I'm studying to _____.

program guide
and course calendar
2022-23

CNC

DIRECTORY

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For the most current information on fees, courses and programs visit

cnc.bc.ca

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CNC Quesnel

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Valemount Learning Centre – in partnership with CNC

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General information **250 562 2131**
Academic Advising **250 561 5818**
Office of the Registrar **250 561 5800**
College Store **250 561 5808**
Continuing Education **250 561 5846**
Financial Aid & Awards **250 561 5838**
Library **250 561 5811**
Student Recruitment **250 561 5855**

Notes

1. Go to cnc.bc.ca for up-to-date information on fees, courses, programs and policies.
2. CNC reserves the right to limit, cancel, or adjust programs without notice.
3. The online version of this document cnc.bc.ca/admissions/calendar 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.

CONTENTS

BUSINESS AND MANAGEMENT

CNC's programs include areas such as Accounting and Finance, Business Management (*with specializations*), and Applied Business Technology. 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.

APPLIED BUSINESS TECHNOLOGY (ABT) ADMINISTRATIVE ASSISTANT CERTIFICATE

1 year

Start dates vary — contact your local CNC campus

Prince George and Vanderhoof

The Applied Business Technology Administrative Assistant certificate program is a 1020-hour full-time program offered at CNC campuses over two 17-week semesters. You will learn a wide variety of technical skills including the Windows operating system, Microsoft Office, manual and computerized bookkeeping, desktop publishing, and office administration skills. Your professional image, communication, time management, and interpersonal skills will be developed through lessons and practice. This program also includes a three-week work experience placement that provides students with the opportunity to practice their skills in an office environment.

Program Objectives

The Administrative Assistant program provides the knowledge and skills that prepare you for a rewarding office administration career and opportunities for education and employment advancement. Administrative Assistants carry out a variety of administrative duties to support managers and professionals. They work throughout the private and public sectors.

Graduates of our program will be highly proficient in computer applications and will demonstrate abilities in communication and interpersonal skills, problem-solving, teamwork, and administrative procedures.

This certificate program is designed to provide superior, highly sought skills required to work in any office setting.

ADMISSION REQUIREMENTS

1. Successful completion of Grade 12 or equivalent
2. English Studies 12 or English First Peoples 12, or equivalent
3. Grade 11 math or equivalent
4. Completion of a keyboarding proficiency assessment with a minimum speed of 20 net words per minute.

Note: 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.

Graduation Requirements:

In order to qualify for graduation and obtain the certificate, students must pass each course with a 70% (*"C"*) grade or higher.

ABTA 100	Financial Records
ABTA 105	Business Communications I
ABTA 110	Human Relations I
ABTA 115	Office Procedures
ABTA 120	Word Processing Levels I, II, III
ABTA 125	Microcomputers I
ABTA 150	Computerized Bookkeeping
ABTA 155	Business Communications II
ABTA 160	Human Relations II
ABTA 165	Office Simulations
ABTA 170	Desktop Publishing
ABTA 175	Microcomputers II
ABTA 180	Work Experience

Graduation/Time Frames:

A five-year program completion deadline is requested due to the rapidly changing technology taught in the Applied Business Technology program.

Rev. 19.07.15

YOU MIGHT ALSO BE INTERESTED IN...

- Bookkeeping Certificate
- Business Management Certificate and Diploma
- Medical Office Assistant
- Office Assistant Certificate

IMPORTANT DATES

Prince George

Fall term

- August 22, 20212 - December 16, 2022

Spring term

- January 9 - May 12, 2023
- Break - March 13 - 17, 2023

Nechako

Fall term

- September 6, 2022 - January 13, 2023
- Break - December 19, 2022 - January 2, 2023

Spring term

- January 16 - May 19, 2023
- Break - March 13 - 17, 2023

ACCOUNTING AND FINANCE DIPLOMA

Full-time or Part-time

2 years

Starts September

Prince George

This program is a diploma program aligned with the CPA preparatory program. Students can receive credits towards professional accounting programs.

ADMISSION REQUIREMENTS

1. High school graduation or equivalent

2. English Studies 12, or English First Peoples 12, or ENGL 050, or ENGL 051, or equivalent (*minimum "C-"*)

3. Foundations of Mathematics 11 or MATH 043, or MATH 045, or equivalent (*minimum "C"*)

GRADUATION REQUIREMENTS

Students must achieve an overall GPA of 2.00 or higher in all courses counted towards the credential.

ACC 170	Data Analytics and Information Systems for Accounting
ACC 251	Intermediate Accounting I
ACC 252	Intermediate Accounting II
ACC 255	Management Accounting I
ACC 256	Management Accounting II
ACC 270	Computerized Accounting
COM 204	Financial Accounting
ECON 201	Principles of Economics - Micro
ECON 202	Principles of Economics - Macro
ENGL 103	Composition & Style
FIN 257	Finance I
FIN 258	Finance II
LAW 294	Business Law
MATH 157	Business Statistics
MATH 257	Business Statistics II
MGT 154	Applied Human Relations
MGT 255	Small Business Development
MKT 152	Principles of Marketing

One of the following:

MATH 145	Math for Business

or 100 level UT Math

One elective chosen from:

COM 222	Management & Organizational Behaviour
ENGL 229	Professional Business & Technical Communication
MATH 100	Pre-Calculus Mathematics
MATH 103	Finite Mathematics
MGT 160	International Business
MGT 254	Applied Group Skills
MGT 263	Human Resource Development
MGT 264	Industrial Relations
WEGD 121	Introduction to Design Thinking
WEGD 131	Introduction to Visual Communication
WEGD 141	Introduction to Web Design
WEGD 142	Intermediate Web Design

Note: MGT 266, Management Skills for Supervisors may not be used an elective

Graduation requirements

Students must achieve an overall GPA of 2.00 or higher in all courses counted towards the credential.

Graduation/Timeframes

See the CNC Ten Year Timeline for Program Completion Policy (E-1.37).

Rev. 19.07.15

YOU MIGHT ALSO BE INTERESTED IN...

- Bookkeeping Certificate
- Business Management Certificate and Diploma

IMPORTANT DATES

Fall term

- September 6 – December 16, 2022
- Exams – December 8 – 16, 2022

Spring term

- January 9 – April 28, 2023
- Break – February 20 - 24, 2023
- Exams – April 20 - 28, 2023

BOOKKEEPING CERTIFICATE

Part-time

1 year

September and January

Prince George (Continuing Education)

This program is designed to train our future bookkeepers; the ground-level professional that will be able to expertly analyze day to day transactions, and report them accurately within the accounting cycle. Bookkeepers manage business accounts, in order to provide timely information to owners/managers so that they may make sound and informed financial decisions. Since all businesses need to manage and organize their financial transactions, bookkeepers perform an essential role in the financial decision making process in every sector of the economy.

ADMISSION REQUIREMENTS

Successful completion of the following:

- Math 10; or Accounting 11; or equivalent
- Communications 11 or equivalent

Applicants without proof of the Math and English as listed above may write the SRA to meet the admission requirements.

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.

Prerequisites:

As per course outlines.

Previous Coursework Credit:

Students with previous work experience and/or who have taken similar courses through CNC Continuing Education or other post-secondary institutions 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 Coordinator or an Academic Advisor 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:

- ABTA-100 will be given credit for BOOK-101 and BOOK-103.
- ABTA-150 will be given credit for BOOK-113 and BOOK-114.
- ABTA-125 will be given credit for BOOK 108.
- BOOK-101 and BOOK-103 will be given credit for ABTA-100.
- BOOK-113 and BOOK-114 will be given credit for ABTA-150.

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 113	Computerized Bookkeeping – Level 1
BOOK 114	Computerized Bookkeeping – Level 2
BOOK 115	Payroll
CESS 151	Management Skills for Supervisors – Part 1

Graduation Requirement

Students are required to obtain a minimum grade of B (*72%*) 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 Coordinator.

Rev. 17.03.10

YOU MIGHT ALSO BE INTERESTED IN...

- Accounting and Finance Diploma
- Administrative Assistant Certificate
- Associate Degree in Arts with Commerce specialization
- Business Management Certificate and Diploma

IMPORTANT DATES

Fall term

- September 6 - December 16, 2022
- Break: December 19, 2022 to January 2, 2023

Spring term

- January 9 – May 12, 2023

Intersession

- May 8 - June 30, 2023

BUSINESS MANAGEMENT CERTIFICATE AND DIPLOMA

- **Full-time or Part-time**
- **September and January**
- **One year (certificate); two years (diploma) for full-time studies**
- **Prince George, part time offered through Quesnel**

With a CNC faculty with years of experience, Business Management can help you enhance your business skills and teach you what it takes to be successful. You can choose to obtain a general certificate or management diploma or choose to specialize in International Business, Leadership, Marketing, or Web and Graphic Design.

ADMISSION REQUIREMENTS

Successful completion of one of the following:

- Grade 12 (*with English 12 or English 12: First Peoples or Communications 12 or equivalent*)
- Mature student status with English and Math required by the program as demonstrated on SRA

Note: Math 11 is a prerequisite for several business courses required to complete the diploma. Students without Foundations of Math 11 or MATH 045 or Applications of Math 12 or Foundations Math 12 or equivalent should consult a CNC advisor for assessment and upgrading options.

PROGRAM OUTLINES

Certificate (30 credits)

COM 204	Financial Accounting
CIS 165	Business Information Systems
or CSC 105	Introduction to Computers and Programming
ENGL 103	Composition and Style
MGT 154	Applied Human Relations
MKT 152	Principles of Marketing

Plus 9.0 credits of ACC, ECON, FIN, MGT, MKT electives and 6.0 credits of UT electives.

Diploma (60 credits)

Business Management Certificate plus:

MGT 254	Applied Group and Leadership Skills
MGT 255	Small Business Development
or MGT 256	Entrepreneurial Development

Plus 15.0 credits of business electives and 9.0 credits of UT electives.

Diploma citations

In addition to the above courses, Business Management Diploma students may add one or more citations to their diploma by selecting one or more of the following electives:

BUS 250	International Work Experience
BUS 251	Work Experience
SERV 250	International Service Learning

Diploma specializations

In addition to the above courses, Business Management Diploma students may specialize in International Business, Leadership, Marketing, or Web and Graphic Design by selecting the following electives:

International Business specialization

FIN 258	Finance II
GEOG 101	Sense of Place: An Introduction to Human Geography
MGT 160	International Business
MGT 270	Cross-Cultural Workplace Practices

Plus any one of:

BUS 250	International Work Experience
BUS 251	Work Experience
SERV 250	International Service Learning

Leadership specialization

LEAD 101	Leadership Lab, Part 1
LEAD 201	Leadership Lab, Part 2
LEAD 250	Experiential Leadership Project

Plus any one of:

ABST courses
ANTH courses
PHIL courses

GEOG 101	Sense of Place: An Introduction to Human Geography
MGT 263	Human Resource Development
MGT 270	Cross-Cultural Workplace Practices

Marketing specialization

MKT 251	Marketing Management Theory and Applications
MKT 266	Integrated Marketing Communication
MKT 271	Consumer Behaviour
MKT 272	Marketing Research Methods

Web and Graphic Design specialization

WEGD 121	Introduction to Design Thinking
WEGD 131	Introduction to Visual Communication
WEGD 141	Introduction to Web Design
WEGD 142	Intermediate Web Design

Note 1: While you can earn as many specializations as you choose to complete, once you have applied for your diploma, you cannot add further specializations. If you choose to continue your studies at CNC, you may earn citations after receiving your diploma.

Rev. 19.07.15

YOU MIGHT ALSO BE INTERESTED IN...

- Accounting and Finance Diploma

IMPORTANT DATES

Fall term

- September 6 – December 16, 2022
- Exams – December 8 - 16, 2022

Spring term

- January 9 – April 28, 2023
- Break – February 20 - 24, 2023
- Exams – April 20 - 28, 2023

MEDICAL OFFICE ASSISTANT ASSOCIATE CERTIFICATE

Part-time

6 months

January

Prince George (Continuing Education)

This program prepares you to work as a medical office assistant (*MOA*) in various medical offices, or upgrades the skills of those currently employed as medical office assistants.

In addition to the Medical Office Assistant Associate Certificate, CNC offers an online Medical Office Assistant Certificate*. Students who are interested in further enhancing their Medical Office Assistant skill sets are encouraged to speak to an Academic Advisor about course equivalencies that can be granted between the programs.

ADMISSION REQUIREMENTS

1. High school graduation or equivalent

2. English Studies 12, or English First Peoples 12, or ENGL 050, or ENGL 051, or equivalent (*minimum "C"*)

3. Typing speed of 35 NWPM or higher

Note 1: The typing test must be invigilated by an approved testing centre.

Program Requirements

Once accepted into the Medical Office Assistant Associate Certificate program, students will be required to:

1. Complete official college forms certifying current immunizations as per the Practice Education Guidelines for BC and as required by provincial health authorities. Failure to comply with immunization guidelines may prevent you from entering the practicum component of the program and therefore make you not eligible to graduate from the program.

2. Undergo a criminal record check by the Criminal Records Review Program (*CRRP*), not the RCMP. CNC will contact successful applicants with the appropriate forms once admission into the program is complete. This is required for all people who work with or may have potential for unsupervised access to children or vulnerable adults

Note 2: The costs of immunizations and a Criminal Record Check are the responsibility of the student.

Note 3: Instructions and forms will be sent during the acceptance process. Due dates for each requirement will be included at this time.

Program recommendations

While it is not a requirement, it is highly recommended applicants have a good working knowledge of Microsoft Word and Excel.

Acceptance Process

If there is room in the program, students will be accepted once they have met all admission requirements. This is called "first qualified, first accepted." If students qualify after the program is full, they will be put on a waitlist.

PROGRAM OUTLINE

MEDT 105*	Introductory Medical Terminology
MOAS 101	Medical Office Assistant Procedures
MOAS 103	Medical Billing
MOAS 107	Mental Illness and Substance Use for Frontline Workers
MOAS 109	Medical Office Assistant Practicum

*Or MEDT 100 with a minimum "C+" grade.

Graduation Requirements

A minimum grade of (*B*) in MEDT 105 or (*C+*) in MEDT 100; a minimum grade of (*B*) in MOAS 101, MOAS 103, and MOAS 107; and successful completion (*S*) of MOAS 109 is required to graduate with a MOA Associate Certificate.

Note 4: A student is permitted to take MEDT 100 outside of the MOA program schedule if it has been successfully completed within two years prior to the initial program intake date.

Re-admission

A student who does not meet the minimum grade required in a course within the Medical Office Assistant Associate Certificate program will be permitted to repeat the course once. Two failures or withdrawals from courses in the program will exclude the student from further study in the program. Regular re-admission to the MOA Associate Certificate program after two previous withdrawals or failures is subject to the Dean's Approval. A student who withdraws from the program voluntarily should notify a faculty member and the student will be required to apply for re-admission to the program. Re-admission will be considered on a space-available basis and will be administered according to the following priorities:

1. A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal, has maintained course grades required by the program (*or higher*), will be awarded first priority.

