This is the official online version of CNC's 2014-15 program guide and course calendar

This version current as of

March 26, 2015

www.cnc.bc.ca/exploring/calendar.htm

College of New Caledonia www.cnc.bc.ca

2014-15 program guide and course calendar









Business and management Community and continuing education Health sciences Human services Science and technology Trades and industry University studies Upgrading and access



Directory

CNC Prince George

3330 22nd Avenue Prince George, BC V2N 1P8

Canada

Telephone: 250-562-2131 1-800-371-8111 Fax: 250-561-5861 E-mail: askenc@cnc.bc.ca

General information	250-562-2131
Admissions and Registration	250-561-5800
College Store	250-561-5808
Continuing Education	250-561-5846
Counselling and Advising	250-561-5818
Library	250-561-5811
Student Awards and Financial Assistance	250-561-5838
Student Recruitment	250-561-5855

CNC Lakes District — Burns Lake

545 Highway 16 West

PO Box 5000

Burns Lake, BC V0J 1E0

Canada

Telephone: 250-692-1700 1-866-692-1943 Fax: 250-692-1750

E-mail: lksdist@cnc.bc.ca

CNC Lakes District — Southside

34314 Keefe's Landing Road

Grassy Plains, BC

Canada

Telephone: 250-694-3397 Fax: 250-694-3391 E-mail: lksdist@cnc.bc.ca

CNC Mackenzie

540 Mackenzie Boulevard

PO Box 2110

Mackenzie, BC V0J 2C0

Canada

Telephone: 250-997-7200

1-877-997-4333 Fax: 250-997-3779

E-mail: cncmackenzie@cnc.bc.ca

CNC Nechako — Fort St. James

179 Douglas Street PO Box 1557

Fort St. James, BC V0J 1P0

Canada

Telephone: 250-996-7019 Fax: 250-996-7014 E-mail: cncfsj@cnc.bc.ca

CNC Nechako - Vanderhoof

3231 Hospital Road Vanderhoof, BC V0J 3A2

Canada

Telephone: 250-567-3200

1-877-567-3270 Fax: 250-567-3217

E-mail: nechako@cnc.bc.ca

CNC Quesnel

North Cariboo Community Campus 100 Campus Way Quesnel, BC V2J 7K1

Canada

Telephone: 250-991-7500 Fax: 250-991-7523 E-mail: quesnel@cnc.bc.ca

Valemount Learning Centre – in partnership with CNC

1201 – 5th Avenue Valemount, BC V0E 2Z0

Canada

Telephone: 250-566-4601

1-888-690-4422 Fax: 250-566-4602

E-mail: frontdesk@valemountlearning

centre.org

Get the most up-to-date information — visit us at

www.cnc.bc.ca

Notes

- 1. All tuition fees are approximate, based on 2014–2015 tuition fees and subject to change. The stated tuition fees include fees such as Students' Union fee, technology fee, etc.; however, they do not include books, tools and supplies, etc. For the most current fee information, visit www.cnc.bc.ca/Exploring/Services/student_services/ARR.htm
- 2. CNC reserves the right to limit, cancel, or adjust programs without notice.
- 3. The online version of this document (www.cnc.bc.ca/Exploring/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.
- 4. The 📃 symbol indicates that at least one course section in the program may be available in an online format.

About the cover: Cover photos by Anwen Roberts, CNC Communication Services.

College of New Caledonia

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Course description key

Course # → ENGL 219

Course title → Contemporary First Nations Authors 🔲 🗲



This course focuses on contemporary First Nations authors. Novels, plays, and poems which reflect the experiences of First Nations people in Canada from the 1940s to the 1990s are studied. How literature reflects specific regional/personal concerns and issues is considered. Universal themes developed in these writings are also considered. First Nations authors are compared with Canadian authors studied in traditional and Canadian literature classes and similarities/differences in style, themes, and subject matter are considered.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107

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.
- Offered online: At least one course section may be offered online (additional sections may be face-to-face instruction).
 Refer to the online Timetable for specific section and semester information.
- Prerequisite: A course you must take, or a credential you must have, before taking this course. Note: Students who have taken a prerequisite at the College of New Caledonia or another college or university must have a minimum grade of "C" in the

- prerequisite course, unless otherwise stated under the course description or within the program requirements.
- Corequisite: A course you must take at the same time.
- 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 10 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. (Continuing Education courses listed in this section may list only total number of hours for the course.)

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 1: Students who take courses which consist of both lecture and lab sections must achieve a passing grade for both the lecture and the lab in order to receive a passing grade in the course.

Note 2: Not all courses are offered each year. Please check with your local CNC campus — see contact numbers on the inside front cover.

Note 3: A list of Continuing Education courses is available in a separate calendar and also online.

Business and management

CNC's programs include areas such as Accounting and Finance, Marketing, Management, and general Business Administration. Our exceptional faculty have helped students gain skills that lead them into several possible employment sectors: government, industry, banking, and various offices. Courses in the programs also have transferability to a number of universities for those students wishing to pursue further credentials after the certificate and/or diploma levels.

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ABT (Applied Business Technology) Administrative Assistant Certificate

Full-time

Start dates and fees vary — contact your local CNC campus

Fees: \$4,380 (Semester 1: \$2,481; Semester 2: \$1,899)

34 weeks

Burns Lake, Mackenzie, Prince George and Vanderhoof; offered through Quesnel on a rotating basis

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.

Admission requirements

- 1. Successful completion of one of the following:
 - Grade 12 (with English 12 or English 12: First Peoples, Communications 12, or Technical and Professional Communications 12) or
 - ABE/CCP Advanced Certificate or
 - GED Certificate or
 - Mature student status. To explore this option, consult 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).
- You must take the Student Readiness Assessment (SRA), administered by the college. If you score below a certain level, you must complete upgrading. It's strongly recommended that you write the SRA early.

 You must read, sign, and return an ABT Entrance Information Form prior to acceptance into the program.

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 a BC Adult Graduation Diploma (formerly known as an Adult Dogwood).

Program outline

The program varies slightly from campus to campus, but this is a representative sample from the Prince George campus. 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 in the
	Electronic Office
ABTV 072	Work Experience
ABTW 074	Microcomputer Applications

ABTW 078

Introduction to Desktop
Publishing and Advanced
Features of Word Processing

You might also be interested in...

- Business Administration Diploma
- Legal Administrative Assistant Certificate
- Management Diploma
- Marketing and Management Diploma
- Medical Office Assistant
- Office Assistant Certificate

Important dates

For Prince George and Vanderhoof campuses only; contact other campuses for their dates.

Burns Lake

Fall term

 Classes: September 8 – December 19, 2014

Spring term

- Classes: January 5 May 24, 2015
- Study break: March 30 April 10, 2015

Prince George

Fall term

 Classes: August 25 – December 19, 2014 (includes exams)

Spring term

- Classes: January 5 May 15, 2015 (includes exams)
- Study break: February 16 27, 2015

Vanderhoof

Fall term

 Classes: September 8 – December 19, 2014 (includes exams)

Spring term

- Classes: January 5 May 29, 2015 (includes exams)
- Study break: Check with your campus for details

Courses

ABT courses are restricted to students in the ABT programs, including office

administration and legal and medical courses.

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 can maintain a set of computerized books up to yearend.

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 practise the application of basic accounting principles in a manual format. As well, you will learn and practise 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.

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)

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 / (4,1)

ABTE 075 Business Communications II

This course is a continuation of ABTE 074. Emphasis is 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 assessed by the ABT program committee.

2.5 CR / (1,4)

ABTH 070 Human Relations

This course helps 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 explores strategies and techniques to positively

influence an employee's performance in an office position.

1 CR / (2,0)

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 co-operative 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 varied reference materials, the student will acquire and apply keyboarding, word processing, and business knowledge and skills to simulate 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: ABTB 073, ABTE 074, ABTH 070, ABTP 072, ABTW 043, ABTW 073 Prerequisites or Corequisites: ABTA 078, ABTE 075, ABTW 074, ABTW 078 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 student has been exposed. The practicum deepens the student's understanding of classroom experience and is a bridge for the student between the academic present and the professional future. The practicum is a three-way partnership among the College, the student, and a host employer where practical experience is gained in an actual office environment.

Prerequisites or Corequisites: Successful completion of or current enrolment 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)

140801

Accounting and Finance Diploma

Full-time or part-time

Starts September and January

Fees, entire program: \$6,618 (Year 1: \$3,269; Year 2: \$3,349)

Two years

Prince George

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 receive credits towards professional accounting programs.

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

Admission requirements

Successful completion of one of the following:

- Grade 12 (with English 12 or English 12: First Peoples, Communications 12, or Technical and Professional Communications 12) and Principles of Math 11 or Applications of Math 11 or Foundations of Math 11 or Pre-calculus 11 or Math 044 or 045
- Adult Graduation Diploma (formerly Adult Dogwood) with Math 044 or Math 045
- GED Certificate with English 12 or English 050 and Math 044 or Math 045
- Mature student status with English 12 or English 050 and Math 044 or Math 045 or equivalent, as demonstrated on SRA

Note 1: ECON 201, ECON 202, FIN 257 and MATH 157 require higher level math skills. Students without Math 12 (or equivalent) are required to take MATH 145.

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

Program outline

Required 100-level courses

ACC 151 Accounting I ACC 152 Accounting II

CIS 165 Business Information Systems

Either:

ENGL 103 Composition and Style (see Note 1)

or

ENGL 195 Effective Communications I (see Note 1)

Either:

MATH 145 Math for Business

Or

Elective (see Note 2)

MATH 157	Business Statistics
MGT 154	Applied Human Relations
MKT 152	Principles of Marketing

About 200-level courses

This is a sampling of some of the courses available for students in the Accounting and Finance Diploma program. Please meet with an academic advisor to ensure you are taking appropriate courses.

ACC 251	Intermediate Accounting I
ACC 252	Intermediate Accounting II
	(see Note 3)
ACC 255	Management Accounting I
ACC 256	Management Accounting II
ACC 270	Computerized Accounting
ECON 201	Principles of Economics —
	Microeconomics
ECON 202	Principles of Economics —
	Macroeconomics
FIN 257	Finance I
FIN 258	Finance II
MGT 255	Small Business Developmen

Electives (choose 2 additional courses)

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ENGL 196	Effective Communications II
	(see Note 1)

or

ENGL 229 Professional Business and

Technical Communication

(see Note 1)

LAW 294 Business Law

Either:

MATH 101 Calculus I

or

MATH 165 Calculus for Non-Science

Majors

MATH 103 Finite Mathematics
MATH 204 Linear Algebra
MGT 160 International Business

Either:

COM 222 Management and

Organizational Behaviour

or

MGT 254 Applied Group and

Leadership Skills

MGT 263 Human Resources

Development

MGT 264 Industrial Relations

Note 1: ENGL 195 and 196 are applied courses best suited for diploma students. Students transferring to university should take ENGL 103 and 229.

Note 2: Students without Math 12 or equivalent must take MATH 145. Students

with Math 12 who are transferring to university should take instead one of the math electives listed above.

Note 3: Although not recommended, students who are unable to successfully complete ACC 252 may choose an elective in its place, after consultation with faculty.

Course completion

Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the Accounting and Finance Diploma.

This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option.

Note: Professional certification or accreditation bodies and receiving institutions may have different criteria.

You might also be interested in . . .

- Business Administration Certificate
- Management Diploma
- Marketing and Management Diploma

Important dates

Fall term

 Classes: September 2 – December 12, 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

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. 3 CR / (4,0)

ACC 152 BUS Accounting II

A continuation of the introduction to fundamental accounting concepts and techniques. Topics include partnership and corporation accounting, investments and shareholders' equity. The cash flow statement is studied, and financial analysis is introduced. The computer lab component provides an introduction to electronic spreadsheet software and computerized accounting software.

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, accounts receivable, inventories, capital assets, and investments. The preparation of the Financial Statement is thoroughly reviewed. Prerequisite: ACC 152 or COM 204 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 Cash Flow Statement is thoroughly reviewed.

Prerequisite: ACC 251 3 CR / (4,0)

ACC 255 BUS Management Accounting I

This course is an introduction to managerial accounting. Emphasis is placed on cost for planning and control. Some of the topics include cost terms and classifications, joborder costing, process costing, activity-based costing, cost behaviours, and cost-volume-profit relationships. The

computer lab component utilizes spreadsheet software.

Note: Students using COM 204 as a prerequisite must have spreadsheet experience.

Prerequisite: ACC 152 or COM 204 3 CR / (3,1.5)

ACC 256 Management Accounting II

This course is a continuation of Management Accounting I. Some of the topics include variable costing, budgeting, standard costs, overhead analysis, transfer pricing, evaluating performance, relevant costs for decision making, and capital budgeting. The computer lab component utilizes spreadsheet software.

BUS

Prerequisite: ACC 255 3 CR / (3,1.5)

ACC 270 BUS Computerized Accounting

This course gives students a working knowledge of a commonly used accounting software program. Students gain a conceptual understanding of topics and applied skills in setting up a company's books and the full accounting cycle. Topics include: general ledger set-up, special journals, subsidiary ledgers, credit transactions, sales taxes, payroll and source deductions, inventory, budgeting, and account reconciliations.

Prerequisite: ACC 152 or COM 204 3 CR / (1,2)

CIS 165 BUS Business Information Systems

Students examine the evolving conceptual framework of business information systems, the application of information system processes supporting current and emerging business strategies, and the development of new business information systems. Through selective hands-on processes, students acquire skills required to support the problem-solving processes involved in business information system development, acquisition and implementation. Students will demonstrate proficiency in emerging cross-platform, web-based processes in addition to traditional office applications. The term project will result in an integration of the conceptual framework of management information systems with the challenge of systems development. Interdisciplinary discussions will prepare the

student for further studies within core specialties within the business sectors. 3 CR / (3,3)

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 is examined through lecture, discussion, case analyses, and practical applications of the material. 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 are studied. Time is 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: One of Math 12 or Precalculus 12 or Foundations of Math 12 or MATH 044 (with a grade of "C+" or higher) or MATH 045 (with a grade of "C+" or higher) or MATH 100 or MATH 101 or MATH 145 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: Math 12 or Pre-calculus 12 or Foundations of Math 12 or MATH 044 (with a grade of "C+" or higher) or MATH 045 (with a grade of "C+" or higher) or MATH 100 or MATH 101 or MATH 145 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 195 BUS Effective Communications I

An introduction to principles and practices of written and oral communications as applied in current business and career contexts. Students learn effective writing and speaking strategies. Editing (grammar, style, and presentation) skills are learned in a variety of business contexts: e-mail, web analysis and summary, memos, letters, proposals, resumés, interviews, and instructional and persuasive talks.

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 to solve financial problems.

Prerequisites: ACC 152 or COM 204 and Math 12 or Pre-calculus 12 or Foundations of Math 12 or MATH 044 (with a grade of "C+" or higher) or MATH 045 (with a grade of "C+" or higher) or MATH 100 or MATH 101 or MATH 145 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 uses spreadsheet software and the Internet to solve financial problems.

Prerequisite: FIN 257 3 CR / (3,1.5)

ENGL 196 BUS Effective Communications II

A research course for business and technical students. With a focus on team development, students learn research methods (topic selection, annotated bibliography, research question development) as well as report writing and presentation strategies. Students refine grammar, style, and presentation strategies. Prerequisite: ENGL 195 3 CR / (3,0)

ENGL 229 Professional Business and Technical Communication

IJΤ

This course includes both the theory and practice of writing for the workplace. Students will first learn the rules and guidelines of professional communication and then moves beyond them, investigating the underlying theory, ethics and social factors that contribute to the challenges of work writing. This course introduces strategies for communicating effectively to a variety of audiences in a variety of workplace genres. Students work both individually and in collaboration, completing both written and oral projects that are relevant to their professional goals and the requirements of the business, technical, and professional communities.

Prerequisites: Two of ENGL 101, 102, 103, 104, 106, 107, or their equivalent
Note: Natural Resource and Environmental
Technology (NRES) students will be
admitted with successful completion of
ENGL 103 and completion of all first-year
courses. Business Program students will be
admitted with successful completion of ACC
151, CIS 165, ENGL 103, MGT 154, MKT
152, and one of ECON 101 or ECON 201.
3 CR / (3,0)

LAW 294 BUS Business Law

This course introduces students to fundamental legal concepts, principles, and issues that are relevant to Canadian business. It also promotes an understanding of how these legal concepts and issues are applied to specific problems in business. Topics include an introduction to the Canadian legal system, the law of torts, and the law of contract. An in-depth investigation is then made in specific areas of contract and business law, including sale of goods contracts, employment contracts, the law of agency, corporations, secured transactions, the law of real property and mortgages, and negotiable instruments. 3 CR / (3,0)

MATH 101 UT Calculus I

This course is the first half of a twosemester introductory calculus sequence. Topics covered in the course are the concepts, techniques, and applications of differentiation and an introduction to integration. Together with MATH 102 this course satisfies the first-year mathematics requirement in all university transfer science and applied science programs.

Note: Persons with a "C+" grade or less in Math 12 or MATH 050 will be registered in MATH 100.

Prerequisite: Pre-calculus 12 or MATH 100 or MATH 050 or equivalent 3 CR / (4,0)

MATH 103 UT Finite Mathematics

MATH 103 is intended primarily for Liberal Arts and Education students who want some exposure to modern mathematical concepts. Topics are 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: Foundations of Math 11 or Pre-calculus 11, or MATH 045 or equivalent 3 CR / (3,0)

MATH 145 BUS Math for Business

This course introduces students to the principle and practices of mathematics with applications to business. The course covers the mathematical interpretation of funda-

mental business, economic and financial concepts with application to managerial decision making.

Prerequisite: SRA with a score at the midpoint cutoff or higher. 3 CR / (3,0)

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 12 or Pre-calculus 12 or Foundations of Math 12 or MATH 044 (with a grade of "C+" or higher) or MATH 045 (with a grade of "C+" or higher) or MATH 100 or MATH 101 or MATH 145 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: Foundations of Math 12 or Pre-calculus 12 or MATH 050, or equivalent 3 CR / (4,0)

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)

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 160 BUS International Business

Students 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.

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 are 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: ACC 151, CIS 152 or 165, MATH 157, MGT 154, MKT 152 and one of MATH 145 or ECON 101 or ECON 201

MGT 255 BUS Small Business Development

3 CR / (2,2)

This course provides 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.

Prerequisite: ACC 151, CIS 152 or 165, MATH 157, MGT 154, MKT 152 and one of MATH 145 or ECON 101 or ECON 201 3 CR / (2,2)

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)

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)

140801

Applied Leadership Certificate

Full-time or part-time

Starts September

Fees: TBA

Prince George

Careers

Improve your leadership skills in your personal and professional lives. Focusing on interpersonal skills and conflict resolution, group decision-making skills and self-management skills, students will demonstrate reflective practice by creating a leadership portfolio to document their growth in skills and capacity as leaders. Self-assessment is an integral part of this process.

The Applied Leadership Certificate is designed to fill some of the needs expressed by local public and private organizations; address the expressed need in the local private, public, and non-profit sectors for employee leadership training and development; provide a suite of transferable skills and abilities that can be applied in a wide variety of life situations; and build on existing leadership/management offerings at the College (e.g., LEAD 101, LEAD 201 and MGT 254).

Admission requirements

Successful completion of one of the following:

 Grade 12, including English 12 or English 12 First Peoples (with a minimum "C" grade) or ABE/CCP Advanced Certificate plus English 050 (with a minimum "C" grade), or mature student status approved by academic advisor or counsellors.

Program outline

The Applied Leadership certificate is broken down into several themes: interpersonal skills and conflict resolution, group decision-making skills, self-management skills and mentorship and internship. Students can take one of two options available to them in each theme.

- A. Interpersonal Skills and Conflict Resolution
 - Option 1-Leadership 101
 - Option 2—Leadership 120, 125, 130 (all three included in LEAD 101 from Option 1), 135, 145
- B. Group Decision-Making Skills
 - Option 1 Leadership 201, 250
 - Option 2—Leadership 135, 140, 250 (all three included in LEAD 201 from Option 1)
- C. Self-Management Skills
 - Option 1 Leadership 101
 - Option 2—Leadership 105, 110, 115 (all three included in LEAD 101 from Option 1)
- D. Mentorship and Internship
 - Option 1 Leadership 245, 250
 - Option 2—Leadership 105, 110, 115 (all three included in LEAD 101 from Option 1), 250

You might also be interested in...

- · Accounting and Finance Diploma
- Administrative Assistant Certificate
- Business Administration Certificate
- Business Administration Diploma
- Management Diploma

Courses

LEAD 101 Leadership Lab, Part 1

BUS

LEAD 101 focuses on recognition and development of personal leadership skills and introduces group skills. In this course you will experience what it means to be a leader. Through a variety of dynamic interaction sessions, Part 1 of The Leadership Lab will begin to equip you to function as a leader. The Leadership Lab explores conventional notions of leadership but will take you beyond to an understanding of leadership as lifestyle through practical leadership experiences.

Note: This course includes a mandatory weekend retreat that will usually occur within the first month of the semester. Prerequisites: English 12 or English 12: First Peoples, English 045 or equivalent, or mature student status (please consult a CNC counsellor advisor). 3 CR / (3.1)

LEAD 105 The Leader Within

This course is designed to introduce students to eight strategies for promoting personal leadership development (the leader within). This leadership retreat focuses on developing the leader within by using exercises, projects, and learning activities that will enhance personal leadership skills development and promote critical thinking skills.

1 CR / (30 hours total)

LEAD 110

Leadership Assessment, Personal Attributes and Life Planning

This self-study course is designed to introduce students to self-assessment inventories, explore the basics of life planning templates as well as develop a basic knowledge of leadership character traits and values. It focuses on developing the leader within by using exercises, projects, and learning activities to develop

critical knowledge in the area of personal development.

Prerequisite: LEAD 105 1 CR / (30 hours total)

LEAD 115

Leadership Traits and Theories

This course is designed to introduce students to and give them a basic knowledge regarding various leadership theories and concepts.

Prerequisite: LEAD 110 1 CR / (30 hours total)

LEAD 120

Introduction to Communication

This course is designed to introduce students to and give them a working knowledge of the various aspects of communicating in a leadership context. It focuses on why leaders need to be effective communicators. The course explores the role of emotional intelligence and listening in enhancing effective communication.

Prerequisite: LEAD 101 or LEAD 115 1 CR / (30 hours total)

LEAD 125

Relational and Emotional Intelligence

Building on the foundations of personal leadership development, this course is designed to introduce students to and give them a working knowledge of the various aspects of creating and maintaining healthy relationships at home, at work and in the community. It covers the basic concepts of creating a dyadic approach to working relationships.

Prerequisite: LEAD 101 or LEAD 115 1 CR / (30 hours total)

LEAD 130 Synergy Based Leadership

This course is designed to introduce students to and give them a working knowledge regarding the various aspects of creating and maintaining solutions for common leadership problems before they arise. It focuses on the African proverb "to go fast, go alone: to go farther, go together." It uses the basic concepts of networking, negotiating, collaborating and strategic planning to find solutions during a crisis.

Prerequisite: LEAD 101 or LEAD 115 1 CR / (30 hours total)

I FAD 135

Motivation and Empowerment

This course will examine the role of motivation and empowerment in building effective, productive teams. Theories of motivation and empowerment will be discussed and applied in team experiences. Students will learn to distinguish between individual and group motivation.

Prerequisite: LEAD 101 or LEAD 115 1 CR / (30 hours total)

LEAD 140 Building Effective Teams

Successful leadership relies on effective teams. This course focuses on developing the skills needed to build and lead effective teams. The role of diversity training and the recognition of cultural difference in developing effective teams is an element of this course.

Prerequisite: LEAD 101 or LEAD 115 1 CR / (30 hours total)

LEAD 145 Conflict Resolution

This course is designed to introduce students to the role of conflict in teams. The course introduces conflict resolution techniques. Students will apply the techniques to interpersonal and intra-group conflict situations in classroom role play situations.

Prerequisite: LEAD 101 or LEAD 115 1 CR / (30 hours total)

LEAD 201 BUS Leadership Lab, Part 2

LEAD 201 builds on the skills acquired in LEAD 101 as you refine your group skills and apply them in community settings. In this course you will experience what it means to be a leader. Through a variety of dynamic interaction sessions, the Leadership Lab continues to equip you to function as a leader in all of life's challenging environments including home, work, and play. The Leadership Lab will continue to explore conventional notions of leadership but will take you beyond to an understanding of leadership as lifestyle through practical leadership experiences in groups and in the general community. Learning takes place both in the classroom and in the community. LEAD 201 is primarily focused on leadership in groups and in the public eye. The personal development started in LEAD 101 continues but is not the primary focus.

Note: This course includes a mandatory weekend retreat that will usually occur within the first month of the semester.

Prerequisite: LEAD 101 3 CR / (3.1)

LEAD 245 Creating and Maintaining Effective Teams

This course examines the role of motivation and empowerment in building effective, productive teams. Theories of motivation and empowerment will be discussed and applied in team experiences. Students learn to distinguish between individual and group motivation.

This course is designed to introduce students to the role of conflict in teams. The course introduces conflict resolution techniques. Students apply the techniques to interpersonal and intra-group conflict situations in classroom role-play situations. Successful leadership relies on effective teams. This course focuses on developing the skills needed to build and lead effective teams. The role of diversity training and the recognition of cultural difference in developing effective teams is an element of this course.

Prerequisites: LEAD 101 and LEAD 201; or LEAD 105, LEAD 110, LEAD 115, LEAD 120, LEAD 125, LEAD 130 3 CR / (90 hours total)

LEAD 250 Experiential Leadership Project

In this course students take the concepts, skills, and techniques learned in LEAD 101 and LEAD 201 and apply them to a real group project. They will create, run, and evaluate a group project in the college, the community or their workplace with the support of a mentor.

Prerequisites: LEAD 101 and LEAD 201 3 CR / (90 hours total)

140801

Bookkeeping Certificate

Part-time

Starts September and January

Fees: \$3,100 (approx.) plus textbooks

Prince George (Continuing Education)

Careers

Canada's aging population is resulting in a shortage of qualified individuals to perform bookkeeping functions. With the changes in bookkeeping technology and methodology over the last 10 years, the traditional method of "learn as you go" is no longer feasible. Bookkeepers are now more proactive and required to provide real time data. As training facilities are few and far between, CNC has become a leader in providing first-class training. The Bookkeeping Certificate program prepares students for careers in the accounting field. Areas in which graduates find employment include private industry, public sector, public accounting, owner operated or self-employment.

Admission requirements

Successful completion of the following with a minimum grade of C:

- 1. English 11, Communications 11, or ENGL 045 (or equivalent)
- Apprenticeship and Workplace Math 11, Essentials of Math 11, Accounting 11, or MATH 030 (or equivalent)

Students who do not meet the above requirements and think they may be admissible as a mature student should consult a CNC counsellor/advisor.

Applicants are recommended to have a strong working knowledge of personal computer applications and a keyboarding proficiency of at least 20 net words per minute.

International students

In addition to the program admission requirements, international students must have a 6.0 IELTS score, or have successfully completed Level 4, English for Academic Purposes, at CNC.

Previous coursework credit

Students who have taken similar courses through CNC Continuing Education may be eligible to receive advance course credit up to a maximum of four courses. Students looking to investigate these options should consult the Continuing Education Business Program Co-ordinator to initiate a review by the appropriate Education Administrator.

Advance course credit

As a value-add for students in CNC's ABT and Bookkeeping programs, the following advance course credits have been established.

Students with

- ABTB 073 will be given credit for BOOK 101 and BOOK 103
- BOOK 101 and BOOK 103 will be given credit for ABTB 073
- ABTA 078 will be given credit for BOOK 110 and BOOK 112
- BOOK 110 and BOOK 112 will be given credit for ABTA 078

 ABTW 073 will be given credit for BOOK 108

Program outline

There are eight courses in this program which are offered to students in a part-time, evening delivery format. The required courses are:

BOOK 101	Fundamentals of
	Bookkeeping
BOOK 103	Intermediate Bookkeeping
BOOK 105	Advanced Bookkeeping
BOOK 108	Excel for Bookkeepers
BOOK 110	Simply Accounting – Level 1
BOOK 112	Simply Accounting – Level 2
BOOK 115	Payroll
CESS 151	Management Skills for
	Supervisors - Part 1

Graduation requirement

Students are required to obtain a minimum grade of "C" (70%) in each Bookkeeping course and a satisfactory grade in CESS 151 to qualify for the certificate.

Students have 36 months from the date of first entry to complete all program requirements. Exceptions to this timeframe can be discussed with the Continuing Education Business Program Co-ordinator.

You might also be interested in...

- Accounting and Finance Diploma
- Administrative Assistant Certificate
- Business Administration Certificate
- Business Administration Diploma

Courses

BOOK 101

Fundamentals of Bookkeeping

This course introduces students to the bookkeeping profession and focuses on theory and practical applications. Students are provided with learning experiences for developing skills to understand how a company's financial records are set up. Students are introduced to the accounting cycle beginning with basic concepts including the accounting equation and terminology. They will then advance to analyzing transactions, journalizing and

posting to special journals and general ledgers.

2 CR / (5.5,0)

BOOK 103 Intermediate Bookkeeping

This course continues the accounting cycle, taking the student through the cash section of the balance sheets, including petty cash transactions and bank reconciliations. Intricate workings of the payroll system, starting with basic gross wage calculations, statutory deductions and concluding with the journalizing and posting of the payroll transactions are explored. Statutory tax section detailing the rules and regulations involved with the collection and remittance of GST/HST are studied. The inter-provincial rules for GST/HST as well as potential PST issues will also be addressed.

Prerequisite: BOOK 101 with a minimum grade of "B-"

2 CR / (2,0)

BOOK 105 Advanced Bookkeeping

Advanced Bookkeeping continues with a focus on adjusting the balance sheet to accurately reflect balances at the fiscal year-end. To accomplish this, the student will learn how to calculate the required adjustments for bad debts, prepaid expenses, depreciation on fixed assets, inventory valuations and unearned rent. The student will then prepare an eight-column worksheet and post all of the year-end adjustments, thereby creating the adjusted balances which are used to prepare the year-end financial statements. Once completed, they will then review the procedures for closing the books at year-end.

Prerequisite: BOOK 103 with a minimum grade of "B-" 2 CR / (5.5,0)

BOOK 108 Excel for Bookkeepers

Excel is a powerful tool that is perfectly designed to facilitate the accounting function for small businesses. The synoptic journal is an effective option for small businesses without too many transactions. Students learn to use a synoptic journal that replaces the general journal and all the special journals. It is similar to an accounting worksheet and is ideal for an Excel environment. Through the use of a case study, students are taken through the

full accounting cycle from the inception of a business to the year-end financial statement.

Prerequisite: BOOK 105 with a minimum grade of "B-" 2 CR / (5.5,0)

BOOK 110 Simply Accounting Level 1

This course features a full hands-on lab where students learn how to use Simply Accounting by Sage. Modules discussed include general ledger, accounts receivable, accounts payable, banking and reporting. Prerequisite: BOOK 101 with a minimum grade of "B-"

1.5 CR / (6,0)

BOOK 112 Simply Accounting Level 2

This course follows Level 1 and features a full hands-on lab where students will learn how to use Simply Accounting by Sage. Modules and features discussed include payroll, inventory, time and billing, budgeting, projects, and departments, advanced reporting, multicurrency, yearend, security and database maintenance.

Prerequisite: BOOK 110 with a minimum grade of "B-"

1.5 CR / (6,0)

BOOK 115 Payroll

This course takes an in-depth look and payroll concepts and builds on the payroll knowledge gained in Intermediate
Bookkeeping. Rules and regulations regarding payroll are very detailed and prescriptive. Students learn how to account for various pay structures as well as how to deal with special deductions for RRSP, pension, family maintenance and employee benefits. The course also covers the detailed statutory regulations regarding taxable benefits and year end compliance reporting.

Prerequisite: BOOK 105 with a minimum grade of "B-"

2 CR / (5.5,0)

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's 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 co-operation. (26 hours)

140801

Business Administration Certificate

Full-time or part-time

Starts September and January

Fees, entire program: \$3,360 (Prince George)

Fees, part-time: \$315 per course (Mackenzie, Quesnel and

Vanderhoof

One year or more

Fort St. James, Prince George, and Quesnel; individual courses may be available at other campuses

Careers

If 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 earn a diploma? By selecting the appropriate courses, you can carry this program's credits towards one of these CNC diplomas:

- Accounting and Finance Diploma
- Business Administration Diploma
- · Marketing and Management Diploma
- Management Diploma

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

Admission requirements

Successful completion of one of the following:

- Grade 12 (with English 12 or English 12: First Peoples, Communications 12, or Technical and Professional Communications 12) and Principles of Math 11 or Applications of Math 11 or Foundations of Math 11 or Pre-calculus 11 or Math 044 or 045
- Adult Graduation Diploma (formerly Adult Dogwood) with Math 044 or Math 045
- GED Certificate with English 12 or English 050 and Math 044 or Math 045
- Mature student status with English 12 or English 050 and Math 044 or Math 045 or equivalent, as demonstrated on SRA

Note 1: ECON 201, ECON 202, FIN 257 and MATH 157 require higher level math skills. Students without Math 12 (or equivalent) are required to take MATH 145.

Note 2: 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 165 Business Information

Systems

Either:

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

Note 2: The following courses are recommended for potential Diploma candidates: ACC 151, CIS 165, ECON 201, MGT 154 and MKT 152

Electives

Choose 15 credits from

- Accounting
- Commerce
- Economics
- Finance
- Management
- Marketing
- MATH 145 (if required)

With permission of the Dean, up to 3 electives may be taken from university transfer (UT) offerings.

Course completion

Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the Business Administration Certificate.

This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC.

Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option.

Note: Professional certification or accreditation bodies and receiving institutions may have different criteria.

You might also be interested in...

- Accounting and Finance Diploma
- Management Skills for Supervisors
- · Management Diploma
- · Marketing and Management Diploma

Important dates

For the Prince George campus only; contact other campuses for their dates.

Fall term

Classes: September 2 – December 12,
 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

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. 3 CR / (4,0)

ACC 152 BUS Accounting II

A continuation of the introduction to fundamental accounting concepts and techniques. Topics include partnership and corporation accounting, investments and shareholders' equity. The cash flow statement is studied, and financial analysis is introduced. The computer lab component provides an introduction to electronic

spreadsheet software and computerized accounting software.

Prerequisite: ACC 151

CIS 165 BUS Business Information Systems

Students examine the evolving conceptual framework of business information systems, the application of information system processes supporting current and emerging business strategies, and the development of new business information systems. Through selective hands-on processes, students acquire skills required to support the problem-solving processes involved in business information system development, acquisition and implementation. Students will demonstrate proficiency in emerging cross-platform, web-based processes in addition to traditional office applications. The term project will result in an integration of the conceptual framework of management information systems with the challenge of systems development. Interdisciplinary discussions will prepare the student for further studies within core specialties within the business sectors. 3 CR / (3,3)

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 are studied. Time is 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: One of Math 12 or Precalculus 12 or Foundations of Math 12 or MATH 044 (with a grade of "C+" or higher) or MATH 045 (with a grade of "C+" or higher) or MATH 100 or MATH 101 or MATH 145 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: Math 12 or Pre-calculus 12 or Foundations of Math 12 or MATH 044 (with a grade of "C+" or higher) or MATH 045 (with a grade of "C+" or higher) or MATH 100 or MATH 101 or MATH 145 3 CR / (3,0)

ENGL 195 BUS Effective Communications I

An introduction to principles and practices of written and oral communications as applied in current business and career contexts. Students learn effective writing and speaking strategies. Editing (grammar, style, and presentation) skills are learned in a variety of business contexts: e-mail, web analysis and summary, memos, letters, proposals, resumés, interviews, and instructional and persuasive talks.

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 to solve financial problems.

Prerequisites: ACC 152 or COM 204 and Math 12 or Pre-calculus 12 or Foundations of Math 12 or MATH 044 (with a grade of "C+" or higher) or MATH 045 (with a grade of "C+" or higher) or MATH 100 or MATH 101 or MATH 145 3 CR / (3.1.5)

LAW 294 BUS Business Law

This course introduces students to fundamental legal concepts, principles, and issues that are relevant to Canadian business. It also promotes an understanding of how these legal concepts

and issues are applied to specific problems in business. Topics include an introduction to the Canadian legal system, the law of torts, and the law of contract. An in-depth investigation is then made in specific areas of contract and business law, including sale of goods contracts, employment contracts, the law of agency, corporations, secured transactions, the law of real property and mortgages, and negotiable instruments. 3 CR / (3,0)

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)

140801

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 12 or Pre-calculus 12 or Foundations of Math 12 or MATH 044 (with a grade of "C+" or higher) or MATH 045 (with a grade of "C+" or higher) or MATH 100 or MATH 101 or MATH 145 3 CR / (3.0)

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)

MKT 152 BUS Principles of Marketing

This course is an introduction to marketing activities in modern business firms. The

Business Administration Diploma

Full-time or part-time

Starts September and January

Fees, entire program: \$6,491

Two years

Prince George; individual courses may be available at other campuses

Careers

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

- Administrative officer
- · Administrative services co-ordinator
- · Marketing specialist
- · And more

If you have a Business Administration Certificate or Management Studies Certificate from CNC, you can complete this diploma with only one additional year of full-time study.

As well, see Package 1 in the University Classes section (starts page 245) for a sample path to a bachelor's degree.

Admission requirements

Successful completion of one of the following:

- Grade 12 (with English 12 or English 12: First Peoples, Communications 12, or Technical and Professional Communications 12) and Principles of Math 11 or Applications of Math 11 or Foundations of Math 11 or Pre-calculus 11 or Math 044 or 045
- Adult Graduation Diploma (formerly Adult Dogwood) with Math 044 or Math 045
- GED Certificate with English 12 or English 050 and Math 044 or Math 045
- Mature student status with English 12 or English 050 and Math 044 or Math 045 or equivalent, as demonstrated on SRA

Note 1: ECON 201, ECON 202, FIN 257 and MATH 157 require higher level math skills. Students without Math 12 (or equivalent) are required to take MATH 145.

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

Note 3: Students graduating from Grade 12 in 2014 will require Foundations of Math 11 or Precalculus 11.

Program outline

Required 100-level courses

ACC 151 Accounting I
ACC 152 Accounting II
CIS 165 Business Information

Systems

Either:

ENGL 103 Composition and Style (see

Note 1)

or

ENGL 195 Effective Communications I

(see Note 1)

Either:

ENGL 196 Effective Communications II

(see Note 1)

or

ENGL 229 Professional Business and

Technical Communication

(see Note 1)

Either:

MATH 145 Math for Business

or

Elective (see Note 2)

MATH 157 Business Statistics
MGT 154 Applied Human Relations
MKT 152 Principles of Marketing

Required 200-level courses

Either both:

ACC 255 Management Accounting I ACC 256 Management Accounting II

r

COM 212 Managerial Accounting

ECON 201 Principles of Economics —

Microeconomics

ECON 202 Principles of Economics —

Macroeconomics

FIN 257 Finance I FIN 258 Finance II

MGT 254 Applied Group and Leadership Skills

MGT 255 Small Business Development

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Electives

BUSN 250 International Business

School and Cultural

Exchange

LEAD 101 Leadership Lab, Part 1 LEAD 201 Leadership Lab, Part 2

LAW 294 Business Law

Either:

MATH 101 Calculus I

Or

MATH 165 Calculus for Non-Science

Majors

MATH 103 Finite Mathematics
MATH 204 Linear Algebra
MGT 157 Principles of Management
MGT 160 International Business

Any 200-level course from ACC, BUSN, COM, FIN, MGT or MKT

Up to 3 university transfer courses (see Note 1 below)

Note 1: Students should consult with Counselling and Advising before selecting university transfer electives.

Note 2: ENGL 195 and 196 are applied courses best suited for diploma students. Students transferring to university should take ENGL 103 and 229.

Note 3: Students without Math 12 or equivalent must take MATH 145. Students with Math 12 who are transferring to university should take instead one of the math electives listed above.

Course completion

Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the Business Administration Diploma.

This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option.

Note: Professional certification or accreditation bodies and receiving institutions may have different criteria.

You might also be interested in...

- · Accounting and Finance Diploma
- Business Administration Certificate
- Management Diploma
- Management Studies Certificate
- · Marketing and Management Diploma

Important dates

Fall term

 Classes: September 2 – December 12, 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

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. 3 CR / (4.0)

ACC 152 Accounting II

BUS

BUS

A continuation of the introduction to fundamental accounting concepts and techniques. Topics include partnership and corporation accounting, investments and shareholders' equity. The cash flow statement is studied, and financial analysis is introduced. The computer lab component provides an introduction to electronic spreadsheet software and computerized accounting software.

Prerequisite: ACC 151

ACC 255 BUS Management Accounting I

This course is an introduction to managerial accounting. Emphasis is placed on cost for planning and control. Some of the topics include cost terms and classifications, joborder costing, process costing, activity-based costing, cost behaviours, and cost-volume-profit relationships. The computer lab component utilizes spreadsheet software.

Note: Students using COM 204 as a prerequisite must have spreadsheet experience.

Prerequisite: ACC 152 or COM 204 3 CR / (3,1.5)

ACC 256 Management Accounting II

This course is a continuation of Management Accounting I. Some of the topics include variable costing, budgeting, standard costs, overhead analysis, transfer pricing, evaluating performance, relevant costs for decision making, and capital budgeting. The computer lab component utilizes spreadsheet software.

Prerequisite: ACC 255 3 CR / (3,1.5)

BUSN 250

International Business Field School and Cultural Exchange

Participants will experience a hosted, active field study of business practices in an international setting. The field study will focus on business practices, socio-cultural context, and communications within the host country as related to key business sectors. Formal learning activities will occur during pre-departure preparations and travel to the field study location, extensively while on site at the host institution. complemented by lectures interaction with local professionals and students, tours and visits to regional sites and through reflective examination upon the participants' return to the College of New Caledonia. Participants will examine a 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 between CNC participants and host partner students and professionals in Business and International Relations programs.

Prerequisites: Prior completion of 15 credits recognized by CNC's Business or Commerce programs 3 CR / (90 hours)

CIS 165 BUS Business Information Systems

Students examine the evolving conceptual framework of business information systems, the application of information system processes supporting current and emerging business strategies, and the development of new business information systems. Through selective hands-on processes. students acquire skills required to support the problem-solving processes involved in business information system development, acquisition and implementation. Students will demonstrate proficiency in emerging cross-platform, web-based processes in addition to traditional office applications. The term project will result in an integration of the conceptual framework of management information systems with the challenge of systems development.

Interdisciplinary discussions will prepare the student for further studies within core specialties within the business sectors. 3 CR / (3,3)

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)

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 are studied. Time is 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: One of Math 12 or Precalculus 12 or Foundations of Math 12 or MATH 044 (with a grade of "C+" or higher) or MATH 045 (with a grade of "C+" or higher) or MATH 100 or MATH 101 or MATH 145 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: Math 12 or Pre-calculus 12 or Foundations of Math 12 or MATH 044 (with

a grade of "C+" or higher) or MATH 045 (with a grade of "C+" or higher) or MATH 100 or MATH 101 or MATH 145 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 195 BUS Effective Communications I

An introduction to principles and practices of written and oral communications as applied in current business and career contexts. Students learn effective writing and speaking strategies. Editing (grammar, style, and presentation) skills are learned in a variety of business contexts: e-mail, web analysis and summary, memos, letters, proposals, resumés, interviews, and instructional and persuasive talks.

3 CR / (3,0)

ENGL 196 BUS Effective Communications II

A research course for business and technical students. With a focus on team development, students learn research methods (topic selection, annotated bibliography, research question development) as well as report writing and presentation strategies. Students refine grammar, style, and presentation strategies. Prerequisite: ENGL 195 3 CR / (3,0)

ENGL 229 UT Professional Business and Technical Communication

This course includes both the theory and practice of writing for the workplace. Students will first learn the rules and guidelines of professional communication and then moves beyond them, investigating the underlying theory, ethics and social factors that contribute to the challenges of work writing. This course introduces strategies for communicating effectively to a variety of audiences in a variety of workplace genres. Students work both individually and in collaboration, completing both written and oral projects that are relevant to their professional goals and the

requirements of the business, technical, and professional communities.

Prerequisites: Two of ENGL 101, 102, 103, 104, 106, 107, or their equivalent

Note: Natural Resource and Environmental Technology (NRES) students will be admitted with successful completion of ENGL 103 and completion of all first-year courses. Business Program students will be admitted with successful completion of ACC 151, CIS 165, ENGL 103, MGT 154, MKT 152, and one of ECON 101 or ECON 201.

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 to solve financial problems.

Prerequisites: ACC 152 or COM 204 and Math 12 or Pre-calculus 12 or Foundations of Math 12 or MATH 044 (with a grade of "C+" or higher) or MATH 045 (with a grade of "C+" or higher) or MATH 100 or MATH 101 or MATH 145

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 uses spreadsheet software and the Internet to solve financial problems.

Prerequisite: FIN 257 3 CR / (3,1.5)

LAW 294 BUS Business Law

This course introduces students to fundamental legal concepts, principles, and issues that are relevant to Canadian

business. It also promotes an understanding of how these legal concepts and issues are applied to specific problems in business. Topics include an introduction to the Canadian legal system, the law of torts, and the law of contract. An in-depth investigation is then made in specific areas of contract and business law, including sale of goods contracts, employment contracts, the law of agency, corporations, secured transactions, the law of real property and mortgages, and negotiable instruments. 3 CR / (3.0)

LEAD 101 BUS Leadership Lab, Part 1

LEAD 101 focuses on recognition and development of personal leadership skills and introduces group skills. In this course you will experience what it means to be a leader. Through a variety of dynamic interaction sessions, Part 1 of The Leadership Lab will begin to equip you to function as a leader. The Leadership Lab explores conventional notions of leadership but will take you beyond to an understanding of leadership as lifestyle through practical leadership experiences.

Note: This course includes a mandatory weekend retreat that will usually occur within the first month of the semester.

Prerequisites: English 12 or English 12: First Peoples, English 045 or equivalent, or mature student status (please consult a CNC counsellor advisor).

3 CR / (3,1)

LEAD 201 BUS Leadership Lab, Part 2

LEAD 201 builds on the skills acquired in LEAD 101 as you refine your group skills and apply them in community settings. In this course you will experience what it means to be a leader. Through a variety of dynamic interaction sessions, the Leadership Lab continues to equip you to function as a leader in all of life's challenging environments including home, work, and play. The Leadership Lab will continue to explore conventional notions of leadership but will take you beyond to an understanding of leadership as lifestyle through practical leadership experiences in groups and in the general community. Learning takes place both in the classroom and in the community. LEAD 201 is primarily focused on leadership in groups and in the public eye. The personal development

started in LEAD 101 continues but is not the primary focus.

Note: This course includes a mandatory weekend retreat that will usually occur within the first month of the semester.

Prerequisite: LEAD 101 3 CR / (3,1)

MATH 101 UT Calculus I

This course is the first half of a twosemester introductory calculus sequence. Topics covered in the course are the concepts, techniques, and applications of differentiation and an introduction to integration. Together with MATH 102 this course satisfies the first-year mathematics requirement in all university transfer science and applied science programs.

Note: Persons with a "C+" grade or less in Math 12 or MATH 050 will be registered in MATH 100.

Prerequisite: Pre-calculus 12 or MATH 100 or MATH 050 or equivalent 3 CR / (4.0)

MATH 103 UT Finite Mathematics

MATH 103 is intended primarily for Liberal Arts and Education students who want some exposure to modern mathematical concepts. Topics are 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: Foundations of Math 11 or Pre-calculus 11, or MATH 045 or equivalent 3 CR / (3,0)

MATH 145 BUS Math for Business

This course introduces students to the principle and practices of mathematics with applications to business. The course covers the mathematical interpretation of fundamental business, economic and financial concepts with application to managerial decision making.

Prerequisite: SRA with a score at the midpoint cutoff or higher. 3 CR / (3,0)

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 12 or Pre-calculus 12 or Foundations of Math 12 or MATH 044 (with a grade of "C+" or higher) or MATH 045 (with a grade of "C+" or higher) or MATH 100 or MATH 101 or MATH 145 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: Foundations of Math 12 or Pre-calculus 12 or MATH 050, or equivalent 3 CR / (4,0) 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)

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

Students 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 are 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: ACC 151, CIS 152 or 165, MATH 157, MGT 154, MKT 152 and one of MATH 145 or ECON 101 or ECON 201 3 CR / (2,2)

MGT 255 BUS Small Business Development

This course provides 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.

Prerequisite: ACC 151, CIS 152 or 165, MATH 157, MGT 154, MKT 152 and one of MATH 145 or ECON 101 or ECON 201 3 CR / (2,2)

140801

Human Resources Management Post-Diploma

Full-time and part-time

Starts Fall, spring and intersession semesters

10-course format over three semesters for Canadian and international students

Fees: \$6,000 (approx.) plus textbooks

Prince George (Continuing Education)

Careers

This program gives students the knowledge they require to become effective supervisors, managers or Human Resources professionals in Canada. Graduates of this program may be eligible to take the National Knowledge Exam, the first of two exams towards the Certified Human Resource Professional (CHRP) designation. The program covers the Canada Council of Human Resource Associations' Body of Knowledge.

Credentials

To attain the CHRP designation, students must:

- 1. Become members of the BC Human Resources Association (BCHRMA)
- 2. Have at a minimum an undergraduate degree from an accredited university.
- 3. Successfully complete the National Knowledge Exam.
- 4. Successfully complete the National Practice Exam.

Admission requirements

Students admitted into this program will have a minimum of a two-year diploma from a recognized post-secondary institution, or equivalent. International students from a non-English speaking country will be required to provide proof of a 6.0 IELTS or 80 IBT TOEFL result.

There will be three intakes a year for each term. Courses are spread over three semesters to meet the academic needs of Canadian and international students.

Program outline

Classes in this program will be highly interactive. For this reason it makes sense to ensure the classes themselves are held in workshop-like three-hour "chunks." The exception to that is MGT 266, which will be delivered as a six-hour class once a week (i.e., 9 a.m. – noon, 1 p.m. – 4 p.m.)

HRPR 300 Strategic Human Resource Planning
HRPR 301 Compensation and Benefits
HRPR 302 Occupational Health and Safety
HRPR 303 Training and Development
HRPR 304 Performance Management

HRPR 305 Employment Law,

Employment Standards and

Human Rights

HRPR 306 Professional Practice in

Human Resource

Management

HRPR 307 Recruitment and Selection

MGT 264 Industrial Relations
MGT 266 Management Skills for

Supervisors

International student fees

Please note that fees are approximate and subject to change. For specific full costs, please contact International Education.

Important dates

Please contact Continuing Education.

Courses

HRPR courses are restricted to students in the Human Resources Management Post Diploma program.

HRPR 300

Strategic Human Resource Planning

This course introduces students to strategy formulation and implementation within a Human Resource (HR) context. Students learn to identify trends and issues, as well as develop and understand the concepts of HR strategy, program development and implementation. HR managers have a critical strategic role in organizations, and HR strategies must be aligned with business objectives and performance indicators in order to maximize the effectiveness of the organization. This course focuses on theory and practical applications to the work site.

Prerequisite: Students must be admitted into the Human Resources Management Post Diploma program

3 CR / (3,0)

HRPR 301

Compensation and Benefits

This course introduces students to the complex field of compensation and benefits. There are as many different compensation schemes as there are types of occupations, and there is no "one size fits all" approach to compensation.

Compensation packages must be linked to the organization's goals and strategies in order to maximize the effectiveness of the

organization. Students learn how to design an appropriate compensation system by identifying the different ingredients available to HR managers, their benefits and constraining factors. Performance pay plans, compensation values, and the technical processes required to implement the compensation package are examined. Prerequisite: Students must be admitted into the Human Resources Management Post Diploma program 3 CR / (3,0)

HRPR 302 Occupational Health and Safety

Occupational health and safety programs used to be delegated to technical experts, but in British Columbia there is a growing awareness that responsibility (and liability) for an effective OHS program starts at the front line and extends through all the layers of supervision and management in an organization. This course gives students a basic understanding of the elements that combine to create an effective occupational health and safety program (OHS). The course focuses on theory and practical applications to the work site.

Prerequisite: Students must be admitted into the Human Resources Management Post Diploma program 3 CR / (3,0)

HRPR 303 Training and Development

In today's economy, employee skills and talents are often the source of "competitive advantage" for organizations. Human resource managers are often tasked with developing in-service training for front-line employees and professional development programs for future leaders and managers. This course teaches students to balance the need for training and development opportunities with the organization's demand for accountability and return on investment. Students learn about the increasing use of technology, blended approaches to training delivery, explicit and hidden costs of training as well as how to evaluate the effectiveness of the training. Prerequisite: Students must be admitted into the Human Resources Management Post Diploma program 3 CR / (3,0)

HRPR 304 Performance Management

This course investigates the circumstances of the "underperforming employee" and moves students from the common misconception of the "lazy," "unmotivated," or "incompetent" employee to an accurate diagnosis and mitigation of the real performance issue. Performance management on an organizational basis is examined, identifying organizational strategies such as regular performance evaluations, job design and rewards as tools that can prevent potential problems from arising. Processes and strategies are identified to use once a performance problem has been identified, including positive discipline and progressive discipline.

Prerequisite: Students must be admitted into the Human Resources Management Post Diploma program 3 CR / (3,0)

HRPR 305 Employment Law, Employment Standards and Human Rights

This course gives students an overview of employment contracts and employment relationships as they are dealt with both by common law and statute, including human rights, occupational health and safety, and industrial standards. The primary focus of this course is the non-unionized workplace, which compliments MGT 264 Industrial Relations, which focuses on the unionized workplace. This course will focus on theory and practical applications to the work site. Prerequisite: Students must be admitted into the Human Resources Management Post Diploma program 3 CR / (3,0)

HRPR 306 Professional Practice in Human Resource Management

HR managers must develop strategies that complement the overall business strategy; they manage budgets, develop, implement and measure programs and projects, procure contracted service providers, and are a collaborative member of the management team. This course prepares students to step into an HR management role in Canada by giving an overview of the business environment, protocols, and tools used by managers in Canadian organizations.

Prerequisite: Students must be admitted into the Human Resources Management Post Diploma program 3 CR / (3,0)

HRPR 307 Recruitment and Selection

Successful organizations know that the first rule of success is to hire the right people. As Canada moves into a skilled labour shortage, understanding effective recruitment practices is critical to identifying a qualified pool of candidates. Once candidates are identified, they must be assessed on a number of different levels, including the skills and talents they bring to the organization and their fit with the team. This course provides students with a comprehensive study of current recruitment and selection practices in Canada. It is recommended for small business owners, front-line managers and human resource professionals.

Prerequisite: Students must be admitted into the Human Resources Management Post Diploma program 3 CR / (3.0)

MGT 264 Industrial Relations

An introduction to the fundamental issues of labour/management relations in Canada. Topics include the roles assumed by labour unions, management, and government bodies, the processes involved in collective bargaining such as negotiation, mediation, conciliation, grievance, and arbitration, contract interpretation and administration, as well as discipline procedures.

MGT 266 BUS

Management Skills for Supervisors

Managers must have strong interpersonal skills, problem-solving skills and self-management skills in order to interview job applicants, coach employees, investigate accidents or complaints, conduct performance evaluations and demonstrate effective leadership. This course is designed specifically to help students with interpersonal communication, conflict resolution, group decision making and problem solving, as well as self-management and leadership skills development.

140801

BUS

3 CR

Legal Administrative Assistant Certificate (ABT*)

(*Applied Business Technology)

Full-time and part-time

Start date varies

Fees: Contact campus for details

Duration varies

Online through CNC Mackenzie

Careers

Become an important member of the legal team. Perform valuable administrative and support tasks to ensure law firms function efficiently. The Legal Administrative Assistant Certificate will give you the skills and knowledge you need for entry-level employment in any legal, notary or government office team dealing in civil, corporate, family, or probate law or in conveyancing.

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 and ABTC 071 Word Processing II, or ABTW 043 Word Processing/Document Production Levels I, II, III (covers Word Processing I and II), or equivalent.
- ABTC 085 Business English, or ABTE 074 Business Communications I, or equivalent.

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 filling, bookkeeping, human relations, and office procedures. If you don't have strong skills in these areas, we 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 in the Electronic Office, or equivalent
- ABTC 091 Records Management, or ABTP 072 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

Courses

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 record keeping 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.

Prerequisites 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 Il 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 BC. 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 covers 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, Co-operatives, 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)

140801

Management Diploma

Full-time or part-time

Starts September and January

Fees, entire program: \$6,286

Two years

Prince George; individual courses may be available at other

campuses

Careers

Take the first step towards a career as a manager. This program is designed primarily 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.) If you think you may be admissible as a mature student, please consult a CNC counsellor/advisor.

Possible job titles include administrative officer, administrative services co-ordinator, office manager, liaison officer, and departmental manager.

This program also prepares you for further study (please consult with a faculty member or counsellor/advisor before enrolling in second year).

Admission requirements

Successful completion of one of the following:

 Grade 12 (with English 12 or English 12: First Peoples, Communications 12, or Technical and Professional Communications 12) and Principles of Math 11 or Applications of Math 11 or Foundations of Math 11 or Pre-calculus 11 or Math 044 or 045

- Adult Graduation Diploma (formerly Adult Dogwood) with Math 044 or Math 045
- GED Certificate with English 12 or English 050 and Math 044 or Math 045
- Mature student status with English 12 or English 050 and Math 044 or Math 045 or equivalent, as demonstrated on SRA

Note 1: ECON 201, ECON 202, FIN 257 and MATH 157 require higher level math skills. Students without Math 12 (or equivalent) are required to take MATH 145.

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

Program outline

Required 100-level courses

ACC 151 Accounting I

CIS 165 Business Information Systems

Either:

ENGL 103 Composition and Style (see Note 1)

or

ENGL 195 Effective Communications I (see Note 1)

Either:

ENGL 196 Effective Communications II (see Note 1)

or

ENGL 229 Professional Business and Technical Communication (see Note 1)

Either:

MATH 145 Math for Business

Or

Elective (see Note 2)

MATH 157	Business Statistics
MGT 154	Applied Human Relations
MGT 157	Principles of Management
MKT 152	Principles of Marketing

Required 200-level courses

COM 222 Management and

Organizational Behaviour

MGT 254 Applied Group and

Leadership Skills

ECON 201 Principles of Economics —

Microeconomics

ECON 202 Principles of Economics —

Macroeconomics

LAW 294 Business Law

MGT 255 Small Business Development

MGT 263 Human Resources

Development

MGT 264 Industrial Relations

Electives (choose 2 electives from List A and 2 electives from List B)

List A

ECON 207 Managerial Economics4
MATH 145 Math for Business (see Note

2 below)

MGT 160 International Business

List B

BUSN 250 International Business

School and Cultural

Exchange

LEAD 101 Leadership Lab, Part 1 LEAD 201 Leadership Lab, Part 2

Any COM course

Any required course from Accounting and Finance or Marketing programs

Note 1: ENGL 195 and 196 are applied courses best suited for diploma students. Students transferring to university should take ENGL 103 and 229.

Note 2: Students without Math 12 or equivalent must take MATH 145. Students with Math 12 who are transferring to university should take instead one of the math electives listed above.

Course completion

Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the Management Diploma.

This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option.

Note: Professional certification or accreditation bodies and receiving institutions may have different criteria.

You might also be interested in . . .

- · Accounting and Finance Diploma
- Business Administration Certificate
- · Marketing and Management Diploma

Important dates

For the Prince George campus only; contact other campuses for their dates.

Fall term

 Classes: September 2 – December 12, 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

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. 3 CR / (4,0)

BUSN 250 International Business

International Business Field School and Cultural Exchange

Participants will experience a hosted, active field study of business practices in an international setting. The field study will focus on business practices, socio-cultural context, and communications within the host country as related to key business

sectors. Formal learning activities will occur during pre-departure preparations and travel to the field study location, extensively while on site at the host institution, complemented by lectures interaction with local professionals and students, tours and visits to regional sites and through reflective examination upon the participants' return to the College of New Caledonia. Participants will examine a 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 between CNC participants and host partner students and professionals in Business and International Relations programs.

Prerequisites: Prior completion of 15 credits recognized by CNC's Business or Commerce programs 3 CR / (90 hours)

CIS 165 BUS Business Information Systems

Students examine the evolving conceptual framework of business information systems, the application of information system processes supporting current and emerging business strategies, and the development of new business information systems. Through selective hands-on processes, students acquire skills required to support the problem-solving processes involved in business information system development, acquisition and implementation. Students will demonstrate proficiency in emerging cross-platform, web-based processes in addition to traditional office applications. The term project will result in an integration of the conceptual framework of management information systems with the challenge of systems development. Interdisciplinary discussions will prepare the student for further studies within core specialties within the business sectors. 3 CR / (3,3)

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 is examined through lecture, discussion, case analyses, and practical applications of the material. 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 195 BUS Effective Communications I

An introduction to principles and practices of written and oral communications as applied in current business and career contexts. Students learn effective writing and speaking strategies. Editing (grammar, style, and presentation) skills are learned in a variety of business contexts: e-mail, web analysis and summary, memos, letters, proposals, resumés, interviews, and instructional and persuasive talks.

3 CR / (3,0)

ENGL 196 BUS Effective Communications II

A research course for business and technical students. With a focus on team development, students learn research methods (topic selection, annotated bibliography, research question development) as well as report writing and presentation strategies. Students refine grammar, style, and presentation strategies. Prerequisite: ENGL 195 3 CR / (3,0)

ENGL 229 UT Professional Business and Technical Communication

This course includes both the theory and practice of writing for the workplace. Students will first learn the rules and guidelines of professional communication and then moves beyond them, investigating the underlying theory, ethics and social factors that contribute to the challenges of work writing. This course introduces strategies for communicating effectively to a variety of audiences in a variety of workplace genres. Students work both

individually and in collaboration, completing both written and oral projects that are relevant to their professional goals and the requirements of the business, technical, and professional communities.

Prerequisites: Two of ENGL 101, 102, 103, 104, 106, 107, or their equivalent

Note: Natural Resource and Environmental Technology (NRES) students will be admitted with successful completion of ENGL 103 and completion of all first-year courses. Business Program students will be admitted with successful completion of ACC 151, CIS 165, ENGL 103, MGT 154, MKT 152, and one of ECON 101 or ECON 201.

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 are studied. Time is 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: One of Math 12 or Precalculus 12 or Foundations of Math 12 or MATH 044 (with a grade of "C+" or higher) or MATH 045 (with a grade of "C+" or higher) or MATH 100 or MATH 101 or MATH 145

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: Math 12 or Pre-calculus 12 or Foundations of Math 12 or MATH 044 (with

a grade of "C+" or higher) or MATH 045 (with a grade of "C+" or higher) or MATH 100 or MATH 101 or MATH 145 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

BUS

3 CR / (3,0)

LAW 294 Business Law

This course introduces students to fundamental legal concepts, principles, and issues that are relevant to Canadian business. It also promotes an understanding of how these legal concepts and issues are applied to specific problems in business. Topics include an introduction to the Canadian legal system, the law of torts, and the law of contract. An in-depth investigation is then made in specific areas of contract and business law, including sale of goods contracts, employment contracts, the law of agency, corporations, secured transactions, the law of real property and mortgages, and negotiable instruments. 3 CR / (3.0)

LEAD 101 BUS Leadership Lab, Part 1

LEAD 101 focuses on recognition and development of personal leadership skills and introduces group skills. In this course you will experience what it means to be a leader. Through a variety of dynamic interaction sessions, Part 1 of The Leadership Lab will begin to equip you to function as a leader. The Leadership Lab explores conventional notions of leadership but will take you beyond to an understanding of leadership as lifestyle through practical leadership experiences.

Note: This course includes a mandatory weekend retreat that will usually occur within the first month of the semester.

Prerequisites: English 12 or English 12: First Peoples, English 045 or equivalent, or mature student status (please consult a CNC counsellor advisor).

3 CR / (3,1)

LEAD 201 Leadership Lab, Part 2

BUS

LEAD 201 builds on the skills acquired in LEAD 101 as you refine your group skills and apply them in community settings. In this course you will experience what it means to be a leader. Through a variety of dynamic interaction sessions, the Leadership Lab continues to equip you to function as a leader in all of life's challenging environments including home, work, and play. The Leadership Lab will continue to explore conventional notions of leadership but will take you beyond to an understanding of leadership as lifestyle through practical leadership experiences in groups and in the general community. Learning takes place both in the classroom and in the community. LEAD 201 is primarily focused on leadership in groups and in the public eye. The personal development started in LEAD 101 continues but is not the primary focus.

Note: This course includes a mandatory weekend retreat that will usually occur within the first month of the semester.

Prerequisite: LEAD 101 3 CR / (3,1)

MATH 145 BUS Math for Business

This course introduces students to the principle and practices of mathematics with applications to business. The course covers the mathematical interpretation of fundamental business, economic and financial concepts with application to managerial decision making.

Prerequisite: SRA with a score at the midpoint cutoff or higher. 3 CR / (3,0)

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 12 or Pre-calculus 12 or Foundations of Math 12 or MATH 044 (with a grade of "C+" or higher) or MATH 045 (with a grade of "C+" or higher) or MATH 100 or MATH 101 or MATH 145 3 CR / (3,0)

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

Students 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 are 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: ACC 151, CIS 152 or 165, MATH 157, MGT 154, MKT 152 and one of MATH 145 or ECON 101 or ECON 201 3 CR / (2,2)

MGT 255 BUS Small Business Development

This course provides 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.

Prerequisite: ACC 151, CIS 152 or 165, MATH 157, MGT 154, MKT 152 and one of MATH 145 or ECON 101 or ECON 201 3 CR / (2,2)

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)

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)

141120

Marketing and Management Diploma

Full-time or part-time

Starts September and January

Fees, entire program: \$6,135

Two years

Prince George; individual courses may also be available at other campuses

Careers

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

Admission requirements

Successful completion of one of the following:

- Grade 12 (with English 12 or English 12: First Peoples, Communications 12, or Technical and Professional Communications 12) and Principles of Math 11 or Applications of Math 11 or Foundations of Math 11 or Pre-calculus 11 or Math 044 or 045
- Adult Graduation Diploma (formerly Adult Dogwood) with Math 044 or Math 045
- GED Certificate with English 12 or English 050 and Math 044 or Math 045
- Mature student status with English 12 or English 050 and Math 044 or Math 045 or equivalent, as demonstrated on SRA

Note 1: ECON 201, ECON 202, FIN 257 and MATH 157 require higher level math skills. Students without Math 12 (or equivalent) are required to take MATH 145.

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

Program outline

Required 100-level courses

ACC 151 Accounting I ACC 152 Accounting II

CIS 165 Business Information Systems

Either:

ENGL 103 Composition and Style (see

Note 1)

Or

ENGL 195 Effective Communications I

(see Note 1)

Either:

MATH 145 Math for Business

or

Elective (see Note 2)

MATH 157	Business Statistics
MGT 154	Applied Human Relations
MKT 152	Principles of Marketing

Required 200-level courses

ACC 255	Management Accounting I
ECON 201	Principles of Economics —
	Microeconomics
MGT 255	Small Business Development
MKT 251	Marketing Theory and
	Applications
MKT 266	Promotion
MKT 271	Consumer Behaviour
MKT 272	Marketing Research
	Methods
MKT 276	Retailing and Merchandising
MKT 281	Personal Selling
MKT 285	Internet Marketing

Electives (choose 2 additional courses)

Either:

ENGL 196 Effective Communications II

(see Note 1)

or

ENGL 229 Professional Business and

Technical Communication

(see Note 1)

LAW 294 Business Law
MGT 254 Applied Group and
Leadership Skills

Note 1: ENGL 195 and 196 are applied courses best suited for diploma students. Students transferring to university should

take ENGL 103 and 229.

Note 2: Students without Math 12 or equivalent must take MATH 145. Students with Math 12 who are transferring to university should take instead one of the math electives listed above.

Course completion

Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the Marketing and Management Diploma.

This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option.

Note: Professional certification or accreditation bodies and receiving institutions may have different criteria.

You might also be interested in . . .

- · Accounting and Finance Diploma
- Business Administration Certificate
- Management Diploma

Important dates

For the Prince George campus only; contact other campuses for their dates.

Fall term

 Classes: September 2 – December 12, 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

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. 3 CR / (4,0)

ACC 152 BUS Accounting II

A continuation of the introduction to fundamental accounting concepts and techniques. Topics include partnership and corporation accounting, investments and shareholders' equity. The cash flow statement is studied, and financial analysis is introduced. The computer lab component

provides an introduction to electronic spreadsheet software and computerized accounting software.

Prerequisite: ACC 151 3 CR / (3,1.5)

ACC 255 Management Accounting I

This course is an introduction to managerial accounting. Emphasis is placed on cost for planning and control. Some of the topics include cost terms and classifications, joborder costing, process costing, activity-based costing, cost behaviours, and cost-volume-profit relationships. The computer lab component utilizes spreadsheet software.

BUS

Note: Students using COM 204 as a prerequisite must have spreadsheet experience

Prerequisite: ACC 152 or COM 204 3 CR / (3,1.5)

CIS 165 BUS Business Information Systems

Students examine the evolving conceptual framework of business information systems, the application of information system processes supporting current and emerging business strategies, and the development of new business information systems. Through selective hands-on processes, students acquire skills required to support the problem-solving processes involved in business information system development, acquisition and implementation. Students will demonstrate proficiency in emerging cross-platform, web-based processes in addition to traditional office applications. The term project will result in an integration of the conceptual framework of management information systems with the challenge of systems development. Interdisciplinary discussions will prepare the student for further studies within core specialties within the business sectors. 3 CR / (3,3)

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 are studied. Time is 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: One of Math 12 or Precalculus 12 or Foundations of Math 12 or MATH 044 (with a grade of "C+" or higher) or MATH 045 (with a grade of "C+" or higher) or MATH 100 or MATH 101 or MATH 145 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 195 BUS Effective Communications I

An introduction to principles and practices of written and oral communications as applied in current business and career contexts. Students learn effective writing and speaking strategies. Editing (grammar, style, and presentation) skills are learned in a variety of business contexts: e-mail, web analysis and summary, memos, letters, proposals, resumés, interviews, and instructional and persuasive talks.

3 CR / (3,0)

ENGL 196 BUS Effective Communications II

A research course for business and technical students. With a focus on team development, students learn research methods (topic selection, annotated bibliography, research question development) as well as report writing and presentation strategies. Students refine grammar, style, and presentation strategies. Prerequisite: ENGL 195 3 CR / (3,0)

ENGL 229 UT Professional Business and Technical Communication

This course includes both the theory and practice of writing for the workplace. Students will first learn the rules and guidelines of professional communication and then moves beyond them, investigating the underlying theory, ethics and social

BUS

factors that contribute to the challenges of work writing. This course introduces strategies for communicating effectively to a variety of audiences in a variety of workplace genres. Students work both individually and in collaboration, completing both written and oral projects that are relevant to their professional goals and the requirements of the business, technical, and professional communities.

Prerequisites: Two of ENGL 101, 102, 103, 104, 106, 107, or their equivalent

Note: Natural Resource and Environmental Technology (NRES) students will be admitted with successful completion of ENGL 103 and completion of all first-year courses. Business Program students will be admitted with successful completion of ACC 151, CIS 165, ENGL 103, MGT 154, MKT 152, and one of ECON 101 or ECON 201.

3 CR / (3,0)

LAW 294 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)

MATH 101 UT Calculus I

This course is the first half of a twosemester introductory calculus sequence. Topics covered in the course are the concepts, techniques, and applications of differentiation and an introduction to integration. Together with MATH 102 this course satisfies the first-year mathematics requirement in all university transfer science and applied science programs.

Note: Persons with a "C+" grade or less in Math 12 or MATH 050 will be registered in MATH 100.

Prerequisite: Pre-calculus 12 or MATH 100 or MATH 050 or equivalent 3 CR / (4.0)

MATH 145 Math for Business

This course introduces students to the principle and practices of mathematics with applications to business. The course covers the mathematical interpretation of fundamental business, economic and financial concepts with application to managerial decision making.

Prerequisite: SRA with a score at the midpoint cutoff or higher. 3 CR / (3,0)

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 12 or Pre-calculus 12 or Foundations of Math 12 or MATH 044 (with a grade of "C+" or higher) or MATH 045 (with a grade of "C+" or higher) or MATH 100 or MATH 101 or MATH 145 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: Foundations of Math 12 or Pre-calculus 12 or MATH 050, or equivalent 3 CR / (4.0)

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 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 are 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: ACC 151, CIS 152 or 165, MATH 157, MGT 154, MKT 152 and one of MATH 145 or ECON 101 or ECON 201 3 CR / (2,2)

MGT 255 BUS Small Business Development

This course provides 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.

Prerequisite: ACC 151, CIS 152 or 165, MATH 157, MGT 154, MKT 152 and one of MATH 145 or ECON 101 or ECON 201 3 CR / (2,2)

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 152 BUS Principles of Marketing

This course is an introduction to marketing activities in modern business firms. The

College of New Caledonia Business and management 35

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 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 examines 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 include communications principles, buyer behaviour, prospecting potential customers, sales presentations, overcoming objections, and closing the sale.

Prerequisite: MKT 152 3 CR / (3,0)

3 CR / (2,2)

MKT 285 BUS Internet Marketing

This introduction to Internet marketing concepts and strategies 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 165 and MKT 152

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Medical Office Assistant Certificate (ABT*)

(*Applied Business Technology)

Full-time and part-time

Start date varies

Fees: Contact campus for details

Duration varies

Online through CNC Mackenzie

Careers

Medical office assistants are in demand by physicians and other allied health care providers. The complex and detailed nature of working in the demanding position of a medical office assistant requires excellent communication and office skills to co-ordinate quality patient care.

In this program, you will acquire skills to manage the medical office, to use effective oral and written communication techniques and demonstrate general office procedures, and administrative and time management skills. You will learn how to assess and prioritize patient appointment requests and update patient records. You will learn basic medical terminology, and understand and adhere to medical/legal aspects, perform medical billing (both manual and computerized) and learn how to complete a variety of clinical procedures in accordance with the guidelines and standards of the medical field.

Admission requirements

- Applicants who have completed CNC's Administrative Assistant or Office Assistant
 Certificate within the past five years meet the program admission requirements. Those
 applicants with older certificates should contact CNC Mackenzie to discuss potential
 admission exemptions.
- 2. Applicants without CNC certificates will need the following:
 - ABTC 060 Computers and the Internet or ABTW 073 Microcomputer Applications I or equivalent
 - ABTC 066 Keyboarding II or a keyboarding speed of 45 net words per minute
 - ABTC 070 Word Processing I and ABTC 071 Word Processing II or ABTW 043 Word Processing/Document Production Levels I, II, III
 - ABTC 080 Business Math and Calculator Skills, or equivalent
 - ABTC 085 Business English or ABTE 074 Business Communications 1, or equivalent
- Applicants with Applied Business Technology, Office or Administrative Assistant certificates from an institution other than CNC must submit transcripts with their application to enable potential admission exemptions.
- Applicants with current, relevant office experience within the last two years may contact CNC Mackenzie to discuss potential admission exemptions.
- Applicants without an online certificate will need to complete ABTC 050 prior to entrance or as part of the program.

Program outline

ABTM 040

ABTC 050 Online Learner Success ABTM 010 Medical Administrative **Procedures** ABTM 020 Medical Billing - Manual **ABTM 025** Medical Billing -Computerized ABTM 030 Medical Terminology I **ABTM 035** Medical Terminology II — Related Anatomy and Physiology **ABTM 036** Medical Transcription **ABTM 037** Medical Terminology III -Pharmacology and Specialties

Computer/technical requirements

and Practices

Medical Clinical Procedures

- Pentium 233 or higher processor, at least 65 MB memory, 1.5 GB hard disk space
- Sound Blaster 16 with compatible sound card
- USB or serial port for foot pedal
- Headset jack or port to connect headset
- Standard audio headset
- High-speed Internet access
- Windows XP or newer (Macintosh compatibility is possible)
- Microsoft Word 2007
- Adobe Acrobat Reader (free download from www.adobe.com)
- Internet Explorer 6.0 or higher or Firefox (with cookies enabled)
- Sun Java Runtime JRE 1.5.x or higher, with JavaScript enabled
- Digital Wav pedal (available for purchase from www.cost-plus.com; see details in online classroom) or wav pedal with Start/Stop software (available with Medical Transcription, 3rd ed., discounted package); needed prior to starting ABTM 036
- Express Scribe (free download from www.nch.com/au/scribe/ — see details in online classroom) or Start/Stop transcription software (available with Medical Transcription, 3rd ed., discounted package); needed prior to starting ABTM 036

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 Smart Series Professional Regent Health Care Systems (available at web.regenthealthcare.ca); only to be accessed/purchased once ABTM 025 is started

Important dates

Contact CNC Mackenzie at 250-997-7200 or 1-877-997-4333 or online at www.cnc.bc.ca/mackenzie

Courses

ABTC 050

Online Learner Success 💻

This 15-hour course gives students a working knowledge of web resources, enabling them to be successful with online learning. This is course is required for the Office Assistant Certificate and Legal Administrative Assistant Certificate.

