critical thinking and problem solving, scientific and mathematical reasoning, and the application of theoretical understanding.

## Why choose CNC?

- CNC's Associate of Arts Degree transfers directly into third-year university programs (with preferential admission at UNBC and SFU).
- You can select courses that prepare you for any one of a wide variety of disciplines.
- All public universities and university-colleges in BC give special recognition of transfer credit to students with Associate Degrees.
- Maximizes the amount of transfer credit you receive toward your degree.

## Admission requirements, 2007–2008

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/CCP Advanced Certificate or GED Certificate or completion of Grade 11, with an outstanding academic record, in the year of application;

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

**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 program 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.

## Graduation requirements, 2007 – 2008

1. 60 credits of 100-level or higher courses that have university transfer credit. These must include a minimum of 18 credits in second-year science, in two or more subject areas.
2. At least 30 of these 60 credits must be taken at CNC. Of those taken at CNC, at least 12 credits must be from 200-level or higher courses with university transfer credit.
3. An overall GPA of 2.0 calculated on all courses counting towards the associate degree.
4. No course can be used to meet more than one of the specific requirements.

## Classification of subjects

For help designing your program, please talk to a CNC counsellor/advisor. For Associate Degrees, CNC courses are categorized as follows:

### Arts—Humanities

- English
- Fine Arts
- First Nations
- French
- History
- Philosophy

### 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 listed above may not carry transfer credit or satisfy major degree requirements at some universities. Please consult the BC transfer guide ([www.bctransferguide.ca](http://www.bctransferguide.ca)) or Counselling and Advising at CNC.

## For more information

- See “Additional program information” (starts on page 221)
- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

CNC Quesnel

### Admissions:

- (250) 991-7500

### Counselling and Advising:

- (250) 991-7538
- (250) 991-7546

## Important dates

(Dates are for Prince George only. Please contact other campuses for their dates.)

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Associate Certificate in Workplace Conflict

- 77 hours
- Prince George campus
- Start date: Please contact Continuing Education
- Part-time
- Approx. tuition fees, entire program: \$2100\*

*“Whenever you’re in conflict with someone, there is one factor that can make the difference between damaging your relationship and deepening it. That factor is attitude.”*

– William James

## Careers

The College of New Caledonia is proud to be partnering with the Justice Institute of British Columbia to offer Conflict Resolution programs in our regions. The courses listed below are Prince George offerings, but select courses are also being offered at CNC’s regional campuses. Contact each campus for information on courses available, or check the schedule online at [www.cnc.bc.ca/ce/negotiations.htm](http://www.cnc.bc.ca/ce/negotiations.htm)

Get the educational training employers value. Offered in partnership with the Justice Institute of British Columbia, this 11-day/77 hour certificate will enable you to recognize, understand and resolve conflict more effectively, and build productive relationships with clients and colleagues.

This four-course program includes:

- Resolving Conflict in the Workplace
- Negotiation Skills Level 1
- Conflict on the Front Line: Leaders as Conflict Resolvers
- Resolving Conflict in Groups Level 1: Effective Team Dynamics

These courses are also applicable to the Justice Institute’s Negotiation and Mediation/Third-Party Intervention Certificate programs, also offered in partnership with CNC.

## Why choose CNC?

- Offered in partnership with the Justice Institute of BC.
- Provincially recognized certificate.

\*Approximate tuition fees as of 2006-2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

## Admission requirements

There are no formal admission requirements for this program.

## Program outline

CEJI 121	Resolving Conflict in the Workplace
CEJI 132	Conflict on the Frontline: Leaders as Conflict Resolvers
CEJI 133	Dealing with Anger
CEJI 134	Balancing Empathy with Assertion

## For more information

CNC Prince George

### **Anne Harris, Program Coordinator:**

- (250) 561-2131, ext. 475
- 1-800-371-8111, extension 475
- harrisa@cnc.bc.ca

### **Continuing Education (general information):**

- (250) 561-5846
- 1-800-371-8111, extension 846

### **Continuing Education (registration):**

- (250) 561-5801
- 1-800-371-8111, extension 801

## Important dates

Please contact Continuing Education at one of the numbers above.

# Automotive Technician, Foundation-Level

Formerly known as Entry-Level

- 30 weeks
- Prince George campus
- Starts: September
- Full-time program
- Approx. tuition fees, per week: \$69\*



[www.cnc.bc.ca](http://www.cnc.bc.ca)

*“This highly practical program is designed to give you a grounding in all areas of the automotive trades.”*

— Jan Jonker, CNC Dean of Trades

## Careers

This program introduces the automotive repair and services industry and prepares you for apprenticeship positions in

- Dealerships
- Specialty repair shops
- Parts departments
- Service writer positions
- And more!

## Why choose CNC?

- Experienced instructors.
- Huge, renovated auto shop with new hoists and equipment in our Brink Building (former Canadian Tire auto shop).
- Hands-on experience with vehicles owned by members of the community.

## 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 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 program.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

## Provincial apprenticeship programs\*\*

An apprenticeship is a formal written agreement between an employer, an employee and the Industry Training Authority (ITA). Typically, 80–85% of an apprenticeship is work-based training; the rest is technical training in the classroom/shop.

Most apprenticeships take four years. To earn a certificate or ticket, apprentices must complete both work-based training and technical training, including examinations. After working as apprentices for the period specified by the ITA, graduates can write the Interprovincial Standards Examination.

Graduates of the Foundation-Level Automotive Technician program (Entry Level Trades Training) at CNC receive an ITA Certification of Completion and credit for level one technical training of their apprenticeship.

Foundation-Level students are not apprentices, but completing a Foundation program makes it easier to find an apprenticeship. In many trades, completion of the Foundation level is a prerequisite to an apprenticeship.

Apprentices who want to schedule their technical training at CNC should contact CNC's Trades Division. Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, call 1-866-660-6011 or visit [www.itabc.ca](http://www.itabc.ca).

## 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 program, 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**

## Program outline

Topics include the following (not a complete list):

- Safety
- Employment skills
- Tools and equipment
- Maintenance
- Brakes
- Steering systems
- Electrical/electronics

A complete list is available from the Trades Division Office at (250) 561-5804, or toll-free at 1-866-370-2111.

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

### Trades Division:

- (250) 561-5804
- 1-866-370-2111

## Important dates

- Classes: September 4, 2007 – April 11, 2008
- Christmas break: December 22, 2007 – January 4, 2008

\*\*Based on material from [www.itabc.ca](http://www.itabc.ca)

# BC Adult Graduation Diploma

- Length varies
- Burns Lake, Mackenzie, Prince George, Quesnel, and Vanderhoof
- Ongoing start dates
- Full-time or part-time
- Free tuition, but some other costs may apply



*"An adult Dogwood Diploma is the key to finding a better job or moving on to post-secondary education or training."*

— Marcia Timbres, CNC Dean of College Foundations

## Get your high-school diploma!

Would you like to complete your high school graduation diploma at a community college? If you answered "Yes," you're ready to start working towards your BC Adult Graduation Diploma.

There are several ways to get your BC Adult Graduation Diploma:

- Taking college courses in an adult environment
- Taking courses at a high school
- Taking courses through distance learning
- Combining courses and credits from both high school and college

## Why choose CNC?

- We have small classes, supportive instructors, and a friendly atmosphere.
- You can begin at CNC and then transfer your credits throughout BC and beyond.

## Admission requirements

To obtain your BC Adult Graduation Diploma, you must be

- 19 years old or more **or**
- 18 years old or more, and out of school for at least one year

To get started, contact your local CNC campus to arrange an assessment of your needs. Be sure to bring school transcripts to your appointment.

## Graduation requirements

To get your BC Adult Graduation Diploma, you must complete either 20 credits in the school secondary system, or



five courses in the post-secondary (college) system, or a combination of the two.

Many college-level courses meet the requirements for the diploma. For example, a college-level business communications course meets the language arts requirement for the diploma; or, if you complete CNC's Applied Business Technology (ABT) Program, you'll have all the courses required for the diploma.

<b>BC school system</b> Secondary qualifying courses	<b>College CCP (ABE) program:</b> Qualifying courses
Language Arts 12 (4 credits)	Provincial level English or higher (1 course)
Mathematics 11 or 12 (4 credits)	Advanced or provincial level or higher mathematics (1 course)
Three (3) Grade 12 Ministry–authorized courses (12 credits)	Three (3) additional courses at the provincial level or higher
<b>Total: 20 credits</b>	<b>Total: 5 courses</b>

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Lakes District — Burns Lake

- (250) 692-1700

CNC Mackenzie

- (250) 997-7200
- 1-877-997-4333

CNC Nechako – Vanderhoof

- (250) 567-3200

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

CNC Quesnel

### Admissions:

- (250) 991-7500

### Counselling and Advising:

- (250) 991-7538
- (250) 997-7546

# Business Administration Certificate

- Three to five years
- Prince George and Quesnel; individual courses may also be available at Mackenzie and other campuses
- Starts: September and January
- Part-time only
- Approx. tuition fees, per lecture course: \$224\*



*“The instructors are very approachable and really there for you. I’ve had great experiences at the college.”*

— Carolynn, CNC student

## Careers

Do you want to advance on the job or widen your career choices? The Business Administration Certificate lets you add accounting, management, and general administration courses to your skill mix.

## Why choose CNC?

- Our Business Division has been successfully helping people enhance their business skills for decades.
- Offers both day and evening courses to accommodate your busy schedule.
- The Certificate can act as a stepping stone to CNC’s Marketing and Management Diploma or Business Administration Diploma.
- Features a wide selection of courses, letting you tailor the program to your needs and educational background.
- Complete the program at your own pace—most students take one course per semester and finish in five years.

## Admission requirements

Programs vary according to each student’s interests and requirements, and are planned on an individual basis in consultation with the Counselling and Advising Department and the Dean of Business. A student may start the program at any time, as agreed upon between the student and a CNC counsellor/advisor.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

## Program outline

The Business Administration program 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
MKT 152	Principles of Marketing
MGT 157	Principles of Management
MGT 160	International Business

### Electives

Electives can be chosen from Accounting, CIS, Commerce, Economics, Finance II, Law, Management, Marketing, MATH 157, or ENGL 195.

**Note:** MATH 155 is a prerequisite for MATH 157.

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Mackenzie

- (250) 997-7200
- 1-877-997-4333

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

CNC Quesnel

### Admissions:

- (250) 991-7500

### Counselling and Advising:

- (250) 991-7538
- (250) 997-7546

## Important dates

(Dates are for Prince George only. Please contact other campuses for their dates.)

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Business Administration Diploma

- Two years
- Prince George campus; individual courses may also be available at other campuses
- Starts: September and January
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224\*



*“The instructors were excellent — all of them, without exception.”*

— George, CNC graduate

## Careers

If you're an excellent communicator, self-motivated, organized and attentive to detail, a career in business may be a great fit. A Business Administration Diploma broadens your options for career advancement and gives you options for further education. With enhanced credentials, you could be prepared for jobs such as

- Administrative officer
- Administrative services coordinator
- Marketing specialist
- And more

## Why choose CNC?

- Our Business Division has been successfully helping people enhance their business skills for decades.
- If you have a Business Administration Certificate or Management Studies Certificate from CNC, you can complete this diploma with only one additional year of study.

## Admission requirements

This program is designed for graduates of CNC's Business Administration Certificate and Management Studies Certificate programs. For complete admission requirements, please contact CNC's Counselling and Advising Office:

- (250) 561-5818
- 1-800-371-8111, ext. 818

\*Approximate tuition fees as of 2006-2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

## Program outline

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

### Required courses:

ENGL 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

### Macroeconomics—one or more of:

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

### Microeconomics—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.

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

## Important dates

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

# Business: The Next Generation (BNG)

- Four months
- Prince George campus
- Starts: January
- Part-time classes, but may be full-time commitment
- Approx. tuition fees, entire program: \$1495 plus business elective course: \$224–\$333\*



*“BNG is fantastic. It gave me the inspiration I needed to go out and be in business for myself.”*

— John Kason, BNG graduate

## Careers

Have you ever dreamed of owning your own business? Business: The Next Generation (BNG) gives you a unique opportunity to experience supported entrepreneurial activity through the entire business cycle.

Each year, the BNG class creates and runs an actual incorporated company. They develop a product, market it, then dissolve the company and share the profits—the class of 2006 made \$39,500!

After completing BNG, you'll be well prepared to run your own company or make your mark in the business world. Here's what some of our graduates are doing:

- Owner of Esso station, employs 15 people
- Independent business trainer and marketing specialist
- Website designer employing three staff
- Top Lexus salesperson in Calgary
- Owner of a pub in West Germany
- Independent financial planner/stockbroker
- Owner of a newspaper in Bolivia
- Teaching BNG programs in Russia, running her own company.

## Why choose CNC?

- Convenient part-time program, three evenings per week.
- Provides nine credits towards CNC's Marketing and Management Diploma.
- Take it as a standalone, or add some courses and receive an Entrepreneurship Certificate.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

- Offered in partnership with the Community Futures Development Corporation—provides lots of networking with members of the local business community

## Admission requirements

To apply, please submit the following to CNC's Admissions department:

- CNC application form
- BNG application form ([www.cnc.bc.ca/\\_\\_shared/assets/Application\\_Form4080.pdf](http://www.cnc.bc.ca/__shared/assets/Application_Form4080.pdf))
- Current résumé

You will also have to attend a personal interview.

## Program outline

<b>Semester 1</b>	<b>January – April</b>
BNG 150	Business: the Next Generation

The 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 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.

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

### George Kennedy, BNG instructor:

- [bng@cnc.bc.ca](mailto:bng@cnc.bc.ca)
- (250) 562-2131, ext. 340
- 1-800-371-8111, ext. 340

## Important dates

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

# Career Technical Centre (CTC)

- One year
- Lakes District, Mackenzie, Nechako, Prince George, and Quesnel
- Starts: September (high-school portion) and February
- Full-time
- Fees: Varies depending on specific program\*



*"I would recommend the CTC program. In a few years, by the time I'm 19 or 20, I'll have my ticket."*

— Nicholas, CTC Millwright student

*"Those two years at CNC were transferable to the University of Guelph, where I got a Bachelor of Commerce. All this happened before my 20th birthday."*

— Jessica, CTC Hospitality program graduate

## Careers

Imagine graduating from high school with one year of college already completed. With the CTC program, you can! During Grade 11 and 12, you take two semesters at CNC and two at high school, graduating with both your Grade 12 and a CNC Certificate in one of these areas:

- Carpentry/Joinery
- Culinary Arts
- Electrical/Electronics
- Heavy Duty/Commercial Transport Mechanical Repair
- Millwright/Machinist
- Welder Fitting Skills
- Forest Resource Technology (those entering Grade 12 only)
- Dental studies (one introductory evening course, for students entering Grade 12 only)

## Why choose CNC?

- Provides 120 hours of work experience.
- Combined with work experience, the skills you gain at CNC could lead to an apprenticeship.
- You can ladder directly to further post-secondary training—CNC credits are transferable to dozens of post-secondary institutions throughout Canada and elsewhere.
- Many students find that the independence and experience gained at CNC helps them succeed at university, college, or other training.

## Admission requirements

CTC programs are open to students entering Grade 11 who meet the following requirements:

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.



- From SD #57 (Prince George), SD #91 (Nechako Lakes), or SD #28 (Quesnel)
- C+ average or better in Grade 10
- Satisfactory work habits and good attendance records
- Must maintain C+ average during first semester of Grade 11

Please note that non-SD 57 students must arrange room and board in Prince George for the two semesters of the CTC program, and arrange for their own school district to approve funding.

To apply, complete a CTC Application for Admission Form, available from school counsellors, [school work experience coordinators](#), the CTC Office at CNC (see below), or at [www.cnc.bc.ca/ctc](http://www.cnc.bc.ca/ctc).

Submit completed forms to your career preparation coordinator or school counsellor, or fax to the CTC office at CNC (250) 561-5854.

## Selection criteria

As demand is high, entrance to CTC programs is competitive. Applicants must

- Attend a program interview
- Complete Grade 10 before starting
- Have a serious interest in one of the programs
- Complete and submit a CTC student Application
- Sign an agreement to enroll
- Each year, sign and update a program of planned transition courses

## Program outline

The CTC program divides Grade 11 and 12 into two semesters at CNC and two at high school. The last semester is at high school so students can graduate with their peers.

**Grade 11: Semester 1 – September to January:** Students attend their home high school and complete core high school courses.

**Grade 11: Semester 2 – February to June:** Students attend CNC full-time, completing the first half of the College requirements. They earn high-school credits for their CNC studies as well.

**Summer: July to August:** Students complete 120 hours of work experience.

**Grade 12: Semester 2 – September to February:** Students attend CNC full-time to complete College requirements. In February, students graduate from CNC.

**Grade 12: Semester 2 – February to June:** Students complete Grade 12 at their home high school and graduate with their peers.

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Lakes District – Burns Lake

- (250) 692-1700

CNC Mackenzie

- (250) 997-7200
- 1-877-997-4333

CNC Nechako – Vanderhoof

- (250) 567-3200

CNC Prince George

### Tim Power, CTC Coordinator

- [powert@cnc.bc.ca](mailto:powert@cnc.bc.ca)
- (250) 561-5858
- 1-800-371-8111, extension 858

### Judith Pullan, CTC Assistant

- [pullan@cnc.bc.ca](mailto:pullan@cnc.bc.ca)
- (250) 561-5848 extension 632
- 1-800-371-8111, extension 632

CNC Quesnel

### Admissions:

- (250) 991-7500

### Counselling and Advising:

- (250) 991-7538
- (250) 997-7546

## Important dates

For start/end dates, spring break, etc., please check with campuses listed above. Please note that the CTC schedule follows the CNC calendar, **not** School District #57's calendar.

# Carpentry, Foundation-Level

Formerly known as Entry-Level

- 21 weeks
- Lakes District, Nechako, and Prince George; may also be available at Mackenzie
- Starts: September and February
- Full-time
- Approx. tuition fees, per week: \$69\*



www.cnc.bc.ca

*“Best course I ever took! The instructors are very knowledgeable.”*

— Steven Proctor, carpentry graduate

## Careers

Learn to create a building from the ground up! Carpenters can work in the residential, commercial, light industrial or heavy construction fields, doing new construction, renovations, or maintenance. As well, they can go on to become supervisors, building inspectors, site superintendents, and more.

## Why choose CNC?

- Experienced instructors who take the time to work with you one-on-one.
- Features a major project such as new homes, built in partnership with the PG Home Builders’ Association and CNC electrical students.

## 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 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 program.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

## Provincial apprenticeship programs\*\*

An apprenticeship is a formal written agreement between an employer, an employee and the Industry Training Authority (ITA). Typically, 80–85% of an apprenticeship is work-based training; the rest is technical training in the classroom/shop.

Most apprenticeships take four years. To earn a certificate or ticket, **apprentices** must complete both work-based training and technical training, including examinations. After working as apprentices for the period specified by the ITA, graduates can write the Interprovincial Standards Examination.

Graduates of the Foundation-Level Carpentry program (Entry Level Trades Training) at CNC receive an ITA Certification of Completion and credit for level one technical training of their apprenticeship.

Foundation-Level students are not apprentices, but completing a Foundation program makes it easier to find an apprenticeship. In many trades, completion of the Foundation level is a prerequisite to an apprenticeship.

Apprentices who want to schedule their technical training at CNC should contact CNC's Trades Division. Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, call 1-866-660-6011 or visit [www.itabc.ca](http://www.itabc.ca).

### 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 program, 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**

### Program outline

Topics include the following (not a complete list): blueprints and specifications, concrete form work, framing, basic stair construction, and basic cabinets. A full list of topics is available at the contact numbers below.

### For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Lakes District — Burns Lake

- (250) 692-1700

CNC Mackenzie

- (250) 997-7200
- 1-877-997-4333

CNC Nechako — Vanderhoof

- (250) 567-3200

CNC Prince George

#### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

#### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

#### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

#### Trades Division:

- (250) 561-5804
- 1-866-370-2111

### Important dates

- Fall intake: September 4, 2007 – February 8, 2008
- Christmas break: December 22, 2007 – January 4, 2008
- Spring intake: February 11 – July 4, 2008

\*\*Based on material from [www.itabc.ca](http://www.itabc.ca)

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Chemistry

- Individual university classes
- All courses available at Prince George campus; many also at Lakes, Nechako, and Quesnel
- Starts: September and January (most courses)
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224\*



*“CNC is a gateway — it opens the doors to higher learning. And the instructors were great.”*

— Catherine, student

## Careers

A chemistry education gives you flexibility to move in numerous career directions. Some possibilities include

- Chemical manufacturing
- Cosmetics
- Environmental assessment
- Medical laboratories
- Petroleum companies
- Pharmaceutical companies
- Analytical chemistry (drug testing)
- Forensic chemistry
- Medicine
- Teacher/professor
- Biotechnology (gene therapy, cancer research)

Even though your major may not be chemistry, there are other occupations in which having a strong chemistry background is beneficial:

- Forestry
- Nursing
- Dental hygiene
- Medical lab technician
- Environmental consultant
- and many more.

**Note:** If you plan to start your chemistry degree at CNC, please visit a [CNC counsellor/advisor](#) to create a university transfer program that will provide a smooth transition to your university of choice.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

## Why choose CNC?

- CNC offers two years of university-level courses, all easily and fully transferable to SFU, TRU, UBC, UNBC and UVic (see [www.bctransferguide.ca](http://www.bctransferguide.ca)).
- Is your chemistry a bit rusty? CNC offers Chem 113/114, designed for students who feel less comfortable taking the standard course, or who have not taken Chemistry 12. This full-credit course is recognized by all major universities in BC.
- CNC is establishing a partnership with Thompson Rivers University (TRU) that will enable students with two years of chemistry from CNC to transfer directly to TRU.

## 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/CCP 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 program 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/CCP 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.

## Courses offered

CHEM 111	Fundamentals of Chemistry I
CHEM 112	Fundamentals of Chemistry II
CHEM 113	Introduction to Chemistry I
CHEM 114	Introduction to Chemistry II
CHEM 201	Physical Chemistry
CHEM 202	Inorganic and Co-ordination Chemistry
CHEM 203	Organic Chemistry I
CHEM 204	Organic Chemistry II
CHEM 205	Introduction to Analytical Chemistry

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

## Important dates

(Dates are for Prince George only. Please contact other campuses for their dates.)

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

# Chinook Diploma

- Two years
- Prince George campus; individual courses may also be available at other campuses
- Starts: September
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224



*“Aboriginal learners interested in full-time business studies have many options.”*

— University of British Columbia

## Careers

The Chinook Diploma in business foundations helps students of Aboriginal ancestry gain the skills for a career in business. Graduates will be able to work in management in the fields of tourism, forestry, finance, retail, economic development, Band management, or start their own businesses.

## Why choose CNC?

Students can either complete the diploma or use a block transfer to continue to a business and entrepreneurship degree at the University of British Columbia.

The program is offered by the following Chinook partner colleges:

- College of New Caledonia
- Camosun College – Victoria
- Capilano College – North Vancouver
- Institute of Indigenous Government – Vancouver
- Langara College – Vancouver
- Northwest Community College – Terrace and Prince Rupert

## Admission requirements

Requirements for admission are flexible, and are based on an individual assessment of each student.

°Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

## Program outline

### Year One:

The first year prepares students for business studies.

<b>Semester 1</b>	<b>September – December</b>
ECON 201	Principles of Economics: Microeconomics
COM 204	Financial Accounting
MKT 152	Principles of Marketing
FNST 100	An Introduction to the Worldview of First Nations People
Chinook I	Business Fundamentals (distance education from UBC)

<b>Semester 2</b>	<b>January – April</b>
ENGL 195	Effective Communications I
ECON 202	Principles of Economics: Macroeconomics
COM 212	Managerial Accounting
COM 222	Organizational Behaviour
MATH 157	Business Statistics

Plus summer internship through UBC

### Year Two:

In the second/third years, an integrative Chinook Program course is offered. During this course, students attend the University of BC as visiting students. Paid summer internships are also available.

<b>Semester 3</b>	<b>September – December</b>
ENGL 196	Effective Communications II
MATH 100	Pre-Calculus Mathematics
FIN 257	Finance I
CSC 105	Introduction to Computers and Programming
Chinook II	New Business Research Skills (distance education from UBC)

<b>Semester 4</b>	<b>January – April</b>
FNST 101	First Nations Studies II
LAW 294	Business Law
MGT 264	Industrial Relations
MATH 101	Calculus I
FIN 258	Finance II

Plus summer internship through UBC

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

# College and Career Preparation (Adult Basic Education)

- Length varies
- Available at all CNC campuses
- Start date: August and January (Prince George); dates may differ for other campuses
- Full-time or part-time
- Fees: No tuition fees, but some other costs apply\*



*“The experience with the CCP program was very beneficial. Re-entering College as a mature older student is a tough choice, but the teachers at CNC make the transition easy.”*

— Lori, CCP graduate

## Careers

Do you want to ...

- Acquire basic literacy in language and math?
- Finish your high school education?
- Acquire skills and prerequisites for other College courses?

The CCP program is for you! Each year, hundreds of adults continue their learning by signing up for College and Career Preparation (CCP).

You can use CCP courses as prerequisites to other college courses, or to obtain Adult Basic Education (ABE) certificates—Fundamental, Intermediate, or Advanced. You can also use them to gain a BC Adult Graduation Diploma, also known as an Adult Dogwood.

## Why choose CNC?

- Each year, hundreds of CNC students take CCP courses. We have small classes, supportive instructors, and a friendly atmosphere.
- CCP classes are available in two formats, Regular Classroom and Continuous Intake (see “Class Formats,” below). Choose the one that best suits your schedule and learning style!
- You can begin at CNC and then transfer your credits throughout BC and beyond.

## Admission requirements

To take CCP, you must be at least 18 years old. To make sure you start at the right level, you must take an assessment test that covers English, math, and science. The test just provides information on which skills you need to refresh or learn — it’s not a pass/fail test.

In cases where the admission requirements or course prerequisites have not been met, special admission to a

\*Please see the “Costs and financial aid” section on this page.



program or course may be granted upon written recommendation by a counsellor/advisor and the coordinator, and upon authorization by the program Dean.

The assessment usually takes two to four hours. To get an application for CCP and sign up for testing, contact your local CNC campus.

## Costs and financial aid

All CCP courses are tuition-free. You pay only the following fees (Prince George only, fees at other campuses may differ):

- Placement test fee: \$5
- Application fee: \$15
- CNC Students' Union: \$9.34 per course
- Registration fee: \$15 per semester
- Student Building Fund: \$10 per year
- Canadian Federation of Students: \$1.97 per course
- Daycare subsidy Fee: \$2.50 per year
- Student Newspaper Fee: \$3.11 per year
- Technology fee: \$5 per course (computer accounts are required for all students)

There are many ways in which CNC students can receive financial assistance. For details, please contact the Financial Aid office at (250) 561-5838.

## Program outline

Courses are offered in English, math, sciences, computer studies, and Canadian studies, at four levels:

- Fundamental
- Intermediate
- Advanced
- Provincial

These levels roughly relate to high school as follows:

- Intermediate: Grade 10
- Advanced: Grade 11
- Provincial: Grade 12

## Class formats

Classes are available in two formats, Regular Classroom and Continuous Intake:

- **Regular Classroom:** The instructor leads the students through the material each day. All students start on the same day, work through the course material together, and finish the course at the same time.
- **Continuous Intake:** Students start their studies at different times throughout the year. Individual students may be

studying different levels of courses. The instructor is there to help, but each student must be prepared to work independently. Students who are self-disciplined and work well with printed instructions will be successful in this environment.

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Lakes – Burns Lake

- (250) 692-1700

CNC Mackenzie

- (250) 997-7200
- 1-877-997-4333

CNC Nechako – Vanderhoof

- (250) 567-3200

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

CNC Quesnel

- (250) 991-7500
- (250) 991-7546

## Important dates

(Dates are for Prince George only. Please contact other campuses for their dates.)

### Fall term:

- Classes: August 29 – December 18, 2007 (includes exams)

### Spring term:

- Classes: January 7 – May 2, 2008 (includes exams)
- Study break: February 18 – 22, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Community and Continuing Education

- Duration varies
- All CNC campuses except Valemount
- Start dates throughout the year
- Part-time
- Fees vary



*“Who says old dogs don’t learn? Wrong! Learning is always an ongoing experience, regardless of age!”*

— Continuing Education student

These are short-term courses such as computer training, chainsaw safety, pottery, or yoga. Some are for fun or personal development, while others can enhance your résumé.

## Why choose CNC?

- To fit your schedule, most courses run in the evenings or on weekends.
- We can also design custom courses for your specific needs—call your local CNC campus!

## Sampling of career courses

Do you want to increase your employability or improve your professional skills? We offer short courses in business, computers, health care, hospitality, and trades, including several recognized certificate programs. Here are a few examples of the many courses offered (may change for 2007–08):

### CNC Lakes District – Burns Lake

- Excel Basics
- Spill Response
- SuperHost

### CNC Lakes District – Southside

- Fire Suppression
- Occupational First Aid, Level 1

### CNC Mackenzie

- Forestry certification courses
- Red Cross First Aid
- WorkSafeBC Occupational First Aid, Levels 1 and 3

Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

### **CNC Nechako – Fort St. James**

BC Log Scaler's License  
Childsafe First Aid

### **CNC Nechako – Fraser Lake**

BC Interior Residue & Waste  
Traffic Control Person Training

### **CNC Nechako – Vanderhoof**

Air Brakes  
Chambermaid Training  
FoodSafe Level 1

### **CNC Prince George**

Community Mental Health Certificate  
Conflict Resolution Certificate: Specializing in Negotiation  
Management Skills for Supervisors  
Nursing Unit Clerk Certificate

### **CNC Quesnel**

Community Mental Health Certificate  
Forklift Training  
Management Skills for Supervisors  
Pesticide Application  
Resolving Conflict in the Workplace

## **Sampling of general interest courses**

Relax, have fun, and meet new friends! Here are just a few examples of the dozens of general interest courses offered at CNC campuses (may change for 2007–08):

### **CNC Lakes District – Burns Lake**

Appetizers with Attitude  
Conversational French  
Fusion Fitness  
Pottery

### **CNC Lakes District – Southside**

Stained Glass  
Easy Casserole Dishes  
Firearm Safety I – CORE Hunter Training

### **CNC Mackenzie**

Introduction to Jewelry Making  
The Language of Colours  
Small Engine Repair

### **CNC Nechako – Fort St. James**

Golfing lessons  
Pen and Ink with Rouged Oils

### **CNC Nechako – Fraser Lake**

Improving your Photography  
Mile a Minute Quilting

### **CNC Nechako – Vanderhoof**

Digital Photography  
Fly-tying for Beginners

### **CNC Prince George**

Basic Woodworking  
Techniques of Relaxation Massage  
Introduction to Digital Cameras

### **CNC Quesnel**

ATV Training

## **For more information**

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

### **CNC Lakes District**

- Burns Lake: (250) 692-1700
- Southside: (250) 694-3571

### **CNC Mackenzie**

- (250) 997-7200
- 1-877-997-4333

### **CNC Nechako**

- Fort St. James: (250) 996-7019
- Fraser Lake: (250) 699-6249
- Vanderhoof: (250) 567-3200

### **CNC Prince George**

Community and Continuing Education (registration):

- (250) 561-5801
- 1-800-371-8111, extension 801

Community and Continuing Education (information):

- (250) 561-5846
- 1-800-371-8111, extension 846

### **CNC Quesnel**

- (250) 991-7500

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Community Mental Health Certificate

- 190 hours
- Prince George campus
- Start date: Please contact Continuing Education
- Part-time
- Approx. tuition fees, entire program: \$2055\*

*“Taking Introduction to Mental Health was a valuable learning experience I will remember for the rest of my life! Through exercises and personal experiences of class members, we were able to build a better understanding of mental illness and be more empathetic to those experiencing these illnesses.”*

— Student

## Careers

The Certificate in Community Mental Health provides a college credential for those wishing to enhance their knowledge and skills in the field of mental health. This certificate is offered in partnership with Douglas College.

The program’s philosophy, principles and practice are based on the Psychosocial Rehabilitation (PSR) approach. The Northern Health Authority has identified PSR as a foundation of mental health care.

PSR is defined as “a holistic approach that places the person – not the illness – at the center of all interventions. The wishes of the person being served direct the rehabilitation process through working partnerships that are forged between the practitioner and the individual with mental illness. Effective rehabilitation builds on a person’s strengths and helps the individual to compensate for the negative effects of the psychiatric disability.” (Hughes and Weinstein in Best Practices in PSR, 2000)

Three courses make up the certificate:

- Introduction to Mental Health
- Psychosocial Rehabilitation (PSR) Principles
- Psychosocial Rehabilitation (PSR) Practice

Courses may be taken individually as long as prerequisites are met.

## Why choose CNC?

- Instructor has 20 years’ experience as a Registered Psychiatric Nurse (RPN) and is a Certified Psychosocial Rehabilitation Practitioner.
- Offered in partnership with Douglas College.
- Includes 40-hour practicum.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

## Admission requirements

Those with no or limited experience in the mental health field must start with the Introduction to Mental Health course.

There are no formal admission requirements for this course, although English reading and comprehension to the Grade 10 level are recommended.

Health care workers can start with the second course in the series, Psychosocial Rehabilitation Principles, if they have current experience and evidence of a current knowledge base related to

- Mental health disorders
- The mental health system
- Best practices in mental health reform
- Person-centered practice.

## Program outline

CECX 120	Introduction to Mental Health
CECX 121	Psychosocial Rehabilitation (PSR) Principles
CECX 125	Psychosocial Rehabilitation (PSR) Practice

## For more information

CNC Prince George

### Continuing Education (general information):

- (250) 561-5846
- 1-800-371-8111, extension 846

### Continuing Education (registration):

- (250) 561-5801
- 1-800-371-8111, extension 801

## Important dates

Please contact Continuing Education at one of the numbers above.

# Computer/Network Electronics Technician Certificate

- One year
- Prince George campus
- Starts: September
- Full-time
- Approx. tuition fees, entire program: \$1347\*



*“The instructors made me think and reason my way through the problems, which is now a very valuable tool in my job.”*

— Jacinda van der Merwe, program graduate

## Careers

Start your new career in the IT industry! You'll be prepared for entry-level positions like these

- Computer hardware repair technician
- Network installation technician
- Installation and maintenance technician

There are also opportunities in the retail and contract service sectors, and many graduates may run their own businesses.

The program is oriented toward micro-computer and network hardware and software, both at the component and the system level. It covers installation, configuration, maintenance, troubleshooting and repair, optimization, and testing.

## Why choose CNC?

- Prepares students to write A+, Net+, and Novell CAN, as well as some of the MSCE exams.
- Small classes and friendly instructors with industry experience.

## Admission requirements

1. Grade 12 (with English 12, Communications 12, or Technical and Professional Communications 12), ABE/CCP Advanced Certificate, or GED Certificate.
2. Principles of Mathematics 11 or Introductory Math 11 or Applications of Mathematics 11 or MATH 044 or MATH 045.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

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. Before attending the first semester, 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.

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.

### Selection criteria

When there are too many applicants for the number of seats, the following criteria will be used to select one half of the class:

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 featuring at least 25 hours of instruction in the last three years contributes 1 point per course, to a maximum of 2 points

### Program outline

<b>Semester 1</b>	<b>September – December</b>
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
<b>Semester 2</b>	<b>January – May</b>
CNET 262	Professional Relations
CNET 265	Advanced Topics
CNET 266	Data Cable Installation
CNET 267	Microsoft Network Software
CNET 269	Novell Network Software

### For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

#### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

#### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

#### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

#### Allan Nordal, Coordinator/Instructor:

- [nordal@cnc.bc.ca](mailto:nordal@cnc.bc.ca)
- (250) 561-2131, extension 566
- 1-800-371-8111, extension 566

### Important dates

#### Fall term:

- Classes: September 4 – December 14, 2007 (includes exams)

#### Spring term:

- Classes: January 7 – May 9, 2008 (includes exams)
- Study break: February 18 – 22, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Computer Science

- Individual university classes
- All courses available at Prince George campus; many also at Lakes, Mackenzie, Nechako, and Quesnel
- Starts: September and January (most courses)
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224\*

*"CNC is the place to be!"*

— Alisha, CNC student

## Careers

If you're interested in any of the following, computer science may be for you:

- Artificial intelligence and robotics
- Computer graphics
- Computer hardware and architecture
- Data communications and networks
- Databases
- Operating systems
- Programming languages
- Software engineering

Below is a small sampling of jobs obtained by CNC computer science graduates:

- Database administrator (Shell Canada)
- Flight simulation researcher (CAE Electronics)
- Software designer (Bell Northern Research)
- UNIX system administrator (UNBC)
- Network administrator (School District 57)
- Business analyst (City of Scarborough)
- Network administrator (BC Legislative Assembly)

Graduates planning a career in university teaching or research will need to pursue a Ph.D., while those wishing to teach computer science in the school system will need a Bachelor's degree.

Those hoping for a position in management will usually need an MBA, while other CNC graduates have used their computer science education as a base from which to pursue studies in library science, law, and other areas.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.



**Note:** If you plan to start your computer science degree at CNC, please visit a CNC counsellor/advisor to create a university transfer program that will provide a smooth transition to your university of choice.

## Why choose CNC?

- CNC has a VAX terminal lab, a Macintosh microcomputer lab, and a variety of Windows-compatible microcomputer labs. The microcomputer labs are fully networked. As well, there's Internet access (including wireless access) in most labs and in other areas throughout the college.
- You'll get a thorough grounding in computers and computer applications, the design and use of computer programming languages, quantitative analysis, defining and solving problems, and thinking rigorously and logically with attention to detail.

## 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/CCP 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 program 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.

Rev: May 25/07

## Courses offered

CSC 105	Introduction to Computers
CSC 109	Computing Science I (Introduction to Programming 1)
CSC 110	Computing Science II (Introduction to Programming 2)
CSC 115	Discrete Computational Mathematics I
CSC 212	Introduction to Object-Oriented Programming
CSC 214	Introduction to Computer Systems
CSC 215	Discrete Computational Mathematics II
CSC 216	Introduction to Data Structures
CSC 218	Introduction to Software Engineering
CSC 224	Computer Organization

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

## Important dates

(Dates are for Prince George only. Please contact other campuses for their dates.)

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Conflict Resolution Certificate, Specializing in Negotiation

- Two years
- Prince George campus
- Start date: Please contact Continuing Education
- Part-time
- Approx. tuition fees, entire program: TBA\*

*“CNC is the place to come. With the small classes, you get a lot of personal instruction and one-on-one.”*

— Adam, CNC student

## Careers

The College of New Caledonia is proud to be partnering with the Justice Institute of British Columbia to offer Conflict Resolution programs in our regions. The courses listed below are Prince George offerings, but select courses are also being offered at CNC’s regional campuses. Contact each campus for information on courses available, or check the schedule online at [www.cnc.bc.ca/ce/negotiations.htm](http://www.cnc.bc.ca/ce/negotiations.htm)

This 252-hour (36 training days) specialization provides an excellent opportunity to explore the broad field of conflict resolution, with an emphasis on negotiation skills. It will equip you with concepts and skills to improve your personal and working relationships by learning how to handle conflict more constructively.

Negotiation is a conflict resolution process in which the people involved in the situation talk directly with each other to arrive at an agreement or decision. The Centre teaches an approach to negotiation that involves looking for mutually satisfactory solutions.

## Why choose CNC?

- Offered in partnership with the Justice Institute of BC.
- Provincially recognized certificate.

## Admission requirements

There are no formal admission requirements for this program.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

## Program outline

CR110A	Dealing with Interpersonal Conflict
CR110B	Resolving Conflict in the Workplace
CR200	Dealing with Anger
CR250	Mediation Skills Level
CR260	Negotiation Skills Level
CR360	Negotiation Skills Level
CR950	Negotiation Assessments

Descriptions electives can be viewed by selecting Course and Schedule Search at

[www.jibc.ca/ccr/main/Courses\\_and\\_Certificates/Certificates/programs/negotiation/default.htm#](http://www.jibc.ca/ccr/main/Courses_and_Certificates/Certificates/programs/negotiation/default.htm#)

## For more information

CNC Prince George

### **Continuing Education (general information):**

- (250) 561-5846
- 1-800-371-8111, extension 846

### **Continuing Education (registration):**

- (250) 561-5801
- 1-800-371-8111, extension 801

## Important dates

Please contact Continuing Education at one of the numbers above.

# Cook's Assistant Program

- 7 weeks
- Fort St. James, Fraser Lake, and Mackenzie
- Starts: October 2007
- Full-time
- Approx. tuition fees, entire program: \$1200\*



*"There is a real demand for chefs, and the opportunities will always exist. Not even computers can change the fact that people still need to eat!"*

— Phil, second chef at the Canterbury Hotel

## Careers

Interested in working in a commercial kitchen? Jumpstart your career by studying in Mackenzie. You'll gain the practical skills needed to work in restaurants, hospitals, resorts, hotels, and industrial camps.

This program teaches you to assist a chef in preparing a wide variety of foods, and will enable you to put together a daily meal displaying the skills and techniques learned throughout the course.

As well, you'll gain

- FoodSafe certification
- Job search skills
- Effective communication skills
- Teamwork skills
- Conflict resolution skills
- Time management skills

## Why choose CNC?

- The course is taught in a commercial kitchen at a logging camp setting.
- You receive five weeks of cook assistant training plus two weeks of work experience.
- At the end of the course, the advisors at the Mackenzie and Employment and Career Centre can work with you to help you find a job.

\*Approximate tuition fees as of 2006-2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

## Admission requirements

- 19 years of age or older
- Proficient in English and math (recommended minimum of Grade 10 or equivalent)
- Prepared to participate in a physically rigorous environment that requires long working hours.
- Physically fit

## Graduation requirements

Graduation requirements include the following:

- Successful completion of the work experience practicum
- The creation of a resume and cover letter
- Demonstrated interview skills

We recommend that you complete your Occupational First Aid Level III (OFA Level III) with the Cook's Assistant Program. CNC Mackenzie offers OFA III two or three times each year.

## Program outline

Topics include

- Safety and sanitary regulations
- Understanding recipe instructions
- Grocery and supply orders
- Care and use of commercial cooking equipment
- Preparation work for breakfast, lunch, dinner, and dessert
- Basic knife skills
- Cooking techniques
- An understanding of different meat cuts, fruits, and vegetables

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Mackenzie

- (250) 997-7200
- 1-877-997-4333
- Visit [www.cnc.bc.ca/mackenzie](http://www.cnc.bc.ca/mackenzie)
- E-mail [cncmackenzie@cnc.bc.ca](mailto:cncmackenzie@cnc.bc.ca)

## Important dates

Please contact the Mackenzie campus directly.

# Criminology Diploma

- Two years
- Prince George campus; individual courses may also be available at other campuses
- Starts: September and January
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224\*



*"My criminology diploma gives me options other social workers won't have."*

— Melissa Bloodoff, Criminology graduate

## Careers

As a trained criminal justice professional, you'll have a variety of careers to choose from:

- Police officer
- Corrections officer
- Probation officer
- Parole officer
- Social worker
- Researcher
- Sheriff
- Bailiff
- Private detective
- And more

Work activities might include protecting the public, detecting and preventing crime, engaging in confidential discussions with offenders, supervising prisoners, or carrying out research.

## Why choose CNC?

- Features practical and theoretical instruction on BC's criminal justice system and practices and institutions in northern BC.
- Provides direct contact with personnel from the criminal justice system.
- Graduates can transfer directly to the third year of SFU's Bachelor of Arts in Criminology.

\*Approximate tuition fees as of 2006-2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

## Admission requirements

It is **strongly recommended** that high-school students consult with their counsellors to ensure they select the most appropriate high-school courses for their chosen career paths.

1. Successful completion of one of the following:

- Grade 12 (with English 12) or
- ABE/CCP Advanced Certificate or
- GED Certificate

**Note 1:** Students who received less than a “B” 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 program or course prerequisites.

2. Math 11 or Math 045 will be required in second year.

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/CCP 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.