2. A student who has failed a course or who has withdrawn from the course with less than the grades as required by the program will be awarded second priority.

All MOA Associate Certificate course work must be completed within three years of initial program intake date. In the event of significant changes to the courses, students may be required to repeat a course.

Rev. 19.07.15

IMPORTANT DATES

Spring term

- January 9 – June 23, 2023

MEDICAL OFFICE ASSISTANT CERTIFICATE (ABT)

Full-time or Part-time

Start date varies

Duration varies

Online through CNC Mackenzie

In this program, you will acquire skills to manage the medical office, to use effective oral and written communication techniques, and to 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, 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

1. 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

3. 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.

4. Applicants with current, relevant office experience within the last two years may contact CNC Mackenzie to discuss potential admission exemptions.

5. Applicants without an online certificate will need to complete ABTC 050 prior to entrance or as part of the program.

PROGRAM OUTLINE

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
ABTM 040	Medical Clinical Procedures and Practices

Technology requirements:

To access ABT online collaborative program courses, the following computer system and internet browser requirements are recommended. Note that many work environments, particularly legal and medical offices, will use PC rather than Mac computers, so the use of a PC is strongly recommended.

Mac

Internet Browser: Firefox 3.5 or higher

Operating System: Mac OS X

System Memory: 1GB or higher

Internet Connection: Broadband DSL or Cable-Modem strongly recommended

Audio: Sound Card and Speakers Also Recommended: Computer headphones with microphone

Video :1024 x 768 or higher resolution

JavaScript: Enabled

Cookies: Enabled

Popup Blocker: set Popup Blockers Allowed Sites to include: onlinecollaborative.ca

Windows

Internet Browser: Firefox 3.5 or higher

Operating System: Microsoft Windows7 or 8

System Memory: 1GB (*Vista*)

Internet Connection: Broadband DSL or Cable-Modem strongly recommended

Audio: Sound Card and Speakers Also Recommended: Computer headphones with microphone

Video :1024 x 768 or higher resolution,

JavaScript: Enabled

Cookies: Enabled

Popup Blocker: set Popup Blockers Allowed Sites to include: onlinecollaborative.ca

The ABT Online Collaborative Program may require the use of the following which are not supported for Mac

- Wavpedal Foot Pedal
- Wav player software *(see below for ordering details for foot pedal and software*)
- 1 available serial, or USB port for Wavpedal

Rev. 17.03.10

OFFICE ASSISTANT CERTIFICATE (ABT)

Full-time or Part-time

Start date varies

Duration varies

Mackenzie

The Applied Business Technology Office Assistant program is an online 500-hour certificate program that can be taken on a full-or part-time basis. Courses include keyboarding, word processing, spreadsheet, database, desktop publishing, manual and computerized bookkeeping, and presentation software. Students also learn office procedures, file management, business communications, calculator skills, effective job search techniques, professional development, and complete a minimum 60-hour work practicum course at the end of this program.

ADMISSION REQUIREMENTS

1. Office Clerk Certificate or equivalent – completed within the last five years

2. Keyboarding proficiency assessment with a minimum speed of 40 NWPM

Note: 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.

Graduation Requirements

In order to qualify for graduation and obtain the certificate – students must pass each course with a 70% (*"C" grade or higher.*)

ABTC 145	Office Bookkeeping
ABTC 150	Computerized Bookkeeping
ABTC 155	Business Communications
ABTC 160	Administrative Procedures II
ABTA 170	Desktop Publishing
ABTA 175	Microcomputer Applications II
ABTC 180	Work Practicum

Graduation/Timeframes

There is a five-year program completion deadline due to the rapidly changing technology taught in this Applied Business Technology program.

Rev. 21.04.06

IMPORTANT DATES

Fall term

- August 22, 2022 - December 16, 2022

Spring term

- January 9 - May 12, 2023
- Break - March 13 - 17, 2023

YOU MIGHT ALSO BE INTERESTED IN...

- ABT Administrative Assistant Certificate
- ABT Office Clerk Certificate
- Medical Office Assistant

OFFICE CLERK CERTIFICATE (ABT)

Full-time or Part-time

Start date varies

Duration varies

Online

The Applied Business Technology Office Clerk Program is an online 480-hour certificate program that provides the student with a strong foundation of technology, communication, and professional skills needed to be successful in today's office environment.

The program can be taken on a full-or part-time basis and courses include keyboarding, word processing, bookkeeping, spreadsheets, and databases. Students also learn office procedures, file management, business communications, effective job search techniques, and professional development.

ADMISSION REQUIREMENTS

1. High school graduation or equivalent

2. English Studies 12 or English First Peoples 12, or equivalent

3. Any Grade 11 Math or equivalent

4. Completion of a keyboarding proficiency assessment with a minimum speed of 20 NWPM

Note: 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.

Graduation Requirements

In order to qualify for graduation and obtain the certificate, students must pass each course with a 70% (*"C"*) grade or higher.

ABTC 105	Business English
ABTC 110	Professional Development
ABTC 115	Business Math & Calculators
ABTC 120	Keyboarding
ABTA 125	Microcomputer Applications I
ABTC 130	Word Processing
ABTC 135	Administrative Procedures I

Notes: No course may be used more than once to meet certificate requirements.

Graduation/Timeframes

There is a five-year program completion deadline due to the rapidly changing technology taught in this Applied Business Technology program.

Rev. 21.04.06

IMPORTANT DATES

Fall term

- August 22, 2022 - December 16, 2022

Spring term

- January 9 - May 12, 2023
- Break - March 13 - 17, 2023

YOU MIGHT ALSO BE INTERESTED IN...

- ABT Administrative Assistant Certificate
- Business Management Certificate and Diploma
- Medical Office Assistant

OFFICE WORKER PREP PROGRAM - ASSOCIATE CERTIFICATE (ABT)

Full-time or Part-time

September

15 weeks

Online

The Office Worker Prep Program provides students with the skills to meet the entrance requirements and to be successful in more advanced Applied Business Technology (*ABT*) program offerings. Students will have the option to continue in the Administrative Assistant or Office Assistant (*online*) programs. Students who need development in English, math, keyboarding and computer skills will also benefit from taking this program prior to advancing to other areas of study.

ADMISSION REQUIREMENTS

1. Math 10 and English 10 or equivalent

2. Two written references from an employer, teacher, education sponsor, community leader or volunteer organization, attesting to your suitability for success in the program.

3. Personal interview with instructor, coordinator, or designate.

Graduation Requirements

In order to qualify for graduation and obtain the certificate, students must pass all courses with a minimum grade of B- (*68%*).

PROGRAM OUTLINE

OWPA 050	Business English
OWPA 055	Business Math and Calculators
OWPA 057	Self-Management Skills
OWPA 059	Essential Office Skills
OWPA 063	Keyboarding Skill Development
OWPA 065	Computer Essentials
OWPA 067	Computer Applications
OWPA 070	Word Processing

Rev. 19.07.15

YOU MIGHT ALSO BE INTERESTED IN...

- ABT Administrative Assistant Certificate
- Business Management Certificate and Diploma
- Medical Office Assistant

POST-DIPLOMA IN HUMAN RESOURCES MANAGEMENT

- **Full-time or Part-time**
- **September, January and May**
- **2 years**
- **Prince George (Continuing Education)**

The PDHRM program gives students the knowledge they require to become effective supervisors, managers or human resources professionals in Canada. The program is based upon the CPHR (*Chartered Professional in Human Resource Management*) competency framework, and is ideal for working professionals wanting to pursue their CPHR designation, as well as students wanting to pursue a career in human resource management.

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 Academic IELTS result of 6.0, with no band less than 5.5, or an 80 IBT TOEFL result.

Graduation Requirements

In order to receive the Diploma, students must pass each course with a minimum B- grade or higher.

Students must complete all program requirements towards the PDHRM credential within six calendar years from the time of initial registration, including transfer credits.

Progression Requirements

Students must achieve a minimum of a B- grade or better in each course in order to use that course as a prerequisite for subsequent courses.

Attendance Requirements

Certain courses have specific attendance requirements. MGT 266 (*Management Skills for Supervisors*) requires that students attend and actively participate in the classes; students who miss more than 24 cumulative hours of class time will not receive credit for the course.

HRPR 400 (*Human Resources Management Practicum*) requires that students complete a 40 hour practicum. All practicum hours must be completed to receive credit for the course.

Practicum Placements

Practicum placements will be limited. Students may go through a selection process to match students with host organizations. Students must adhere to the professional standards required by a Human Resource Management professional and may be required to sign a confidentiality agreement with the agency. In particular, students must adhere to rules governing confidentiality, avoid conflicts of interest, and recognize and accept the limits of their competence and role as defined by the practicum setting.

Certain host organizations may require the student to attend an orientation or training prior to the start of the practicum. This orientation is not considered part of the 40-hour practicum placement.

Criminal Record Check

Students who qualify for a practicum may need to show proof of a clear criminal record check to their practicum host organization before the practicum begins. Any expenses associated with obtaining this criminal record check will be the responsibility of the student. A search that identifies relevant criminal convictions may prevent students from entering into a practicum placement, and may also impact job prospects in the field of Human Resources Management upon completion of the program.

Credentials

Students who meet all graduation requirements will receive a Post-Diploma in Human Resources Management.

Note: This program is accredited by CPHR BC & Yukon, and graduates may be eligible to have the National Knowledge Exam (*NKE*) requirement waived. There may be different or additional requirements, in terms of GPA and program completion timelines, in order to qualify for a NKE Waiver.

For more information about CPHR BC & Yukon's requirements for the NKE Waiver or the CPHR designation, please see www.cphr.ca Chartered Professionals in Human Resources.

PROGRAM OUTLINE

ENGL 113	Writing and Communication
COM 222	Management and Organizational Behaviour
MGT 264	Industrial Relations
MGT 266	Management Skills for Supervisors
HRPR 300	Strategic Human Resources 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 307	Recruitment and Selection
HRPR 308	Professional Practice
HRPR 309	Advanced Topics in Professional Practice
HRPR 310	Business Communications for Human Resource Professionals
Either:	
HRPR 400	Human Resources Management Practicum
Or	
HRPR 401	Human Resources Management Capstone Project

Rev. 19.07.15

YOU MIGHT ALSO BE INTERESTED IN:

- Business Management Certificate and Diploma

IMPORTANT DATES

Fall term

- September 6 - December 16, 2022
- Exams - December 8 - 16, 2022

Spring term

- January 9 - April 28, 2023
- Break - February 20 - 24, 2023
- Exams - April 20 - 28, 2023

POST-DIPLOMA IN TOURISM AND HOTEL MANAGEMENT

Full-time

Start September and January

2 years

Prince George (Continuing Education)

This program will provide you with the opportunity to gain an in-depth understanding of tourism and hotel management and prepare you with the knowledge, analytical, interpersonal, and practical skills needed to pursue supervisory and management careers in the rapidly expanding domestic and international tourism markets. The program content has been created in collaboration with industry experts, ensuring its relevancy, and will maintain a connection with the local tourism industry throughout the program.

Upon successful completion of the Post-Diploma in Tourism and Hotel Management (*THMG*) program, graduates will be able to:

1. recognize and develop leadership qualities that contribute to effective teams and the advancement of organizational and industry objectives;
2. practice new and emerging communication forms, including oral, written, and visual communication channels, to meet organizational objectives;
3. demonstrate effective analysis skills, including research, creative problem solving, and agile thinking, to inform the development of innovative solutions to a variety of tourism-related projects/goals;
4. demonstrate operational knowledge of core concepts within each of the foundational tourism business areas: financial management, human resources management, marketing, strategic planning, hotel management;
5. analyze industry

ADMISSION REQUIREMENTS

Minimum successful completion of a two-year diploma from a recognized post-secondary institution or equivalent. Students whose first language is not English must show proof of a minimum IELTS score of 6.0 or equivalent.

Graduation Requirements

Students must pass all 15 courses with a minimum accumulated 2.67 GPA (*B-*) and an "S" grade in the THMG 340: Tourism & Hotel Management Practicum, to graduate with a Post-Diploma in Tourism & Hotel Management.

THMG 300	The Business of Global Tourism
THMG 301	Transferrable Skills for Tourism Operators
THMG 304	Communications and Technology in Tourism
MGT 263	Human Resource Development
THMG 308	Marketing the Tourism Industry
THMG 310	Financial Management for Tourism and Hotel Management
THMG 313	Building Outstanding Tourism Experiences
THMG 316	Strategic Tourism Management
THMG 318	The Business of Hotel Management
THMG 319	The Business of Food and Beverage Management
THMG 320	Event Coordination Essentials
THMG 322	Leadership Skills for Tourism
ENGL 113	Writing and Communication
ENGL 229	Professional Business and Technical Communication
THMG 340	Tourism and Hotel Management Practicum

Graduation/Timeframes

See the CNC Ten Year Timeline for Program Completion Policy (E-1.37).

Rev. 21.04.29

IMPORTANT DATES

Fall term

- September 6 - December 16, 2022
- Exams - December 8 - 16, 2022

Spring term

- January 9 - April 28, 2023
- Break - February 20 - 24, 2023
- Exams - April 20 - 28, 2023

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.

IF YOU DON'T SEE IT, ASK FOR IT!

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

CAMP & CATERING ASSOCIATE CERTIFICATE

Full-time

Start varies, please contact campus for dates

13 weeks

Mackenzie

The Camp & Catering Associate Certificate program prepares you to work in a variety of jobs ranging from Camp Cook, Cook Helper, Kitchen Helper, Camp Attendant, and other jobs in work camps of various sizes, restaurants, and other hospitality related industries.

For a definition of Associate Certificates please see The College of New Caledonia's Policy: Policy E-1.10: Procedures for College Credentials Policy.

ADMISSION REQUIREMENTS

- Completion of Grade 10 English (*or equivalent*) and Mathematics 10 (*or equivalent*)

Note 1: Science 10 recommended

Note 2: Before the program starts, students will need to submit official college forms (*supplied with acceptance*) certifying current immunizations, TB screening, and a health self-assessment.

Program Information

Student Equipment Requirements will be outlined in the acceptance package.

Note 1: If student has completed a Camp Cook training program in the last three years, please contact the campus to discuss possible exemptions.

Note 2: FoodSafe Level 1 certificate must be valid prior to the start of the program, or completed within the first two weeks.

Program Outline

CAMP 105	Introduction to Camp Procedures
CAMP 110	Practical Camp & Catering Essential CAMP 115: Camp Housekeeping & Room Maintenance
CAMP 120	Basic Food Preparation
CAMP 125	Developing Career Readiness Skills
CEFA 114	Occupational First Aid Level 1
CEFO 161	FoodSafe Level 1
CEFO 170	SuperHost
CEWH 100	WHMIS
CAMP 130	Work Experience (*Optional*)

Classroom/Lab Hours per Week

- This 397-hour program could be offered over a 13-week period at 30 hours/week. Hours could be ranging between 7:00 am – 5:00 pm
- This program may require attendance in classes that are held outside of regular school hours and away from the student's home community, for example in a camp setting or at a catering event.