0 CR / (5,0)

ABTM 010

Medical Administration Procedures 🔲

This course introduces the student to the administrative duties and procedures required in a medical office/hospital setting. Topics covered include reception skills, appointment scheduling, telephone techniques, interpersonal skills, stress management, inventory control, mail processing, and filing/records management procedures. Medical law and ethics are an integral part of the course.

Prerequisites: Admission to program and ABTC 050

ABTM 020

Medical Billing - Manual 🔲

This 30-hour course teaches the theory for billing of medical services to MSP, ICBC, WCB, and other private insurers.

Prerequisites: Admission to program and ABTC 050

ABTM 025

Medical Billing — Computerized 🖳

This 30-hour course introduces the student to automated medical billing software and procedures for the province of British Columbia.

Prerequisite: ABTM 020

ABTM 030

Medical Terminology I 🔲

In this course, students complete an introductory study of the construction of medical terms including root words, suffixes, and prefixes relating to the various body systems.

Prerequisites: Admission to program and ABTC 050

ABTM 035

Medical Terminology II —

Related Anatomy and Physiology 📃

This 90-hour course is a continuation of ABTM 030 and introduces anatomy and physiology related to the main systems of the body.

Prerequisite: ABTM 030

ABTM 036

Medical Transcription 🔲

This is an introductory course that familiarizes students with transcribing from oral dictation, medical documents with accurate content, applying correct formats, grammar, and punctuation. The course provides students with knowledge of the content and formats of medical reports typically dictated in clinics and hospitals.

Prerequisite: ABTM 035

ABTM 037

Medical Terminology III —

Pharmacology and Specialties 🔲

In this course, students complete a study of the construction of medical terms, including root words, suffixes and prefixes relating to pharmacology, and the specialties of oncology, radiology, nuclear medicine and psychiatry.

Prerequisite: ABTM 035

ABTM 040

Medical Clinical Procedures and Practices

This course enables the medical office assistant to perform basic clinical procedures and complete a clinical skills assessment, including the use and management of medical equipment. The student learns to perform basic laboratory tests and assist the physician with specific examinations and procedures. Emphasis is placed on the role of the medical assistant as a link between the doctor and external medical testing and treatment facilities.

The clinical skills assessment is completed on-site with a faculty member or with a qualified host organization.

Prerequisite: ABTM 010 and ABTM 035

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Office Assistant Certificate (ABT*)

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

Full-time and part-time

Start date varies

Fees: Per-course pricing — please contact the campus for details

Duration varies

Online through CNC Mackenzie

Careers

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.

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.

Admission requirements

Students in the Applied Business Technology Office Assistant courses must have the following:

- Grade 12 or ABE/CCP Advanced Certificate or GED Certificate
- Completion of SRA (Student Readiness Assessment)
- Course prerequisites or equivalent where required.

Program outline

ABTC 080

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 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

The Office Assistant Certificate program qualifies for Canada Student Loans. Applications are available online at www.canlearn.ca.

Job Search Techniques

You might also be interested in . . .

- ABT Administrative Assistant Certificate
- Business Administration Certificate
- Legal Administrative Assistant Certificate
- Medical Office Assistant

Important dates

Contact CNC Mackenzie at 250-997-7200 or 1-877-997-4333 or www.cnc.bc.ca/mackenzie

Courses

ABTC 095

ABTC 050

Online Learner Success 💂

This 15-hour course gives students a working knowledge of web resources, enabling them to be successful with online learning. This is 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 student 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

Business Math and Calculator Skills

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at a minimum speed of 25 net words per minute.

Prerequisite: ABTC 050 2 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

1 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, handson 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 enables 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 selfexamination 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 40 Business and management College of New Caledonia

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 are 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 student can 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, A BTC 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 student 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 helps 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)

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Post Diploma in Tourism Management

Full-time

Starts January

Fees, entire program: \$6,000 (approx.)

Two years

Prince George

BC is a natural wonderland for tourism; mountains and streams, lakes and plains, vibrant bustling cities and towns and quiet ghost towns – we are tourism embodied! There is no better place to experience a tourism learning experience than in the heart of central BC at the College of New Caledonia's Prince George campus.

Careers

Between 2012 and 2030, Canada's tourism sector will face a potentially severe shortage of labor, and a recent survey by the BC Tourism Human Resource Development Action Plan identifies that over the next decade 78 percent of all job openings in the tourism sector will require post-secondary education. The Post Diploma in Tourism Management will provide the post-secondary education needed by the future leaders of tourism to lead the way into future successes in the tourism field.

This program will provide you with the opportunity to gain an in-depth understanding of tourism management and prepare you with the knowledge, management and practical skills needed to pursue supervisory and management careers in the rapidly expanding domestic and international tourism markets.

Admission requirements

- Students admitted into this program must have a minimum of a two-year diploma from a recognized post-secondary institution, or equivalent.
- International students from a non-English speaking country will be required to provide proof
 of an overall of 6.0; no band less than 5.5 IELTS or 80 iBT TOEFL result.
- A minimum "C+" grade in all Tourism Management program courses is required to graduate with a Post Diploma in Tourism Management.

Program outline

ENGL 195	Effective Communications I
MGT 154	Applied Human Relations
MGT 254	Applied Group and Leadership Skills
TRMG 300	The Business of Tourism
TRMG 302	Financial Management in Tourism
TRMG 304	Tourism and Hospitality Law
TRMG 306	Marketing the Tourism Industry
TRMG 308	Tourism Operations and Customer Service Management
TRMG 310	Sustainable Tourism
TRMG 312	Tourism Human Resources Management
TRMG 314	Communications and Technology in Tourism
TRMG 316	Strategic Tourism Management

TRMG 320 Tourism Management Internship

You might also be interested in . . .

· Marketing and Management Diploma

Important dates

TBA

Courses

ENGL 195 BUS Effective Communications I

An introduction to principles and practices of written and oral communications as applied in current business and career contexts. Students learn effective writing and speaking strategies. Editing (grammar, style, and presentation) skills are learned in a variety of business contexts: e-mail, web analysis and summary, memos, letters, proposals, resumés, interviews, and instructional and persuasive talks.

3 CR / (3,0)

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 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 are 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

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opportunity to participate in and analyze a group experience for the semester. Prerequisite: ACC 151, CIS 152 or 165, MATH 157, MGT 154, MKT 152 and one of MATH 145 or ECON 101 or ECON 201 3 CR / (2,2)

TRMG 300 The Business of Tourism

This course is an overview of the tourism industry. Students gain an understanding of the complex nature of tourism including economic, environmental and social impacts as well as the evolution, function and direction of tourism. Topics include segments, and dynamics, of the tourism industry; tourism and hospitality links; the size, scope and infrastructure of the tourism industry; trends and issues in the industry; travel motivators; career opportunities and the role of management.

Prerequisite: Admission to TRMG program 3 CR / (3,0)

TRMG 302 Financial Management in Tourism

This course focuses on business planning, control, and financial decision making in a tourism management environment, and the concepts are applicable to both large and small organizations. Concepts, terminology and principles are introduced at a basic level. Students apply financial knowledge to analyze current information, project future results, and support tourism business decisions. Students will understand the different mechanisms used to enhance revenues, master the theoretical and practical background of revenue management and techniques, and understand the importance of these techniques in yield and revenue management.

Prerequisite: Admission to TRMG program 3 CR / (3.0)

TRMG 304

Tourism and Hospitality Law

This introductory course introduces students to the Canadian legal system and key elements of business law specifically relevant to tourism and hospitality industries. Successful completion of the course will help students to understand risk management and the legal ramifications of a given course of action in the operation of a business in the tourism and hospitality industries. This course is intended to help the student to develop a practical

managerial perspective on how the law, generally, applies to a tourism/hospitality company's policies and practices. This course emphasizes Canadian law, recognizing that not all of the law applies to hospitality companies based in other countries with different legal systems; consequently, the other legal traditions will also be given consideration whenever

Prerequisite: Admission to TRMG program 3 CR / (3,0)

TRMG 306 Marketing the Tourism Industry

Marketing is integrated into almost every facet of a hospitality/tourism organization. In this course the learner will explore basic concepts of marketing in order to evaluate the best practices for today's tourism organizations. This course focuses on major marketing decisions that tourism managers face in researching demand, generating and sustaining demand for their products and services. Course content includes key elements of strategic marketing, segmentation and target marketing, positioning and branding, promotions, personal selling and distribution systems. Prerequisite: Admission to TRMG program 3 CR / (3.0)

TRMG 308

Tourism Operations and Customer Service Management

Excellent client service is core to a successful hospitality or tourism business. This course will explore the nature of services in general and the unique dynamics of tourism services. A primary focus of this course will be on management's role in creating a quality customer service experience by developing a successful service delivery system. Three critical segments for service success will be explored: service strategy, service staff, and service systems. This course will also provide students with an opportunity to analyze current tourism ventures in the local marketplace, partake in industry certification testing (FoodSafe, WorldHost, WHMIS, Serving It Right, etc.), and have an opportunity to network with industry professionals.

Prerequisite: Admission to TRMG program 3 CR / (2,2)

TRMG 310 Sustainable Tourism

This course provides the learner with an overview of the challenges facing tourism managers in the current environmentally sensitive marketplace by addressing the relationship between tourism activity and conservation issues, such as the impact of cultural, educational and adventure tourism on natural environments and local communities. Students will learn how the roles of industry, stakeholder, and government leaders need to work together to support sustainable tourism at all levels to ensure planning and management strategies to maximize benefits and minimize impact to ecosystems, communities, and visits are in place. Prerequisite: Admission to TRMG program 3 CR / (3.0)

TRMG 312 Tourism Human Resources Management

This course will teach learners to use management skills, training, education and professional development to address the unique challenges, and opportunities, of human resource development in the tourism industry, effectively employing an organization's human resources toward the accomplishment of organizational goals and business strategy. Students will study indepth human resource issues, job analysis, writing job descriptions, innovative recruitment strategies, interviewing, orientation, training and development, career planning, succession planning, performance management, work/life balance, legislation, and labourmanagement relations/negotiations and OHS regulations. Students will also have an opportunity to develop an appreciation and understanding of the volunteerism movement as tourism events often rely on volunteers and volunteerism, and this reality requires specific skills to meet the present and future needs of the tourism industry. Prerequisite: Admission to TRMG program

3 CR / (3.0)

TRMG 314 Communications and Technology in

This course provides the learner with a practical framework for incorporating computer technology and electronic media as invaluable management resources in support of the mission and objectives of a

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tourism operation. Typical microcomputer hardware and software are explored: operating system features, word processing, spreadsheets, presentation software, desktop publishing, and web browsing techniques. Students are also introduced to various forms of electronic communications as harnessing technology's capabilities - capturing, storing and processing information - to assist in organizational decision-making. Digitalization of archives; utilizing "blogging", "podcasts", "webcasts", and "virtual" presence are some of the tactics progressive tourism providers are incorporating to expand audience catchment and expand into non-traditional markets. Through lectures, readings and lab work, students will gain insight into the process of determining how to invest in social networking strategies and/or add an online component to an organization's profile and the challenges/opportunities having such exposure creates for tourism managers.

Prerequisite: Admission to TRMG program 3 CR / (3,0)

TRMG 316 Strategic Tourism Management

This course explores strategic management and planning in a tourism environment. Using both a theoretical and practical approach, students will examine the concepts of strategic planning and competitive strategy, and how they can be successfully applied by organizations in an increasingly complex and global tourism environment. Students will examine the management challenges, and opportunities of small tourism entities and the unique environments in which they operate. The focus will be on formulating and developing strategies that will allow these firms to thrive in this dynamic, highly competitive and everchanging environment.

Prerequisite: Admission to TRMG program 3 CR / (3.0)

TRMG 320

Tourism Management Practicum

This course provides the learner with a practical opportunity to apply classroom theory in a tourism work environment. Learners are provided an opportunity to immerse themselves in a tourism environment which will provide them with the operational experience to enhance their resumé. The principle objective of the

practicum is for learners to be able to reflect on the practical application of knowledge and skills in a real work environment and to ensure the balance between theory and practice.

Prerequisites: ENGL 195, MGT 154, MGT 254, TRMG 300, TRMG 302, TRMG 304, TRMG 306, TRMG 308, TRMG 310, TRMG 312, TRMG 314, TRMG, 316; all with "C+" or higher 4 CR

Community and continuing education

CNC's Community and Continuing Education departments at all of our campuses offer a broad spectrum of professional development, career-oriented and general interest courses and programs. The College is committed to community and individual development, and works closely with industry, community agencies and advisory committees to develop training and employment-oriented programs to meet the needs of identified groups throughout all CNC campuses.

Community and Continuing Education

Part-time

Start dates, fees and durations vary

All CNC campuses

Sampling of career courses

Increase your employability or improve your professional skills with short courses in business, computers, health care, hospitality, and trades, including several recognized certificate programs. Here are a few examples (subject to change):

CNC Lakes District - Burns Lake

Aboriginal culture and protocols:

A professional perspective

Cashier Training

Excel

FoodSafe

Myers-Briggs Type Indicator

Occupational First Aid

CNC Lakes District - Southside

Occupational First Aid

WHIMIS

CNC Mackenzie

Airbrakes

Computer training: Microsoft Office

First Aid, including:

- WorkSafe BC First Aid (1, TE, and 3)
- Standard for Mines
- CPR
- AFD

FoodSafe Level 1

Heavy Equipment Operator Program

Level "D" Crane Certification: Rigging and Lifting

Life Skills

Workplace Safety:

- WHMIS
- Confined Space
- Fall Protection
- Spill Response
- Lockout
- S100 Fire Suppression
- HoS Alive
- Traffic Control

CNC Nechako - Fort St. James

Airbrakes

Computer Studies

Customer Service Training

H₂S Alive

Live Burn Orientation

Live Fire Level 1 and 2

Occupational Health and Safety Training:

- Confined Space
- Fall Protection
- Spill Response

Red Cross First Aid

Professional Development

Train-the-Trainer

WorkSafeBC First Aid Levels 1 and 3

CNC Nechako - Vanderhoof

Air Brakes

Aviation Training:

- Private Pilot License
- Commercial Pilot License
- Class 4 Flight Instructor Rating

Bookkeeping for the Home-Based

Business

Cashier Training

Customer Service

Occupational First Aid

Survey Assistant

CNC Prince George

Certified Life Skills Coach Training

Program

Community Mental Health Certificate

Conflict Resolution Training

Dental Office Receptionist

Fiber Optic Cabling

Forklift Training

Human Resources Post Diploma

Management Skills for Supervisors

Medical Device Reprocessing Technician

Medical Office Assistant

Medical Terminology 🖳

Microsoft Office

PearsonVue Test Centre

WorkSafeBC certificates

CNC Quesnel

CFC/HCFC/HFC Control and Recovery

Community Mental Health Certificate

Electrical Code Refresher

Fire Suppression S100

Forklift Training

Hybrid Repair and Service

Low Voltage/AC

Management Skills for Supervisors

MS Office 2007: Word, Excel,

PowerPoint

Pesticide Application

QuickBooks

Resolving Conflict in the Workplace

Simply Accounting Traffic Control

Transportation of Dangerous Goods

Welding (general interest)

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 (subject to change):

CNC Lakes District - Burns Lake

Bootcamp

Firearms Safety

CNC Lakes District - Southside

CORE Hunter Training Genealogy

CNC Mackenzie

Cake Decorating

Babysitting

CNC Nechako - Fort St. James

ATV Training

Belly Dancing

Cooking

CNC Nechako - Vanderhoof

Beekeeping

Digital Photography

CNC Prince George

Energy Medicine

Photography

CNC Quesnel

ATV Training

CNC Vanderhoof

Painting

Photography

If you don't see it, ask for it

CNC's Continuing Education departments in all of our regions offer customized contract training to suit your organization's needs.

- CNC Lakes District Burns Lake: 250-692-1700
- CNC Lakes District Southside: 250-694-3397
- CNC Mackenzie: 250-997-7200
- CNC Nechako Fort St. James: 250-996-7019

• CNC Nechako – Vanderhoof: 250-567-3200

• CNC Prince George: 250-561-5846

• CNC Quesnel: 250-991-7500

Health sciences

If you thrive in a demanding, yet rewarding work environment which allows you to help others, then explore a career in health sciences. Our health sciences programs combine a strong theoretical base with extensive hands-on experience in health facilities across the province. Programs include Dental Hygiene, Medical Laboratory Technology Science and Nursing.

Dental Assisting Certificate	48
Dental Hygiene Diploma	52
Health Care Assistant Certificate	58
Medical Laboratory Technology Science Diploma	62
Medical Radiography Technology Diploma	67
Nursing, Bachelor of Science	74
Nursing Unit Clerk Citation	80
Practical Nurse Diploma	82

Dental Assisting Certificate

Full-time

Starts September

Fees, entire program: \$5,500

(Semester 1 \$2,371; Semester 2 \$2,236; Intersession: \$893) Additional program costs apply. For specific full costs, please contact Dental Studies.

One year

Prince George

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.

Admission requirements

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

Note 1: Before the program starts, you'll need to complete College forms certifying current immunizations, a dental examination, and a health self-assessment. We'll send you the forms during the acceptance process. You must also be vaccinated for hepatitis B.

Note 2: You'll have to undergo a criminal record search.

Note 3: 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 DENO 150 Introduction to Dentistry.

Note 4: Upon entry into the program, students must provide documentation of CPR certification, level C (preferred) or Health Care Provider (HCP). CPR online courses are not acceptable. Students are responsible for the costs of CPR certification and for maintaining certification while in the program.

Note 5: The costs of immunizations and criminal record checks are the responsibility of the student.

Note 6: Two seats in each program intake will be reserved for qualified aboriginal applicants.

Note 7: One seat in Dental Assisting intake will be reserved for a qualified international student applicant. Two seats in Dental Hygiene intake will be reserved for qualified international student applicants.

Selection process

When there are more applicants than seats available, the following criteria will be used to select half the class:

Max. points

1.00

Letter grade for English 12 or
English 12: First Peoples 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: 2.00

- 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)
- 15 to 29 hours of verifiable volunteer work or chairside experience (1 point)

Persistent interest in the program, as shown by repeated qualified applications

Maximum possible points 12.00

Program outline

Semester 1 DENT 150 DENT 151 DENT 153 DENT 157	September – December Dental Assisting Foundations Prevention I Dental Sciences Dental Assisting Clinic I
DENT 162 Semester 2	Communications January – April
DENT 160 DENT 161 DENT 163 DENT 166 DENT 167 DENT 169 DENT 190	Restorative Dentistry Prevention II Dental Specialties I Professional Issues Dental Assisting Clinic II Radiology Practicum I

Intersession May - June

DENT 173 Dental Specialties II
DENT 176 Office Practice Management
DENT 177 Dental Assisting Clinic III
DENT 191 Practicum II

Dental Studies

Statement of purpose

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

Applicants are advised 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 they have previously met the goals and objectives of a particular course.

The student must approach the Curriculum Co-ordinator with the request to have his/her credentials evaluated as they relate to a course. The Curriculum Co-ordinator, 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 after the program starts. 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, fees and policy information" 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 record searches for applicants for program areas that involve working with children or other vulnerable persons.

You will have to have a criminal record search with the BC Ministry of Justice at the beginning of the program. The cost of this search is your responsibility. A search which identifies relevant criminal convictions may prevent you from entering clinical or practicum setting components of the program and therefore not able to graduate.

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 are 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.
- It may be necessary for a student to be placed in a practicum location outside the Prince George area. Students are expected to cover the costs of accommodation, travel, and living expenses.
- 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:

- A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal maintained an overall grade of "C" or higher, will be accorded first priority.
- 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.
- 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.
- A student who withdraws twice from the same course, and applies for readmission 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 31 for fall entry into open enrolment programs are considered late and will be processed subject to course availability.

Applications must be completed before April 30 to be considered in the selection process. Acceptance into the program commences May 1 for the intake in September.

Certification

To be eligible for registration and certification with the College of Dental Surgeons of British Columbia, graduates must pass the National Dental Assistant Board Examination.

You might also be interested in . . .

- Career Technical Centre (high school students only)
- Dental Hygiene Diploma

- Medical Laboratory Technology Science Diploma
- Medical Radiography Technology Diploma
- Nursing, Bachelor of Science
- Nursing Unit Clerk Citation
- Practical Nurse Diploma

Important dates

Fall term

 Classes: September 2 – December 12, 2014 (includes exams)

Spring term

- Classes: January 5 April 27, 2015 (includes exams)
- Study break: February 16 27, 2015
- Practicum April 20 May 8, 2015

Intersession

- Classes: May 11 June 12, 2015
- Practicum June 15 26, 2015

Courses

These courses, with the exception of DENO 150, are restricted to students in the Dental Assisting program.

DENO 150 Introduction to Dentistry

This course provides information and practical experience in the field of dentistry. It is designed to orient students to current dental health concepts and to practicing as a member of the dental team.

Note: Delivery of this course is dependent upon sufficient numbers of registrants. 2 CR / (2,0)

DENT 150 Dental Assisting Foundations

This course introduces basic principles of dental assisting techniques and the assessment phase of client care.

Theoretical knowledge pertaining to basic instrumentation, fundamental skills associated with dental assisting, and an introduction to biomaterials is covered. In addition, students receive information regarding the rationale for obtaining medical and dental histories, vital signs, dental charting, initial client observations, and isolation techniques. The course material

includes the prevention and handling of complications and medical emergencies that may occur in the dental office.

Prerequisites or Corequisites: DENT 151, 153, 157, 162 3 CR / (4.0)

DENT 151 Prevention I

This course emphasizes infection control and prevention of oral disease. Awareness is placed on the nature of oral organisms, modes, and management of transmission for diseases of dental importance. This course also familiarizes the student with methods and materials used to prevent oral disease. Plaque, methods to control oral diseases, devices, and other components of preventive dentistry are covered.

Prerequisites or Corequisites: DENT 150, 153, 157, 162 3 CR / (5,0)

DENT 153 Dental Sciences

A study of form, structure, and interrelationships of the head and neck. Also included is the study of histology, morphology, supporting structures, occlusion, identification, and anomalies as they relate to dentition. Anatomical landmarks and understanding of the relationship between structure and function will be provided.

Prerequisites or Corequisites: DENT 150, 151, 157, 162 4 CR / (5,0)

DENT 157 Dental Assisting Clinic I

The first in a series, this clinic provides an opportunity for the student to integrate theory into clinical and laboratory experiences. The focus is on clinical asepsis, basic instrumentation, initial client observation, isolation techniques, the manipulation of a variety of dental materials, and taking radiographic bitewings on a manikin.

Prerequisites or Corequisites: DENT 150, 151, 153, 162 3 CR / (0,12.5)

DENT 160 Restorative Dentistry

This theoretical component provides the student with background into dental anesthesia, cavity preparation and design, and restorative instruments. Knowledge of

the dental materials utilized in the prevention and treatment of oral disease will also be covered. A series of lectures will be given dealing with the etiological fundamentals of dental caries and methods used to prevent caries.

Prerequisites: DENT 150, 151, 153, 157, 162

Corequisites: DENT 161, 163, 166, 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 learns to prevent these diseases through clinical preventive procedures, understanding nutrition, and teaching the client oral self-care. An additional component has the student developing and presenting preventive oral health lesson plans to select members of the local community.

Prerequisites: DENT 150, 151, 153, 157, 162

Corequisites: DENT 160, 163, 166, 167, 169, 190 3 CR / (4,0)

DENT 162 Communications

This course focuses 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 are provided for the student to practise and critique communication skills that are specific to the dental workplace. Scenarios used will include some ethical dilemmas.

Prerequisites or Corequisites: DENT 150, 151, 153, 157 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 provides the student with the knowledge of pre-surgical evaluation, pharmacological considerations,

procedures, post-operation treatments, and the role of the certified dental assistant in the care of an oral surgery case. Students are also introduced to prosthetic procedures which are devoted to the restoration of function and the form of the dentition, including fixed and removable appliances and implants.

Prerequisites: DENT 150, 151, 153, 157,

162

Corequisites: DENT 160, 161, 166, 167,

3 CR / (4,0)

DENT 166 Professional Issues

This course provides the student with an overview of the dental profession and its organization. It also introduces the student to dental jurisprudence, ethical dilemmas and problem solving. The BC Health Professions Act and duties of the graduate BC Certified Dental Assistant will be discussed.

Prerequisites or Corequisites: DENT 150, 151, 153, 157, 162 3 CR / (2.5,0)

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 student's knowledge, skills, and attitudes. Students will begin to schedule clients and perform prescribed services. Students also participate in weekly guided group discussions of their clinical experiences and cases.

Prerequisites: DENT 150, 151, 153, 157,

162

Corequisites: DENT 160, 161, 163, 169

3 CR / (0,12.5)

DENT 169 Radiology

This course provides students with the theory of the technical aspects of radiation and principles of exposing, processing, and mounting dental radiographs. Clinical experience emphasizes radiation hygiene and technique.

Prerequisites: DENT 150, 151, 153, 157,

162

Corequisites: DENT 160, 161, 163, 166,

107

3 CR / (2.5,0)

DENT 173 Dental Specialties II

A theoretical course where emphasis is placed on the dental specialties of oral pathology, orthodontics, endodontics, geriodontics, pedodontics, and special needs clients.

Prerequisite: DENT 190 Corequisites: DENT 176, 177 3 CR / (9,0)

DENT 176

Office Practice Management

This course provides the student with an introduction to dental office practice procedures in relation to the clinical setting. The student is involved in a combination of guided self-study, projects, and class discussions to complete this course.

Prerequisites or Corequisites: DENT 173, 177, 191

3 CR / (1,0)

DENT 177

Dental Assisting Clinic III

The last course in the clinical sequence, this clinic allows the student to build on previous experiences and to integrate new skills into clinical and laboratory activities. Clinical activities will include treating scheduled clients for prescribed services and providing dental health education to members of the community. Students participate in weekly guided discussions of their clinical experiences and cases.

Prerequisite: DENT 190 Corequisites: DENT 173, 176 4 CR / (0.13)

DENT 190 Practicum I

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

Prerequisites: DENT 160, 161, 163, 166, 167, 169 3 CR

DENT 191 Practicum II

This practicum experience furthers the opportunity the student 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, 176, 177

3 CR

Dental Hygiene Diploma

Full-time

Starts September

Fees, entire program: \$9,914 (Year 1: \$5,155; Year 2: \$4,759) Additional program costs apply. For specific full costs, please contact Dental Studies

Two years

Prince George

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.

Admission requirements

- 1. All of the following or their equivalents at a first-year college/university level, with an average GPA of 3.0 ("B") with no grade lower than a "C" in any of the prerequisite courses:
 - Biology 111 and 112 (Human Anatomy and Physiology, with labs) or equivalent
 - Chemistry 111 and 112, or Chemistry 113 and 114, or equivalent
 - Psychology 101 and 102 or equivalent
 - English 103 or equivalent, plus one additional first-year English course
 - Math 104 or Psychology 201 or equivalent
 - One university-level elective

The university transfer courses must be transferrable to and from other BC institutions. Refer to the BC Transfer Guide website www.bctransferguide.ca to ensure course equivalencies from and to other educational institutions. It is highly recommended applicants discuss their first-year college/university course choices with a CNC counsellor/advisor.

Note 1: March 15 is the deadline to submit documents for early conditional acceptance. At that time, the GPA score will be based on a minimum of 5 Dental Hygiene prerequisites completed. Reference letters and the Candidate's Questionnaire (CQ) must also be completed by March 15. The CQ can be accessed online and completed at the applicant's convenience (see the Dental Hygiene Application Package for more information). Students must still submit final transcripts for all prerequisites by May 18, verifying that all of the prerequisite courses meet the minimum admission requirements of an average GPA of 3.0 ("B") with no grade lower than a "C".

Note 2: Two seats in each program intake will be reserved for qualified aboriginal applicants.

Note 3: One seat in Dental Assisting intake will be reserved for a qualified international student applicant. Two seats in Dental Hygiene intake will be reserved for qualified international student applicants.

Dental Hygiene program requirements

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.

- You will have to undergo a criminal record search with the BC Ministry of Justice at the beginning of the program. The cost of this search is your responsibility. A search which identifies relevant criminal convictions may prevent you from entering clinical or practicum setting components of the program and therefore not able to graduate.
- Upon entry into the program, students must provide documentation of CPR certification, level C (preferred) or Health Care Provider (HCP). CPR online courses are not acceptable. Students are responsible for the costs of CPR certification and to maintain certification while in the program.
- The costs of immunizations and criminal record checks are the responsibility of the student.
- 5. The Skills and Abilities Information form must be completed. The form requires the applicant to verify that he or she understands the personal and physical attributes required to be successful in the program and understands the duties and responsibilities of the dental hygiene profession.

Selection process

When there are more applicants than seats available, the following criteria will be used to select 100% of the class:

Max. points

GPA based on Dental Hygiene
prerequisites (2.67–4.33 points) 4.33

Completion of the Dental Hygiene
prerequisites in a consecutive
24-month period 1.00

Resident of BC or the Yukon 1.00

One of the following: 1.00

- Completion of DENO 150, Certified Dental Assisting program, Dental Receptionist program
- Employment in a dental office (3 months full time or equivalent)

Note: Volunteer experience does not count

Persistent interest in the program, as shown by repeated qualified applications

Subtotal 8.33

1.00

The reference letters and Candidate's Questionnaire for the top 50 candidates will be scored:

•	two reference letters	
	(0-1 points)	1.00
•	Candidate's Questionnaire	
	(1-5 points)	2.00

Total: 11.33

Program outline

Two reference letters

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.

0 0	
Semester 1 DENH 150	September – December Dental Hygiene Foundations
DENH 152 DENH 153 DENH 155 DENH 157 DENH 158	Oral Sciences I Professional Issues I Dental Sciences I Head and Neck Anatomy Microbiology
Semester 2 DENH 162 DENH 164 DENH 165 DENH 167 DENH 168 DENH 169 DENH 175	January - April Oral Sciences II Pathologies I Dental Hygiene Foundations II Prevention Communications Radiology Dental Hygiene Clinic I (runs March–June)
Intersession 1 DENH 170 DENH 175	Dental Hygiene Foundations III Dental Hygiene Clinic I
	(runs March-June)

DLINIT 170	
DENH 175	Dental Hygiene Clinic I
	(runs March–June)
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

Dental Hygiene Clinic III

Professional Issues II

Community Health II

Pathologies III

ı	Intersession	2	May – J	lune
Į	DENH 270	Dental	Hygiene	Foundations
		\ //		

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."

Program ouline for Semester 1 and 2, effective Fall 2015

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

Dental Studies

Statement of purpose

To provide the educational foundation for oral health care providers entering practice so they can 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 they

have previously met the goals and objectives of a particular course.

The student must approach the Curriculum Co-ordinator with the request to have his/her credentials evaluated as they relate to a course. The Curriculum Co-ordinator, 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 after the program starts. 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, fees and policy information" in this calendar for policy and fee information on exemptions, challenge exams, and prior learning assessment.

Dental Hygiene

- All program requirements must be completed within five years of initial enrolment.
- 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 criminal records searches as part of the process of licensure. Any costs are the responsibility of the student.
- In addition to expenses of tuition, textbooks, and uniforms, students are 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.

DENH 261

DENH 263

DENH 264

DENH 266

Dental hygiene degree opportunities

Graduates from the College of New
Caledonia Dental Hygiene Diploma program
have the option of completing a Bachelor of
Dental Sciences at UBC and a Bachelor of
Health Sciences from TRU. For further
information, go to UBC Faculty of Dentistry
website at www.dentistry.ubc.ca and
www.tru.ca/science/distance.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 readmission 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 fiveyear period.

Re-admission to the program is considered on a space-available basis and will be administered according to the following priorities:

- A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal maintained an overall grade of "B-" or higher, will be accorded first priority.
- 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.
- 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.
- A student who withdraws twice from the same course, and applies for readmission 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 18. Only completed applications will be considered in the selection process.

Applications received after March 15 for fall entry into open enrolment programs are considered late and will be processed subject to course availability.

Licensing

To be eligible for registration and licensure with the College of Dental Hygienists of British Columbia, graduates must pass the National Dental Hygiene Certification Examination.

You might also be interested in . . .

- Dental Assisting Certificate
- Medical Laboratory Technology Science Diploma
- Medical Radiography Technology Diploma
- Nursing, Bachelor of Science
- · Nursing Unit Clerk Citation
- Practical Nurse Diploma

Important dates

Fall term

 Classes: September 2 – December 12, 2014 (includes exams)

Spring term

- Classes: January 5 May 1, 2015 (includes exams)
- Study break: February 16 27, 2015

Intersession

• Classes: May 11 – June 12, 2015

Courses

These courses, with the exception of DENO 150, are restricted to students in the Dental Assisting program.

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)

DENH 150 Dental Hygiene Foundations I

A preclinical 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 are used to practise clinical procedures needed prior to treating clients. Students will begin to develop problem-solving capabilities in the clinical setting.

Prerequisite: Admission to Dental Hygiene program

Corequisites: DENH 152, 153, 157, 158, 169 5 CR / (4,6)

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. Prerequisite: Admission to Dental Hygiene program

Corequisites: DENH 150, 153, 157, 158, 169

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. An historical perspective of dental hygiene is provided. Current dental and dental hygiene research needs are covered. Evidence-based practice is introduced, as well as information access and evaluation of information. Students are required to utilize the Internet.

Prerequisite: Admission to Dental Hygiene program

Corequisites: DENH 150, 152, 157, 158,

169

3 CR / (2,0)

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 emphasizes the manipulation of a variety of the more common dental biomaterials.

Prerequisites: Minimum grade of 68% ("B-") in DENH 150, 152, 153, 157, 158, 169 Corequisites: DENH 162, 164, 165/175, 167, 168

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.

Prerequisite: Admission to Dental Hygiene program

Corequisites: DENH 150, 152, 153, 158, 169 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.

Prerequisite: Admission to Dental Hygiene program

Corequisites: DENH 150, 152, 153, 157, 169

3 CR / (2,2)

DENH 162 Oral Sciences II

This course introduces basic knowledge and practical application of the study of local anaesthesia. Course content develops the student's understanding of pain and pain control. As well, the prevention and handling of emergencies in the dental environment is covered.

Prerequisites: Minimum grade of 68% ("B-") in DENH 150, 152, 153, 157, 158, 169
Corequisites: DENH 155, 164, 165/175, 167, 168
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 student to the topics of general pathology, periodontology, and cariology. Etiological factors and assessment using radiographic interpretation will be emphasized.

Prerequisites: Minimum grade of 68% ("B-") in DENH 150, 152, 153, 157, 158, 169 Corequisites: DENH 155, 162, 165/175, 167, 168 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: Minimum grade of 68% ("B-") in DENH 150, 152, 153, 157, 158, 169
Corequisites: DENH 155, 162, 164, 167, 168155,

5 CR / (3,9) Includes 1 hour/week for conference

DENH 167 Prevention

A study of content designed to familiarize the student with methods of preventing oral disease. The components of preventive dentistry are covered. The student also becomes 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: Minimum grade of 68% ("B-") in DENH 150, 152, 153, 157, 158, 169
Corequisites: DENH 155, 162, 164, 165/175, 168
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 are provided to practise and critique communication skills that are specific to the dental workplace. Scenarios used will include some ethical dilemmas. Prerequisites: Minimum grade of 68% ("B-") in DENH 150, 152, 153, 157, 158, 169 Corequisites: DENH 155, 162, 164, 165/175, 167

DENH 169 Radiology

3 CR / (4,0)

This course provides the student with the theory of technical aspects of radiation and the principles of exposing, processing, and mounting dental radiographs. Clinical experience emphasizes radiation hygiene and technique. Students also learn the basics of dental photography and utilization of radiographs in dental hygiene practice.

Prerequisite: Admission to Dental Hygiene program

Corequisites: DENH 150, 152, 153, 157, 158

3 CR / (3,2)

DENH 170

Dental Hygiene Foundations III

A theoretical course allied with the clinical component, with course materials and activities closely associated with clinical activities to enhance continuity and build on previous knowledge and skill base.

Prerequisites: Minimum grade of 68% ("B-") in DENH 155, 162, 164, 165, 167, 168
Corequisite: DENH 175, 176

3 CR / (3,0)

DENH 175 Dental Hygiene Clinic I

A clinical course allows 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 also participate in weekly seminars for guided discussions on cases and clinical experiences.

Prerequisites: Minimum grade of 68% ("B-") in DENH 150, 152, 153, 157, 158, 169 Prerequisites or Corequisites (minimum grade of 68% ("B-") in all prerequisites): DENH 155, 162, 164, 167, 168, 170, 176 4 CR / (0,9) Includes 1 hour/week for conference

DENH 176 Research Methodology

This course introduces the student to basic concepts of the methodology of research design. Application of research principles to the dental and dental hygiene professions and evidence based practice are discussed. Prerequisites: Minimum grade of 68% ("B-") in DENH 155, 162, 164, 165, 167, 168 Corequisites: DENH 170, 175

2 CR / (4,0)

DENH 250 Dental Hygiene Foundations IV

This course provides a survey of the fundamentals of nutrition and the factors involved influencing the ability of the individual and family to secure and maintain optimal nutrition status. The relationship of nutrition to the practice of dental hygiene is emphasized. The course will also provide theories of advanced clinical practice skills as well as dental specialties and their relationship to general practice are covered. Prerequisites: Minimum grade of 68% ("B-")

in DENH 170, 175, 176

Corequisites: DENH 251, 254, 255, 256 3 CR / (4,0)

DENH 251 Dental Hygiene Clinic II

A clinical course provides the opportunity for the continued development of the professional skills and attitudes required for the practice of dental hygiene. Students see regularly scheduled clients and are introduced to more complex skills in assessment, planning, implementation, and evaluation of dental hygiene treatment. Students also participate in weekly seminars for guided discussions on cases and clinical experiences.

Prerequisite: Minimum grade of 68% ("B-") in DENH 170, 175, 176

Corequisites: DENH 250, 254, 255, 256 4 CR / (0,13) Includes 1 hour/week for conference

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 student's knowledge related to cariology, periodontology and oral pathology, and to facilitate its application. Diagnosis and treatment using clinical data and radiographs are emphasized.

Prerequisites: Minimum grade of 68% ("B-") in DENH 170, 175, 176

Corequisites: DENH 250, 251, 255, 256

4 CR / (5,0)

DENH 255 Dental Sciences II

The focus of this course is the study of pharmaceuticals. This course provides students with the knowledge and the concepts of pharmacology related to the general health of patients for the provision of dental hygiene care. An emphasis is put on those drugs that are commonly used or that have an effect on the practice of dentistry. The student becomes acquainted with the origins, physical and clinical properties, modes of administration, side effects and interactions of medications. The more common naturopathic supplements will also be examined. Students apply their knowledge of pharmaceuticals to the dental hygiene practice. This course helps the student achieve the Entry to Practice Competencies and Standards for Canadian Dental Hygienists.

Prerequisites: Minimum grade of 68% ("B-") in DENH 170, 175, 176

Corequisites: DENH 250, 251, 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: Minimum grade of 68% ("B-") in DENH 170, 175, 176

Corequisites: DENH 250, 251, 254, 255

3 CR / (4,0)

DENH 260 Dental Hygiene Foundations V

This course focuses on the sociology of dental care, dental office practice, and independent dental hygiene practice environments. Job search skills, compensation, employment standards and disability insurance are discussed. Independent practice opportunities are identified and explored. A variety of dental practice settings will also be explored. Prerequisites: Minimum grade of 68% ("B-") in DENH 250, 251, 254, 255, 256

Corequisites: DENH 261, 263, 264, 266

3 CR / (4,0)

DENH 261 Dental Hygiene Clinic III

A clinical course provides the opportunity for the continued development of the professional skills and attitudes required for the practice of dental hygiene. Students 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.

Prerequisites: Minimum grade of 68% ("B-") in DENH 250, 251, 254, 255, 256 Corequisites: DENH 260, 263, 264, 266 4 CR / (0,13) Includes 1 hour/week for conference

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: Minimum grade of 68% ("B-") in DENH 250, 251, 254, 255, 256 Corequisites: DENH 260, 261, 264, 266 3 CR / (3,0)

DENH 264 Pathologies III

This course builds upon Pathologies I and Pathologies II. A "case based learning" and lecture format are utilized to facilitate continued learning about oral pathologies and periodontal conditions. Diagnosis and

treatment using clinical data and radiographs will be emphasized. Students consider how various conditions may impact on the dental hygiene process of care.

Prerequisites: Minimum grade of 68% ("B-") in DENH 250, 251, 254, 255, 256
Corequisites: DENH 260, 261, 263, 266

3 CR / (3,0)

DENH 266 Community Health II

This course is a continuation of DENH 256, Community Dental Health 1. Community health approaches to prevention of dental diseases are discussed. There is also a study of unique populations from a general information and a community perspective, how to prevent oral diseases with community health methods and community-based careers. Students have practical experience by planning and implementing lesson plans for community groups, as well as visiting a Complex Care facility.

Prerequisites: Minimum grade of 68% ("B-") in DENH 250, 251, 254, 255, 256 Corequisites: DENH 260, 261, 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 knowledge transfer, using evidence-based decision making, is completed and presented in detail to the class. Students participate in analysis of each presentation.

Prerequisites: Minimum grade of 68% ("B-") in DENH 260, 261, 263, 264, 266
Corequisites: DENH 271, 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 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.

Prerequisites: Minimum grade of 68% ("B-") in DENH 260, 261, 263, 264, 266

Corequisites: DENH 270, 278

4 CR / (0,17) Includes 1 hour/week for

conference

DENH 278 Seminar

A seminar course based on journal readings, guided discussions, and presentations. Students can examine various topics in greater depth. Topics will vary based on student and instructor interests.

Prerequisites: Minimum grade of 68% ("B-") in DENH 260, 261, 263, 264, 266

Corequisites: DENH 270, 271

1 CR / (3,0)

Health Care Assistant Certificate

(formerly Home Support/Resident Care Attendant Certificate)

Full-time or part-time

Start dates vary — please contact campuses directly

Fees, entire program: \$3,484

(Semester 1: \$2,150; Semester 2: \$1,334)

29-week program offered over 35 weeks (Prince George)

Prince George and Vanderhoof; offered through Quesnel on a rotating basis

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).

Admission requirements

- 1. ENGL 11 (or equivalent) with a grade of "C" or higher.
- 2. Grade 11 reading level. Testing is administered by CNC.
- A handwritten statement describing your understanding of the role of the Health Care Assistant (150 words).

Note 1: You'll have to undergo a criminal record search.

Note 2: Before the clinical component of the program starts, you must have CPR Level C, Emergency-level first aid, and FoodSafe Level I certificates. We recommend that you obtain these certificates before you start the program. The CPR Level C, Emergency-level first aid, and FoodSafe Level I certificates must also be valid at time of graduation. It's also beneficial if you have some experience, volunteer or paid, related to the field.

Note 3: You must also complete your immunizations, including Hepatitis B and screening for TB, before the clinical experience component of the program.

Note 4: The costs of CPR Level C, Emergency-level first aid, Food Safe Level 1, and immunizations and criminal record check are the responsibility of the student.

Admission and program requirements for September 2015 intake

- 1. Either
 - a) Completion of Grade 10 with English 10 or English 030; Math 10 or Math 030; Science 10 or Science 030; Social Studies 10 or CNST 030 or COMP 030

Or

b) Mature student status

- 2. English language competency requirements:
 - a) Native English speakers must provide proof of one of the following:
 - Completion of ENGL 10 or ENGL 030 or equivalent with "C" or higher
 - Canadian Adult Achievement Test (CAAT) with the following minimum scores: Reading Comprehension 35/50; Spelling 23/32
 - Language Placement Index (LPI): the three individual scores (Sentence Structure, English Usage, and Reading Comprehension) must total a minimum of 20 out of a maximum possible score of 40. Essay Level of 4, with a minimum essay score of 24/440
 - Accuplacer: Grade 10 level or higher.
 - b) Non-native English Speakers must provide proof of one of the following:
 - Test of English as a Foreign
 Language (TOEFL) must have
 been written within last two years,
 IBT only. Overall score of 76 with no score lower than 20 in
 Speaking and Listening and no score lower than 18 in Reading and Writing.
 - International English Language
 Testing System (IELTS): Academic
 or General Test must have been
 written within last two years.
 Overall score of 6 with a minimum
 of 6 in Speaking and Listening and
 no score lower than 5.5 in Reading
 and Writing.
 - Canadian Language Benchmark Placement Test (CLB PT) must have been written within last 6 months. Minimum Scores: Listening 7, Speaking 7, Reading 6 and Writing 6.
 - Canadian English Language Proficiency Index Program (CELPIP): Academic or General. Aggregate score of 4L or better, with 4L or better in Speaking and Listening and 3H or better in Reading and Writing.
 - Canadian Academic English Language Assessment (CAEL):

Overall score of 60, with no section less than 50.

Prior to the first clinical component of the program, you must have

- Proof of meeting current immunizations including Hepatitis B and screening for TB.
- A Criminal Record check from the Ministry of Justice. A search which identifies relevant criminal convictions may prevent you from entering clinical or practicum setting components of the program and therefore not eligible to graduate from the program.
- Proof of CPR Level "C", Emergencylevel First Aid and Food Safe Level 1.
 The CPR Level C and Emergency First Aid must be valid throughout enrollment in the Health Care Assistant Program.

Note: The costs of CPR Level C, Emergency First Aid, Food Safe Level 1, immunizations and Criminal Record Check are the responsibility of the student.

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 Health Care Assistant curriculum set forth by the BC Ministry of Advanced Education.

Some seats are available for part-time students. All nine courses must be completed within four years.

	•
HCAP 120	Health and Healing:
	Concepts for Practice
HCAP 125	Health 1: Interpersonal
	Communications
HCAP 130	Health 2: Lifestyle and
	Choices
HCAP 135	Health Care Assistant:
	Introduction to Practice
HCAP 140	Healing 1: Caring for
	Individuals Experiencing
	Common Health Challenges
HCAP 145	Healing 2: Caring for
	Individuals Experiencing
	Cognitive or Mental

Challenges

HCAP 150	Healing 3: Personal Care and
	Assistance
HCAP 195	Practice Experience in Home
	Support and/or Assisted
	Living
HCAP 199	Practice Experience in Multi-
	Level and/or Complex Care

Important notes

- 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 advised a history of back problems may prevent completion of the course or success in finding and maintaining employment. Students are 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 are expected to purchase their own uniform and supplies, provide funds for travel to community agencies, pay for parking, and cover the cost of the CPR Level C, Emergency-level first aid 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 CPR Level C, Emergency-level first aid and the FoodSafe Certificates before the start date of the Health Care Assistant 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 certificates before their clinical experience. The first aid certificate and

- CPR Level C 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 waitlist through the first week of the program. Should an applicant on the waitlist not gain acceptance by that time, he/she must reapply for the next intake for the HCA program.

Upon acceptance to the program, the College will supply official forms to the applicant denoting a complete listing of immunizations, TB and hepatitis B screening, and the health self-assessment, which must 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 HCA students.

Criminal record check

You will have to undergo a criminal record search with the BC Ministry of Justice at the beginning of the program. The cost of this search is your responsibility. A search which identifies relevant criminal convictions may prevent you from entering clinical or

practicum setting components of the program and therefore not able to graduate.

Requirements for graduation

In order to graduate, the student must

- Obtain a minimum grade of "C" in all graded HCAP courses
- Complete all clinical practice Health Care Assistant courses with a satisfactory grade
- Complete all requirements for the Health Care Assistant Certificate within a fouryear time frame.

Re-admission

A student who is unsuccessful in a Health Care Assistant 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 nine courses must be completed in order to receive the HCA Certificate. Re-admission will be administered according to the following priorities:

- A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal maintained an overall grade of "C" or higher, will be accorded first priority;
- A student who has failed an HCA course or who has withdrawn from the HCA course with less than a "C" grade standing in the course will be accorded second priority;
- A student requesting transfer from HCA programs at other institutions will be subject to the above process and will be accorded third priority.

Part-time study

The Health Care Assistant 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 nine courses are completed in a maximum of four years. It is suggested that students enrol in a minimum of two or three 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 process: Part-time students

In the event that part-time seats are oversubscribed, the following will be used as selection process:

- First priority is given to those students who have successfully completed a Health Care Assistant Certificate course in the previous year.
- Second priority is given to those students who have not successfully completed a course in the Health Care Assistant Certificate program.
- 3. Last priority is given to new part-time applicants.

When all of the above processes are exhausted, the final selection will be done randomly.

You might also be interested in . . .

- Community Support Worker Certificate
- Early Childhood Education Certificate
- Practical Nurse Diploma
- Social Service Worker Certificate
- Social Service Worker Diploma
- Social Service Worker (UT) Diploma

Important dates

For the Prince George campus only; contact other campuses for their dates.

Fall term

 Classes: August 28 – December 19 2014

Spring term

- Classes: January 5 May 1, 2015
- Study break: February 14 March 1, 2015
- Preceptorship: May 4 22, 2015

Courses

HCAP 120 Health and Healing: Concepts for Practice

This course provides students with the opportunity to develop a theoretical framework for practice. Students are introduced to the philosophical values and theoretical understandings that provide a foundation for competent practice as an HCA. The course focuses on concepts of caring and person-centred care; basic human needs and human development; family, culture and diversity as they relate to health and healing. Students are also introduced to a problem-solving model that will be critical to their practice.

Prerequisite: Admission to HCA program 3 CR

HCAP 125 Health 1: Interpersonal Communications

This course focuses on the development of self-awareness, increased understanding of others and development of effective interpersonal communication skills that can be used in a variety of care-giving contexts. Students are encouraged to become more aware of the impact of their own communication choices and patterns. They will have opportunity to develop and use communication techniques that demonstrate personal awareness, respect and active listening skills.

Prerequisite: Admission to HCA program 2 CR

HCAP 130 Health 2: Lifestyle and Choices

This course introduces students to a holistic concept of health and the components of a health-enhancing lifestyle. Students are invited to reflect on their own experience of health, recognizing challenges and resources that can impact lifestyle choices. Students are introduced to a model that can be applied in other courses to understand the multi-faceted aspects of health and healing.

Prerequisite: Admission to HCA program 2 CR

HCAP 135 Health Care Assistant: Introduction to Practice

This course provides an introduction to the role of the HCA within the British Columbia

health care system. Students are introduced to the health care team and the roles and functions of HCA within the team. Students will also have opportunities to develop self-reflective skills required for competent practice and will be introduced to effective job-finding approaches.

Prerequisite: Admission to HCA program 2 CR

HCAP 140 Healing 1: Caring for Individuals Experiencing Common Health Challenges

This course introduces students to the normal structure and function of the human body and normal bodily changes associated with aging. Students explore common challenges to health and healing in relation to each body system. Students are also encouraged to explore person-centred practice as it is related to the common challenges to health and, in particular, to end-of-life care.

Prerequisites: Passing grade (60%) in any two of HCAP 120, HCAP 125, HCAP 130, HCAP 135; or with instructor's permission 5 CR

HCAP 145

Healing 2: Caring for Individuals Experiencing Cognitive or Mental Challenges

This course introduces students to challenges in mental or cognitive health. Students will explore concepts and caregiving approaches that will allow them to work effectively with individuals experiencing cognitive or mental challenges. Emphasis is on recognizing behaviours and identifying person-centred interventions strategies.

Prerequisites: Passing grade (60%) in any two of HCAP 120, HCAP 125, HCAP 130, HCAP 135; or with instructor's permission 3 CR

HCAP 150 Healing 3: Personal Care and Assistance

This practical course offers students the opportunity to acquire personal care and assistance skills within the parameters of the HCA role. The course comprises class and supervised laboratory experiences which assist the student to integrate theory from other courses to develop care-giver skills that maintain and promote the comfort, safety and independence of

individuals in community and facility contexts.

Prerequisite: Admission to HCA program 5 CR

HCAP 195

Practice Experience in Home Support and/or Assisted Living

This practice course provides students with an opportunity to apply knowledge and skills from all other courses with individuals and families in a community setting. Opportunity is provided for students to become more familiar with the role of the HCA within a home support agency and gain abilities that will prepare graduates to assume the role of a community health worker.

Prerequisites: Admission to the HCA program. Students must have maintained a 60% average in all other courses to enter and remain in this course.

2 CR

HCAP 199 Practice Experience in Multi-Level and/or Complex Care

This supervised practice experience provides students with an opportunity to apply knowledge and skills from all other courses in the program with individuals in a multi-level or complex care setting. A portion of this clinical experience is devoted to working with individuals experiencing cognitive challenges. Opportunity is provided for students to gain expertise and confidence with the role of the HCA within a continuing care facility. The final two weeks of this course consists of a preceptorship during which the student performs clinical or other professional care-giving procedures in an appropriate health care setting under the immediate supervision of a fully qualified individual.

Prerequisites: Admission to the HCA program. Students must have maintained a 60% average in all other courses to enter and remain in this course.

5 CR

Medical Laboratory Technology Science Diploma

Full-time

Starts January

Fees, entire program: \$18,002 (Year 1: \$9,899; Year 2: \$8,103)

2.5 years (to be completed within 5 years) - 1.5 in the classroom, and 1 on practicum

Prince George

Careers

There's a worldwide shortage of medical laboratory technologists. Help fill the need and enjoy a respected career.

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 the option of completing a Bachelor of Health Sciences from TRU. Post-diploma professional development is also offered locally, provincially, and nationally.

CNC's Medical Laboratory Technology Science Diploma program is fully accredited by the Canadian Medical Association (CMA).

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.

Admission requirements

- 1. Grade 12 or ABE Advanced Certificate.
- 2. The following courses, each with a grade of "C" or higher:
 - English 12 or English 12: First Peoples 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 (for students graduating secondary school prior to 2014)
- Foundations of Math 12 or Pre-Calculus 12 or Math 050 or equivalent (for students graduating secondary school 2014 and later)

Note: Student selection for the program is extremely competitive. "C" is the minimum, but higher grades will improve your chances of being accepted.

- 3. Completion of Self-Report on Suitability form
- Completion of the Medical Laboratory
 Technology Career Investigation Report
 form

Note 1: As part of the selection process, only those applicants who are shortlisted will be interviewed. 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 process following.

Note 2: When you're accepted into the program, you'll have to supply us with documents certifying you have current immunizations and health examinations, and a current first aid certificate. We'll send you more information 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 20% of seats.

Note 4: You will have to undergo a criminal record search with the BC Ministry of Justice at the beginning of the program. The cost of this search is your responsibility. A search which identifies relevant criminal convictions may prevent you from entering clinical or practicum setting components of the program and therefore not able to graduate.

Note 5: The costs of immunizations and criminal record checks are the responsibility of the student.

Selection process

Only selected qualified short-listed applicants will be invited to attend an interview. All students will be selected using the following criteria:

Max. points

- 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.
- 30 credits or more at the postsecondary level, or 1-year equivalency, contributes 2 points
 2.00
- A completed "Medical Laboratory
 Technology Career Investigation Report"
 contributes up to 4 points.
 Note: This is the primary means of selection for the interview.
 4.00
- A completed "Self-Report on Suitability" contributes 1 point.
- Residents of BC or the Yukon will be awarded 1 point.
 1.00
- Persistent interest in the program, as shown by repeated qualified applications, contributes 1 point. 1.00
- 7. The interview contributes up to 5 points. 5.00

Total possible points 18.00

Note: Not all segments of this program are eligible for student loans. Students need to begin financial planning early.

Program outline

•	i rogram outimo		
Semester 1 MLTS 101 MLTS 104 MLTS 105 MLTS 106 MLTS 109 MLTS 113 MLTS 122	17 weeks Medical Terminology Infection Control and Safety Normal Hematology Specimen Collection and Handling General Laboratory Practice Anatomy and Physiology Analytical Principles		
MLTS 142	Microbiology I		
Semester 2 MLTS 115	17 weeks Quality Management		
MLTS 131 MLTS 143 MLTS 155 MLTS 161 MLTS 162 MLTS 166 MLTS 176 MLTS 181	Histotechnology I Microbiology II Immunology Hematopathology Coagulation Clinical Chemistry I Molecular Diagnostics Transfusion Medicine I		
MLTS 143 MLTS 155 MLTS 161 MLTS 162 MLTS 166	Microbiology II Immunology Hematopathology Coagulation Clinical Chemistry I Molecular Diagnostics Transfusion Medicine I		

Microbiology III

Professional Practices

MLTS 153	Fundamentals of Research
MLTS 167	Clinical Chemistry II
MLTS 170	Urinalysis
MLTS 182	Transfusion Medicine II

Semesters 1 – 3 consist of 51 weeks of classroom instruction and related laboratory sessions at CNC. Before continuing to the practicum, you must complete all courses in semesters 1 through 3 with grades of 60% (C) or more.

Practicum	39 weeks
MLTS 230	Histotechnology Theory
MLTS 235	Histotechnology Practicum
MLTS 240	Microbiology Theory
MLTS 245	Microbiology Practicum
MLTS 250	Management Practices
MLTS 260	Hematology Theory
MLTS 262	Hematology Practicum
MLTS 265	Clinical Chemistry Theory
MLTS 266	Clinical Chemistry Practicum
MLTS 270	Specimen Collection
	Practicum
MLTS 280	Transfusion Medicine Theory
MLTS 285	Transfusion Medicine
	Practicum

Note: The practicum is spent applying theory to practice at clinical training sites throughout BC. To ensure a comprehensive practicum, there will be at least one rotation between sites. During the practicum, you can expect to work an average of 40 hours per week (may include early or late shifts and some weekends). Your progress will be evaluated using competency-based objectives and theory exams.

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.

Financial planning and awareness

Please be aware that not all segments of this program are eligible for student loans. Students are required to make significant tuition payments during the program and plan for costs of practicum placements outside of Prince George. Students applying to this program need to begin financial planning early.

Re-admission policy

The Medical Laboratory Technology Science program must be completed within a five-year period. In the event of significant changes to courses or program matrix, students may be required to demonstrate that they have maintained their knowledge and skills for re-entry into the program.

A student who is unsuccessful in an MLTS course once, will be allowed to apply for readmission into the program. Multiple course failures or subsequent failure in the same MLTS course will exclude the student from further study and re-admission into the program; that student may not apply again to the program under the new student category.

Re-admission to the MLTS program is considered on a space available basis and will be administered according to the following principles:

- A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal maintained an overall grade of "C" 60% or higher will be accorded first priority.
- A student who has failed an MLTS
 course or who has withdrawn from the
 MLTS course with less than a "C" 60%
 grade standing in the course will be
 accorded second priority.
- An evaluation of course work completed elsewhere will be necessary for the student requesting a transfer from another accredited MLTS program; the student will then be subject to the above and will be accorded third priority.

You might also be interested in . . .

- Dental Assisting Certificate
- Dental Hygiene Diploma
- Medical Radiography Technology Diploma
- Nursing, Bachelor of Science
- Practical Nurse Diploma
- Science, Associate Degree
- University-level science courses
- University Transfer First-Year Science

MLTS 144

MLTS 150

Important dates

Fall term

- Semester 2 classes: August 11 –
 December 12, 2014
- Study break: October 13 17, 2014

Spring term

- Semester 1 and 3 classes: January 5 May 15, 2015
- Study break: February 16 27, 2015

Practicum

 Semester 3 students: Between June 1, 2015 and May 13, 2016

Courses

All MLTS courses are restricted to students in the Medical Laboratory Technology Science program.

MLTS 101 Medical Terminology

This course gives the student the basic fundamentals of medical terminology in both the written and spoken forms. A good command of the English language with particular emphasis on accuracy in spelling is highly desirable for success in this course. Mastery of word parts and building skills will aid the student in understanding medical terminology.

1 CR

MLTS 104 Infection Control and Safety

This course deals with transmission of microorganisms, immunization practices for health care workers, blood-borne pathogens (Hepatitis and HIV), Standard Precautions, isolation procedures, sterilization and disinfection, safety and WHMIS.

Prerequisites or Corequisites: MLTS 101, 109, 113
1 CR

MLTS 105 Normal Hematology

This course is a study of the production and function of the normal blood cells: erythrocytes, leukocytes and platelets. The laboratory sessions include microscopic evaluation of blood films as well as some of the procedures routinely performed in the clinical laboratory to evaluate blood cells.

Prerequisites or Corequisites: MLTS 101, 104, 106, 109, 113, 122 3 CR

MLTS 106

Specimen Collection and Handling

This course includes information for the collection, handling and transportation of various laboratory specimens to help ensure the quality of laboratory results are covered. Emphasis is on the collection of blood specimens, and practice in venous collection on adults and capillary collection will be provided.

Prerequisites or Corequisites: MLTS 101, 104, 109, 113
1 CR

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.

Prerequisites or Corequisites: MLTS 101, 104 1.5 CR

MLTS 113 Anatomy and Physiology

This course develops 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 is expanded and concepts of pathology introduced.

Prerequisite: Admission to MLTS program 3 CB

MLTS 115 Quality Management

This course is designed to provide individuals with a complete overview of quality patient care. This includes an emphasis on the use of established quality assurance control techniques to validate test results.

Prerequisites or Corequisites: MLTS 101, 104, 106, 109 1 CR

MLTS 122 Analytical Principles

This course focuses on the principles commonly used for quantitative analysis in clinical laboratories. Principles and applications of light measuring systems, and electrochemistry will be discussed. It introduces the student to the principles and applications of light scatter, electrophoresis, chromatography and immunoassay.

Prerequisites or Corequisites: MLTS 101, 104, 106, 109
3 CR

MLTS 131 Histotechnology I

This course provides an introduction to the principles and practices of preparing quality clinical specimens for histological examination. Fixation, decalcification, processing, embedding, and microtomy are presented and practised.

Prerequisites or Corequisites: MLTS 101, 104, 109, 113 2 CR

MLTS 135 Histology

This course provides an introduction to the functional classification of cells, tissue, and organ arrangements. Students learn to recognize the microanatomical structure of cells, tissues, and organs at the microscopic level.

Prerequisites or Corequisites: MLTS 101, 104, 109, 113, 131 1.5 CR

MLTS 136 Histotechnology II

This course provides an overview of the techniques used to determine cellular and non-cellular components for microscopic examination. Students perform some of these techniques and evaluate their results. Prerequisites or Corequisites: MLTS 101, 104, 109, 113, 131, 135

MLTS 142 Microbiology I

This course provides a brief history of the development of microbiology and an overview of microbial forms as well as an overview of bacterial genetics. Emphasis is on morphological, physiological and disease-producing properties, and methods of isolation and identification. Laboratory exercises provide practical experience and complement the theory.

Prerequisites or Corequisites: MLTS 101, 104, 106, 109, 113 3 CR

MLTS 143 Microbiology II

This course is a continuation of Microbiology I.

Prerequisite: MLTS 142

3 CR

MLTS 144 Microbiology III

This course is a continuation of Microbiology II.

Prerequisite: MLTS 143

3 CR

MLTS 150 Professional Practices

This introductory course develops the student's understanding of the importance of effective interpersonal communication skills and teamwork in the health care setting. The diverse needs and human relations posed by health care clients are also explored. Students will also analyze their personal effectiveness related to wellness, conflict, change, and stress management.

Prerequisite: Admission to MLTS program 1 CR

MLTS 153

Fundamentals of Research

This course introduces the student to basic concepts and methodologies of research design. Application of these principles to the medical laboratory technology profession is discussed. Current medical laboratory technology research needs are also explored.

Prerequisite: Admission to MLTS program 1 CR

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.

Prerequisites or Corequisites: MLTS 101,104, 106, 109, 113 1 CR

MLTS 161 Hematopathology

Hematopathology Part I 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. The pathology of blood diseases involving leukocytes as related to the laboratory involvement in diagnosis and treatment are studied in Hematopathology Part II. Special tests used for differential diagnosis are included. This information is applied to the detection of analytical discrepancies and ensuring timely, valid results.

Prerequisites or Corequisites: MLTS 101, 104, 105, 106, 109, 113,122 3 CR

MLTS 162 Coagulation

This course includes the basic theory of hemostasis. Lab sessions include both manual and automated routine tests for coagulation.

Prerequisites or Corequisites: MLTS 101, 104, 106, 122 1 CR

MLTS 166 Clinical Chemistry I

This course provides the knowledge and skills required to perform selected tests for carbohydrates, electrolytes, enzymes and renal and liver functions.

Prerequisites or Corequisites: MLTS 101, 104, 106, 109, 113, 122 3 CR

MLTS 167 Clinical Chemistry II

The knowledge and skills required to perform more advanced testing for electrolyte, enzyme, renal and liver function procedures are covered. Additional knowledge and skills are provided for proteins, therapeutic drugs, drugs of abuse, and endocrine testing.

Prerequisite: MLTS 166 3 CR

MLTS 170 Urinalysis

This course includes learning about macroscopic (chemical) and microscopic

evaluation of urine constituents, the role of the kidney in maintaining homeostasis, as well as the components and procedures of a quality control program. Result correlation and clinical significance of results are discussed.

Prerequisites or Corequisites: MLTS 101, 104, 106, 122 1.5 CR

MLTS 176 Molecular Diagnostics

This course provides the student with an introduction to the principles of molecular diagnostic techniques and 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, 122 2 CR

MLTS 181

Transfusion Medicine I

This course involves the theory of inheritance of blood groups and 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.

Prerequisites or Corequisites: MLTS 101, 104, 105, 106, 109, 113,122,155 2 CR

MLTS 182 Transfusion Medicine II

This course involves the study of immunology, the theory of genetics, blood donations, and 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.

Prerequisite: MLTS 181 3 CR

MLTS 230 Histotechnology Theory

This course reviews and expands the student's theoretical knowledge of

histotechnology through case studies, worksheets, and exams. This course runs concurrently with MLTS 235.

Prerequisite: To progress into year 2, you must pass every year 1 course with at least a 60% grade ("C").

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 2, you must pass every year 1 course with at least a 60% grade ("C").

Corequisite: MLTS 230

3 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 2, you must pass every year 1 course with at least a 60% grade ("C").

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 2, you must pass every year 1 course with at least a 60% grade ("C").

Corequisite: MLTS 240

5 CR

MLTS 250 Management Practices

This course provides a study of health care organizational behaviour including skills required for supervisory/management positions within a laboratory.

Prerequisites: To progress into year 2, you must pass every year 1 course with at least a 60% grade ("C").

1 CR

MLTS 260 Hematology Theory

This course reviews and expands the student's theoretical knowledge of hematology through case studies, worksheets, and exams. This course runs concurrently with MLTS 262.

Prerequisite: To progress into year 2, you must pass every year 1 course with at least a 60% grade ("C").

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 2, you must pass every year 1 course with at least a 60% grade ("C").

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, case studies and exams. This course runs concurrently with MLTS 266.

Prerequisites: To progress into year 2, you must pass every year 1 course with at least

a 60% grade ("C"). Corequisite: 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 2, you must pass every year 1 course with at least a 60% grade ("C").

Corequisite: MLTS 265

5 CR

MLTS 270 Specimen Collection Practicum

Major topics covered are blood collection, safe work practices, and professionalism. Students practise the collection, handling, transportation, and processing of various laboratory specimens to help ensure the

quality of laboratory results. Emphasis is on the collection of blood specimens, and practice in venous collection on adults and capillary collection will be provided.

Prerequisites: To progress into year 2, you must pass every year 1 course with at least a 60% grade ("C").

2 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 includes the principles of immunology, quality control procedures, red blood cell antigens and antibodies, and adverse transfusion reactions. This course runs concurrently with MLTS 285.

Prerequisite: To progress into year 2, you must pass every year 1 course with at least a 60% grade ("C").

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 includes performing quality control procedures, the detection of antigens and antibodies, identifying common red blood cell antigens and antibodies, preparing and issuing blood products, and recognizing and investigating adverse transfusion reactions. This course runs concurrently with MLTS 280.

Prerequisite: To progress into year 2, you must pass every year 1 course with at least a 60% grade ("C").

Corequisite: MLTS 280

3 CR

Medical Radiography Technology Diploma

Full-time

Starts September

Fees, entire program \$18,986 (Year 1: \$9,479; Year 2: \$9,507)

2 consecutive years – alternating terms of theory/labs with clinical placements in the field

Prince George

Careers

A northern Medical Radiography Technologist Program is critical to the continuation and provision of high quality radiographic services and medical care for residents of northern British Columbia

There is a current shortage of medical radiological technologists (MRTs) in the North and throughout the province. Increasing demands for imaging tests, reduced personnel supply, and an aging workforce are all contributing to a crisis in the number of MRTs available to provide crucial medical support.

A provincial and national shortage has been identified by the Canadian Association of Medical Radiation Technologists. Northern British Columbia will feel the effects of this shortage especially, given the general difficulty in recruiting qualified professionals to northern communities

CNC has partnered with the British Columbia Institute of Technology (BCIT) to create a northern Medical Radiography program.

As a medical radiography technologist, you will use computer generated images to aid in making medical diagnoses. A digital image (X-ray) may be for a routine chest or a broken finger or it may form part of the sophisticated examinations used in the detection of heart, blood vessel, or brain abnormalities.

The medical radiography graduate is an imaging technologist who works as part of the health team composed of radiologists, interns, surgeons, MRI technologists, nuclear medicine technologists, sonographers, nurses, laboratory technologists, biomedical technologists, and other specialists.

The program prepares you, under the direction of a medical specialist (radiologist), to work in the following areas

- in the hospital medical imaging department;
- at the patient's bedside:
- in the operating room or Emergency department, and
- in private imaging clinics.

Earning your diploma in medical radiography technology is a base for other certifications, such as advanced radiography certifications and specialized BSc and health administration degrees. These additional qualifications are a key component of health care service.

Clinical placement/Work experience

Students will undertake extensive unpaid work experience at radiography sites during their education. CNC will utilize northern sites in collaboration with Northern Health. Placements will need to ensure students can obtain CAMRT competencies.

Credentials

CNC's program shares curriculum and many resources with BCIT as part of a new provincial model of collaborative delivery. The CNC program grants its own credential and is accredited separately from BCIT.

CNC's MRAD diploma credential and competencies are set by the Canadian Association of Medical Radiation Technologists. CNC's Medical Radiography Technology program is accredited by the Canadian Medical Association (CMA).

Admission requirements

- 1. High school graduation or equivalent
- The following courses, with an average GPA of 3.0 ("B") with no grade lower than a C+) in any of the prerequisite courses
 - English 12 or equivalent
 - Fither:
 - Principles of Math 12 or Applications of Math 12 or equivalent (for students graduating secondary school prior to 2014)

or

- Foundations of Math 12 or Pre-Calculus 12 (for students graduating secondary school 2014 and later)
- Physics 12 or equivalent
- Biology 12 or equivalent
- 3. Completed Self-Report on Suitability
- Participation in a program information session (these will be delivered face-toface or available by electronic means for applicants).

It is highly recommended that required entrance courses be completed within the past six years. If more than six years has elapsed, upgrading the required subjects is suggested. This is due to the heavy emphasis on math and physics in the CNC MRAD curriculum.

March 31 is the deadline to submit application and all qualifying documentation for the September intake of the Medical Radiography Technology Diploma program. The program does accept applications after March 31 if all seats are not filled.

General requirements essential to success for MRT students

- Strong sense of responsibility, caring nature, interest in the well-being of others, excellent interpersonal skills, strong problem-solving skills and good teamwork.
- Aware that MRAD profession is both physically and mentally demanding, and requires individuals to cope well in a stressful environment.
- Maintain a controlled sensitivity to disturbing scenarios such as trauma patients, surgical procedures and symptoms of hospitalized patients.
- Excellent physical fitness and mental acuity; this includes good eyesight and hearing.
- Competent in written and oral English; must be able to accurately follow written requisitions and fast paced verbal directions.
- Computer literacy, such as interacting with various computer operating and software programs (internet browser, email, word processing). This program has a significant percentage of course work delivered via electronic learning platforms such as Moodle. Radiographic images are viewed and shared electronically.

Selection process

Only selected qualified short-listed applicants will be invited to attend an interview. All students will be selected using the following criteria:

Max. points

- The cumulative grade point average of the required English, biology, physics and mathematics courses contributes its actual points – e.g., a GPA of 3.2 contributes 3.2 points. Up to 4.00
- 30 course credits or more at the postsecondary level, or 1-year equivalency, contributes 2 points.
 (Points will be pro-rated for less than

- 30 credits or for less than 1-year equivalency.) Up to 2.00
- 3. Participation in a CNC MRAD program information session. 1.00
- A completed "Self-Report on Suitability".
- 5. 20 hours of volunteer/paid work in a patient/client care environment. 1.00
- 6. Resident of BC or the Yukon. 1.00
- Persistent interest in the program, as shown by repeated qualified applications.
 1.00

Total of points for criteria 1 – 7 determines short-list for interview

- 8. Interview. Up to 6.00
- 9. Completed "Medical Radiography
 Technology Career Investigation
 and Tour". (Note: Clinical tour is
 arranged by MRAD program with
 site after qualified applicant
 interview.)

 Up to 3.00

Total possible points

20.00

Note: Self-identified Canadian Aboriginal applicants who meet the admission requirement by the priority deadline will be given priority for two seats.

Information sessions will be offered throughout the year for interested applicants.

Program requirements once accepted into the MRT program:

- Immunizations these will follow the requirements of BC Health Authorities.
- Upon entry into the program, students must provide documentation of CPR certification, level C (preferred) or Health Care Provider (HCP). CPR online courses are not acceptable. Students are responsible for the costs of CPR certification and for maintaining certification while in the program.
- You will have to undergo a criminal record search with the BC Ministry of Justice at the beginning of the program. The cost of this search is your responsibility. A search which identifies relevant criminal convictions may prevent you from entering clinical or practicum setting components of the program and therefore not able to graduate.
- Successful completion of MRAD 100 Medical Radiography Terminology

(approximately 10 hours of self-directed learning) which has a radiography language focus.

Costs of program requirements are the responsibility of the student.

Selection process for September 2015 intake

Only selected qualified short-listed applicants will be invited to attend an interview. All students will be selected using the following criteria:

Max. points

- The cumulative grade point average of the required English, biology, physics and mathematics courses (with a minimum GPA 3.0 "B", with no course lower than "C+") contributes its actual points – e.g., a GPA of 3.2 contributes 3.2 points. Up to 4.00
- 30 course credits or more at the postsecondary level, or 1-year equivalency, contributes 2 points (Prorate points for less than 30 credits or for less than 1 year)
 Up to 2.00
- 3. Participation in a CNC MRAD program information session. 1.00
- 4. A completed "Self-Report on Suitability".
- 5. Resident of BC or the Yukon. 1.00
- Persistent interest in the program, as shown by repeated qualified applications.
 1.00

Total of points for criteria 1 – 6 determines short-list for interview

9. The interview and a completed
"Medical Radiography Technology
Career Investigation" contributes
up to 5 points

Up to 5.00

Total possible points

15.00

1.00

Re-admission policy

A student who is unsuccessful in a medical radiography course once will be allowed to apply for re-admission to the program. Multiple course failures or a subsequent failure in MRAD 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 MRAD 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:

- A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal maintained an overall grade of "C+" or higher, will be accorded first priority.
- A student who has failed a MRAD course or who has withdrawn from the MRAD course with less than a "C+" grade standing in the course will be accorded second priority.
- A student requesting transfer from another accredited MRAD program will be subjected to the above criteria and be accorded third priority.