## Program outline

### Year 1

CRIM 101	Introduction to Criminology
CRIM 102	Psychology of Criminal and Deviant Behaviour
CRIM 103	Introduction to the Criminal Justice System
CRIM 106	Sociological Explanations of Crime and Deviance
ENGL 103	Composition and Style
PSCI 131	The Administration of Justice
PSYC 101	Introduction to Psychology I
PSYC 102	Introduction to Psychology II
SOC 101	Introduction to Sociology I
SOC 102	Introduction to Sociology II

### Year 2

CRIM 120	Research Methods in Criminology
CRIM 135	Introduction to Canadian Law and Legal Institutions
CRIM 230	Criminal Law
PHIL 101	Moral Philosophy

PSYC 201	Statistics for the Social Sciences
3 Group C electives (consult a CNC counsellor/advisor)	
1 Group B elective (consult a CNC counsellor/advisor)	

And one of the following:

CRIM 201	Policing in Modern Society
CRIM 241	Introduction to Corrections

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

## Important dates

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Culinary Arts Certificate

- Ten months
- Prince George campus
- Starts: August
- Full-time
- Approx. tuition fees, entire program: \$2784\*



[www.cnc.bc.ca](http://www.cnc.bc.ca)

*“The Culinary Arts program at CNC helped me out exponentially in obtaining my goal, and as a recent Red Seal certified chef, it gave me a solid platform to be able to perform at the top of my field.”*

— Jesse Arnup, Culinary Arts graduate

## Careers

Cook up your dream career! Fast-paced and rewarding, a career in Culinary Arts lets you express your creativity. You'll find jobs at hotels, exotic resorts, cruise ships and local restaurants. You might even own your own restaurant one day.

## Why choose CNC?

- Program has been running since 1984.
- Graduates are currently working worldwide in places such as Portugal, Switzerland, Florida, and New York City, in hotels, restaurants, private clubs, cruise ships, resorts, and more.
- Graduates can enter into formal apprenticeships.
- Features a two-week practicum at a hotel or restaurant.
- Hands-on experience in CNC's cafeteria and on-site gourmet restaurant, Kodiaks.

## Admission requirements

1. Successful completion of at least one of the following:
  - Grade 10
  - ABE/CCP Intermediate Certificate
  - GED
  - Mature student status
2. Documents certifying a current TB screening and health examination, including a recent chest x-ray. You must submit these before the program starts, on official College forms (supplied with acceptance).

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

Rev: April 11/07



3. You must write the English and Math Achievement Test (EMAT).
4. In addition to the minimum requirements, it is strongly recommended that anyone planning to apply to this program acquire some background by taking 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. To help with selection when there are too many applicants for the number of seats, please submit a résumé and handwritten statement as to why you wish to enter the program.

## Selection criteria

When there are too many applicants for the number of seats, the following 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 programs.
3. Work experience, as outlined in the written submission.
4. Level of interest in entering the program, as demonstrated by continuing applications.
5. Level of commitment to the program, as outlined in the written submission.

## Program outline

### COOK 151 Level 1: Basic

In this level, you'll learn the fundamentals of basic food preparation, sanitation, portion control, waste prevention, recipe conversion, and weights and measures. The importance of nutritionally balanced meals is stressed, along with a positive professional attitude towards employers, fellow workers, and guests. Through lab work, theory, and practical experience, you'll master these culinary building blocks and be prepared to advance to Level II with confidence.

### COOK 152 Level II: Advanced

Here, you'll learn more advanced skills in food preparation, butchery, pastry, and presentation. Level II involves an in-depth study into menu planning, kitchen management, and food chemistry. This level is also the start of luncheon restaurant service, theme buffet planning, production, and service. Through lab work, theory, and practical experience, you'll be prepared to advance to Level III.

### COOK 153 Level III: Specialty

This level gives you experience in cooking and serving à la carte for fine dining from all stations in our modern onsite restaurant and kitchen. Topics include planning and costing menus, buffet preparation, participating in formal catering, and kitchen management. This level also has a work experience segment of two to four weeks in length. After graduating, you'll be eligible for employment/apprenticeship in hotels, restaurants, flight kitchens, hospitals, cruise ships, camps, and many other food-service-related areas.

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

## Important dates

- Classes (Level I): August 7 – November 2, 2007
- Classes (Level II): November 5, 2007 – February 15, 2008
- Classes (Level III): February 18 – May 23, 2008

# Dental Assisting Certificate

- One year
- Prince George campus
- Starts: September
- Full-time
- Approx. tuition fees, entire program: \$3369\*



[www.cnc.bc.ca](http://www.cnc.bc.ca)

*"It was appealing because it was only 10 months and you came out with a good career."*

— Kim Friesen, Dental Assisting graduate

## Careers

The program combines lectures and clinical practice in preparation for a career in

- Private practice
- Group practice
- Dental clinics
- Public health
- Other related areas.

After completing this program, you are eligible to become a Certified Dental Assistant (CDA) through the College of Dental Surgeons of British Columbia.

## Why choose CNC?

- Accredited by the Commission on Dental Accreditation of Canada.
- Provides practical experience in CNC's own on-site public dental clinic and in private dental offices.
- Features dental health activities in the community and two three-week practicums of full-time experience in a dental office.

## Admission requirements

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

1. Successful completion of one of the following:
  - Grade 12 with either English 12 or Technical and Professional Communications 12 or
  - ABE/CCP Advanced Certificate or
  - GED Certificate
2. Successful completion of either Biology 12 or Biology 050, with a grade of C or better

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

3. Official College forms certifying current immunizations, TB screening, and dental and health examinations. You will receive these forms as part of CNC's acceptance process, and you must complete them before the program starts. You must also be vaccinated for hepatitis B.
4. Some experience, volunteer or paid, in a dental office/clinic is strongly suggested. Please include a statement describing the length, type, and location of previous experience. If you have no previous experience, you may wish to consider the CNC course Introduction to Dentistry (DENO 150).
5. Proof of application for a criminal record search.

## Selection criteria

When there are too many applicants for the number of seats, the following criteria will be used to select half the class:

	Max. points
Letter grade for English 12 or English 045 or Technical and Professional Communications 12	4.33
Letter grade for Biology 12 or Biology 050	4.33
Residing in BC or the Yukon	1.00
One of the following:	
• Completion of DENO 150 (2 points)	
• Completion of a dental receptionist program (2 points)	
• Volunteer work or chairside experience of 30 or more verifiable hours in a dental office (2 points)	2.00
• 15 to 29 hours of verifiable volunteer work or chairside experience (1 point)	
Persistent interest in the program, as shown by repeated applications	1.00
<b>Total</b>	<b>12.66</b>

## Program outline

<b>Semester 1</b>	<b>September – December</b>
DENT 150	Dental Assisting Foundations
DENT 151	Prevention I
DENT 152	Professional Issues
DENT 153	Dental Sciences
DENT 157	Dental Assisting Clinic I
<b>Semester 2</b>	<b>January – April</b>
DENT 160	Restorative Dentistry
DENT 161	Prevention II
DENT 162	Communications
DENT 163	Dental Specialties I
DENT 167	Dental Assisting Clinic II

DENT 169	Radiology
DENT 190	Practicum I
<b>Intersession</b>	<b>May – June</b>
DENT 173	Dental Specialties II
DENT 177	Dental Assisting Clinic III
DENT 191	Practicum II

## For more information

- See “Additional program information” (starts on page 221)
- E-mail askcnc@cnc.bc.ca

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

### Health Sciences & Social Services Division:

- (250) 561-5841
- 1-800-371-8111, extension 841

## Important dates

### Fall term:

- Classes: September 4 – December 14, 2007 (includes exams)

### Spring term:

- Classes: January 7 – April 11, 2008 (includes exams)
- Study break: February 18 – 22, 2008
- Practicum: April 14 – May 2, 2008
- Intersession: May 5 – June 6, 2008
- Practicum: June 9 – June 27, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Dental Hygiene Diploma

- Two-year program
- Prince George campus
- Starts: September
- Full-time
- Approx. tuition fees, entire program: \$5990\*



[www.cnc.bc.ca](http://www.cnc.bc.ca)

*“This program is great — I feel very lucky to be in it. When I’m finished, I’ll feel very well prepared to start my career.”*

— Lim McCuaig, Dental Hygiene student

## Careers

CNC’s program prepares you to work in private/group practices, dental clinics, public health, and more. Dental hygienists today are dental health educators, teaching patients about oral hygiene and promoting dental health in the community.

## Why choose CNC?

- Practical experience in CNC’s own on-site dental clinic.
- Transfers directly into the 4th year of UBC’s Bachelor of Dental Science (Dental Hygiene) degree.
- Transfers to the Bachelor of Health Science program at TRU.

## Admission requirements

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

1. All of the following or their equivalents at a first-year college/university level, with an average GPA of 3.0 (B):
  - Biology 111 & 112 (Human Anatomy & Physiology, with labs)
  - Chemistry 111 and 112 or 113 and 114
  - Psychology 101 and 102 or equivalent
  - English 103 plus one additional first-year English course
  - Math 104 or Psychology 201 or equivalent
  - One university level elective (one semester)

The above courses are available at CNC.

2. Official College forms certifying current immunizations and dental and health examinations. You will receive these forms as part of CNC’s acceptance process, and you must complete them before the program starts. You must also be vaccinated for hepatitis B.
3. Some experience, volunteer or paid, in a dental office/clinic is beneficial. Please include a statement describing the

\*Approximate tuition fees as of 2006-2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

length, type, and location of previous experience. If you have no previous experience, you may wish to consider the CNC course Introduction to Dentistry (DENO 150).

4. Proof of application for a criminal record search.

## Selection criteria

When there are too many applicants for the number of seats, the following criteria will be used to select half the class:

	Max. points
Overall grade point average (GPA) (A+ = 4.33 points, A = 4.00 points, etc.)	4.33
Resident of BC or the Yukon	1.00
One of the following: Completion of DENO 150; or completion of a dental receptionist program; or volunteer work or chairside experience of 30 or more verifiable hours in a dental office; or 15 to 29 hours of verifiable volunteer work or chairside experience (1 point)	2.00
None of the above three items, but has 15–29 hours of verifiable volunteer work or chairside experience	1.00
Persistent interest in the program, as shown by repeated applications	1.00
<b>Maximum possible points:</b>	<b>8.33</b>

**Note:** Up to five of the selected seats may be occupied by students enrolled in the UBC dental hygiene program.

## Program outline

Students with home/family responsibilities are advised to begin planning early. The program is demanding, and adding full-time studies to other obligations may be challenging.

<b>Semester 1</b>	<b>September – December</b>
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
<b>Semester 2</b>	<b>January – April</b>
DENH 160	Dental Hygiene Foundations II
DENH 162	Oral Sciences II
DENH 164	Pathologies I
DENH 167	Prevention
DENH 168	Communications
DENH 169	Radiology
<b>Intersession 1</b>	<b>May – June</b>
DENH 170	Dental Hygiene Foundations III
DENH 171	Dental Hygiene Clinic I
DENH 176	Research Methodology

<b>Semester 3</b>	<b>September – December</b>
DENH 250	Dental Hygiene Foundations IV
DENH 251	Dental Hygiene Clinic II
DENH 254	Pathologies II
DENH 255	Dental Sciences II
DENH 256	Community Health I

<b>Semester 4</b>	<b>January – April</b>
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

<b>Intersession 2</b>	<b>May – June</b>
DENH 270	Dental Hygiene Foundations VI
DENH 271	Dental Hygiene Clinic IV
DENH 278	Seminar

**Note:** All Dental Hygiene courses have a passing grade of “B-.” Any grade lower than 68% results in an “F.”

## For more information

- See “Additional program information” (starts on page 221)
- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

### Health Sciences & Social Services Division:

- (250) 561-5841
- 1-800-371-8111, extension 841

## Important dates

### Fall term:

- Classes: September 4 – December 14, 2007 (includes exams)

### Spring term:

- Classes: January 7 – April 18, 2008 (includes exams)
- Study break: February 18 – 22, 2008

### Intersession

- Classes: May 5 – June 6, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Developmental Disabilities Certificate (Community and School Support Program)

- Distance education through the Prince George campus
- Starts: August and January
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$239\*



*“Since completing the program, I’ve been promoted to a supervising position.”*

— Dale Noseworthy, program graduate

The Developmental Disabilities Certificate (DEVC) is in transition! Exciting changes are being made to the program to better meet the needs of students and employers. The DEVC is being phased out. In its place, we will be offering three new credentials: **Community Support Worker Certificate, Education Assistant Certificate, and Human Service Citation**. Each of these credentials will be offered within the new Community and School Support Program (CASS). For more information about these changes, please see below.

## Careers

The Developmental Disabilities Certificate (CASS) program 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.

This program is designed for practicing community or school support workers (paid or volunteer). It will enhance your competence in

- Inclusion
- Human development
- Learning and support strategies
- Health and wellness
- Communication
- Community and relationships
- Professional practice and accountability

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

Work Futures BC ([www.workfutures.bc.ca](http://www.workfutures.bc.ca)) predicts that jobs in this area will grow faster than the average, providing “excellent job opportunities.”

Graduates of the Developmental Disabilities Certificate are employed in schools as teaching or education assistants. They are also employed in the community living service sector as community support workers, job coaches, respite caregivers and residential support workers.

## Why choose CNC?

- Offered by distance education, so you can work and study at the same time.
- Face-to-face workshops and study groups for students in the Prince George area.

## Admission requirements

All applicants must provide a transcript or other official proof that they have completed English 12 (with a final grade of at least “C”), or equivalent

New students are admitted to the DEVC (CASS) Program in one of four ways:

- **Path #1: Paid Paraprofessional.** For students employed as paraprofessionals providing support services to persons with developmental disabilities:
  - Verification (such as a transcript) of English 12 or equivalent with a minimum “C” grade (see Path #4, below if you do not have English 12 or equivalent)
  - A letter (on agency letterhead) confirming employment from employer.
- **Path #2: Volunteer Service Provider.** For students volunteering service to people with developmental disabilities:
  - Verification (such as a transcript) of having English 12 or equivalent with a minimum “C” grade (see Path #4, below if you do not have English 12 or equivalent)
  - The CASS (formally DEVC) Volunteer Service Reference Form completed by supervisor documenting at least 65 hours of direct service in the past three years.
- **Path #3: Caregiver.** For students who are caregivers (such as a parent, guardian, or sibling) and over 19 years of age:
  - Verification (such as a transcript) of having completed English 12 or equivalent with a minimum “C” grade (see Path #4, below if you do not have English 12 or equivalent)
  - A completed CASS (formally DEVC) Personal Statement Form.

- **Path #4: Special Admission.** For those who do not yet qualify for full admission into the CASS program. Special Admission students can register for one semester in CASS 110 and/or CASS 120 (DEVC 140 or 172) with
  - Verification (such as a transcript) of having completed English 12 or equivalent with a minimum “C” grade.
  - A completed CASS (formally DEVC) Personal Statement form.
  - The applicant must complete 65 hours of relevant volunteer experience, submit the required documentation and officially apply to the CASS Program in order to continue.

## Program outline

**Students admitted before Fall 2007** will be able to complete the Developmental Disabilities Certificate (DEVC). This certificate includes the eight courses listed below.

### Developmental Disabilities Certificate (DEVC)

DEVC 130	Physical Care
DEVC 140	Communication Skills (formerly Communication Skills for Social Service Workers)
DEVC 150	Life Planning & Support Systems
DEVC 160	Ethical Foundations of Practice (formerly Ethics and Law for Social Service Workers)
DEVC 172	Human Diversity Across the Lifespan
DEVC 181	Introduction to Teaching and Learning: Part I
DEVC 186	Introduction to Teaching and Learning: Part II
DEVC 199	Practicum

**Students admitted for Fall 2007 or later** can choose to be admitted to either of these two certificates: Community Support Worker Certificate (CSWC) or Education Assistant Certificate (EAC). Both require six common core courses. In addition, each certificate has an additional three required courses. These certificates are outlined in the lists on the following page.

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### Common core courses for

#### Community Support Worker Certificate and Education Assistant Certificate

CASS 110 (DEVC 140)	Communication Skills
CASS 120 (DEVC 172)	Human Diversity
CASS 130 (DEVC 160)	Ethical Foundations of Practice
CASS 140 (DEVC 181)	Positive Approaches to Teaching and Learning: Part I
CASS 145 (DEVC 186)	Positive Approaches to Teaching and Learning: Part II
CASS 150 (DEVC 150)	Life Planning and Support Systems

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#### Community Support Worker Certificate:

CASS 160 (DEVC 130)	Physical Care
Approved elective* (CSW)	
CASS 190	Practicum (CSW)

#### Education Assistant Certificate:

CASS 180	Supporting Literacy In Diverse Classrooms
Approved elective* (EA)	
CASS 195	Practicum (EA)

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**Students admitted for Fall 2007 or later also have the option of completing the Human Service Citation (HSC).** The Human Service Citation is for students who do not wish to complete a full certificate program. To qualify for a Human Service Citation, students need to complete four of the following courses:

CASS 110 (DEVC 140)	Communication Skills
CASS 120 (DEVC 172)	Human Diversity
CASS 130 (DEVC 160)	Ethical Foundations of Practice
CASS 140 (DEVC 181)	Positive Approaches to Teaching and Learning: Part I
CASS 145 (DEVC 186)	Positive Approaches to Teaching and Learning: Part II
CASS 150 (DEVC 150)	Life Planning and Support Systems
CASS 160 (DEVC 130)	Physical Care
CASS 180	Supporting Literacy In Diverse Classrooms

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

#### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

#### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

#### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

## Important dates

#### Fall term:

- Classes: August 27 – December 8, 2007 (includes exams)

#### Spring term:

- Classes: January 7 – April 19, 2008 (includes exams)

\*Contact CNC's Counselling & Advising Office for information about approved electives. These courses must be equivalent to 3.0 credits at a post-secondary level of instruction.



# Early Childhood Education Certificate

- Nine months
- Fort St. James, Mackenzie, and Prince George; individual courses may also be available at other campuses
- Starts: September
- Full-time
- Approx. tuition fees, entire program: \$2694 plus post-basic variable: \$149–321 per course\*



*“I would recommend this program because of how much fun it was, the practical nature of the schoolwork involved, and mostly because of the teachers.”*

— Marian Cann, ECE graduate

## Careers

This program prepares you to work with young children in a variety of settings:

- Daycare centres
- Preschools
- Supported childcare programs
- Family development programs
- Social service agencies
- Libraries
- Hospital playrooms

As well, some graduates own their own daycare centres or preschools. Finishing a program in early childhood education is the first step towards becoming a Certified Early Childhood Educator in BC.

## Why choose CNC?

- Includes sixteen weeks of intensive observation and work experience.
- On-site demonstration daycare centre (Prince George) which functions as a lab setting for the ECE program.
- Post-basic ECE courses also available—these lead to the ECE diploma and qualify you to work as an infant and toddler supervisor or supported child care supervisor.
- Students with a diploma or certificate may receive credit from the University of Victoria’s School of Youth and Child Care.

## Admission requirements

1. Successful completion of one of the following:
  - Grade 12 (with English 12 with a minimum “C” grade) or

\*Approximate tuition fees as of 2006-2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

- ABE/CCP Advanced Certificate plus English 050 with a minimum “C” grade or
  - GED Certificate.
2. Completion of the English component of the English and Math Achievement Test (EMAT), administered by the College, before the first semester. Students whose test results show difficulties in English must take a developmental program.
  3. a) Preference is given to applicants with 30 hours’ paid/volunteer experience in an early childhood setting (e.g., group daycare centre, nursery school, or family daycare centre). Please provide a form signed by the supervisor outlining your work hours and attesting to your ability.  
b) An additional letter of reference attesting to your personal suitability for early childhood education.
  4. Attendance at a spring orientation session.
  5. A written statement (at least 300 words) describing career goals, special interests and reasons for seeking entrance to the program.
  6. Documents certifying current immunization, TB screening, and dental and health examinations. These must be on official College forms (**supplied with acceptance**), and must be submitted before the program starts.
  7. Proof of application for a criminal record search. CNC requires criminal record searches for those applying to program areas that involve working with children or other vulnerable persons. You may have to undergo two searches, one through the RCMP (for those programs requiring it) and one through the Attorney General’s Office. The cost is your responsibility. A search which identifies relevant criminal convictions may prevent you from entering into a practicum or clinical setting. Students who cannot complete the practicum or clinical component cannot graduate from the program.

## Program outline

<b>Semester 1</b>	<b>September – December</b>
ECE 151	Child Growth and Development
ECE 154	Theories and Practices of ECE
ECE 165	Program Development
ECE 170	Observing and Recording Behaviour
ECE 176	Human Relations in Early Childhood Settings
ECE 190	Practicum: <a href="#">Level I and Level II</a>
ENGL 155	Developmental English

**Note:** Students **must** receive an exempt or satisfactory standing in ENGL 155 before continuing with the second term.

<b>Semester 2</b>	<b>January – May</b>
ECE 153	The Child in Society
ECE 155	Theories and Practices of ECE
ECE 166	Program Development

ECE 172	Health, Safety and Nutrition in ECE
ECE 174	Interacting with Families
ECE 177	Human Relations in Early Childhood Settings
ECE 199	Practicum: <a href="#">Level I and Level II</a>

### Post-basic courses

ECE 251	Infant Growth and Development
ECE 252	Administration of ECE Programs
ECE 255	Care and Guidance of Infants <a href="#">and</a> Toddlers
ECE 256	Introduction to Inclusive Child Care
ECE 257	Programming for Inclusive Child Care
ECE 272	Health, Safety, and Nutrition
ECE 274	Interacting with Families
ECE 290 & 291	Practicum
ECE 292 & 293	Practicum

## For more information

- See “Additional program information” (starts on page 221)
- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Lakes District – Fort St. James

- (250) 996-7019

CNC Mackenzie

- (250) 997-7200
- 1-877-997-4333

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

## Important dates

(Dates are for Prince George only. Please contact other campuses for their dates.)

### Fall term:

- Classes: September 4 – December 14, 2007 (includes exams)

### Spring term:

- Classes: January 7 – May 23, 2008 (includes exams)
- Study break: February 18 – 22, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Electrical, Foundation-Level

Formerly known as Entry-Level

- 20 weeks
- Lakes District, Prince George, Quesnel, and Vanderhoof; may be available at Mackenzie
- Starts: September and February
- Full-time
- Approx. tuition fees, per week: \$69\*



*“There is such a high demand for trades right now. I’m glad CNC offered entry-level electrical in Burns Lake. It made the training accessible and affordable for me.”*

— CNC trades student

## Careers

This program prepares you for the electrical apprenticeship program, or for positions such as counter and warehouse personnel in wholesale/distributing outlets. To work in BC, electricians must be either certified in the trade or registered in a four-year apprenticeship program leading to certification.

## Why choose CNC?

- Instructors who take the time to work with you one-on-one.
- Credit for Level 1 Technical Training towards apprenticeship.

## 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 program.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

## Provincial apprenticeship programs\*\*

An apprenticeship is a formal written agreement between an employer, an employee and the Industry Training Authority (ITA). Typically, 80–85% of an apprenticeship is work-based training; the rest is technical training in the classroom/shop.

Most apprentices take four years. Before apprentices can earn a certificate or ticket, they must complete work-based training and technical training, including examinations. After working as apprentices for the period specified by the ITA, graduates can write the Interprovincial Standards Examination.

Graduates of the Foundation-Level Electrical program (Entry Level Trades Training) at CNC receive an ITA Certification of Completion and credit for level one technical training of their apprenticeship.

Foundation-Level students are not apprentices, but completing a Foundation program makes it easier to find an apprenticeship. In many trades, completion of the Foundation level is a prerequisite to an apprenticeship.

Apprentices who want to schedule their technical training at CNC should contact CNC's Trades Division. Apprentices and employers must register with the ITA. For application forms or more information, call 1-866-660-6011 or visit [www.itabc.ca](http://www.itabc.ca).

## 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 program, 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**

\*\*Based on material from [www.itabc.ca](http://www.itabc.ca)

## Program outline

Topics include the following (not a complete list): 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; and motors and motor controls. More details are available at the contact numbers below.

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Lakes District – Burns Lake

- (250) 692-1700

CNC Mackenzie

- (250) 997-7200
- 1-877-997-4333

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

### Trades Division:

- (250) 561-5804
- 1-866-370-2111

CNC Quesnel

### Admissions:

- (250) 991-7500

### Counselling and Advising:

- (250) 991-7538
- (250) 997-7546

## Important dates

### Prince George

- Classes: September 4, 2007 – February 1, 2008
- Christmas break: December 22, 2007 – January 4, 2008
- Classes: February 11 – June 27, 2008

### Quesnel

- Classes: July 30 – December 14, 2007

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Engineering (Applied Science)

- One year
- Prince George campus
- Starts: September and January
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224\*



*"I'm glad I chose to come to CNC first!"*

— Melinda, CNC student

## Careers

As an engineer, you'll be a creative problem-solver, applying your skills to make significant contributions.

Careers include

- Chemical engineer
- Mechanical engineer
- Civil/structural engineer
- Environmental engineer
- Computer engineer

## Why choose CNC?

- After completing our program with a GPA of at least 2.5, you'll be eligible to apply to UBC's second-year engineering program.
- Individual courses transfer to UVic, SFU, UNBC, TRU, and other institutions in BC and Alberta.
- You can also transfer to the following programs (with one or two course substitutions):
  - UVic: Computer Engineering/Computer Science; Electrical Engineering; Mechanical Engineering; Software Engineering
  - UNBC/UBC: Joint Environmental Engineering program
  - University of Alberta, Faculty of Engineering.

## 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:

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

1. Successful completion of Grade 12 (with English 12) or ABE/CCP 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 program 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.

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

## 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.

## Program outline

Semester 1	September – December
APSC 100	Introduction to Engineering
CHEM 111	Fundamentals of Chemistry I
CSC 109	Computing Science I
ENGL 103	Composition and Style
MATH 101	Calculus I
PHYS 101	Introductory Physics I
Elective	3 credits
Semester 2	January – April
APSC 120	Engineering Drawing
CHEM 112	Fundamentals of Chemistry II
MATH 102	Calculus II
MATH 204	Linear Algebra

PHYS 102	Introductory Physics II
PHYS 204	Mechanics I

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

### David Rourke, Department of Physics and Applied Science:

- [rourke@cnc.bc.ca](mailto:rourke@cnc.bc.ca)
- 562-2131, ext. 587
- 1-800-371-8111, ext. 587

## Important dates

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Entrepreneurial Certificate

- Two or more semesters
- Prince George campus; individual courses may also be available at other campuses
- Starts: BNG component starts in January
- Full-time or part-time
- Approx. tuition fees, per year: \$1995\*

*"The level of teaching here is excellent. The teachers here have all had experience in industry so they're very well-versed in what they do."*

— CNC student

## Careers

Master the skills and mindset of an entrepreneur! Learn to run your own company, or gain skills to make you more valuable as an employee.

What some of our graduates are doing:

- Owner of an Esso station, employs 15 people
- Independent business trainer and marketing specialist
- Website designer employing three staff
- Top Lexus salesperson in Calgary
- Owner of a pub in West Germany
- Independent financial planner/stockbroker

This program has two options:

- **Business: The Next Generation** — "BNG" (standalone program — please also see separate listing): This is a unique opportunity to experience supported entrepreneurial activity through the entire business cycle. Each year, the class creates and runs an actual incorporated company. They develop a product, market it, then dissolve the company and share the profits—the class of 2006 made \$39,500! Offered in partnership with the Community Futures Development Corporation.
- **Entrepreneurial Certificate:** This option combines Business: The Next Generation (BNG) with additional courses to make up a certificate. As well as the hands-on skills acquired from BNG, students will study accounting, management, economics, and law, further increasing their effectiveness as business managers and owners.

\*Approximate tuition fees as of 2006-2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.



## Why choose CNC?

- Provides credits towards CNC's Marketing & Management Diploma.
- Take the BNG component as a standalone, or combine with other courses to receive an Entrepreneurship Certificate.
- Provides lots of networking with mentors from the local business community.

## Admission requirements

To apply, please submit the following to CNC's Admissions department:

- CNC application form
- BNG application form ([www.cnc.bc.ca/\\_\\_shared/assets/Application\\_Form4080.pdf](http://www.cnc.bc.ca/__shared/assets/Application_Form4080.pdf))
- Current résumé

You will also have to attend a personal interview.

## Program outline

There is no time limit, but most students complete the entrepreneurial certificate in two semesters.

### Option #1: Business: The Next Generation (stand alone)

BNG 150            Business: the Next Generation

### Option #2: Entrepreneurial Certificate

ACC 149            Accounting Essentials for Non-Accountants  
BNG 150            Business: the Next Generation  
ECON 101          [Canadian Microeconomics Issues](#)  
ENGL 195          Effective Communications  
LAW 294            Canadian Business Law  
MGT 157            Principles of Management  
Elective            Any other Business course

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

### George Kennedy, BNG instructor:

- [bng@cnc.bc.ca](mailto:bng@cnc.bc.ca)
- (250) 562-2131, ext. 340
- 1-800-371-8111, ext. 340

## Important dates (BNG component only):

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008



# ESL (English as a Second Language)

- Length varies
- Prince George campus
- Starts: September
- Full-time or part-time
- Fees vary



*"I recommend the course. It will help newcomers adapt to the Canadian culture and feel more confident. And I'm having a lot of fun!"*

— Areerat Nadeau (Thailand)

*"I like ESL at CNC – it helps me to continue to study university transfer courses."*

— Chris He (China)

CNC is proud to offer a comprehensive program to help speakers of other languages learn English.

Four levels are available: Fundamental, Intermediate, Advanced, and English for Academic Purposes (EAP).

## Why choose CNC?

- Small class sizes.
- Students from many different countries.
- Qualified, dedicated instructors.
- No TOEFL required for entrance to ESL.
- Successful completion of ESL leads to other CNC programs: university transfer programs, diplomas and certificates.
- University transfer programs are transferable to other universities.
- Accredited by the Canada Language Council.

## 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 program 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.

\*Approximate tuition fees as of 2006-2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

**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.

## Program outline

### Fundamental Level

ESL 060 Beginner Level ESL

### Intermediate Level

ESL 070 Intermediate Grammar  
ESL 071 Intermediate Listening and Speaking  
ESL 072 Intermediate Writing.  
ESL 073 Intermediate Reading

### Advanced Level

ESL 090 Advanced Grammar  
ESL 091 Advanced Listening and Speaking  
ESL 092 Advanced Writing  
ESL 093 Advanced Reading

### English for Academic Purposes (EAP)

ESL 095 EAP Listening and Speaking  
ESL 096 EAP Writing and Grammar  
ESL 097 EAP Reading

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Pat Hanki, Coordinator, ESL department:

- 1 (250) 562-2131, extension 604
- 1-800-371-8111, extension 604
- [smithbe@cnc.bc.ca](mailto:smithbe@cnc.bc.ca)

### International Education department:

- 1 (250) 561-5857
- 1-800-371-8111, extension 857
- [www.cnc.bc.ca/ined](http://www.cnc.bc.ca/ined)

## Important dates

### Summer term:

- Classes: May 7 – August 17, 2007 (includes exams)

### Fall term:

- Classes: September 4 – December 14, 2007 (includes exams)

### Spring term:

- Classes: January 7 – April 25, 2008 (includes exams)
- Study break: February 18 – 22, 2008

### Summer term:

- Classes: May 5 – August 15, 2008 (includes exams)

# Excavator Training

- Eight weeks
- Lakes District campus
- Starts: TBD
- Full-time
- Approx. tuition fees, entire program: \$3500\*



*"I have an excavator I can't put to work because I can't find a qualified contractor. This offers the skills I am looking for."*

— Vanderhoof contractor

## Careers

This program combines hands-on equipment operation with training in an excavator simulator. You'll also get the industrial certifications and entry level service and maintenance skills you need to work as an excavator operator.

The program is sponsored in part by Nechako Kitamaat Development Fund Society, the Burns Lake Community Forest and the Vancouver Foundation.

## Why choose CNC?

- State-of-the-art simulators let you acquire new skills in a controlled environment.

## Admission requirements

This program has no specific admission requirements.

## Program outline

Topics include the following:

### Workplace Training

- Employability Skill Training
- Business Math for Operators

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

### **Safety Training**

- Occupational First Aid Level 1
- Occupational First Aid Transportation Endorsement
- Offroad Defensive Driving
- Radio Operations
- Worksafe (Hazard Recognition and Control)

### **Environmental Training**

- Transportation of Dangerous Goods
- Workplace Hazardous Materials Information Systems (WHMIS)
- Fire Suppression (FS 100)
- Spill Response

### **Integrated Training**

- Road Planning
- Layout, Map and Global Positioning Systems (GPS)
- Environmental Management Systems (EMS)
- Roads
- Service and Maintenance
- Practicum

### **For more information**

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Lakes District -- Burns Lake

- (250) 692-1700, extension 718

# Fetal Alcohol Spectrum Disorder (FASD) Advanced Diploma

- Ten 3-credit courses
- Available online through Lakes District campus
- Starts: September
- Full-time or part-time
- Approx. tuition fees, entire program: \$5000\*



*"I feel that the course was very valuable. I wish it could be made available and mandatory to all workers in the human service field."*

— Student of the online course FASD 260

## Improve your FASD knowledge base

Join our team of provincially and nationally recognized experts, and increase your ability to effect change! Take advantage of the unique opportunity to enroll in an Advanced Diploma in FASD. This exciting leading-edge initiative is designed for professionals working in the area of FASD, and is targeted to provide you with the applied skills to

- Improve services for individuals with FASD
- Impact policy development
- Understand the complex challenges facing individuals, families, and communities impacted by FASD
- Design and implement effective prevention and intervention strategies

Join professionals from across the discipline areas of education, justice, social services, and health to learn and effect change.

## Why choose CNC?

- Nationally recognized program.
- All courses delivered fully online.
- Courses developed in partnership with Thompson Rivers University (TRU-OL) and BCcampus.

## Admission requirements

- An Associate Degree; or
- A minimum of 60 university credits (two years), of which 18 credits must be at the second-year level; or

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

- A recognized diploma in one or more of the following areas: health care, education, criminal/justice, childcare, social systems and human resources; or
- As evaluated by the program coordinator or college counsellor/advisor.

Please contact the College for application procedures. Students who meet all admission requirements will be selected on a first-qualified, first-served basis. Prior Learning Assessment may be available.

Students with overseas credentials should contact the program coordinator, Cindy Phair, for further information.

A maximum of three FASD courses may be taken before registering in the Diploma Program.

### Planned semester schedule (2007–2008)

<b>Semester 1</b>	<b>September – December</b>
FASD 260	Overview of FASD
FASD 320	Human Development
FASD 325	Developmental Disabilities and FASD
FASD 305	FASD Brain and Behaviour
FASD 330	Addictions
<b>Semester 2</b>	<b>January – June</b>
FASD 300	FASD Support Strategies
FASD 310	Cultural Perspectives in FASD
FASD 315	Special Topics in FASD
FASD 335	FASD Prevention
FASD 399	Practicum

### For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Lakes District – Burns Lake

- (250) 692-1700

#### **Cindy Phair, Program Coordinator**

- Phone: 250-692-1719
- Fax: 250-692-1750
- E-mail: [phair@cnc.bc.ca](mailto:phair@cnc.bc.ca)

# Fine Arts Certificate

- One year
- Prince George campus; part-time at Quesnel
- Starts: September and January
- Full-time or part-time
- Approx. tuition fees, entire program: \$1704\*



*“This program has improved both my artistic skills and my knowledge of the arts. I received wonderful encouragement and direction from my instructors, which has renewed my passion for art.”*

— Monique, Fine Arts student

## Careers

Let your creativity shine! This program prepares you for a career as a professional artist. As well as creative and technical skills, you'll learn to manage the business side of your career: copyright, contracts, commissions, and more.

## Why choose CNC?

- All instructors are practising professional artists.
- Program developed in consultation with community groups, artists, students, and others.
- Hands-on, practical focus.
- Special First Nations course covers art, culture, drum-making, rattle-making, cedar-bark weaving, and more.
- May transfer to the second year of Fine Arts programs at other institutions (please consult a CNC counsellor/advisor).

## Admission requirements

Please note that the program admits a maximum of 20 students.

1. Successful completion of Grade 12 (with English 12) or ABE/CCP Advanced Certificate (with English 045 or equivalent).
2. Submission of a portfolio by the deadline. Portfolios must consist of at least 10 and no more than 20 examples of any of the following: paintings, drawings, carvings, sculptures, crafts, web art, photography, sketchbooks, videos or other types of art. (Please see “Portfolio guidelines,” below.)
3. Submission of a typed personal statement (500 – 700 words) explaining why you want to enter the program.

**Note:** Students who do not meet the academic requirements above may be admitted to selected studio courses based on evaluation of their portfolios and personal statements. Such students must immediately start the English requirements for

\*Approximate fees for one lecture course, as of 2006-2007 — subject to change. Does not include books and supplies. Other fees may apply. Fees for international students are higher.

the program. After successfully completing English 12 / Communications 12 / English 045, students can enter the certificate program.

## Portfolio Guidelines

1. Portfolios must be either mailed or brought to the College by April 24. They can be dropped off at the office of Admissions during regular office hours. Please note that animation imagery is not acceptable.
2. All artworks in the portfolio must be clearly labeled with the artist's name, a unique identifying number, the date created, and the date submitted. Slides or CDs must also be labelled with the title of the work.
3. The portfolio should include a list of all pieces submitted, including dimensions and materials used; for example: "Item #6, sculpture, mixed media, 2 x 3 m."
4. If pieces are larger than 20" x 26", or are three-dimensional or fragile, send good-quality photographs or slides rather than the original pieces.
5. If digital work is submitted via diskette, ZIP disk, CD-ROM, or website URL, include information about software, fonts, and the operating system used. Include a printout of each work.
6. Artworks must be produced, drawn, designed or photographed by the applicant, unless the work was part of a collaboration with others. If applicants submit work that was part of a collaboration, they must clearly indicate what part they played in the process.
7. If mailing a portfolio from outside Canada, applicants should note on the outside of the package, "Temporary Entry" and "Goods are to be Returned." To avoid customs brokerage fees, the work should also be noted as having "No commercial value."
8. Applicants are responsible for all postage and shipping costs, including return postage/shipping. Portfolios must include a self-addressed return label and sufficient postage, in Canadian funds, for return mail. Portfolios will not be returned COD.
9. Applicants should insure their pieces. CNC is not responsible for anything lost or damaged in shipping or storage. CNC takes every precaution to ensure that portfolios are handled carefully, but does not accept responsibility for loss of, or damage to, materials submitted.
10. Portfolios may be picked up from Admissions after the second week of June (during regular office hours).
11. Applicants are encouraged to use and explore a variety of media and images. However, animation or cartoon images are illustrative; they do not fall into the realm of fine arts and are therefore not acceptable.

## Program outline

Semester 1	September – December
FINE 101	Art History I
FINE 103	Drawing I (Studio)
FINE 106	First Nations Art, Design, and Technology (Studio)
FINE 108	Making a Living as an Artist
FINE 109	Colour Theory (Studio)
Semester 2	January – April
ENGL 103	Composition and Style
FINE 102	Art History II
FINE 104	Drawing II (Studio)
FINE 105	Painting (Studio)
FINE 107	Introduction to Digital Arts and Media (Studio)

### Quesnel

FINE 101, 102, 103, and 104 offered as UT electives on a rotational basis.

## For more information

- See "Additional program information" (starts on page 221)
- E-mail askcnc@cnc.bc.ca

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

## Important dates

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.



# First Nations Certificate

- One year
- Prince George campus
- Starts: September and January
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224\*

*“It was helpful when you got to hear the perspectives of the First Nations guest speakers that were brought in.”*

— Felicia, student

## Careers

The First Nations certificate program prepares you for careers in private, non-profit and government sectors, and especially for employment by Aboriginal organizations and communities.

**Note:** If you plan to start your degree at CNC, please visit a [CNC counsellor/advisor](#) to create a university transfer program that will provide a smooth transition to your university of choice.

## Why choose CNC?

- Transfers directly into the second year of CNC’s First Nations Diploma program.
- Prepares you for further study or for work in fields related to First Nations Studies.

## Admission requirements

It is **strongly recommended** that high-school students consult with their counsellors to ensure they select the most appropriate high-school courses for their chosen career paths.

1. Successful completion of one of the following:
  - Grade 12 (with English 12) or
  - ABE/CCP Advanced Certificate or
  - GED Certificate or
  - Grade 11, with an outstanding academic record, in the year of application.

**Note 1:** Students who received less than a “B” in English 12 or its equivalent are strongly encouraged to select English 103 as their first university credit English course.

\*Approximate fees for one lecture course, as of 2006-2007 — subject to change. Does not include books and supplies. Other fees may apply. Fees for international students are higher.

**Note 2:** The GED certificate meets the general admission requirements, but does not meet specific program or course prerequisites.

2. Compliance with course prerequisites as specified.

## Program outline

Semester 1	September – December
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 2	January – April
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

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

## Important dates

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

# First Nations Diploma

- Two years
- Prince George campus
- Starts: September and January
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224\*

*“The education I received in CNC’s First Nations Studies 100/101 still serves me today. More than that, it has played a key part in the growth of my career.”*

— Kevin Ward (Mikisew Cree First Nation)

## Careers

This program prepares you for careers in private, non-profit and government sectors, and especially for employment by Aboriginal organizations and communities.

**Note:** If you plan to start your degree at CNC, please visit a CNC counsellor/[advisor](#) to create a university transfer program that will provide a smooth transition to your university of choice.

## Why choose CNC?

- Transfers to degree programs at various universities (please contact CNC’s Counselling and Advising department).

## Admission requirements

It is **strongly recommended** that high-school students consult with their counsellors to ensure they select the most appropriate high-school courses for their chosen career paths.

1. Successful completion of one of the following:

- Grade 12 (with English 12) or
- ABE/CCP Advanced Certificate or
- GED Certificate

**Note 1:** Students who received less than a “B” 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 program or course prerequisites.

2. Compliance with course prerequisites as specified.

\*Approximate fees for one lecture course, as of 2006-2007 — subject to change. Does not include books and supplies. Other fees may apply. Fees for international students are higher.



## Program outline

<b>Semester 1</b>	<b>September – December</b>
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
<b>Semester 2</b>	<b>January – April</b>
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
<b>Semester 3</b>	<b>September – December</b>
ENGL 219 or ENGL 220	Contemporary First Nations Authors Children's Literature: First Nations Authors
FINE 110	TBA
HIST 205	History of BC
Two UT electives	
<b>Semester 4</b>	<b>January – April</b>
ENGL 219 or ENGL 220	Contemporary First Nations Authors 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
One UT elective	

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

## Important dates

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

# Focus Employment Program

- 9.5 months
- Lakes District campus
- Starts: September 10, 2007 – ongoing intake
- Full-time or part-time
- Free tuition

*“This program means I have a part-time job.”*

— Focus student

*“This program helps us focus on our good talents instead of our weaknesses.”*

— Focus student

## How does the Focus Employment Program help students?

Students will

- Learn job readiness skills:
  - How to be a good worker
  - Job safety
  - How to get along with co-workers and the boss
- Learn about:
  - Anger management
  - Stress management
  - Time management
  - Life skills
- Improve reading, writing, and computer skills
- Improve communication abilities
- Gain supported work placement and practical job experience

## Who can join the Focus Program?

- Adults over 21 years of age (people under this age may attend with the instructor’s permission)
- Adults who had a difficult time in school
- Adults who believe their mother drank alcohol while pregnant with them, or who have been diagnosed with FASD
- Adults who wish to improve their personal and pre-employment skills

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

### CNC Lakes District – Burns Lake

- 545 Highway 16 West / P.O. Box 5000,  
Burns Lake, BC V0J 1E0
- Telephone: (250) 692-1700, local 718
- Fax: (250) 692-1750
- Barb Durban, Program Coordinator / Instructor
- Barbara Hagreen, Classroom Aide

# Forest Equipment Operator Certificate (FEOC)

- 14 weeks
- Lakes District campus
- Start date varies
- Full-time
- Approx. tuition fees, entire program: \$8500\*



[www.cnc.bc.ca](http://www.cnc.bc.ca)

*“This training has decreased training times, enhanced skills, and the graduates already have all the required industry certification.”*

— Forestry contractor

## Careers

Because of the mountain pine beetle, forest equipment operators are in demand. When you complete this program, you'll be job-ready.

This program introduces the bridging skills you need to be a competent entry-level logging equipment operator with knowledge of basic forest harvesting practices in BC. The program also provides hands-on practical training for all students.

## Why choose CNC?

- Training on state-of-the-art simulators (feller buncher and harvester processor).
- 100-hour work practicum in the field within the year of training.

## Admission requirements

1. One of the following
  - Math 10 or Math 030 or equivalent, and English 10 or English 030 or equivalent or
  - Intermediate Adult Basic Education (ABE/CCP) certificate or
  - GED or
  - Mature student status
2. You must write English and Math assessment tests to show if you need additional assistance that may contribute to your success.
3. You must attend a program orientation.