Graduation Requirements

Successful completion of all courses and safety training certifications. Students have three years to complete the Camp and Catering program.

Note 1: To obtain the Camp & Catering Associate Certificate the following courses must be completed before the end of the program.

- WorkSafe Occupational First Aid Level 1 (*CEFA-114*),
- FoodSafe Level 1 (*CEFO-161*)
- SuperHost (*CEFO-170*)
- WHMIS (*CEWH-100*)

Re-admission

A student who withdraws from the program voluntarily should notify a faculty member and the student will be required to apply for re-admission to the program. Re-admission will be considered on a space-available basis and will be administered according to the following priorities:

1. A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal, has maintained course grades required by the program (*or higher*), will be awarded first priority.

2. A student who has failed a course or who has withdrawn from the course with less than the grades as required by the program will be awarded second priority.

Rev. 19.07.18

YOU MIGHT ALSO BE INTERESTED IN...

- Pro Cook 1
- Pro Cook 2

COMMUNITY AND CONTINUING EDUCATION

Part-time

Start date varies

Duration varies

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

Intro to First Nations Communities in the Lakes District
Computer Training
Emergency Childcare First Aid
FoodSafe
Occupational First Aid 1&3
Occupational First Aid
Transportation Endorsement
Workplace Safety:
- WHMIS (*Workplace Hazardous Materials Information Systems*)
- Spill Response
- Transportation of Dangerous Goods
- S100 Fire Suppression
- H2S Alive
- Traffic Control

CNC Mackenzie

Airbrakes
Computer training: Microsoft Office
First Aid, including:
- WorkSafe BC First Aid (*1, TE, and 3*)
- Standard for Mines
- CPR
- AED

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
- H2S 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

Bookkeeping for the Home - Based Business
Cashier Training
Customer Service
Occupational First Aid

CNC Prince George

Bookkeeping Certificate
Dental Office Receptionist
Emergency Medical Responder (*JIBC*)
Healthcare professional development
Human Resources Management
Management Skills for Supervisors
Medical Device Reprocessing Technician
Medical Office Assistant
Medical Terminology
Microsoft Office training
Occupational Health & Safety Committee Fundamentals
Primary Care Paramedic (*JIBC*)
Vehicle Inspection Endorsement

CNC Quesnel

All-terrain vehicle rider course
BC Faller Certification
Bear Aware
Chainsaw Safety
Electrical Code Refresher
Environmental Management Systems
Fire Suppression S100
First Aid
Forklift Training
Heat and Cold Stress
Helicopter Safety
Log Scaling and Grading
Management Skills for Supervisors
MS Office 2016: Word, Excel, PowerPoint
Pesticide Application and Dispenser
QuickBooks
Residue and Waste Measurement
Resource Road Driving
Spill Response
Snowmobile rider courses
Traffic Control
Transportation of Dangerous Goods
WHMIS
WorkSafeBC training modules

SAMPLING OF GENERAL INTEREST COURSES

Relax, have fun, and meet new friends. Here are just a few of the dozens of general interest courses (*subject to change*):

CNC Lakes District – Burns Lake

Aikido
Firearms Safety

CNC Lakes District - Granisle

Computer Training
Seniors' Computer Training

CNC Lakes District – Southside

CORE Hunter Training
Firearms Safety

CNC Mackenzie

Cake Decorating
Babysitting

CNC Nechako – Fort St. James

ATV Training
Belly Dancing
Cooking

CNC Nechako

Beekeeping
Digital Photography

CNC Prince George

Kids Pro D Days

CNC Quesnel

ATV Training

IF YOU DON'T SEE IT, ASK FOR IT

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

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.

DENTAL ASSISTING CERTIFICATE

Full-time

Starts September

1 year

Prince George

The program combines lectures and clinical practice in preparation for a career in private practice, group practice, dental clinics, public health, and 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. Proof of high school graduation or equivalent.

2. English 12 or English First Peoples 12; English 050 or English 051, or equivalent, with a grade of B.

3. Biology 12 or Biology 050, or equivalent, with a grade of C+ or higher.

Note 1: Two (*2*) seats in the Dental Assisting program intake will be reserved for qualified Aboriginal applicants.

Note 2: One (*1*) seat in Dental Assisting intake will be reserved for a qualified international student applicant.

Selection process

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

Max. points

Letter grade B or higher for English 12 or equivalent. The letter grade for English 12 will contribute its actual points.

3.0-4.33

Letter grade C+, higher for Biology 12, or equivalent. The letter grade for Biology 12 will contribute its actual points.

2.33-4.33

Resident of Northern BC

1.00

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

1.00

Completion of any of the following to a maximum of 3 points:

- DENO 150 Introduction to Dentistry at B- or better (*see CNC Program Guide and Course Calendar for course descriptions*)

  1.00
- Dental receptionist program

  1.00
- Self-reported volunteer experience of eight or more hours in a dental office

  1.00

Maximum possible points 13.66

Program outline

Semester 1

DENT 150	Dental Assisting Foundations
DENT 151	Prevention I
DENT 153	Dental Sciences
DENT 157	Dental Assisting Clinic I
MGT 154	Applied Human Relations

Semester 2

DENT 160	Restorative Dentistry
DENT 161	Prevention II
DENT 163	Dental Specialties I
DENT 166	Professional Issues
DENT 167	Dental Assisting Clinic II
DENT 169	Radiology
DENT 190	Practicum I

Intersession

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

Program Requirements

- All Dental Assisting students must maintain a C grade or higher (*70-74.9%*) in order to progress in the program. Any grade lower than a C will result in an F grade issued.
- Students must provide proof of current immunization (*including Hepatitis B*), a dental examination and complete a health self-assessment.
- A Schedule B criminal record search for vulnerable populations is required. A search which identifies criminal convictions may prevent the student from entering clinical or practicum program components and therefore may not allow the student to graduate.
- Students must provide proof of current CPR certification, level C (*preferred*) or Basic Life Support (*BLS*) for the duration of the program. Online CPR courses are not accepted. Students who are not CPR certified will be denied entry into clinical course(s). Clinical courses begin week 1 of the program

General Information

- A caring nature, interest in the well-being of others, excellent interpersonal skills, ability to work in a fast-paced team atmosphere and accurately follow verbal and written directions are essential for program success.
- Computer literacy, word processing and internet experience are essential in order to utilize dental software, electronic record keeping and digital imaging programs.
- In addition to expenses of tuition, textbooks, and uniforms, students are required to purchase miscellaneous clinic supplies and equipment.
- 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, hearing and hand-eye coordination, It is strongly recommended that students have an eye examination and obtain corrective eyewear if needed.
- Information regarding estimated program costs, supplies, immunizations and other required documentation will be provided to students in a program acceptance package.

All costs associated with the above are the responsibility of the student.

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 Program Coordinator with the request to have his/her credentials evaluated as they relate to a course. The Program Coordinator, in consultation with the instructor responsible for the course, will evaluate the student's credentials. The student must provide copies of transcripts and course syllabi with course objectives as part of their credentials.

Challenges for all courses must be submitted within three weeks 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, challenging exams, and prior learning assessments.

Application procedure

Application forms are available from the Office of the Registrar 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.

Re-admission

The dental assisting program must be completed within a three-year period.

A student who is unsuccessful in a dental assisting course once will be allowed to apply for readmission 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. The student may not apply again to the program under the new student category.

A student who withdraws from the program voluntarily must notify the program coordinator and will be required to apply for re-admission to the program.

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

1. A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal maintained an overall grade of "C" or higher, will be accorded first priority.
2. A student who has failed a dental assisting course once or who has withdrawn from the dental assisting course with less than a "C" grade standing in the course will be accorded second priority.
3. A student who withdraws twice from the program and applies for re-admission, will be accorded the lowest priority.
4. In the event that two students with the same priority status are applying for readmission and only one seat is available, priority will be given to the student with the highest dental assisting program grade point average.

Time lapse between clinical courses

Students who are out of the CNC dental assisting program for more than three (*3*) months are required to enroll at the start of a program year and complete the following clinical courses even if the student was successful in clinical courses prior to program re-entry: DENT 157 Clinic I, DENT 167 Clinic II and DENT 177 Clinic III.

Note: The English 12 or equivalent prerequisite is proposed to be increased from the current requirement of "successful completion" to a B grade for entry into the program and Biology 12 or equivalent increased from a C to a C+ grade for entry as these reflect a similar standard across other BC public Dental Assisting programs admission requirements.

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.

Graduation/Time Frames:

The dental assisting program must be completed within a three-year period.

ADMISSION REQUIREMENTS CHANGING FOR 2023.

Rev. 19.07.15

IMPORTANT DATES

Term 1

- September 6 – December 16, 2022

Term 2

- January 9 – April 14, 2023
- Break – February 20 - 24, 2023
- Practicum - April 17 – April 28, 2023

Term 3

- May 1 – June 2, 2023
- Practicum - June 5 – June 16, 2023

DENTAL HYGIENE DIPLOMA

Full-time

Starts September

2 years

Prince George

CNC's Dental Hygiene program prepares graduates to practice as licensed, regulated, health care professional team members. Dental hygienists are preventative oral health care providers, providing specialized services in oral health education, clinical therapy and health promotion. Dental Hygienists practice in a wide variety of settings, including private clinics and community health settings.

Program Objectives

Upon successful completion of the CNC dental hygiene program the dental hygiene graduate is able to practice as a safe, competent and professional entry-level dental hygienist

The graduate is able to:

- practice as a professional;
- effectively communicate and collaborate with individuals, family, community and interdisciplinary teams;
- demonstrate critical thinking skills and use evidence based decision-making to provide optimal dental hygiene services;
- advocate for access to oral health services and improving oral health for individuals, families and community;
- contribute to and coordinate the effective management of the practice environment to ensure quality care and services;
- provide safe and effective clinical therapy using the dental hygiene process of care;
- apply teaching and learning principles to educate individuals, families and community about oral health including its relationship to general health;
- apply health promotion principles and strategies to enable individuals and communities to improve their oral health.

ADMISSION REQUIREMENTS

All of the following or their equivalents must be met at a first-year college/university level, with an average GPA of 3.0 ("*B*") with no grade lower than a "*C*":

1. BIO 111 and 112, or BIO 107 and BIO 130, or equivalent.

2. CHEM 111 and 112, or CHEM 113 and 114, or equivalent.

3. PSYC 101 and 102 or equivalent.

4. ENGL 103 or equivalent, plus one additional first-year English course.

5. MATH 104 or, PSYC 201, or equivalent.

6. One university-level elective.

Note 1: Refer to the BC Transfer Guide website www.bctransferguide.ca to ensure course equivalences from and to other educational institutions. It is highly recommended applicants discuss their first-year college/university course choices with a CNC advisor.

Note 2: Conditional acceptance in the program is based on a student completing at least half of the required courses and showing registration for the remaining courses. Students must still submit final transcripts by the posted deadline verifying that all of the admission requirements meet.

Note 3: Two seats in the Dental Hygiene intake are reserved for qualified Aboriginal applicants.

Note 4: Two seats in the Dental Hygiene intake are reserved for qualified international student applicants.

Selection Process

If the program is over-subscribed, students will be selected based on the criteria outlined below:

Max. points

1. GPA based on Dental Hygiene admission requirements (*3.0–4.33 points*).

4.33

2. Completion of the Dental Hygiene admission requirements in a consecutive 24-month period.

1.00

3. Resident of BC or the Yukon.

1.00

4. One of the following

- 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

1.00

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

1.00

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

- Two reference letters

1.00

- Candidate's Questionnaire

2.00

Maximum Points = 11.33

Program requirements

1. All Dental Hygiene courses must maintain a minimum "B-"as a passing grade.

2. Any grade lower than a "B-"will result in an "F" grade.

3. One failed course will result in removal from the program and the student can be given the option to reapply.

4. All program requirements must be completed within five years of initial enrolment.

5. By the start of the program, you must provide the completed forms supplied in the acceptance package. Incomplete certifications or documentation will prevent students from entering clinical placements.

a. Proof of current immunization status (*including Hepatitis B*)

b. Recent dental examination and dental hygiene care

c. Cardiopulmonary Resuscitation (*CPR*) as outlined by the College of Dental Hygienists of British Columbia (*CDHBC*) CPR online courses that do not include face-to-face practice components are

not acceptable. CPR certification must be maintained for duration of program.

d. WHMIS training certificate

e. Proof of Violence in the Workplace training completed

f. Criminal record check

g. Skills and Abilities Information Form

Note 1: All costs associated with certifications, courses and/or documentation requirements are the student's responsibility

Graduation Requirements

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

DHYG 200	Clinic 1
DHYG 205	Dental Hygiene Clinic 1
DHYG 210	Dental Anatomy
DHYG 215	Oral Microbiology
DHYG 220	Professional Practice 1
DHYG 225	Oral Health Promotion
DHYG 260	Clinic 2
DHYG 265	Dental Hygiene Care 2
DHYG 280	Dental Diseases 1
DHYG 226	Dental Radiography
DHYG 290	Evidence Based Practice 1
DHYG 300	Clinic 3
DHYG 305	Nutrition
DHYG 315	Dental Diseases 2
DHYG 320	Pharmacology For Dental Hygiene Practice
DHYG 325	Community Health
DHYG 350	Clinic 4
DHYG 355	Practice Management
DHYG 360	Oral Pathology
DHYG 365	Community Dental Health
DHYG 370	Professional Practice 2
DHYG 380	Evidence Based Practice 2
DHYG 286	Dental Hygiene Radiography Interpretation
BIO 230	Head and Neck Anatomy
BIO 270	Pathology and Oral Biology

One of the following:

DHYG 275	Pain Management
DHYG 276	Pain Management with Application*

Total credits 76

*DHYG 276 will be offered under select circumstances.

Graduation/Timeframes

See the CNC Ten Year Timeline for Program Completion Policy (E-1.37).

ADMISSION REQUIREMENTS CHANGING FOR 2023.

Rev. 21.05.15

YOU MIGHT ALSO BE INTERESTED IN...

- Dental Assisting Certificate
- Medical Laboratory Technology Science Diploma
- Medical Radiography Technology Diploma
- Nursing, Bachelor of Science in Nursing
- Nursing Unit Assistant Certificate
- Practical Nurse Diploma

IMPORTANT DATES

Fall term

- September 6 – December 16, 2022

Spring term

- January 9 – May 12, 2023
- Break – February 20 - 24, 2023

DIAGNOSTIC MEDICAL SONOGRAPHY PROGRAM

Full-time

Starts September

2 years

Prince George

ADMISSIONS REQUIREMENTS

1. Successful completion of Grade 12 or equivalent

2. The following courses, with a grade of 'B' or better in each:
- English 12 or English 12: First Peoples or equivalent*
- Foundations Math 12 or Pre-Calculus Math 12 or equivalent
- Physics 12 or equivalent
- Biology 12 or equivalent

3. Completed Self-Report on Suitability form (*see Application Package Appendix C*)

Required entrance courses must be completed within the past five years.

