

**College of New Caledonia
Program Guide and Course Calendar
2008–2009**

Revision date:

October 8, 2008

Experience the CNC advantage!

- Small classes and friendly atmosphere
- Instructors who focus on teaching, not research
- Low cost of living
- Affordable tuition
- Beautiful natural scenery

Call us at CNC! 250-562-2131 / 1-800-371-8111



Rather than being just a number, the instructors at CNC care about every single one of their students. Many of my instructors bent over backwards in order for their students to achieve success.

— Amanda Lindstrom, CNC graduate

Cover photo: Justin Dumas and Amy Rumble, graduates of CNC's Northern Outdoor Recreation and Ecotourism program (page 144)

College of New Caledonia Program Guide and Course Calendar 2008–2009

President's welcome

Thank you for your interest in CNC!

Now, more than ever, a college education is recognized as vital to supporting the social and economic development of individuals and communities.

We would like CNC to be your community college. The wide range of excellent programs and services available to you are made possible by a highly qualified and dynamic faculty and staff. Students tell us they appreciate the highly supportive learning environment created at CNC across our programs and campuses. As a learner-centred college, we are dedicated to helping you be successful in your life and career, whatever unique pathway you have chosen. This is a big promise and a responsibility we take very seriously.

In addition to the care and commitment that are central to the college, we are also known as a place that likes to have fun! Beyond the classroom and shop, at CNC you will discover many opportunities for social, cultural, and athletic development. The broad range of student activities available will enrich your college experience and strengthen your preparation for career and life goals.

At CNC we have many reasons to celebrate and to be proud of the college's past, present and future. Each year the list of CNC success stories we hear from students, employees, businesses, and communities continues to grow. We look forward to helping you write your own success story, and to your becoming a part of the CNC learning community.

Best wishes,



John Bowman, CNC President



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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*

We regret that this program will not be accepting new students for the 2008–2009 academic year.

For more information, please call Continuing Education at 250-561-5846 or 1-800-371-8111, ext. 5846

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 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

www.cnc.bc.ca

How to apply, 2008–2009

1. Complete the Personal Profile — you can download it from 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

Academic 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

Academic and personal support

Work and safety skills training

Semester 3 May – August

FOR 150 Forestry Orientation

Supported career-related work experience

You might also be interested in . . .

- Forest Resource Technology Diploma
- Registered Forest Technologist exam preparation online — condensed
- Registered Forest Technologist exam preparation online
- Registered Professional Forester exam preparation online
- Science, Associate Degree
- University Transfer First-Year Science Plus



ABT* Administrative Assistant Certificate

- 34 weeks
- Burns Lake, Mackenzie, Prince George, Quesnel, Vanderhoof
- Start dates vary — contact your local CNC campus
- Full-time
- Approx. tuition fees, entire program: \$3058–\$3275* (contact campus for exact fees)

“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

“This program will challenge you and improve all aspects of your life. Best decision I’ve ever made!”

— Kumba Dennis, ABT student

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

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.

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

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.
- You can transfer some credits into other CNC programs, such as Legal Administrative Assistant Certificate, Business Administration Certificate, and Tourism Administration Certificate.

*Applied Business Technology, a BC-wide initiative in online post-secondary education.

*Subject to change. Does not include books, tools, and supplies. Other fees may also apply.

- 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. To explore this option, please schedule an appointment with a CNC counsellor/advisor, Regional Director, or ABT faculty member.
2. Completion of a keyboarding proficiency assessment with a minimum speed of 20 net words per minute, or permission from the department (see notes below).
3. You must take the English and Math Achievement Test (EMAT), administered by the college. If you score below a certain level, you must complete upgrading. It's strongly recommended that you write the EMAT early, and that you complete any required upgrading before the program starts.

Note 1: Have you successfully completed ABTC 065 Keyboarding Speed 1, Computer Studies 020, or an equivalent? If so, you won't have to take the keyboarding assessment.

Note 2: The keyboarding 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. To arrange an assessment, please contact your local campus.

Obtain your BC Adult Graduation Diploma (BC AGD)

Are you planning to enter the ABT Administrative Assistant program with one of the following?

- Mature student status
- ABE/CCP Advanced Certificate
- GED Certificate

If so, after completing the ABT program, you'll be eligible to receive an exit certificate. This is equivalent to an Adult Dogwood (now known as the BC AGD).

Program outline

Note: The program varies slightly from campus to campus, but this is a representative sample. Please contact your local CNC campus for details of their specific program.

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

You might also be interested in . . .

- Business Administration Diploma
- Ch'nook Diploma
- Legal Administrative Assistant Certificate
- Management Diploma
- Marketing and Management Diploma
- Medical Office Assistant
- Medical Terminology

Important dates

Please contact each campus directly.



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

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 2007–2008 — 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 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.
2. 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.)

Note 1:

- Full-time students: 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 may have to do some upgrading.
- Part-time students: You must take the English and Math Achievement Test (EMAT) at the college before taking Math 157. If you score below a certain level, you may have to do some upgrading.

Note 2: 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.

Note 3: Essentials of Math 11 does not fulfill the admission requirements.

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

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

Year Two:

Semester 3

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

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

January – April

September – December

January – April

You might also be interested in . . .

- Business Administration Certificate
- Business: The Next Generation
- Ch'nook Diploma
- Management Diploma
- Marketing and Management Diploma

Important dates

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009

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

“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.

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

Advanced Professional Communications Certificate

- 615 hours (approx. 11 months)
- Prince George campus (Continuing Education)
- Starts: September
- Full-time or part-time
- Approx. tuition fees, entire program: TBA*



www.cnc.bc.ca

"Easy reading is damn hard writing."

— Nathaniel Hawthorne

"The difference between the right word and the almost right word is the difference between lightning and a lightning bug."

— Mark Twain

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 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

Rev: December 13/07

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

You might also be interested in . . .

- New Media Communications and Design Diploma
- University-level English courses



Anthropology

- Individual university classes
- Prince George campus
- Full-time or part-time
- Approx. tuition fees, per course: \$224*

"The anthropology course not only gave me the necessary requirements for my program, but also a clear understanding and a new revelation of my identity and nationality as a Mexican citizen in Canadian society."

— G. Leon Torres, CNC graduate and nursing instructor

Careers

Do you like to travel? Encounter new and different peoples? Anthropology (cultural/social) is for you.

Are you interested in where we came from and our ancient civilizations? Anthropology (biological/archaeological) is for you.

Are you interested in food? We offer a second-year course in the anthropology of food.

Do you have medical interests? We offer a second-year course in the anthropology of medicine.

Depending on the focus, there are numerous jobs that can be gained with a degree in anthropology.

With their knowledge of research on the multitude of cultures in the world, anthropology graduates are sought after for their flexibility, research abilities, and cultural sensitivity.

For example, those who choose an archaeological focus can find employment in the field, doing research and digging, from Prince George and beyond, throughout the world.

With a background in anthropology, the diversity of employment is vast.

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

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

Note 2: You will need to comply with the prerequisites of the specific courses you select (see course listing in the back of this calendar).

Sample program outline

The following is a **sample mix** of courses towards an associate degree in anthropology. To ensure a smooth transition to your university of choice, **please consult one or more of the following before choosing your courses:**

- CNC Counselling and Advising
- www.bctransferguide.ca
- The university you plan to attend after CNC

Sample Year One:

ANTH 101	Introduction to Socio-Cultural Anthropology
ANTH 102	Introduction to Physical Anthropology and Archaeology

One science† course

Two humanities† courses, excluding English

Two social sciences† and/or humanities† courses

Plus two of

- ENGL 101 Literature and Composition I
- ENGL 102 Literature and Composition II
- ENGL 103 Composition and Style (recommended if less than a “B” in English 12)
- ENGL 104 Introduction to Literature and Composition
- ENGL 106 Film Studies
- ENGL 107 Literature and Composition: First Nations Literature

Plus one lab science course, chosen from

- BIO 103 Biology for Humanities and Social Science Students I
- BIO 104 Biology for Humanities and Social Science Students I
- BIO 107 Cellular and Organismal Biology
- BIO 120 Genetics, Evolution, and Ecology
- CHEM 111 Fundamentals of Chemistry I
- CHEM 113 Introduction to Chemistry I
- GEOG 201 Weather and Climate
- GEOG 202 The Surface of the Earth
- PHYS 101 Introductory Physics I
- PHYS 105 General Physics I

Year Two:

To ensure a smooth transition to university and/or the completion of an associate degree, **please consult one or more of the following** when planning your second year:

- CNC Counselling and Advising
- www.bctransferguide.ca
- The university you plan to attend after CNC

Other anthropology courses available

As well as those listed above, we offer several other anthropology courses — see the course listing at the end of this calendar.

†Classification of subjects:

Arts — Humanities:

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

Arts — Social sciences:

- | | |
|---|---------------------|
| • Anthropology | • Human Kinetics |
| • Criminology | • Political Science |
| • Economics | • Psychology |
| • Geography (Human — 101, 102, 103, 203, 205) | • Sociology |
| | • Women’s Studies |

Sciences

- | | |
|--------------------|---|
| • Applied Science | • Forest Science |
| • Astronomy | • Geography (Physical — 201, 202, 204, 210) |
| • Biology | • Mathematics |
| • Chemistry | • Physics |
| • Computer Science | |

You might also be interested in . . .

- Arts, Associate Degree
- Individual university-level classes in other subjects

Important dates

Fall term:

- Classes: September 2–December 12, 2008
- Exams: December 4–12, 2008

Spring term:

- Classes: January 5–April 24, 2009
- Study break: February 16–20, 2009
- Exams: April 16–24, 2009

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

Apprenticeships

- Length varies
- Lakes District, Prince George, Quesnel, and Vanderhoof; may be available at Mackenzie
- Start dates vary – contact campuses
- 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: TBA
- **Level 2, Nechako**
Contact campuses for dates
- **Levels 2 and 3, Quesnel**
Contact campus for dates or check website.

*Approximate tuition fees as of 2007–2008 — 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

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

Please call for dates.

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.

To advance into Level 2, you must pass all Level 1 courses. To complete the program, you must pass all Level 2 courses. 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 1–3, 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.

Millwright IP Certification, Prince George

CNC Continuing Education offers upgrading to prepare you for the interprovincial exam.

Planermill Maintenance Technician, Levels 1 and 2, Prince George

For details, please contact the Prince George campus directly.

Plumbing

• Level 1, Lakes District

For details, please contact the campus directly.

• Level 2, Quesnel

Please call for dates or check website.

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

Power Engineering, Prince George

CNC Continuing Education offers a tutorial for the Class 4 interprovincial paper.

Welding, Levels 1–4, Prince George and Quesnel

For details, please contact the campuses directly.

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 into 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

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 2007–2008 — 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.

Note 3: You will need to comply with the prerequisites of the specific courses you select.

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

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 [arts](#), 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
- [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)
- 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) or Counselling and Advising at CNC.

You might also be interested in . . .

- Individual university-level classes in the arts or sciences
- Completing a bachelor’s degree in liberal arts

Important dates

(Prince George only; contact other campuses for their dates.)

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009

Wait! There’s more! See page 223 for other important information on this program.

Associate Certificate in Workplace Conflict

- 77 hours
- Prince George campus (Continuing Education)
- 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

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 2007-2008 — 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.

Important dates

Please contact Continuing Education.

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

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*

"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).

Admission requirements

1. Grade 10, with

- One of the following (or equivalent), with a minimum "C" grade:
 - English 10
 - English 030
 - Communications 11
- Plus one of the following (or equivalent), with a minimum "C" grade:
 - Principles of Math 10
 - Applications of Math 10
 - Math 030
 - Math 041

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

2. Completion of a pre-trades evaluation, including an assessment of English, mathematics, and mechanical reasoning skills.

Note 1: These are the minimum admission requirements. High school graduation with English 12, Math 11, and Physics 11 (where applicable) is recommended. Most employers also require this in order to indenture you as an apprentice.

Note 2: Students who don't meet Admission Requirement 1, above, can still qualify for admission if they pass an upgrading program in English and math.

Selection criteria

1. The letter grade for English 10, English 030, or Communications 11 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
2. The letter grade for Principles of Math 10, Applications of Math 10, MATH 030, or MATH 041, or equivalent, contributes its actual points to the selection process; e.g. "A" = 4.0, "B+" = 3.33, etc.
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 foundation-level trades program, or documented experience of one year in a trade will be awarded 3 points.

Maximum possible points: 18

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.

After successfully completing this foundation-level trade, students will receive their apprenticeship registration

numbers, making it easier to become apprentices when they venture into the workforce.

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.

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.

You might also be interested in . . .

- Heavy Duty Mechanics/Commercial Transport Mechanical Repair, Foundation-Level

Important dates

- Classes: September 2, 2008 – April 9, 2009
- Christmas break: December 20, 2008 – January 2, 2009

**Based on material from www.itabc.ca

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

BC Adult Graduation Diploma

- Length varies
- Lakes District, 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.

BC school system Secondary qualifying courses	College CCP (ABE) program: 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
Total: 20 credits	Total: 5 courses

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

Biology

- Individual university classes
- Prince George campus
- Full-time or part-time
- Approx. tuition fees, per course: \$224*

"The choice to go to CNC was one of the best academic decisions I have made to date. After two years at CNC I was admitted into four different programs at both UBC and the University of Alberta, and had the luxury of choosing which program was best for me."

—Sonny Thiara, former CNC biology student

Careers

Are you interested in DNA, biotechnology, genetics, ecology, evolution, health care, or viruses? Consider a career in biology — it's a rapidly changing field where new discoveries are constantly expanding our understanding of our place in the universe. CNC offers first- and second-year university-level biology courses that prepare you for careers in the biological sciences, education, and health care. Most CNC biology courses are transferable to university programs such as biotechnology, dental hygiene, dentistry, medicine, naturopathy, nursing, optometry, and pharmacy.

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

Note 2: You will need to comply with the prerequisites of the specific courses you select (see course listing in the back of this calendar).

Note 3: Students applying for admission to Math 101, CSC 109, PHYS 101, or CHEM 111 who 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 they should be in Math 101, Math 100, or an ABE/CCP Math course.

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

Sample program outline

The following is a **sample mix** of courses towards an associate degree in biology. To ensure a smooth transition to your university of choice, **please consult one or more of the following before choosing your courses:**

- CNC Counselling and Advising
- www.bctransferguide.ca
- The university you plan to attend after CNC

Sample Year One:

Semester 1 **September – December**
BIO 107 Cellular and Organismal Biology

Plus one of

- MATH 100 Pre-Calculus Mathematics
- MATH 101 Calculus I

Plus one of

- CHEM 111 Fundamentals of Chemistry I
- CHEM 113 Introduction to Chemistry II

Plus one of

- ENGL 101 Literature and Composition I
- ENGL 102 Literature and Composition II
- ENGL 103 Composition and Style (recommended if less than a "B" in English 12)
- ENGL 104 Introduction to Literature and Composition
- ENGL 106 Film Studies
- ENGL 107 Literature and Composition: First Nations Literature

Plus one of

- PHYS 101 Introductory Physics I
- PHYS 105 General Physics I

Semester 2 **January – April**
BIO 120 Genetics, Evolution, and Ecology

One additional English course from the list in Semester 1

Plus one of

- CHEM 112 Fundamentals of Chemistry II
- CHEM 114 Introduction to Chemistry II

Plus one of

- MATH 101 Calculus I
- MATH 102 Calculus II

Plus one of

- PHYS 102 Introductory Physics II
- PHYS 106 General Physics II

Year Two:

To ensure a smooth transition to university and/or the completion of an associate degree, **please consult one or more of the following** when planning your second year:

- CNC Counselling and Advising
- www.bctransferguide.ca
- The university you plan to attend after CNC

Other biology courses available

As well as those listed above, we offer many other biology courses — see the course listings at the end of this calendar.

You might also be interested in . . .

- CNC health sciences programs
- Forest Resource Technology Diploma
- Science, Associate Degree
- Individual university-level classes in other subjects

Important dates

(Prince George only; contact other campuses for their dates.)

Fall term:

Classes: September 2 – December 12, 2008

Exams: December 4 – 12, 2008

Spring term:

Classes: January 5 – April 24, 2009

Study break: February 16 – 20, 2009

Exams: April 16 – 24, 2009

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

Business Administration Certificate (new version)

- 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 fall into any of these groups? The Business Administration Certificate is for you!

- Anyone seeking a successful career in business.
- Part-time students who are currently in the workplace.
- People who want to enhance their prospects for advancement.
- People with experience in a technical field who want to study management broadly.

Is your goal to get a diploma? By selecting the appropriate courses, you can carry this program's credits over into one of these CNC diplomas:

- Accounting and Finance Diploma
- Marketing and Management Diploma
- Management Diploma

Make sure you're taking courses that meet the requirements for the diploma you have in mind — check with CNC Counselling and Advising before registering.

Special note

Did you start any of the following programs before September 2008?

- Entrepreneurial Certificate
- Business Administration Certificate (pre-2008 version)
- Management Studies Certificate
- Diploma in Business Administration ([see note below](#))

The above programs will no longer be available after September 2008, so if you haven't graduated by then, you can move all your credits to the new version of the Business Administration Certificate and continue in that program.

*Approximate tuition fees as of 2007-2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

Note: If you started a Diploma in Business Administration before September 2008, you have until May 2014 to complete it.

Why choose CNC?

- This program features a wide selection of courses, letting you tailor the program to your needs and educational background.
- To accommodate your schedule, both day and evening courses are available.
- 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 and Technology. You can start the program at any time, as agreed upon between yourself and a CNC counsellor/advisor.

Note: Essentials of Math 11 does not fulfill the admission requirements.

Program outline

The program consists of five required courses, plus five electives.

Required courses

Choose any five courses from the list below.

ACC 151	Accounting I
ACC 152	Accounting II
CIS 152	Introductory Computing Systems
ECON 201	Principles of Economics — Microeconomics or
ECON 202	Principles of Economics — Macroeconomics
ENGL 195	Effective Communications I
FIN 257	Finance I
LAW 294	Business Law
MGT 154	Applied Human Relations
MGT 157	Principles of Management
MATH 157	Business Statistics
MKT 152	Principles of Marketing

Note: You can take only one economics course — either ECON 201 or ECON 202 — but not both.

Electives

Choose 15 credits' worth of courses (generally, five courses) from these subject areas:

- Accounting
- Commerce
- Economics
- Finance
- Management
- Marketing

Note: To provide greater flexibility and transferability, you can also (with the permission of the Dean) choose up to three of your electives (a maximum of 9 credits) from CNC's university credit program areas — for example, English, computer science, and mathematics. Discuss your options with a CNC counsellor or advisor, or with the Dean of Business and Technology.

You might also be interested in . . .

- Accounting and Finance Diploma
- Associate Certificate in Workplace Conflict
- Ch'nook Diploma
- Conflict Resolution Certificate, Specializing in Negotiation
- Management Skills for Supervisors
- Management Diploma
- Marketing and Management Diploma

Important dates

(Prince George only; contact other campuses for their dates.)

Fall term:

Classes: September 2 – December 12, 2008

Exams: December 4 – 12, 2008

Spring term:

Classes: January 5 – April 24, 2009

Study break: February 16 – 20, 2009

Exams: April 16 – 24, 2009

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

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*

We regret that this program will not be accepting new students for the 2008–2009 academic year.

For more information, please call the Business & Technology Division at 250-561-5814 or 1-800-371-8111, ext. 5814

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 Business Administration Certificate.
- Take it as a stand-alone, or add some courses and receive an Entrepreneurship Certificate.

*Approximate tuition fees as of 2007–2008 — 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)
- Current resumé

You will also have to attend a personal interview.

Program outline

Semester 1	January – April
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.

You might also be interested in . . .

- Accounting and Finance Diploma
- Business Administration Certificate
- Ch’nook Diploma
- Management Diploma
- Marketing and Management Diploma

Important dates

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009

Part-time option through Continuing Education

CNC Continuing Education is offering a new twist on this course for individual entrepreneurs. For the first time, “Business: The Next Generation” is being offered on a part-time basis with a new name, “So You Want to Start Your Own Business?”

This course is a unique opportunity to experience supported entrepreneurial activity, including

- Creating a business plan
- Developing and marketing a product or service
- Practicing management principles
- Managing financial records
- Starting up your business

For information on course dates, fees, and course content, please visit Continuing Education at www.cnc.bc.ca/ce or phone 250-561-5846.



Career Technical Centre (CTC)

- One year
- Lakes District, Mackenzie, Nechako, and Prince George
- Starts: August or September
- 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:

- [Automotive Service and Collision Repair**](#)
- Carpentry/Joinery
- Culinary Arts ([for students entering Grade 12 only](#))
- 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.

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

**Collision Repair is subject to approval by CNC's Education Council.

Admission requirements

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

- From SD #57 (Prince George) or SD #91 (Nechako Lakes)
- C+ average or better in Grade 10
- Satisfactory work habits and good attendance records
- Must maintain C+ average or better 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.

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 through January: Students attend their home high school and complete core high school courses.

Grade 11: Semester 2 — February through 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 and August: Students complete 120 hours of work experience.

Grade 12: Semester 1 — September through February: Students attend CNC full-time to complete College requirements. In February, students graduate from CNC.

Grade 12: Semester 2 — February through June: Students complete Grade 12 at their home high school and graduate with their peers.

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*

"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. Communications 12 (with a minimum "C" grade). or English 11 or English 045, or equivalent.
2. One of the following, or equivalent:
 - Principles of Math 11
 - MATH 045
 - Applications of Math 11
 - MATH 044
 - MATH 041 and MATH 042
3. Submission of a resumé and a **handwritten** statement indicating reasons for wishing to enter the program.
3. Completion of two pre-Trades evaluations:
 - A test of mechanical reasoning skills
 - The College English/Math Achievement Test

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

Note 1: If you think you may be admissible as a mature student, please contact CNC Counselling and Advising.

Note 2: Applicants with College-level math or English may not have to take the College English/Math Achievement Test — you must discuss this with a CNC counsellor/advisor.

Note 3: Essentials of Math 11 does not fulfill the admission requirements.

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, MATH 044, MATH 041 and 042, 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 foundation-level trades program, or documented experience of one year in a trade will be awarded 3 points.
6. The resumé and personal statement will be awarded a maximum of 3 points.

Maximum possible points: 21

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.

After successfully completing this foundation-level trade, students will receive their apprenticeship registration numbers, making it easier to become apprentices when they venture into the workforce.

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.

Program outline

Topics include the following (not a complete list): blueprints and specifications, concrete form work, framing, basic stair construction, and basic cabinets.

You might also be interested in . . .

- Residential Construction Framing Technician

Important dates

Spring 2008 intake:

- Classes: February 11 – July 4, 2008

Fall/winter 2008–2009 intake:

- Classes: September 2, 2008 – February 6, 2009
- Christmas break: December

Spring 2009 intake:

- Classes: February 9 – July



**Based on material from 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
- 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, forensic chemistry, medicine, teacher/professor, and biotechnology (gene therapy, cancer research).

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

Note 2: You will need to comply with the prerequisites of the specific courses you select (see course listing in the back of this calendar).

Note 3: Students applying for admission to Math 101, CSC 109, PHYS 101, or CHEM 111 who 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 they should be in Math 101, Math 100, or an ABE/CCP Math course.

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

Sample program outline

The following is a **sample mix** of courses towards an associate degree in chemistry. To ensure a smooth transition to your university of choice, **please consult one or more of the following before choosing your courses:**

- CNC Counselling and Advising
- www.bctransferguide.ca
- The university you plan to attend after CNC

Sample Year One:

Semester 1 **September – December**
BIO 107 Cellular and Organismal Biology

Plus one of

- CHEM 111 Fundamentals of Chemistry I
- CHEM 113 Introduction to Chemistry II

Plus one of

- ENGL 101 Literature and Composition I
- ENGL 102 Literature and Composition II
- ENGL 103 Composition and Style (recommended if less than a “B” in English 12)
- ENGL 104 Introduction to Literature and Composition
- ENGL 106 Film Studies
- ENGL 107 Literature and Composition: First Nations Literature

Plus one of

- MATH 100 Pre-Calculus Mathematics
- MATH 101 Calculus I

Plus one of

- PHYS 101 Introductory Physics I
- PHYS 105 General Physics I

Semester 2 **January – April**
CSC 109 Computing Science I

One additional English course from the list in Semester 1

Plus one of

- CHEM 112 Fundamentals of Chemistry II
- CHEM 114 Introduction to Chemistry II

Plus one of

- MATH 101 Calculus I
- MATH 102 Calculus II

Plus one of

- PHYS 102 Introductory Physics II
- PHYS 106 General Physics II

Year Two:

To ensure a smooth transition to university and/or the completion of an associate degree, **please consult one or more of the following** when planning your second year:

- CNC Counselling and Advising
- www.bctransferguide.ca
- The university you plan to attend after CNC

Other chemistry courses available

As well as those listed above, we offer several other chemistry courses — see the course listing at the end of this calendar.

You might also be interested in . . .

- Engineering (Applied Science)
- Medical Laboratory Technology Science Diploma
- Science, Associate Degree
- Other university-level courses
- University Transfer First-Year Science Plus

Important dates

(Prince George only; contact other campuses for their dates.)

Fall term:

Classes: September 2 – December 12, 2008

Exams: December 4 – 12, 2008

Spring term:

Classes: January 5 – April 24, 2009

Study break: February 16 – 20, 2009

Exams: April 16 – 24, 2009

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

Ch'nook 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

"When economic development is combined with strong business management education, then we have the equation that will equal Aboriginal success."

— Grand Chief Ed John

Careers

The Ch'nook 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 Ch'nook 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.

Note: Essentials of Math 11 does not fulfill the admission requirements.

Program outline

Year One:

The first year prepares students for business studies.

Semester 1	September – December
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
Ch'nook I	Business Fundamentals (distance education from UBC)

Semester 2	January – April
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 Ch'nook Program course is offered. During this course, students attend the University of BC as visiting students. Paid summer internships are also available.

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

Semester 4	January – April
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

You might also be interested in . . .

- Accounting and Finance Diploma
- Business Administration Certificate
- Business: The Next Generation
- Management Diploma
- Marketing and Management Diploma

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 CNC Admissions.

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.

What you'll study

An instructor will help you choose courses from the list below, based on your test results.

Fundamental level

COMP 020	Basic Preparatory Computer Studies
ENGL 020	Basic Preparatory English
MATH 015	Fundamental Mathematics
MATH 020	Basic Preparatory Mathematics

Intermediate level (roughly equivalent to Grade 10)

CNST 030	Intermediate Preparatory Canadian Studies
COMP 030	Intermediate Computer Studies
ENGL 030	Intermediate Preparatory English
MATH 030	Intermediate Algebraic Mathematics
SCI 030	Intermediate Preparatory Science

Advanced level (roughly equivalent to Grade 11)

BIO 045	Advanced Preparatory Biology
CHEM 045	Advanced Preparatory Chemistry
COMP 045	Advanced Preparatory Computer Studies
ENGL 045	Advanced Preparatory English
MATH 041	Trades Math I
MATH 042	Trades Math II
MATH 044	Advanced Developmental Mathematics

MATH 045	Advanced Algebraic Mathematics
PHYS 045	Advanced Preparatory Physics

Provincial level (roughly equivalent to Grade 12)

BIO 050	Provincial Preparatory Biology
CHEM 050	Provincial Preparatory Chemistry
ENGL 050	Provincial Preparatory English
MATH 050	Provincial Preparatory Algebraic Mathematics
PHYS 050	Provincial Preparatory Physics

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.

Important dates

(Prince George only; contact other campuses for their dates.)

Fall term:

- Classes: August 27 – December 17, 2008 (includes exams)

Spring term:

- Classes: January 5 – May 1, 2009 (includes exams)
- Study break: February 16 – 20, 2009

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

Commerce

- Individual university classes
- Prince George campus
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224



“Business is more exciting than any game.”

— Lord Beaverbrook (William Maxwell Aitken),
Canadian-born press baron

Careers

A commerce education gives you a range of vital management and administrative skills. After completing a degree, possible job titles include manager, economist, business analyst, and accountant.

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

Note 2: You will need to comply with the prerequisites of the specific courses you select (see course listing in the back of this calendar).

Note 3: Students applying for admission to Math 101, CSC 109, PHYS 101, or CHEM 111 who 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 they should be in Math 101, Math 100, or an ABE/CCP Math course.

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

Sample program outline

The following is a **sample mix** of courses towards an associate degree in commerce. To ensure a smooth transition to your university of choice, **please consult one or more of the following before choosing your courses:**

- CNC Counselling and Advising
- www.bctransferguide.ca
- The university you plan to attend after CNC

Sample Year One:

Semester 1 September – December

COM 204	Financial Accounting
ECON 201	Principles of Economics—Microeconomics

One social science† or humanities† course

Plus one of

- CSC 105 Introduction to Computers and Programming
- CSC 109 Computing Science I

Plus one of

- ENGL 101 Literature and Composition I
- ENGL 102 Literature and Composition II
- ENGL 103 Composition and Style (recommended if less than a “B” in English 12)
- ENGL 104 Introduction to Literature and Composition
- ENGL 106 Film Studies
- ENGL 107 Literature and Composition: First Nations Literature

Semester 2 January – April

ECON 202	Principles of Economics—Macroeconomics
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One additional English course from the list in Semester 1.

One social science† or humanities† course

COM 212	Managerial Accounting
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Plus one of

- CSC 109 Computing Science I
- CSC 110 Computing Science II

Year Two:

To ensure a smooth transition to university and/or the completion of an associate degree, **please consult one or more of the following** when planning your second year:

- CNC Counselling and Advising
- www.bctransferguide.ca
- The university you plan to attend after CNC

Other commerce courses available

As well as those listed above, we offer several other commerce courses — see the course listing at the end of this calendar.

†Classification of subjects:

Arts — Humanities:

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

Arts — Social sciences:

- Anthropology
- 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)
- Mathematics
- Physics

You might also be interested in . . .

- Accounting and Finance Diploma
- Business Administration Certificate
- Business: The Next Generation
- Ch’nook Diploma
- Management Diploma
- Marketing and Management Diploma

Important dates

Fall term:

Classes: September 2 – December 12, 2008

Exams: December 4 – 12, 2008

Spring term:

Classes: January 5 – April 24, 2009

Study break: February 16 – 20, 2009

Exams: April 16 – 24, 2009

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

CNC's Community and Continuing Education department offers short-term courses such as computer training, chainsaw safety, pottery, or yoga. Some are for fun or personal development, while others can enhance your resumé.

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 (subject to change):

CNC Lakes District – Burns Lake

Excel Basics
Spill Response
WorkSafe

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

CNC Nechako – Fort St. James

BC Log Scaler's License
Childsafe First Aid

Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.



CNC Nechako – Fraser Lake

FoodSafe Level I
WHMIS

CNC Nechako – Vanderhoof

Air Brakes
Chambermaid Training
FoodSafe Level I

CNC Prince George

Advanced Professional Communications Certificate
Community Mental Health Certificate
Conflict Resolution Certificate: Specializing in Negotiation
Maintenance Management Professional Certificate
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 2008–09):

CNC Lakes District – Burns Lake

Armchair Travel series
Introduction to Native Art
Spanish
Yoga

CNC Lakes District – Southside

Cake Decorating
Firearm Safety I – CORE Hunter Training
Painting Techniques

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

Art Quilt
Pottery

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

New course at CNC Prince George

Introduction to Non-Profit Management

This survey course is designed to introduce students to the areas of responsibility of managers of non-profit organizations, and is intended to provide a broad overview of the management challenges of the non-profit sector. Topics include scope and function of the non-profit sector, an overview of financial management, human resources management, strategic planning, and marketing functions within the non-profit sector. Specific issues are emphasized, such as accountability, board selection, volunteer management, and fundraising.

Prerequisites: None

Admission requirements (funded seats):

- Must be employed (either full-time or part-time) in a non-profit association; **or**
- Must be an active volunteer either as a board member or regular volunteer in a non-profit association

At the time of application, students will need to submit a letter to CNC from the organization for whom they work / volunteer, to establish their status as an employee / volunteer of a non-profit association.

3 CR / 45 hours

If you don't see it, ask for it!

CNC Continuing Education offers customized contract training to suit your organization's needs — call 250-561-5846 today.

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

Community Mental Health Certificate

- 190 hours
- Prince George campus (Continuing Education)
- 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. Northern Health 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 2007-2008 — 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-centred practice.

Program outline

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

Important dates

Please contact Continuing Education.



Community Support Worker Certificate

- Equivalent to a one-year certificate program (individual completion time varies)
- Distance education through CNC Prince George
- Starts: August and January
- Part-time (maximum three courses at once)
- Approx. tuition fees, per course: \$239*



www.cnc.bc.ca

"I am of the opinion that my life belongs to the whole community and as long as I live, it is my privilege to do for it whatever I can."

— George Bernard Shaw

Careers

The Community Support Worker program is one of CNC's Community and School Support programs (CASS — formerly Developmental Disabilities). CASS is based on the following values:

- Individuals with developmental disabilities have the right to support services that respect inclusion and choice;
- Individuals with developmental disabilities have the right to work with skilled and respectful support staff in community and school settings.

In addition to the Community Support Worker program, CASS offers these two credentials, both listed in this calendar:

- Education Assistant Certificate
- Human Service Citation

With a Community Support Worker Certificate, you'll be prepared to work with children and adults in a wide variety of community settings, including community living agencies and contractors, respite care, supported employment settings, residential support, life skills, leisure and day programs, and more.

The program is designed for practicing support workers. It enhances competence in inclusion; human development; learning and support strategies; health and wellness; communication; community and relationships; and professional practice and accountability.

Why choose CNC?

- Courses are offered by distance education (print, the Internet, teleconferencing, and workshops).
- The curriculum reflects person-centred values and practice.
- Faculty are experienced practitioners and adult educators.

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

Rev: December 13/07

- Courses are part of the Community & School Support Transfer Agreement developed by the Human Services Articulation Committee (BC Ministry of Advanced Education).

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. To download an admissions package, please go to <http://mail.cnc.bc.ca/blogs/CASS/>

New students are admitted to the 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
- A letter from an employer (on agency letterhead) confirming employment.

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
- A CASS Volunteer Experience Record (available at <http://mail.cnc.bc.ca/blogs/CASS/>) completed by a 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
- A completed CASS Personal Statement Form (available at <http://mail.cnc.bc.ca/blogs/CASS/>).

Path #4: Special Admission

For those who do not yet qualify for full admission into the program. Special Admission students can register for one semester in CASS 110 and/or CASS 120.

- Verification (such as a transcript) of having completed English 12 or equivalent with a minimum “C” grade.
- Special Admission students must complete 65 hours of relevant volunteer experience during their first semester. To continue in the program, they must submit a Volunteer Experience Record (available at <http://mail.cnc.bc.ca/blogs/CASS/>) and apply for full admission.