\*Approximate tuition fees as of 2006-2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

4. You must be physically able to perform the tasks required for successful completion of the program
5. You must submit a Forest Equipment Operator Health Form.

## Selection criteria

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

## Program outline

### Integrated Skills Training

- Introduction to Computers
- Wilderness Survival
- Employability Skill Training
- Basic Business Math for Operators

### Safety Training

- First Aid
- Transportation of Dangerous Goods (TDG)
- Workplace Hazardous Materials Information Systems (WHMIS)
- Off Road Defensive Driving
- Worksafe Hazard Recognition & Response
- Radio Operations
- Chainsaw Safety
- Health & Safety
- Bear Awareness

### Harvesting Training—Simulator

- Harvester/Processor/Forwarder Simulator Training
- Feller Buncher Simulator Training
- Measuring Systems
- Maintenance, Service & Troubleshooting

### Forestry Training

- Woodland Fire Orientation
- Introduction to Forestry in British Columbia
- Planning
- Cutblock & Road Layout

## Harvesting Training Introduction

- Harvesting
- Log Quality & Scaling
- Roads

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Lakes District

- Phone: (250) 692-1700

CNC Nechako

- Phone: (250) 567-3200

## Important dates

Please contact the campuses for exact dates.



# Forest Industry Safety Training

- Duration varies
- Lakes District, Mackenzie, and Nechako
- Start date varies
- Full-time or part-time
- Fees vary\*



*“From falls protection to WorkSafe, the training CNC offers is cost-effective, flexible, and responsive.”*

— Henning Larsen, Babine Forest Products

## Careers

Improve your employability in the forest industry! Choose from industry-approved courses such as Fire Suppression, First Aid, Log Scaling and Grading, and Chainsaw Safety.

## Why choose CNC?

- Program combines theory and hands-on experience.
- Designed with input from business, industry and the community.

## Admission requirements

There are no specific admission requirements for these courses.

## Courses available

(All courses may not be available at all campuses.)

- All-terrain vehicle rider course
- BC Faller Certification
- Bear Aware
- Chainsaw Safety
- Environmental Management Systems
- Fire Suppression
- First Aid
- Heat and Cold Stress
- Log Scaling and Grading

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

- Residue and Waste Measurement
- Spill Response
- Snowmobile rider courses
- Transportation of Dangerous Goods
- WHMIS (Workplace Hazardous Materials Information Systems)
- WorkSafeBC Hazard Recognition and Response

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Lakes District – Burns Lake

- (250) 692-1700

CNC Mackenzie

- (250) 997-7200
- 1-877-997-4333

CNC Nechako – Vanderhoof

- (250) 567-3200

# Forest Resource Technology Diploma

- Two years
- Prince George campus
- Starts: August (first year only); September
- Full-time
- Approx. tuition fees, entire program: \$5388\*

*"If you want to learn about forest practices in the Interior, CNC is the place to come. With the small classes, you get a lot of personal instruction and one-on-one."*

— Adam Lloyd, program graduate

## Careers

Do you enjoy outdoor work and adventure? CNC's forestry graduates fill key leadership positions in the forest industry, First Nations, government, and consulting firms, and many own their own businesses.

Graduates of the technology diploma who decide to continue to a forestry degree have a strong advantage. The practical skills developed in the diploma program form a strong foundation for the theoretical aspects of a forestry degree, a combination which employers view favourably.

After completing this diploma, you'll be prepared to work in forest stewardship roles, including the implementation of forest management activities such as forest health, road engineering, harvesting, silviculture, fire protection, and research.

## Why choose CNC?

- **Jobs!** After one year of study, virtually all our students find summer work in forestry at good wages. Our graduates are job-ready, experienced leaders with a wide range of applicable skills. A technology diploma is a sound basis for a very large number of forestry-related careers.
- We have a wealth of forest resources on our doorstep. This permits the maximum amount of hands-on, field-based learning.
- The program is accredited nationally by the Canadian Technology Accreditation Board through the Canadian Council of Technicians and Technologists.
- It meets the educational component for registration as a Registered Forest Technologist (RFT) with the Association of BC Forest Professionals.
- You'll receive advanced standing at all major Canadian forestry universities, including UNBC, UBC and the University of Alberta.

\*Approximate tuition fees as of 2006-2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.



## Admission requirements

1. Successful completion of Grade 12 or ABE/CCP Advanced Certificate or GED Certificate;
2. English 12 or English 045 or Technical and Professional Communication 12 or equivalent, with a “C” grade or better.
3. Successful completion of:
  - Principles of Math 11, or
  - Applications of Math 11, or
  - MATH 045 or
  - 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 or equivalent, with a “C” or better.
  - 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, with a “C” grade or better.
5. Students must be prepared for and enjoy strenuous physical activity in all types of terrain and weather.

## Program outline

<b>Semester 1</b>	<b>September – December</b>
ENGL 195	Effective Communications I
FOR 150	Forestry Orientation (camp and field activities)
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
<b>Semester 2</b>	<b>January – April</b>
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
<b>Semester 3</b>	<b>September – December</b>
ENGL 252	Technical Communications for Forest Technology
FOR 251	Forest 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 4

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

## For more information

- See “Additional program information” (starts on page 221)
- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

## Important dates

### Fall term:

- Classes, first-year students: August 27 – December 14, 2007 (includes exams)
- Classes, second-year students: September 4 – December 14, 2007 (includes exams)

### Spring term:

- Classes (all students): January 7 – April 25, 2008 (includes exams)
- Study break: February 18 – 22, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Geography

- Individual university classes
- All courses available at Prince George campus; many also at Lakes, Mackenzie, Nechako, and Quesnel
- Starts: September and January (most courses)
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224\*

*“When I first came to the College and took geography I was very nervous. I knew nothing about geography and didn’t know what to expect. Now that I’ve taken some classes, I love geography and find it absolutely fascinating.”*

– Andrew, CNC geography student



## Careers

Are you curious about climate change, earthquakes, tsunamis, cities, different cultures, or other aspects of the world around you? If so, you may want to take one of the many geography courses offered at CNC.

With a degree in geography, you can work in a broad range of fields related to your interests and aptitudes — examples include education, forestry, real estate, natural resource management, planning, and parks and recreation.

Many people think geography is a boring “catalogue” of rivers, mountains, natural resources, and capital cities. Nothing could be further from the truth! Modern geography studies all aspects of the physical and human landscape and the interactions between them. Geography uses a holistic approach to understand the complex problems being faced on planet Earth today.

Students study geography for many reasons; they may be pursuing an Associate or Bachelor’s Degree; fulfilling course requirements for programs such as forestry or education; or they may simply be curious about the world in which they live.

**Note:** If you plan to start your geography degree at CNC, please visit a CNC counsellor/advisor to create a university transfer program that will provide a smooth transition to your university of choice.

## Why choose CNC?

- The Geography Department has computers, cartography and meteorology equipment, stereoscopes, and a large rock and mineral reference collection.
- The department also has an extensive map collection, with the emphasis on Canada and British Columbia, as well as access to digital map products.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

- The Geography Club is an important part of the Department. The club is primarily run by the students and is involved in social functions, fundraising and field trips.

## Skills you'll acquire

Within the context of an arts and science program, geography students acquire

- The ability to use a multidisciplinary perspective when solving problems.
- Knowledge of the earth's physical environments, from studying subjects such as climatology, geomorphology and air photography.
- Knowledge of human society and an understanding of the interrelationships between social, economic, political and cultural factors.
- An awareness of environmental issues and their social, political and economic aspects.
- An understanding of the use of statistical methods.
- The ability to use cartographic and other graphic presentation techniques.
- Written and verbal communications skills.

## 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/CCP 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 program 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.

## Courses offered

GEOG 101	Sense of Place: An Introduction to Human Geography
GEOG 102	Introduction to Contemporary Environmental and Resource Issues
GEOG 103	Canada: Some Geographical Perspectives
GEOG 201	Weather and Climate
GEOG 202	The Surface of the Earth
GEOG 203	Economic Geography
GEOG 205	The Evolution of the Cultural Landscape
GEOG 210	Introduction to Geographical Information Systems

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

## Important dates

(Dates are for Prince George only. Please contact other campuses for their dates.)

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Heavy Duty Mechanics/ Commercial Transport Mechanical Repair, Foundation-Level

Formerly known as Entry-Level

- 30 weeks
- Prince George
- Starts: September
- Full-time
- Approx. tuition fees, per week: \$69\*



[www.cnc.bc.ca](http://www.cnc.bc.ca)

*"I wake up in the morning knowing I'm going to school . . . I don't know what I'm going to do, but I know it's going to be fun!"*

— Asheley Frost, program graduate

## Careers

Learn to repair transport trailers, crawler tractors, loaders, skidders, feller bunchers, excavators, and more! On graduation, you'll be ready for an apprenticeship, or for work in

- The heavy duty/commercial transport repair industry
- Service writing and parts distribution for service shops, dealerships, corporate shops, mills, and more

## Why choose CNC?

- Experienced instructors who take the time to work with you one-on-one.
- Comprehensive program with employment skills component.

## 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 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 program.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

## Provincial apprenticeship programs\*\*

An apprenticeship is a formal written agreement between an employer, an employee and the Industry Training Authority (ITA). Typically, 80–85% of an apprenticeship is work-based training; the rest is technical training in the classroom/shop.

Most apprenticeships take four years. To earn a certificate or ticket, **apprentices** must complete both work-based training and technical training, including examinations. After working as apprentices for the period specified by the ITA, graduates can write the Interprovincial Standards Examination.

Graduates of the Foundation-Level Heavy Duty-Commercial Transport program (Entry Level Trades Training) at CNC receive an ITA Certification of Completion.

Foundation-Level students are not apprentices, but completing a Foundation program makes it easier to find an apprenticeship. In many trades, completion of the Foundation level is a prerequisite to an apprenticeship.

Apprentices who want to schedule their technical training at CNC should contact CNC's Trades Division. Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, call 1-866-660-6011 or visit [www.itabc.ca](http://www.itabc.ca).

## 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 program, 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**

\*\*Based on material from [www.itabc.ca](http://www.itabc.ca)

## Program outline

Topics include the following (not a complete list):

- Tools, shop resources and equipment
- Rigging
- Welding
- Basic braking systems
- Frames, suspension, steering, and running gear
- Servicing electrical and electronic systems
- Servicing air-operated equipment
- Servicing suspensions, steering, and wheels
- Employment skills

A full list of topics is available from the Trades Division Office at (250) 561-5804, or toll-free at 1-866-370-2111.

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

### Trades Division:

- (250) 561-5804
- 1-866-370-2111

## Important dates

- Classes: September 4, 2007 – April 11, 2008
- Christmas break: December 22, 2007 – January 4, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.



# Heavy Equipment Operator

- 5 weeks
- Prince George and Quesnel; may also be available at Mackenzie
- Starts: TBA
- Full-time
- Approx. tuition fees, entire program: \$8800\*

*"I wouldn't be employed without this training. I appreciate the training I took at the College."*

— Lawrence Rosette, program graduate

## Careers

Current conditions in construction and logging have created more work for heavy equipment operators:

- The Cariboo Connector highway project
- Increases to the allowable timber cut
- Increased economic prosperity in north-central BC

Take advantage of this trend by learning to operate these machines:

- Feller Buncher
- Dangle-head processor
- Butt-and-top loader
- Cat
- Excavator

After completing this program, you'll be ready for work at construction companies, contractors, public works departments, logging companies, and more!

## Why choose CNC?

- 96 hours of hands-on experience on heavy equipment.
- Includes Level 1 First Aid and Transportation Endorsement.
- Highly experienced instructors.

## Admission requirements

- Basic comprehension of the English language.
- Physically fit and able to adapt to rugged working conditions.
- Submission of a résumé outlining experience.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

- Submission of a letter expressing why the prospective student wants to take this program.

**Note:** Students are responsible for their own transportation to and from the training sites.

### Required safety equipment:

- Personal attire to meet WorkSafeBC regulations
- Above ankle hiking boots (steel-toed recommended)
- Work gloves

### Program outline

#### Phase One: Classroom Instruction (55 hours)

- WorkSafeBC Level One First Aid & Transportation Endorsement
- WorkSafeBC Hazard Recognition and Control
- Transportation of Dangerous Goods
- Fire Suppression S100
- Hearing Test
- ISO Training (International Standard Operations)

#### Phase Two: Practical/Hands-on Equipment Training (96 hours)

- Equipment Maintenance Training
- Practical Equipment Training
- Fuel Spills Training

Training is available on the following machines

- Feller Buncher
- Dangle-head processor
- Butt-and-top loader
- Cat
- Excavator.

We will try to provide you with training on one of your top three choices of equipment

### For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Mackenzie

- (250) 997-7200
- 1-877-997-4333

CNC Prince George

#### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

#### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

#### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

CNC Quesnel

#### Admissions:

- (250) 991-7500

#### Counselling and Advising:

- (250) 991-7538
- (250) 997-7546

### Important dates

Please contact campuses directly for start/end dates.

# History

- Individual university classes
- Prince George and Quesnel
- Starts: September and January (most courses)
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224\*



*“CNC is a gateway — it opens the doors to higher learning. And the instructors were great.”*

— Catherine, CNC student

## Careers

Do you enjoy reading about the past? Would you like to understand how the world, or Canada, or BC developed? Consider a course or a career in history!

With a degree in history, you can find employment in a broad range of career fields related to your own interests and aptitudes:

- Economic development
- Planning
- Conservation and tourism
- Recreation
- Municipal departments
- Provincial and federal government ministries
- Private sector companies
- Teaching

Historians find employment in such diverse fields because of the specific skills and knowledge they gain through the study of history combined with an arts or science degree.

Many of our students have gone on to careers in history or other disciplines. Others have graduated with history degrees and education degrees and teach history in public or private schools.

For more information about careers in history, visit [www.historians.org/pubs/careers/](http://www.historians.org/pubs/careers/) or <http://history.stanford.edu/undergraduate/careers.shtml>

**Note:** If you plan to start your history degree at CNC, please visit a CNC counsellor/[advisor](#) to create a university transfer program that will provide a smooth transition to your university of choice.

## Why choose CNC?

- Small class sizes give you personalized attention and accessibility to instructors.

\*Approximate fees for one lecture course, as of 2006-2007 — subject to change. Does not include books and supplies. Other fees may apply. Fees for international students are higher.

- All courses are fully transferable to BC universities and university colleges.
- Affordable tuition costs and a friendly atmosphere. You can begin at CNC and then transfer credits throughout BC and beyond.

## 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/CCP 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 program 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.

## Courses offered

HIST 101	World History: The Early Twentieth Century
HIST 102	World History: The Late Twentieth Century
HIST 103	History of Canada to 1867
HIST 104	History of Canada Since 1867
HIST 204	History of the Prairie West
HIST 205	History of BC
HIST 206	Pre-Confederation British North America
HIST 211	Local History

HIST 215	Western Thought from Plato to Hegel
HIST 214	Western Thought from Marx to Postmodernism
HIST 216	Introduction to South Asia
HIST 217	Introduction to Southeast Asia

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

### History instructors:

- George Davison, (250) 562-2131, ext. 226
- Kim Rutherford, (250) 562-2131, ext. 815
- John Bogle, (250) 562-2131, ext. 213

CNC Quesnel

### Admissions:

- (250) 991-7500

### Counselling and Advising:

- (250) 991-7538

### History instructor:

- Brad Smith, (250) 991-7539

## Important dates

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams (Prince George): December 6 – 14, 2007
- Exams (Quesnel): December 10 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams (Prince George): April 17 – 25, 2008
- Exams (Quesnel): April 20 – 25, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Home Support/Resident Care Attendant Certificate

- 29-week program offered over 35 weeks
- Burns Lake, Prince George, Quesnel, and Vanderhoof
- Start dates vary — please contact campuses directly
- Full-time or part-time
- Approx. tuition fees, entire program: \$2306\*



*"I really enjoyed the program at CNC. The skills I learned at the College have given me some great opportunities."*

— Carol Moore, program graduate

## Careers

The BC government predicts excellent job opportunities in this field. There are employment opportunities with health authorities, community agencies, group homes, school systems, and independently with clients in their own homes.

CNC's program gives you the skills to care for disabled individuals living in long-term-care facilities or private homes. You'll be prepared to help with nutrition, child care, personal hygiene and grooming, movement, household maintenance, and more.

## Why choose CNC?

- Dual certificate prepares you for two careers: Home Support (private homes), or Resident Care (long-term-care facilities).
- Program provides several weeks of hands-on training in health-care facilities and home support settings.

## 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 program. 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).

\*Approximate tuition fees as of 2006-2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

3. Proof of application for a criminal record search. CNC requires criminal record searches for students applying to programs that involve working with children or other vulnerable people.

You may have to undergo two criminal record searches: one through the RCMP and one through the Attorney General's office. The cost of these searches is your responsibility.

A search which identifies relevant criminal convictions may prevent you from doing a practicum or entering a clinical setting. Students who cannot enter the practicum or clinical component of the program cannot graduate from the program.

## Program outline

The program is based on the Home Support / Resident Care Attendant curriculum set forth by the BC Ministry of Advanced Education. Some seats are available for part-time students. All eight courses must be completed within four years.

HSRC 150	Health: Lifestyles and Choices
HSRC 151	Human Relations: Interpersonal Communications
HSRC 152	Health and Healing: Concepts for Practice
HSRC 155	Healing: Personal Care Skills for Home Support and Resident Care
HSRC 160	Home Management
HSRC 161	Work Role: Introduction to Home Support/Resident Care Attendant Practice
HSRC 165	Healing: Special Needs in Home Support and Resident Care
HSRC 199	Home Support/Resident Care Attendant: Clinical Experience

## For more information

- See "Additional program information" (starts on page 221)
- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Lakes District – Burns Lake

- (250) 692-1700

CNC Nechako – Vanderhoof

- (250) 567-3200

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

### Health Sciences & Social Services Division:

- (250) 561-5841
- 1-800-371-8111, extension 841

CNC Quesnel

- (250) 991-7501

## Important dates

(Dates are for Prince George only. Please contact other campuses for their dates.)

### Fall term:

- Classes: August 29 – December 14, 2007

### Spring term:

- Classes: January 7 – May 30, 2008
- Exams: February 4 – 8, 2008
- Study break: March 3 – 7, 2008

# Hospitality Administration Diploma

- Two years
- Prince George campus; individual courses may also be available at other campuses
- Starts: September
- Full-time
- Approx. tuition fees, per course: \$224\*



*“Going back to school at the College of New Caledonia in the Hospitality Administration Program was one of the best decisions I have ever made in my life.”*

— Amanda Lindstrom, program graduate

## Careers

Prepare for a management position in the world’s largest and fastest-growing industry! With the 2010 Olympics on the horizon, tourism and hospitality are more important than ever in British Columbia. As a hospitality professional, you’ll qualify for a host of interesting jobs worldwide.

## Why choose CNC?

- Experienced instructors: Our instructors have a combined total of more than 35 years of industry experience in Blackcomb-Whistler, the Keg, the Grand Okanagan Lakefront Resort, and more.
- Internships: After your first year, you can apply for an internship with Disney World, Grand Hyatt Denver Colorado, Jasper Park Lodge, and more.
- Hands-on experience: Work as a team with CNC Culinary Arts students in Kodiaks, CNC’s on-site gourmet restaurant.
- Provides certification in BC FoodSafe and Serving It Right.
- Transfers to bachelor’s degree programs at UVic, UNBC, the University of Guelph, the University of Calgary, TRU, Royal Roads, the University of New Brunswick, and Ryerson University.

## Admission requirements

1. Successful completion of one of the following:
  - Grade 12 (with English 12, Communications 12, or Technical and Professional Communications 12) or
  - ABE/CCP Advanced Certificate or
  - GED Certificate.

\*Approximate tuition fees as of 2006-2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

2. Successful completion of one of the following: Principles of Math 11 or Applications of Math 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. Before your first semester, you must take the English and Math Achievement Test (EMAT) at the College. If you score below a certain level, you'll have to do some upgrading. It's strongly recommended that you write the EMAT early, and that you finish any upgrading before the first semester.
5. To enroll in HOSP 191,
  - You must have completed three Hospitality courses, with a minimum of "C" in each
  - You must have a letter of acceptance of employment from a company offering approved internships as per the Hospitality Administration program

## Selection criteria

You will be accepted to the program once you have met all the admission requirements. This is called "first-qualified, first accepted." Applicants who qualify after the program is full will be placed on a waitlist.

## Program outline

### Year One

Semester I	September – 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

Semester 2	January – 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

### Year Two

Semester 3	September – December
ECON 102	Canadian Macroeconomics Issues
ENGL 196	Effective Communications II
MGT 263	Human Resource Management
HOSP 153	Hospitality Financial Accounting
HOSP 270	Accommodations II

Semester 4	January – 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

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

### Peter Briscoe, CNC Hospitality Coordinator:

- [briscoe@cnc.bc.ca](mailto:briscoe@cnc.bc.ca)
- 562-2131, ext. 493
- 1-800-371-8111, ext. 493

## Important dates

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.



# Hospitality Operations Certificate

- One year
- Prince George campus; individual courses may also be available at other campuses
- Starts: September
- Full-time
- Approx. tuition fees, per course: \$224\*



[www.cnc.bc.ca](http://www.cnc.bc.ca)

*“Hospitality graduates are working in all sectors of the hospitality and tourism industry. Many are in far-away places such as Florida, Colorado, Calgary, Jasper, Banff, Lake Louise, Whistler, Vancouver, and Victoria.”*

— Peter Briscoe, CNC Hospitality instructor

## Careers

Tourism is the world’s largest and fastest-growing industry. And with the 2010 Olympics on the horizon, tourism and hospitality are more important than ever in British Columbia. As a hospitality professional, you’ll qualify for a host of interesting jobs worldwide.

This program suits those looking for entry-level jobs in tourism or the food and beverage sector. You’ll also receive certification in BC FoodSafe and Serving It Right.

## Why choose CNC?

- **Experienced instructors:** Our instructors have a combined total of more than 35 years of industry experience in Blackcomb-Whistler, the Keg, the Grand Okanagan Lakefront Resort, and more.
- **Internships:** After your first year, you can apply for an internship with Disney World, Grand Hyatt Denver Colorado, Jasper Park Lodge, and more.
- **Hands-on experience:** Work as a team with CNC Culinary Arts students in Kodiaks, CNC’s on-site gourmet restaurant.
- **Take a second year of hospitality at CNC and graduate with a Diploma in Hospitality Administration, which transfers to bachelor’s degree programs at UVic, UNBC, the University of Guelph, the University of Calgary, TRU, Royal Roads, the University of New Brunswick, and Ryerson University.**

\*Approximate tuition fees as of 2006-2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

Rev: April 11/07

## Admission requirements

Programs 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 program at any time, as agreed upon between the student and a CNC counsellor/advisor.

## Program outline

<b>Semester 1</b>	<b>September – December</b>
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
<b>Semester 2</b>	<b>January – April</b>
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

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

### Peter Briscoe, CNC Hospitality Coordinator:

- [briscoe@cnc.bc.ca](mailto:briscoe@cnc.bc.ca)
- 562-2131, ext. 493
- 1-800-371-8111, ext. 493

## Important dates

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Human Kinetics Diploma

- Two years
- Individual university classes
- Prince George campus
- Starts: September and January (most courses)
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224\*



[www.cnc.bc.ca](http://www.cnc.bc.ca)

*"I enjoyed my time in Human Kinetics at CNC, it was fun and enjoyable. I have a full understanding of everything in sport and human performance."*

— Shaun Whyman, Human Kinetics graduate

## Careers

Human Kinetics offers a wide range of career possibilities in health and fitness, sports administration, sport sciences, teaching and coaching, ergonomics, and related fields. Possible job titles include

- Fitness consultant
- Coach
- Recreation program
- Sports psychologist
- Wellness program

Human Kinetics, formerly known as Physical Education, involves the study of all aspects of human movement, including anatomy, conditioning, the analysis of team and individual sports, coaching theory, and introduction to sports administration.

## Why choose CNC?

- Complete a two-year diploma while gaining university credits – you then have the choice of working or transferring to university.
- Formal transfer packages have been established for UBC, UVic, and the University of Alberta. Transfer to other institutions can also be accommodated — talk to a CNC Human Kinetics faculty member or counsellor/advisor.
- Active Human Kinetics club involved in many activities on campus and in the community.
- Provincial-level programs in volleyball and badminton.

## Admission requirements

It is **strongly recommended** that secondary school students consult with their counsellors to ensure that they select the

\*Approximate fees for one lecture course, as of 2006–2007 — subject to change. Does not include books and supplies. Other fees may apply. Fees for international students are higher.

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/CCP 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 program 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.

## Program outline

### Year One

Semester 1	September – December
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

Plus university-level elective (Arts/ Science/Commerce)

Semester 2	January – April
HK 100	National Coaching Certificate Program Level 1
HK 200	National Coaching Certificate Program Level 2
HK 120	Biomechanical Analysis of Sport and Dance Performance
HK 121	An Introduction to the Study of Sport
HK 125	Dance Forms

Plus university-level elective (Arts/Science /Commerce)

### Year Two

Semester 3	September – December
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

Plus university-level elective (Arts/ Science/ Commerce/Human Kinetics)

Semester 4	January – April
HK 127	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

Plus university-level elective (Arts/ Science/ Commerce/ Human Kinetics)

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions :

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

## Important dates

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Human Resources Post-Diploma Certificate

- 240 hours
- Prince George campus
- Start date: Continuous intake
- Part-time
- Approx. tuition fees, entire program: \$3600\*

*"The training I have already received has landed me a position as the shop foreman with a steel manufacturing/fab shop in charge of 26 employees, safety motivation, and other HR-related duties. My hat is off to CNC."*

— Dwight Bauck, program graduate

## Careers

After completing the program, you'll be prepared for work in specialized and general human resources offices in public and private sector. Possible positions involve selection and recruitment, labour relations, compensation and benefits, training and development, and so on.

The course helps prepare you to write the Certified Human Resources Professional (CHRP) exam offered by the Human Resources Management Association. The CHRP designation is nationally recognized; on completing the CHRP and gaining the appropriate experience, you may be able to gain admission to the Royal Roads MBA program in Human Resources Management.

**Note:** Acceptance into any other program is determined by the accepting institution; it is recommended that you investigate entry requirements of any program you're interested in well in advance.

## Why choose CNC?

- Flexible individualized program that give you the skills to develop or improve your understanding of the Human Resources function.
- Prepares you for additional educational opportunities.
- Prepare you for the Human Resources Management Association's (HRMA) Certified Human Resources Practitioner (CHRP) exam.

## Admission requirements

As a post-diploma certificate, the program is geared for those who have successfully completed two or more years of post-secondary education, or have equivalent relevant work experience.

\*Approximate tuition fees as of 2006-2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

If you need additional information on whether the program is the right fit for you, please contact CNC Counselling at (250) 561-5818 or CNC Continuing Education at (250) 561-5846.

## Requirements for program completion

To receive your Post Diploma Certificate in Human Resources, you must satisfy the following requirements

1. Successfully complete 240 hours of course study in human resources at the post-diploma level.
2. Successfully complete all required courses for the certificate as part of the 240 hours.
3. Complete the Post Diploma Certificate Application, including official transcripts and course outlines for courses taken outside CNC. (Students accessing CNC courses to be recognized as second- or third-year courses as part of this certificate must receive prior approval from the Dean of the course area and the Director of Community and Continuing Education).
4. Have your Post Diploma Certificate Application reviewed
5. Pay all fees owing to CNC

## Program outline

### Six required courses:

CESS 151	Interpersonal Communication and Conflict Resolution
CESS 152	Group Decision Making and Problem Solving
CESS 153	Self-Management and Leadership Development
CESS 157	Recruitment and Selection
CESS 158	Positive Discipline Process
Approved coursework in labour relations	
Additional approved coursework	

Additional 126 hours of human-resources-related coursework from the following sources:

- 126 hours of CNC Continuing Education Human Resources courses; i.e., Benefits & Compensation, Development & Training, Workplace Health & Safety, and Labour Relations.
- Up to 80 hours of Human Resources training completed outside CNC
- Up to 90 hours from current or previously completed CNC credit courses in Human Resources, such as MGT 263, MGT 264, or COMM 222

## Appraisal of previous coursework

If you're considering this program but would like additional information, or would like to have your previous coursework appraised to determine if it's applicable, contact the CNC Counselling Department at (250) 561-5818 to make an appointment.

## For more information

CNC Prince George

### Anne Harris, Program Coordinator:

- (250) 561-2131, ext. 475
- 1-800-371-8111, extension 475
- harrisa@cnc.bc.ca

### Continuing Education (general information):

- (250) 561-5846
- 1-800-371-8111, extension 846

### Continuing Education (registration):

- (250) 561-5801
- 1-800-371-8111, extension 801

## Important dates

Please contact Continuing Education at one of the numbers above.

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Industry Trades Training

- Lengths vary
- Lakes District and Mackenzie
- Start dates vary
- Full-time or part-time
- Fees vary



*“Our business is to provide training for your business.”*

— CNC Lakes District

## **Forest Equipment Operator Certificate Program**

April 16 – July 28, 2007

This program introduces the bridging skills necessary to be a competent entry-level logging equipment operator. It also introduces trainees to basic forest harvesting practices in BC. This practical program includes training on feller buncher and harvester processor simulators, as well as a 22-day work practicum in the field for all students.

## **Forklift Operator — Beginner/Experienced**

These one-day courses are designed to meet the standards set out by WorkSafeBC (formerly WCB) and the BC Safety Council. They are designed to take the operator through the safe operation techniques of a forklift and make operators aware of the industry standards for safe lift truck operations.

## **Excavator Training**

Date: TBA

This eight-week program will combine practical hands-on equipment operations with excavator simulator training, industrial certification, and the entry-level service and maintenance skills required to be employed as an excavator operator.

## **Some of the other courses we offer**

(All courses may not be available at all campuses)

### **Safety**

- All terrain vehicles rider course
- Bear Awareness
- Chainsaw Safety
- Confined Space Rescue
- Heat and Cold Stress

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

- Occupational First Aid Levels 1, 3, and Transportation Endorsement
- Red Cross First Aid
- Spill Training
- Snowmobile rider courses
- WHMIS
- WorkSafe

#### Industry

- Air Brakes
- Brushing, Spacing, Thinning
- Bug Probing
- Culturally Modified Trees
- Driver Instruction (all classes)
- Electrical — Entry Level
- Excavator Training
- Faller Certification
- Fire Suppression
- Forest Equipment Operator
- Forklift Operator — Beginner
- Forklift Operator — Experienced
- Hoisting and Rigging
- Log Scaling
- Off-road Defensive Driving
- Pesticide Applicator and Dispensers
- Transportation of Dangerous Goods

## We can help your business

### **I own a forestry business; how can you help?**

We offer RPF and RFT courses online and many programs to assist businesses. There is a variety of ongoing courses and an evening instructor-assisted, online centre that expands course offerings. As well, we have a fully qualified academic advisor available to help you find the training you require. Check out our CNC Lakes District College Calendar, and if you don't see a course pertaining to your needs, phone us.

### **My employees need training but I don't have enough people to buy an entire course. Can you match me up with other participants?**

Definitely. All course requests are recorded and we make every attempt to offer these courses. We also match company training needs, research funding options, and programs reactively.

### **I have some unique training needs. Can you research curriculum, find qualified instructors, and offer this training?**

Yes! We can help you find relevant training for your employees when you need it, where you need it, and at competitive prices.

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Lakes District – Burns Lake

- (250) 692-1700

### **Kerry-Ann Miller, Program Coordinator**

- (250) 692-1748

CNC Mackenzie

- (250) 997-7200
- 1-877-997-4333



# Industry Trades Training

- Durations vary
- Prince George campus
- Start dates vary
- Part-time
- Fees vary



*“If you want the best, skip the rest and go to CNC!”*

— Industry trades training student (forklift)

Continuing Education at CNC’s Prince George campus offers the following Industry Trades Training courses:

### **Autobody/Automotive Training (ICBC-Accredited)**

- Aluminum Welding
- Electronic Scan Tool Training for ICBC Auto Shop Body Workers
- Wheel Alignment

### **Automotive Air Conditioning**

- Air Conditioning Retrofit Certification
- Basic Automotive/Heavy-Duty Air Conditioning
- Environment Canada Certification Course on CFC/HCFC/HFC Control

### **Automotive – General**

- Automotive Lab Scopes and Scan Tool Diagnosis
- Diesel Engine Training – Domestic Automotive (Ford/GM/Dodge)
- Professional Driver Training

### **Cook Training**

- Professional Cook IP Challenge

### **Electrical**

- Electrical Code Refresher
- Lighting Design and Control Training

### **Forklift**

- Aerial Work Platform (Scissor-lift) Certification Course
- Forklift Operator Certification and Re-Certification
- Introductory Forklift Course
- Powered Boomlift Certification Course

### **Gas Fitter**

- Gas Fitter “A”
- Gas Fitters “B/C”

### **Heavy Duty**

- Air Brakes for Drivers
- Commercial Vehicle Inspection Program (CVIP)
- Diesel Engine Electronics, Levels 1 and 2

### **Heavy Equipment**

- Heavy Equipment Excavator Operator Training

### High Voltage Electrical Training

- Circuit Breaker (General)
- Electrical Drawings and Control Systems
- Electrical System Protection Relaying
- High Voltage Electrical Awareness (for Private Stations)
- High Voltage Power
- Safety Training for Electricians
- Substation Operations and Switching I (Distribution)

### Math

- Pre-Entry-Level Trades Math

### Maintenance Management Professional (MMP) Certificate Program

- Module 1 - Maintenance Management - Skills and Techniques

### Millwright

- Computer Numerically Controlled Machining – Basic
- Hydraulics – Basic and Advanced
- Laser Alignment
- Lubrication and Bearings
- Upgrading for Millwright I.P. Certification

### Power Engineering

- Power Engineering Tutorial for Interprovincial Paper

### Programmable Logic Controllers (PLCs)

- Control/Logix Basic (CX101) and Intermediate (CX102)
- GLC Allen Bradley PLC-5 Training Level A (100)
- PLC5 1771-QB Module Linear Positioning System
- PLC-5 / RSLogix Basic (RX101) and Intermediate (RX102)
- Variable Frequency Drives

### Safety training

- Accident Investigation
- Asbestos Awareness
- Chainsaw Safety
- Confined Space
- Confined Space – Entry and Rescue
- Fall Protection Awareness
- Gas Detection
- Heat Stress Management
- H<sub>2</sub>S Alive
- Pesticide Application
- Rigging and Lifting
- Respiratory Protection and Respirator Fit Testing
- Spill Response
- Transport of Dangerous Goods (TDG)
- WHMIS
- Workplace Inspections

### Safety Committees

- Due Diligence Training
- Effective Safety Committee Development
- Health and Safety Committees – Training
- Incident Investigations

### Safety courses available on request

- Contractor/Sub-Contractor Pre-Qualification Processes

- Critical Task Analysis (CTA)
- Emergency Response Planning
- Hazard Assessments
- Industrial Hygiene Monitoring
- Safety Program Auditing
- Substance Abuse in the Workplace

### Small Engine Repair

- Small Engine Repair – Units 1 and 2

### Welding

- Beginners' Arc / Oxy-Fuel welding
- Gas Metal Arc Welding (GMAW) (MIG)

**Note:** Additional courses are being developed for 2007-2008 – please contact Frank Rossi for details (see below).

### Why choose CNC?

- Updated industry equipment.
- Instructors with extensive industry knowledge and background.

### Admission requirements

In general, there are no formal admission requirements for these programs. Contact Continuing Education at one of the numbers below to check specific courses.

### For more information

CNC Prince George

**Donna Burgess, Continuing Education Program Assistant:**

- (250) 561-5873
- 1-800-371-8111, extension 873
- burgessd@cnc.bc.ca

**Frank Rossi, Program Coordinator**

- (250) 562-2131, ext. 372
- 1-800-371-8111, extension 372

**Continuing Education (general information):**

- (250) 561-5846
- 1-800-371-8111, extension 846

**Continuing Education (registration):**

- (250) 561-5801
- 1-800-371-8111, extension 801

### Important dates

Please contact Continuing Education at one of the numbers above.

CNC reserves the right to limit, cancel, or adjust programs without notice.

# JET (Job Education and Training)

- Nine months
- Prince George and Quesnel
- Starts: September
- Full-time
- Approx. tuition fees, entire program: \$464\*



*“The JET program opened my eyes to employment opportunities I had never thought of. It gave me the foundation and confidence to market myself effectively. It is a program that can benefit a lot of people.”*

— Bruno Raeber, program graduate

## Careers

Gain the skills you need to get a job! The JET program prepares young adults with learning difficulties for entry-level positions in competitive employment. Our graduates are employed in the retail, hospitality, forestry and service industries.

## Why choose CNC?

- Lots of practical experience to add to your résumé, including up to 15 weeks of job training placements.
- CNC is well known for its supportive friendly atmosphere.

## Admission requirements

Applications are welcome at any time during the year.

- You must be 19 years or older.
- You must attend a personal interview.
- Please contact the JET instructor at your local campus for more information, or to arrange your interview:
  - Prince George JET instructor: (250) 562-2131, ext 224.
  - Quesnel JET instructor: (250) 991-7522

## Job training

The program alternates classroom theory with job training placements provided by interested employers. Job training sites are arranged using the student's personal job plan. Local businesses provide specific job skills training for the position that the student has identified.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

JET staff provide monitoring, adjust support, and help evaluate progress for both student and employer. Students may have up to three job training sessions during the year.

## Program outline

### JET 151: Job Orientation

Job Orientation helps students develop personal goals for competitive employment. They examine their interests, attitudes, values, aptitudes and goals, then investigate the local labour market and develop a personal job plan. Students participate in a four- to five-week unpaid job training placement.

### JET 152: Assertiveness and

#### Interpersonal Skills for Employment

Students explore their personal level of assertiveness, familiarize themselves with assertiveness techniques, and develop skills to handle situations assertively. Important components of this course include strategies for stress management, conflict resolution, and building self esteem.

### JET 153: Interview Skills

This course provides practical training in all phases of the job interview, including contacting employers, preparation for the interview, personal presentation during the interview, and follow-up with the employer. Each student refines his or her interview skills by participating in an interview circuit with community employers.

### JET 154: Job Maintenance

Job maintenance helps students develop skills and strategies to function competitively on the job. The job-keeping strategies covered in the course will enhance personal performance. Students participate in a four- to five-week unpaid job training placement.

### JET 155: Job Search

Job search provides students with strategies and techniques to locate job opportunities and perform independent job searches. Students participate in a four- to five-week unpaid job training placement, or an active job search supported by JET staff.

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

#### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

#### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

#### Earl Krushelnicki, JET instructor:

- [krushelnicke@cnc.bc.ca](mailto:krushelnicke@cnc.bc.ca)
- 562-2131, ext. 224
- 1-800-371-8111, ext. 224

CNC Quesnel

#### Admissions:

- (250) 991-7500

#### Counselling and Advising:

- (250) 991-7538
- (250) 991-7546

#### Dougal Hines, JET instructor

- [hines@cnc.bc.ca](mailto:hines@cnc.bc.ca)
- (250) 991-7522

## Important dates

(Dates are for Prince George only. Please contact other campuses for their dates.)

#### Fall term:

- Classes: September 4 – December 17, 2007

#### Spring term:

- Classes: January 7 – May 30, 2008
- Study break: February 18 – 22, 2008

# Legal Administrative Assistant Certificate (ABT\*)

- Duration varies
- Online through CNC Mackenzie
- Start date varies
- Full-time and part-time
- Per-course pricing; contact campus for details.



*“With online learning I was able to work at my own pace and be at home.”*

— Dawn, student

## Careers

Become an important member of the legal team! The Legal Administrative Assistant Certificate will give you the skills and knowledge you need for entry-level employment in a legal office.

## Why choose CNC?

- Learn from home — this program consists of 10 courses offered online.
- The courses are scheduled on a regular rotation, giving you good access and support.

## Admission requirements

Applicants who have completed CNC’s Administrative Assistant or Office Assistant Certificate meet the admission requirements for this program.

Applicants without a certificate will need to complete the following prerequisites:

- ABTC 050 Online Learner Success, or equivalent.
- ABTC 060 Computers and the Internet, or ABTW 073 Microcomputers I, or equivalent.
- ABTC 066 Keyboarding II or equivalent, or a keyboarding speed of 45 net words per minute.
- ABTC 070 Word Processing I, or equivalent.
- ABTC 071 Word Processing II, or ABTW 043 Word Processing (covers Word Processing I and II), or equivalent.
- ABTC 085 Business English, or ABTE 074 Business Communications I, or equivalent.

\*Applied Business Technology

\*\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

Applicants with Applied Business Technology or Office Administration Certificates from other institutions must contact the College of New Caledonia at 1-877-997-4333.

### Highly recommended:

To successfully complete the Legal Administrative Assistant Certificate, you'll need skills in filing, bookkeeping, human relations, and office procedures. If you don't have strong skills in these areas, we strongly recommend that you take the following courses before entering the program.

- ABTC 075 Human Relations, or ABTH 070 Human Relations.
- ABTC 080 Business Math and Calculator Skills, or ABTB 073 Financial Records, or equivalent.
- ABTC 090 Administrative Procedures, or ABTP 078 Office Simulations, or ABTP 076 Office Simulations, or equivalent.
- ABTC 091 Records Management, or ABTP 072 Office Procedures, or ABTP 073 Office Procedures, or equivalent.

### Program outline

ABTL 010	Introduction to the Canadian Legal System
ABTL 020	Legal Office Procedures
ABTL 030	Litigation Procedures I
ABTL 040	Litigation Procedures II
ABTL 050	Family Litigation Procedures
ABTL 060	Corporate Procedures I
ABTL 065	Corporate Procedures II
ABTL 070	Conveyancing Procedures I
ABTL 080	Conveyancing Procedures II
ABTL 090	Wills and Estates

### Additional costs

Costs are determined per course and are available on our website, at [www.cnc.bc.ca/mackenzie/online\\_programs](http://www.cnc.bc.ca/mackenzie/online_programs)

Additional costs include a \$15.00 application fee, a technology fee of \$5.00 per course, and a registration fee of \$15.00 per semester, plus textbooks and textbook shipping charges, where applicable.

The Legal Administrative Assistant Certificate program qualifies for Canada Student Loans. Applications for Canada Student Loans are available online at [www.canlearn.ca](http://www.canlearn.ca).

### For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Mackenzie

- (250) 997-7200
- 1-877-997-4333

# Maintenance Management Professional Certificate

- Length varies
- Prince George campus
- Start date: Please contact Continuing Education
- Part-time
- Approx. tuition fees, entire program: \$5790\*



[www.cnc.bc.ca](http://www.cnc.bc.ca)

*"If you want the best, skip the rest and go to CNC!"*

— CNC student

## Careers

CNC and the Plant Engineering and Maintenance Association of Canada are proud to offer the MMP Certificate Program.

Developed and authorized by the Plant Engineering and Maintenance Association of Canada, this program is designed for those aspiring to management positions in the maintenance field, those already in maintenance management and looking for formal training, for those seeking the full maintenance designation (MMP, Maintenance Management Professional), and for those seeking only focused training in selected areas.

Every business has physical assets used to create value in terms of the products or services you offer your customers. Effective maintenance management of your organization's physical assets improves the following:

- Uptime
- Production capacity
- Equipment reliability
- Economic life of assets
- Safety records
- Environmental compliance
- Return on your financial investment in capital assets.

The MMP certification program enables you and your employees to provide the most cost-effective management of your business's physical assets.

## Why choose CNC?

- Authorized by the Plant Engineering and Maintenance Association of Canada

\*Approximate tuition fees as of 2006-2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

## Admission requirements

There are no formal admission requirements for this program.

## Program outline

This program consists of eight modules:

Module 1	Maintenance Management - Skills and Techniques
Module 2	Production and Operations Management for the Maintenance Manager
Module 3	Human Resources Management
Module 4	Accounting and Finance
Module 5	Maintenance Management
Module 6	Predictive Maintenance Technologies
Module 7	Computerized Maintenance Management
Module 8	Capstone course

## For more information

CNC Prince George

**Frank Rossi, Program Coordinator**

- (250) 562-2131, ext. 372
- 1-800-371-8111, extension 372

### **Continuing Education (general information):**

- (250) 561-5846
- 1-800-371-8111, extension 846

### **Continuing Education (registration):**

- (250) 561-5801
- 1-800-371-8111, extension 801

CNC reserves the right to limit, cancel, or adjust programs without notice.