Note: For candidates whose first language is not English – In addition to having English 12 (*or equivalent*) applicants must also provide proof of English language proficiency through one of the following:

1. English as a Foreign Language (*TOEFL iBT*) score of 88 with no section below 20, within the previous two years or:
- International English Language Testing System (*IELTS*) equivalency of 6.5 with no bands below 6.0.

2. Successful completion of six credits of post-secondary first-year English studies at a recognized college or university in an English speaking country.

Preference will be given to residents of Northern British Columbia. Northern British Columbia is defined as the Northern Health Authority's geographical boundaries.

Selection Process

In the event of over-subscription to the program, applicants who meet the admission requirements will be reviewed through the Selection Criteria listed below.

Successful completion of program requirements does not guarantee students a seat in the program.

1. The cumulative grade point average of the required English, Biology, Physics and Mathematics courses (*minimum GPA 3.0 with a 'B' or better in each*) contributes its actual points, i.e. a GPA of 3.7 contributes 3.7 points

4.33

2. 30 course credits or more at the post-secondary level in which the language of instruction was English and with an overall GPA of 2.50 contributes 2.00 points

2.00

3. Education in a health care field – proof of degree, diploma or certificate (*minimum six-month full time program*) is required

1.00

4. Two original references

1.00

5. Residency in the two years prior to the date of application contributes a maximum of 2.00 points (*proof may be required*):
- BC/Yukon/NWT resident (*1.00 point*)
- Northern BC resident (*2.00 points*)

Maximum of 2.00

Total possible score 10.33

Students who meet the admission requirements but are not offered a seat will be waitlisted for the program year in which they apply only.

Note: Self-identified Canadian Aboriginal applicants who meet the admission requirement by the priority deadline will be given priority for two seats. If there are more than two qualified Aboriginal applicants at the priority deadline, these qualified applicants will be ranked accordingly.

Program requirements once accepted into the Diagnostic Medical Sonography program (to be submitted prior to program start date):

- Proof of current immunizations status – as recommended by the BC Center for Disease control and required by provincial health authorities. Students may be prevented from starting clinical placements with incomplete immunization schedules.
- CPR certification, Level C (*minimum requirement*). CPR online courses are not acceptable. Students are responsible for maintaining certification for the duration of the program
- Criminal Record Search with the BC Ministry of Justice. A search which identifies relevant criminal convictions may prevent you from entering clinical orpracticum setting
- Successful completion of Medical Terminology for Sonography (*SONO 101*) or equivalent

All costs associated with the above are the responsibility of the student.

Clinical Requirements:

The Medical Diagnostic Sonography program includes extensive unpaid clinical practice hours that allow students to apply skills in the health care setting. Successful completion of all clinical hours is mandatory for successful program completion. Students participating in clinical placements and working in patient care areas (*whether working directly with patients or not*) are required to adhere to all agency policies including (*but not limited to*):

- Influenza Prevention Policy – Provincially mandated through the BC Centre for Disease Control, this policy states that anyone working in patient care areas must either be vaccinated yearly or wear a mask for the duration of the influenza season. Information will be provided to students as it becomes available.
- N95 Respiratory Protection Policy – Worksafe BC regulates the use of Personal Protective Equipment for health care workers; this policy requires anyone working with patients on respiratory isolation precautions be FIT tested for a N95 respirator. This is an annual competency requirement that is incurred at the student's expense. Students will be provided with

specific instructions on how to access fit testing by the program prior to the first clinical.

Clinical placements are throughout the Northern Health Authority and other provincial health authorities. Students will be required to travel to clinical sites and/or acquire accommodations near clinical sites. All travel and living expenses related to clinical placements are the responsibility of the student.

Depending on the clinical site and preceptor availability, clinical practice may be configured and offered outside of the existing timetable structure and sessional dates. Attendance in each clinical practicum is compulsory; students who do not complete their total required practicum hours will be at risk for failure. Any time a student is unable to attend practicum due to unforeseen circumstances, the student must contact his/her clinical instructor and clinical area with notice; time for notice will be determined by each clinical site. Making up missed clinical time cannot be guaranteed, and may only be granted in extenuating circumstances, pending the availability of a clinical site and preceptor. Clinical placements may require the student to be available for day/evening/night shifts and on weekends.

General requirements

Qualities essential to success for Medical Diagnostic Sonography students include:

- Strong sense of responsibility, caring nature, interest in the well-being of others, excellent interpersonal skills, strong problem-solving skills and ability to work in diverse teams
- Physical and mental stamina; sonographers are required to move and transferpatients, work with and around heavy equipment, and to manage in busy and often stressful workplace environments
- Ability to meet all competencies listed in the Self-Report on Suitability form
- Maintain professional sensitivity to disturbing scenarios such as trauma patients, surgical procedures and symptoms of hospitalized patients
- Exemplary demonstrated written and oral English; sonographers are required to accurately follow written requisitions and fast-paced verbal directions
- Computer literacy is required in both the workplace setting and in the classroom setting where course work will be delivered via electronic platforms (*online learning*)

Re-Admission Policy

A student who is unsuccessful in any one course required in the Diagnostic Medical Sonography Program will be permitted to repeat the course once under the re-admission policy. 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. Students who have any combination of two instances of withdrawal or failure in a Sonography course may only apply for re-admission with documented approval from the Dean (*or delegate*), who will detail any special considerations in a written contract with the student. Re-admission is considered on a space-available basis and will be administered according to the following priorities:

1. A student who has successfully completed the prerequisite courses and has withdrawn from the program will be awarded first priority.
2. A student who has failed a required course will be awarded second priority.
3. A student requesting transfer from another Diagnostic Medical Sonography program at another institution will be subjected to the above criteria and be awarded third priority.

Selection for re-admission seating will be based on the priorities listed above. If there is more than one student applying the same priority, the higher GPA determined from the courses they previously took in the Diagnostic Medical Sonography program will be used to select the successful re-admission applicant.

All required Diagnostic Medical Sonography courses must be completed within a five-year timeframe. Students applying for re-admission may be required to demonstrate that they have maintained their knowledge and skills for re-entry into the program which includes assessment by Sonography faculty. Students will be required to re-enroll in any clinical practicum course (*even if successful in the course prior to withdrawing from the program*) if more than 18 months has lapsed since the student withdrew from the Diagnostic Medical Sonography program.

PROGRAM OUTLINE

Term 1	**15 weeks**
BIO 170	Anatomy and Physiology for Sonography
SONO 100	General Sonography I
SONO 105	Women's Sonography I
SONO 103	Cardiac Sonography I
SONO 107	Patient Care for Sonography
PHYS 170	Physics for Sonography I
SONO 109	Relational Practice I
Term 2	**15 weeks**
SONO 129	Relational Practice II
SONO 120	General Sonography II
SONO 125	Women's Sonography II
SONO 123	Cardiac Sonography II
SONO 131	Vascular Sonography I
PHYS 173	Physics for Sonography II
Term 3	**12 weeks**
SONO 133	Clinical Orientation
SONO 145	Pathophysiology for Sonography
SONO 135	Clinical I
Term 4	**13 weeks**
SONO 230	General Sonography III
SONO 237	Women's Sonography III
SONO 233	Cardiac Sonography III
SONO 231	Vascular Sonography II
PHYS 175	Physics for Sonography III
Term 5	**15 weeks**
SONO 235	Clinical II
SONO 236	Professional Development
Term 6	**20 weeks**
SONO 245	Clinical III
SONO 250	Clinical IV

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

ADMISSION REQUIREMENTS CHANGING FOR 2023.

Rev. 19.07.17

IMPORTANT DATES

Term 1

- September 6, 2022 - December 16, 2022

Term 2

- January 9, 2023 - April 28, 2023
- Break - February 20 - 24, 2023

Term 3

- May 8, 2023 - July 28, 2023

Term 4

- September 6, 2022, - December 2, 2022

Term 5

- January 9, 2023 - April 28, 2023
- Break - February 20 - 24, 2023

Term 6

- May 8, 2023 - September 29, 2023
- Break - July 17, - 21, 2023

HEALTH CARE ASSISTANT CERTIFICATE

Full-time

Start dates vary — please contact campuses directly

Prince George and Quesnel

CNC's HCA Program is designed to provide students with opportunities to develop the knowledge, skills and attitudes necessary to function effectively as front-line care-givers.Under the direction and supervision of a health professional, graduates provide person centered care aimed at promoting and maintaining the physical, emotional, cognitive and social well-being of clients.

Upon completion of the program, graduates are prepared to work in a variety of practice settings including home support, assisted living, residential/complex care, special care units, other home and community care settings and acute care.

ADMISSION REQUIREMENTS

1. Two English 10 courses (*minimum "C"*), or ENGL 030 (*minimum "C"*), or equivalent.
2. Workplace Mathematics 10 (*minimum "C"*) or equivalent.
3. English language competency requirements for applicants whose first language is not English:

All BC HCA program applicants are required to demonstrate English language proficiency. Domestic and/or international applicants whose first language is not English will need to take a standardized proficiency assessment to confirm communicative competency in all four language skills areas (*speaking, listening, reading and writing*).

To determine if you meet the English Language Requirements, please

refer to the most recent English Language HCA Program Entry Competency Requirements (*pdf*) criteria outlined by the BC Care Aide & Community Health Worker Registry

Program requirements

Within two weeks of the program start, proof of the following requirements must be provided. Incomplete certifications or documentation will prevent students from entering clinical placements. All certifications must remain valid throughout the program.

1. Current immunization status – as recommended by the BC Centre for Disease Control and as outlined in the Practice Education Guidelines of BC. See Practice Education Guidelines BC Immunizations.
2. TB screening: Negative TB skin test or negative chest x-ray.
3. Criminal record check (*CRC*). A search which identifies relevant criminal convictions may prevent a student from entering clinical or practicum components of the program and prevent eligibility for graduation. RCMP record checks are not valid.
4. First Aid that includes CPR Level "C" or Basic Life Support (*BLS*). Online CPR courses that do not include face-to-face practice components are not acceptable.
5. FoodSafe Level 1 Certificate.
6. Respirator N95 Fit Testing must be completed for proper respiratory mask fitting.

Note: All costs associated with certifications, courses and/or documentation requirements are the student's responsibility.

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.

This is a full-time, outcomes-based program.

GRADUATION REQUIREMENTS

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, Assisted Living, and/or Group Home
HCAP 199	Practice Experience in Multi-Level and/or Complex Care

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 four-year time frame

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 that 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 shifts can begin as early

as 0600 or end as late as 2300.

- In addition to expenses for tuition and textbooks, students are expected to purchase their own uniform and supplies, to provide funds for travel to community agencies and to pay for parking.
- 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.

Re-admission

A student who is unsuccessful in a course will be permitted to repeat the course once. Any combination of two course 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:

1. A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal maintained an overall grade of "C" or higher, will be awarded first priority.
2. A student who has failed an HCAP course or who has withdrawn from the HCAP course with less than a "C" grade standing in the course will be awarded second priority.

Transfers:

A student requesting transfer from HCA programs at other institutions will be required to apply to the program and will be subject to the re-admission process.

ADMISSION REQUIREMENTS CHANGING FOR 2023.

Rev. 20.06.30

IMPORTANT DATES

Prince George

- **Janurary 9 - September 29, 2023**
- Break: March 1 - February 28, 2023
- **August 28, 2023 - May 24, 2024**
- Break: October 9-13, 2023
- Break: December 25 2023 - January 5, 2024
- Break: February 19-23, 2024

Quesnel

- **Janurary 9 - September 29, 2023**
- Break: March 4 -12, 2023
- Break: June 29 - July 12, 2023
- **August 28, 2023 - May 24, 2024**
- Break: Oct 7-15, 2023
- Break: Dec 23, 2023 – January 7, 2024
- Break: March 2-March 10, 2024

Regions

- **Janurary 9 - September 29, 2023**
- Break: March 4 -12, 2023
- Break: June 29 - July 12, 2023
- **August 28, 2023 - May 24, 2024**
- Break: Oct 7-15, 2023
- Break: Dec 23, 2023 – January 7, 2024
- Break: March 2-March 10, 2024

MEDICAL DEVICE REPROCESSING TECHNICIAN ASSOCIATE CERTIFICATE

Full-time

6 months

Prince George (Continuing Education)

This program, composed of both a theory and clinical component, will prepare you to work as a Technician in a Medical Device Reprocessing (*MDR*) Department. Upon graduation, you will have acquired the knowledge and ability to safely and correctly operate a variety of equipment used in MDR and demonstrate responsibility and accountability of MDR duties by performing duties in an ethical and legal manner to ensure patient safety.

ADMISSION REQUIREMENTS

1. Successful completion of Grade 12 or equivalent;

2. Completion of English 12 or English 12: First Peoples with a minimum C+ grade or equivalent

3. Successful completion of MEDT 100 - Medical Terminology, or equivalent, taken within the past three years

4. Successful completion of CESS 151 Management Skills for Supervisors Part 1: Interpersonal Communication Skills & Conflict Resolution or equivalent

Program Requirements

Prior to the start ofthe practicum, accepted students will be required to:

1. Complete a Criminal Record Check (*CRC*) from the Ministry of Justice. A search which identifies relevant criminal convictions may prevent you from entering the clinical component of the program and therefore make you not eligible to graduate from the program.

2. Provide a status report on their immunization history. Immunizations in the following are strongly recommended:

- Measles, Mumps, and Rubella
- Tetanus/Diphtheria
- Hepatitis B
- Polio
- Varicella
- Meningococcal C
- Influenza (*on an annual basis*)

A baseline TB skin test is also strongly recommended.

In the case of an outbreak, students who do not comply with the immunization guidelines may experience restrictions during the clinical portion of their education by the placement facility, until proof of immunity is provided or until the outbreak is declared over. Being restricted from a required clinical site may directly affect your ability to successfully complete the program.

Notes:

1. The costs of immunizations and Criminal Record Check are the responsibility of the student.

2. A minimum grade of "B" in MDRT 100 and successful completion (*S*) of MDRT 110 is required to graduate from the Medical Device Reprocessing Technician Associate Certificate program.