English 12 or equivalent: If you don’t have English 12 or equivalent with a minimum “C” grade, you must write an English test at CNC. It’s your responsibility to contact CNC’s Centre for Student Success (800-371-8111, local 5384) and arrange to write this test. **Note:** If your results don’t meet the required level, you must upgrade before admission to the program.

Program outline

CASS 110	Communication Skills
CASS 120	Human Diversity Across the Lifespan
CASS 130	Ethical Foundations of Practice
CASS 140	Positive Approaches to Teaching and Learning: Part I
CASS 145	Positive Approaches to Teaching and Learning: Part II
CASS 150	Life Planning and Support Systems
CASS 160	Physical Care
CASS 190	Practicum — Community Support Worker
Elective	Contact CNC’s Counselling & Advising Office for information on approved electives. They must be equivalent to 3.0 credits at a post-secondary level of instruction.

You might also be interested in . . .

- Early Childhood Education Certificate
- Education Assistant Certificate
- Fetal Alcohol Spectrum Disorder (FASD) — Advanced Diploma
- Home Support/Resident Care Attendant Certificate
- Human Service Citation
- Social Service Worker Certificate
- Social Service Worker Diploma
- Social Work Diploma, Pre-UNBC
- University-level classes in psychology, sociology, or social work

Important dates

Fall term:

Classes: August 25 – December 5, 2008 (includes exams)

Spring term:

Classes: January 12 – April 25, 2009 (includes exams)

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

Computer/Network Electronics Technician Certificate

- One year
- Prince George campus
- Starts: September
- Full-time
- Approx. tuition fees, entire program: \$3204*

"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.
- Includes a one-week volunteer work placement, giving you excellent exposure to employers.

Admission requirements

1. Grade 12 (with English 12, Communications 12, or Technical and Professional Communications 12), ABE/CCP Advanced Certificate, or GED Certificate.

*Subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

2. One of the following:

- Principles of Math 11
- Introductory Math 11
- Applications of Math 11
- MATH 044
- MATH 045
- MATH 041 and MATH 042

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, MATH 041 and 042, 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

Semester 1	September – December
CNET 252	Operating Systems
CNET 253	Computer Hardware I
CNET 256	Basic Electronics
CNET 261	Computer Peripheral Technology
CNET 271	Network Fundamentals
ENGL 195	Effective Communications I
Semester 2	January – May
CNET 262	Professional Relations
CNET 265	Advanced Topics
CNET 266	Data Cable Installation
CNET 267	Microsoft Network Software
CNET 269	Novell Network Software
CNET 272	Routing Protocols and Concepts

You might also be interested in . . .

- Engineering (Applied Science)
- New Media Communications and Design Diploma
- Science, Associate Degree
- University-level computer sc
- University Transfer First-Ye



Important dates

Fall term:

- Classes: September 2 – December 12, 2008 (includes exams)

Spring term:

- Classes: January 5 – May 8, 2009 (includes exams)
- Study break: February 16 – 20, 2009

Computer Science

- Individual university classes
- All courses available at Prince George campus; many also at Lakes, Mackenzie, Nechako, and Quesnel
- 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, and software engineering. 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.

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

Note 2: You will need to comply with the prerequisites of the specific courses you select (see course listing in the back of this calendar).

Note 3: Students applying for admission to Math 101, CSC 109, PHYS 101, or CHEM 111 who 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 they should be in Math 101, Math 100, or an ABE/CCP Math course.

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

Sample program outline

The following is a **sample mix** of courses towards an associate degree in computer science. To ensure a smooth transition to your university of choice, **please consult one or more of the following before choosing your courses:**

- CNC Counselling and Advising
- www.bctransferguide.ca
- The university you plan to attend after CNC

Sample Year One:

Semester 1 September – December

Two electives from the list below

Plus one of

- CSC 105 Introduction to Computers and Programming
- CSC 109 Computing Science I

Plus one of

- MATH 100 Pre-Calculus Mathematics
- MATH 101 Calculus I

Plus one of

- ENGL 101 Literature and Composition I
- ENGL 102 Literature and Composition II
- ENGL 103 Composition and Style (recommended if less than a “B” in English 12)
- ENGL 104 Introduction to Literature and Composition
- ENGL 106 Film Studies
- ENGL 107 Literature and Composition: First Nations Literature

Semester 2 January – April

One additional English course from the list in Semester 1.

Two electives from the list below

Plus one of

- CSC 109 Computing Science I
- CSC 110 Computing Science II

Plus one of

- MATH 101 Calculus I
- MATH 102 Calculus II

List of electives for Year One

Any three laboratory science courses

One arts† elective (excluding English)

Year Two:

To ensure a smooth transition to university and/or the completion of an associate degree, **please consult one or more of the following** when planning your second year:

- CNC Counselling and Advising
- www.bctransferguide.ca
- The university you plan to attend after CNC

Other computer science courses available

As well as those listed above, we offer other computer science courses — see the course listing at the end of this calendar.

†Classification of subjects:

Arts — Humanities:

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

Arts — Social sciences:

- Anthropology
- 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)
- Mathematics
- Physics

You might also be interested in . . .

- Computer/Network Electronics Technician Certificate
- Engineering (Applied Science)
- Science, Associate Degree
- University Transfer First-Year Science Plus (Quesnel)

Important dates

(Prince George only; contact other campuses for their dates.)

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009

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

Conflict Resolution Certificate, Specializing in Negotiation

- Two years
- Prince George campus (Continuing Education)
- 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.

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.

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

Course descriptions can be viewed by visiting the [JIBC site](#).

Important dates

Please contact Continuing Education at one of the numbers above.

Cook's Assistant Program

- 7 weeks
- Fort St. James and Mackenzie
- Starts: October
- 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 with this hands-on program. 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?

- Mackenzie: The course is taught in a commercial kitchen at a logging camp setting.
Fort St. James: The course is taught at a four-station training kitchen developed in cooperation with the Firewood Collective Society.
- You receive five weeks of cook assistant training plus two weeks of work experience.
- At the end of the course, CNC advisors can work with you to help you find a job.

*Approximate tuition fees as of 2007-2008 — 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 resumé 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. Both the Mackenzie and Fort St. James campuses offer OFA III several 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

Important dates

Please contact the campuses 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.
- You can prepare at CNC for the following SFU joint majors: Criminology/Women's Studies, Criminology/Psychology, and Criminology/Sociology. For more details, please talk to a CNC counsellor/advisor or see page 224a of this calendar.

*Approximate tuition fees as of 2007–2008 — 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.

Note 3: Math 11 or Math 045 will be required in second year.

Note 4: You will need to comply with the prerequisites of the specific courses you select.

Program outline

Semester 1	September – December
ENGL 103	Composition and Style
CRIM 101	Introduction to Criminology
CRIM 103	Introduction to the Criminal Justice System
PSYC 101	Introduction to Psychology I
SOC 101	Introduction to Sociology I
Semester 2	January – April
PSCI 131	The Administration of Justice
CRIM 102	Psychology of Criminal and Deviant Behaviour
CRIM 106	Sociological Explanations of Crime and Deviance
PSYC 102	Introduction to Psychology II
SOC 102	Introduction to Sociology II
Semester 3	September – December
CRIM 135	Introduction to Canadian Law and Legal Institutions
PSYC 201	Statistics for the Social Sciences
One of:	
CRIM 201	Policing in Modern Society
CRIM 241	Introduction to Corrections
Plus two electives — please see page 224a .	

Semester 4	September – December
CRIM 120	Research Methods in Criminology
CRIM 230	Criminal Law
One of:	
PHIL 101	Moral Philosophy
PHIL 102	Theory of Knowledge
PHIL 110	Logic I: Propositional Logic
PHIL 220	Political Philosophy
Plus two electives — please see page 224a .	

You might also be interested in . . .

- Social Service Worker Certificate
- Social Service Worker Diploma
- Social Work Diploma, Pre-UNBC
- University-level classes in psychology, sociology, or social work

Important dates

Fall term:

Classes: September 2 – December 12, 2008

Exams: December 4 – 12, 2008

Spring term:

Classes: January 5 – April 24, 2009

Study break: February 16 – 20, 2009

Exams: April 16 – 24, 2009

Wait! There's more! See [page 224a](#) for other important information on this program.

Culinary Arts Certificate

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

"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.
- Prince George: Hands-on experience in CNC's cafeteria and on-site gourmet restaurant, Kodiaks.
- Burns Lake: Hands-on experience catering within the community and providing meals for CNC staff and students.

Admission requirements

1. Successful completion of at least one of the following:
 - Grade 10
 - ABE/CCP Intermediate Certificate
 - GED
 - Mature student status (contact CNC Counselling and Advising)

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.



www.cnc.bc.ca

2. Documents certifying a current TB screening and health examination. You must submit these before the program starts, on official College forms (supplied with acceptance).

Note: In addition to the minimum requirements, it is suggested 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.

Acceptance process

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

Each of the program’s three levels (outlined below) provides theory, lab work, and practical experience. You must pass each level before proceeding to the next.

Level 1: Basic (COOK 151)

This level teaches the fundamentals of

- Basic food preparation
- Sanitation
- Portion control
- Waste prevention
- Recipe conversion and weights
- Using a positive professional manner towards guests, employers, and fellow workers

Level 2: Advanced (COOK 152)

Building on the skills you acquired in Level 1, Level 2 covers more advanced skills in food preparation, butchery, pastry, and preparation. It also features in-depth study of menu planning, kitchen management, and food chemistry. As well, this level introduces luncheon restaurant service, and themed buffet planning/production/service.

Level 3: Specialty (COOK 153)

In Level 3, you’ll gain experience in cooking and serving à la carte for fine dining from all stations in our modern restaurant and kitchen. Topics include

- Planning and costing menus
- Buffet preparation
- Participating in formal catering
- Kitchen management

This level also includes a two-week practicum. After graduating, you’ll be prepared for work or an apprenticeship in hotels, restaurants, flight kitchens, hospitals, cruise ships, camps, and other areas related to food service.

You might also be interested in . . .

- Cook’s Assistant
- Hospitality Administration Diploma
- Hospitality Operations Certificate
- Northern Outdoor Recreation and Ecotourism (NORE) Certificate

Important dates

- Classes (Level I): August 5 – October 31, 2008
- Classes (Level II): November 3, 2008 – February 20, 2009
- Classes (Level III): February 23 – May 29, 2009



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

Dental Assisting Certificate

- One year
- Prince George campus
- Starts: September
- Full-time
- Approx. tuition fees, entire program: \$4367*

"I obtained a strong foundation of knowledge and training in the dental assisting program. I felt competent and capable entering my profession as a certified dental assistant."

— Wendy Hallum, 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'll be](#) 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 (under review)

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.

*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 (we'll send you an application form on acceptance).

Selection criteria (under review)

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	4.00
Letter grade for Biology 12 or Biology 050	4.00
Resident of 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 qualified applications	1.00
Maximum possible points	12.00

Program outline

Semester 1	September – December
DENT 150	Dental Assisting Foundations
DENT 151	Prevention I
DENT 152	Professional Issues
DENT 153	Dental Sciences
DENT 157	Dental Assisting Clinic I

Semester 2	January – April
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
Intersession	May – June
DENT 173	Dental Specialties II
DENT 177	Dental Assisting Clinic III
DENT 191	Practicum II

You might also be interested in . . .

- Dental Hygiene Diploma
- Medical Laboratory Technology Science Diploma
- Northern Collaborative Baccalaureate Nursing Program
- Nursing Unit Clerk Certificate
- Practical Nurse Certificate

Important dates

Fall term:

- Classes: September 2 – December 12, 2008 (includes exams)

Spring term:

- Classes: January 5 – April 10, 2009 (includes exams)
- Study break: February 16 – 20, 2009
- Practicum: April 13 – May 1, 2009
- Intersession classes: May 4 – June 5, 2009
- Practicum: June 8 – June 26, 2009

Wait! There's more! See page 225 for other important information on this program.



Dental Hygiene Diploma

- Two years
- Prince George campus
- Starts: September
- Full-time
- Approx. tuition fees, entire program: \$7169*

"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 (under review)

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)
 - **Either** Chemistry 111 and 112, **or** Chemistry 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.

*Subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

3. Some experience, volunteer or paid, in a dental office/clinic is beneficial. 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).
4. Proof of application for a criminal record search (we'll send you an application form on acceptance).

Selection criteria (under review)

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	
• Completion of a dental receptionist program	
• Volunteer work or chairside experience of 30 or more verifiable hours in a dental office	2.00
None of the above three items, but 15–29 hours of verifiable volunteer work or chairside experience	1.00
Persistent interest in the program, as shown by repeated qualified applications	1.00
Maximum possible points:	8.33

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.

Semester 1	September – December
DENH 150	Dental Hygiene Foundations
DENH 152	Oral Sciences I
DENH 153	Professional Issues I
DENH 155	Dental Sciences I
DENH 157	Head and Neck
DENH 158	Microbiology
Semester 2	January – April
DENH 162	Oral Sciences II
DENH 164	Pathologies I
DENH 165	Dental Hygiene Foundations II
DENH 167	Prevention
DENH 168	Communications
DENH 169	Radiology

Interession 1	May – June
DENH 170	Dental Hygiene Foundations III
DENH 175	Dental Hygiene Clinic I
DENH 176	Research Methodology

Semester 3	September – December
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

Semester 4	January – April
DENH 260	Dental Hygiene Foundations V
DENH 261	Dental Hygiene Clinic III
DENH 263	Professional Issues II
DENH 264	Pathologies III
DENH 266	Community Health II

Interession 2	May – June
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.”

You might also be interested in . . .

- Dental Assisting Certificate
- Medical Laboratory Technology Science Diploma
- Northern Collaborative Baccalaureate Nursing Program
- Nursing Unit Clerk Certificate
- Practical Nurse Certificate

Important dates

Fall term:

- Classes: September 2 – December 12, 2008 (includes exams)

Spring term:

- Classes: January 5 – April 24, 2009 (includes exams)
- Study break: February 16 – 20, 2009

Interession

- Classes: May 4 – June 5, 2009

Wait! There's more! See page 225 for other important information on this program.

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

Driver Training

- Prince George Continuing Education (in partnership with Taylor Professional Driving)
- Fort St. James, Fraser Lake, and Vanderhoof (in partnership with E & R Professional Driver Training)
- Burns Lake (in partnership with BV Driving School)
- Start dates, durations and fees vary — please see below or contact campuses

“After taking my Class 1 driver’s license with Taylor Professional Driving, not only did I do very well on my licensing tests, but I’m also landing jobs that are usually reserved for more experienced drivers.”

— D. Frigon, program graduate

Commercial Driver’s Licences

Class 1: Semi-trailer trucks, buses and logging trucks and all types of motor vehicles and combinations of vehicles except motorcycles.

Class 3: Tandem-axle trucks — trucks with more than two axles, such as dump trucks and large tow trucks, but not buses used to transport passengers.

Class 4, Unrestricted: Vehicles as in Class 5, plus buses up to a maximum 25-person capacity.

Class 4, Restricted: Ambulances, taxis and limousines, and special vehicles used to transport people with disabilities, up to a maximum 10-person capacity.

Class 4 or 5, with Endorsement 20: Any combination of vehicles in Class 5, and trailers or towed vehicles exceeding 4600 kilograms, provided neither truck nor trailer has air brakes.

Class 4 or 5, with Endorsement 51: Any combination of vehicles in Class 5, and recreational trailers exceeding 4600 kilograms, provided neither truck nor trailer has air brakes.

Courses offered

Air Brakes — 16 hours / 20 hours

- Held at Taylor Professional Driving, Prince George
- Approx. tuition fees: \$150* (16 hours) or \$200* (20 hours)

If you plan to upgrade your current license to a Class 1 or 3, you need the 16-hour air brake course.

If you need an air endorsement for your Class 2, 4, or 5 license, you should choose the 20-hour air brake course. This course includes a practicum and pre-trip inspection. **Note:** After completing the 20-hour course, you have 30 days to be certified by ICBC.

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

For admission requirements and additional costs for both courses (such as ICBC test fees), please contact Continuing Education at the Prince George campus.

Air Brakes—20 hours

- Burns Lake, Fort St. James, Fraser Lake, Vanderhoof
- Approximate tuition fees: Burns Lake: \$220*;
Fort St. James, Fraser Lake, and Vanderhoof: \$215*

This course covers everything you need to complete your air brake certification. For admission requirements and additional costs (such as ICBC test fees), please contact the campuses directly.

Class 1 (all types—offered on request)

- Fort St. James, Fraser Lake, and Vanderhoof—available on request

Note: This program does not include air brake certification. For admission requirements and additional costs (such as ICBC test fees), please contact the campus directly.

Class 1 Basic

- 28 hours (average)
- Held at Taylor Professional Driving, Prince George
- Approx. tuition fees, entire program: \$3220*
- Prerequisite: 16-hour air brake course

For admission requirements and additional costs (such as ICBC test fees), please contact Continuing Education at the Prince George campus.

Class 1—Professional Driver Development

- 90 hours (three weeks)
- Held at Taylor Professional Driving, Prince George
- Approx. tuition fees, entire program: \$6,295*

This packaged program covers a 16-hour air brakes course (to prepare you for the ICBC air brake exam), tire chains, log books, border crossings, weights, loading and securing techniques and extreme driving. (Preparation for the learner's license exam is available upon request).

For admission requirements and additional costs (such as ICBC test fees), please contact Continuing Education at the Prince George campus.

Class 1—Advanced Professional Driver

- 108 hours (four weeks)
- Held at Taylor Professional Driving, Prince George
- Approx. tuition fees, entire program: \$8,360*

This four-week program offers the same training as the Professional Driver Development Course (above), with an additional week of road/highway driving.

Class 3 Basic

- 18 hours (average)
- Held at Taylor Professional Driving, Prince George

- Approx. tuition fees, entire program: \$1800*
- Prerequisite: 16-hour air brake course

For admission requirements and additional costs (such as ICBC test fees), please contact Continuing Education at the Prince George campus. Note: For this course, trailers may not exceed 4600 kg.

Class 4—Unrestricted

- 4 hours (average)
- Burns Lake, Fort St. James, Fraser Lake, and Vanderhoof
- \$197* (Burns Lake—contact other campuses for their fees)

This program prepares you for the road test at the Motor Vehicle Branch. For admission requirements and additional costs (such as ICBC test fees), please contact the campus directly.

Class 4—Restricted or Unrestricted

- 4 hours
- Held at Taylor Professional Driving, Prince George
- Approx tuition fees, entire program: \$320*

This program prepares you for the road test at the Motor Vehicle Branch. For admission requirements and additional costs (such as ICBC test fees), please contact Continuing Education at the Prince George campus.

Class 4 or 5, with Endorsement 20

- Fort St. James, Fraser Lake, and Vanderhoof—available on request
- Prince George classes are held at the Taylor Professional Driving facility

Note: You must provide a properly certified vehicle and trailer (trailers must be loaded to 4600 kg or more).

For admission requirements and additional costs (such as ICBC test fees), please contact the campus directly.

Class 4 or 5, with Endorsement 51

- Fort St. James, Fraser Lake, and Vanderhoof—available on request
- Prince George classes are held at the Taylor Professional Driving facility

Note: You must provide a properly certified vehicle and trailer (trailers must be loaded to 4600 kg or more). For admission requirements and additional costs (such as ICBC test fees), please contact the campus directly.

New driving courses

The following courses are under development—for details and tentative start dates, call Continuing Education, Prince George campus:

- Logging truck
- Lowbedding

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

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 and part-time) or January (part-time only)
- Full-time or part-time
- Approx. tuition fees, entire program: \$2739*

"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

*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 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

Semester 1	September – December
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: Level I and Level II
ENGL 155	Developmental English

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

Semester 2

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: Level I and Level II

Post-basic courses

ECE 251	Infant Growth and Development
ECE 252	Administration of ECE Programs
ECE 255	Care and Guidance of Infants and 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

You might also be interested in . . .

- Community Support Worker Certificate
- Education Assistant Certificate
- Home Support/Resident Care Attendant Certificate
- Social Service Worker Certificate
- Social Service Worker Diploma
- Social Work Diploma, Pre-UNBC

Important dates

(Prince George only; contact other campuses for their dates.)

Fall term:

- Classes: September 2 – December 12, 2008 (includes exams)

Spring term:

- Classes: January 5 – May 29, 2009 (includes exams)
- Exams: April 13 – 17, 2009
- Study break: March 2 – 6, 2009

Wait! There's more! See page 228 for other important information on this program.



Early Childhood Education Certificate, Aboriginal

- 34 weeks
- Offered online through Mackenzie campus; in person at Vanderhoof campus
- Starts: TBA
- Full-time or part-time
- Approx. tuition fees, entire program: \$5270*

This program is offered collaboratively by the College of New Caledonia, Northern Lights College, Northwest Community College, and Yukon College.

You do not have to be of Aboriginal ancestry to take the program.

Careers

Work with Aboriginal people, the fastest-growing population in Canada! AECE prepares you to work as an early childhood educator with Aboriginal and non-Aboriginal children in

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

When you graduate and complete 500 hours of work in the field, you'll be eligible for licensing as an early childhood educator in BC and the Yukon. As well, the program provides 50 college credits.

Program outline

The AECE program recognizes the growing population of First Nations, Inuit, and Métis (Aboriginal) children in our society, and values the wealth of knowledge and tradition derived from Aboriginal peoples. In promoting the development of the whole child, it is essential that children have their cultures affirmed and supported in the early years.

Aboriginal settings are the focus of the program; however, you'll develop the skills and knowledge to work with children from all cultures. The program totals 1010 hours (570 hours of coursework and 440 hours of practicum experience).

Trimester 1	12 weeks
AECE 151	Prenatal Infant and Toddler Development
AECE 154	Guiding and Caring for Young Children
AECE 156	Program Planning I
AECE 157	Historical Perspectives in Early Childhood Education
AECE 190	Practicum I (9-hour seminar)
Trimester 2	12 weeks
AECE 161	Preschool and School-aged Child Development
AECE 166	Program Planning II
AECE 164	Professional Interactions
AECE 167	Curriculum Development
AECE 191	Practicum II (9-hour seminar)
Trimester 3	14 weeks
AECE 175	Language and Literature in Early Childhood Education
AECE 177	Working with Families
AECE 170	Observing and Recording Children's Behaviour
AECE 172	Health, Safety, and Nutrition
AECE 192	Practicum III (12-hour seminar)

Admission requirements

Successful completion of one of the following:

- Grade 12 (with English 12 with a minimum "C" grade); or
- ABE/CCP Advanced Certificate plus English 050 with a minimum "C" grade; or
- GED certificate plus completion of an English assessment, administered by the college (students, whose assessments show difficulties in English, must participate in English upgrading before entering the program); or
- Mature Student status plus completion of an English assessment administered by the college (students whose assessments show difficulties in English, must participate in English upgrading before entering the program).

Note 1: Before you start the first practicum, you must provide documentation of successful completion of a First Aid course accepted by the Provincial ECE Registry. Your First Aid certification must remain valid for each practicum placement.

Note 2: You must provide documents certifying current immunization, TB screening, and a health examination. These must be on official forms (supplied with acceptance), and must be submitted before the program starts.

Note 3: You must also provide proof of application for a criminal record search. The college requires criminal record searches for everyone applying to programs that involve working with children or other vulnerable persons. Applicants must undergo two searches, one through the RCMP 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 setting. Students who cannot complete the practicums cannot graduate from the program.

Acceptance process

You'll be accepted to the program once you've met all the admission requirements. This is called "first-qualified, first accepted." If you qualify after the program is full, you'll be put on a waitlist.

You do not have to be of Aboriginal ancestry to take the program. However, fifteen seats are reserved for Aboriginal applicants (self-declared) who meet the entrance requirements.

You might also be interested in . . .

- Aboriginal Teacher Assistant Certificate
- Developmental Disabilities Certificate (offered by distance learning)
- Early Childhood Education Certificate
- Education Assistant - see Developmental Disabilities
- Fetal Alcohol Spectrum Disorder(FASD) Diploma
- Home Support /Resident Care Attendant Certificate (Nechako campus and Prince George Campus)
- Social Service Worker Certificate (Nechako campus, Prince George campus, and Quesnel campus)
- Social Service Worker Diploma (Prince George campus)
- Social Work Diploma, Pre-BSW

Education Assistant Certificate

- Equivalent to a one-year certificate program (individual completion time varies)
- Distance education through CNC Prince George
- Starts: August and January
- Part-time (maximum three courses at once)
- Approx. tuition fees, per course: \$239*

*"We cannot live only for ourselves.
A thousand fibres connect us with our
fellow men."*

— Herman Melville

*"Education is the movement from darkness
to light."*

— Allan Bloom

Careers

The Education Assistant program is one of CNC's Community and School Support programs (CASS — formerly Developmental Disabilities). CASS is based on the following values:

- Individuals with developmental disabilities have the right to support services that respect inclusion and choice;
- Individuals with developmental disabilities have the right to work with skilled and respectful support staff in community and school settings.

In addition to the Education Assistant program, CASS offers these two credentials, both listed in this calendar:

- Community Support Worker Certificate
- Human Service Citation

With an Education Assistant Certificate, you'll be prepared to work as a teacher's aide or education assistant, providing assistance to children with disabilities in school settings.

The program is designed for practicing support workers. It enhances competence in inclusion; supporting literacy; human development; learning and support strategies; communication; school, community and relationships; and professional practice and accountability.

Why choose CNC?

- Courses are offered by distance education (print, the Internet, teleconferencing, and workshops).
- The curriculum reflects person-centred values and practice.
- Faculty are experienced practitioners and adult educators.
- Courses are part of the Community & School Support Transfer Agreement developed by the Human Services Articulation Committee (BC Ministry of Advanced Education).

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

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. To download an admissions package, please go to <http://mail.cnc.bc.ca/blogs/CASS/>

New students are admitted to the 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
- A letter from an employer (on agency letterhead) confirming employment.

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
- A CASS Volunteer Experience Record (available at <http://mail.cnc.bc.ca/blogs/CASS/>) completed by a 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
- A completed CASS Personal Statement Form (available at <http://mail.cnc.bc.ca/blogs/CASS/>).

Path #4: Special Admission

For those who do not yet qualify for full admission into the program. Special Admission students can register for one semester in CASS 110 and/or CASS 120.

- Verification (such as a transcript) of having completed English 12 or equivalent with a minimum “C” grade.
- Special Admission students must complete 65 hours of relevant volunteer experience during their first semester. To continue in the program, they must submit a Volunteer Experience Record (available at <http://mail.cnc.bc.ca/blogs/CASS/>) and apply for full admission.

English 12 or equivalent: If you don’t have English 12 or equivalent with a minimum “C” grade, you must write an English test at CNC. It’s your responsibility to contact CNC’s Centre for Student Success (1-800-371-8111, local 5384) and

arrange to write this test. **Note:** If your results don’t meet the required level, you must upgrade before admission to the program.

Program outline

CASS 110	Communication Skills
CASS 120	Human Diversity Across the Lifespan
CASS 130	Ethical Foundations of Practice
CASS 140	Positive Approaches to Teaching and Learning: Part I
CASS 145	Positive Approaches to Teaching and Learning: Part II
CASS 150	Life Planning and Support Systems
CASS 180	Supporting Literacy in Diverse Classrooms
CASS 195	Practicum — Education Assistant
Elective	Contact CNC’s Counselling & Advising Office for information on approved electives. They must be equivalent to 3.0 credits at a post-secondary level of instruction.

You might also be interested in . . .

- Community Support Worker Certificate
- Early Childhood Education Certificate
- Fetal Alcohol Spectrum Disorder (FASD) — Advanced Diploma
- Home Support/Resident Care Attendant Certificate
- Human Service Citation
- Social Service Worker Certificate
- Social Service Worker Diploma
- Social Work Diploma, Pre-UNBC
- University-level classes in psychology, sociology, or social work

Important dates

Fall term:

- Classes: August 25 – December 5, 2008 (includes exams)

Spring term:

- Classes: January 12 – April 25, 2009 (includes exams)

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

Electrical, Foundation-Level

Formerly known as Entry-Level

- 20 weeks
- Prince George, Quesnel, and 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.
- On-site work experience component.

Admission requirements

1. Communications 12 (with a minimum "C" grade). or English 11 or English 045, or equivalent.
2. One of the following, or equivalent:
 - Principles of Math 11
 - MATH 045
 - Applications of Math 12
 - MATH 041 and MATH 042
3. Physics 11 or Physics 045 or Applications of Physics 12, or equivalent.
4. Submission of a resumé and a **handwritten** statement indicating reasons for wishing to enter the program.
5. Completion of two pre-Trades evaluations:
 - A test of mechanical reasoning skills
 - The College English/Math Achievement Test

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

Note 1: If you think you may be admissible as a mature student, please contact CNC Counselling and Advising.

Note 2: Applicants with College-level math or English may not have to take the College English/Math Achievement Test — you must discuss this with a CNC counsellor/advisor.

Note 3: Essentials of Math 11 does not fulfill the admission requirements.

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 12, or MATH 041 and 042, 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 **trades**-related courses at the grade 12 level with a grade of “B” or better, or successful completion of any **foundation-level trades** program, or documented experience of one year in a trade will be awarded 3 points.
6. The resumé and personal statement will be awarded a maximum of 3 points.

Maximum possible points: 21

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 Electrical program (Entry Level Trades Training) at CNC receive an ITA

Certification of Completion and credit for level one technical training of their apprenticeship.

After successfully completing this foundation-level trade, students will receive their apprenticeship registration numbers, making it easier to become apprentices when they venture into the workforce.

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.

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.

You might also be interested in . . .

- Computer/Network Electronics Technician Certificate
- Power Engineering, 4th Class Certificate

Important dates

Dates are for Prince George — please contact other campuses for their dates.

Spring 2008 intake:

- Classes: February 11 – June 27, 2008

Fall/winter 2008–2009 intake:

- Classes: September 2, 2008 – January 30, 2009
- Christmas break: December 20, 2008 – January 2, 2009

Spring 2009 intake:

- Classes: February 9 – June 4, 2009



**Based on material from www.itabc.ca

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 2007–2008 — 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.

Note 3: You will need to comply with the prerequisites of the specific courses you select.

Note 4: 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.

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

You might also be interested in . . .

- Computer/Network Electronics Technician Certificate
- Science, Associate Degree
- University-level courses in physics
- University Transfer First-Year Science Plus

Important dates

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009

English

- Individual university classes
- Full-time or part-time
- Approx. tuition fees, per course: \$224*

"Studying at CNC quite literally changed my life; I was so inspired by my English instructors that I pursued full-time English studies and attained the two degrees necessary to teach."

— Darlene Shatford

Careers

English study opens up a world of employment possibility. English scholars are valued because of specific knowledge gained through study; as well, English develops important employment skills, including written and oral communication skills, research ability, and critical thinking.

The following is a partial list of careers open to those with a degree in English: archivist, attorney, author, broadcaster, columnist / critic, copywriter, corporate communicator, counsellor, editor, educational researcher, educator, foreign service officer, government service worker, interviewer / journalist / reporter/ correspondent, librarian, newspaper / magazine editor, public relations officer, publisher (book, magazine, on-line), research analyst, and writer (technical, speech, freelance, creative, advertising).

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: The GED certificate meets the general admission requirements but does not meet specific program or course prerequisites (see course listing at the back of this calendar).

Note 2: You will need to comply with the prerequisites of the specific courses you select.

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

Sample program outline

The following is a **sample mix** of courses towards an associate degree in English. To ensure a smooth transition to your university of choice, **please consult one or more of the following before choosing your courses:**

- CNC Counselling and Advising
- www.bctransferguide.ca
- The university you plan to attend after CNC

Sample Year One:

Two social science† courses

Two humanities† courses, excluding English

Two arts† electives

Plus two of

- ENGL 101 Literature and Composition I
- ENGL 102 Literature and Composition II
- ENGL 103 Composition and Style (recommended if less than a “B” in English 12)
- ENGL 104 Introduction to Literature and Composition
- ENGL 106 Film Studies
- ENGL 107 Literature and Composition: First Nations Literature

Plus one lab science course, chosen from

- BIO 103 Biology for Humanities and Social Science Students I
- BIO 104 Biology for Humanities and Social Science Students I
- BIO 107 Cellular and Organismal Biology
- BIO 120 Genetics, Evolution, and Ecology
- CHEM 111 Fundamentals of Chemistry I
- CHEM 113 Introduction to Chemistry I
- GEOG 201 Weather and Climate
- GEOG 202 The Surface of the Earth
- PHYS 101 Introductory Physics I
- PHYS 105 General Physics I
- PHYS 106 General Physics II

Plus one of

- CSC 105 Introduction to Computers and Programming
- CSC 109 Computing Science I
- MATH 100 Pre-Calculus Mathematics
- MATH 101 Calculus I
- MATH 103 Finite Mathematics
- MATH 104 Introduction to Statistics
- MATH 190 Principles of Mathematics for Teachers

Year Two:

To ensure a smooth transition to university and/or the completion of an associate degree, **please consult one or more of the following** when planning your second year:

- CNC Counselling and Advising
- www.bctransferguide.ca
- The university you plan to attend after CNC

Other English courses available

As well as those listed above, we offer many other English courses — see the course listing at the end of this calendar.

†Classification of subjects:

Arts — Humanities:

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

Arts — Social sciences:

- Anthropology
- 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)
- Mathematics
- Physics

You might also be interested in . . .

- Arts, Associate Degree
- Individual university-level classes in other subjects

Important dates

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009

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

ESL (English as a Second Language)

- 15-week semester
- Prince George campus
- Starts: September, January, and May
- 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)

More than 30 years' experience in teaching ESL has placed the College of New Caledonia amongst the best English language institutes in Canada. Study with highly qualified teachers in a pure English environment, and watch your English improve rapidly in our multicultural classrooms. Combine ESL with university and academic programs and make steady progress towards your career goals.

Why choose CNC?

- Small class sizes.
- Experienced, dedicated instructors who have been helping students reach their potential for more than 30 years.
- Successful completion of ESL leads to other CNC programs: university transfer programs, diplomas and certificates.
- Accredited by the Canada Language Council, a professional seal of approval.

Admission requirements

1. You must be at least 18 years of age, or turn 18 during the first semester at CNC.
2. To ensure you enter the program at the appropriate level, you must complete a placement test before admission. ESL instructors will also interview you before program placement.

Note: TOEFL is not required for admission to ESL.

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

Note: Students in the Advanced and EAP levels may also take either one or two academic courses (depending on their ESL level), in these areas:

- University arts and science
- Business and management
- College and career preparation (upgrading)

There is no additional fee for these courses (international students only).

After you complete the EAP level, you can take university-level English courses (you must meet course requirements before registering).

Grading scale

Note: In the ESL program, you need 80% to pass.