September-December

Program outline

Term 1

ICIIII I	depterriber-becerriber
	(15 weeks)
MRAD 101	Radiographic Sciences 1
MRAD 103	Human Behaviour
MRAD 105	Radiographic Anatomy and
	Physiology I
MRAD 107	Clinical Orientation
MRAD 109	Radiographic Procedures 1
MRAD 111	Patient Care
MRAD 113	Physics-Medical
	Radiography 1
MRAD 115	Relational Anatomy and
	Physiology 1
Term 2	January-May
	(20 weeks)
MRAD 120	Clinical Education 1
MRAD 122	Pathology 1
MRAD 124	Radiobiology and Radiation
1VII I/ (D 12-	nadiobiology and nadiation
WIII VID 124	Protection
Term 3	Protection
	0,
	Protection May/June–August (11 weeks)
Term 3	Protection May/June-August
Term 3	Protection May/June–August (11 weeks) Relational Anatomy and
Term 3 MRAD 125	Protection May/June–August (11 weeks) Relational Anatomy and Physiology 2
Term 3 MRAD 125	Protection May/June–August (11 weeks) Relational Anatomy and Physiology 2 Professional Ethics and
Term 3 MRAD 125	Protection May/June–August (11 weeks) Relational Anatomy and Physiology 2 Professional Ethics and Canadian Health care
Term 3 MRAD 125 MRAD 127	Protection May/June–August (11 weeks) Relational Anatomy and Physiology 2 Professional Ethics and Canadian Health care System
Term 3 MRAD 125 MRAD 127	Protection May/June–August (11 weeks) Relational Anatomy and Physiology 2 Professional Ethics and Canadian Health care System CT—Clinical Applications in Computed Tomography
Term 3 MRAD 125 MRAD 127 MRAD 129	Protection May/June–August (11 weeks) Relational Anatomy and Physiology 2 Professional Ethics and Canadian Health care System CT—Clinical Applications in
Term 3 MRAD 125 MRAD 127 MRAD 129	Protection May/June–August (11 weeks) Relational Anatomy and Physiology 2 Professional Ethics and Canadian Health care System CT—Clinical Applications in Computed Tomography August–December
Term 3 MRAD 125 MRAD 127 MRAD 129 Term 4	Protection May/June–August (11 weeks) Relational Anatomy and Physiology 2 Professional Ethics and Canadian Health care System CT—Clinical Applications in Computed Tomography August–December (16 weeks)
Term 3 MRAD 125 MRAD 127 MRAD 129 Term 4 MRAD 230	Protection May/June–August (11 weeks) Relational Anatomy and Physiology 2 Professional Ethics and Canadian Health care System CT—Clinical Applications in Computed Tomography August–December (16 weeks) Clinical Education 2
Term 3 MRAD 125 MRAD 127 MRAD 129 Term 4 MRAD 230 MRAD 235	Protection May/June–August (11 weeks) Relational Anatomy and Physiology 2 Professional Ethics and Canadian Health care System CT—Clinical Applications in Computed Tomography August–December (16 weeks) Clinical Education 2 Radiographic Procedures 2

Term 5	January-May (20 weeks)
MRAD 240	Radiographic Anatomy and Physiology 2
MRAD 241	Radiographic Procedures 3
MRAD 243	Radiographic Sciences 2
MRAD 245	Physics-Medical
	Radiography 2
MRAD 246	Relational Anatomy and
	Physiology 3
MRAD 247	Communication and
	Research Skills
MRAD 248	Pathology 2
MRAD 249	CT - Physical Principles
Term 6	June-August
	(12 weeks)
MRAD 250	Clinical Education 3
MRAD 255	Capstone

Grading system

A passing grade is a minimum of 64%. Any grade below 64% will not be considered a pass.

Financial planning and awareness

Students are required to make significant tuition payments during the program and plan for costs of practicum placements outside of Prince George. Students applying to this program need to begin financial planning early.

You might also be interested in. . .

- Dental Assisting Certificate
- Dental Hygiene Diploma
- Medical Laboratory Technology Science Diploma
- · Nursing, Bachelor of Science
- Practical Nurse Diploma
- University-level science courses
- University Transfer first-year science

Important dates

- Term 1: September 2 December 12, 2014
- Term 2: January 5 May 22, 2015
- · Study break
 - First-year students: February 16 27, 2015
 - Second-year students: One week as designated by CNC Clinical Supervisor
- Term 3: June 1 August 14, 2015
- Term 4: August 24 December 11, 2015
- Term 5: January 4- May 20, 2016
- Term 6: May 30 August 19, 2016

Courses

All MRAD courses are restricted to students in the Medical Radiography Technology Diploma program.

MRAD 101 Radiographic Sciences 1

This course is designed to provide students with the knowledge needed to operate radiographic and accessory imaging equipment in the clinical environment. It covers the technical and physical principles affecting the radiographic image acquisition, processing, display and storage. The curriculum is based on digital imaging environments, however film screen imaging (sensitometric curve) will be used as reference to enhance and build on key concepts. Random computed radiographic images will be used to discuss variables in quality and diagnostic parameters with respect to providing solutions based on technical, equipment, exposure technique or patient influence. The imaging principles of fluoroscopic equipment used in the general imaging department as well as mobile C-arms will be covered. The design, construction, advantages and challenges of producing images with this type of equipment will be discussed in depth. Prerequisite: Admission to MRAD program 4 CR / (3,1)

MRAD 103 Human Behaviour

This course is designed to enhance human relations skills and knowledge base of medical radiography students to support their learning and clinical performance. This

course explores psychological and sociological concepts, research, and applications of relevance to medical imaging technologists in training and in clinical practice. Topics include: skills for interaction and communication; preventing and managing distress in clients and self; working with cultural diversity; dealing with clients' needs associated with age and abilities; mortality; managing interpersonal conflict and harassment. Emphasis is on improving sensitivity and human relations skills in dealing with patients, health care team and self.

Prerequisite: Admission to MRAD program 2 CR / (2,0)

MRAD 105 Radiographic Anatomy and Physiology 1

This course parallels and supports topics presented in MRAD 115. The content is covered in a laboratory environment using digital patient images, and anatomical models. The content provides an in-depth focus of the entire skeleton (except cranium) and the digestive system. Patient images will include sectional presentation where applicable. This course also provides the anatomical information required for MRAD 109, positioning and critique laboratory sessions.

Prerequisite: Admission to MRAD program 2 CR / (0,2)

MRAD 107 Clinical Orientation

This course introduces the student to the clinical environment through online delivery of theory and visual presentation. Topics include essential elements of the general imaging department such as workflow, patient and departmental documentation, the role of the technologist in the workplace and their relationship with patients and other healthcare members. This includes acceptable behaviour and professionalism in the imaging department. The student will become familiar with hospital/department administrative levels, workplace safety regulations, incident/abuse reporting procedures and medical information documentation requirements. Students are prepared for their first clinical experience through an understanding of radiation protection procedures and regulations concerning all members of the workplace. Prerequisite: Admission to MRAD program 1 CR / (1 0)

MRAD 109 Radiographic Procedures 1

This course is the first of three focusing on patient care, medicolegal documentation, image production and diagnostic quality. This course provides the theory and skills required to perform basic imaging procedures of the axial (vertebrae and thoracic cage) and appendicular skeleton (excluding skull), chest and abdomen. In addition, students cover the positioning requirements and patient care associated with gastrointestinal system examination. Emphasis is placed on problem solving for atypical patients and their specific physical, emotional and psychological needs. The theory is supported by various laboratory settings and hands-on experiences to prepare for the clinical practice. Prerequisite: Admission to MRAD program

Prerequisite: Admission to MRAD program 8 CR / (6,6)

MRAD 111 Patient Care

Students in this course gain knowledge and skills for patient care as required prior to, during and post-imaging exams. They are introduced to imaging accessory equipment and patient support equipment used in the operating room, patient's room and the emergency/trauma areas. Students gain skills in preparing sterile surgical trays, injectable medication, application of oxygen supply, ECG leads and intravenous lines. Students will also focus on the atypical patient. Through the study of various patient disability scenarios (physical, mental and emotional), students will plan patient specific care models. This course provides the knowledge and skills to effectively manage patients during imaging procedures for the post-surgical patient, critical/trauma patient and those with life lines and tube attachment. It will also provide the theory and practice for assessment of patient vital signs such as temperature, pulse, respiration and oxygen saturation levels. The skills required for the delivery of contrast media for urinary and gastrointestinal examinations such as catheterization and enema will be covered. Theory is supported with supervised laboratory activities designed to give students opportunities to apply their critical thinking and manual skills to a variety of patient care situations.

Prerequisite: Admission to MRAD program 4 CR / (2,2)

MRAD 113

Physics - Medical Radiography 1

This introductory level course emphasizes the application of physical phenomena in medical radiography. Topics include structure of matter, electromagnetic radiation, electrostatics, direct and alternating current circuits, magnetism, and production of X-rays. The physics of X-ray tubes and the X-ray generator components, including heat dissipation, are also discussed. Students will relate the production of radiation to a resultant radiographic image. Also discussed are radiation exposure factors/setting and their direct effect on image diagnostic quality. Prerequisite: Admission to MRAD program 5 CR / (3,2)

MRAD 115

Relational Anatomy and Physiology 1

This course is the first of three consecutive courses examining normal human structure and function. Three approaches to anatomy are utilized: first, an examination of selected body systems, followed by a regional approach, relating components of these systems to nearby organs. Finally, the systems and regional viewpoints are integrated into a sectional imaging approach, viewing parts of the body in all three fundamental body planes, and in oblique planes where appropriate. Conventional anatomic presentations are supplemented by images obtained from a variety of diagnostic medical imaging technologies.

Prerequisite: Admission to MRAD program 4 CR / (4,0)

MRAD 120 Clinical Education 1

This is the first of three clinical education courses. Students are provided with ample opportunities to apply their patient care and patient positioning skills. With this extended term, students will attain both competency and confidence in the imaging workplace. The primary focus is for patient examinations of the entire skeleton (except cranium), chest, abdomen, and gastrointestinal contrast studies. Students are scheduled in all areas related to patient imaging practice such as general imaging department, acute/trauma areas, operating room, patient wards and outpatient clinics. Patient competency evaluations will be performed on ambulatory and patients with low medical acuity.

Prerequisite: All MRAD Term 1 courses 22 CR / (0,28)

MRAD 122 Pathology 1

This online course provides an introduction to general pathology and specifics of bone pathology. Students study commonly occurring bone fractures seen in the clinical environment. Emphasis is placed on recognition of fractures and subsequent changes to required patient care and exposure factors. The theoretical component are supported by images demonstrating normal and pathological presentations.

Prerequisite: All MRAD Term 1 courses 2 CR / (1.5,0)

MRAD 124

Radiobiology and Radiation Protection

Students will gain a knowledge of radiation biology so they can apply effective radiation protection measures to patients, personnel and members of the public; in meeting the entry to practise competencies of the CAMRT, for radiation, health and safety in radiology. The first part of this course deals with a rationale for radiation protection and the fundamental concepts of radiobiology through a discussion of radiation interaction with tissue, radiosensitivity, and early and late effects of radiation. In the second part of the course, current standards for radiation protection are introduced. The course concludes with a discussion of the Canadian Radiation Protection Safety Code, SC-35, on topics defined by the CAMRT competencies and how they relate to the factors affecting dose to patients, personnel and members of the public. All radiation protection codes covered in this course will be those for Canada and not for the United States as described in Stewart Bushong's textbook on Radiologic Science.

Prerequisite: All MRAD Term 1 courses 2 CR / (1.5,0)

MRAD 125

Relational Anatomy and Physiology 2

This course is the second of three consecutive courses examining normal human structure and function. It is available online after completion of the first clinical experience in term 2 of the program. This online course takes up where MRAD 115 ended, with an examination of organ systems located primarily in the abdominopelvic cavity. These include the kidneys and

urinary tract, and reproductive systems of the adult male and female. Emphasis is placed on the gross anatomy, location and anatomical relationships among component organs within the cavity. Microscopic structure and physiological function are discussed where appropriate.

Prerequisite: MRAD 115 and MRAD 120 4 CR / (5,0)

MRAD 127 Professional Ethics and Canadian Health Care System

The student explains current and emerging issues in the Canadian health care system such as organizational change, resource management, departmental operation and professionalism in the workplace. The student evaluates ethical issues as encountered in current health care environment relevant to application of their Professional Code of Ethics, Canadian health care principles versus patient's rights, cultural and ethnic implications for treatment, socio-economic implications on health care, and public versus private health care access.

Prerequisite: Admission to MRAD program 2 CR / (3,0)

MRAD 129 CT – Clinical Applications in Computed Tomography

This online course provides students with the basic skill set to perform common and specialized CT scan examinations. Emphasis is placed on practical application and theoretical concepts of CT imaging. Students will cover the patient care requirements and image acceptability criteria. Class discussions/blogs will bring relevance of theory to examinations currently performed in the clinical environment. Students focus on basic CT scan protocols for the head, neck, chest, abdomen and pelvis, spine and extremities. Commonly occurring pathologies are described and identified with supporting images and referenced to normal presentations.

Prerequisite: MRAD 120 3 CR / (4,0)

MRAD 230 Clinical Education 2

This is the second of three clinical education courses. Students build on their previous clinical experience by focusing on higher acuity patient cases. Term objectives 72 Health sciences College of New Caledonia

will remain on examinations of the entire skeleton (except cranium), chest, abdomen, and gastrointestinal contrast studies. Students are scheduled in all areas related to patient imaging practice such as general imaging department, acute/trauma areas, operating room, patient wards and outpatient clinics. In addition, students are directed to start their required Bone Mineral Densitometry, Mammography and CT Scan rotation. This includes performing CT Scans of the head, thorax, abdomen/pelvis and spine.

Prerequisite: MRAD 120 and all MRAD Term 3 courses

19 CR / (0,28)

MRAD 235 Radiographic Procedures 2

This course introduces the student to the fundamentals of specialized and interventional procedures in medical imaging. Students focus on the anatomical and radiographic presentation for specific procedures, including cerebral and renal angiography, angioplasty, embolizations, stent insertions and AIFs. The curriculum also identifies commonly used surgical instruments, angiography catheters, contrast media and relevant technical exposure factors relative to specific procedures. This course also covers routine examinations for mammography, female reproductive and bone mineral densitometry (BMD) studies. It includes patient care, equipment, common pathologies, normal and variant results for each of these procedures. The curricula is illustrated and delivered through online learning modules, online demonstrations, audio-visual aids and student projects.

Prerequisite: MRAD 109 2 CR / (1.5,0)

MRAD 237 Inter-professional Health Practice

Students are introduced to complementary imaging and related health disciplines such as nuclear medicine, sonography, magnetic resonance, health records (patient files) and medical laboratory. Each of these professions contributes to the patient's overall diagnosis and treatment planning. Information from these areas will be correlated to fully understand the patient's medical circumstances. Although the curricula is cursory, it will provide insight and understanding amongst the professional staff.

Prerequisite: Admission to MRAD program 2 CR / (1.5,0)

MRAD 240 Radiographic Anatomy and Physiology 2

This course parallels and emphasizes topics presented in MRAD 246. The course content is covered in a laboratory environment using digital patient images and anatomical models. The content provides an in-depth focus of the cardiovascular, nervous (CNS) and respiratory systems, cranium, neck and thorax. Patient images will focus mainly on sectional presentation. In addition, sectional images of the spine, abdomen and pelvis will be included. Students study the key anatomical structures and features of sectional anatomy as used by several disciplines such as Computed Tomography Scanning and Magnetic Resonance. This course also has significant importance for the understanding and success of several courses such as Radiographic Procedures 3, Pathology 2nd CT Clinical Application. Prerequisite: MRAD 105 and MRAD 125 2.5 CR / (0,2)

MRAD 241 Radiographic Procedures 3

This course is a continuation of Radiographic Procedures 1 and 2. Students build on their core knowledge from previous courses and clinical practica. The main focus is on specialized examinations of the skeleton and joints (e.g. hips, shoulder girdle, scoliosis exams) to include cranium and contrast studies. In addition, students study the radiographic examinations of the complete urinary system. Students are challenged to apply their existing knowledge and clinical experience to imaging studies of emergency/trauma and operating room procedures. Students continue to build their skills in critiquing images for diagnostic and technical acceptability. A requirement for this course is to develop a radiographic exposure chart for various anatomical areas. This chart will reflect requirements of normal versus atypical patient anatomy. The theory is supported by various laboratory activities and hands-on experience to prepare for their final clinical practicum.

Prerequisite: MRAD 230 and MRAD 235 8 CR / (3,5)

MRAD 243 Radiographic Sciences 2

This course is divided into two parts. Part A explores the structure and function of specialized X-ray tubes including recent innovations in X-ray tube technology, mammographic imaging, digital flat-panel radiography, digital mammography, including digital tomosynthesis of the breast, digital fluoroscopy, and Picture Archiving and Communication Systems (PACS), including the goals of Integrating the Healthcare Enterprise (IHE).

Part B describes the concepts of Total Quality Management (TQM), Continuous Quality Improvement (CQI) and the elements of Quality Assurance (QA) and Quality Control (QC) in radiology. In particular, QC tests are discussed for filmscreen systems, digital imaging systems including digital radiography, fluoroscopy, mammography, and bone mineral densitometry systems, with particular reference to Safety Code 35.

Prerequisite: MRAD 101 4 CR / (3.0)

MRAD 245

Physics — Medical Radiography 2

This course emphasizes the application of physical phenomena in medical radiography. Topics include electromagnetic spectrum, nuclear reactions and radioactive decay, mechanisms of attenuation and their effects on radiation production. The elements of image production and quality are discussed relevant to quantum noise, spatial resolution and Nyquist theorem. Students cover the use of solid state physics, detectors and analog to digital converters in modern imaging equipment. In addition, the physics of CCD cameras, photo stimulable phosphor plates and other X-ray detectors will be discussed. This course requires students to perform precise measurement, graph plotting and data interpretation.

Prerequisite: MRAD 113 5.5 CR / (2,2)

MRAD 246

Relational Anatomy and Physiology 3

This course is the last of three consecutive courses examining normal human structure and function. It is delivered in classroom format during the final academic term of the program. Physiology is presented where it is relevant to, and contributes to an understanding of structure, the relationships among adjacent organs, to fundamental

body processes, functional diagnostic imaging procedures and important clinical considerations. The course begins with an examination of the cardiovascular, lymphatic and respiratory systems.

The course then turns to study of the head and neck, commencing as usual with a systems approach. The remaining part of the course focuses on the sectional anatomy of the head and neck using images in all three fundamental body planes and the more oblique transverse planes conventionally used when assessing the skull and brain.

Prerequisite: MRAD 125

4 CR / (3,0)

MRAD 247

Communication and Research Skills

As a Medical Imaging Technologist, you will be professionally communicating on many technical and interpersonal levels with colleagues and other medical personnel, clients, and patients. MRAD 247 introduces you to the research and workplace communication skills you require to be successful in your career. Skills in assessing the needs of audiences and situations are fundamental in deciding what information to provide and how to say it in a way that will be understood and well received. In this course you will initiate and complete a research paper related to medical imaging and present your research as an oral presentation to your fellow students and instructors.

Prerequisite: Admission to MRAD program 2.5 CR / (2,0)

MRAD 248 Pathology 2

This online course builds on Pathology 1 by providing theory describing complex bone pathologies resulting from trauma and disease. Emphasis is placed on discerning between benign versus malignant bony pathologies. The main focus of this course is commonly occurring pathological processes and their radiographic presentations of the following anatomical systems: respiratory, gastrointestinal, urinary, mammary, cardiovascular, nervous, lymphoreticular and endocrine.

Prerequisite: MRAD 122

4 CR / (2,1)

MRAD 249

CT - Physical Principles

This course deals with the physical principles and technological aspects of Computed Tomography (CT). First, the physical principles are described followed by a description of data acquisition concepts, and the fundamentals of image reconstruction. The major components of a CT scanner are outlined and image manipulation of the CT image will be described. Secondly, the technical principles of multi-slice CT (MSCT) systems including evolution of MSCT systems, physical principles and equipment are explained. Important concepts such as multi-row detector technology and associated electronics and pitch will be elaborated. The major considerations in addressing the connection of the CT scanner to a Picture Archiving and Communication System (PACS) are highlighted. The course concludes with an overview of image quality, radiation dose and quality control (QC) aspects and specific quality tests for CT.

Prerequisite: MRAD 129

2.5 CR / (2,0)

MRAD 250 Clinical Education 3

This is the last of three clinical education courses. Students refine their previous clinical experience by focusing on high acuity patient cases. Term objectives will remain on examinations of the entire skeleton (including cranium), chest, abdomen, and gastrointestinal contrast studies. Students are scheduled in all areas related to patient imaging practice such as general imaging department, acute/trauma areas, operating room, patient wards and outpatient clinics. In addition, students are directed to complete their required Bone Mineral Densitometry, Mammography and CT Scan rotation. This includes performing CT scans of the head, thorax, abdomen/pelvis and spine.

Prerequisite: MRAD 230

15 CR / (0,29)

MRAD 255 Capstone

This course builds upon the core curriculum and provides the opportunity for students to integrate and synthesize the knowledge, skills, judgements and attitudes gained through the various CNC Medical Radiography courses and clinical practice

sessions. Students use a variety of academic learning tools to solidify knowledge and further develop critical thinking skills towards making informed decisions in the clinical setting. Through guided self-study and assessments, the student develops effective study skills to prepare for the CAMRT certification examination and improve the necessary analytical skills required in the clinical setting.

Prerequisite: MRAD 230 and all term 5 courses

3 CR / (3.5,0)

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Nursing, Bachelor of Science

(Northern Collaborative Baccalaureate Nursing Program (NCBNP))

Full-time or part-time

Starts September

Fees, two years: \$10,871

(Year 1: \$3,959; Year 2: \$6,912)

Four years total

Prince George and Quesnel

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 contact a CNC Academic Advisor.

Admission requirements

Applicants must

- meet UNBC admission requirements;
- have completed the equivalent of the following BC secondary school courses with a minimum "C+" (67%) in each course:
 - one of Foundations of Mathematics 11 or Pre-Calculus 11 or Principles of Math 11
 - Chemistry 11
 - English 12;
- Have completed Biology 12 with a minimum "B" (73%) within five years prior to the semester of admission to the Northern Collaborative Baccalaureate Nursing Program.

Admission requirements: Licensed Practical Nurse (LPN) access

Licensed practical nurses who are applying for admission to the NCBNP must

- Meet all Northern Collaborative Baccalaureate Nursing Program admission requirements
- Be a graduate of a practical nursing program recognized by the College of Licensed Practical Nurses of BC (CLPNBC) since 1994
- Have current practicing or be eligible for practicing registration with the CLPNBC
- Have practised as an LPN for a minimum of 1,700 hours in a patient care setting during the
 last four years, or graduated from a BC practical nursing program within the year of
 application. Proof of worked hours must be submitted with application and can be obtained
 from employers

LPN applicants will be assessed on an individual basis and may be eligible for up to a maximum of 27 transfer credit hours of nursing courses.

Applicants who have completed a BC Practical Nursing Certificate prior to 1994, or have completed a certificate or diploma from a program outside of BC, may not be exempt from any of the first- or second-year nursing courses.

All successful LPN applicants must meet individually with the advisor at the institution to which they are applying in order to be referred to the Associate Dean of Health Sciences for transfer credit and proficiency assessment.

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.

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 National Council Licensure Examination (NCLEX-RN) 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:

- Practise with cultural sensitivity
- Practise with awareness of particular health needs of northern populations
- Practise 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
- Practise 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
- Practise effectively within collaborative interdisciplinary and intersectorial health care teams

- Demonstrate critical thinking skills and effective clinical decision making
- Demonstrate skills of a self-directed learner
- Meet professional practice requirements as identified in Standards for Nursing Practice in British Columbia
- NCBNP students will meet professional practice requirements as identified in the CRNBC's "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 31. Applications received
after the deadline may be reviewed based
on available space in the program.

Individuals who apply by March 31 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.

Word-processing and Internet experience are necessary for all applicants.

General requirements for nursing students

Health self-assessment, immunization, and CPR certification

To attain competencies in the context of entry-level registered nursing practice in BC, students need certain basic skills and abilities. Therefore, all students who apply to the NCBNP program must demonstrate the capacity to meet the requisite skills and abilities set out by the College of Registered Nurses of British Columbia (CRNBC). These

skills and abilities are listed on the CRNBC website at www.crnbc.ca

All students accepted into the NCBNP are sent documentation and information regarding immunization policies. Once accepted into to the program, all students must submit:

- A record of immunization status. The following immunizations are strongly recommended and the current status of each is to be submitted:
 - Diphtheria, tetanus, poliomyelitis, measles, mumps, rubella, hepatitis B and varicella.
 - A Mantoux test (PPD) for tuberculosis
 - Meningococcal C conjugate for those born on or after January 1, 1988
 - Yearly Influenza vaccine. Submission deadline to be announced annually based on release date of vaccine.

Completed immunization forms must be submitted to the Admissions Office at the institution the student is currently attending prior to Sept 30 in the first year of attendance. Failure to do so may result in the student not being allowed to practise in the clinical setting.

 Documentation of CPR certification, level C, which must be successfully maintained throughout the program.
 Proof of CPR certification (and recertification, as needed) must be submitted prior to commencement of classes.

CPR must be recertified every two years regardless of expiry date on the card.

Criminal record search

You will have to undergo a criminal record search with the BC Ministry of Justice at the beginning of the program. The cost of this search is your responsibility. A search which identifies relevant criminal convictions may prevent you from entering clinical or practicum setting components of the program and therefore not able to graduate.

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

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Prince George. Provision for all travel, accommodation, and living expenses associated with required clinical practice is the sole responsibility of the student.

Qualification for degree

It is the responsibility of the student to ensure that his/her degree requirements are met. Graduation requirements are found in the Regulations and Policies section of the UNBC calendar. To fulfill the requirements of graduation, the student must

- Attain a minimum cumulative GPA of 2.33 (C+) on courses for credit towards the degree
- Obtain a minimum passing grade of 2.0
 (C) in all courses for credit towards the degree with the exception of PSYC 101 and any non-NURS electives
- Complete satisfactorily all clinical practica components of 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 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 non-collaborative
partner 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.

Letter of Permission

Once admitted to the Nursing Program, students who want to take course work at other institutions for transfer credit towards the degree require a letter of Permission prior to registration in the course. A student who has committed an academic offense may be denied a Letter of Permission for subsequent course work. Students who complete courses without having first obtained a Letter of Permission risk not having those courses accepted for transfer credit. Students should contact the Nursing Advisor at the institution they are currently attending for further information. (Refer to Academic Regulation 19 in the UNBC calendar).

Part-time studies

Subject to course availability, the NCBNP may be taken on a part-time basis. However, students may be required to enrol full-time during a portion of their program.

Withdrawal from the nursing program

Students who voluntarily withdraw from the nursing program must notify CNC Counselling and Advising, and will be required to apply in competition for readmission after the lapse of up to three semesters and on a seat availability basis. If students fail to notify CNC Counselling and Advising, 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 clinical practicum component of a nursing course is mandatory. Students who do not complete their total required practicum experience hours will be at risk for failure. Any time a student cannot attend practicum due to

unforeseen circumstances, the student must contact his/her clinical instructor and clinical area with as much notice as possible. The opportunity to make up missed clinical time is not guaranteed and may only be granted for extreme extenuating circumstances. Clinical placements may feature day and/or evening shifts on weekdays and/or weekends.

All clinical practica components of nursing courses will be assessed as Satisfactory (S) or Fail (F).

Academic performance

Students must adhere to all policies and regulations of the institution(s) where they are registered for courses. This requirement includes, but is not limited to, matters related to academic appeals and academic dishonesty. Progression through the program is governed by guidelines on academic standing and continuance. Probation guidelines are governed by UNBC.

Students must obtain the minimum passing grade for all required Nursing and Health Sciences (NURS, HHSC or equivalent) courses as defined under "Qualification for Degree."

Students are required to withdraw from their respective Nursing programs if they have two instances of not meeting the minimum passing grade requirement, either in the same Year or in two consecutive Years in any combination of the following:

- NURSE theory and/or practice courses
- Required HHSC courses
- Equivalents of the above

A "Year" is comprised of all the mandatory NURS and HHSC (or equivalent) courses in a given Level (e.g., Year 1 would include all 100 level courses listed under the Lower Division requirement in the Calendar) regardless of how long it takes the student to complete the courses. Students who are required to withdraw in Year 1 or 2 may reapply to the NCBNP after a minimum of 1 year. Those required to withdraw in Year 3 or 4 (including RNCP and Post-Diploma students) may reapply after 3 years. For NCBNP students, assessments are performed on an individual basis by a joint committee of the UNBC School of Nursing, NWCC, and CNC with no guarantee of readmission. Students who are readmitted must begin the Program at Year 1 and

repeat all NURS and HHSC (or equivalent) courses. Any reapplications to the RNCP and Post-Diploma are assessed by the UNBC School of Nursing.

Students may be removed from a clinical setting due to "unsafe or unprofessional" performance/conduct, and may receive a grade of "F" in the clinical component of the course. When a student receives a grade of "F" for the clinical component of a course, the overall course grade will be computed on the basis of the grade achieved in all other components of the course, to a maximum grade of "C-".

Students who withdraw from more than one NURS and/or HHSC course (or equivalent) in an academic year will be required to meet with the Program Coordinator at the institution they are currently attending to discuss whether the student is suited to continue in the program. Consultation must occur with and permission be granted by the Program Coordinator before the student will be allowed to register in subsequent courses.

Standards of professional conduct

Any conduct that violates the ethical or legal standards of the institution at which the student is currently registered, particularly those related to academic dishonesty, is a serious offense. Academic misconduct and/or professional misconduct may result in the student being required to withdraw from the respective Nursing program and possibly the College and University. Satisfactory academic performance is not the sole criterion for progression or graduation. The School of Nursing and the NCBNP institutional partners reserve the right to require a student to withdraw from the student's respective program if the student is considered to be unsuited to proceed with the study or practice of nursing.

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.

Course numbers for years 1 and 2 refer to CNC (Prince George/Quesnel). Course numbers for years 3 and 4 refer to UNBC.

Year One

ANTH 101	Introduction to Socio-
	Cultural Anthropology
BIO 105	Basic Microbiology
BIO 111	Human 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 215	Nursing Care of the Adult
MATH 104*	Introduction to Statistics
	(recommended)

*MATH 157 or PSYC 201 also meet statistics requirements.

Intersession 1

NURS 220	Extended Clinical Practicum
	1

(4 weeks, supervised, 32.5 hours per week)

Year Three (offered at UNBC)

NURS 304	Introduction to Nursing
	Knowledge
NURS 306	Introduction to Epidemiology
NURS 308	Ethics and Law in Nursing
NURS 312	Mental Health Nursing
	Practice
NURS 313	Nursing Practice — Older
	Adult
NURS 315	Clinical Practicum: Mental
	Health
NURS 316	Clinical Practicum: Older
	Adult
NURS 317	Maternity Nursing Theory
NURS 318	Pediatric Nursing Theory
NURS 321	Maternity Nursing Clinical
NURS 322	Pediatric Nursing Clinical

Intersession 2 (offered at UNBC)

NURS 329	Third-Year Objective
	Structured Clinical
	Examination
NURS 330	Extended Clinical Practicum
	· ·

Year Four (offered at UNBC)

NURS 403	Introduction to Nursing
	Research
NURS 408	Nursing Leadership Seminar
NURS 415	Introduction to Community
	Health and Nursing
NURS 416	Clinical Practicum:
	Community Nursing
POLS 403	Social and Health Policy and
	Administration

Focus area theory course - 3 credits

Focus area practicum course - 5 credits

Focus areas — At least one of the following areas of clinical focus:

Acute Care Nursing (NURS 426 & NURS 443); Rural Nursing (NURS 424 & NURS 442); First Nations Health & Nursing (NURS 422 & NURS 441); Community Health Nursing (NURS 420 & NURS 440); Mental Health Nursing (NURS 432 & NURS 444); or Maternal and Child Nursing (NURS 434 and NURS 445)

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 (100level 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, three in first year and one in second

You might also be interested in . . .

• Dental Hygiene Diploma

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- Medical Laboratory Technology Science Diploma
- Medical Radiography Technology Diploma
- Practical Nurse Diploma

Important dates

For the Prince George campus only; contact other campuses for their dates.

Fall term

Classes: September 2 – December 12,
 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Intersession

Classes: April 27 – May 24, 2015

Courses

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.

Note: For third- and fourth-year courses, consult the UNBC Calendar.

ANTH 101 UT Introduction to Socio-Cultural Anthropology

Socio-cultural anthropologists examine social patterns and practices across cultures, with a special interest in how people live in particular places and create meaning. The goal of this course is to provide students with a basic understanding of the fundamental concepts used by anthropologists in the study of human behaviour. Topics include the anthropological perspective, research methods, economies, expressive culture, religion, kinship and social relationships, illness and healing, and organization and power. Examples will be drawn from a variety of societies.

3 CR / (3,0)

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 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 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)

MATH 104 UT Introduction to Statistics

This course provides a basic knowledge of statistical methodology. Topics include descriptive statistics, elementary probability theory, probability distributions, sampling, and some standard concepts and techniques of statistical inference, correlation, and linear regression.

Applications to a wide variety of problems are emphasized.

Prerequisite: Math 11 or Math 045 or

Applications of Math 12

Prerequisite: Effective Fall 2014 intake Foundations of Math 11 or Pre-calculus 11

or, MATH 045, or equivalent

3 CR / (4,0)

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 are 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)

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.

Prerequisites: NURS 101, NURS 102, BIO 111, BIO 112 with a grade of "C" or higher in each course

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 agerelated differences involved in each process.

Prerequisites: BIO 105, BIO 111, BIO 112 with a grade of "C" or higher in each course 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, childrearing, and caring for an elderly parent is included.

Prerequisites or Corequisites: NURS 101, NURS 102 with a grade of "C" or higher in each course

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.

Prerequisites: BIO 111, BIO 112 with a grade of "C" or higher in each course 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 is by permission of the Associate Dean of Health Sciences.

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 is by permission of Associate Dean of Health Sciences.

3 CR / (3,0)

NURS 215

Nursing Care of the Adult

This course examines principles and practices of nursing adults with health problems. The focus is on the acquisition and application of knowledge in planning, implementing and evaluating the nursing care of clients requiring medical and surgical intervention. Holistic health care of individuals is highlighted. The course includes laboratory instruction in psychomotor skills. The clinical practicum enables the student to integrate theory and skills needed to provide nursing care.

Prerequisites: NURS 101, NURS 102, BIO 105, BIO 111, BIO 112 with a grade of "C" or higher in each course

Prerequisites or Corequisites: NURS 201, NURS 202 with a grade of "C" or higher in each course 8 CR / (3,2,12)

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 practica with the adult and will occur in various settings in northern BC. Restricted to students in the NCBNP. Prerequisites: NURS 101, 102, 201, 202, 203, 204, 205, 206, 215 with a grade of "C" or higher in each course 5 CR / (0.0,32.5)

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)

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Nursing Unit Clerk Citation

Part-time

October 7, 2014

Fees, entire program: \$4,365

405 hours

Prince George (Continuing Education)

Careers

This program prepares you to 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 University Hospital of Northern BC 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.

This program is a prerequisite for employment as an NUC at most regional hospitals throughout British Columbia.

Admission requirements

- 1. Successful completion of English 11, English 045 or equivalent.
- Successful completion of CNC's Medical Terminology course or approved equivalent, taken within the past five years.
- 3. Keyboarding skills of 35 wpm.

General requirements

- 1. Proof of application for a criminal record search.
- 2. Appropriate immunization, as established by Northern Health, before starting the practicum.

As well, familiarity with the Windows environment is recommended.

Program outline

CENR 170 Communication Skills for the Nursing Unit Clerk

CENR 171 Patient Chart Records

CENR 172 Admissions, Discharges, and Transfers
CENR 173 Pharmacology Medication Orders I

CENR 174 Pharmacology 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

- Applications open: March 31, 2014
- Tuition payment deadline: August 29, 2014

2014-15 CNC program guide and course calendar version 15.03.26

Program dates

- Theory: October 7, 2014 July 4, 2015
- Practicum: July September, 2015

Courses

CENR 170 Communication Skills for the Nursing Unit Clerk

This course is an introduction to the role of the nursing unit clerk, and its history. The role of the nursing unit clerks, as part of the health care team and their interaction with other departments will be learned. In addition students 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 is examined. Various methods used by the nursing unit clerk to communicate with other departments and staff members will also be learned. (18 hours)

CENR 171 Patient Chart Records

This course introduces 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 learn to recognize each form, the uses of each form and the placement within the patient's chart. They learn the chart order and the nursing unit clerk's responsibility regarding the maintenance of the precise order. (18 hours)

Prerequisite: CENR 170 with a "B" grade or higher

CENR 172

Admissions, Discharges and Transfers

The student learns refined and expanded applications of the topics introduced in CENR 171. 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: CENR 171 with a "B" grade or higher

CENR 173

Pharmacology Medication Orders I

Students in this course 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 are introduced to the students. Students practise transcribing medication orders onto the records, learn how to use the Compendium of Pharmaceuticals (CPS), and introduced to vocabulary specific to pharmacology. (30 hours)

Prerequisite: CENR 172 with a "B" grade or higher

CENR 174

Pharmacology Medication Orders II

The student will further study the topics introduced in Pharmacology I. Students learn about drugs that affect the nervous, endocrine, and respiratory systems and about topical medications. Students continue to practise 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: CENR 173 with a "B" grade or higher

CENR 175 Laboratory Orders

In this course, students learn about the laboratory including its various subdepartments such as haematology, chemistry, and microbiology, etc. Students 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. Students also briefly review the role of the Provincial Laboratory and the Cancer Control Agency of British Columbia (CCABC) in patient testing and treatment. (45 hours)

Prerequisite: CENR 174 with a "B" grade or higher

CENR 176

Diagnostic Orders

Students learn about 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: CENR 174 with a "B" grade or higher

CENR 177 Surgical Orders

Students will learn processes related to surgical orders and the various categories used when people are scheduled for surgery. Students will learn forms specific to the Operating room, PAR, the OR slate and Home Care Referral. (30 hours)

Prerequisite: CENR 175 with a "B" grade or higher

CENR 178

higher

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: CENR 171 with a "B" grade or

CENR 179

Nursing Unit Clerk Practicum

In this practicum portion of the Nursing Unit Clerk program, students are placed with experienced full-time or regular part-time nursing unit clerks at University Hospital of Northern BC. Students have the opportunity to apply all of the skills they have learned. The practicum placement is scheduled for 159 hours; however, students may successfully complete the required components in less time. (Up to 159 hours) Prerequisite: CENR 178 with a "B" grade or higher

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Practical Nurse Diploma

Full-time

Starts September

Fees, entire program: \$11,733 (Year 1: \$7,539; Year 2: \$4,194)

Two years

Prince George

Careers

After licensing, graduates can work in health-care settings such as hospitals, nursing homes, rehabilitation centres, doctors' offices, clinics, occupational health units, community nursing services and private homes.

Admission requirements

All applicants must have completed the following courses or equivalent:

- Successful completion of Grade 12 or ABE/CCP Advanced Certificate or mature student status
- 2. BIO 130 with a grade of "C+" or higher.
- 3. English 12 or Engl 050, with a grade of "C+" or higher.
- 4. One of Foundations of Math 11 or Pre-calculus 11, or Principles of Math 11, or Math 045 with a grade of "C+" or higher.

Note 1: Before the program starts, you'll need to complete College forms certifying current immunizations, hepatitis B vaccination, TB screening, and a health self-assessment. The documentation must be on official College forms (supplied with acceptance). You must submit these forms by October 1.

Note 2: Upon entry into the program, students must provide documentation of CPR certification, level C (preferred) or Health Care Provider (HCP). CPR online courses are not acceptable. Students are responsible for the costs of CPR certification and for maintaining certification while in the program.

Note 3: You'll have to undergo a criminal record search, the cost of which is your responsibility.

Note 4: Chemistry 11 or Chem 045 is recommended but not required.

Note 5: The costs of immunizations and criminal record check are the responsibility of the student.

Note 6: Two seats will be reserved for qualified aboriginal applicants.

Selection process

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

 Grade for BIO 130 – The letter grade for BIO 130 will contribute its actual points (i.e., A+ 4.33, B+ 3.33, etc.).
 4.33

Grade for English 12 or English 12:
 First Peoples – The letter grade for English 12 or English 12: First
 Peoples will contribute its actual points, as above.

Grade for Mathematics 11 grade –
 The letter grade for Mathematics 11 will contribute to its actual points as above.
 4.00

Geographical location — Residents
 of BC or the Yukon will be awarded
 1 point.
 1.00

 Persistent interest in the program, as demonstrated by a qualified applicant who applies more than once, contributes 1 point.
 1.00

Total possible points 14.33

Program outline

This is a full-time, competency-based program and will not normally be available for part-time learners. There are alternating terms of classroom studies with clinical practice and clinical placements at various sites in Prince George. Students need to be prepared for possible travel for preceptor placements.

Each term must be successfully completed before the next one can be attempted. Courses must be completed with the grade required by program or higher (see individual course outlines) and a "Satisfactory" in CPE courses.

Term 1	September – December (13 weeks)
PRAN 100	Professional Practice 1
PRAN 110	Professional Communication
PRAN 112	Variations in Health 1
PRAN 115	Health Promotion 1
PRAN 118	Pharmacology 1
PRAN 150	Integrated Nursing Practice 1
PRAN 190	Consolidated Practice
	Experience CPE 1
Term 2	January - April (15 weeks)
PRAN 101	Professional Practice 2
PRAN 120	Professional Communication
	2
PRAN 122	Variations in Health 2
PRAN 125	Health Promotion 2

PRAN 128 PRAN 155 PRAN 191	Pharmacology 2 Integrated Nursing Practice 2 Consolidated Practice Experience CPE 2
Term 3	May - July (12 weeks)
PRAN 200	Professional Practice 3
PRAN 210	Professional Communication 3
PRAN 212	Variations in Health 3
PRAN 215	Health Promotion 3
PRAN 250	Integrated Nursing Practice 3
PRAN 290	Consolidated Practice
	Experience CPE 3
Term 4	September - January
	(17 weeks)
PRAN 201	(17 weeks) Professional Practice 4
	(17 weeks)
PRAN 201	(17 weeks) Professional Practice 4 Professional Communication
PRAN 201 PRAN 220	(17 weeks) Professional Practice 4 Professional Communication 4
PRAN 201 PRAN 220 PRAN 222	(17 weeks) Professional Practice 4 Professional Communication 4 Variations in Health 4
PRAN 201 PRAN 220 PRAN 222 PRAN 225	(17 weeks) Professional Practice 4 Professional Communication 4 Variations in Health 4 Health Promotion 4
PRAN 201 PRAN 220 PRAN 222 PRAN 225 PRAN 255	(17 weeks) Professional Practice 4 Professional Communication 4 Variations in Health 4 Health Promotion 4 Integrated Nursing Practice 4
PRAN 201 PRAN 220 PRAN 222 PRAN 225 PRAN 255	(17 weeks) Professional Practice 4 Professional Communication 4 Variations in Health 4 Health Promotion 4 Integrated Nursing Practice 4 Consolidated Practice
PRAN 201 PRAN 220 PRAN 222 PRAN 225 PRAN 255 PRAN 291	(17 weeks) Professional Practice 4 Professional Communication 4 Variations in Health 4 Health Promotion 4 Integrated Nursing Practice 4 Consolidated Practice Experience CPE 4

Statement of purpose

The Practical Nurse (PN) program is designed to provide graduates with opportunities to develop knowledge, skills, attitudes and judgment 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 can work in a variety of health care settings. The program must be completed within five years.

Criminal record search

You will have to undergo a criminal record search with the BC Ministry of Justice at the beginning of the program. The cost of this search is your responsibility. A search which identifies relevant criminal convictions may prevent you from entering clinical or practicum setting components of the program and therefore not able to graduate.

Application and document submission deadline

Applications may be submitted after September 15 for entry in the following fall.

Applications received after March 31 for fall entry are considered late and will be processed subject to course availability.

You must submit all required documents (see Admission Requirements) by April 30 in order to be eligible for selection.

Requirements for graduation

The student must

- Obtain a minimum course grade required by program or higher (see individual course outlines) in all graded courses
- Complete all CPE courses with a "Satisfactory" grade
- Complete all requirements for the PN program within a five-year time frame.

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 program 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:

- A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal, maintained course grades required by program or higher in the course, will be awarded first priority.
- A student who has failed a PN course or who has withdrawn from the PN course with less than course grades as required by program will be awarded second priority.
- 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 they have maintained their knowledge and skills for re-entry into the program.

You might also be interested in . . .

- Community Support Worker Certificate
- Dental Assisting Certificate
- · Health Care Assistant Certificate
- Medical Laboratory Technology Science Diploma
- Medical Radiography Technology Diploma
- Northern Collaborative Baccalaureate Nursing program

Important dates

For the Prince George campus only; contact other campuses for their dates.

First year

Fall term

Term 1: September 2 – November 21, 2014

Thanksgiving break: October 6 – 10,

CPE 1: November 24 – December 12, 2014

Christmas break: December 15, 2014 – January 2, 2015

Spring term

Term 2: January 5 - April 2, 2015

Study break: February 16 - 27, 2015

CPE 2: April 7 - May 1, 2015

Study break: May 4 – 8, 2015

Intersession

Term 3: May 11 - July 10, 2015

CPE 3: July 13 - 31, 2015

Second year

Term 4: September 8 – November 21, 2014

CPE 4: November 24, 2014 – January 30, 2015

Christmas break: December 15, 2014 – January 2, 2015

Term 5: February 2 – 13, 2015

Preceptorship: March 2 - April 17, 2015

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Courses

All PRAN courses are restricted to students in the Practical Nurse program.

PRAN 100 Professional Practice 1

This theory course provides an introduction to the profession of practical nursing. Legislation that informs PN practice within British Columbia will be introduced. The history of nursing and specifically, the evolution of practical nursing within the Canadian health care system are discussed. The philosophy and foundational concepts of the provincial Practical Nursing diploma are explored.

Prerequisite: Admission to PN program Corequisites: PRAN 110, PRAN 112, PRAN 115, PRAN 118, PRAN 150 1.5 CR / (25 lecture hours total)

PRAN 101 Professional Practice 2

This course examines the legislation influencing PN practice with clients experiencing chronic illness and those in residential care settings. Specific professional issues such as responsibility, accountability, ethical practice, and leadership relevant to the PN role in residential care will be explored. Critical thinking and decision making specific to the care of the chronically ill and interprofessional practice is also addressed. Prerequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118 with 80% or higher in theory and 100% in math, PRAN 150 and PRAN 190 with "Satisfactory" grade

Corequisites: PRAN 120, PRAN 122, PRAN 125, PRAN 128, PRAN 155

1 CR / (20 lecture hours total)

PRAN 110 Professional Communication 1

This course provides students with the foundational knowledge for caring and professional communication in nursing. It uses an experiential and self-reflective approach to develop self-awareness and interpersonal communication skills in the context of safe, competent, and collaborative nursing practice.

Communication theory, the nurse-client relationship, therapeutic communication,

cross-cultural communication, and effective teamwork will be covered.

Prerequisite: Admission to PN program Corequisites: PRAN 100, PRAN 112, PRAN 115, PRAN 118, PRAN 150 2 CR / (35 lecture hours total)

PRAN 112 Variations in Health 1

This introductory course provides the student with the foundations of disease and illness across the lifespan. Students gain an understanding of pathophysiological alterations of body systems. Nursing management of disease and illness across the lifespan with an emphasis on interventions and treatment is also discussed. Cultural diversity in healing practices will be explored as well as the incorporation of evidenced informed practice.

Prerequisite: Admission to PN program Corequisites: PRAN 100, PRAN 110, PRAN 115, PRAN 118, PRAN 150 3 CR / (40 lecture hours total)

PRAN 115 Health Promotion 1

Health promotion by definition includes: health enhancement, health protection, disease prevention, health restoration/recovery, care, and support. Health promotion is the process of enabling people to increase control over, and to improve, their health. It moves beyond a focus on individual behaviour towards a wide range of social and environmental interventions (WHO, 2010). This course introduces the student to the concepts of health promotion, discusses the determinants of health, health inequities and develops a beginning knowledge of normal growth and development.

Prerequisite: Admission to PN program
Corequisites: PRAN 100, PRAN 110, PRAN
112, PRAN 118, PRAN 150
2 CR / (30 lecture hours total)

PRAN 118 Pharmacology 1

This introductory course examines the principles of pharmacology required to administer medications in a safe and professional manner. Medication administration requires the application of the nursing process for clinical decision-making. Various routes of medication administration are introduced and

complementary, indigenous, alternative remedies, and polypharmacy across the lifespan are also explored.

Prerequisite: Admission to PN program Corequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 150 2 CR / (30 lecture hours total)

PRAN 120 Professional Communications 2

This course provides the student with an opportunity to develop professional communication skills with the older adult, and clients requiring end of life care. Interprofessional communication is further developed.

Prerequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118 with 80% or higher in theory and 100% in math, PRAN 150 and PRAN 190 with "Satisfactory" grade

Corequisites: PRAN 101, PRAN 122, PRAN 125, PRAN 128, PRAN 155 2 CR / (30 lecture hours total)

PRAN 122 Variations in Health 2

This course increases the student's understanding of pathophysiology as it relates to the aging process and selected chronic illness. The main focus of this course is on the care of the older adult experiencing a health challenge. Cultural diversity in healing practices will be explored as well as evidence informed research and practice.

Prerequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118 with 80% or higher in theory and 100% in math, PRAN 150 and PRAN 190 with "Satisfactory" grade

Corequisites: PRAN 101, PRAN 120, PRAN 125, PRAN 128, PRAN 155
3 CR / (45 lecture hours total)

PRAN 125 Health Promotion 2

"Satisfactory" grade

This course focuses on health promotion as it relates to the aging process. Health promotion activities are aimed at supporting clients in maintaining their health. The concepts of health promotion, physical and mental wellness, normal aging changes and continued independence are examined.

Prerequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118 with 80% or higher in theory and 100% in math, PRAN 150 and PRAN 190 with

Corequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 128, PRAN 155
2 CR / (30 lecture hours total)

PRAN 128 Pharmacology 2

This course builds on Pharmacology 1 to increase the student's understanding of pharmacotherapeutics prescribed for illness across the lifespan.

Prerequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118 with 80% or higher in theory and 100% in math, PRAN 150 and PRAN 190 with "Satisfactory" grade

Corequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 125, PRAN 155
2 CR / (30 lecture hours total)

PRAN 150 Integrated Nursing Practice 1

This course emphasizes the art and science of nursing, focusing on the development of basic nursing care and assessment.

Students apply nursing knowledge through the practice of clinical decision making, nursing assessment skills, and nursing interventions aimed at the promotion of health, independence, and comfort.

Classroom, laboratory, simulation, and other practice experiences will assist students to integrate theory from other Level 1 courses.

Prerequisites: Admission to PN program

Corequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118

PRAN 155 Integrated Nursing Practice 2

This practical course builds on the foundation of Level 1 and emphasizes the development of clinical decision making, nursing assessments, and interventions to promote the health of older adults. Classroom, laboratory, simulation, and other practice experiences help students to integrate theory from Level 1 and Level 2 courses to provide safe, competent, and ethical nursing care with older adults.

Prerequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118 with 80% or higher in theory and 100% in math, PRAN 150 and PRAN 190 with "Satisfactory" grade

Corequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 125, PRAN 128 5 CR / (60 lecture hours, 120 lab hours total)

PRAN 190 Consolidated Practice Experience CPE 1

This first clinical experience provides the student with an opportunity to integrate theory from Level 1 coursework into practice. Students gain experience in various settings with a focus on the healthy client. Learning the role of the practical nurse, personal care skills, organization of care, focused assessment, beginning medication administration and professional communication are emphasized in this course.

Prerequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118 with 80% or higher in theory and 100% in math, PRAN 150 with "Satisfactory" grade 3 CR / (90 clinic hours total)

PRAN 191 Consolidated Practice Experience CPE 2

This clinical experience provides students with the opportunity to integrate theory from Level 1 and 2 courses into practice.

Students practise with aging clients and/or those with chronic illness in residential care settings. Medication administration, nursing care, organization, comprehensive health assessment, wound care and introduction to leadership are emphasized in this course. Prerequisites: PRAN 101, PRAN 120,

PRAN 122, PRAN 125, PRAN 128 with "C+" grade or higher; PRAN 155 with "Satisfactory" grade

4 CR / (120 clinic hours)

PRAN 200 Professional Practice 3

This course integrates the concepts from previous professional practice courses and introduces the student to practice in the community. The role of the practical nurse as leader is emphasized in interactions with clients, families and other health care providers.

Prerequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 125, PRAN 128 with 80% or higher in theory and 100% in math, PRAN 155 and PRAN 191 with "Satisfactory" grade

Corequisites: PRAN 210, PRAN 212, PRAN 215, PRAN 250

1 CR / (20 lecture hours total)

PRAN 201 Professional Practice 4

This course prepares the student for the role of the practical nurse in managing clients with acute presentation of illness. Legislation influencing PN practice, specific professional practice issues and ethical practice pertinent to PN practice in acute care environments will be explored. Practice issues that occur across the lifespan will be considered. Collaborative practice with other health care team members and specifically the working partnership with RNs in the acute care setting will be explored.

Prerequisites: PRAN 200, PRAN 210, PRAN 212, PRAN 215 with "C+" grade or higher; PRAN 250 and PRAN 290 with "Satisfactory" grade

Corequisites: PRAN 220, PRAN 222, PRAN 225, PRAN 255

1 CR / (20 theory hours total)

PRAN 210 Professional Communications 3

This course focuses on specific professional communication skills used with clients and care providers across the lifespan requiring

care in the community.

Prerequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 125, PRAN 128 with 80% or higher in theory and 100% in math, PRAN 155 and 191 with "Satisfactory" grade

Corequisites: PRAN 200, PRAN 212, PRAN 215, PRAN 250

1 CR / (20 lecture hours total)

PRAN 212 Variations in Health 3

This course focuses on the continuum of care and the development of knowledge related to health challenges managed in the community setting. Pathophysiology and nursing management of clients requiring home health care, rehabilitation, and supportive services such as community living and disabilities will be explored. Cultural diversity in healing approaches is explored as well as the incorporation of evidence informed research and practice.

Prerequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 125, PRAN 128 with 80% or higher in theory and 100% in math, PRAN 155 and PRAN 191 with "Satisfactory" grade

Corequisites: PRAN 200, PRAN 210, PRAN 215, PRAN 250

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3 CR / (45 lecture hours total)

PRAN 215 Health Promotion 3

This course is focused on health promotion as it relates to the continuum of care across the lifespan. Health promotion in the context of mental illness, physical and developmental disabilities and maternal/ child health is highlighted. Normal growth and development from conception to middle adulthood is addressed.

Prerequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 125, PRAN 128 with 80% or higher in theory and 100% in math, PRAN 155 and PRAN 191 with "Satisfactory" grade

Corequisites: PRAN 200, PRAN 210, PRAN

212, PRAN 250

2 CR / (36 lecture hours total)

PRAN 220

Professional Communications 4

The focus of this course is on the advancement of professional communication within the acute care setting across the lifespan. The practice of collaboration with health care team members and clients is further developed.

Prerequisites: PRAN 200, PRAN 210, PRAN 212, PRAN 215 with "C+" grade or higher; PRAN 250 and PRAN 290 with

"Satisfactory" grade

Corequisites: PRAN 201, PRAN 222, PRAN

225, PRAN 255

1 CR / (20 theory hours total)

PRAN 222 Variations in Health 4

This course increases the student's understanding of pathophysiology as it relates to acute disease and illness for clients across the lifespan. The focus is on the care of the client experiencing acute illness including nursing interventions and treatment options. Acute disease and illness often occurs in individuals with existing chronic illnesses – the implications of these complexities will be addressed. Cultural diversity in healing practices is explored as well as evidenced informed research and practice.

Prerequisites: PRAN 200, PRAN 210, PRAN 212, PRAN 215 with "C+" grade or higher; PRAN 250 and PRAN 290 with "Satisfactory" grade

Corequisites: PRAN 201, PRAN 220, PRAN

225. PRAN 255

3 CR / (50 theory hours total)

PRAN 225 Health Promotion 4

This course focuses on health promotion for the client experiencing an acute exacerbation of chronic illness or an acute episode of illness. Relevant healthpromoting strategies during hospitalization may improve or help maintain their health status after discharge. Students focus on preparing clients for discharge, through teaching and learning of health promoting strategies.

Prerequisites: PRAN 200, PRAN 210, PRAN 212, PRAN 215 with "C+" grade or higher; PRAN 250 and PRAN 290 with "Satisfactory" grade

Corequisites: PRAN 201, PRAN 220, PRAN

222. PRAN 255

1.5 CR / (24 theory hours total)

PRAN 250 Integrated Nursing Practice 3

This practical course builds on the theory and practice from Level 1 and Level 2. Through classroom, laboratory, simulation, and other practice experiences, students continue to develop and practice comprehensive nursing assessment, planning and develop knowledge and interventions for clients experiencing multiple health challenges.

Prerequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 125, PRAN 128 with 80% or higher in theory and 100% in math, PRAN 155 and PRAN 191 with "Satisfactory" grade

Corequisites: PRAN 200, PRAN 210, PRAN 212. PRAN 215

3 CR / (40 theory hours, 80 lab hours total)

PRAN 255 Integrated Nursing Practice 4

This practical course emphasizes the development of nursing skills aimed at promoting health and healing with individuals experiencing acute health challenges across the lifespan. Classroom, laboratory, simulation, and integrated practice experiences will help students build on theory and practice from Levels 1, 2, and 3 to integrate new knowledge and skills relevant to the acute care setting.

Prerequisites: PRAN 200, PRAN 210, PRAN 212, PRAN 215 with "C+" grade or higher; PRAN 250 and PRAN 290 with

"Satisfactory" grade

Corequisites: PRAN 201, PRAN 220, PRAN 222, PRAN 225

5 CR / (60 theory hours, 120 lab hours

PRAN 290 Consolidated Practice Experience CPE 3

This clinical experience introduces students to community practice and an opportunity to apply and adapt knowledge gained in Levels 1, 2, and 3 within a continuum of care for clients across the lifespan. Students may gain experience through simulation and in a variety of community and residential care agencies and settings. These hours may be offered as CPE 3 or integrated into the Integrated Nursing Practice 3 course as practice hours. Prerequisites: PRAN 200, PRAN 210, PRAN 212, PRAN 215 with "C+" grade or higher; PRAN 250 with "Satisfactory" grade 2 CR / (65 clinic hours total)

PRAN 291 Consolidated Practice Experience CPE 4

This clinical experience provides students with the opportunity to integrate theory from all levels into the role of the practical nurse in the acute care setting and other clinical areas as appropriate. Students focus on clients with exacerbations of chronic illness and/or acute illness across the lifespan and will consolidate knowledge and skills such as: post-operative care, surgical wound management, IV therapy, focused assessment, and clinical decision making in acute care settings.

Prerequisites: PRAN 201, PRAN 220, PRAN 222, PRAN 225 with "C+" grade or higher; PRAN 255 with "Satisfactory" grade.

4 CR / (200 clinic hours total)

PRAN 295 Transition to Preceptorship

Transition to Preceptorship prepares the student for the final practice experience. Simulation experiences and self-directed learning will provide the student with increased competence and confidence in their final practice experience.

Prerequisites: PRAN 201, PRAN 220, PRAN 222, PRAN 225 with "C+" grade or higher; PRAN 255 and PRAN 291 with "Satisfactory" grade.

2 CR / (30 theory hours total)

PRAN 299 Preceptorship

This final practice experience provides an opportunity for the student to demonstrate integration and consolidation of knowledge, skills and abilities within the realities of the workplace, and become practice ready. This faculty monitored experience may occur through a variety of practice experience models, including the preceptorship model, under the immediate supervision of a single, fully qualified and experienced LPN or RN or RPN and/or within the context of a collaborative learning environment as a participating team member.

Prerequisites: PRAN 201, PRAN 220, PRAN 222, PRAN 225 with "C+" grade or higher; PRAN 255 and PRAN 291 with "Satisfactory" grade; PRAN 295 with "Satisfactory" grade

4 CR / (180 clinical placement hours total)

Human services

CNC's human services programs help students become paraprofessionals in the human services field such as social workers, early childhood educators, and teacher replacements, to name a few, working with children and adults in a variety of settings.

Aboriginal Early Childhood Education Certificate89
Community Support Worker Certificate92
Early Childhood Education Certificate98
Education Assistant Certificate98
Fetal Alcohol Spectrum Disorder (FASD) Advanced Diploma Online10
Human Service Citation103
Outreach Advocacy and Support Worker (OASW) Certificate106
Social Service Worker Certificate108
Social Service Worker Diploma11
Social Service Worker (UT) Diploma118
Teacher Replacement Training Citation

Aboriginal Early Childhood Education Certificate

Full-time or part-time

Start dates vary; contact your local campus for details

Fees, entire program: \$6,173

Online through CNC Mackenzie; 38 weeks (For other offerings of this program, please contact your local campus)

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

Note: This program is currently undergoing renewal. Please contact Counselling and Advising for information about the 2015-16 program.

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, students will develop the skills and knowledge to work with children from all cultures.

Careers

The Aboriginal ECE program is designed to train women and men to be skilled, sensitive teachers of young children in early childhood settings. While learners will be prepared to work with children from diverse cultural backgrounds, the focus is on caring for 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, Alberta and the Yukon.

Admission requirements

- 1. Successful completion of one of the following:
 - Grade 12 (with English 12 or English 12: First Peoples with a minimum "C" grade); or
 - ABE/CCP Advanced Certificate plus English 050 with a minimum "C" grade; or
 - Mature student status (please consult a CNC counsellor/advisor)
- 2. Completion of the English component of the Student Readiness Assessment (SRA), administered by the College. Students whose assessments show difficulties in English must

successfully complete the English upgrading offered at CNC before qualifying for the program. It is strongly recommended that students write the SRA early.

Note 1: Upon acceptance into the program, you must provide documents certifying current immunization and TB screening, in addition to a Self-Health Report. These must be on official forms that are included in the AECE information package and must be submitted prior to the start of the program.

Note 2: Applicants must undergo a criminal record search through the Ministry of Justice.

Program outline

Trimester 1 AECE 151	12 weeks 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
ACEC 161	Preschool and School-aged Child Development
AECE 164	Professional Interactions
AECE 166	Program Planning II
AECE 167	Curriculum Development
AECE 191	Practicum II (9-hour seminar)
Trimester 3	14 weeks
AECE 170	Observing and Recording
	Children's Behaviour
AECE 172	Health, Safety, and Nutrition
AECE 175	Language and Literature in
	Early Childhood Education
AECE 177	Working with Families
AECE 192	Practicum III (12-hour

Acceptance process

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

seminar)

You do not have to be of Aboriginal ancestry to take the program. However, 15 seats are reserved for Aboriginal applicants (self-declared) who meet the entrance requirements.

You might also be interested in . . .

- · Community Support Worker Certificate
- Early Childhood Education Certificate
- Education Assistant Certificate
- Fetal Alcohol Spectrum Disorder Diploma
- Health Care Assistant Certificate
- Social Service Worker Certificate
- Social Service Worker Diploma
- Social Service Worker (UT) Diploma

Courses

AECE 151 Prenatal, Infant, and Toddler Development

This course focuses on growth and development from conception through toddlerhood. Students 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 students with practical skills for use in early childhood education programs. Students 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 students 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 students 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 schoolaged child development to Aboriginal and mainstream ECE settings. Aboriginal beliefs and child rearing practices regarding children aged three to 11 are explored. Issues related to the development of children aged three to 11 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 students to develop skills related to active listening, reflection, self-challenge, and appropriate self-disclosure. Students will develop skills in showing appreciation for and enjoyment of others as well as being patient and professional. Students are 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 students 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. Students 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 higher Prerequisite or Corequisite: AECE 161 with a "C" grade or higher

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 student to ensure the needs of individual children are being met. Students 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"

Prerequisite or Corequisite: AECE 161 with a "C" grade or higher 3 CR / (5,0)

AECE 170 Observing and Recording Children's Behaviour

grade or higher

This course encourages students to observe and record children's behaviour in order to evaluate children's developmental abilities and assess their needs. Students will discuss the relationship between the seven major areas of development and Aboriginal culture. This course provides students with the opportunity to use mainstream theories and traditional Aboriginal beliefs to evaluate the development of an individual child. Students 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 💻

Students 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. Students gain basic understanding of nutrition and traditional Aboriginal medicine. 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. Students 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 higher 3 CR / (5.0)

AECE 177

Working with Families 💻

This course provides an opportunity for students to develop effective culturally inclusive skills for use in working with children and families. Students 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. Students are provided the opportunity to apply their recent learning to the daily practice of working in an early childhood education setting. Students 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 students will reflect upon their practicum experience. Prerequisites: AECE 151, 154, 156, and 157; all with a "C" grade or higher 4 CR / (9,120)

AECE 191 Practicum II

This is an intermediate-level practicum. Students 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. Students 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 students will reflect upon their practicum experience.

Prerequisites: AECE 161, 164, 166, 190; all with a "C" grade or higher

Prerequisite or Corequisite: AECE 167 with a "C" grade or higher 4 CR / (9.120)

AECE 192 Practicum III

This is the final practicum for the Aboriginal Early Childhood Education program. Students are expected to progressively take on more responsibility in the third practicum. This practicum provides the students with experience in applying theory to practice. Students 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 12 hours of practicum seminar where students will reflect upon their practicum experience. Prerequisites: AECE 170, 175, 177, 190,

Prerequisites: AECE 170, 175, 177, 190, 191; all with a "C" grade or higher
Prerequisite or Corequisite: AECE 172 with a "C" grade or higher
6 CR / (12,200)

Community Support Worker Certificate

(Community and School Support)

Part-time (maximum three courses per semester)

Starts September and January

Fees: \$290 per course

Equivalent to a one-year certificate program (individual completion time varies)

Online through Prince George; offered through Quesnel on a rotating basis

Careers

The Community Support Worker program is one of CNC's Community and School Support (CASS) programs. 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 and those who choose to become practitioners. It enhances competence in inclusion, human diversity, learning and support strategies, health and wellness, communication, community and relationships, and professional practice and accountability.

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://blogs.cnc.bc.ca/cass

Students have 10 years from the time of first registration to complete all of the course and practicum requirements for the Community Support Worker (CSW) Certificate and/or the Education Assistant (EA) Certificate. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for elective credit. Students should contact the Dean to discuss this option. (Please note that professional certification or accreditation bodies and receiving institutions may have different criteria.) For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

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://blogs.cnc.bc.ca/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 of a person with a developmental disability) 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 blogs.cnc.bc.ca/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 with an individual with a developmental disability during their first semester. To continue in the program, they must submit a Volunteer Experience Record (available at http://blogs.cnc.bc.ca/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, ext. 5837) 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 CASS 120	Communication Skills Human Diversity: A Disability Perspective
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 188	Approved elective*
CASS 190	Practicum (Community Support Worker)**

*Electives must be equivalent to 3.0 credits at a post-secondary level of instruction. For information on approved electives, consult with the CASS blog at blogs.cnc.bc.ca/cass

**We will do our best to ensure placements, however, practicum placements cannot be guaranteed and are based on availability.

Advanced standing

This process is available for students who have been accepted into the CASS program and who have self-identified prior skills and knowledge in the human service field

Learners will

- Notify the instructor of their intention to participate in the assessment process and obtain permission to register in CASS 100, Individual Learning Assessment.
- a) Learners who achieve 60% or higher in each course assessed in CASS 100 are granted Advanced Standing for the applicable course(s).
 - b) Learners who achieve a grade of 40–59% in any of the CASS 100 courses may register in CASS 101.
 - c) Learners who achieve a grade of 0–39% in any of the CASS 100

courses may register in the applicable CASS course(s).

The learner who successfully completes CASS 101 will receive Advanced Standing for the applicable course(s). If the learner does not successfully complete CASS 101, the student may register in the applicable CASS course(s).

Criminal record search

Practicum (CASS 190 only) students must undergo a criminal record search, Schedule B, through the Ministry of Justice. 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 enter the practicum or clinical component cannot graduate from the program.

You might also be interested in . . .

- Aboriginal Early Childhood Education Certificate
- Early Childhood Education Certificate
- Education Assistant Certificate
- Fetal Alcohol Spectrum Disorder (FASD)
 Advanced Diploma
- Health Care Assistant Certificate
- Human Service Citation
- Social Service Worker Certificate
- Social Service Worker Diploma
- Social Service Worker (UT) Diploma
- University-level classes in psychology, sociology, or social work

Important dates

For the Prince George campus only; contact other campuses for their dates.

Fall term (distance format)

 Classes: September 2 – December 12, 2014 (includes exams)

Spring term (distance format)

- Classes: January 5 April 24, 2015 (includes exams)
- Study break: February 16 27, 2015

Courses

CASS 100

Individual Learning Assessment

This course provides an opportunity to obtain Advanced Standing in the Education Assistant Certificate or Community Support Worker Certificate based on the skills and knowledge the student has acquired through his or her life and/or work experience. Through this process, the student documents and demonstrates his/her capabilities based on the identified competencies and learning objectives of required CASS course(s). Students may seek Advanced Standing credit for up to four courses or a maximum of 12 credits, as determined in consultation with the CASS 100 instructor. Courses eligible include CASS 110, CASS 120, CASS 130, and CASS 140. Instructor permission is required for registration in CASS 100.

Prerequisites: Admission into the Education Assistant Certificate Program and/or the Community Support Worker Certificate Program; Instructor permission to register 0 CR / (22.5 hours)

CASS 101

Skill and Knowledge Enhancement

This course follows CASS 100 and provides the student with an opportunity to enhance his or her skills and knowledge as identified on the Learning Assessment in order to obtain Advanced Standing in the course(s) selected.

Prerequisite: CASS 100 0 CR / (22.5 hours)

CASS 110

Communication Skills 💻

Effective, ethical communication is the foundation of human service practice. CASS 110 helps human service paraprofessionals to develop this foundation. Topics examined in the course include perception of self and others, verbal and non-verbal communication, conflict management, communication in work relationships, and effective participation in groups and teams. Consideration is also given to the influence of disability, gender, and culture on communication.

Note: Students need access to video recording equipment to complete two assignments for this course.

3 CR

CASS 120

Human development takes many diverse paths. This course examines disability as one expression of this richness. The common categories of disability are surveyed within the context of the person and his/her cultural, social, and physical environments. Students will also explore how disability is viewed and valued in Canada, as well as some current examples of disability culture.

3 CR

CASS 130

Ethical Foundations of Practice

In CASS 130, you will evaluate the relationship between your personal and professional values, adopt a code of professional ethics to guide conduct in the workplace, and develop an approach to ethical decision-making. You will identify the ethical issues raised in a variety of short case studies, evaluate options for resolution, and make clear arguments for decisions made. The course also reviews law relevant to human service work in British Columbia. (CASS 130 is delivered online.)

3 CR

CASS 140 Positive Approaches to Teaching and Learning: Part I

This course introduces the student 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 student to ethical concerns when using these strategies.

3 CR

CASS 145

Positive Approaches to Teaching and Learning: Part II

A continuation of CASS 140, this course builds on the introduction to behaviour change. Successful students will expand their knowledge on 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

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 🔲

Maintaining your own and the physical health and safety of people with disabilities 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 good mental and physical health, personal hygiene, eating and nutrition, body mechanics, lifting and transferring, and medication safety along with stress management.

3 CR

CASS 190

Community Support Worker Practicum

CASS 190 is a community-based practicum. It is an opportunity for students to integrate and apply skills, attitudes, and knowledge learned in prerequisite course work. The practicum's form will depend on the student's interests and previous experience working with people with developmental disabilities in community settings. Examples range from student self-directed service learning projects to traditional "block" placements with a service agency. All practicum students complete a variety of assignments, journal exercises, and participate in an online seminar.

(Note: Practicum placements cannot be guaranteed and are based on availability.)
Prerequisites: CASS 110 (or SSWK 145 or ECE 176 and 177)), CASS 120 (or SSWK 225), CASS 130, CASS 140, CASS 145, CASS 150, and CASS 160, with a minimum "C" grade in each course. Ministry of Justice Criminal Record Check for Children and Vulnerable Adults is also required.

3 CR

Early Childhood Education Certificate

Full-time or part-time

Starts September (full-time and part-time) or January (part-time only)

Fees, entire program: \$3,680

(Semester 1: \$1,943; Semester 2: \$1,737)

Nine months

Quesnel and Prince George; Vanderhoof (part time); individual courses may be available at other campuses on demand

Note: This program is currently undergoing renewal. Please contact Counselling and Advising for information about the 2015-16 program.

Careers

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

- · Child care centres
- Preschools
- · Supported child care programs
- Aboriginal supported child care programs
- Infant and family development programs
- Social service agencies
- Libraries
- Hospital playrooms
- School District StrongStart programs
- Child development centres
- · Owner/operators of early learning programs

Finishing a program in early childhood education is the first step towards becoming licensed to practise as a Early Childhood Educator in BC.

Admission requirements

- 1. Successful completion of one of the following:
 - Grade 12 (with English 12 or English 12: First Peoples with a minimum "C" grade); or
 - ABE/CCP Advanced Certificate plus English 050 with a minimum "C" grade; or
 - Mature student status (please consult a CNC counsellor/advisor)
- Completion of the English component of the Student Readiness Assessment (SRA), administered by the College. Students whose assessments show difficulties in English must successfully complete the English upgrading offered at CNC before qualifying for the program. It is strongly recommended that students write the SRA early.

Note 1: Upon acceptance into the program, you must provide documents certifying current immunization and TB screening, in addition to a Self-Health Report. These must be on official forms that are included in the ECE information package and must be submitted prior to the start of the program.

Note 2: Applicants must undergo a criminal record search through the Ministry of Justice.

Semester 1 September - December

Program outline

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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
Semester 2	January - May
Semester 2 ECE 153	January - May The Child in Society
ECE 153	The Child in Society
ECE 153	The Child in Society Theories and Practices of
ECE 153 ECE 155	The Child in Society Theories and Practices of ECE
ECE 153 ECE 155 ECE 166	The Child in Society Theories and Practices of ECE Program Development
ECE 153 ECE 155 ECE 166	The Child in Society Theories and Practices of ECE Program Development Health, Safety and Nutrition
ECE 153 ECE 155 ECE 166 ECE 172	The Child in Society Theories and Practices of ECE Program Development Health, Safety and Nutrition in ECE
ECE 153 ECE 155 ECE 166 ECE 172 ECE 174	The Child in Society Theories and Practices of ECE Program Development Health, Safety and Nutrition in ECE Interacting with Families
ECE 153 ECE 155 ECE 166 ECE 172 ECE 174	The Child in Society Theories and Practices of ECE Program Development Health, Safety and Nutrition in ECE Interacting with Families Human Relations in Early
ECE 153 ECE 155 ECE 166 ECE 172 ECE 174 ECE 177	The Child in Society Theories and Practices of ECE Program Development Health, Safety and Nutrition in ECE Interacting with Families Human Relations in Early Childhood Settings

Post-Basic Courses

These courses provide graduates of the Early Childhood Education Certificate program with the post-basic training necessary to qualify as an Infant and Toddler Supervisor or Supported Child Care Supervisor. Courses are offered on a part-time basis in response to demand. For more information, contact your local campus.

You must have successfully completed the Early Childhood Education Certificate program to register and receive credit for post-basic courses. Non-credit students (e.g., family day care providers) and general interest students will be accepted if spaces are available.

Core courses

These four core courses are required for both specialties.

ECE 251	Infant Growth and
	Development
ECE 252	Administration of ECE
	Programs
ECE 272	Health, Safety, and Nutrition
ECE 274	Interacting with Families

Infant and Toddler Supervisor

ECE 255	Care and Guidance of Infants
	and Toddlers
FOF 000	

ECE 290

and 293

and 291 Practicum

Supported Child Care Supervisor

ECE 256	Introduction to Inclusive
	Child Care
ECE 257	Programming for Inclusive
	Child Care
ECE 292	

Practicum

You might also be interested in . . .

- Aboriginal Early Childhood Education Certificate
- Community Support Worker Certificate
- Education Assistant Certificate
- Health Care Assistant Certificate
- Social Service Worker Certificate
- Social Service Worker Diploma
- Social Service Worker (UT) Diploma

Important dates

Fall term

 Classes: September 2 – December 12, 2014 (includes exams)

Spring term

- Classes: January 5 April 24, 2015 (includes exams)
- Study break: February 16 27, 2015
- Practicum: April 27 June 5, 2015

Contact other campuses for their dates.

Courses

ECE courses are restricted to students in the Early Childhood Education program.