# Management Diploma

- Two years
- Prince George campus; individual courses may also be available at other campuses
- Starts: September or January
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224\*

*"We couldn't ask for better instructors. They're always ready to help, and they make it interesting and enjoyable to learn."*

— Melinda, CNC student

## Careers

Take the first step towards a career as a manager!

This program is designed for mature students who want to build on their existing work experience and move into management positions. (Students with little work experience should expect junior or entry-level positions with potential for movement into management.)

Job opportunities in this field are strong. BC Work Futures states "between 2001 and 2011, it is expected that 7,850 positions in this field will become available."

Possible job titles include

- Administrative officer
- Administrative services coordinator
- Office manager
- Liaison officer
- Departmental manager

## Why choose CNC?

- Our Business Division has been helping people enhance their business skills for decades.
- We offer small classes and dedicated instructors in a friendly atmosphere.
- This program also prepares you for further study (please consult with a faculty member or counsellor/advisor before enrolling in second year).
- This program provides a 60-credit block transfer to UNBC.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

## Admission requirements

- Successful completion of one of the following:
  - Grade 12 (with English 12, Communications 12, or Technical and Professional Communications 12) or
  - ABE/CCP Advanced Certificate or
  - GED Certificate.
- Successful completion of one of the following:
  - Principles of Math 11 or
  - Introductory Math 11 or
  - Applications of Math 11 or
  - Math 044 or
  - Math 045.

(Students without Applications of Math 11, Principles of Math 11, Math 044, or Math 045 may be accepted into a modified program that includes math upgrading over the first year, and may extend program completion.)
- Applicants must take the English and Math Achievement Test (EMAT) at the College before their first semester. Students scoring below a certain level will be required to complete upgrading. It is strongly recommended that students write the EMAT early, and that they complete any required upgrading before attending the first semester.
- Applicants are strongly recommended to have taken in the past five years, or have a strong working knowledge of, all of the following: Business Computer Applications 11, Information Technology 11 or 12, and Data Processing 11 or 12.

## Program outline

### Year One

Semester 1	September – 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: In order to continue, students must receive an exemption or satisfactory standing in ENGL 155 and MATH 155.

Semester 2	January – April
ACC 152	Accounting II
ENGL 195	Effective Communications I

LAW 294	Business Law
MGT 157	Management

Plus one elective (see counsellor/advisor).

### Year Two

Semester 3	September – December
ACC 255	Management Accounting I
ENGL 196	Effective Communications II
MGT 263	Human Resource Development

Plus two electives (see counsellor/advisor).

Semester 4	January – April
MGT 264	Industrial Relations
MGT 254	Applied Group and Leadership Skills
MGT 255	Small Business Development

Plus two electives (see counsellor/advisor).

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

### Business & Technology Division:

- (250) 561-5814

## Important dates

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Management Skills for Supervisors

- Length varies
- Prince George and Quesnel
- Please contact campuses for specific dates
- Part-time
- Approx. tuition fees, level II: \$475\*



*“The Management Skills for Supervisors program is excellent. This program addresses many of the issues that occur in the current workforce and is beneficial to new and old supervisors.”*

– Student

## Careers

Improve your management skills, add to your résumé, and improve your ability to manage time and stress—take Management Skills for Supervisors at CNC.

The program is delivered in three 26-hour modules. Each module is a complete and separate learning experience, but it is best to take them in sequence, as the overall program is designed to build upon knowledge and skills of the previous module.

## Why choose CNC?

- The program is certified by the Ministry of Advanced Education and sanctioned by the Labour Council of British Columbia.
- Completion of the three levels of Management Skills for Supervisors provides credit as Management 266, which can be used as an elective towards CNC’s Business Administration Certificate, Management Studies Certificate, Management Diploma or Diploma ladder from the Business Administration Certificate Program.

## Program outline

### Interpersonal Communication and Conflict Resolution

In this session you’ll learn how to give and receive effective feedback that will help resolve even the most difficult situations, and how to set a supportive communication climate for a one-to-one problem solving discussion, whether it be with a fellow employee, colleague, or boss.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

Topics of discussion will focus on identification and prevention of win/lose situations before they begin, six rules to developing a supportive work climate, three essential skills to help resolve all interpersonal conflict, and understanding why people do the things they do and how you can turn all conflict into cooperation.

### **Group Decision-Making and Problem Solving**

This session will identify your problem-solving, decision-making style and how it may positively or negatively affect others. You will learn how to be more effective in your group/team meetings and take advantage of the skills of shared responsibility and leadership.

This session focuses on applying the “4-Factor Theory”, identifying your preferred problem-solving, decision-making style, five motivational drives of all people, skills required to effectively participate in group discussion, and facilitating a problem-solving session.

### **Self-Management and Leadership Development**

Refine your interpersonal skills by identifying your behavioural preferences and motivational drives. Learn how to adjust your style of interaction to best meet the motivational needs of others.

Through a very reliable test you will discover your negative responses to stress and how to overcome this without having to change your lifestyle.

Manage yourself better in relation to time by identifying strengths and potential areas of development, applying effective interaction strategies to meet the various motivational needs and behavioural styles, and recognizing your reactions under tension, pressure, and stress.

## **For more information**

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### **Donna Burgess, Continuing Education Program Assistant:**

- (250) 561-5873
- 1-800-371-8111, extension 873
- [burgessd@cnc.bc.ca](mailto:burgessd@cnc.bc.ca)

CNC Quesnel

### **Admissions:**

- (250) 991-7500

### **Sue Whitehorn, program assistant:**

- (250) 991-7500, extension 501

# Management Studies Certificate

- Duration varies
- Prince George and Quesnel
- Starts: September and January
- Part-time only
- Approx. tuition fees, per lecture course: \$224\*

*“The instructors were very approachable and really there for you. I’ve had great experiences at the college.”*

— Carolynn, CNC student

## Careers

A Management Studies Certificate broadens your options for career advancement and provides opportunities for further education. It’s designed for students who want to add accounting, management, and general administration courses to their skill mix.

To accommodate students who are working full-time, courses are offered during the day and evening on a rotating basis. Most students complete the certificate in two to five years.

## Why choose CNC?

- Provides a wide selection of courses, letting you tailor the program to your needs and educational background.
- Has a strong human resources component.
- Can transfer to CNC’s Marketing and Management diploma program.
- CNC’s Business Division has been successfully helping people enhance their business skills for decades.

## Admission requirements

Programs vary according to each student’s interests and requirements, and are planned on an individual basis in consultation with the Counselling and Advising Department and the Dean of Business.

A student may start the program at any time, as agreed upon between the student and a CNC counsellor/advisor. Courses start in September and January.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

## Program outline

The Management Studies program consists of seven required courses, plus three electives.

### Required courses:

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

### Electives:

The three electives can be chosen from [accounting](#), [CIS 160](#), [CIS 188](#), [economics](#), [ENGL 195](#), [FIN 251](#), [252](#), [253](#), [254](#), [law](#), [management](#), or [marketing](#).

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

CNC Quesnel

### Admissions:

- (250) 991-7500

### Counselling and Advising:

- (250) 991-7538
- (250) 997-7546

## Important dates

(Dates are for Prince George only. Please contact other campuses for their dates.)

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

# Marketing and Management Diploma

- Two years
- Prince George campus; individual courses may also be available at other campuses
- Starts: September or January
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224\*



*“The marketing classes and personal selling and promotion are great. I find the program to be great—the instructors are very approachable and really there for you. I’ve had great experiences at the College.”*

— Carolyn Cunningham, Marketing and Management student

## Careers

Literally thousands of organizations provide career opportunities in marketing. Examples include manufacturing, retailing, wholesaling, service marketing, non-profit organization marketing, government, and international marketing.

This program prepares you for management trainee and specialist positions in areas such as

- Sales
- Advertising
- Marketing research
- Purchasing
- Product/brand management
- Physical distribution
- Public relations

## Why choose CNC?

- Our Business Division has been helping people enhance their business skills for decades.
- A high percentage of our graduates obtain work in their areas of interest.
- The program permits a two-year (60-credit) block transfer towards an undergraduate degree at UNBC, Royal Roads University, Athabasca University, or the University of Lethbridge. If planning to continue to university, consult with a faculty member or counsellor/advisor before enrolling.

## Admission requirements

1. Successful completion of one of the following:
  - Grade 12 (with English 12, Communications 12, or Technical and Professional Communications 12) or

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

- ABE/CCP Advanced Certificate or
- GED Certificate.

2. Successful completion of one of the following:

- Principles of Math 11 or
- Introductory Math 11 or
- Applications of Math 11 or
- Math 044 or
- Math 045.

Students without Applications of Math 11, Math 11, Math 044 or Math 045 may be accepted into a modified program that includes math upgrading over the first year. This option will extend program completion.

3. Applicants must take the English and Math Achievement Test (EMAT) at the College before their first semester. Students scoring below a certain level will be required to complete upgrading. It is strongly recommended that students write the EMAT early, and that they complete any required upgrading before the first semester.
4. Applicants are strongly recommended to have taken in the past five years, or have a strong working knowledge of one of the following: Business Computer Applications 11, Information Technology 11 or 12, or Data Processing 11 or 12.

## Program outline

The program is normally completed in four terms over two years. Some students, however, may wish to take it over six terms—for example, if they have employment obligations or family responsibilities. CNC counsellors/advisors can help develop schedules to suit each student.

### Year One:

Semester 1	September – 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 Interpersonal/Career Development Skills
MKT 152	Principles of Marketing

\***Note:** In order to continue, students must receive an exemption or satisfactory standing in ENGL 155 and MATH 155.

Semester 2	January – April
ACC 152	Accounting II
MATH 157	Business Statistics
ENGL 195	Effective Communications I

MKT 276	Retailing and Merchandising
MKT 281	Personal Selling

### Year Two:

Semester 3	September – December
ENGL 196	Effective Communications II
LAW 294	Business Law
MKT 251	Marketing Management Theory and Application
MKT 271	Consumer Behaviour
MKT 285	Internet Marketing
Semester 4	January – April
ACC 255	Management Accounting I
MGT 254	Applied Group and Leadership Skills
MGT 255	Small Business Development Promotions
MKT 266	
MKT 272	Market Research Methods

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

### Business & Technology Division:

- (250) 561-5814

## Important dates

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.



# Mathematics

- Individual university classes
- All courses available at Prince George campus; many also at Lakes, Mackenzie, Nechako, and Quesnel
- Starts: September and January (most courses)
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224\*



*“CNC is a gateway — it opens the doors to higher learning. And the instructors were great.”*

— Catherine, CNC student

## Careers

Mathematics reveals hidden patterns that help us understand the world around us. As well, mathematicians can make a lasting contribution by helping to solve problems in fields such as

- Medicine
- Management
- Economics
- Government
- Computer science
- Physics
- Psychology
- Engineering
- Social science

A degree in math can lead to careers in education, computer science, statistics, research, physics, and more.

**Note:** If you plan to start your math degree at CNC, please visit a CNC counsellor/advisor to create a university transfer program that will provide a smooth transition to your university of choice.

## Why choose CNC?

- At the Mathematics Tutorial Centre, math faculty are available approximately 20 hours each week to help their students. The Centre contains a large selection of math books and a computer equipped with Maple algebra software. Students are encouraged to come and work on their assignments.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

- Maple Labs: Students registered in Math 101 or Math 102 must also register in a Maple lab section. Maple is a computer algebra system in wide use at many colleges and universities—using Maple will help you understand the course material, and is also valuable in itself.

## 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 program 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.

## Courses offered

Math 100	Precalculus Mathematics
Math 101	Calculus I
Math 102	Calculus II
Math 201	Calculus III
Math 202	Calculus IV
Math 104	Introduction to Statistics
Math 105	Introductory Programming with Statistics
Math 205	Probability and Statistics

Math 103	Finite Mathematics
Math 190	Principles of Mathematics for Teachers
CSC 115	Discrete Computational Mathematics I
Math 203	Introduction to Analysis
Math 204	Linear Algebra
Math 215	Differential Equations I
CSC 215	Discrete Computational Mathematics II

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

## Important dates

(Dates are for Prince George only. Please contact other campuses for their dates.)

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Medical Laboratory Technology Science Diploma

- Two years
- Prince George campus
- Anticipated start date: January 2008
- Full-time
- Approx. tuition fees, entire program: TBA\*

*“Medical laboratory technologists are in short supply, both in British Columbia and nationally.”*

— Malcolm Maxwell, CEO of Northern Health

## Careers

As a medical laboratory technologist, you'll perform sophisticated laboratory tests that help diagnose and treat disease. You'll study cells, test body fluids and tissues, prepare samples and interpret tests using specialized, high-tech equipment. You'll work independently, but as part of a health-care team that helps physicians diagnose, treat, and prevent disease. [Current job prospects are excellent](#), especially in northern British Columbia.

## Why choose CNC?

- [Clinical placements for second year are already guaranteed for all students.](#)
- The program is offered in partnership with the Northern Alberta Institute of Technology (NAIT), which has a well-established and accredited medical laboratory technology program.
- [Fully prepares you for certification by the Canadian Society of Medical Laboratory Science \(CSMLS\), and for further education such as UBC's degree in medical laboratory science.](#)
- [This program is registered for accreditation by the Canadian Medical Association.](#)

## Admission requirements

- [Grade 12 or ABE Advanced Certificate.](#)
- [The following courses, each with a grade of “C” or better:](#)
  - [English 12 or Technical and Professional Communications 12 or English 045 or equivalent;](#)
  - [Biology 12 or Biology 050 or equivalent;](#)
  - [Chemistry 12 or Chemistry 050 or equivalent](#)
  - [Mathematics 12 or Mathematics 050 or equivalent,](#)

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

- Completion of the “Medical Laboratory Technology Career Investigation Report” form.
- Completion of “Self-Report on Suitability” form.

**Note 1:** When you’re accepted into the program, you’ll have to supply us with documents certifying that you have current immunizations, health examinations, and a criminal record check. We’ll send you more information on this in your acceptance package.

**Note 2:** Self-identified Canadian Aboriginal applicants who meet the admission requirements will be given priority for up to three of the first-year seats.

## Program outline

**Note:** During the practicum (year 2), you can expect to work an average of 40 hours per week (may include early or late shifts and some weekends).

### Semester 1

MLTS101	Medical Terminology
MLTS104	Infection Control and Safety
MLTS106	Specimen Collection/Handling
MLTS109	General Laboratory Practice
MLTS113	Anatomy and Physiology
MLTS115	Quality Management
MLTS120	Analytical Principles I
MLTS130	Histotechnology
MLTS135	Histology
MLTS140	Microbiology I

### Semester 2

MLTS150	Professional Practices
MLTS155	Immunology
MLTS160	Hematology and Coagulation
MLTS165	Clinical Chemistry
MLTS170	Urinalysis
MLTS175	Molecular Biology
MLTS180	Transfusion Medicine
MLTS141	Microbiology II
MLTS121	Analytical Principles II

### Year 2, all semesters (Practicum)

MLTS250	Management Practices
MLTS280	Transfusion Medicine, Theory
MLTS285	Transfusion Medicine, Practicum
MLTS230	Histotechnology, Theory
MLTS235	Histotechnology, Practicum
MLTS260	Hematology, Theory
MLTS262	Hematology, Practicum
MLTS270	Blood Collection, Practicum
MLTS265	Clinical Chemistry, Theory
MLTS266	Clinical Chemistry, Practicum
MLTS240	Microbiology, Theory
MLTS245	Microbiology, Practicum

## For more information

- See “Additional program information” (starts on page 221)
- E-mail askcnc@cnc.bc.ca

CNC Prince George

### Recruitment Advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

## Important dates

TBA — please contact the Prince George campus for details.

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Millwright–Machinist, Foundation-Level

Formerly known as Entry-Level

- 22 weeks
- Prince George campus
- Starts: February
- Full-time
- Approx. tuition fees, per week: \$69\*

*“I’m really enjoying it. I like how the millwright is considered the jack of all trades — we’re repairing machines, we’re building new parts, and we’re welding. I also like how you can build on it and become a power engineer.”*

— Nicholas Tindale, Millwright student

## Careers

Graduates will be qualified for entry-level employment opportunities in

- Industrial and commercial machine shops
- Pulp mills, sawmills, and mines
- Mines
- Food and beverage processing operations
- Construction, oil and gas plants/transmission
- Secondary manufacturing of all types of products.

The activities of a millwright/machinist include working with many types of machinery and heavy stationary mechanical equipment, constructing foundations for machinery (conveyors, pumps, compressors, hydraulic systems, pneumatic equipment), and working as part of a maintenance crew and making replacement parts.

## Why choose CNC?

- Program teaches the basics of both the millwright and machinist trades.
- Experienced instructors who take the time to work with you one-on-one.
- Comprehensive program with employment skills component.

## 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.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

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 program.

## Provincial apprenticeship programs\*\*

An apprenticeship is a formal written agreement between an employer, an employee and the Industry Training Authority (ITA). Typically, 80–85% of an apprenticeship is work-based training; the rest is technical training in the classroom/shop.

Most apprenticeships take four years. Before apprentices can earn a certificate or ticket, they must complete work-based training and technical training, including examinations. After working as apprentices for the period specified by the ITA, graduates can write the Interprovincial Standards Examination.

Graduates of the Foundation-Level Millwright Machinist program (Entry Level Trades Training) at CNC receive an ITA Certification of Completion and credit for level one technical training of their apprenticeship.

Foundation-Level students are not apprentices, but completing a Foundation program makes it easier to find an apprenticeship. In many trades, completion of the Foundation level is a prerequisite to an apprenticeship.

Apprentices who want to schedule their technical training at CNC should contact CNC's Trades Division. Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, call 1-866-660-6011 or visit [www.itabc.ca](http://www.itabc.ca).

## 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 program, 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**

## Program outline

Topics include the following (not a complete list): Blueprint interpretation, Hand tools, Rigging procedures, Welding, Materials handling equipment, Dynamic pumps and compressors, and Basic hydraulics and pneumatics.

A full list is available from the Trades Division (see below).

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

### Trades Division:

- (250) 561-5804
- 1-866-370-2111

## Important dates

- Classes: February 11 – July 11, 2008

\*\*Based on material from [www.itabc.ca](http://www.itabc.ca)

CNC reserves the right to limit, cancel, or adjust programs without notice.

# New Media Communications and Design Diploma

- Two years
- Prince George campus
- Starts: September
- Full-time or part-time
- Approx. tuition fees, entire program: \$5610\*



[www.cnc.bc.ca](http://www.cnc.bc.ca)

*"It's a great program, I'm glad I'm taking it. The teachers make a big difference, they're always ready to help you."*

– Crystal MacDonald, New Media student

## Careers

Do you like working with computers? We can help you prepare for work in the new media industry – designing websites, writing copy, desktop publishing, and more.

## Why choose CNC?

- Learn on the latest hardware (both Mac and Windows), and state-of-the-art software, including QuarkXPress, Photoshop, and Dreamweaver.
- Program is the only one of its kind in the north-central BC.
- Developed in close co-operation with industry, ensuring that you'll have the skills employers are looking for.
- Internships with local companies.
- You'll graduate with a professional-quality digital portfolio—a powerful job search tool.

## Admission requirements

1. Successful completion of Grade 12 with English 12 or ABE/CCP Advanced Certificate (with English 045 or equivalent).
2. **a)** A minimum score of 4 on the **essay portion** of a Language Proficiency Index (LPI) test. For a schedule of LPI tests at CNC, contact the College Foundations Division at 561-5826. Students may also write the LPI at other locations in Prince George or elsewhere. For a list of test dates/locations across the province, visit [www.ares.ubc.ca/LPI](http://www.ares.ubc.ca/LPI). Out-of-province students can also consult this website to arrange for private sittings.  
**b)** In cases where the LPI is unavailable, students shall write the CNC English Proficiency Test. Students must achieve a minimum score of 4 on the essay portion.
3. Submission of an acceptable digital portfolio by April 24 (see "Digital portfolios", below)
4. Submission of a statement outlining computer skills and proficiency. Students must have some experience with

\*Approximate tuition fees as of 2006-2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

computers and computer software. However, a high degree of experience is not required.

**Note:** Students who believe they need to upgrade their computer skills should contact CNC's Continuing Education Department or College and Career Preparation Department, or a college or university in their region. Students who need upgrading or remedial work in other areas should contact the Counselling and Advising Department.

5. Submission of a statement outlining relevant background and experience, career goals, and motivation for entering the program.

## Digital portfolios

Digital portfolios must demonstrate some ability and potential in at least one (and preferably several) of the following areas:

- Writing
- Publishing
- Journalism
- Website creation
- Photography
- Graphic arts and / or design (traditional or computer-based)
- Video / film
- Music / sound
- Dramatic arts
- Communications
- Other fine arts

The portfolio must consist of 3–10 examples of the student's work in one or more of the above areas. Applicants with questions can contact the Arts and Science Divisional office (250-561-5815) for referral to an instructor.

## Selection criteria

If there are too many applicants for the number of seats, the following selection criteria will be used:

1. Language Proficiency Index test: Students must receive a minimum score of 4 [on the essay portion of the LPI test or CNC English Proficiency Test](#), and will receive selection criteria points that are equivalent to their test score. For example, a score of 4 on the LPI will be equivalent to 4 points, a score of 5 provides 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 program, 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

Portfolios are assessed on the basis of skill, design, and creativity. Portfolios must be mailed or brought to the College by April 24. They can be dropped off at the Admissions office.

## Program outline

<b>Semester 1</b>	<b>September – December</b>
NMCD 111	Writing I

NMCD 121	Publishing I
NMCD 131	Creativity
NMCD 141	Web I
NMCD 151	Illustration

<b>Semester 2</b>	<b>January – April</b>
NMCD 112	Writing II
NMCD 122	Publishing II
NMCD 132	Multimedia Design <a href="#">and</a> Technology I
NMCD 145	Design History
NMCD 152	Animation, Video & Sound

<b>Semester 3</b>	<b>September – December</b>
NMCD 211	Writing III
NMCD 221	Publishing III
NMCD 231	Multimedia Design <a href="#">and</a> Technology II
NMCD 241	Web II
NMCD 290	Industry Seminar

<b>Semester 4</b>	<b>January – April</b>
NMCD 212	Writing IV
NMCD 222	Publishing IV
NMCD 232	Multimedia Design <a href="#">and</a> Technology III
NMCD 260	Portfolio & Professional Practice
NMCD 299	Industry Internship

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

## Important dates

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.



# Northern Collaborative Baccalaureate Nursing Program (NCBPN)

- Four years total
- Prince George and Quesnel
- Starts: September
- Full-time
- Approx. tuition fees, entire program: \$8189\*



[www.cnc.bc.ca](http://www.cnc.bc.ca)

*“The teachers are the best part because they’re all nurses themselves. They definitely want to see you succeed and they’re really passionate about what they’re teaching.”*

— Lizann Schultz, Nursing student

## Careers

Start your bachelor’s degree in nursing at CNC! The Northern Collaborative Baccalaureate Nursing Program leads to a Bachelor of Science in Nursing (BScN), awarded by UNBC.

- Years 1 and 2: Provided through CNC (Prince George or Quesnel)
- Years 3 and 4: Provided by UNBC in Prince George, Quesnel, and Terrace

## Why choose CNC?

- Program is available in Prince George, Quesnel, and Terrace, giving you the convenience of studying close to home.
- Practice-based curriculum gives you learning experiences in the classroom, the community, and clinical settings, promoting the integration of theory and practice.
- Gives you a solid grounding in acute care nursing, rural nursing, community health, mental health, and First Nations health.
- As a graduate, you’ll be eligible to write the Canadian Registered Nurse Examination and to apply for registration with the College of Registered Nurses of British Columbia.

## Admission requirements

Admission is based on academic qualifications and available space. You must meet UNBC admission requirements, and you must have completed Principles of Math 11, Biology 12, English 12 and Chemistry 11 with a minimum of C+ (65%) in each course (or equivalent if from outside BC / Yukon). Chemistry 12 or equivalent is recommended. There is also a 20% allocation of seats for Aboriginal students (self-declared) who meet the minimum requirements.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

For all applicants, basic computer literacy is strongly recommended. Prerequisite equivalency options should be discussed with a CNC counsellor/advisor.

## How to apply

Step 1: To study in Prince George or Quesnel, apply at CNC.

Step 2: Once you have been accepted, register for specific courses at the institution you plan to attend. If a course is offered at more than one site, choose your preferred location.

**Note:** Admission to the program does not guarantee registration in specific courses; if possible, register early.

## Program outline

The program consists of 134 credits with 95 required credits in nursing. To meet the requirements for a BSN, you must complete the following courses:

### Year One:\*\*

Semester 1	September – December
BIO 111	Anatomy and Physiology I
ANTH 101	Cultural Anthropology
PSYC 101 <sup>†</sup>	Introduction to Psychology
Either	
NURS 101 <sup>†</sup>	The Art and Science of Nursing
or	
NURS 102 <sup>†</sup>	Communication Theory and Practice

Semester 2	January – April
BIO 105 <sup>†</sup>	Basic Microbiology
BIO 112	Anatomy and Physiology II
Either	
NURS 101	The Art and Science of Nursing
or	
NURS 102	Communication Theory and Practice

### Year Two:

Semester 1	September – December
NURS 201	Introduction to Health Assessment
NURS 202	Pathophysiological Concepts
NURS 203	Health Promotion in Families
NURS 206	Basic Nutrition

Semester 2	January – April
NURS 204	Healing Modalities
NURS 205	Introduction to First Nations Health
NURS 210	Nursing Practice with the Adult
NURS 211	Clinical Practicum: Adult
MATH 104 <sup>††</sup>	Statistics

\*\*Course numbers for years 1 and 2 refer to CNC (Prince George/Quesnel).

<sup>†</sup>Can be taken at any time during the first year.

<sup>††</sup>Can be taken at any time during the first three years. Math 157 or PSYC 201 also meet statistics requirements.

### Interession 1

NURS 220 Clinical Practicum 1  
(5 weeks, supervised, 32.5 hours per week)

### Year Three:

Semester 1	September – December
NURS 310	Nursing Practice — Childbearing Family
NURS 312	Mental Health Nursing Practice
NURS 313	Nursing Practice — Elderly Adult
Either	
NURS 311	Clinical Practicum: Childbearing Family
or both	
NURS 315	Clinical Practicum: Mental Health
and	
NURS 316	Clinical Practicum: Elderly Adult

Semester 2	January – April
NURS 304	Introduction to Nursing Knowledge
NURS 306	Introduction to Epidemiology
NURS 308	Ethics and Law in Nursing
Either	
NURS 311	Clinical Practicum: Childbearing Family
or both	
NURS 315	Clinical Practicum: Mental Health
and	
NURS 316	Clinical Practicum: Elderly Adult

### Interession 2

NURS 320 Clinical Practicum 2  
(5 weeks, supervised, 32.5 hours per week)

### Year Four:

Semester 1	September – December
NURS 403	Introduction to Nursing Research
NURS 415	Introduction to Community Nursing
NURS 416	Clinical Practicum: Community Nursing
POLS 403	Social & Health Policy & Administration

Semester 2	January – April
NURS 408	Nursing Leadership Seminar
	Focus area theory course – 3 credits
	Focus area practicum course – 8 credits
	(Theory course and practicum = 8 weeks, 312 hours)

**Focus areas** — choose one: Acute Care Nursing (NURS 426-3 & NURS 443-8); Rural Nursing (NURS 424-3 & NURS 442-8); First Nations Health & Nursing (NURS 422-3 & NURS 441-8); Community Health Nursing (NURS 420-3 & NURS 440-8); or Mental Health Nursing (NURS 432-3 & NURS 444-8).

*Continued on next page*

## Electives

To graduate, you need 18 credits of electives, as follows:

- 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 the 200 level or above related to nursing focus
- Three credit hours at any level in any subject

## For more information

- See “Additional program information” (starts on page 221)
- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

### Health Sciences & Social Services Division:

- (250) 561-5841
- 1-800-371-8111, extension 841

CNC Quesnel

### Admissions:

- (250) 991-7500

### Counselling and Advising:

- (250) 991-7538
- (250) 991-7546

### Joan Broderick, Coordinator of Nursing:

- (250) 991-7536
- [broderickj@cnc.bc.ca](mailto:broderickj@cnc.bc.ca)

UNBC Prince George

### Dr. Ian Blue, Chair of Nursing:

- (250) 960-5848
- [blue@unbc.ca](mailto:blue@unbc.ca)

### Nursing Program Officer:

- (250) 960-5645

UNBC Quesnel

### Blanca Schorcht, Regional Chair, South Central:

- (250) 991-7541
- [schorcht@unbc.ca](mailto:schorcht@unbc.ca)

## Important dates

(Dates are for Prince George and Quesnel only. Please contact other campuses for their dates.)

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 - April 25, 2008
- Study break: February 18 - 22, 2008
- Exams: April 17 – 25, 2008
- Intersession (second-year students only): April 28 – June 1, 2008

# Fun events on campus: Fall 2007



All events at the Prince George campus.  
Contact your local CNC campus for details of  
their activities.

## Starts September 4

Orientation

It's our way of welcoming you to CNC! Features a toonie barbeque, dunk tank, live music, free pancake breakfast, and more!

## Dates TBA

\*Free\* Marathon Movie Night

## September 6

Information Fair for students

Find out more about CNC services

## Dates TBA

Kodiaks "Bear Gardens"

A social for ages 19+

## September 20

Community Trade Fair

## Dates TBA

\*Free\* Family Movie Afternoon

## October 13

CNC Open House

## October 31

Halloween pumpkin carving, \*free\* Scary Movie Night, and more!

## November 3–4

CNC Craft Fair

# Northern Outdoor Recreation and Ecotourism Certificate (NORE)

- Nine months
- Valemount campus
- Starts: August
- Full-time
- Approx. tuition fees, entire program: \$6950\*



*"If I had a chance to do it again, I would. I had the time of my life during this program."*

— Jason Leblanc, student

*"The program doesn't feel like school. It's a lot of fun and the work is interesting."*

— Chelsie, student

## Careers

Get the skills you need to work in the outdoor recreation industry. Our graduates have worked as

- Nature interpreters
- Recreation coordinators
- Park information counsellors
- Children's camp leaders
- Guides (fishing, rafting, canoeing, hiking, horseback riding, dogsledding, snowmobiling)

Some graduates have also started their own outdoor recreation businesses.

## Why choose CNC?

- The NORE certificate can lead directly to a job, or you can apply your credits towards a tourism diploma or degree.
- The local tourism industry has experienced steady growth over the past ten years, and it's anticipated that a new resort under construction on Canoe Mountain near Valemount will create even more opportunities for part-time work for students and tourism careers for graduates.

## 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.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

3. Applicants to the Northern Outdoor Recreation and Ecotourism Program 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 Program 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.

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)
- CNC Valemount
- (250) 566-4601 or 1-888-690-4422
  - [cnc@valemountlearningcentre.com](mailto:cnc@valemountlearningcentre.com)

## Important dates

### Fall term:

Classes: August 27 – December 21, 2007

### Spring term:

Classes: January 7 – June 6, 2008

## Selection criteria

In those cases where the program 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 and/or customer service, level of knowledge and interest in natural history, and experience and level of proficiency in ecotourism field activities.

## Program outline

<b>Semester 1</b>	<b>September – December</b>
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	Day hiking
ECOT 182	Horse Trail Guiding
ENG 195	Effective Communications I
<b>Semester 2</b>	<b>January – April</b>
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	Canoeing I
MNGT 154	Applied Interpersonal Skills
ECOT 190	Work Experience – 120 hours

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Nursing Unit Clerk Certificate

- 405 hours
- Prince George campus
- Start date: Please contact Continuing Education
- Part-time
- Approx. tuition fees, entire program: \$3800\*



*“The practicum experience helped prepare me for the complexity of the Nursing Unit Clerk Assistant role. The guidance and support of the preceptor was extremely valuable. It gave me the confidence and skills to be successful in my position and obtain casual employment in the field.”*

— Cindy Sandy, Nursing Unit Certificate graduate

## Careers

This program prepares you for work as a nursing unit clerk (NUC) in local hospitals, or upgrades the skills of those currently employed as nursing unit clerks.

Many graduates from the program are hired immediately, on a casual basis at Prince George Regional Hospital and then apply and bid on other NUC positions. In addition, many move on to other opportunities in the work environment if they meet the posted qualifications.

A certificate is a pre-requisite for employment as an NUC at most regional hospitals throughout British Columbia.

## Why choose CNC?

- The program is updated regularly with input from an advisory committee to ensure you are provided with the education and skills necessary to be successful working as a nursing unit clerk.
- The program is offered on a part-time basis so students are able to maintain their current employment while completing the certificate (with the exception of the practicum).
- The NUC instructor has 20 years experience and is currently working in the field.
- Students participate in a 150-hour full-time practicum placement (usually at PGRH)
- Fee includes all manuals — no need to buy textbooks

\*Approximate tuition fees as of 2006–2007 — subject to change. Other fees may also apply. Fees for international students are higher.

## Admission requirements

1. Successful completion of English 11, English 045 or equivalent.
2. Successful completion of CNC's Medical Terminology course or approved equivalent.
3. Proof of application for a criminal record search.
4. Appropriate immunization, as established by Northern Health, before starting the practicum.

**Note:** Admission requirements are currently under review. Please check our website for up-to-date information.

Additional admission requirements for January 2008 delivery include:

1. Keyboarding skills of 30 wpm.
2. Familiarity with the Windows environment.

## Program outline

CENR 170	Communication Skills for the Nursing Unit Clerk
CENR 171	Patient Chart Records
CENR 172	Admission, Discharge, and Transfers
CENR 173	Pharmacology and Medication Orders I
CENR 174	Pharmacology and Medication Orders II
CENR 175	Laboratory Orders
CENR 176	Diagnostic Orders
CENR 177	Surgical Orders
CENR 178	Therapeutic Orders
CENR 179	Nursing Unit Clerk Practicum

## For more information

CNC Prince George

### **Continuing Education (general information):**

- (250) 561-5846
- 1-800-371-8111, extension 846

### **Continuing Education (registration):**

- (250) 561-5801
- 1-800-371-8111, extension 801

## Important dates

Please contact Continuing Education at one of the numbers above.



# Office Assistant Certificate (ABT\*)

- Duration varies
- Online through CNC Mackenzie
- Start date varies
- Full-time and part-time
- Per-course pricing — please contact the campus for details\*\*



*“We couldn’t ask for better instructors. They’re always ready to help, and they make it interesting and enjoyable to learn.”*

— Melinda, CNC student

## Careers

Are you interested in

- Studying online?
- Learning new or improving current office skills?
- Building confidence and skills to enter business programs?

Do you want to study on a schedule that works with your routine, your employment, and your lifestyle? Earn an Office Assistant Certificate by successfully completing the 20 online courses in the Applied Business Technology Program!

There is currently a great demand for trained office assistants. Graduates can look forward to rewarding careers such as office clerk, receptionist, administrative assistant, office manager, or executive assistant. Combine your skills with work experience or more education, and your opportunities for advancement are limitless.

## Why choose CNC?

- To fit your schedule, courses are offered at a variety of times. Please contact the Mackenzie campus to check the current schedule.

## Admission requirements

Learners in the Applied Business Technology Office Assistant courses must have the following:

- Grade 12 or ABE/CCP Advanced Certificate or GED Certificate
- Completion of EMAT (English and math placement evaluation)
- Course prerequisites or equivalent where required.

\*Applied Business Technology

\*\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

## Technology requirements

To be successful with these online courses, the following technology is required:

- Regular access to a computer (PIII or newer)
- Internet Explorer 5 or newer
- Windows '98 or newer
- Microsoft Office 2003

If you require access to the above technology, please contact us, as your local college campus may provide regular computer access or other options.

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Mackenzie

- (250) 997-7200
- 1-877-997-4333

## Program outline

ABTC 050	Online Learner Success
ABTC 060	Computers and the Internet
ABTC 065	Keyboarding I
ABTC 066	Keyboarding II
ABTC 067	Databases
ABTC 068	Spreadsheets I
ABTC 069	Presentation Software
ABTC 070	Word Processing I
ABTC 071	Word Processing II
ABTC 072	Spreadsheets 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

## Additional costs

A \$15.00 application fee, a technology fee of \$5.00 per course, and a registration fee of \$15.00 per semester, plus textbooks and textbook shipping charges where applicable.

The Office Assistant Certificate program qualifies for Canada Student Loans. Applications are available online at [www.canlearn.ca](http://www.canlearn.ca).

# Office Worker Preparation Certificate

- Nine months
- Fort St. James and Lakes District
- Starts: September 2008
- Full-time
- Approx. tuition fees, entire program: \$1735\*



*“The teachers are great, they have so much experience in the workforce.”*

— Amanda, CNC student

## Careers

Prepare for a job with OWP! The Office Worker Preparation (OWP) program is a full-time program designed to provide

- Re-entry and entry-level clerical and retail skills; and/or
- Strong preparation skills for entrance into CNC’s Administrative Assistant Certificate (Applied Business Technology) program.

This Office Worker Preparation Certificate is offered every second year.

## Why choose CNC?

- Small classes and a supportive atmosphere.
- Friendly and knowledgeable instructors.
- Access to the most recent office computer technology.

## Admission requirements

- English 10 or mature student status
- English Level 18 of the EMAT — \$15.00 fee to write the test
- Interview
- Funding in place or \$165.00 deposit

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

## Program outline

Topics include the following:

- Business English
- Personal and professional development
- Cashier training
- Keyboarding
- Business math
- Financial recordkeeping
- Computer skills
- Job shadowing
- Bookkeeping

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Lakes District – Burns Lake

- (250) 692-1700

# Open Doors

- Two-year program
- Prince George campus
- Start date: September
- Part-time
- Approx. tuition fees, per year: \$1100\*

*“Keeping our minds open to new learning.”*

— Open Doors motto

## Overview

This program is designed for young adults who **have completed their secondary education and have a strong interest in learning**. They may require the assistance of a personal support aide; the provision of the aide is the participant’s responsibility.

Through individual and group learning, the goal of **Open Doors** is to

- Increase and maintain the functional literacy of each student
- Support individual growth
- Increase College and community participation

## Why choose CNC?

CNC provides a supportive learning environment where students can pursue and achieve their individual learning goals.

## Admission requirements

1. You must have completed secondary education
2. You must attend a personal interview

## Program outline

Open Doors is a part-time program (14 hours per week). Students meet as a group three mornings a week for three hours, with an instructor and a classroom aide. Two afternoons a week, they participate in community or College activities.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include transportation or costs for community activities. Other fees may also apply.



In the mornings, the program covers topics of relevance and interest to the participants:

- Science — for example, forensics and biology
- Current events
- Arts — music, film, literature
- Computer technology — e-mail, the Internet, PowerPoint
- Mathematics — budgeting, computation, money skills. \\\

Courses and delivery will be modified to suit individual capabilities and interests. Functional literacy is integrated into the program through a focus on

- Communication skills
- Social skills
- Numeracy skills
- Safety skills
- College and community activities (two per week)

## Application process

1. Submit a completed Open Doors Application for Acceptance form
2. Attend an intake interview to determine whether the program is suitable for you
3. Once you're accepted, complete the CNC application process
4. Please note: Qualified students will be accepted into the program in order of the date and time their application was received.

## For more information

CNC Prince George

### Continuing Education (general information):

- (250) 561-5846
- 1-800-371-8111, extension 846

### Continuing Education (registration):

- (250) 561-5801
- 1-800-371-8111, extension 801

## Important dates

Please contact Continuing Education at one of the numbers above.

# Physics

- Individual university classes
- Prince George campus; may also be available at other campuses
- Starts: September and January (most courses)
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224\*



*“CNC is a gateway — it opens the doors to higher learning. And the instructors were great.”*

— Catherine, CNC student

## Careers

If you like mathematics and science, a physics career offers many opportunities. A course in physics can be the beginning of a career in science or an important building block for another profession.

Physics is the most fundamental natural science, and physicists want to really understand how the world works, in every detail and at the deepest level. This includes everything from elementary particles to the universe itself, and everything in between.

**Note:** If you plan to start your physics degree at CNC, please visit a CNC counsellor/advisor to create a university transfer program that will provide a smooth transition to your university of choice.

## Why choose CNC?

- We offer the university-level physics courses that you'll need for any science-related diploma or degree program.
- Our tuition fees are among the lowest in BC. We also offer over \$160,000 in scholarships and bursaries each year.

## 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/CCP Advanced Certificate or GED Certificate or completion of Grade 11, with an outstanding academic record, in the year of application;

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

**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 program 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.

## Courses offered

PHYS 101	Introductory Physics I
PHYS 102	Introductory Physics II
PHYS 105	General Physics I
PHYS 106	General Physics II
PHYS 204	Mechanics I - Statics
PHYS 205	Mechanics II – Dynamics
PHYS 211	Thermodynamics
PHYS 212	Introduction to Linear Circuits

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

## Important dates

(Dates are for Prince George only. Please contact other campuses for their dates.)

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008



# Plumbing, Foundation-Level

Formerly known as Entry-Level

- 20 weeks
- Quesnel campus
- Starts: February
- Full-time
- Approx. tuition fees, entire program: \$3595\*

*“Taking a trade means I’m my own boss.”*

— CNC trades student

## Careers

Get ready for the plumbing apprenticeship program, or for other related areas, such as

- Steamfitting
- Gasfitting
- Sprinklerfitting

When you complete the program, you’ll receive credit towards Year One theory of a plumbing apprenticeship and a percentage of practical hours will be applied towards the work hours required for Year One apprenticeship.

## Why choose CNC?

- Experienced instructors who take the time to work with you one-on-one.
- Covers all four specialties—plumbing, steamfitting, gasfitting, and sprinklerfitting—so you’ll be better prepared to decide which career path suits you best.

## Admission requirements

1. Successful completion of one of the following:
  - Grade 10 with Engl 11 and Math 11; or
  - Intermediate ABE/CCP Intermediate Certificate; or
  - GED Certificate; or
  - Mature student status; or
  - An entry-level program in a related discipline (related industry experience may be considered in lieu of formal qualifications).

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

- All applicants must write the English and Math Achievement Test, which includes math, English, and mechanical reasoning.
- Applicants must submit a résumé along with a handwritten statement on why they wish to enter the program.

## Selection criteria

When there are too many applicants for the number of seats, the following criteria will be used to select the class (criteria are listed in order of priority):

- Work experience as outlined in the written submission.
- Academic qualifications, with preference to those with English 12 or Technical and Professional Communications 12 or ENGL 045; Math 12 or Math 050; Physics 11 or PHYS 045.
- Level of commitment to the program, as outlined in the written submission.

## Financial aid

There are many ways in which CNC students can receive financial assistance. For details, please contact Quesnel's Academic Advising office at (250) 991-7538.

## Provincial apprenticeship programs\*\*

An apprenticeship is a formal written agreement between an employer, an employee and the Industry Training Authority (ITA). Typically, 80–85% of an apprenticeship is work-based training; the rest is technical training in the classroom and/or shop.

Most apprenticeships take four years. Before apprentices can earn a certificate or ticket, they must complete both work-based training and technical training, including examinations. After working as apprentices for the period specified by the ITA, graduates can write the Interprovincial Standards Examination.

Graduates of the Foundation-Level Plumbing program (Entry Level Trades Training) at CNC receive an ITA Certification of Completion and credit for level one technical training of their apprenticeship.

Foundation-Level students are not apprentices, but completing a Foundation program makes it easier to find an apprenticeship. In many trades, completion of the Foundation level is a prerequisite to an apprenticeship. Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, call the ITA at 1-866-660-6011 or visit [www.itabc.ca](http://www.itabc.ca).

## Program outline

Topics covered:

- Using safe work practices
- Solving math problems related to the plumbing trade
- Solving related science problems
- Using hand, power and power-actuated tools
- Selecting pipes, valves and fittings
- Using rigging and hoisting equipment
- Cutting, welding, brazing, and soldering metals
- Reading and interpreting piping drawings and specifications

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Quesnel

### Admissions:

- (250) 991-7500

### Counselling and Advising:

- (250) 991-7538
- (250) 991-7546

\*\*Based on material from [www.itabc.ca](http://www.itabc.ca)

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Power Engineering, 4th Class

- 1200 hours
- Prince George campus
- Starts: September
- Full-time
- Approx. tuition fees, entire program: \$2784\*



*“This program prepared me for the workplace challenges.”*

— Jack Connors, Power Engineering graduate

## Careers

This program provides practical and technical training for a career in power plant operation and maintenance. Fourth Class Power Engineers work in

- Sawmills
- Hospitals
- Refineries
- Pulp mills
- Refrigeration plants
- Breweries
- Public buildings
- And more

After completing the program, you'll be qualified to write the Fourth Class Power Engineer's Examination.