A+ 95 – 100%

A 90 – 94.9%

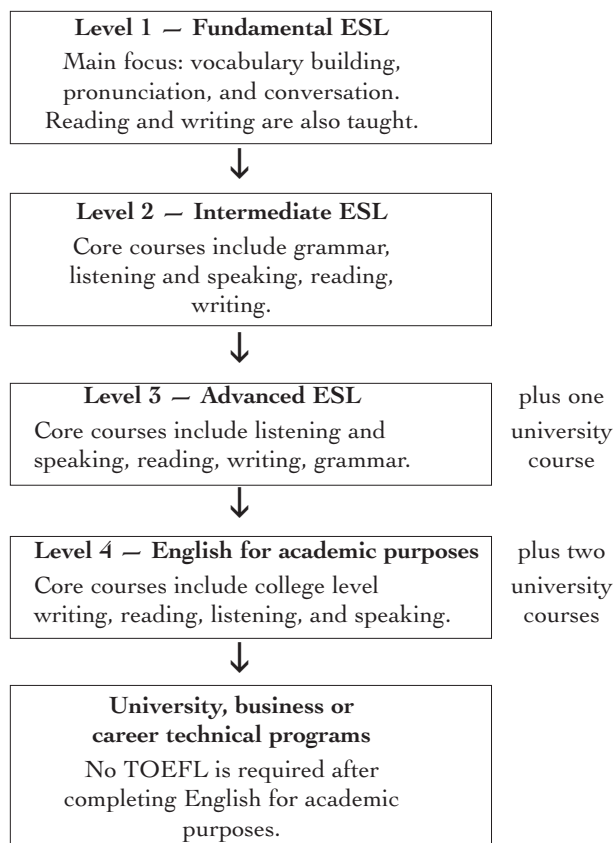
B+ 85 – 89.9%

B 80 – 84.9%

CS/F Below 80%

(CS = Continuing Status — for details, please see “Grading System” the back of the calendar.)

ESL level progression



Complete ESL and progress to college or university programs without TOEFL or other testing.

Important dates

Summer term:

- Placement test: May 8, 2008
- Classes: May 12 – August 22, 2008

Fall term:

- Classes: September 2 – December 12, 2008 (includes exams)

Spring term:

- Classes: January 5 – April 24, 2009 (includes exams)
- Study break: February 16 – 20, 2009

Summer term:

- Classes: TBA

Excavator Training

- Prince George Continuing Education
(in partnership with Nahanni Construction Ltd.)
- Lakes District campus
- Start dates, durations, and fees vary —
please see below or contact campuses

*"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

Lakes District Excavator Training

- Eight weeks
- Starts: TBA
- Full-time
- Approx tuition fees, entire program: \$3500*

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:

Integrated Skills Training

EXOP 150	Introduction to Computers
EXOP 151	Applied Math for Operators
EXOP 155	Employability Skills Training

Safety Training

EXOP 160	Transportation of Dangerous Goods
EXOP 161	WHMIS

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.



EXOP 162	Defensive Driving
EXOP 165	OFA Level I
EXOP 166	OFA Transportation Endorsement
EXOP 167	Spill Response
EXOP 168	Hazard Recognition and Control

Operator Training

EXOP 170	Job Site Planning
EXOP 171	Job Site Layout
EXOP 172	Fire Suppression
EXOP 173	Environmental Management Systems
EXOP 174	Radio Operations
EXOP 175	Service and Maintenance of Excavator Equipment
EXOP 180	Simulator Training — Excavator
EXOP 190	Practicum

Prince George Excavator Training

- 120 hours
- Continuous intake
- Full-time
- \$14,680*

Careers

Get one-on-one training in operating an excavator - you'll be job-ready! Forest-related operations are the main focus.

Note: Steel-toed footwear is required.

Why choose CNC?

- One-on-one training in an excavator
- To improve your employment options, focuses on forestry applications

Admission requirements

This program has no specific admission requirements.

Program outline

Topics include the following:

- Introduction to theory and safety regulations
- Effective operations of hydraulic controls (boom and stick)
- Preventative maintenance
- Road-building
- Sloping
- Ditching
- Clearing
- Landscaping



*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

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

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, per course: \$500*



"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 2007–2008 — 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.

Acceptance process

Students who meet all admission requirements will be admitted on a first-qualified, first-served basis. Prior Learning Assessment may be available.

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

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

Planned semester schedule

Semester 1

FASD 260

FASD 320

FASD 325

FASD 305

FASD 330

Semester 2

FASD 300

FASD 310

FASD 315

FASD 335

FASD 399

September – December

Overview of FASD

Human Development

Developmental Disabilities and FASD

FASD Brain and Behaviour

Addictions

January – June

FASD Support Strategies

Cultural Perspectives in FASD

Special Topics in FASD

FASD Prevention

Practicum



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 practicing 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 2007–2008 — 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.

You might also be interested in . . .

- Arts, Associate Degree
- New Media Communications and Design Diploma

Important dates

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009

Wait! There's more! See page 228 for other important information on this program.

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 2007–2008 — 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.

Note 3: You will need to comply with the prerequisites of the specific courses you select.

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 202	The Surface of the Earth
HIST 104	History of Canada since 1867

You might also be interested in . . .

- Arts, Associate Degree
- First Nations Diploma
- Women's Studies and Gender Relations Diploma

Important dates

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009

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.

Note 3: You will need to comply with the prerequisites of the specific courses you select.

*Approximate fees for one lecture course, as of 2007-2008 — subject to change. Does not include books and supplies. Other fees may apply. Fees for international students are higher.



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 202	The Surface of the Earth
HIST 104	History of Canada since 1867
Semester 3	September – December
ENGL 219	Contemporary First Nations Authors (not offered in 3rd semester)
or ENGL 220	Children's Literature: First Nations Authors (not offered in 3rd or 4th semesters)
FINE 110	Not offered 2008–2009
HIST 205	History of BC (not offered in 3rd semester)
Two UT electives	
Semester 4	January – April
ENGL 219	Contemporary First Nations Authors (not offered in 3rd semester)
or ENGL 220	Children's Literature: First Nations Authors (not offered in 3rd or 4th semesters)
GEOG 205	The Evolution of the Cultural Landscape (not offered in 4th semester)
HIST 211	Local History (not offered in 4th semester)
NURS 205	Introduction to First Nations Health
One UT elective	

You might also be interested in . . .

- Arts, Associate Degree
- First Nations Certificate
- Women's Studies and Gender Relations Diploma

Important dates

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009

Focus Employment Program

- 9.5 months
- Lakes District campus
- Starts: September
- 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

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

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

Have fun and make new friends at CNC!

- Toonie Burger BBQ
- Pancake breakfast
- Bocce ball tournament
- Family movie afternoon
- Indoor soccer league
- Halloween pumpkin-carving and costume contest
- Black History Month
- The trees of CNC (Christmas event)
- Children's Christmas party
- Doggie Fashion Show
- Annual pizza social
- Volleyball games



Because college should be about more than just studying.

Forest Equipment Operator Certificate (FEOC)

- 14 weeks
- Lakes District campus
- Start date varies
- Full-time
- Approx. tuition fees, entire program: \$8500*

"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.

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 2007-2008 — 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)
- Defensive Driving
- WorkSafe Hazard Recognition and Response
- Radio Operations
- Chainsaw Safety
- Health and Safety
- Bear Awareness

Harvesting Training—Simulator

- Harvester/Processor/Forwarder Simulator Training
- Feller Buncher Simulator Training
- Measuring Systems
- Maintenance, Service and Troubleshooting

Forestry Training

- Woodland Fire Orientation
- Introduction to Forestry in British Columbia
- Planning
- Cutblock and Road Layout

Harvesting Training Introduction

- Harvesting
- Log Quality and Scaling
- Roads

You might also be interested in . . .

- Heavy Equipment Operator
- Industry Training

Important dates

Please contact the campus for exact dates.



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

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
- Helicopter Safety
- Log Scaling and Grading

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

- Residue and Waste Measurement
- Resource Road Driving
- Spill Response
- Snowmobile rider courses
- Transportation of Dangerous Goods
- WHMIS (Workplace Hazardous Materials Information Systems)
- WorkSafeBC training modules

Forest Resource Technology Diploma

- Two years
- Prince George campus
- Starts: August (first year only); September
- Full-time
- Approx. tuition fees, entire program: \$7400*

We regret that this program will not be accepting new students for the 2008–2009 academic year.

If you're planning to complete the **second year** of this program in **2008–2009**, you can still do so.

For more information, please call the Business & Technology Division at 250-561-5814 or 1-800-371-8111, ext. 5814

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.

*Subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.



www.cnc.bc.ca

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
 - MATH 044 or equivalent, with a “C” or better, 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.
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.

Note: 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.

Program outline

Semester 1	September – December
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
Semester 2	January – April
ENGL 196	Effective Communications II
FOR 154	Forest Products
FORS 202	Forest Ecology
FOR 162	Forest Measurements II
FOR 164	Fire Management
FOR 172	Aerial Photography and Mapping II
FOR 176	Forest Cartography
FOR 178	Digital Mapping
Semester 3	September – December
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	January – April
FOR 252	Integrated Resource Management
FOR 254	Silviculture II
FOR 256	Forest Pathology
FOR 267	Supervisory Skills in Forestry
FOR 268	Industrial Relations in Forestry
FOR 286	Road Engineering II
FOR 288	Logging II
FOR 289	Forest Finance and Administration
FOR 299	Extended Forestry Field Studies

You might also be interested in . . .

- Aboriginal Forest Resource Technology Diploma Access Program
- Forest Resource Technology Diploma
- Registered Forest Technologist exam preparation online — condensed
- Registered Forest Technologist exam preparation online
- Registered Professional Forester exam preparation online
- Science, Associate Degree
- University Transfer First-Year Science Plus

Important dates

Fall term:

- Classes, first-year students: August 25 – December 12, 2008 (includes exams)
- Classes, second-year students: September 2 – December 12, 2008 (includes exams)

Spring term:

- Classes (all students): January 5 – April 28, 2009 (includes exams)
- Study break: February 16 – 20, 2009

Wait! There's more! See page 228 for other important information on this program.

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

French

- Individual university classes
- Starts: September and January (most courses)
- Full-time or part-time
- Approx. tuition fees, per lab course: \$279*

"It has always been a marvel to me, that French language."

— Mark Twain

"La belle langue française est mélodieuse, poétique, et délicate."

— Anonymous

Careers

- The ability to speak French increases your employability, particularly with the federal government
- Knowing a second language broadens your cultural perspectives
- Many university degrees require the study of a language other than English

Note: If you plan to start a French 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?

- Experienced native-French-speaking faculty.
- Small classes focussing on student participation.
- Emphasis on developing practical language 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.

Note 3: You will need to comply with the prerequisites of the specific courses you select.

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

For the first two years of your degree, you'll combine courses from the list below with other university-level courses at CNC. A CNC counsellor can help you design your program and ensure it transfers to your university of choice.

FREN 101	Intermediate College French, Level 5 (not offered in 2008–2009)
FREN 120	Introductory French I
FREN 121	Introductory French II

You might also be interested in . . .

- Arts, Associate Degree
- Individual university-level classes in other subjects

Important dates

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009

Geography

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

We regret that this program will not be accepting new students for the 2008–2009 academic year.

For more information, please call the Arts and Science Division at 250-561-5815 or 1-800-371-8111, ext. 5815



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.

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

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

Note 2: You will need to comply with the prerequisites of the specific courses you select (please see course listing in the back of this calendar).

Note 3: Students applying for admission to Math 101, CSC 109, PHYS 101, or CHEM 111 who 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 they should be in Math 101, Math 100, or an ABE/CCP Math course.

Sample program outline

The following is a **sample mix** of courses towards an associate degree in geography. To ensure a smooth transition to your university of choice, **please consult one or more of the following before choosing your courses:**

- CNC Counselling and Advising
- www.bctransferguide.ca
- The university you plan to attend after CNC

Sample Year One:

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
Two humanities† courses, excluding English
One math, science†, or statistics course
One science† course

Any course marked UT (university transfer) in the back of this calendar

Plus two of

- ENGL 101 Literature and Composition I
- ENGL 102 Literature and Composition II
- ENGL 103 Composition and Style (recommended if less than a “B” in English 12)
- ENGL 104 Introduction to Literature and Composition
- ENGL 106 Film Studies
- ENGL 107 Literature and Composition: First Nations Literature

Year Two:

To ensure a smooth transition to university and/or the completion of an associate degree, **please consult one or more of the following** when planning your second year:

- CNC Counselling and Advising
- www.bctransferguide.ca
- The university you plan to attend after CNC

Other geography courses available

As well as those listed above, we offer other geography courses — see the course listing at the end of this calendar.

†Classification of subjects:

Arts — Humanities:

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

Arts — Social sciences:

- Anthropology
- 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)
- Mathematics
- Physics

You might also be interested in . . .

- Arts, Associate Degree
- Science, Associate Degree
- University Transfer First-Year Science Plus
- Individual university-level classes in other subjects

Important dates

(Prince George only; contact other campuses for their dates.)

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009

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*

"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 — under review

These admission requirements are under review. For the latest requirements, please contact the Trades office at 250-561-5804 or 1-866-370-2111.

1. Communications 12 (with a minimum "C" grade). or English 11 or English 045, or equivalent.
2. One of the following, or equivalent:
 - Principles of Math 11
 - MATH 045
 - Applications of Math 11
 - MATH 044
 - MATH 041 and Math 042
3. Submission of a resumé and a **handwritten** statement indicating reasons for wishing to enter the program.

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

4. Completion of two pre-Trades evaluations:
 - A test of mechanical reasoning skills
 - The College English/Math Achievement Test

Note 1: If you think you may be admissible as a mature student, please contact CNC Counselling and Advising.

Note 2: Applicants with College-level math or English may not have to take the College English/Math Achievement Test — you must discuss this with a CNC counsellor/advisor.

Note 3: Essentials of Math 11 does not fulfill the admission requirements.

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, MATH 044, MATH 041 and 042, 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 [foundation-level trades](#) program, or documented experience of one year in a trade will be awarded 3 points.
6. The resumé and personal statement will be awarded a maximum of 3 points.

Maximum possible points: 21

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.

After successfully completing this foundation-level trade, students will receive their apprenticeship registration numbers, making it easier to become apprentices when they venture into the workforce.

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.

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

You might also be interested in . . .

- Automotive Technician, Foundation-Level
- Excavator Training
- Heavy Equipment Operator
- Millwright/Machinist/Foundation-Level
- Power Engineering, 4th Class Certificate

Important dates

- Classes: September 2, 2008 – April 9, 2009
- Christmas break: December 20, 2008 – January 2, 2009

**Based on material from www.itabc.ca

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

Heavy Equipment Operator

- Prince George Continuing Education (in partnership with O'Brien Training)
- Quesnel; may be available in Mackenzie
- Continuous intake (variable dates and times)

"I wouldn't be employed without this training. I appreciate the training I took at the College."

— Lawrence Rosette, program graduate

Careers

After completing any of these courses, you'll be ready for work in construction, logging, and more! All courses meet or exceed industry standards. For all courses, WorkSafeBC regulations are in effect, including the requirement to wear steel-toed footwear.

Note: All Prince George courses are held at O'Brien Training's instructing site in the Prince George area.

Construction Equipment Operation

- 208 hours (five weeks)
- Prince George
- \$14,005*

This course features 125 hours of "in-machine training" at a construction site, 83 hours of classroom-based safety awareness and regulatory training, and additional certifications, including

- TDG
- WHMIS
- Level 1 First Aid
- H₂S Alive
- S-100 Fire Suppression

The course also includes a "video resumé" of you in action, a great way to showcase your skills to employers.

Choose one of these machines:

- Excavator
- Rubber tire backhoe
- Wheel loader
- Dozer
- Road grader (cost may vary)
- Rock truck (cost may vary)
- Packer

*Approximate tuition fees as of 2007-2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

Combination Construction Equipment Operation

- 208 hours
- Prince George
- \$18,505*

The course features 140 hours of “in-machine training” on three different machines at a construction site, (90 hours on your main machine, 25 hours each on two others); 68 hours of classroom-based safety awareness and regulatory training; and additional certifications, including

- TDG
- WHMIS
- Level 1 First Aid
- H₂S Alive
- S-100 Fire Suppression

This course also includes a “video resumé” of you in action.

Choose any three of these machines:

- Excavator
- Rubber tire backhoe
- Wheel loader
- Dozer
- Road grader (cost may vary)
- Rock truck (cost may vary)
- Packer

Combination Forestry Equipment Operation

- 206 hours
- Prince George
- \$22,505

This course features 150 hours of “in-machine training” on two different machines at the forestry site (75 hours each); 56 hours of classroom-based safety awareness and regulatory training; and additional certifications, including

- TDG
- WHMIS
- Level 1 First Aid
- H₂S Alive
- S-100 Fire Suppression

The course also includes a “video resumé” of you in action.

Choose any two of these machines:

- Butt ‘n’ top
- Danglehead processor
- Stroke delimber processor
- Feller-buncher
- Grapple skidder
- Forwarder

Certification for Construction / Forestry Equipment Operation

- 40 hours
- Prince George
- \$7,505*

This course is designed for experienced operators. It builds on your experience and introduces the variances needed to operate mechanized machines in a fast-paced construction

environment. Your past experience on track- or wheel-based machines will complement this enhanced training.

Choose one of the following machines:

- *Construction*
 - Excavator
 - Rubber tire backhoe
 - Wheel loader
 - Dozer
 - Road grader
- *Forestry*
 - Butt ‘n’ top
 - Danglehead processor
 - Stroke delimber processor
 - Feller buncher
 - Grapple skidder
 - Forwarder

Mechanized Forestry Equipment Operation

- 196 hours
- Prince George
- \$22,505*

Get ready for a lucrative career in forestry operations! This course fully prepares you—topics include 140 hours of “in-machine training” at a full-phase logging site; 56 hours of classroom-based safety awareness and regulatory training, along with additional certifications, including

- TDG
- WHMIS
- Level 1 First Aid
- H₂S Alive
- S-100 Fire Suppression

This course also includes a “video resumé” of you in action.

Choose one of these machines:

- Butt ‘n’ top
- Danglehead processor
- Stroke delimber processor
- Feller-buncher
- Grapple skidder
- Forwarder

Heavy Equipment Operator

- 5 weeks
- Quesnel
- \$8800*

This course features 55 hours of classroom instruction, including a Level 1 First Aid and Transportation Endorsement, TDG, Fire Suppression, and more. You’ll also get 96 hours of hands-on experience, including equipment maintenance, fuel spills training, and more.

Choose one of these machines:

- Feller buncher
- Danglehead processor
- Butt ‘n’ top loader
- Cat
- Excavator

Please contact the Quesnel campus directly for admission requirements.

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

History

- Individual university classes
- Prince George and Quesnel
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224*

We regret that this program will not be accepting new students for the 2008–2009 academic year.

For more information, please call the Arts and Science Division at 250-561-5815 or 1-800-371-8111, ext. 5815

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, and teaching.

For more information about careers in history, visit www.historians.org/pubs/careers/ or <http://history.stanford.edu/undergraduate/careers.shtml>

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

Note 2: You will need to comply with the prerequisites of the specific courses you select (please see course listing in the back of this calendar).

*Approximate fees for one lecture course, as of 2007–2008 — subject to change. Does not include books and supplies. Other fees may apply. Fees for international students are higher.

Sample program outline

The following is a **sample mix** of courses towards an associate degree in history. To ensure a smooth transition to your university of choice, **please consult one or more of the following before choosing your courses:**

- CNC Counselling and Advising
- www.bctransferguide.ca
- The university you plan to attend after CNC

Sample Year One:

Two 100-level history courses

Two social science† courses

Two humanities† or social sciences† courses

Any course marked UT (university transfer) in the back of this calendar

Plus one lab science course, chosen from

- BIO 103 Biology for Humanities and Social Science Students I
- BIO 104 Biology for Humanities and Social Science Students I
- BIO 107 Cellular and Organismal Biology
- BIO 120 Genetics, Evolution, and Ecology
- CHEM 111 Fundamentals of Chemistry I
- CHEM 113 Introduction to Chemistry I
- GEOG 201 Weather and Climate
- GEOG 202 The Surface of the Earth
- PHYS 101 Introductory Physics I
- PHYS 105 General Physics I
- PHYS 106 General Physics II

Plus two of

- ENGL 101 Literature and Composition I
- ENGL 102 Literature and Composition II
- ENGL 103 Composition and Style (recommended if less than a “B” in English 12)
- ENGL 104 Introduction to Literature and Composition
- ENGL 106 Film Studies
- ENGL 107 Literature and Composition: First Nations Literature

Year Two:

To ensure a smooth transition to university and/or the completion of an associate degree, **please consult one or more of the following** when planning your second year:

- CNC Counselling and Advising
- www.bctransferguide.ca
- The university you plan to attend after CNC

Other history courses available

As well as those listed above, we offer many other history courses — see the course listing at the end of this calendar.

†Classification of subjects:

Arts — Humanities:

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

Arts — Social sciences:

- Anthropology
- 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)
- Mathematics
- Physics

You might also be interested in . . .

- Arts, Associate Degree
- Individual university-level classes in other subjects

Important dates

Fall term:

- Classes: September 2 – December 12, 2008
- Exams (Prince George): December 4 – 12, 2008
- Exams (Quesnel): TBA

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams (Prince George): April 16 – 24, 2009
- Exams (Quesnel): TBA

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
- 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 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. To help clients meet their needs in all dimensions of health in their home or in a facility, the program prepares you to help with assessments, communication, and activities of daily living (such as nutrition and personal hygiene).

Why choose CNC?

- Dual certificate prepares you for two careers: Home Support (private homes), and Resident Care (long-term-care facilities).
- Program provides several weeks of hands-on training in health-care facilities and home support settings.

Admission requirements

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).
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

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

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.

Note: As well, you must have Safety Oriented First Aid, Emergency Level (EFASO) and FoodSafe Level I certificates before the clinical component of the program starts. We recommend that you obtain these certificates before you start the program. The EFASO Certificate must also be valid at time of graduation. It's also beneficial if you have some experience, volunteer or paid, related to the field.

Acceptance process

If there's room in the program, you'll be accepted once you've met all admission requirements. This is called "first qualified, first accepted." If you qualify after the program is full, you'll be put on a waitlist.

Program outline

The program is based on the Home Support / Resident Care Attendant curriculum set forth by the BC Ministry of Advanced Education. **Note:** This curriculum is currently under review and subject to change as of fall 2008.

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

You might also be interested in . . .

- Community Support Worker Certificate
- Early Childhood Education Certificate
- Practical Nurse Certificate
- Social Service Worker Certificate
- Social Service Worker Diploma
- Social Work Diploma, Pre-UNBC

Important dates

(Prince George only; contact other campuses for their dates.)

Fall term:

- Classes: August 27 – December 15, 2008

Spring term:

- Classes: January 5 – May 31, 2009
- Exams: February 2 – 6, 2009
- Study break: February 2 – 6, 2009

Wait! There's more! See page 229 for other important information on this program.



Hospitality Administration 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 course: \$224*

We regret that this program will not be accepting new students for the 2008–2009 academic year.

If you're planning to complete the **second year** of this program in **2008–2009**, you can still do so.

For more information, please call the Business & Technology Division at 250-561-5814 or 1-800-371-8111, ext. 5814

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, [the University of Lethbridge](#), 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 2007–2008 — 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

Acceptance process

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 1	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
ECON 102
ENGL 196
MGT 263
HOSP 153
HOSP 270

Semester 4
MGT 254

HOSP 253
MKT 281
HOSP 260
HOSP 265

September – December

Canadian Macroeconomics Issues
Effective Communications II
Human Resource Management
Hospitality Financial Accounting
Accommodations II

January – April

Applied Group Dynamics (Organizational Behaviour)
Hospitality Management Accounting
Personal Selling (Marketing II)
Food Production Principles
Food Operations Management

You might also be interested in . . .

- Hospitality Operations Certificate
- Northern Outdoor Recreation and Ecotourism (NORE) Certificate

Important dates

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009



Hospitality Operations Certificate

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

We regret that this program will not be accepting new students for the 2008–2009 academic year.

For more information, please call the Business & Technology Division at 250-561-5814 or 1-800-371-8111, ext. 5814

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.

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 and Technology. A student may start his/her program at any time, as agreed upon between the student and a CNC counsellor/advisor.

Program outline

Semester 1	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

You might also be interested in . . .

- Culinary Arts Certificate
- Hospitality Administration Diploma
- Northern Outdoor Recreation and Ecotourism (NORE) Certificate

Important dates

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009



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*

"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.

*Approximate fees for one lecture course, as of 2007–2008 — subject to change. Does not include books and supplies. Other fees may apply. Fees for international students are higher.

Admission requirements

Note: The Human Kinetics program is currently under revision. Students admitted to this program in September 2008, as well as those who are already in the program, must finish their first- and second-year courses by the end of the spring 2010 semester.

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.

Note 3: You will need to comply with the prerequisites of the specific courses you select.

Note 4: 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.

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)	

You might also be interested in . . .

- Northern Outdoor Recreation and Ecotourism (NORE) Certificate
- University-level classes in anatomy and physiology, anthropology, biology, human kinetics, or microbiology

Important dates

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 –
- Exams: April 16 – 24, 2009



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

Human Resources Post-Diploma Certificate

- 240 hours
- Prince George campus (Continuing Education)
- 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 the public and private sectors. Possible positions involve selection and recruitment, labour relations, compensation and benefits, training and development, and so on.

The program 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 gives you the skills to develop or improve your understanding of the human resources function.
- Prepares you for additional educational opportunities.
- Prepares you for the Human Resources Management Association's (HRMA) Certified Human Resources Professional (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 2007-2008 — 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.

Important dates

Please contact Continuing Education.

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

Human Service Citation

- Individual completion time varies
- Distance education through CNC Prince George
- Starts: August and January
- Part-time (maximum three courses at once)
- Approx. tuition fees, per course: \$239*

"Every individual has a place to fill in the world and is important in some respect whether he chooses to be so or not."

— Nathaniel Hawthorne

Careers

The Human Service Citation is one of CNC's Community and School Support programs (CASS — formerly Developmental Disabilities). CASS is based on the following values:

- Individuals with developmental disabilities have the right to support services that respect inclusion and choice;
- Individuals with developmental disabilities have the right to work with skilled and respectful support staff in community and school settings.

In addition to the Human Service Citation, CASS offers these two credentials, both listed in this calendar:

- Community Support Worker Certificate
- Education Assistant Certificate

The Human Service Citation consists of four CASS courses. It gives you exposure to the human service field and allows you to choose only the courses you're interested in. All courses are transferable into the Community Support Worker Certificate or the Education Assistant Certificate.

Why choose CNC?

- Courses are offered by distance education (print, the Internet, teleconferencing, and workshops)
- The curriculum reflects person-centred values and practice.
- Faculty are experienced practitioners and adult educators.
- Courses are part of the Community & School Support Transfer Agreement developed by the Human Services Articulation Committee (BC Ministry of Advanced Education).

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

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.

To download an admissions package, please go to <http://mail.cnc.bc.ca/blogs/CASS/>

New students are admitted to the 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
- A letter from an employer (on agency letterhead) confirming employment.

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
- A CASS Volunteer Experience Record (available at <http://mail.cnc.bc.ca/blogs/CASS/>) completed by a 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
- A completed CASS Personal Statement Form (available at <http://mail.cnc.bc.ca/blogs/CASS/>).

Path #4: Special Admission

For those who do not yet qualify for full admission into the program. Special Admission students can register for one semester in CASS 110 and/or CASS 120.

- Verification (such as a transcript) of having completed English 12 or equivalent with a minimum “C” grade.
- Special Admission students must complete 65 hours of relevant volunteer experience during their first semester. To continue in the program, they must submit a Volunteer Experience Record (available at <http://mail.cnc.bc.ca/blogs/CASS/>) and apply for full admission.

English 12 or equivalent: If you don’t have English 12 or equivalent with a minimum “C” grade, you must write an English test at CNC. It’s your responsibility to contact CNC’s Centre for Student Success (1-800-371-8111, local 5384) and arrange to write this test. **Note:** If your results don’t meet the required level, you must upgrade before admission to the program.

Program outline

To qualify for the citation, you must complete any four of the following courses:

CASS 110	Communication Skills
CASS 120	Human Diversity Across the Lifespan
CASS 130	Ethical Foundations of Practice
CASS 140	Positive Approaches to Teaching and Learning: Part I
CASS 145	Positive Approaches to Teaching and Learning: Part II
CASS 150	Life Planning and Support Systems
CASS 160	Physical Care
CASS 180	Supporting Literacy in Diverse Classrooms

You might also be interested in . . .

- Community Support Worker Certificate
- Early Childhood Education Certificate
- Education Assistant Certificate
- Fetal Alcohol Spectrum Disorder (FASD) — Advanced Diploma
- Home Support/Resident Care Attendant Certificate
- Social Service Worker Certificate
- Social Service Worker Diploma
- Social Work Diploma, Pre-UNBC
- University-level classes in psychology, sociology, or social work

Important dates

Fall term:

- Classes: August 25 – December 5, 2008 (includes exams)

Spring term:

- Classes: January 12 – April 25, 2009 (includes exams)

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

Industry Training

- Offered at all CNC campuses
- Part-time
- Durations, start dates, and fees* vary

"Our business is to provide the training you need, when and where you need it."

— CNC Lakes District

"If you want the best, skip the rest and go to CNC"

— Industry training student (forklift)

In today's market, employee training is critical. CNC offers updated equipment and instructors with extensive industry knowledge and background (WorkSafeBC-certified where applicable). We'll bring the training to your site, or you can use our top-notch facilities.

Note: At the Prince George campus, Industry Training is offered through the Continuing Education department.

Sampling of courses offered

Courses are constantly being developed in response to community needs. Therefore, the list presented here is only a sample. For the most up-to-date list of what's currently available, or to have a custom training package delivered at your facility, please contact your local CNC campus.

Key to campuses

BL	Burns Lake	PG	CNC Prince George
FSJ	Fort St. James	Q	CNC Quesnel
FL	Fraser Lake	V	Vanderhoof
M	CNC Mackenzie		

Automotive

- Air Conditioning Retrofit Certification (ICBC-accredited) (PG)
- Aluminum Welding (ICBC-accredited) (PG)
- Automotive Lift Inspection / Operation (PG)
- Automotive Lab Scopes and Scan Tool Diagnosis (PG)
- Basic Automotive/Heavy-Duty Air Conditioning (PG)
- CFC/HCFC/HFC Control for the Refrigeration and Air Conditioning Industry (Environment Canada Certification) (PG)
- Commercial Vehicle Inspection Program (CVIP) (PG)
- Diesel Engine Electronics, Levels 1 and 2 (PG)
- Diesel Engine Training—Domestic Automotive (Ford/GM/Dodge) (PG)
- Electronic Scan Tool Training for ICBC Auto Shop Body Workers (PG)
- Wheel Alignment (ICBC-accredited) (PG)

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

www.cnc.bc.ca

Driving

(Also see full-page “Driver Training” listing in this calendar)

- Air Brakes, 16 hours (PG)
- Air Brakes, 20 hours (BL, FL, FSJ, PG, V)
- Class 1 Basic (BL, FL, FSJ, PG, V)
- Class 1 Professional Driver Development (PG)
- Class 1 Advanced Professional Driver (PG)
- Class 3 Basic (PG)
- Class 4—Restricted (PG)
- Class 4—Unrestricted (BL, FL, FSJ, PG, V)
- Class 4 or 5, with Endorsement 20 (FL, FSJ, V)
- Defensive Driving (BL)

Electrical / Electronics

- AC/DC Fundamentals (PG)
- Circuit Breaker (General) (PG)
- Electrical Code Refresher (PG, Q)
- Electrical Drawings and Control Systems (PG)
- Electrical System Protection Relaying (PG)
- High Voltage Electrical Awareness (for Private Stations) (PG)
- High Voltage Power (PG)
- Lighting Design and Control Training (PG, Q)
- Programmable Logic Controllers (PG)
- Safety Training for Electricians (PG)
- Substation Operations and Switching I (Distribution) (PG)

Heavy equipment

(Also see full-page Heavy Equipment Operator and Forest Equipment Operator Certificate listings in this calendar)

- Construction Equipment Operation (PG)
- Excavator Training (BL, M, N, PG, Q)
- Forestry Equipment Operation (PG)

Industry

- Aerial Work Platform (Scissor-lift) Certification (PG)
- Brushing, Spacing, Thinning (BL, M, N)
- Bug Probing (BL, M, N)
- Culturally Modified Trees (BL, M, N)
- Environmental Management Systems (BL, M, N)
- Faller Certification (BL, M, N)
- Fire Suppression (BL, M, N)
- Forklift—Introductory (BL, M, N, PG)
- Forklift Operator—Recertification (BL, M, N, PG)
- Hoisting and Rigging (BL, M, N)
- Log Scaling (BL, M, N)
- Powered Boomlift Certification (PG)
- Pre-Foundation-Level Trades Math (PG, Q)
- Small Engine Repair—Units 1 and 2

Safety

- All-Terrain Vehicle Rider course (BL, M, N, PG)
- Snowmobile rider courses (BL, M, N)
- Accident/Incident Investigation (PG)
- Asbestos Awareness (PG)

- Bear Awareness (BL, M, N)
- Chainsaw Safety (BL, M, N, PG)
- Confined Space—Awareness/Entry/Rescue (PG, BL, M, N)
- CPR/Automated External Defibrillator (AED) (PG)
- Fall Protection Awareness (PG)
- Gas Detection (PG)
- H₂S Alive (PG)
- Heat and Cold Stress (BL, M, N)
- Heat Stress Management (PG)
- Occupational First Aid Levels 1, 3, and Transportation Endorsement (BL, M, N)
- Pesticide Application/Dispenser/Certification (PG, BL, M, N)
- Red Cross First Aid (BL, M, N)
- Respiratory Protection and Respirator Fit Testing (PG)
- Rigging and Lifting (PG)
- Safety Committees courses (PG)
- Spill Response (BL, M, N, PG)
- Transportation of Dangerous Goods (TDG) (BL, M, N, PG)
- WHMIS (BL, M, N, PG)
- Workplace Inspections (PG)
- WorkSafe (BL, M, N)

Trades

- Gas Fitter “A” / “B/C” (PG)
- Millwright—Computer Numerically Controlled Machining—Basic (PG, Q)
- Millwright—Hydraulics—Basic and Advanced (PG, Q)
- Millwright—Laser Alignment (PG, Q)
- Millwright—Lubrication and Bearings (PG, Q)
- Millwright—Upgrading for IP exam (PG, Q)
- Power Engineering Tutorial for IP exam (PG)
- Welding—Arc / Oxy-Fuel Welding (beginner level) (PG, Q)
- Welding—Gas Metal Arc Welding (GMAW) (MIG) (PG, Q)

You might also be interested in . . .

- Automotive Technician, Foundation-Level
- Excavator Training
- Forest Equipment Operator Certificate
- Heavy Duty Mechanics/Commercial Transport Mechanical Repair, Foundation-Level
- Heavy Equipment Operator
- Maintenance Management Professional Certificate
- Millwright/Machinist/Foundation-Level
- Plumbing, Foundation-Level
- Power Engineering, 4th Class Certificate
- Welding Level C, B, and A

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: \$595.84*

This program will be running in 2008–2009.