ECE 151 Child Growth and Development

A study of the growth and development of the child from conception through the preschool years. Emphasis is placed on the genetic and environmental factors that influence physical, intellectual, emotional and social development of the child. Early and contemporary research related to behaviour is studied.

4 CR / (6,0)

ECE 153

The Child in Society

The course develops the student's awareness of the many social, cultural and political influences of children and their families. Students investigate the current status of the Canadian family and the problems confronting it. They will become familiar with regulations affecting children and programs for children. The role of the early childhood educator as an advocate for children is emphasized.

3 CR / (4)

FCF 154

Theories and Practices of ECE

Students focus on the major historic and current theories of Early Childhood Education. Emphasis will be placed on the practices that have evolved from those theories. The role of play in the overall development of the preschool child is examined. Goals, objectives and approaches to programming for early childhood educators are studied.

4 CR / (5)

ECE 155

Theories and Practices of ECE

This course expands on the information presented in ECE 151, ECE 154, and ECE 170. Skills for effective and sensitive interactions with young children are presented. Students learn various approaches to classroom management, guiding of children's behaviour and planning for groups and individual children. Students discuss, review and implement a variety of observation techniques with young children. Each student creates a Child Portfolio based on confidential information observed about an individual child on practicum. The ECEBC Code of Ethics is examined as a standard practice for caring for young children and families.

Prerequisite: ECE 151, ECE 154, ECE 170 4 CR / (6)

ECE 165

Program Development

The student plans, implements, and evaluates activities that reflect anti-bias content and support the development of children from diverse backgrounds. Emphasis is on providing activities which are geared developmentally to the individual child and/or a group of children in an inclusive learning environment.

4 CR / (5.5)

ECE 166

Program Development

This course focuses on designing curriculum and planning individual activities that reflect anti-bias inclusive programming. Emphasis is placed on adapting the curriculum to support and enhance each child's development. The student studies the planning of young children's curriculum in fields such as art, music, movement, science, math, social studies, language, and literature.

Prerequisite: ECE 165

4 CR / (6)

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 151 and 190

4 CR / (2,2)

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.

3 CR / (4)

ECE 174

Interacting with Families

This course examines the interrelationships between home and early childhood setting. Attention is given to developing an effective parent program curriculum to support the diverse nature of today's families. The student is asked to reflect on her/his world view to develop an understanding how this will impact her/his practice with children and families. Strategies are presented to

assist the student in developing effective parent-teacher communication.

Prerequisite: ECE 170

3 CR / (3)

ECE 176

Human Relations in Early Childhood Settings

Students are introduced to the field of interpersonal communication. They become more aware of their own communication behaviour through active observation and participation. Students develop more effective skills in communicating, establishing helping relationships, and working as an effective team member. 3 CR / (3)

ECE 177 Human Relations in Early Childhood Settings

This course assists the student in exploring her or his own values, goals, and style of interacting with others. Students acquire skills needed to establish helping relationships and to work as an effective team member.

Prerequisite: ECE 176

3 CR / (3)

ECE 190 and 199 Practicum

Students gain practical experience working with young children and their families while working under licensed early childhood educators. During practicum, students are required to attend a two-hour seminar every Friday. Students plan and implement learning activities in ECE settings. ECE 190 is divided into Level I and II. Students must maintain a minimum "C" grade in all first semester courses to proceed into Level II. ECE 199 is divided into Levels III and IV. Level IV includes six weeks of full-time work experience. Students must complete all courses with a minimum "C" grade to enrol in 199.

ECE 190: 6 CR / (0,2) ECE 199: 10 CR / (0,2)

ECE 251

Infant Growth and Development

A study of contemporary theories in growth and development of the child from conception to 36 months.

Prerequisite: Completion of ECE Certificate 4 CR

ECE 252

Administration of ECE Programs

A study of basic administrative skills including the management of personnel, centre administration, and finances.

Prerequisite: Completion of ECE Certificate

3 CR

ECE 255

Care and Guidance of Infants and Toddlers

In this course the student develops program planning and implementation skills for application in the infant or toddler group care setting.

Prerequisite: Core courses

4 CR

ECE 256

Introduction to Inclusive Child Care

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

Prerequisite: Core courses

3 CR

FCF 257

Programming for Inclusive Child Care

This course further expands curriculum to meet the developmental needs of individual children and the group in an inclusive setting.

Prerequisite: ECE 256

3 CR

ECE 272

Health, Safety and Nutrition

Students learn to establish healthy, safe environments for young children.

Prerequisite: Completion of ECE Certificate

3 CR

ECE 274

Interacting with Families

Students learn to co-ordinate home and program goals for typical and atypical infants in child care settings.

Prerequisite: Completion of Early Childhood Education Certificate

3 CR

ECE 290 & 291

Practicum

Students demonstrate skills in observation and the knowledge of age-appropriate

activities for children in an infant centre and in a toddler centre.

Prerequisite: ECE 255

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.

Prerequisite: ECE 256, ECE 257

ECE 292: 3 CR ECE 293: 3 CR

Education Assistant Certificate

(Community and School Support — CASS)

Part-time (maximum three courses per semester)

Starts September and January

Fees: \$290 per course

Equivalent to a one-year certificate program (individual completion time varies)

Online through Prince George; offered through Quesnel on a rotating basis

Careers

The Education Assistant program is one of CNC's Community and School Support (CASS) programs. 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 and those who choose to become practitioners. It enhances competence in inclusion; supporting literacy; human diversity; learning and support strategies; communication; school, community and relationships; and professional practice and accountability.

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, go to http://blogs.cnc.bc.ca/cass

Students have 10 years from the time of first registration to complete all of the course and practicum requirements for the Community Support Worker (CSW) Certificate and/or the Education Assistant (EA) Certificate. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than ten years old may be considered for elective credit. Students should contact the Dean to discuss this option. (Please note that professional certification or accreditation bodies and receiving institutions may have different criteria.) For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

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://blogs.cnc.bc.ca/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 of a person with a developmental disability) 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://blogs.cnc.bc.ca/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 with an individual with a developmental disability during their first semester. To continue in the program, they must submit a Volunteer Experience Record (available at http://blogs.cnc.bc.ca/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, ext. 5837) 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: A Disability
	Perspective
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
CASS 150	Life Planning and Support
	Systems
CASS 180	Supporting Literacy in
	Diverse Classrooms
CASS 189	Approved elective*
CASS 195	Practicum — Education
	Assistant**

*Elective: For information on approved electives, contact CNC Counselling and Advising. They must be equivalent to 3.0 credits at a post-secondary level of instruction.

**Students must take CASS 195 during Spring term. We will do our best to ensure placements, however, practicum placements cannot be guaranteed and are based on availability.

Advanced standing

This process is available for students who have been accepted into the CASS program and who have self-identified prior skills and knowledge in the human service field.

Learners will

- Notify the instructor of their intention to participate in the assessment process and obtain permission to register in CASS 100, Individual Learning Assessment.
- a) Learners who achieve 60% or higher in each course assessed in CASS 100 are granted Advanced Standing for the applicable course(s).
 - b) Learners who achieve a grade of 40–59% in any of the CASS 100 courses may register in CASS 101.

 c) Learners who achieve a grade of 0–39% in any of the CASS 100 courses may register in the applicable CASS course(s).

The learner who successfully completes CASS 101 will receive Advanced Standing for the applicable course(s). If the learner does not successfully complete CASS 101, the student may register in the applicable CASS course(s).

Criminal record search

Practicum (CASS 195 only) students must undergo a criminal record search, Schedule B, through the Ministry of Justice. 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 enter the practicum or clinical component cannot graduate from the program.

You might also be interested in . . .

- Community Support Worker Certificate
- Early Childhood Education Certificate
- Fetal Alcohol Spectrum Disorder (FASD) Advanced Diploma
- Health Care Assistant Certificate
- Human Service Citation
- Social Service Worker Certificate/ Diploma
- University-level classes in psychology, sociology, or social work

Important dates

For the Prince George campus only; contact other campuses for their dates.

Fall term (distance format)

 Classes: September 2 – December 12, 2014 (includes exams)

Spring term (distance format)

- Classes: January 5 April 24, 2015 (includes exams)
- Study break: February 16 27, 2015

Courses

CASS courses are restricted to students in the three CASS programs (Community Support Worker, Education Assistant, and Human Service Citation).

CASS 100

Individual Learning Assessment 🔲

This course provides an opportunity to obtain Advanced Standing in the Education Assistant Certificate or Community Support Worker Certificate based on the skills and knowledge the student has acquired through his or her life and/or work experience. Through this process, the student documents and demonstrates his/her capabilities based on the identified competencies and learning objectives of required CASS course(s). Students may seek Advanced Standing credit for up to four courses or a maximum of 12 credits, as determined in consultation with the CASS 100 instructor. Courses eligible include CASS 110, CASS 120, CASS 130, and CASS 140. Instructor permission is required for registration in CASS 100. Prerequisites: Admission into the Education

CASS 101

0 CR / (22.5 hours)

Skill and Knowledge Enhancement

Assistant Certificate Program and/or the

Community Support Worker Certificate Program; Instructor permission to register

This course follows CASS 100 and provides the student with an opportunity to enhance his or her skills and knowledge as identified on the Learning Assessment in order to obtain Advanced Standing in the course(s) selected.

Prerequisite: CASS 100 0 CR / (22.5 hours)

CASS 110

Communication Skills 🔲

Effective, ethical communication is the foundation of human service practice. CASS 110 helps human service paraprofessionals to develop this foundation. Topics examined in the course include perception of self and others, verbal and non-verbal communication, conflict management, communication in work relationships, and effective participation in groups and teams. Consideration is also given to the influence of disability, gender, and culture on communication.

Note: Students need access to video recording equipment to complete two assignments for this course.

3 CR

CASS 120

Human development takes many diverse paths. This course examines disability as one expression of this richness. The common categories of disability are surveyed within the context of the person and his/her cultural, social, and physical environments. Students will also explore how disability is viewed and valued in Canada, as well as some current examples of disability culture.

3 CR

CASS 130

Ethical Foundations of Practice

In CASS 130, you will evaluate the relationship between your personal and professional values, adopt a code of professional ethics to guide conduct in the workplace, and develop an approach to ethical decision-making. You will identify the ethical issues raised in a variety of short case studies, evaluate options for resolution, and make clear arguments for decisions made. The course also reviews law relevant to human service work in British Columbia. (CASS 130 is delivered online.)

3 CR

CASS 140

Positive Approaches to Teaching and Learning: Part I

This course introduces the student 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 student to ethical concerns when using these strategies.

3 CR

CASS 145

Positive Approaches to Teaching and Learning: Part II

A continuation of CASS 140, this course builds on the introduction to behaviour change. Successful students will expand their knowledge on 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 🔲

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 180

Supporting Literacy in Diverse Classrooms

CASS 180 introduces the Education Assistant to the basic skills, knowledge, and attitudes necessary for supporting literacy learning in classroom settings. The course introduces a wide variety of practical and positive ways that Education Assistants can support diverse students, especially students with communication, auditory, visual or other challenges. (CASS 180 is delivered online.)

3 CR

CASS 195

Education Assistant Practicum

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.)

(Note: Practicum placements cannot be guaranteed and are based on availability.)
Prerequisites: CASS 110 (or SSWK 145 or ECE 176 & 177), CASS 120 (or SSWK 225), CASS 130, CASS 140, CASS 145, CASS 150, CASS 180, with a minimum "C" grade in each course. Ministry of Justice Criminal Record Check for Children and Vulnerable Adults is also required.

3 CR

Fetal Alcohol Spectrum Disorder (FASD) Advanced Diploma Online

Part-time

Ongoing registration (courses are offered multiple times per semester; contact Burns Lake campus)

Tuition: \$562 per course

Online through Burns Lake

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 enrol 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.

Admission requirements

- An Associate Degree; or
- A minimum of 60 university credits (two years), of which 18 credits must be at the secondyear level; or
- A recognized diploma in one or more of the following areas: health care, education, criminology/justice, childcare, social systems and human resources; or
- · As evaluated by the program co-ordinator or college counsellor/advisor.

Please contact the College at 250-692-1700 or 1-866-692-1943 for application procedures.

Courses offered

Courses are offered multiple times per semester — please contact the Burns Lake campus for availability.

FASD 300 FASD Support Strategies

FASD 301 Fundamentals and Professional Implications

FASD 305 FASD Brain and Behaviour FASD 310 Cultural Perspectives in FASD FASD 315 Special Topics in FASD

FASD 320 Human Development

FASD 325 Developmental Disabilities and FASD

FASD 330 Addictions FASD 335 FASD Prevention FASD 399 Practicum

Note 1: If taken before April 30, 2012, FASD 260 will be considered equivalent to FASD 301 (including as a course prerequisite for FASD Advanced Diploma courses) until April 30, 2017.

Note 2: FASD 260 will continue to be offered as a standalone course and/or elective to first-year students (CASS, OASW, ECE, etc.)

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's full, you'll be put on a waitlist.

Students with overseas credentials should contact the program co-ordinator for further information.

Note: A maximum of three FASD courses may be taken before registering in the diploma program.

Courses

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

FASD 300 UT 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 or Corequisite: FASD 301 3 CR

FASD 301 UT Fundamentals and Professional Implications

This course is designed to provide a solid understanding of the unique complexities of FASD for students in the social service, education, justice and health-related disciplines. The knowledge will add depth to their understanding of individuals/families and communities who access services in their chosen field. It begins with a comprehensive examination of the underlying causes of alcohol use during

pregnancy, the effects of prenatal alcohol exposure and the resulting disabilities known as FASD. The content provides information needed for students to critically analyze and evaluate practice. Students are required to demonstrate how the related disabilities can affect individuals' life outcomes. Students explore effective strategies for prevention and intervention at the family, community and professional levels. Their gained knowledge can be integrated into their practice once in the field.

Note: This course is delivered fully online. Prerequisite: ENGL 103 or equivalent or admittance into the FASD Advanced Diploma program

3 CR

FASD 305 UT 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: FASD 301 and two years of college- or university-level courses in a related discipline

3 CR

FASD 310 UT Cultural Perspectives in FASD

Consider FASD from an indigenous world view framework. This course explores 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 301 and one of FASD 300 or 335 or permission of the instructor

3 CR

FASD 315 UT Special Topics in FASD ...

Study new and emerging topics in FASD. Join leaders in the field in this online lecture series.

Prerequisites or Corequisites: FASD 301, one of FASD 300 or 335 or permission of the instructor

3 CR

FASD 320 UT

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 provides a framework for students to thoroughly understand the developmental delays characteristic of FASD.

Prerequisite: FASD 301

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.

UT

Prerequisite or Corequisite: FASD 301 and 305 or permission of the instructor 3 CR

FASD 330 UT 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 UT 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 301 3 CR

FASD 399 UT Practicum

Accomplish specific practicum goals within your discipline.

Prerequisite: Eight courses from the FASD program, including FASD 300, 301, and 335

3 CR

Human Service Citation

(Community and School Support — CASS)

Part-time (maximum three courses per semester)

Starts September and January

Fees: \$290 per course

Individual completion time varies

Online through Prince George; offered through Quesnel on a rotating basis

Careers

The Human Service Citation is one of CNC's Community and School Support (CASS) programs. 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.

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.

Students have 10 years from the time of first registration to complete all of the course and practicum requirements for the Community Support Worker (CSW) Certificate and/or the Education Assistant (EA) Certificate. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for elective credit. Students should contact the Dean to discuss this option. (Please note that professional certification or accreditation bodies and receiving institutions may have different criteria.) For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

To download an admissions package, please go to http://blogs.cnc.bc.ca/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://blogs.cnc.bc.ca/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 of a person with a developmental disability) 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://blogs.cnc.bc.ca/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 with an individual with a developmental disability during their first semester. To continue in the program, they must submit a Volunteer Experience Record (available at http://blogs.cnc.bc.ca/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 Admissions at 1-800-371-8111, ext. 5867 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 A Disability
	Perspective
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

Advanced standing

This process is available for students who have been accepted into the CASS program and who have self-identified prior skills and knowledge in the human service field.

Diverse Classrooms

Learners will

- Notify the instructor of their intention to participate in the assessment process and obtain permission to register in CASS 100, Individual Learning Assessment.
- a) Learners who achieve 60% or higher in each course assessed in CASS 100 are granted Advanced Standing for the applicable course(s).
 - b) Learners who achieve a grade of 40–59% in any of the CASS 100 courses may register in CASS 101.
 - c) Learners who achieve a grade of 0–39% in any of the CASS 100 courses may register in the applicable CASS course(s).

The learner who successfully completes CASS 101 will receive Advanced Standing for the applicable course(s). If the learner does not successfully complete CASS 101, the student may register in the applicable CASS course(s).

You might also be interested in . . .

- Community Support Worker Certificate
- Early Childhood Education Certificate
- Education Assistant Certificate
- Fetal Alcohol Spectrum Disorder (FASD) Advanced Diploma

- Health Care Assistant Certificate
- Social Service Worker Certificate
- Social Service Worker Diploma
- Social Service Worker (UT) Diploma
- University-level classes in psychology, sociology, or social work

Important dates

For the Prince George campus only; contact other campuses for their dates.

Fall term (distance format)

 Classes: September 2 – December 12, 2014 (includes exams)

Spring term (distance format)

- Classes: January 5 April 24, 2015 (includes exams)
- Study break: February 16 27, 2015

Courses

CASS 100

Individual Learning Assessment 📃

This course provides an opportunity to obtain Advanced Standing in the Education Assistant Certificate or Community Support Worker Certificate based on the skills and knowledge the student has acquired through his or her life and/or work experience. Through this process, the student documents and demonstrates his/her capabilities based on the identified competencies and learning objectives of required CASS course(s). Students may seek Advanced Standing credit for up to four courses or a maximum of 12 credits, as determined in consultation with the CASS 100 instructor. Courses eligible include CASS 110, CASS 120, CASS 130, and CASS 140. Instructor permission is required for registration in CASS 100.

Prerequisites: Admission into the Education Assistant Certificate Program and/or the Community Support Worker Certificate Program; Instructor permission to register 0 CR / (22.5 hours)

CASS 101

Skill and Knowledge Enhancement 🔲

This course follows CASS 100 and provides the student with an opportunity to enhance his or her skills and knowledge as identified on the Learning Assessment in order to obtain Advanced Standing in the course(s) selected.

Prerequisite: CASS 100 0 CR / (22.5 hours)

CASS 110

Communication Skills 🔲

Effective, ethical communication is the foundation of human service practice. CASS 110 helps human service paraprofessionals to develop this foundation. Topics examined in the course include perception of self and others, verbal and non-verbal communication, conflict management, communication in work relationships, and effective participation in groups and teams. Consideration is also given to the influence of disability, gender, and culture on communication.

Note: Students need access to video recording equipment to complete two assignments for this course.

3 CR

CASS 120 Human Diversity: A Disability

environments. Students will also explore how disability is viewed and valued in Canada, as well as some current examples of disability culture.

and his/her cultural, social, and physical

3 CR

CASS 130

Ethical Foundations of Practice

In CASS 130, you will evaluate the relationship between your personal and professional values, adopt a code of professional ethics to guide conduct in the workplace, and develop an approach to ethical decision-making. You will identify the ethical issues raised in a variety of short case studies, evaluate options for resolution, and make clear arguments for decisions made. The course also reviews law relevant to human service work in British Columbia. (CASS 130 is delivered online.)

3 CR

CASS 140

Positive Approaches to Teaching and Learning: Part I

This course introduces the student 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 student to ethical concerns when using these strategies.

3 CR

CASS 145

Positive Approaches to Teaching and Learning: Part II

A continuation of CASS 140, this course builds on the introduction to behaviour change. Successful students will expand their knowledge on 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 🔲

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 🖳

Maintaining your own and the physical health and safety of people with disabilities 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 good mental and physical health, personal hygiene, eating and nutrition, body mechanics, lifting and transferring, and medication safety along with stress management.

3 CR

CASS 180 Supporting Literacy in Diverse Classrooms

CASS 180 introduces the Education Assistant to the basic skills, knowledge, and attitudes necessary for supporting literacy learning in classroom settings. The course introduces a wide variety of practical and positive ways that Education Assistants can support diverse students, especially students with communication, auditory, visual or other challenges. (CASS 180 is delivered online.)

3 CR

Outreach Advocacy and Support Worker (OASW) Certificate

Part-time and full-time

Available on demand; contact Burns Lake campus for individual course dates

Fees: TBA

Burns Lake

Careers

Work effectively with at-risk families and youth. The 24-week OASW program is designed to assist learners in developing the knowledge, attitude and skills necessary to work effectively as Outreach Advocacy and Support Workers. Outreach workers provide support, advocacy and mentorship using a strength-based approach to collaboratively work with individuals, families and youth who are experiencing challenges with day-to-day living. Graduates will be prepared to work for community-based agencies, including First Nations social service organizations. A certificate will be awarded on successful completion of the program.

Admission requirements

- 1. Successful completion of one of the following:
 - Grade 12 with English 12 or English 12: First Peoples
 - ABE/CCP Advanced Certificate plus English 045
 - GED Certificate plus English 045 or English 12 or English 12: First Peoples

Note: Students must have a minimum "C" grade in English 12 or English 12: First Peoples/English 045.

2. Completion of the English component of the SRA

Note: Mature student access may be available. Please check with a counsellor/advisor or regional campus director (or designate) to determine eligibility.

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.

Note 1: The Social Service Worker Certificate Program (SSWK) requires students to achieve a grade of "C" in each course in the program. Students wishing to transfer credits into SSWK must attain a "C" grade in the SSWK courses.

Note 2: Students with an OASW Certificate will get a minimum of 15 credits towards the SSWK Diploma program. See an academic advisor for more details.

Program outline

FASD 260 Overview of FASD
OASW 100 Ethical, Legal and Safety
Issues for Working with
Marginalized Families
OASW 101 Fundamentals of Outreac

DASW 101 Fundamentals of Outreach, Advocacy and Support

OASW 102 Culturally Appropriate

Practices for Working with

Practices for Working with Aboriginal Families

SSWK 142 Helping Skills: Practical

Applications

SSWK 145 Communication and

Interpersonal Relationship

Skills

You might also be interested in . . .

• Social Service Worker Certificate

Important dates

Please contact the campus directly.

Courses

FASD 260 UT 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

OASW 100

Ethical, Legal and Safety Issues for Working with Marginalized Families

Explore personal values and professional ethics and obligations within the context of outreach, advocacy and support work. Students use case studies to explore the complex ethical issues inherent in working with marginalized people who may have FASD. The laws and policies relevant to human service work in BC will be examined. Students also develop a comprehensive safety plan to address the safety hazards that are unique to offsite outreach work. 3 CR

OASW 101

Fundamentals of Outreach, Advocacy and Support

Gain the knowledge necessary to effectively provide outreach and support services to

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marginalized families and youth, including individuals who may have FASD. Students examine outreach and advocacy theories, poverty, family violence, and drug and alcohol use, and will learn how to apply a strength-based approach in providing support. Advocacy, client record keeping, objective observation, and case management will also be key topic areas. 3 CR

OASW 102

Culturally Appropriate Practices for Working with Aboriginal Families

Explore what constitutes effective prevention and intervention strategies for outreach workers from an Aboriginal community perspective. The impact of historical and sociopolitical issues on practice in Aboriginal communities is examined, as will local Aboriginal history and cultural practices. Students will learn to apply the principles of Respect, Belonging, Love, Honouring, Humility, Courage, Wisdom, Generosity and Celebration to working with at-risk clients in order to ensure that, as outreach workers, they are able to meet the authentic needs of Aboriginal individuals, families and communities.

3 CR

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 provides 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)

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Social Service Worker Certificate

Full-time or part-time

Starts September

Fees, entire program: \$3,662

Nine months

Fort St. James, Prince George and Quesnel; individual courses may be available at other campuses

Careers

Do you enjoy helping those in need? With a Social Service Certificate, you can find work in residential child/adult care services, men's and 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.

Admission requirements

- 1. Successful completion of one of the following:
 - Grade 12 with English 12 or English 12: First Peoples
 - ABE/CCP Advanced Certificate plus English 045
 - GED Certificate plus English 045 or English 12 or English 12: First Peoples

Note: For all of the above, you must have a minimum "C" grade in English 12 or English 12: First Peoples/English 045.

- 2. Completion of the English component of the SRA.
- 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.
- A work/volunteer experience resumé. You must have at least 30 verifiable hours of volunteer experience in the past three years.
- 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: You'll have to undergo a criminal record search, Schedule B, through the Ministry of Justice. Any costs are your responsibility.

Note 2: It is 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 recommended that all applicants have current certificates in Emergency-level first aid and FoodSafe. Certifications 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 higher in all social service worker courses.

Note 5: A minimum grade of "C" in all SSWK courses is required to graduate with a SSWK certificate.

Note 6: Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the following credentials: Social Service Worker Certificate. Social Service Worker Diploma. and Social Service Worker (UT) Diploma. This policy applies to CNC courses and to all courses transferred from other postsecondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option. (Please note that professional certification or accreditation bodies and receiving institutions may have different criteria.)

Advanced standing

Based on the skills and knowledge the student has acquired through his or her life and/or work experience, the student may be able to obtain course credits in the Social Service Worker Program via SSWK 100, SSWK 101, and SSWK 201.

Through this assessment process, the student documents and demonstrates his or her capabilities based on identified competencies and learning objectives of the SSWK course for which s/he is seeking Advanced Standing credit.

Courses eligible for Advanced Standing will be determined by the instructor and may include up to three of the following: SSWK 145, SSWK 195, SSWK 196/199, SSWK 225 in conjunction with CASS 120, and SSWK 263.

For more information, please contact CNC Counselling and Advising.

Program outline

Semester 1 ENGL 103 SSWK 145	September – December Composition and Style Communication and Interpersonal Relationship Skills
SSWK 171	Introduction to Social Service Practice
SSWK 195	Issues and Principles of Fieldwork and Community: Seminar I
Elective	One SSWK elective from SSWK or other human service discipline (e.g., CASS, ECE, AECE, FASD,

OASW)

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Semester 2 SSWK 142	January – April Helping Skills: Practical Applications
SSWK 151	History and Philosophy of Social Welfare Policy
SSWK 196 Elective	Practicum and Seminar One SSWK elective from SSWK or other human service discipline (e.g., CASS, ECE, AECE, FASD, OASW)

Intersession May

SSWK 199 Practicum and Seminar

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.

Criminal records search

You have to undergo a criminal record search. The cost of this search 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.

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 Service Worker (UT) Diploma
- Teacher Replacement Training Citation

Important dates

For the Prince George campus only; contact other campuses for their dates.

Fall term

 Classes: September 2 – December 12, 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

ENGL 103 Composition and Style

A study of grammar, composition, and style. A vigorous program of essay-writing plus a variety of writing assignments or exercises dealing with specific problems in essay-writing. Strongly recommended for students who wish to improve their writing skills. 3 CR / (3,0)

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 provides 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 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

UT

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

Prerequisite: Admission to SSWK program
Prerequisite or Corequisite: SSWK 145
3 CR / (0,3)

SSWK 196

Practicum and Practicum Seminar

Students attend a social service agency site for two days a week throughout the semester. At the agency, students 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

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practicum to reflect on the learning accomplished during practicum. You will keep a journal as discussed in SSWK 195 and present writings from it to your colleagues. We problem solve around issues and concerns pertaining to practicum. We attempt to link theoretical components from your courses to actual practicum events.

Prerequisite: SSWK 195

5 CR / (0,2)

SSWK 199

Practicum and Seminar

Starting in late April, at the end of the second semester, students complete a two-week block placement in the same community agency where they have been working during SSWK 196. The students are already 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 196

3 CR / (0,2)

College of New Caledonia Human services 111

Social Service Worker Diploma

Full-time or part-time

Starts September

Fees, entire program: \$7,468 (Year 1: \$3,662; Year 2: \$3,806)

Two years

Prince George; individual courses may be available at other campuses

Careers

With a Social Service Worker Diploma, you can find work in residential child/adult care services, women's and men'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.

Admission requirements

- 1. Successful completion of one of the following:
 - Grade 12 with English 12 or English 12: First Peoples
 - ABE/CCP Advanced Certificate plus English 045
 - GED Certificate plus English 045 or English 12 or English 12: First Peoples

Note: For all of the above, you must have a minimum "C" grade in English 12 or English 12: First Peoples/English 045.

- 2. Completion of the English component of the SRA.
- 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.
- A work/volunteer experience resumé with at least 30 verifiable hours of volunteer experience in the past three years.
- 5. A written statement (max. four 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: You'll have to undergo a criminal record search, Schedule B, through the Ministry of Justice. Any costs are your responsibility.

Note 2: It is 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 recommended that all applicants have current certificates in Emergency-level first aid and FoodSafe. Certifications 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 higher in all social service worker courses.

Note 5: A minimum grade of "C" in all SSWK courses is required to graduate with a SSWK diploma.

Note 6: Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the following credentials: Social Service Worker Certificate, Social Service Worker Diploma, and Social Service Worker (UT) Diploma. This policy applies to CNC courses and to all courses transferred from other postsecondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option. (Please note that professional certification or accreditation bodies and receiving institutions may have different criteria.)

Advanced standing

Based on the skills and knowledge the student has acquired through his or her life and/or work experience, the student may be able to obtain course credits in the Social Service Worker Program via SSWK 100, SSWK 101, and SSWK 201.

Through this assessment process, the student documents and demonstrates his or her capabilities based on identified competencies and learning objectives of the SSWK course for which s/he is seeking Advanced Standing credit.

Courses eligible for Advanced Standing will be determined by the instructor and may include up to three of the following: SSWK 145, SSWK 195, SSWK 196/199, SSWK 225 in conjunction with CASS 120, and SSWK 263.

For more information, please contact CNC Counselling and Advising.

Program outline

Year One Semester 1 September – December ENGL 103 Composition and Style 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

One SSWK elective from SSWK or other human service discipline (e.g., CASS, ECE, AECE, FASD,

OASW)

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Semester 2 SSWK 142	January – April Helping Skills: Practical Applications
SSWK 151	History and Philosophy of Social Welfare Policy
SSWK 196 Elective	Practicum and Seminar One SSWK elective from SSWK or other human service discipline (e.g., CASS, ECE, AECE, FASD, OASW)
Intercoccion	May

Intersession May

SSWK 199 Practicum and Seminar

Year Two

Semester 3	September – December
SOC 101	Introduction to Sociology I
SSWK 241	Group Process and Practice
SSWK 295	Issues and Principles of
	Fieldwork and Community
	Seminar II
Electives	Two SSWK electives from
	SSWK or other human
	service discipline (e.g., CASS,
	ECE, AECE, FASD, OASW)

Semester 4 January – April SOC 230 Critical Perspectives on Contemporary Families SSWK 271 Health and Wellness Self-Care Lab SSWK 296 Practicum and Practicum Seminar

Elective One SSWK elective from SSWK or other human service discipline (e.g., CASS, ECE, AECE, FASD, OASW)

Intersession May

SSWK 299 Practicum and Seminar

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.

Criminal records search

You have to undergo a criminal record search. The cost of this 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.

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 Service Worker (UT) Diploma
- Teacher Replacement Training Citation

Important dates

For the Prince George campus only; contact other campuses for their dates.

Fall term

Classes: September 2 – December 12,
 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

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)

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 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)

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 provides 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)

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

Prerequisite: Admission to SSWK program
Prerequisite or Corequisite: SSWK 145
3 CR / (0.3)

SSWK 196

Practicum and Practicum Seminar

Students attend a social service agency site for two days a week throughout the semester. At the agency, students 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 present writings from it to your colleagues. We problem solve around issues and concerns pertaining to practicum. We attempt to link theoretical components from your courses to actual practicum events.

Prerequisite: SSWK 195 5 CR / (0,2)

SSWK 199

Practicum and Seminar

Starting in late April, at the end of the second semester, students complete a two-week block placement in the same community agency where they have been working during SSWK 196. The students are already 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 196 3 CR / (0,2)

SSWK 241 Group Process and Practice

This course provides 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 practise group work skills. A variety of activities will take place that will help to demonstrate the concepts and skills.

Prerequisite: SSWK 142 3 CR / (3,3)

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 selfreflection, 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 selfcare 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: Admission to SSWK program 1.5 CR / (0.1.5)

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

Prerequisite: SSWK 199 2 CR / (0,2)

SSWK 296

Practicum and Practicum Seminar

Students attend a social service agency site for two days a week throughout the semester. During this time, students 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 attend a two-hour practicum class. The

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intent of this class is to have the students reflect upon the learning that is taking place in the field placement. Students have the opportunity to problem solve around issues and concerns related to their practicum experience. This class links theoretical components from the courses to the practicum.

Prerequisite: SSWK 295

5 CR / (0,2)

SSWK 299

Practicum and Seminar

Starting in late April, at the end of the second semester, students enrol in and complete a two-week block placement in the same community agency as their SSWK 296 placement. The students are already 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.

Prerequisite: SSWK 296

3 CR / (0,2)

College of New Caledonia Human services 115

Social Service Worker (UT) Diploma

Full-time or part-time

Starts September

Fees, entire program: \$6,832 (Year 1: \$3,662; Year 2: \$3,170

Two years

Prince George and Quesnel; individual courses may also be available at other campuses

Careers

The Social Service Worker (UT) Diploma prepares individuals for in the social service area while preparing you for entry into some universities' degree programs. After completing a university degree, career opportunities can include child protection, probation, mental health, residential treatment, alcohol and drug programs, and more.

Admission requirements

- 1. Successful completion of one of the following:
 - Grade 12 with English 12 or English 12: First Peoples
 - ABE/CCP Advanced Certificate plus English 045
 - GED Certificate plus English 045 or English 12 or English 12: First Peoples

Note: For all of the above, you must have a minimum "C" grade in English 12 or English 12: First Peoples or English 045.

- 2. Completion of the English component of the SRA.
- 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.
- A work/volunteer experience resumé. You must have at least 30 verifiable hours of volunteer experience in the past three years.
- A written statement (max. 4 pages) on your interest in the social service field, your understanding of what the field is about, and the personal attributes that would make you a viable candidate for this program.

Note 1: You'll have to undergo a criminal record search, Schedule B, through the Ministry of Justice. Any costs are your responsibility.

Note 2: It is 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 recommended that all applicants have current certificates in Emergency-level first aid and FoodSafe. Certifications 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 higher in all social service worker courses.

Note 5: A minimum grade of "C" in all SSWK courses is required to graduate with a SSWK (UT) diploma.

Note 6: Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the following credentials: Social Service Worker Certificate, Social Service Worker Diploma, and Social Service Worker (UT) Diploma. This policy applies to CNC courses and to all courses transferred from other postsecondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option. (Please note that professional certification or accreditation bodies and receiving institutions may have different criteria.)

Advanced standing

Based on the skills and knowledge the student has acquired through his or her life and/or work experience, the student may be able to obtain course credits in the Social Service Worker Program via SSWK 100, SSWK 101, and SSWK 201.

Through this assessment process, the student documents and demonstrates his or her capabilities based on identified competencies and learning objectives of the SSWK course for which s/he is seeking Advanced Standing credit.

Courses eligible for Advanced Standing will be determined by the instructor and may include up to three of the following: SSWK 145, SSWK 195, SSWK 196/199, SSWK 225 in conjunction with CASS 120, and SSWK 263.

For more information, please contact CNC Counselling and Advising or your local campus for more details.

Program outline

Year One	
Semester 1	September – December
ENGL 103	Composition and Style
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

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Elective One SSWK elective from SSWK or other human service discipline (e.g., CASS, ECE, AECE, FASD,

OASW)

Elective One UT elective

Semester 2 January – April
SSWK 142 Helping Skills: Practical

Applications

SSWK 151 History and Philosophy of

Social Welfare Policy
Practicum and Seminar

Elective One SSWK elective from SSWK or other human service discipline (e.g., CASS, ECE, AECE, FASD,

OASW)

Intersession May

SSWK 199 Practicum and Seminar

Year Two

SSWK 196

Semester 3 September – December
SOC 101 Introduction to Sociology I
Elective One SSWK elective from
SSWK or other human
service discipline (e.g.,
CASS, ECE, AECE, FASD,
OASW)

Electives Three UT electives

Semester 4 January – April
SOC 206 Social Problems
SOC 230 Critical Perspectives on

Contemporary Families

SSWK 271 Health and Wellness Self-

Care Lab

Electives Three UT electives

Note: Each university has different requirements for entry into their Social Work or Child and Youth Care Work degree programs. You may require additional UT courses for direct entry. You will need to confirm these requirements with each university.

The second year of the SSWK (UT) diploma requires six university transfer electives. We strongly recommend that you choose them from the following disciplines:

- Aboriginal Studies
- Anthropology
- Criminology
- English
- 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 and Advising Department.

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.

Criminal records search

You have to undergo a criminal record search. The cost of this 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.

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 Service Worker Diploma
- Teacher Replacement Training Citation

Important dates

For the Prince George campus only; contact other campuses for their dates.

Fall term

Classes: September 2 – December 12,
 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

3 CR / (3.0)

ENGL 103 Composition and Style

A study of grammar, composition, and style. A vigorous program of essay-writing plus a variety of writing assignments or exercises dealing with specific problems in essay-writing. Strongly recommended for students who wish to improve their writing skills. 3 CR / (3,0)

UT

UT

UT

SOC 101 Introduction to Sociology I

An introduction to the basic sociological theories and methods for studying individuals, groups, and institutions. Topics described and explained will include culture, socialization, families, education, gender, aging, and deviance. These concerns will be illustrated and developed with Canadian materials.

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 230 Critical Perspectives on Contemporary Families

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

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labour, parenting, divorce, poverty, alternative family forms, and violence within intimate relationships. Critical analysis of debates surrounding single parent families, same-sex marriages, and recent trends in reproductive science will form an additional aspect of the coursework.

Prerequisite: SOC 101

3 CR / (3,0)

SSWK 142

Helping Skills: Practical Applications

This course assists students in developing and refining their basic helping skills.

Extensive use of video, role play, and real experiences provides opportunities for the acquisition and practice of helping skills. This course requires that students participate in a weekly three-hour laboratory session for the purpose of learning and practicing their helping skills.

Prerequisite: SSWK 145

3 CR / (3,3)

SSWK 145

Communication and Interpersonal Relationship Skills

Course material provides 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 critically analyze the effect of social welfare policies on client populations and upon themselves as social service workers. Class discussions focus on northern issues.

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

Prerequisite: Admission to SSWK program
Prerequisite or Corequisite: SSWK 145
3 CR / (0,3)

SSWK 196

Practicum and Practicum Seminar

Students attend a social service agency site for two days a week throughout the semester. At the agency, students 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 present writings from it to your colleagues. We problem solve around issues and concerns pertaining to practicum. We attempt to link theoretical

components from your courses to actual practicum events.

Prerequisite: SSWK 195

5 CR / (0,2)

SSWK 199

Practicum and Seminar

Starting in late April, at the end of the second semester, students complete a two-week block placement in the same community agency where they have been working during SSWK 196. The students are already 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 196

3 CR / (0,2)

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 selfreflection, 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 selfcare 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: Admission to SSWK program 1.5 CR / (0,1.5)

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Teacher Replacement Training Citation

Full-time

Available on demand

Online through Burns Lake

Careers

Interested in working with children in the classroom, but not sure you have the skills? The TRTC program will provide you with the knowledge and tools to be an effective non-certified substitute teacher. Created in partnership with School District 91, this practical program focusses on classroom management, instructional techniques, and the responsibilities of teachers. The program can be completed in 10 months of part-time study and involves both online courses and a practicum.

A public school student will spend one whole year of his or her K-12 career being taught by substitute teachers. There are not enough certified teachers to fill this need, opening up opportunities for non-certified substitutes. Completion of this program will enhance your ability to be an effective teacher replacement.

Admission requirements

- Completion of Grade 12, and
- Completion of English 12 or English 12: First Peoples with a minimum "C" grade.
- Applicants must complete an English assessment for the purposes of determining in which
 areas additional assistance may contribute to student success.

Note 1: You must provide documents certifying current immunization.

Note 2: 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. 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.

Note 3: A certificate option is available. Please see an academic advisor for information.

Program outline

TRTC 150 Introduction to Substitute Teaching
TRTC 100 Safety, Legal and Ethical Issues

TRTC 106 Instruction

TRTC 108 Behaviour Management — Techniques for Managing Classroom Behaviour

TRTC 199 Practicum and Practicum Seminar

You might also be interested in...

Education Assistant

Courses

TRTC 100

Safety, Legal and Ethical Issues 🔲

This course gives students exposure to safety, legal, and ethical issues that impact students and staff in schools. Graduates of this course can approach decision-making in the workplace from an ethical basis. Key school policies and practices will be studied, including obligatory reporting procedures. Situations in which harassment might potentially occur are identified and appropriate responses developed. Risk-reduction strategies to ensure safety in the workplace will also be addressed. Case studies will be used as a basis for exploration.

Prerequisite: TRTC 150

3 CR

TRTC 106

Instruction 💻

This course provides students with the skills to create lesson plans and deliver effective lessons. Students are introduced to various methods of instruction and delivery, and will gain an understanding of methods to use in various teaching situations. Students will progress from needs assessments and evaluation to objectives-based instruction.

Prerequisite: TRTC 150

3 CR

TRTC 108

Behaviour Management − Techniques for Managing Classroom Behaviour 🔲

Students are introduced to specific techniques based on the theoretical models of child discipline. Research on the most effective discipline models will be examined, as well as practical strategies that have been proven successful in classroom management. Students acquire a repertoire of methods for establishing and maintaining a well-run classroom.

Prerequisite: TRTC 150

3 CR

TRTC 150

Introduction to Substitute Teaching

TRTC 150 examines the role of the substitute teacher and provides the student with an overview of the critical aspects of substitute teaching: managing the classroom, delivering instruction, and keeping students safe. These three themes are introduced in this course and expanded upon in subsequent TRTC courses.

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Prerequisite: Meets program admission requirements 3 CR

TRTC 199 Practicum and Practicum Seminar

This course is a supervised practicum course designed to give students direct experience in working with children or youth in an educational facility. The practicum course requires seminar time in addition to work experience in a school setting. The practicum experience is a vital part of the training of classroom assistants. It gives the students an opportunity to gain experience in a setting related to their particular areas of professional interest. Through feedback, the student connects classroom theory with practical setting. The seminar component promotes integrated learning and supports the practicum base through consultation with peers.

Prerequisites: TRTC 150

4 CR

Science and technology

CNC's science and technology programs equip students with outstanding technical skills and knowledge in a number of fields. Programs include Computer/Network Electronics Technician Certificate, Natural Resources and Environmental Technology, Post Diploma in Information Technologies, and the new Foundations of Web and Graphic Design Citation.

Computer/Network Electronics Technician Certificate	.121
Engineering (Applied Science) Certificate	.123
Information and Communication Technology	.126
Natural Resources and Environmental Technology Diploma	.128
Post Diploma in Information Technologies	.133
RFT Exam Preparation Online	.136
RPF Exam Preparation Online	.137
Web and Graphic Design Citation	138

Computer/Network Electronics Technician Certificate

Full-time

Starts September

Fees, entire program: \$3,968 (Semester 1: \$1,953;

Semester 2: \$2,015)

One year

Prince George

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.

Admission requirements

- Grade 12 (with English 12 or English 12: First Peoples, Communications 12, or Technical and Professional Communications 12), ABE/CCP Advanced Certificate, or GED Certificate.
- 2. One of the following (or its equivalent):
 - Foundations of Math 11
 - Pre-calculus 11
 - MATH 042
 - MATH 044
 - MATH 045
- 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)

Program outline

•	
Semester 1	September - December
CNET 252	Operating Systems
CNET 253	Computer Hardware I
CNET 266	Data Cable Installation
CNET 276	CCNA Introduction to
	Networks
CNET 280	MS Office Software End-
	User Certification for IT
	Professionals Supporting
	Professionals Supporting Users
Semester 2	11 0
Semester 2 CNET 265	Users
	Users January – May
CNET 265	Users January – May Advanced Topics
CNET 265 CNET 267	Users January – May Advanced Topics Microsoft Network Software
CNET 265 CNET 267 CNET 269	Users January - May Advanced Topics Microsoft Network Software Novell Network Software
CNET 265 CNET 267 CNET 269	Users January – May Advanced Topics Microsoft Network Software Novell Network Software Routing and Switching

Selection process

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

and Project Skills

- Math 11, MATH 044, MATH 045, MATH 041 and 042, Applications of Math 11, or equivalent, with a grade of "B" or higher, contributes 2 points
- 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

You might also be interested in . . .

- Engineering (Applied Science)
- Science, Associate Degree
- University-level computer science courses
- University Transfer First-Year Science

Important dates

Fall term

 Classes: September 2 – December 19, 2014 (includes exams)

Spring term

- Classes: January 5 May 15, 2015 (includes exams)
- Study break: February 16 27, 2015

Courses

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 covers 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 covers the hardware requirements of the A+ Certification program.

3 CR / (2,3)

CNET 265 Advanced Topics

This is a lecture/lab course that covers the fundamentals of Windows 7 installation, configuration, optimizing troubleshooting, etc. The emphasis is on computer workstation and mobile computers.

Note: Other topics will also be covered. Prerequisites: CNET 252 and 253 3 CR / (2,3)

CNET 266 Data Cable Installation

Data Cable Installation is an integrated labbased 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 / (2,3)

CNET 267 Microsoft Network Software

This lecture/lab course deals with the installation, configuration, and troubleshooting of a Microsoft server. It will simulate wide area and local networks using a current version of Microsoft's Server operating system, with advanced network concepts targeting layout, installation, and troubleshooting. Topics include security, firewall, industrial networks, data highways, and site-specific disaster recovery.

Prerequisite: CNET 252 3 CR / (3,3)

CNET 269 Linux Network Software

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

Prerequisite: CNET 252 3 CR / (3,3)

CNET 276 CCNA Introduction to Networks

The CCNA (Cisco Certified Network Associate) Routing and Switching introductory courses introduce the architecture, structure, functions, components, and models of the Internet and other computer networks. 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. By the end of either course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

CNET 277

Routing and Switching Essentials

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and

resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.

Prerequisite: CNET 276 3 CR / (2,3)

CNET 280 MS Office Software End-User Certification for IT Professionals Supporting Users

This is a lecture/lab course that covers the fundamentals of the End-User Microsoft Office Suite: Word 2010, Excel 2010 and Outlook 2010. (PowerPoint 2010 will be covered in another course). Topics include function, configuration, troubleshooting, optimization and operation. The emphasis is on computer workstation settings and supporting the end-user. This course is designed for IT technicians to support office users. The course will cover the requirements of the Microsoft Office Specialist (MOS) exam in each of the three business applications listed above.

CNET 285 Technical Documentation and Project Skills

In a technical field, employers require their employees to have a sound understanding of business communications, presentations and proper documentation. In this course, the student will learn to communicate clearly through the study of technical writing, comprehension and documentation procedures using Microsoft Word, Excel. Outlook and PowerPoint. This will allow for the development of the skills needed to create and edit technical documents, as well as present technical information to peers and nontechnical groups. Using project planning software, the students will develop skills to plan projects and proposals based on client information and blueprints provided.

Prerequisite: CNET 280 with a grade of "C+" or higher 3 CR / (2,3)

Engineering (Applied Science) Certificate

Full-time or part-time

Starts September and January (most courses)

Fees: \$4,641 (one year of courses)

One year

Prince George

Careers

As an engineer, you'll be a creative problem-solver, applying your skills to make significant contributions. Careers include chemical engineer, mechanical engineer, civic/structural engineer, environmental engineer, and computer engineer.

Transferability

- UBC Students who successfully complete this program with a GPA of at least 2.8 are guaranteed admission to second-year engineering at UBC, if they complete their program at one institution in one year.
- UVic Engineering seamless transfer to second-year Engineering is under review. Individual CNC courses transfer to UVic as listed on www.bccat.ca
- Other institutions Individual courses also transfer to SFU, UNBC, TRU, and other institutions in BC and Alberta. Students can also transfer to the following programs (with one or two course substitutions):

UNBC/UBC: Joint Environmental Engineering program

University of Alberta, Faculty of Engineering

Admission requirements

- Successful completion of Grade 12 (with English 12 or English 12: First Peoples) or ABE/CCP Advanced Certificate or GED Certificate or completion of Grade 11, with an outstanding academic record, in the year of application.
- 2. Chemistry 12 or CHEM 050
- 3. Principles of Math 12 or Pre-calculus 12 or Math 050 or MATH 100 or equivalent
- 4. Physics 12 or PHYS 050

Note 1: It is strongly recommended that high school students consult their counsellors to ensure they select the high school courses most appropriate for their chosen career paths.

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 obtained a "C+" grade or less in Principles of Math 12 (interim grade) or Math 050 will be registered in MATH 100.

Note 5: Students attending in 2014 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 will be registered in MATH 100.

Program outline

APSC 100	Introduction to Engineering
APSC 120	Engineering Drawing
CHEM 111	Fundamentals of Chemistry I
CHEM 112	Fundamentals of Chemistry II
CSC 109	Computing Science I
ENGL 103	Composition and Style
MATH 101	Calculus I
MATH 102	Calculus II
MATH 204	Linear Algebra
PHYS 101	Introductory Physics I
PHYS 102	Introductory Physics II
PHYS 204	Mechanics I — Statics
Elective	3 credits

Note: Students transferring to UVic are not required to take the above 3 credits of electives, however, they must take CSC 110 while at CNC and must take ENGR 020 while at UVic.

Course completion

Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the Engineering (Applied Science) Certificate.

This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option.

Note: Professional certification or accreditation bodies and receiving institutions may have different criteria.

You might also be interested in . . .

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

Important dates

Fall term

 Classes: September 2 – December 12, 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

APSC 100 UT Introduction to Engineering

This is a mandatory non-credit course for engineering students. The student is given 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.

CHEM 111 UT 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.

Prerequisite: Chemistry 12 or CHEM 050 and Pre-calculus 12 or MATH 100 or MATH 050 with a minimum grade of "C" or higher recommended for both prerequisites 3 CR / (3,3)

CHEM 112 UT 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)

CSC 109 Computing Science I

This is a general introductory course in computer science. Topics include computer architecture, computer systems, development of algorithms and computer programs, and programming style. Programming topics include selection and loop structures, arrays, functions, procedures, and string processing. The main emphasis of this course is on the study and development of algorithms, using a procedural language.

UT

Prerequisite: Foundations of Math 12 or Pre-calculus 12 or MATH 050 or MATH 100 or equivalent. Students with a grade of "B" or higher 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)

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)

MATH 101 UT Calculus I

This course is the first half of a twosemester introductory calculus sequence. Topics covered in the course are the concepts, techniques, and applications of differentiation and an introduction to integration. Together with MATH 102 this course satisfies the first-year mathematics requirement in all university transfer science and applied science programs.

Note: Persons with a "C+" grade or less in Math 12 or MATH 050 will be registered in MATH 100.

Prerequisite: Pre-calculus 12 or MATH 100 or MATH 050 or equivalent 3 CR / (4.0)

MATH 102 UT Calculus II

This course is a continuation of MATH 101 and forms the second half of the two-semester introductory calculus sequence. Topics covered in the course are the definite integral, applications of integration, logarithmic and exponential functions, trigonometric and inverse trigonometric functions, hyperbolic functions, techniques of integration, and infinite sequences and series. Together with MATH 101, this course satisfies the first-year mathematics requirement in all university science and applied science programs.

Prerequisite: MATH 101 3 CR / (4,0)

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)

PHYS 101 Introductory Physics I

IJΤ

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.

Prerequisite: Physics 12 or Applications of Physics 12 with a "B" or higher or PHYS 050 and Pre-calculus 12 or MATH 100 or MATH 050, or equivalent

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 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.

Note: MATH 204 is highly recommended Prerequisites: PHYS 101 (or PHYS 105 with an "A-" grade or higher) and MATH 101 Prerequisites or Corequisites: MATH 102 3 CR / (3,0)

Information and Communication Technology

Online through CNC Mackenzie

Call 250-997-7200 for more information

The goal of the one-year certificate program is to provide students with the knowledge and skills necessary to understand the theoretical and applied uses of information technology in various business settings. Upon completion of the certificate program, students will have the fundamental knowledge and skills of several computer applications and operating systems.

Students will be able to install, configure, and troubleshoot software in both stand-alone and Information and Communication Technologist Certificate networked environments. The first year consists of courses in customer service, business applications, operating systems, networking, programming, and website development at the fundamental level and also includes a foundational team project. Students will demonstrate effective problem definition and problem solving in a positive customer-service context. The certificate program prepares students with the knowledge and skills for employment as an entry-level hardware technician, network technician, or junior programmer with small businesses, government, industry, and other organizations.

Admission requirements

- Grade 10 Math (Applications or Principles); or CCP Math 030; or GED
- Grade 10 English; or CCP English 030; or GED
- English and Math placement evaluation at the Grade 10 level

Students are recommended to have some exposure to computers before starting the program. Additionally, first-time online students are recommended to complete the 15-hour Online Learner Success course available through BCCampus for an orientation to the online learning environment

Technology requirements

Students will require a computer to install free and readily available software (NCIT 106) and access to a separate computer to perform the labs (NCIT 108). Labs involve configuration and installation of operating systems and applications that require full administrator access.

The hardware platform required is minimal and must meet the recommended requirements for the installation and operation of Windows 2000 Professional and Windows XP Professional on a dual boot computer.

Program outline

NCIT 122

NCIT 100 The Business of Information Technology NCIT 102 Computer Hardware NCIT 106 Introduction to Programming NCIT 108 Operating Systems I NCIT 110 Professionalism and Customer Service NCIT 112 Foundations of Web Development NCIT 114 Networking NCIT 118 Operating Systems II NCIT 120 Foundations of Systems Development

Foundation Project

Transfer equivalencies

To view the credit transfer agreement between institutions, visit the British Columbia Council on Admissions and Transfer's BC Transfer Guide website at www.bctransferguide.ca

Important dates

Contact CNC Mackenzie at 250-997-7200 or 1-877-997-4333 or go online to www.cnc.bc.ca/mackenzie

Courses

NCIT 100 The Business of Information Technology

This course is an introduction to the language and world of business. Basic concepts of accounting/finance, sales and marketing, and management/operations will be covered. An explanation of current states of IT as a business and a service place will be investigated along with the future of IT and careers in IT. Rural, remote and Aboriginal perspectives will be examined. A definition of Management Information Systems (MIS) and its role in business will be explored in relationship to its place within the culture of an organization and its potential as an agent of change. The definition and role of the Chief Information Officer (CIO) will be examined. Prerequisite: Admission to NCIT program 3 CR / (1,2)

NCIT 102 Computer Hardware

This course begins to prepare students to support and repair personal computers by examining: basic lab safety concerns, the operation of the major parts of PCs, the operation of devices that are commonly attached to PCs, basic troubleshooting guidelines, and the use of Utility Software. For students interested in pursuing an A+certification, the material presented in the course will be helpful for the hardware component of the A+ certification exams. Prerequisite: Admission to NCIT program 3 CR / (1,2)

NCIT 106

Introduction to Programming 🔲

Programming pervades IT systems and devices. This course provides an introduction to the core concepts common

to most programming and a survey of the wide variety of situations in which IT workers modify or create programs. The course begins with an introduction to the core concepts common to most programming: the sequence, selection and iteration control structures, and the notion of objects as it is encountered in objectbased programming. The remainder of the course consists of a series of case studies of programming as it occurs in different areas, e.g., programming routers, using Javascript to add behaviour to web pages, using SQL to access information in databases, using macros to enhance MS Excel. Good programming practices are emphasized throughout, including topdown design, modularization, code re-use, debugging techniques, and creating useful documentation.

Prerequisite: Admission to NCIT program 3 CR / (1,2)

NCIT 108

Operating Systems I 💂

This course introduces students to the basic concepts of a computer's operating system. The course will spend time on the installation and configuration of the Windows 2000 Professional and Windows XP operating systems. You are introduced to how to modify as well as optimize your Windows environment.

Prerequisite: Admission to NCIT program 3 CR / (1,2)

NCIT 110

Professionalism and Customer Service

This course provides focused knowledge and practical skills in public and customer relations with an IT emphasis. Topics include interpersonal relations, positive customer attitudes and awareness, quality customer service, verbal and nonverbal communications, customer service policies and skills, dealing with difficult customers, conflict resolution and negotiation, common support problems in IT, computer user support, skills necessary for user support agents, help desk operation, and customer service via technology. Cultural diversity and sensitivity is emphasized throughout in meeting the needs of multi-cultural customers.

Prerequisite: Admission to NCIT program 3 CR / (1,2)

NCIT 112

Foundations of Web Development 🔲

This course introduces web page development. It covers HTML and XHTML code, standards and validation. Use of design elements (colour, images) and multimedia are discussed. The student examines the multitude of browsers. standards, and requirements for web surfers everywhere and will produce a final web page that can satisfy most (or all) browser types. In the second half of the course, cascading style sheets (CSS) are used extensively, while XML and JavaScript are both touched on briefly. Students will also explore current issues in web development. Students will also explore the future of web development.

Prerequisite: Admission to NCIT program 3 CR / (1,2)

NCIT 114 Networking

This course covers a wide range of material about networking, from careers in networking to local area networks, wide area networks, protocols, topologies, transmission media, and security. It not only introduces a variety of concepts, but also discusses in depth the most significant aspects of networking, such as the TCP/IP protocol suite. In addition to explaining concepts, the course uses a multitude of networking issues from a professional's standpoint, making it a practical preparation for the real world.

Prerequisite: NCIT 108 3 CR / (1,2)

NCIT 118 Operating Systems II

This course provides students with an introduction to the UNIX operating system using Linux. Students will learn how to create, delete, copy, move, and search for information on a UNIX system as well as organize information using the UNIX system file structure. They are introduced to the screen-oriented VI editor as well as have a chance to experiment with several other editors. Students learn how to use the BASH shell and create shell scripts and be introduced to the X Window system and its graphical user interface. They will also spend time exploring UNIX capabilities in the network environment and on the Internet. System administration, job control, and printing will be covered.

Prerequisite: NCIT 108 or permission of the instructor 3 CR / (1,2)

NCIT 120 Foundations of System Development __

This course introduces the tools and techniques that are used for systems analysis and design. Both the traditional and the object-oriented approach to systems analysis and design will be used. This involves methods of analysis for assessing the information needs of an organization and determining how computer systems can provide problemsolving help. Requirements modeling will include additional coverage on use cases and use case descriptions. System design involves specifying in detail how the components of systems should be implemented and should be based on an in-depth understanding of the business problem obtained from systems analysis. At all stages throughout this course an iterative approach to systems development will be emphasized.

Prerequisite: Admission to NCIT program 3 CR / (1,2)

NCIT 122 Foundation Project 🖳

This capstone course emphasizes teamwork and project management in building an information system from a comprehensive, real-life case study. The instructor leads the group through the phases of the software development cycle to produce and demonstrate a working model of the target system.

Prerequisite: Completion or concurrent registration in all first-year NCIT courses 3 CR / (1,2)

Natural Resources and Environmental Technology Diploma

Full-time

Starts September

Fees, entire program, \$9,572 (Year 1: \$4,882; Year 2: \$4,690)

Two years

Prince George

CNC's Natural Resource and Environmental Technology (NRET) program is an excellent option for individuals who want to do meaningful work in the outdoors and have a positive effect on the environment. This two-year diploma program offers access to jobs, scholarships and a breadth of educational experiences. Students study wildlife and fish habitat, bird identification, indigenous plants, First Nations issues, outdoor recreation/tourism, and Earth sciences. This material complements a core of traditional, forest-based courses that includes technical skills such as measurements, forest protection/health, forest operations and silviculture. All of these studies build on an understanding of ecology, aerial photography, plant biology, soils, math and English, digital mapping, and GIS.

You will learn writing and presentation skills that are attractive to employers, including conducting research, analysis, writing scientific reports, and presenting results.

Students may also have the opportunity to travel for a three-week field school (past destinations have included China and Costa Rica) where students compare approaches to land management with that of BC. This is part of the FORS 251 course, a three-credit course that allows students the opportunity to experience first-hand resource management in another country.

The two-year NRET diploma is recognized by programs at universities such as Thompson Rivers University, UNBC, UBC and the University of Alberta, where students continue their studies in forestry, fish and wildlife, and natural resource sciences. Graduates can even go on to complete a post-diploma in Geographic Information Systems either at Selkirk College, BCIT or other institutions. The combination of practical skills developed in the NRET program with an undergraduate degree is powerful and rewarding.

As a graduate of the NRET program you will have a diploma of technology that will make you eligible to register with Association of BC Forest Professionals and/or the College of Applied Biologists.

As well, the College offers more than \$16,000 in forest/resource-based scholarships and bursaries exclusively to students in this program.

Note 1: Specific transfer agreements vary by institution. Contact a CNC counsellor/advisor for further information.

Note 2: There are some certificates that are required where the costs are in addition to tuition and are the responsibility of the student. These are level 1 first aid, Petroleum Safety Training, and WHMIS.

Admission requirements

- 1. Successful completion of Grade 12 or ABE/CCP Advanced Certificate or GED Certificate;
- 2. Technical and Professional Communications 12 (with a minimum "C" grade), or English 12 or English 12: First Peoples or English 045, or equivalent

- 3. Successful completion of
 - Principles of Math 11, or
 - Foundations of Math 11 with a "C" or higher, or
 - MATH 045, or
 - MATH 044 or equivalent, with a "C" or higher.
- 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 higher.

Note 1: Students graduating from Grade 12 iin 2014 who have Pre-calculus 12, or MATH 050 or MATH 100 with a standing of "C" or higher, will be exempted from taking MATH 195.

Note 2: For students graduating from Grade 12 in 2014, prerequisites are Precalculus 11 or Foundations of Math 11 with a "C" or higher or Math 045 or Math 044 with a "C" or higher.

Note 3: Students must be prepared for and be able to participate in strenuous physical activity in all types of terrain and weather.

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

Semester 1 FOR 161	September – December Forest Measurements I
FOR 177	Introduction to Computers
MATH 195	Mathematics for Technologies
NRES 150	Silvics and Dendrology
NRES 155	Indigenous Plants:
	Identification, Autecology and Cultural Uses
NRES 157	Introduction to Forest Soils
NRES 158	Ornithology and Mammalogy
NRES 170	Aerial Photography and
NINES 170	Image Interpretation
Semester 2	January - April
ABST 100	An Introduction to the World
	View of First Nations People
ENGL 103	Composition and Style
FORS 202	Forest Ecology
FOR 162	Forest Measurements II
FOR 164	Fire Management

NRES 160	Outdoor Recreation and Tourism
NRES 180	Introduction to Earth Sciences
NRES 185	Geomatics and Cartography
Semester 3	September - December
ENGL 229	Professional Business and Technical Communication
FOR 253	Silviculture I
FOR 263	Forest Measurements III
FOR 273	Habitat Management
NRES 250	Natural Resources Policy and Practice
NRES 265	Natural Resources Seminar I
NRES 267	Supervisory Skills
NRES 270	Forest Engineering I
Semester 4	January - April
ENGL 252	Technical Communications for Forest Technology
FOR 254	Silviculture II
NRES 289	Natural Resource Finance
NRES 255	Forest Health
NRES 285	Introduction to Geographic
	Information Systems
NRES 266	Natural Resources Seminar I
NRES 275	Forest Engineering II
NRES 290	Applied Research Project
NRES 299	Extended Natural Resources
	Field Studies

Course completion

Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the Natural Resources and Environmental Technology Diploma.

This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Educational Administrator to discuss this option.

Note: Professional certification or accreditation bodies and receiving institutions may have different criteria.

You might also be interested in...

- Registered Forest Technologist (RFT) exam preparation online
- Registered Professional Forester (RPF) exam preparation online
- Science, Associate Degree
- University Transfer First-Year Science (Quesnel)

Important dates

Fall term

Classes: September 2 – December 12,
 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

FOR courses are restricted to students in the Natural Resources and Environmental Technology program.

ABST 100 An Introduction to the World View of First Nations People

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

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 229 UT Professional Business and Technical Communication

This course includes both the theory and practice of writing for the workplace. Students will first learn the rules and guidelines of professional communication and then moves beyond them, investigating the underlying theory, ethics and social factors that contribute to the challenges of work writing. This course introduces strategies for communicating effectively to a variety of audiences in a variety of

workplace genres. Students work both individually and in collaboration, completing both written and oral projects that are relevant to their professional goals and the requirements of the business, technical, and professional communities.

Prerequisites: Two of ENGL 101, 102, 103, 104, 106, 107, or their equivalent
Note: Natural Resource and Environmental
Technology (NRES) students will be
admitted with successful completion of
ENGL 103 and completion of all first-year
courses. Business Program students will be
admitted with successful completion of ACC
151, CIS 165, ENGL 103, MGT 154, MKT
152, and one of ECON 101 or ECON 201.

ENGL 252 Technical Communications for Forest Technology

3 CR (3.0)

UT

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 103 and ENGL 229 3 CR / (3,0)

FOR 161 Forest Measurements I

This field-oriented course introduces theory and practice of all aspects of forest measurements and surveying. Students 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 students with sufficient knowledge and field training 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, presuppression, and suppression activities. Successful students will know their responsibilities under the Forest Practices Code Act and related regulations. Suppression instruction focuses on initial attack, including fire assessment, reporting, forecasting behaviour, determining tactics, and equipment needs. Students can document their plans and actions. Students 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 177 Introduction to Computers

This course provides an introduction to computing, using Windows-based computer applications. Natural resource industry applications using professional word processing, database management, spreadsheet, and presentation software will be the primary focus of this course.

3 CR / (0,3)

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 description and classification, determination of site potential and limitation, and management of forest cover to meet a defined objective.

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, this course begins with studies on methods of forest establishment starting with site preparation then moving on to aspects of seed collection, tree improvement and nursery practices. Planting and stand tending are studied insofar as they support basic silviculture practices and the successful establishment of a forest.

Silviculture prescriptions will be outlined and milestone surveys will be studied. Students will be able to establish silviculture survey plots and determine basic free growing outcomes to a provincial standard.

Prerequisite: FOR 253

5 CR / (4,2)

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 273

Habitat Management

This course gives 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 focuses on forest biodiversity, with emphasis on the role of fish and wildlife in a healthy forest. Students 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)

FORS 111 Dendrology I

This course covers both morphology (identification) and functioning (physiology) of trees. The lectures cover the structure and function of seed, roots, stem, and leaves; tree growth; dormancy; and stand development. The labs concentrate on recognition of BC and Canadian species of broadleaf trees, with experimental assignments to reinforce lecture material.

Note: This course is offered on the basis of demand. Students interested in taking this

course should contact the School Dean at 250-561-5830.

Prerequisite: Biology 11 or BIO 045

3 CR / (3,2)

FORS 112 Dendrology II

A continuation of FORS 111, this course concentrates on the function of trees (water relations, photosynthesis, respiration), reproduction, forest regions of Canada, ecological classification, geographical distribution, elementary BC conifers, and the more important North American/world species. Analytical and experimental labs will be assigned.

UT

UT

UT

UT

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the School Dean at 250-561-5830.

Prerequisite: FORS 111 3 CR / (3,2)

FORS 202 Forest Ecology

This course provides an introduction to the ecosystem concept, energy biomass and nutrient cycling, the physical environment, population and community ecology, and ecological succession. It also introduces the biogeoclimatic classification of BC and examples of Central Interior ecosystems.

Prerequisites or Corequisites: FORS 111, 112, 210 or FOR 155, 157 or NRES 150, 155, 157

3 CR / (3,2)

UT

FORS 203 Silvics of Forest Trees of Western Canada

Ecological and silvical characteristics of forest trees of western provinces; assessment and ecological site quality; application of silvics in silviculture.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the School Dean at 250-561-5830.

Prerequisites: FORS 202, FORS 210 3 CR / (3,2)

FORS 251 Natural Resource Field School and Cultural Exchange

This course provides an opportunity to observe natural and managed, forested and non-forested ecosystems in an international setting. Seminar topics will include an

overview of natural resources, forest ecosystem management, and how the host country balances stakeholders' demands with maintaining biodiversity and ecosystem health. Students will have an opportunity to compare and contrast the host country's forest land management practices with practices in British Columbia. Seminars on the host country's culture and history and participation in a variety of socio-cultural activities will also occur.

Prerequisites: 6 credits of NRES courses or 6 credits of University Transfer science courses, with 3 of those credits from BIO 103 or 104 or 107 or 120 or GEOG 201 or 202

3 CR / (90 hours)

MATH 195 Mathematics for Technologies

MATH 195 introduces students to the principles and practice of mathematics with application to technologies. Topics include number systems, algebraic concepts, analytic geometry, functions and graphs, and trigonometry. Instruction emphasizes topics and examples relevant to the technologies. 3 CR / (3.0)

NRES 150 Silvics and Dendrology

Students learn to identify all coniferous and broad-leaved trees native to British Columbia, and their silvical, ecological, and physiological characteristics.

Prerequisite: Admission to NRES program or written permission of the instructor 3 CR / (2,2)

NRES 155

Indigenous Plants: Identification, Autecology, and Cultural Uses

Students learn to identify key indigenous plants in British Columbia, understand these plants' autecology and the cultural uses for these plants associated with various First Nations and other groups. It also includes the indicator role these indigenous plants play in the classification of forest sites and other land management activities.

Prerequisite: Admission to NRES program or written permission of the instructor 3 CR / (2,2)

NRES 157 Introduction to Forest Soils

The course is basic to an understanding of forest productivity and the side effects

resulting from various forestry practices, with applications in silviculture, watershed management, and engineering. Topics covered are landforms and soil formation, physical and chemical properties of soils, description of profiles, the Canadian System of Soil Classification, and basic principles of hydrology. Field exercise emphasizes sampling description and classification of soils.

Prerequisite: Admission to NRES program or written permission of the instructor 3 CR / (3,2)

NRES 158 Ornithology and Mammalogy

This course gives students knowledge about some of the birds and mammals that live in British Columbia and the habitat that sustains them. Along with studying some anatomy, physiology, reproductive, and behavioural characteristics of these species, the course focuses on learning how to correctly identify the various birds and mammals by their sound, appearance, coloration, and the type of habitat in which they are found. The course also studies the population status and current health of the environment in which these birds and mammals live.

Prerequisite: Admission to NRES program or written permission of the instructor 3 CR / (2,3)

NRES 160 Outdoor Recreation and Tourism

This course gives students a basic knowledge of outdoor recreation and tourism in British Columbia. It focuses on legislation and policy that regulate outdoor recreation in BC and the ecological, social, and economic impacts outdoor recreation has in the province. The course covers the basic concepts of outdoor recreation, the business aspect of it, its current trends, and how it is managed at the local and provincial level. In addition to class lectures, part of the course engages students in some outdoor recreation activities like cross-country skiing, snowboarding, camping and hiking, canoeing, etc.

Prerequisite: Admission to NRES program or written permission of the instructor 3 CR / (2,3)

NRES 170 Aerial Photography and Image Interpretation

This course provides students with an understanding of the photogrammetric practice and image interpretation in natural resource disciplines. Students learn basic photo geometry and photogrammetric measurements, mapping from aerial photographs, image interpretation, and applications of aerial photography in natural resource inventory. The applications of other remote sensing imagery will also be explored.

Prerequisite: Admission to NRES program or written permission of the instructor 3 CR / (1,3)

NRES 180 Introduction to Earth Sciences

This course provides the student with a working knowledge of the important geologic processes that created the various landforms in British Columbia. Students learn to recognize various landforms common to BC. Students also learn to identify various rocks and minerals common to BC and understand the important economic role certain rocks and minerals deposits play in the maintenance of a healthy mining industry in BC.

Prerequisite: Admission to NRES program or written permission of the instructor 3 CR / (2,2)

NRES 185 Geomatics and Cartography

Geomatics involves the gathering, storing, processing and delivering of geographic information. This type of information is critical for effective resource analysis to achieve resource management goals. This course provides students with skills in field data collection, mapping, and map interpretation. Topics include cartographic principles, map projections, co-ordinate system, global positioning system (GPS), mapping, and evaluation and interpretation of maps. The field data sets and resource management activities in other program studies are used for mapping projects.

Prerequisite: Admission to NRES program Corequisite: FOR 162 3 CR / (1,3)

NRES 250

Natural Resources Policy and Practice

This course covers the history and legal basis for natural resource management of

Crown forest land in British Columbia.
Emphasis is placed on the Forest Act and
Forest and Range Practices Act, Land Act,
Oil and Gas Activities Act, Mines Act and
related Provincial and Federal Acts and their
associated regulations. Inventory,
biodiversity, and planning concepts are
introduced.

Prerequisite: Completion of first-year program 3 CR / (3,2)

NRES 255 Forest Health

This course examines the role of insects and diseases in ecosystem structure and function and their impacts on forest values. Identification, ecological role, economic importance and evaluation/management techniques for provincially significant insects, diseases, abiotic injuries and disorders are studied.

Prerequisite: FORS 202

3 CR / (2,2)

NRES 265

Natural Resources Seminar I

This course consists of a series of seminars covering a wide range of topics dealing with current environmental and stewardship issues impacting natural resource management. As part of the course, students gain experience in researching, documenting, and analyzing information and data associated with these current environmental and stewardship issues. Prerequisite: Completion of first-year program

2 CR / (2,0)

NRES 266 Natural Resources Seminar II

This course consists of a series of seminars covering a wide range of topics dealing with the role various groups and organizations have with influencing and resolving important resource management issues in BC. The course will explore how these groups and organizations approach various natural resource management issues and what mechanisms are available to help these groups and organizations interact. This course is intended to enhance participants' ability to contribute constructively to natural resource discussion and practice

Prerequisites: NRES 265, NRES 267

2 CR / (2,0)

NRES 267 Supervisory Skills

Students in this course develop group management skills for successful workplace relationships with superiors, peers and subordinates. This course promotes communication, teamwork and leadership skills for application in group and supervisory situations. Topics covered will include group communication and dynamics, leadership styles, motivation, conflict resolution and work ethics.

Prerequisite: Completion of first-year NRES program

2 CR / (2,0)

NRES 270 Forest Engineering I

This course provides the student with a basic knowledge of forest engineering practice in the field of forest road design, construction, maintenance, and deactivation. Other topics include soil classification, watershed assessment, survey and design of drainage structure, and Forest and Range Act and associated regulations. Emphasis is placed on field procedures and microcomputer design applications.

Prerequisite: Completion of first-year NRES program 3 CR / (3,3)

NRES 275 Forest Engineering II

This course provides the student with an introduction to the common harvesting systems and methods used in British Columbia. Topics include the principles of sustainable development in forest practice, evaluation of site and recommendation of harvesting system, harvesting planning, harvesting budget, log transportation, and safety management.

Prerequisite: NRES 270

3 CR / (3,3)

NRES 285 Introduction to Geographic Information Systems

This course provides an introduction to the major concepts in Geographic Information System (GIS). Emphasis is given to the processes involved in the operation of GIS software and the development and maintenance of the requisite databases. Topics include geo-referencing, data acquisition and input, data analysis and processing, and data output. Laboratory

exercises will complement the theory presented in the lectures.

Prerequisite: Completion of all courses from semesters 1–3

3 CR / (1,3)

NRES 289 Natural Resource Finance

This course introduces the students to the fundamentals of business and finance related to natural resource land management. Topics include business ownership, methods of financing businesses, financial statements and analysis, loans and interest calculations, break-even analysis, resource valuation and contract administration.

Prerequisite: Completion of first-year NRES program

3 CR / (2,2)

NRES 290 Applied Research Project

This course satisfies the applied research project requirements of the Canadian National Technology Accreditation Board for the Natural Resources and Environmental Technology program. Students undertake an exercise in basic applied research, developing a hypothesis, collecting data to test the hypothesis, completing an analysis and finally drawing conclusions. Real world situations will be explored with a focus on natural resources.

Prerequisite: Completion of all courses from semesters 1–3

Corequisite: ENGL 252

3 CR / (0,3)

NRES 299 Extended Natural Resource Field Studies

This course is an intensive seven-day set of field exercises in which students are exposed to a range of natural resource practices and activities in different parts of BC from the interior to the BC lower coast. Field activities involve exercises, observation, and analysis of research facilities, forestry operations and manufacturing facilities.

Prerequisite: Completion of all courses from semesters 1–3

3 CR

Post Diploma in **Information Technologies**

Full-time

Start date: September

Fees: TBA

24 months (including work placement)

Offered in Prince George (Continuing Education and School of Trades and Technologies)

Careers

Information technology (IT) as defined by the Information Technology Association of America (ITAA) is the study, design, development, implementation, support, or management of computerbased information systems, particularly software applications and computer hardware.