## Why choose CNC?

- Prepares you for work in the industry.
- Practical and applied program.
- Significant industry exposure in the program.

## Admission requirements

1. Successful completion of one of the following:
  - Grade 12; or
  - Advanced ABE/CCP Certificate; or
  - GED Certificate; or
  - Achievement of the required standard in Admissions testing (see item 2, below); or

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

- An entry-level program in a related discipline (related industry experience may be considered in lieu of formal qualifications).
2. All applicants must write the Admissions Test, which includes math, English, and mechanical reasoning.
  3. Applicants must submit a résumé along with a handwritten statement as to why they wish to enter the program.

## Selection criteria

**Note:** The selection criteria process is under review.

If there are more qualified applicants than the number of seats, 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 program, as demonstrated by continuing applications.
4. Level of commitment to the program, as outlined in the written submission.

## Program outline

4th Class science	90 hours
Electricity/instrumentation/computers	150 hours
Welding and metallurgy	90 hours
Power plant training	150 hours
Workshop	120 hours
High pressure boilers and auxiliaries	210 hours
Heating and boiler systems, refrigeration and air conditioning	240 hours
Safety and environment	120 hours
Sketching fundamentals	30 hours
<b>Total</b>	<b>1200 hours</b>

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

### Trades Division:

- (250) 561-5804
- 1-866-370-2111

## Important dates

- Classes: September 4, 2007 – June 20, 2008
- Christmas break: December 22, 2007 – January 4, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Practical Nurse Certificate

- One year
- Prince George and Quesnel
- Starts: September (Prince George); January 2008 (Quesnel)
- Full-time
- Approx. tuition fees, entire program: \$4080\*

*“CNC’s a good place, lots of friendly faces. Being able to come into the hospital and work with patients has been more important to me than anything else.”*

— Janet Grainger, nursing student

## Careers

After licensing, graduates will be able to work in health-care settings such as hospitals, nursing homes, rehabilitation centres, doctors’ offices, clinics, occupational health units, community nursing services and private homes.

## Why choose CNC?

- Emphasizes care with a holistic multidisciplinary approach, encouraging the practical nurse to work in partnership with other health-care professionals.
- Features three practicums.

## Admission requirements

1. Successful completion of Grade 12 or ABE/CCP 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. Chemistry 12 or equivalent is recommended.
6. Applicants must take the English and Math Achievement Test (EMAT) administered by the College. Applicants must successfully complete all required upgrading before admission to the program.
7. Documents certifying current immunizations, hepatitis B vaccination, TB screening, and a health examination. The documentation must be on official College forms (supplied with acceptance). Applicants must submit these forms before the program starts.
8. Some experience, volunteer or paid, in a relevant health-care setting is beneficial. Applicants should include a statement on the facility’s letterhead describing length, type, and location

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.



of experience. It should be signed by an appropriate supervisor (see selection criterion 4, “Relevant experience”).

#### Notes:

1. Students must also acquire and maintain a valid CPR Level C certificate throughout the program.
2. Applicants must provide proof of application for a criminal record search. The cost of the search is the student’s responsibility.

A search which identifies relevant criminal convictions may prevent a student from entering a practicum or clinical setting. Students who cannot enter the practicum or clinical component cannot graduate from the program.

### Program outline

Each semester must be successfully completed before the next one can be attempted.

#### Semester 1 September – December

##### Emphasis: Health Promotion

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 2 January – April

##### Emphasis: Support for the Older Adult

PNUR 102	Health II
PNUR 106	Healing II
PNUR 108	Human Relationships II
PNUR 112	Nursing Arts II
PNUR 198	Clinical II (Gerontology)

#### Semester 3 April – July

##### Emphasis: Acute Care Settings

PNUR 201	Health III
PNUR 203	Professional Growth
PNUR 205	Healing III
PNUR 211	Nursing Arts III
PNUR 297	Clinical III

#### Practicum July – September

PNUR 299	Practicum
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### For more information

- See “Additional program information” (starts page 221)
- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

#### CNC Prince George

##### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

##### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

##### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

##### Health Sciences & Social Services Division:

- (250) 561-5841
- 1-800-371-8111, extension 841

#### CNC Quesnel

##### Admissions:

- (250) 991-7500

##### Counselling and Advising:

- (250) 991-7538
- (250) 997-7546

##### Sue Whitehorn, program assistant:

- (250) 991-7501

### Important dates

#### Prince George

##### Fall term:

- Classes: September 4 – November 23, 2007
- Clinical I: November 26 – December 13, 2007 (includes exams)

##### Spring term:

- Classes: January 2 – February 29, 2008
- Clinical II: March 3 – April 11, 2008 (includes exams)
- Study break: April 14 – 18, 2008

##### Intersession

- Classes: April 21 – June 20, 2008 (includes exams)
- Clinical III: June 23 – July 25, 2008
- Practicum IV: July 28 – August 29, 2008

#### Quesnel

- Classes: January 7, 2008 – December 20, 2009

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Pre-professional programs

- Individual university classes
- All courses available at Prince George campus; many also at Lakes, Nechako, and Quesnel
- Starts: September and January (most courses)
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224\*



*“Dreams do come true!”*

— Sheryl Noel, whose son Daniel started at CNC and has just finished a medical degree at McMaster University

*“CNC is a wonderful place to learn, and my CNC education provided the foundation for the rest of my academic career.”*

— Dr. Rose Vukovic, assistant professor, New York University

## Planning a professional career? Start with us!

Start your degree at CNC — take university classes at college. You'll save money and get the benefits of smaller class sizes and instructors who are involved and easy to access. You'll see the difference in your GPA!

At CNC, you can prepare for careers in

- Chiropractic
- Dentistry
- Education
- Law
- Medicine
- Naturopathic medicine
- Optometry
- Pharmaceutical studies
- Rehabilitation sciences
- Veterinary medicine

## Why choose CNC?

- High-quality university courses fully equivalent to those at UBC, UNBC, SFU, TRU, and UVic.
- At universities, classes can contain hundreds of students. Our maximum is 37.
- Our tuition fees are much lower: \$224 per course, versus \$487\*\*.
- At university, most instructors are required to do research. At CNC, they focus on teaching.

\*Approximate fees for one lecture course, as of 2006-2007 academic year — subject to change. Does not include books and supplies. Other College fees may apply. Fees for international students will be higher.

\*\*Average of BC universities — one lecture course. Source: Stats Canada: [www.stscan.ca/daily/English/050901/d050901.htm](http://www.stscan.ca/daily/English/050901/d050901.htm)

- Compared to students who transferred from other BC colleges, students who started at CNC performed above the average at UBC, SFU, and UVic.

## Admission requirements

1. Successful completion of one of the following:
  - Grade 12 (with English 12) or
  - ABE/CCP Advanced Certificate or
  - GED Certificate
2. Compliance with course prerequisites as specified.

For full details on planning your pre-professional program, please talk to a CNC counsellor/[advisor](#).

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Lakes District – Burns Lake

- (250) 692-1700

CNC Nechako – Vanderhoof

- (250) 567-3200

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

CNC Quesnel

### Admissions:

- (250) 991-7500

### Counselling and Advising:

- (250) 991-7538

## Important dates

(Dates are for Prince George only. Please contact other campuses for their dates.)

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008



# Psychology

- Individual university classes
- All courses available at Prince George campus; many also at Lakes, Mackenzie, Nechako, and Quesnel
- Starts: September and January (most courses)
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224\*



*"I always tell everyone that the best education I received was at CNC."*

— Dr. Rose Vukovic, CNC graduate

## Careers

Psychology is the science of human behaviour, emotion and mind. It encompasses all aspects of human experience, including biological, individual and social influences.

CNC psychology courses qualify you to enter third-year psychology programs at post-secondary institutions in BC.

Degrees in psychology lead to a wide variety of employment opportunities in areas such as counselling, community intervention programs, business, research, education, health, wellness, and the criminal justice system. A degree in psychology can also serve as a stepping-stone to careers in education, law, business, and health care.

**Note:** If you plan to start your psychology degree at CNC, please visit a CNC counsellor/[advisor](#) to create a university transfer program that will provide a smooth transition to your university of choice.

## Why choose CNC?

- Completing a course at CNC is like completing the same course at a university, but with lower tuition costs, smaller classes, and instructors whose first priority is teaching. Two years of psychology at CNC allow you to transfer into third-year programs at BC universities and university colleges.
- Our small class sizes support a rich learning environment where students can interact directly with instructors, join in discussions, and learn to think critically about many psychological topics.
- Our tuition fees are among the lowest in BC, about half that of a typical BC university. We also offer over \$160,000 in scholarships and bursaries each year.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

- CNC students who continue their studies at university are very successful compared to other BC students. Former students report that CNC psychology courses prepared them well for upper-level courses.

## 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/CCP 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 program 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.

## Courses offered

PSYC 101	Introduction to Psychology I
PSYC 102	Introduction to Psychology II
PSYC 103	Human Sexuality
PSYC 201	Statistics for the Social Sciences
PSYC 202	Research Methods in Psychology
PSYC 203	Introduction to Personality
PSYC 204	Social Psychology
PSYC 205	Developmental Psychology I
PSYC 206	Developmental Psychology II

PSYC 207	Introduction to Abnormal Behaviour
PSYC 209	Introduction to Biological Psychology
PSYC 210	Introduction to Cognitive Psychology

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

## Important dates

(Dates are for Prince George only. Please contact other campuses for their dates.)

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

# Pulp and Paper Operations Certificate

- Seven months
- Prince George; may also be available at Mackenzie
- Starts: September
- Full-time
- Approx. tuition fees, entire program: \$4,982\*



[www.cnc.bc.ca](http://www.cnc.bc.ca)

*"I thought this would be an excellent opportunity to get a good secure job. I've already recommended the course to some friends."*

— Brody Horrocks, program graduate

## Careers

Improve your employability in the pulp and paper industry! On graduation, you'll be prepared for these careers:

Entry-level positions:

- General labour and utility work in any area of the mill operations
- Cleanup and assistance to field operators

Advanced positions (with additional experience):

- Operator
- Trades
- Other mill positions

## Why choose CNC?

- Program was developed and delivered with input from local industry: Canfor; Pope & Talbot (Mackenzie); Abitibi (Mackenzie); and Caribou Pulp and Paper (Quesnel).
- Features 100 hours of on-site experience in a mill environment, and 25 hours of on-site experience in Mackenzie.
- Provincially recognized program; developed jointly with Malaspina University College, in cooperation with Pope & Talbot (Harmac) and Norske Canada.

## Admission requirements

Mandatory requirements include:

- Successful completion of Grade 12 or ABE/CCP Advanced Certificate
- Testing in general reading comprehension, along with industry-oriented testing in math, mechanical reasoning, spatial reasoning, and abstract reasoning

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

- 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 program
- Not have health issues that would preclude them from taking part in the mill-based components of the program

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 program.

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

## Program outline

PAPO 150	Introduction to the Pulp and Paper Industry
PAPO 151	Safe Work Practices
PAPO 155	Computer Skills
PAPO 160	Pulp and Utilities Processes
PAPO 165	Paper Processes
PAPO 170	Mechanical Operating Skills
PAPO 175	Process Control Systems
PAPO 180	Human Resources and Labour Relations
PAPO 185	Environmental Awareness Issues
PAPO 190	Mill-Based Job Shadow

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Mackenzie

- (250) 997-7200
- 1-877-997-4333

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

### Trades Division:

- (250) 561-5804
- 1-866-370-2111

## Important dates

### Fall term:

- Classes: September 4 – December 21, 2007 (includes exams)

### Spring term:

- Classes: January 7 – March 12, 2008 (includes exams)

# Residential Construction Framing Technician Certificate

- 23 weeks
- Fort St. James and Quesnel
- Starts: November
- Full-time
- Approx. tuition fees, entire program: \$3600\*



[www.cnc.bc.ca](http://www.cnc.bc.ca)

*"If you want the best, skip the rest and go to CNC!"*

— CNC student

## Careers

The BC construction industry is booming! It's estimated that by 2011, there will be 62,000 new job openings in this field. Come to CNC and you'll be ready for a rewarding career as a framing professional! This trade has been recognized by the Industry Training Authority (ITA) as a new provincial trade and credential.

After completing this program, you'll be granted credit for first year theory for carpentry. When you complete the required hours of on-the-job training, the ITA will issue you with a Residential Construction Framing Technician Certificate.

## Why choose CNC?

- Modularized, competency-based training developed with input from the home-building industry.
- 23 weeks of practical, hands-on, in-school training, plus 6 months of on-the-job training.
- Graduates will have the option to enter a traditional apprenticeship.
- Six weeks after completing last year's program, 80% of the graduates were employed in construction-related jobs.

## 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 program.

\*Approximate tuition fees as of 2006-2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

4. Students must attend a program 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 program is oversubscribed, applicants will be considered on a first-come, first-qualified basis.

The program 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.

## Selection criteria

If there are too many applicants for the number of seats, applicants will be considered on a first-come, first-qualified basis.

## Program outline

The program covers 64 competencies, including the following:

- Core (safety, tools, equipment, materials)
- Blueprint reading, specifications/layout, surveying
- Framing
- Basic forming
- Renovating, building science
- Planned future CHBA-BC modules: Forming, interior finishing, and exterior finishing

Competencies are verified by use of student logbooks, and directly linked to national standards. The ITA will automatically grant Level 1 Carpentry credit to those who successfully meet the requirements of the Residential Construction Framing Technician program and are issued an ITA Certificate of Qualification.

## Two options for continued studies

### Option One:

Students successfully completing the program and the required on-the-job training (500 hours) will receive from the Industry Training Authority the Residential Construction Framing Technician Certificate, and as programs are developed, continue to complete the Residential Construction Technician Certificate (equivalent to a Journeyman Carpenter).

### Option Two:

Students successfully completing the program will also receive credit for year one of a carpentry apprenticeship and practical hours towards their required year one hours.

Students may choose to continue in the traditional carpentry apprenticeship.

## Linkage to Carpentry Apprenticeship

- Estimated: 100% of Carpentry Year 1
- 40% of Carpentry Year 2
- 70% of Carpentry Year 3
- 70% of Carpentry Year 4

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Quesnel

### Admissions:

- (250) 991-7500

### Counselling and Advising:

- (250) 991-7538
- (250) 991-7546

## Important dates

- Classes: November 19, 2007 – May 9, 2008
- Christmas break: December 21, 2007 – January 7, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Resource Industry Certificate

- 15 weeks
- Mackenzie campus
- Starts: TBA
- Full-time
- Approx. tuition fees: TBA

*“To ensure your employability, we developed this program with input from industry.”*

— Liz Blackburn, Program Assistant, Mackenzie campus

## Careers

Prepare for work in these booming industries:

- Lumber manufacturing
- Oil and gas
- Mining

Employment opportunities are very strong in the lumber manufacturing, oil and gas, and mining sectors. Employers are demanding trained, safety-conscious, and certified graduates to work in a variety of entry-level positions.

This program gives you safety certification courses, skill certification for entry-level positions, employability skills, math and computer skills, an overview of the resource industry, and on-the-job work placements.

## Why choose CNC?

- Program developed with input from industry, to ensure your skills are marketable.
- Gives you both academic instruction and direct contact with the industry.
- Includes on-the-job work placements.
- Designed to prepare you for work in both BC and Alberta.

## Admission requirements

All of the following are required:

- Assessment of general reading comprehension, along with industry-oriented testing in math, mechanical, spatial and abstract reasoning
- Grade 12 or equivalent, or mature student status;

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

- Submission of a brief statement summarizing interest in the sector, supported by past activities and future career goals.

The resource industry can be a physically demanding environment. You must

- Be physically able to perform tasks required for successful completion of the program;
- Not have health issues that would prevent them from taking part in the field orientation/work placement component of the program.

## Courses

REIC 150	Orientation to Resource Industries - Mining, Oil and Gas or Lumber Manufacturing Options 3 credits, 30 hours
REIC 151	Resource Industries Safe Work Practices 3 credits, 45 hours
REIC 152	Resource Industry Skill Certification 3 credits, 60 hours
REIC 153	Employability Skills 3 credits, 65 hours
REIC 154	Basic Computer Skills 3 credits, 45 hours
REIC160	Job Entry Operations 3 credits, 130 hours
Math 155	(if required) 75 hours

## Certification

All participants who successfully complete the REIC program requirements will receive a CNC certificate. The program requirements are as follows:

- Successful completion of REIC 150, REIC 154, REIC 160 and Math 155.
- Math 155 may be deemed an exemption if assessment scores are high enough

All participants who successfully complete the WorkSafeBC modules offered in REIC 151 and the chosen certificate courses offered in REIC 152 will receive additional certification from the accrediting agencies.

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Mackenzie

- 250-997-7200
- 1-877-997-4333



# RFT Exam Preparation Online

- Five weeks / three weeks
- Burns Lake campus
- Starts: June (5-week version);  
July (3-week version)
- Part-time
- Approx. tuition fees, entire program: \$450\*  
(5-week); \$300\* (3-week);

*"I liked the online format and the freedom to work through assignments by my timeline."*

— RFT student

## Careers

Registered Forest Technologists (RFTs) are important members of the forestry team. They specialize in on-the-ground fieldwork and perform technical forestry functions in areas such as silviculture, forest protection, forest operations and forest measurements.

All current Trainee Forest Technologists (TFTs) are required to write the RFT registration exam — let CNC help you prepare! The next exam is on October 5, 2007.

This course is offered in two formats: a five-week version, and a condensed version which covers the same material in three weeks.

## Why choose CNC?

- Convenient online course lets you study from home.
- Developed by a professional forestry consultant (RPF) with 10 years' experience.
- Emphasizes exam-writing techniques and exam preparation skills.
- Focuses on test content and current topics.
- CNC RFT students attained the highest mark in the 2006 Provincial RFT exams.

## Program outline

- Week 1: Forest Measurements and Silviculture
- Week 2: Forest Operations and Protection
- Week 3: The Forest Team, Professional Reliance; Exam 1
- Week 4: Ethics and Standards, Professional Practices, Due Diligence; Exam 2
- Week 5: Dispute Resolution, Public Interest; Exam 3

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

Each topic includes assigned readings, online discussions, online learning exercises and sample exams. You'll write sample exams for practice and get individual feedback from the instructor. For more course information, please visit [www.cnc.bc.ca/lakesdistrict](http://www.cnc.bc.ca/lakesdistrict).

### **What you need to successfully complete this online course:**

- High-speed Internet connection is preferred.
- An active e-mail address.
- Prior Internet knowledge is an asset.

### **About the course developer**

This course was developed by Ben Wilson, BSc., RPF, to help students successfully prepare for the RFT exam. Ben has 10 years of experience, along with a keen interest in topics currently facing professional foresters. His diverse experience base and strong educational focus have helped many students gain the knowledge and skills needed to pass the RFT exam.

Ben is an active Registered Professional Forester with the Association of British Columbia Forest Professionals. He currently owns and operates a forestry consulting company which works closely with many industry and First Nations clients.

### **For more information**

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Lakes District — Burns Lake

- (250) 692-1700

### **Important dates**

#### **Three-week course:**

- Starts July 2007 (start date TBA)
- Full refund if course is cancelled by CNC, or if student withdraws on or before June 24, 2007
- No refund if the student cancels after June 24, 2007.

#### **Five-week course:**

- Starts June 11, 2007
- Full refund if course is cancelled by CNC, or if student withdraws on or before June 4, 2007
- No refund if the student cancels after June 4, 2007.

# RPF Exam Preparation Online

- Seven weeks
- Burns Lake campus
- Starts: June
- Part-time
- Approx. tuition fees, entire program: \$595\*



*"I received my exam results and passed with a solid margin. Without a doubt, your course helped a lot."*

— RPF student

## Careers

Registered Professional Foresters (RPFs) are responsible for looking after the forests of British Columbia. RPFs form an integral part of the professional forestry team responsible for planning and approving all activities related to forest management. Let CNC help you prepare for the next exam, which is on October 5, 2007.

## Why choose CNC?

- Convenient online course lets you study from home.
- Developed by a professional forestry consultant (RPF) with 10 years' experience.
- Emphasizes exam-writing techniques and exam preparation skills.
- Focuses on test content and current topics.
- In 2006, students who took the CNC course had a pass rate above the provincial average.

## Program outline

This is a seven-week, 70-hour course. The first four weeks focus on core topics that typically show up on the Registration Exam and represent the "bread and butter" concerns of forestry in BC. The final three weeks deal with the hot issues of the day such as bark beetles, First Nations, and softwood lumber. Coupled with each of these topics is a professionalism component which explores what it means to be a professional forester.

A typical week runs from Sunday to Saturday and includes assigned readings, online discussions and online learning exercises. During weeks 3, 5 and 7 participants are expected

\*Approximate tuition fees as of 2006-2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

to complete a sample exam in a single two-hour sitting and submit it by e-mail for marking.

After being marked by the instructor, the exam questions are open for discussion and individual feedback will be provided. For more course information, please visit [www.cnc.bc.ca/lakesdistrict](http://www.cnc.bc.ca/lakesdistrict).

## Schedule of courses

Week 1: AAC and Timber Supply

Week 2: Tenure and Valuation

Week 3: Planning, Operations, and SFM; Exam 1

Week 4: Enforcement and Ministry Roles, the Forestry Team, and Professional Reliance

Week 5: Mountain Pine Beetle Ethics, Standard of Professional Practices; Exam 2

Week 6: First Nations, Continuing Competency, and Due Diligence

Week 7: Trade and Dispute Resolution, Public Interest; Exam 3

## What you need to successfully complete this online course:

- High-speed Internet connection is preferred
- An active e-mail address
- Prior Internet knowledge is an asset

## About the course developer

This course was developed by Ben Wilson, BSc., RPF, to help students successfully prepare for the RPF exam. Ben has 10 years of experience, along with a keen interest in topics currently facing professional foresters. His diverse experience base and strong educational focus have helped many students gain the knowledge and skills needed to pass the RPF exam.

Ben is an active Registered Professional Forester with the Association of British Columbia Forest Professionals. He currently owns and operates a forestry consulting company which works closely with many industry and First Nations clients.

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Lakes District – Burns Lake

- (250) 692-1700

## Important dates

- Starts June 11, 2007
- Full refund if course is cancelled by CNC, or if student withdraws on or before June 4, 2007.
- No refund if the student cancels after June 4, 2007.

# Science, Associate Degree

- Two-year program
- Prince George and Quesnel
- Starts: September and January
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224\*



*“CNC is the place to come. With the small classes, you get a lot of personal instruction and one-on-one.”*

— Adam, CNC student

## Careers

- Covers a broad range of university-level subjects, with a focus on sciences.
- Prepares you for further education and an enriched life as an educated person
- Equivalent to the first two years of a university degree

The program also teaches abilities essential for academic success at advanced levels, including computer literacy, advanced reading comprehension, critical thinking and problem solving, scientific and mathematical reasoning, and the application of theoretical understanding.

## Why choose CNC?

- Transfers directly into third-year university programs (priority admission at UNBC and SFU).
- You can design your own program to prepare for any one of a variety of disciplines.
- Maximizes the transfer credit you receive towards your degree.

## 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/CCP 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.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

**Note 2:** The GED certificate meets the general admission requirements but does not meet specific program 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.

## Graduation requirements, 2007 – 2008

1. 60 credits of 100-level or higher courses that have university transfer credit. These must include a minimum of 18 credits in second-year science, in two or more subject areas.
2. At least 30 of these 60 credits must be taken at CNC. Of those taken at CNC, at least 12 credits must be from 200-level or higher courses with university transfer credit.
3. An overall GPA of 2.0 calculated on all courses counting towards the associate degree.
4. No course can be used to meet more than one of the specific requirements.

## Classification of subjects

For help designing your program, please talk to a CNC counsellor/[advisor](#). For Associate Degrees, CNC courses are categorized as follows:

### Arts – Humanities

- English
- Fine Arts
- First Nations
- French
- History
- New Media Communications and Design
- Philosophy

### 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 listed above may not carry transfer credit or satisfy major degree requirements at some universities. Please consult the BC transfer guide ([www.bctransferguide.ca](http://www.bctransferguide.ca)) or the Counselling and Advising Department at CNC.

## For more information

- See “Additional program information” (starts on page 221)
- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

### CNC Prince George

#### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

#### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

#### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

### CNC Quesnel

#### Admissions:

- (250) 991-7500

#### Counselling and Advising:

- (250) 991-7538

## Important dates

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Social Services Worker Certificate

- Nine months
- Prince George campus; individual courses may also be available at other campuses
- Starts: September
- Full-time or part-time
- Approx. tuition fees, entire program: \$2439\*



*“The course is absolutely wonderful – it opened my eyes to many things. I feel incredibly fortunate to be part of it. You can’t help but develop a bond with your fellow classmates. I’ve had two job offers already, and I’m not the only one.”*

– Steve Willment, Social Services student

## Careers

Do you enjoy helping those in need? With a Social Service Certificate, you’ll be able to find work in residential child/adult care services, women’s programs, group homes, shelters, First Nations social services organizations, and more. This program gives you the basic skills and knowledge needed for work as a social service paraprofessional. It combines theory and classroom instruction with practical experience.

## Why choose CNC?

- Transfers to the Social Service Worker Diploma or the Pre-UNBC BSW Diploma. Both are offered at CNC.
- Offered at both our Prince George and Nechako (Vanderhoof) campuses.

## Admission requirements

**Note:** Admission requirements are currently under review. Please consult with CNC Counselling for the most up-to-date information.

1. Successful completion of **one of the following:**
  - **Grade 12 with** English 12 (minimum “C” grade)
  - ABE/CCP Advanced Certificate plus English 045 (minimum “C” grade)
  - GED Certificate plus English 045 or English 12 (minimum “C” grade)
2. Completion of the English component of the EMAT.
3. Two references from a Social Service employer, volunteer supervisor, teacher, or social service professional, attesting to your personal suitability for work in the field.
4. A work/volunteer experience résumé. You must have at least **30** verifiable hours of volunteer experience in the past three years.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

5. A written statement (maximum four pages) on your interest in the social service field, your understanding of what the field is about, and types of attributes you possess that would make you a viable candidate for this program.

**Note 1:** All students will need to complete a criminal record search before starting their practicums.

**Note 2:** It is strongly recommended that all successful candidates have current TB testing and a complete immunization regime as per NHA recommendations for health and social service worker students.

**Note 3:** It is strongly recommended that all applicants have current certificates in Safety Oriented First Aid and FoodSafe. Certification in therapeutic crisis intervention and suicide prevention are also valuable assets for work in the field.

## Program outline

<b>Semester 1</b>	<b>September – December</b>
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, FNST 100, WMST 101, or other UT courses, <a href="#">chosen in consultation with the SSWK and Counselling departments</a>
<b>Semester 2</b>	<b>January – April</b>
SOC 206	Social Problems
SSWK 142	Helping Skills: Practical Applications
SSWK 151	History & Philosophy of Social Welfare Policy
SSWK 196	Practicum and Seminar*
<b>Intersession</b>	<b>May</b>
SSWK 199	Practicum and Seminar*

## For more information

- See “Additional program information” (starts on page 221)
- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

### Health Sciences & Social Services Division:

- (250) 561-5841
- 1-800-371-8111, extension 841

## Important dates

(Dates are for Prince George only. Please contact other campuses for their dates.)

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

### Intersession:

- Practicum: April 28 – May 9, 2008

\*To do a practicum, you must obtain a “C” grade or better in all courses.

CNC reserves the right to limit, cancel, or adjust programs without notice.



# Social Services Worker Diploma

- Two years
- Prince George campus; individual courses may also be available at other campuses
- Starts: September
- Full-time or part-time
- Approx. tuition fees, entire program: \$5195\*

*"The formal education provided me with a voice and it's been excellent. Also, I didn't have to commit to a degree up front."*

— Shelly LeBreton, Social Services graduate

## Careers

With a Social Services Worker Diploma, you'll be able to find work in residential child/adult care services, women's programs, group homes, shelters, First Nations social services organizations, and more. Students at the diploma level work in situations requiring greater independence and a higher level of skill than expected in the Social Service Worker Certificate.

## Why choose CNC?

- Includes CNC's one-year Social Service Worker Certificate.

## Admission requirements

**Note:** Admission requirements are currently under review. Please consult with CNC Counselling for the most up-to-date information.

1. Successful completion of **one of the following**:
  - Grade 12 with English 12 (minimum "C" grade)
  - ABE/CCP Advanced Certificate plus English 045 (min. "C" grade)
  - GED Certificate plus English 045 or English 12 (minimum "C" grade)
2. Completion of the English component of the EMAT.
3. Two references from a Social Service employer, volunteer supervisor, teacher, or social service professional, attesting to your personal suitability for work in this field.
4. A work/volunteer experience résumé with at least 65 verifiable hours of volunteer experience in the past 3 years.
5. A written statement (max. 4 pages) on your interest in the field, your understanding of what the field is about, and personal attributes that make you a viable candidate.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

6. To enter the second year of the program, you must complete all first-year courses with a grade of “C” or better.

**Note 1:** All students will need to complete a criminal record search before starting their practicums.

**Note 2:** It is strongly recommended that all successful candidates have current TB testing and a complete immunization regime as per NHA recommendations for health and social service worker students.

**Note 3:** It is strongly recommended that all applicants have current certificates in Safety Oriented First Aid and FoodSafe. Certification in therapeutic crisis intervention and suicide prevention are also valuable assets for work in the field.

## Program outline

<b>Semester 1</b>	<b>September – December</b>
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, FNST 100, WMST 101, or other UT courses, <i>chosen in consultation with the SSWK and Counselling departments</i>
<b>Semester 2</b>	<b>January – April</b>
SOC 206	Social Problems
SSWK 142	Helping Skills: Practical Applications
SSWK 151	History & Philosophy of Social Welfare Policy
SSWK 196	Practicum* and Seminar
<b>Intersession</b>	<b>May</b>
SSWK 199	Practicum* and Seminar
<b>Semester 3</b>	<b>September – December</b>
SSWK 225	Introduction to Disabilities
SSWK 252	Social Welfare Policy II
SSWK 255	Counselling Theories
SSWK 241	Group Process and Practice
SSWK 263	Chemical Dependency
SSWK 282	Behaviour Management: Techniques for Working with Children and Youth
SSWK 295	Issues and Principles of Fieldwork and Community Seminar II
<b>Semester 4</b>	<b>January – April</b>
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

<b>Intersession</b>	<b>May</b>
SSWK 299	Practicum* and Seminar

## For more information

- See “Additional program information” (starts on page 221)
- E-mail askcnc@cnc.bc.ca

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

### Health Sciences & Social Services Division:

- (250) 561-5841
- 1-800-371-8111, extension 841

## Important dates

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

### Intersession:

- Practicum: April 28 – May 9, 2008

\*To do a practicum, you must obtain a “C” grade or better in all courses.

CNC reserves the right to limit, cancel, or adjust programs without notice.

# Social Work Diploma, Pre-BSW

- Two years
- Prince George campus; individual courses may also be available at other campuses
- Starts: September
- Full-time or part-time
- Approx. tuition fees, entire program: first year – \$2488, second year – \$2855\*



*“The social work program at CNC was a terrific program that really prepared me to complete my Bachelor’s in Social Work. I did not even stay the full two years before transferring to UNBC but wish I had in order to develop a stronger base, and more thorough education. I would recommend the CNC route to anyone who is considering pursuing social work!”*

— Melissa Bloodoff, student

## Careers

The **Pre-BSW** Diploma trains individuals to work with children and families experiencing difficulties in the community. After completing the BSW degree, career opportunities can include child protection, probation, mental health, residential treatment, alcohol and drug programs, and more.

## Why choose CNC?

- Transfers directly to BSW programs at both UNBC and Thompson Rivers University, the bachelor’s degree program in Child and Youth Care at UVic, and Athabasca University’s Human Services bachelor’s degree.  
**Note:** CNC Social Work **Pre-BSW** diploma graduates should consult the relevant universities’ calendars to ensure they have met entrance requirements.
- Includes the Social Service Worker Certificate.

## Admission requirements

**Note:** Admissions requirements are currently under review. Please consult with CNC Counselling for the most up-to-date information.

1. Successful completion of Grade 12, with one of:
  - English 12 (minimum “C” grade)
  - ABE/CCP Advanced Certificate plus English 045 (minimum “C” grade)
  - GED Certificate plus English 045 or English 12 (minimum “C” grade)
2. Completion of the English component of the EMAT.
3. Two references from a Social Service employer, volunteer supervisor, teacher, or social service professional, attesting to your personal suitability for work in this field.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

4. A work/volunteer experience résumé. You must have at least 65 verifiable hours of volunteer experience in the past three years.
5. A written statement (max. 4 pages) on your interest in the social service field, your understanding of what the field is about, and the personal attributes that would make you a viable candidate for this program.
6. Attendance at a program orientation, or suitable prior consultation with the program.
7. To enter the second year of the [pre-BSW Diploma](#) program, you must complete all first-year Social Service Worker courses, with a grade of “C” or better.

**Note 1:** All students will need to complete a criminal record check before starting their practicums.

**Note 2:** It is strongly recommended that all applicants gain a one-day [Emergency First Aid, Safety Oriented \(EFASO\)](#) Certificate.

**Note 3:** Depending on their practicum placement, students may be required to submit a medical certificate with TB testing and an up-to-date immunization record.

## Program outline

<b>Semester 1</b>	<b>September – December</b>
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, FNST 100, WMST 101, or other UT courses, <a href="#">chosen in consultation with the SSWK and Counselling departments</a>
<b>Semester 2</b>	<b>January – April</b>
SOC 206	Social Problems
SSWK 142	Helping Skills: Practical Applications
SSWK 151	History & Philosophy of Social Welfare Policy
SSWK 196	Practicum and Seminar
<b>Intersession</b>	<b>May</b>
SSWK 199	Practicum and Seminar
<b>Semester 3</b>	<b>September – December</b>
SSWK 255	Counselling Theories
SSWK 241	Group Process and Practice
SSWK 263	Chemical Dependency
UT Elective	Three courses
<b>Semester 4</b>	<b>January – April</b>
SSWK 232	Loss and Grief
SSWK 271	Health and Wellness Self-Care Lab
SOC 230	Critical Perspectives on Contemporary Families
UT Elective	Four courses

Rev: July 30/07

The second year of the pre-BSW diploma requires seven university transfer courses. We strongly recommend that you choose them from the following disciplines:

- Anthropology
- Criminology
- English
- First Nations Studies
- Psychology
- Sociology
- Women’s Studies

You are responsible for selecting these electives in a way that ensures congruence with your university of choice. For help selecting courses, please contact the CNC Counselling Department.

## For more information

- See “Additional program information” (starts on page 221)
- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

## Important dates

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.

# TARGET

- Two years
- Prince George campus
- Starts: September
- Full-time or part-time
- Approx. tuition fees, entire program: \$449\*

*"This is a great program. My son really enjoyed the course and learned many new social and work-related skills. The combination of classroom studies and work experience enhanced his employment opportunities."*

— TARGET parent

*"Made new friends, good challenge!"*

— Rhonda Turner, TARGET student

## About TARGET

TARGET (Techniques for Access, Reaching Goals, and Employment Training) teaches skills to help students succeed in future employment situations. The program combines classroom instruction with supported student work practicum placements.

The program aims to provide basic work skills, attitudes, and experience to those students with developmental disabilities who have limited knowledge of the world of work.

TARGET is designed for students who

- Need support finding a job: Support staff can help market the student to employers.
- Need support with interviews: In supported employment, the employer has already agreed in principle to hire the student, and seldom changes his/her mind. Therefore, the interview is more likely to be a job orientation session.
- May not be able to carry out all tasks a job demands: Jobs can be modified to fit the supported employee.
- Need extra support to learn job tasks: Support staff can provide extra training.
- Need support with problems which might arise on the job: Examples include relationship issues with co-workers or supervisors, training for new tasks, or job performance concerns. Support staff can help with all of these.
- Need support adjusting their non-work life and employment: Many people lose jobs because they have trouble fitting work into their lives. Again, people in supported employment can get help from trained support staff.

## Why choose CNC?

- CNC is well known for its supportive friendly atmosphere.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.



## Admission requirements

The TARGET instructor interviews each student to see if the program is right for them. Parents and other support people are welcome to attend this interview.

## What options are there for TARGET graduates?

- All TARGET graduates have demonstrated the ability to perform tasks independently, with the natural supports of the workplace.
- Some students move directly from TARGET into volunteer positions in the community. These graduates don't usually need ongoing staff support.
- Some students move directly into jobs. If needed, the TARGET program connects these people with support staff from a community agency.
- Some students are referred to community agencies which provide supported employment options.
- Some students go on to enter academic upgrading courses at CNC.
- Some students for whom work is not an option are referred to appropriate community agencies.
- Some students combine several of the above options.

### **My son didn't have teacher aide support in high school. Is he still eligible for TARGET?**

Many TARGET students didn't have teacher aide support in high school. Admission to the program is determined by an interview with the student.

### **My daughter had teacher aide support throughout school. Will she be able to function alone in college?**

Some students who needed support in high school are often able to function independently at home or in other environments. Many of these students have been able to learn how to function independently at college and on work practicums.

## Program outline

### **Basic employment skills training**

This program component is offered in both semesters. Students learn skills and attitudes which will help them adjust to the demands of the workplace. Some of the areas covered include general work skills, relationships with supervisors, relationships with co-workers, safety in the work place, work terms, work attitudes, and conflict resolution on the job.

### **Communications and interpersonal relations**

This component's focus is on helping students develop effective communication and interpersonal skills. Topics

covered include conversation skills, assertiveness, relationships, and problem-solving.

### **Success strategies for employment**

This section is designed to help students gain greater independence in the world of work. The components include time management, values and self esteem, rights and responsibilities, goal setting, critical thinking strategies, résumé writing, and interview techniques.

### **Work practicum placements**

Students will participate in part-time work practicum placements during designated program segments. Work practicum placements 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 students while they are in placement.

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### **Admissions:**

- (250) 561-5867
- 1-800-371-8111, extension 867

### **Counselling and Advising:**

- (250) 561-5818
- 1-800-371-8111, extension 818

### **TARGET instructor:**

- (250) 561-5836

## Important dates

### **Fall term:**

- Classes: September 4 – December 17, 2007

### **Spring term:**

- Classes: January 7 – May 30, 2008
- Study break: March 17 – 25, 2008 (tentative — same as School District 57)

CNC reserves the right to limit, cancel, or adjust programs without notice.

# University classes

- All courses available at Prince George campus; many also at Lakes, Mackenzie, Nechako, and Quesnel
- Starts: September and January (most courses)
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224\*

*“CNC is a gateway — it opens the doors to higher learning. And the instructors were great.”*

— Catherine Beyrodt, student

*“I would recommend CNC to anyone, especially right after high school. The small classes and the one-on-one from teachers help with the transition to another level of education.”*

— Tarah Young, student

## Start your degree at CNC — take university classes at college!

We offer university classes leading to degrees in these subjects:

- Accounting
- Anatomy and physiology
- Anthropology
- Biology
- Chemistry
- Commerce
- Computing science
- Criminology
- Dental hygiene
- Earth science
- Economics
- Engineering
- Engineering (applied science)
- English
- Environmental science
- Fetal Alcohol Spectrum Disorder
- Finance
- Fine arts
- First Nations studies
- Forestry
- Geography
- History
- Hotel and restaurant management
- Human kinetics
- Human resource management
- Humanities
- International business
- Kinesiology
- Management
- Marketing
- Mathematics
- Microbiology
- Nursing
- Philosophy
- Physical education
- Physics
- Political science
- Public policy
- Social services
- Sociology
- Statistics
- Teaching
- Tourism
- Women’s studies

## Pre-professional programs

At CNC, you can prepare for careers in

- Chiropractic
- Dentistry
- Education
- Law
- Medicine
- Naturopathic medicine
- Optometry
- Pharmaceutical science
- Rehabilitation science
- Veterinary medicine

\*Approximate fees for one lecture course, as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.



## Why choose CNC?

- High-quality university courses fully equivalent to those at UBC, UNBC, SFU, TRU, and UVic.
- At universities, classes can contain hundreds of students. Our maximum is 37.
- Our tuition fees are much lower: \$224 per course, versus \$487 (Source: Statistics Canada).
- At university, most instructors are required to do research. At CNC, they focus on teaching.
- Compared to students who transferred from other BC colleges, students who started at CNC performed above the average at UBC, SFU, and UVic.

**Note:** If you to plan to start a degree at CNC, please visit a CNC counsellor/[advisor](#) to create a university transfer program that will provide a smooth transition to your university of choice.

## Admission requirements, 2007 – 2008

It is **strongly recommended** that high-school students consult with their counsellors to ensure they select the most appropriate high-school courses for their chosen career paths.

1. Successful completion of one of the following:

- Grade 12 (with English 12) or
- ABE/CCP Advanced Certificate or
- GED Certificate

**Note 1:** Students who received less than a “B” 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 program 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.

## Associate of Arts/Associate of Science

We offer associate degrees in arts and science, featuring two years of university-level study in a variety of academic subjects. These degrees transfer directly into third-year university programs, and give you preferential admission at UNBC and SFU. All public universities and university-colleges in BC give special recognition of transfer credit to students with Associate Degrees.

## A diploma gives you recognition

Like an associate degree, a diploma is equivalent to the first two years of a university degree. With a diploma, you can go

to work immediately, or transfer to university. If you decide to work, a diploma gives you more options in the workplace. We offer diplomas in accounting and finance, criminology, human kinetics, marketing and management, social work, and more.

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Lakes District – Burns Lake

- (250) 692-1700

CNC Mackenzie

- (250) 997-7200
- 1-877-977-4333

CNC Nechako – Vanderhoof

- (250) 567-3200

CNC Prince George

**Recruitment advisor:**

- (250) 561-5855
- 1-800-371-8111, extension 855

**Admissions:**

- (250) 561-5867
- 1-800-371-8111, extension 867

**Counselling and Advising:**

- (250) 561-5818
- 1-800-371-8111, extension 818

CNC Quesnel

- (250) 991-7500
- (250) 991-7546

## Important dates

(Dates are for Prince George only. Please contact other campuses for their dates.)

**Fall term:**

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

**Spring term:**

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008

CNC reserves the right to limit, cancel, or adjust programs without notice.



# University Transfer First-Year Science Plus

- One year
- Quesnel campus
- Starts: September
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224\*



*“Coming to CNC and taking the course was a huge step for my future.”*

— Jimmy, CNC student

## Careers

Take university courses at college! You'll save money and get the benefits of smaller class sizes and instructors who are involved and easy to access. You can prepare for the following careers:

- Chiropractic medicine
- Dentistry
- Home economics
- Medicine
- Pharmaceutical science
- Astronomy
- Biochemistry
- Biological sciences
- Biophysics
- Chemistry
- Microbiology
- Oceanography
- And more!

**Note:** If you plan to start a degree at CNC, please visit a CNC counsellor/advisor to create a university transfer program that will provide a smooth transition to your university of choice.

## Why choose CNC?

- High-quality university courses fully equivalent to those at UBC, UNBC, SFU, TRU, and UVic.

\*Approximate fees for one lecture course, as of 2006-2007 academic year – subject to change. Does not include books and supplies. Other College fees may apply. Fees for international students will be higher.

\*\*Average of BC universities — one lecture course. Source: Stats Canada: [www.stscan.ca/daily/English/050901/d050901.htm](http://www.stscan.ca/daily/English/050901/d050901.htm)

- Our tuition fees are much lower: \$224 per course, versus \$487 (Source: Statistics Canada).
- At universities, classes can contain hundreds of students. Our maximum is 37.
- At university, most instructors are required to do research. At CNC, they focus on teaching.
- Compared to students who transferred from other BC colleges, students who started at CNC performed above the average at UBC, SFU, and UVic.

## Admission requirements

1. Successful completion of one of the following:
  - Grade 12 (with English 12) or
  - ABE/CCP Advanced Certificate or
  - GED Certificate
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.

It is **strongly recommended** that high-school students consult with their counsellors to ensure they select the most appropriate high-school courses for their chosen career paths.

**Note 1:** Students who received less than a “B” 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 program or course prerequisites.