For more information, please call the College Foundations Division at 250-561-5826 or 1-800-371-8111, ext. 5826.

About JET

Gain the skills you need to get a job! The JET program prepares people [text deleted] with learning difficulties for entry-level positions in competitive employment. Our graduates are employed in [entry-level positions in a variety of settings](#).

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.

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.

Why choose CNC?

- Lots of practical experience to add to your resumé, including up to 15 weeks of job training placements.
- CNC is well known for its supportive friendly atmosphere.

Admission requirements

Members of the JET staff interview each student to see if the program is right for them. Parents and other support people are welcome to attend the interview. Applications are welcome at any time during the year. Applications are welcome at any time during the year.

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

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.

Questions?

Please contact JET staff at 250-561-5836 / 1-800-371-8111, ext. 5836 / dauvinj@cnc.bc.ca

Important dates

(Prince George only; contact other campuses for their dates.)

Fall term:

- Classes: September 2 – December 19, 2008

Spring term:

- Classes: January 5 – May 22, 2009
- Study break: February 16 – 20, 2009



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 2007–2008 — 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

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.

Maintenance Management Professional Certificate

- Length varies
- Prince George campus (Continuing Education)
- Start date: Please contact Continuing Education
- Part-time
- Approx. tuition fees, entire program: \$5790*

"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 Maintenance Management Professional (MMP) Certificate Program.

Developed and authorized by the Plant Engineering and Maintenance Association of Canada (PEMAC), 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 Certificate), 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 (PEMAC).

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

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, and [transferability to the University of Lethbridge](#).

*Approximate tuition fees as of 2007–2008 — 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 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.
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, 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.)
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 attending the first semester.

Note 1: 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.

Note 2: Essentials of Math 11 does not fulfill the admission requirements.

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).

You might also be interested in . . .

- Accounting and Finance Diploma
- Associate Certificate in Workplace Conflict
- Business Administration Certificate
- Ch'nook Diploma
- Conflict Resolution Certificate, Specializing in Negotiation
- Management Skills for Supervisors
- Marketing and Management Diploma

Important dates

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009

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

Management Skills for Supervisors

- Length varies
- Prince George (Continuing Education) 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 resumé, 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.

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.

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-Factory 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.

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 2007–2008 — 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.

Note 1: 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.

Note 2: Essentials of Math 11 does not fulfill the admission requirements.

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
MKT 266	Promotions
MKT 272	Market Research Methods

You might also be interested in . . .

- Accounting and Finance Diploma
- Associate Certificate in Workplace Conflict
- Business Administration Certificate
- Ch'nook Diploma
- Conflict Resolution Certificate, Specializing in Negotiation
- Management Diploma
- Management Skills for Supervisors

Important dates

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009

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
- 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, and social science.

A degree in math can lead to careers in education, computer science, statistics, research, physics, and more.

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

Note 2: You will need to comply with the prerequisites of the specific courses you select (see course listing in the back of this calendar).

Note 3: Students applying for admission to Math 101, CSC 109, PHYS 101, or CHEM 111 who 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 they should be in Math 101, Math 100, or an ABE/CCP Math course.

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

Sample program outline

The following is a **sample mix** of courses towards an associate degree in mathematics. To ensure a smooth transition to your university of choice, **please consult one or more of the following before choosing your courses:**

- CNC Counselling and Advising
- www.bctransferguide.ca
- The university you plan to attend after CNC

Sample Year One:

Semester 1 September – December

CSC 109 Computing Science I

MATH 101 Calculus I

Plus one of

- CHEM 111 Fundamentals of Chemistry I
- CHEM 113 Introduction to Chemistry II

Plus one of

- PHYS 101 Introductory Physics I
- PHYS 105 General Physics I

Plus one of

- ENGL 101 Literature and Composition I
- ENGL 102 Literature and Composition II
- ENGL 103 Composition and Style (recommended if less than a “B” in English 12)
- ENGL 104 Introduction to Literature and Composition
- ENGL 106 Film Studies
- ENGL 107 Literature and Composition: First Nations Literature

Semester 2 January – April

GEOG 202 The Surface of the Earth

MATH 102 Calculus II

One additional English course from the list in Semester 1.

Plus one of

- CHEM 112 Fundamentals of Chemistry II
- CHEM 114 Introduction to Chemistry II

Plus one of

- PHYS 102 Introductory Physics II
- PHYS 106 General Physics II

Year Two:

To ensure a smooth transition to university and/or the completion of an associate degree, **please consult one or more of the following** when planning your second year:

- CNC Counselling and Advising
- www.bctransferguide.ca
- The university you plan to attend after CNC

Other math courses available

As well those listed above, we offer many other math courses — see the course listing at the end of this calendar.

†Classification of subjects:

Arts — Humanities:

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

Arts — Social sciences:

- Anthropology
- 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)
- Mathematics
- Physics

You might also be interested in . . .

- Computer/Network Electronics Technician Certificate
- Engineering (Applied Science)
- Science, Associate Degree
- Other university-level courses
- University Transfer First-Year Science Plus

Important dates

(Prince George only; contact other campuses for their dates.)

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009

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

Medical Laboratory Technology Science Diploma

- Two years
- Prince George campus
- Starts: January
- Full-time
- Approx. tuition fees, entire program: \$14,085*

"Medical laboratory technologists are in short supply, both in British Columbia and nationally."

— Northern Health

Careers

As a medical laboratory technologist, you'll perform a variety of specialized tests using high-tech instrumentation, to help physicians diagnose, treat, and prevent disease. Professional responsibilities include collecting and preparing specimens for analysis; testing blood, body fluids, and tissue samples; and interpreting results. You'll work independently, but as an important part of the health-care team.

This program prepares you to work in

- Hospital laboratories
- Public and private clinical laboratories
- Research, veterinary, forensic, pharmaceutical, and industrial laboratories
- Laboratory instrument sales and service

Educational opportunities include a post-diploma Bachelor of Science in medical lab technology (UBC) and/or advanced Registered Technologist certification (Canadian Society of Medical Laboratory Science-CSMLS). Post-diploma professional development is also offered locally, provincially, and nationally.

After graduating, you'll be eligible to write the CSMLS national examination to become professionally certified, which qualifies you to work as a medical laboratory technologist anywhere in Canada. Job prospects are excellent throughout the country, and particularly in Northern BC.

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.

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.



www.cnc.bc.ca

- This program is registered for accreditation with the Canadian Medical Association.

Admission requirements

1. Grade 12 or ABE Advanced Certificate.
2. 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
 - [Principles of Math](#) 12 or [Math](#) 050 or equivalent
3. Completion of Self Report on Suitability form.
4. Completion of the Medical Laboratory Technology Career Investigation Report form.

Note 1: As part of the selection process, shortlisted applicants will be interviewed (teleconferencing is an option). The MLT Career Investigation Report form (Admission Requirement 4, above) is the primary means of selection for this interview — for more details, please see Selection Criteria on page 230.

Note 2: 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 3: Self-identified Canadian Aboriginal applicants who meet the admission requirements by the priority deadline will be given priority for up to three seats.

Program outline (subject to change as of January 2009)

Semester 1	18 weeks
MLTS 101	Medical Terminology
MLTS 104	Infection Control and Safety
MLTS 106	Specimen Collection/Handling
MLTS 109	General Laboratory Practice
MLTS 113	Anatomy and Physiology
MLTS 115	Quality Management
MLTS 120	Analytical Principles I
MLTS 121	Analytical Principles II
MLTS 130	Histotechnology
MLTS 135	Histology
MLTS 140	Microbiology I
Semester 2:	22 weeks
MLTS 150	Professional Practices
MLTS 155	Immunology

MLTS 160	Hematology and Coagulation
MLTS 165	Clinical Chemistry
MLTS 170	Urinalysis
MLTS 175	Molecular Biology
MLTS 180	Transfusion Medicine
MLTS 141	Microbiology II

Year 1 consists of 40 weeks of classroom instruction and related laboratory sessions at CNC. Before proceeding into Year 2, you must complete all Year 1 courses with a grade of 60% (C) or more.

Year 2:	42-week practicum (full academic year)
MLTS 250	Management Practices
MLTS 280	Transfusion Medicine, Theory
MLTS 285	Transfusion Medicine, Practicum
MLTS 230	Histotechnology, Theory
MLTS 235	Histotechnology, Practicum
MLTS 260	Hematology, Theory
MLTS 262	Hematology, Practicum
MLTS 270	Blood Collection, Practicum
MLTS 265	Clinical Chemistry, Theory
MLTS 266	Clinical Chemistry, Practicum
MLTS 240	Microbiology, Theory
MLTS 245	Microbiology, Practicum

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).

Year 2 is spent applying theory to practice at clinical training sites throughout BC. To ensure a comprehensive practicum, Year 2 will include at least one rotation between sites. Student progress is evaluated using competency-based objectives and theory exams.

You might also be interested in . . .

- Dental Assisting Certificate
- Dental Hygiene Diploma
- Northern Collaborative Baccalaureate Nursing Program
- Practical Nurse Certificate
- Science, Associate Degree
- University-level science courses
- University Transfer First-Year Science Plus

Important dates

TBA — please contact the Prince George campus for details.

Wait! There’s more! See page 230 for other important information on this program.

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 and Quesnel
- Starts: February
- Full-time
- Approx. tuition fees, per week: \$69*

We regret that this program will not be accepting new students for the 2008–2009 academic year.

For more information, please call the Trades Division at 250-561-5804 or 1-800-371-8111, ext. 5804

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, or equivalent (with a minimum “C” grade).
2. One of the following, or equivalent:
 - Principles of Math 11
 - MATH 045
 - Applications of MATH 12
 - MATH 041 and MATH 042

*Approximate tuition fees as of 2007–2008 — 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. Submission of a resumé and a **handwritten** statement indicating reasons for wishing to enter the program.
5. Completion of two pre-Trades evaluations:
 - A test of mechanical reasoning skills
 - The College English/Math Achievement Test

Note 1: If you think you may be admissible as a mature student, please contact CNC Counselling and Advising.

Note 2: Applicants with College-level math or English may not have to take the College English/Math Achievement Test — you must discuss this with a CNC counsellor/advisor.

Note 3: Essentials of Math 11 does not fulfill the admission requirements.

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 MATH 041 and 042, 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 **trades**-related courses at the Grade 12 level with a grade of “B” or better, or successful completion of any **foundation-level trades** program, or documented experience of one year in a trade will be awarded 3 points.
6. The resumé and personal statement will be awarded a maximum of 3 points.

Maximum possible points: 21

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.

After successfully completing this foundation-level trade, students will receive their apprenticeship registration numbers, making it easier to become apprentices when they venture into the workforce.

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.

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.

You might also be interested in . . .

- Automotive Technician, Foundation-Level
- Heavy Duty Mechanics/Commercial Transport Mechanical Repair, Foundation-Level
- Plumbing, Foundation-Level
- Power Engineering, 4th Class Certificate
- Welding Levels B and A
- Welding Level C

Important dates

Prince George

- Spring 2008 intake: February 11 – July 11, 2008
- **Fall 2008 intake: September 2, 2008 – February 13, 2009**

Quesnel

- Spring 2008 intake: February 5 – July 4, 2008
- Spring 2009 intake: TBA

**Based on material from 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
- Approx. tuition fees, entire program: \$5610*

"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 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 250-561-5826. 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. 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 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

www.cnc.bc.ca

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. Portfolio: 6 points maximum
3. 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

Year One:

Semester 1	September – December
NMCD 111	Writing I
NMCD 121	Publishing I
NMCD 131	Creativity
NMCD 141	Web I
NMCD 151	Illustration
Semester 2	January – April
NMCD 112	Writing II
NMCD 122	Publishing II
NMCD 132	Multimedia Design and Technology I
NMCD 145	Design History
NMCD 152	Animation, Video & Sound

Year Two:

Semester 3	September – December
NMCD 211	Writing III
NMCD 221	Publishing III
NMCD 231	Multimedia Design and Technology II
NMCD 241	Web II
NMCD 290	Industry Seminar
Semester 4	January – April
NMCD 212	Writing IV
NMCD 222	Publishing IV
NMCD 232	Multimedia Design and Technology III
NMCD 260	Portfolio & Professional Practice
NMCD 299	Industry Internship

You might also be interested in . . .

- Advanced Professional Communications Certificate
- Fine Arts Certificate
- University-level English courses

Important dates

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009



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

Northern Collaborative Baccalaureate Nursing Program (NCBNP)

- Four years total
- Prince George and Quesnel
- Starts: September
- Full-time or part-time
- Approx. tuition fees, CNC portion of program: \$8353*

"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

Note: Are you a licensed practical nurse? Your education and/or experience may provide transfer credits towards this program. For details, please see CNC's Academic Advisor — Nursing.

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.

Note 1: With the exception of English 12 (see below), you don't need Grade 12 provincial exams to get into this program. However, if you write any provincial exams and score above your school grade, we'll blend the two grades and use this new, higher grade when assessing your application. But if the provincial exams lower your grade, we'll look at only your school grades. In other words, we'll use the grades that are most favourable to you.

Note 2: The above does not apply to English 12: you must write the provincial exam. As well, we always use the blended grade for English 12 (combination of school grade and provincial exam grade), even if it's lower than your school grade.

Note 3: There is a 20% allocation of seats for Aboriginal students (self-declared) who meet the minimum requirements.

Note 4: Basic computer literacy is strongly recommended.

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.

You might also be interested in . . .

- Dental Hygiene Diploma
- Medical Laboratory Technology Science Diploma
- Practical Nurse Certificate

Important dates

(Prince George only; contact other campuses for their dates.)

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009
- Intersession (second-year students only): May 4 – June 7, 2009

Wait! There's more! See page 230 for other important information on this program.

Northern Outdoor Recreation and Ecotourism Certificate (NORE)

- Nine months
- Valemount campus
- Starts: August
- Full-time
- Approx. tuition fees, entire program: \$7134*

"Good selection of teachers, guides and staff. If I had a choice I would do it all over again — great experience. I learned so much, especially about myself."

— Amy Rumble

"The NORE program has helped me find more than one job."

— Randee Desabrais

Careers

Get the skills you need to work in the outdoor recreation industry. Our nine-month certificate can lead directly to a job, or you can continue your education by applying your credits towards a tourism degree or diploma.

Our graduates have worked as professional guides in

- Rafting
- Fishing
- Mountain biking
- Driving all-terrain vehicles (ATV-ing)
- Canoeing
- Hiking
- Horseback riding
- Snowmobiling
- Dogsledding

Graduates have also worked as

- Nature interpreters
- Recreation coordinators
- Park information counsellors
- Children's camp leaders
- Ski and snowboard instructors

The NORE program takes place in Valemount, BC, nestled among the Rocky Mountains, the Monashee Range and the Cariboo Mountains, near Mt. Robson Provincial Park and Jasper National Park. Valemount is the perfect setting to experience a variety of outdoor recreation activities.

The local tourism industry has experienced steady growth over the past ten years, and it's anticipated that [the proposed new Valemount Village Resort and Spa](#) will create even more

*Approximate tuition fees as of 2008–2009 — subject to change. Includes application fee and registration fee. Does not include books, clothing and equipment, and supplies. Other fees may also apply.

www.cnc.bc.ca

local jobs. There are opportunities for part-time work for students and tourism careers for graduates.

Why choose CNC?

The NORE program has small class sizes and a proven track record of successful students employed in the adventure tourism industry.

NORE instructors are active in the industry and committed to student success—CNC Valemount has a dropout rate of less than 2%.

Valemount is a vibrant, friendly community surrounded by a world-class outdoor recreation playground.

Valemount housing costs are reasonable, and CNC can help you find accommodation.

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 one of the following: Accounting 11, Math 11A, Introductory Math 11, Applications of Math 11, Principles of Math 11, Math 044, or Math 045.
3. A work/volunteer experience resumé 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 must be in good mental and physical condition and able to participate in moderate outdoor recreation activities. They must provide a doctor's certificate of health.
5. Students must provide proof of medical coverage.

Note 1: Students must sign a liability release form. For students under age 19, the form must also be signed by a parent or legal guardian.

Note 2: Before entering the program, applicants may be required to take an assessment in English and math administered by the College.

Program outline

Semester 1

ECOT 150
ECOT 151
ECOT 154
ECOT 155

ECOT 165
ECOT 170
ECOT 180
ECOT 182
ENGL 195

August – December

Introduction to Tourism and Ecotourism
Wilderness First Aid for Leaders
Leadership in Tourism
Trip Planning and Emergency Situation Management
Natural History
Avalanche Awareness*
Dayhiking*
Horse Trail Guiding*
Effective Communications

Semester 2

ECOT 152
ECOT 160
ECOT 161
ECOT 171
ECOT 173
ECOT 174
ECOT 175
ECOT 179
ECOT 190
MGT 154

January – June

Interpretive Guiding Skills
Environmental Stewardship
Entrepreneurship in Ecotourism
Cross Country Ski Touring*
Snowmobile Touring*
Freshwater Fishing I*
Rafting I*
Canoeing I*
Work Experience
Applied Interpersonal Skills

Important dates

Fall term:

- Classes: August 25 – December 19, 2008

Spring term:

- Classes: January 5 – June 5, 2009

Wait! There's more! See page 233 for other important information on this program.



*Technical skill course. To receive a NORE certificate, you must successfully complete 7 of the 8 technical skill courses, plus all other courses (theory courses).

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

Nursing Unit Clerk Certificate

- 405 hours
- Prince George campus (Continuing Education)
- 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 several years' experience and is currently working in the field.
- Students participate in a 159-hour full-time practicum placement (usually at PGRH)
- Fee includes all manuals — no need to buy textbooks

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.
5. Keyboarding skills of 35 wpm.

As well, familiarity with the Windows environment is recommended.

Note: Admission requirements are currently under review. Please check our website for up-to-date information.

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

Important dates

Please contact Continuing Education.



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 2007–2008 — 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.

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.

You might also be interested in . . .

- ABT Administrative Assistant Certificate
- Business Administration Certificate
- Ch'nook Diploma
- Legal Administrative Assistant Certificate
- Medical Office Assistant
- Medical Technology

Open Doors

- Two-year program
- Prince George campus
- Start date: September
- Part-time
- Approx. tuition fees, per year: \$1100*

We regret that this program will not be accepting new students for the 2008–2009 academic year.

For more information, please call the College Foundations Division at 250-561-5826 or 1-800-371-8111, ext. 5826

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 2007–2008 — 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.

Important dates

Please contact Continuing Education.

Philosophy

- Individual university classes
- Starts: September and January (most courses)
- Full-time or part-time
- Approx. tuition fees, per course: \$224*

"The unexamined life is not worth living."

—Socrates

"Enlightenment is man's release from his self-incurred tutelage."

—Immanuel Kant

Careers

Philosophy is the use of reason to inquire into matters of fundamental principle and ultimate concern. Graduates in philosophy have been successful in the following fields:

- Law
- Teaching
- Health professions
- Government
- Communications
- Information technology
- Ministry
- Social work
- Business

Note: If you plan to start a Philosophy 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 classes
- Experienced, well-qualified faculty (John Ibberson, D.Phil. (Oxford), author of *The Language of Decision* (London, Macmillan, 1986))

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 2007–2008 — subject to change. 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.

Note 3: You will need to comply with the prerequisites of the specific courses you select.

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

For the first two years of your degree in philosophy, you'll combine courses from the list below with other university-level courses at CNC. A CNC counsellor can help you design your program and ensure it transfers to your university of choice.

PHIL 101	Moral Philosophy
PHIL 102	Theory of Knowledge
PHIL 106	Critical Texts in Western Thought: Ancient to Renaissance
PHIL 107	Critical Texts in Western Thought: Modern and Contemporary
PHIL 110	Logic I: Propositional Logic
PHIL 205	Philosophy of Science
PHIL 210	Logic II: Predicate Logic
PHIL 220	Political Philosophy
PHIL 221	Social Philosophy
PHIL 230	Introduction to Philosophy of Education

You might also be interested in . . .

- Arts, Associate Degree
- Individual university-level classes in other subjects

Important dates

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009

Physics

- Individual university classes
- Prince George campus; may also be available at other campuses
- 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.

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

Note 2: You will need to comply with the prerequisites of the specific courses you select (see course listing in the back of this calendar).

Note 3: Students applying for admission to Math 101, CSC 109, PHYS 101, or CHEM 111 who 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 they should be in Math 101, Math 100, or an ABE/CCP Math course.

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

Sample program outline

The following is a **sample mix** of courses towards an associate degree in physics. To ensure a smooth transition to your university of choice, **please consult one or more of the following before choosing your courses:**

- CNC Counselling and Advising
- www.bctransferguide.ca
- The university you plan to attend after CNC

Sample Year One:

Semester 1 September – December

CSC 109 Computing Science I

MATH 101 Calculus I

Plus one of

- CHEM 111 Fundamentals of Chemistry I
- CHEM 113 Introduction to Chemistry II

Plus one of

- PHYS 101 Introductory Physics I
- PHYS 105 General Physics I

Plus one of

- ENGL 101 Literature and Composition I
- ENGL 102 Literature and Composition II
- ENGL 103 Composition and Style (recommended if less than a “B” in English 12)
- ENGL 104 Introduction to Literature and Composition
- ENGL 106 Film Studies
- ENGL 107 Literature and Composition: First Nations Literature

Semester 2 January – April

GEOG 202 The Surface of the Earth

MATH 102 Calculus II

One additional English course from the list in Semester 1.

Plus one of

- CHEM 112 Fundamentals of Chemistry II
- CHEM 114 Introduction to Chemistry II

Plus one of

- PHYS 102 Introductory Physics II
- PHYS 106 General Physics II

Year Two:

To ensure a smooth transition to university and/or the completion of an associate degree, **please consult one or more of the following** when planning your second year:

- CNC Counselling and Advising
- www.bctransferguide.ca
- The university you plan to attend after CNC

Other physics courses available

As well as those listed above, we offer several other physics courses — see the course listing at the end of this calendar.

†Classification of subjects:

Arts — Humanities:

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

Arts — Social sciences:

- Anthropology
- 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)
- Mathematics
- Physics

You might also be interested in . . .

- Computer/Network electronics Technician Certificate
- Engineering (Applied Science)
- Science, Associate Degree
- Other university-level courses
- University Transfer First-Year Science Plus

Important dates

(Prince George only; contact other campuses for their dates.)

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009

Plumbing, Foundation-Level

Formerly known as Entry-Level

- 20 weeks
- Quesnel campus
- Starts: February
- Full-time
- Approx. tuition fees, entire program: \$3249*

"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 English 10 and Math 10; or
 - Intermediate ABE/CCP Intermediate Certificate; or
 - GED Certificate; or
 - Mature student status; (contact CNC Counselling and Advising) or
 - A foundation-level program in a related discipline (related industry experience may be considered in lieu of formal qualifications).

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

2. All applicants must write the English and Math Achievement Test, which includes math, English, and mechanical reasoning.
3. Applicants must submit a resumé along with a handwritten statement on why they wish to enter the program.

Note: Essentials of Math 11 does not fulfill the admission requirements.

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):

1. Work experience as outlined in the written submission.
2. Academic qualifications, with preference to those with English 12 or Technical and Professional Communications 12 or ENGL 045; Math 12 or Math 050; Physics 11 or PHYS 045.
3. Level of 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.

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

Important dates

- Classes: February 11 – June 27, 2008

**Based on material from 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.
- Work placement featuring excellent exposure to employers.

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 2007-2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

- A [foundation](#)-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 resumé along with a handwritten statement as to why they wish to enter the program. (This will be used only if needed for selection — please see Selection Criteria, below.)

Selection criteria

Note: The selection 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 the following: [Math 11 / Applications of Math 12 / MATH 045 / MATH 041](#) **and** [MATH 042](#); [Physics 11](#) or [PHYS 045](#); [Chemistry 11](#) or [CHEM 045](#); 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
Total	1200 hours

You might also be interested in . . .

- Millwright/Machinist, Foundation-Level
- Welding Levels B and A
- Welding Level C

Important dates

- Classes: September 2, 2008 – June 19, 2009
- Christmas break: December 20, 2008 – January 2, 2009



Practical Nurse Certificate

- One year
- Prince George and Quesnel
- Starts: September (Prince George); January 2008 (Quesnel)
- Full-time
- Approx. tuition fees, entire program: \$5179*



www.cnc.bc.ca

"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 clinical experiences and a practicum.

Admission requirements (under review)

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. 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.
6. 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 during the first semester.
7. 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 of experience. It should be signed by an appropriate supervisor (see selection criterion 4, "Relevant experience").

*Subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

Note 1: Students must also acquire and maintain a valid CPR Level C certificate throughout the program.

Note 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.

Note 3: Chemistry 12 or equivalent is recommended.

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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You might also be interested in . . .

- Community Support Worker Certificate
- Dental Assisting Certificate
- Home Support/Resident Care Attendant Certificate
- Medical Laboratory Technology Science Diploma
- Northern Collaborative Baccalaureate Nursing program

Important dates

Prince George

Fall term:

- Classes: September 4 – November 21, 2008
- Clinical I: November 24 – December 11, 2008 (includes exams)

Spring term:

- Classes: January 5 – March 6, 2009
- Clinical II: March 9 – April 17, 2009 (includes exams)
- Study break: April 20 – 24, 2009

Intersession

- Classes: April 27 – June 19, 2009 (includes exams)
- Nursing Arts Week: June 22 – 26, 2009 (includes exams)
- Clinical III: June 29 – July 31, 2009
- Practicum IV: August 1 – September 3, 2009

Quesnel

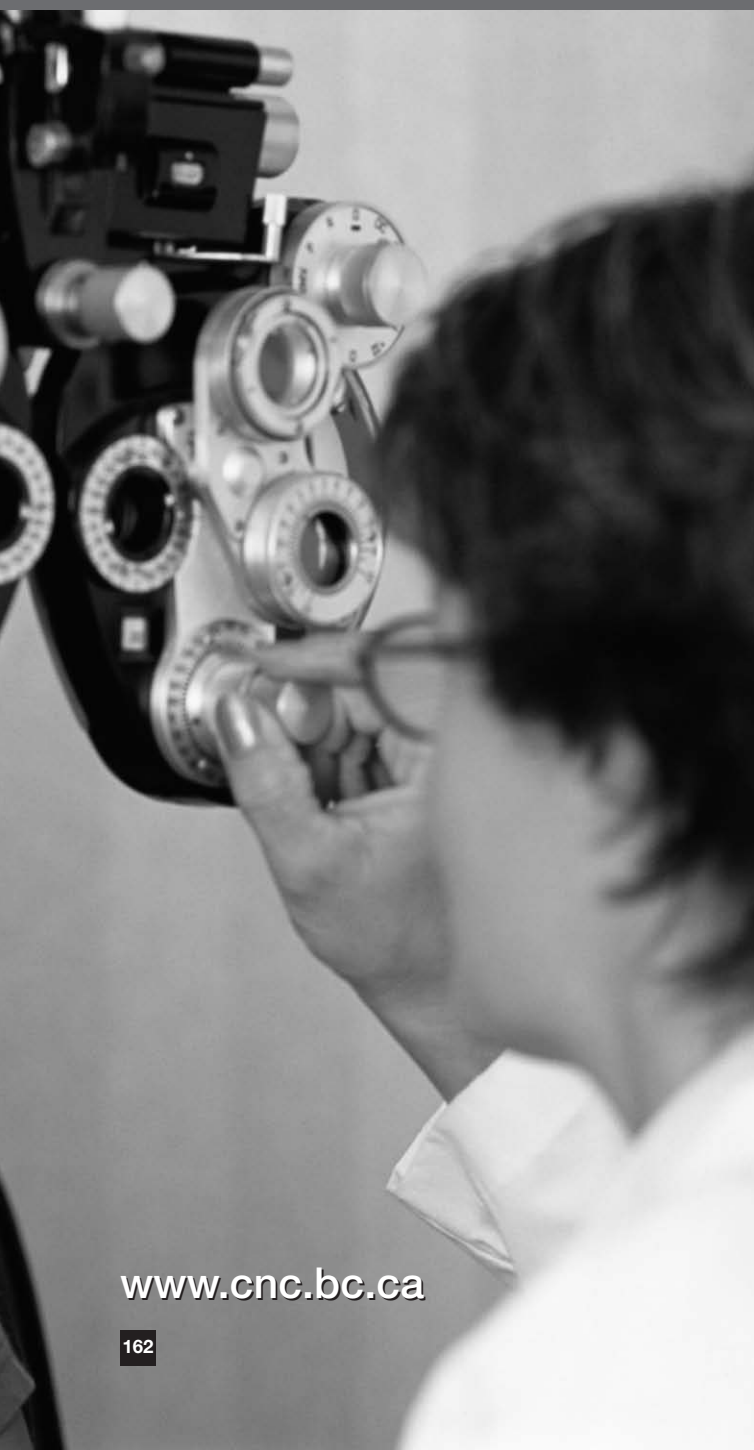
- Classes: TBA

Wait! There's more! See page 234 for other important information on this program.



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*



www.cnc.bc.ca

"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 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 2007–2008 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.statcan.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

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

Note 2: You will need to comply with the prerequisites of the specific courses you select (see course listing in the back of this calendar).

Note 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.

For full details on planning your pre-professional program, please talk to a CNC counsellor/advisor.

Important dates

(Prince George only; contact other campuses for their dates.)

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009

Psychology

- Individual university classes
- All courses available at Prince George campus; many also at Lakes, Mackenzie, Nechako, and Quesnel
- 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

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.

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

Note 2: You will need to comply with the prerequisites of the specific courses you select (see course listing in the back of this calendar).

Note 3: Students applying for admission to Math 101, CSC 109, PHYS 101, or CHEM 111 who 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 they should be in Math 101, Math 100, or an ABE/CCP Math course.

Sample program outline

The following is a **sample mix** of courses towards an associate degree in psychology. To ensure a smooth transition to your university of choice, **please consult one or more of the following before choosing your courses:**

- CNC Counselling and Advising
- www.bctransferguide.ca
- The university you plan to attend after CNC

Sample Year One:

PSYC 101 Introduction to Psychology I

PSYC 102 Introduction to Psychology II

Plus two of the following humanities courses:

- FINE 101 Art History I
- FINE 102 Art History II
- FNST 100 An Introduction to the Worldview of First Nations People
- FNST 101 First Nations Studies II
- FREN 120 Introductory French I
- FREN 121 Introductory French II
- HIST 101 World History: The Early 20th Century
- HIST 102 World History: The Late 20th Century
- HIST 103 History of Canada to 1867
- HIST 104 History of Canada since 1867
- PHIL 101 Moral Philosophy
- PHIL 102 Theory of Knowledge

Plus two of the following courses in the social sciences:

- ANTH 101 Introduction to Sociocultural Anthropology
- ANTH 102 Introduction to Physical Anthropology and Archaeology
- ANTH 201 Social Structure I: Ethnography
- ANTH 202 Social Structure II: Theory and Method
- CRIM 101 Introduction to Criminology
- CRIM 102 Psychology of Criminal & Deviant Behaviour
- CRIM 103 Introduction to the Criminal Justice System
- CRIM 106 Sociological Explanations of Crime and Deviance
- ECON 101 Canadian Microeconomics Issues
- ECON 102 Canadian Macroeconomics Issues
- ECON 201 Principles of Economics — Microeconomics
- ECON 202 Principles of Economics — Macroeconomics
- SOC 101 Introduction to Sociology I
- SOC 102 Introduction to Sociology II

Plus one lab science course, chosen from

- BIO 103 Biology for Humanities and Social Science Students I
- BIO 104 Biology for Humanities and Social Science Students II
- BIO 107 Cellular and Organismal Biology
- BIO 120 Genetics, Evolution, and Ecology
- CHEM 111 Fundamentals of Chemistry I

- CHEM 113 Introduction to Chemistry I
- GEOG 201 Weather and Climate
- GEOG 202 The Surface of the Earth
- GEOG 204 Forest and Agricultural Climatology
- PHYS 101 Introductory Physics I
- PHYS 105 General Physics I
- PHYS 106 General Physics II

Plus one of

- CSC 105 Introduction to Computers & Programming
- CSC 109 Computing Science I
- MATH 100 Pre-Calculus Mathematics
- MATH 101 Calculus I
- MATH 104 Introduction to Statistics
- MATH 190 Principles of Mathematics for Teachers

Plus two 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 106 Film Studies
- ENGL 107 Literature and Composition: First Nations Literature

Year Two:

To ensure a smooth transition to university and/or the completion of an associate degree, **please consult one or more of the following** when planning your second year:

- CNC Counselling and Advising
- www.bctransferguide.ca
- The university you plan to attend after CNC

Other psychology courses available

As well as those listed above, we offer several other psychology courses — see the course listing at the end of this calendar.

Important dates

(Prince George only; contact other campuses for their dates.)

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009

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

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*



"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

Note: This program is being redeveloped for 2008–2009 in cooperation with Malaspina University College. Please contact the Prince George campus for details.

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

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

www.cnc.bc.ca

- Testing in general reading comprehension, along with industry-oriented testing in math, mechanical reasoning, spatial reasoning, and abstract reasoning
- Submission of a brief, handwritten 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

Important dates

Fall term:

- Classes: September 2 – December 19, 2008 (includes exams)

Spring term:

- Classes: January 5 – March 20, 2009 (includes exams)



Residential Construction Framing Technician Certificate

- 23 weeks
- Burns Lake, Fort St. James, and Quesnel
- Starts: November (Quesnel):
February (Burns Lake and Fort St. James)
- Full-time
- Approx. tuition fees, entire program: \$3600*

"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 2007-2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

www.cnc.bc.ca

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.

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.

Acceptance process

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

Important dates

- Classes: TBA
- Christmas break: TBA



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 2007–2008 — 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.



RFT Exam Preparation Online

- Five weeks / three weeks
- Lakes District campus
- Starts: June (5-week version);
July (3-week version)
- Part-time
- Approx. tuition fees, entire program: \$450*
(5-week); \$300* (3-week);

"The practice exam with feedback from the instructor was really helpful."

— 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 3, 2008.

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 2007–2008 — 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.

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.

Important dates

Three-week course:

- August 11 – 29, 2008
- Full refund if course is cancelled by CNC, or if student withdraws on or before August 4, 2008.
- No refund if the student cancels after August 4, 2008.

Five-week course:

- June 9 – 11, 2008
- Full refund if course is cancelled by CNC, or if student withdraws on or before June 2, 2008.
- No refund if the student cancels after June 2, 2008.

RPF Exam Preparation Online

- Seven weeks
- Lakes District 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 3, 2008.

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

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.

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.

Important dates

- June 9 – July 25, 2008
- Full refund if course is cancelled by CNC, or if student withdraws on or before June 2, 2008.
- No refund if the student cancels after June 2, 2008.