According to the Information and Technology Council's (ICTC) most recent publication, Canadian employers will need to hire around 100,000 Information and Communication Technology (ICT) workers annually between 2013 and 2016.

For most regions and most ICT occupations, employers will encounter systemic shortages when recruiting for ICT jobs requiring five or more years of experience. The severity of these shortages will increase when employers are looking for individuals with leading-edge skills or with particular combinations of domain experience and ICT expertise.

Those shortages will affect five occupations: computer and information systems managers, telecommunications carriers managers, information systems analysts and consultants, broadcast technicians, and network administrators and/or engineers.

Credentials

The Post Diploma in Information Technologies provides students to obtain industry-recognized certification in

- Cisco Certified Network Associate (CCNA2)
- CompTIA3 A+, Project+, Server +
- CFOT 4
- MCP5
- ETA
- LINUX (CompTIA)
- CWSP (Certified Wireless Security Professional)
- CWNA (Certified Wireless Network Administrator)

Admission requirements

Students applying for this program should have as a minimum successfully completed within the past five years, a two-year diploma from a recognized post-secondary institution or equivalent in either Computer Science or Business Information Technologies or be able to demonstrate equivalent experience to the satisfaction of the instructor(s).

Students whose first language is not English must have a minimum TOEFL score of 550 (PBT), 213 (CBT), 80 (IBT), and a 6.0 IELTS score or have successfully completed Level 4, English for Academic Purposes at CNC.

Students will be admitted on a first qualified, first accepted basis. There will be one intake a year.

Program outline

A minimum of 75% (C+) on each course is required to successfully complete the PDIT program. The student must complete all course components.

COM 100 PDIT 302	Fundamentals of Business Computer Systems
PDIT 303	Hardware and Electronics Computer Operating Systems
PDIT 304	Windows Enterprise OS
PDIT 306	Data Cable Installation and Management
PDIT 308	Project Management
PDIT 324	Certified Wireless Technology Specialist
PDIT 326	Wireless Security (CWSP)
PDIT 328	Wireless Network
	Administration
PDIT 330	Microsoft Network Software (NOS)
PDIT 332	Enterprise Servers
	(Linus/Novell)
PDIT 340	Professional Development
PDIT 376	CCNA Introduction to
	Networks
PDIT 377	Routing and Switching Essentials
PDIT 378	Scaling Networks
PDIT 379	Connecting Networks
PDIT 390	Work Term Placement
500	

You might also be interested in . . .

- Computer/Network Electronics Technician Certificate
- Computer Science

Courses

These courses are restricted to students in the PDIT programs.

COM 100

Fundamentals of Business

The student examines a broad overview of the Canadian business system - how it functions and how it relates to specific

areas such as marketing, production, finance, and human resources. The student gains specific insights into actual business operations and some of the major areas of concern regarding the role of business in society including globalization, corporate social responsibility, entrepreneurship, and small business development.

Prerequisite: Admission into the program 3 CR / (3,0)

PDIT 302 Computer Systems Hardware and Electronics

This lecture/lab course covers the fundamentals of microcomputer operating systems, BIOS, and the relationship between software and hardware. Emphasis is placed on the function, installation, configuration, diagnostics, trouble-shooting, optimization, and operation of personal computer workstation hardware. The course covers the hardware requirements of the A+ Certification Program. In addition, the course teaches basic electronics where the student studies Ohm's Law, series and parallel circuits and basic transistor circuits. Emphasis is placed on learning to use test equipment and interpreting the readings obtained.

Corequisite: PDIT 303 3 CR / (2,4)

PDIT 303 Computer Operating Systems

This lecture/lab course covers the fundamentals of a microcomputer operating system, BIOS, and the relationship between software and hardware. Topics include function, installation, configuration, diagnostics, trouble-shooting, optimization, and operation. Emphasis is on computer workstation operating systems. The course covers the software requirements of the A+ Certification Program. To prepare the student to support operating systems used on personal computers, from a user level to an I-can-fix-this level mindset. These goals are achieved with a proven effective combination of tools that powerfully reinforce hardware concepts and hands-on, real world experience. It also provides thorough preparation for CompTIA A+ Core Operating System Technology Exam (JKO-XXX).

Corequisite: PDIT 302 3 CR / (2,4)

PDIT 304

Windows Enterprise Operating Systems

This is a lecture/lab course that covers the fundamentals of Windows 7 installation, configuration, optimizing troubleshooting, etc. The emphasis is on computer workstation and mobile computers. Other topics are covered.

Prerequisites: PDIT 302, PDIT 303 3 CR / (2,4)

PDIT 306 Data Cable Installation and

Management

This course is an integrated lab-based course to learn the concepts behind cabling standards and to perform the tasks required of a certified cable installer. The course prepares students for industry standard certification exams.

3 CR / (2,4)

PDIT 308 Project Management

This lecture/lab course deals with concepts and processes involved in project management based on principles and techniques espoused by the Project Management Institute (PMI). Scenarios presented in the course material involve activities typically encountered in an IT industry environment.

3 CR / (2,3)

PDIT 324 CWTS Certified Wireless Technology Specialist

This program is intended to provide an introduction to the exciting and emerging world of I.E.E.E. 802.11 wireless LAN technology. This technology continues to expand at a phenomenal pace, with constant improvements in speed, performance and reliability, and security. This course will teach you the fundamentals of the I.E.E.E. 802.11 standards-based wireless technology, giving you an overview of hardware and software components, radio frequency communications principles, terminology overview and support and maintenance associated with wireless LAN technology, commonly referred to as WiFi. 3 CR / (2,4)

PDIT 326 Wireless Security (CWSP)

The CWSP program prepares a student to write the PWO-240 certification exam. Wireless local area networks are one of the

hottest technologies on the market today. The understanding of how wireless networks work, what is transmitted, and now to protect the data transmitted is the aim of this program.

Prerequisite: PDIT 324 3 CR / (2,4)

PDIT 328

Wireless Networking Administration

The CWNA prepares the student for the Certified Wireless Network Administrator exam program. Covering all related materials required for the successfully passing the PW0-104 exam.

Prerequisite: PDIT 326 3 CR / (2,4)

PDIT 330 Microsoft Network Software (NOS)

This lecture/lab course deals with the installation, configuration, and troubleshooting of a Microsoft server. It simulates 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 include security, firewall, industrial networks, data highways, and site-specific disaster recovery.

Prerequisite: PDIT 302, PDIT 303 3 CR / (2,4)

PDIT 332

Enterprise Servers (Linux/Novell)

This lecture/lab course deals with the configuration, installation, and troubleshooting of the Novell server, simulating wide area and local networks using a current version of Novell's network operating system.

3 CR / (2,4)

PDIT 340 Professional Development

CSS professionals require specialized knowledge of human relations concepts with focused application to customer and co-worker interactions in the workplace. A CSS professional is a customer-facing individual who strives to serve others, internal and external to their organization, with the highest level of service. A CSS professional certified in this skill set has the abilities and knowledge to reduce service-related disputes and misunderstandings within the organization they serve. Through study of CSS materials, the individual learns

how to be a more harmonious and contributing member of a team, learning key skills that improve human relations both on and off the clock. Productivity will improve because less time will be consumed handling recalls, customer problems, litigation, and disputes between fellow employees. Customer Service Specialists who have improved their human relationship skills gain the reward of an achievement that raises the dignity of themselves and those they serve. Certified Customer Service Specialists require abilities in human relationships and interactions and should possess a conversational knowledge of technical products or services. Providing the best service demands knowing the products and services offered to meet the consumers' needs and the best way to service those needs while maintaining the operational needs of the business and the integrity of the interaction. Understanding the nature of service-related incidents and providerliability assists the individual in properly advising customers and fellow workers on preventing and resolving service conflicts effectively and equitably for all parties concerned.

3 CR / (1,2)

PDIT 376

CCNA Introduction to Networks

The CCNA Routing and Switching introductory courses introduce the architecture, structure, functions, components, and models of the Internet and other computer networks. 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. By the end of either course, students will be able to build simple LANs, perform basic configurations for routers and switches, and implement IP addressing schemes.

3 Un / (2,4)

PDIT 377

Routing and Switching Essentials

This course describes the architecture, components, and operations of routers and switches in a small network. Students learn how to configure a router and a switch for basic functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with RIPv1, RIPv2, single-area and multi-area OSPF, virtual

LANs, and inter-VLAN routing in both IPv4 and IPv6 networks.

Prerequisite: PDIT 376

3 CR / (2,4)

PDIT 378

Scaling Networks

This course describes the architecture, components, and operations of routers and switches in a larger and more complex network. Students learn how to configure routers and switches for advanced functionality. By the end of this course, students will be able to configure and troubleshoot routers and switches and resolve common issues with OSPF, EIGRP, STP, and VTP in both IPv4 and IPv6 networks. Students will also develop the knowledge and skills needed to implement DHCP and DNS operations in a network.

Prerequisite: PDIT 377

3 CR / (2,4)

PDIT 379

Connecting Networks

This course discusses the WAN technologies and network services required by converged applications in a complex network. The course enables students to understand the selection criteria of network devices and WAN technologies to meet network requirements. Students learn how to configure and troubleshoot network devices and resolve common issues with data link protocols. Students will also develop the knowledge and skills needed to implement IPSec and virtual private network (VPN) operations in a complex network.

Prerequisite: PDIT 378

3 CR / (2,4)

PDIT 390 Work Term Placement

This course provides the opportunity to put learned skills to work in a real world environment. The learner (either individually or in small groups) will work in a "live" customer environment, interact with experienced IT staff, and work to solve or move forward real world problems.

Prerequisite: PDIT 302, PDIT 303, PDIT 326

6 CR / (80 hours)

RFT Exam Preparation Online

Part-time

Available on demand

3 weeks

Online through Burns Lake

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.

Program outline

This is a 3-week condensed course to help practicing technologists prepare for the certification exam.

Topics include:

- Forest management and Silviculture
- Forest operation and protection
- The forest team and professional reliance
- Ethics and standards, professional practice and due diligence
- Dispute resolution and public interest

Each topic includes assigned readings, online discussions, online exercises and sample exams. You'll write samples 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.

Important dates

Please contact the campus directly.

RPF Exam Preparation Online

Important dates

Please contact the campus directly.

140801

Part-time

Available on demand

3 weeks

Online through Burns Lake

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.

Program outline

This is a 3-week condensed course designed to prepare Foresters-in-Training for the sit down exam.

Topics include AAC and timber supply; tenure and valuation; planning, operations and SFM; enforcement, ministry roles, the forestry team and professional reliance; mountain pine beetle, ethics, standards and professional practices; First Nations, continuing competency and due diligence; and trade, dispute resolution and public interest.

Each topic includes assigned readings, online discussions, online exercises and sample exams. You'll write samples 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

Web and Graphic Design: Citation, Certificate and **Diploma**

Part-time, Full-time

Starts: September and January

Fees: TBA

One year (citation/certificate); two years (diploma)

Prince George

If you want to work as a creative professional in a career you love, then CNC's Web and Graphic Design program is for you. Learn visual and online communication strategies, digital art and interactive media, web design, typography, project management and creative problem solving while you prepare promotional materials to promote yourself and other businesses. Our oneand two-year programs offer a creative learning environment that spans multiple disciplines yet still gives you the opportunity to specialize in a chosen field. Use programs like Photoshop, Illustrator, Dreamweaver and Premiere Pro along with other Adobe Creative Cloud software. Strategically position yourself for careers in communication design, web, digital media production, illustration and many other creative fields.

Courses can be taken individually for professional development or in sequence leading to a citation, certificate or diploma.

Admission requirements

One of the following:

- Successful completion of Grade 12 with English 12 or English 12: First Peoples
- Successful completion of ABE/CCP Advanced Certificate (with English 050 or equivalent).
- Mature student status (please consult a CNC counsellor/advisor) plus completion of an English assessment administered by the college and upgrading in English if required.

Note: Basic computer skills are required. You will be required to use a mouse and keyboard or alternative means to interact with the operating system and software programs.

Program outlines

Citation

WEGD 121	Introduction to Design Thinking
WEGD 141	Introduction to Web Design
WEGD 131	Introduction to Visual Communication
WEGD 142	Intermediate Web Design

Certificate

WEGD 121

ENGL 103	Composition and Style
FINE 107	Digital Art and Media
ENGL 120	Content Strategies for Online Writing

Introduction to Visual Communication WEGD 141 Introduction to Web Design WEGD 142 Intermediate Web Design WEGD 151 Basics of Typography Plus 6.0 credits of UT/Business/WEGD electives

Diploma

WEGD 131

ENGL 103 FINE 107	Composition and Style Digital Art and Media
ENGL 120	Content Strategies for Online
	Writing
MKT 000	Entrepreneurship (under
	development by the
	Business faculty)
WEGD 121	Introduction to Design
	Thinking
WEGD 131	Introduction to Visual
	Communication
WEGD 141	Introduction to Web Design
WEGD 142	Intermediate Web Design
WEGD 151	Basics of Typography
WEGD 211	Applied Skills Lab I
WEGD 212	Applied Skills Lab II
WEGD 299	Professional Internship
Plus 12 credits	s of UT/Business/WEGD
electives	

In addition to the above courses, students will specialize in either a web or design stream:

Web Stream is for students wishing to further develop skills in web design and digital media production. Suitable for those looking to specialize in web design and interactive media production.

WEGD 231	Introduction to Interactive
	Digital Media Production
WEGD 232	Interactive Digital Media
	Production
WEGD 241	Advanced Web Design
	Concepts
WEGD 242	Digital Media Showcase

Design Stream is for students wanting to further their skills in Visual Design disciplines like Graphic Design and Illustration. Suitable for students on a career path or students wanting to continue towards a Bachelor's Degree at a Degree-granting institution.

WEGD 221	Graphic Design for
	Sustainability
WEGD 222	Visual Showcase
WEGD 251	Drawing for Story
WEGD 252	3D Design and Rapid
	Prototyping

Introduction to Design Thinking

Courses by semester with suggested electives

Semester 1

ENG 103	Composition and Style
FINE 107	Digital Art and Media
WEGD 121	Introduction to Design
	Thinking

WEGD 141 Introduction to Web Design

Plus one UT or Business elective from the recommended list:

ABST 111	Métis Studies: Art and
	Material Culture
ANTH 210	Anthropological Perspectives
	on "Pop"ular Culture
CSC 105	Introduction to Computers
	and Programming
ENGL 106	Film Studies
FINE 101	Art History I
FINE 103	Drawing I
FINE 109	Colour Theory
FINE 150	Fundamentals of Digital
	Photography—Exploring the
	Digital Photography
	Workflow
MKT 152	Principles of Marketing

Semester 2

ENG 120	Content Strategies for Online
	Writing
WEGD 131	Introduction to Visual
	Communication
WEGD 142	Intermediate Web Design
WEGD 151	Basics of Typography
Plus one UT or Business elective from the	

recommended list:

ABST 111	Métis Studies: Art and
	Material Culture
ANTH 210	Anthropological Perspectives
	on "Pop"ular Culture
CSC 105	Introduction to Computers
	and Programming
ENGL 106	Film Studies
FINE 102	Art History II
FINE 104	Drawing II
FINE 150	Fundamentals of Digital
	Photography—Exploring the
	Digital Photography
	Workflow
MKT 152	Principles of Marketing

Semester 3

Courses for Web stream:

WEGD 231 Introduction to Interactive Digital Media Production

WEGD 241	Advanced Web Design
	concepts

Courses for Design stream:

WEGD 221	Graphic Design for
	Sustainability
WEGD 251	Drawing for Story

Plus courses for both streams:

MKT 000	Entrepreneurship (under development)	
WEGD 211	Applied Skills Lab I	
Plus one UT or Business elective from the recommended list:		
ANTH 210	Anthropological Perspectives	

on "Pop"ular Culture ENGL 106 Film Studies ENGL 205 Creative Writing I FINE 101 Art History I FINE 109 Colour Theory FINE 103 Drawing I **FINE 150** Fundamentals of Digital

Photography-Exploring the Digital Photography Workflow MKT 285 Internet Marketing

Semester 4

Courses for Web stream:

WEGD 232	Interactive Digital Media
	Production
WEGD 242	Digital Media Showcase

Courses for Design stream:

WEGD 252	3D Design and Rapid
	Prototyping
WEGD 222	Visual Showcase

Plus courses for both streams:

WEGD 212	Applied Skills Lab II
WEGD 299	Professional Internship

Plus one UT or Business elective from the recommended list:

ABST 111	Métis Studies: Art and
	Material Culture
ANTH 210	Anthropological Perspectives
	on "Pop"ular Culture
CSC 105	Introduction to Computers
	and Programming
ENGL 106	Film Studies
ENGL 206	Creative Writing II
FINE 104	Drawing II (prerequisite: FINE
	103)
FINE 105	Painting (prerequisite: FINE

109)

FINE 150 Fundamentals of Digital

Photography-Exploring the Digital Photography

Workflow

MKT 285 Internet Marketing

For your required electives CNC offers a wide variety of courses: Aboriginal Studies, Anthropology, Business, English and Fine Arts will complement your Web and Graphic Design credential. Students may also take additional second-year WEGD courses to satisfy this requirement. Please consult with Counselling and Advising to choose the most appropriate electives for you.

Note: FINE courses are still pending program approval and may be subject to change.

Course completion

Courses labelled WEGD must be completed no more than 5 years prior to the date of graduation in order to count toward the Web and Graphic Design Citation, Certificate or Diploma. All other courses must be completed in no more than 10 years.

This policy applies to CNC courses and to all courses transferred from other postsecondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Educational Administrator to discussion this option.

Students must earn a "C" grade or higher in classes before they can be applied towards any WEGD credential. Students must earn a minimum "C" grade in all non-elective courses to count towards any WEGD credential.

The diploma incorporates 12 credits of electives. Students wishing to focus on both web and design can take both second year streams in lieu of the 12 credits of electives. Please note that taking both web and design streams will require a minimum of five semesters.

Note: Professional certification or accreditation bodies and receiving institutions may have different criteria.

You might also be interested in . . .

Fine Arts Certificate

Important dates

Fall term

 Classes: September 2 – December 12, 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

ENGL 103 Composition and Style

A study of grammar, composition, and style. A vigorous program of essay-writing plus a variety of writing assignments or exercises dealing with specific problems in essay-writing. Strongly recommended for students who wish to improve their writing skills. 3 CR / (3,0)

ENGL 120 Content Strategies for Online Writing

This course introduces forms and strategies for content development for social media, online blogging, entertainment, and journalism. Students will learn the elements of story, practice finding material for stories, learn how to shape stories depending on audience, find new angles for existing stories, and condense and simplify stories. The lectures and assignments will involve a wide range of topics meant to reveal possible approaches to writing for online purposes and to stimulate improvements of the work submitted for discussion and evaluation. Students will practice writing and editing their own and each other's work.

Prerequisite: ENGL 103 3 CR (3,0)

FINE 107 Introduction to Digital Arts and Media (Studio)

Students 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 are 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 are also covered. By the end of the course, students will have created a digital portfolio of their work. Basic computer literacy is recommended in order for students to succeed in this class.

Prerequisite: Pending 4 CR / (1,3)

WEGD 121 Introduction to Design Thinking

Design Thinking investigates "individual as innovator" by working on design problems in a human, interactive, collaborative, and prototype way. Students will gain an understanding of the methodology and language used in human-centered design as they problem solve for real and fictitious clients. Participants will empathize, define, ideate, prototype and test their way to solutions for business, visual, online, and print media using traditional tools and industry standard software programs. Project-based assignments will develop a foundation in design thinking suitable for those going on to study in a variety of design disciplines.

3 CR (3.0)

WEGD 131

Introduction to Visual Communication

Visual Communication focuses on developing an understanding of the reasons and ways in which people have chosen to communicate. Students will investigate a variety of visual communication examples from the historical to the contemporary and use them as a catalyst for their own work. The course will survey work from a variety of different cultures, including Canadian Aboriginal culture. Students will use those investigations to create their own case studies of techniques both past and present, sharing their projects through a variety of presentations.

3 CR (3,0)

WEGD 141 Introduction to Web Design

This course introduces students to the fundamentals of website design. Students will learn how to design, develop, optimize, publish and troubleshoot basic HTML and CSS based websites. Learners will create websites with standard text editors and with industry leading website development and image editing software. The class is taught

with a focus on current and emerging web standards and best practices. Students will analyze and assess other websites to gain insight into the design of their own websites.

3 CR (3,0)

WEGD 142 Intermediate Web Design

This course is a continuation of WEGD 141 and focuses on intermediate concepts around designing, developing, optimizing, publishing and troubleshooting HTML and CSS based websites. More advanced concepts around user experience, interactive design and search engine optimization will be discussed. Learners will gain experience in integrating other forms of media into their websites including animation, audio and video. Students will become proficient using industry leading website development and image editing software. Students will gain an awareness of other technologies that, while beyond the scope of this course, are important components of the current website development landscape.

Prerequisite: WEGD 141

3 CR (3,0)

WEGD 151 The Basics of Typography

A must for all who wish to design visual solutions that present clear messages, this course will discuss, evaluate and research aspects of typography as the most basic element of design. Students will learn the role of type in communication as they investigate "meaning aesthetics" and "functionality" of letterforms individually and in word, sentence and paragraph formations. Through the study of typography's graphic and communicative elements, the class will examine letterform anatomy and analysis, form and counterform, hierarchy, legibility, type conveyance of voice, mood, and meaning and the use of grids. The knowledge gained in this class can be applied to solving any visual problem that involves the typographic form whether it will be presented on a sheet or screen.

3 CR (3,0)

WEGD 211 Applied Skills Lab I

Students from multiple disciplines will have an opportunity to work together to extend their knowledge of digital software by

practicing and improving their digital literacy skills in authoring software such as Photoshop, Illustrator, InDesign and Dreamweaver. Assignments will challenge students to apply intermediate and advanced concepts in composition, construction, and a variety of digital image manipulation techniques to their ongoing assignments from other classes. Rotating faculty, each with their own area of expertise will facilitate demonstrations, critiques and evaluations.

Prerequisites: FINE 107, WEGD 121, WEGD 131, WEGD 141, WEGD 142, WEGD 151

Prerequisites or Corequisites for Web stream: WEGD 231, WEGD 241 Prerequisites or Corequisites for Design stream: WEGD 221, WEGD 251 3 CR (3,0)

WEGD 212 Applied Skills Lab II

This lab provides second-year WEGD students the opportunity to collaborate and coordinate on, develop and discuss, WEGD-related projects in a hands-on, production and development driven, cross-disciplinary environment. In group discussions and formal presentations participants will articulate the creative and operational considerations and decisions made in designing and developing projects. Students will acquire and develop critiquing and evaluation skills in regards to project development. Select program faculty on a rotating schedule will facilitate the labs.

Prerequisites or Corequisites for Web stream: WEGD 232, WEGD 242
Prerequisites or Corequisites for Design stream: WEGD 222, WEGD 252
3 CR (3,0)

Prerequisite: WEGD 211

WEGD 221 Graphic Design for Sustainability

The practice of graphic design through the lens of sustainability will be the focus of this class. Students will work ethically while considering sustainable practices that favour longevity and renewal for the human and his/her environment. Assignments will encourage the development of solutions that feature alternatives to printed materials — like digital and social media, lightweight use of printed materials, and the use of recycled, recyclable and compostable

materials for publications, promotions and packaging.

Prerequisite: WEGD 121 or permission of the instructor 3 CR (3.0)

WEGD 222 Visual Showcase

Visual Showcase leads students in creating a set of self-promotional publications that include personal branding, marketing collaterals and a portfolio of their own work. Students will begin by doing an audit of their visual work, choosing those pieces that best demonstrate their skills and reflect their career goals, then critiquing and adapting them into a refined body of work. Opportunities will be presented where students can promote themselves, presenting their portfolio and talking about their work. As a final project, students will set up a visual showcase where they will display their work in a public venue.

Prerequisites: FINE 107 , WEGD 121, WEGD 141, WEGD 151, WEGD 131, WEGD 142, WEGD 251, WEGD 211

Prerequisites or Corequisites: WEGD 212, WEGD 221, WEGD 252, WEGD 299; or permission of the instructor 3 CR (3,0)

WEGD 231 Introduction to Interactive Digital Media Production

This course introduces students to interactive digital media production. Participants will plan, design, develop, optimize, test and deploy interactive digital media projects produced with industry standard software. Learners will gain experience working in a variety of digital environments, noting the similarities and differences between program interfaces, methods of production and development practices. An emphasis will be placed on overarching foundational concepts related to interactive digital media production such as working with timelines, layers and object properties. The basics of producing digital audio, video and motion graphics for online delivery will be explored with a focus on producing informational content. Prerequisites: WEGD 121, WEGD 131, WEGD 141, WEGD 142, WEGD 151, FINE 107; or permission of the instructor. 3 CR (3,0)

WEGD 232 Interactive Digital Media Production

This course continues to reinforce overarching foundational concepts related to interactive digital media production while providing the space for students to focus on refining skills and conceptualizing, developing and re-developing projects in areas of personal and professional relevance. Opportunities will exist for participants to engage in actual client work with a preference given to non-profit and not-for-profit organizations and institutions in the region. Extra attention will be placed on further developing and applying knowledge related to user experience testing, user feedback and data driven design. Students will be introduced to stand-alone motion graphic for video software. Students will be encouraged to reassess, reinterpret and improve projects from previous semesters.

Prerequisite: WEGD 231 3 CR (3.0)

WEGD 241 Advanced Web Design Concepts

This course applies the advanced web concepts introduced in WEGD 142. Students will gain experience in creating web sites that utilize client side and server side technologies including PHP and JavaScript. Participants will develop dynamic websites with content management systems (CMS) and will become proficient customizing them, in part, through plugins, themes and by leveraging skills already developed in HTML and CSS. There will be an emphasis on cultivating professional practices that encourage continued development. Prerequisites: WEGD 141, WEGD 142 3 CR (3,0)

WEGD 242 Digital Media Showcase

WEGD 242 prepares students for educational, personal and professional opportunities after graduation. Learners will develop the skills to cultivate and maintain a professional online presence, in part, through the strategic selection and creative presentation of unique, quality, interactive digital media projects. This self-promotional effort will involve participants marketing themselves to self-selected audiences through career-relevant, individualized strategies which will include the creation and promotion of an interactive digital

portfolio. As a final project, students will set up a visual showcase where they will display their work in a public venue.

Prerequisites: WEGD 121, WEGD 131, WEGD 141, WEGD 142, WEGD 151, FINE

Prerequisites or Corequisites: WEGD 232, WEGD 242

Prerequisites or Corequisites for Web stream: WEGD 231, WEGD 241

Prerequisites or Corequisites for Design stream: WEGD 221, WEGD 251

3 CR (3,0)

WEGD 251 Drawing for Story

This course takes a narrative approach to drawing while continuing to build on the student's solid base of drawing skills. Human figures are drawn in a variety of positions, settings and scenes. Emphasis will be placed on expressive and emotional line drawing for the development of character and story. Additionally, work will be done to learn techniques for placing the figure into a narrative using the storyboard. Suitable for the fine artist interested in exploring narrative artwork, or the student wanting to work in graphic novels, animation or character design. This class focuses on building a knowledge base for future explorations of narrative and the human form.

Prerequisite: FINE 103 or FINE 107 or permission of the instructor 3 CR (3,0)

WEGD 252

3D Design and Rapid Prototyping

Building on the student's abilities in basic visual problem solving and 2D digital drawing, this course will introduce the skills for visualizing 3D objects and developing them into 3D digital models for rapid prototyping. Artists and designers will work through hands-on class exercises using several 3D modeling software programs as they explore concepts of space, mass, balance, scale as well as form and materials used in 3D printing as a method of rapid prototyping. The 3D visualization techniques covered will have relevance in many creative industries such as graphic design, industrial design, jewelry design, toy design, illustration and fine arts. In-class projects will lead students to create optimized 3D digital models ready for printing.

Prerequisite: FINE 107 or permission of the instructor.
3 CR (3,0)

WEGD 299

Professional Internship

Professional Internship is a blended learning environment that combines internship experience with professional practice seminars. Having identified an area within web and graphic design in which to further develop, students will be placed with a relevant company, organization, or individual for no less than 80 hours to provide them with the opportunity to experience their chosen discipline first-hand. Students will develop skills in business ethics and professionalism, sharing their experiences and insights in a personal reflective journal. Instructor-led group seminars before and during the internship will help students integrate the knowledge and skills acquired in the classroom with their placement experience.

Prerequisites: FINE 107, WEGD 121, WEGD 131, WEGD 141, WEGD 142,

WEGD 151

Prerequisites or Corequisites for Web stream: WEGD 232, WEGD 242

Prerequisites or Corequisites for Design stream: WEGD 222, WEGD 252 3 CR (15-week internship)

Trades and industry

In northern B.C. there is an incredible need for skilled labour with \$35 billion worth of resource-related projects in the next three to five years. CNC's trades and industry programs at all campuses equip students with outstanding technical skills and knowledge in a number of fields. Our programs include, among others, automotive refinishing, carpentry, electrical, plumbing, power engineering and welding. Specialty programs such as Professional Cook and Career Technical Centre (for high school students) cater to a variety of student interests and needs.

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Apprenticeships

Full-time

Start dates vary – contact campuses

Fees vary — see details below

Length varies

Burns Lake, Fort St. James, Mackenzie, Prince George, Quesnel and Vanderhoof

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.

For up-to-date information on dates for all apprenticeship training at CNC, visit www.tradestrainingbc.ca

Please contact each region directly for details on program offerings.

Automotive Service Technician

• Levels 1-4, Prince George School of Trades and Technologies: 250-561-5804 or 1-866-370-2111

Carpentry

- Levels 1-4, Prince George
 School of Trades and Technologies:
 250-561-5804 or 1-866-370-2111
- Level 2, Burns Lake
 250-692-1700 or 1-866-692-1943
- Levels 4, Quesnel
 250-991-7500

Students must supply their own personal tools (regional campuses only; Prince George provides them).

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

Commercial Transport Vehicle Mechanic Training

Combined with Years 1, 2, and 3 of Heavy Duty Mechanics with separate Year 4.

Electrical

- Levels 1–4, Prince George
 School of Trades and Technologies:
 250-561-5804 or 1-866-370-2111
- Level 2, Quesnel 250-991-7500

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

Heavy Duty Mechanical Repair

Levels 1–4, Prince George
 School of Trades and Technologies:
 250-561-5804 or 1-866-370-2111

Machinist

- Levels 2–4, Prince George
 School of Trades and Technologies:
 250-561-5804 or 1-866-370-2111
 - Level 2: February to March
 - Level 3: March to April
 - Level 4: April to June We are currently taking an interest list for Level 4. For details, contact the Prince George campus School of Trades and Technologies directly

Metal Fabrication

Level 1, Prince George
 School of Trades and Technologies:
 250-561-5804 or 1-866-370-2111

Millwright

- Levels 1–4, Prince George School of Trades and Technologies: 250-561-5804 or 1-866-370-2111
- Levels 1–4, Quesnel 250-991-7500

Mobile Crane

Levels 1–2, Mackenzie
 250-997-7200 or 1-877-997-4333

Plumbing

Levels 2–4, Prince George
 School of Trades and Technologies:
 250-561-5804 or 1-866-370-2111

This six-week program is a building block towards your four-year Plumbing Apprenticeship. This program is a combination of theory, training and handson practical time.

Topics covered include: 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, and designing and laying out drainage and venting systems.

Professional Cook, Prince George

- Level 1, Fort St. James (August to March) 250-996-7019
- Levels 1-2, Prince George (August to March)
 School of Trades and Technologies: 250-561-5804 or 1-866-370-2111
- Level 3, Prince George (March to April)
 School of Trades and Technologies: 250-561-5804 or 1-866-370-2111

This final session of training puts some "finishing" to the whole apprenticeship program. Advanced skills are taught. Upon successful completion of Level 3, apprentices may write the Interprovincial Red Seal Examination.

A detailed program description and course outline is available at the ITA website: www.itabc.ca/Page621.aspx

Welding

Levels 1–4, Prince George
 School of Trades and Technologies:
 250-561-5804 or 1-866-370-2111

Autobody (Motor Vehicle Body Repair), Foundation-Level

(Autobody Repairs)

Full-time

Starts Fall 2015

Fees, entire program: TBA

30 weeks

Prince George

Note: This program is offered in alternate years with Automotive Refinishing Prep Technician Foundation (see next page).

Careers

Work with all makes and models of vehicles, preparing vehicle repair estimate reports and determine what needs to be repaired.

Upon graduation, you'll have Level One technical training credit and 625 work-based hours credit toward completion of the Motor Vehicle Body Repairer apprenticeship program.

Admission requirements

The admission requirements mentioned below are the minimum requirements.

- 1. Grade 10 with English 10
- 2. Apprenticeship and Workplace Math 10 or Trades Math 041 or Math 030

Students who do not meet the above requirement, and think they may be admissible as a mature student should consult a CNC counsellor/advisor.

Selection process

Students are encouraged to submit a resumé and handwritten statement indicating reasons for wishing to enter the program as well as complete two pre-Trades evaluations: a test of mechanical reasoning skills, and the College Student Readiness Assessment (SRA). Both of these items are included in the selection criteria listed below and will be awarded points.

If the program is over-subscribed, students will be selected based on the selection criteria listed below.

- 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, Math 030, Applications of Math 10, Applied Math 10 or Math 030 or equivalent, will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
- 3. The mechanical reasoning portion of the SRA will be awarded a maximum of 5 points.

- 4. The English portion of the SRA will be awarded a maximum of 1 point.
- 5. The Math portion of the SRA will be awarded a maximum of 1 point.
- Credit in one or more trades-related courses at the Grade 12 level with a grade of "B" or higher, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.
- Credit in any of the following: English 11, Principles of Math 11, or equivalents, or Trades Math 042 with a "C" grade or higher will be awarded 3 points.
- Credit for submitting a resumé and personal handwritten statement indicating their reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points = 24

Program outline

In this course the student will work in a supervised environment and perform basic auto-collision repairs, utilizing safety techniques, correct terminology and a variety of vehicle repair methods in the auto-collision industry. Prior to beginning repairs, Motor Vehicle Body Repair Foundation students prepare or review motor vehicle repair estimate reports to determine what needs to be repaired. During the course of these repairs, students will hammer out dents, buckles and other defects, remove damaged fenders, panels and grills and straighten bent frames. The program will also include repairing and replacing doors, front-end body and body components as well as interior components such as instrument panels and frame assemblies. They will learn how to properly prepare for filing, grinding, sanding and painting the repaired exterior and interior body surfaces. At this level the student should develop a solid foundation of the auto-collision skill.

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 Motor Vehicle Body Repair Foundation program (Entry Level Trades Training) at CNC receive an ITA Certification of Completion and credit for level one technical training of their apprenticeship.

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

Note: For up-to-date information on dates for all apprenticeship training at CNC, visit www.tradestrainingbc.ca

You might also be interested in . . .

- Automotive Refinishing Prep Technician, Foundation level
- Automotive Service Technician, Foundation level
- Heavy Duty Mechanics/Commercial Transport Mechanical Repair

Automotive Refinishing Prep Technician, Foundation-Level

Full-time

Starts November 2014

Fees, entire program: \$4,295

22 weeks

Prince George

Note: This program is offered in alternate years with Autobody (Motor Vehicle Body Repair) Foundation-Level (see previous page).

Careers

If you love a shiny car with a great paint job that turns heads, then CNC's automotive refinishing program is for you. You will learn the latest painting techniques, while using the newest water-based paint technology, just like the best autobody shops. If you have taken CNC's autobody motor vehicle repair program (which is offered alternately with this program), you are an ideal candidate and will learn painting techniques that will take your skills to the next level.

Upon successful completion of this program, you will be eligible to write for your first year apprenticeship in Automotive Refinishing that is Red Seal Certified.

Admission requirements

- 1. Grade 10 with English 10 or equivalent
- 2. Apprenticeship and Workplace Math 10 or Trades Math 041 or Math 030

Students who do not meet the above requirement, and think they may be admissible as a mature student should consult a CNC counsellor/advisor.

Selection process

Students are encouraged to submit a resumé and handwritten statement indicating reasons for wishing to enter the program as well as complete the College English/Math Achievement Test (SRA), which includes a test of mechanical reasoning skills. This is part of the selection criteria listed below and will be awarded points.

If the program is over-subscribed, students will be selected based on the selection criteria listed below.

- 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, Math 030, Applications of Math 10, Applied Math 10 or equivalent, will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
- 3. The mechanical reasoning portion of the SRA will be awarded a maximum of 5 points.

- 4. The English portion of the SRA will be awarded a maximum of 1 point.
- 5. The Math portion of the SRA will be awarded a maximum of 1 point.
- Credit in one or more trades-related courses at the Grade 12 level with a grade of "B" or higher, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.
- Credit in any of the following: English 11, Principles of Math 11, or equivalents, or Trades Math 042 with a "C" grade or higher will be awarded 3 points.
- Credit for submitting a resumé and personal handwritten statement indicating reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points = 24

Program outline

You will receive instruction in a setting designed to represent a typical automotive refinishing facility. You will have practical, hands-on learning on real vehicles using traditional and state-of-the-art technology. You will also spend time in the classroom learning the theories and details that will set you apart from others and give you a strong foundation in the field. You will work in the auto lab to acquire the latest industry standard skills in refinishing and preparation. You will learn how to use the latest tools, plastics and composites in a safe and efficient way. You will gain the ability to repair basic sheet metal damage and become knowledgeable and proficient in surface preparation.

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 Motor Vehicle Body Repair Foundation program (Entry Level Trades Training) at CNC receive an ITA Certification of Completion and credit for level one technical training of their apprenticeship.

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

Note: For up-to-date information on dates for all apprenticeship training at CNC, visit www.tradestrainingbc.ca

You might also be interested in . . .

- Autobody (Motor Vehicle Body Repair), Foundation-Level
- Automotive Service Technician, Foundation level
- Heavy Duty Mechanics/Commercial Transport Mechanical Repair

Courses

MVRE 191 Automotive Refinishing Prep Technician Foundation Program

This program is designed for people who wish to obtain employment in the Automotive Refinishing Prep and related industries. Students will receive instruction in a setting designed to represent a typical automotive refinishing facility using traditional and state of the art technology. Emphasis is placed on practical application of skills using a variety of equipment and method on actual vehicles. A major portion of classroom time is devoted to theory which is presented by means of lectures and demonstrations. Students are required to apply and demonstrate refinishing and preparation skill in the shop area/lab in a manner that conforms to industry standards. Written and practical evaluation of course content will be required of all students.

3 CR / (3,0)

Important dates

www.cnc.bc.ca

 Classes: November 3, 2014 – April 17, 2015

Automotive Service Technician, Foundation-Level

Full-time

Starts September

Fees, entire program: \$3,448

30 weeks

Prince George

Note: A Certificate of Qualification (C of Q) must be written and successfully completed at the end of each level. Students must also have completed the required practical hours in order to progress to the next level.

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

Admission requirements

- 1. English 10, English 030 or equivalent
- Common Grade 10 or Apprenticeship and Workplace Math 11 or Trades Math 041 or Math 030 with a "C" or higher

Students who do not meet the above requirements may wish to consult with a CNC counsellor/advisor to determine their eligibility on the basis of mature student status.

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 School of Trades and Technologies at 250-561-5804, or toll-free at 1-866-370-2111.

Selection process

Students are encouraged to submit a resumé and handwritten statement indicating reasons for wishing to enter the program as well as complete a test of mechanical reasoning skills, and the College Student Readiness Assessment (SRA). These items are included in the selection criteria listed below and will be awarded points.

If the program is over-subscribed, students will be selected based on the selection criteria listed below:

- 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.
- The letter grade for Principles of Math 10, Applications of Math 10, Math 030, Math 041 or equivalent, will contribute its actual point to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
- Credit in Physics 11 or equivalent with a grade of "C" or higher will be awarded 4 points.
- 4. The mechanical reasoning test will be awarded a maximum of 5 points.
- A passing grade in the English portion of the SRA will be awarded a maximum of 1 point
- A passing grade on the Math portion of the SRA will be awarded a maximum of 1 point.
- 7. Credit in one or more trades-related courses at the Grade 12 level with a grade of "B" or higher, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.
- Credit in any of the following: English 11, Principles of Math 11, or equivalents, or Trades Math 042 with a "C" grade or higher will be awarded 3 points.
- Students are encouraged to submit a resumé and personal handwritten statement indicating their reasons for

wishing to enter this program. The resumé and personal statement will be awarded a maximum of 3 points.

Maximum points available = 28

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

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

Note: For up-to-date information on dates for all apprenticeship training at CNC, visit www.tradestrainingbc.ca

You might also be interested in . . .

- Heavy Duty Mechanics/Commercial Transport Mechanical Repair, Foundation-Level
- Motor Vehicle Body Repair Foundation Program

Important dates

- Classes: September 2, 2014 April 10, 2015
- Christmas break: December 19, 2014 January 4, 2015

Courses

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 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.

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: 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.

Career Technical Centre (CTC)

Full-time

Starts February, August or September

Fees vary depending on specific program

Five months to one year, depending on program

Burns Lake, Fort St. James, Mackenzie, Prince George, Quesnel and Vanderhoof

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
- Dental Assisting (for students entering Grade 12 only)
- Dental studies (one introductory evening course, for students entering Grade 12 only)
- Electrical/Electronics
- Heavy Duty/Commercial Transport Mechanical Repair
- Industrial Mechanic (Millwright)/Machinist
- Natural Resources and Environmental Technology (those entering Grade 12 only)
- Plumbing (for students entering Grade 12 only)
- Professional Cook (for students entering Grade 12 only)
- Welder C Level

Note: Our regional campuses also offer similar dual-credit programs for high school students:

- Burns Lakes campus: Administrative Assistant, Industrial Mechanic (Millwright)/Machinist,
 Pipe Trade Foundation Level
- For options at other campuses, please contact your high school counsellor or your local CNC campus.

Admission requirements

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

- From SD #57 (Prince George)
- "C+" average or higher in Grade 10
- · Satisfactory work habits and good attendance records
- Must maintain "C+" average or higher 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 or contact your local campus for details.

Submit completed forms to your career preparation co-ordinator or school counsellor, or fax it directly to the CTC office in the John A. Brink Trades and Technology Centre at CNC: 250-561-5844.

Note: Lakes District and Nechako Region students (SD #91) should speak with the Career Tech Advisor at their local high schools.

Program outline

This program outline is for Prince George campus only. Contact your local campus for details.

The majority of CTC programs divide 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

Grade 12: Semester 1

September through February: Students attend CNC full-time to complete College requirements. In January, students graduate from CNC.

Grade 12: Semester 2 February through June: S

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

Selection process

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 enrol

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 the School District's calendar.

Carpentry, Foundation-Level

Full-time

Starts September and February

Fees, entire program: \$2,577 (September intake); \$2,317 (February intake)

21 weeks

Fort St. James, Prince George and Quesnel

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.

Admission requirements

The admission requirements mentioned below are the minimum requirements.

- 1. Grade 10 with English 10 with a "C" or higher
- Common Grade 10 or Apprenticeship and Workplace Math 11 or Trades Math 041 or Math 030 with a "C" or higher

Students who do not meet the above requirement, and think they may be admissible as a mature student should consult a CNC counsellor/advisor.

Program outline

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

The course includes a major practicum/ practical component such as the building of a house (five have been built), the building of the Railway Museum Station House, Habitat for Humanity house or a number of other projects in which CNC Carpentry has been involved. It is important to remember some of these projects are dependent on the state of the local economy.

Selection process

Students are encouraged to submit a resumé and handwritten statement indicating reasons for wishing to enter the program as well as complete two pre-Trades evaluations: a test of mechanical reasoning skills, and the College Student Readiness Assessment (SRA). Both of these items are included in the selection criteria listed below and will be awarded points.

If the program is over-subscribed, students will be selected based on the selection criteria listed below.

- 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, Math 030, Applications of Math 10, Applied Math 10 or equivalent, will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.

- Credit in Physics 11 or equivalent with a grade of "C" or higher will be awarded 4 points.
- The mechanical reasoning portion of the SRA will be awarded a maximum of 5 points.
- 5. The English portion of the SRA will be awarded a maximum of 1 point.
- 6. The Math portion of the SRA will be awarded a maximum of 1 point.
- 7. Credit in one or more trades-related courses at the Grade 12 level with a grade of "B" or higher, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.
- Credit in any of the following: English 11, Principles of Math 11, or equivalents, or Trades Math 041 and Trades Math 042 with a "C" grade or higher will be awarded 3 points.
- Credit for submitting a resumé and personal handwritten statement indicating their reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points = 28

Note: High school graduation with English 12, Math 11 and Physics 11 (where applicable) is recommended and required by some employers in order to be indentured as an apprentice.

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.

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

Note: For up-to-date information on dates for all apprenticeship training at CNC, visit www.tradestrainingbc.ca

You might also be interested in . . .

 Residential Construction Framing Technician

Important dates

Prince George

Fall/winter 2014-15 intake

- Classes: September 2, 2014 February 6, 2015
- Christmas break: December 19, 2014
 January 4, 2015

Spring 2015 intake

• Classes: February 10 - July 3, 2015

Contact other campuses for their dates.

Driver Training

Start dates, durations and fees vary — see below or contact campuses

Fort St. James, Fraser Lake, and Vanderhoof (in partnership with E & R Professional Driver Training); Burns Lake

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 4,600 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 4,600 kilograms, provided neither truck nor trailer has air brakes.

Courses offered

Air Brakes-20 hours

- Burns Lake, Fort St. James, Fraser Lake, Vanderhoof
- Approximate tuition fees: 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)

• Burns Lake, 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 4-Unrestricted

- 4 hours (average)
- Fort St. James, Fraser Lake, and Vanderhoof
- Contact 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 or 5, with Endorsement 20

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

Note: You must provide a properly certified vehicle and trailer (trailers must be loaded to 4,600 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

Note: You must provide a properly certified vehicle and trailer (trailers must be loaded to 4,600 kg or more). For admission requirements and additional costs (such as ICBC test fees), please contact the campus directly.

Electrical, Foundation-Level

Full-time

Starts September and February

Fees, entire program: \$2,472 (September intake); \$2,212 (February intake)

20 weeks

Prince George, Mackenzie and Quesnel

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.

Admission requirements

- 1. Communications 12 (with a minimum "C" grade) or English 11 or English 045, or equivalent.
- One of the following, or equivalent: Foundations of Math 11 or Pre-calculus 11 or Math 042 or Math 045 or equivalent.
- 3. One of the following, or equivalent: Physics 11 or Physics 045 or Applications of Physics 12.

Students who do not meet the above requirements may wish to consult with a CNC counsellor/advisor to determine their eligibility on the basis of mature student status.

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.

This course includes a practicum/practical component such as wiring in a residential (wiring of the Habitat for Humanity house) or commercial setting. These projects are dependent on the state of the local economy.

Selection process

Students are encouraged to submit a resumé and handwritten statement indicating reasons for wishing to enter the program as well as complete a test of mechanical reasoning skills, and the College Student Readiness Assessment (SRA). These items are included in the selection criteria listed below and will be awarded points.

If the program is over-subscribed, students will be selected based on the selection criteria listed below:

1. The letter grade for English 11, English 045 or Communications 12 or equivalent will contribute its actual grade points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.

- The letter grade for Principles of Math 11, Math 045, Applications of Math 12, or Math 042 or equivalent, will contribute its actual point to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
- The letter grade for Physics 11 or Physics 045 or Application of Physics 12, or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
- 4. The mechanical reasoning test will be awarded a maximum of 5 points.
- A passing grade on the English portion of the SRA will be awarded a maximum of 1 point.
- A passing grade on the Math portion of the SRA will be awarded a maximum of 1 point.
- 7. Credit in one or more trades-related courses at the Grade 12 level with a grade of "B" or higher, or successful completion of any Foundation-Level Trades Training program or documented experience of one year in a trade will be awarded 3 points.
- Students are encouraged to submit a resumé and handwritten statement indicating their reasons for wishing to enter this program. The resumé and personal statement will be awarded a maximum of 3 points.

Maximum points available = 25

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.

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

Note: For up-to-date information on dates for all apprenticeship training at CNC, visit www.tradestrainingbc.ca

You might also be interested in . . .

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

Important dates

For the Prince George campus only; contact other campuses for their dates.

Fall/winter 2014-15 intake

- Classes: September 2, 2014 January 30, 2015
- Christmas break: December 19, 2014 January 4, 2015

Spring 2015 intake

• Classes: February 10 – June 26, 2015

Excavator Training

Full-time

Start dates, durations, and fees vary — please see below or contact campuses

Approx tuition fees, entire program: \$8,900

Nine weeks

Fort St. James and Vanderhoof

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.

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
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

Forest Industry Safety Training

Full-time or part-time

Start date, fees and duration varies; contact campus directly for details

Burns Lake, Mackenzie, Nechako Region, Southside, and Prince George

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.

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
- 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

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

Full-time

September

Fees, entire program: \$4,009

30 weeks

Prince George

Careers

Learn to repair transport trailers, crawler tractors, loaders, skidders, feller bunchers, excavators, and more. Upon graduation, you'll be ready for an apprenticeship, or for work in

- · The heavy duty or commercial transport repair industries
- Service writing and parts distribution for service shops, dealerships, corporate shops, mills, and more

Note: Course content for Heavy Duty Mechanics and Commercial Transport Mechanical Repair is identical up to Level 4. At that time, students must chose apprenticeship completion in either Commercial Transport Mechanical Repair or Heavy Duty Mechanics.

Admission requirements

The admission requirements mentioned below are the minimum requirements.

- 1. Grade 10 with English 10 with a "C" or higher
- Common Grade 10 or Apprenticeship and Workplace Math 11 or Trades Math 041 or Math 030 with a "C" or higher

Students who do not meet the above requirement, and think they may be admissible as a mature student should consult a CNC counsellor/advisor.

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

Selection process

Students are encouraged to submit a resumé and handwritten statement indicating reasons for wishing to enter the program as well as complete two pre-Trades evaluations: a test of mechanical reasoning skills, and the College Student Readiness Assessment (SRA). Both of these items are included in the selection criteria listed below and will be awarded points.

If the program is over-subscribed, students will be selected based on the selection criteria listed below.

- 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.
- The letter grade for Principles of Math 10, Math 030, Applications of Math 10, Applied Math 10 or Math 030 or equivalent, will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
- Credit in Physics 11 or equivalent with a grade of "C" or higher will be awarded 4 points.
- The mechanical reasoning portion of the SRA will be awarded a maximum of 5 points.
- 5. The English portion of the SRA will be awarded a maximum of 1 point.
- 6. The Math portion of the SRA will be awarded a maximum of 1 point.
- 7. Credit in one or more trades-related courses at the Grade 12 level with a grade of "B" or higher, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.
- Credit in any of the following: English 11, Principles of Math 11, or equivalents, or Trades Math 041 and Trades Math 042 with a "C" grade or higher will be awarded 3 points.
- Credit for submitting a resumé and personal handwritten statement indicating their reasons for wishing to

enter this program will be awarded a maximum of 3 points.

Maximum points = 28

Note: High school graduation with English 12, Math 11 and Physics 11 (where applicable) is recommended and required by some employers in order to be indentured as an apprentice.

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 for Heavy Duty or Commercial Transport.

Graduates of the Foundation-Level Heavy Duty Commercial Transport program (Entry Level Trades Training) at CNC receive an ITA Certification of Completion.

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

Note: For up-to-date information on dates for all apprenticeship training at CNC, visit www.tradestrainingbc.ca

You might also be interested in . . .

- Automotive Service Technician, Foundation-Level
- Excavator Training
- Heavy Equipment Operator
- Industrial Mechanic (Millwright)/Machinist, Foundation-Level
- Motor Vehicle Body Repair Foundation Program
- Power Engineering, 4th Class Certificate

Important dates

For the Prince George campus only; contact other campuses for their dates.

- Classes: September 2, 2014 April 10, 2015
- Christmas break: December 19, 2014 January 4, 2015

Heavy Equipment Operator

Continuous intake (variable dates and times)

Fees: TBA

Mackenzie and Quesnel; may be available at other campuses

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.

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
- Cat
- Danglehead processor
- Excavator
- Butt-n-top loader

Please contact the Quesnel campus directly for admission requirements.

You might also be interested in . . .

Excavator Training

Industrial Mechanic (Millwright)/Machinist, Foundation-Level

Full-time

Starts August (Prince George); February (Burns Lake and Quesnel)

Fees, entire program: \$2,656

22 weeks

Prince George; Millwright available in Burns Lake and

Mackenzie

Careers

Graduates will be qualified for entry-level employment opportunities in

- Industrial/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 an industrial mechanic (millwright)/machinist include maintenance, installation, and repair of stationary industrial equipment in factories, mills, mines, production plants, and recreational facilities. These skilled tradespeople also use lathes, milling machines, grinders, and other equipment to machine parts to accurate dimensions. Because they work in close association with instrument mechanics, pipefitters, welders, electricians, and heavy equipment mechanics, they need to be team players.

Admission requirements

The admission requirements mentioned below are the minimum requirements.

- 1. Grade 10 with English 10 with a "C" or higher
- Common Grade 10 or Apprenticeship and Workplace Math 11 or Trades Math 041 or Math 030 with a "C" or higher

Students who do not meet the above requirement, and think they may be admissible as a mature student should consult a CNC counsellor/advisor.

Program outline

Topics include the following (not a complete list): blueprint interpretation, safety, hand tools, power tools, engine lathes, milling machines, grinders, rigging, welding, conveyors, reducers, pumps, and basic hydraulics.

Selection process

Students are encouraged to submit a resumé and handwritten statement indicating reasons for wishing to enter the program as well as complete two pre-Trades evaluations: a test of mechanical reasoning skills, and the College Student Readiness Assessment (SRA). Both of these items are included in the selection criteria listed below and will be awarded points.

If the program is over-subscribed, students will be selected based on the selection criteria listed below:

- 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.
- The letter grade for Principles of Math 10, Math 030, Applications of Math 10, Applied Math 10 or Math 030 or equivalent, will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
- Credit in Physics 11 or equivalent with a grade of "C" or higher will be awarded 4 points.
- The mechanical reasoning portion of the SRA will be awarded a maximum of 5 points.
- 5. The English portion of the SRA will be awarded a maximum of 1 point.
- 6. The Math portion of the SRA will be awarded a maximum of 1 point.
- 7. Credit in one or more trades-related courses at the Grade 12 level with a grade of "B" or higher, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.
- Credit in any of the following: English 11, Principles of Math 11, or equivalents, or Trades Math 041 and Trades Math 042 with a "C" grade or higher will be awarded 3 points.
- Credit for submitting a resumé and personal handwritten statement indicating their reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points = 28

Note: High school graduation with English 12, Math 11 and Physics 11 (where applicable) is recommended and required by some employers in order to be indentured as an apprentice.

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.

CNC graduates of this program receive an ITA certificate of completion and credit for level one technical training of their apprenticeship.

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

Note: For up-to-date information on dates for all apprenticeship training at CNC, visit www.tradestrainingbc.ca

You might also be interested in . . .

- Automotive Service 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 campus:

- Classes: August 18, 2014 January 30, 2015
- Christmas break: December 19, 2014 January 4, 2015

Burns Lake campus:

Classes: February 16 – July 17, 2015

Contact other campuses for their dates.

Industry Training

Part-time

Durations, start dates, and fees vary

Offered at all CNC campuses (Note: At the Prince George campus, Industry Training is offered through the Continuing Education department.

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.

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

FL Fraser Lake

FSJ Fort St. James

N Nechako Region

PG Prince George

Q Quesnel

M Mackenzie

V Vanderhoof

Automotive

- · Air Conditioning Basics (PG)
- CFC/HCFC/HFC Control for the Refrigeration and Air Conditioning Industry (Environment Canada Certification) (PG)
- Designated Inspection Facility Operator (PG)
- Vehicle Inspection Program (VIP) (PG)

Driving

- Air Brakes, 20 hours (BL, FL, FSJ, M, V)
- Class 1 Basic (BL, FL, FSJ, M, V)
- Class 4—Unrestricted (BL, FL, FSJ, V)
- Class 4 or 5, with Endorsement 20 (FL, FSJ, V)
- Defensive Driving (BL)

(Also see "Driver Training" listing in this calendar)

Electrical/Electronics

- AC/DC Fundamentals Online (PG)
- Certified Fiber Optic Technician (PG)

- Electrical Code Refresher (PG, Q)
- Electrial Field Safety Representative (PG)

Heavy equipment

• Excavator Training (BL, M, Q, V)

(Also see "Heavy Equipment Operator" listing in this calendar)

Industry

- Brushing, Spacing, Thinning (BL, M, V)
- Bug Probing (M, V)
- Culturally Modified Trees (BL, M, V)
- Environmental Management Systems (BL, M, N)
- Fire Suppression (BL, M, V)
- Forklift—Introductory (BL, M, PG, V)
- Forklift Operator—Certification/ Recertification (BL, M, PG, V)
- Hoisting and Rigging (BL, M, PG, V)
- Introduction to Skid Steer Operations (BL, PG)
- Log Scaling (BL, M, V)
- · Powered Boomlift Certification (PG)
- Pre-Foundation-Level Trades Math (BL, Q)
- Skid Steer Operators Certification/ Recertification (PG)
- Small Engine Repair (PG)

Safety

- All-Terrain Vehicle Rider course (BL, FL, FSJ, M)
- Accident/Incident Investigation (M)
- Bear Awareness (BL, FL, FSJ, M, PG, V)
- · Chainsaw Safety (BL, M, PG)
- Confined Space—Awareness/ Entry/Rescue (PG, BL, M)
- CPR/Automated External Defibrillator (AED) (BL, M)
- Fall Protection Awareness (BL, M, PG)
- H₂S Alive (BL, M)
- Heat and Cold Stress (BL, FL, M, V)
- Occupational First Aid Level 1 (BL)
- Occupational First Aid Levels 1, 3, and Transportation Endorsement (BL, FL, FSJ, M, V)
- Pesticide Application/Dispenser/ Certification (BL, M, PG)

- Red Cross First Aid (BL, M)
- Rigging and Lifting (BL, M, PG)
- Safety Committee courses (M, PG)
- Scaffolding (M, PG)
- Snowmobile rider courses (BL, M, N)
- Spill Response (BL, M, N)
- Transportation of Dangerous Goods (TDG) (BL, FL, FSJ, M, PG, V)
- WHMIS (BL, M, PG)
- Workplace Inspections (M)
- WorkSafe (BL, M, N, PG)

Trades

- Millwright—Hydraulics—Basic and Advanced (M)
- Millwright Review for IP exam (PG, Q)
- Welding—Arc/Oxy-Fuel Welding (beginner level) (FSJ, M, Q)
- Welding—Gas Metal Arc Welding (GMAW) (MIG) (FSJ, Q)

You might also be interested in . . .

- Automotive Service Technician, Foundation-Level
- Excavator Training
- Heavy Duty Mechanics/Commercial Transport Mechanical Repair
- Heavy Equipment Operator
- Industrial Mechanic (Millwright)/ Machinist, Foundation-Level
- Plumbing, Foundation-Level
- · Power Engineering, 4th Class Certificate
- Welding Levels 1, 2, 3, and 4

Metal Fabrication Foundation-Level

Full-time

Starts Spring 2015

Fees, entire program: \$4,747

23 weeks

Prince George

Careers

Learn to build, assemble and repair products made of steel or other metals for use in a wide variety of manufacturing and construction industries, operating specialized metalworking machines. Metal fabricators are needed at:

- · Sheet metal fabrication and welding shops
- Structural steel, boilers, plate workers, heavy machinery and transportation equipment manufacturing companies
- Shipbuilding companies
- · Welding, ironwork and sheet metal work contractors

Admission requirements

Successful completion of the following:

- 1. English 10 or English 030 or Communications 11 or equivalent with a "C" or higher
- 2. Common Grade 10 or Apprenticeship and Workplace Math 11 or Trades Math 041 or Math 030 or an equivalent course with a "C" or higher

Students who do not meet the above requirement, and think they may be admissible as a mature student should consult a CNC counsellor/advisor.

Program outline

Topics include the following:

- Use safe work practices
- · Prepare for employment
- Apply work practices and procedures
- Solve trade math problems
- Use trade tools
- Use shop equipment
- · Read drawings
- Use material handling equipment
- Use structural layout techniques
- · Develop plate and structural patterns
- · Use surface preparation and finishing methods

- Fabricate plate and structural sections
- Describe basic metallurgy and testing techniques
- Use testing and inspection methods
- On-site installation

Selection process

If the program is over-subscribed, students will be selected based on the selection criteria listed below:

- 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.
- The letter grade for Foundations of Math 10, or Apprenticeship and Workplace Math 11 or Principles of Math 10 or Applications of Math 10 or Math 030 or Trades Math 041 or equivalent, will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
- Credit in Physics 11 or equivalent with a grade of "C" or higher will be awarded 4 points.
- The mechanical reasoning portion of the Student Readiness Assessment (SRA) will be awarded a maximum of 5 points.
- A passing grade in the English portion of the SRA (or completion of remedial work) will be awarded 1 point.
- A passing grade in the Math portion of the SRA (or completion of remedial work) will be awarded 1 point.
- 7. Credit in one or more trades-related courses at the Grade 12 level with a grade of "B" or higher, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.
- Credit in any of the following: English 11, Principles of Math 11, or equivalents, or Trades Math 042 with a "C" grade or higher will be awarded 3 points.
- Submission of a resumé and personal handwritten statement indicating the reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points = 28

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.

CNC graduates of this program receive an ITA certificate of completion and credit for level one technical training of their apprenticeship.

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

Note: For up-to-date information on dates for all apprenticeship training at CNC, visit www.tradestrainingbc.ca

You might also be interested in . . .

- Automotive Service Technician, Foundation-Level
- Heavy Duty Mechanics/Commercial Transport Mechanical Repair, Foundation-Level
- Welding Levels B and A
- Welding Level C

Important dates

TBA

Mineral Processing Operator Certificate

Full-time

Starts September (Fort St. James); available on demand at Burns Lake; for other start dates, contact campuses

Fees: TBA

16-week program

Careers

The BC Mineral Exploration and Mining Industry Labour Shortage Task Force has stated in its study that Canada's booming mining sector, which is growing at twice the rate of the economy, expects a shortfall of 92,000 workers in the next decade as industry wages rise 66% more than the average increase for all other sectors.

The need for a Mineral Processing Operator Certificate (MPOC) has developed from the new mining operations opening in Northern BC. There is no such training available in Western Canada. Run in conjunction with the Mining Industry Certificate, this program addresses the need for trained Mineral Processing Operators, which covers the next step after the ore has been extracted from the mine. The MPOC endeavours to provide recognized industry standards in an entry level mineral processing plant education program with the outcome leading to "job ready" individuals or readiness to enter into further technical training.

This certificate program includes classroom instruction; WorkSafe BC Certification; Ministry of Energy, Mines, and Petroleum Resources (MEMPR) education based on the Health, Safety and Reclamation Code for Mines in British Columbia; skill certification; safety training; applied human relation skills; employability skills; simulator training; field orientation and practical experiences.

After completing the program, you will have

- A Mineral Processing Operator's Certificate
- specific employability skills relevant to the mining industry that will increase your ability to obtain and retain employment;
- · specific safety certificate courses to meet the needs of the mining industry;
- fundamental training and the necessary supports to obtain employment in the mining industry:
- hands-on experience in the mining industry that promotes a fluid transition from the classroom to employment;
- necessary personal management skill development to assist in obtaining and retaining employment in the mining industry;
- an opportunity for mature students to build credits towards and/or complete the BC Adult Graduation diploma;

Admission requirements

- 1. Completion of one of the following:
 - Grade 12 with Foundation Math 10 or equivalent, with a "C" grade or higher; or
 - CCP/ABE Advanced Certificate; or

- GED Certificate with Math 030 and Eng 030 or equivalent, with a "C" grade or higher in each; or
- Mature student status. Applicants must consult with a CNC counsellor or advisor to determine their eligibility;
- Submission of a statement of interest in the mineral processing industry, supported by past activities and future career goals. This statement should be no more than 250 words in length; and
- 3. Completion of a signed Health/Fitness Declaration.

Note 1: As the mineral processing industry can be a physically demanding environment and to ensure and retain employment, it is important for potential candidates to evaluate their own health and fitness in this context.

Note 2: The applicant will be required to sign a declaration that states the applicant can physically perform tasks for the successful completion of the program, and does not have health issues that would preclude them from taking part in the field orientation, skill certification, and job entry operations components of the program.

Note 3: Students who have completed MINE 110 or MINE1100 and/or MGT 154 prior, will receive credit for their previous course work if completed within the previous 60 months.

Note 4: International students from a non-English speaking country will be required to provide proof of a 6.0 IELTS or 80 IBT TOEFL result.

Acceptance process

Acceptance to the program is based on a "first qualified, first admitted" basis. Once all admission requirements have been met, an applicant will be admitted. If qualification occurs after the program is full, the applicant will be placed on a waitlist.

Program outline

MINE 110 Introduction to the Minerals

Industry (45 hours)

MINL 120 Essential Skills for Mineral

Processing Operators (60

hours)

MINL 130 Mill Industry Safe Work

Practices (90 hours)

MINL 140 Operating Tools and Equipment for Mineral Processing Operators (60 hours) Environmental Safety -MINL 150 Chemicals (45 hours) MINL 160 Mineral Processing Operations (60 hours) MINL 190 Job Entry, Mineral Processing Mill (60 hours) MGT 154 Applied Human Relations (60 hours)

You might also be interested in . . .

- Commercial Vehicle Transport Training
- Heavy Duty Mechanical Repair
- Machinist
- Millwright
- Mining Industry Certificate
- Power Engineering

Important dates

 Classes: September 15, 2014 – January 16, 2015

Courses

MINL courses are restricted to students in the Mineral Processing Operator Certificate program.

BUS

MGT 154 Applied Human Relations

This course focuses on the personal management and interpersonal communication skills that contribute to success in the business world. Areas covered include personal management and interpersonal communication development skills. Classroom participation and discussion are a necessary part of this course.

3 CR / (2,2)

MINE 110 Introduction to the Minerals Industry

This course introduces students to the wide scope of the mining industry and prepares them for further courses in mining. The course covers the breadth of the industry from mineral exploration through to processing and marketing of mining products. The importance of environmental considerations and sustainable development are introduced. Students learn

the terminology used in the industry in preparation for further courses taught during the program. Except for online courses, a visit to an active mining operation will form part of the course curriculum. This course is identical to MINE 1100 from BCIT's Mine Technology Diploma and would provide a credit for students who enter into that diploma offering.

Prerequisite: None 3 CR / (3.1.5)

MINL 120

Essential Skills for Mineral Processing

This courses introduces students to essential skills that will help students perform the tasks required by their occupation, provides students with a foundation to learn other skills, and enhances students' abilities to adapt to change. The course covers the scope of work that has been identified by NOC 9411 for Minerals Processing Operators. High priorities are document use, problem solving and decision making. Secondary topics include numeracy; digital; and reading, writing and oral communication.

Prerequisite: Admission into the Mineral Processing Operator Certificate program

3 CR / (5 hours per week)

MINL 130 Mill Industry Safe Work Practices

The student will gain understanding and knowledge of safe work practices and WorkSafe BC regulations as they pertain to both the Health, Safety and Reclamation Code for Mines in British Columbia, and the mining industry.

The student will become proficient in understanding safe work practices pertaining to the Minerals Processing environment, including personal safety equipment, practices for injury prevention, workplace violence prevention, first aid, clean workplace, and equipment-specific safety procedures, With this information, the student will have current and relevant information to maintain a high level of knowledge and on-the-job safety.

This foundation course is a prerequisite for any on-site work in the program and is complemented by integrated safety components within the applied courses of the Minerals Processing Operator Certificate program.

Prerequisite: Admission into the Mineral Processing Operator Certificate program

3 CR / (7.5 hours per week)

MINL 140

Operating Tools and Equipment

This course covers the safe handling of operator tools and equipment in the mineral processing plant. It is an overview of problem solving two- and four-stroke engines and positive and non-positive displacement pumps.

Prerequisite: Admission into the Mineral Processing Operator Certificate program

3 CR / (5 hours per week)

MINL 150

Environmental Safety - Chemicals

This course covers the handling and safety aspects of chemicals and reagents used in the mineral processing plant. The hazards, emergency procedures and safe handling of chemicals are covered as well as clean-up procedures of possible spills. Addition of chemicals to the processes and the keeping of inventory are described.

Prerequisite: Admission into the Mineral Processing Operator Certificate program

3 CR / (3.75 hours per week)

MINL 160 Mineral Processing

This course is designed for potential mineral processing operators with no prior training in this area. Basic principles and terminology are covered along with operating circuits in a typical processing plant. Students will work safely, with a broad/comprehensive understanding of the basic principles of the different components that comprise a mineral processing plant. The course will cover safety aspects of the specific equipment as well as what is required to be productive and safe in the work environment. Topics covered include crushing, grinding, flotation, gravity separation, thickening, and filtration, concentrate handling and tailings management.

Prerequisite: Admission into the Mineral Processing Operator Certificate program

3 CR / (30 hours per week)

MINL 190 Job Entry — Mineral Processing Mill

Through an industry-supported learning experience, the student is provided fundamental skills in typical mining industry entry-level positions and will be coached through industry-selected positions by the same process used by the host mine. The student is also exposed to knowledge of positions other than entry-level in the minerals processing sector. The student is provided with a logbook and will chronicle the various positions observed. In this logbook, the student notes the skills, requirements, and hazards for these positions.

Prerequisites: MINL 130, MINL 140, MINL 150, MINL 160

3 CR / (30 hours per week)

Mining Industry Certificate

(MINE Certificate Program)

Full-time

For start dates, contact campuses

Fees: TBA

16-week program

Available on demand at Burns Lake, Fort St. James, Mackenzie, Prince George and Vanderhoof

Careers

The BC Mineral Exploration and Mining Labour Task Force has stated in its study the mining industry needs to attract 15,000 new workers within the next decade. The task force estimates there will be 7,500 new job openings in the mineral exploration mining industry in BC through 2012.

CNC's MINE Industry Certificate endeavours to provide recognized industry standards in an entry-level surface mineral/mining education program with the outcome leading to "job-ready" individuals or readiness to enter into further technical training.

The program includes classroom instruction, WorkSafe BC Certification, Ministry of Energy, Mines, and Petroleum Resources (MEMPR) education based on the Health, Safety and Reclamation Code for Mines in British Columbia, skill certification, safety training, applied human relation skills, employability skills, simulator training, and field orientation and experiences.

After completing the program, you will have

• A Mining Industry Certificate

- Fundamental training and the necessary supports to obtain employment in the mining industry
- Significant hands-on experience in the mining industry that promotes a fluid transition from the classroom to employment
- The necessary personal management skill development to assist in obtaining and retaining employment in the mining industry
- An opportunity to build credits towards and/or complete the BC Adult Graduation diploma
- A base of knowledge that would be beneficial for students who pursue further education in the Mining Technology diploma

Admission requirements

- Completion of one of the following requirements:
 - a. Grade 12 with Foundation Math 10 or equivalent, with a "C" grade or higher or
 - b. CCP/ABE Advanced Certificate or
 - GED Certificate with Math 030 and Eng 030 or equivalent, with a "C" grade or higher in each or
 - Mature student applicants must consult with a CNC counsellor or advisor to determine their eligibility
- Submission of a statement of interest in the mining industry, supported by past activities and future career goals. This statement should be no more than 250 words in length.
- 3. Completion of a signed Health/Fitness Declaration.

Note 1: As the mining industry can be a physically demanding environment and to ensure and retain employment, it is important for potential candidates to evaluate their own health and fitness in this context.

Note 2: The applicant will be required to sign a declaration that states the applicant: "is physically able to perform tasks for the successful completion of the program, and does not have health issues that would preclude them from taking part in the field orientation, skill certification, and job entry operations components of the program."

Note 3: International students from a non-English speaking country will be required to provide proof of a 6.0 IELTS or 80 IBT TOEFL result.

Introduction to the Minerals

Program outline

MINE 110

Industry (45 hours) **MINE 120 Exploring Mining** Opportunities (45 hours) **MINE 130** Mining Industry Safe Work **Practices** 52 hours) **MINE 140** Mining Industry Skill Certification (114 hours) **MINE 150** Job Entry Operations (150 hours) MGT 154 Applied Human Relations

Note: Students who have completed MINE 110 or MINE 1100 and/or MGT 154 prior to being accepted into the program, will receive credit for their previous course work if completed within the previous 60 months.

60 hours)

Acceptance process

Acceptance to the program is based on a "first qualified, first admitted" basis. Once all admission requirements have been met, an applicant will be admitted. If qualification occurs after the program is full, the applicant will be placed on a waitlist.

Important dates

Please contact the campuses for details.

Courses

MGT 154 Applied Human Relations

This course focuses on the personal management and interpersonal communication skills that contribute to success in the business world. Areas covered include personal management and interpersonal communication development skills. Classroom participation and discussion are a necessary part of this course.

BUS

3 CR / (2,2)

MINE 110

Introduction to the Minerals Industry

This course introduces students to the wide scope of the mining industry and prepares them for further courses in mining. The course covers the breadth of the industry from mineral exploration through to processing and marketing of mining products. The importance of environmental considerations and sustainable development are introduced. Students learn the terminology used in the industry in preparation for further courses taught during the program. Except for online courses, a visit to an active mining operation will form part of the course curriculum. This course is identical to MINE 1100 from BCIT's Mine Technology Diploma and would provide a credit for students who enter into that diploma offering.

Prerequisite: None 3 CR / (3,1.5)

MINE 120 Exploring Mining Opportunities

This course provides the student with an overview of employment opportunities in the mining industry. Students are introduced to the variety of employment opportunities available within both the local and global mining industry and identify areas of employment interest. Action plans and career goals will be identified in order for students to increase employment success within the mining industry.

Prerequisite: None 3 CR / (3,1)

MINE 130 Mining Industry Safe Work Practices

Through a variety of courses, as outlined in the outcomes section, students gain understanding and knowledge of safe work practices and WorkSafeBC regulations as they pertain to both the Health, Safety and Reclamation Code for Mines in British Columbia and the mining industry. The student becomes proficient in understanding the responsibilities of joint health and safety training, safety, hazard recognition and control, musculoskeletal disorder prevention, workplace violence prevention, due diligence, risk assessment and control, lock out procedures, and accident investigations. With this information, the student will have current and relevant information to maintain a high level of knowledge and on-the-job safety. This foundation course is a prerequisite for

any on-site work in the program and is complemented by integrated safety components within the applied courses of the MINE Certificate program.

Prerequisite: None 3 CR / (4,1.2)

MINE 140 Mining Industry Skill Certification

This course provides students with fundamental skills in core components of tasks required by workers within the mining industry. Each skill is an essential component of being able to function effectively in the mining industry environment. This foundation course is prerequisite to any on-site work in the resource industry and is complemented by integrated safety components within the applied courses. This course can be tailored to the needs of local and regional industry by providing a minimum of seven certificate courses. Successful completion of MINE 140 will be granted upon achievement of 70% of the offered certificate courses. Possible certificate options may include and not be limited to the following certificates:

- Standard First Aid Mine with Transportation Endorsement (24 hours)
- Mine Rescue Surface Course (40 hours)
- Confined Space (4 hours)
- Fall Protection (4 hours)
- Environmental Spills (EMS) (4 hours)
- Rigging and Lifting (8 hours)
- Radio Communications (6 hours)
- Introduction to Forklift Operations (12 hours)
- Introduction to Skid Steer Operations (12 hours)

Prerequisite: None 3 CR / (8.5, 2.9)

MINE 150 Job Entry Operations

Through an industry supported learning experience, students will explore the fundamental skills in typical mining industry entry-level positions. They will be coached in the "industry standard" selection processes and exposed to a variety of work positions within the mining industry sector. In addition, the course will include simulator training on entry-level mining industry equipment, such as Heavy Haul Truck and Rubber Tire Front End Loader equipment. Corequisite: MINE 110

3 CR / (120 total course hours)

Mobile Crane (Hydraulic 80 Tonnes and Under) Certificate

Full-time

Contact campus for start dates

Fees: \$4,162

7 weeks — 3 weeks core theory, 2 weeks crane theory and 2 weeks practical lab

Mackenzie

Careers

A mobile crane incorporates a telescopic or articulating boom and a mobile base or chassis. This structure allows a suspended load to be raised or lowered in the vertical or moved in the horizontal plane.