3. Students should be aware that the following characteristics are strongly recommended to be successful in the MDRT program:

- Good command of the English language.
- Ability to attend to detail, to work accurately and neatly, and to manage time effectively.
- Ability to work under close direction as well as ability to act with initiative as member of a health care team.
- Ability to work in a busy atmosphere and to respond quickly to both verbal and written requests.
- Ability to work in a hospital setting. Previous hospital experience may be an advantage.
- Ability to behave respectfully in the workplace.
- Reliability and dependability with good work habits.
- Flexibility to adjust to shift work.
- Absence of health problems which may affect ability to lift, stand for long periods, or perform repetitive movements.
- Absence of allergies to substances on the skin and the ability to wear gloves for extended period of time.
- Ability to lift at least 25 lbs, stand for a long period of time, and work in a specially designed environment.

Program Outline

MDRT 100	Medical Device Reprocessing Theory
MDRT 110	Medical Device Reprocessing Clinical

Course Completion

Students must successfully complete the theory and clinical portions of the program simultaneously in order to graduate from the program.

ADMISSION REQUIREMENTS CHANGING FOR 2023.

YOU MIGHT ALSO BE INTERESTED IN...

- Practical Nurse Diploma
- Health Care Assistant
- Medical Laboratory Technology Science Diploma
- Medical Radiography Technology

Rev. 19.07.16

IMPORTANT DATES

Prince George

Spring

- January 16 - May 19, 2023

MEDICAL LABORATORY TECHNOLOGY SCIENCE DIPLOMA

Full-time

Starts January

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

Prince George

As a medical laboratory technologist, you will perform a variety of specialized tests using high-tech instrumentation to help medical practitioners 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 will work independently, but as an important part of the health-care team.

Post-diploma educational opportunities include a Post-Diploma Bachelor of Science in Medical Lab Technology and Bachelor of Health Sciences. Post-diploma professional development is also offered locally, provincially, and nationally.

CNC's Medical Laboratory Technology Science Diploma program is fully accredited.

After graduating, you will 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.

ADMISSION REQUIREMENTS

1. Grade 12 or equivalent.

2. The following courses, each with a grade of "C" or higher:
- English 12 or English 12: First Peoples or equivalent
- Biology 12 or equivalent
- Chemistry 12 or equivalent
- Foundations of Math 12 or Pre-Calculus 12 or equivalent

3. Completion of Self-Report on Suitability form.

4. Completion of the Medical Laboratory Technology Career Investigation Report form.

Program Requirements

- When you are accepted into the program, you will have to supply us with documents certifying you have current immunizations, and health examinations. We will send you more information in your acceptance package.
- You will have to undergo a criminal record search with the BC Ministry of Justice at the beginning of the program. A search which identifies relevant criminal convictions may prevent you from entering clinical or practicum setting components of the program and therefore may make you not able to graduate.
- The costs of immunizations and criminal record checks are the responsibility of the student.

Selection process

All students will be selected using the following criteria:

1. The cumulative grade point average of the required English, biology, chemistry and mathematics courses contributes its actual points – e.g., a GPA of 3.2 contributes 3.2 points

4.00

2. 30 credits or more at the post-secondary level, or 1-year equivalency, contributes 3 points

3.00

3. Residents of BC or the Yukon will be awarded 1 point.

1.00

4. Certified as a Medical Laboratory Assistant

1.00

5. A completed "Medical Laboratory Technology Career Investigation Report" contributes up to 6 points

6.00

Total possible points 15.00

Note: In the event of a tie the last seat will be awarded to the first qualified applicant.

PROGRAM OUTLINE

Semester 1	**17 weeks**
MLTS 101	Medical Terminology
MLTS 110	Clinical Microbiology and Infection Prevention
MLTS 112	Introduction to Laboratory Medicine
MLTS 114	Anatomy and Physiology
MLTS 116	Quality Systems
MLTS 122	Introduction to Laboratory Analysis
Semester 2	**17 weeks**
MLTS 131	Histotechnology I
MLTS 143	Clinical Microbiology II
MLTS 158	Introduction to Hematology
MLTS 164	Chemistry I
MLTS 176	Molecular Diagnostics
MLTS 181	Transfusion Medicine I
Semester 3	**17 weeks**
MLTS 136	Histotechnology II
MLTS 144	Clinical Microbiology III
MLTS 161	Hemopathology
MLTS 168	Chemistry II
MLTS 182	Transfusion Medicine II
MLTS 195	Practicum Preparation
Practicum	**39 weeks**
MLTS 238	Histotechnology Practicum
MLTS 248	Microbiology Practicum
MLTS 264	Hematology Practicum
MLTS 268	Chemistry Practicum
MLTS 270	Specimen Collection and Handling Practicum
MLTS 288	Transfusion Medicine Practicum

Note 1: Student selection for the program is competitive. "C" is the minimum, but higher grades will improve your chances of being accepted.

Note 2: Self-identified Canadian Aboriginal applicants who meet the admission requirements by the priority deadline will be given priority for 20% of seats.

Note 3: There will be four seats available for students who have successfully completed the Pre Medical Laboratory Technology Access program and who meet the admission requirements by the priority deadline.

Note 4: Semesters 1 – 3 consist of 51 weeks of classroom instruction and

related laboratory sessions at CNC. Before continuing to the next semester or practicum, you must complete all courses in semesters 1 through 3 with grades of 68% (*B-*) or higher.

Note 5: For all courses with a laboratory component, students must pass the lab component with a 68% (*B-*) or higher to progress to the next semester or practicum.

Note 6: Students must achieve a satisfactory report on professionalism, which is based on the CSMLS Code of Conduct and the CSMLS Code of Ethics to proceed to the next semester or practicum.

Note 7: To graduate from the program you must achieve a successful result for the theory and practice components of each practicum course.

Note 8: There may be additional costs associated with Practicum Preparation as practicum partner sites change requirements.

Note 9: The practicum is spent applying theory to practice at clinical training sites throughout BC. To ensure a comprehensive practicum, there may be rotations 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. All provinces also require certified medical lab technologists to register with a provincial regulatory body before starting work.

Financial planning and awareness

Be aware that even though the program is eligible for student loans, the loans will not cover the entire cost of the program.

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 may be required to withdraw and must then reapply for admission into the program. Multiple course failures, subsequent failure in the same MLTS course or requirement to withdraw for unsuccessful professionalism evaluation will exclude the student from further study and re-admission into the program; that student may not apply again to the program.

Any student who is readmitted into the program will be required to complete all the courses in the term in which the student is returning with a minimum B-grade and in future courses to progress. This may require a student to repeat courses that they previously successfully completed.

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

1. A student, who has successfully completed the prerequisite courses and/or who, at the time of withdrawal, maintained an overall grade of 68% (*B-*) or higher will be accorded first priority.
2. A student who has failed an MLTS course or who has withdrawn from the MLTS course with less than a 68% (*B-*) grade standing in the course will be accorded second priority.
3. An evaluation of course work completed elsewhere will be necessary for the student requesting a transfer from another accredited MLTS program; the student will then be subject to the above and will be accorded third priority.

Graduation/Time Frames

The Medical Laboratory Technology Science program must be completed within a five-year period.

ADMISSION REQUIREMENTS CHANGING FOR 2023.

YOU MIGHT ALSO BE INTERESTED IN...

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

Rev. 19.07.15

IMPORTANT DATES

Fall

- August 15 - December 16, 2022
- Break - October 11 - 14, 2022

Spring

- January 9 – May 19, 2023
- Break - March 6 - 17, 2023
- Practicum - June 5, 2023 - April 26, 2024

MEDICAL RADIOGRAPHY TECHNOLOGY DIPLOMA

Full-time

Starts September

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

Prince George

The Medical Radiography Technology Program (*MRAD*) prepares students to work as a Medical Radiation Technologist (*MRT*) in the following areas:

- In the hospital medical imaging department
- At the patient's bedside
- In the operating room or Emergency department
- In private imaging clinics

Additionally, a diploma in Medical Radiography Technology is a base for other certifications, such as advanced radiography certifications, specialized Bachelor of Science (*BSc*) and health administration degrees.

Program Objectives

Graduates of the CNC program will:

- Adhere to the Canadian Association of Medical Radiation Technologists (*CAMRT*) Professional Code of Ethics & Professional Conduct and Best Practice Guidelines.
- Be qualified to write the CAMRT national certification examination.
- Conduct themselves in a professional manner.
- Develop critical thinking and problem-solving skills.
- Be safety oriented, empathetic, versatile, and have cultural sensitivity and respect for patients from a diverse backgrounds.
- Promote a positive attitude towards lifelong learning, evidence-based practice, and act as an advocate for the profession.
- Communicate effectively in the healthcare setting.
- Provide quality care independently and in a team environment.

ADMISSION REQUIREMENTS

- High school graduation or equivalent
- The following courses, completed within the last 5 years with an average GPA of 3.0 ("*B*") with no grade lower than a "C+":
  - » English Studies 12, English First Peoples 12, ENGL 050, ENGL 051 or equivalent
  - » Foundations of Math 12, MATH 050 or equivalent
  - » Physics 12, PHYS 050 or equivalent
  - » Anatomy and Physiology 12, BIO 050 or equivalent
- Completed MRAD application package
- Participation in a CNC MRAD program information session
- Candidates whose first language is not English must meet the English requirements and provide proof of English language proficiency through one of the following:
  - » Test of English as a Foreign Language (*TOEFL iBT*) score of 88 with no section below 20, within the last two years; or
  - » International English Language Testing System- Academic (*IELTS Academic*) score of 6.5 overall with no band below 6.0, taken within the last two years; or
  - » Successful completion of six credits of post-secondary first-year English studies at a recognized college or university in an English-speaking county within the last two years.

Note 1: MRAD information sessions will be offered throughout the year for interested applicants. Please refer to the Program's webpage under the CNC Health Sciences Programs for more information regarding these sessions.

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

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

1. The cumulative grade point average of the required English, Anatomy and Physiology, 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

2. 30 course credits or more at the post-secondary 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. Resident of BC or the Yukon (*1.00*) -OR- Resident of BC's Northern Health Authority (*2.00*)

Up to 2.00

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

1.00

Total of points for criteria 1 – 4 determines short-list for interview.

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

Up to 5.00

Total possible points 14.00

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

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

Program Specific Requirements

Prior to the start of the program, you must successfully complete the MRAD 100 Medical Radiography Terminology course (*approximately 10 hours of self-directed learning*), which has a radiography language focus. Additionally, you must provide the following completed forms supplied in the acceptance package:

- Proof of current immunization status

- Personal data sheet and release of information form
- Criminal record check (*CRC*) Schedule B (*RCMP checks are not valid*)
- Cardiopulmonary Resuscitation (*CPR 'C'*) certification—must be maintained for duration of program.
- Qualitative N95 mask fit testing documentation—must be maintained for duration of program.

Note 1: Incomplete certifications or documentation will prevent students from entering clinical placements.

Note 2: All costs associated with certifications,

Re-admission policy

Students may apply for re-admission if they have no more than one unsuccessful course grade (*less than C+ or U*) in the medical radiography technology program. Multiple unsuccessful course grades or a subsequent unsuccessful grade in a repeated program course will exclude the student from further study and re-admission to the program. The student may apply to restart the program as a new student no sooner than three years after dismissal. Any re-admitted students will be subject to updated course and program requirements. Returning students must consult with the program coordinator to ensure a clinical seat is available and to clarify appropriate requirements for the given situation. Re-admission requirements may include clinical refresher courses and/or re-taking previous MRAD program courses. The curriculum is designed for a full-time cohort of students and has limited seats and clinical placements. There is limited ability to modify the program for students' re-entry into the program after leaving, for whatever reasons.

Re-admission to the program will depend on available seats. Applications for re-admission will be ranked by their previous MRAD GPA and categorized and prioritized as follows:

1. A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal maintained an overall grade of "C+" or higher, will be given first priority.
2. A student who has failed a MRAD program course or who has withdrawn from the MRAD program with less than a C+ course grade will be given second priority.
3. An evaluation of course work completed elsewhere might be necessary for a student requesting transfer from another accredited MRAD program. The student will then be subject to the above criteria and be accorded third priority.

In the event more students are applying for re-admission than seats are available, priority will be given to the student with the highest MRAD program GPA.

The program alternates academic terms with clinical terms in the hospital environment. Given the requirements of working with patients in the clinical environment, it is imperative that re-admitted students are adequately prepared and assessed prior to entering a clinical course. Given this program runs in sequence, a student will have an unavoidable time lapse of at minimum eight months prior to returning.
This time lapse has the potential for significant degradation of knowledge and skills, especially for students who have not completed a previous MRAD clinical course. As such, all students applying for re-admission directly into a clinical course after a time lapse of eight months to three years must successfully complete the below requirements, dependent on the intended course of re-entry-

- MRAD 120- Clinical Education I:
  - » Student must successfully complete MRAD 121 Clinical Education I Refresher
- MRAD 230- Clinical Education II:
  - » Student must successfully complete MRAD 231 Clinical Education II Refresher
- MRAD 250- Clinical Education III
  - » Student must successfully complete MRAD 251 Clinical Education III Refresher

Requirements of students attempting to return to MRAD courses not listed above would be determined on a case-by-case basis in consultation with program faculty. If a student is unsuccessful in re-admission course(s) attempts, this will exclude the student from further study and re-admission to the program. The student may apply to restart the program as a new student no sooner than three years after dismissal.

Graduation requirements:

- Minimum grade of C+ or S for all courses required for the credential.

Term 1	**15 weeks**
BIO 126	Relational Anatomy and Physiology MRAD I
MRAD 101	Radiographic Sciences I
MRAD 103	Human Behaviour
MRAD 105	Radiographic Anatomy and Physiology I
MRAD 107	Clinical Orientation
MRAD 109	Radiographic Procedures I
MRAD 111	Patient Care
PHYS 115	Physics–Medical Radiography I
Term 2	**16 weeks**
MRAD 120	Clinical Education I
MRAD 122	Pathology I
MRAD 124	Radiobiology and Radiation Protection
Term 3	**15 weeks**
MRAD 125	Relational Anatomy and Physiology MRAD II
MRAD 127	Professional Ethics and Canadian Health Care System
MRAD 129	Clinical Applications in Computed Tomography
Term 4	**16 weeks**
MRAD 230	Clinical Education II
MRAD 235	Radiographic Procedures II
MRAD 237	Inter-professional Health Practice
Term 5	**15 weeks**
BIO 226	Relational Anatomy and Physiology MRAD III
MRAD 240	Radiographic Anatomy and Physiology II
MRAD 241	Radiographic Procedures III
MRAD 243	Radiographic Sciences II
MRAD 247	Communication and Research Skills
MRAD 248	Pathology II
MRAD 249	CT – Physical Principles
PHYS 225	Physics–Medical

	Radiography II
Term 6	**16 weeks**
MRAD 250	Clinical Education III
MRAD 255	Capstone

Graduation/Time Frames:

The MRAD program must be completed within a five-year period.

ADMISSION REQUIREMENTS CHANGING FOR 2023.

YOU MIGHT ALSO BE INTERESTED IN. .