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 into 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.

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 received less than a "B" grade in English 12 or its equivalent are strongly encouraged to select English 103 as their first English course.

*Approximate tuition fees as of 2007–2008 — 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.

Note 3: You will need to comply with the prerequisites of the specific courses you select.

Graduation requirements

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
- 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)
- 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) or the Counselling and Advising Department at CNC.

You might also be interested in . . .

- Computer/Network Electronics Technician Certificate
- Forest Resource Technology Diploma
- Individual university-level classes in the arts or sciences

Important dates

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009

Wait! There's more! See page 223 for other important information on this program.

Social Service Worker Certificate

- Nine months
- Prince George campus; individual courses may also be available at other campuses
- Starts: September and January
- 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 Service 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

1. Successful completion of one of the following:
 - Grade 12 with English 12
 - ABE/CCP Advanced Certificate plus English 045
 - GED Certificate plus English 045 or English 12

Note: For all of the above, you must have a minimum "C" grade in English 12/English 045.
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 resumé. You must have at least 30 verifiable hours of volunteer experience in the past three years.

*Approximate tuition fees as of 2007–2008 — 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 [Northern Health](#) 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.

Note 4: To do a practicum, you must obtain a “C” grade or better in all social work courses.

Acceptance process

If there's room in the program, you'll be accepted once you've met all the admission requirements. This is called “first qualified, first accepted.” If you qualify after the program is full, you'll be put on a waitlist.

Program outline

Semester 1	September – December
ENGL 103	Composition and Style
SOC 101	Introduction to Sociology I
SSWK 145	Communication and Interpersonal Relationship Skills
SSWK 171	Introduction to Social Service Practice
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, chosen in consultation with the SSWK and Counselling departments
Semester 2	January – April
SOC 206	Social Problems
SSWK 142	Helping Skills: Practical Applications
SSWK 151	History and Philosophy of Social Welfare Policy
SSWK 196	Practicum and Seminar*
Interession	May
SSWK 199	Practicum and Seminar*

You might also be interested in . . .

- Community Mental Health Certificate
- Community Support Worker Certificate
- Early Childhood Education Certificate
- Education Assistant Certificate
- Social Service Worker Diploma
- Social Work Diploma, Pre-UNBC

Important dates

(Prince George only; contact other campuses for their dates.)

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009

Interession:

- Practicum: TBA



Social Service Worker 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, 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 Service graduate

Careers

With a Social Service 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

1. Successful completion of one of the following:
 - Grade 12 with English 12
 - ABE/CCP Advanced Certificate plus English 045
 - GED Certificate plus English 045 or English 12

Note: For all of the above, you must have a minimum "C" grade in English 12/English 045.
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 resumé with at least 30 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.

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

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply.

immunization regime as per [Northern Health](#) 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.

Note 4: To enter the second year of the program, you must complete all first-year social work courses with a grade of “C” or better.

Note 5: To do a practicum, you must obtain a “C” grade or better in all social work courses.

Acceptance process

If there’s room in the program, you’ll be accepted once you’ve met all the admission requirements. This is called “first qualified, first accepted.” If you qualify after the program is full, you’ll be put on a waitlist.

Program outline

Year One:

Semester 1	September – December
ENGL 103	Composition and Style
SOC 101	Introduction to Sociology I
SSWK 145	Communication and Interpersonal Relationship Skills
SSWK 171	Introduction to Social Service Practice
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, chosen in consultation with the SSWK and Counselling departments

Semester 2	January – April
SOC 206	Social Problems
SSWK 142	Helping Skills: Practical Applications
SSWK 151	History & Philosophy of Social Welfare Policy
SSWK 196	Practicum* and Seminar

Intersession	May
SSWK 199	Practicum* and Seminar

Year Two:

Semester 3	September – December
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
Semester 4	January – April
SOC 230	Critical Perspectives on Contemporary Families
SSWK 232	Loss and Grief
SSWK 242	Community Development
SSWK 271	Health and Wellness Self-Care Lab
SSWK 296	Practicum* and Practicum Seminar
Intersession	May
SSWK 299	Practicum* and Seminar

You might also be interested in . . .

- Community Mental Health Certificate
- Community Support Worker Certificate
- Early Childhood Education Certificate
- Education Assistant Certificate
- Social Service Worker Certificate
- Social Work Diploma, Pre-UNBC

Important dates

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009

Intersession:

- Practicum: TBA



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

Social Work Diploma, Pre-UNBC

- 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-UNBC 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:** Graduates of this program should consult the relevant universities' calendars to ensure they have met entrance requirements.
- Includes the Social Service Worker Certificate.

Admission requirements

1. Successful completion of one of the following:
 - Grade 12 with English 12
 - ABE/CCP Advanced Certificate plus English 045
 - GED Certificate plus English 045 or English 12

Note: For all of the above, you must have a minimum "C" grade in English 12/English 045.
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 resumé. You must have at least 30 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

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

about, and the personal attributes that would make you a viable candidate for this program.

- To enter the second year of the pre-UNBC 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.

Note 4: To do a practicum, you must obtain a "C" grade or better in all social work courses.

Acceptance process

If there's room in the program, you'll be accepted once you've met all the admission requirements. This is called "first qualified, first accepted." If you qualify after the program is full, you'll be put on a waitlist.

Program outline

Year One:

Semester 1	September – December
ENGL 103	Composition and Style
SOC 101	Introduction to Sociology I
SSWK 145	Communication and Interpersonal Relationship Skills
SSWK 171	Introduction to Social Service Practice
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, chosen in consultation with the SSWK and Counselling departments
Semester 2	January – April
SOC 206	Social Problems
SSWK 142	Helping Skills: Practical Applications
SSWK 151	History & Philosophy of Social Welfare Policy
SSWK 196	Practicum and Seminar
Intersession	May
SSWK 199	Practicum and Seminar

Year Two:

Semester 3	September – December
SSWK 255	Counselling Theories
SSWK 241	Group Process and Practice
SSWK 263	Chemical Dependency
UT Elective	Three courses

Semester 4	January – April
SSWK 232	Loss and Grief
SSWK 271	Health and Wellness Self-Care Lab
SOC 230	Critical Perspectives on Contemporary Families
UT Elective	Four courses

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.

You might also be interested in . . .

- Community Mental Health Certificate
- Community Support Worker Certificate
- Developmental Disabilities Certificate
- Early Childhood Education Certificate
- Education Assistant Certificate
- Social Service Worker Certificate
- Social Service Worker Diploma

Important dates

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009

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

Sociology

- Individual university classes
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224*

“Studying sociology at CNC was a thoroughly enjoyable experience — plus, it led to a number of very good work opportunities.”

— Eric Tompkins, CNC sociology graduate,
now working as a sociology instructor

Careers

Sociology is the study of societies and the ways they shape people’s attitudes, actions, identities, interactions, and institutions. Sociology helps us to make sense of the rapidly changing world we live in. At the same time, it helps us to know ourselves in new and exciting ways. By studying sociology, you’ll acquire an increased understanding of human interactions and the ability to interpret social events.

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

Note 2: You will need to comply with the prerequisites of the specific courses you select.

Sample program outline

The following is a **sample mix** of courses towards an associate degree in sociology. To ensure a smooth transition to your university of choice, **please consult one or more of the following before choosing your courses:**

- CNC Counselling and Advising
- www.bctransferguide.ca
- The university you plan to attend after CNC

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

Sample Year One:

SOC 101	Introduction to Sociology I
SOC 102	Introduction to Sociology II

Any two courses marked UT (university transfer) in the back of this calendar

Plus two of the following humanities courses:

- FINE 101 Art History I
- FINE 102 Art History II
- FNST 100 An Introduction to the Worldview of First Nations People
- FNST 101 First Nations Studies II
- 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
- PHIL 101 Moral Philosophy
- PHIL 102 Theory of Knowledge

Plus two of the following courses in the social sciences:

- Any course in commerce, human kinetics, or political science
- ANTH 101 Introduction to Sociocultural Anthropology
- ANTH 102 Introduction to Physical Anthropology and Archaeology
- ANTH 201 Social Structure I: Ethnography
- ANTH 202 Social Structure II: Theory and Method
- CRIM 101 Introduction to Criminology
- CRIM 102 Psychology of Criminal & Deviant Behaviour
- CRIM 103 Introduction to the Criminal Justice System
- CRIM 106 Sociological Explanations of Crime & Deviance
- ECON 101 Canadian Microeconomics Issues
- ECON 102 Canadian Macroeconomics Issues
- ECON 201 Principles of Economics — Microeconomics
- ECON 202 Principles of Economics — Macroeconomics
- PSYC 101 Introduction to Psychology I
- PSYC 102 Introduction to Psychology II
- WMST 101 Introduction to Women's Studies I
- WMST 102 Introduction to Women's Studies II

Plus two 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 106 Film Studies
- ENGL 107 Literature and Composition: First Nations Literature

Year Two:

To ensure a smooth transition to university and/or the completion of an associate degree, **please consult one or more of the following** when planning your second year:

- CNC Counselling and Advising
- www.bctransferguide.ca
- The university you plan to attend after CNC

Other sociology courses available

As well as those listed above, we offer several other sociology courses — see the course listing at the end of this calendar.

Important dates

Fall term:

Classes: September 2 – December 12, 2008

Exams: December 4 – 12, 2008

Spring term:

Classes: January 5 – April 24, 2009

Study break: February 16 – 20, 2009

Exams: April 16 – 24, 2009

TARGET

- Two years
- Prince George campus
- Starts: September
- Full-time or part-time
- Approx. tuition fees, entire program: \$623.06*

This program will be running in 2008–2009.

For more information, please call the College Foundations Division at 250-561-5826 or 1-800-371-8111, ext. 5826.

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 the following:

- Support finding a job: [the TARGET placement coordinator](#) can help market the student to employers.
- Support with interviews: [interview techniques are developed in the classroom, and then work placement interviews are completed with assistance from the TARGET placement coordinator.](#)
- Modifications to the job (if needed) so that they are able to carry out all required tasks.
- Extra support to learn job tasks: [the TARGET placement coordinator](#) can provide extra training.
- 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. [The TARGET placement coordinator](#) can help with all of these.
- 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 [the TARGET placement coordinator.](#)



Why choose CNC?

- CNC is well known for its supportive friendly atmosphere.

Admission requirements

TARGET [staff interview](#) each student to see if the program is right for them. Parents and other support people are welcome to attend this interview.

[text deleted]

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, resumé 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.

FAQs

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.

Important dates

Fall term:

- Classes: September 2 – December 19, 2008

Spring term:

- Classes: January 2 – May 22, 2009
- Study break: TBA— same as School District 57



Teaching — Elementary and Secondary

- Individual university classes
- Prince George campus
- Full-time or part-time
- Approx. tuition fees, per lecture course: \$224*

“A teacher affects eternity; he can never tell where his influence stops.”

— Henry Adams,
19th-century historian and philosopher

Careers

Make an impact on the future, inspire young people, and help them learn and grow — these are some of the reasons to become a teacher.

Teaching is a respected and valued profession that will always be in demand. According to the Canadian Occupational Projection System (COPS), about 10,000 teaching jobs (elementary) and 6,000 (secondary) will become available in the period 2001-2011.

Why choose CNC?

- High-quality, transferable university courses.
- At universities, classes can contain hundreds of students. Our maximum is 37.
- Get the highest possible GPA—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

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

*Approximate tuition fees as of 2007-2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

Note 2: You will need to comply with the prerequisites of the specific courses you select (see course listing in the back of this calendar).

Note 3: Students applying for admission to Math 101, CSC 109, PHYS 101, or CHEM 111 who 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 they should be in Math 101, Math 100, or an ABE/CCP Math course.

Sample program: Elementary (K – 7)

The following is a **sample mix** of courses to satisfy first-year degree requirements in a Bachelor of Education program.

Please consult with CNC Counselling and Advising to construct your individual two-year plan based on the university destination of your choice.

Sample Year One:

ENGL 103 Composition and Style

Four electives based on the major and minor you have chosen for your bachelor’s degree — see the appropriate Associate of Arts or Associate of Science degree listings in this calendar

Plus one of

- ENGL 101 Literature and Composition I
- ENGL 102 Literature and Composition II
- ENGL 104 Introduction to Literature and Composition

Plus one of

- MATH 100 Pre-Calculus Mathematics
- MATH 101 Calculus I
- MATH 190 Principles of Mathematics for Teachers

Plus one lab science course, chosen from

- BIO 103 Biology for Humanities and Social Science Students I
- BIO 104 Biology for Humanities and Social Science Students I
- BIO 107 Cellular and Organismal Biology
- BIO 120 Genetics, Evolution, and Ecology
- CHEM 111 Fundamentals of Chemistry I
- CHEM 113 Introduction to Chemistry I
- GEOG 201 Weather and Climate
- GEOG 202 The Surface of the Earth
- PHYS 101 Introductory Physics I
- PHYS 105 General Physics I
- PHYS 106 General Physics II

Plus two Canadian studies courses chosen from:

- CRIM 135 Introduction to Canadian Law and Legal Institutions
- GEOG 103 Canada: Some Geographical Perspectives
- FNST 100 An Introduction to the Worldview of First Nations People

- FNST 101 First Nations Studies II
- HIST 103 History of Canada to 1867
- HIST 104 History of Canada Since 1867
- HIST 211 Local History

Year Two:

Please consult with CNC Counselling and Advising to develop your personalized educational plan.

Sample program: Secondary (8 – 12)

The following is a **sample mix** of courses to satisfy first-year degree requirements in a Bachelor of Education program.

Please consult with CNC Counselling and Advising to construct your individual two-year plan based on the university destination of your choice.

Sample Year One:

ENGL 103 Composition and Style

Courses based on the major and minor you have chosen for your bachelor’s degree — see the appropriate Associate of Arts or Associate of Science degree listings in this calendar.

Plus one of

- ENGL 101 Literature and Composition I
- ENGL 102 Literature and Composition II
- ENGL 104 Introduction to Literature and Composition

Year Two:

Please consult with CNC Counselling and Advising to develop your personalized educational plan.

Important dates

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009

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 Service
- Sociology
- Statistics
- Teaching
- Tourism
- Women's studies

*Approximate fees for one lecture course, as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.



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

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 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, 2008–2009

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.

Note 3: You will need to comply with the prerequisites of the specific courses you select.

Note 4: 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.

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 into 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 can be equivalent to the first two years of a university degree in that particular subject. 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.

Important dates

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

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009

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*

"The number one thing that I gained from attending the College of New Caledonia in Quesnel was lab experience. The labs prepared me for my classes at UNBC, which I'm now attending, and for my first co-op position at Canfor."

— Megan Fournier, program graduate

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 take the first step to preparing 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 2007–2008 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.statcan.ca/daily/English/050901/d050901.htm

www.cnc.bc.ca

- 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.

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: You will need to comply with the prerequisites of the specific courses you select.

Note 2: 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.

Note 3: 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 4: The GED certificate meets the general admission requirements, but does not meet specific program or course prerequisites.

Program outline

Semester 1

BIO 107
CHEM 113
ENGL 103
MATH 100
PHYS 105

Semester 2

BIO 120
CHEM 114
ENGL 104

MATH 101
PHYS 106

September – December

Cellular and Organismal Biology
Introduction to Chemistry I
Composition and Style
Pre-calculus Mathematics
General Physics I

January – April

Genetics, Evolution and Ecology
Introduction to Chemistry II
Introduction to Literature and Composition
Calculus I
General Physics II

Welding Levels B and A

- Level B — 16 weeks
Level A — 8 weeks
- Prince George campus (Levels B and A);
Quesnel campus (Level B)
- Continuous intake; no specific start date
- Full-time
- Approx. tuition fees, per month:
Prince George: \$312/month*;
Quesnel: \$100/week

“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 2007–2008 — 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 II (F.C.A.W. II)
- P-10 Gas Tungsten Arc Welding I (G.T.A.W. I)
- RK-4 Inspection Procedures
- RK-5 Welding Standard and Quality Control
- RK-6 Blueprint Reading II
- RK-7 Metallurgy II

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.

You might also be interested in . . .

- Heavy Duty Mechanics/Commercial Transport Mechanical Repair
- Millwright/Machinist

Important dates

- Classes: Continuous intake during the period TBA
- Christmas break: TBA

Welding Level C

- Seven months
- Burns Lake, Prince George, and Quesnel; may also be available at other campuses
- Starts: TBA (Burns Lake); September (Prince George); August (Quesnel)
- Full-time
- Approx. tuition fees: \$2142* (Quesnel: \$4900; Burns Lake: TBA)

“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).

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
- And more

Why choose CNC?

- [Experienced instructors and high-quality equipment.](#)

Admission requirements

1. Successful completion of Grade 10 with credit in English and [either](#) Principles of Math 10 [or](#) **MATH 041**.
2. Completion of two pre-Trades evaluations:
 - [A test of mechanical reasoning skills](#)
 - [The College English/Math Achievement Test](#)
3. Students are required to submit a resumé along with a **handwritten** statement indicating reasons for wishing to enter the program.

Note: If you think you may be admissible as a mature student, please contact CNC Counselling and Advising.

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

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 [foundation-level trades](#) 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 resumé and personal statement will be awarded a maximum of 3 points.

Maximum possible points: 11

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.

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.

You might also be interested in . . .

- Welding Levels B and A

Important dates

- Classes (Welding C only): September 2, 2008 – April 10, 2009
- Classes (Welding C plus fitter-fabricator): September 2, 2008 – June 19, 2009
- Christmas break (both options): December 20, 2008 – January 2, 2009

**Based on material from www.itabc.ca

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

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*



www.cnc.bc.ca

"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.

Note 3: You will need to comply with the prerequisites of the specific courses you select.

*Approximate tuition fees as of 2007–2008 — subject to change. Does not include books, tools, and supplies. Other fees may also apply. Fees for international students are higher.

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	Introduction to Psychology I
SOC 101	Introduction to Sociology I

One of:

ENGL 101	Literature and Composition I
ENGL 102	Literature and Composition II
ENGL 103	Composition and Style
ENGL 104	Introduction to Literature and Composition
ENGL 107	Literature and Composition: First Nations Literature

Semester 2 January – April

WMST 102	Introduction to Women's Studies II
MATH 104	Introduction to Statistics
PSYC 102	Introduction to Psychology II
SOC 102	Introduction to Sociology II
One 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	Developmental Psychology I
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	Developmental Psychology II
SOC 220	Women in Society
UT elective	
UT elective	

You might also be interested in . . .

- Arts, Associate Degree
- Social Service Worker Certificate
- Social Service Worker Diploma
- Social Work Diploma, Pre-UNBC
- University-level psychology courses

Important dates

Fall term:

- Classes: September 2 – December 12, 2008
- Exams: December 4 – 12, 2008

Spring term:

- Classes: January 5 – April 24, 2009
- Study break: February 16 – 20, 2009
- Exams: April 16 – 24, 2009

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 study permit 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. International students

Admission requirements

ESL programs: For admission requirements, please see the ESL page in this calendar.

Non-ESL programs:

- Must be 18 years of age or more
- Must have completed high school or equivalent of Grade 12 in British Columbia
- Must meet all program admission requirements as outlined in this CNC Program Guide and Course Calendar
- For programs exceeding 6 months, must possess a valid study permit
- Must have a minimum TOEFL score of 550 (PBT), 213 (CBT) 80 (IBT), a 6.5 IELTS score, or have successfully completed Level 4, English for Academic Purposes, at CNC.

When to apply

ESL programs: Offered 12 months of the year. Programs run 15 weeks and begin in September, January and May. While it is a good idea to apply at least six months before the start of each semester, applications received up to the start of each semester will be considered as long as there are seats available in the program.

Non-ESL programs: Please see When to Apply (inside back cover).

Application procedure

1. Complete an International Student Application form. Enclose a certified copy of all educational documents in the original language, and a certified copy translated into English. No educational documents are required for ESL study only.
 2. Arrange to have an original copy of your TOEFL results sent to the College of New Caledonia. TOEFL score for all programs except ESL is 550 PBT, 213 CBT, and 80 IBT. CNC's institutional TOEFL code is 9053.
 3. Send the International Student Application, official documents, and a \$100 fee to the College of New Caledonia. For the best chance of acceptance, send your application as early as possible.
 4. When accepted, you will receive an official Letter of Acceptance from the College. Take the letter to the nearest Canadian embassy for a Student Study Permit.
 5. When your visa is approved, send tuition fees to the College at least six weeks before the start of classes. When entering Canada, present the Visa Approval Letter at Canadian Customs.
 6. Make arrangements with the International Education Centre for accommodation and airport pick up.
4. Special admission

Note: This policy is currently under review. Please consult the CNC Counselling and Advising Department. 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, or in the case of regional campuses, an appropriate counsellor, 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 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 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, or in the case of regional campuses, an appropriate counsellor, 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 or at any of the College's regional campuses. Applications may also be submitted online at 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, unprocessed applications and application fees received after that date will be returned. Applications and fees will be processed in date order, as space permits.

Limited enrollment programs which become oversubscribed after March 31st will be deemed closed by Admissions. Unprocessed 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, applications are accepted, and admission is 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 April 24, 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 provisions:

1. There must be a vacancy in the class and students must satisfy course prerequisites. Students seeking permission

to audit courses without satisfying course prerequisites require the signature of the appropriate dean/regional director/designate and the course instructor on a College “Course Registration Authorization” form. These forms are available from the Office of Admissions, Registration and Records or the Counselling and Advising Department.

2. Students requesting a status change from “Credit to Audit” shall do so by the end of the **fourth** week of the course to be audited. Students seeking a status change require their instructor’s signature on a College “Course Registration Authorization” form.
3. Students requesting a status change from “Audit to Credit” shall do so by the end of the **second** week of the course being audited. Students may only make such a change if they have fulfilled all admission requirements, the course prerequisites and have obtained their instructor’s signature on a College “Course Registration Authorization” form. Students who lack the prerequisites for the course shall follow the procedure delineated in item #1 above.
4. No course credits are granted for an audited course. An audit grade is assigned but is not included in the calculation of the student’s grade point average.
5. Students must pay all applicable fees associated with the course.
6. Courses taken on an “Audit” basis are not considered part of the student’s official workload.
7. Audited courses cannot be used to meet prerequisites to other courses nor can audited courses be used to meet program credential requirements.
8. The degree of participation in a course for an audit student is at the discretion of the instructor.

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
 - 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 Service Worker Programs:
 - Community Support Worker
 - Education Assistant
 - Social Service Worker
- 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 Service Programs:
 - Pre-UNBC
 - Social Service Worker
- University Credit:
 - Criminology
 - First Nations
 - Human Kinetics
 - Women's Studies and Gender Relations

Degrees (Associate)

Associate Degrees are official CNC qualifications which recognize 60 credit hours of university-level 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.
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 is equivalent to the course tuition fee for which credit is being sought at the time of assessment. 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.

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.

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 and will pay full-time fees.

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*

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

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%

Grading system

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

	Grade points	Percent conversion	Dental and Culinary Arts programs
A	4.00	88–100%	90–100%
B+	3.50	81–87%	85–89%
B	3.00	74–80%	80–84%
C+	2.50	67–73%	75–79%
C	2.00	60–66%	70–74%
D	1.00	50–59%	N/A
F	0.00	0–49%	0–69%

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:

	Credit hours	Letter grade	Grade points	Grade points Credit hours
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
Total	15			31

$$\text{GPA: } 31 \div 15 = 2.07$$

Transcripts and certificates

All obligations relating to fees, library books or fines, rentals, loans, etc. must be met before any official transcript, certificate, diploma, or associate degree will be released.

Repeating a course

Courses may be repeated for the purpose of raising grades. Students who intend to transfer to another educational institution should be aware that other institutions may recalculate grade point average (GPA) in accordance with their own policies on admission.

Confidentiality of student records

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

Disclosure of student information files is authorized only in response to

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

Note: Confidentiality is also covered on page 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.

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

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 completed, or a student does not attend classes, 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.

2008-09 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 2008

(Semester starts September 2, 2008)

- September 11, 2008: Last day to withdraw and receive a 60% tuition refund.
- September 12, 2008: Last day to add courses without the appropriate instructor’s and division dean’s signature.
- September 18, 2008: Last day to withdraw and receive a 40% tuition refund. After this date, no refund is available.

- October 10, 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. **Note:** Audit policies are currently under review.
- October 31, 2008: Last day to withdraw without academic penalty. After this date, students withdrawing will receive an “F” grade.

Spring 2009

(Semester starts January 5, 2009)

- January 13, 2009: Last day to withdraw and receive a 60% tuition refund.
- January 16, 2009: Last day to add courses without the appropriate instructor’s and division dean’s signature.
- January 20, 2009: Last day to withdraw and receive a 40% tuition refund. After this date no refund available.
- February 13, 2009: 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. **Note:** Audit policies are currently under review.
- March 6, 2009: Last day to withdraw without academic penalty. After this date, students withdrawing will receive an “F” grade.

College and Career Preparation (Formerly ABE)

Fall 2008

(Classes start August 27, 2008)

- October 10, 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.
- October 31, 2008: Last day to withdraw without academic penalty. After this date, students withdrawing will receive an “F” grade.

Spring 2009

(Classes start January 5, 2009)

- February 13, 2009: 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 6, 2009: 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 Service programs:
Community Support Worker Certificate
Education Assistant Certificate
Pre-UNBC Program
Social Service Worker Certificate
Social Service Worker Diploma

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

- Community Support Worker
- Early Childhood Education
- Education Assistant
- Nursing
- Practical Nursing
- Pre-UNBC 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

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.

Fee information for semester programs

Fees listed below are those established for the 2007–08 academic year. All 2008–09 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.

For international student fees, please see page 215.

Note: These fees apply to CNC Prince George. Fees may be different at other campuses.

Program	Tuition (per course) (standard lecture — 45 hours)	Lab fees (if applicable) (standard lab — 45 hours)	Registration fee (per term)	Technology fees (per course)	Students' Union fees
Applied Business Technology	\$224.10	\$109.80	\$15.00	\$5.00	see below
Business Administration	\$224.10	\$109.80	\$15.00	\$5.00	see below
Computer Information Systems	\$224.10	\$109.80	\$15.00	\$5.00	see below
Computer/Network Electronics Technician	\$224.10	\$109.80	\$15.00	\$5.00	see below
Dental Assisting	\$224.10	\$109.80	\$15.00	\$5.00	see below
Dental Hygiene	\$224.10	\$109.80	\$15.00	\$5.00	see below
Fine Arts	\$224.10	\$109.80	\$15.00	\$5.00	see below
Forest Resource Technology	\$224.10	\$109.80	\$15.00	\$5.00	see below
Hospitality Administration	\$224.10	\$109.80	\$15.00	\$5.00	see below
Social Service Training	\$224.10	\$109.80	\$15.00	\$5.00	see below
University Credit	\$224.10	\$109.80	\$15.00	\$5.00	see below

All fees are payable at the time of registration. Fees are charged by course based on lecture plus lab contact hours. For programs not listed above, check the next page or contact your local CNC campus.

Students' Union fees

- The following Students' Union fees are charged to students (may not apply to all campuses):
 - \$10.00 Annual Students' Union Building Fund Fee—\$10.00 per year
 - Canadian Federation of Students Fees—\$1.97 per course or month (\$7.88 maximum)
 - Daycare Fee—\$2.50 per yes
 - Newspaper Fee —\$3.11 per semester or term
 - Students' Union—\$7.78 per month or \$9.34 per course (\$37.36 per semester maximum)

Note:

1. Courses not offered in standard format will have their fees pro-rated.
2. 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.
3. 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.
4. 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.

Fee information for vocational and other programs

The following are 2007–2008 fees and are subject to change for 2008–2009

Note: These fees apply to CNC Prince George. Fees may be different at other campuses.

Program	Tuition	Materials fee	Registration fee	Tech fees	Students' Union fees	Total
Applied Business Technology	Variable (per course)	—	\$15.00	\$25.00	\$60.85	Variable
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	Variable (per course)	—	\$15.00	\$25.00 per semester, max.	\$60.85	Variable
ESL (6-month program)	Variable (per course)	—	\$15.00	\$5.00 per course	\$11.31 per course	
Foundation-Level trades (5-month programs)	\$1461.60	\$200.00	\$15.00	\$50.00	\$64.36	\$1990.96 (includes \$200 refundable tool deposit)
Foundation-Level trades (7-month programs)	\$2088.00	\$300.00	\$15.00	\$50.00	\$83.86	\$2736.86 (includes \$200 refundable tool deposit)
Home Support/Resident Care Attendant	\$2307.14	—	\$15.00	\$40.00	\$103.36	\$2465.50
Power Engineering	\$2784.20	\$100.00	\$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	\$3120.00	\$300.00	\$15.00	\$50.00	\$113.11	\$3798.11
Welding C—7 month	\$2184.00	\$300.00	\$15.00	\$50.00	\$83.86	\$2832.86

Note: Total fees for both these programs includes \$200 refundable tool deposit

Students' Union fees

- The following Students' Union fees are charged to students (may not apply to all campuses):
 - \$10.00 Annual Students' Union Building Fund Fee—\$10.00 per year
 - Canadian Federation of Students Fees—\$1.97 per course or month (\$7.88 maximum)
 - Daycare Fee—\$2.50 per yes
 - Newspaper Fee —\$3.11 per semester or term
 - Students' Union—\$7.78 per month or \$9.34 per course (\$37.36 per semester maximum)

Calculation of course fees

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

[Duration (in weeks)] x [contact hours per week] x [\$ per contact hour]

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:
Outside users: \$30.00/semester
\$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 gym bookings, call 250-561-5803 for rates/availability.

International student fees

Tuition (in Canadian funds)

- English Language Training \$4,200 per semester
- College and Career Preparation \$4,200 per semester
- University-level classes and other career programs \$1,020 per course
- Labs \$130 each
- Trades Contact the International Education department

CNC reserves the right to change fees without notice.

Additional fees

In addition to tuition fees, international students will also be charged fees for the CNC Students' Union and other applicable fees, which are payable at the time of registration. Likewise, international students will also pay for such expenses as their textbooks, housing, food, transportation, and medical insurance costs. For more information and sample fee assessments, please visit www.cnc.bc.ca/ined

Medical insurance

All international students must purchase temporary medical insurance through the College of New Caledonia if they are not already enrolled with BC Medical. Students studying for more than 4 months in Canada must apply for the BC Medical Services Plan. Students must have approved medical coverage before registering for classes.

Refund policy

The refund policy for international students is as follows:

- 50% refund if a student withdraws from CNC before classes start
- 25% refund if a student withdraws from CNC during the first or second week of classes
- No refund after the second week of classes
- Student Union and activity fees are not refundable

There is a \$100 administrative fee for all international student refunds. Students who are unable to obtain a study permit must send verification that the application was declined. A full refund, less the \$100 administrative fee, will then be provided to the student.

Status change

If a student's status changes from requiring a student authorization, or study permit, to a landed immigrant, after the first day of classes in any given semester, the change in tuition fees will occur the following semester. Students must show proof of the status change.

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 and Social Development Canada (HRSDC), 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.

Course withdrawal and refund policy

International students — please see previous page.

Policy

The College of New Caledonia is a comprehensive community college that provides access to lifelong learning and facilitates the achievement of personal and educational goals. It is recognized that there are circumstances where a student may wish to withdraw from a course(s) and/or a College program and will do so by completing a Change of Enrollment Status form and submitting this form to the Admissions Department. The following are the general parameters that apply to withdrawals:

- **Prior to sixty percent** of the course being conducted, a student may withdraw from courses without academic penalty.
- **After sixty percent** of the course has been conducted, a student who withdraws will be assigned an "F" grade which has a grade point value of zero which will be used in the calculation of the student's grade point average (GPA). A Change of Enrollment Status form signed by both the student and a counsellor will be submitted to the Admissions Department.

Medical and personal withdrawals

The College recognizes that there can be medical reasons and/or extenuating personal circumstances that could result in student withdrawal from course(s) and/or a program.

Medical Withdrawal

All Change of Enrollment Status forms for **medical reasons** **must** be signed by a counsellor and the student and be accompanied by a medical certificate/doctor's note. The Admissions Department will not accept medical notes across the counter from students or process a withdrawal/refund without this documentation.

- A medical withdrawal from an **entire program** or a **full semester** will result in "W's" for the course grade and a seventy-five percent refund of **tuition only**. There is no refund of student fees, application fees, or registration fees.
- Medical withdrawals from **courses** (i.e., a partial program withdrawal) will result in "W's" for the course grade but **no tuition refund** unless approved by a counsellor **and** the Vice President Student Services/Regional Director or their designate.
- Program or course withdrawals **after the final withdrawal date**, for other than **personal** reasons, will result in an "F" grade unless indicated otherwise by the appropriate Divisional Dean/Regional Director's signature on the Change of Enrollment Status form. In this case, the counsellor's signature on the form indicates that the options and ramifications of a withdrawal after the final withdrawal date have been discussed with the student.

Personal Withdrawal

On all campuses, program and/or course withdrawals for **extenuating personal reasons** require completion of a Change of Enrollment Status form and the signature of the student and a counsellor.

- Prior to the final withdrawal date, withdrawal for **extenuating personal reasons** will result in "W's" for the course grade and **no tuition refund** unless approved by a counsellor **and** the Vice President Student Services/Regional Director or designate. On regional campuses that do not have a counsellor, tuition refunds can

be approved by the Regional Director/designate. Consultation with a counsellor will be offered. There is no refund of student fees, application fees, or registration fees.

- After the final withdrawal date, withdrawals made for **extenuating personal reasons** at the Prince George campus are subject to review by the Counselling and Advising Department. The Coordinator of Counselling will consult with the appropriate administrator before signing off the withdrawal form.

Refunds

A complete refund of fees is made only when a course or program is cancelled. In those cases where a student elects to withdraw, the following scale of refunds applies:

- a) The \$100 tuition deposit will be fully refunded if a student withdraws before the final fee payment deadline. There is no refund of student fees, application fees, or registration fees.
- b) A sixty percent refund of tuition fees will be made if the student withdraws before the end of the first week of classes or prior to completion of seven percent of the course in courses/programs less than four months in length. There is no refund of student fees, application fees, or registration fees.

- c) A forty percent refund of tuition fees will be made if the student withdraws before the end of the second week of classes or prior to completion of fourteen percent of the course in course/programs less than four months in length. There is no refund of student fees, application fees, or registration fees.
- d) Complete **program withdrawals** for **medical** and/or **extenuating personal reasons** may result in refunds up to one hundred percent of the tuition fees when approved by a counsellor **and** the Vice President Student Services/Regional Director or designate. There is no refund of student fees, application fees, or registration fees.
- e) Complete **program withdrawals** for **medical** and/or **extenuating personal reasons** may result in refunds up to one hundred percent of tuition fees when approved by the Regional Director or designate. There is no refund of student fees, application fees, or registration fees.

No refund will be made if the student withdraws more than two weeks after commencement of classes or after fourteen percent of the content has been completed in courses/programs less than four months in length.