A mobile crane operator works under contractors or directly for commercial building developers, building construction firms, large manufacturing companies and small, medium and heavy construction companies. You can also be your own boss as an owner/operator of a small business.

The duties of a mobile crane operator include: perform rigging and set up of cranes; operate hydraulic and conventional friction cranes and perform regular maintenance. Crane operators also prepare and transport cranes; plan lifts and assemble and dismantle cranes. They must also understand and practise safety precautions to protect themselves and others and conduct pre-operational inspections.

Admission requirements

- Successful completion of Grade 12 or ABE/CCP Advanced Certificate or equivalent or mature student status
- 2. Submission of transcripts
- 3. Submission of a statement of experience/interest.
- 3. Personal interview with the program co-ordinator or regional director.

Program outline

Topics for the ITA (Industry Training Authority) – approved program include safety, communications, knowledge in cranes, rigging, load charts, crane operations and maintenance and service.

Evaluation

Tests and quizzes 30%
Practical Assessment 30%
Final Exam 40%

Students must obtain 70% to successfully complete this program.

Program completion requirements

This seven-week program is an apprenticeship program consisting of three weeks of core theory, two weeks of crane theory and two weeks of a practical lab. Upon successful completion of the technical training exams, students will be required to complete defined work-based competencies. Those competencies include sponsor attestation (logbook) and BC Certificate of Qualification Practical examination.

Students will also be required to write the ITA Level 1 Core exam and the Level II Hydraulic 80 Tonnes and Under exam.

You might also be interested in . . .

- Commercial Vehicle Transport Training
- Electrical
- · Heavy Duty Mechanical Repair
- Machinist
- Millwright
- Mine Industry Certificate
- Plumbing
- Power Engineering

For more information

Visit www.cnc.bc.ca/Mackenzie

Pipe Trade, Foundation-Level

Full-time

Contact campuses directly for start dates

Fees, entire program: \$4,228

26 weeks

Burns Lake; available on demand at Quesnel

Careers

This ITA foundation-level program prepares students for entry-level employment in the piping trades: plumbing, steamfitter/

pipefitter, gasfitter and sprinkler installation.

The need for skilled works regionally, provincially and nationally has been news for more than three years. The loss of experienced, long-term workers to retirement, coupled with smaller youth groups moving into trades and industry and the increasing academic demands for entry trades and industry programs and jobs are well documented.

Admission requirements

The admission requirements below are the minimum requirements.

 Grade 10 with English 10 and Principles of Math 10 or Applications of Math 10 with a grade of "C" or higher in both.

Students who do not meet the above requirement, and believe they may be admissible as a mature student should consult a CNC counsellor/advisor.

Note: High school graduation with English 12, Math 11 and Physics 11 (where applicable) is recommended and required by some employers in order to be indentured as an apprentice.

Program outline

Topics covered include the following (not a complete list): tools and equipment (measuring and leveling tools, stationary power tools); mathematics and science and electricity; trade-related science; read codes, regulations and standards; prepare and assemble piping components; install and service fuel systems and use of safe work practices.

Certification

Students who successfully complete the program will receive credit for Level 1 technical training. Students completing a Foundation program may apply for credit of the practical hours.

Selection process

Students are encouraged to submit a resumé and handwritten statement indicating reasons for wishing to enter the program as well as complete two pre-trades evaluations:

- a) a test of mechanical reasoning skills and
- b) the College Student Readiness Assessment (SRA)

Both of these items are included in the selection criteria listed below and will be awarded points.

If the program is over-subscribed, students will be selected based on the following selection criteria listed below:

- 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.
- The letter grade for Principles of Math 10, Math 030, Applications of Math 10, Applied Math 10 or Math 030 or equivalent will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
- Credit in Physics 11 or equivalent with a grade of "C," The letter grade for Science 10 or equivalent, will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
- 4. Credit in Physics 11 or equivalent with a "C" or higher will be awarded 4 points.
- The mechanical reasoning portion of the SRA will be awarded a maximum of 5 points.
- 6. The English portion of the SRA will be awarded a maximum of 1 point.
- 7. The Math portion of the SRA will be awarded a maximum of 1 point.
- 8. Credit in one or more trades-related courses at the Grade 12 level with a grade of "B" or higher, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.
- Credit in any of the following: English 11, Principles of Math 11, or equivalents, or Trades Math 041 and Trades Math 042 with a "C" grade or higher will be awarded 3 points.
- 10. Credit for submitting a resumé and personal handwritten statement indicating their reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points available = 28

You might also be interested in . . .

- Electrical, Foundation-level
- · Plumbing, Foundation-level

Important dates

Burns Lake

Fall term:

• Classes: September 8 – December 19, 2014

Spring term:

• Classes: January 5 – March 20, 2015

Contact campus at 250-692-1700 for further details or visit www.cnc.bc.ca/lakes

Mackenzie

Contact CNC Mackenzie at 250-997-7200 or visit www.cnc.bc.ca/mackenzie

Quesnel

Contact the Quesnel campus at 250-991-7500 or 1-866-680-7550 or visit www.cnc.bc.ca/quesnel

Plumbing, Foundation-Level

Full-time

Starts February

Tuition: \$4,121

21 weeks

Prince George; available on demand at Quesnel

Careers

Plumber is a nationally designated trade under the Inter-provincial Red Seal program.

Plumbers install, alter and repair the systems that keep our water and waste disposal systems running, and that provide many of the basic amenities we rely on day-to-day. They read and interpret blueprints and project specifications. Plumbers also select the type and size of pipe required for a project and measure, shape and join pipes according to the appropriate specifications.

Plumbers often work in the construction industry, laying new pipe for buildings or doing extensive renovations to large buildings. Residential plumbers install and repair plumbing fixtures, such as bathtubs, showers, sinks, and toilets, and appliances such as dishwashers and water heaters.

Plumbers use a variety of materials and construction techniques, including copper, steel and (increasingly) plastic pipe.

Admission requirements

Successful completion of the following:

- English 10 or English 030 or Communications 11 or equivalent with a grade of "C" or higher.
- Common Grade 10 Math or Apprenticeship and Workplace Math 11 or Trades Math 041 or Math 030 or an equivalent course with a grade of "C" or higher.

Note: Students who do not meet the above requirements and think they may be admissible as a mature student should consult a CNC Counsellor/ Advisor.

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

This course includes a practicum/practical component such as plumbing in a residential (plumbing of the Habitat for Humanity house) or commercial setting. These projects are dependent on the state of the local economy.

Selection process

When a program has more qualified applicants than available seats, the selection criteria will be used to determine acceptance to the program, along with the waitlist order of the remaining qualified applicants.

- The letter grade for English 10, Communications 11 or English 030 or equivalent will contribute its actual points to the selection process, e.g., "A" = 4.00, "B+" = 3.33, etc.
- The letter grade for Foundations of Math 10 or Apprenticeship and Workplace Math 11 or Principles of Math 10 or Applications of Math 10 or Math 030 or Trades Math 041 or an equivalent course will contribute its actual points to the selection process, e.g., "A" = 4.00, "B+" = 3.33, etc.
- Credit in Physics 11 or equivalent with a grade of "C" or better will be awarded 4 points.
- Completing the Student Readiness
 Assessment (SRA) may give a possible 7 points to the selection process as follows:
 - a) Mechanical Reasoning portion of the SRA will be awarded a maximum of 5 points.

32 - 34 = 1 point

35-37 = 2 points

38-40 = 3 points

41-43 = 4 points

44-45 = 5 points

- b) A passing grade in the English portion of the SRA (or completion of remedial work) will be awarded 1 point.
- A passing grade in the Math portion of the SRA (or completion of remedial work) will be awarded 1 point.
- Credit in one or more trades related courses at the Grade 12 level with a grade of "B" or higher; or successful completion of any entry level trades

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training program; or documented experience of one year in a trade will be awarded 3 points.

- Credit in any of the following: English 11, Principles of Math 11 or equivalent, or Trades Math 042 with a "C" grade or higher will be awarded 3 points.
- Submission of a resumé and personal handwritten statement indicating the reasons to enter this program. The resumé and statement will be awarded a maximum of 3 points.

Maximum available points = 28

Financial aid

There are many ways in which CNC students can receive financial assistance. For details, please contact your local campus.

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 workbased 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, visit www.itabc.ca or call 1-866-660-6011.

Note: For up-to-date information on dates for all apprenticeship training at CNC, visit www.tradestrainingbc.ca

Important dates

For the Prince George campus only; contact other campuses for their dates.

• Classes: February 9 – July 3, 2015

Courses

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 Prince George School of Trades at 250-561-5804 or Quesnel campus, 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.

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Power Engineering, 3rd Class Certificate

Christmas break: December 19, 2014 – January 4, 2015

140801

Full-time

Starts October

Fees, entire program: \$3,491

25 weeks

Prince George

Careers

Building on your 4th-class designation, this program adds to your power engineering expertise. Third class power engineers operate and maintain power (steam) plants in sawmills, hospitals, refineries, pulp mills, refrigeration plants, breweries, public buildings, and more. After completing the program, you'll be qualified to write the inter-provincial 3rd class power engineering examinations.

Admission requirement

4th class power engineering certification

Program outline

Topics include

- · Applied mechanics
- Thermodynamics
- Chemistry
- Boiler codes
- Electrical and instrumentation theory
- Pumps
- Boilers
- Prime movers
- Refrigeration

You might also be interested in...

- Industrial Mechanic (Millwright)/ Machinist, Foundation-Level
- Power Engineering, 4th class
- Welding Levels B and A
- Welding Level C

Important dates

• Classes: September 22, 2014 - March 27, 2015

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Power Engineering, 4th Class Certificate

Full-time

Starts September and February

Fees, entire program: \$3,860

1,200 hours

Prince George and Quesnel

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 BC Safety Authority's fourth class power engineer's exam.

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
 - A foundation-level program in a related discipline (related industry experience may be considered in lieu of formal qualifications).
- All applicants must write the Admissions Test, which includes math, English, and mechanical reasoning.

Program outline

PWER 151 4th-class science (90 hours)

PWER 154 Electricity, Instrumentation and Computers (150 hours)

PWER 157 Welding and Metallurgy (90 hours)

PWER 158 Plant Training (150 hours)
PWER 159 Workshop (120 hours)

PWER 160 High Pressure Boilers and Auxiliaries (210 hours)

PWER 161 Heating Boiler and Systems, Refrigeration and Air Conditioning (240 hours)

PWER 162 Safety and Environment (120

hours)

PWER 163 Sketching Fundamentals (30

hours)

Total 1,200 hours

Selection process

If the program is over-subscribed, students will be selected based on the selection criteria listed below.

- The letter grade for English 11, English 045 or Communications 11 will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc., to a maximum of 4 points.
- The letter grade for Foundations of Math 11 or Pre-calculus 11 or Principles of Math 11, Applications of Math 12, or Math 045, or Math 042 will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc., to a maximum of 4 points.
- The letter grade for Physics 11 or Physics 045 will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc., to a maximum of 4 points.
- The letter grade for Chemistry 11 or Chemistry 045 will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc., to a maximum of 4 points.
- The mechanical reasoning portion of the SRA will be awarded a maximum of 5 points.
- A passing grade on the English portion of the SRA will be awarded a maximum of 1 point.
- A passing grade on the math portion of the SRA will be awarded a maximum of 1 point.
- 8. Credit in one or more trades-related courses at the Grade 12 level with a grade of "B" or higher, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded a maximum of 3 points.
- Credit for submitting a resumé and personal statement indicating reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points = 24

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You might also be interested in . . .

- Industrial Mechanic (Millwright)/ Machinist, Foundation-Level
- · Welding Levels B and A
- Welding Level C

Important dates

For the Prince George campus only; contact other campuses for their dates.

- Classes: September 2, 2014 June 19, 2015
- Christmas break: December 19, 2014 January 4, 2015

Courses

Power Engineering courses are restricted to students in the Power Engineering programs.

PWER 151 4th Class Science

This course covers the required sciences for the 4th class power engineering program. Topics include applied mathematics, elementary mechanics and dynamics, and elementary thermodynamics.

PWER 154 Electricity, Instrumentation and Computers

This course provides a basic understanding of electricity, instrumentation, and computers. Topics include electricity, controls, instrumentation, computers, and heating boiler and heating system controls.

PWER 157 Welding and Metallurgy

This is a 30-hour beginners' welding course that covers oxyacetylene and arc welding and associated safety during their use. Both theory and practical are covered.

PWER 158 Plant Training

This course has two purposes. First, it allows the student to learn how a power plant operates through a learning assignment while "job shadowing" the power engineer in several types of plants such as power, heating, and refrigeration. Second, it gives employers an opportunity to meet the students. Many employees are program graduates. There will also be field trips to power plant equipment vendors.

PWER 159 Workshop

This is a lab course where the student performs lab and power plant maintenance exercises that covers the theory in PWER 154, 160, 161, and 162.

PWER 160

High Pressure Boilers and Auxiliaries

This course covers larger industrial type boilers and the associated equipment required for their operation. Topics covered include materials and welding, piping, high-pressure boiler design, high-pressure boiler parts, high-pressure boiler fittings, boiler operation, feedwater treatment, prime movers, pumps, compressors, and lubrication.

PWER 161

Heating Boiler and Systems, Refrigeration, and Air Conditioning

This course is a continuation of PWER 160, High Pressure Boilers and Auxiliaries. It covers the equipment found in commercial, heating, air conditioning, refrigeration, hot oil, sawmills, and pulp-mill-type plants.

PWER 162 Safety and Environment

This course covers safety and environmental issues pertaining to industrial, commercial, heating, and refrigeration plants. Topics include boiler safety codes, WHMIS, general safety, fire protection, and environmental issues.

PWER 163 Sketching Fundamentals

This course covers the basic drafting fundamentals required for power engineering. Topics include basic mechanical drawing, geometric constructions, and basic orthographic projection.

For more information on the topics listed above, please contact the School of Trades at 250-561-5804 or 1-866-370-2111, or visit www.cnc.bc.ca.

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Professional Cook Program

(Formerly Culinary Arts)

Full-time

Starts August (Prince George and Fort St. James)

Fees: \$3,963 (Level 1: \$2,700; Level 2: \$1263)

10 months

Fort St. James (Level 1), and Prince George; may be available in Mackenzie

Careers

Cook up your dream career. Fast-paced and rewarding, a career as a professional cook 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.

Admission requirements

- 1. Successful completion of at least one of the following:
 - Grade 10 with English 10 or Communications 11 or English 030 (with a "C" grade or higher) and any of Essentials of Math 10 or Apprenticeship and Workplace Math 10 (with a "C" grade or higher) or successful completion of Applications of Math 10 or Principles of Math 10 or Math 041 or Math 030 or equivalent
 - ABE/CCP Intermediate Certificate with a minimum "C" grade in English 030
 - GED with English 030 (with a minimum "C" grade) and Math 041 or Math 030

Students who do not meet the above requirements may wish to consult with a CNC counsellor/advisor to determine their eligibility on the basis of mature student status.

Note 1: Documents certifying a current TB screening and health examination must be submitted before the program starts, on official College forms (supplied with acceptance).

Note 2: 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.

Selection process

Students are encouraged to submit a resumé and a handwritten statement indicating reasons for wishing to enter the program. These items are included in the selection criteria listed below.

If the program is over-subscribed, students will be selected based on the following 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 the student's selected math course will contribute its actual points to the selection process: e.g., "A" = 4.0; "B+" = 3.33, etc.
- 3. Successful completion in any of following will be awarded 3 points:
 - English 11, Principles of Math 11 or equivalents; or
 - Trades Math 041 and Trades 042 with a "C" grade or higher

 Credit for submitting a resumé and personal handwritten statement indicating the reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points available = 14

Program outline

This program is a full-time program.

Students must complete each level with a 70% combined theory and practical grade before advancing to the next level.

Level 1 Basic (August to February) CULA 150

In this course, the student will work in a supervised environment and perform basic cooking and food preparation tasks utilizing knife skills, correct terminology, and a variety of cooking methods. The student will learn how to follow recipes, weigh and measure food accurately, and have an understanding of the major techniques and principles used in cooking, baking, and other aspects of food preparation. At this level, the student should develop a solid foundation of culinary skill.

Level 2 Advanced (March to June) CULA 160

At this level, the student usually works with some supervision and performs a variety of cooking and food preparation tasks using multiple cooking methods. In addition to using the major techniques and principles in cooking, baking and other aspects of food preparation at this level, the student will learn to understand food costing, menu planning and purchasing processes.

Level 3 (March to April)

For more on this Level, please see Apprenticeships on page 144

A detailed program description and course outline is available at the ITA website:

www.itabc.ca/Page621.aspx

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's full, you'll be put on a waitlist.

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Important dates

Prince George campus

- Classes: August 5, 2014 February 27, 2015 (CULA 150)
- Christmas break: December 19, 2014 -January 4, 2015
- Classes: March 2 June 5, 2015 (CULA 160)

Contact other campuses for their dates.

Courses

CULA courses are restricted to students in the Professional Cook program.

CULA 150

Professional Cook 1

In this course, the student works in a supervised environment and perform basic cooking and food preparation tasks utilizing knife skills, correct terminology, and a variety of cooking methods. They learn how to follow recipes, weigh and measure food accurately, and have an understanding of the major techniques and principles used in cooking, baking and other aspects of food preparation. At this level, the student should develop a solid foundation of culinary skill. Prerequisite: Admission to Professional

Cook program

CULA 160

Professional Cook 2

At this level, the student usually works with some supervision and performs a variety of cooking and food preparation tasks using multiple cooking methods. In addition to using the major techniques and principles used in cooking, baking and other aspects of food preparation at this level, the student will be taught a preliminary understanding of food costing, menu planning and purchasing processes.

Prerequisite: CULA 150

College of New Caledonia Trades and industry 185

Welding, Foundation-Level

(formerly Welding Level C)

Full-time

Starts September and November

Fees, entire program: \$3,333

Seven months

Prince George

Note: A Certificate of Qualification (C of Q) must be written and successfully completed at the end of each level. Students must also have completed the required practical hours in order to progress to the next level.

Careers

CNC offers foundation-level welding and levels B and A (A is the most advanced).

As a graduate of the Welding Foundation program, 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

Admission requirements

- 1. English 10, English 030 or equivalent and
- Essentials of Math 10 ("C" grade or higher) or credit in Applications of Math 10 or Principles of Math 10 or Math 041 or equivalent.

Students who do not meet the above requirements may wish to consult with a CNC counsellor/advisor to determine their eligibility on the basis of mature student status.

Program outline

WELD 170 Welding Foundation Program

Courses topics include the following (not a complete list): introduction to welding and safety, oxyfuel gas cutting, oxyacetylene welding, shielded metal arc welding, air carbon arc cutting, gas metal arc/flux core, material handling, blueprint reading, and metallurgy.

A full list of courses is available from the School of Trades and Technologies at 250-561-5804, or toll-free at 1-866-370-2111.

Selection process

Students are encouraged to submit a resumé and handwritten statement indicating reasons for wishing to enter the program as well as complete a test of mechanical reasoning skills, and the College Student Readiness Assessment (SRA).

These items are included in the selection criteria listed below and will be awarded points.

If the program is over-subscribed, students will be selected based on the selection criteria listed below:

- 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.
- The letter grade for your selected math course will contribute its actual grade point to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
- 3. The mechanical reasoning test will be awarded a maximum of 5 points.
- A passing grade on the English portion of the SRA will be awarded a maximum of 1 point.
- A passing grade on the Math portion of the SRA will be awarded a maximum of 1 point.
- 6. Credit in one or more trades-related courses at the Grade 12 level with a grade of "B" or higher, or successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.
- Credit in any of the following: English 11
 or equivalent, Principles of Math 11 or
 equivalent, or Trades Math 042 with a
 "C" grade or higher will be awarded 3
 points.
- Students are encouraged to submit a resumé and personal handwritten statement indicating their reasons for wishing to enter this program. The resumé and personal statement will be awarded a maximum of 3 points.

Maximum points available = 24

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.

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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 School of Trades and Technologies at 250-561-5804 or 1-866-370-2111.

Apprentices and employers must register apprenticeships with the ITA. For application forms or more information, visit www.itabc.ca or call 1-866-660-6011.

You might also be interested in . . .

• Welding Levels B and A

Important dates

For the Prince George campus only; contact other campuses for their dates.

September start

- Classes: September 2, 2014 March 27, 2015
- Christmas break: December 19, 2014 January 4, 2015

November start

- Classes: November 3, 2014 May 29, 2015
- Christmas break: December 19, 2014 January 4, 2015

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Welding Levels 1 to 4

Full-time

Prince George: Continuous intake;

no specific start date

Fees: Levels 1-3: \$799 each: Level 4: \$535

Levels 1 to 3: 8 weeks each; Level 4: 5 weeks

Prince George (Trades programs may be available at any of our regional campuses — please check our website for the latest information)

Note: A Certificate of Qualification (C of Q) must be written and successfully completed at the end of each level. Students must also have completed the required practical hours in order to progress to the next level.

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.

Possible job titles include

- Production welder
- Maintenance welder
- Welder fabricator
- Welder fitter
- Construction welder
- Pipe welder (in pulp mills, gas plants, and refineries)

Admission requirements

Once your employer has submitted an Apprentice and Sponsor Registration Form to ITA on your behalf you can apply to attend technical training at CNC. Many of our apprenticeship programs have waitlists so we encourage you to apply early.

ITA doesn't require Welding apprentices to have completed a required number of work-based-training hours to attend technical training. However, because apprenticeship programs are a unique blend of in-class and on-the-job training we encourage you to work with your employer to decide on a training schedule that best combines these two forms of training.

Program outline

Detailed course descriptions are available from the School of Trades and Technologies 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
- Industrial Mechanic
 (Millwright)/Machinist

Courses

WELD 150 Level 1

In this course you'll cover oxy-fuel cutting; gas and braze welding; shielded metal arc welding; gas metal arc welding; air carbon arc welding; gas metal arc welding; flux cored arc welding.

WELD 250 Level 2

In this level you'll learn gas and braze welding; shielded metal arc welding; flux cored arc welding; and handling materials, reading blueprints; mathematics and welding metallurgy.

WELD 350 Level 3

Course topics include shielded metal arc welding; gas tungsten arc welding; quality control and inspection; code standards and specifications; blueprint reading II; and metallurgy II.

WELD 450

Level 4 : Specialty Metals Endorsement

In this final course you'll do advanced work in shielded metal arc welding; gas tungsten arc welding, flux cored arc welding; metallurgy and blueprint reading.

140829

Important note regarding Welding Levels B and A

The ITA is reactivating Welder B and A as a transitional model, and CNC will be offering both the modular Levels B and A, as well as the new program pathway (Welding Levels 1 to 4). For more information on these programs, please contact the School of Trades and Technologies at 250-561-5804, or toll-free at 1-866-370-2111.

University studies

When you start your degree at CNC, you'll save money and get the benefits of our smaller class sizes plus instructors who are involved and easy to access. CNC's university classes give students a solid foundation for further academic work. After one or two years at CNC, students can transfer to universities in B.C. or elsewhere in Canada. A wide variety of programs are available, from Aboriginal Studies and Criminology to Engineering and Fine Arts.

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Aboriginal Studies, Associate Degree

Full-time or part-time

Starts September or January

Fees, entire program: \$6,547

Two years

Prince George

☐ Some course sections available online

Careers

This program prepares you for careers in private, non-profit and government sectors, and specifically for employment by Aboriginal organizations and communities. The associate degree is equivalent to the first two years of a university degree, and gives you better transfer credit to pursue a degree.

In this program, you will also acquire abilities essential for academic success at advanced levels, including computer literacy, advanced reading comprehension, critical thinking and problem solving, and scientific and mathematical reasoning with a focus on Aboriginal studies.

Associate degrees

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 Associate of Science Degree.

This program features 27 credits of Aboriginal-related content.

Admission requirements

You'll need one of the following:

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

Note 1: It is recommended high school students consult their counsellors to ensure they select the most appropriate high school courses for their chosen career paths.

Note 2: Students who received less than a "B" in English 12 or its equivalent are encouraged to select English 103 as their first university credit English course.

Note 3: The GED certificate meets the general admission requirements, but does not meet specific program or course prerequisites.

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

For information on graduation requirements, see Arts, Associate Degree.

Program outline

Semester 1 ABST 100	September – December An Introduction to the World View of First Nations People
ANTH 101	Introduction to Socio- Cultural Anthropology
ENGL 103	Composition and Style
HIST 103	History of Canada to 1867
MATH 100 or	Pre-calculus Mathematics
CSC 105	Introduction to Computers
	and Programming
or	
MATH 104	Introduction to Statistics
Semester 2	January - April
ABST 101	First Nations Studies II
ENGL 107	Literature and Composition: First Nations Literature
ANTH 102	Introduction to Physical
	Anthropology and
	Archaeology
CLCT 110	Carrier Language Level I
UT Science or	Lab Science
Semester 3 ABST 201	September – December Residential School: History and Intergenerational

ABST 201	Residential School: History
	and Intergenerational
	Impacts
ABST 110	Métis Studies I
CLCT 112	Carrier Language Level II

UT Science or Lab Science UT Arts elective at 200 level

Semester 4 January - April

	, .
ABST 202	History of Aboriginal
	Education in North Central
	British Columbia
ENGL 219	Contemporary First Nations

Authors

or

ENGL 220 Children's Literature – First Nations Authors

ABST 111 Metis Studies II UT Arts elective at 200 level UT Arts elective at 200 level

Note: CUE 101 cannot be counted as part of the 60 credits for an associate degree.

Course completion

Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the Associate Degree in Aboriginal Studies.

This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students

should contact the Dean to discuss this option.

Note: Professional certification or accreditation bodies and receiving institutions may have different criteria.

You might also be interested in . . .

- · Aboriginal Studies Certificate
- · Arts, Associate Degree
- Women's Studies and Gender Relations Diploma

Important dates

Fall term

 Classes: September 2 – December 12, 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

ABST 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.

ABST 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: ABST 100

3 CR / (3,0)

ABST 110 UT Métis Studies I

This course helps students explore and understand past and present Métis perspective in all areas of life with an eye toward fostering positive cross-cultural interaction between Métis and non-Métis individuals and communities. 3 CR / (3,0)

ABST 111 UT Métis Studies II — Art and Material Culture

This course examines and explores aspects of Métis identity using an ethnographic approach toward the study of Métis art forms. Following Métis Studies I, Métis Studies II continues to rebuild the historiography of Métis people as revealed through Métis material culture. Hands-on reproduction of art and technology techniques (beadwork, caribou hair tufting, and finger weaving) combined with oral traditions and readings from the work of Métis scholars will provide the student with insight into the historical and contemporary socio-political identity of BC Métis communities. Students will consider ethical, economic, aesthetic, and functional implications, discussing protocol for appropriation (borrowing of style and technique), and reinterpretation. 3 CR / (3,0)

ABST 201 UT Residential School: History and Intergenerational Impacts

The course provides students with an indepth 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: ABST 100 or ANTH 101 3 CR / (3,0)

ABST 202 UT History of Aboriginal Education in North Central British Columbia

The course provides students in the second year with an in-depth study of the issues and impacts of the school systems on Aboriginal culture, language, spirituality, community and social structures. The

historical context of the development of the Canadian government's policy with regard to the First Nations education will be examined. Students explore the historical occurrences with Aboriginal education in Canada, as well as traditional education. Prerequisite: ABST 100 or ANTH 101 3 CR / (3,0)

ANTH 101 UT Introduction to Socio-Cultural Anthropology

Socio-cultural anthropologists examine social patterns and practices across cultures, with a special interest in how people live in particular places and create meaning. The goal of this course is to provide students with a basic understanding of the fundamental concepts used by anthropologists in the study of human behaviour. Topics include the anthropological perspective, research methods, economies, expressive culture, religion, kinship and social relationships, illness and healing, and organization and power. Examples will be drawn from a variety of societies. 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 research and methodology in archaeology through an examination of parts of the archaeological record.

3 CR / (3,0)

CLCT 110 UT Carrier Language Level I

Participants are 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

UT

3 CR / (3,0)

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)

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 are a definite asset.

Prerequisite: Foundations of Math 11 or Pre-calculus 11, MATH 045 or equivalent 3 CR / (3,3)

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 essaywriting. Strongly recommended for students who wish to improve their writing skills. 3 CR / (3.0)

ENGL 107 UT Literature and Composition: First Nations Literature

A survey of First Nations literature. Students assess traditional tales from an oral storytelling tradition, as well as poems, plays, and short stories by contemporary writers. As well, students learn effective composition skills and the techniques of literary analysis.

ENGL 219 UT Contemporary First Nations Authors

A study of contemporary First Nations authors. Students study novels, plays, and poems that reflect the experiences of First Nations people in Canada from the 1940s to the present. Students consider regional/personal concerns as well as the universal themes developed in the writings. As well, students compare the styles, themes, and subject matter of First Nations authors to other Canadian authors studied in Canadian literature classes.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107 3 CR / (3,0)

ENGL 220 UT Children's Literature — First Nations Authors

A study of traditional First Nations children's tales from the oral story-telling tradition as well as tales told by contemporary First Nations writers. These stories are assessed in terms of character, plot, and theme. As well, students analyze how the stories challenge the child reader's social, emotional, moral, and intellectual growth. Students will critically evaluate the texts and determine the values and lessons in the texts.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107 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)

MATH 100 UT Pre-calculus Mathematics

This course prepares 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 not studied any mathematics during the past few years. 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, and an introduction to trigonometry.

Prerequisite: Foundations of Math 11 or Pre-calculus 11 or MATH 045, or equivalent 3 CR / (4.0)

Aboriginal Studies Certificate

Full-time or part-time

Starts September and January

Fees: \$3,232 (one year of arts courses)

One year

Prince George

Careers

The Aboriginal Studies 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.

Admission requirements

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

Note 1: It is recommended that high school students consult their counsellors to ensure they select the most appropriate high school courses for their chosen career paths.

Note 2: Students who received less than a "B" in English 12 or its equivalent are encouraged to select English 103 as their first university credit English course.

Note 3: The GED certificate meets the general admission requirements, but does not meet specific program or course prerequisites.

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

Program outline

Semester 1	September – December
ABST 100	An Introduction to the World View of First Nations People
ANTH 101	Introduction to Socio-Cultural Anthropology
CRIM 103	Introduction to the Criminal Justice System
ENGL 103	Composition and Style
HIST 103	History of Canada to 1867
Semester 2	January - April
Semester 2 ABST 101	January - April First Nations Studies II
	, .
ABST 101	First Nations Studies II
ABST 101 ANTH 102	First Nations Studies II Introduction to Physical Anthropology and Archaeology

Course completion

Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the Aboriginal Studies Certificate.

This policy applies to CNC courses and to all courses transferred from other postsecondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option.

Note: Professional certification or accreditation bodies and receiving institutions may have different criteria.

You might also be interested in . . .

- · Aboriginal Studies, Associate Degree
- Arts, Associate Degree
- Women's Studies and Gender Relations Diploma

Important dates

Fall term

Classes: September 2 – December 12, 2014 (exams period: December 4 - 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 - 29)
- Study break: February 16 27, 2015

Courses

ABST 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)

ABST 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: ABST 100

UT

Prerequisite: ABST 10 3 CR / (3,0)

ANTH 101 Introduction to Socio-Cultural Anthropology

Socio-cultural anthropologists examine social patterns and practices across cultures, with a special interest in how people live in particular places and create meaning. The goal of this course is to provide students with a basic understanding of the fundamental concepts used by anthropologists in the study of human behaviour. Topics include the anthropological perspective, research methods, economies, expressive culture, religion, kinship and social relationships, illness and healing, and organization and power. Examples will be drawn from a variety of societies.

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 research and methodology in archaeology through an examination of parts of the archaeological record.

3 CR / (3,0)

CRIM 103 UT 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)

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 107 UT Literature and Composition: First Nations Literature

A survey of First Nations literature. Students assess traditional tales from an oral storytelling tradition, as well as poems, plays, and short stories by contemporary writers. As well, students learn effective composition skills and the techniques of literary analysis.

3 CR / (3,0)

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)

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)

Anthropology

Full-time or part-time

Starts September and January (most courses)

Fees: \$3,108 (per year of arts courses)

Individual university classes

Prince George

☐ Some course sections available online

What is Anthropology?

Anthropology is the study of humans, both past and present. It draws on and builds upon knowledge from the social and biological sciences as well as the humanities and physical sciences. There are four main subfields: Physical/Biological, Linguistic, Socio-cultural, and Archaeology.

Careers

Anthropologists seek answers to several fundamental questions about humanity and our world: How did our kind evolve? What shapes our lives as creative and social animals? What can be done to improve how we live?

A background in anthropology can provide vast employment opportunities. With their competencies of social agility, accurate interpretation of information, problem solving, persuasive writing and communication, and cultural awareness, anthropology students are sought after for their flexibility, research abilities, and cultural sensitivity.

Possible career streams can include education, social services, governmental and nongovernmental agencies, cross-cultural health care, research analyses, and archaeology.

Admission

You'll need one of the following:

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

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we recommend you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.

What will you study?

For help creating the two-year anthropology program that meets your personal goals, contact CNC Counselling and Advising, or see Package 3 in the University Classes section (starts page 245) for a sample program of study.

- For information on an associate degree in arts, see page 196
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC

You might also be interested in...

- Arts, Associate Degree
- Other university-level courses

Important dates

Fall term

Classes: September 2 – December 12,
 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

ANTH 101 Introduction to Socio-Cultural Anthropology

Socio-cultural anthropologists examine social patterns and practices across cultures, with a special interest in how people live in particular places and create meaning. The goal of this course is to provide students with a basic understanding of the fundamental concepts used by anthropologists in the study of human behaviour. Topics include the anthropological perspective, research methods, economies, expressive culture, religion, kinship and social relationships, illness and healing, and organization and power. Examples will be drawn from a variety of societies.

3 CR / (3,0)

UT

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 research and methodology in archaeology through an examination of parts of the archaeological record.

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 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

ANTH 210 UT Anthropological Perspectives on "Pop"ular Culture

3 CR / (3,0)

The course will provide analytical and theoretical tools for the study of contemporary cultural phenomena using anthropological methods. Popular culture (film, television, music, Internet, etc.) in modern nation-states will be examined to understand how popular culture shapes ideas of culture and community. In addition, the relationship between popular culture and personal identity and gender construction will be explored. Examples will be drawn from contemporary North American culture as well as from countries around the world.

Prerequisite: ANTH 101 3 CR / (3,0)

ANTH 220 UT Anthropology of Cross-Cultural Conflict and Social Justice

This course explores anthropology's role in understanding the connection between culture and crime, punishment, conflict, and social justice within a globalized, multicultural context. Cross-cultural examples of conflict and justice will highlight similarities and differences between traditionally "non-violent" societies and "complex violent" societies to explore alternative justice resolutions. In addition, cross-cultural case studies will demonstrate the interconnectedness of culture and human rights.

Prerequisite: ANTH 101 or ABST 100 or ABST 101 3 CR / (3,0)

Arts, Associate Degree

Full-time or part-time

Starts September and January (most courses)

Fees, entire program: \$6,547

Two years

Prince George and Quesnel

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.

Associate degrees

All public universities in BC that offer traditional arts and science degrees guarantee 60 transfer credits 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 must 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 programs carefully and to complete prerequisites for upperlevel course work in their intended majors. Students are 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 selfdirected lifelong learning
- Acceptance of the social responsibilities that come with the benefits of advanced learning

Where to find the details

Specific associate degree credit transfer policies at each receiving institution are on the BCCAT website www.bctransferguide.ca.

Just click on "Other Transfer Guides", and then on "Associate Degree." A link is also provided there to all the general and specific requirements for associate degrees.

Admission

You'll need one of the following:

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

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we recommend you consult a high school counsellor.
- If you received less than a "B" in English 12 (or its equivalent), we encourage you to choose ENGL 103 as your first CNC English course.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings).
- The GED certificate meets CNC's general admission requirements, but

does not meet specific program or course prerequisites.

Graduation requirements — general

- 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.
- It is recommended that up to 30 credits, both assigned and unassigned, be accepted for transfer credit to the Associate of Arts Degree.
- 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

Note: CUE 101 cannot be counted as part of the 60 credits for an associate degree.

Graduation requirements — specific

- 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;
 - 6) 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: 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 (engineering) or computing science.

Classification of subjects

For help designing your program, please talk to a CNC counsellor/advisor.

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

- Aboriginal Studies
- English
- Fine Arts
- French

- History
- Philosophy

Arts-Social Sciences

- Anthropology
- Criminology
- Economics
- Geography (Human)
- Human Kinetics
- Political Science
- Psychology
- Sociology
- · Women's Studies

Sciences

- Astronomy
- Biology
- Chemistry
- Computer Science
- Engineering

Required courses	# of credits	Total	Conditions	Your courses
English	6	6	First year level	1.
				2.
Arts courses				
1. Humanities	6	18		1.
(other than English)				2.
2. Social Sciences	6			1.
				2.
3. Soc Sci or Hum	6			1.
				2.
Arts courses	18	18	200 level taken in	1.
(200 level)			2 or more subject	2.
			areas	3.
				4.
				5.
				6.
Science courses				
1. Math, CSC or	3	9	A lab science	1.
Statistics			requires min.	
2. Lab science	3		2-hour lab and	2.
			excludes any	
3. Science	3		course in APSC	3.
			or CSC	
Electives in arts,	9	9	100 level or	1.
sciences, or other			higher	2.
other areas				3.
Total credits require	ed: 60			

- Forest Science
- Geography (Physical—201, 202)
- 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.

Course completion

Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the Associate Degree in Arts.

This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option.

Note: Professional certification or accreditation bodies and receiving institutions may have different criteria.

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

For the Prince George campus only; contact other campuses for their dates.

Fall term

 Classes: September 2 – December 12, 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Biology

Full-time or part-time

Most courses start September or January

Individual university classes

Fees: \$4,016 (per year of science courses)

Prince George; first-year courses offered in Quesnel; individual courses available at some regional campuses

Some course sections available online

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.

Our biology students can use our courses as a springboard into pharmacy, medicine, nursing, dental hygiene, biotechnology, and many other programs. Students can also apply our courses towards the completion of a bachelor's degree.

Admission

You'll need one of the following:

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

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we recommend you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.
- 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.

What will you study?

For help creating the two-year biology program that meets your personal goals, contact CNC Counselling and Advising, or see Packages 5 and 6 in the University Classes section (starts page 245) for a sample program of study.

• For information on an associate degree in science, see page 239

 For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

- CNC health sciences programs
- Natural Resources and Environmental Technology Diploma
- Other university-level courses
- Science, Associate Degree
- University Transfer First-Year Science (Quesnel)

Important dates

For the Prince George campus only; contact other campuses for their dates.

Fall term

 Classes: September 2 – December 12, 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

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

UT

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 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 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.

Prerequisites: Biology 11 or 045 an Chemistry 11 or 045 3 CR / (3,3)

BIO 130 Anatomy and Physiology for Practical Nurse

This course gives an overview of the structure and function of ten body systems. It also encourages various health promotion strategies that work toward the optimal functioning of these systems.

Prerequisite: Biology 12 or BIO 050 with a grade of C or higher 3 CR / (4,0)

BIO 201 UT Cell Structure

Beginning with experimental techniques, this course covers physical and chemical aspects of biological structure in prokaryote and eukaryote 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 Introductory Biochemistry

An introductory biochemistry course focusing on the chemical basis of life. This course emphasizes the biochemistry and function of proteins, DNA, carbohydrates and lipids in living systems. Other topics covered include bioenergetics, properties of enzymes, regulation of enzymatic activity, and current laboratory technology used in the recovery and analysis of DNA and proteins.

Prerequisites: BIO 107 and BIO 120 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 Educational Administrator at 250-561-5815.

3 CR / (3,3)

Prerequisites: BIO 107 and 120

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 Educational Administrator at 250-561-5815.

Prerequisites: BIO 107 and 120
3 CR / (3,3)

BIO 220 UT Introductory Genetics

An introductory course exploring the mechanism of inheritance at the cellular and molecular levels. Topics include the chemical nature of DNA, DNA replication, gene expression, DNA repair, genomics, Mendelian and non-Mendelian genetics. The laboratory will include several long-term investigations, many of which employ the use of the important model organism, Drosophila melanogaster. Experiments include genetic mapping of drosophila genes, population genetics, genome database searches / bioinformatics, and human genome analysis.

Prerequisites: BIO 107, BIO 120, and either CHEM 112 and 112 or CHEM 113 and 114 $3\ CR\ /\ (3,3)$

Chemistry

Full-time or part-time

Most courses start September or January

Fees: \$4,016 (per year of science courses)

Prince George; first-year courses offered in Quesnel

Careers

A chemistry education gives you flexibility to move in numerous career directions. Some possibilities include applied research and product development, environmental assessment and protection, chemical engineering, forensic science, medicine, dentistry, pharmacy, pharmacology, oil and gas, mining and metallurgy, pulp and paper, and education.

Even though your major may not be chemistry, there are other occupations in which having a strong chemistry background is beneficial: forestry, nursing, dental hygiene, medical lab technician, environmental technician, and more.

Chemistry courses at CNC are transferrable to other post-secondary institutions in BC, including SFU, TRU, UBC, UNBC, and UVic (see www.bctransferguide.ca).

Is your chemistry a bit rusty? CNC offers CHEM 113/114, designed for students who have not taken Chemistry 12 or feel less comfortable taking CHEM 111/112. These full-credit courses are recognized by all major universities in BC and serve as a prerequisite for second-year chemistry courses, as well as fulfilling first-year chemistry requirements for medical, dental, and pharmacy programs.

Admission

You'll need one of the following:

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

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we recommend you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.
- 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 must first register in MATH 100.

What will you study?

For help creating the two-year chemistry program that meets your personal goals, contact CNC Counselling and Advising, or see Packages 5, 6, and 7 in the University Classes section (starts page 245) for a sample program of study.

- For information on an associate degree in science, see page 239
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

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

Important dates

For the Prince George campus only; contact other campuses for their dates.

Fall term

Classes: September 2 – December 12,
 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

CHEM 111 UT 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.

Prerequisite: Chemistry 12 or CHEM 050 and Pre-calculus 12 or MATH 100 or MATH 050 with a minimum grade of "C" or higher recommended for both prerequisites 3 CR / (3,3)

UT

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 thermo-

UT

dynamics, 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 UT 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 UT 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 UT 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 UT 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 UT 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 UT 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 analysis (organic, inorganic, and environmental).

Prerequisites: CHEM 111 and 112 or 113 and 114 3 CR / (3,3)

Commerce

Full-time or part-time

Most courses start September or January

Fees: \$3,523 (one year of arts courses)

Prince George; individual courses offered at Quesnel and may also be available at other campuses

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

You'll need one of the following:

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

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we recommend you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.
- 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.

Note: Students attending in 2014 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 will be registered in MATH 100.

What will you study?

For help creating the two-year commerce program that meets your personal goals, contact CNC Counselling and Advising, or see Package 1 in the University Classes section (starts page 245) for a sample program of study.

- For information on an associate degree in science, see page 239
- For information on an associate degree in arts, see page 196
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

- Accounting and Finance Diploma
- Arts, Associate Degree
- Business Administration Certificate
- · Management Diploma
- · Marketing and Management Diploma
- Other university-level classes
- Science, Associate Degree
- University Transfer First-Year Science (Quesnel)

Important dates

Fall term

Classes: September 2 – December 12,
 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

COM 100 Fundamentals of Business

The student examines a broad overview of the Canadian business system: how it functions and how it relates to specific areas such as marketing, production, finance and human resources. The student will gain specific insights into actual business operations and some of the major areas of concern regarding the role of business in society.

UT

UT

UT

3 CR / (3,0)

COM 204 Financial Accounting

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

COM 212 Managerial Accounting

Introduction to the development and use of accounting information for management planning and control and the development of various cost information analyses.

Major topics include job and process costing, cost allocation, cost behaviour, cost-volume-profit analysis, budgeting, standard costing, and variance analysis.

Prerequisite: COM 204

3 CR / (3,0)

3 CR / (3,0)

COM 222 Management and

Organizational Behaviour
Information extracted from various areas of psychology (social, industrial/organizational) and management will be utilized to study the nature of work, people, and organizations. Topics include: leadership, motivation, group dynamics, communication, Japanese management, job design, organizational design, organizational culture, organizational development, stress, and time management. Organizational behaviour and its impact on management is examined through lecture, discussion, case analyses, and practical applications of the material.

UT

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.

The prerequisites and Corequisites are consistent with the requirements for transferring credits to UNBC or TRU.

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 3 CR / (2,1)

Computer Science

Full-time or part-time

Most courses start September or January

Individual university classes

Fees: \$4,016 (one year of science courses)

Prince George

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 PhD, 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

You'll need one of the following:

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

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we recommend you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.
- 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 must first
 register in MATH 100.

Note: Students attending in 2014 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 must first register in MATH 100.

What will you study?

For help creating the two-year computer science program that meets your personal goals, contact CNC Counselling and Advising, or see Package 6 in the University Classes section (starts page 245) for a sample program of study.

• For information on an associate degree in science, see page 239

 For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

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

Important dates

Fall term

Classes: September 2 – December 12,
 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

CSC 105 Introduction to Computers and Programming

UT

UT

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 are a definite asset.

Prerequisite: Foundations of Math 11 or Pre-calculus 11, MATH 045 or equivalent 3 CR / (3,3)

CSC 109 Computing Science I

This is a general introductory course in computer science. Topics include computer

architecture, computer systems, development of algorithms and computer programs, and programming style. Programming topics include selection and loop structures, arrays, functions, procedures, and string processing. The main emphasis of this course is on the study and development of algorithms, using a procedural language.

Prerequisite: Foundations of Math 12 or Pre-calculus 12 or MATH 050 or MATH 100 or equivalent. Students with a grade of "B" or higher 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 higher 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: Foundations of Math 12 or Pre-calculus 12 or MATH 050 or MATH 100 or equivalent

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 are 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 School 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 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 School 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 objectoriented software development using Java. It uses the Java 2 platform throughout. The material is presented from both a theoretical and a practical perspective, instilling the object-oriented way of thinking through the use of design patterns, exploration of the design of the Java Class Libraries, and illustration of iterative and incremental software development process.

Prerequisite: CSC 212 3 CR / (4,2)

CSC 224 Computer Organization

This course is an introduction to the internal structure (at the logic block level) of the major components of modern digital computers and it is not a programming course. Starting with basic logic gates, complex devices are designed, and are, in turn, used to design a simple computer. Also, a sequence of register transfers for many of the macro instructions is developed. Finally, the major functional sections of a computer—main memory, microprogram control, ALU, I/O bus structures, interrupts—are studied.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the School Dean at 250-561-5815.

Prerequisite: CSC 215 3 CR / (3,3)

140801

UT

Criminology Diploma

Full-time or part-time

Starts September and January (most courses)

Fees, entire program: \$6,216 (Year 1: \$3,108; Year 2: \$3,108)

Two years

Prince George; individual courses may be available at other campuses

Careers

Graduates of the Criminology Diploma program are employed in nearly every aspect of the justice system. Opportunities are available in the following areas:

- Policing
- Corrections
- Probation
- Parole
- Social work
- Social research
- Community advocacy
- Private security

Work activities might include protecting the public, detecting and preventing crime, probation supervision, counselling or conducting research.

Graduates may also continue their education in criminology, social work, psychology, law and related social and behavioural sciences.

Admission requirements

- 1. Successful completion of one of the following:
 - Grade 12 (with English 12 or English 12: First Peoples) or
 - ABE/CCP Advanced Certificate or
 - GED Certificate

Note 1: It is recommended high school students consult their counsellors to ensure they select the most appropriate high school courses for their chosen career paths.

Note 2: Students who received less than a "B" in English 12 or its equivalent are encouraged to select English 103 as their first university credit English course.

Note 3: The GED certificate meets the general admission requirements, but does not meet specific program or course prerequisites.

Note 4: Math 11 or Math 045 or equivalent will be required for second year.

Note 5: Students graduating from Grade 12 in 2014 will require Foundations of Math 11 or Precalculus 11 or Math 045 or equivalent that's required for second year.

Note 6: You will need to comply with the prerequisites of the specific courses you select.

Program outline

Semester 1

ENGL 103 CRIM 101 CRIM 103	Composition and Style Introduction to Criminology Introduction to the Criminal Justice System
PSYC 101 SOC 101	Introduction to Psychology I 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 CRIM 135 PSYC 201	September – December Introduction to Canadian Law and Legal Institutions Statistics for the Social Sciences

September - December

One of:

CRIM 201 Policing in Modern Society **CRIM 241** Introduction to Corrections

Plus two electives - see below Semester 4 January - April

CRIM 220	Research Methods in
	Criminology
CRIM 230	Criminal Law
One of:	

PHIL 101 Moral Philosophy PHIL 102 Theory of Knowledge PHIL 110 Logic 1: Propositional Logic PHIL 220 Political Philosophy

Plus two electives - see below

Electives

During the third and fourth semesters, you must choose electives as follows:

- One CNC university level-course that transfers directly to SFU (3 credits total). You are limited to these subjects: anthropology, commerce, computer science, economics, English, geography, history, math, philosophy, political science, psychology, sociology, and women's studies.
- Any three CNC university-level courses (any subject) that transfer directly to SFU (9 credits total).

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.

If you need help planning your schedule, please see a CNC counsellor/advisor.

Course completion

Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the Criminology Diploma.

This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Educational Administrator to discuss this option.

Note: Professional certification or accreditation bodies and receiving institutions may have different criteria.

You might also be interested in . . .

- Social Service Worker Certificate
- Social Service Worker Diploma
- Social Service Worker (UT) Diploma
- University-level classes in psychology, sociology, or social work

Important dates

For the Prince George campus only; contact other campuses for their dates.

Fall term

 Classes: September 2 – December 12, 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

CRIM 101 UT 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 also focuses on current issues related to crime and the administration of criminal justice.

3 CR / (3,0)

CRIM 102 UT 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 UT 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 UT Sociological Explanations of Crime and Deviance

The major sociological perspectives and theories are 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 are evaluated. Finally, the practical implications of these approaches are discussed.

Prerequisite: SOC 101 or CRIM 101 or 103 $3\ \mbox{CR}\ /\ \mbox{(3,0)}$

CRIM 135 UT 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 considers 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 also examines the process of law reform in Canada.

3 CR / (3,0)

CRIM 201 UT 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 220 UT 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 research and computer experience.

Prerequisites: PSYC 201 and one of CRIM 101, 103, 106, 241 3 CR / (3.1.5)

CRIM 230 UT 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 UT 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)

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)

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 110 UT Logic I: Propositional Logic

This course establishes 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 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?

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 course provides students with an understanding of the dynamic processes of change in the administration of justice. Significant tensions exist between the ideals of justice and the realities of politics. This fact will become apparent as we examine political changes and the emergence of new problems to which laws and structures must constantly respond.

Prerequisite: CRIM 103 or permission of the instructor

3 CR / (3,0)

PSYC 101 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 Introduction to Psychology II

UТ

A continuation of PSYC 101. Topics 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 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 also is gained on the use of computer programs for data analysis. Highly recommended for majors in the social sciences.

Prerequisite: Foundations of Math 11 or Pre-calculus 11 or MATH 045, or equivalent $3\ CR\ /\ (3,3)$

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)

3 CR / (3,0)

SOC 102 UT Introduction to Sociology II

A continuation of SOC 101. Topics described and explained include the characteristics and changes in the general population, local communities, ethnic groups, social movements, political parties, work settings, and religious organizations. These concerns are illustrated and developed with Canadian materials.

Prerequisite: SOC 101—minimum "D" grade

Economics

Full-time or part-time

Most courses start September or January

Individual university classes

Fees: \$3,399 (one year of courses)

Prince George; individual courses also offered in Quesnel

Careers

Because economic issues are important in almost every field, an economics background gives you skills that are widely valued.

Many employers are interested in the skills which economics majors tend to possess. These include

- · Gathering and analyzing data
- · Writing technical reports and essays
- · Critical thinking and quantitative analysis
- Recognizing and analyzing human behaviour in relation to work, production, distribution and consumption

Sample job titles:

- Economist
- Researcher
- · Investment analyst
- · Economic forecaster
- Insurance agent
- · Population studies analyst
- Cost estimator
- International trade specialist
- Budget officer

Admission

You'll need one of the following:

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

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we recommend you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings).

- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.
- 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.

Note: Students attending in 2014 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 will be registered in MATH 100.

What will you study?

For help creating the two-year economics program that meets your personal goals, contact CNC Counselling and Advising, or see Package 1 in the University Classes section (starts page 245) for a sample program of study.

- For information on an associate degree in science, see page 239
- For information on an associate degree in arts, see page 196
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

- Accounting and Finance Diploma
- Arts, Associate Degree
- Business Administration Certificate
- Management Diploma
- Marketing and Management Diploma
- Other university-level classes
- Science, Associate Degree
- University Transfer First-Year Science (Quesnel)

Important dates

For the Prince George campus only; contact other campuses for their dates.

Fall term

Classes: September 2 – December 12,
 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

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 macroeconomy, 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 are studied. Time is 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: One of Math 12 or Precalculus 12 or Foundations of Math 12 or MATH 044 (with a grade of "C+" or higher) or MATH 045 (with a grade of "C+" or higher) or MATH 100 or MATH 101 or MATH 145 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: Math 12 or Pre-calculus 12 or Foundations of Math 12 or MATH 044 (with a grade of "C+" or higher) or MATH 045 (with a grade of "C+" or higher) or MATH 100 or MATH 101 or MATH 145 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)

English

Full-time or part-time

Most courses start September or January

Fees: \$3,355 (one year of arts courses)

Individual university classes

Prince George; individual courses offered in Fort St. James

and Quesnel

Some course sections available online

Careers

English study opens up a world of employment possibilities. 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, online), research analyst, and writer (technical, speech, freelance, creative, advertising).

Admission

You'll need one of the following:

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

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we recommend you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.

What will you study?

For help creating the two-year English program that meets your personal goals, contact CNC Counselling and Advising, or see Packages 1, 2, and 4 in the University Classes section (starts page 245) for a sample program of study.

- For information on an associate degree in arts, see page 196
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

- Arts, Associate Degree
- Individual university-level courses

Important dates

For the Prince George campus only; contact other campuses for their dates.

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Courses

ENGL 101 UT Literature and Composition I

A study of 20th-century short stories and drama, and a consideration of effective composition practices. Students write a minimum of three essays.

3 CR / (3,0)

ENGL 102 Literature and Composition II

A study of 20th-century poetry and novels, and a consideration of effective composition practices. Students write a minimum of three essays.

UT

UT

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 Introduction to Literature and Composition

A survey of selected stories, poems, and plays from the classical to the modern periods. Students write essays and exams. 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 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

A survey of First Nations literature. Students assess traditional tales from an oral storytelling tradition, as well as poems, plays, and short stories by contemporary writers. As well, students learn effective composition skills and the techniques of literary analysis.

3 CR / (3,0)

ENGL 155 Developmental English

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

- Developmental and College Reading: A self-paced course for students who are weak in reading, designed to help students acquire the basic reading skills needed to handle college-level material.
 Skills covered are designed to improve critical analysis skills and comprehension.
- Writing: This course helps the student acquire the basic skills of writing.
 Students are assigned work on punctuation and grammar. Structure and style are practised 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

An introduction to principles and practices of written and oral communications as applied in current business and career contexts. Students learn effective writing and speaking strategies. Editing (grammar, style, and presentation) skills are learned in a variety of business contexts: e-mail, web analysis and summary, memos, letters,

proposals, resumés, interviews, and instructional and persuasive talks. 3 CR / (3,0)

ENGL 196 BUS Effective Communications II

A research course for business and technical students. With a focus on team development, students learn research methods (topic selection, annotated bibliography, research question development) as well as report writing and presentation strategies. Students refine grammar, style, and presentation strategies. 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 includes 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 its beginning to the 1940s. Journals, poetry, and fiction are 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 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 205 UT Creative Writing I

A poetry writing and workshop course for beginning and seasoned writers. Students learn approaches to language and writing designed to stimulate improvement of the work. As well, students are provided opportunities to present their work for comment and criticism.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107 3 CR / (3,0)

ENGL 206 UT Creative Writing II

A fiction writing and workshop course for beginning and seasoned writers. Students learn a wide range of approaches to language and writing designed to stimulate improvement of their work. As well, students are provided opportunities to present their work for comment and criticism.

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 are 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 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)

UT

UT

UT

ENGL 216 UT Children's Literature II

A historical study of children's literature. Representative literature from the Victorian to the Postmodern period is examined. Students will examine how our definitions of children's literature and our attitudes toward children's literature have changed over time. Prerequisites: Two of ENGL 101, 102, 103, 104, 107 3 CR / (3.0)

ENGL 217 UT Women and Men in Literature I

Students read a selection of novels reflecting different cultural and historical periods. With a primary focus on gender roles, students also focus on literary, feminist, and general socio-cultural concerns, providing fresh insights into literary traditions. Students 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 read a selection of novels/plays reflecting historical/contemporary gender roles and gender relations. Students consider the representation of men and women in the literature of the 20th century. Students 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

A study of contemporary First Nations authors. Students study novels, plays, and poems that reflect the experiences of First Nations people in Canada from the 1940s to the present. Students consider regional/personal concerns as well as the universal themes developed in the writings. As well, students compare the styles, themes, and subject matter of First Nations authors to other Canadian authors studied in Canadian literature classes.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107 3 CR / (3,0)

ENGL 220 Children's Literature — First Nations Authors

A study of traditional First Nations children's tales from the oral story-telling tradition as well as tales told by contemporary First Nations writers. These stories are assessed in terms of character, plot, and theme. As well, students analyze how the stories challenge the child reader's social, emotional, moral, and intellectual growth. Students will critically evaluate the texts and determine the values and lessons in the texts

Prerequisites: Two of ENGL 101, 102, 103, 104, 107 3 CR / (3,0)

ENGL 229 Professional Business and Technical Communication

This course includes both the theory and practice of writing for the workplace. Students will first learn the rules and guidelines of professional communication and then moves beyond them, investigating the underlying theory, ethics and social factors that contribute to the challenges of work writing. This course introduces strategies for communicating effectively to a variety of audiences in a variety of workplace genres. Students work both individually and in collaboration, completing both written and oral projects that are relevant to their professional goals and the requirements of the business, technical, and professional communities.

Prerequisites: Two of ENGL 101, 102, 103, 104, 106, 107, or their equivalent
Note: Natural Resource and Environmental
Technology (NRES) students will be
admitted with successful completion of
ENGL 103 and completion of all first-year
courses. Business Program students will be
admitted with successful completion of
ACC 151, CIS 165, ENGL 103, MGT 154,
MKT 152, and one of ECON 101 or ECON
201.

3 CR / (3,0)

ENGL 230 Critical Thinking and Writing for Science and Technology

In this course, writing about science and technology is examined theoretically and practically. Students learn to communicate what they learn in the appropriate form to a variety of audiences. Both research and non-research forms of communication, both

written and oral, will be examined in preparing students for further studies in science and technology.

Prerequisites: Two of ENGL 101, 102, 103, 104, 106, 107, or their equivalent 3 CR / (3,0)

ENGL 231 UT Intermediate Composition I

Students study and practise the principles of effective prose. They write a variety of expository and argumentative essays (some done in class) and a final examination. Students 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 write a variety of expository and argumentative essays (some done in class) and a final examination. Particular emphasis is 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 103 and ENGL 229 3 CR / (3,0)

Fine Arts Certificate

Full-time or part-time

Starts September (full time and part time) and January (part time only)

Fees, entire program: \$2,758 (supplies extra)

One year

Prince George

Careers

This intensive one-year certificate leads to careers in the visual arts — a great stepping stone for employment in such areas as professional art making, gallery/museum work, graphic design, industrial design, fashion design, and art education. Taught by professional artists and educators, this program fosters individual development in creative thinking, problem solving, technical skills, and management for the business side of your career — copyright, contracts, commissions, and more.

Transfer

You are guaranteed transfer directly into second year Fine Arts at **Emily Carr University of Art + Design** when you earn a 3.0 (or higher) grade point average. You can also apply for second-year status in a number of post-secondary visual art programs (see www.bccat.ca for details).

Admission requirements

Please note the program admits a maximum of 20 students.

- Successful completion of Grade 12 (with English 12 or English 12: First Peoples) or ABE/CCP Advanced Certificate (with English 045 or equivalent).
- 2. Applicants who submit a qualifying portfolio before the deadline will receive priority admission to the program; however, applications will be accepted until the program is full or classes begin. Portfolios must consist of at least 10 and no more than 20 examples in several of the following: paintings, drawings, carvings, sculptures, crafts, digital art, photography, sketchbooks, videos or other types of art. (Please see "Portfolio guidelines," below.)
- 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 the program. After successfully completing English 12 or English 12: First Peoples or English 045 or equivalent, students can enter the certificate program.

Program outline

Semester 1	September - December
ENGL 103	Composition and Style
FINE 101	Art History I
FINE 103	Drawing I (Studio)
FINE 108	Making a Living as an Artist
FINE 109	Colour Theory (Studio)

Semester 2	January - April
FINE 102	Art History II
FINE 104	Drawing II (Studio)
FINE 105	Painting (Studio)
FINE 106	First Nations Art, Design,
	and Technology (Studio)
FINE 107	Introduction to Digital Arts
	and Media (Studio)

Quesnel

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

Prince George

Qualified university transfer students are eligible to enrol in FINE 101, 102, 103 and 104 without being admitted to the Fine Arts program. However, in the case of FINE 103 and 104, students admitted to the Fine Arts program will receive priority registration.

Portfolio guidelines

- Portfolios must be either mailed or brought to the College by April 30. They can be dropped off at the office of Admissions during regular office hours.
- 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.
- 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."
- If pieces are larger than 20" x 26", or are three-dimensional or fragile, send goodquality photographs or slides rather than the original pieces.
- If digital work is submitted via CD-ROM or website URL, include information about the software, file format, and fonts. Include a printout of each work, labelled with its file name or its location on the website.
- 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.
- 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."

- 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.
- 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.
- 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, manga, or cartoon images are illustrative; they do not fall into the realm of fine arts and are therefore not acceptable.

Selection process

- 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.
- In the event that the program is oversubscribed, the following selection process 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

For January entry into the program, applicants will be admitted on a "first qualified, first accepted" basis.

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 ten years to be eligible for the certificate. 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 parttime study than seats available, a special selection process will give priority to those persons who have already started the program.

Selection process for part-time students

In the event that part-time seats are oversubscribed, the following will be used as selection process:

- 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.
- 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.
- Third priority is given to new part-time applicants. They will be ranked in order of portfolio grade.
- In the event of a tie, decisions in the three categories above will be considered in the part-time selection process.

Only those courses which are a part of the FINE certificate program will be considered in the part-time selection process.

When all of the above processes 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.

Course completion

Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the Fine Arts Certificate.

This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option.

Note: Professional certification or accreditation bodies and receiving institutions may have different criteria.

Emily Carr University of Art + Design Transfer Agreement

- Transfer to the Bachelor of Fine Art (Visual Art + General Fine Art)
 - a) Students who complete the Certificate in Fine Arts at CNC with a cumulative grade point average of 3.00 will be automatically accepted into year 2 of the Bachelor of Fine Art (Visual Art or General Fine Art major) degree program at Emily Carr.
 - b) Students with a cumulative grade point average between 2.00 and 2.99 will be considered for admission to year 2 of the BFA on the basis of their academic standing and a portfolio review.
- 2. Transfer to the BFA (Photography); the Bachelor of Design (Communication Design and Industrial Design) and the Bachelor of Media Arts (Animation and Film, Video + Integrated Media): Students who complete the Certificate in Fine Arts at CNC with an average of 2.00 or higher will be considered for admission to the above noted programs on the basis of their academic standing and a portfolio review.
- 3. Credit assignment and deficiencies: Based on the CNC Certificate program, students will receive a total of 30 credits of transfer which is the equivalent credits in the Emily Carr First (Foundation) year. Students will receive 18 credits (block transfer) of first year studio; 6 credits of first year Art History; 3 credits of first year English; and 3 open studio elective credits to be assigned to second year. Students will be deficient 3 credits of first year English (University Transfer). In such cases students will be required to make up the first year English credits either prior to admission or in their second year at Emily Carr.

Students transferring to Emily Carr with the Diploma in Fine Arts will receive 30 credits toward the Foundation Year and 15 credits toward second year, as described above. For clarification of the transfer process,

please consult with Counselling and Advising. Consultation with Emily Carr is also recommended.

You might also be interested in . . .

Arts, Associate Degree

Important dates

Fall term

Classes: September 2 – December 12,
 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

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)

FINE 101 UT Art History I

Art history, a broad intellectual discipline, is central to the humanities. This introductory survey course examines, analyzes, and evaluates the major time periods, movements, and trends in the visual arts (primarily painting, sculpture, and architecture) of both western and nonwestern civilizations from prehistory through the Late Medieval period. In addition to the stylistic and structural components of art, students study, through lectures and class discussion, historical, social, religious, political, technological, philosophical, and gender issues integral and related to the production and development of art.

3 CR / (3,0)

FINE 102 UT Art History II

This introductory survey course continues to examine, analyze, and evaluate the major time periods, movements, and trends in the visual arts (primarily painting, sculpture, and architecture) of both western and nonwestern civilizations from the Early Renaissance to the present. In addition to the stylistic and structural components of art, students will study, through lectures and class discussion, historical, social, religious, political, technological, philosophical, and gender issues integral and related to the production and development of art. 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, students begin to acquire the skills to translate immediate observations and ideas into two-dimensional form. A variety of subject matter is 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 students) 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, markmaking tools, and media). Exercises and projects are designed for students 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 introduces students to contemporary and historical ideas of art and design. Regular evaluations and critiques are part of the course work.

Prerequisite: FINE 103 4 CR / (1,3)

FINE 105 Painting (Studio)

UT

UT

This course introduces a variety of approaches to painting as a contemporary art practice. Students are assigned projects and exercises that address specific topics related to formal, expressive and historic/social issues of painting. They 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. Students 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 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 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 focuses on the forms and techniques of Pacific Northwest Coast First Nations (both traditional and contemporary) to create functional and aesthetic objects. However, students will have leeway to create objects that apply to their own cultural context. Examples are 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)

Students 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 are 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 are also covered. By the end of the course, students 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 students 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 covers 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 are 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 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, students 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)

French

Full-time or part-time

Most courses start September or January

Fees, per lecture course: \$418-\$678

Individual university classes

Prince George

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

Admission

You'll need one of the following:

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

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we recommend you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.

What will you study?

For help creating the two-year French program that meets your personal goals, contact CNC Counselling and Advising.

- For information on an associate degree in arts, see page 196
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

- Arts, Associate Degree
- Other university-level courses

Important dates

Fall term

 Classes: September 2 – December 12, 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

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 are 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 practise their listening tasks by completing activity sheets.

Students will be able to borrow cassettes or CDs for individual practice according to their needs.

Prerequisite: None 3 CR / (3, 1.5)

FREN 121 Introductory French II

With its emphasis on training in listening comprehension and oral production, this course is also designed for students who have studied French previously, allowing them to refresh their language skills, particularly their communicative abilities. The course also consists of reading, writing, and applying grammar rules in short compositions.

During labs, students can practise 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)

140801

UT

Geography

Full-time or part-time

Most courses start September or January

Fees, per lecture course: \$418-\$678

Individual university classes

All courses available at Prince George; many also at regional campuses

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 degree 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

You'll need one of the following:

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

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we recommend you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.
- 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 must first register in MATH 100.

Note: Students attending in 2014 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 must first register in MATH 100.

What will you study?

For help creating the two-year geography program that meets your personal goals, contact CNC Counselling and Advising, or see Packages 2 and 6 in the University Classes section (starts page 245) for a sample program of study.

- For information on an associate degree in science, see page 239
- For information on an associate degree in arts, see page 196
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

- Arts, Associate Degree
- Natural Resources and Environmental Technology Diploma
- Other university-level classes
- Science, Associate Degree
- University Transfer First-Year Science (Quesnel)

Important dates

For the Prince George campus only; contact other campuses for their dates.

Fall term

 Classes: September 2 – December 12, 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

GEOG 101 Sense of Place: An Introduction to Human Geography

UT

This course serves as an introduction to the development, structure, concepts, and methods of modern human geography.

Students are introduced to the many subfields 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 is a laboratory science course which provides an introduction to the major concepts in the sub-disciplines of meteorology and climatology. Emphasis is 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 are 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.

GEOG 205

The Evolution of the Cultural Landscape

3 CR / (3,2)

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)

140801

UT

History

Full-time or part-time

Most courses start September or January

Fees: \$3,355 (one year of arts courses)

Individual university classes

Prince George; individual courses also offered in Quesnel

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.

Visit www.historians.org/pubs/careers for more information about careers in history.

Admission

You'll need one of the following:

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

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we recommend you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.

What will you study?

For help creating the two-year history program that meets your personal goals, contact CNC Counselling and Advising, or see Package 2 in the University Classes section (starts page 245) for a sample program of study.

- For information on an associate degree in arts, see page 196
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

- · Arts, Associate Degree
- Individual university-level courses

Important dates

For the Prince George campus only; contact other campuses for their dates.

Fall term

 Classes: September 2 – December 12, 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

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 the Second World War. 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 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)

UT

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 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 post-modernism.

3 CR / (3,0)

HIST 216 UT Introduction to South Asia

A multidisciplinary course intended to introduce students to the history, geography, religion, literature, and economics of the countries of the Indian sub-continent

Prerequisite: One first-year course in English or History or Philosophy 3 CR / (3,0)

HIST 217 UT Introduction to Southeast Asia

A multidisciplinary course introduces students to the history, geography, religion, literature, and economics of the countries of Southeast Asia. Credit may be granted for both HIST 215 and HIST 217.

Prerequisite: One first-year course in either

Prerequisite: One first-year course in either English or History or Philosophy 3 CR / (3.0)

HIST 230 UT Introduction to Modern Canadian Military History

History 230 is a survey course that introduces students to Canada's military history from Confederation through to the Afghanistan War. Students examine several aspects of Canadian military history, including early internal and external defense problems, participation in imperial conflicts, and Canada's involvement in major wars, peacekeeping and alliance efforts, and interventions. There will also be some discussion of race and gender issues in the military.

Prerequisite: One of HIST 101,102, 103, 104 or equivalent 3 CR / (3,0)

Kinesiology Diploma

Full-time or part-time

Starts September

Fees, entire program: \$6,833 (with UT arts electives); \$7,064 (with UT science electives)

Two years

Individual university classes

Prince George

The Kinesiology Diploma offers a two-year full-time program where graduates will be armed with a general knowledge of the many sub-disciplines of kinesiology. Students will have employability in entry-level positions in the kinesiology field, as well as the option to continue their studies at a degree-granting institution.

Kinesiology (formerly known as Human Kinetics and/or Physical Education) involves the study of all aspects of human movement, including anatomy and physiology, physical fitness and health, growth and motor development, individual and team sports, biomechanics and injury management, coaching, teaching, and administration.

Careers

The field of kinesiology offers a wide range of career possibilities in health and fitness, sport and recreation, sport sciences, teaching, coaching and rehabilitation. Possible job titles include (further study will be required for certain kinesiology professional careers)

- · Personal trainer, Group fitness leader
- Coach
- Teacher
- Recreation programmer, Sport administrator
- Sports psychology consultant
- · Practicing Kinesiologist

Credentials

Upon completion of the required courses, students will graduate from CNC with a Kinesiology Diploma, including the following industry certifications:

- Canadian Society for Exercise Physiology (CSEP) Certified Personal Trainer (CPT)
- National Coaching Certification Program (NCCP) Introduction to Competition Part A
- National Coaching Certification Program (NCCP) introduction to Competition Part B
- Run-Jump-Throw Certification (credit in NCCP in Athletics) or equivalent certification

Admission requirements

- 1. Successful completion of one of the following:
 - Grade 12 (with English 12 or English 12 First Peoples)
 - ABE/CCP Advanced Certificate

 GED Certificate (with English 045 or English 12 or English 12 First Peoples)

Note 1: It is recommended that high school students take Physics 11 and Pre-Calculus Math 11.

Note 2: Foundations of Math 11 or Math 045 is a prerequisite for KINS 120.

Note 3: The Kinesiology program requires participating in various sport and fitness courses. Students are expected to demonstrate a willingness to participate in physical fitness and strenuous activities. Physical disabilities may not exclude you from successful completion of the Kinesiology Diploma.

Note 4: Students are required to undergo a criminal record search, schedule B, through the Ministry of Justice. This cost is the responsibility of the student. A search which identifies relevant criminal convictions may prevent the student from entering into required work experiences in certain Kinesiology courses. Please see the following website for further information: www.pssg.gov.bc.ca/criminal-recordsreview

Program outline

Year One

Semester 1	September - December
KINS 131	Human Functional Anatomy
KINS 122	Active Health
KINS 110	Introduction to Sport
	Administration
ENGL 103	Composition and Style
UT elective	
Semester 2	January - April
KINS 120	Biomechanics
KINS 121	Leisure and Sport in Society
KINS 127	Contemporary Health Issues

Pedagogy and Coaching

Year Two

KINS 150

UT elective

Semester 3	September - December
KINS 231	Human Applied Physiology
KINS 221	Physical Growth and Motor
	Development
KINS 235	Sport and Exercise
	Psychology
KINS 240	Performance Analysis of
	Selected Team Sports
KINS 245	Injury Prevention and
	Management

Semester 4	January - April
KINS 275	Exercise Physiology
KINS 226	Human Motor Behaviour
KINS 230	Performance Analysis of
	Selected Individual Sports

UT elective UT elective

KINS 291 Work Experience in Kinesiology

Note 1: PSYC 101 is recommended as a first-year UT elective

Note 2: ENGL 104 is recommended as a first-year UT elective if students are interested in seeking Block Transfer (as transferring 6 credits in English is required at many institutions)

Note 3: MATH 104 is recommended as a second-year UT elective if students are interested in seeking Block Transfer

Note 4: Students are advised to consult with a counsellor/advisor in order to determine specific UT electives for entry to a particular university degree program. Possible UT electives include:

- ABST 100/101
- BIO 111/112 or BIO 107/120
- CHEM 111/112, 113/114
- ENGL 101, 102, 106, 206
- FASD 301
- MATH 100, 103, 104
- PHIL 101
- PSYC 102, 201, 209
- SOC 101

Kinesiology Diploma timeline for transition

The Human Kinetics Diploma will be awarded until April 2015, after this time only the Kinesiology Diploma will be available. Former students who have completed the HK Diploma may take KINS 231, KINS 235, KINS 275 and qualify for a block transfer to a receiving institution (depending on the block requirements at the receiving institution).

You might also be interested in . . .

 University-level classes in anatomy and physiology, anthropology, biology or microbiology

Important dates

Fall term

Classes: September 2 – December 12,
 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

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)

KINS 110 UT Introduction to Sport Administration

This course provides an overview of selected topics in the administration and management of the leisure, sport and recreation fields. The theoretical knowledge gained is applied to a practical situation in the administration of a sporting event for elementary school children. Topics include foundations of sport and recreation administration, an overview of the Canadian Sport Delivery system, programs and programming, administrative operations, and management skills.

3 CR / (3,0)

KINS 120 Biomechanics

An introductory examination of the mechanical and anatomical basis of human movement. Students gain an understanding of the application of the elementary principles of physics and math and apply them to a quantitative analysis of human movement. This analysis also focuses on the development of forces within muscles and their effect on initiation and controlling human movement.

Prerequisite: Foundations of Math 11 or MATH 045

3 CR/(3,0)

KINS 121 Leisure and Sport in Society

UT

This course is an introductory examination of leisure and sport from the perspectives of the humanities and social sciences. Emphasis is placed on the definition of concepts and on different theories which purport to explain the nature and role of leisure and sport in Canadian society. 3 CR/(3,0)

KINS 122 UT Active Health

This course provides an overview of the concepts of physical fitness. The topic areas include physical fitness assessment, the principles of health-related fitness, and the effects of exercise. Students study and perform a variety of conditioning exercises and experience the design of a specific exercise class and program. This course incorporates both lecture and physical activity labs.

3 CR / (2,2)

KINS 127 UT Contemporary Health Issues

This is an introductory course in health. Health is considered from a holistic perspective. Topics include general health and wellness concepts, health behaviour change theories, health consumerism, psychosocial health and psychological disorders, stress and stress management, sleep and sleep hygiene, nutrition and weight management, physical fitness and exercise, infection and immunity, major diseases (cardiovascular diseases, cancer, diabetes), drug use and abuse, and sexual health. Additional topics may be covered depending on interest and/or societal relevance.