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

Rev. 22.04.22

IMPORTANT DATES

Term 1

- September 6 - December 16, 2022

Term 2

- January 3 - April 21, 2023 (*No Break*)

Term 3

- May 1 - August 11, 2023

Term 4

- August 29 - December 16, 2022

Term 5

- January 3 - April 21, 2023
- Break - February 20 - 24, 2023

Term 6

- May 1 - August 18, 2023

NURSING, BACHELOR OF SCIENCE IN NURSING

(*Northern Collaborative Baccalaureate Nursing Program (NCBNP*)

Full-time or Part-time

Starts September

Four years total

Prince George and Quesnel

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)*, NWCC (*Terrace*), CMTN
- Years 3 and 4: Provided by UNBC in Prince George, Quesnel, and Terrace

ADMISSION REQUIREMENTS

- Applicants must:
- UNBC admission requirements with a minimum 70% average, and
- completion of the equivalent BC secondary school courses with a minimum 70% in each course:
  - one of Foundations of Mathematics 11 or Pre-Calculus 11 or Principles of Math 11
- - Chemistry 11
- - one of English Studies 12 or English 12 or English First Peoples 12
- completion of the equivalent of Anatomy and Physiology 12 or Biology 12 with a minimum 73% within five years prior to the semester of admission to the NCBNP
- Please see UNBC nursing admission requirements, there may be more academic courses needed.

Applicants whose first language is not English, regardless of citizenship or country of origin, must submit evidence of English language proficiency prior to admission. For the NCBNP, the following are required for admission:

1. Fulfillment of the BC Secondary School English 12 requirements (*70%*), or equivalent, and

2. Either an IELTS (*International English Language Testing System*) academic or a CELBAN (*Canadian English Language Assessment for Nurses*) with current, valid results and scores as set by the British Columbia College of Nursing Professionals (*BCCNP*) for the year of admission.

Licensed Practical Nurse (LPN) access:

Licensed Practical Nurses (*LPNs*) 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 British Columbia College of Nursing Professionals (*BCCNP*) since 1994
- have current practicing or be eligible for practicing registration with the BCCNP

LPN applicants will be assessed on an individual basis and may be eligible for up to a maximum of 15 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 British Columbia, or have graduated from an institution not listed in the BC Transfer Guide, may not be exempt from any of the Year 1 or Year 2 nursing courses.

All successful LPN applicants must meet individually with the Nursing Advisor at the institution to which they are applying in order to have their documents referred to Nursing Faculty for transfer credit assessment. Further criteria may be required in order to receive transfer credit.

Need help meeting these requirements? Check out our Academic Upgrading options.

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.

Aims of the NCBNP program

The goal of the BScN program is to improve access to and successful completion of nursing education for residents of the North. The aim of the nursing program is to prepare professional nurses who will:

- practice with cultural sensitivity and provide cultural safety
- particular health needs of northern populations

- practice assessment and promotion of holistic health with individuals, families, groups, and communities
- participate in activities that reflect the appraisal of population health needs and implement and evaluate the appropriate interventions to meet those needs
- make nursing judgments that reflect application of current nursing research and research from related disciplines
- practice in a broad range of settings with an emphasis on northern communities
- influence health services to bring about policy development that meets the health needs of northern populations
- practice effectively within collaborative interdisciplinary and intersectoral health care teams
- demonstrate critical thinking skills and effective clinical decision making
- demonstrate skills of a self-directed learner
- meet professional practice requirements as identified in the BCCNP Professional Standards for Registered Nurses and Nurse Practitioners
- NCBNP students will meet professional practice requirements as identified in the current BCCNP Competencies in Context of Entry-level RN Practice in BC

Specific program admission requirements

The admission criteria and general requirements set out in the admissions content of the calendar are applicable in this section. Additional admission requirements to the nursing program follow.

Admission is based on academic qualifications and available space. Priority will be given to students who meet admission criteria and apply by the institutional deadline. Applications received after the deadline may be reviewed based on available space in the program. Individuals who apply by the institutional deadline 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 advisor. Word-processing and internet experience are necessary for all applicants.

Immunization and CPR Certification

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

- A record of immunization status and any annual vaccination requirements, such as Influenza, based on release date of vaccine.
- A completed immunization form must be submitted to the institution the student is currently attending prior to September 15 in the first year of attendance. Students entering the program in Year Two or above must submit the completed immunization form before the first week of classes in September. Failure to do so may result in the student not being allowed to practice in the clinical setting.
- Documentation of one of the following CPR certifications, which must be successfully maintained throughout the program: CPR-C or Basic Life Support (*BLS*). BLS is highly recommended. Online CPR courses that do not include face-to-face practice components are not acceptable.
- Proof of CPR certification (*and recertification*) must be submitted annually prior to commencement of classes.
- Annual recertification of CPR is required regardless of expiry date on card.

Criminal record search

NCBNP students will have to undergo a criminal record search with the British Columbia Ministry of Justice at the beginning of the program and upon transition to another partner institution. The cost of this search is the student responsibility. A search which identifies relevant criminal convictions may prevent you from entering clinical or practicum setting components of the program and therefore may make the student not able to graduate.

Program costs

Costs associated with the study in the BScN program are the responsibility of the individual student, including transportation costs and any expenses involved in academic studies, lab and clinical practica. Students may be required to complete clinical experience at sites other than Prince George. Provisions 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.

- 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 BScN progam 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 the student's responsibility to verify the accuracy and completion of degree requirements and provide all necessary transcripts to UNBC.

Transfer credit

Transfer credit may be awarded for course work completed at other recognized institutions. All transfer credit for course work taken prior to admission to the BScN program will be evaluated at the request of the student and will be

applied at the time of initial registration in the 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 HHSC or equivalent 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 first obtaining 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 in writing the Nursing Advisor, Academic Advising, and will be required to apply in competition for re-admission after the lapse of up to three semesters and on a seat availability basis. If students fail to notify the Nursing Advisor, the Nursing Advisor will deem a student to have voluntarily withdrawn from the NCBNP when the student has not registered in nursing courses in any of the last three semesters or per institutional policy. Student request for a leave of absence from the program will be assessed at the time of request. Discussions will include date to return to the program and time allowed between clinical rotations. Recommendations may include repeating of clinical courses or auditing of clinical courses to ensure safe, quality care and to support student success.

Clinical practica scheduling and expectations

Clinical practice 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 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 is unable to 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 practice components of nursing courses will be assessed as Satisfactory (*S*) or Unsatisfactory (*US*).

Time lapse between clinical practica

Students who are out of clinical practice in a nursing education program for more than 18 months will be assessed to determine what clinical practice remediation is needed. This may include repeating all components of courses taken previously, regardless of whether the student successfully completed the course.

Students are assessed on an individual basis as to when the 18 months is initiated and which courses are to be repeated.

Students reapplying to the program after a leave of over 18 months will need to be re-evaluated as to the level at which they will need to re-enter the program.

Students may be required to complete NURS 104: Time Lapse Skill Review course if students are impacted by 18 month time lapse policy between completion of Year One NURS 101 and Year Two NURS 215.

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:

- NURS laboratory, 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 One includes all 100-level courses listed under the Lower-Division requirements in the Calendar*) regardless of how long it takes the student to complete the courses. Students who are required to withdraw in Year One or Two may reapply to the NCBNP after a minimum of 1 year. Those required to withdraw in Year Three or Four (*including RNCP and Post-Diploma students*) may reapply after 3 years. Assessments are performed on an individual basis by a joint committee of the UNBC School of Nursing, CMTN, and CNC with no guarantee of readmission. Students who are readmitted must begin the Program at Year One 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 receive a grade of C- or less will not meet the requirements to progress to future courses and will result in the student having to repeat the affected course.

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 in 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 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 of practice of nursing.

Requirements

Nursing courses will normally be restricted to students admitted into the BScN program, unless otherwise specified in the course description. Not all courses in the calendar are offered every semester or academic year. Admission to the BScN program does not guarantee registration in any specific course; early registration is advised.

Program requirements

The program consists of 136 credits with 95 required credits in nursing. Course numbers for Years One and Two refer to CNC (*Prince George/Quesnel*). Course numbers for Years Three and Four refer to UNBC.

Auditing Courses

Under certain circumstances, students may be able to audit a NURS (*or equivalent*) course. Courses with lab or clinical components cannot be audited. The student must speak with an Academic Advisor prior to requesting to audit any course required in the nursing program. Forms for audit approval are available from the Office of the Registrar. Approval from the instructor in no way guarantees that an audit student will be able to register in the course. Refer to CNC Audit Policy E-1.08.

British Columbia College of Nursing Professionals Requisite Skills and Abilities

All students who apply to the Northern Collaborative Baccalaureate Nursing Program must demonstrate the capacity to meet British Columbia College of Nursing Professionals' (*BCCNP*) Requisite Skills and Abilities. Certain basic skills and abilities are required for a student to attain the Competencies in the Context of Entry Level Registered Nurse Practice in British Columbia. These Requisite Skills and Abilities can be found on the BCCNP website.

Leave of Absence

Students wanting to take a Leave of Absence must apply, in writing, to the Nursing Advisor at the institution that the student is currently attending. Upon approval, students are eligible for up to a one-year Leave of Absence. Students who do not apply for a Leave of Absence will be considered to be out-of-sequence and will lose their priority for registration.

Year One

ANTH 101	Introduction to Sociocultural Anthropology
BIO 105	Basic Microbiology
BIO 111	Human Anatomy and Physiology I
BIO 112	Human Anatomy and Physiology II
NURS 101	The Art and Science of Nursing
NURS 102	Communication Theory and Practice
PSYC 101	Introduction to Psychology I
MATH 104	Introduction to Statistics

*MATH 104 or equivalent may be taken in either Year One or Year Two

**Math 157 also meets statistics requirements

Note NURS 104: Time Lapse Course required if students are impacted by 18 month Time Lapse Policy between completion of Year One NURS 101 and Year Two NURS 215.

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

Intersession 1

NURS 220	Extended Clinical Practicum I

Year Three (offered at UNBC)

NURS 304	Introduction to Nursing Knowledge
NURS 306	Introduction to Epidemiology
NURS 308	Ethics and Law in Nursing
NURS 317	Nursing Theory and Practice: Maternity
NURS 318	Nursing Theory and Practice: Pediatrics
NURS 323	Nursing Theory and Practice: Older Adult
NURS 326	Nursing Theory and Practice: Mental Health
NURS 328*	Nursing Laboratory 1/2
NURS 329	Year 3 Objective Structured Clinical Examination 1

*Students must successfully complete 2 credit hours of NURS 328-(*1, 2*), either as two 1-credit hour courses or one 2-credit hour course (*minimum 36 hours of structured laboratory practice*), no more than eight months prior to undertaking the NURS 329-1

Year 3 Objective Structured Clinical Examination. Students must successfully complete the September semester of NURS 328-1 before progressing to the January semester of NURS 328-1 and subsequent Year three combined theory and practice courses.

Intersession 2 (offered at UNBC)

NURS 330	Extended Clinical Practicum II

Year Four (offered at UNBC)

NURS 403	Introduction to Nursing Research
NURS 408	Nursing Leadership
NURS 418	Introduction to Community Health and Nursing
POLS 403	Social and Health Policy and Administration

At least one of the following areas of clinical focus:

NURS 420	Community Health Nursing
NURS 422	First Nations Health and Nursing
NURS 426	Acute Care Nursing
NURS 432	Mental Health Nursing
NURS 435	Pediatric Nursing
NURS 454	Perinatal Care
NURS 455	Foundations in Emergency and Trauma Nursing
NURS 461	Rural Health and Nursing
NURS 497	Speciality Focus in Nursing

Electives Requirement

18 credits chosen to fulfill the UNBC requirements below, and to ensure completion of a minimum of 136 credit hours. A course may not be used to satisfy the requirements in more than one category. Students are strongly advised to complete the following elective course work prior to Year Four

- 3 credit hours in First Nations Studies at any level, or HIST 215-3 Global History of Indigenous People, or equivalent;
- 3 credit hours in Humanities, or ENGL 170-3, or equivalent;
- 3 additional credit hours in Nursing at the 200 level, or 3 credit hours at the 200 level or above in a subject related to Nursing (*with permission of Program*);
- At least three credit hours at the 200 level or above in any subject;
- At least three credit hours at the 300 level or above in any subject;
- 3 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 year.

ADMISSION REQUIREMENTS CHANGING FOR 2023.

Rev. 20.04.14

YOU MIGHT ALSO BE INTERESTED IN...

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

IMPORTANT DATES

Fall term

- September 6 – December 16, 2022
- Exams - December 8 - 16, 2022

Spring term

- January 9 – April 28, 2023
- Break - February 20 – 24, 2023
- Exams - April 20 - 28, 2023

Intersession

- May 8 – July, 28 2023

NURSING UNIT ASSISTANT CERTIFICATE

Part-time

1 year

Prince George (Continuing Education)

This program will provide students with the necessary knowledge and confidence to successfully work as a nursing unit assistant (*NUA*) in a vast array of nursing units and clinical settings. NUA's strongly contribute to overall patient care in many settings and must possess a keen eye for detail and excellent communication skills to help facilitate the successful functioning of a nursing unit. This fast-paced, pivotal role is rewarding and challenging.

Through both lecture and a supported practicum placement, students will learn different types of physician's orders, policies, ethical standards and duties that encompass the NUA role. Nursing unit assistants work in many areas in healthcare such as outpatient settings, inpatient units and clinics. With focused learning outcomes in technology, customer service, and employment skills, the graduating students will be prepared to meet and exceed expectations.

ADMISSION REQUIREMENTS

1. High school graduation or equivalent

2. English Studies 12, or English First Peoples 12, or equivalent (*minimum "C"*)

3. Minimum typing speed of 50 NWPM

Note 1: The typing test must be invigilated by an approved testing centre.

Acceptance process

If there is room in the program, students will be accepted once they have met all admission requirements. This is called "first qualified, first accepted." If students qualify after the program is full, they will be put on a waitlist.

Re-admission

A student who does not meet the minimum grade required in a course within the Nursing Unit Assistant Certificate program 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. Should a student wish to apply to the NUA program under regular admission again in the future, they must request Dean's approval. A student who withdraws from the program voluntarily should notify a faculty member and the student will be required to apply for re-admission to the program. Re-admission will be considered on a space-available basis and will be administered according to the following priorities:

1. A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal, has maintained course grades required by the program (*or higher*), will be awarded first priority.

2. A student who has failed a course or who has withdrawn from the course with less than the grades as required by the program will be awarded second priority.

All NUA Certificate course work must be completed within 30 months of program intake date. In the event of significant changes to the courses, students may be required to repeat a course.

Program requirements

Once accepted into the Nursing Unit Assistant Certificate program, students are required to:

1. Complete official college forms certifying current immunizations as per the Practice Education Guidelines for BC and as required by provincial health authorities. Failure to comply with immunization guidelines may prevent students from completing all components of the program and therefore make them not eligible to graduate from the program.