Students enrolled in English 155 and/or Math 155 and who complete the program in less than fifteen weeks will have their tuition fees refunded on a pro-rata basis.

Financial aid and student awards

Scholarships, awards, and bursaries

The College of New Caledonia lists scholarships, awards, and bursaries in a Financial Aid catalogue. The catalogue provides complete information on all financial awards, and 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, and on the CNC website.

Award recipients are expected to attend the award presentation ceremonies 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

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 of over \$500 will be presented at the awards ceremonies on the first Tuesday in March and December 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 of less than \$500 will be available at the Financial Aid Office one working day after 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

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 5838.

Application procedure

You can apply online at 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

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 will receive 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

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

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 areas	9	9	100 level or higher	1. 2. 3.

Total credits required: 60

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	First Nations	History
Fine Arts	French	Philosophy

Arts – Social Sciences

Anthropology	Human Kinetics
Criminology	Political Science
Economics	Psychology
Geography (Human) – 101, 102, 103, 203, 205	Sociology
	Women's Studies

Sciences

Applied Science	Forest Science
Astronomy	Geography (Physical – 201, 202, 204, 210)
Biology	Mathematics
Chemistry	Physics
Computer Science	

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), university calendars, university admissions offices, or the Counselling and Advising Department at CNC.

Criminology Diploma

Preparing for a major in Criminology at SFU

To graduate from this program, you must take the courses listed in the chart below. Please note that you must complete at least 30 credits at CNC, and that you cannot use the same course more than once to meet graduation requirements.

Some courses need prerequisites — it's your responsibility to ensure you have them. As well, not all courses are offered every semester; it's your responsibility to determine when they're offered. If you need help planning your schedule, please see a CNC counsellor/advisor.

Group A	Group B	Group C
All of: <ul style="list-style-type: none"> • CRIM 101 • CRIM 102 • CRIM 103 • CRIM 106 • CRIM 120 • CRIM 135 • CRIM 230 	All of: <ul style="list-style-type: none"> • ENGL 103 • PSCI 131 • PSYC 101 • PSYC 102 • PSYC 201 • SOC 101 • SOC 102 	Any 3 university-level courses that transfer <i>directly</i>[*] to SFU
Plus one of: <ul style="list-style-type: none"> • CRIM 201 • CRIM 241 	Plus one of: <ul style="list-style-type: none"> • PHIL 101 • PHIL 102 • PHIL 110 • PHIL 220 	
	Plus one university-level course in one of the following subjects (must transfer <i>directly</i>[*] to SFU): <ul style="list-style-type: none"> • Anthropology • Commerce • Computer science • Economics • English • Math • Philosophy • Political science • Psychology • Sociology • Women's studies 	
24 credit hours	27 credit hours	9 credit hours

^{*}To ensure your courses transfer, check with a CNC counsellor/advisor

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Preparing for joint majors at SFU

CNC can prepare you to pursue joint majors at SFU in Criminology/Women's Studies, Criminology/Psychology, and Criminology/Sociology.

The three charts below outline CNC's requirements for each of these specializations.

To graduate from this program, you must take the courses listed in one of the charts below. Please note that you must complete at least 30 credits at CNC, and that you cannot use the same course more than once to meet graduation requirements.

Some courses need prerequisites — it's your responsibility to ensure you have them. As well, not all courses are offered every semester; it's your responsibility to determine when they're offered. If you need help planning your schedule, please see a CNC counsellor/advisor.

Joint major in Criminology/Women's Studies

Group A	Group B	Group C
All of:	All of:	One of:
<ul style="list-style-type: none"> • CRIM 101 • CRIM 102 • CRIM 103 • CRIM 106 • CRIM 120 • CRIM 135 • CRIM 230 	<ul style="list-style-type: none"> • ENGL 103 • PSCI 131 • PSYC 101 • PSYC 102 • PSYC 201 • SOC 101 • SOC 102 	<ul style="list-style-type: none"> • WMST 101 • WMST 102 (i.e., whichever one you didn't choose as your Group B elective)
Plus one of:	Plus one of:	Plus two of:
<ul style="list-style-type: none"> • CRIM 201 • CRIM 241 	<ul style="list-style-type: none"> • PHIL 101 • PHIL 102 • PHIL 110 • PHIL 220 	<ul style="list-style-type: none"> • SOC 220 • ENGL 217 • ENGL 218
	Plus one of:	
	<ul style="list-style-type: none"> • WMST 101 • WMST 102 	
24 credit hours	27 credit hours	9 credit hours

Joint major in Criminology/Psychology

Group A	Group B	Group C
All of:	All of:	Two of:
<ul style="list-style-type: none"> • CRIM 101 • CRIM 102 • CRIM 103 • CRIM 106 • CRIM 120 • CRIM 135 • CRIM 230 	<ul style="list-style-type: none"> • ENGL 103 • PSCI 131 • PSYC 101 • PSYC 102 • PSYC 201 • SOC 101 • SOC 102 	<ul style="list-style-type: none"> • PSYC 203 • PSYC 204 • PSYC 205 • PSYC 207
Plus one of:	Plus one of:	Plus any one university-level CNC course that transfers <i>directly</i> * to SFU
<ul style="list-style-type: none"> • CRIM 201 • CRIM 241 	<ul style="list-style-type: none"> • PHIL 101 • PHIL 102 • PHIL 110 • PHIL 220 	
	Plus one of:	
	<ul style="list-style-type: none"> • PSYC 209 • PSYC 210 	
24 credit hours	27 credit hours	9 credit hours

*To ensure your courses transfer, check with a CNC counsellor/advisor

Joint major in Criminology/Sociology

Group A	Group B	Group C
All of:	All of:	ANTH 201
<ul style="list-style-type: none"> • CRIM 101 • CRIM 102 • CRIM 103 • CRIM 106 • CRIM 120 • CRIM 135 • CRIM 230 	<ul style="list-style-type: none"> • ENGL 103 • PSCI 131 • PSYC 101 • PSYC 102 • PSYC 201 • SOC 101 • SOC 102 	Plus one of: <ul style="list-style-type: none"> • SOC 201 • SOC 204
Plus one of:	Plus one of:	Plus any one university-level CNC course that transfers <i>directly</i> * to SFU
<ul style="list-style-type: none"> • CRIM 201 • CRIM 241 	<ul style="list-style-type: none"> • PHIL 101 • PHIL 102 • PHIL 110 • PHIL 220 	
	Plus SOC 203	
24 credit hours	27 credit hours	9 credit hours

*To ensure your courses transfer, check with a CNC counsellor/advisor

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 with the request to have his/her credentials evaluated as they relate to a course. The Curriculum Coordinator, 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
- **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

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: 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 not 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.

Medical Laboratory Technology Science Diploma

Selection criteria

As part of the Admissions process, selected short-listed applicants must attend an interview. All students will be selected using the following criteria:

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.	4.00
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. Note: This is the primary means of selection for the interview.	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
Total possible points	18

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 intersectoral health care teams
- Demonstrate critical thinking skills and effective clinical decision making
- Demonstrate skills of a self-directed learner

- Meet professional practice requirements as identified in Standards for Nursing Practice in British Columbia
- NCBNP students will meet professional practice requirements as identified in the 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

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
- Students must obtain a minimum passing grade of 2.0 (C) in all courses for credit towards the degree with the exception of PSYC 101 and any non-NURS electives.
- 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.

Official degree audits are completed by the Office of the Registrar at UNBC when you apply to graduate in your final year. It is your responsibility to verify the accuracy and completion of degree requirements and provide all necessary transcripts to CNC and UNBC.

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 may miss clinical hours only for approved reasons following prior consultation with their clinical instructors. 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 Professional Registered Nurses and Nurse Practitioners Standards for Nursing Practice 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.

Program requirements for BSN

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:*

ANTH 101	Cultural Anthropology
BIO 105**	Basic Microbiology
BIO 111	Anatomy and Physiology I
BIO 112	Anatomy and Physiology II
PSYC 101**	Introduction to Psychology
NURS 101**	The Art and Science of Nursing
NURS 102**	Communication Theory and Practice

Year Two:

NURS 201	Introduction to Health Assessment
NURS 202	Pathophysiological Concepts
NURS 203	Health Promotion in Families
NURS 204	Healing Modalities
NURS 205	Introduction to First Nations Health
NURS 206	Basic Nutrition
NURS 210	Nursing Practice with the Adult
NURS 211	Clinical Practicum: Adult

One of:

- MATH 104[†] Statistics (recommended)
- MATH 157 Business Statistics
- PSYC 201 Statistics for the Social Sciences

Interession 1

NURS 220	Extended Clinical Practicum 1 (5 weeks, supervised, 32.5 hours per week)
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Year Three:

NURS 304	Introduction to Nursing Knowledge
NURS 306	Introduction to Epidemiology
NURS 308	Ethics and Law in Nursing
NURS 310	Nursing Practice — Childbearing Family
NURS 311	Clinical Practicum: Childbearing Family
NURS 312	Mental Health Nursing Practice
NURS 313	Nursing Practice — Elderly Adult
NURS 315	Clinical Practicum: Mental Health
NURS 316	Clinical Practicum: Elderly Adult

*Course numbers for years 1 and 2 refer to CNC (Prince George/Quesnel).

**Can be taken at any time during the first year.

[†]Can be taken at any time during the first three years. Math 157 or PSYC 201 also meet statistics requirements.

Interession 2

NURS 320	Extended Clinical Practicum 2 (5 weeks, supervised, 32.5 hours per week)
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Year Four:

NURS 403	Introduction to Nursing Research
NURS 408	Nursing Leadership Seminar
NURS 415	Introduction to Community Nursing
NURS 416	Clinical Practicum: Community Nursing
POLS 403	Social & Health Policy & Administration

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); Mental Health Nursing (NURS 432-3 & NURS 444-8); or Maternal and Child Nursing (NURS 434-3 and NURS 445-8)

Electives

To graduate, you need 18 credits of electives, as follows:

- Three credit hours in First Nations studies (100-level or above)
- Three credit hours in humanities (100-level or above)
- 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
- Three credit hours at any level in any subject

Note: This schedule allows for four of the six electives to be completed in the first two years.

Northern Outdoor Recreation and Ecotourism Certificate (NORE)

Housing

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

Clothing and equipment

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

A list of required clothing and equipment is available at www.cnc.bc.ca/valemount, or will be mailed out upon request.

Selection criteria

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

Assumption of risk release

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

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 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.

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

	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
Total possible points	12

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.

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.

Admissions

Ph: 250-561-5867
Toll-free: 1-800-371-8111, extension 5867
Fax: 250-561-5861
E-mail: 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 5803
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 5807

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 5384
Toll-free: 1-800-371-8111, extension 5384
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 5308
Toll-free: 1-800-371-8111, extension 5308
E-mail: 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 5365
Fax: 250-562-4709

E-mail: 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. 5365 if outside the Prince George area), or visit our website at www.cncsu.ca. For more information on the Canadian Federation of Students, please visit www.cfs-fcee.ca or www.cfs.bc.ca.

College Store

Ph: 250-561-5808

Toll-free: 1-800-371-8111, extension 5808

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 5818

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. 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 5834

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 5807

The Deli, located in the Brink Building, provides hot and cold snacks and light meals.

Disability Support Services

Ph: 250-562-2131, extension 5248/5250

Toll-free: 1-800-371-8111, extension 5248/5250

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. Prospective students are encouraged to contact Disability Support Services at least one semester before their program starts.

To ensure that appropriate services can be identified and provided in a timely manner, Disability Support Services needs current documentation. 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
- Liaising with instructors and community agencies
- Accommodation planning
- Assistance with the admissions/registration process
- Provision of assistive technology through AT-BC• Entrance exam accommodations
- Provision of support services such as note-taking, tutors, exam accommodations,
- Providing interpreters, alternate format textbooks, instruction in learning strategies, or other support requirements related to specific disability issues.

Disability Support Services is available between August and June each year. Referrals from instructors, counselling and community agencies are welcomed, as are self-referrals.

Emergencies/Evacuation Procedure: 561-5827

In case of emergency, call one of these numbers:

- Ph: 250-561-5827 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 assistance to evacuate are asked to go directly to the designated evacuation areas located on the third floor (700-block main stairwell), or the secondary location on the third floor (100-block north stairwell). The second-floor evacuation area is located in the 700-block main stairwell by the library.

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, ext. 5365, or through the switchboard (562-2131, extension 0).

Financial Aid Office

Ph: 250-561-5838

Toll-free: 1-800-371-8111, extension 5838

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 5818/5460/5488

Toll-free: 1-800-371-8111, extension 5818/4560/5488

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.

WorkSafeBC coverage

Effective January 1, 1994, WorkSafeBC coverage was extended to all students while participating in the practicum components of all programs offered by BC colleges and institutes, regardless of the source of funding for these programs.

A practicum is defined as

- An integral component of a program which is required for program completion and certification
- Unpaid and supervised work experience which takes place at the host employer’s premises or place of business

This coverage does not apply to workplaces established specifically for the purpose of experiential training that is established within a program by an institution. Practicums outside BC are not covered.

Effective September 1, 1995, WorkSafeBC coverage covers student apprentices only while attending the

classroom/lab/shop for the technical training component of an apprenticeship program. This coverage does not extend to non-apprentice students in any other programs.

Homestay

Ph: 250-561-5857

Toll-free: 1-800-371-8111, extension 5857

Fax: 250-561-5856

E-mail: intl_edu@cnc.bc.ca

Website: www.cnc.bc.ca/ined

Homestay gives you the opportunity to live with a Canadian family to improve your English and learn about living in Canada. You'll have a private bedroom, and share the rest of the house with your family. Your English will improve quickly as you use English each day with your family. The homestay program is the first choice for many students because it allows you to learn about Prince George and your new culture in a supported family environment.

You can apply to the homestay program at the same time you apply to the College. The non-refundable homestay application fee is \$150.00. Students also pay a security deposit of \$600 which is returned after leaving homestay (if all terms of the homestay agreement have been met). The fee paid by students to the family is \$600.00 per month, which covers accommodation and meals.

Information Technology Services

Ph: 250-561-5812

Toll-free: 1-800-371-8111, ext. 5812

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 5857

Fax: 250-561-5856

E-mail: intl_edu@cnc.bc.ca

The staff at the International Education Department is pleased to welcome international students to the College of New Caledonia. Our goal is to help you adjust to life in Canada, and studies at the College of New Caledonia. A full range of services is available to you, including free airport pickup, a full orientation to the College, academic advising, homestay placement, personal and career counseling, and assistance with visa extensions and work permit applications. Each semester, the International Department organizes activities to help you to meet new friends and have fun as you study.

Program choices

International students are invited to apply to any program at the College of New Caledonia. As an international student, you must meet program admission requirements as outlined in the calendar for your specific program. After completing appropriate ESL coursework and/or program prerequisites at the College of New Caledonia, international students are eligible to compete for a seat in programs for which they are qualified. The availability of seats varies with each program. International students must check with the International Education Department concerning availability in the program of their choice.

If you're planning a university degree, you can begin at the College of New Caledonia with a two-year Associate Degree, and transfer to any one of the many excellent universities in BC and across Canada for your final two years. It's as simple as 2 + 2!

If your career dreams include business administration, accounting and finance, or advertising and public relations, then CNC's business certificate or diploma may be for you. Check out the many program choices offered to help you reach a rewarding career in the world of business.

If you want to be a part of the fastest-growing industry in the world, take a look at CNC's hospitality and tourism programs. Your love of working with people and providing excellent customer service will help you build an exciting career in this fascinating industry.

If you thrive in a demanding and rewarding work environment, then you may want to explore health sciences. A growing number of health care professionals will be needed to meet the needs of our aging population. See what CNC has to offer for certificates and diplomas in health sciences and take the first step to reaching your goal.

If learning a trade is your goal, you'll be sure to find work quickly. CNC has many programs to prepare you for success in this field.

Kodiaks Restaurant

Ph: 250-562-2131, extension 5623

Toll-free: 1-800-371-8111, extension 5623

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 5811

Fax: 250-561-5845

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.

Marketing and Enrollment Services (MES)

Ph: 250-562-2131, ext. 5440

Toll-free: 1-800-371-8111, ext. 5440

Fax: 250-561-5863

Room 1-734, Prince George campus

E-mail: jeffersonl@cnc.bc.ca

Our department has two main goals:

- To present CNC in its best light (public relations / media relations)
- To attract and retain students.

What we do:

- Advertising
- College events
- Development/fundraising
- Internal communications
- Public relations/media relations
- Publications/Graphic design

- Student recruitment
- Switchboard
- Web design

Marketing and Enrollment is the place to come to find out about upcoming college events such as Convocation, free movie nights, or information fairs. Tell us about your event and we'll help promote it!

You can also call our friendly recruiters if you have questions about CNC programs, or to arrange a tour of the Prince George campus.

Media Services

Ph: 250-561-5805

Toll-free: 1-800-371-8111, extension 5805

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 are two bookable rooms and a media lab where you can make transparencies, do lettering, and use light tables, scanners, and various colour and black-and-white printers.

Security and First Aid: 250-561-5827

There are several ways to phone Security and First Aid:

- Ph: 250-561-5827 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 5806

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 resumés, 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 5849

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 appeal policy

Purpose/rationale

The purpose of this policy is to provide a process for students who have reason to believe that they have grounds to appeal their final grade. The appeal must be of sufficient substance to warrant a review of a final grade. The grounds for appeal are limited to:

- a. The course objectives have not been followed by the instructor and/or;
- b. The evaluation criteria have not been applied according to the Grading Policy and/or;
- c. The evaluation criteria have not been applied in a reasonable, fair and just manner.

Scope/limits

This policy applies to all students enrolled in College of New Caledonia courses and programs. This policy applies to final grades only.

Principles

1. The College is committed to the provision of a fair and timely appeal process through which student concerns regarding final grades can be addressed.
2. Students shall have access to a multi-stage process for appealing a decision regarding a final grade.
3. A final stage of appeal may be provided if, in the assessment of the Executive Vice President Academic, sufficient grounds for an appeal have been demonstrated.
4. A student can withdraw his or her appeal at any stage of the appeal process. If the student withdraws the appeal, the matter will be considered closed and no further appeal shall be allowed with respect to the same matter.

Multi Level Resolution Process

Instructor-level resolution

1. The appeal process for a final grade begins with a student-initiated discussion with the instructor. These

discussions must be initiated by the student **within ten working days** of the last day of the official exam period or the last official day of a program. If the student is unable to reach the instructor, assistance should be sought through the appropriate dean/director.

2. The student and the instructor should attempt informal resolution by discussing the assigned grade. These discussions must be concluded **within five working days** of being initiated. The instructor must complete the Instructor-Level Resolution Form and a copy of the form shall be provided to the appropriate dean/director.

Dean/director-level resolution

1. Failing satisfactory resolution at the Instructor Level, the student must provide a written submission of his or her concerns **within five working days** to the dean/director. A full discussion between the dean/director and student will conclude **within five working days** of receipt of the written submission. The dean/director and student shall complete the Dean/Director-Level Resolution Form and a copy of the form shall be provided to the Executive Vice President Academic **and faculty**.

Executive Vice President Academic-Level Resolution

1. If the student is not satisfied with the decision of the dean/director, the student may apply to the Executive Vice President Academic to advance the appeal.
2. The student in all occurrences shall submit a completed Final Appeal Request Form and all supporting documentation to the Executive Vice President Academic **within five working days** of receiving the dean/director-written decision.
3. The Executive Vice President Academic shall evaluate the Final Appeal Request Form and supporting documentation and shall determine if there are sufficient grounds for an appeal. The Executive Vice President Academic may seek further information and/or clarification from any person involved in the appeal.
4. The Executive Vice President Academic shall **within five working days**:
 - a. Direct that the Grade Appeal Committee be convened or;
 - b. Direct that the Grade Appeal Committee not be convened or;
 - c. Direct that some but not all of the issues raised in the Appeal be presented to the Grade Appeal Committee.

The Grade Appeal Committee

1. If the Executive Vice President Academic determines that sufficient grounds for an appeal have been demonstrated, he/she shall communicate to the student the details related

to the process, timing and location of the Grade Appeal Committee.

2. **The Vice President Community and Student Services shall form a Standing Appeal Committee and it shall be comprised as follows:**

- a. **The President of the Faculty Association shall in September of each year appoint five of its members to the Committee. Clinical faculty shall be appointed on an as-needed basis.**
- b. **The Chairperson of the Students' Union shall in September of each year, appoint five registered students to the Committee. Clinical students shall be appointed on an as-needed basis.**

3. The Grade Appeal Committee will be comprised of the Vice President Community and Student Services (Chair) or designate, two students, and two faculty.
4. For Clinical Grade Appeals, faculty and students shall be from clinical areas, and as well a community member of that program profession shall sit on the Grade Appeal Committee.
5. The Chair will have a vote and will be responsible for ensuring that the members of the Grade Appeal Committee are free of conflict of interest related to the case being heard. Every attempt will be made to hear the appeal in a timely manner.
6. The decision of the Grade Appeal Committee shall be final and binding and shall be communicated to the parties in writing. A copy of the decision shall be provided to the appropriate Dean/Director and Instructor.

Grade Appeal Committee Procedure

1. Each student and instructor may bring one support person to the Grade Appeal Hearing. Support persons **may** participate in the appeal if called on by the Chair to do so.
2. Participation of witnesses shall be limited to providing evidence and responding to questions from the Grade Appeal Committee. Witnesses may be present at the hearing only when providing evidence or responding to questions from the Grade Appeal Committee.
3. The Grade Appeal hearing shall proceed as follows:
 - a. An initial briefing and review of the case by the Committee members;
 - b. Presentation of the case by the student;
 - c. Presentation of information by the instructor(s);
 - d. Subsequent re-examination of either party or any witnesses if required.

4. There shall be no representation by legal counsel during any stage of the appeal process.
5. The Grade Appeal Committee Chair shall be responsible for keeping official records of appeal proceedings (**i.e., minutes of meetings, correspondence between the parties**).
6. Following a decision by the Grade Appeal Committee, the Chair shall notify the parties in writing of the decision, including a brief rationale for the decision.
7. The Vice President Community and Student Services shall retain for seven years a permanent appeal file, containing the official record of proceedings, all referenced documents and a copy of the letter notifying the parties of the Grade Appeal Committee decision. Students' documentation shall be returned to the student. Committee members' copies shall be returned to the College at the end of the hearing and shall be destroyed.

Guidelines for the Grade Appeal Committee

1. The appeal shall be conducted in a fair and impartial manner.
2. Each appeal shall be considered independently and decided on its merits.
3. The Grade Appeal Committee shall only consider matters and evidence relevant to the grounds of appeal set out in the Final Appeal Request Form.
4. All information reviewed and discussed during an appeal shall remain confidential.
5. The Grade Appeal Committee may direct the parties to provide and produce additional material or witnesses directly related to the appeal.
6. The Grade Appeal Committee shall render its decision **within five working days** of the hearing.
7. The Grade Appeal Committee may in its discretion offer recommendations to any of the instructors, or the student, or the College to enhance learning, practice and the application of policy in the future.

Legislated References

College and Institute Act Sections: 24 (2) (e)



INSTRUCTOR LEVEL RESOLUTION

Decisions and process must comply with the Grade Appeal Policy. For complete information see the CNC Grade Appeal Process available on the College website – www.cnc.bc.ca.

Grounds for Grade Appeal:

- a. The course objectives have not been followed by the instructor and/or:
- b. The evaluation criteria have not been applied according to the Grading Policy and/or:
- c. The evaluation criteria have not been applied in a reasonable, fair and just manner.

To receive consideration, the student must **within ten (10) working days** of the last day of the official exam period or the last official day of a program initiate a grade appeal with the instructor who assigned the **final grade**. If the student is unable to reach the instructor, assistance should be sought through the Dean/Director.

Student Name:		Student I.D. Number:	
Address:		Phone:	
Email:		Name of Course and Grade Assigned:	
Name of Instructor Who Assigned the Grade:		Date of Meeting (Instructor & Student):	
Decision: Final Grade is Upheld: <input type="checkbox"/> Yes <input type="checkbox"/> No (If a grade is changed, the instructor is to complete a Grade Change Form.) <input type="checkbox"/> Appeal Withdrawn - Student's signature: _____			
Comments <u>including desired outcome</u>: (Attach additional information as necessary)			
Signature of Instructor:	Date:	Student Initials: <small>Acknowledges receipt of decision.</small>	
The instructor and student must complete the Instructor Level resolution form. The Instructor is to provide a copy of the form to the student, keep a copy and forward the original form to the Dean/Director.			
If the student does not agree with the decision of the instructor, the student may take his or her concerns to the next level of authority (normally the Dean/Director) within 5 workings days of the decision made by the instructor. (see Dean/Director Level Resolution form).			



DEAN/DIRECTOR LEVEL RESOLUTION

If the student does not agree with the decision made by the instructor, the student may take his or her concerns to the next level of authority (normally the Dean/Director) **within five (5) working days** of the date of the Instructor Level Resolution decision. Please attach a written submission that must include: the facts that establish the grounds for a grade appeal and the outcome(s) you seek.

Grounds for Grade Appeal:

- a. The course objectives have not been followed by the instructor and/or;
- b. The evaluation criteria have not been applied according to the Grading Policy and/or;
- c. The evaluation criteria have not been applied in a reasonable, fair and just manner.

Name of Dean/Director:		Date of Meeting (Dean/Director & Student):
Student Name:		Student ID Number:
Address:		Email Address and Phone Number:
Name of Course and Grade Assigned:		Name of Instructor who Assigned Grade:
Decision: Grade is Upheld: <input type="checkbox"/> Yes <input type="checkbox"/> No (If a grade is changed a Grade Change Form needs to be submitted.) <input type="checkbox"/> Appeal Withdrawn – Student Signature: _____		
Comments <u>including desired outcome:</u> (Attach additional information as necessary.) 		
Signature of Dean/Director:	Date:	Student Initials: (Acknowledges receipt of decision)
The Dean/Director and student must complete the Dean/Director Level Resolution form. The Dean/ Director will keep the original and provide a copy to the student, the instructor, and the Executive Vice President Academic.		
If the student does not agree with the decision of the Dean/Director, the student may request a Final Appeal. (See Final Appeal Request form.)		



Executive Vice-President Academic FINAL APPEAL REQUEST

Please Note:

1. To receive consideration, all requests for final stage appeals:
 - must establish the grounds for a final stage appeal;
 - must be filed in writing **within five (5) working days** of receipt of the Dean/Director's decision regarding the final grade and;
 - must be submitted to the **Office of the Executive Vice President Academic.**
2. For complete information see the Student Grade Appeals Policy available on the College website – www.cnc.bc.ca

Student Name and Student ID Number:	Email Address and Phone Number:
Address:	Name of Course and Grade Assigned:
Name of Instructor Who Assigned the Grade:	Attachments: (copies) Instructor Level Resolution form Dean/Director Resolution Level form
Grounds for Final Grade Appeal: Please ✓ appropriate box(es). 1. I am requesting a <u>FINAL APPEAL</u> of a final grade for the following reason(s): <ul style="list-style-type: none"> <input type="checkbox"/> the course <u>objectives</u> has not been followed by the instructor and/or; <input type="checkbox"/> the evaluation criteria have not been applied according to the College grading and promotion policy and/or; <input type="checkbox"/> the evaluation criteria have not been applied in a reasonable, fair and just manner. 	
<i>Please attach a written submission that must include:</i> <ol style="list-style-type: none"> 1. the facts that establish the grounds for a final stage appeal; 2. the outcome(s) you seek and; 3. all supporting documentation and; 4. names of any witnesses (subject to Grade Appeal Committee's approval). 	
Student's Signature:	Date:

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

Note: This policy is currently under review.

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

Note: This policy is currently under review.

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

Note: This policy is currently under review.

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 CNC Students' Union, 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 representative from the CNC Students' Union.
- 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

Note: This policy is currently under review.

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 CNC Students' Union, 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	→ FNST 101
Course title	→ 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
Credits	→ 3 CR / (3,0) ← Hours per week (lecture, lab)

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

(3, 1) 3 hours of lectures per week, plus a one-hour lab or seminar

(5, 0) 5 hours of lectures per week, no labs or seminars

Note: Not all courses are offered each year. Please check with your local CNC campus — see contact numbers on back cover.

Note: Continuing Education courses are listed in a separate calendar and also online.

You can transfer credits from many CNC courses to universities and other degree-granting institutions in BC, and (to a lesser extent) those in other provinces. In the following pages, these courses are labelled **UT** (University Transfer).

However, transfer options vary from institution to institution. **If you're planning to continue to university, please check the transferability of the CNC courses you'd like to take.** Check *before* you register!

- Talk to a CNC counsellor
- Visit www.bctransferguide.ca
- Check with the specific university you plan to attend

Other courses are labelled **BUS** (Business) — their credits are transferable to various colleges in BC. Again, **please check their transferability *before* you register:**

- Talk to a CNC counsellor
- Visit www.bctransferguide.ca/business
- Check with the college you plan to attend.

Aboriginal Early Childhood Education

AECE 151 Prenatal, Infant, and Toddler Development

This course focuses on growth and development from conception through toddlerhood. Learners who successfully complete this course will be able to apply knowledge of prenatal, infant, and toddler development to Aboriginal and mainstream ECE settings. Aboriginal beliefs and child-rearing practices regarding children aged birth to two are explored. Emphasis is placed on genetic and environmental factors that may influence the holistic development

of the child. Foundational and contemporary research related to child development is covered.

Prerequisite: Admission to the program
3 CR / (5, 0)

AECE 154

Guiding and Caring for Young Children

The course provides learners with practical skills for use in early childhood education programs. Learners create strategies and develop skills for showing care and guiding young children's behaviour. Both mainstream and traditional Aboriginal concepts of guidance are explored.

Prerequisite: Admission to the program
3 CR / (5, 0)

AECE 156

Program Planning I

This course prepares learners to evaluate and design early childhood education programs for developmentally appropriate practice and holistic child development within mainstream and Aboriginal contexts. Topics covered include learning through play, developmentally appropriate practice, anti-bias curriculum development, and creating early childhood education programs that support diversity and inclusion.

Prerequisite: Admission to the program
3 CR / (5, 0)

AECE 157

Historical Perspectives in Early Childhood Education

This course prepares learners to create quality ECE experiences and programs rooted in Aboriginal beliefs and foundational theories of child development. Topics covered include the history, foundations, and philosophies of contemporary and Aboriginal early childhood education programs as well as the contemporary and historical role of the teacher in Aboriginal communities.

Prerequisite: Admission to the program
3 CR / (5, 0)

AECE 161

Preschool and School-aged Child Development

This course focuses on the growth and development of children aged three to eleven. Students who successfully complete this course will have the ability to apply knowledge of preschool and school-aged child development to Aboriginal and mainstream ECE settings. Aboriginal beliefs and child rearing practices regarding children aged three to eleven are explored. Issues related to the development of children aged three to eleven are discussed from the perspective of the Aboriginal community.

Emphasis is placed on genetic and environmental factors that influence the holistic development of the child. Foundational and contemporary research related to child development is covered.

Prerequisite: Admission to the program
3 CR / (5, 0)

AECE 164

Professional Interactions

This course provides an opportunity for learners to develop skills related to active listening, reflection, self-challenge, and appropriate self-disclosure. Furthermore, learners will develop skills in showing appreciation for and enjoyment of others as well as being patient and professional. Learners will be expected to articulate their personal values and assess their own strengths and weaknesses as well as explore giving and receiving constructive criticism. In addition, setting personal limits, exploring growth and change, and developing skills in self-care are covered.

Prerequisite: Admission to the program
3 CR / (5, 0)

AECE 166

Program Planning II

This course provides learners with experience in evaluating and designing early childhood education programs to support the well-being and inclusion of young children. Emphasis is placed on observation-based planning. Learners explore ways to create a supportive learning environment from both a mainstream and Aboriginal perspective.

Prerequisites: AECE 151, 154, 156; all with a "C" grade or better

Prerequisite or corequisite: AECE 161 with a "C" grade or better

3 CR / (5, 0)

AECE 167

Curriculum Development

This course focuses on developing, planning, and implementing activities for young children and building skills within the learner to ensure the needs of individual children are being met. Learners explore topics such as promoting creativity within an Aboriginal context, supporting play in culturally sensitive programs, using appropriate dialogue, and developing group times that are inclusive of Aboriginal culture.

Prerequisites: AECE 151 and 156 with a "C" grade or better

Prerequisite or corequisite: AECE 161 with a "C" grade or better

3 CR / (5, 0)

AECE 170

Observing and Recording Children's Behaviour

This course encourages learners to observe and record children's behaviour in order to evaluate children's developmental abilities and assess their needs. Learners will discuss the relationship between the seven major areas of development and Aboriginal culture. This course provides learners with the opportunity to use mainstream theories and traditional Aboriginal beliefs to evaluate the development of an individual child. Learners will have the opportunity to use an unbiased and non judgmental approach to observing and recording the development of young children.

Prerequisites: AECE 151, 161
4 CR / (5, 0)

AECE 172

Health Safety and Nutrition

Learners develop skills in creating healthy programs for young children. Strong emphasis is placed on the use of universal precautions, illness prevention, modeling healthy behaviours, and the inclusion of traditional Aboriginal foods in daily menus. Learners gain basic understanding of nutrition and traditional Aboriginal medicine. Furthermore, the current and historical role of social service agencies in Aboriginal communities is explored and community resources for families and children are identified.

Prerequisite: Admission to the program
3 CR / (5, 0)

AECE 175

Language and Literature in Early Childhood Education

Through the use of quality Aboriginal and Canadian literature, this course focuses on promoting the development of language and literacy in young children. Learners develop skills in promoting language development, providing a literacy-rich environment for young children, and recognizing the role of culture and first language in language development.

Prerequisites: AECE 151, 161, and 167; all with a "C" grade or better
3 CR / (5, 0)

AECE 177

Working with Families

This course provides an opportunity for learners to develop effective culturally inclusive skills for use in working with children and families. Learners will explore the importance of valuing the diverse nature of families and promoting family involvement in early childhood education

programs. The United Nations Convention on the Rights of the Child will be discussed.

Prerequisite: Admission to the program
3 CR / (5, 0)

AECE 190 Practicum I

This is an introductory practicum to the work of being an early childhood educator. Emphasis is placed upon gaining the skills needed to become a competent early childhood education assistant while under the direction of a qualified supervisor. Learners are provided the opportunity to apply their recent learning to the daily practice of working in an early childhood education setting. Learners are expected to take a hands-on approach to working with and caring for children in their placement setting. This course includes 120 hours in a practicum setting plus nine hours of practicum seminar where learners will reflect upon their practicum experience.