3 CR / (3,0)

UT

KINS 131 UT Human Functional Anatomy

This course introduces the anatomy of the body and how it relates to human movement and performance. Students uses a multimedia cadaver study, three-dimensional models, and colouring tasks to facilitate a hands-on approach to learning. 3 CR / (4,0)

KINS 150 Pedagogy and Coaching

This course provides students with the necessary knowledge and proficiency to

UT

adequately and successfully coach and operate all aspects of a sport team or program. Emphasis will be placed on the following topics: roles, functions, and tasks of a coach, making ethical decisions, planning a practice, basic nutrition concepts, the teaching process and how athletes learn, the sport program, mental preparation, and best practices. Students will be eligible for NCCP Certification (Introduction to Competition Part A and B). 3 CR / (3,0)

KINS 221 UT Physical Growth and Development

This course examines the characteristics of physical growth and motor development throughout the lifespan. Topics include theories of development, growth and development of the body and bodily systems (i.e., anatomical and physiological development), methods used to examine growth and development variables, biologic maturation, age- and sex-related differences in growth and maturation, developmental changes in motor behaviour, and finally, factors affecting growth, maturation and motor development over the lifespan.

Prerequisite: KINS 120 or KINS 131 or PSYC 101 (or HK 123 or HK 223) 3 CR / (3,0)

KINS 226 UT Human Motor Behaviour

This course is an introduction to the area of human motor learning and control. It introduces students to the cognitive, emotional and neurological processes that underlie human movement, the learning of motor skills and the factors that influence the acquisition, control and performance of motor skills. Students gain knowledge, appreciation, and understanding of the conceptual and empirical foundations of motor learning and control.

Prerequisite: KINS 120 or PSYC 101 (or HK 123)

3 CR / (3,0)

KINS 230 UT Performance Analysis of Selected Individual Sports

In this course, two individual sports are selected to be analyzed from both theoretical and practical perspectives. The essential nature of these sports are studied along with the critical performance factors.

Participation in classroom and in the sporting activity is required.

Prerequisite: KINS 120 (or HK 123)

3 CR / (1,3)

KINS 231 UT Human Applied Physiology

This course will examine the functional characteristics of human systems. A homeostatic approach to skeletal systems facilitates and understanding of how exercise affects the physiological condition. Prerequisite: KINS 131 (or HK 223) 3 CR / (4.0)

KINS 235 UT Sport and Exercise Psychology

This course is an introduction to psychological theories and research related to both sport and exercise behaviour. Students will gain an understanding of how psychological factors influence participation and performance in sport, exercise, and physical education. The application of knowledge to a variety of physical activity settings will be promoted. The course provides a broad overview of a variety of topics: personal factors (motivation, personality, arousal and anxiety), social processes (e.g., leadership, cohesion, aggression), psychological skills training (anxiety management, imagery, etc.), exercise and well-being, addiction, and injury.

Prerequisite: PSYC 101 or KINS 226 (or HK 124 or HK 221)

Prerequisite or Corequisite: KINS 221 3 CR / (3,0)

KINS 240 UT Performance Analysis of Selected Team Sports

In this course, two team sports are selected to be analyzed from both theoretical and practical perspectives. The essential nature of these sports is studied along with the critical performance factors. Participation in classroom and in the sporting activity is required.

Prerequisite: KINS 120 (or HK 123) 3 CR / (1,3)

KINS 245 UT Injury Prevention and Management

This course provides guidelines and recommendations for preventing injuries, recognizing injuries, and learning how to correctly manage a specific injury. This

course provides basic information on a variety of topics that all relate in how to provide health care to an athlete.

Prerequisite: KINS 131 (or HK 233)

3 CR / (3,0)

KINS 275 Exercise Physiology

UT

This course is an introduction to the physiology of muscular exercise, physical conditioning, and training. Topics include: acute and chronic effects of exercise on body systems; basic concepts of cardiovascular, respiratory nervous and muscular responses to physical activity; short and long term adaptations to exercise; and the interrelationships among energy intake, energy transfer during exercise, and the physiologic systems that support energy transfer. Students apply what they have learned to enhance exercise training, athletic performance, and health. Prerequisite: KINS 231 or BIO 112 (or HK 224) 3 CR / (3,0)

KINS 291 UT Work Experience in Kinesiology

The purpose of this field experience is to provide the student with a practical learning environment in the field of Kinesiology. It offers students the opportunity to be active participants in a work-related environment and apply theory, concepts, and skills learned previously during their various Kinesiology diploma courses. This course is a graduating requirement to be taken in second year.

Prerequisites: Must have successfully completed at least five of the following courses: KINS 110, KINS 122, KINS 127, KINS 150, KINS 235, KINS 245, HK 210, HK 122, HK 127, HK 100/200

O CR / 25 hours

Mathematics

Full-time or part-time

Most courses start September or January

Fees: \$4,016 (one year of science courses)

Individual university classes

Prince George; individual courses also offered in Quesnel

Mathematics is the theoretical study of the concepts of number, space, form and function. With philosophy, mathematics was one of the first subjects studied by humans, and it has played a major role in the historical development of human intellectual thought. Courses in mathematics are required for continued study in many post-secondary programs. As well, a degree in mathematics (or a closely related discipline) can lead to many interesting and challenging careers in both government and private industry in such areas as statistics, actuarial science, computer science, engineering and technology, economics, business, management and medicine.

Careers

An education including post-secondary mathematics can lead to a wide selection of interesting, challenging, and well-paid careers in both the government and private sectors. Teaching, research, engineering and technology, health sciences (including medicine), business, management, finance, banking, accounting, and operations research are among the careers where a sound knowledge of post-secondary mathematics is necessary.

Admission

You'll need one of the following:

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

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen education and career path, we recommend you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings).
- The GED certificate meets CNC's general admission requirements, but does not necessarily meet specific program or course prerequisites.
- 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 must first
 register in MATH 100.

Note: Students attending in 2014 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 must first register in MATH 100.

What will you study?

For help creating the two-year math program that meets your personal goals, contact CNC Counselling and Advising, or see Packages 1, 5, 6, and 8 in the University Classes section (starts page 245) for a sample program of study.

- For information on an associate degree in science, see page 239
- For information on an associate degree in arts, see page 196
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor, advisor or Department Coordinator or contact the university you plan to attend after CNC

You might also be interested in . . .

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

Important dates

For the Prince George campus only; contact other campuses for their dates.

Fall term

 Classes: September 2 – December 12, 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

MATH 100 UT Pre-calculus Mathematics

This course prepares 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 not studied any mathematics during the past few years. 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: Foundations of Math 11 or Pre-calculus 11 or MATH 045, or equivalent 3 CR / (4,0)

MATH 101 UT Calculus I

This course is the first half of a twosemester introductory calculus sequence. Topics covered in the course are the concepts, techniques, and applications of differentiation and an introduction to integration. Together with MATH 102 this course satisfies the first-year mathematics requirement in all university transfer science and applied science programs.

Note: Persons with a "C+" grade or less in Math 12 or MATH 050 must first register in MATH 100.

Prerequisite: Pre-calculus 12 or MATH 100 or MATH 050 or equivalent 3 CR / (4.0)

MATH 102 UT Calculus II

This course is a continuation of MATH 101 and forms the second half of the two-semester introductory calculus sequence. Topics covered in the course are the definite integral, applications of integration, logarithmic and exponential functions, trigonometric and inverse trigonometric functions, hyperbolic functions, techniques of integration, and infinite sequences and series. Together with MATH 101, this course satisfies the first-year mathematics requirement in all university science and applied science programs.

Prerequisite: MATH 101 3 CR / (4,0)

MATH 103 UT Finite Mathematics

MATH 103 is intended primarily for Liberal Arts and Education students who want some exposure to modern mathematical concepts. Topics are 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: Foundations of Math 11 or Pre-calculus 11, or MATH 045 or equivalent 3 CR / (3.0)

MATH 104 UT Introduction to Statistics

This course provides a basic knowledge of statistical methodology. Topics include descriptive statistics, elementary probability theory, probability distributions, sampling, and some standard concepts and techniques of statistical inference, correlation, and linear regression.

Applications to a wide variety of problems are emphasized.

Prerequisite: Math 11 or Math 045 or Applications of Math 12

Prerequisite: Effective Fall 2014 intake Foundations of Math 11 or Pre-calculus 11 or, MATH 045, or equivalent 3 CR / (4,0)

MATH 105 UT Introductory Programming with Statistics

MATH 105 is a continuation of MATH 104, and is specifically intended for students who plan 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 145 BUS Math for Business

MATH 145 introduces students to the principle and practices of mathematics with applications to business. The course covers the mathematical interpretation of fundamental business, economic and financial concepts with application to managerial decision making.

Prerequisite: SRA with a score at the midpoint cutoff or higher.

3 CR / (3,0)

MATH 155 Developmental Mathematics

Based on the results of the SRA and the requirements of the program in which they are enrolled, students are 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, per cent, 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 co-ordinate system, word problems, and manipulating and deriving formulas.

MATH 157 BUS Business Statistics

MATH 157 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 12 or Pre-calculus 12 or Foundations of Math 12 or MATH 044 (with a grade of "C+" or higher) or MATH 045 (with a grade of "C+" or higher) or MATH 100 or MATH 101 or MATH 145 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: Foundations of Math 12 or Pre-calculus 12 or MATH 050, or equivalent 3 CR / (4,0)

MATH 190 UT Principles of Mathematics for Teachers

MATH 190 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

MATH 195 introduces students to the principles and practice of mathematics with applications to technologies. Topics include number systems, algebraic concepts, analytic geometry, functions and graphs, and trigonometry. Instruction emphasizes topics and examples relevant to the technologies.

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's 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 Educational Administrator 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 Educational Administrator 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)

Philosophy

Full-time or part-time

Most courses start September or January

Fees, per lecture course: \$418-\$678

Individual university classes

Prince George; individual courses offered at Quesnel

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

Admission

You'll need one of the following:

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

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we recommend you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.

What will you study?

For help creating the two-year philosophy program that meets your personal goals, contact CNC Counselling and Advising.

- For information on an associate degree in arts, see page 196
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

- Arts, Associate Degree
- Individual university-level courses

Important dates

Fall term

Classes: September 2 – December 12,
 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

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 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?

UT

3 CR / (3,0)

PHIL 106 UT Critical Texts in Western Thought: Ancient to Benaissance

This course is a companion to PHIL 107 and is 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 is 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 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 vary from year to year.

3 CR / (3,0)

PHIL 107 Critical Texts in Western Thought: Modern and Contemporary

This course is a companion to PHIL 106 and is 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 is 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 develop their abilities to read, write, and speak, and 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 establishes 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.

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 School Dean at 250-561-5815.

3 CR / (3,0)

UT

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 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

Full-time or part-time

Most courses start September or January

Fees: \$4,016 (one year of science courses)

Individual university classes

Prince George; individual courses offered in Quesnel

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

You'll need one of the following:

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

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we recommend you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.
- 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 must first
 register in MATH 100.

Note: Students attending in 2014 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 must first register in MATH 100.

What will you study?

For help creating the two-year physics program that meets your personal goals, contact CNC Counselling and Advising, or see Packages 5, 6 and 8 in the University Classes section (starts page 245) for a sample program of study.

- For information on an associate degree in science, see page 239
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC

You might also be interested in . . .

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

Important dates

For the Prince George campus only; contact other campuses for their dates.

Fall term

Classes: September 2 – December 12,
 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

PHYS 101 Introductory Physics I

This is a calculus-based physics course for science majors. Topics covered include two-dimensional vectors, kinematics, dynamics, energy and momentum of particles, equilibrium of rigid bodies, rotational motion, and simple harmonic motion. Differentiation and integration of one- and two-dimensional motion equations is included. Cross products and dot products will be introduced.

UT

UT

Prerequisite: Physics 12 or Applications of Physics 12 with a "B" or higher or PHYS 050 and Pre-calculus 12 or MATH 100 or MATH 050, or equivalent

Prerequisite or Corequisite: MATH 101 3 CR / (3,3)

PHYS 102 Introductory Physics II

A sequential course to PHYS 101. Topics covered are electric charges, electric fields, electric currents, electrical circuits, magnetic fields, electromagnetism, light, atomic physics, and nuclear reactions.

Prerequisites: PHYS 101, MATH 101

Prerequisite or Corequisite: MATH 102

3 CR / (3,3)

PHYS 105 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.

Prerequisite: Pre-calculus 11 or
Foundations of Math 11 with a grade of "B" or higher or MATH 045 or equivalent and one of the following: Physics 11,
Applications of Physics 12 with a grade of "B" or higher or PHYS 045
3 CR / (3.3)

PHYS 106 UT General Physics II

This course, along with PHYS 105, satisfies 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.

Prerequisite: Pre-calculus 11 or Foundations of Math 11 with a "B" or higher or MATH 045 or equivalent and one of the following: Physics 11, Applications of Physics 12 with a grade of "B" or higher or PHYS 045

3 CR / (3,3)

PHYS 200 Introduction to Modern Physics

The course covers special relativity (Lorenz 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).

Prerequisites: MATH 102, and either PHYS 102 or both PHYS 105 and 106 (or equivalents)

Prerequisite or Corequisite: MATH 201 or 204 or 215, or equivalent 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.

Note: MATH 204 is highly recommended Prerequisites: PHYS 101 (or PHYS 105 with an "A-" grade or higher) and MATH 101 Prerequisites or Corequisites: MATH 102 3 CR / (3,0)

PHYS 205 UT Mechanics II – Dynamics

A continuation of PHYS 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 School 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 School Dean at 250-561-5815.

Prerequisite: PHYS 102

3 CR / (3,3)

Pre-professional programs

Full-time or part-time

Starts September and January (most courses)

Fees: \$3,355 (one year of arts courses); \$4,016 (one year of science courses)

Individual university classes

All courses available at Prince George; many at Burns Lake and Quesnel

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

Admission requirements

 Successful completion of Grade 12 (with English 12 or English 12: First Peoples) 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: It is recommended high school students consult their counsellors to ensure they select the most appropriate high school courses for their chosen career paths.

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 (see course listing in the back of this calendar).

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.

Note 5: Students attending in 2014 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 will be registered in MATH 100.

For full details on planning your preprofessional program, please talk to a CNC counsellor/advisor.

Important dates

For the Prince George campus only; contact other campuses for their dates.

Fall term

Classes: September 2 – December 12,
 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Psychology

Full-time or part-time

Most courses start September or January

Fees: \$3,355 (one year of arts courses); \$4,016 (one year of science courses)

Individual university classes

Prince George; individual courses also offered in Quesnel

What is psychology?

Psychology is the scientific study of human thought, emotion and behaviour. Psychologists attempt to determine causes for behaviour and try to find answers by exploring biological and environmental influences. Some psychologists perform research in laboratories while other work in social organizations, but both are attempting to find solutions to real-world problems.

Why study psychology?

Have you ever wondered . . .

- Why people have different personalities?
- · What intelligence is and how it's measured?
- · Why one person is attracted to another?
- · Why people dream, and what dreams mean?
- How your unconscious mind influences your behaviour?
- Whether people are either left-brained or right-brained?
- What you can do to help raise a psychologically healthy child?
- · What stress is and how it can be prevented?

Psychology helps you gain fascinating insights into the way people think and react. It also helps you develop marketable skills in research, critical thinking, observation, problem-solving and effective communication.

Where do psychologists work?

- Public and private clinics: Individual and group therapy (marital counselling, anger management, eating disorders, addictions); psychological testing and assessment (children with attention deficit, autism); program development and delivery (stress management, smoking cessation and exercise programs)
- Community mental health centres/social service agencies: Mental health program development (substance abuse, suicide prevention, raising healthy children); program delivery, evaluation and training
- Courts, the justice system, prisons: Behavioural analysis of criminal offenders; therapy for offenders; expert testimony in court; jury evaluation
- Universities and colleges: Teaching; research (performing research, research assistant);
 academic and personal counselling
- Public and private school systems: Teaching; student counselling; psychological testing and evaluation of students; curriculum development (mental health lessons, self-esteem)

- Hospitals and health care: Patient and family counselling; psychological testing and assessment; delivery of programs (rehabilitation, brain injury programs); individual and group therapy (dealing with mental illness, physical disabilities, stroke)
- Corporations: Developing and delivering training programs (leadership, motivation, interviewing and teamwork); ergonomics/human factors (designing offices and machines to interact with humans effectively)
- Advertising and market research: Surveying consumers; focus groups; testing advertising campaigns; measuring the impact of commercials
- Sports: Motivational counselling for athletes and coaches; analyzing strengths and weaknesses of teams
- Private consulting: Helping police with cases; training seminars for organizations; providing services for hospitals and mental health centres; private research

As well, many psychology graduates use their training to embark on careers in law, medicine, criminology, business and education.

Admission

You'll need one of the following:

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

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we recommend you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.

What will you study?

For help creating the two-year psychology program that meets your personal goals, contact CNC Counselling and Advising, or see Packages 4, 5 and 6 in the University Classes section (starts page 245) for sample programs of study. Our psychology courses transfer to most major institutions in the province including UNBC, UBC, UVic, TRU and SFU. For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC.

- For information on an associate degree in science, see page 239
- For information on an associate degree in arts, see page 196

You might also be interested in...

- Aboriginal Studies, Associate Degree
- · Arts, Associate Degree
- · Criminology Diploma
- Other university-level courses
- Women's Studies and Gender Relations Diploma

Important dates

For the Prince George campus only; contact other campuses for their dates.

Fall term

 Classes: September 2 – December 12, 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

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 include intelligence and intelligence testing, personality assessment, motivation, emotion, mental health and behavioural disorder, psychotherapy, social psychology, and developmental psychology.

Prerequisite: PSYC 101—minimum "D" grade

3 CR / (3,0)

PSYC 103 Human Sexuality

UT

This course provides a basic understanding of human sexuality from a biological, psychological, and social perspective.

Topics 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 also is gained on the use of computer programs for data analysis. Highly recommended for majors in the social sciences.

Prerequisite: Foundations of Math 11 or Pre-calculus 11 or MATH 045, or equivalent 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 formulate research questions and choose appropriate research designs. Direct experience in data collection and research design is 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 assess-ment 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—

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)

Science, Associate Degree

Full-time or part-time

Starts September and January (most courses)

Fees: \$3,355 (one year of arts courses); \$4,016 (one year of science courses)

Two years

Prince George

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.

All public universities in BC that offer traditional arts and science degrees guarantee 60 transfer credits 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 must 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 programs carefully and to complete prerequisites for upperlevel course work in their intended majors. Students are 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 selfdirected lifelong learning
- Acceptance of the social responsibilities that come with the benefits of advanced learning

Where to find the details

Specific associate degree credit transfer policies at each receiving institution are on the BCCAT website (www.bc transferguide.ca).

Just click on "Other Transfer Guides," and then on "Associate Degree." A link is also provided there to all general and specific requirements for associate degrees.

Admission requirements

 Successful completion of Grade 12 (with English 12 or English 12: First Peoples) 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: It is recommended high school students consult their counsellors to ensure they select the most appropriate high school courses for their chosen career paths.

Note 2: 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.

Note 3: Students applying for admission to MATH 101, CSC 109, Phys 101 or Chem 111 who obtained a "C+" or less in Principles of Math 12 (interim grade) or Math 050 must first register in MATH 100.

Note 4: The GED certificate meets the general admission requirements but does not meet specific program or course prerequisites.

Required courses	# of credits	Conditions	Your courses
English	6	100 level	1.
			2.
Mathematics	6	Must include 3 credits	1.
		of Calculus	2.
Science	18		1.
			2.
			3.
			4.
			5.
			6.
Science	18	200 level - taken in	1.
		two or more subject	2.
		areas	3.
			4.
			5.
			6.
Arts electives	6	100 level or higher —	1.
		excluding required English,	2.
		Math, and lab-based	
		Science	
Electives	6	100 level or higher —	1.
		Arts or Science courses or	2.
		other subjects with	
		university transfer credit	

Note 5: You will need to comply with the prerequisites of specific courses you select.

Note 6: Students attending in 2014 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 must first register in MATH 100.

Graduation requirements — general

- 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.
- It is recommended that up to 30 credits, both assigned and unassigned, be accepted for transfer credit to the Associate of Science Degree.
- 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.

Note: CUE 101 cannot be counted as part of the 60 credits for an associate degree.

Graduation requirements — specific

- 1. 6 credits in first-year English; and
- 2. 6 credits in mathematics which shall include at least 3 credits in calculus; and
- 36 credits in science, which shall include at least 3 credits in a laboratory science;
- 6 credits in arts, other than English (excluding mathematics and laboratorybased science courses); and
- 5. 6 credits in arts, science, or other areas.

Note 1: 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 (engineering) or computing science.

Classification of subjects

For help designing your program, please talk to a CNC counsellor/advisor.

Only those College of New Caledonia courses with articulated university transfer credit and a CNC 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

- Aboriginal Studies
- English
- Fine Arts
- French
- History
- Philosophy

Arts-Social Sciences

- Anthropology
- Criminology
- Economics
- Geography (Human)
- Human Kinetics
- Political Science
- Psychology
- Sociology
- Women's Studies

Sciences

- Applied Science
- Astronomy
- Biology
- Chemistry
- Computer Science
- Forest Science
- Geography (Physical—201, 202)

- 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.

Course completion

Courses must be completed no more than 10 years prior to the date of graduation in order to count toward the Associate Degree in Science.

This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. Courses more than 10 years old may be considered for unassigned credit. Students should contact the Dean to discuss this option.

Note: Professional certification or accreditation bodies and receiving institutions may have different criteria.

You might also be interested in . . .

- Computer/Network Electronics
 Technician Certificate
- Individual university-level classes in the arts or sciences
- Natural Resources and Environmental Technology Diploma

Important dates

For the Prince George campus only; contact other campuses for their dates.

Fall term

Classes: September 2 – December 12,
 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Sociology

Full-time or part-time

Most courses start September or January

Fees: \$3,355 (one year of arts courses)

Individual university classes

Prince George; individual courses may be offered in Quesnel

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

You'll need one of the following:

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

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we recommend you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.

What will you study?

For help creating the two-year sociology program that meets your personal goals, contact CNC Counselling and Advising, or see Package 4 in the University Classes section (starts page 245) for a sample program of study.

- For information on an associate degree in arts, see page 196
- For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor/advisor, or contact the university you plan to attend after CNC

You might also be interested in...

- Aboriginal Studies, Associate Degree
- Arts, Associate Degree
- · Criminology Diploma
- Other university-level courses

- Psychology
- Women's Studies and Gender Relations Diploma

Important dates

For the Prince George campus only; contact other campuses for their dates.

Fall term

Classes: September 2 – December 12,
 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

SOC 101 Introduction to Sociology I

UT

UT

An introduction to the basic sociological theories and methods for studying individuals, groups, and institutions. Topics described and explained will include culture, socialization, families, education, gender, aging, and deviance. These concerns will be illustrated and developed with Canadian materials.

3 CR / (3,0)

SOC 102 Introduction to Sociology II

A continuation of SOC 101. Topics described and explained include the characteristics and changes in the general population, local communities, ethnic groups, social movements, political parties, work settings, and religious organizations. These concerns are illustrated and developed with Canadian materials.

Prerequisite: SOC 101—minimum "D"

grade 3 CR / (3,0)

SOC 120 UT Issues on Sexual Diversity and Equity in Canada

Using a sociological perspective, this course provides a background to current issues utilizing a multidisciplinary survey of the historical and cultural roots through which we have come to define sexuality and gender. The course draws upon a selection of theoretical perspectives and sociological case studies dealing with sexual and

gender identity in order to provide a backdrop for analyzing current social and political issues shaping the struggles faced by sex and gender equity groups in Canada today.

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 focuses 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 deals 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 is specifically designed to have students research an occupation in which they have an interest. Prerequisites: SOC 101 and 102

SOC 202 UT The Sociology of Work — Industry, Technology, and Social Change

3 CR / (3,0)

Cover topics relevant to contemporary labour markets and the globalized economy. The course focuses 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 presents 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 also provides 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 225 UT Men and Masculinities: Identities and Intersections of Manhood

This course explores the social construction of masculinities and men's lives in conjunction with the analysis of race/ethnicity, class, gender, and sexuality. Masculinities, in its various forms, shape the lives of both women and men, and this course will examine the construction, reproduction, and impact of masculinities on the institutions of education, work. religion, education, sport, family, media, and the military, to name a few. This course will interrogate how masculinities shape individual lives, groups, organizations, and institutions, and will analyze the ways in which power functions within these cultural formations.

Prerequisite: SOC 102 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 240 UT Sociology of the Body

This course will provide the students an introduction to historical and contemporary sociological thinking about the body. Topics will include a consideration of the body as object of discipline across the life span, as gendered, sexed, classed, racialized, sexualized, abled/disabled etc., constructions, and as a means of expression and experience. This course also draws on sociological theories of the body; critical race theory, queer theory, feminist theory, and postcolonial theory to highlight and ask questions about ways bodies are racialized, gendered and sexualized.

Prerequisite: SOC102 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)

Teaching — Elementary and Secondary

Full-time or part-time

Most courses start September or January

Fees: \$3,355 (one year of arts courses)

Individual university classes

Prince George

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. You can take one or two years of university transfer courses at CNC that will count towards a bachelor's degree in elementary education or toward a degree that will gain you admission to an education program at a university elsewhere.

Admission

You'll need one of the following:

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

Tips for your successful application

- To ensure you select the most appropriate high school courses for your chosen career path, we recommend you consult a high school counsellor.
- You'll need to comply with the prerequisites of the specific CNC courses you select (see course listings).
- The GED certificate meets CNC's general admission requirements, but does not meet specific program or course prerequisites.
- 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.

Note: Students attending in 2014 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 will be registered in MATH 100.

What will you study?

For help creating a two-year program that meets your goals, contact CNC Counselling and Advising. See Package 2 in the University Classes section (starts page 245) for a sample one-year program of study.for elementary school teachers.

For information on transferability, visit www.bctransferguide.ca, talk to a CNC counsellor or advisor, or contact the university you plan to attend after CNC.

You might also be interested in...

- Arts, Associate Degree
- Science, Associate Degree
- Other university-level courses
- Teacher Replacement Training Citation
- University Transfer First-Year Science (Quesnel)

Important dates

Fall term

Classes: September 2 – December 12,
 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

University classes

Full-time or part-time

Starts September and January (most courses)

Fees: Prince George – \$3,355 (one year of arts courses); \$4,016 (one year of science courses)

All courses available at Prince George; many at Burns Lake, Nechako Region, and Quesnel

Some course sections available online

I want to get a university degree. Can I start at CNC?

Definitely. We offer dozens of university-level courses. A bachelor's degree (also known as an undergraduate degree) usually takes four years. Many people take the first two years at a community college such as CNC, then transfer to university for years 3 and 4. Advantages of starting at a community college include smaller classes, more one-on-one attention from instructors, and lower tuition fees.

Associate degrees

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. See Arts, Associate Degree on page 196 and Science, Associate Degree on page 239.

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.

What do you mean by transfer courses?

Since CNC offers only the first two years of instruction, you need to transfer to a university to finish your degree. You transfer the credits you receive for CNC courses to a university and continue on to complete your degree.

When you take one of our UT courses, it's as though you were studying in the same class at a university. For example, if you complete our introductory psychology course, a university will give you credit for its introductory course.

To ensure your credits transfer seamlessly, CNC has formal agreements in place with the following BC universities:

- Athabasca University
- · Emily Carr University
- Kwantlen Polytechnic University
- University of British Columbia
- · University of Northern British Columbia

- Simon Fraser University
- · Thompson Rivers University
- University of Victoria
- Vancouver Island University

You can also transfer to universities in other provinces, and internationally — talk to a CNC counsellor or advisor for details.

Once you have your bachelor's degree, you have the option to go on and obtain a master's degree (MA or MSc) or a doctorate (PhD).

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

Admission requirements

 Successful completion of Grade 12 (with English 12 or English 12: First Peoples) 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: It is recommended high school students consult their counsellors to ensure they select the most appropriate high school courses for their chosen career paths.

Note 2: Students who have received less than a "B" grade in English 12 or its equivalent are encouraged to select English 103 as their first university credit English course.

Note 3: The GED certificate meets the general admission requirements but does not meet specific program or course prerequisites.

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

Note 5: 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 must first register in MATH 100.

Note 6: Students attending in 2014 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 must first register in MATH 100.

Start your degree at CNC — take university classes at College

We offer university classes leading to degrees in these subjects:

- · Aboriginal Studies
- Accounting
- Anatomy and physiology
- Anthropology
- Biology
- Chemistry
- Commerce
- · Computing science
- Criminology
- Dental hygiene
- Earth science
- Economics
- Engineering (applied science)
- English
- Environmental science
- Fetal Alcohol Spectrum Disorder
- Finance
- Fine arts
- Forestry
- Geography
- History
- Human resource management
- Humanities
- International business
- Kinesiology
- Management

- Marketing
- Mathematics
- Microbiology
- Nursing
- Philosophy
- Physical education
- Physics
- Political science
- Psychology
- Public policy
- Social Service
- Sociology
- Statistics
- Teaching
- Women's studies

Pre-professional programs

At CNC, you can prepare for careers in

- Chiropractic
- Dentistry
- Education
- Law
- Medicine
- Naturopathic medicine
- Optometry
- Pharmaceutical science
- Rehabilitation science
- · Veterinary medicine

University transfer packages

"I'm planning to get a degree — which first-year CNC courses should I take for the best chance of successfully transferring to university?"

The packages below help answer this question.

Note: The packages are only guidelines — they don't represent mandatory requirements. As well, they're not an exhaustive list of all career paths available at CNC — it's possible to do the first year and often the second year as well in disciplines that aren't specifically referenced below.

Also, the packages cover first year only. To plan a second-year program that transfers smoothly to your university of choice, or for any other questions, please consult CNC Counselling and Advising (1-800-371-8111, ext. 5818, or 250-561-5818).

Other sources of information on transferability:

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

Sample Package 1

Path to a bachelor's degree in commerce, business administration, economics, English, industrial relations, or mathematics (arts focus)

Year One:

Semester 1 September-December

- ECON 201 (Principles of Economics Microeconomics)
- ENGL 103 (Composition and Style)
- MATH 100 (Pre-Calculus Mathematics) or MATH 101 (Calculus 1)
- CSC 105 (Introduction to Computers and Programming) or CSC 109 (Computing Science 1)
- COM 204 (Financial Accounting)

Semester 2 January-April

- ECON 202 (Principles of Economics— Macroeconomics)
- ENGL 102 (Literature and Composition II), ENGL 103 (Composition and Style), or ENGL 104 (Introduction to Literature and Composition)
- MATH 101 (Calculus I) or MATH 102 (Calculus II)
- COM 222 (Management and Organizational Behaviour)
- COM 212 (Managerial Accounting)

Notes

- Prerequisites: Principles of Math 11, or MATH 045 (for MATH 100); Principles of Math 12, or MATH 100, or MATH 050 (for MATH 101) or equivalent; Principles of Math 11 (for CSC 105) or equivalent.
- Are you planning to transfer to UBC's Faculty of Commerce and Business Administration? You must take ENGL 103 along with one other English course.

 For students graduating Grade 12 in 2014, prerequisites are: Foundations of Math 11, or Pre-calculus 11, or MATH 045 (for MATH 100) or equivalent; Precalculus 12 or MATH 100 or Math 050 (for MATH 101) or equivalent; Foundations of Math 11 or Pre-calculus 11 or Math 045 (for CSC 105) or equivalent.

Sample Package 2

Path to a degree in English, geography (arts focus), history, or teaching (elementary)

Semester 1

- ENGL 101 (Literature and Composition 1) or ENGL 103 (Composition and Style)
- One science course: BIO 103 (Biology for Humanities and Social Science Studies I) or BIO 107 (Cellular and Organismal Biology) or CHEM 113 (Introduction to Chemistry I) or GEOG 201 (Weather and Climate) or PHYS 105 (General Physics I)
- HIST 103 (History of Canada to 1867)
- GEOG 103 (Canada: Some Geographical Perspectives)
- One elective

Semester 2

- ENGL 102 (Literature and Composition II), or ENGL 104 (Introduction to Literature and Composition)
- One science course: BIO 104 (Biology for Humanities and Social Science Studies II) or BIO 120 (Genetics, Evolution, and Ecology) or CHEM 114 (Introduction to Chemistry II) or GEOG 202 (Weather and Climate) or PHYS 106 (General Physics II)
- HIST 104 (History of Canada since 1867)
- Two electives

Note: For elementary education, you'll need one of the following (can be taken as an elective in second year): MATH 100, 101, 104, or 190

Sample Package 3

Path to a BA in anthropology

Semester 1

- ENGL 101 (Literature and Composition 1) or 103 (Composition and Style)
- One science course: BIO 103 (Biology for Humanities and Social Science Studies I) or BIO 107 (Cellular and Organismal Biology) or CHEM 113 (Introduction to Chemistry I) or GEOG 201 (Weather and Climate) or PHYS 105 (General Physics I)
- HIST 103 (History of Canada to 1867)
- GEOG 103 (Canada: Some Geographical Perspectives)
- ANTH 101 (Introduction to Sociocultural Anthropology)

Semester 2

- ENGL 102 (Literature and Composition II) or 104 (Introduction to Literature and Composition)
- One science course: BIO 104 (Biology for Humanities and Social Science Studies II) or BIO 120 (Genetics, Evolution, and Ecology) or CHEM 114 (Introduction to Chemistry II) or GEOG 202 (Weather and Climate) or PHYS 106 (General Physics II)
- HIST 104 (History of Canada since 1867)
- ANTH 102 (Introduction to Physical Anthropology and Archaeology)

Sample Package 4

Path to a BA in English, psychology, sociology, or social work

Semester 1

- ENGL 101 (Literature and Composition 1) or 103 (Composition and Style)
- PSYC 101 (Introduction to Psychology I)
- SOC 101 (Introduction to Sociology I)
- Two electives

Semester 2

- ENGL 102 (Literature and Composition II), or 104 (Introduction to Literature and Composition)
- PSYC 102 (Introduction to Psychology II)

- SOC 102 (Introduction to Sociology II)
- Two electives

Note: We strongly recommend a statistics course (MATH 104 or PSYC 201) during the first two years.

Sample Package 5

Path to a BSc in the sciences or health sciences

Biochemistry, biological sciences, biology, biophysics, chemical physics, chemistry, chiropractic medicine, dentistry, home economics, mathematics (science focus), medicine, microbiology, oceanography, pharmacology, physics, physiology, psychology (science focus), or rehabilitation medicine.

Semester 1

- BIO 107 (Cellular and Organismal Biology) — life sciences majors only
- CHEM 111 (Fundamentals of Chemistry I) or CHEM 113 (Introduction to Chemistry I)
- ENGL 101 (Literature and Composition 1) or ENGL 103 (Composition and Style)
- MATH 101 (Calculus I)
- PHYS 101 (Introductory Physics I) or PHYS 105 (General Physics I)

Semester 2

- BIO 120 (Genetics, Evolution, and Ecology) — life sciences majors only
- CHEM 112 (Fundamentals of Chemistry II) or CHEM 114 (Introduction to Chemistry II)
- ENGL 102 (Literature and Composition II), or ENGL 104 (Introduction to Literature and Composition)
- MATH 102 (Calculus II)
- PHYS 102 (Introductory Physics II) or PHYS 106 (General Physics II)

Notes

- Prerequisites: Math 12 or MATH 100 or MATH 050; Biology 11 or BIO 045; Chemistry 12 or CHEM 050 (for CHEM 111); Chemistry 11 or CHEM 045 (for CHEM 113); Physics 12 or PHYS 050 (for PHYS 101); Physics 11 or PHYS 045 (for Physics 105).
- 2. If you want to major in the life sciences (biochemistry, biology, botany,

- microbiology, pharmacology, physiology, or zoology), you must take BIO 107 and 120 in the first year. Otherwise, you can choose an arts elective instead.
- Students considering programs in the physical sciences should take CHEM 111 and 112, and PHYS 101 and 102.
- For students graduating Grade 12 in 2014, prerequisites are Pre-calculus 12 or MATH 050 or MATH 100 or equivalent.
- Are you considering UBCs' biology program? You should take PHYS 105 and 106, not PHYS 101 and 102.

Sample Package 6

Path to a BSc in the sciences, health sciences, computer science, or geography

Biochemistry, biological sciences, biology, biophysics, chemical physics, chemistry, computer science, dentistry, home economics, geography (science focus), mathematics (science focus), medicine, microbiology, oceanography, pharmacology, physics, physiology or psychology (science focus).

Semester 1

- CHEM 111 (Fundamentals of Chemistry I) or CHEM 113 (Introduction to Chemistry I)
- ENGL 101 (Literature and Composition 1) or ENGL 103 (Composition and Style)
- MATH 100 (Pre-calculus Mathematics) or 101 (Calculus I)
- CSC 105 (Introduction to Computers and Programming) or CSC 109 (Computing Science 1)
- Elective

Semester 2

- CHEM 112 (Fundamentals of Chemistry II) or CHEM 114 (Introduction to Chemistry II)
- ENGL 102 (Literature and Composition II), or ENGL 104 (Introduction to Literature and Composition)
- MATH 101 (Calculus I) or 102 (Calculus II)
- CSC 109 (Computing Science 1) or CSC 110 (Computing Science II)
- Elective

Notes

- Prerequisites: Principles of Math 11 or MATH 045 (for MATH 100); Principles of Math 12 or MATH 100 or MATH 050 (for MATH 101) or equivalent; Chemistry 11 or CHEM 045 (for CHEM 113); Chemistry 12 or CHEM 050 (for CHEM 111)
- Students majoring in computer science should select PHYS 101 and PHYS 102 as their electives.
- For students graduating Grade 12 in 2014, prerequisites are Foundations of Math 11 or Pre-calculus 11 or MATH 45 (for MATH 100) or equivalent; Precalculus 12 or MATH 100 or Math 050 (for MATH 101) or equivalent.

Sample Package 7

Path to a degree in chemistry, dentistry, medicine, or rehabilitation medicine

Note: You can also use Package 5 to prepare for these careers.

Semester 1

- BIO 107 (Cellular and Organismal Biology)
- CHEM 111 (Fundamentals of Chemistry I) or CHEM 113 (Introduction to Chemistry I)
- ENGL 101 (Literature and Composition 1) or ENGL 103 (Composition and Style)
- Two electives

Semester 2

- BIO 120 (Genetics, Evolution, and Ecology)
- CHEM 112 (Fundamentals of Chemistry II) or CHEM 114 (Introduction to Chemistry II)
- ENGL 102 (Literature and Composition II), or ENGL 104 (Introduction to Literature and Composition)
- Two electives

Notes

 Prerequisites: Principles of Math 11 or MATH 045 (for MATH 100); Principles of Math 12 or MATH 100 (for MATH 101) or equivalent; Biology 11 or BIO 045; Chemistry 11 or CHEM 045 (for CHEM 113); Chemistry 12 or CHEM 050 (for CHEM 111).

- Students majoring in occupational therapy should choose MATH 104 and either SOC 101 or ANTH 101 as electives.
- Students majoring in physical therapy at UBC should select PHYS 105 (unless they've taken Physics 12), plus MATH 104.
- Students seeking to enter dentistry, medicine, or rehabilitation medicine may also take Package 5.
- Effective Sept. 25, 2014, prerequisites are: Foundations of Math 11 or Precalculus 11 or MATH 045 (for MATH 100) or equivalent; Pre-calculus 12 or MATH 100 or MATH 050 (for MATH 101) or equivalent.

Sample Package 8

Path to forestry, natural resources, mathematics, physics

Semester 1

- BIO 107 (Cellular and Organismal Biology) or CHEM 113 (Introduction to Chemistry I) or PHYS 105 (General Physics I)
- ENGL 101 (Literature and Composition 1) or ENGL 103 (Composition and Style)
- MATH 101 (Calculus I)
- MATH 104 (Introduction to Statistics)
- Elective (may be one of the sciences listed above in this package)

Semester 2

- BIO 120 (Genetics, Evolution, and Ecology) or CHEM 114 (Introduction to Chemistry II) or PHYS 106 (General Physics II)
- ENGL 102 (Literature and Composition II) or ENGL 104 (Introduction to Literature and Composition)
- MATH 102 (Calculus II)
- MATH 105 (Introductory Programming with Statistics)
- Elective (may be one of the sciences listed above in this package)

Notes

 Prerequisites: Principles of Math 11 or MATH 045 (for MATH 100); Biology 11 or BIO 045; Chemistry 11 or CHEM 045; Physics 11 or PHYS 045; and one

- of Biology 12, Chemistry 12, or Physics 12.
- For students graduating Grade 12 in 2014, prerequisites are: Foundations of Math 11 or Pre-calculus 11 or MATH 045 (for MATH 100) or equivalent.
- Please consult a CNC counsellor for specific requirements for UBC, UNBC, and the University of Alberta.

Sample Package 9

Path to a bachelor's degree in wood products processing

Semester 1

- CHEM 111 (Fundamentals of Chemistry I) or CHEM 113 (Introduction to Chemistry I)
- ENGL 103 (Composition and Style)
- MATH 101 (Calculus I)
- PHYS 101 (Introductory Physics I) or PHYS 105 (General Physics I)
- ECON 201 (Principles of Economics— Microeconomics)

Semester 2

- CHEM 112 (Fundamentals of Chemistry II) or CHEM 114 (Introduction to Chemistry II)
- ENGL 102 (Literature and Composition II) or ENGL 104 (Introduction to Literature and Composition)
- MATH 102 (Calculus II)
- PHYS 102 (Introductory Physics II) or PHYS 106 (General Physics II)
- Elective

Notes

- Prerequisites: Pre-calculus 12 or MATH 100 or MATH 050 (for MATH 101) or equivalent; Chemistry 11 or CHEM 045 (for CHEM 113); Chemistry 12 or CHEM 050 (for CHEM 111); Physics 11 or PHYS 045 (for Physics 105); Physics 12 or PHYS 050 (for PHYS 101).
- 2. Students with credit in Physics 12 must take PHYS 101.

University-level courses

The following university-level courses are open to all students that have the appropriate admission requirements and, where applicable, prerequisites.

Courses that are restricted to students registered in a specific program, such as FINE 105, are not listed here. Those courses appear under their specific program area.

Aboriginal Studies —

ABST 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.

ABST 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: ABST 100 3 CR / (3,0)

ABST 110 UT Métis Studies I 🔲

This course helps students explore and understand past and present Métis perspective in all areas of life with an eye toward fostering positive cross-cultural interaction between Métis and non-Métis individuals and communities.

3 CR / (3,0)

ABST 111 UT Métis Studies II — Art and Material Culture

This course examines and explores aspects of Métis identity using an ethnographic

approach toward the study of Métis art forms. Following Métis Studies I, Métis Studies II continues to rebuild the historiography of Métis people as revealed through Métis material culture. Hands-on reproduction of art and technology techniques (beadwork, caribou hair tufting, and finger weaving) combined with oral traditions and readings from the work of Métis scholars will provide the student with insight into the historical and contemporary socio-political identity of BC Métis communities. Students will consider ethical, economic, aesthetic, and functional implications, discussing protocol for appropriation (borrowing of style and technique), and reinterpretation. 3 CR / (3.0)

ABST 201 UT Residential School: History and Intergenerational Impacts

The course provides students with an indepth 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: ABST 100 or ANTH 101 3 CR / (3,0)

ABST 202 UT History of Aboriginal Education in North Central British Columbia

The course provides students in the second year with an in-depth study of the issues and impacts of the school systems on Aboriginal culture, language, spirituality, community and social structures. The historical context of the development of the Canadian government's policy with regard to the First Nations education will be examined. Students explore the historical

occurrences with Aboriginal education in Canada, as well as traditional education. Prerequisite: ABST 100 or ANTH 101 3 CR / (3.0)

Anthropology -

3 CR / (3,0)

ANTH 101 Introduction to Socio-Cultural Anthropology

UT

Socio-cultural anthropologists examine social patterns and practices across cultures, with a special interest in how people live in particular places and create meaning. The goal of this course is to provide students with a basic understanding of the fundamental concepts used by anthropologists in the study of human behaviour. Topics include the anthropological perspective, research methods, economies, expressive culture, religion, kinship and social relationships, illness and healing, and organization and power. Examples will be drawn from a variety of societies.

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 research and methodology in archaeology through an examination of parts of the archaeological record. 3 CR / (3,0)

ANTH 201 Social Structure I: Ethnography

An examination of the ethnological approach to culture and society with a focus on 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)

UT

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 / (3,0)

ANTH 210 UT Anthropological Perspectives on "Pop"ular Culture

The course will provide analytical and theoretical tools for the study of contemporary cultural phenomena using anthropological methods. Popular culture (film, television, music, Internet, etc.) in modern nation-states will be examined to understand how popular culture shapes ideas of culture and community. In addition, the relationship between popular culture and personal identity and gender construction will be explored. Examples will be drawn from contemporary North American culture as well as from countries around the world.

Prerequisite: ANTH 101 3 CR / (3,0)

ANTH 220 UT Anthropology of Cross-Cultural Conflict and Social Justice

This course explores anthropology's role in understanding the connection between culture and crime, punishment, conflict, and social justice within a globalized, multicultural context. Cross-cultural examples of conflict and justice will highlight similarities and differences between traditionally "non-violent" societies and "complex violent" societies to explore alternative justice resolutions. In addition, cross-cultural case studies will demonstrate the interconnectedness of culture and human rights.

Prerequisite: ANTH 101 or ABST 100 or ABST 101 3 CR / (3,0)

Applied Science (Engineering) -

APSC 100 UT Introduction to Engineering

This is a mandatory non-credit course for engineering students. The student is given 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.

Astronomy-

ASTR 101 Introductory Astronomy 1

An introductory course for science credit. The emphasis will be on the solar system introduced in a historical context. Also covered will be basic observing, celestial co-ordinates, 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 School Dean at 250-561-5815.

Prerequisites: Physics 11 or PHYS 045 and Pre-calculus 11 or Foundations of Math 11 with a B or higher or MATH 045 or equivalent.

ASTR 102 UT Introductory Astronomy II

3 CR / (3,3)

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 School 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 School Dean at 250-561-5815.

3 CR / (3,0)

Biology -

LIT

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)

UT **BIO 104** Biology for Humanities and Social Science Students II

Biology 104 is a general biology course which introduces non-science students to basic scientific methods and concepts. The focus is on evolution and ecology. Students will develop the concept of an evolving biosphere as a basis for exploring the human place in the biosphere.

3 CR / (3,3)

UT **BIO 105** Basic Microbiology

The basic principles of microbiology are presented in this course, with an emphasis on the relevance of these principles to human health. This course deals with studies of the morphology, growth, and modes of transmission of microorganisms. Topics 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)

UT **BIO 107** Cellular and Organismal Biology

An introductory course emphasizing principles of wide applications to all organisms, including cell structure and function, nutrition, energetics, and physiology and reproduction. Examples are drawn from both the cellular and whole organism levels of organization. The laboratory will explore biological principles through a study of several local ecosystems; field trips during laboratory sessions will be mandatory. Prerequisites: Biology 11 or 045 and

Chemistry 11 or 045

3 CR / (3,3)

BIO 111 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

BIO 130 Anatomy and Physiology for Practical Nurse 🔲

3 CR / (3,3)

This course gives an overview of the structure and function of ten body systems. It also encourages various health promotion strategies that work toward the optimal functioning of these systems.

Prerequisite: Biology 12 or BIO 050 with a grade of C or higher 3 CR / (4,0)

BIO 201 UT Cell Structure

Beginning with experimental techniques, this course covers physical and chemical aspects of biological structure in prokaryote and eukaryote 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 Introductory Biochemistry

An introductory biochemistry course focusing on the chemical basis of life. This course emphasizes the biochemistry and function of proteins, DNA, carbohydrates and lipids in living systems. Other topics covered include bioenergetics, properties of enzymes, regulation of enzymatic activity, and current laboratory technology used in the recovery and analysis of DNA and proteins.

Prerequisites: BIO 107 and BIO 120 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 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 School 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 School Dean at 250-561-5815.

Prerequisites: BIO 107 and 120 3 CR / (3,3)

BIO 220 UT Introductory Genetics

An introductory course exploring the mechanism of inheritance at the cellular and molecular levels. Topics include the chemical nature of DNA, DNA replication, gene expression, DNA repair, genomics, Mendelian and non-Mendelian genetics. The laboratory will include several long-term investigations, many of which employ the use of the important model organism, Drosophila melanogaster. Experiments include genetic mapping of drosophila genes, population genetics, genome database searches / bioinformatics, and human genome analysis.

Prerequisites: BIO 107, BIO 120, and either CHEM 112 and 112 or CHEM 113 and 114 3 CR / (3, 3)

Chemistry -

CHEM 111 UT 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.

Prerequisite: Chemistry 12 or CHEM 050 and Pre-calculus 12 or MATH 100 or MATH

050 with a minimum grade of "C" or higher recommended for both prerequisites 3 CR / (3,3)

CHEM 112 UT 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 UT 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 UT 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 UT 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 UT 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 UT 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.

UT

Prerequisite: CHEM 203 3 CR / (3,3)

CHEM 205 UT 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 analysis (organic, inorganic, and environmental).

Prerequisites: CHEM 111 and 112 or 113 and 114 3 CR / (3,3)

Carrier Language-

UT **CLCT 110** Carrier Language Level I

Participants are 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)

UT **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)

Commerce—

COM 100 IJΤ Fundamentals of Business

The student examines a broad overview of the Canadian business system: how it functions and how it relates to specific areas such as marketing, production,

finance and human resources. The student will gain specific insights into actual business operations and some of the major areas of concern regarding the role of business in society.

3 CR / (3,0)

UT **COM 204** Financial Accounting

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

UT **COM 212** Managerial Accounting

Introduction to the development and use of accounting information for management planning and control and the development of various cost information analyses. Major topics include job and process costing, cost allocation, cost behaviour, cost-volumeprofit 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 is 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.

The prerequisites and corequisites are consistent with the requirements for transferring credits to UNBC or TRU.

Prerequisites: MATH 157 or MATH 104; and MATH 103 or MATH 204; and MATH 101 or

Prerequisite or Corequisite: ECON 101 or ECON 201 3 CR / (2,1)

Criminology –

UT **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 also focuses on current issues related to crime and the administration of criminal justice.

3 CR / (3,0)

CRIM 102 UT 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 UT 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 UT Sociological Explanations of Crime and Deviance

The major sociological perspectives and theories are 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 are evaluated. Finally, the practical implications of these approaches are discussed.

Prerequisite: SOC 101 or CRIM 101 or 103 3 CR / (3,0)

CRIM 135 UT 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 considers 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 also examines the process of law reform in Canada.

3 CR / (3,0)

CRIM 201 UT 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 220 UT 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 research and computer experience.

Prerequisites: PSYC 201 and one of CRIM 101, 103, 106, 241 3 CR / (3,1.5)

CRIM 230 UT 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 UT 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 are a definite asset.

Prerequisite: Foundations of Math 11 or Pre-calculus 11, MATH 045 or equivalent 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: Foundations of Math 12 or Pre-calculus 12 or MATH 050 or MATH 100 or equivalent. Students with a grade of "B" or higher 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

UT

3 CR / (3,3)

CSC 110 Computing Science II

This is a continuation of CSC 109—more advanced algorithms and computer programs are developed. Topics include advanced string processing, sets, recursion, and linear and non-linear data structures.

Prerequisite: CSC 109 or a grade of "B" or higher 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: Foundations of Math 12 or Pre-calculus 12 or MATH 050 or MATH 100 or equivalent

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 are 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 School 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 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 School 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 School Dean at 250-561-5815.

Prerequisite: CSC 215 3 CR / (3,3)

College/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)

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 macroeconomy, 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 are studied. Time is 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: One of Math 12 or Precalculus 12 or Foundations of Math 12 or MATH 044 (with a grade of "C+" or higher) or MATH 045 (with a grade of "C+" or higher) or MATH 100 or MATH 101 or MATH 145 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: Math 12 or Pre-calculus 12 or Foundations of Math 12 or MATH 044 (with a grade of "C+" or higher) or MATH 045 (with a grade of "C+" or higher) or MATH 100 or MATH 101 or MATH 145 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)

English ——

ENGL 101 UT Literature and Composition I

A study of 20th-century short stories and drama, and a consideration of effective composition practices. Students write a minimum of three essays.

3 CR / (3,0)

ENGL 102 UT Literature and Composition II

A study of 20th-century poetry and novels, and a consideration of effective composition

practices. Students 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. Students write essays and exams. 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 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

A survey of First Nations literature. Students assess traditional tales from an oral storytelling tradition, as well as poems, plays, and short stories by contemporary writers. As well, students learn effective composition skills and the techniques of literary analysis.

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 includes 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 its beginning to the 1940s. Journals, poetry, and fiction are 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 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 205 UT Creative Writing I

A poetry writing and workshop course for beginning and seasoned writers. Students learn approaches to language and writing designed to stimulate improvement of the work. As well, students are provided opportunities to present their work for comment and criticism.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107 3 CR / (3,0)

ENGL 206 UT Creative Writing II

A fiction writing and workshop course for beginning and seasoned writers. Students learn a wide range of approaches to language and writing designed to stimulate improvement of their work. As well, students are provided opportunities to present their work for comment and criticism.

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 are 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 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

A historical study of children's literature. Representative literature from the Victorian to the Postmodern period is examined. Students will examine how our definitions of children's literature and our attitudes toward children's literature have changed over time. Prerequisites: Two of ENGL 101, 102, 103, 104, 107 3 CR / (3,0)

ENGL 217 UT Women and Men in Literature I

Students read a selection of novels reflecting different cultural and historical periods. With a primary focus on gender roles, students also focus on literary, feminist, and general socio-cultural concerns, providing fresh insights into literary traditions. Students 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 read a selection of novels/plays reflecting historical/contemporary gender roles and gender relations. Students

consider the representation of men and women in the literature of the 20th century. Students 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

A study of contemporary First Nations authors. Students study novels, plays, and poems that reflect the experiences of First Nations people in Canada from the 1940s to the present. Students consider regional/personal concerns as well as the universal themes developed in the writings. As well, students compare the styles, themes, and subject matter of First Nations authors to other Canadian authors studied in Canadian literature classes.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107 3 CR / (3,0)

ENGL 220 UT Children's Literature — First Nations Authors

A study of traditional First Nations children's tales from the oral story-telling tradition as well as tales told by contemporary First Nations writers. These stories are assessed in terms of character, plot, and theme. As well, students analyze how the stories challenge the child reader's social, emotional, moral, and intellectual growth. Students will critically evaluate the texts and determine the values and lessons in the

Prerequisites: Two of ENGL 101, 102, 103, 104, 107 3 CR / (3,0)

ENGL 229 UT Professional Business and Technical Communication

This course includes both the theory and practice of writing for the workplace. Students will first learn the rules and guidelines of professional communication and then moves beyond them, investigating the underlying theory, ethics and social factors that contribute to the challenges of work writing. This course introduces strategies for communicating effectively to a variety of audiences in a variety of workplace genres. Students work both individually and in collaboration, completing both written and oral projects that are

relevant to their professional goals and the requirements of the business, technical, and professional communities.

Prerequisites: Two of ENGL 101, 102, 103, 104, 106, 107, or their equivalent
Note: Natural Resource and Environmental Technology (NRES) students will be admitted with successful completion of

admitted with successful completion of ENGL 103 and completion of all first-year courses. Business Program students will be admitted with successful completion of ACC 151, CIS 165, ENGL 103, MGT 154, MKT 152, and one of ECON 101 or ECON 201.

3 CR / (3,0)

ENGL 230 UT Critical Thinking and Writing for Science and Technology

In this course, writing about science and technology is examined theoretically and practically. Students learn to communicate what they learn in the appropriate form to a variety of audiences. Both research and non-research forms of communication, both written and oral, will be examined in preparing students for further studies in science and technology.

Prerequisites: Two of ENGL 101, 102, 103, 104, 106, 107, or their equivalent 3 CR / (3,0)

ENGL 231 UT Intermediate Composition I

Students study and practise the principles of effective prose. They write a variety of expository and argumentative essays (some done in class) and a final examination. Students 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

Prerequisites: Two of ENGL 101, 102, 103, 104, 107 3 CR / (2.1)

course.

ENGL 232 UT Intermediate Composition II

Students write a variety of expository and argumentative essays (some done in class) and a final examination. Particular emphasis is 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)

Fetal Alcohol Spectrum Disorder–

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

FASD 260 UT 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 UT 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 or Corequisite: FASD 301 3 CR

FASD 301 UT Fundamentals and Professional Implications

This course is designed to provide a solid understanding of the unique complexities of FASD for students in the social service. education, justice and health-related disciplines. The knowledge will add depth to their understanding of individuals/families and communities who access services in their chosen field. It begins with a comprehensive examination of the underlying causes of alcohol use during pregnancy, the effects of prenatal alcohol exposure and the resulting disabilities known as FASD. The content provides information needed for students to critically analyze and evaluate practice. Students are required to demonstrate how the related disabilities can affect individuals' life outcomes. Students explore effective

strategies for prevention and intervention at the family, community and professional levels. Their gained knowledge can be integrated into their practice once in the field.

Note: This course is delivered fully online. Prerequisite: ENGL 103 or equivalent or admittance into the FASD Advanced Diploma program 3 CR

FASD 305 UT 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: FASD 301 and two years of college- or university-level courses in a related discipline

3 CR

Consider FASD from an indigenous world view framework. This course explores 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 301 and one of FASD 300 or 335 or permission of the instructor

3 CR

FASD 315 UT Special Topics in FASD Study now and emerging topics in FASD

Study new and emerging topics in FASD. Join leaders in the field in this online lecture series.

Prerequisites or Corequisites: FASD 301, one of FASD 300 or 335 or permission of the instructor

3 CR

FASD 320 UT 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 provides a framework for students to thoroughly

understand the developmental delays characteristic of FASD.

Prerequisite: FASD 301 3 CR

FASD 325

Developmental Disabilities and FASD ____

UT

Focus on the disabilities that overlap and co-exist with FASD to enhance your ability to work with affected individuals.

Prerequisite or Corequisite: FASD 301 and 305 or permission of the instructor 3 CR

FASD 330 UT 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 UT 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 301 3 CR

FASD 399 UT Practicum

Accomplish specific practicum goals within your discipline.

Prerequisite: Eight courses from the FASD program, including FASD 300, 301, and 335

3 CR

Fine Arts -

FINE 101 UT Art History I

Art history, a broad intellectual discipline, is central to the humanities. This introductory survey course examines, analyzes, and evaluates the major time periods, movements, and trends in the visual arts (primarily painting, sculpture, and architecture) of both western and

nonwestern civilizations from prehistory through the Late Medieval period. In addition to the stylistic and structural components of art, students study, through lectures and class discussion, historical, social, religious, political, technological, philosophical, and gender issues integral and related to the production and development of art.

3 CR / (3,0)

FINE 102 UT Art History II

This introductory survey course continues to examine, analyze, and evaluate the major time periods, movements, and trends in the visual arts (primarily painting, sculpture, and architecture) of both western and non-western civilizations from the Early Renaissance to the present. In addition to the stylistic and structural components of art, students will study, through lectures and class discussion, historical, social, religious, political, technological, philosophical, and gender issues integral and related to the production and development of art.

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, students begin to acquire the skills to translate immediate observations and ideas into two-dimensional form. A variety of subject matter is 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 students) 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 students 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 introduces students to contemporary and historical ideas of art and design. Regular evaluations and critiques are part of the course work.

Prerequisite: FINE 103 4 CR / (1,3)

FINE 110 UT First Nations Art and Material Culture

This introductory course on First Nations art and material culture will include an exploration of First Nations artists and art, local and regional First Nations culture, as well as hands-on creative projects.

Although many First Nations artists continue to employ traditional materials and concepts, they also explore Western materials and concepts in the artistic expression of cultural and social issues. Students will explore contemporary First Nations art through readings, discussions, and lectures.

3 CR / (1,3)

FINE 150 UT Fundamentals of Digital Photography — Exploring the Digital Photography Workflow

Open to all UT students. In this course, students develop the fundamental skills and techniques involved in compact digital photography. Students explore the digital photography workflow covering basic concepts and best practices around taking, enhancing, managing, manipulating, and sharing digital photographs. This will include students developing an operational familiarity with several professional level image editing, photo management and workflow productivity software programs. Opportunities are provided for the student to critique other students' digital photos with the aim of gaining insight into the composition of their own work. Students will develop an understanding of how the compact digital camera fits into the current photography landscape. Students are required to bring their own camera (which must meet minimum instructor-specified specifications) to class.

Note: Basic computer skills highly recommended.

Prerequisite: None 4 CR / (1,3)

Forestry-

FORS 111 Dendrology I

This course covers both morphology (identification) and functioning (physiology) of trees. The lectures cover the structure and function of seed, roots, stem, and leaves; tree growth; dormancy; and stand development. The labs concentrate on recognition of BC and Canadian species of broadleaf trees, with experimental assignments to reinforce lecture material.

UT

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the School Dean at 250-561-5830.

Prerequisite: Biology 11 or BIO 045 3 CR / (3,2)

FORS 112 UT Dendrology II

A continuation of FORS 111, this course concentrates on the function of trees (water relations, photosynthesis, respiration), reproduction, forest regions of Canada, ecological classification, geographical distribution, elementary BC conifers, and the more important North American/world species. Analytical and experimental labs will be assigned.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the School Dean at 250-561-5830.

Prerequisite: FORS 111 3 CR / (3,2)

FORS 202 UT Forest Ecology

This course provides an introduction to the ecosystem concept, energy biomass and nutrient cycling, the physical environment, population and community ecology, and ecological succession. It also introduces the biogeoclimatic classification of BC and examples of Central Interior ecosystems.

Prerequisites or Corequisites: FORS 111, 112, 210 or FOR 155, 157 or NRES 150, 155, 157

3 CR / (3,2)

FORS 203 UT Silvics of Forest Trees of Western Canada

Ecological and silvical characteristics of forest trees of western provinces; assessment and ecological site quality; application of silvics in silviculture.

Note: This course is offered on the basis of demand. Students interested in taking this course should contact the School Dean at 250-561-5830.

Prerequisites: FORS 202, FORS 210 3 CR / (3,2)

FORS 251 UT Natural Resource Field School and Cultural Exchange

This course provides an opportunity to observe natural and managed, forested and non-forested ecosystems in an international setting. Seminar topics will include an overview of natural resources, forest ecosystem management, and how the host country balances stakeholders' demands with maintaining biodiversity and ecosystem health. Students will have an opportunity to compare and contrast the host country's forest land management practices with practices in British Columbia. Seminars on the host country's culture and history and participation in a variety of socio-cultural activities will also occur.

Prerequisites: 6 credits of NRES courses or 6 credits of University Transfer science courses, with 3 of those credits from BIO 103 or 104 or 107 or 120 or GEOG 201 or 202

3 CR / (90 hours)

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 are 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 practise 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 practise 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 are introduced to the many subfields 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 is a laboratory science course which provides an introduction to the major concepts in the sub-disciplines of meteorology and climatology. Emphasis is

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 are 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)

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 the Second World War. 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 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 multidisciplinary course intended to introduce students to the history, geography, religion, literature, and economics of the countries of the Indian sub-continent.

Prerequisite: One first-year course in English or History or Philosophy 3 CR / (3,0)

HIST 217 UT Introduction to Southeast Asia

A multidisciplinary course introduces students to the history, geography, religion, literature, and economics of the countries of Southeast Asia. Credit may be granted for both HIST 215 and HIST 217.

Prerequisite: One first-year course in either English or History or Philosophy 3 CR / (3,0)

HIST 230 UT Introduction to Modern Canadian Military History

History 230 is a survey course that introduces students to Canada's military history from Confederation through to the Afghanistan War. Students examine several aspects of Canadian military history, including early internal and external defense problems, participation in imperial conflicts, and Canada's involvement in major wars, peacekeeping and alliance efforts, and interventions. There will also be some discussion of race and gender issues in the military.

Prerequisite: One of HIST 101,102, 103, 104 or equivalent 3 CR / (3,0)

Kinesiology -

KINS 110 UT Introduction to Sport Administration

This course provides an overview of selected topics in the administration and management of the leisure, sport and recreation fields. The theoretical knowledge gained is applied to a practical situation in the administration of a sporting event for elementary school children. Topics include foundations of sport and recreation administration, an overview of the Canadian Sport Delivery system, programs and programming, administrative operations, and management skills.

3 CR / (3,0)

KINS 120 UT Biomechanics

An introductory examination of the mechanical and anatomical basis of human movement. Students gain an understanding of the application of the elementary principles of physics and math and apply them to a quantitative analysis of human movement. This analysis also focuses on

the development of forces within muscles and their effect on initiation and controlling human movement.

Prerequisite: Foundations of Math 11 or MATH 045 3 CR/(3,0)

KINS 121 UT Leisure and Sport in Society

This course is an introductory examination of leisure and sport from the perspectives of the humanities and social sciences. Emphasis is placed on the definition of concepts and on different theories which purport to explain the nature and role of leisure and sport in Canadian society. 3 CR/(3,0)

KINS 122 UT Active Health

This course provides an overview of the concepts of physical fitness. The topic areas include physical fitness assessment, the principles of health-related fitness, and the effects of exercise. Students study and perform a variety of conditioning exercises and experience the design of a specific exercise class and program. This course incorporates both lecture and physical activity labs.

3 CR / (2,2)

KINS 127 UT Contemporary Health Issues

This is an introductory course in health. Health is considered from a holistic perspective. Topics include general health and wellness concepts, health behaviour change theories, health consumerism, psychosocial health and psychological disorders, stress and stress management, sleep and sleep hygiene, nutrition and weight management, physical fitness and exercise, infection and immunity, major diseases (cardiovascular diseases, cancer, diabetes), drug use and abuse, and sexual health. Additional topics may be covered depending on interest and/or societal relevance.

3 CR / (3,0)

KINS 131 UT Human Functional Anatomy

This course introduces the anatomy of the body and how it relates to human movement and performance. Students uses a multimedia cadaver study, three-

dimensional models, and colouring tasks to facilitate a hands-on approach to learning. 3 CR / (4.0)

KINS 150 UT Pedagogy and Coaching

This course provides students with the necessary knowledge and proficiency to adequately and successfully coach and operate all aspects of a sport team or program. Emphasis will be placed on the following topics: roles, functions, and tasks of a coach, making ethical decisions, planning a practice, basic nutrition concepts, the teaching process and how athletes learn, the sport program, mental preparation, and best practices. Students will be eligible for NCCP Certification (Introduction to Competition Part A and B). 3 CR / (3,0)

KINS 221 UT Physical Growth and Development

This course examines the characteristics of physical growth and motor development throughout the lifespan. Topics include theories of development, growth and development of the body and bodily systems (i.e., anatomical and physiological development), methods used to examine growth and development variables, biologic maturation, age- and sex-related differences in growth and maturation, developmental changes in motor behaviour, and finally, factors affecting growth, maturation and motor development over the lifespan.

Prerequisite: KINS 120 or KINS 131 or PSYC 101 (or HK 123 or HK 223) 3 CR / (3,0)

KINS 226 UT Human Motor Behaviour

This course is an introduction to the area of human motor learning and control. It introduces students to the cognitive, emotional and neurological processes that underlie human movement, the learning of motor skills and the factors that influence the acquisition, control and performance of motor skills. Students gain knowledge, appreciation, and understanding of the conceptual and empirical foundations of motor learning and control.

Prerequisite: KINS 120 or PSYC 101 (or HK 123)

3 CR / (3,0)

UT

UT

KINS 230 Performance Analysis of Selected Individual Sports

In this course, two individual sports are selected to be analyzed from both theoretical and practical perspectives. The essential nature of these sports are studied along with the critical performance factors. Participation in classroom and in the sporting activity is required.

UT

UT

Prerequisite: KINS 120 (or HK 123) 3 CR / (1,3)

KINS 231 Human Applied Physiology

This course will examine the functional characteristics of human systems. A homeostatic approach to skeletal systems facilitates and understanding of how exercise affects the physiological condition. Prerequisite: KINS 131 (or HK 223) 3 CR / (4,0)

KINS 235 UT Sport and Exercise Psychology

This course is an introduction to psychological theories and research related to both sport and exercise behaviour. Students will gain an understanding of how psychological factors influence participation and performance in sport, exercise, and physical education. The application of knowledge to a variety of physical activity settings will be promoted. The course provides a broad overview of a variety of topics: personal factors (motivation, personality, arousal and anxiety), social processes (e.g., leadership, cohesion, aggression), psychological skills training (anxiety management, imagery, etc.), exercise and well-being, addiction, and injury.

Prerequisite: PSYC 101 or KINS 226 (or HK 124 or HK 221)

Prerequisite or Corequisite: KINS 221 3 CR / (3,0)

KINS 240 UT Performance Analysis of Selected Team Sports

In this course, two team sports are selected to be analyzed from both theoretical and practical perspectives. The essential nature of these sports is studied along with the critical performance factors. Participation in classroom and in the sporting activity is required.

Prerequisite: KINS 120 (or HK 123) 3 CR / (1,3)

KINS 245 Injury Prevention and Management

This course provides guidelines and recommendations for preventing injuries, recognizing injuries, and learning how to correctly manage a specific injury. This course provides basic information on a variety of topics that all relate in how to provide health care to an athlete.

Prerequisite: KINS 131 (or HK 233) 3 CR / (3,0)

KINS 275 Exercise Physiology

This course is an introduction to the physiology of muscular exercise, physical conditioning, and training. Topics include: acute and chronic effects of exercise on body systems; basic concepts of cardiovascular, respiratory nervous and muscular responses to physical activity; short and long term adaptations to exercise; and the interrelationships among energy intake, energy transfer during exercise, and the physiologic systems that support energy transfer. Students apply what they have learned to enhance exercise training, athletic performance, and health. Prerequisite: KINS 231 or BIO 112 (or HK 224)

3 CR / (3,0)

KINS 291 UT Work Experience in Kinesiology

The purpose of this field experience is to provide the student with a practical learning environment in the field of Kinesiology. It offers students the opportunity to be active participants in a work-related environment and apply theory, concepts, and skills learned previously during their various Kinesiology diploma courses. This course is a graduating requirement to be taken in second year.

Prerequisites: Must have successfully completed at least five of the following courses: KINS 110, KINS 122, KINS 127, KINS 150, KINS 235, KINS 245, HK 210, HK 122, HK 127, HK 100/200

O CR / 25 hours

Mathematics -

MATH 100 UT Pre-calculus Mathematics

This course prepares 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 not studied any mathematics during the past few years. 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: Foundations of Math 11 or Pre-calculus 11 or MATH 045, or equivalent 3 CR / (4.0)

MATH 101 UT Calculus I

This course is the first half of a two-semester introductory calculus sequence. Topics covered in the course are the concepts, techniques, and applications of differentiation and an introduction to integration. Together with MATH 102 this course satisfies the first-year mathematics requirement in all university transfer science and applied science programs.

Note: Persons with a "C+" grade or less in Math 12 or MATH 050 must first register in MATH 100.

Prerequisite: Pre-calculus 12 or MATH 100 or MATH 050 or equivalent 3 CR / (4.0)

MATH 102 UT

This course is a continuation of MATH 101 and forms the second half of the two-semester introductory calculus sequence. Topics covered in the course are the definite integral, applications of integration, logarithmic and exponential functions, trigonometric and inverse trigonometric functions, hyperbolic functions, techniques of integration, and infinite sequences and series. Together with MATH 101, this course satisfies the first-year mathematics requirement in all university science and applied science programs.

Prerequisite: MATH 101 3 CR / (4,0)

MATH 103 UT Finite Mathematics

MATH 103 is intended primarily for Liberal Arts and Education students who want some exposure to modern mathematical concepts. Topics are 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: Foundations of Math 11 or Pre-calculus 11, or MATH 045 or equivalent 3 CR / (3,0)

MATH 104 UT Introduction to Statistics

This course provides a basic knowledge of statistical methodology. Topics include descriptive statistics, elementary probability theory, probability distributions, sampling, and some standard concepts and techniques of statistical inference, correlation, and linear regression.

Applications to a wide variety of problems are emphasized.

Prerequisite: Math 11 or Math 045 or Applications of Math 12

Prerequisite: Effective Fall 2014 intake Foundations of Math 11 or Pre-calculus 11 or, MATH 045, or equivalent

3 CR / (4,0)

MATH 105 UT Introductory Programming with Statistics

MATH 105 is a continuation of MATH 104, and is intended for students who plan 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 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: Foundations of Math 12 or Pre-calculus 12 or MATH 050, or equivalent 3 CR / (4,0)

MATH 190 UT Principles of Mathematics for Teachers

MATH 190 is designed for students specializing in elementary-level education. Topics include natural, integer, and rational

number systems; plane, solid, metric, and motion geometries.

4 CR / (4,0)

MATH 201 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's 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 Educational Administrator 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 Educational Administrator 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)

Nursing -

NURS courses are normally restricted to students in the nursing program. Nonnursing students may take selected courses if space is available, and with permission of the Associate Dean of Health Sciences.

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 Critical Texts in Western Thought: Ancient to Renaissance

UT

This course is a companion to PHIL 107 and is 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 is 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 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 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 is 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 is 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 develop their abilities to read, write, and speak, and 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 establishes 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.

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 School 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 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 101 Introductory Physics I

This is a calculus-based physics course for science majors. Topics covered include two-dimensional vectors, kinematics, dynamics, energy and momentum of particles, equilibrium of rigid bodies, rotational motion, and simple harmonic motion. Differentiation and integration of one- and two-dimensional motion equations is included. Cross products and dot products will be introduced.

Prerequisite: Physics 12 or Applications of Physics 12 with a "B" or higher or PHYS 050 and Pre-calculus 12 or MATH 100 or MATH 050, or equivalent

Prerequisite or Corequisite: MATH 101 3 CR / (3,3)

UT

UT **PHYS 102** Introductory Physics II

A sequential course to PHYS 101. Topics covered are electric charges, electric fields, electric currents, electrical circuits, magnetic fields, electromagnetism, light, atomic physics, and nuclear reactions. Prerequisites: PHYS 101, MATH 101 Prerequisite or Corequisite: MATH 102 3 CR / (3,3)

PHYS 105 IJΤ 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.

Prerequisite: Pre-calculus 11 or Foundations of Math 11 with a grade of "B" or higher or MATH 045 or equivalent and one of the following: Physics 11, Applications of Physics 12 with a grade of "B" or higher or PHYS 045 3 CR / (3,3)

PHYS 106 UT General Physics II

This course, along with PHYS 105, satisfies 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. Prerequisite: Pre-calculus 11 or Foundations of Math 11 with a "B" or higher or MATH 045 or equivalent and one of the following: Physics 11, Applications of Physics 12 with a grade of "B" or higher or PHYS 045 3 CR / (3.3)

PHYS 200 UT Introduction to Modern Physics

The course covers special relativity (Lorenz 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). Prerequisites: MATH 102, and either PHYS 102 or both PHYS 105 and 106 (or

Prerequisite or Corequisite: MATH 201 or 204 or 215, or equivalent 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.

Note: MATH 204 is highly recommended Prerequisites: PHYS 101 (or PHYS 105 with an "A-" grade or higher) and MATH 101 Prerequisites or Corequisites: MATH 102 3 CR / (3,0)

UT **PHYS 205** Mechanics II - Dynamics

A continuation of PHYS 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 School Dean at 250-561-5815.

Prerequisites: PHYS 101 or 105, and MATH 102

Corequisite: MATH 101 3 CR / (3,0)

UT **PHYS 212** Introduction to Linear Circuits

This course is recommended for students of engineering and the applied sciences. The program addresses advanced applications of Kirchhoff's Laws; Thevenin and Norton Circuit Theorems; DC Circuits; RLC circuits; natural and forced response; and impedance phasors.

Note: This course is offered on the basis of demand. Students interested in taking this

course should contact the School Dean at 250-561-5815.

Prerequisite: PHYS 102 3 CR / (3,3)

Political Science -

PSCI 131 The Administration of Justice

UT

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 course provides 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 include intelligence and intelligence testing, personality assessment, motivation, emotion, mental health and behavioural disorder, psychotherapy, social psychology, and developmental psychology.