## Program outline

### September 2007

Biology 107	Cellular and Organismal Biology
Chemistry 113	Introduction to Chemistry I
Math 100	Precalculus Mathematics
Physics 105	General Physics I

### January 2008

Biology 120	Genetics, Evolution and Ecology
Chemistry 114	Introduction to Chemistry II
Math 101	Calculus I
Physics 106	General Physics II

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Quesnel

### Admissions:

- (250) 991-7500

### Counselling and Advising:

- (250) 991-7538
- (250) 991-7546

# Welding Levels B and A

- Level B — 16 weeks  
Level A — 8 weeks
- Prince George campus
- Continuous intake; no specific start date
- Full-time
- Approx. tuition fees, per month: \$312\*



*“CNC was really good. I came into work knowing a lot.”*

— Gordie MacDonald, program graduate.

## Careers

From construction sites to production shops, welding is an important skill in almost every trade. With advancing technology, welding equipment and techniques are constantly changing. Therefore, it's imperative for welders to update their skills.

CNC offers welding training in levels C, B, and A (C is the introductory level, A is the most advanced). Graduates of Welding B and A will be qualified for a variety of jobs in the construction and metal working industries. Possible job titles include

- Production welder
- Maintenance welder
- Welder fabricator
- Welder fitter
- Construction welder

## Why choose CNC?

- Experienced instructors who take the time to work with you one-on-one.

## 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

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

- “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.

## Program outline

Courses include the following:

### Level B

- P-7 Shielded Metal Arc Welding II (S.M.A.W. II)
- P-8 Gas Metal Arc Welding II (G.M.A.W. II)
- P-9 Flux Core Arc Welding (F.C.A.W. II)
- P-10 Gas Tungsten Arc Welding I (G.T.A.W. I)
- RK-4 Inspection Procedures
- RK-5 Welding Standard and Quality Control
- RK-6 Blueprint Reading II
- RK-7 Metallurgy II

### Level A

- P-11 Shielded Metal Arc Welding III (S.M.A.W. III)
- P-12 Gas Tungsten Arc Welding II (G.T.A.W. II)
- RK-8 Metallurgy III
- RK-9 Blueprint Reading III

Detailed course descriptions are available from the Trades Division Office at (250) 561-5804, or toll-free at 1-866-370-2111.

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

### Trades Division:

- (250) 561-5804
- 1-866-370-2111

## Important dates

- Classes: Continuous intake during the period September 4 – April 11, 2008
- Christmas break: December 22, 2007 – January 4, 2008

# Welding Level C

- Seven months / ten months
- Fort St. James, Prince George, and Quesnel; may also be available at other campuses
- Starts: September (Prince George); August (Quesnel)
- Full-time
- Approx. tuition fees, 7-month program: \$2142\*  
Approx. tuition fees, 10-month program: \$3060\*



*“Great program with lots of instructors to help you.”*

— Tyrone Emms, welding graduate

## Careers

CNC offers welding training in levels C, B, and A (C is the introductory level, A is the most advanced). We offer Welding C in two formats:

- Welding C only: 7 months
- Welding C plus fitter-fabricator option: 10 months

Both start in September.

As a graduate of Welding C, you'll be qualified for a variety of jobs in the construction and metal working industries. You'll also be prepared to successfully complete employers' skill assessments. Possible job titles include

- Production welder
- Maintenance welder
- Welder fabricator
- Welder fitter

## Why choose CNC?

- Option to take additional fitter-fabricator training.

## 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 program.

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

## Provincial apprenticeship programs\*\*

An apprenticeship is a formal written agreement between an employer, an employee and the Industry Training Authority (ITA). Typically, 80–85% of an apprenticeship is work-based training; the rest is technical training in the classroom and/or shop.

Most welding apprenticeships take three years. Before apprentices can earn a certificate or ticket, they must complete both work-based training and technical training, including examinations. After working as apprentices for the period specified by the ITA, graduates can write the Interprovincial Standards Examination.

Apprentices who want to schedule their technical training at CNC should contact CNC's Trades Division at (250) 561-5804 or 1-866-370-2111. Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, call 1-866-660-6011 or visit [www.itabc.ca](http://www.itabc.ca).

### 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 program, 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**

### Program outline

Courses include the following (not a complete list):

- P-1 Introduction and Program Orientation
- P-3 Gas and Braze Welding
- P-5 Air Carbon Arc Welding
- RK-1 Material Handling and Rigging
- RK-3 Introduction to Metallurgy I

A full list of courses is available from the Trades Division Office at (250) 561-5804, or toll-free at 1-866-370-2111.

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

### Trades Division:

- (250) 561-5804
- 1-866-370-2111

CNC Quesnel

### Admissions:

- (250) 991-7500

### Counselling and Advising:

- (250) 991-7538
- 991-7546

## Important dates

- Classes (Welding C only): September 4, 2007 – April 11, 2008
- Classes (Welding C plus fitter-fabricator): September 4, 2007 – June 20, 2008
- Christmas break (both options): December 22, 2007 – January 4, 2008

\*\*Based on material from [www.itabc.ca](http://www.itabc.ca)

# Women's Studies and Gender Relations Diploma

- Two years
- Prince George campus
- Starts: September or January
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224\*



*“CNC is a gateway — it opens the doors to higher learning. And the instructors were great.”*

— Catherine, CNC student

## Careers

The Women's Studies and Gender Relations Diploma prepares you for a variety of career options within fields of feminist practice.

## Why choose CNC?

- Transfers to SFU's Bachelor of Arts program.

## 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/CCP 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 program 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

\*Approximate tuition fees as of 2006–2007 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

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.

## Program outline

### Year One:

#### Semester 1

#### September – December

WMST 101	Introduction to Women's Studies I
FNST 100	An Introduction to the Worldview of First Nations People
PSYC 101	<a href="#">Introduction to Psychology I</a>
SOC 101	<a href="#">Introduction to Sociology I</a>

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 2

#### January – April

WMST 102	Introduction to Women's Studies II
MATH 104	Introduction to Statistics
PSYC 102	<a href="#">Introduction to Psychology II</a>
SOC 102	<a href="#">Introduction to Sociology II</a>

One English course from the choices listed for Semester 1

### Year Two:

#### Semester 3

#### September – December

ENGL 217	Women and Men in Literature I
PSYC 205	<a href="#">Developmental Psychology I</a>
SOC 230	Critical Perspectives on Contemporary Families

UT elective  
UT elective

#### Semester 4

#### January – April

ENGL 218	Women and Men in Literature II
PSYC 206	<a href="#">Developmental Psychology II</a>
SOC 220	Women in Society

UT elective  
UT elective

## For more information

- E-mail [askcnc@cnc.bc.ca](mailto:askcnc@cnc.bc.ca)

CNC Prince George

### Recruitment advisor:

- (250) 561-5855
- 1-800-371-8111, extension 855

### Admissions:

- (250) 561-5867
- 1-800-371-8111, extension 867

### Counselling and Advising:

- (250) 561-5818
- 1-800-371-8111, extension 818

## Important dates

### Fall term:

- Classes: September 4 – December 14, 2007
- Exams: December 6 – 14, 2007

### Spring term:

- Classes: January 7 – April 25, 2008
- Study break: February 18 – 22, 2008
- Exams: April 17 – 25, 2008



# Applying to CNC — FAQs

**Note 1:** For full details, see “Admissions, registration, and records,” below.

**Note 2:** The process may differ for Community and Continuing Education courses

## How do I apply?

- **In person**

Visit your local CNC Admissions Office (see addresses at the back of this Career Guide)

- **By mail**

Download an application form from [www.cnc.bc.ca/Exploring/Applying\\_to\\_CNC.htm](http://www.cnc.bc.ca/Exploring/Applying_to_CNC.htm) and return it to the address on the form. Please include a \$15 cheque or money order.

- **By fax**

Fill out and sign the application form in full and fax to (250) 561-5861. Please include your return fax number and Visa/MasterCard information.

- **Online**

Use a credit card to apply at [www.cnc.bc.ca/Exploring/Applying\\_to\\_CNC.htm](http://www.cnc.bc.ca/Exploring/Applying_to_CNC.htm) or [www.pas.bc.ca](http://www.pas.bc.ca)

## What’s the difference between applying and registering?

Applying is Step 1 in the admissions process. It’s when the College decides if you can take the program you’ve chosen. Depending on the program, we might look at

- Whether there’s room in the program
- The date you applied
- Courses you’ve taken in the past and grades achieved
- Your work experience

Registering is Step 2 – It’s when you sign up for specific classes and pay your course fees.

**Note:** For Continuing Education courses, there is no application process – you just skip right to registration.

## How much does it cost to apply?

\$15.00

## I’ve applied to CNC before — do I have to pay the application fee again?

Yes, if you are changing programs and if you have missed a semester.

## How much does it cost to register?

It depends on the cost of your courses. At CNC, lecture courses cost about \$224 per semester (as compared to about \$400 per semester for the same course at a university).

## When should I apply? What’s the deadline?

You can apply any time. If there’s room in a class, we accept applications right up to the day the class starts. But some courses fill up quickly — you should apply for these as much as a year in advance (for example, welding, dental hygiene, dental assisting). Key application dates:

- **September 15:** You can apply for programs that start the following fall (e.g., apply in fall 2007 for programs starting in fall 2008)
- **October 31:** Deadline date for priority admission to Trades programs starting in January/February. **Note:** Applications are still accepted after this point as space permits.
- **March 31:** Applications for limited enrollment programs for the upcoming fall semester received after this date will be processed as space permits.
- **April 24:** Submission deadline for supporting documents for admission to fall limited enrollment programs. This includes secondary school Progress Reports or final transcripts.
- **May 22:** Submission deadline for all supporting documents (including final transcripts) for the Dental Hygiene program.

## What’s a PEN? How do I find out my personal PEN?

It stands for Provincial Education Number. To find your PEN, look on the official transcript you received from the government when you completed Grade 12, or contact your high school.

## What documents should I submit with my application?

- An official transcript of your grades. You can get this from your high school or from other post-secondary institutions you’ve attended. You can submit your transcript after you’ve submitted your application.
- Other documents may also be required. Please refer to the admission requirements listed on specific program pages.

## How do I know if I’ve been accepted?

- When you’ve been accepted, we’ll send you an acceptance letter/package outlining the registration procedure and fee payment deadline for your program. Congratulations, and welcome to CNC!

# College of New Caledonia Application for Admission

Prince George • Lakes District • Mackenzie • Nechako • Quesnel

For mailing addresses and contact information, please see reverse side of form.

**Application Fee: \$15.00**

<b>PERSONAL INFORMATION</b>		<b>Please print</b>	<b>Complete application thoroughly</b>
Have you ever attended CNC?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have you ever applied but did not attend CNC?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Student Number			
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:	
<b>Educational Goal</b>	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:
<b>Citizenship</b>	<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.	
<b>Emergency Contact Information</b>		Last Name	First Name
Emergency Contact – Phone Number #1 ( )		Emergency Contact – Phone Number #2 ( )	
<b>Aboriginal Status</b>	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 <b>First Nations Education Support Services at (250) 562-2131, loc. 460.</b>	
<b>Special Needs</b> (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. <b>If yes</b> , please contact <b>College Access Services at 562-2131, local 248.</b> <input type="checkbox"/> Yes		

<b>Previous Education</b>	<b>(Official Transcripts are required for all institutions attended)</b>			
Last Secondary School Attended	Location	<b>BC Personal Education Number (PEN)</b>		
<b>Please indicate:</b>				
Last Grade Completed:	Your Last Date of Attendance :	School District No:		
_____	Year: _____ Month: _____	_____		
If currently enrolled, expected graduation date: Year: _____ Month: _____				
<b>Post-Secondary Institutions Attended:</b>				
Name	Location	Date last Attended	Program	Transcripts
1.				<input type="checkbox"/> Enclosed
2.				<input type="checkbox"/> On File
3.				<input type="checkbox"/> To Follow
4.				
<b>Declaration</b>				
<b>Collection of Information</b>				
<p>The information on this form is collected for the purpose of determining admission, registration, and research and statistical analysis purposes. It is collected under the authority of the <i>College and Institute Act</i> and the <i>Freedom of Information and Protection of Privacy Act</i>. The information you provide is protected under the <i>Freedom of Information and Protection of Privacy Act</i>, which specifically limits how your information may be used or disclosed. If you have any questions about the collection and use of your information, contact the <b>Freedom of Information Coordinator, College of New Caledonia at (250) 561-5828.</b></p>				
<b>Declaration</b>				
<p>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.</p>				
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
<b>For Office Use Only</b>				
Date: _____			Operator: _____	
				070304

# Admissions, registration, and records

**Note:** This section does not pertain to admission to Continuing Education programs. Please see contact information on program pages for full details.

## 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 program 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 program, the College offers a broad range of developmental programs which lead to the qualifications necessary for specific program entry.

### 1. General admission

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

While many programs at the College do not require Grade 12 or equivalent, and students are encouraged to examine specific program 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 program or course requirements;
- c) Students who have completed the Adult Basic Education (ABE) Advanced Certificate meet general admission requirements for Grade 12 or equivalent, but are subject to specific program 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. This 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 program 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 program requirements admission. Students requesting admission using Senior Alternate Education must receive specific program 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. 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 program 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 programs as a mature student must consult with a CNC counsellor/advisor, or in the case of regional campuses, an appropriate counsellor/advisor, administrator, or instructor, before submitting an application. Individual course prerequisites listed for the program or course being applied for must be met or exempted by the appropriate department/program.
- c) Students who are under 18 years of age may be granted special admission to a program or course upon the written recommendation of a College of New Caledonia counsellor/advisor and upon the authorization of the

specific program 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 program or course prerequisites may be granted permission to enter a program or course upon the written recommendation of a College of New Caledonia counsellor/advisor and the instructor with the signed authorization of the appropriate Dean.
- e) A student wishing to be considered for admission to College programs as a Home Educated Student must consult with a CNC counsellor/advisor, or in the case of regional campuses, an appropriate counsellor/advisor, administrator, or instructor before submitting an application. Individual course prerequisites listed for the program 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 your local CNC campus (see contact information for all campuses at the end of this document).  
Application forms may also be obtained from the College's website at [www.cnc.bc.ca](http://www.cnc.bc.ca) or at any of the College's regional campuses. Applications may also be submitted online at [www.pas.bc.ca](http://www.pas.bc.ca)
- b) For programs 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 programs) 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 program waiting lists until transcripts or secondary school status statements are received by the College. Applications received before March 31st for fall entry into limited enrollment programs will receive priority processing.
- c) Applications received after March 31st for fall entry into limited enrollment programs are considered late. If the

program 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 program commencement, if seats are still available.

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

- 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 program 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 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 those 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 CNC Counselling and Advising Department.

- b) Other supporting documents for specific programs:

Some programs have specific document requirements — check at the time of application, or see the admission requirements on specific program pages in this document.

#### 4. Change of program

As entry qualifications vary between programs, a student who wishes to change his or her program of studies must submit a new application along with a \$15 application fee to the Admissions Office. 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 208).

#### 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 program 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 programs 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 programs starting in the fall, the selection process normally begins May 1st for September intakes. (For additional information refer to specific program descriptions.)

### Admission processes

There are three different program admission processes — Open, Limited and Selective:

**Open admission:** Applications are accepted and admission determined on a 'first qualified, first admitted' basis for qualified applicants, using the date by which the application was received. The programs that offer Open Admission are University Transfer, Business Administration, and Hospitality Administration. Students who apply while still in Grade 12 can be given conditional admission. Under this process, being admitted and invited to register is not a guarantee that space will be available in the desired courses, as new student registration priority is based on the date of application.

**Limited admission:** When there is a limited number of seats available in the program, and applications are accepted, and admission determined on a 'first qualified, first admitted' basis, using the date by which applicants have met all of the program admission requirements. Once an applicant is determined to be qualified, they will be offered admission having a specified date to confirm acceptance by submitting payment of a registration deposit. Once all seats are filled, qualified applicants will be placed on a waitlist.

**Selective admission:** All applications are accepted up to our March 31st priority deadline date, after which they are assessed using an established selection process. Meeting the minimum requirements for admission does not guarantee acceptance to the program. Once the assessment and ranking of qualified applicants has been completed, the limited number of seats in the program will be filled by offers of admission to those students selected; all other qualified applicants will be placed on a waitlist. Applicants being offered admission will have a specified date to confirm their acceptance by submitting payment of a registration deposit.

### Limited enrollment programs

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

### Open 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/advisor 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) Change in registration: Students wanting to modify their registered courses are advised to consult with a College counsellor/advisor.
- b) Identification cards: Student identification cards are issued by the Admissions 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 programs (**with the exception of Dental Hygiene and Early Childhood Education**) will be reviewed, and on this date it will be established whether a program 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 programs 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 program 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 program 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 tuition deposit plus a \$15 non-refundable registration fee. (Deposit is refundable up to final fee date.) If the deposit is not received in the Admissions Office by the deposit deadline date, the applicant will lose his/her seat.
  - e) All remaining fees must be paid no later than the normal program final fee date.
  - f) All acceptances are conditional pending proof that the admission criteria have been satisfied.
2. For limited enrollment programs 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 program 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 programs will be selected by the appropriate Dean and/or his or her selection committee. Selection criteria for most programs have been published under the program area in this calendar. 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 tuition deposit plus a \$15 non-refundable registration fee. (Deposit is refundable up to final fee date.)  
If the deposit is not received in the Admissions Office by the deposit deadline date the applicant will lose his/her seat.
  - e) All remaining fees must be paid not later than the normal program final fee date.
  - f) All acceptances are conditional pending proof that admission criteria have been satisfied.
3. For the **Dental Hygiene Program**, the following procedure will apply, as approved by the CNC Board:
  - a) On May 22nd, 50% of all acceptable applicants for this program will be selected by the appropriate Dean and/or his or her selection committee. Selection criteria for this program have been published under the program area in this calendar. 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 Admissions Office by the deposit deadline date, the applicant will lose his/her seat.

- e) All remaining fees must be paid not later than the normal program final fee date.
  - f) All acceptances are conditional pending proof that admission criteria have been satisfied.
4. For the **Early Childhood Education Program**, the following procedure will apply, as approved by the CNC Board:

- a) On May 1st, all eligible applicants for this program will be selected by the appropriate Dean and/or his or her selection committee. Selection criteria are published under the “Additional program information” 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 program. 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 tuition deposit plus a \$15 non-refundable registration fee. (Deposit is refundable up to final fee date.)

If the deposit is not received in the Admissions Office by the deposit deadline date, the applicant will lose his/her seat.

- d) All remaining fees must be paid not later than the normal program final fee 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 program 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 program. 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 counsellor/advisor well before classes begin, and to obtain a written acceptance of their advanced standing.

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

### Advanced Placement Program

Transfer credit may be granted to students who complete Advanced Placement Program 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 Program

Transfer credit may be granted to students who complete International Baccalaureate Program 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	ENGL (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 Admissions 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 workload.

## Applying for a certificate/diploma/degree

Students anticipating completion of their certificate, diploma, or degree program 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 programs award official College of New Caledonia certificates:

- Applied Business Technology:
  - Administrative Assistant
  - Legal Administrative Assistant
  - Office Assistant
- Business Management:
  - [Advanced Professional Communications](#)
  - Business Administration
  - Business: The Next Generation Entrepreneurial
  - Computer Information Systems
  - Financial Planning and Investment
  - Hospitality Operations
  - Management Studies
  - Tourism Management
- College and Career Preparation:
  - Fundamental, Intermediate, Advanced
- Community Health Representative
- Computer/Network Electronics Technician
- Culinary Arts
- Dental Assisting
- Early Childhood Education (Basic)

- Early Childhood Education (Post-Basic)
- Fine Arts
- First Nations
- Foundation-Level Trades:
  - Automotive Technician
  - Carpentry
  - Commercial Transport Mechanical Repair
  - Electrical
  - Heavy Duty Mechanical Repair
  - Millwright/Machinist
- Home Support/Resident Care Attendant
- Human Resources Post-Diploma Certificate
- Northern Outdoor Recreation and Ecotourism
- Power Engineering (4th Class)
- Plumbing
- Practical Nursing
- Pulp and Paper Operations
- Social Services Worker Programs:
  - Developmental Disabilities
  - Social Service Worker
  - Teaching Assistant
- Welding ("C" Level)

### Diplomas

Diplomas are official CNC qualifications awarded to recognize academic studies which generally take two years to complete. The following programs 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
- First Nations
- Forest Resource Technology
- [Medical Laboratory Technology Science](#)
- New Media Communications and Design

- Social Services Programs:
  - [Pre-BSW](#)
  - Social Service Worker
- University Credit:
  - Criminology
  - First Nations
  - Human Kinetics

#### 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 February 1 from the Admissions, Registration and Records office, the Counselling and Advising Department, the Library, the Students' Union, 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 program 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 program.

#### Criteria

1. Applicants requesting PLA must be admitted to the program for which they are seeking credit before PLA will proceed. If the applicant has been admitted and enrolled in a program 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.

## Full- and part-time status

Credit programs

### Course Load

A full course load is normally five courses per semester or 15 semester credits. Students are encouraged to enroll in not more than five courses per semester and may not enroll in more than six courses without the permission of a counsellor/[advisor](#). Some programs, such as Computer Network Electronics, require students to enroll in more than 5 courses.

### Full-Time Enrollment

A full-time student is enrolled in 60% or more of the full or standard course load for their program of studies. For University Credit and Business Administration programs this is 9 semester credits – usually three (3) courses.

### Part-Time Enrollment

A part-time student is enrolled in less than 60% of a full or standard course load for their program of studies.

Students who wish to apply for a student loan should consult the Financial Aid Office for more information about the minimum course load required to qualify.

Some external agencies, such as Revenue Canada and WorkSafeBC, may set different criteria and guidelines as to full-time enrollment status.

College and Career Preparation and English as a Second Language programs

### CCP

- Levels 010 and 020 - A full-time student is one who is enrolled in two (2) courses per term.
- Levels 030, 040, 050 – A full-time student is one who is enrolled in three (3) course per term. A student may not enroll in more than three courses per term without the permission of a counsellor/[advisor](#).

### ESL

- Fundamental Level (060) – A student enrolled in ESL 060 is considered as full-time.
- Intermediate Level, Advanced, and Academic Levels – A student enrolled in 3 courses or more per term is considered as full-time.

## General Studies Award

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

## Grading system

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

Letter grade		Grade points
A+	Excellent performance	4.33
A		4.00
A-		3.67
B+	Good performance	3.33
B		3.00
B-		2.67
C+	Satisfactory performance	2.33
C	The lowest standing permitted for a course to serve as an acceptable prerequisite unless specifically noted in a course description.	2.00
C-		1.67
D	Marginal performance	1.00
F	Unsatisfactory performance (fail)	0.00
N	A student who completes no assignments for grading and who fails to officially withdraw from the course or program 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 program. 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*

## Grading scales

### Majority of programs:

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 Programs, and Dental Assisting:

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%

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

## Grading system

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

	<b>Grade points</b>	<b>Percent conversion</b>	<b>Dental and Culinary Arts programs</b>
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%

## Calculating a grade point average (GPA)

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:

	<b>Credit hours</b>	<b>Letter grade</b>	<b>Grade points</b>	<b>Grade points Credit hours</b>
Course #1	3	A	4	12
Course #2	3	B	3	9
Course #3	4	C	2	8
Course #4	2	D	1	2
Course #5	3	F	0	0
<b>Total</b>	<b>15</b>			<b>31</b>

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 written request and presentation of photo identification from a student for information from his/her record;
- 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;
- A Ministry of Advanced Education request for information for the purpose of statistical analysis or research provided that confidentiality is assured;
- Requests from government departments where the College is required by law to provide the requested information, and;
- A valid court order, search warrant, subpoena, summons, or a request by a law enforcement agency.

**Note:** Confidentiality is also covered on page 201, Protection of Privacy and Access to Information.

## Graduation honours

Any student in a program 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 program 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 program 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 program 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 programs 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 programs 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 program 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.

In accordance with the Freedom of Information and Protection of Privacy legislation in the province of BC, the College of New Caledonia will not 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

Fees for transcripts are \$5.30 (includes GST) for each copy ordered. This fee is payable in advance. 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 former or 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: 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.bctransferguide.ca](http://www.bctransferguide.ca)

CNC counsellors/advisors 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 grade of "D" or higher 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 program

Students wishing to withdraw from a course or program 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 program withdrawals, students are encouraged to consult with instructors and the Counselling and Advising Centre to determine whether there might be alternatives to withdrawal.

### 2007-08 Refund / withdrawal dates

**Note:** The dates below apply to CNC Prince George. Dates may be different at other CNC campuses.

#### Withdrawal dates

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

#### Semester programs

(All programs except College and Career Preparation, Culinary Arts, and Trades)

#### Fall 2007

(Semester starts September 4, 2007)

September 13, 2007

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

September 14, 2007

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

September 20, 2007

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

October 12, 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.

November 2, 2007

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

#### Spring 2008

(Semester starts January 7, 2008)

January 15, 2008

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

January 18, 2008

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

January 22, 2008

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

February 15, 2008

- 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 7, 2008

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

College and Career Preparation (Formerly ABE)

### Fall 2007

(Classes start August 29, 2007)

October 12, 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.

November 2, 2007

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

### Spring 2008

(Classes start January 7, 2008)

February 15, 2008

- 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 7, 2008

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

## Criminal record searches

Given the scope of the *Criminal Records Review Act*, CNC requires criminal record searches for applicants to program 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 programs requiring it) and one through the Ministry of Public Safety and Solicitor General.

Students must have completed the Criminal record search process in order to be considered admissible to the program. A Criminal record 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 program cannot graduate from the program. 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 offence(s) and, where possible, seek a pardon.

Criminal record searches are required for the following programs:

- College Foundations programs:  
Early Childhood Education

- Health Science programs:  
Dental Assisting  
Dental Hygiene  
Home Support/Resident Care Attendant  
Medical Laboratory Technology  
Nursing  
Practical Nurse
- Social Services programs:  
Developmental Disabilities Certificate  
Pre-BSW Program  
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 programs:

- Developmental Disabilities
- Early Childhood Education
- Nursing
- Practical Nursing
- Pre-BSW Program
- Social Service Worker Certificate
- Social Service Worker Diploma

**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](http://www.gov.bc.ca/pssg)

## 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.



# Fees

Fees listed below are those established for the 2007–08 academic year. All fees and charges were under review at the time of publication and may change throughout the life of this document. The fees below apply to offerings at the Prince George campus, and may differ for other campuses.

## Semester programs

- Business Administration
- Computer Information Systems
- Computer/Network Electronics Technician
- Dental Assisting
- Dental Hygiene
- Fine Arts
- Forest Resource Technology
- Hospitality Administration
- New Media Communications and Design
- Bachelor of Science in Nursing
- Social Services Training
- University Credit

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

The program fee consists of:

- Tuition: \$224.10 per course  
(Standard lecture—45 hours)
- Lab fees: \$109.80 per course  
(Standard lab—45 hours)
- Registration fee: \$15.00 per semester
- Technology fee: \$5.00 per course

The Students' Union fees consist of:

- Students' Union: \$9.34 per course  
(\$37.36 per semester max.)
- Canadian Federation of Students: \$1.97 per course  
(\$7.88 maximum)
- Student Building Fund: \$10.00 per year
- Daycare subsidy fee: \$2.50 per year
- Newspaper fee: \$3.11 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 programs are \$1347 per semester:
  - Computer/Network Electronics Technician
  - Forest Resource Technology
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 program.
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:

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

## Refund policy for Continuing Education courses

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/ program 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 at the Prince George campus. 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 programs: 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 Students' Union 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](http://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.

## Fees for senior citizens

It is CNC policy to waive tuition, registration, and Students' Union fees for senior citizens (over the age of 65). This exemption applies to 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 program
- Registration fee: \$15.00 per term
- Transcripts: \$5.30 per copy
- Courier fee: \$9.50
- Faxing documents: \$10.00
- External typing tests: \$25.00
- Rush service—official transcripts: \$20.00
- EMAT (English & Math Achievement Test): \$15.00
- College and Career Preparation (formerly ABE) placement test: \$5.00
- ID Replacement: \$5.00
- Prior Learning Assessment (PLA) fee: Equivalent to course tuition
- Invigilation of external exams: \$25.00
- Exam re-write fee: \$50.00 per rewrite

## Fees for sponsored students

A number of agencies, such as Human Resources Development Canada (HRDC), sponsor students by purchasing spaces in some programs or by paying tuition fees. Students who have been admitted as sponsored students may be required to pay Students' Union 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 program is cancelled. Once full fees have been paid and a student withdraws from a course or program, 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 program/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 program/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 a doctor and have the signed recommendation of a counsellor/[advisor](#) 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 program of less than four months in duration, **no refund will be granted**. Students enrolled in English 155 and/or Math 155 who complete the program in less than 15 weeks will have their tuition fees refunded on a pro-rata basis.

# Fee information for vocational and other programs

The following are 2007/2008 fees and are subject to change.

**Note:** These fees apply to CNC Prince George. Fees may be different at other campuses.

Program	Tuition	Material Fee	Registration	Tech fees	Students' Union Fees	Total
Applied Business Technology	\$1347.00 per semester max.	—	\$15.00	\$25.00	\$60.85	\$1447.85
Courses at Centre for Student Success	\$195.82 per course	—	\$15.00 per session	\$5.00 per course	—	\$215.82
College and Career Prep	No tuition fee	—	\$15.00	\$5.00 per course	Variable	Variable
Culinary Arts	\$2784	—	\$15.00	\$75.00	\$109.58	\$3013.58
Early Childhood Education	\$1347 per semester, max.	—	\$15.00	\$25.00 per semester, max.	\$60.85	\$1447.85 per semester
ESL (6-month program)	Variable (per course)	—	\$15.00	\$5.00 per course	\$11.31 per course	
Foundation-Level trades (5-month programs)	\$1592.10	\$200.00	\$15.00	\$50.00	\$64.36	\$1921.46*
Foundation-Level trades (7-month programs)	\$2148.94	\$300.00	\$15.00	\$50.00	\$83.86	\$2597.80*
Home Support/ Resident Care Attendant	\$2306.45	—	\$15.00	\$40.00	\$103.36	\$2464.81
Power Engineering	\$2884.20	—	\$15.00	\$50.00	\$113.11	\$3062.31
Trades Apprentice	\$78.03 per week	—	\$15.00	\$25.00	—	
Welding B & A	Variable – \$312.00 per month	—	\$15.00 per program – not applied to extensions	\$5.00 per month	—	Variable
Welding C (10-month)	\$3420,00	—	\$15.00		\$113.11	\$3798.11

• The following Students' Union fees are charged to students (may not apply to all campuses):

- \$10.00 Annual Students' Union Building Fund Fee
- Canadian Federation of Students Fees (\$1.97 per course or month)
- \$2.50 Annual Daycare Fee
- Newspaper Fee (\$3.11 per semester or term)
- Students' Union—\$7.78 per month or \$9.34 per course

\*Includes \$200 refundable tool deposit

# Financial aid and student awards

## Scholarships, awards, and bursaries

The College of New Caledonia offers scholarships, awards, and bursaries to recognize academic achievement and to provide financial assistance to those in need who maintain satisfactory academic status. The Financial Aid Catalogue will provide complete information on all financial awards. The catalogue is available after the first week of regular classes at the Prince George Financial Aid and Student Awards Office (located in the main entrance building on the ground floor) and also at regional campuses.

**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.**

For a full list of awards and step-by-step instructions on how to apply for them, please visit the CNC Financial Aid office's website at [www.cnc.bc.ca/Exploring/Services/Financial\\_Aid.htm](http://www.cnc.bc.ca/Exploring/Services/Financial_Aid.htm)

### Financial aid glossary

**ABESAP:** Adult Basic Education Student Assistance Program

**APSD:** Assistance Program for Students with Disabilities

**Bursary:** Primarily awarded on the basis of financial need in conjunction with satisfactory performance plus any specific criteria stipulated by an individual donor. Generally, a 2.0 grade point average or its equivalent is required to be considered. Students must be enrolled in a minimum of 60% of a full course load to be considered.

**CSG:** Canada Study Grants

**Scholarship:** Awarded on a competitive basis. Academic excellence plus any specific criteria stipulated by an individual donor. Students must be enrolled in a minimum of 60% of a full course load to be considered.

**Student loans:** StudentAid BC (federal and provincial funding)

## Awards process for scholarships and bursaries

Due to the large number of the awards available and volume of applications made for those awards, please be aware that only successful applicants will be notified by letter. A list of

successful applicants for all awards will be published and posted by the Financial Aid Office approximately two weeks after all award letters have been sent out.

### Your part:

- Read the Financial Aid Awards Catalogue
- Select the awards for which you are interested in applying
- Prepare your application(s). You must submit one application per award. For example, if you are interested in 15 awards you will need to submit 15 separate applications. Applications with more than one award listed will be immediately rejected.
- Submit your application(s) to the Financial Aid Office.

### The Financial Aid Office's part:

- Screening of all applications:
  - Successful applications continue on to next step
  - Rejected applications are shredded
- Review of applications by committee or donor or faculty (this varies depending on the award criteria)
- Selection of successful applications (Unsuccessful applications are held for shredding when the awards process is complete)
- Letters are sent to successful applicants

### To receive your award:

- Awards over \$500 will be presented at the Annual Awards Ceremony on the first Tuesday in March each year
  - RSVP to the Financial Aid Clerk regarding your attendance at the Awards Ceremony.
  - Write a thank-you letter to the donor of your award and deliver it to the Financial Aid Clerk prior to the Awards Ceremony. Award cheques will not be given out without a thank-you letter from you on file.
- Awards less than \$500 will be available at the Financial Aid Office five working days before the Awards Ceremony.
  - You must write a thank-you letter to the donor of your award and deliver it to the Financial Aid Clerk before you receive your award cheque.

We wish all applicants good luck, but please remember that only successful applicants will receive notification of their award.

## Financial assistance

### General information

There are many sources of financial assistance available to students at the College of New Caledonia. It is to the benefit

of students to become familiar with the various sources of funds for which they may be eligible.

The main source of financial assistance is StudentAid BC, which is a combination of Canada Student Loans and BC Student Loans. There are also other loans, as well as scholarships and bursaries for which students may apply.

StudentAid BC  
(formerly known as BC Student Assistance Program or BCSAP)

This is a comprehensive program of assistance for post-secondary students to ensure that British Columbia residents are not denied the opportunity to reach their educational objectives due to lack of funds.

**For a quick and easy way to access service 24 hours a day, seven days a week, check out the website:**

- [www.studentaidbc.ca](http://www.studentaidbc.ca)

### **Purpose and intent**

StudentAid BC is a joint program between the Federal and Provincial Governments, administered under the Canada Student Financial Assistance Act and BC Order-in Council #1 363/87.

A basic principle is that the main responsibility for the funding of post-secondary education rests with the student and the parents, step-parent, sponsor or legal guardian, or spouse.

It is expected that the costs of the student's education will be a priority for the family. Therefore, if the family is unable to contribute as expected, due to a lack of preparation or due to the directing of resources towards priorities other than the student's education, these reasons will not normally be considered. The refusal of parents to support their child(ren) or to contribute to the costs of their child(ren)'s post-secondary education, will not result in the setting aside of the expected parental contribution.

StudentAid BC is intended to supplement, not replace, funds available to students through work, savings/assets and family resources/income. The Program is needs-based, considering income and resources against basic educational costs and a moderate standard of living.

There is a limit to the amount of funding available to students, based on the number of weeks of study. In addition, both the Federal and Provincial Programs have lifetime maximums.

Students in high-cost programs may need to seek other sources of funding to assist with direct educational costs.

It is important that careful financial planning takes place prior to any decision to pursue post-secondary studies to ensure that enough resources are available to cover all costs.

In addition, it is the responsibility of all students to review their financial situation on an on-going basis, to ensure that their obligation to repay the debt can be met once full-time post-secondary studies end.

### **Eligibility requirements**

Applicants must be Canadian citizens or landed immigrants, and must have lived in the Province of BC for at least 12 continuous months, not including months of full-time post-secondary study and prior to starting classes, in order to apply in the Province of BC.

Eligibility for assistance requires enrollment in at least 60% (40% for students with permanent disabilities) of a full program of study which is at least 13 weeks in length.

### **Once I get my funding, what are my responsibilities?**

1. Pay your tuition and required fees first. The funding through StudentAid BC is for your education, and paying fees owed to the school is your first priority.
2. Maintain your interest-free status. Ensure you take a completed Schedule 2 form (for your Canada Student Loan) and a Certificate 2 form (for your BC Student Loan) to your bank or National Loan Centre each time you start a new period of full-time study. This is the only way the banks know to continue to bill the federal and provincial governments for the interest owed on your loans while you are in full-time studies. Otherwise, the banks assume you have completed your studies, and will expect you to start making payments on your loans.
3. Maintain full-time studies. You must maintain at least 60 percent (40 percent for students with permanent disabilities) of a full course load throughout the entire study period to remain eligible for StudentAid BC funding.  
**Note:** If you drop below 60 percent (40 percent for students with permanent disabilities) of a full course load during your first semester/term and plan to attend full-time in the second semester/term, you must submit a new application for assistance. Your new application cannot be assessed until processing of your withdrawal is complete.  
If you stop attending classes or fail to progress academically but do not formally withdraw, you may still be considered withdrawn for StudentAid BC purposes.
4. Maintain a satisfactory scholastic standing. The Canada Student Financial Assistance Act and BC Student Assistance Program policy require that students "attain a satisfactory scholastic standing" to be eligible for continued assistance.

Students who fail (and/or withdraw from) a funded period of full-time study on three separate occasions will be disqualified from further assistance.

If you have any questions or concerns, contact the Financial Aid Office at (250) 561-5838 or 1-800-371-8111, local 838.

### **Application procedure**

You can apply online at [www.studentaidbc.ca](http://www.studentaidbc.ca). Online applications take an average of 4 to 6 weeks for processing and are available mid-June of each year. To ensure StudentAid BC funding is available by the start date of an educational period, students should submit their application at least 8 weeks in advance of their start date. Students only need to apply once per continuous educational period (to a maximum of 12 months), i.e., two semesters, three trimesters.

Paper applications may also be obtained by calling StudentAid BC at 1-800-561-1818 or from the CNC Financial Aid office.

Students attending other institutions should review the BCSL guidebook for instructions. Students studying at private institutions or out-of-province institutions must send their completed applications to the Ministry of Advanced Education in Victoria.

## **Debt reduction, interest relief, loan remission**

### **BC Debt Reduction Program**

Debt reduction recognizes students'/borrowers' inability to make the required monthly payments on their outstanding BC Student Loans. Students who have exhausted interest relief under the BC Interest Relief Program and who have also been out of post-secondary studies for at least five years may qualify for debt reduction, thereby reducing the BC Student Loan principal to a more affordable level.

For further information about the Loan Remission Program and for some detailed policy information, contact the Student Services Branch and request the most up-to-date Loan Remission brochure.

### **Federal Interest Relief Program**

The Government of Canada may pay the interest on full- and part-time Canada Student Loans (CSL) on behalf of debtors who are experiencing financial hardship, due to the debtors' inability to find employment, or temporary disability, for a period up to 54 months.

The program is administered by the bank or National Student Loans Centre holding your CSL account.

For further details, consult the publication available from the Student Services Branch or your bank. Information is also available at [www.studentaidbc.ca](http://www.studentaidbc.ca)

### **Federal Debt Reduction Program**

Debt reduction recognizes students'/borrowers' inability to make full payment on their outstanding Canada Student Loans. Students who have exhausted interest relief under the Interest Relief Program and who have also been out of post-secondary studies for at least five years, may qualify for debt reduction, thereby reducing the Canada Student Loan principal to a more affordable level.

The Canada Student Loan principal will be reduced if annual payments, on average, exceed 15 percent of a family's income. The maximum amount of assistance is the lesser of 50 percent of the loan amount, or \$10,000. The loan amount includes combined outstanding Federal and Provincial student loans.

## **ABE Student Assistance Program**

The Adult Basic Education Student Assistance Program (ABESAP) has been established to give non-repayable financial aid to College and Career Preparation students. Applicants must be BC residents as defined by the StudentAid BC criteria. Students receiving maintenance assistance from another sponsoring agency such as Human Resources, Canada Employment, Department of Indian Affairs, etc., must apply for educational funding from that agency, prior to being considered for an ABESAP grant. Students intending to register for College and Career Preparation classes at the College of New Caledonia in Prince George may make an appointment to complete an ABESAP application with the Financial Aid Officer. Students planning to register for College and Career Preparation classes at the College of New Caledonia Regional campuses may obtain assistance with their ABESAP application from a regional staff member. The regional staff will forward the application to the Financial Aid Officer with their recommendation.

## **Federal Canada Study Grants**

To apply for any Canada Study Grants, a student must first apply to the provincial or territorial authority for a full-time or part-time Canada Student Loan in order to establish need. For further information about Canada Study Grants, contact your financial aid office or the Student Services Branch.

### **Canada Study Grants for Students with Permanent Disabilities**

Students may be eligible for up to \$8,000 a year from the federal government to cover exceptional education-related costs associated with certain permanent disabilities.

Contact the financial aid office or your Adult Special Education Coordinator, at your school.

## Canada Study Grants for High-Need, Part-Time Students

Canada Study Grants assist students in part-time studies who are unable to meet the eligibility requirements of the full-time loans program and whose income falls below a prescribed threshold and will be made available to assist eligible part-time borrowers to pursue post-secondary studies.

To be eligible a student must establish why they are studying on a part-time basis, i.e., why they are unable to enroll in a full-time program of studies. Also, it must be demonstrated that their income is below the prescribed threshold for eligibility.

## Assistance Program for Students with Disabilities (APSD)

Funds are available for eligible students with disabilities to purchase goods and services which will assist registered students with post-secondary education. Goods and services which can be purchased include technical aids, computer technology, and support services. This grant cannot be used to pay for tuition, books, or living expenses. To determine if you are eligible, contact Disability Support Services at CNC: 561-5848, ext. 250.

## College of New Caledonia Emergency Loan Fund

The College of New Caledonia has an emergency loan fund from which full-time students may be granted short-term emergency loans of up to \$200. Students sponsored by Government agencies must seek emergency loan funding from their sponsor prior to being considered for a College of New Caledonia emergency loan. Applications will only be accepted from students who have exhausted all other sources of financial assistance, but require a small loan for emergency purposes, and can give specific assurance that the loan will be repaid within the time specified on the application. Application should be made at the Financial Aid Office.

**Please note that emergency loans are small amounts intended for temporary assistance. They are not intending to replace or add to regular student loans.**

## Board Endowment

Donor: College of New Caledonia Board Members Endowment Fund

Description: This fund was established by the members of the Board of Directors of the College of New Caledonia. The interest earned on the endowment is equally distributed to the College of New Caledonia Faculty Association and the College of New Caledonia Students' Union to support their

programs of assistance to students in special need of funding in order to complete their education.

## Faculty Association of the College of New Caledonia Special Needs/Emergency Aid Fund

Emergency aid is available to students enrolled in a minimum 60% of the course load for their program of studies or on a modified program approved by the department. Special needs bursaries are available to students enrolled in a program identified by the special needs department and who can demonstrate financial need.

This aid is limited to \$500 and if nearing their program year end students may apply for consideration to the Faculty Association through the Financial Aid Office.

## Awards for students attending the College of New Caledonia

The following awards are presented to students who have excelled in some particular area of a program of studies at the College of New Caledonia. Applications are not necessary; the awards are made on recommendation of Awards Committee members and faculty.

### Governor General's Academic Medal

The Governor General's Academic Medal is awarded annually to the student who achieves the highest academic standing in the final year of a diploma-level, post-secondary program (minimum two year, full-time duration) at the College of New Caledonia.

### Lieutenant Governor of BC Silver Medal

A Medal in the name of the Lieutenant Governor of British Columbia is awarded annually to a student registered in a substantial vocational or career program of studies of less than two years' duration. The student chosen will be one who has not only excelled in his/her studies, but has also contributed in a positive way to life at the College of New Caledonia or community.

### Prince George Construction Association Scholarships and Bursaries

These scholarships and bursaries have been established for students who are pursuing a career or further study in construction or a construction-related field.

The deadline date for application is November 1st, however, the standard CNC application form is not used for these awards. Contact the Financial Aid Office for further information and the appropriate application form.



Registered Nurses Foundation of BC Bursaries

The Registered Nurses Foundation of BC offers several bursaries to students taking a nursing program.

Applications are available in the Financial Aid Office or by contacting

Registered Nurses Foundation of BC, 2855 Arbutus Street,  
Vancouver, BC, V6J 3Y8, or toll free, 1-800-565-6505

## Scholarships and bursaries administered by the College of New Caledonia

Scholarships are awarded primarily on the basis of academic excellence, although other factors such as character, community involvement, or financial need may also be considered for some awards. Bursaries are awarded primarily on the basis of financial need, combined with satisfactory academic standing. Scholarships and bursaries are non-repayable awards.