Prerequisites: AECE 151, 154, 156, and 157; all with a "C" grade or better
4 CR / (9, 120)

AECE 191 Practicum II

This is an intermediate-level practicum. Learners are expected to progressively take on more responsibility in the second practicum. Emphasis is placed on demonstrating respect, acceptance, an attitude of inclusion, and professionalism. Learners will supervise small and large groups of children and apply developmentally appropriate guidance to children's behaviours while under the direction of a qualified supervisor. This course includes 120 hours in a practicum setting plus nine hours of practicum seminar where learners will reflect upon their practicum experience.

Prerequisites: AECE 164, 166, 190; all with a "C" grade or better

Prerequisite or corequisite: AECE 167 with a "C" grade or better
4 CR / (9, 120)

AECE 192 Practicum III

This is the final practicum for the Aboriginal Early Childhood Education program. Learners are expected to progressively take on more responsibility in the third practicum. This practicum provides the learners with experience in applying theory to practice. Learners take on the role of the early childhood educator while having the direction and support of a sponsor teacher. This course includes 200 hours in a practicum setting plus twelve hours of

practicum seminar where learners will reflect upon their practicum experience.

Prerequisites: AECE 170, 175, 177, 190, 191; all with a "C" grade or better

Prerequisite or corequisite: AECE 172 with a "C" grade or better
6 CR / (12, 200)

Applied Business Technology

Note: ABT courses are restricted to students in the ABT programs.

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, resumés, 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 resumé, 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: ABLT 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)

Accounting**ACC 149**

BUS

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

BUS

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

BUS

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 and computerized accounting software for business and accounting applications.

Prerequisite: ACC 151

3 CR / (3,1.5)

ACC 251

BUS

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

BUS

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

BUS

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

BUS

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

BUS

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

BUS

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 **BUS** **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 **BUS** **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)

Anthropology

ANTH 101 **UT** **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 **UT** **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 **UT** **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 **UT** **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 **UT** **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 **UT** **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 / 253(3,0)

Advanced Professional Communications

Note: APCM courses are restricted to students in the Advanced Professional Communications program.

APCM 300 **Introduction to Professional Communications**

This course gives students an overview of the professional communications field and of CNC's Advanced Professional Communications program. Students are

introduced to the field through a series of guest speakers representing the industry. Basic principles and strategies for successful professional communication are introduced and illustrated through a series of case studies, scenarios and in-class activities. Finally, students learn how to set SMART goals and create individualized workplans for the APCM program to help them attain their professional goals. (A SMART goal is one that is specific, measurable, achievable, relevant, and time-framed.)

Prerequisite: Admission to the Advanced Professional Communications program

2 CR / (30 hours total)

APCM 303 **Fundamentals of Professional Writing**

This course gives students a solid foundation and hands-on practice in the common areas of basic professional writing. The course begins with an introduction to communications theory, audience, and purpose and moves to grammar and style, editing, research, and ethics. The course focuses on developing the ability to communicate clearly, concisely and effectively in writing for the intended purpose and audience.

Prerequisite: APCM 300

3 CR / (45 hours total)

APCM 306 **Interpersonal Communications Skills for the Workplace**

The top five skills employers look for in new employees are teamwork and interpersonal communications, speaking, listening, problem solving, and leadership. This course gives students the opportunity to learn and develop these skills. Core components include verbal and non-verbal communications skills, cross-cultural communication, basic conflict management, teamwork, and ethical interpersonal behaviour. Particular emphasis will center on successful communication within a diverse workplace. The course includes beginning instruction for oral presentations.

Prerequisite: APCM 303

3 CR / (45 hours total)

APCM 309 **Professional Communications I: Business and Technical Writing**

Professional communicators must master numerous writing styles and formats. This is the first in a series of five professional writing courses (APCM I - IV) with lab components that immerse students in the most commonly used applications and formats in professional communications today.

While learning how to create professional business letters, memos, reports and

proposals, students will continue to work on the fundamentals of writing, including clarity, accuracy, conciseness, unity, coherence, and logical organization.

Definition, description, process, instructions, and manuals will also be covered. The course concludes with student presentations.

In the lab component, students are introduced to and become proficient in the basic principals of two-dimensional design, including balance and visual dynamics, layout, publication design and typography, including using Microsoft Excel to create charts and graphs.

A series of writing projects and case studies enable students to develop a rhetorically grounded approach for analyzing communications situations and writing documents. Assignments are application-based rather than theory-based, with the student using his or her own plan of study to generate topics that are then developed into professional documents.

Prerequisite: APCM 306

3 CR (60 hours total)

APCM 312

Professional Communications II: Introduction to Integrated Marketing Communications (IMC)

This is the second in the series of five professional writing courses in the APCM program. In this course students engage in the creation and management of promotional tools. Students will be introduced to Integrated Marketing Communications (IMC), the cutting-edge rubric that unites and expands the traditional marketing disciplines-advertising, direct marketing, public relations, sales promotion and brand management.

Integrated marketing is an approach based on the consistent and systematic strategic creation and delivery of marketing messages and materials. Through a series of exercises, simulations and case studies that encourage them to put their knowledge to work, students will apply theoretical concepts by designing advertising and promotional documents in the lab component of the course.

The lab component introduces students to more advanced computer tools, used in conjunction with the creation of integrated marketing communications documents. This part of the course will develop student skills with industry standard page-layout software program to create brochures and other promotional tools. Students will begin to produce high-quality documents for their portfolio.

Assignments are application-based rather than theory-based, with the student using his or her own plan of study to generate

topics that are then developed into professional documents.

Prerequisite: APCM 309

3 CR (60 hours total)

APCM 315

Industry Project Design and Management I

This is the first of two fieldwork courses designed to guide students through the basic principles of good project management. This course focuses on project design and planning. Students gain industry experience and contacts by working on an instructor guided, short-term industry-sponsored project. The project is a one-time endeavor undertaken to create a product or service. Projects can include any of the basic applications in APCM I or II.

The first 15 hours of the course will cover basic components of project design and management. Students will then engage in 15 hours of fieldwork in conjunction with 15 hours of classroom instruction. At this point, course content will be driven by industry project needs, as student fieldwork experiences are discussed, challenges are addressed, and projects are completed.

Prerequisite: APCM 312

3 CR / (45 hours total)

APCM 318

Organizational Communications

This introductory course to organizational communications engages students in the exploration of organizational structures, management styles, and knowledge management. Students will focus on developing the strategic and tactical communication skills and tools necessary for the practice of communications in organizations. Students will gain practical experience in organizational communications, both oral and written, through in-class activities, role playing, observation/participation, and by creating a strategic communications plan for an organization.

Prerequisite: APCM 315

3 CR / (45 hours total)

APCM 321

Mass Communications

This course introduces students to mass communications with primary emphasis on developing students understanding of the various means by which individuals and entities relay information to large segments of the population all at once through mass media (books, magazines, newspapers, recordings, movies, radio, television and the web). Students will explore the changes in the communications infrastructure around the world and the impact of new media on

mass communication including the expanded influence on society and popular culture.

Prerequisite: APCM 318

2 CR / (30 hours total)

APCM 324

Professional Communications III: Journalism

Journalism is the third in a series of five professional writing courses with a lab component in the APCM program. In this course, students will be introduced to the basics of journalism including: interviewing, style and technique, story structures, photography and layout. Students will write news stories, commentaries, how-to stories, profiles and features. Writing for magazines will be introduced as well as basic digital photography. In the lab component, students focus on layout skills and engage in individual and class projects culminating in the generation of a class news-magazine.

Assignments are application-based rather than theory-based with the student using his or her own plan of study (APCM 111) to generate topics that are then developed into professional documents.

Prerequisite: APCM 321

3 CR (60 hours total)

APCM 327

Professional Communications IV: Writing for New Media

Writing for New Media is the fourth in a series of five professional writing courses with a lab component. In Writing for New Media, students will learn the fundamental skills to communicate effectively on the web, both in writing and in basic webpage design. Students become familiar with the many forms of new media and the wide variety of types of writing particular to those forms. Students will continue to develop their skills in identifying audience and market, and writing in different styles and voices appropriate to the audience. They will also learn how to edit for the web.

The lab component of this course provides an introduction to basic web-design principles and essential web technologies such as HTML and HTML Editor, and Dreamweaver, with emphasis upon the application of these technologies to the design of effective written communication for new media. Students will build a web page showcasing their work.

Assignments are application-based rather than theory-based with the student using his or her own plan of study (APCM 111) to generate topics that are then developed into professional documents.

Prerequisite: APCM 324

3 CR (60 hours total)

APCM 330**Professional Communications V:
Advanced Integrated Marketing
Communications (IMC)**

This is the last in a series of five professional writing courses with a lab component in the APCM program. In this advanced IMC course students take a web-based approach to the creation and management of promotional tools. In this course, students will focus on creating and designing an integrated marketing communications campaign plan. Through a series of exercises, simulations and case studies that encourage learners to put their knowledge to work, students apply theoretical concepts by designing advertising and promotional documents in the lab component of the course.

The lab component introduces students to more advanced computer tools used in conjunction with the creation of integrated marketing communications documents. This part of the course will develop student skills with industry standard page-layout software program to create products for the campaign.

Prerequisite / Corequisite: APCM 327

3 CR (60 hours total)

APCM 333**The Business of Desktop Publishing**

This course introduces students to the business of desktop publishing. Students will acquire the basic skills needed to perform desktop publishing duties in a variety of settings, including a home-based desktop publishing business.

Prerequisite: APCM 330

2 CR / (30 hours total)

APCM 336**Industry Project Design and
Management II**

This is the second of two fieldwork courses designed to guide students through the basic principals of good project management. This course focuses on project management and provides students with more advanced practical experience in project design with emphasis on self-leadership and initiation. Students will be concerned with managing projects, with evaluating results to improve communication, and with designing messages that will motivate, instruct, and persuade target audiences. Students gain industry experience and contacts by working on an instructor guided, industry sponsored project. The project is a one-time endeavor undertaken to create a product or service. Projects can include any of the basic applications in APCM I -V.

Classroom instruction on project management skills (15 hours) will be covered in conjunction with fieldwork (30

hours). Course content will be driven by industry project needs as student fieldwork experiences are discussed, challenges are addressed, and projects are completed.

Prerequisite: Admission to the Advanced Professional Communications program

3 CR / (45 hours total)

Applied Science (Engineering)**APSC 100**

UT

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

UT

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)

Astronomy**ASTR 101**

UT

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

UT

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

UT

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 — Foundation Level**AUTO 190****Foundation-Level Automotive**

This 30-week program introduces the automotive repair and services industry and prepares students for apprenticeship positions or employment in dealerships, specialty repair shops, parts departments, service writer positions, and more.

Automotive Apprenticeship

Note: The following courses are restricted to students in the Automotive Apprenticeship program.

AUTO 150**Level 1 Technical Training**

This course covers safe work practices; wheels, hubs, tires, and bearings; frames and manual suspension systems; manual and power steering; brake systems; and basic electrical and batteries

AUTO 250**Level 2 Technical Training**

Topics include gasoline engines; diesel engines; cooling systems; exhaust systems; engine lubrication systems; auxiliary electrical; air conditioning and HRAI ODS course; diesel fuel injection systems; starting motors and circuits; and AC charging systems.

AUTO 350

Level 3 Technical Training

This course covers the following: covers standard and electronic ignition systems; fuel systems; Emission control systems; and electronic engine controls.

AUTO 450

Level 4 Technical Training

This course covers clutches, standard transmissions/transaxles, and manual overdrive; testing and servicing transfer cases; testing and servicing automatic transmissions; the Air Care program; testing and servicing drive lines; and testing and servicing drive axles and differentials.

Biology

BIO 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

BIO 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 or as evaluated by a CCP placement test

BIO 103

UT

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

UT

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

UT

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

UT

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

UT

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

UT

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

UT

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

UT

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

UT

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

UT

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 UT
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 UT
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 UT
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)

Business

BUS 250
International Business Field School and Cultural Exchange
 The participants will experience a hosted, active field study of business practices in an international setting. The three areas of focus are business practices, socio-culture, and communications. Participants will experience and examine the international aspects through planning, travel, day-to-day living, selected lectures, activities, and field trips along with interaction with professionals and students within the international setting. Structured sessions will include aspects of the three focal areas. The formal learning activities will occur during preparation to the field trip, extensively while on site at the host institution, complemented by tours and visits to regional sites and through reflective examination upon the participants' return to the College of New Caledonia. Participants

will examine the diversity of business practices including the perspectives of local entrepreneurs within the retail, finance, transportation, and communications sectors. Key to the experience will be extended interaction with host students studying Business and International Relations.
 Prerequisites: Prior completion of 15 credits recognized by CNC's Business or Commerce programs
 3 CR / (90 hours)

Business: The Next Generation

Note: BNG courses are restricted to students in the program.

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)

Carpentry — Foundation Level

CARP 190
Foundation Level Carpentry
 This 21-week program introduces the carpentry trade and prepares students for apprenticeship positions or employment in residential, commercial, light industrial or heavy construction.

Carpentry Apprenticeship

Note: The following courses are restricted to students in the Carpentry Apprenticeship program.

CARP 150
Level 1 Technical Training
 This course covers a description of the carpentry trade; safe work practices; interpreting drawings and specifications; identifying materials; hand tools; portable power tools; shop equipment; survey instruments; site layouts; building concrete framework; and framing residential housing.

CARP 250
Level 2 Technical Training
 Topics include safe work practices; interpreting drawings and specifications; identifying materials; portable power tools; survey instruments; site layout; building concrete formwork; rigging and hoisting equipment.

CARP 350
Level 3 Technical Training
 This course covers the following: interpreting drawings and specifications; identifying materials; hand tools; portable power tools; shop equipment; survey instruments; framing residential housing; applying finishing materials; and insulation and energy conservation.

CARP 450
Level 4 Technical Training
 This course covers interpreting drawings and specifications; identifying materials; survey instruments; site layout; building concrete formwork; framing residential housing; using special construction features; and applying finishing materials

Carrier Language

CLCT 110
Carrier Language Level I
 Participants will be introduced to the Carrier language, spoken and written, including pronunciation, basic conversation, and culturally important vocabulary. Considerable emphasis is placed on the grammar, due to its great complexity and unfamiliarity, so that the student will learn to produce and understand utterances beyond memorized rituals. The Carrier Linguistic Committee (CLC) writing system will be introduced first as it is more widely used, but an introduction to the Carrier Syllabics will also be given.
 This course focuses on the Saik'uz (Stoney Creek) dialect of Carrier. Although speakers of all dialects can understand each other, there is considerable variation among Carrier dialects and we must focus on one dialect for concreteness. The Saik'uz dialect is very similar to that of Lheidli T'enneh (Prince George), slightly less similar to those of Nadleh (Fort Fraser) and Stellat'en

(Fraser Lake). A small amount of information on how this dialect differs from other dialects will be incorporated into the course. A more systematic discussion of dialect differences is given in Level II.
3 CR (3,0)

CLCT 112 **Carrier Language Level II**

Level II continues the introduction to the Saik'uz dialect of the Carrier language, spoken and written. Considerable emphasis, as with Level I, is placed on the grammar, due to its great complexity and unfamiliarity, so that the student will learn to produce and understand utterances beyond memorized rituals. This level also introduces additional forms of the verb, complex sentences, as well as new vocabulary. A survey of differences among Carrier dialects is included.

Prerequisite: CLCT 110
3 CR (3,0)

Community and School Support Program

Note: CASS courses are restricted to students in the three CASS programs (Community Support Worker, Education Assistant, and Human Service Citation).

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

Continuing Education

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 recognize 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)

Chemistry

CHEM 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

CHEM 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.

CHEM 111

Fundamentals of Chemistry I

This course is designed for students who have taken a chemistry 12 equivalent course within the past two years. Topics covered include the electronic structure of atoms, trends of the periodic table, modern bonding theories, intermolecular forces and organic chemistry. A strong understanding of stoichiometry is recommended.

Prerequisites: Chemistry 12 or CHEM 050 and Math 12 or MATH 050; with a "C" or better recommended for both prerequisites

3 CR / (3,3)

CHEM 112

Fundamentals of Chemistry II

Together with CHEM 111, this course provides credit for first-year university chemistry. Topics covered include thermochemistry and chemical thermodynamics, properties of solutions, solution stoichiometry and aqueous equilibria, chemical equilibrium, acid base equilibrium, electrochemistry and reaction kinetics.

Prerequisite: CHEM 111

3 CR / (3,3)

CHEM 113

Introduction to Chemistry I

This course is primarily intended for students without a chemistry 12 equivalent prerequisite. Topics covered include stoichiometry, the electronic structure of atoms, trends of the periodic table, modern bonding theories, intermolecular forces and organic chemistry.

Prerequisite: Chemistry 11 or CHEM 045

3 CR / (4,3)

CHEM 114

Introduction to Chemistry II

Together with CHEM 113, this course provides credit for first-year university chemistry. Topics covered include thermochemistry and chemical thermodynamics, properties of solutions, solution stoichiometry and aqueous equilibria, chemical equilibrium, acid base equilibrium, electrochemistry and reaction kinetics.

Prerequisite: CHEM 113

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)

Computer Information Systems

CIS 152 BUS 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 BUS 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 BUS 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 BUS 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 BUS 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 BUS 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 BUS 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 BUS 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 BUS 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 BUS 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 BUS 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 256 BUS 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 BUS 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 BUS 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

BUS

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

BUS

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

BUS

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)

Computer/Network Electronics

Note: CNET courses are restricted to students in the Computer/Network Electronics program.

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 / (3,1)

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.

Prerequisite: CNET 255

3 CR / (3,2)

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 / (3,1)

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

CNET 271**Network Fundamentals**

This course introduces the architecture, structure, functions, components, and models of the Internet and other computer networks. It uses the OSI and TCP layered models to examine the natures and roles of protocols and services at the application, network, data link, and physical layers. The principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Labs are used as “model Internet” to allow students to analyze real data without affecting production networks. “Packet Tracer” (PT) activates help students to analyze protocol and network operation and build small networks in a simulated environment. At the end of the course, students build simple LAN topologies by applying basic principles of cabling, performing basic configuration of network devices such as routers and switches, and implementing IP addressing schemes.

Prerequisite: Admission to the CNET program

3 CR, (2,3)

CNET 272**Routing Protocols and Concepts**

This course describes the architecture, components, and operation of routers, and explains the principles of routing and routing protocols. Students analyze, configure, verify, and troubleshoot the primary routing protocols RIPv1, RIPv2, EIGRP and OSPF. By the end of this course, students will be able to recognize, and correct common routing issues and problems. Students complete a basic procedural lab, followed by basic configuration, implementation, and troubleshooting labs in each chapter. “Packet Tracer” (PT) activities reinforce new concepts and allow students to model and analyze routing processes that may be difficult to visualize or understand.

Prerequisite: CNET 271

3 CR (2,3)

Canadian Studies**CNST 030****Intermediate Preparatory Canadian Studies**

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

CNST 045**Advanced Preparatory Canadian Studies**

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

Commerce**COM 204**

UT

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

UT

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

UT

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)

COM 288

UT

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: MATH 157 or MATH 104; and MATH 103 or MATH 204; and MATH 101 or MATH 165

Prerequisite or Corequisite: ECON 101 or ECON 201

The prerequisites and corequisites are consistent with the requirements for transferring credits to UNBC or TRU.

3 CR / (2,1)

Computer Studies**COMP 020****Basic Computer Studies**

This course is designed primarily for students with little or no computer experience. Students will learn essential computer concepts and terminology, including the theory of computer architecture, hardware, software, and networks. Through hands-on experience, students will acquire skills with computer applications such as word processing (Word) and the Internet.

COMP 030**Intermediate Computer Studies**

Computer Studies 030 builds on the skills acquired in Computer Studies 020. Through hands-on experience, students will acquire skills with computer applications such as Windows XP file management, spreadsheets (Excel), and advanced word processing. The course allows students to experience the project development while improving their software skills and knowledge of word processing and spreadsheets.

COMP 045**Advanced Computer Studies**

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

Culinary Arts

Note: COOK courses are restricted to students in the Culinary Arts program.

COOK 151

Culinary Arts Level 1: Basic

The objective of this level is to teach 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

Culinary Arts Level II: Advanced

This level builds on the knowledge and skills acquired in Level I. Here, we introduce the students to 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 the luncheon restaurant service, theme buffet planning, production, and service. On successful completion of this level, the student is prepared to advance to Level III. This is accomplished through lab work, theory, and practical experience.

COOK 153

Culinary Arts Level III: Specialty

This level gives the student experience in cooking and serving a la carte for fine dining from all stations in our modern restaurant/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. Upon successful completion, the graduate is eligible for employment/apprenticeship in hotels, restaurants, flight kitchens, hospitals, cruise ships, camps, and many other food-service-related areas.

Conflict Resolution (Continuing Education)

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

Criminology

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)

Computer Science

CSC 105 UT 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 UT 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 UT 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 UT 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 UT 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 UT 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 UT 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 UT 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 UT 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 UT 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)

College and University Experience

CUE 101 UT College/University Experience

The course provides both first-time and returning students with specific skills and strategies needed to accomplish their academic goals with greater success.

Students are introduced to a variety of topics critical to student success, including, but not limited to, time management, planning and goal-setting, learning styles, test-taking, and study techniques.

The purpose of this course is to give students an opportunity to cultivate the skills, values, and attitudes necessary to become confident, capable students and contributing community members. In addition, the course opens the door to learning as a lifelong process. It specifically assists in guiding students through the critical thinking process, culminating in a practical application: researching, developing,

writing, and presenting a proposal for change within our college community.

Prerequisites: None

3 CR / (3,0)

Dental Hygiene

Note: DENH courses are restricted to students in the Dental Hygiene program.

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 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 165

Dental Hygiene Foundations II

A pre-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

5 CR / (3,9)

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 175 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 162, 164, 165, 167, 168, 169

Prerequisites or corequisites: DENH 165, 170, 176

4 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 clinical properties, modes of administration, effects, and interactions of these drugs. The more common naturopathy supplements will also be examined. Learners will investigate a variety of dental and dental hygiene practice settings. Dental specialties and their relationship to general practice will be covered.

Prerequisites: DENH 170, 176

Prerequisites or corequisites: DENH 171, 250, 254, 256

3 CR / (4,0)

DENH 256 Community Health I

This course covers the study of oral health and the role of the dental hygienist from a

community perspective. Basic concepts of epidemiology and the Canadian health care system are covered. Principles of health promotion and the responsibilities of a dental hygienist towards general health are also introduced. Lesson plans and health 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)

Dentistry**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)

Dental Assisting

Note: DENT courses are restricted to students in the Dental Assisting program.

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

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

Early Childhood Education

Note: ECE courses are restricted to students in the Early Childhood Education program.

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 190: 6 CR](#)

[ECE 199: 10 CR](#)

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 290: 3 CR](#)

[ECE 291: 3 CR](#)

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.

ECE 292: 3 CR

ECE 293: 3 CR

Early Childhood Education, Aboriginal

[See AECE course descriptions beginning on page 246.](#)

Economics**ECON 101**

UT

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

UT

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

UT/BUS

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

UT/BUS

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 UT 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)

Ecotourism

Note: ECOT courses are restricted to students in the Northern Outdoor Recreation and Ecotourism (NORE) program.

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)

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

Day-hiking

This course is for guides leading day-hiking 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 heli-hiking.

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 [course](#) 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)

Education and Career Planning

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 — Foundation Level

ELEC 190

Foundation-Level Electrical

This 20-week program is the first step for those who are interested in becoming electricians. The program provides the skills and theory needed to obtain an apprenticeship or other work in the field.

Electrical Apprenticeship

Note: The following courses are restricted to students in the Electrical Apprenticeship program.

ELEC 150

Level 1 Technical Training

This course covers fundamentals; DC circuits; electromagnetism and applications; meters and test equipment — Part 1; electrical prints and drawings; AC motor controls — Part 1; electrical code and wiring — Part 1; and industrial power electronics — Part 1.

ELEC 250

Level 2 Technical Training

This course covers the following: alternating current fundamentals; meters and test equipment — Part 2; single phase alternating current circuits; circuit protection devices; single-phase transformers; AC motor controls — Part 2; lighting; electrical code and wiring — Part 2; industrial power electronics — Part 2.

ELEC 350

Level 3 Technical Training

Topics include three-phase alternating current circuits; three-phase transformers; direct current machines and controls; alternating current machines; AC motor controls — Part 3; industrial power electronics — Part 3; and electrical code and wiring — Part 3.

ELEC 450

Level 4 Technical Training

This course covers applied trade concepts; industrial computing; digital logic; programmable logic controllers; high-voltage installations; modern building systems; automated control systems; variable speed drives; and electrical code and print reading.

English

ENGL 855

Components of Developmental English

This individual student program consists of components drawn from the ENGL 155 program.

ENGL 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.

ENGL 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.

ENGL 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

ENGL 101 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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.
- *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 BUS
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, resumés, interviews, and instructional and persuasive talks.

3 CR / (3,0)

ENGL 196 BUS
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 196
 3 CR / (3,0)

English as a Second Language (ESL)

Note: ESL courses are restricted to students in the ESL program.

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 (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 and dialogues at an academic level. Students will participate in group surveys, discussions, and interviews 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 to help them prepare for Canadian college and university. Various college-level reading selections, as well as novels, will be provided to help students develop effective reading and clear thinking skills.

Fetal Alcohol Spectrum Disorder (FASD)**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.

3 CR

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.

Prerequisite: FASD 260

3 CR

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.

Prerequisite: Two years of college- or university-level courses in a related discipline (or permission of the instructor)

Prerequisite or corequisite: FASD 260

3 CR

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.”

Prerequisite: Two years of college- or university-level courses in a related discipline (or permission of the instructor)

Prerequisite or corequisite: FASD 260

3 CR

FASD 315**Special Topics in FASD**

Study new and emerging topics in FASD. Join leaders in the field in this online lecture series.

Prerequisite: Two years of college- or university-level courses in a related discipline (or permission of the instructor)

Prerequisites or corequisites: FASD 260, 300, or 335

3 CR

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.

Prerequisite: FASD 260

3 CR

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.

Prerequisite: Two years of college- or university-level courses in a related discipline (or permission of the instructor)

Prerequisite or corequisite: FASD 260 or 305

3 CR

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.

Prerequisite: Two years of college- or university-level courses in a related discipline (or permission of the instructor)

3 CR

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.

Prerequisite or corequisite: FASD 260

3 CR

FASD 399**Practicum**

Accomplish specific practicum goals within your discipline.

Prerequisite: Eight courses from the FASD program, including FASD 260, 300, and 335

3 CR

Finance**FIN 251**

BUS

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**

BUS

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

BUS

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

BUS

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

BUS

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

BUS

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 Arts**FINE 101**

UT

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

UT

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

UT

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 UT **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 UT **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 Fine Arts program
and FINE 109

4 CR / (1,3)

FINE 106 UT **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 Fine Arts program

4 CR / (1,3)

FINE 107 UT **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 Fine Arts program

4 CR / (1,3)

FINE 108 UT **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 resumés 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 Fine Arts program

2 CR / (2,0)

FINE 109 UT **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 Fine Arts program

4 CR / (1,3)

First Nations

FNST 100 UT **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 UT **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)

FNST 201 UT **Residential School: History and Intergenerational Impacts**

The course provides students with an in-depth study of the issues and impacts of the residential school system on Aboriginal culture, language, spirituality, community, and social structures. The historical context of the development of the Canadian government's policy with regard to First Nations' education will be examined. Students also explore interventions that

assist individuals, families, and communities addressing the results of the abuse.

Prerequisite: FNST 100 or ANTH 101

3 CR / (3,0)

Forest Resource Technology

Note: FOR courses are restricted to students in the Forest Resource Technology program.

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)

Forestry

FOR 100 Introduction to Forestry UT

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)

FOR 111 Dendrology I UT

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)

FOR 112 Dendrology II UT

A continuation of FOR 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: FOR 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 UT

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 UT

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 UT

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 UT
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 UT
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)

French

FREN 101 UT
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 UT
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 UT
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 UT
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)

Geography

GEOG 101 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 —
Foundation Level**

HDM 190
Foundation-Level Heavy Duty

This 30-week program covers safe work practices; preparing for employment; work practices and procedures; heavy duty wheeled equipment and attachments; track machines and attachments; wire rope and winches; hydraulic systems; hydraulic brake system; air brake systems; alternate brake systems; air operated systems; diesel engines;

electrical and electronic systems; spark ignition systems; mechanical diesel fuel systems; and power train components.

Heavy Duty Apprenticeship

Note: The following courses are restricted to students in the Heavy Duty Mechanics Apprenticeship program.

HDM 150
Level 1 Technical Training

Topics include diagnostic procedures; hydraulic systems; hydraulic brake systems; alternate brake systems; air brake systems; air operated systems; and HD wheeled equipment and attachments

HDM 250
Level 2 Technical Training

This course covers work practices and procedures; diesel engines; mechanical diesel fuel systems; electrical and electronic systems; spark ignition systems; and alternate brake systems.

HDM 350
Level 3 Technical Training

This course covers the following: work practices and procedures; mechanical diesel fuel systems; electrical and electronic systems; spark ignition systems; and electronic diesel fuel systems.

HDM 450
Level 4 Technical Training

This course covers work practices and procedures, alternate brake systems, power train components, and air conditioning systems.

History

HIST 101 UT
**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 UT
**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 UT
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 UT
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 UT
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 UT
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 UT
**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 UT
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 UT
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 UT
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 UT
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 UT
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)

Human Kinetics

HK 100 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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)

Hospitality

Note: All HOSP courses are restricted to students in the Hospitality programs.

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)

Home Support/Resident Care

Note: All HSRC courses are restricted to students in the Home Support/Resident Care program.

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

Job Education and Training

Note: All JET courses are restricted to students in the Job Education and Training program.

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

LAW 294 Business Law

BUS

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 Apprenticeship

Note: The following courses are restricted to students in the Machinist Apprenticeship program.

MACH 250 Level 2 Technical Training

This course covers trades mathematics, blueprint reading and sketching, measuring devices, layout, cutting tools, machine operations, fitting assembly, metallurgy and materials, and abrasive machining.

MACH 350 Level 3 Technical Training

Course topics include trades math, measuring devices, cutting tools, machine operation, fitting and assembly, metallurgy and materials, and abrasive machining.

Maintenance Management (Continuing Education)

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)

Mathematics

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 041**Trades Math I**

The course is designed for students who are pursuing a career in trades or a trades-related field. It serves as a math prerequisite for either entry-level programs or apprenticeships. This course emphasizes basic mathematics skills and their practical application in trades.

Topics include whole number operations, decimals, fractions, measurement systems and instruments, geometry of plane and solid figures, Pythagorean Theorem, ratio, proportion, percentage, geometric constructions with circles, triangles, and lines plus trades-related problems for all topics.

Prerequisite: Math 020 or Principles of Math 9 or Essentials of Math 11, completed within the last three years; or as placed by the CCP math assessment test

MATH 042**Trades Math II**

This course is designed for students who are pursuing entry-level trades training or an apprenticeship in a trade which requires a background in algebra and trigonometry.

Students entering electrical, millwright / machinist, power engineering, or computer / network electronics technician programs could use this course as a math prerequisite. Topics include review of fractions, decimals, percentage and ratio and proportion plus operations with signed numbers, exponents, roots, basic algebra, formula use and manipulation, Pythagorean Theorem, right triangle trigonometry, solution of linear and quadratic equations plus trades-related problems for all topics.

Prerequisite: MATH 041 or as placed by the CCP math assessment 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**

UT

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**

UT

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)

MATH 102**Calculus II**

UT

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)

MATH 103**Finite Mathematics**

UT

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**

UT

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 / (4,0)

MATH 105 UT
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 BUS
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 165 UT
Calculus for Non-Science Majors

The topics covered in this course are the basic concepts and techniques of differential and integral calculus, with emphasis on applications of interest to students not majoring in mathematical sciences.

Prerequisite: Minimum "C" in Principles of Mathematics 12, or equivalent

3 CR / (4,0)

MATH 190 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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 UT
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.

Management

MGT 154 BUS
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 BUS
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 BUS
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 BUS
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 BUS
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 BUS
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 BUS
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 BUS
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 BUS
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 BUS
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 — Foundation Level

MILL 190
Foundation-Level Millwright

This 22-week program covers safety, hand tools, trades math, blueprint reading and sketching, measuring devices, layout, cutting tools, machine operations, machine maintenance, fitting and assembly, abrasive machining, and thread theory.

Millwright Apprenticeship

Note: The following courses are restricted to students in the Millwright Apprenticeship program.

MILL 150
Level 1 Technical Training

Course topics include tools; trades science; work practices; cutting, fitting, and fabricating; and installing equipment.

MILL 250
Level 2 Technical Training

This course covers the following: trades science; power transmissions; material handling systems; cutting, fitting, and fabricating; installing equipment; and lubricants, seals, and bearings.

MILL 350
Level 3 Technical Training

Course topics include pumps, fluid power, power transmissions, and installing equipments.

MILL 450
Level 4 Technical Training

This course covers prime movers, trades science, fluid power, power transmissions, material handling systems, work practices, installing equipment, compressors, HVAC and pollution control, and operational equipment effectiveness.

Marketing

MKT 152 BUS
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 BUS
**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 BUS
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 BUS
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 BUS
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 BUS
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 BUS
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 BUS
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)

Medical Laboratory Technology Science

Note: All MLTS courses are restricted to students in the Medical Laboratory Technology Science program.

MLTS 101
Medical Terminology

This course is designed to give the student the basic fundamentals of medical terminology in both the written and spoken forms. Mastery of word parts and building skills will aid the student in understanding medical terminology and anatomical relations. The organization of the body, including the integumentary, musculoskeletal, digestive, cardiovascular, respiratory, urinary, reproductive, and nervous systems will be studied along with the special senses and endocrine systems.

Prerequisite: Admission to the MLTS program.
1 CR / (1.0, 0)

MLTS 104
Infection Control and Safety

This course deals with transmission of microorganisms, immunization practices for healthcare workers, blood-borne pathogens (hepatitis and HIV), standard precautions,

isolation procedures, sterilization and disinfection, safety and WHMIS.

Pre- or corequisites: MLTS 101, 109, 113
1 CR / (1.2, 0)

MLTS 106
Specimen Collection / Handling

This course includes information on the collection, handling and transportation of various laboratory specimens to help ensure the quality of laboratory results. The emphasis is on the collection of blood specimens; practice in venous collection on adults and capillary collection will be provided.

Pre- or corequisites: MLTS 101, 104, 109, 113
1 CR / (1.2, 0.5)

MLTS 109
General Laboratory Practice

The theory and practice required to perform basic procedures in a laboratory will be presented. Laboratory glassware, pipettes, use of balance, centrifuges, thermal equipment, microscopes and solution preparation with related calculations, and laboratory safety will be covered.

Pre- or corequisites: MLTS 101, 104
1.5 CR / (1, 1.3)

MLTS 113
Anatomy and Physiology

This course is designed to develop the student's understanding of the structure and function of organs and systems in the normal human body. A study of basic chemical principles is included. Medical terminology will be expanded and concepts of pathology introduced.