2. Undergo a criminal record check by the Criminal Records Review Program (*CRRP*), not the RCMP. CNC will contact successful applicants with the appropriate forms once admission into the program is complete. This is required for all people who work with or may have potential for unsupervised access to children or vulnerable adults.

Note 2: The costs of immunizations and a Criminal Record Check are the responsibility of the student.

Note 3: Instructions and forms will be sent during the acceptance process. Due dates for each requirement will be included at this time.

Note 4: A student is permitted to take MEDT 100 outside of the NUA program schedule if it has been successfully completed within one year prior to the program start date.

Program recommendations

While it is not a requirement, it is highly recommended applicants:

1. Have a good working knowledge of Microsoft Excel, Word, and Outlook.

2. Attend a Nursing Unit Assistant Certificate information session prior to program start.

PROGRAM OUTLINE

MEDT 100	Medical Terminology
NRUA 170	Communication Skills
NRUA 160	Applied Technology for Nursing Unit Assistants
NRUA 172	Admissions, Discharges, and Transfers
NRUA 173	Pharmacology and Medication Orders I
NRUA 174	Pharmacology and Medication Orders II
NRUA 162	Workplace Observation I
NRUA 178	Therapeutic Orders
NRUA 176	Diagnostic Orders
NRUA 175	Laboratory Orders
NRUA 164	Workplace Observation II
NRUA 177	Medical/Surgical Orders
NRUA 171	Patient Chart Records
NRUA 166	Nursing Unit Assistant Employment Skills
NRUA 179	Practicum

Graduation Requirements

Students must achieve a minimum of: (*C*) in MEDT 100; satisfactory (*S*) in NRUA 162, NRUA 164, and NRUA 179; and (*B*) in all remaining courses in order to graduate from the Nursing Unit Assistant Certificate program.

Note 5: In the case that a student does

not achieve (*B*) in a NRUA course but has at minimum achieved (*C+*), they may request a make-up assessment to allow them to attempt to achieve a (*B*)or greater.

Students are not eligible to request a make-up assessment for MEDT 100, NRUA 162, NRUA 164, or NRUA 179. A student will only be permitted to request one make-up assessment throughout the duration of the program. The fee for a make-up assessment will be the full tuition fee for the course it is being requested for.

ADMISSION REQUIREMENTS CHANGING FOR 2023.

Rev. 19.07.16

YOU MIGHT ALSO BE INTERESTED IN...

- Medical Office Assistant

IMPORTANT DATES

Fall term

- September 6, 2022 - December 26, 2022
- Exams December 8 - 16, 2022

Spring term

- January 9 - April 28,, 2023
- Exams April 20 - 28, 2023

Intersession

- May 8 - July 28, 2023
- Exams July 24 - 28, 2023

PRACTICAL NURSING DIPLOMA

Full-time

Starts September

2 years

Burns Lake and Prince George

After licensing, graduates can work in healthcare settings such as hospitals, complex care facilities, rehabilitation centres, doctors' offices, clinics, occupational health units, community nursing services, and private homes.

Program Objectives

The Practical Nursing (*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 care settings. This program emphasizes care with a holistic, multidisciplinary approach that encourages the practical nurse to participate in collaborative practice with other members of the multi-disciplinary health care team. Upon successful completion of a national licensing exam, the licensed practical nurse can work in a variety of health care settings.

ADMISSION REQUIREMENTS

- High school graduation, or equivalent
- English Studies 12, or English First Peoples 12, or ENGL 050, or ENGL 051 or equivalent (*minimum B-*)
- Foundations of Mathematics 11, or Math 043 or equivalent (*minimum C+*)
- BIO 130 or equivalent, (*minimum B-*), to be completed within the last 5 years prior to intake
- English Language Proficiency requirements. This can be met by one of the following:

  a. Three years of full-time, face-to-face secondary or post-secondary education at an accredited institution where English is the medium of instruction and is also one of the country's official languages. English as a Second Language/ Additional Language courses are not included in this three-year calculation. OR

  b. Academic International English Language Testing System (*IELTS*) with minimum scores of:
    - » Speaking 7.0
    - » Listening 7.5
    - » Reading 6.5
    - » Writing 7.0
    - » Overall Band Score 7.0 OR

  c. Canadian English Language Benchmarks Assessment for Nurses (*CELBAN*) with minimum scores of:
    - » Speaking: 8.0
    - » Listening: 10.0
    - » Reading: 8.0
    - » Writing: 7.0

In addition to meeting English language requirements for the Practical Nursing program, graduates must be able to demonstrate a level of proficiency required to be performance ready as a condition for registration and practice in British Columbia. See BCCNM's website for details.

Five seats are reserved for qualified self-identified Canadian Aboriginal applicants until a institutionally recognized date of release.

Program Specific Requirments

Completed acceptance package must be submitted by date indicated in package. Incomplete certifications or documentation will prevent students from entering the clinical practice placements.

- Proof of current immunization status as outlined in the Practice Education Guidelines
- TB screening: Negative TB skin test or negative chest x-ray.
- Cardiopulmonary Resuscitation (*CPR*) as outlined in the Practice Education Guidelines. CPR online courses that do not include face-to-face practice components are not acceptable. CPR certification must be maintained for duration of program.
- Criminal record check
- FIT tested for a N95 respirator
- Self-report of Suitability and Health

Note 1: All costs associated with certifications, courses and/or documentation requirements are the student's responsibility.

Note 2: Chemistry 11 or equivalent and MEDT 100 (*Medical Terminology*) or equivalent is recommended but not required.

Re-admission Requirements

A student who is unsuccessful in a PN course will be permitted to repeat the course once. Withdrawals or failures in two semesters 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:

1. A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal, has maintained course grades required by the program (*or higher*), will be awarded first priority.
2. A student who has failed a PN course or who has withdrawn from the PN course with less than course grades as required by program will be awarded second priority.
3. A student requesting transfer from PN programs at other institutions will be subjected to the above criteria and given third priority.

All students wishing re-admission will be required to demonstrate that they have maintained their knowledge and skills for re-entry into the program. This will include but is not limited to skills testing with available open lab time, pharmacology and math exams. All students will be required to complete the Integrated Nursing Practice course specific to the entry term regardless of a previous satisfactory grade. 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 or courses. The PN Program coordinator will review re-admissions and determine

additional assessments or remediation required and courses.

Graduation requirements

The student must

- Minimum grade C+ or S in all courses except minimum A- grade in PRAN 118 and PRAN 128 required for credential

PRAN 100	Professional Practice 1
PRAN 110	Professional Communication 1
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 1
PRAN 101	Professional Practice 2
PRAN 120	Professional Communication 2
PRAN 122	Variations in Health 2
PRAN 125	Health Promotion 2
PRAN 128	Pharmacology 2
PRAN 155	Integrated Nursing Practice 2
PRAN 191	Consolidated Practice Experience 2
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 3
PRAN 201	Professional Practice 4
PRAN 220	Professional Communication 4
PRAN 222	Variations in Health 4
PRAN 225	Health Promotion 4
PRAN 255	Integrated Nursing Practice 4
PRAN 291	Consolidated Practice Experience 4
PRAN 295	Transition to Preceptorship
PRAN 299	Final Practice Experience

Graduation/Time Frames

Complete all requirements for the PN program within a five-year time frame.

ADMISSION REQUIREMENTS CHANGING FOR 2023.

Rev. 04.22.22

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

Term 1

- September 12 - November 25, 2022
- CPE 1 - November 28 - December 16, 2022
- Break - October 10, 2022 - 14, 2022

Term 2

- January 9 - March 31, 2023
- CPE 2 - April, 3 - 23, 2023
- Break - February 20 - February 24, 2023

Term 3

- May 1 - June 30, 2023
- CPE 3 - July 3 - 21, 2023

Term 4

- September 12 – November 25, 2022
- CPE 4 - November 28, 2022 - January 27, 2023
- CPE 4 Break: December 19,
- 2022 - January 2, 2023

Term 5

- January 30 - February 10, 2023
- Preceptorship - February 20 - April 14, 2023

HUMAN SERVICES

CNC's human services programs help students become paraprofessionals in the human services field. This includes social workers, early childhood educators, education assistants, and teacher replacements, to name a few. Successful applicants will work with children and adults in a variety of settings.

COMMUNITY SUPPORT WORKER CERTIFICATE

(*Community and School Support — CASS*)

Part-time (maximum three courses per semester)

Starts September and January

Equivalent to a one-year certificate program (individual completion time varies)

Online through Prince George; offered face-to-face through Burns Lake and Quesnel on a rotating basis

With a Community Support Worker Certificate, graduates will be prepared to work with children and adults with developmental disabilities 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.

Program Objectives

Students who have completed Community Support Worker Certificate will be able to

- Communicate openly, honestly, and with transparency when working with individuals with disabilities, professionals, co-workers, and families
- Respect the diverse abilities, skills, and rights of people with disabilities
- Practice the human services professional and ethical standards of behaviour within school and community organizations
- Discuss and implement positive approaches to address new skills and problem behaviours
- Identify the communication function of problem behaviours
- Identify the philosophy and guiding principles of person-centered planning,
- Practice good health strategies for both themselves and the people they support, as well as recognize the needs of people with special health considerations
- Implement a modified school-based curriculum or simple life skill literacy plan and community-based program
- Demonstrate adaptivity, creativity, flexibility and be prepared to face new challenges when working with people of diverse economic, cultural, racial, and geographical backgrounds.

ADMISSION REQUIREMENTS

- English Studies 12, or English First Peoples 12, or ENGL 050, or ENGL 051, or equivalent (*minimum "C"*)

Program Specific Requirements

- Commitment of an average of ten hours per week per course.
- MS Office and email skills, high speed internet.
- Students may be required to find their own practicum placements, subject to faculty approval, availability, and campus.
- Students must complete a provincial Schedule B criminal record search through the CNC Office of the Registrar because there is a practicum component involving work with vulnerable people. Students are responsible for all costs incurred. A search which identifies relevant criminal convictions may prevent students from registering for practicum. To graduate from the Community and School Support – Community Support Worker Certificate program, each practicum must be successfully completed. RCMP criminal record checks are not accepted."

Note: All costs associated with equipment, software, certificates, and documentation are the student's responsibility.

Graduation requirements

In order to receive a Community Support Worker Certificate, students must complete the following courses with a minimum grade of "C" and complete an approved elective - 3 credits or equivalent.

CASS 105	Practicum
CASS 110	Communication Skills
or SSWK 145	Communication and Interpersonal Relationshop Skills
or ECCL 178	Professional Interactions
CASS 120	Human Diversity: A Disability Perspective
or SSWK 225	Introduction to Disabilities
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/Health and Wellness
CASS 180	Supporting Literacy in Diverse Populations
CASS 190	Practicum – Community Support Worker

One 3 credit University Transfer elective or CASS 188

Students who have completed the Community Support Worker Certificate prior to Fall 2021 intake and wish to complete the Education Assistant Certificate must:

- Apply to the Education Assistant Certificate o Complete the CASS 105 Practicum in a classroom setting o Complete three courses (*9 credits*) of studies relating to work as an Education Assistant (*courses to be determined in consultation with the CASS Faculty*)
- Complete the CASS 195 Education Assistant Practicum

Students who have completed the Community Support Worker Certificate

in the Fall 2021 intake or later and wish to complete the Education Assistant Certificate must:

- Apply to the Education Assistant Certificate
- Complete five courses (*15 credits*) of studies relating to work as an Education Assistant (*courses to be determined in consultation with the CASS Faculty*)
- Complete the CASS 195 Education Assistant Practicum

Graduation/Timeframes

See the CNC Ten Year Timeline for Program Completion Policy (E-1.37).

Rev. 04.22.22

YOU MIGHT ALSO BE INTERESTED IN...

- Education Assistant Certificate
- Health Care Assistant Certificate
- Social Service Worker Certificate
- Social Service Worker Applied Diploma
- Social Service Worker (*UT*) Diploma
- University-level classes in psychology, sociology, or social work

EARLY CHILDHOOD CARE AND LEARNING CERTIFICATE

Full-time or Part-time

Starts September (full-time and part-time)

1 year

Prince George

The Early Childhood Care and Learning Certificate Program provides students with the competencies and knowledge required to care for and educate children from birth to five years of age, and to work collaboratively with children, families, professionals, and communities.

Upon completion of the certificate, graduates are eligible to apply to the ECE Registry (Ministry of Education and Child Care) for the following credentials:

- ECE CertificateProgram Objectives

Graduates will be able to:

- engage in critical thinking and pedagogy;
- prepare for careers in a variety of settings such as child care centres, Supported Child Development programs, Infant and Family Development programs, School District StrongStart programs, and owner/operated programs;
- utilize observational skills to assist in planning, designing, and evaluating early learning environments;
- respond to and reciprocate in relationships with children, families, and colleagues;
- demonstrate supervision and leadership skills;
- apply ethical standards and respect confidentiality as appropriate;
- utilize inclusive practices; and
- communicate effectively with children, families, and colleagues.

ADMISSION REQUIREMENTS

- High school graduation or equivalent.
- English Studies 12, or English First Peoples 12, or ENGL 050, or ENGL 051 or equivalent (*minimum "C"*)

Program Specific Requirements

Note 1: Students must complete a provincial Schedule B criminal record search because there is a practicum component involving work with vulnerable people. Students are responsible for all costs incurred. A search which identifies relevant criminal convictions may prevent students from registering for practicum. To graduate from the Early Childhood Care and Learning program, each practicum must be successfully completed. RCMP criminal record checks are not accepted.

Note 2: Students can apply for an Early Childhood Certificate to Practice with the ECE Registry after completing the 100 level courses.

Note 3: If students have completed an Early Childhood Care and Learning Program, or equivalent, at another post-secondary institution contact the Articulation Officer at transfercredit@cnc.bc.ca to discuss transferring credits towards a CNC diploma.

All costs associated with certifications, courses, and/or documentation requirements are the student's responsibility.

Graduation requirements:

Minimum grade C for all courses required for the credential.

ECCL 150	Developmental Perspectives I
ECCL 151	Developmental Perspectives II
ECCL 154	Historical and Contemporary Practices in ECE
ECCL 156	Care and Guidance
ECCL 165	Responsive Curriculum I
ECCL 166	Responsive Curriculum II
ECCL 167	Responsive Environments
ECCL 170	Observing and Recording Children's Behaviour
ECCL 172	Health and Wellness
ECCL 175	Families
ECCL 178	Professional Interactions
ECCL 190	Practicum I
ECCL 195	Practicum II
ECCL 199	Practicum III

One of the following:

ENGL 103	Composition & Style
ENGL 113	Writing and Communication

Notes: ECCL 167, ECCL 175, ECCL 178, ECCL 199 currently require ENGL 113 or ENGL 103 as a pre-requisite. This will also satisfy the Diploma English requirement for students who continue on.