To be considered for scholarships or bursaries, students must be enrolled in a minimum of 60% of a full program of studies. For the purpose of College of New Caledonia administered scholarships and bursaries, Early Childhood Education, Northern Collaborative Baccalaureate Nursing, Business Administration and New Media Communications and Design students fall under Technical Programs.

The College of New Caledonia Application for Scholarships/Bursaries must be used when applying for scholarships or bursaries administered by the College of New Caledonia, unless it is stated in the award description that a special application form is required. These application forms are available at the Financial Aid Office.

You may apply for as many awards as you like as long as the awards have the same deadline date. Each award must have its own application. Awards listed with a different deadline date will not be considered.

If you are applying for an award that requests special criteria (i.e., that you are a son or daughter of a member of a particular company), please provide details, otherwise you will not be considered for the award because information is lacking.

Students who are selected to receive an award are notified by a letter, which outlines the process for receiving their award.

A College of New Caledonia Scholarship/Bursary Application Form must be used to apply for the following awards. Please note that the forms are available in this catalogue and online. Make sure your applications are complete! Incomplete applications will be rejected.

The College and donors expect the winners of awards to attend the Awards Ceremony.

Students should be aware that in this catalogue we have several endowment awards that rely upon the interest earned from the principal to financially support the amount of the award, which may vary from year to year.

Some awards are contributed by donors on an annual basis and are subject to the individual donor's availability of funds in order for the award to be given to deserving students at the College of New Caledonia.

In consultation with the Financial Aid Office, enrollment requirements may be waived as donors permit. The dollar values will remain as indicated in the Financial Aid Catalogue.

## University transfer information (BCCAT)

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 online.

CNC counsellors/[advisors](#) 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.bctransferguide.ca](http://www.bctransferguide.ca)

# Additional program information

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## 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 program 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 program 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.bctransferguide.ca](http://www.bctransferguide.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.

Note 2. Students are advised to consult with a counsellor/[advisor](#) in order to determine specific course requirements for entry to a particular university degree program.

Note 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 – Arts

Required courses	# of credits	Total	Conditions	Course name
English	6	6	First year level	1. 2.
Arts courses				
1. Humanities (other than English)	6	18		1. 2.
2. Social Sciences	6			1. 2.
3. Soc Sci or Hum	6			1. 2.
Arts courses (200 level)	18	18	200 level taken in 2 or more subject areas	1. 2. 3. 4. 5. 6.
Science courses				
1. Math, CSC or Statistics	3	9	A lab science requires min.	1.
2. Lab science	3		2-hour lab and excludes any	2.
3. Science	3		course in APSC or CSC	3.
Electives in arts, sciences, or other other areas	9	9	100 level or higher	1. 2. 3.
<b>Total credits required: 60</b>				

Minimum cumulative GPA of 2.0 required.

#### 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.

Note 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 program area.

Note 3. Students are advised to consult with a counsellor/[advisor](#) in order to determine specific course requirements for entry to a particular university degree program.

Note 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.

## Associate degree – Science

Required courses	# of credits	Conditions	Course name
English	6	100 level	1. 2.
Mathematics	6	Must include 3 credits of Calculus	1. 2.
Science	18		1. 2. 3. 4. 5. 6.
Science	18	200 level – taken in two or more subject areas	1. 2. 3. 4. 5. 6.
Arts electives	6	100 level or higher – excluding required English, Math, and lab-based Science	1. 2.
Electives	6	100 level or higher – Arts or Science courses or other subjects with university transfer credit	1. 2.

**Total credits required: 60**

Minimum cumulative GPA of 2.0 required.

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
- New Media Communications and Design

### 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.bctransferguide.ca](http://www.bctransferguide.ca)), university calendars, university admissions offices, or the Counselling and Advising Department at CNC.

## 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.

Applicants are advised that dental studies is a physically demanding profession which may exacerbate any hand, wrist, back, neck, or shoulder problems that an applicant 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 it 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 program. 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 Coordinator or Dean with the request to have his/her credentials evaluated as they relate to a course. The Curriculum Coordinator (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 program acceptance letters.

Refer to “Admissions, registration and records” and “Fees” in this calendar for policy and fee information on exemptions, challenge exams, and prior learning assessment.

### **Criminal record search**

Given the scope of the Criminal Records Review Act, CNC requires criminal records searches for applicants for program 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 programs requiring it) and one through the Ministry of Public Safety and Solicitor General.

Students must provide proof of application for a criminal record search in order to be considered admissible to the program. The result of a criminal record 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 program cannot graduate from the program.

### **Dental Assisting**

- Word processing and Internet experience are necessary for students registered in the program.
- 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.
- [Dental assistants need good eyesight. Before you're accepted into the program, it's strongly recommended that you have an eye examination and obtain corrective eyewear if needed.](#)

### **Re-admission**

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

Re-admission to the program 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 program; 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.

### **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 open enrollment programs are considered late and will be processed subject to course availability. If the program applied for is oversubscribed at the March 31st deadline, applications and application fees after that date will be returned to the applicant.

Applications must be completed before April 24th to be considered in the selection process. Acceptance into the program commences May 1st for the intake in September.

### **Licensing**

To be eligible for licensure and registration with the College of Dental Surgeons of British Columbia, graduates must pass the National Dental Assistant Board Examination.

### **Dental Hygiene**

- All program requirements must be completed within five years of initial enrollment.
- 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.
- Word processing and Internet experience are necessary for students registered in the program.

- 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.
- 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.
- Dental hygienists need good eyesight. Before you're accepted into the program, it's strongly recommended that you have an eye examination and obtain corrective eyewear if needed.

### 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 program. Students enrolled in the Dental Hygiene Degree Program will complete the first year of the program 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 program at the end of third year, students will return to UBC to complete their fourth-year course work. Graduates of the CNC Dental Hygiene program are eligible to transfer directly into the fourth year of the Dental Hygiene Degree Program. 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](http://www.dentistry.ubc.ca)
- **Thompson Rivers University (TRU):** Graduates from the College of New Caledonia Dental Hygiene Diploma Program have the option of completing a Bachelor of Health Science from TRU. The TRU Bachelor of Health Science degree program is designed to provide health care diploma graduates from recognized programs 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/disted/index.html](http://www.tru.ca/schs/disted/index.html)

### Re-admission

A student who is unsuccessful in a dental hygiene course once, will be allowed to apply for re-admission to the

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

Re-admission to the program 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 program; 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.

### Application procedure

Application forms 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 program starts in 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 open enrollment programs are considered late and will be processed subject to course availability. If the program applied for is oversubscribed at the March 31st deadline, applications and application fees after that date will be returned to the applicant.

### Licensing

To be eligible for licensure and registration with the College of Dental Hygienists of British Columbia, graduates must pass the National Dental Hygiene Certification Examination.

### Early Childhood Education

Selection criteria

If there are more qualified applicants than the number of seats, 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 program supervisor: 5 points; A second letter of reference from an educator, employer, or other professional, recommending the applicant's acceptance into the program: 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 the CNC day care): 10 points
5. Written statement (describing career goals, special interests, and reasons for seeking entrance into the program): Clearly stated reasons for applying: 5 points; Congruence between personal goals and program goals: 5 points

**Maximum = 50 points**

## Fine Arts Certificate

### Selection criteria

1. Portfolios are reviewed by a Fine Arts program 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 program is oversubscribed, 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 program 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 program. 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 program.

### Selection criteria for part-time students

In the event that part-time seats are oversubscribed, 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 program 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 program committee and will be assessed on the basis of skill, design, and creativity. Portfolio evaluations are valid for four years.

## Forest Resource Technology Diploma

### Selection criteria

If there are more qualified applicants than the number of seats, the following criteria will be used to fill half 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 possible points = 13**

### Home Support/ Resident Care Attendant (HS/RCA)

- 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 program 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 program 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 program. If students have not had the opportunity to complete these certificates before the program, 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 program.

- A student who accumulates five days of absence with no communication with the instructors of the program may be terminated from the program, by the Dean, upon the instructor's recommendation.

#### 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 program 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 program, they will be accepted on an on-going basis until the program 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 program. 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 program.

Upon acceptance to the program, 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 before starting the program. 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.

#### 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 programs 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 Program 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 program. Students entering part-time study must meet all of the admission requirements outlined above and must meet with one of the instructors before 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 program, as demonstrated by continuing completed applications (1 point).
2. Successful completion of Safety Oriented First Aid (Emergency Level 1) prior to program application (1 point).
3. Successful completion of FoodSafe Level I prior to program 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 program (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.

#### Selection criteria: Part-time students

In the event that part-time seats are oversubscribed, the following will be used as selection criteria:

1. First priority is given to those students who have successfully completed a Home Support/Resident Care Attendant Certificate course in the previous year.

2. Second priority is given to those students who have successfully completed a course in the Home Support/Resident Care Attendant Certificate program.
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 program commences in May. The program begins in August.

## Medical Laboratory Technology Science Diploma

#### Selection criteria

As part of the Admissions process, selected short-listed applicants must attend an interview.

If there are too many qualified applicants for the number of seats, the following criteria will be used to select the class:

	Max. points
1. The cumulative grade point average of the required English, biology, chemistry and mathematics courses contributes its actual points – e.g., a GPA of 3.2 contributes 3.2 points.	4
2. 30 credits or more at the post-secondary level, or 1-year equivalency, contributes 2 points	2
3. A completed “Medical Laboratory Technology Career Investigation Report” contributes up to 4 points.	4
4. A completed “Self-Report on Suitability” contributes 1 point.	1
5. Residents of BC or the Yukon will be awarded 1 point.	1
6. Persistent interest in the program, as shown by continuing qualified applications, contributes 1 point.	1
7. The interview contributes up to 5 points	5
<b>Total possible points</b>	<b>18</b>

#### Certification

In Canada, medical lab technologists must become certified by passing national examinations administered by the Canadian Society of Medical Laboratory Science (CSMLS). Once certified, they can work anywhere in Canada. Some provinces also require medical lab technologists to register with a provincial regulatory body before starting work.

## Northern Collaborative Baccalaureate Nursing Program (NCBNP)

### 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 Program (NCBNP): This program is offered collaboratively between the College of New Caledonia (CNC) and the University of Northern British Columbia (UNBC) and provides entry into the nursing profession. The integrated program 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 College of Registered Nurses of British Columbia (CRNBC) after passing the exams.

### Aims of the BSN program

The goal of the BSN program is to improve access to and successful completion of nursing education for residents of the North. The aim of the nursing program 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 intersectorial health care teams
- Demonstrate critical thinking skills and effective clinical decision making
- Demonstrate skills of a self-directed learner
- Meet professional practice requirements as identified in Standards for Nursing Practice in British Columbia
- NCBNP students will meet professional practice requirements as identified in the CRNBC Nursing Competencies and Skills Required of the New Graduate

### Specific program 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 program follow.

Northern Collaborative Baccalaureate Nursing Program: 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 program.

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 program will be given priority for up to 20% of the first-year seats for the NCBNP.

Prerequisite equivalency options should be discussed with a CNC counsellor/advisor or the Nursing Program Officer.

Word-processing and Internet experience are necessary for all applicants.

General requirements for Nursing students

### Health assessment, immunization, and CPR certification

All students accepted into the undergraduate nursing program 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 program

### Student professional membership

NCBNP students are required to become student members of the CRNBC during the first year (and renew yearly while in the program). This cost will be the responsibility of the student. In addition to membership benefits, this requirement will provide student malpractice insurance.

### Criminal record search

NCBNP students are required to undergo a criminal record search during the course of study in the program, the cost of which will be the responsibility of the student.

### Program costs

Costs associated with study in the BSN program are the responsibility of the individual student, including transportation costs and any expenses involved in academic studies, lab, and clinical practica. **Students may be required to complete clinical experience at sites other than Prince George. Provision for all travel, accommodation, and living expenses associated with required clinical practice is the sole responsibility of the student.**

### Qualification for degree

It is the responsibility of the student to ensure that his/her degree requirements are met. Graduation requirements are found in the Regulations and Policies section of the UNBC Calendar. To fulfill the requirements of graduation, the student must

- Attain a minimum cumulative GPA of 2.33 (C+) on courses for credit towards the degree
- Obtain a minimum passing grade of 2.0 (C) in all nursing courses for credit towards the degree
- Complete with a passing grade (Satisfactory) in all clinical practica nursing courses

- Complete all requirements for the BSN program within eight years of admission into the program 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 program will be evaluated at the request of the student, and applied at the time of initial registration in the program.

Northern Collaborative Baccalaureate Nursing Program: 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 program.

### Part-time studies

With prior approval by a 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 program.

### Withdrawal from the Nursing program

Students who voluntarily withdraw from the Nursing program 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 program 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 program.

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 program.

#### Standards of professional conduct

All students are expected to abide by professional standards as set forth in the CRNBC 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 program or the educational institution.

#### Requirements

Nursing courses will normally be restricted to students admitted into the BSN program, unless otherwise specified in a course description. Not all courses in the Calendar are offered every semester or academic year. Admission to the BSN program does not guarantee registration in any specific course; early registration is advised.

Northern Collaborative Baccalaureate Nursing Program:  
Consists of 140 credits with 95 required credits in nursing.

## Practical Nurse Program

#### Statement of purpose

The Practical Nurse (PN) program 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 program 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 program must be completed within five years.

#### Criminal Record Search

Given the scope of the Criminal Records Review Act, CNC requires criminal record searches for applicants for program 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 programs 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 record search in order to be considered admissible to the program. 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 program cannot graduate from the program.

#### 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.

#### Selection criteria

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

In keeping with the majority of programs that are oversubscribed, this program 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.

	Max. points
1. Biology 12 grade — The letter grade for Biology 12 will contribute its actual points (i.e., A = 4.0, B+ = 3.33, etc.).	4
2. English 12 grade — The letter grade for English 12 will contribute its actual points, as above.	4
3. Geographical location — Residents of BC or the Yukon will be awarded 1 point	1
4. Relevant work or educational experience, including a minimum of 30 hours' volunteer experience in the health care field, will be awarded 2 points. Applicants must submit a statement on the letterhead of the facility where the experience occurred, with the signature of a supervisor.	2
5. Persistent interest in the program, as demonstrated by a qualified applicant who applies more than once, contributes 1 point.	1
<b>Total possible points</b>	<b>12</b>

#### 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 program. A student who withdraws from the program voluntarily must notify a faculty member and will be required to apply for re-admission to the program.

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 programs 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 program.

## Pre-Bachelor of Social Work Diploma

### Selection criteria

If there are too many applicants for the number of seats, the following criteria will be used to select half the class. The rest will be selected randomly from the remaining qualified applicants.

	Max. points
1. References (two) — Each reference will be evaluated on the basis of (a) appropriateness of reference and (b) the writer’s view of the applicant’s readiness. (Max. 5 points per letter)	10
2. Previous academic experience — Relevant post-secondary courses with a “C” or better (2 points per course to a maximum of 10).	10
3. Previous volunteer/work experience — You must have at least 65 verifiable hours of volunteer experience in the past three years. Applicants with relevant work experience in the social service field in the past three years may be exempt from this requirement.	20
4. Personal statement — Clearly and concisely state (a) why you are interested in the field; (b) what the field is about; (c) the personal attributes you bring to the field.	25
<b>Total possible points:</b>	<b>65</b>

## Social Services Worker Certificate

### Selection criteria

If there are too many applicants for the number of seats, the following criteria will be used to select half the class.

	Max. points
1. References (two) — Each will be evaluated on the basis of (a) appropriateness and (b) the writer’s view of the applicant’s readiness (Max. 5 points per letter)	10
2. Previous academic experience — 10 relevant post-secondary courses with a “C” or better (2 points per course to a maximum of 10)	10
3. Previous volunteer / work experience — At least 65 verifiable hours of volunteer experience in the past 3 years. Applicants with relevant work experience in the social service field in the past 3 years may be exempt from this requirement	20
4. Personal statement — Clearly and concisely state (a) why you are interested in the field; (b) what the field is about; (c) what personal attributes you bring to the field.	25
<b>Total possible points</b>	<b>65</b>

**Note:** Please obtain from Admissions, Registration and Records an admissions packet which includes a College Application form, two reference forms, and personal statement form.

## Social Services Worker Diploma

### Selection criteria

If there are too many applicants for the number of seats, the following criteria will be used to select half the class.

	Max. points
1. References (2) — Each reference will be evaluated on the basis of (a) appropriateness and (b) the writer’s view of the applicant’s readiness	10
2. Previous academic experience — Relevant post-secondary courses with a “C” or better (2 points per course to a maximum of 10)	10
3. Previous volunteer / work experience — At least 65 verifiable hours of volunteer experience in the past 3 years. Applicants with relevant work experience in the social service field in the past 3 years may be exempt from this requirement	20
4. Personal statement — Clearly and concisely state (a) why you are interested in the field; (b) what the field is about; (c) what personal attributes you bring to the field.	25
<b>Total possible points</b>	<b>65</b>

**Note:** Please obtain from Admissions, Registration and Records an admissions packet which includes a College Application form, two reference forms, and personal statement form.

## Social Services Worker Certificate, Diploma, and Teaching Certificate

### Selection criteria

Effective Fall 2008, selection into the Social Services Worker certificate, diploma, and Teaching Certificate offered at the Prince George campus will be on a “first qualified, first accepted” basis. In other words, you’ll be accepted to the program once you have met all the admission requirements.

## Services and facilities (Prince George)

CNC offers a full range of services and facilities to help you have the best possible learning experience. This section focuses on services at Prince George, our largest campus, but our regional campuses also provide excellent services tailored to the needs of their students. Please consult campuses for details.

Most services/facilities listed below also have web pages — please visit [www.cnc.bc.ca](http://www.cnc.bc.ca).

### Admissions

Ph: (250) 561-5867  
Toll-free: 1-800-371-8111, extension 867  
Fax: (250) 561-5861  
E-mail: [admissions-info@cnc.bc.ca](mailto:admissions-info@cnc.bc.ca)

The friendly staff in Admissions will help you submit applications, register for classes, get a student ID card, pay your fees, and obtain transcripts. They can also arrange entrance testing, sign you up for Convocation, and help you apply for your certificate or diploma.

### Athletics and Recreation

Ph: (250) 561-5803  
Toll-free: 1-800-371-8111, extension 803  
Fax: (250) 561-5868

Keep active during the school year by working out in our weight room, playing squash, or signing up for classes in Pilates, Tai Chi, or dance. Students and staff are also welcome to join our intramural basketball, floor hockey, or soccer programs. CNC is proud to support our varsity CNC

Kodiaks volleyball and badminton teams, who compete in the provincial college league.

### Cafeteria

Ph: (250) 561-5807  
Toll-free: 1-800-371-8111, extension 807

Food for your mood! Visit the grill for hamburgers and fries, or try out our Culinary Arts students’ ever-changing hot lunch plates—it’s the best deal in town! They also make great muffins, cinnamon buns, and desserts.

### Centre for Student Success

Ph: (250) 562-2131, extension 384  
Toll-free: 1-800-371-8111, extension 384  
Fax: (250) 561-5863

The Centre offers helpful seminars on study techniques, test-taking strategies, time management, and more. You can connect with an English/math tutor, take a short course in basic English or math, or use the Centre’s textbooks, videos, and handouts. Computers and a quiet study area are also available. All services are free to CNC students.

### Cinema CNC

Ph: (250) 562-2131, extension 308  
Toll-free: 1-800-371-8111, extension 308  
E-mail: [maides@cnc.bc.ca](mailto:maides@cnc.bc.ca)

Movies at special student prices, shown right on campus! Watch for theme movie nights and film festivals as well.

### College of New Caledonia Students’ Union Local 13 – Canadian Federation of Students

Ph: (250) 562-7415  
Toll-free: 1-800-371-8111, extension 365  
Fax: (250) 562-4709  
E-mail: [info@cncsu.ca](mailto:info@cncsu.ca)

The College of New Caledonia Students’ Union is comprised of all students registered in credit courses at the College. Your membership in the Students’ Union 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 CNC Students’ Union advocates for the rights and interests of its members within the College and the local community, as well as offering a variety of social events and useful services such as club funding, discount/ID cards, locker rentals, photocopying and faxing, travel discounts, and much more. As a member of the CNC Students’ Union, you are also a member of the Canadian Federation of Students, an alliance of over 80 college and

university students' unions representing over 500,000 students from across Canada. Your Students' Union can address student issues at the provincial and national levels, access research on post-secondary education issues, conduct lobbying work, and offer provincial and national services to CNC students, via the Federation.

The activities, services, and political work of the CNC Students' Union are coordinated by an Executive Committee comprised of elected representatives who are students just like you. Elections for the Executive Committee takes place during the Winter semester. All members of the Students' Union are eligible, and encouraged, to run for office and vote in these elections. As well, the Students' Union has committees where you can get more involved, and holds at least one General Meeting each year, which everyone is welcome to attend.

Getting active in your Students' Union is one of the most important ways CNC students can contribute positively to their experiences on and off campus. By getting involved, students can help create a fuller educational experience, and a better future, for themselves and others — there is strength in numbers!

For further information about the work and services available through your CNC Students' Union and how you can get involved, please visit the nearest Students' Union Office, call (250) 562-7415 (toll-free 1-800-371-8111 ext. 365 if outside the Prince George area), or visit our website at [www.cncsu.ca](http://www.cncsu.ca). For more information on the Canadian Federation of Students, please visit [www.cfs-fcee.ca](http://www.cfs-fcee.ca) or [www.cfs.bc.ca](http://www.cfs.bc.ca).

## College Store

Ph: (250) 561-5808

Toll-free: 1-800-371-8111, extension 808

Fax: (250) 561-5822

At the College Store, you can buy textbooks, stationery, and supplies for all your courses. Three times a year, the store holds used-book buy-backs. The store stocks gifts, magazines, snacks, and College-crested sportswear, glassware, and mementos. They also offer special discount prices on computer software and supplies.

## Counselling and Advising

Ph: (250) 561-5818

Toll-free: 1-800-371-8111, extension 818

Fax: (250) 561-5863

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/programs.

Academic advising is available to assist students with

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

Office hours: Monday – Friday, 8:00 a.m. – 4:00 p.m. Later appointments may be available. Drop-in times are available daily.

CNC's Quesnel and Lakes District campuses also offer a part-time Counselling and Advising service. Contact the campuses directly for an appointment – numbers are listed at the end of this document.

## Daycare

Ph: (250) 561-5834

Toll-free: 1-800-371-8111, extension 834

CNC's own on-site daycare is proud to provide full-time care for 3-5 year-olds in the Prince George community. It's also a teaching centre for our Early Childhood Education students. The daycare is open from September until the end of April.

## Deli

Ph: (250) 561-5807

Toll-free: 1-800-371-8111, extension 807

The Deli, located in the Brink Building, provides hot and cold snacks and light meals.

## Disability Resource Centre

### College Access Services

Ph: (250) 562-2131, extension 248/818  
Toll-free: 1-800-371-8111, extension 248/818  
TDD/TTY: (250) 561-5852  
Fax: (250) 561-5863

College Access Services are available to prospective students with disabilities who require assistance in making the transition to CNC. These services are specifically designed for students entering credit courses/programs. College Access Services may include

- Accommodation planning
- Assistance with the admissions/registration process
- Provision of assistive technology through AT-BC
- Entrance exam accommodations
- Referral to external support agencies and other college resources

Documentation of disability is required. Prospective students are encouraged to contact College Access Services at least one semester before their program starts.

**Note:** Students who need assistance with career planning/course selection should contact Counselling and Advising first.

### Disability Support Services

Ph: (250) 562-2131, extension 250/818  
Toll-free: 1-800-371-8111, extension 250/818  
TDD/TTY: (250) 561-5852  
Fax: (250) 561-5863

The purpose of Disability Support Services is to ensure that all students who meet regular entrance requirements have equal access to programs and services at the College of New Caledonia, regardless of disability.

**Registered students with disabilities are encouraged to contact Disability Support Services during the first week of classes.** Current documentation is required to ensure that appropriate services can be identified and provided in a timely manner. Services are individualized to meet specific disability-related needs. Every effort will be made to accommodate required supports and services; however, early contact is essential, as some accommodations require significant time to arrange. Supports and services may include, but are not limited to

- Assistance with external funding applications for services and/or equipment
- Instructor and community agency liaison
- Provision of support services such as note-taking, tutors, exam accommodations,

Interpreters, alternate format textbooks, learning strategies instruction, or other support requirements related to specific disability issues.

Disability Support Services are available between September and May each year. Self-referrals, instructor, counselling and community agency referrals are welcomed. Those requesting services must be registered CNC students.

## Emergencies/Evacuation Procedure: 561-8926

In case of emergency, call one of these numbers:

- Ph: (250) 561-8926 or extension 200
- Safety phones at most entrances
- “S” button on most payphones
- Emergency phones in parking lots

E-mail: helpdesk@cnc.bc.ca

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 needing help 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.

### Emergency messages to individual students

The College does not have a public address system that extends to classrooms. Given the large number of students and classrooms, it is impossible to communicate messages to individual students, except in genuine emergencies. In some cases, messages may be relayed through the Students' Union office at (250) 562-7415 or (250) 562-2131, local 365, or through the switchboard (562-2131, extension 0).

## Financial Aid Office

Ph: (250) 561-5838  
Toll-free: 1-800-371-8111, extension 838  
Fax: (250) 561-5863

Get help with student loans, or apply for bursaries and scholarships (CNC offers more than \$160,000 in awards each year!) This is also the place to arrange flexible options for paying your fees. For full details, please see the Financial Aid section in this Career Guide.



## First Nations Education Support Services (FNESS)

Ph: (250) 562-2131, extension 818/460/488  
Toll-free: 1-800-371-8111, extension 818/460/488  
Fax: (250) 561-5874

FNESS welcomes Aboriginal students in a unique gathering place. There are spaces for quiet study, computer access, meetings, and activities. You're also welcome to study (peer tutoring available), spend time with friends, or chat with the friendly on-site FNESS staff.

## Health and Safety

The College is committed to providing a safe and healthy environment for employees and students. Therefore, 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, comprised of employee and management representatives, meets monthly. Students must comply with WorkSafeBC safety regulations as outlined elsewhere in this calendar, where applicable.

## Information Technology Services

Ph: (250) 561-5812  
Toll-free: 1-800-371-8111, ext. 812  
E-mail: helpdesk@cnc.bc.ca

The College has many student computer labs containing microcomputers, laser printers, and overhead projectors. All labs are fully networked. Most labs run Windows, but there are also Macs available. There's also a drop-in lab set up for users to print from laptops.

There are a variety of microcomputers and printers 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 College is connected to the Internet with a 100-megabyte fibre optic feed. As well, the entire Prince George campus, including the Brink building, has wireless access. The following regional campuses also have wireless access:

- CNC Burns Lake
- CNC Mackenzie
- CNC Quesnel
- CNC Vanderhoof

## International Education Department

Ph: (250) 561-5857  
Toll-free: 1-800-371-8111, extension 857  
Fax: (250) 561-5856  
E-mail: intl\_edu@cnc.bc.ca

Study in a multicultural English-speaking atmosphere! CNC's International Education department will help make your stay fun, educational, and safe. Services include academic advising and counselling; homestay placement; help with study permit and visa extensions; orientation sessions; and special events.

CNC has a long history of successfully teaching English to students from around the world. Our highly qualified ESL instructors teach conversation, grammar, reading, and writing at four different levels. They'll encourage you to use English in real-life situations, and when you reach the more advanced ESL courses, you can also take other college courses. For more details, see the ESL section in this Career Guide.

## Kodiaks Restaurant

Ph: (250) 562-2131, extension 623  
Toll-free: 1-800-371-8111, extension 623

Here's where Culinary Arts and Hospitality students work as a team to create a gourmet dining experience. The restaurant is open several times each academic year for lunch and dinner.

## Library and Study Centres

Ph: (250) 561-5811  
Toll-free: 1-800-371-8111, extension 811  
Fax: (250) 561-5840  
E-mail: cnclibrary@cnc.bc.ca

The goal of the library is to help you succeed in your studies. In addition to the main library in Prince George, there are regional campus libraries in Burns Lake, Mackenzie, Quesnel, Valemount, and Vanderhoof. Visit your nearest CNC library to access collections, online resources, e-mail, and the Web.

At the Prince George library you can also relax in the reading lounge, reserve a study room, or borrow one of 1,500 movies from the Cinema CNC collection. You can use e-mail, access online journals and the Internet, or choose a book from our collection of 180,000. All services are free.

## Media Services

Ph: (250) 561-5805

Toll-free: 1-800-371-8111, extension 805

Fax: (250) 561-5872

E-mail: buksa@cnc.bc.ca

Media Services provides a wide range of services, including equipment and media loans, and video and audio production. Media Services can duplicate video or audiotapes, convert videos to and from most formats, help with CD/DVD burns, and laminate posters. As well, there's a desktop-publishing centre where you can make transparencies, do lettering, and use light tables, scanners, and various colour and black-and-white printers.

## Security and First Aid: 561-8926

There are several ways to phone Security and First Aid:

- Ph: (250) 561-8926 or extension 200
- Safety phones at most entrances
- "S" button on most payphones
- Emergency phones in parking lots

E-mail: helpdesk@cnc.bc.ca

The Security Department is open 24 hours a day, seven days a week, including statutory holidays.

### SafeWalk

Security services will walk you safely to your vehicle, a bus stop, the student residence, or other on-campus locations.

SafeWalk is available 24 hours a day, seven days a week (provided the guard has not been called away on an emergency). To access SafeWalk, call Security at one of the numbers above.

### First Aid

The College has several qualified first aid attendants on staff — call First Aid at any of the numbers listed above.

All accidents must be reported to the Physical Plant office (Room 2-332) within 24 hours of occurrence.

## Student Employment Services

Ph: (250) 561-5806

Toll-free: 1-800-371-8111, extension 806

Fax: (250) 561-5863

E-mail: employmentco-op@cnc.bc.ca

Student Employment Services offers high-quality employment-related services to students, graduates, and employers:

- Helps students with résumés, cover letters, and job search resources
- Coordinates employment workshops and informational career presentations on campus
- Posts employment opportunities on campus
- Promotes and markets students and graduates to employers

Student Employment Services is located in room 1-756, in the Counselling and Advising Centre.

## Student Residence

Ph: (250) 561-5849

Toll-free: 1-800-371-8111, extension 849

Stay in our comfortable student residence — it's right on campus! Apply early to have the best chance for acceptance.

The residence has 92 private rooms, each with a fridge, microwave, closet, desk, and bed. Most share a bathroom with one other room. There are also four units accessible to students with disabilities.

In the spacious shared common areas there are two comfortable lounges, a main floor sink/stove area, laundry facilities, and park-like grounds with a patio, picnic tables, and barbeque.

During the school year, six student advisors live in the residence and assist with programs. Rates start at \$345 per month. This covers high-speed Internet, heat, light, and all other utilities except telephone and parking.

# Appeals, complaints, and discipline

## 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.

## Grade appeals and clinical practice appeals

These appeal processes are currently under review. Consult [http://www.cnc.bc.ca/Exploring/CNC\\_Calendar/appeals.htm](http://www.cnc.bc.ca/Exploring/CNC_Calendar/appeals.htm) and/or the Counselling and Advising Department.

## 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 programs 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 judgment on the appeal.
5. If the student finds the final judgment 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

Programs 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 program in the next term. Probationary status continues upon registering in an alternate program.

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 programs where grade point average does not apply

In programs 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 program.

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

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

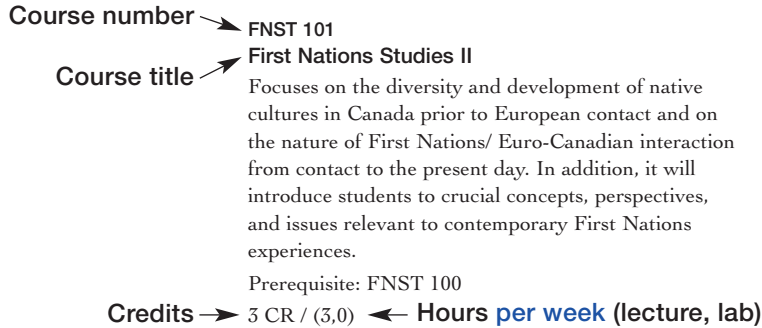
or procedure, or regarding the action of a College employee, may seek recourse.

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 judgment 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.

# Course descriptions

## Key



**Course number:** A unique identifying name/number. You'll need to use this when registering.

**Prerequisite:** A course you must take, or a credential you must have, before taking this course. For example, Business I is a prerequisite for Business II, and Grade 12 is a prerequisite for university-level courses.

**Corequisite:** A course you must take at the same time. For example, Dental Hygiene Clinic I is a corequisite for Dental Hygiene Foundations III.

**Credits:** You need a certain number of credits to graduate. One credit usually represents one hour per week of classroom lectures, and most courses provide three credit hours (three lecture hours per week). For full-time status, you normally need ten or more credit hours each semester.

**Hours:** The number in brackets shows the number of lecture hours and lab/seminar hours per week. Thus (3, 2) indicates 3 hours of lectures and 2 hours of lab or seminar. More examples:

(0, 12.5) No lectures, 12.5 hours of labs or seminars per week

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(3, 1) 3 hours of lectures per week, plus a one-hour lab or seminar

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(5, 0) 5 hours of lectures per week, no labs or seminars

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**Note 1:** Not all courses are offered each year. Please check with your local CNC campus — see contact numbers on back cover.

**Note 2:** Not all courses can be taken individually. Please consult a CNC counsellor/advisor.

### ABTA 078 Computerized Bookkeeping

In the field of accounting, employers require a sound understanding of accounting principles, as well as general computer literacy skills. In this course, you will be taught to transfer manual bookkeeping skills to an automated accounting program. On completion of this course, you will be able to maintain a set of computerized books up to year end.

Prerequisites: Successful completion of ABTA 070 and ABTB 070 or ABTB 073.  
1.5 CR / (0,3)

### ABTB 073 Financial Records

Provides a basic understanding of the accounting process for use in the business office. You will practice the application of basic accounting principles in a manual format. As well, you will learn and practice addition, subtraction, multiplication, division, and the use of the percentage 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 15-hour course gives learners a working knowledge of web resources, enabling them to be successful with online learning. This course is required for the Office Assistant Certificate and Legal Administrative Assistant Certificate.  
0 CR / (5,0)

### ABTC 060 Computers and the Internet

This course provides a basic introduction to the Internet, computers, and an operating system. The learner will gain knowledge of essential terms and concepts and 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 gives you 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 gives you the skills 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.

Prerequisites: 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.

Prerequisites: ABTC 050, ABTC 060

2 CR / (5,0)

### **ABTC 068 Spreadsheets I**

This course gives you 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.

Prerequisites: ABTC 050, ABTC 060, ABTC 080

2 CR / (5,0)

### **ABTC 069 Presentation Software**

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

Prerequisites: ABTC 050, ABTC 060

1 CR / (5,0)

### **ABTC 070 Word Processing I**

This course will enable you to use the basic functions of a word processing program, as well as to learn how to properly format documents such as letters and memoranda. Although you will be required to use a current word processing package to complete this course, many of the skills are generic and can be transferred to most word processing packages.

Prerequisites: 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 merging, macros, outlines, graphics, and styles.

Prerequisites: ABTC 050, ABTC 070

2 CR / (5,0)

### **ABTC 072 Spreadsheets II**

This course gives you 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.

Prerequisites: ABTC 050, ABTC 068, ABTC 080

2 CR / (5,0)

### **ABTC 075 Human Relations**

This course concentrates on personal and professional development skills needed 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. This 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—these ask you to read, write, show, or draw explanations about new concepts.

Prerequisite: ABTC 050

1.5 CR / (5,0)

### **ABTC 081 Accounting I**

This course gives you an introduction to manual accounting. The emphasis is 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 those wishing to further their accounting skills through computer accounting programs, payroll, or advanced accounting courses.

Prerequisites: ABTC 050, ABTC 080

2 CR / (5,0)

### **ABTC 082 Accounting II**

ABTC 082 is an intermediate approach to manual accounting. This 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.

Prerequisites: 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.

Prerequisites: 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.

Prerequisites: 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 help you develop 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 coworkers. 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 program 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 / (2,0)

### **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: Program entrance

3 CR / (5,0)

### **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 recordkeeping and billing, and citations and references to Acts.

Prerequisite: Program entrance

3 CR / (5,0)

### **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.

Pre- or corequisites: ABTL 010, ABTL 020  
3 CR / (5,0)

#### **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.

Prerequisite:  
ABTL 030  
3 CR / (5,0)

#### **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.

Prerequisite: ABTL 030  
Corequisite: ABTL 040  
3 CR / (5,0)

#### **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.

Prerequisites: ABTL 010 and ABTL 020  
3 CR / (5,0)

#### **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: ABTL 060  
3 CR / (5,0)

#### **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.

Prerequisites: ABTL 010 and ABTL 020  
3 CR / (5,0)

#### **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: ABTL 070  
3 CR / (5,0)

#### **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.

Prerequisites: ABTL 010 and ABTL 020  
3 CR / (5,0)

#### **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 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 program 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 program  
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 program. In addition, the course will cover intermediate and advanced functions of a word processing software program 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 programs. The course also includes instruction in using the object linking and embedding features of these programs 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 program committee  
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)

### **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 / 246(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 1**

An introductory course for science credit. The emphasis will be on the solar system introduced in a historical context. Also covered will be basic observing, celestial

coordinates, astronomical instruments, and the relevant basic physics.

**Note:** This course is offered on the basis of demand. Students interested in taking this course should contact the Division Dean at (250) 561-5815.

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.

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.

3 CR / (3,0)

### **Automotive Apprentices, Levels 1-4**

For more information on specific topics covered in this program, please contact the Trades Division at (250) 561-5804 or 1-866-370-2111, or visit [www.cnc.bc.ca/tools/programs](http://www.cnc.bc.ca/tools/programs).

### **Automotive Technician (Foundation-Level trades training)**

For more information on specific topics covered in this program, please contact the Trades Division at (250) 561-5804 or 1-866-370-2111, or visit [www.cnc.bc.ca/tools/programs](http://www.cnc.bc.ca/tools/programs).

### **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 programs.

Prerequisites: Biology 12 or BIO 050 or BIO 107; and Chemistry 11 or CHEM 045

3 CR / (3,3)

### **BIO 112 at CNC or HHSC 112 at UNBC Anatomy and Physiology II**

This course is a continuation of Human Anatomy and Physiology I. It is designed to cover the anatomy and physiology of the muscular, cardiovascular, lymphatic, respiratory, digestive, urinary, and reproductive systems. The emphasis is on the importance of homeostasis and how it is maintained by the concerted functioning of body systems. A laboratory component is 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)

### **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

### **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

### **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)

### **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

### **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

### **Carpentry Apprentices, Levels 1-4**

For more information on specific topics covered in this program, please contact the Trades Division at (250) 561-5804 or 1-866-370-2111, or visit [www.cnc.bc.ca/tools/programs](http://www.cnc.bc.ca/tools/programs).

### **Carpentry** **(Foundation-Level trades training)**

For more information on specific topics covered in this program, please contact the Trades Division at (250) 561-5804 or 1-866-370-2111, or visit [www.cnc.bc.ca/tools/programs](http://www.cnc.bc.ca/tools/programs).

### **CASS 110** **Communication Skills**

**Delivered via distance education.**

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

### **CASS 120** **Human Diversity**

**Delivered via distance education.**

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

### **CASS 130** **Ethical Foundations of Practice**

**Delivered via distance education.**

Community and school support staff need to have a solid grounding in ethics in order to work competently with vulnerable people. This course introduces the Canadian Charter of Rights and Freedoms, the BC

Human Rights Code, and relevant professional codes of ethics as foundations of practice. Using a selection of short case studies, learners will reflect on the balance between their own personal and professional ethics, learn to identify ethical dilemmas, and apply a process for ethical decision making. The course also reviews relevant law and liability issues.

3 CR

**CASS 140**  
**Positive Approaches to Teaching and Learning: Part I**  
**Delivered via distance education.**

This course introduces the learner to strategies for teaching new skills and addressing challenging behaviour. The intent of this course is to provide a thorough exposure to training strategies and procedures, while alerting the learner to ethical concerns when using these strategies.

3 CR

**CASS 145**  
**Positive Approaches to Teaching and Learning: Part II**  
**Delivered via distance education.**

A continuation of CASS 140, this course builds on the foundation of the introduction to behaviour change. Successful students will expand their knowledge of developing and implementing procedures of behaviour change to enhance the quality of life of individuals with developmental disabilities. Prerequisite: CASS 140 (with a minimum “C” grade)

3 CR

**CASS 150**  
**Life Planning and Support Systems**  
**Delivered via distance education.**

In this course, life planning is presented as a process that values and empowers individuals and their families. Several “person-centred” methods to assess needs, make decisions, act, and evaluate are discussed. The course also surveys a variety of formal (e.g., education, social service) and informal (e.g., family) systems that support individuals with disabilities in fulfilling their life dreams.

Prerequisites: CASS 140 and 145 (with a minimum “C” grade in each)

3 CR

**CASS 160**  
**Physical Care**  
**Delivered via distance education.**

Maintaining the physical health and safety of persons with a disability and the staff who support them is the focus of this course. Emphasis is given to providing personal care

in the most dignified and least intrusive ways possible. Topics covered in the course include personal hygiene, nutrition, feeding, body mechanics, lifting and transferring, and medication safety. Procedures for responding to medical emergencies, such as seizures, are also discussed.

3 CR

**CASS 180**  
**Supporting Literacy in Diverse Classrooms**  
**Delivered via distance education.**

This course introduces the education assistant to the basic skills, knowledge, and attitudes necessary for learning to read, write, and communicate in BC classrooms (Grades K–10). The course looks specifically at the impact that disabilities such as learning disabilities, autism spectrum disorders, intellectual disability, physical disability, and sensory (vision and hearing) disabilities may have on a young person’s literacy and communication. The course uses a balanced literacy framework and introduces a wide variety of practical and positive ways that education assistants can support diverse learners.

3 CR

**CASS 190**  
**Practicum – Community Support Worker**  
**Delivered via distance education.**

CASS 190 is a community-based practicum. It is an opportunity for students to integrate and apply skills, attitudes and knowledge learned in coursework. Under the guidance of an individual with a developmental disability and/or their caregivers, students are expected to facilitate a complete planning process which includes getting to know the person, helping him/her identify goals, locating and implementing community resources/supports in order to achieve the goal, evaluating outcomes, and anticipating future needs or transitions. Students are responsible for identifying local mentors or supervisors. Practicum students complete a variety of assignments and journal exercises, and participate in a seminar. (The seminar may be online, via teleconference or face-to-face, depending on student schedules and locations.)

Prerequisites: CASS 110, 120, 130, 140, 145, 150, and 160 (with a minimum “C” grade in each); Criminal Record Search

3 CR

**CASS 195**  
**Practicum (Education Assistant)**  
**Delivered via distance education.**

CASS 195 is a school-based practicum. It is an opportunity for students to integrate and apply skills, attitudes, and knowledge

learned in coursework. Students work under the supervision of a classroom teacher or other school personnel, assisting in the classroom as directed. Practicum students complete a variety of assignments and journal exercises, and participate in a seminar. (The seminar may be online, via teleconference or face-to-face, depending on student schedules and locations.)

3 CR

**CECX 120**  
**Introduction to Mental Health**

This course explores a “best practices” approach to mental health care through learning activities that encompass grounded theory, new developments in the field, problem solving, and group interaction. You’ll learn about the philosophy and values that direct care; disorders that constitute serious and persistent mental illness; person-centered practice; facilitative communication; behaviour management; non-violent crisis intervention; the mental health system; and evidence-based practice.

This course is an excellent introduction to the field of mental health care for those with no previous experience and is often a prerequisite for employment with many agencies and organizations. It also benefits those working in the mental health field who wish to strengthen their knowledge and skill base and acquire a credential. This course is a prerequisite for CECX 121. 60 hours.

Prerequisites: None, although it’s recommended that you have English reading and comprehension equivalent to Grade 10.

**CECX 121**  
**Psychosocial Rehabilitation (PSR) Principles**

Build your foundation for PSR or psychiatric rehabilitation practice in PSR Principles. This course focuses on core concepts of psychiatric rehabilitation, psychiatric rehabilitation models, and key competencies for working in a psychiatric rehabilitation environment. Key competencies include: appropriate engagement; inclusiveness; knowledge of mental health issues; understanding of severe and persistent mental illness; development of individualized service plan; best practices of intervention and support strategies; effective community mapping and networking; collaborative and cooperative approach; ethical behaviour; being culturally competent.