Prerequisite: Admission to the MLTS program.
2 CR / (4.7, 0)

MLTS 115
Quality Management

This course provides a complete overview of quality patient care. This includes an emphasis on the use of established quality assurance control techniques to validate test results.

Pre- or corequisites: MLTS 101, 104, 106, 109
1 CR / (1, 0)

MLTS 120
Analytical Principles I

This course focuses on the principles commonly used for quantitative analysis in clinical laboratories. Principles and applications of light measuring systems, electrochemistry and enzymology will be discussed.

Pre- or corequisites: MLTS 101, 104, 109
1.5 CR / (1.9, 1.0)

MLTS 121
Analytical Principles II

This course is designed to follow Analytical Principles I. It will introduce the student to the principles and applications of light scatter, electrophoresis, chromatography and immunoassay.

Prerequisite: MLTS 120

Pre- or corequisites: MLTS 101, 104, 106, 109

1.5 CR / (1.9, 1.0)

MLTS 130
Histotechnology

This course will provide an introduction to the principles and practices of preparing clinical specimens for histological examination, including fixation, decalcification processing, embedding and microtomy. An overview of the techniques used to determine cellular and non-cellular components for microscopic examination will also be provided.

Pre- or corequisites: MLTS 101, 104, 106, 109, 113

1 CR / (1.1, 0.9)

MLTS 135
Histology

This course will provide an introduction to the functional classification of cells and tissue arrangements, followed by the microanatomical structure of the major organs of the body.

Pre- or corequisites: MLTS 101, 104, 106, 109, 113, 130

1 CR / (1.1, 0.9)

MLTS 140
Microbiology I

This course provides a brief history of the development of microbiology and an overview of microbial forms and bacterial genetics. The emphasis is on morphological, physiological and disease-producing properties, and methods of isolation and identification. Laboratory exercises provide practical experience and complement the theory.

Pre- or Corequisites: MLTS 101, 104, 106, 109, 113

2.5 CR (3.2/3.1)

MLTS 141
Microbiology II

This course is a continuation of Microbiology I. The emphasis is on morphological, physiological and disease-producing properties, and methods of isolation and identification. Laboratory exercises provide practical experience and complement the theory.

Prerequisite: MLTS 140

Pre- or corequisites: MLTS 101, 104, 106, 109, 113, 120, 155
3.5 CR (3.7, 4.9)

MLTS 150
Professional Practices

This introductory course develops students' understanding of the importance of effective interpersonal communication skills and teamwork in the healthcare setting. The diverse needs and human relations posed by healthcare clients are also explored. Students will also analyze their personal effectiveness related to wellness and stress management.

Prerequisites: Admission to the MLTS program.

1 CR / (1.9, 0)

MLTS 155
Immunology

This course is a study of the body's defense mechanisms, both innate and acquired. The involvement of the immune system in various disease states and clinical conditions are also discussed. The student is introduced to the principles of antigen-antibody reactions and their application in many laboratory tests.

Pre- or corequisites: MLTS 101, 104, 106, 109, 113

1 CR / (1.3, 0)

MLTS 160
Hematology and Coagulation

Part I: This course is a study of the production and function of the normal blood cells and of some of the procedures performed routinely in the clinical laboratory, such as the use of small hematology analyzers and the evaluation of blood films. The course also includes the basic theory and routine tests for coagulation.

Part II: This course is a study of the pathophysiology of various anemias as related to the laboratory involvement in diagnosis and treatment. Special tests used for differential diagnosis are included. This information is applied to the detection of analytical discrepancies and ensuring timely, valid results.

Part III: The pathology of blood diseases involving leukocytes as related to the laboratory involvement in diagnosis and treatment will be studied. Special tests used for differential diagnosis are included. This information is applied to the detection of analytical discrepancies and ensuring timely, valid results.

Pre- or corequisites: MLTS 101, 104, 106, 109, 113

4.0 CR / (4.7, 4.7)

MLTS 165
Clinical Chemistry

Part I: This course will include discussion of the chemical properties, physiological

functions and clinical significance of groups of constituents. This course will provide the knowledge and skills required to perform selected tests for carbohydrates, electrolytes, enzymes and renal and liver functions.

Part II: A continuation from Part I. This course provides the knowledge and skills required to perform more advanced testing for electrolyte, enzyme, renal and liver function procedures will be covered. Additional knowledge and skills will be provided for proteins, therapeutic drugs, drugs of abuse, and endocrine testing.

Pre- or corequisites: MLTS 101, 104, 106, 109, 113, 120, 121

4.0 CR / (5.2, 3.7)

MLTS 170
Urinalysis

This course provides the theory and technique of chemical testing, microscopic sediment examination and evaluation of physical properties of urine. Result correlation and the clinical significance of results are discussed.

Pre- or corequisites: MLTS 101, 104, 106, 109, 113

1 CR / (0.9, 1.2)

MLTS 175
Molecular Biology

This course provides the student with the principles of molecular biology techniques and demonstrates the practical applications of this technology in a diagnostic laboratory. Topics include, but are not limited to, DNA/RNA isolation, hybridization, Polymerase Chain Reaction, and restriction enzyme analysis.

Prerequisites or Corequisites: MLTS 101, 104, 106, 109, 113

1 CR / (1.0, 0.2)

MLTS 180
Transfusion Medicine

This course involves the study of red cell blood group systems as they apply to the testing of blood for transfusion purposes. The detection, treatment and prevention of hemolytic disease of the newborn is also covered. Laboratory exercises provide practical experience and complement the theory.

Pre- or corequisites: MLTS 101, 104, 106, 109, 113

3 CR / (4.5, 3.7)

MLTS 230
Histotechnology — Theory

This course reviews and expands the student's theoretical knowledge of histotechnology through case studies, worksheets, assignments, and exams. This course runs concurrently with MLTS 235.

Prerequisite: To progress into Year Two of the program, students must pass all Year One courses with a mark of 60% (C) or greater.

Corequisite: MLTS 235

1.5 CR

MLTS 235

Histotechnology — Practicum

This course covers the practical component of Histotechnology through work experience in a clinical laboratory. This course runs concurrently with MLTS 230.

Prerequisite: To progress into Year Two of the program, students must pass all Year One courses with a mark of 60% (C) or greater.

Corequisite: MLTS 230

1 CR

MLTS 240

Microbiology — Theory

This course reviews and expands the student's theoretical knowledge of microbiology through tutorials, worksheets, case studies and exams. This course runs concurrently with MLTS 245.

Prerequisite: To progress into Year Two of the program, students must pass all Year One courses with a mark of 60% (C) or greater.

Corequisite: MLTS 245

2 CR

MLTS 245

Microbiology — Practicum

This course covers the practical component of microbiology through work experience in a clinical laboratory. This course runs concurrently with MLTS 240.

Prerequisite: To progress into Year Two of the program, students must pass all Year One courses with a mark of 60% (C) or greater.

Corequisite: MLTS 240

5 CR

MLTS 250

Management Practices

This course will provide a study of health care organizational behaviour including skills required for supervisory/management positions within a laboratory.

Prerequisite: To progress into Year Two of the program, students must pass all Year One courses with a mark of 60% (C) or greater.

1 CR

MLTS 260

Hematology — Theory

This course reviews and expands the student's theoretical knowledge of hematology through case studies, worksheets, assignments, and exams. This course runs concurrently with MLTS 262.

Prerequisite: To progress into Year Two of the program, students must pass all Year One courses with a mark of 60% (C) or greater.

Corequisite: MLTS 262

2 CR

MLTS 262

Hematology — Practicum

This course covers the practical component of hematology through work experience in a clinical laboratory. This course runs concurrently with MLTS 260.

Prerequisite: To progress into Year Two of the program, students must pass all Year One courses with a mark of 60% (C) or greater.

Corequisite: MLTS 260

5 CR

MLTS 265

Clinical Chemistry — Theory

This course reviews and expands the student's theoretical knowledge of clinical chemistry through tutorials, worksheets, assignments, case studies and exams. This course runs concurrently with MLTS 266.

Prerequisite: To progress into Year Two of the program, students must pass all Year One courses with a mark of 60% (C) or greater.

Corequisite: Practicum MLTS 266

2 CR

MLTS 266

Clinical Chemistry — Practicum

The course covers the practical component of clinical chemistry through work experience in a clinical laboratory. This course runs concurrently with MLTS 265.

Prerequisite: To progress into Year Two of the program, students must pass all Year One courses with a mark of 60% (C) or greater.

Corequisite: Theory MLTS 265

5 CR

MLTS 270

Blood Collection — Practicum

Major topics covered are blood collection, safe work practices, and professionalism.

Students will practice the collection, handling, transportation, and processing of various laboratory specimens to help ensure the quality of laboratory results. The emphasis will be on the collection of blood specimens, and practice in venous collection on adults and capillary collection will be provided.

Prerequisite: To progress into Year Two of the program, students must pass all Year One courses with a mark of 60% (C) or greater.

2.5 CR

MLTS 280

Transfusion Medicine — Theory

This course reviews and expands the student's theoretical knowledge of transfusion science through case studies, worksheets and exams. This course runs concurrently with MLTS 285.

Prerequisite: To progress into Year Two of the program, students must pass all Year One courses with a mark of 60% (C) or greater.

Corequisite: MLTS 285

1.5 CR

MLTS 285

Transfusion Medicine — Practicum

This course covers the practical component of transfusion science through work experience in a clinical laboratory. This course runs concurrently with MLTS 280.

Prerequisite: To progress into Year Two of the program, students must pass all Year One courses with a mark of 60% (C) or greater.

Corequisite: Theory MLTS 280

3 CR

New Media Communication and Design

Note: All NMCD courses are restricted to students in the New Media Communication and Design program.

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, and 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 and 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, and 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, and 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, and 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, and 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, and 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 where students will become experienced in planning (using navigation schemes, storyboarding, and scheduling), developing, and planning large projects, as well as projects with tight two- or three-hour time limits. Students will study various examples of effective web and interactive design, create web sites using various design principles, and learn how to maintain consistent style in larger web sites. They will also formulate a communication and marketing strategy.

Prerequisites: NMCD 132, 141, and 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, and 241

Corequisites: NMCD 212, 222, 232, and 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, and 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, and 290

Corequisite: NMCD 260

4 CR / (0,2)

Nursing

Note: NURS courses are normally restricted to students in the Nursing program.

Non-Nursing students may take selected courses if space is available, and with permission of the Associate Dean of Health Sciences.

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. [This course provides the opportunity to care for the adult with health problems in a clinical setting.](#)

[Restricted to students in the NCBNP.](#)

3 CR / (3,1, 2 clinical hours)

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. [Students will be introduced to the clinical setting, where they will put into practice the communication skills learned in theory and lab.](#)

[Restricted to students in the NCBNP.](#)

3 CR / (2,2, 0.5 clinical hours)

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 and 112; or BIO 111 and 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 and 112 at UNBC, or BIO 111 and 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, and 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 and 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 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 444**Practicum: Mental Health Nursing**

This course provides the opportunity for students to integrate and apply relevant theoretical and clinical knowledge in a variety of mental health clinical settings. It provides the opportunity to work with clients with a range of mental health problems, such as substance use and/or misuse, acute mental health problems that necessitate hospitalization, and long-term mental health problems that are addressed through community mental health services. The NCBNP requires an 8-credit practicum, and Post-Diploma BScN students complete a 3-credit practicum.

Corequisites: NURS 432, minimum grade of D

3 CR

NURS 445**Practicum: Maternal and Child Nursing**

This course facilitates the integration and application of perinatal and/or pediatric nursing knowledge and skills in the practice setting. Emphasis in the perinatal stream is on a woman- and family-centred approach to pregnancy, childbearing, and newborn care. This is carried forward into the pediatric stream with a family-centred approach for nursing care of children and adolescents. Practice experience may be with healthy clients as well as those with complex health issues. Clinical experiences may be in acute or community settings. The NCBNP requires an 8-credit practicum, and Post-Diploma BScN students complete a 3-credit practicum.

Pre- or co-requisites: NURS 434 or equivalent. All courses in the NCBNP must be taken prior to or concurrently with NURS 445

Pulp and Paper Operations

Note: All PAPO courses are restricted to students in the Pulp and Paper program.

PAPO 150**Introduction to the Pulp and Paper Industry**

This course provides learners 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 also be introduced.

1 CR / 15 hours

PAPO 151**Safe Work Practices**

This course addresses primary concepts and applications of effective work processes, including the relationships with legislation and governing bodies, safety record maintenance, core safety certification requirements, mill safety systems, WHMIS, and core safe work practices. This course is complemented by safety components within other PAPO courses.

1 CR / 15 hours

PAPO 155**Computer Skills**

This course covers primary user skills, including basic operating system functions, hardware maintenance, word processing, spreadsheets, and computer-based messaging. The learner will learn to use the Internet for research, refine research skills, and gain 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 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 before the course start date.

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 paper-making processes and the associated 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 process control systems.

Prerequisite: PAPO 150

Corequisites: PAPO 160, 170, and 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 electrical components. Preventative maintenance and lubrication, along with startup, shutdown, and troubleshooting are examined from the operator's perspective.

Prerequisites: PAPO 150 and 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 and 151

Corequisites: PAPO 155 and 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

Philosophy**PHIL 101**

UT

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

UT

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

UT

**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

UT

**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

UT

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

UT

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

UT

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 UT 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 UT 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 UT 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)

Physics

PHYS 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

PHYS 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

PHYS 101 UT 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 UT 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 UT 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: Math 11 or MATH 045, and one of the following: Physics 11, Applications of Physics 12 with a “B” or better; PHYS 045

3 CR / (3,3)

PHYS 106 UT 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: Math 11 or MATH 045, and one of the following: Physics 11, Applications of Physics 12 with a “B” or better; PHYS 045

3 CR / (3,3)

PHYS 200 Introduction to Modern Physics

The course covers special relativity (Lorentz transformation, dynamics and conservation laws), and quantum physics (the experimental evidence for quantization; a qualitative discussion of the concepts of quantum mechanics and their application to simple systems of atoms and nuclei).

Corequisite or prerequisite: Math 201 or 204 or 215, or equivalent

Prerequisites: Math 102, and either (a) Physics 102 or (b) both Physics 105 and 106 (or equivalents)

3 CR / (3,0)

PHYS 204 UT 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 UT 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 UT 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, and MATH 102

Corequisite: MATH 101

3 CR / (3,0)

PHYS 212

UT

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)

Planermill Apprenticeship

Note: The following courses are restricted to students in the Planermill Apprenticeship program.

PLMT 150

Technical Training 1, Level 1

This course covers processing technical information; hand, shop, and measuring tools; installing and aligning planer; level 3 hydraulics; pneumatic systems; maintaining and repairing planermill equipment; maintaining and overhauling planer.

PLMT 250

Technical Training 2, Level 1

Course topics include safe work practices; forestry industry; technical information; hand, shop, and measuring tools; setting up, operating, and feeding the planer; grinding and jointing knives and cutter; fastenings and fittings; level 1 hydraulics; pneumatic systems; lubrication systems; and cutting, welding, brazing, and soldering metal.

PLMT 350

Technical Training 2, Level 2

This course covers the forest industry; installing and aligning the planer; grinding and jointing knives and cutterhead; removing and installing knives and cutterhead; fastening and fittings; level 2

hydraulics; pneumatic systems; bearings and seals; maintaining and repairing planermill equipment; and cutting, welding, brazing, and soldering metal.

Plumbing

Note: All Plumbing courses are restricted to students in the Plumbing 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.

Practical Nursing

Note: All PNUR courses are restricted to students in the Practical Nurse program.

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 skills 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)

3 CR / (3,0)

Power Engineering

Note: Power Engineering courses are restricted to students in the Power Engineering program.

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.

Political Science

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: This course is part of the joint CNC–UNBC Northern Collaborative Nursing program. Restricted to fourth-year students or by permission of the instructor.

PSCI 131

UT

The Administration of Justice

This introductory course is concerned with the major issues associated with the administration of justice in Canada. It will examine such issues as civil liberties and effective law enforcement, social and political justice, and national integrity. The purpose of the course is to provide students with an understanding of the dynamic processes of change in the administration of justice. Significant tensions exist between the ideals of justice and the realities of politics. This fact will become apparent as we examine political changes and the

emergence of new problems to which laws and structures must constantly respond.

Prerequisite: CRIM 103 or permission of the instructor

3 CR / (3,0)

Psychology

PSYC 101

UT

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

UT

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

UT

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

UT

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

UT

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 / (3,1)

PSYC 203

UT

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

UT

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

UT

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

UT

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 102—minimum “D” grades

3 CR / (3,0)

PSYC 207 UT
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 UT
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 102—minimum “D” grades
 3 CR / (3,0)

PSYC 210 UT
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 102—minimum “D” grades
 3 CR / (3,0)

Residential Construction Framing Technician

Note: Residential Construction Framing Technician courses are restricted to students in the Residential Construction Framing Technician program.

Residential construction framing technician

For more information on specific topics covered in this program, please contact the Quesnel campus at 250-991-7500.

Science

SCI 030
Intermediate Preparatory Science
 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

SCI 035 Intermediate Science 035

This course covers units on introductory chemistry, pollution, introductory biology, nutrition, weather, and simple machines. Intermediate Science 035 is not a valid prerequisite for Biology 045 and 050, Chemistry 045, or Physics 045, but it can be used as the science requirement for a CCP Intermediate Certificate.
 Prerequisites: English 020 and Math 020 or as evaluated by the CCP placement test
 Corequisite: Math 030

Sociology

SOC 101 UT
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 UT
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 UT
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 UT 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 UT 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

UT

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

UT

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

UT

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

UT

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

UT

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)

Social Work

Note: SSWK courses are normally restricted to students in the Social Work programs. Non-Social Work students may take selected courses if space is available, and with the permission of the instructor.

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 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**

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. 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 1 1/2-hour seminar is included. The practicum is intended to provide students with an introduction to the role and responsibilities of a classroom aide.

Corequisite: SSWK 273

4 CR / (0,1.5)

SSWK 298

Practicum and Seminar

As a continuation of SSWK 297, students will work five days per week for three weeks in a classroom setting. A weekly one-hour session will be offered. Students will establish specific learning objectives and, under the supervision of a teacher and classroom aide, apply the skills and knowledge they have learned throughout the year. The practicum must be completed for the certificate.

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)

Student Success

STS 800

Student Success 800

This course teaches the skills and attitudes required to be successful as a student. It gives the newest and most efficient techniques for dealing with time, memory, reading, note-taking, and tests. It will also deal with a variety of topics such as creativity, relationships, and health. 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

Taxation

TAX 361

BUS

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

BUS

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)

Job Search

TJSS 160

Job Search Seminars

This course consists of a series of seminars offering students up-to-date information on resumés and cover letters. Students will also learn what employers look for in an interview and how to build a network of employers.

Technology Management

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)

Tourism

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

Note: The following courses are restricted to students in the Welding program.

WELD C

Introductory Welding

Topics include introduction and program orientation; oxy-fuel cutting; gas welding and braze welding; shielded metal arc welding (SMAW I); air carbon arc gouging; gas metal arc welding (GMAW I); flux cored arc welding (FCAW I); material handling; blueprint reading I; mathematics; welding metallurgy I.

WELD B

Intermediate Welding

Course topics include shielded metal arc welding (SMAW II); gas tungsten arc welding (GTAW); quality control and inspection; welding code standards and specifications; blueprint reading II; and metallurgy II.

WELD A

Advanced Welding

Topics include P11 — SMAW III; P12 — GTAW II; P8 — GTAW or P9 — FCAW; RK8 — Metallurgy III; RK9 — Blueprint reading III.

Welding Apprenticeship

Note: The following courses are restricted to students in the Welding Apprenticeship program.

WELD 110

Level 1 Technical Training

This course covers the following: introduction and program orientation; oxy-fuel cutting; gas welding and braze welding; shielded metal arc welding (SMAW I); air carbon arc gouging; gas metal arc welding (GMAW I); and flux cored arc welding (FCAW I). When taken together with Welding 120, this course is equivalent to WELD C, above.

WELD 120

Level 2 Technical Training

This course covers gas welding and braze welding; shielded metal arc welding (SMAW I); gas metal arc welding (GMAW I); and flux cored arc welding (FCAW I); material handling; blueprint reading I; mathematics; welding metallurgy I. When taken together with Welding 110, this course is equivalent to WELD C, above.

WELD 210

Apprenticeship Training

Course topics include shielded metal arc welding (SMAW II); gas tungsten arc welding (GTAW); quality control and inspection; welding code standards and specifications; blueprint reading II; and metallurgy II.

WELD 310

Apprenticeship Training

Topics include P11 — SMAW III; P12 — GTAW II; P8 — GTAW or P9 — FCAW; RK8 — Metallurgy III; RK9 — Blueprint reading III.

Women's Studies

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)

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, Q, V)
- Accounting and Finance Diploma (PG)
- Advanced Professional Communications Certificate (PG)
- Associate Certificate in Workplace Conflict (PG)
- Business Administration Certificate (M, PG, Q)
- Business: The Next Generation (PG)
- Ch'nook Diploma (PG)
- Conflict Resolution Certificate, Specializing in Negotiation (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)
- Marketing and Management Diploma (PG)
- Office Assistant Certificate – ABT (M)

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)
- Community Support Worker Certificate (PG)
- Dental Assisting Certificate (PG)
- Dental Hygiene Diploma (PG)
- Early Childhood Education Certificate (FSJ, M, PG)
- Education Assistant Certificate (PG)
- Fetal Alcohol Spectrum Disorder (FASD) — Advanced Diploma (BL)
- Home Support/Resident Care Attendant Certificate (BL, FL, PG, Q, V)
- Human Service Citation (PG)
- Medical Laboratory Technology Science Diploma (PG)
- Northern Collaborative Baccalaureate Nursing Program (PG, Q)
- Nursing Unit Clerk Certificate (PG)
- Practical Nurse Certificate (PG, Q)
- Social Service Worker Certificate (PG)
- Social Service Worker Diploma (PG)
- Social Work Diploma, Pre-UNBC (PG)

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

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 programs

- 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 (BL, 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, Level 1 (BL)
- Carpentry Apprentice, Level 2 (BL, Q)
- Carpentry Apprentice, Level 3 (Q)
- Carpentry, Foundation-Level (BL, FL, FSJ, M, PG)
- Driver Training (BL, FL, FSJ, PG, V)
- Electrical Apprentice, Levels 1–4 (PG)
- Electrical Apprentice, Level 2 (Q)
- Electrical, Foundation-Level (BL, M, PG, Q, V)
- Excavator Training (BL, PG)
- 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 Training (BL, M, N, PG, Q)
- Machinist Apprentice, Levels 1–3 (PG)
- Millwright Apprentice, Levels 1–4 (PG)
- Millwright/Machinist, Foundation-Level (PG, Q)
- Planermill Maintenance Technician Apprentice, Levels 1 & 2 (PG)
- Plumbing Apprentice, Level 1 (BL)
- Plumbing Apprentice, Level 2 (Q)
- Plumbing, Foundation-Level (Q)
- Power Engineering, 4th Class Certificate (PG)
- Professional Driver Training — see Driver Training (PG)
- Pulp and Paper Operations Certificate (M, PG)
- Residential Construction Framing Technician Certificate (BL, FSJ, Q)
- Resource Industry Certificate (M)
- Welding Apprentice, Levels 1–4 (PG, Q)
- Welding Level A (PG)
- Welding Level B (PG, Q)
- Welding Level C (BL, 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)
- Teaching, Elementary and Secondary (PG)
- 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 service
- 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
- Culinary Arts
- Driver Training
- 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 Training
- Plumbing Apprentice, Level 1
- Residential Construction Framing Technician Certificate
- RFT exam preparation online — condensed and regular
- RPF exam preparation online
- University classes — see pages 309–310
- Welding Level C

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 Training
- Legal Administrative Assistant Certificate (ABT)
- Office Assistant Certificate (ABT)
- Pulp and Paper Operations Certificate
- Resource Industry Certificate
- University classes — see pages 309–310

CNC Nechako – Fort St. James

- Carpentry, Foundation-Level
- College and Career Preparation (Adult Basic Education)
- Community and Continuing Education
- Cook's Assistant Program
- Driver Training
- Early Childhood Education Certificate
- Forest Industry Safety Training
- Industry training
- Residential Construction Framing Technician Certificate
- Welding Level C

CNC Nechako – Fraser Lake

- Carpentry, Foundation-Level
- Community and Continuing Education
- Cook's Assistant Program
- Driver Training
- Home Support/Resident Care Attendant Certificate
- Industry Training

CNC Nechako – Vanderhoof

- ABT — Administrative Assistant Certificate
- BC Adult Graduation Diploma
- Career Technical Centre (CTC)
- Carpentry Apprentice, Level 2
- College and Career Preparation (Adult Basic Education)
- Community and Continuing Education
- Driver Training
- Electrical, Foundation-Level
- Forest Industry Safety Training
- Home Support/Resident Care Attendant Certificate
- Industry Training
- University classes — see pages 309–310

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: The Next Generation
- Career Technical Centre (CTC)
- Carpentry Apprentice, Levels 1–4
- Carpentry, Foundation-Level
- Ch’nook Diploma
- College and Career Preparation (Adult Basic Education)
- Community and Continuing Education
- Community Mental Health Certificate
- Community Support Worker Certificate
- Computer/Network Electronics Technician Certificate
- Conflict Resolution Certificate, Specializing in Negotiation
- Criminology Diploma
- Culinary Arts Certificate
- Dental Assisting Certificate
- Dental Hygiene Diploma

- Driver Training
- Early Childhood Education Certificate
- Education Assistant Certificate
- Electrical Apprentice, Levels 1–4
- Electrical, Foundation-Level
- Engineering (Applied Science)
- ESL (English as a Second Language)
- Excavator Training
- 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
- Human Service Citation
- Industry Training
- JET (Job Education and Training)
- Machinist Apprentice, Levels 1–3
- Maintenance Management Professional Certificate
- Management Diploma
- Management Skills for Supervisors
- 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
- Pre-professional programs in many subjects – see page 308

- Pulp and Paper Operations Certificate
- Science, Associate Degree
- Social Service Worker Certificate
- Social Service Worker Diploma
- Social Work Diploma, Pre-UNBC
- TARGET
- Teaching, Elementary and Secondary
- University classes leading to degrees in 50+ subjects — see pages 309–310
- Welding Apprentice, Levels 1–4
- Welding Levels A, B, and C
- Women's Studies and Gender Relations Diploma

CNC Quesnel

- ABT — Administrative Assistant Certificate
- Arts, Associate Degree
- BC Adult Graduation Diploma
- Business Administration Certificate
- Career Technical Centre (CTC)
- Carpentry Apprentice, Levels 2 and 3
- 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
- Industry Training
- JET (Job Education and Training)
- Management Skills for Supervisors
- Millwright/Machinist, Foundation-Level
- Northern Collaborative Baccalaureate Nursing Program
- Plumbing, Foundation-Level
- Plumbing Apprentice, Level 2
- Practical Nurse Certificate
- Residential Construction Framing Technician Certificate
- Science, Associate Degree
- University classes — see pages 309–310
- University Transfer First-Year Science Plus
- Welding Apprentice, Levels 1–4
- Welding Levels B and C

CNC Valemount

- Northern Outdoor Recreation and Ecotourism Certificate

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How to apply

Note 1: For full details, see “Admissions, registration, and records,” on page 200. (International students, see pages 200–201 and 215.)

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 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 or www.pas.bc.ca (post-secondary application service of BC).

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?

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 2008 for programs starting in fall 2009).
- **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 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

A. PERSONAL INFORMATION		Please print	Complete application thoroughly
1. CNC Student Number (if previously applied):			
2. Last Name		First Name	Middle Name
3. Former Name (if applicable)			
4. Mailing Address		City/Province	Postal Code
5. Local Address (if different from above)		City/Province	Postal Code
6. E-mail address:		7. Birthdate (Year/Month/Day)	
8. Phone Number (home) ()		Phone Number (alternate) ()	9. Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
B. Educational Goal	1. Program applied for:		2. Intended Enrollment <input type="checkbox"/> Full-Time Student <input type="checkbox"/> Part-Time Student
	3. Preferred entry date: Year _____ <input type="checkbox"/> Fall (Sep–Dec) <input type="checkbox"/> Spring (Jan–Apr) <input type="checkbox"/> Intersession (May–Aug)		4. Location(s)/Campus:
C. Citizenship	1. <input type="checkbox"/> Canadian <input type="checkbox"/> Landed Immigrant <input type="checkbox"/> International Student*		
	2. Country of Citizenship (if not Canadian)		*International Students must fill out a different application form: please contact your local campus.
D. Emergency Contact Information		1. Last Name First Name	
2. Emergency Contact – Phone Number #1 ()		3. Emergency Contact – Phone Number #2 ()	
E. Aboriginal Status	1. If you have status, with which band are you currently registered?		
	2. Do you identify yourself as an Aboriginal person? (select one) <input type="checkbox"/> Yes <input type="checkbox"/> No		If you would like more information regarding support services, contact First Nations Education Support Services at 250-562-2131, ext. 5460.
3. If you identify yourself as an Aboriginal person, are you (may provide multiple responses): <input type="checkbox"/> First Nations <input type="checkbox"/> Métis <input type="checkbox"/> Inuit			
F. Special Needs <input type="checkbox"/> Yes <input type="checkbox"/> No		Do you have special need, disabling condition, or illness that may affect your learning or access to facilities, or for which you need assistance? This information will be used to plan the provision of support services. If yes , please contact Disability Support Services at 250-562-2131, ext. 5248 or 5250.	

G. Educational History (Official Transcripts are required for all institutions attended)

Last High School Attended	Location	BC Personal Education Number (PEN)
----------------------------------	-----------------	---

Please indicate:

Last Grade Completed:

Your Last Date of Attendance :

School District No:

High School
Transcripts:

Year: _____ Month: _____

☐ enclosed☐ on file

If currently enrolled, expected graduation date: Year: _____ Month: _____

☐ to follow**Post-Secondary Institutions Attended:**

Name	Location	Date last Attended	Program
1. _____	_____	_____	_____
Transcripts: <input type="checkbox"/> enclosed <input type="checkbox"/> on file <input type="checkbox"/> to follow			
2. _____	_____	_____	_____
Transcripts: <input type="checkbox"/> enclosed <input type="checkbox"/> on file <input type="checkbox"/> to follow			
3. _____	_____	_____	_____
Transcripts: <input type="checkbox"/> enclosed <input type="checkbox"/> on file <input type="checkbox"/> to follow			
4. _____	_____	_____	_____
Transcripts: <input type="checkbox"/> enclosed <input type="checkbox"/> on file <input type="checkbox"/> to follow			

Declaration

Collection of Information: The information on this form and all required admissions documentation is collected for the purpose of determining admission, registration, research, alumni and development, and statistical analysis. It is collected under the authority of the College and Institute Act and your privacy is protected under the Freedom of Information and Privacy Act limiting how your information may be used or disclosed. If you have any questions about the collection and use of your information contact the **Freedom of Information Coordinator, College of New Caledonia at 250-561-5828.**

All hard copied materials/information provided by you in support of your application to CNC become the property of the College and will not be returned to students. These materials/information may be destroyed in six months if you do not attend CNC, six months after successful completion of your program, or after two years of not attending courses at CNC.

Declaration: I declare that the information that I have provided in this application is complete and correct. Completion of this signed application permits the College to request and/or confirm any information necessary to support my application for admission. Falsifying any document or information submitted will result in the cancellation of admission or registration at the College of New Caledonia.

I understand the submission of this application in no way guarantees admission to a program or course, and that admission is subject to meeting program or course prerequisites and space availability.

If I am admitted to the College of New Caledonia, I agree to familiarize myself with and to abide by the most current policies of the College during my tenure as a student.

In addition, I agree as a condition of registration at the College of New Caledonia to pay all fees and charges as approved by the Board of Governors to the College as required by the deadlines posted by the College, and to pay any interest charges on any sum which becomes due and payable according to the payment procedures at the College of New Caledonia.

Signature: _____ Date: _____

College of New Caledonia
3330 22nd Avenue
Prince George, BC
V2N 1P8 CanadaCollege of New Caledonia
Lakes District Campus
545 Highway 16 West
Box 5000
Burns Lake, BC
V0J 1E0 Canada
Phone 250-692-1700College of New Caledonia
Mackenzie Campus
540 Mackenzie Boulevard
Box 2110
Mackenzie, BC
V0J 2C0 Canada
Phone 250-997-7200College of New Caledonia
Nechako Campus
3231 Hospital Road
Vanderhoof, BC
V0J 3A2 Canada
Phone 250-567-3200College of New Caledonia
North Cariboo
Community Campus
100 Campus Way
Quesnel, BC
V2J 7K1 Canada
Phone 250-991-7500**For Office Use Only**

Date received: _____

Operator: _____

Verified: _____

CCP Test: _____

Receipt #: _____

EMAT Test: _____

080905

Important dates, 2008–2009 academic year

Program start/end dates

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

Programs are listed alphabetically in this document. Each page has a section called “Important dates” with the information you need. They’re also listed on our website at http://www.cnc.bc.ca/__shared/assets/Imdates.pdf

When to apply

September 15

This is the earliest you can apply for programs that start the following fall. For example, apply on or after September 15, 2008 for programs starting in fall 2009.

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. However, we’ll continue to accept applications as long as there are seats available.

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.

Call us at CNC!

250-562-2131 / 1-800-371-8111

Please note: The online version of this document (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.

Important dates

Note: Your program’s dates may be different! **Please check individual program pages in this calendar.**

Spring 2008

New Year’s Day, all campuses closed	January 1
Classes start, university credit & business programs	January 7
Study break, university credit & business programs	February 18–22
Good Friday, all campuses closed	March 21
Easter Monday, all campuses closed	March 24
Exams, university credit & business programs	April 17–25
Last day of classes, university credit & business programs	April 25
Victoria Day, all campuses closed	May 19
Convocation	May 24

Summer 2008

Canada Day, all campuses closed	July 1
BC Day, all campuses closed	August 4

Fall 2008

Labour Day, all campuses closed	September 1
Evening classes begin, university credit & business programs	September 2
Daytime classes begin, university credit & business programs	September 3
Thanksgiving Day, all campuses closed	October 13
Remembrance Day, all campuses closed	November 11
Exams, university credit & business programs	December 4–12
Last day of classes, university credit & business programs	December 12
Christmas break, university credit & business programs	December 13–January 4
Christmas Day, all campuses closed	December 25
Boxing Day, all campuses closed	December 26

Spring 2009

New Year’s Day, all campuses closed	January 1
Classes start, university credit & business programs	January 5
Study break, university credit & business programs	February 16–20
Good Friday, all campuses closed	April 10
Easter Monday, all campuses closed	April 13
Exams, university credit & business programs	April 16–24
Last day of classes, university credit & business programs	April 24
Victoria Day, all campuses closed	May 18
Convocation	May 23