Prerequisite: PSYC 101-minimum "D" grade

3 CR / (3,0)

PSYC 103 Human Sexuality

UT

This course provides a basic understanding of human sexuality from a biological, psychological, and social perspective. Topics include such items as anatomy,

equivalents)

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 also is gained on the use of computer programs for data analysis. Highly recommended for majors in the social sciences.

Prerequisite: Foundations of Math 11 or Pre-calculus 11 or MATH 045, or equivalent 3 CR / (3,3)

UT PSYC 202 Research Methods in Psychology

This course introduces the logic and application of various research methods in psychology. Students formulate research questions and choose appropriate research designs. Direct experience in data collection and research design is provided in the laboratory. Additionally, students will learn how to write a research report according to APA standards.

Prerequisites: PSYC 101 and 102minimum "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 assess-ment procedures related to these theories, are evaluated in terms of their scientific adequacy.

Prerequisites: PSYC 101 and 102minimum "D" grades 3 CR / (3,0)

IJΤ PSYC 204 Social Psychology

The study of human behaviour and adjustment within interpersonal and social situations. Some of the topics include affiliation, attraction, attitude and attitude change, prejudice, conformity, obedience, aggression, altruism (helping behaviour), group dynamics, and selected topics in human sexuality. Major social psychological theories are presented along with a critical evaluation of research and research methodology related to the topics. Prerequisites: PSYC 101 and 102minimum "D" grades 3 CR / (3,0)

UT **PSYC 205** Developmental Psychology I

This course involves an examination of theory and research related to the development of the human being from conception through childhood. Topics are organized according to a critical analysis of the physical, cognitive, social, and emotional aspects of development. Prerequisites: PSYC 101 and 102minimum "D" grades 3 CR / (3,0)

UT PSYC 206 Developmental Psychology II

This course involves an examination of theory and research related to the development of the human being from adolescence through late adulthood. Topics are organized according to a critical analysis of the physical, cognitive, social, and emotional aspects of development. Prerequisites: PSYC 101 and 102minimum "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 102minimum "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 nonhumans. 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 102minimum "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)

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 include the characteristics and changes in the general population, local communities, ethnic groups, social movements, political parties, work settings, and religious organizations. These concerns are illustrated and developed with Canadian materials. Prerequisite: SOC 101-minimum "D"

grade 3 CR / (3,0)

SOC 120 Issues on Sexual Diversity and Equity in Canada

Using a sociological perspective, this course provides a background to current issues utilizing a multidisciplinary survey of the historical and cultural roots through which we have come to define sexuality and gender. The course draws upon a selection of theoretical perspectives and sociological

UT

case studies dealing with sexual and gender identity in order to provide a backdrop for analyzing current social and political issues shaping the struggles faced by sex and gender equity groups in Canada today.

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 focuses 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 deals 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 is 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 focuses 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 microentrepreneurialism. The course presents 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 also provides an overview of the positions of specific groups of people experiencing double jeopardy in the labour market, i.e., people of colour, women, new immigrants, the differently abled, non-heterosexual persons, young people, and persons being re-trained. Prerequisites: SOC 101 and 102 3 CR / (3,0)

SOC 203 Canadian Society I: Identities and Ideologies

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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)

permission of the instructor

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

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 225 UT Men and Masculinities: Identities and Intersections of Manhood

This course explores the social construction of masculinities and men's lives in conjunction with the analysis of race/ethnicity, class, gender, and sexuality. Masculinities, in its various forms, shape the lives of both women and men, and this course will examine the construction, reproduction, and impact of masculinities on the institutions of education, work, religion, education, sport, family, media, and the military, to name a few. This course will interrogate how masculinities shape individual lives, groups, organizations, and institutions, and will analyze the ways in which power functions within these cultural formations.

Prerequisite: SOC 102 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.

UT

Prerequisite: SOC 101 3 CR / (3,0)

SOC 240 Sociology of the Body

This course will provide the students an introduction to historical and contemporary sociological thinking about the body. Topics will include a consideration of the body as object of discipline across the life span, as gendered, sexed, classed, racialized, sexualized, abled/disabled etc., constructions, and as a means of expression and experience. This course also draws on sociological theories of the body; critical race theory, queer theory, feminist theory, and postcolonial theory to highlight and ask questions about ways bodies are racialized, gendered and sexualized.

Prerequisite: SOC102 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)

Women's Studies and Gender Relations-

WMST 101 UT 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 are explored, with the aim of understanding the relationship between personal empowerment and social change.

3 CR / (3,0)

WMST 102 UT 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 focuses 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 is placed on Canadian institutions as well as class, race, and age differences between groups of women in Canadian society.

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140801

University Transfer First-Year Science

Full-time or part-time

Starts September

Fees: \$4,016 (one year of science courses)

One year

Quesnel; all courses also available at Prince George; contact other campuses for availability

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:

- Astronomy
- Biochemistry
- · Biological sciences
- Biophysics
- Chemistry
- · Chiropractic medicine
- Dentistry
- Home economics
- Medicine
- Microbiology
- Oceanography
- Pharmaceutical science
- 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.

Admission requirements

- 1. Successful completion of one of the following:
 - Grade 12 (with English 12 or English 12: First Peoples) or
 - ABE/CCP Advanced Certificate or
 - GED Certificate

Note 1: It is recommended high school students consult their counsellors to ensure they select the most appropriate high school courses for their chosen career paths.

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

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.

Note 4: Students attending in 2014 who intend to enrol in MATH 101, CSC 109, PHYS 101 or CHEM 111 and who obtained a "C+" or less in Pre-calculus 12 (interim grade) or Math 050 will be registered in MATH 100.

Note 5: Students who received less than a "B" in English 12 or its equivalent are encouraged to select ENGL 103 as their first university credit English course.

Note 6: The GED certificate meets the general admission requirements, but does not meet specific program or course prerequisites.

Semester 1 September - December

Program outline

BIO 107	Cellular and Organismal
	Biology
CHEM 111	Fundamentals of Chemistry
ENGL 103	Composition and Style
MATH 101	Calculus I
PHYS 105	General Physics I
Semester 2	January - April
BIO 120	Genetics, Evolution and
DIO 120	defictios, Evolution and
DIO 120	Ecology
CHEM 112	,
	Ecology
CHEM 112	Ecology Fundamentals of Chemistry
CHEM 112	Ecology Fundamentals of Chemistry Introduction to Literature and

Important dates

For the Prince George campus only; contact other campuses for their dates.

Fall term

Classes: September 2 – December 12,
 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

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 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

CHEM 111 UT Fundamentals of Chemistry I

3 CR / (3,3)

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.

Prerequisite: Chemistry 12 or CHEM 050 and Pre-calculus 12 or MATH 100 or MATH 050 with a minimum grade of "C" or higher recommended for both prerequisites 3 CR / (3,3)

CHEM 112 UT 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)

ENGL 103 Composition and Style

A study of grammar, composition, and style. A vigorous program of essay-writing plus a variety of writing assignments or exercises dealing with specific problems in essay-writing. Strongly recommended for students who wish to improve their writing skills. 3 CR / (3.0)

ENGL 104 UT Introduction to Literature and Composition

A survey of selected stories, poems, and plays from the classical to the modern periods. Students write essays and exams. 3 CR / (3,0)

MATH 101 UT Calculus I

This course is the first half of a twosemester introductory calculus sequence. Topics covered in the course are the concepts, techniques, and applications of differentiation and an introduction to integration. Together with MATH 102 this course satisfies the first-year mathematics requirement in all university transfer science and applied science programs.

Note: Persons with a "C+" grade or less in Math 12 or MATH 050 will be registered in MATH 100

Prerequisite: Pre-calculus 12 or MATH 100 or MATH 050 or equivalent 3 CR / (4,0)

MATH 102 UT Calculus II

This course is a continuation of MATH 101 and forms the second half of the two-semester introductory calculus sequence. Topics covered in the course are the definite integral, applications of integration, logarithmic and exponential functions, trigonometric and inverse trigonometric functions, hyperbolic functions, techniques of integration, and infinite sequences and series. Together with MATH 101, this course satisfies the first-year mathematics

requirement in all university science and applied science programs.

Prerequisite: MATH 101

3 CR / (4,0)

UT

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.

Prerequisite: Pre-calculus 11 or Foundations of Math 11 with a grade of "B" or higher or MATH 045 or equivalent and one of the following: Physics 11, Applications of Physics 12 with a grade of "B" or higher or PHYS 045 3 CB / (3.3)

PHYS 106 UT General Physics II

This course, along with PHYS 105, satisfies 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.

Prerequisite: Pre-calculus 11 or Foundations of Math 11 with a "B" or higher or MATH 045 or equivalent and one of the following: Physics 11, Applications of Physics 12 with a grade of "B" or higher or PHYS 045 3 CR / (3,3)

140801

Women's Studies and Gender Relations Diploma

Full-time or part-time

Starts September and January (most courses)

Fees: \$6,710 (\$3,355 per one year of arts courses)

Two years

Prince George

Careers

The Women's Studies and Gender Relations Diploma prepares you for a variety of career options within fields of feminist practice.

Admission requirements

 Successful completion of Grade 12 (with English 12 or English 12: First Peoples) 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: It is recommended high school students consult their counsellors to ensure they select the most appropriate high school courses for their chosen career paths.

Note 2: 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 3: The GED certificate meets the general admission requirements but does not meet specific program or course prerequisites.

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

Program outline

Year One

Semester 1	September – December
WMST 101	Introduction to Women's Studies I
ABST 100	An Introduction to the World View of First Nations Peo
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.0
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	

You might also be interested in . . .

- Arts, Associate Degree
- Social Service Worker Certificate
- Social Service Worker Diploma
- Social Service Worker (UT) Diploma
- University-level psychology courses

Important dates

Fall term

UT elective

Classes: September 2 – December 12,
 2014 (exams period: December 4 – 12)

Spring term

- Classes: January 5 April 29, 2015 (exams period: April 21 – 29)
- Study break: February 16 27, 2015

Courses

ABST 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)

UT **ENGL 101** Literature and Composition I

A study of 20th-century short stories and drama, and a consideration of effective composition practices. Students write a minimum of three essays.

3 CR / (3,0)

ENGL 102 Literature and Composition II

A study of 20th-century poetry and novels, and a consideration of effective composition practices. Students write a minimum of three essays.

UT

UT

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 essaywriting. Strongly recommended for students who wish to improve their writing skills. 3 CR / (3,0)

ENGL 104 Introduction to Literature and Composition

A survey of selected stories, poems, and plays from the classical to the modern periods. Students write essays and exams. 3 CR / (3,0)

UT **ENGL 107** Literature and Composition: First Nations Literature

A survey of First Nations literature. Students assess traditional tales from an oral storytelling tradition, as well as poems, plays, and short stories by contemporary writers. As well, students learn effective composition skills and the techniques of literary analysis.

3 CR / (3.0)

ENGL 217 UT Women and Men in Literature I

Students read a selection of novels reflecting different cultural and historical periods. With a primary focus on gender roles, students also focus on literary, feminist, and general socio-cultural concerns, providing fresh insights into literary traditions. Students write at least three essays on literary topics.

Prerequisites: Two of ENGL 101, 102, 103, 104, 107 3 CR / (3,0)

UT **ENGL 218** Women and Men in Literature II

Students read a selection of novels/plays reflecting historical/contemporary gender roles and gender relations. Students consider the representation of men and women in the literature of the 20th century. Students write at least three essays on literary topics.

Prerequisites: Two of ENGL 101, 102, 103. 104, 107 3 CR / (3,0)

MATH 104 UT Introduction to Statistics

This course provides a basic knowledge of statistical methodology. Topics include descriptive statistics, elementary probability theory, probability distributions, sampling, and some standard concepts and techniques of statistical inference, correlation, and linear regression. Applications to a wide variety of problems are emphasized.

Prerequisite: Math 11 or Math 045 or Applications of Math 12

Prerequisite: Effective Fall 2014 intake Foundations of Math 11 or Pre-calculus 11 or, MATH 045, or equivalent 3 CR / (4,0)

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 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)

UT PSYC 205 Developmental Psychology I

This course involves an examination of theory and research related to the development of the human being from conception through childhood. Topics are organized according to a critical analysis of the physical, cognitive, social, and emotional aspects of development. Prerequisites: PSYC 101 and 102-

minimum "D" grades

3 CR / (3,0)

PSYC 206 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 102minimum "D" grades

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)

3 CR / (3,0)

SOC 102 UT Introduction to Sociology II

A continuation of SOC 101. Topics described and explained include the characteristics and changes in the general population, local communities, ethnic groups, social movements, political parties. work settings, and religious organizations. These concerns are illustrated and developed with Canadian materials. Prerequisite: SOC 101 - minimum "D" grade 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 Critical Perspectives on Contemporary Families

UT

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)

WMST 101 UT 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 are explored, with the aim of understanding the relationship between personal empowerment and social change.

WMST 102 UT 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 focuses 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 is placed on Canadian institutions as well as class, race, and age differences between groups of women in Canadian society.

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3 CR / (3,0)

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Upgrading and access

Each year, hundreds of CNC students take College and Career Preparation courses. We have small classes, supportive instructors, and a friendly atmosphere. Students can earn their B.C. Adult Graduation Diploma or upgrade their high school classes to successfully enrol in CNC programs.

International students are attracted to CNC's English as a Second Language program, which is amongst the best English language institutes in Canada and successfully prepares them for entrance into college programs.

CNC's Job Education and Training (JET) and Techniques for Access, Reaching Goals, and Employment Training (TARGET) provide people with learning and developmental disabilities respectively, the skills they need to attain entry-level employment.

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Adventure Seekers Program

Part-time

September, October, January and March intakes

Fees: \$520 (fall semester); \$624 (spring semester)

9 months

Prince George

What is Adventure Seekers?

Adventure Seekers is continued learning for people with disabilities. The program covers topics of relevance and interest to the participants with a focus on global travel, current events, arts and computer technology. Courses and delivery will be modified to suit individual capabilities and interests.

Through individual and group learning, the goal of Adventure Seekers is to

- · Increase and maintain the functional literacy of each student
- Support individual growth
- Increase College and community participation

Who can join the Adventure Seekers Program?

This program is designed for young adults aged 18–30 who have a severe to moderate developmental disability, have completed their secondary education and have a strong interest in learning. It is expected that they will require a support worker; the provision of the support worker is the participant's responsibility.

For more information

For more information on the application process, registration, dates, etc, please contact Community and Continuing Education at 250-561-5846.

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BC Adult Graduation Diploma

Full-time or part-time

Ongoing start dates

Free tuition, but some other costs apply

Duration varies

Burns Lake, Mackenzie, Prince George, Quesnel, and Southside

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

Admission requirements

To obtain your BC Adult Graduation Diploma, you must be at least 19 years of age, and you must take at least three of the courses leading towards graduation as an adult.

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

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

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.

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College and Career Preparation (Adult Basic Education)

Full-time or part-time

Starts August and January (Burns Lake, Mackenzie, Prince George and Quesnel); dates may differ for other campuses

No tuition fees, but some other costs apply

Available at most CNC campuses (including Southside)

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 (formerly known as an Adult Dogwood).

Admission requirements

To enter the CCP program, you must be at least 18 years old.

To enrol in CCP courses, you can

Bring a high school transcript for review. The transcript assists with evaluating what course
prerequisites you already have and determines your education plan. You can make an
appointment with a CNC advisor or regional CCP contact person to discuss your options

Or

If you do not have the course prerequisites, you are required to take the CCP placement
assessment. This allows you to be placed at the appropriate course level and assists with
determining your educational plan. To get an application form for the CCP program and to
sign up for the placement, contact CNC Admissions, or a regional CCP contact person.

Or

 You may have other options if you do not meet the CCP admission requirement. We encourage you to meet with a CNC Advisor or regional CCP contact person.

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: \$52.60 per semester
- Registration fee: \$15.30 per semester
- Student Building Fund: \$6.60 per semester
- Canadian Federation of Students: \$10.75 per semester
- Child Care Centre subsidy fee: \$2.50 per semester
- Recreation fee: \$2.50 per semester
- Student Newspaper fee: \$3.43 per year
- Technology fee: \$5.51 per course (computer accounts are required for all students)
- U-Pass: \$71.90 per semester

There are many ways in which CNC students can receive financial assistance. For details, please contact the Student Awards and Financial Assistance office at 250-561-5838.

What you'll study

Using the results of your assessment as a guide, an instructor will help you choose courses from the list below.

COMP 020 Pagio Computer Studios

Fundamental level

COMP 020	Basic Computer Studies
ENGL 021	Fundamental Preparatory
	English 1
ENGL 022	Fundamental Preparatory
	English 2
ENGL 023	Fundamental Preparatory
	English 3
ENGL 024	Fundamental Preparatory
	English 4
ENGL 025	Fundamental Preparatory
	English 5
ENGL 026	Fundamental Preparatory
	English 6
MATH 020	Basic Preparatory
	Mathematics
	(MATH 021-026)
MATH 021	Fundamental Preparatory
	Mathematics 1
MATH 022	Fundamental Preparatory
	Mathematics 2
MATH 023	Fundamental Preparatory
	Mathematics 3
MATH 024	Fundamental Preparatory
	Mathematics 4
MATH 025	Fundamental Preparatory
	Mathematics 5

Fundamental Preparatory

Mathematics 6

MATH 026

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Intermediate level (roughly equivalent to Grade 10)

COMP 030 Intermediate Computer Studies Intermediate Preparatory ENGL 030

English

MATH 030 Intermediate Algebraic

Mathematics

SCI 030 Intermediate Preparatory

Science

Advanced level (roughly equivalent to Grade 11)

BIO 045 Advanced Preparatory Biology Advanced Preparatory CHEM 045 Chemistry CNST 045 Adanced Preparatory Canadian Studies COMP 045 Advanced 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

SCI 045 Advanced General Science

Provincial level (roughly equivalent to Grade 12)

BIO 050 Provincial Preparatory Biology CHEM 050 Provincial Preparatory Chemistry ENGL 050 Provincial Preparatory English ENGL 051 Provincial Preparatory English: First Peoples 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 selfdisciplined and work well with printed instructions will be successful in this environment. Note: At the Prince George campus, only math courses may be offered on a continuous intake basis.

CCP academic course repeat policy

A student who has received two consecutive final letter grades of "F" in the same College and Career Preparation course can only enrol in that same course for a third consecutive time with permission from a counsellor or the Dean/Regional Director. However, the student may enrol in the same course again after a onesemester break.

Important dates

Prince George campus:

Orientation

• August 25, 2014

Fall term

Classes: August 25 - December 12, 2014 (includes exams)

Spring term

- Classes: January 5 May 8, 2015 (includes exams)
- Study break: February 16 27, 2015

Burns Lake and Southside campuses: Fall term

Classes: September 8 - December 19, 2014

Spring term

- Classes: January 5 May 29, 2015
- Study break: March 30 April 10, 2015

Summer term (Burns Lake)

Classes: June 8 - August 21, 2015

Courses

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: English 030 or English 10 or appropriate reading level 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: One of Biology 045, Biology 11, English 045, English 12 or English 12: First Peoples; or appropriate reading comprehension level as evaluated by a CCP placement test

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.

Prerequisite or Corequisite: One of Math 044, Math 045 or Principles of Math 11, Foundations of Math 11 or Pre-calculus Math 11 completed within the last year; or appropriate math level as evaluated by a CCP placement test

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 Chemistry 11 completed within last three years and one of MATH 044, MATH 045, or Principles of Math 11, Foundations of Math 11 or Precalculus Math 11 completed within the last year; or appropriate math level as evaluated by a CCP placement test

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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

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: English 030 or English 10 and one of Math 030, Principles of Math 10, Foundations of Math and Pre-calculus 10 or Computers 030; or appropriate reading and math levels as evaluated by a CCP placement test

ENGL 021 Fundamental Preparatory English 1

ENGL 021 provides students with the skills necessary to enter ENGL 022. Areas covered include pre-reading, beginning reading, pre-writing, beginning writing and essential skills and strategies for learning (oral communication, working with others, continuous learning, thinking skills).

Prerequisite: Interview with the CCP placement person and participation in a

ENGL 022

reading and writing assessment

Fundamental Preparatory English 2

ENGL 022 provides students with the skills necessary to enter ENGL 023. Areas covered include beginning reading (e.g., phonics, personal and functional sight words), beginning writing (e.g., complete sentences, short messages) and essential skills and strategies for learning (oral communication, working with others, continuous learning, thinking skills). Students work in small classes with other adults at a similar skill level.

Prerequisite: Successful completion of ENGL 021 or interview with the CCP placement person and participation in a reading and writing assessment

ENGL 023 Fundamental Preparatory English 3

ENGL 023 provides students with the skills necessary to enter ENGL 024. Areas covered include reading (e.g., word attack skills, summarizing short passages), writing (paragraph format) and essential skills and strategies for learning (oral communication, working with others, continuous learning, thinking skills). Students work in small classes with other adults at a similar skill level.

Prerequisite: Successful completion of ENGL 022 or interview with the CCP placement person and participation in a reading and writing assessment

ENGL 024 Fundamental Preparatory English 4

ENGL 024 provides students with the skills necessary to enter ENGL 025. Areas covered include reading (e.g., increased reading fluency), writing (e.g., expanded paragraph writing skills), and essential skills and strategies for learning (oral communication, working with others, continuous learning, thinking skills).

Students work in small classes with other adults at a similar skill level.

Prerequisite: Successful completion of ENGL 023 or interview with the CCP placement person and participation in a reading and writing assessment

ENGL 025

Fundamental Preparatory English 5

ENGL 025 provides students with the skills necessary to enter ENGL 026. Areas covered include reading, writing and essential skills and strategies for learning (oral communication, working with others, continuous learning, thinking skills). Students work in small classes with other adults at a similar skill level.

Prerequisite: Successful completion of ENGL 024 or interview with the CCP placement person and participation in a reading and writing assessment

ENGL 026

Fundamental Preparatory English 6

ENGL 026 provides students with the skills necessary to enter ENGL 030. Areas covered include reading, writing and essential skills and strategies for learning (oral communication, working with others, continuous learning, thinking skills). Students work in small classes with other adults at a similar skill level.

Prerequisite: Successful completion of ENGL 025 or interview with the CCP placement person and participation in a reading and writing assessment

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 026 or English 9 or as evaluated by a CCP placement test

ENGL 045 Advanced Preparatory English

The course includes reading, writing, speaking, and listening skills. Extensive writing and research skills are taught. There is a literature component, as well as a section on media literacy.

Prerequisite: ENGL 030 or English 10 or as determined by a CCP placement test

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ENGL 050 Provincial Preparatory English

This course emphasizes writing, research, and communication skills. There is a strong literature component, which includes study in all literary genres.

Prerequisite: English 045 or English 11 (not Communications 11) or as evaluated by a CCP placement test.

ENGL 051 Provincial Preparatory English: First Peoples

This course is designed to introduce the student to Aboriginal perspectives while developing writing, research, and oral communication skills. There is a strong literature component which includes study in various literary genres.

Prerequisite: English 045 or English 11 (not Communications 11) or as determined by the appropriate CNC placement test

MATH 021 Fundamental Preparatory Mathematics 1

This is an introductory course designed to develop basic math skills to enable students to function more effectively in personal, work and educational situations. Concepts covered include addition, subtraction, and estimating of whole numbers.

Prerequisite: Interview with the CCP placement person or department head and participation in a reading and writing assessment

MATH 022 Fundamental Preparatory Mathematics 2

This is an introductory course designed to develop basic math skills to enable students to function more effectively in personal, work and educational situations. Concepts covered include rounding, addition, subtraction, simple multiplication, money, time and introductory geometry.

Prerequisite: Successful completion of MATH 021 or interview with the CCP placement person or department head and participation in a reading and writing assessment

MATH 023 Fundamental Preparatory Mathematics 3

This is an introductory course designed to develop basic math skills to enable students to function more effectively in personal,

work and educational situations. Concepts covered include multiplication, division, metric, measurement and introductory geometry.

Prerequisite: Successful completion of MATH 022 or interview with the CCP placement person or department head and participation in a reading and writing assessment

MATH 024 Fundamental Preparatory Mathematics 4

This is an introductory course designed to develop basic math skills to enable students to function more effectively in personal, work and educational situations. Concepts covered include adding, subtracting, multiplying and dividing decimals and measurement.

Prerequisite: Successful completion of MATH 023 or interview with the CCP placement person or department head and participation in a reading and writing assessment

MATH 025 Fundamental Preparatory Mathematics 5

This is an introductory course designed to develop basic math skills to enable students to function more effectively in personal, work and educational situations. Concepts covered include common fractions, adding, subtracting, multiplying and dividing fractions and common fractions and decimals. Students are encouraged to develop automaticity and estimation skills in order to increase their competence in mathematics.

Prerequisite: Successful completion of MATH 024 or interview with the CCP placement person or department head and participation in a reading and writing assessment

MATH 026 Fundamental Preparatory Mathematics 6

This course provides students with the skills necessary to enter MATH 030. The course is designed to develop basic math skills to enable students to function more effectively in personal, work and educational situations. Concepts covered include ratio, rate and proportion, percent and statistics, graphing and calculator use. Students are encouraged to develop automaticity and

estimation skills in order to increase their competence in mathematics.

Prerequisite: Successful completion of MATH 025 or interview with the CCP placement person or department head and participation in a reading and writing assessment

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 026 or as evaluated by a CCP 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 026 or as placed by the CCP placement 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. The course is competency based.

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Prerequisite: One of Math 030, Math 041, Apprentice and Workplace 10, Foundations of Math and Pre-calculus 10 completed within the last three years or as evaluated by a CCP placement test

MATH 044

Advanced Developmental Mathematics

The course includes math for science, number and number operations, geometry, algebra—linear and quadratic equations, inequalities, factoring polynomials, simplification, addition, subtraction, multiplication, and division of rational expressions.

Prerequisite: Math 030 or Principles of Math 10, or Foundations of Math and Precalculus 10 completed within the last year or as evaluated by a CCP 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 higher, Math 044,or "B+" or higher in Principles of Math 10, Foundations of Math and Pre-calculus 10 completed within the last year or as evaluated by a CCP placement test

MATH 050

Provincial Preparatory Algebraic Mathematics

This course is designed for students who are seeking admission to technical programs or who need to meet a prerequisite of Math 12. This course will also prepare students for introductory calculus. Topics include polynomials; equations and inequalities; imaginary and complex numbers; sequences and series; and exponential, logarithmic, circular, trigonometric and inverse functions.

Prerequisite: Math 045 or "B+" or higher in Principles of Math 11, Foundations of Math 11 or Pre-calculus 11 completed within the last year or as evaluated by a CCP placement test

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: One of Math 030, Math 044, Principles of Math 10 or Foundations of Math and Pre-calculus 10 or as evaluated by a CCP placement test

Prerequisite or Corequisite: One of Math 045, Principles of Math 11, Foundations of Math 11 or Pre-calculus 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: Physics 045 or Physics 11 completed within last three years, and one of Math 045, Principles of Math 11, Foundations of Math 11 or Pre-calculus Math 11 completed within the last year or appropriate math level as evaluated by the CCP math placement test

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: ENGL 026 and MATH 026 or as evaluated by the CCP placement test

SCI 045

Advanced General Science

This is a general science course developed primarily for students who have had little or no science background. Advanced General Science is a lab-oriented course that introduces students to the basics of scientific inquiry, scientific terminology, chemistry and biology, including cell biology, viruses, bacteria, botany, and ethnobotany. Prerequisite: English 030 or English 10 or appropriate reading comprehension level as evaluated by a CCP placement test

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ESL (English as a Second Language)

Full-time or part-time

Starts September, January, and May

Fees vary

15-week semester

Prince George

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.

Admission requirements

- 1. You must be at least 17 years of age, or turn 18 during the first semester at CNC.
- 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/IELTS 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

Elective course

ESL 086 IELTS Preparation Course

Note: While in the ESL program, students in the Advanced level may take one non-language intensive University Studies (UT) course (maximum of 3 credits). At the EAP level, students may take a maximum of two non-language intensive UT courses (maximum of 6 credits).

The UT courses open to students in ESL are limited to only some designated non-language intensive courses.

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.

ESL level progression

Level 1 - Fundamental ESL

Main focus: vocabulary building, pronunciation, and conversation. Reading and writing are also taught.



Level 2 - Intermediate ESL

Core courses include grammar, listening and speaking, reading, writing.



Level 3 - Advanced ESL

Core courses include listening and speaking, reading, writing, grammar.

Plus one university course



Level 4 — English for academic purposes

Core courses include college level writing, reading, listening, and speaking.

Plus two university courses



University, business or career technical programs

No TOEFL/IELTS is required after completing English for academic purposes.

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

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Important dates

Fall term

 Classes: September 2 – December 12, 2014 (includes exams)

Spring term

- Classes: January 5 April 29, 2015 (includes exams)
- Study break: February 16 27, 2015

Courses

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 also learn and practise some English idioms, new vocabulary, and communicative grammar. Pre-writing and revision strategies are introduced. Some knowledge about Canadian culture will be presented through films and music.

Prerequisite: As determined by the ESL placement test

ESL 070 Intermediate Grammar

This course strengthens and develops grammar structures through listening, speaking, and writing. Students can use and manipulate grammar points (verb tenses, modals, nouns, adjectives, conditionals).

Prerequisite: Completion of ESL 060 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 071 Intermediate Listening and Speaking

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

Prerequisite: Completion of ESL 060 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 072 Intermediate Writing

In this course students learn the organization of a paragraph. Prewriting and

editing strategies are strengthened, and writing for various purposes are introduced. Prerequisite: Completion of ESL 060 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 073 Intermediate Reading

This course develops the skills of reading for the main idea, skimming, scanning, predicting, guessing meaning from context, and drawing inferences. Students work 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.

Prerequisite: Completion of ESL 060 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 086 IELTS Preparation Course

This 45-hour course prepares students for the IELTS exam. The course provides practice in the four skill areas: listening, speaking, reading, and writing. In addition, this course reviews and strengthens previously learned grammar and vocabulary as well as introduce students to the IELTS exam task types and exam formats. This course is suitable for students who want to achieve higher scores in the academic module. It is intended for students whose current level of English is advanced.

Prerequisite: Successful completion of Level 2 (Intermediate) in CNC's ESL program or as determined by the ESL Department placement test

ESL 090 Advanced Grammar

Students will become familiar with the English verb system in terms of time frame and aspect. Students 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.

Prerequisite: Completion of ESL 070 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 091

Advanced Listening and Speaking

Students practise listening to advanced level speech for main ideas and specific information. Using various dialogues taken from social and academic contexts, they will examine and practise using idioms common to Canadian English. Students participate in class discussions and give short presentations.

Prerequisite: Completion of ESL 071 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 092 Advanced Writing

This course focuses on paragraph writing for various purposes. Students can write several types of complex sentences and give supporting details for their ideas in well organized paragraphs. Essay writing is introduced.

Prerequisite: Completion of ESL 072 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 093 Advanced Reading

Students read short stories, articles, essays, and novels in order to practise 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.

Prerequisite: Completion of ESL 073 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 095 English for Academic Purposes: Listening and Speaking

This course gives students the opportunity to practise listening to lectures, presentations and dialogues at an academic level. Students participate in group surveys, discussions, and interviews and give a minimum of three presentations. Prerequisite: Completion of ESL 091 with a grade of "B" or higher, or as determined by the ESL placement test

ESL 096 English for Academic Purposes: Advanced Grammar and Writing

Students learn techniques for producing sound, effective, and successful essays through the themes of unity, support,

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coherence, and sentence skills. Students can practise and develop their skills, while comparing their own work with provided readings. In addition, students study advanced grammar points, as well as techniques for finding information for research essays.

Prerequisites: Completion of ESL 090 and ESL 092 with grades of "B" or higher, or as determined by the ESL placement test

ESL 097 English for Academic Purposes: Reading

This course advances 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, are provided to help students develop effective reading and clear thinking skills.

Prerequisite: Completion of ESL 093 with a grade of "B" or higher, or as determined by the ESL placement test

150126

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Focus Employment Program

Full-time or part-time

Starts September

Ongoing registration

Fees: \$617

9 months

Burns Lake

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

Financial aid

Funding supports may be available. Contact advisor/counsellor at Burns Lake campus for details.

Important dates

Fall term

 Classes: September 8 – December 19, 2014

Spring term

- Classes: January 5 May 29, 2015
- Study break: March 30 April 10, 2015

140801

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JET (Job Education and Training)

Part-time

Starts September

Fees, entire program: \$846

Nine months

Prince George; offered through Quesnel on a rotating basis

About JET

Gain the skills you need to get a job. The JET program prepares people with learning difficulties for entry-level positions in competitive employment. Students' essential skills levels are assessed and developed through skill-building modules to prepare the student for the workplace. 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. Financial aid may be available.

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.

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.

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.

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 job training placement.

JET 155 Job Search

This course provides students with strategies and techniques to locate job opportunities and perform independent job searches. Students participate in a job training placement, or an active job search supported by JET staff.

Questions?

Contact JET staff at 250-561-5836 or 1-800-371-8111, ext. 5397, or e-mail dauvinj@cnc.bc.ca

You might also be interested in . . .

TARGET

Important dates

Fall term

 Classes: September 2 – December 19, 2014

Spring term

- Classes: January 5 May 22, 2015
- Study break: February 16 27, 2015

140801

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TARGET

(Techniques for Access, Reaching Goals, and Employment Training)

Part-time

Starts September

Fees, entire program: \$1,105

Nine months

Prince George

About TARGET

The TARGET program introduces students with developmental disabilities to the basic skills required for the world of work. The program combines classroom instruction with supported entry level work placements. Financial aid may be available.

TARGET is designed for students who need the following:

- Support finding a job: the TARGET placement co-ordinator can help introduce the student to
 employers.
- Support with interviews: interview techniques are developed in the classroom, and then work
 placement interviews are completed with support from the TARGET placement co-ordinator.
- Modifications to the job (if needed) so they can carry out work-related tasks.
- Extra support to learn job skills: the TARGET placement co-ordinator can provide extra training.
- Problem-solving assistance that may be needed on the job.
- Support adjusting their non-work life and employment: Many people lose jobs because they
 have trouble fitting work into their lives.

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.

Program outline

Basic employment skills training

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 and coworkers, safety in the workplace, 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, work 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 placements

Students will participate in part-time work placements during designated program segments. Work 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.

Contact TARGET staff at 250-561-5836 or 1-800-371-8111, ext. 5397, or e-mail dauvinj@cnc.bc.ca

You might also be interested in . . .

JET

Important dates

Fall term

 Classes: September 2 – December 19, 2014

Spring term

- Classes: January 5 May 22, 2015
- Study break: February 16 27, 2015

140801

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Support services and facilities

CNC offers a full range of services and facilities to help you have the best possible learning experience. This section focuses mainly on services at Prince George, our largest campus, however, many of these services are available to students at all CNC campuses. Our regional campuses also provide excellent services for students. Please consult specific regional campuses for details.

Most services/facilities listed in this section also have web pages - please visit www.cnc.bc.ca.

Emergencies/Evacuation Procedure: 250-561-5827

In case of emergency, call one of these numbers:

- Call 250-561-5827 or ext. 200
- Locate a red safety phone at most entrances
- Press the "S" button on marked pay phones
- Locate the closest Emergency phone 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 to students may be relayed through the switchboard (250-562-2131, ext. 0).

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Aboriginal Resource Centre (ARC)

Ph: 250-562-2131, ext. 5460/5488 Toll-free: 1-800-371-8111, ext. 5460/5488

Fax: 250-561-5874 Room 1-773 www.cnc.bc.ca/arc

The ARC welcomes Aboriginal students in a unique gathering place. There are spaces for quiet study, computer access, and activities. Students will have the support of the ARC manager, an access instructor, a cultural advisor and an academic advisor. Services include tutoring, advice on financial support, liaison with sponsoring agencies and CNC faculty, academic and career planning, and advice on support services at CNC and in Prince George. In addition, the ARC supports the activities of the CNC Dream Hunters Aboriginal Student Club. The ARC is a supportive community that provides the necessary services for an easier transition into college and continued success during your academic journey.

Accessibility Services

Ph: 250-561-5838

Fax: 250-561-5879

Toll-free: 1-800-371-8111, ext. 5838

E-mail: dss@cnc.bc.ca
Student Central: Room 1-753
www.cnc.bc.ca/Exploring/Services/student

www.cnc.bc.ca/Exploring/Services/student _services/Disability_Support_Services.htm To ensure appropriate services can be

identified and provided in a timely manner,
Accessibility Services requires current
documentation that meets Ministry of
Advanced Education criteria. Registered
students are encouraged to contact
Accessibility Services at least one semester
(4 to 6 months) before their program starts.

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 service providers;
- · Accommodation planning
- Assistance with the admissions/ registration process;

- Provision of assistive technology through AT-BC;
- Entrance exam accommodations;
- Provision of support services such as notetaking, tutors, exam accommodations;
- Supportive counselling by a Registered Clinical Counsellor:
- Providing interpreters, alternate format textbooks, discussing learning strategies, or other support requirements related to specific disability issues.

Accessibility Services is available year round. Referrals from instructors, counselling and community agencies are welcomed, as are self-referrals.

Admissions, Registration and Records

Ph: 250-561-5800

Toll-free: 1-800-371-8111, ext. 5800

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.

Advising

Ph: 250-561-5818

Toll-free: 1-800-371-8111, ext. 5818

Fax: 250-561-5879 E-mail: advising@cnc.bc.ca Student Central: Room 1-753

www.cnc.bc.ca/Exploring/Services/student _services/advising.htm

Academic advisors provide comprehensive academic advising services to assist students and prospective students to maximize their chance of success at the College of New Caledonia.

Academic advisors are available to assist students with

- · Preparing to enter college;
- Establishing educational and career goals;
- Recommending support for selfidentified academic barriers;
- Counsellor referrals for personal support;
- Obtaining information on career options, skill requirements and admission criteria;

- · Planning educational programs;
- Adding or dropping courses;
- Transferring to or from another postsecondary institution;
- Determination of mature student status eligibility.

Hours: Monday – Friday, 9 a.m. to 4 p.m. (closed Fridays from 12 noon to 1 p.m.) Later appointments may be available. Drop-in times are available daily.

CNC's Fort St. James, Lakes District, and Quesnel campuses also offer part-time Advising services. Contact the campuses directly for an appointment.

Cafeteria

Ph: 250-561-5807

Toll-free: 1-800-371-8111, ext. 5807

Food for your mood. Visit the grill in our newly-renovated servery for hamburgers and fries, or try out our Professional Cook 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 (CSS)

Ph: 250-561-5837

Toll-free: 1-800-371-8111, ext. 5837

Fax: 250-561-5883 E-mail: css@cnc.bc.ca Student Central: Room 1-725

www.cnc.bc.ca/Exploring/Services/student _services/css.htm

CSS offers tutoring and helpful support on study techniques, test-taking strategies, time management, and more. You can connect with an English/math instructor, take a short course in basic English or math, or use CSS's textbooks and handouts. Computers and a quiet study area are also available. Most of these services are free to CNC students.

Test centre services

 Student Readiness Assessment in English and/or Math: After you write your SRA, you will be contacted regarding the next steps you can take to be successful in your course of studies at CNC. Many students take advantage of the resources available at the CSS to upgrade and hone skills that may need attention. 292 Support services and facilities College of New Caledonia

- SRA at another test centre: Students
 may make arrangements through the
 CSS to write their SRA at an authorized
 test centre. Visit the CSS website for
 complete details and requirements to
 arrange to write this assessment at
 other locations.
- 3. Other testing services: If you need an exam invigilated, we can help with that during non-peak times at CNC. The CSS is an authorized test centre for Pearson Vue Testing, and a certified test centre for the National College Testing Association. The CSS offers both paper-based and secure, web-based testing services in a professional environment. Visit the CSS website for details. The fee for this service is \$40 (plus taxes), payable at the Admissions or Financial Services offices.

Chaplaincy

Ph: 250-561-5306

Toll-free: 1-800-371-8111, ext. 5306

E-mail: chaplain@cnc.bc.ca

Chaplaincy Office:

Room 1-122 (near the cafeteria)

Multifaith Prayer Room:

Room 1-119 (near the cafeteria)

www.cnc.bc.ca/Exploring/Services/student _services/Chaplaincy.htm

CNC Interfaith Chaplaincy is a coalition of faith communities offering regular weekly services to students and staff that include

- Information on local faith groups and places to worship;
- Pastoral care and counsel in times of need or crisis;
- Space for prayer and reflection;
- Help with issues of faith and lifestyle;
- Spiritual guidance and opportunities for spiritual development through prayer, discussion, lectures and worship;
- Opportunities for understanding between people of different faiths.

Cinema CNC

Ph: 250-562-2131, ext. 5308 Toll-free: 1-800-371-8111, ext. 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: 250-561-5852

Toll-free: 1-800-371-8111, ext. 5852

Fax: 250-561-5884 E-mail: info@cncsu.ca

Room 1-303 www.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 the U-Pass (Prince George City transit/Aquatic Centre and Four Seasons Pool pass), extended health and dental benefits, club funding, locker rentals, photocopying and free faxing, travel/local discount cards, the CNCSU Confluence (CNC's only student-run newspaper) 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 more than 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. General elections for the Executive Committee take place during the spring 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 planning and decision-making committees where you can get involved and have your voice heard. The Students' Union also 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 rewarding 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 contact us (see information above). For 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, ext. 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.

Communication Services

Ph: 250-561-5859

Toll-free: 1-800-371-8111, ext. 5859

Fax: 250-561-5876 Room 2-380

E-mail: communications@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
- · Alumni/fundraising
- College events
- Internal communications
- Public relations/media relations
- Publications/Graphic design
- Student recruitment
- Web design

Communication Services 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.

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Counselling (Personal and Career)

Ph: 250-561-5818

Toll-free: 1-800-371-8111, ext. 5818

Fax: 250-561-5879

Student Central: Room 1-753

www.cnc.bc.ca/Exploring/Services/student _services/counselling.htm

The Counselling Department provides counselling services to assist students to maximize their chance of success at the College of New Caledonia. Prospective students can access career interest testing.

Counsellors are available when students require assistance with

- Barriers to personal and academic success;
- Personal problems or crises;
- Test anxiety or stress reduction;
- · Mental health issues;
- Career counselling and/or career interest testing;
- Withdrawal from courses/programs for personal or medical reasons after deadline dates;
- Determination of mature student status (i.e., eligibility);
- Academic probation and program approval;
- Assistance with College appeal process.

Counselling hours: Monday – Friday, 9 a.m. to 4 p.m. (closed Fridays from 12 noon to 1 p.m.)

CNC's Quesnel and Lakes District campuses also offer part-time Counselling services. Contact the campuses directly for an appointment.

Deli

Ph: 250-561-5807

Toll-free: 1-800-371-8111, ext. 5807

The Deli (in the Brink Building) provides hot and cold snacks and light meals.

Disability Support Services

See Accessibility Services, p. 291

Early Care and Learning Centre

Ph: 250-561-5834

Toll-free: 1-800-371-8111, ext. 5227 or

5834

E-mail: childcarecentre@cnc.bc.ca www.cnc.bc.ca/Exploring/Services/student _services/eclc.htm

Hours: 7:45 a.m. – 5:15 p.m. year-round (closed on statutory holidays and between Christmas and the New Year)

CNC's own on-site child care centre is proud to provide full-time care for 3–5 year-olds in the Prince George community. The Centre is a highlight of the Early Childhood Education programming at CNC as it is a learning lab for ECE students and is staffed by highly qualified ECE professionals. For more information about seat availability, call today or visit the website for the program brochure.

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 continual basis. The College's Occupational Health and Safety Committee, comprising employee and management representatives, meets monthly. Students must comply with WorkSafeBC safety regulations as outlined elsewhere in this calendar, where applicable.

WorkSafeBC coverage

WorkSafeBC coverage extends 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.

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.

Health and Wellness Centre

Ph: 250-562-2131, ext. 5377 Toll-free: 1-800-371-8111, ext. 5377

Fax: 250-561-5887 E-mail: health@cnc.bc.ca

Room 1-460 (next to dental entrance) www.cnc.bc.ca/Exploring/Services/student _services/Nurse_Practitioner.htm

As part of the Northern Health Authority Services, the College has a family nurse practitioner and a physician who are available to provide CNC students with primary health care services during the week.

Nurse practitioners are registered nurses with advanced practice education that prepares them to diagnose/treat common health problems including prescribing medications, ordering tests and referrals to other health care providers, including physician specialists. Nurse practitioners can also order and interpret X-rays, lab work and other medical tests.

August to June hours (closed in July)

For a complete schedule of clinic hours, visit http://goo.gl/0Os8c6

Nurse practitioner:

- Drop-in appointments on a first-come, first-served basis on Wednesdays and Thursdays, 9 a.m. to 11 a.m.
- Scheduled appointments on Wednesdays, 1:30 p.m. to 3:30 p.m. and on Fridays, 9 a.m. to 11 a.m.

Physician:

Scheduled appointments on Thursdays,
 1 p.m. to 3:30 p.m.

Homestay Program (International Students)

Ph: 250-561-5857

Toll-free: 1-800-371-8111, ext. 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 294 Support services and facilities College of New Caledonia

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 \$200. Students also pay a security deposit of \$700 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 \$700 per month, which covers accommodation and meals.

Information Technology Services

Ph: 250-561-5812 Toll-free: 1-800-371-8111

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, however, 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 Fort St. James
- CNC Mackenzie
- CNC Quesnel
- CNC Vanderhoof

International Education Department

Ph: 250-561-5857

Toll-free: 1-800-371-8111, ext. 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 airport pickup, a comprehensive orientation to the College, academic advising, homestay placement, personal and career counselling, and assistance with visa extensions and work permit applications. Each semester, the International Education Department organizes activities to help you meet new friends, learn about life in Canada and have fun.

Program choices

International students may work with our academic advisor to plan a program path to meet their goals. 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 can begin earning diploma, certificate, or degree credits. 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, and to plan their academic paths.

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. Two years at CNC and two years at university equals your degree.

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.

CNC also offers excellent specialized programs that are attractive to many international students, such as

- Dental Hygiene Diploma
- Engineering (Applied Science) Certificate
- Fine Arts Certificate
- Human Resources Management Post Diploma
- Post Diploma in Information Technologies

• Post Diploma in Tourism Management

The college's International Education department also works with schools abroad to offer internship experiences and short-term language and cultural studies. Find out how your resumé can be globalized with a work-language partnership at CNC.

Kodiaks Restaurant

Ph: 250-562-2131, ext. 5623 Toll-free: 1-800-371-8111, ext. 5623

Here's where Professional Cook students work to create a gourmet dining experience. The restaurant is open several times each academic year for lunch and dinner.

Library

Ph: 250-561-5811

Toll-free: 1-800-371-8111, ext. 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, Fort St. James, Mackenzie, Quesnel, 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 2,200 movies from the Cinema CNC collection. You can use email, access online journals and the Internet, or choose a book from our collection of 180,000. All services are free.

Media Services

Ph: 250-561-5805

Toll-free: 1-800-371-8111, ext. 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

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use light tables, scanners, and various colour and black-and-white printers.

Recreation

Ph: 250-561-5803

Toll-free: 1-800-371-8111, ext. 5803 Room 2-380 (Communication Services)

E-mail: gym@cnc.bc.ca

To enjoy CNC's gymnasium, squash court, weight room, and other recreational facilities, please call us.

Security and First Aid: 250-561-5827

There are several ways to phone Security and First Aid:

- Ph: 250-561-5827 or ext. 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 Awards and Financial Assistance

Ph: 250-561-5838

Toll-free: 1-800-371-8111, ext. 5838

Fax: 250-561-5879 E-mail: finaid@cnc.bc.ca

www.cnc.bc.ca/Exploring/Services/student

_services/financial_aid.htm

Student Central: Room 1-753

The Student Awards & Financial Assistance department offers a variety of services and assistance to student (including students with designated permanent disabilities) who are arranging funding for their education, including:

- StudentAid BC loans and grants for full and part time students
- ABESAP Adult Basic Education Student Assistance Program for upgrading and developmental courses/programs
- · Appeals related to funding issues
- Emergency loans and Hardship/ Emergency Assistance – students enrolled in current Trades, Certificate or Diploma programs – application required
- · Personal budgeting
- CNC Awards program online Scholarships and Bursaries applications process

Financial Assistance

There are various sources of financial assistance available to students at CNC. Students are advised to become familiar with the funding resources and if they meet the eligibility requirements.

 Student Loans: The main source of educational financial assistance is from StudentAid BC which is a broad program of educational financial assistance through student loans (full and part time learners), grants and scholarships for post-secondary students to ensure that BC residents have an opportunity to reach their education objectives. They also have a comprehensive loan repayment program available to all students.

Applications can only be accessed online at studentaidbc.ca//explore/ grants-scholarships/adult-basic-education-student-assistance-program

Adult Basic Education Student
Assistance Program: ABESAP is a
provincial government –funded program
that provides needs-based grants to
students enrolled in upgrading, ESL and
Developmental Programs. These grants
are intended to offset the costs
associated with tuition, fees, books,
unsubsidized childcare and possible
transportation for students most in need
of financial assistance.

Applications (complete and print) available online at www.studentaidbc.ca

- External Awards Funding: Students are encouraged to access awards offered outside of the College program. A partial list is available at: www.cnc.bc. ca/Exploring/Services/student_services/financial_aid/external_awards.htm
- CNC Awards Program Scholarships and Bursaries: CNC offers over \$200,000 in student awards each year. For most programs, students must be registered in the Fall and Spring semesters to be eligible to apply for most awards these are not program entrance type awards and Trades students need to be registered in their current program. Applications will open early October and are available using the self-directed online process and the student's CNC Connect account at http://goo.gl/TnrX0K

Student Residence

Ph: 250-561-5849

Toll-free: 1-800-371-8111, ext. 5849

Fax: 250-561-5882 E-mail: residence@cnc.bc.ca

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 kitchen area (including a stove, fridge and sink), laundry facilities on both floors, and park-like grounds with a patio, picnic tables, and barbecue. During the school year, six student advisors live in the residence and assist with programs. The 2014-15 rates start at \$390 per month (subject to change) for a standard, single room with a shared bathroom. This fee covers high-speed Internet, cable television, heat, light, and all other utilities except telephone and parking. Parking rates are approximately \$35 per month, payable at Impark. Parking spaces are available on the residence property site.

You can apply in person, by mail, or online at /www.cnc.bc.ca/Exploring/Services/student_services/Student_Residence.htm

Admissions, fees and policy information

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Admissions, Registration and Records

Note: This section does not pertain to admission to Continuing Education programs. Please see program contact information 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;
- 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. or
- d) Study in a program for less than six months as a visitor to Canada.

3. International students

Admission requirements

ESL programs: For admissrs of age or more

- Must have completed high school or equivalent of Grade 12 in British Columbia
- Must meet all program admission requirements

- 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 6.0 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 should I apply?" (page 308).

Application procedure

- 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.
- Arrange to have an original copy of your TOEFL or IELTS results sent to the College of New Caledonia. TOEFL score required for all programs except ESL is 80 IBT, 213 PBT or 550 PBT. IELTS required score is 6.0. CNC's institutional TOEFL code is 9053.
- Send the International Student
 Application, official documents, and a \$125 application fee to the College of New Caledonia. For the best chance of acceptance, send your application as early as possible.
- 4. When your documents have been assessed and you have been determined to be admissible to the program for which you applied, you will be sent a Letter of Conditional Offer and a fee assessment.
- 5. When we have received your first semester deposit and all documents, you will receive an Official Letter of Acceptance from the College. Take the letter to the nearest Canadian Consulate to apply for a Study Permit allowing you to study in Canada.
- 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 the 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) Mature student status: Students who are at least 19 years of age on the first day of the term for which admission is sought and have been out of the regular school system for at least one year may gain entry as mature students. Students wishing to be considered for admission to College programs as a mature student must consult with a CNC counsellor/advisor, or in the case of regional campuses, an appropriate counsellor, administrator, or instructor, before submitting an application. Individual course prerequisites listed for the program or course being applied for must be met or exempted by the appropriate department/program.
- c) Students who are under 18 years of age may be granted special admission to a program or course upon the written recommendation of a College of New Caledonia counsellor/advisor and upon the authorization of the appropriate Dean of the specific program. 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/advisor 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 only to those applicants who, in the opinion of the College, possess the requisite capabilities for success.

It is important to the College that you maximize your chances for success in your program. The Student Readiness Assessment (SRA) is the process that students and programs use to determine if you have the starting skills you need to be successful in a specific program. If the program to which you are applying uses the SRA, you will need to contact the Admissions department to schedule this assessment. The results are used to discuss with you whether you're ready for the program, whether you need a brush-up on your skills or whether upgrading is necessary prior to program entry. The SRA can also be part of the process used to determine admission as a mature student. To learn more about mature student status, please meet with an academic advisor or counsellor.

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 front 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 15.
 Submit the completed application as early as possible (seats are limited in many programs) along with the 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 on or before March 31 for fall entry into limited enrolment programs will receive priority processing.
- c) Applications received after March 31 for fall entry into limited enrolment programs are considered late. If the program applied for is oversubscribed at the March 31 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 enrolment programs which become oversubscribed after March 31 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 an 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 postsecondary 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 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 an 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 Protection of Privacy Act. See also Confidentiality of Student Records (page 301).

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 nonidentifiable 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 processes

After applications are finalized, eligible applications will be processed for admission. For most programs starting in the fall, the selection process normally begins May 1 for September intakes. (For additional information refer to specific program descriptions.)

There are three different program admission types – 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 and Business 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.

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.

Selective admission

All applications are accepted up to the 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.

Registration procedures

Applicants who have been accepted for admission to the College are encouraged to 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.
- Identification cards: Student identification cards are issued by the Admissions
 Office upon full payment of fees and after the fee payment deadline day.

Procedures for selective admission programs

On April 30 for Fall semester start, and October 31 for Spring semester start, all programs (with the exception of Dental Hygiene and Medical Radiography Technology) 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 Medical Radiography Technology are noted under sections 3 and 4 of this policy.

- For limited enrolment programs that are not oversubscribed, selections will be made as follows:
 - a) Applicants who meet admission requirements will be accepted on April 30 or thereafter until the program is fully subscribed.
 - b) By April 30 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.
 - 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 refundable tuition deposit plus a 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 no later than the normal program final fee date.
 - e) All acceptances are conditional pending proof that the admission criteria have been satisfied.
- For limited enrolment programs that are deemed to be oversubscribed, selections will be made as follows:

- a) By April 30 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 1, acceptable applicants for these programs will be selected by the appropriate Dean and/or his or her selection committee. Selection processes for most programs have been published under the program areas in this calendar. Students are encouraged to review these criteria and respond to them if they wish to increase their chances of acceptance.
- 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 refundable tuition deposit plus a 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.
- 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.
- 3. For the **Dental Hygiene Program,** the following procedure will apply:
 - a) On March 15, 100% of all acceptable applicants for this program will be selected by the appropriate dean and/or his or her selection committee. Selection process 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) All applicants who are selected in the initial acceptance process and who

- are sent a notice of acceptance will be required to submit a refundable tuition deposit plus a non-refundable registration fee.
- If the deposit is not received in the Admissions Office by the deposit deadline date, the applicant will lose his/her seat.
- All remaining fees must be paid not later than the normal program final fee date
- d) All acceptances are conditional pending proof that admission criteria have been satisfied.
- For the Medical Radiography
 Technology Program, the following procedure will apply, as approved by the CNC Board:
 - a) On April 30, all eligible applicants for this program will be selected by the appropriate dean and/or his or her selection committee. Selection processes are published under the program areas in 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 refundable tuition deposit plus a 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.
 - All remaining fees must be paid no 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 postsecondary 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, Counselling and Advising or a Regional Director 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 jointly by the Admissions Office and the Counselling and Advising department.

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)

Applying for a CNC credential

Students anticipating completion of their program are required to apply to the Office of Admissions, Registration and Records to receive their credential. Students are encouraged to apply during their final term and will be considered pending final grades.

Note: All obligations relating to fees, library books or fines, rentals, loans, etc. must be met before any official transcript or CNC credential will be released.

College credentials

The College of New Caledonia will award college credentials commensurate with the current requirements necessary to achieve the credentials. The type of credential granted for various forms of educational study is governed primarily by the amount of instructional time required to complete it.

To view the guidelines that determine the type of credentials awarded for programs offered by the College, see the College Credentials Policy #E-1.10 available on the CNC Policy web page.

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 online or from Communication Services. Students are encouraged to attend this celebration of their achievement.

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 applicable, are listed under specific School descriptions.

Audit status

Students are permitted to audit courses. For more information on auditing courses, and a list of provisions, see the Audit Status Policy #E-1.08 on the CNC Policy web page.

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;
- A written request from a student to release information contained in their file, with the exception of documents submitted in support of their application or for transfer credit evaluation;
- A Ministry of Advanced Education request for information for the purpose of statistical analysis or research provided that confidentiality is assured;
- Requests from government departments where the College is required by law to provide the requested information, and;
- e) A valid court order, search warrant, subpoena, summons, or a request by a law enforcement agency.

Note: Confidentiality is also covered on page 299, "Protection of privacy and access to information".

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 Justice.

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.

Check program requirements for criminal record search and criminal record review requirements.

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 fees are your responsibility.

All relevant information is available on the following website:

www.pssg.gov.bc.ca/criminal-records-review

Full- and part-time status

Full- and part-time statuses are defined by the College to assist students looking to access RESPs, student loans and/or sponsorships. Some external agencies, such as Revenue Canada and WorkSafeBC, may set different criteria and guidelines as to full-time enrolment status.

Credit programs

Course Load

A full course load is normally five courses per semester, or 15 semester credits. Students are encouraged to enrol in not more than five courses per semester and may not enrol in more than six courses without the permission of a counsellor/ advisor. Some programs, such as Computer Network Electronics, require students to enrol in more than 5 courses.

Full-Time Enrolment

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 most business administration programs, this is 9 semester credits – usually three courses.

Part-Time Enrolment

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 Student Awards and Financial Assistance Office for more information about the minimum course load required to qualify.

College and Career Preparation and English as a Second Language programs:

CCP

 All levels – A full-time student is one who is enrolled in two courses per term.
 A student may not enrol in more than two courses per term without the permission of a counsellor.

ESL

- Fundamental Level (060) A student enrolled in ESL 060 is considered fulltime
- Intermediate Level, Advanced, and Academic Levels – A student enrolled in three courses or more per term is considered full-time and will pay full-time fees.

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.

Grading scales

Majority of programs:

A+	90-100%	C+	64-67.9%
Α	85-89.9%	С	60-63.9%
A-	80-84.9%	C-	55-59.9%
B+	76–79.9%	D	50-54.9%
В	72-75.9%	F	0-49.9%
B-	68-71.9%		

Applied Business Technology, Dental Assisting, Professional Cook:

A+	95–100%	C+	75–79.9%
Α	90-94.9%	С	70-74.9%
B+	85-89.9%	F	0-69.9%
В	80-84.9%		

Competency-Based Courses:

Α	90–100%	С	63-69.9%
B+	85–89.9%	D	55-62.9%
В	76–84.9%	F	0-54.9%
C+	70–75.9%		

Dental Hygiene:

A+	90-100%	В	72-75.9%
Α	85-89.9%	B-	68-71.9%
A-	80-84.9%	F	0-67.9%
B+	76-79.9%		

English as a Second Language (ESL):

A+ 95 – 100%	В	80 - 84.9%
A 90 – 94.9%	F	Below 80%
B+ 85 - 89.9%		

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

Medical Radiography Technology Diploma:

A+	90-100%	В	72-75.9%
Α	85-89.9%	B-	68-71.9%
A-	80-84.9%	C+	64-67.9%
B+	76-79.9%	С	60-63.9%

For more information on the grading system, see the Grading and Evaluation of Student Performance Policy #E-1.22 on the CNC Policy web page.

As of September 1994, the following grade system is applied to courses:

Letter grade		Grade point
A+	Excellent performance	4.33
А		4.00
A-		3.67
B+	Good performance	3.33
В		3.00
B-		2.67
C+	Satisfactory performance	2.33
С	The lowest standing permitted for a course to serve as an acceptable prerequisite unless specifically noted following a course description or within the program requirements.	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 appropriate dean to re-enrol.	NC*
PL	A PL grade will be assigned to students who have successfully received credit for that course through the PLA process.	NC*
CIP	Course in progress.	NC*

Grading system

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

	Grade points	Per cent conversion	Dental and Professional Cook programs
Α	4.00	88-100%	90-100%
B+	3.50	81–87%	85–89%
В	3.00	74-80%	80-84%
C+	2.50	67-73%	75–79%
С	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	Α	4	12
Course #2	3	В	3	9
Course #3	4	С	2	8
Course #4	2	D	1	2
Course #5	3	F	0	0
Total	15			31
GPA: 31 ÷ 15	= 2.07			

Graduation honours

Any student in a program where GPAs are calculated who has a cumulative GPA of 3.50 or higher at the time of graduation will be considered to have graduated with honours.

Any student in a program where GPAs are not calculated 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.

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.

For more information on PLA, including criteria and fees, see the Prior Learning Assessment Policy #E-1.07 on the CNC Policy web page.

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. If a student has received three failures in a course, he/she must apply to the appropriate Dean or Educational Administrator for special permission to take the course again.

For student loan purposes, repeated courses do not qualify as part of the

minimum course load required to be considered full-time. For more information contact Student Awards and Financial Assistance.

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

There is a fee for each copy ordered and this fee is payable in advance. Transcripts may be ordered in one of three ways:

- 1. In person: Requests may be made at any of the CNC campuses.
- 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:

- 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.

The Request for Official Transcript form can be obtained from the Admissions Office, and online at www.cnc.bc.ca/Attending/ Transcripts.htm

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 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 continually 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.

Fee information

For a current list of tuition and other related fees for programs and courses, visit the CNC Admissions website:

 www.cnc.bc.ca/Exploring/Services/ student_services/ARR.htm

Or visit www.cnc.bc.ca and click on "Admissions" in the Student Services menu.

Students' Union fees

The following Students' Union fees are charged to students (may not apply to all campuses).

- Students' Union Building Fund Fee: \$6.60 per semester or term
- Canadian Federation of Students Fees:\$2.15 per month
- Child Care Fee: \$2.50 per semester or term
- Medical/Dental Fee: \$260 per year (charged in Fall semester or term only. Students must be considered full time in Fall, either by being enrolled in 3 courses or more, or by full-time program status.)

• Newspaper Fee: \$3.51 per semester or term

• Recreation Fee: \$2.50 per semester or term

• Students' Union: \$10.52 per month

• U-Pass: \$14.38 per month

Service fees and other charges

Prices include PST and GST, where applicable.

Application fee: \$15 per program
Registration fee: \$15.30 per term
Technology fee: \$5.51 per course

Foundation-Level Trades:\$55.10 per intake

• Transcripts: \$11.20 per copy

• Courier fee: \$9.50

• Faxing documents: \$10

• External typing tests: \$42

• Rush service – official transcripts: \$21

• Student Readiness Assessment \$15

 College and Career Preparation (formerly ABE) placement test: \$5

• ID Replacement: \$15

 Prior Learning Equivalent to Assessment (PLA) fee course tuition

Invigilation of external exams: \$42

• Exam re-write fee: \$52.50 per rewrite

• Enrollment verification letter:\$10 per copy

International student fees

Tuition (in Canadian funds)

English Language \$4,700 per Training semester

• College and Career \$4,700 per Preparation semester

• University-level classes \$1,149 per and other career programs course

• Labs \$150 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.

Fees for senior citizens

CNC will waive tuition fees for senior citizens (65 years of age and over). This exemption does not apply to application fees, registration fees, tech fees, Students' Union fees, textbooks or embedded costs. To qualify for this exemption in cost-recovery courses, registration can occur no earlier than one day prior to the course/program start, provided that minimum numbers have been met and the class is not full. Refunds will not be issued to those who have prepaid tuition to ensure a seat. For more information, see Tuition Waiver for Seniors Policy #AD-F-2.13.

Fees for sponsored students

A number of agencies, such as Human Resources and Social Development Canada (HRSDC) and WorkBC, 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.

Refunds and withdrawals

Withdrawal from a course or program

Students wishing to withdraw from a course or program must do so officially by completing a Change of Enrollment Status form available at Admissions, Counselling and Advising, and on the CNC Policy web page.

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 Department to determine whether there might be alternatives to withdrawal.

2014-15 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). Students who are considering withdrawal for medical or personal reasons should refer to the Medical and Personal withdrawals section on page 306.

For more information on withdrawing from courses or programs, see the Change of Enrollment Status Policy #E-1.14 on the CNC Policy web page.

Semester programs

(All programs except College and Career Preparation, Professional Cook, and Trades)

Fall 2014

(Semester starts September 2, 2014)

- September 11, 2014: Last day to withdraw and receive a 60% tuition refund.
- September 12, 2014: Last day to add courses without the appropriate instructor's and dean's signature.
- September 18, 2014: Last day to withdraw and receive a 40% tuition refund. After this date, no refund is available.
- October 10, 2014: Last day to change enrolment to audit status with written approval from the instructor. After this date, approval from the instructor and appropriate dean is required. Note: Audit policies are currently under review.
- October 31, 2014: Last day to withdraw without academic penalty. After this date, students withdrawing will receive an "F" grade.

Spring 2015 (Semester starts January 5, 2015)

- January 13, 2015: Last day to withdraw and receive a 60% tuition refund.
- January 16, 2015: Last day to add courses without the appropriate instructor's and dean's signature.
- January 20, 2015: Last day to withdraw and receive a 40% tuition refund. After this date no refund available.
- February 6, 2015: Last day to change enrolment to audit status with written approval from the instructor. After this date, approval from the instructor and appropriate dean is required. Note: Audit policies are currently under review.
- March 13, 2015: Last day to withdraw without academic penalty. After this date, students withdrawing will receive an "F" grade.

College and Career Preparation

Fall 2014 (Classes start August 25, 2014)

- October 10, 2014: Last day to change enrolment to audit status with instructor's signature. After this date, approval from the instructor and appropriate dean is required.
- October 31, 2014: Last day to withdraw without academic penalty. After this date, students withdrawing will receive an "F" grade.

Spring 2015

(Classes start January 5, 2015)

- February 6, 2015: Last day to change enrolment to audit status with instructor's signature. After this date, approval from the instructor and appropriate dean is required.
- March 13, 2015: Last date to withdraw without academic penalty. After this date, students withdrawing will receive an "F" grade.

Change of enrollment status policy

The purpose of the Change of Enrollment Status policy is to establish clear, consistent principles and guidelines for any enrollment status changes, for students after their initial enrollment in courses and programs at the College.

It is recognized that there are circumstances where a student may find it necessary or desirable to add courses, change courses or course sections, request a change of status (credit to audit or audit to credit) or withdraw from a course(s) and/or a complete withdrawal from the College of New Caledonia, and they may do so in accordance with Admissions, Registration and Records Department procedures. Students are responsible for ensuring they are aware of all rules, regulations and deadlines, and ensuring they have the means to complete the withdrawal procedure.

For more information and withdrawal procedures, see the Change of Enrollment Status Policy #E-1.14 on the CNC Policy web page.

Note:

- Students considering a withdrawal: In order to be fully informed of the implications of withdrawing from a program or course(s), students are encouraged to make an appointment with an academic advisor prior to withdrawal.
- International Students: International students who wish to withdraw are required to obtain a signature from an educational administrator or designate in the International Education Department.
- Loans: Students receiving student loans are advised to consult with a Student Awards and Financial Assistance advisor prior to withdrawing. Student loans may be affected by withdrawals when students fail to maintain

enrollment in at least 60% of a full course load.

Refund policy

The Student Refund policy applies to all students. There are separate procedures outlined for Regular Studies fees, Apprenticeship fees, International Education fees, and Continuing Education fees. The Students' Union levies fees for students, and any refunds of these fees must be requested through the Students' Union.

See the Student Refund Policy #E-1.15 on the CNC Policy web page for more information and for the separate procedures that apply to specific programs and students.

Medical and personal withdrawals

The College recognizes that there can be medical reasons and/or extenuating personal circumstances that may result in a student requesting a withdrawal from course(s) and/or a program. Withdrawal and refund requests after deadline dates will normally only be considered prior to the beginning of the next term. It is highly recommended that a student meet with a counsellor, academic advisor, or the appropriate educational administrator to discuss any ramifications of a course or program withdrawal prior to doing so.

For more information on withdrawing from courses or programs, see the Change of Enrollment Status Policy #E-1.14 and the Student Refund Policy #E-1.15 on the CNC Policy web page.

Appeals, complaints, and discipline

Grade and Clinical Appeal Policy

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 or their removal from a clinical placement. The appeal must be of sufficient substance to warrant a review of a final grade or their removal from a clinical placement. The grounds for appeal are limited to

- The course objectives have not been adhered to by the instructor(s)

 and/or:
- b. The evaluation criteria have not been applied by instructor(s) according to the Grading Policy and/or clinical placement protocols; and/or
- c. The evaluation criteria have not been applied by the course instructor(s) in a reasonable, fair and just manner.

The grade and clinical appeal process begins with a student-initiated discussion that must be initiated within ten (10) working days of either the last day of the official exam period for courses with scheduled final exams, or the last official day of a cohort program.

For more information, including the procedures, guidelines, and additional timelines, see the Grade and Clinical Appeal Policy #E1.20 on the CNC Policy web page.

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 plus PST and GST 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 to rewrite. The rewriting final exams process is currently under review.

Standards of conduct: Student responsibility and accountability

The College of New Caledonia, as a comprehensive community college, provides access to lifelong learning, and facilitates the achievement of personal and educational goals. In order to promote student success, the College of New Caledonia has established standards of conduct which contribute to a successful learning environment.

All College students, operational staff, faculty and administrators are expected to interact with colleagues, other students and operational staff in a mature, honest, and respectful manner. Academic integrity and honesty, as well as personal accountability and responsibility, are expected and valued.

Students, operational staff, faculty and administrators are encouraged to seek mutual resolution to problems that arise within the context of their College experience. Disregard for personal responsibility, accountability and academic honesty are viewed as jeopardizing the effectiveness of the learning environment and the mission of the College and may be considered academic misconduct and/or personal misconduct.

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

Sanctions for academic misconduct range from a failing grade on an assignment/test/project, etc. to expulsion from the College.

Personal misconduct includes, but is not limited to

- Damage to property;
- Assault on individuals and threatening or dangerous behaviour;
- Misrepresentation;
- · Disruptive behaviour;
- · Verbal or non-verbal harassment.

Offences covered by the Criminal Code of Canada shall also be dealt with through the courts of law.

Sanctions for personal misconduct range from miscellaneous consequences to expulsion from the College.

Although each situation is considered on an individual basis, repeated violations of the policies and guidelines of the College are taken into consideration when consequences for personal misconduct are determined. As well, because the College represents a community of people, the welfare of the community will be balanced against the rights of the individual when sanctions are imposed. The sanction assigned will also depend on (a) whether the personal misconduct was accidental or deliberate, (b) the seriousness of the offence, and (c) whether a student has committed a previous offence.

Student Complaint Resolution Policy

Consistent with the College of New Caledonia's aim to provide high quality services to every student, the College welcomes students' feedback about their College experience and provides a complaints resolution process designed to address effectively and fairly every complaint formally brought forward by a student about any aspect of that experience.

Resolution of student complaints begins with the students informally attempting resolution of their complaint within ten (10) working days of the incident which led to the complaint.

For more information including the procedures, guidelines, and additional timelines, see the Student Complaint Resolution Policy #E1.27 on the CNC Policy web page.

Academic probation and requirement to withdraw for academic reasons

The College of New Caledonia strives to create an environment that promotes and supports academic excellence and personal success for students as they progress toward their educational and career goals. This policy describes CNC's standards of academic performance expected of all students, lists the potential avenues to help

improve academic standing, and defines the consequences for failure to achieve minimum standards of academic performance.

Academic performance at CNC is identified by grade point average (GPA) or a Satisfactory/Unsatisfactory grade (S/U) as defined by the program of study. This policy is relevant to those students who do not maintain an acceptable GPA within their program, or who are identified by the program faculty as being at risk of failing.

Academic Probation is defined as the status determined by failure to meet the Minimum Academic Standard in a major term/semester in which the student is registered in a minimum of 3 courses with 9 credit hours. A Grade Point Average (GPA) of 1.67 or lower, or an Unsatisfactory grade in the S/U system would qualify a student for Academic Probation status.

Note that the minimum grade thresholds listed in the policy are not exhaustive in that some programs maintain individual requirements of academic performance specific to that program that may be higher, as described within the program description or course outline.

For more information on academic probation, see the Academic Probation and Requirement to Withdrawal for Academic Reasons Policy #E-1.03 on the CNC Policy web page.

Application FAQs

To apply for admission online, visit www.cnc.bc.ca

How to apply

For full details, see "Admissions, Registration, and Records," starting on page 297. (International students, see pages 297.)

Note: The process may differ for Community and Continuing Education courses

How can I apply?

In person: Visit your local CNC
 Admissions Office (see addresses on the inside front cover of this Calendar).

- 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 (postsecondary 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 - Canadian Citizen and Permanent Residents

\$125 - International Students

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.

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 2014 for programs starting in fall 2015).
- 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 15: Deadline to submit documents (including reference letters and Candidate's Questionnaire) for early conditional acceptance to the Dental Hygiene program.
- March 31: Applications for limited enrolment programs for the upcoming fall semester received after this date will be processed as space permits.
- April 30: Submission deadline for supporting documents for admission to fall limited enrolment programs. This includes secondary school Progress Reports or final transcripts.
- May 18: Submission deadline for final transcripts for all prerequisites 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.

How do I apply for apprenticeship classes?

 For information on applying for apprenticeship classes, please call the College of New Caledonia Index 309

School of Trades at 250-561-5804 or 1-800-370-2111.

What's offered where

Discover more programs and find out where programs are offered by visiting our website

www.cnc.bc.ca

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Important dates for the academic year

Program start/end dates

Are you looking for important dates for your program — start dates, exam periods, or reading breaks? Most program pages in this document have a section called "Important dates" with the information you need. You can also visit our website at www.cnc.bc.ca and search "academic schedule" for more information or contact your local campus.

Refund and withdrawal dates

See page 305 of this calendar.

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, 2014 for programs starting in fall 2015.

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 15: Deadline to submit documents (including reference letters and Candidate's Questionnaire) for early conditional acceptance to the Dental Hygiene program.

March 31

- Applications for limited enrolment 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.
- Submission deadline for application and all qualifying documentation for the Medical Radiography Technology program.

April 30: Submission deadline for supporting documents for admission to fall limited enrolment programs. This includes secondary school progress reports, midterm grades or final transcripts.

May 18: Submission deadline for final transcripts for all prerequisites for the Dental Hygiene program.

Important dates

Your program's dates may be different! Please check individual programs in this calendar. These dates apply to CNC Prince George. Some dates may be different at other CNC campuses.

Fall 2014 semester

BC Day, all campuses closed	August 4
Labour Day, all campuses closed	September 1
Orientation / Evening classes begin, university credit and business	September 2
Daytime classes begin, university credit and business	September 3
Thanksgiving, all campuses closed	October 13
Remembrance Day, all campuses closed	November 11
Christmas Day, all campuses closed	December 25
Boxing Day, all campuses closed	December 26

Spring 2015 semester

Note: The Canada Winter Games will be held February 13 to March 1, 2015 in Prince George and may affect some program dates. Check for updates on www.cnc.bc.ca

New Year's Day, all campuses closed	January 1
Family Day, all campuses closed	February 9
Study break: See your specific program for dates	Varies by program
Good Friday, all campuses closed	April 3
Easter Monday, all campuses closed	April 6
Victoria Day, all campuses closed	May 18
Convocation	May 23
Canada Day, all campuses closed	July 1

Fall 2015 semester

BC Day, all campuses closed	August 3
Labour Day, all campuses closed	September 7
Orientation / Evening classes begin university credit and business	September 8
Daytime classes begin, university credit and business	September 9
Thanksgiving, all campuses closed	October 12
Remembrance Day, all campuses closed	November 11
Christmas Day, all campuses closed	December 25
Boxing Day observed, all campuses closed	December 28

Spring 2016 semester

New Year's Day, all campuses closed	January 1
Family Day, all campuses closed	February 8
Study break: See your specific program for dates	Varies by program
Good Friday, all campuses closed	March 25
Easter Monday, all campuses closed	March 28
Victoria Day, all campuses closed	May 18
Convocation	May 23
Canada Day, all campuses closed	July 1

College of New Caledonia

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Business and management Community and continuing education Health sciences Human services Science and technology Trades and industry University studies Upgrading and access