PSR supports the individual to live, learn and work in his/her chosen environment. This course is designed to help the practitioner address his/her own self awareness and belief systems. 60 hours.

Required text: Psychiatric Rehabilitation, Pratt, CW, (2005) – available in the CNC bookstore.

Prerequisites: CECX 120

### CECX 125

#### Psychosocial Rehabilitation (PSR) Practice

This course builds on the concept of recovery and uses the PSR approach to keep the person with mental illness at the centre of all interventions. You'll integrate the knowledge gained in PSR Principles via a practicum, related assignments, and seminar sessions. Attendance is required at all sessions. Participants are also required to have a Criminal Records Search (CRS) before beginning this course. The costs associated with a CRS are the responsibility of the student. A current copy of your CRS from an employer is acceptable. Seminar: 30 hours; Practicum: 40 hours.

Prerequisite(s): CECX 121 and criminal record search.

### CEJI 121

#### Resolving Conflict in the Workplace

Dealing effectively with workplace conflicts is a key competency for success in any job role. This foundation course offers practical tools for resolving conflicts collaboratively in the workplace. You'll practice managing the aspects of content, process, relationship and balancing perspective in a conflict resolution dialogue.

Through examining the sources of conflict attitudes and beliefs, conflict styles, and the role of assumptions and emotions, you will gain an overview of conflict dynamics and strategies for resolution. This highly participatory course emphasizes self-awareness and skill development through structured exercises and simulations. You're asked to bring a VHS videotape to record your role-play on the final day of the course. This course is equivalent to CR110A, and students must take either CR110A or B as a prerequisite for all other required courses for the Associate Certificate in Workplace Conflict. 21 hours.

Prerequisite: None

### CEJI 132

#### Conflict on the Frontline: Leaders as Conflict Resolvers

This course will teach leaders the "first-aid" approach to helping resolve interpersonal conflict between employees and colleagues. In this course, you'll be introduced to the concepts of interest-based conflict resolution and the role of neutral third-party interveners. A conflict resolution model will be presented and you will also learn the communication skills to defuse interpersonal

conflict and facilitate resolution between employees. 21 hours.

Prerequisite: None

### CEJI 133

#### Dealing with Anger

This course builds on the material covered in Dealing with Interpersonal Conflict (CR110A) and Resolving Conflict in the Workplace (CR110B), and presents theory, skills and approaches for managing one's own angry feelings and behaviours and responding to anger in others. Angry, hostile or resistant feelings and behaviours are commonly generated in conflict situations. Efforts to resolve the conflict may be ineffective if these feelings are ignored or denied. Topics such as anger triggers, self-management, defusing skills, the origins of personal expressions of anger, and disengaging from angry encounters are explored. The emphasis is on self-awareness and skill development through small-group exercises and videotaped practice sessions on the final day. You will be given a videotape to record your role-play on the final day of the course. 21 hours.

Prerequisite: CEJI 121

### CEJI 134

#### Balancing Empathy with Assertion

In this two-day course, you'll practice strategies for achieving the mental and emotional clarity necessary to effectively use assertion and empathy. Through facilitated small-group exercises, you will have opportunities to practice finding – and keeping – the elusive balance between empathy and assertion. Often described as the two foundations of collaborative conflict resolution, finding the balance between them can be tricky. After completing this course, you'll be able to recognize when conflicts are about to occur and skillfully self-manage the interactions away from the conflict, or move through it. 14 hours.

Prerequisite: CEJI 121

### CENR 170

#### Communication Skills for the Nursing Unit Clerk

This course will be an introduction to the role of the nursing unit clerk, and its history. The role of the Nursing Unit Clerks, as part of the healthcare team and their interaction with other departments will be learned. In addition students will examine how patients, visitors, and family members view the role of the NUC. Confidentiality, hospital emergencies (such as cardiac arrest) and the role of the NUC during these emergencies will also be discussed. Multiculturalism and how it affects patients, and staff is another topic that will be examined. Various methods used by the nursing unit clerk to communicate with other

departments and staff members will also be learned. (18 hours)

Prerequisite: None

### CENR 171

#### Patient Chart Records

This course will introduce the student to patient charts, the various forms that are commonly used on all charts, as well as the specialty forms that are used. The students will learn to recognise each form, the uses of each form and the placement within the patient's chart. They will learn the chart order and the nursing unit clerk's responsibility regarding the maintenance of the precise order. (18 hours)

Prerequisite: B Grade in CENR 170

### CENR 172

#### Admissions, Discharges & Transfers

The student learns refined and expanded applications of the topics introduced CENR171. The responsibilities of the Nursing Unit Clerk in admitting, discharging and transferring patients and the forms used for each procedure are detailed. The different types of isolation precautions are learned and students will relate the role the NUC plays in ensuring that proper precautions are taken. Physicians' orders, transcription and sign off procedures are learned at an introductory level. (24 hours)

Prerequisite: B Grade in CENR171

### CENR 173

#### Pharmacology Medication Orders I

Students in this course will learn how to use the 24- hour clock and how it applies in a clinical setting. They will learn about specific drug categories and their uses. Medication Administration records will be introduced to the students. Students will practice transcribing medication orders onto the records. Students will learn how to use the Compendium of Pharmaceuticals (CPS) and will be introduced to vocabulary specific to pharmacology. (30 hours)

Prerequisite: B Grade in CENR 172

### CENR 174

#### Pharmacology Medication Orders II

The student will learn further on the topics introduced discussed in Pharmacology I. The students will learn about drugs that affect the nervous, endocrine, respiratory systems and about topical medications. The student will continue to practice and become proficient at transcribing physician medication orders onto the correct forms. The Compendium of Pharmaceuticals will continue to be used as a reference guide to medications, their alternate names and prescribed uses. (36 hours)

Prerequisite: B Grade in CENR 173



## CENR 175

### Laboratory Orders

In this course students will learn about the laboratory including its various sub-departments such as Haematology, Chemistry, and Microbiology etc. The student will learn how to complete requisitions, what if any the patient preparations would be, what component of the laboratory would perform that test and what is done with the results once they are available. The student will also briefly review the role Provincial Laboratory and the Cancer Control Agency of British Columbia (CCABC) in patient testing and treatment. (45 hours)

Prerequisite: B Grade in CENR174

## CENR 176

### Diagnostic Orders

The student will learn about to the Diagnostic Imaging Department, including X-ray, Ultrasound, Nuclear Medicine, Computerized Tomography, and Magnetic Resonance Imaging. Students will learn characteristics of the different types of tests performed, which department carries them out, the various requisitions used to order these tests and what the patient preparations might be. The role of Respiratory therapy and Outpatient services will be taught as well. (30 hours)

Prerequisite: B Grade in CENR 174

## CENR 177

### Surgical Orders

Students will learn processes related surgical orders and the various categories used when people are scheduled for surgery. Students will be taught about forms specific to the Operating room, PAR, the OR slate and Home Care Referral. (30 hours)

Prerequisite: B Grade in CENR 175

## CENR 178

### Therapeutic Orders

In this final theory course students learn the tasks of processing, transcribing and requisitioning physician's orders relating to dietary needs and necessary rehabilitation requirements such as physiotherapy, speech therapy, etc. They will learn all of the different types of diets that can be ordered and how to order them. (24 hours)

Prerequisite: B Grade in CENR 171

## CENR 179

### Nursing Unit Clerk Practicum

In this practicum portion of the Nursing Unit Clerk program students will be placed with experienced fulltime or regular part-time nursing unit clerks at Prince George Regional Hospital. The students will have the opportunity to apply all of the skills they

have learned. The practicum placement is scheduled for 150 hours; however, students may successfully complete the required components in less time. (Up to 150 hours)  
Prerequisite: B Grade in CENR178

## CESS 151

### Management Skills for Supervisors: Interpersonal Communication Skills and Conflict Resolution

In this four-day session, you'll learn how to give and receive effective feedback that will help resolve even the most difficult situations. You'll also learn how to create a supportive communication climate for one-to-one problem solving discussions, whether it be with a fellow employee, colleague, or boss. Topics of discussion will focus on identification and prevention of win/lose situations before they begin; six rules to developing a supportive work climate; three essential skills to help resolve all interpersonal conflict; understanding why people do the things they do; how you can turn all conflict into cooperation. (26 hours)

## CESS 152

### Management Skills for Supervisors: Group Decision-Making & Problem Solving Skills

This four-day session will identify your problem-solving and decision-making style and how it may positively or negatively affect others. You'll learn how to be more effective in group/team meetings, and how to take advantage of the skills of shared responsibility and leadership. This course focuses on applying the "Four Factor Theory;" identifying your preferred problem solving decision-making style; five motivational drives of all people; skills required to effectively participate in group discussion; facilitating a problem-solving session. (26 hours)

## CESS 153

### Management Skills for Supervisors: Self-Management Skills

Refine your interpersonal skills by identifying your behavioural preferences and motivational drives. Learn how to adjust your style of interaction to best meet the motivational needs of others. Through a very reliable instrument, you will discover your negative responses to stress and how to overcome this without having to change your lifestyle. Manage yourself better in relation to time by identifying strengths and potential areas of development; applying effective interaction strategies to meet the various motivational needs and behavioural styles; recognizing your reactions under tension, pressure and stress. (26 hours)

## CESS 157

### Recruitment and Selection — EDI

The recruitment and selection of good employees is the most important aspect of effective organizational development. You'll examine each step of this process, beginning with the review of the job description, progressing through the recruiting and selection processes, and concluding with the key aspects of effective orientation. Different selection tools will be examined for strengths and weaknesses, along with increased power of effective combinations. You'll learn about behavioural questioning processes via active participation in role-plays and case studies. (12 hours)

## CESS 158

### Positive Discipline Process — EDI

This course will help you develop skills and learn strategies that provide the best opportunities to develop and support change in the underperforming employee. By changing the discipline relationship from adversarial to developmental, the supervisor becomes the facilitator of the process.

By recognizing the shifts in the employer/employee relationship and understanding the benefits of effective employee development and retention, you'll progress through a series of activities that will make it easier to apply the Positive Discipline process within your own environment. (6 hours)

## 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 programs 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 program 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 program 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 programs 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 infrared 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)

**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

**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.

**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.

3 CR / (3,3)

**CIS 158**  
**Business I**

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

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 program 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 gives you 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 gives you 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**

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**

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 gives you 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 gives you 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 gives you the knowledge, skills, and values to develop online 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)

### **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 program.

3 CR / (2,3)

**CNET 253****Computer Hardware I**

This is a lecture/lab course that covers the detailed operation of a microcomputer, its subcomponents, and the interaction of software and hardware. Topics include microcomputer design, architecture of a typical microcomputer system, memory and bus structures, interfacing hardware (loading and timing considerations), I/O techniques, 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 program.

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 software. 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)

**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)

**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

#### CR 110A

##### Dealing with Interpersonal Conflict

This foundation course offers you effective and practical tools in collaborative conflict resolution. Through examination of the sources of conflict attitudes and beliefs, conflict styles, and the role of assumptions and emotions, you will gain an overview of conflict dynamics and collaboration strategies. This highly participatory course emphasizes self-awareness and understanding through structured exercises and simulations. A videotape will be provided for you to record your role-play on the final day of the course. This course is equivalent to CR110B. Students must take either CR110A or B as a prerequisite for other required courses in the certificates. Three days (21 hours).

Prerequisite: None

#### CR 110B

##### Resolving Conflict in the Workplace

Dealing effectively with workplace conflicts is a key competency for success in any job. This foundation course offers you effective and practical tools for resolving conflicts collaboratively in the workplace. Through examination of the sources of conflict attitudes and beliefs, conflict styles, and the role of assumptions and emotions, you will gain an overview of conflict dynamics and collaboration strategies. This highly participatory course emphasizes self-awareness and understanding through structured exercises and simulations. A videotape will be provided for you to record your role-play on the final day of the course. This course is equivalent to CR110A. Students must take either CR110A or B as a prerequisite for other required courses in the certificates. Three days (21 hours).

Prerequisite: None

#### CR 200

##### Dealing with Anger

This course builds on the material in Dealing with Interpersonal Conflict (CR110A) and Resolving Conflict in the Workplace (CR110B), and presents theory, skills and approaches for managing one's own angry feelings and behaviours, and responding to anger in others. Angry, hostile or resistant feelings and behaviours are commonly generated in conflict situations.

Efforts to resolve the conflict may be ineffective if these feelings are ignored or denied. Topics such as anger triggers, self-management, defusing skills, the origins of personal expressions of anger and disengaging from angry encounters are explored. Emphasis is on self-awareness and skill development through small-group exercises. A videotape will be provided for you to record your role-play on the final day of the course. Three days (21 hours).

Prerequisite: CR110A or CR110B

#### CR 250

##### Mediation Skills Level 1

This course introduces you to the concepts, skills and techniques needed to mediate disputes: determining whether mediation is appropriate, the role of the mediator, guiding the process, managing emotions and using communication skills as a mediator.

Mediation is a practical method for helping people resolve their conflicts and attain mutually satisfactory outcomes. You will have opportunities to mediate simulated disputes involving co-workers, customers, committee members, neighbours, parents/teens and co-parents. Emphasis is on skill development through simulated mediations assisted by trained coaches. A videotape will be provided for you to record your role-play on the final day of the course. Three days (21 hours).

Prerequisite: CR110A or CR110B

#### CR 260

##### Negotiation Skills Level 1

In this course, you will learn to prepare for negotiations, assess your alternatives, build a climate of collaboration, get beyond stubborn positioning and develop agreements that work for both sides. Negotiation skills are essential in daily interactions with others. Traditional approaches to negotiation promote competitive tactics, often resulting in unsatisfactory outcomes for one or both negotiators. Collaborative or interest-based negotiation aims for agreements that respond to the interests of both parties. Emphasis is on skill development through simulated negotiations assisted by trained coaches. A videotape will be provided for you to record your role-play on the final day of the course. Three days (21 hours).

Recommended reading: Fisher, R & Ury, W. (1992). *Getting to Yes: Negotiating Agreement Without Giving In* (2nd ed.). New York: Penguin Books.

Prerequisite: CR110A or CR110B

#### CR 360

##### Negotiation Skills Level 2

This advanced course builds on Negotiation Skills Level I (CR260) to apply an interest-

based approach to more complex negotiations. You will learn about negotiator assertiveness and style, identifying and responding to competitive tactics, assessing power dynamics and resolving impasses. As CR360 is the final prerequisite course for Assessment: Negotiation (CR950), coaches' feedback on your role-playing will be based on the assessment role-playing criteria. For certificate candidates, it is strongly recommended that you take CR360 near the end of your certificate. You must complete CR360 before scheduling your negotiation assessment. A videotape will be provided for you to record your role-play on the final day of the course. Five days (35 hours).

Recommended reading: Cohen, S. (2002). *Negotiating Skills for Managers*. New York: McGraw-Hill. Ury, W. (1993). *Getting Past No: Negotiating Your Way From Confrontation to Cooperation*. New York: Bantam Books.

Prerequisites: CR110A or CR110B, and CR200, CR250, CR260

#### CR 950

##### Negotiation Assessments

In order to receive your Certificate in Conflict Resolution: Specialization in Negotiation, you must successfully complete this assessment. The assessment consists of a written self-evaluation, a written preparation for the negotiation assessment to be role-played, a one-hour role-playing simulation with the participant acting as the skilled negotiator and an oral questioning period, during which the participant is asked to identify key concepts of the program as they relate to the role-playing. You can do your assessment on a mail-in basis or in person at the JIBC New Westminster and Victoria campuses, and at the University of Calgary. **Note:** You will be permitted to register for your assessment only after successfully completing Negotiation Skills Level II (CR360), and you must be enrolled as a Negotiation Certificate student. You may do your assessment after completing CR360 even if you have not finished all of your elective hours. We recommend registering for the assessment one to three months after completing CR360. If you wish to cancel or reschedule your assessment, you will be charged a cancellation/transfer fee of 50% of the regular fee.

Prerequisites: CR110A or CR110B, and CR200, CR250, CR260, CR360

#### CRIM 101

##### Introduction to Criminology

This course is an introduction to the interdisciplinary subject of criminology. The topics explored include a historical analysis of the development of criminology as a scientific discipline, its methods of analysis, and the various theoretical explanations for crime, criminality, and social control. The

course will also focus on current issues related to crime and the administration of criminal justice.

3 CR / (3,0)

### **CRIM 102 Psychology of Criminal and Deviant Behaviour**

This course examines various theoretical approaches to the psychology of criminal and deviant behaviour. It commences with historical perspectives that are based upon internal, biological contracts and progresses through the psychoanalytical and type theories to a social learning perspective including the social– structural and symbolic–interactionist theory.

Prerequisite: CRIM 101 or PSYC 101

3 CR / (3,0)

### **CRIM 103 Introduction to the Criminal Justice System**

An introduction to the legal and social organization of the Canadian Criminal Justice System. The accused is followed from initial contact with the police to a final disposition on the street, at court, or in the correctional system. The rights, responsibilities, and discretion of all participants in the proceedings will be examined in detail. The processing and treatment of offenders in Canada will be evaluated in terms of fairness and effectiveness.

3 CR / (3,0)

### **CRIM 106 Sociological Explanations of Crime and Deviance**

The major sociological perspectives and theories will be presented and applied to various types of crimes and deviance. The assumptions, consistency, and completeness of these accounts will be critically assessed. Findings for and against these theories will be evaluated. Finally, the practical implications of these approaches will be discussed.

Prerequisite: SOC 101 or CRIM 101 or 103

3 CR / (3,0)

### **CRIM 120 Research Methods in Criminology**

Introduction to the practice of research methods in criminology. Study of theory, logic, process, and structure of research as well as research design, data collection, and analysis. Introduction to research report writing. Hands-on computer experience and direct working interaction with local criminal justice system agencies.

Prerequisites: PSYC 201 and four of CRIM 101, 102, 103, 106, 241

3 CR / (3,1.5)

### **CRIM 135 Introduction to Canadian Law and Legal Institutions**

This course provides a general introduction to the fundamental and competing principles of jurisprudence and to the basic legal institutions of Canada. The course is designed to prepare students for those law and law-related courses offered within the Department of Criminology and will consider the history of Canadian law, the development of the Canadian constitution, the system of Canadian courts, and the roles and responsibilities of members of the legal profession. In addition, the course will consider the nature of legal reasoning, the doctrine of precedent, principles of statutory interpretation, and will also introduce the fields of contract, torts, administrative law, and family law. The course will also examine the process of law reform in Canada.

3 CR / (3,0)

### **CRIM 201 Policing in Modern Society**

This course examines both historical and current issues related to policing in modern society. Topical emphasis will be on police roles, powers, accountability, discretion, surveillance, and technology. Analysis of these issues will be comparative between “public” and “private” methods of policing.

Prerequisites: CRIM 101 and 103

3 CR / (3,0)

### **CRIM 230 Criminal Law**

Nature, purpose, scope, sources, and basic principles of the criminal law. History and evolution of the criminal law. Study of certain fundamental legal concepts such as *mens rea*, negligence, and strict liability. Analysis of the concept of criminal responsibility in Canada. Critical examination of the legislative policies expressed in the Criminal Code. Study of the basic elements of a criminal offence; *actus reus* and *mens rea*. Examination of the legal principles relating to certain specific crimes and to certain major defences. CRIM 135 is strongly recommended.

3 CR / (3,0)

### **CRIM 241 Introduction to Corrections**

Introduction to the Canadian Correctional System. History and development of prisons in Canada. Examination of punitive philosophies in Canada. Structure, organization, and dynamics of correctional institutions. 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 programs, 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 programs 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, microprogram 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)

### **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, 169

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.

Prerequisites: 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. This course is 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 chemical 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 program 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 specialty 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)

### **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, 152, 153, 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, 152, 153, 157  
3 CR / (5,0)

### **DENT 152 Professional Issues**

This course will provide the student with an overview of the dental profession and its organization. It will also introduce the learner to dental jurisprudence, ethical dilemmas, and problem solving. An introduction to dental office practice procedures in relation to the clinical setting will also be covered in this course.

Corequisites: DENT 150, 151, 153, 157  
3 CR / (2.5,0)

### **DENT 153 Dental Sciences**

A study of form, structure, and inter-relationships 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, 152, 157  
4 CR / (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, 152, 153  
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, 152, 153, 157  
Prerequisites or corequisites: DENT 161, 162, 163, 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, 152, 153, 157  
Prerequisites or corequisites: DENT 160, 162, 163, 167, 169  
3 CR / (4,0)

### **DENT 162 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: DENT 150, 151, 152, 153, 157  
Corequisites: DENT 160, 161, 163, 167, 169, 190  
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, postoperation 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, 152, 153, 157  
Prerequisites or corequisites: DENT 160, 161, 162, 167, 169  
3 CR / (4,0)

### **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, 152, 153, 157  
Prerequisites or corequisites: DENT 160, 161, 162, 163, 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, 152, 153, 157  
Prerequisites or corequisites: DENT 160, 161, 162, 163, 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 chairside assisting.

Prerequisites: DENT 160, 161, 162, 163, 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

## DEVC 130

### Physical Care

**Delivered via distance education.**

Maintaining the physical health and safety of persons with a disability and the staff who support them is the focus of this course.

Emphasis is given to providing personal care in the most dignified and least intrusive ways possible. Topics covered in the course include personal hygiene, nutrition, feeding, body mechanics, lifting and transferring, and medication safety. Procedures for responding to medical emergencies, such as seizures, are also discussed.

3 CR

## DEVC 140

### Communication Skills

**Delivered via distance education.**

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

**Delivered via distance education.**

In this course, life planning is presented as a process that values and empowers

individuals and their families. Several “person-centred” methods to assess needs, make decisions, act, and evaluate are discussed. The course also surveys a variety of formal (e.g., education, social service) and informal (e.g., family) systems that support individuals with disabilities in fulfilling their life dreams.

Prerequisites: DEVC 181 and 186 (with a minimum “C” grade in each)

3 CR

## DEVC 160

### Ethical Foundations of Practice

**Delivered via distance education.**

Community and school support staff need to have a solid grounding in ethics in order to work competently with vulnerable people. This course introduces the Canadian Charter of Rights and Freedoms, the BC Human Rights Code, and relevant professional codes of ethics as foundations of practice. Using a selection of short case studies, learners will reflect on the balance between their own personal and professional ethics, learn to identify ethical dilemmas, and apply a process for ethical decision-making. The course also reviews relevant law and liability issues.

3 CR

## DEVC 172

### Human Diversity Across the Lifespan

**Delivered via distance education.**

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

**Delivered via distance education.**

This course introduces the learner to strategies for teaching new skills and addressing challenging behaviour. The intent of this course is to provide a thorough exposure to training strategies and procedures, while alerting the learner to ethical concerns when using these strategies.

3 CR

## DEVC 186

### Positive Approaches to Teaching and Learning: Part II

**Delivered via distance education.**

A continuation of DEVC 181, this course builds on the foundation of the introduction to behaviour change. Successful students

will expand their knowledge of developing and implementing procedures of 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 – Community Support Worker

**Delivered via distance education.**

DEVC 199 is a community based practicum. It is an opportunity for students to integrate and apply skills, attitudes and knowledge learned in course work. Under the guidance of an individual with a developmental disability and/or their caregivers, students are expected to facilitate a complete planning process which includes getting to know the person, helping him/her identify goals, locating and implementing community resources/supports in order to achieve the goal, evaluating outcomes, and anticipating future needs or transitions. Students are responsible for identifying local mentors or supervisors. Practicum students complete a variety of assignments, journal exercises and participate in a seminar. (The seminar may be online, via teleconference or face-to-face, depending on student schedules and locations.)

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

## 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

**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****Program 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.

**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 Programs**

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

**ECE 255****Care and Guidance of Infants and Toddlers**

In this course the student will develop program planning and implementation skills for application in the infant or toddler group care setting.

**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 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 program goals for typical and atypical infants in child care settings.

**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.

**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.

**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.

Prerequisite: Principles of Mathematics 11 or MATH 045 or equivalent.

3 CR / (3,0)

**ECON 202****Principles of Economics—  
Macroeconomics**

Beginning with the techniques for measuring important variables such as GDP, unemployment, and the price level, the course will develop a model of the economy with which various “shocks” can be analyzed. How the government uses its spending, taxation, and control of the money supply to achieve economic goals will be discussed. By the end of the course the student should have the ability to analyze the macroeconomic impact of most events influencing the economy.

Prerequisite: 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)

**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 programs, 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 Program

3 CR / (120 hours total)

**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

**Electrical Apprentices, Levels 1-4**

For more information on specific topics covered in this program, please contact the Trades Division at (250) 561-5804 or 1-866-370-2111, or visit [www.cnc.bc.ca/tools/programs](http://www.cnc.bc.ca/tools/programs).

**Electrical****(Foundation-Level trades training)**

For more information on specific topics covered in this program, please contact the Trades Division at (250) 561-5804 or 1-866-370-2111, or visit [www.cnc.bc.ca/tools/programs](http://www.cnc.bc.ca/tools/programs).

**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, and style. A vigorous program 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 155****Developmental English**

Based on the results of the EMAT and the requirements of the program 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. The skills covered are designed to improve critical analysis skills and comprehension.
- *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 incorporated into organized paragraphs and essays.
- *Spelling:* This course helps the student to apply basic spelling rules and to spell commonly misspelled words.

**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 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.

**Note:** This is not a remedial or basic skills course.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107  
3 CR / (2,1)

### 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)

### ENGL 855 Components of Developmental English This individual student program consists of components drawn from the ENGL 155 program.

### 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 (ESL) students unless they are referred by an ESL 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 (ESL) students unless they have been referred by an ESL instructor.

### 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

### 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

### 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

### ESL 060 Beginner Level ESL

This program 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 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 compliments 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.

#### **FASD 260**

##### **Overview of FASD**

Develop a critical FASD context. This course provides an academic and comprehensive overview by exploring the unique complexities of FASD. The impacts of this disorder on social, criminal, educational, financial and health care systems are considered.

#### **FASD 300**

##### **FASD Support Strategies**

Understanding the complexities behind effective support strategies is crucial to working with individuals and families impacted by FASD. This course focuses on the skills necessary to develop effective individualized and service based supports.

#### **FASD 305**

##### **FASD Brain and Behaviour**

Given the profound impact of alcohol on the brain, this challenging course is integral to a thorough understanding of FASD. In this course the current knowledge of human brain structure is integrated with the effects of alcohol on the developing brain.

#### **FASD 310**

##### **Cultural Perspectives in FASD**

Consider FASD from an indigenous worldview framework. This course will explore constituents of effective prevention and intervention strategies from the concept of "within community."

#### **FASD 315**

##### **Special Topics in FASD**

Study new and emerging topics in FASD. Join leaders in the field in this online lecture series.

#### **FASD 320**

##### **Human Development**

View human development across the lifespan through the lens of Aboriginal, feminist, and anti-oppressive approaches to practice. An emphasis on the established norms for each life stage will provide a framework for students to thoroughly understand the developmental delays characteristic of FASD.

#### **FASD 325**

##### **Developmental Disabilities and FASD**

Focus on the disabilities that overlap and co-exist with FASD to enhance your ability to work with affected individuals.

#### **FASD 330**

##### **Addictions**

Strengthen your ability to work with diverse populations, including those with FASD, and link the broad understanding of substance misuse, abuse and compulsive addictive behaviour within an FASD framework.

#### **FASD 335**

##### **FASD Prevention**

Explore the tri-level system of prevention — primary, secondary and tertiary. You will have an opportunity to critically examine prevention initiatives at each level and develop a comprehensive prevention plan.

#### **FASD 399**

##### **Practicum**

Accomplish specific practicum goals within your discipline.

#### **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 for 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)

**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 program

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 program

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 program

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 program

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 program

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)

**FOR 150****Forestry Orientation**

This two-week course introduces students to the basic concepts of forest technology. Emphasis is placed on survival first aid, safe working practices, and field trips relevant to the program. Field skills and woods navigation are stressed during a four-day field trip.

0 CR / (9 days)

**FOR 154****Forest Products**

This course introduces students to the 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 the MicroStation computer mapping program 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)

**FOR 251**  
**Forest Policy and Practice**

This course covers the history and legal basis for management of Crown forest land in British Columbia. Major emphasis is placed on the Forest Act and Forest and Range Practices Code of BC Act and associated regulations. Inventory, yield analysis, and AAC are also introduced.  
Prerequisite: Completion of first-year program  
3 CR / (2,2)

**FOR 252**  
**Integrated Resource Management**

This is a sequential course to FOR 251 in which emphasis is placed on "Integrated Resource Management." Interaction of various resources and resource users are covered. Guidelines established by various Acts and regulations, such as the Ministry of Forests Act, the Forest Act, and the Forest 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)

**FOR 253**  
**Silviculture I**

Silviculture is the application of basic tree biology and forest ecology to the growing, harvesting, and regeneration of trees. The participants in this course will apply their knowledge of forest soils, forest ecology, photo interpretation, silvics, and forest measurements with an aim to developing strategies for forest regeneration success. Studies focus on the application of ecological classification, silviculture systems selection, site preparation, soil conservation, and overall monitoring procedures.  
Prerequisite: Completion of first-year program  
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 program

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 program

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 program

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 program

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 program

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 1–3

2 CR / (9 days maximum)

### **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**

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 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/advisor.

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)

### **FREN 120 Introductory French I**

This course is designed for students who have no knowledge of the French language and those who have not completed grade 11 French or its equivalent. The course consists of listening comprehension and oral production, as well as reading, writing, and using French grammar.

The emphasis is on communicative practice during class time. Students will be given lots of opportunities to speak the language as soon as they learn it (asking questions, reading dialogues, role-plays, and pronunciation). The explanation of grammar is done in situation or in context. During labs, students can practice their listening tasks by completing activity sheets. Students will be able to borrow cassettes or CDs for individual practice according to their needs.

Prerequisite: None

3 CR / (3, 1.5)

### **FREN 121 Introductory French II**

With its emphasis on training in listening comprehension and oral production, this course is also designed for students who have studied French previously, allowing them to refresh their language skills, particularly their communicative abilities. The course also consists of reading, writing, and applying grammar rules in short compositions.

During labs, students can practice their listening tasks by completing activity sheets. Students will be able to borrow cassettes or CDs for individual practice according to their needs.

Prerequisite: French 120 or equivalent. If in doubt, please consult with the instructor or a counsellor.

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 programs 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 programs 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 interrelationships. 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 programs 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 a GIS program.

3 CR / (3,3)

### **Heavy-Duty Mechanics Apprenticeship, Levels 1-4**

For more information on specific topics covered in this program, please contact the Trades Division at (250) 561-5804 or 1-866-370-2111, or visit [www.cnc.bc.ca/tools/programs](http://www.cnc.bc.ca/tools/programs).

### **Heavy-Duty Mechanics/Commercial Transport Mechanical Repair (Foundation-Level trades training)**

For more information on specific topics covered in this program, please contact the Trades Division at (250) 561-5804 or 1-866-370-2111, or visit [www.cnc.bc.ca/tools/programs](http://www.cnc.bc.ca/tools/programs).

### **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 superpowers 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 Program 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 programs 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 interrelationship 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 Program 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 programs.

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 Program 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)

**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 program 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 programs.

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)

### **HSRC 150 Health: Lifestyle and Choices**

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

2 CR

### **HSRC 151 Human Relations: Interpersonal Communications**

This course focuses on the development of self-awareness and increased understanding of others. Participants will explore basic communication concepts and practical skills which contribute to effective interpersonal relationships.

2 CR

### **HSRC 152 Health and Healing: Concepts for Practice**

This course provides the opportunity to develop a theoretical framework for practice. Participants will examine the significant philosophical beliefs and theoretical understandings underlying competent practice.

3 CR

### **HSRC 155 Healing: Personal Care Skills for Home Support and Resident Care**

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

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.

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 Program 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

### 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

### JET 151

#### Job Orientation

Job Orientation helps students develop personal goals for competitive employment. They examine their interests, attitudes, values, aptitudes and goals, then investigate

the local labour market and develop a personal job plan. Students participate in a four- to five-week unpaid job training placement.

### JET 152

#### Assertiveness and Interpersonal Skills for Employment

Students explore their personal level of assertiveness, familiarize themselves with assertiveness techniques, and develop skills to handle situations assertively. Important components of this course include strategies for stress management, conflict resolution, and building self esteem.

### JET 153

#### Interview Skills

This course provides practical training in all phases of the job interview, including contacting employers, preparation for the interview, personal presentation during the interview, and follow-up with the employer. Each student refines his or her interview skills by participating in an interview circuit with community employers.

### JET 154

#### Job Maintenance

Job maintenance helps students develop skills and strategies to function competitively on the job. The job-keeping strategies covered in the course will enhance personal performance. Students participate in a four- to five-week unpaid job training placement.

### JET 155

#### Job Search

Job search provides students with strategies and techniques to locate job opportunities and perform independent job searches. Students participate in a four- to five-week unpaid job training placement, or an active job search supported by JET staff.

### 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)

### Machinist Apprentice, Levels 1-4

For more information on specific topics covered in this program, please contact the Trades Division at (250) 561-5804 or 1-866-370-2111, or visit [www.cnc.bc.ca/tools/programs](http://www.cnc.bc.ca/tools/programs).

### Maintenance Management – Skills and Techniques

This course introduces the latest concepts in cost-effective maintenance management. A brief overview of the remaining seven courses will also be provided.

After completing this course, you'll have a basic knowledge of

- How plant equipment has evolved from the Industrial Revolution to the present time.
- The diversity of current maintenance practices.
- How Japanese methods have influenced current maintenance practices
- The meaning of terms such as Total Production Maintenance (TPM), Total Maintenance Management (TMM), Predictive Maintenance, and Preventive Maintenance.
- The necessity of integrating maintenance goals with production goals.
- How issues such as due diligence, workplace safety and energy management impact upon current maintenance practices.
- How current management theory applies to maintenance management.

(15 hours)

### 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

**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

**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

**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

**MATH 100**  
**Pre-calculus 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 programs.

**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 programs.

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 programs and also use a library of programs in order to solve problems (word-processing, spreadsheet, and database programs).

Prerequisite: MATH 104  
3 CR / (3,3)

**MATH 155**  
**Developmental Mathematics**

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

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

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

**MATH 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)

**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 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)

**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.

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, and 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.

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)

**MATH 855**  
**Components of Developmental Mathematics**

This individual student program consists of components drawn from the MATH 155 program.

**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)

**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 programs 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 Program.

3 CR

### **Millwright Apprentice, Levels 1-4**

For more information on specific topics covered in this program, please contact the Trades Division at (250) 561-5804 or 1-866-370-2111, or visit [www.cnc.bc.ca/tools/programs](http://www.cnc.bc.ca/tools/programs).

### **Millwright/Machinist (Foundation-Level trades training)**

For more information on specific topics covered in this program, please contact the Trades Division at (250) 561-5804 or 1-866-370-2111, or visit [www.cnc.bc.ca/tools/programs](http://www.cnc.bc.ca/tools/programs).

### **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)

### **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.

Prerequisite: Program entrance

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 corequisite: 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 programs. Students will learn the publishing process as well as image and text manipulation and fundamental print and graphic design principles.

Prerequisite: Program entrance

3 CR / (1,3)

### **NMCD 122**

#### **Publishing II**

This hands-on course is a continuation of NMCD 121. Using professional level software programs, 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 problems 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.

Prerequisites: NMCD 111, 121, 131, 141, 151

3 CR / (1,3)

### **NMCD 131**

#### **Creative Explorations**

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

Prerequisite: Program entrance

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 programs. 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.

Prerequisite: Program entrance

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, and 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 programs) 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.

Prerequisite: Program entrance

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 programs.

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 program. 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 on publishing projects of professional business quality. They will learn principles of client-centred marketing and communications, and, using professional level publishing software programs, 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 programs. 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 programs. 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 in which 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 familiarize 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)

### **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.

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.

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

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

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

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.

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 NCBNP program

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 NCBNP program; admission of 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 NCBNP program

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 NCBNP program

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 NCBNP program  
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 NCBNP program  
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 NCBNP program  
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 of the NCBNP program  
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 NCBNP program  
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 programs in the community is provided. Emphasis is on the nurse as a partner with the community.

Prerequisite or corequisite: NURS 420 or equivalent; all courses in the NCBNP must be completed prior to or concurrently with NURS 440  
8 CR / (0,0,24)

#### **NURS 441 Practicum: First Nations Health and Nursing**

Provides clinical experiences for nursing students interested in working with First Nations clients, families, and communities. Clinical experiences are in agencies within First Nations communities, or in agencies that primarily serve First Nations clients.

Prerequisite or corequisite: NURS 422; all courses in the NCBNP must be taken prior to or concurrently with NURS 441  
8 CR (0,0,24)

#### **NURS 442 Practicum: Rural Nursing**

Facilitates the integration and application of knowledge and skills in rural nursing. Clinical experiences are located in rural hospitals, treatment and diagnostic centres, or community mental health agencies serving rural communities.

Prerequisite or corequisite: NURS 424; all courses in the NCBNP must be taken prior to or concurrently with NURS 442  
8 CR / (0,0,24)

#### **NURS 443 Practicum: Acute Care Nursing**

Enables the student to consolidate and extend knowledge and ability in acute care nursing practice. Clinical practice occurs with client populations requiring acute treatment and interventions.

Prerequisite or corequisite: NURS 426 or equivalent; all courses in the NCBNP must be taken prior to or concurrently with NURS 443  
8 CR / (0,0,24)

#### **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 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 permission of the instructor  
3 CR / (3,0)

#### **PAP0 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

#### **PAP0 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

#### **PAP0 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 program. 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 program 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 program director (Portions of PAPO 160, 180, 185 may be completed after PAPO 190)

6 CR / 100 hours

### **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 contemporary western thought, students will develop their abilities to read, write, and speak, and to uncover the meaning and structure of arguments in a variety of genres and subjects. Texts will vary from year to year.

3 CR / (3,0)

**PHIL 110****Logic I: Propositional Logic**

This course undertakes to establish some elementary criteria for assessing the deductive validity of arguments. It provides practice in translating arguments from ordinary language into the formal language of logic, testing arguments for validity, and constructing proofs for valid arguments. Further topics may include applications to inductive reasoning and the theory of probability. Students of mathematics and computer science will also find this course beneficial because of its emphasis on proof construction in a formalized language.

3 CR / (3,0)

**PHIL 205****Philosophy of Science**

An examination of philosophical issues concerning the nature of scientific theories and explanations. How is theory to be distinguished from observation? How can theories be tested by confrontation with observed facts if what we are willing to count as a fact depends in part on the theories we already hold? Can we be immediately aware of more than our own present sensory experiences? Does every event have a cause? Do we have reason to think that any event has a cause? Are scientific and supernatural explanations incompatible?

**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.

3 CR / (3,0)

**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 program 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.

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 program 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.

Prerequisite: PHYS 102  
3 CR / (3,3)

### 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

### 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

### Planermill Technician Apprentice, Levels 1-4

For more information on specific topics covered in this program, please contact the Trades Division at (250) 561-5804 or 1-866-370-2111, or visit [www.cnc.bc.ca/tools/programs](http://www.cnc.bc.ca/tools/programs).

### Plumbing (Foundation-Level trades training)

For more information on specific topics covered in this program, please contact the Quesnel campus at (250) 991-7500.

### Plumbing (2nd-year apprenticeship)

For more information on specific topics covered in this program, please contact the Quesnel campus at (250) 991-7500.

### 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: Program entrance  
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 1 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, multidisciplinary team, partnership, delegation, reporting, and documenting are discussed. This course also explores reflective writing, practice, and critical thinking skills.

Prerequisite: Program entrance  
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: Program entrance  
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 1 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 in groups, ways of adapting communication when interacting with the physically and/or mentally disabled person.

Prerequisite: Program entrance  
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 1 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: Program entrance

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: Program entrance

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 1 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 2 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 programs 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 2 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 2 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 2 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 2 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 3 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. Program instructors will collaborate with the preceptor and learner to facilitate the preceptorship.

Prerequisite: Successful completion of all other program courses.

5 CR / (0,0,32)

**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)

## Power Engineering, 4th Class Certificate

- Science: 90 hours
- Electricity/instrumentation/computers: 150 hours
- Welding and metallurgy: 90 hours
- Power plant training: 150 hours
- Workshop: 120 hours
- High pressure boilers and auxiliaries: 210 hours
- Heating and boiler systems, refrigeration and air conditioning: 240 hours
- Safety and environment: 120 hours
- Sketching fundamentals: 30 hours

For more information on the topics listed above, please contact the Trades Division at (250) 561-5804 or 1-866-370-2111, or visit [www.cnc.bc.ca/tools/programs](http://www.cnc.bc.ca/tools/programs).

## 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 105 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 programs 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 a [critical analysis](#) of 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 a [critical analysis](#) of 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)

### Residential construction framing technician

For more information on specific topics covered in this program, please contact the Quesnel campus at (250) 991-7500.

## 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

## SOC 101

### Introduction to Sociology I

An introduction to the basic sociological theories and methods for studying individuals, groups, and institutions. Topics described and explained will include culture, socialization, families, education, gender, aging, and deviance. These concerns will be illustrated and developed with Canadian materials.

3 CR / (3,0)

## SOC 102

### Introduction to Sociology II

A continuation of SOC 101. Topics described and explained will include the characteristics and changes in the general population, local communities, ethnic groups, social movements, political parties, work settings, and religious organizations. These concerns will be illustrated and developed with Canadian materials.

Prerequisite: SOC 101—minimum “D” grade  
3 CR / (3,0)

## SOC 201

### The Sociology of Work—General

This course provides an overview of the transformations in the structure of work

during the industrial and post-industrial periods. The course will focus on an analysis of the sociological and economics theories and debates that deal with the results of industrial capitalist and bureaucratic forms of organizing and managing work 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

Cover 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 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.

Prerequisite: SOC 101 or CRIM 101 or permission of the instructor  
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)

### **SOC 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: SOC 101 and SOC 102 or permission of the instructor

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 program or be registered in the Teaching Assistant Certificate program.

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 program or be registered in the Teaching Assistant Certificate program

3 CR / (3,0)

**SSWK 241****Group Process and Practice**

This 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 program 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 gives students 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 selfcare 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 program. It is intended to provide the student with a basic introduction to strategies 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 program

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.

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 program or be registered in the Teaching Assistant Certificate program

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 first-year SSWK 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 first-year SSWK 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 11/2-hour seminar is included. The practicum is intended to provide students with an introduction to the role and responsibilities of a classroom aide.

Corequisite: SSWK 275

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.

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 a 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)

### 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, notetaking, and tests. It will also deal with a variety of topics such as creativity, relationships, health, resources, and career planning. It shows you how to organize yourself and attain maximum

success in your school, business, and social life.

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

2 CR

### 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)

### 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)

### 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 Program  
3 CR / (54 hours total)

### **Welding Apprentice, Levels 1 -4**

For more information on specific topics covered in this program, please contact the Trades Division at (250) 561-5804 or 1-866-370-2111, or visit [www.cnc.bc.ca/tools/programs](http://www.cnc.bc.ca/tools/programs).

### **Welding A**

- Shielded Metal Arc Welding III
- Gas Tungsten Arc Welding II
- Metallurgy III
- Blueprint Reading III

For more information on the topics listed above, please contact the Trades Division at (250) 561-5804 or 1-866-370-2111, or visit [www.cnc.bc.ca/tools/programs](http://www.cnc.bc.ca/tools/programs).

### **Welding B**

- Shielded Arc Welding II
- Gas Metal Arc Welding II
- Flux Core Arc Welding
- Gas Tungsten Arc Welding I
- RK-4 Inspection Procedures
- Welding Standard and Quality Control
- Blueprint Reading II
- Metallurgy II

For more information on the topics listed above, please contact the Trades Division at (250) 561-5804 or 1-866-370-2111, or visit [www.cnc.bc.ca/tools/programs](http://www.cnc.bc.ca/tools/programs).

### **Welding C**

- Introduction and Program Orientation
- Oxy-fuel Cutting
- Gas Welding and Braze Welding
- Shielded Metal Arc Welding
- Air Carbon Arc Gouging
- Gas Metal Arc Welding and Flux Cored Arc Welding
- Material Handling
- Blueprint Reading I
- Mathematics
- Welding Metallurgy I
- Fitter Skills

For more information on the topics listed above, please contact the Trades Division at (250) 561-5804 or 1-866-370-2111, or visit [www.cnc.bc.ca/tools/programs](http://www.cnc.bc.ca/tools/programs).

## **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)

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