Graduation/Time Frames: See the CNC Ten Year Timeline for Program Completion Policy (E-1.37).

Rev. 04.22.22

YOU MIGHT ALSO BE INTERESTED IN...

- Community Support Worker Certificate
- Education Assistant Certificate
- Health Care Assistant Certificate
- Social Service Worker Certificate
- Social Service Worker Applied Diploma
- Social Service Worker (*UT*) Diploma

IMPORTANT DATES

Prince George

Term 1

- September 6 - December 16, 2022

Term 2

- January 9 - February 3, 2023
- March 13 - April 21, 2023
- ECCL 190 - February 6 - March 3, 2023
- Break: March 6 - 10, 2023

Term 3

- ECCL 195 - April 24 - June 2, 2023

Term 4

- September 6 - November 10, 2022
- ECCL 199 - November 13 - December 8, 2022

Term 5

- January 9 - April 21, 2023 (*no break*)

Term 6

- ECCL 295 - April 24 - June 2, 2023
- ECCL 299 - April 24 - June 2, 2023

EARLY CHILDHOOD CARE AND LEARNING DIPLOMA

Full-time or Part-time

Starts September (full-time and part-time)

2 years

Prince George

The Early Childhood Care and Learning Diploma Program provides students with the competencies and knowledge required to care for and educate children from birth to five years of age, and to work collaboratively with children, families, professionals, and communities.

Graduates are eligible to apply to the ECE Registry (*Ministry of Children and Family Development*) for the following credentials (See note 2):

- ECE Certificate
- Infant Toddler Certificate
- Special Needs Certificate

Program Objectives

Graduates will be able to:

- engage in critical thinking and pedagogy;
- prepare for careers in a variety of settings such as child care centres, Supported Child Development programs, Infant and Family Development programs, School District StrongStart programs, and owner/operated programs;
- utilize observational skills to assist in planning, designing, and evaluating early learning environments;
- respond to and reciprocate in relationships with children, families, and colleagues;
- demonstrate supervision and leadership skills;
- apply ethical standards and respect confidentiality as appropriate;
- utilize inclusive practices; and
- communicate effectively with children, families, and colleagues.

ADMISSION REQUIREMENTS

- High school graduation or equivalent.
- English Studies 12, or English First Peoples 12, or ENGL 050, or ENGL 051 or equivalent (*minimum "C"*)

Program Specific Requirements

Note 1: Students must complete a provincial Schedule B criminal record search because there is a practicum component involving work with vulnerable people. Students are responsible for all costs incurred. A search which identifies relevant criminal convictions may prevent students from registering for practicum. To graduate from the Early Childhood Care and Learning program, each practicum must be successfully completed. RCMP criminal record checks are not accepted.

Note 2: Students must complete either ECCL 295 (Infant/Toddler care) or ECCL 299 (Special Needs) to receive a diploma. Graduates may later complete the other course for a dual specialization under ECE Registry guidelines, but will not receive an additional credential from CNC.

Note 3: : If students have completed an Early Childhood Care and Learning Program, or equivalent, at another post-secondary institution contact the Articulation Officer at transfercredit@cnc.bc.ca to discuss transferring credits towards a CNC diploma.

Note 4: ENGL 103/113: It is recommended it be taken in the first year.

Note 5: CNC ECCL certificate graduates who choose to continue to the ECCL diploma havebeen granted an exemption from the College Credentials policy E-1.10 requiring 50 percent new unique credits for an additional credential.

Note 6: Students in the Diploma program who have completed all 100-level course requirements may apply to the provincial ECE Registry for certification without specialization and may also apply for graduation at the level of Certificate while continuing their Diploma studies. Students who withdraw from the program at that point would be required to reapply to the Diploma program at a later date.

All costs associated with certifications, courses, and/or documentation requirements are the student's responsibility.

Graduation requirements:

Minimum grade C for all courses required for the credential.

ECCL 150	Developmental Perspectives I
ECCL 151	Developmental Perspectives II
ECCL 154	Historical and Contemporary Practices in ECE
ECCL 156	Care and Guidance
ECCL 165	Responsive Curriculum I
ECCL 166	Responsive Curriculum II
ECCL 167	Responsive Environments
ECCL 170	Observing and Recording Children's Behaviour
ECCL 172	Health and Wellness
ECCL 175	Families
ECCL 178	Professional Interactions
ECCL 190	Practicum I
ECCL 195	Practicum II
ECCL 199	Practicum III
ECCL 251	Advanced Developmental Perspectives
ECCL 252	Leadership and Administration in ECE Settings
ECCL 255	Program Planning for Infants and Toddlers
ECCL 256	Introduction to Inclusive Child Care
ECCL 272	Advanced Health and Wellness
ECCL 275	Partnerships with Families

One of the following:

ENGL 103	Composition & Style
ENGL 113	Writing and Communication

One of the following:

ECCL 295	Infant & Toddler Practicum
ECCL 299	Inclusive Child Care Practicum

Graduation/Time Frames: See the CNC Ten Year Timeline for Program Completion Policy (E-1.37).

Rev. 04.22.22

YOU MIGHT ALSO BE INTERESTED IN...

- Community Support Worker Certificate
- Education Assistant Certificate
- Health Care Assistant Certificate
- Social Service Worker Certificate
- Social Service Worker Applied Diploma
- Social Service Worker (*UT*) Diploma

IMPORTANT DATES

Prince George

Term 1

- September 6 - December 16, 2022

Term 2

- January 9 - February 3, 2023
- March 13 - April 21, 2023
- ECCL 190 - February 6 - March 3, 2023
- Break: March 6 - 10, 2023

Term 3

- ECCL 195 - April 24 - June 2, 2023

Term 4

- September 6 - November 10, 2022
- ECCL 199 - November 13 - December 8, 2022

Term 5

- January 9 - April 21, 2023 (*no break*)

Term 6

- ECCL 295 - April 24 - June 2, 2023
- ECCL 299 - April 24 - June 2, 2023

EDUCATION ASSISTANT CERTIFICATE

(*Community and School Support — CASS*)

Part-time (maximum three courses per semester)

Starts September and January

Equivalent to a one-year certificate program (individual completion time varies)

Online through Prince George; offered face-to-face through Burns Lake and Quesnel on a rotating basis.

With an Education Assistant Certificate, graduates will be prepared to work as a classroom education assistant, assisting children and youth with disabilities in school settings.

The program is designed for practicing Education Assistants and those who want to work towards becoming Education Assistants. It enhances competence in inclusion, supporting literacy, human diversity; learning and support strategies; communication; school, community, and relationships; and professional practice and accountability.

Program Objectives

Students who have completed Education Assistant Certificate will be able to

- Communicate openly, honestly, and with transparency when working with individuals with disabilities, professionals, co-workers, and families
- Respect the diverse abilities, skills, and rights of people with disabilities
- Practice the human services professional and ethical standards of behaviour within school and community organizations
- Discuss and implement positive approaches to address new skills and problem behaviours
- Identify the communication function of problem behaviours
- identify the philosophy and guiding principles of person-centered planning,
- Practice good health strategies for both themselves and the people they support, as well as recognize the needs of people with special health considerations
- Implement a modified school-based curriculum or simple life skill literacy plan and community-based program
- Demonstrate additivity, creativity, flexibility and be prepared to face new challenges when working with people of diverse economic, cultural, racial, and geographical backgrounds

ADMISSION REQUIREMENTS

- English Studies 12, or English First Peoples 12, or ENGL 050, or ENGL 051, or equivalent (*minimum "C"*)

Program Specific Requirements

- Commitment of an average of ten hours per week per course.
- MS Office and email skills, high speed internet.
- Students may be required to find their own practicum placements, subject to faculty approval, availability, and campus. Students must complete a provincial Schedule B criminal record search through the CNC Office of the Registrar because there is a practicum component involving work with vulnerable people. Students are responsible for all costs incurred. A search which identifies relevant criminal convictions may prevent students from registering for practicum. To graduate from the Community and School Support – Education Assistant Certificate program, each practicum must be successfully completed. RCMP criminal record checks are not accepted."

Note: All costs associated with equipment, software, certificates, and documentation are the student's responsibility.

GRADUATION REQUIREMENTS:

In order to receive an Education Assistant Certificate, students must complete the following courses with a minimum grade of "C" and complete an approved elective - 3 credits or equivalent.

CASS 105	Practicum
CASS 110	Communication Skills
or SSWK 145	Communication and Interpersonal Relationshop Skills
or ECCL 178	Professional Interactions
CASS 120	Human Diversity: A Disability Perspective
or SSWK 225	Introduction to Disabilities
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/Health and Wellness
CASS 180	Supporting Literacy in Diverse Populations
CASS 195	Practicum – Education Assistant

One 3 credit elective chosen from University Transfer or CASS 189

Students who have completed the Education Assistant Certificate prior to Fall 2021 intake and wish to complete the Community Support Worker Certificate must:

- Apply to the Community Support Worker Certificate o Complete the CASS 105 Practicum in a community living setting
- Complete three courses (*9 credits*) of studies relating to work as a Community Support Worker (*courses to be determined in consultation with the CASS Faculty*)
- Complete the CASS 190 Community Support Worker Practicum

Students who have completed the Education Assistant Certificate in the Fall 2021 intake or later and wish to complete the Community Support Worker Certificate must:

- Apply to the Community Support Worker Certificate
- Complete five courses (*15 credits*) of studies relating to work as a Community Support Worker (*courses to be determined in consultation with the CASS Faculty*)
- Complete the CASS 190 Community Support Worker Practicum

Graduation/Timeframes

See the CNC Ten Year Timeline for Program Completion Policy (E-1.37).

Rev. 04.25.22

YOU MIGHT ALSO BE INTERESTED IN...

- Community Support Worker Certificate
- Early Childhood Care and Learning Certificate
- Health Care Assistant Certificate
- Social Service Worker Certificate/Diploma
- University-level classes in psychology, sociology, or social work

SOCIAL SERVICE WORKER CERTIFICATE

- **Full-time or Part-time**
- **Starts September**
- **Nine months**
- **Prince George; offered at Quesnel every 2 years; individual courses may be available at other campuses**

With a Social Service Certificate, students 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 the student the basic skills and knowledge needed for work as a social service paraprofessional. It combines theory and classroom instruction with practical experience.

ADMISSION REQUIREMENTS

- High school graduation or equivalent.
- English Studies 12, or English First Peoples 12, or ENGL 050, or ENGL 051, or equivalent (*minimum "C"*).
- Completion of application package.

Selection Process

If there is room in the program, the student will be accepted once they have met all the admission requirements. This is called "first qualified, first accepted." If the student qualifies after the program is full, they will be put on a wait list.

Program Specific Requirements

Once accepted into the program, the student must complete a criminal record search. A search which identifies relevant criminal convictions may prevent them from registering for practicum. Practicum is required for graduation.

Program Specific Recommendations

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.
- Emergency level first aid
- FoodSafe certification
- Therapeutic Crisis Intervention certification
- Non-violent Crisis Intervention certification
- Valid class 5 driver's license

These recommendations are considered assets for employment in the Social Service Worker field. All costs associated with certifications, courses and/or documentation requirements are the student's responsibility.

Prior Learning Assessment and Recognition (PLAR)

Based on skills and knowledge acquired through life and/or work experience, students may be able to obtain course credits in the Social Services Worker Program. Through an assessment process, students applying for PLAR credit will document and demonstrate their capabilities based on identified competencies and the learning objectives of the SSWK course for which they seek credit. This option applies to SSWK 195 and SSWK 186/196, the practicum components of the program. To explore this option, please see a CNC Academic Advisor for assistance with initiating a Prior Learning Assessment application. Applications will be considered per institutional policy.

Graduation requirements

A minimum grade of "C" in all SSWK courses is required to graduate with a SSWK Certificate.

Required courses:

ABST 100	Yinka Dene Worldview: History and Traditions of the Carrier People
ENGL 103	Composition and Style
KINS 100	Introduction and Principles of Personal Health and Wellness
SSWK 142	Helping Skills: Practical Applications
SSWK 145	Communication and Interpersonal Relationship Skills
SSWK 151	History and Philosophy of Social Welfare Policy
SSWK 195	Issues and Principles of Fieldwork I
SSWK 186	Aboriginal Services Practicum and Seminar
or	
SSWK 196	Practicum and Seminar I

One SSWK elective

Any one of the following:

CASS 120, CASS 130, CASS 150, CASS 160, ECCL 150, ECCL 156, ECCL 175, FASD 301

Graduation/Timeframes

See the CNC Ten Year Timeline for Program Completion Policy (E-1.37).

Rev. 04.25.22

YOU MIGHT ALSO BE INTERESTED IN...

- Community Support Worker Certificate
- Early Childhood Care and Learning Diploma
- Education Assistant Certificate
- Social Service Worker Applied Diploma
- Social Service Worker (*UT*) Diploma

IMPORTANT DATES

Prince George

Fall term

- September 6 - December 16, 2022
- Exams - December 9 - 16, 2022

Spring term

- January 9 - April 28, 2023
- Break - February 20 - 24, 2023
- Exams - April 20 - 28, 2023

SOCIAL SERVICE WORKER APPLIED DIPLOMA

Full-time or Part-time

Starts September

2 years

Prince George; individual courses may be available at other campuses

With a Social Service Worker Applied Diploma, the student 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

- High school graduation or equivalent.
- English Studies 12, or English First Peoples 12, or ENGL 050, or ENGL 051, or equivalent (*minimum "C"*).
- Completion of application package.

Selection Process

If there is room in the program, the student will be accepted once they have met all the admission requirements. This is called "first qualified, first accepted." If the student qualifies after the program is full, they will be put on a wait list.

Program Specific Requirements

Once accepted into the program, the student must complete a criminal record search. A search which identifies relevant criminal convictions may prevent them from registering for practicum. Practicum is required for graduation.

Program Specific Recommendations

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.
- Emergency level first aid
- FoodSafe certification
- Therapeutic Crisis Intervention certification
- Non-violent Crisis Intervention certification
- Valid class 5 driver's license

These recommendations are considered assets for employment in the Social Service Worker field. All costs associated with certifications, courses and/or documentation requirements are the student's responsibility.

Prior Learning Assessment and Recognition (PLAR)

Based on skills and knowledge acquired through life and/or work experience, students may be able to obtain course credits in the Social Services Worker Program. Through an assessment process, students applying for PLAR credit will document and demonstrate their capabilities based on identified competencies and the learning objectives of the SSWK course for which they seek credit. This option applies to SSWK 195 and SSWK 186/196, the first-year practicum components of the program. To explore this option, please see a CNC Academic Advisor for assistance with initiating a Prior Learning Assessment application. Applications will be considered per institutional policy.

Graduation requirements

A minimum grade of "C" in all SSWK courses is required to graduate with a SSWK credential.

ABST 100	Yinka Dene Worldview: History and Traditions of the Carrier People
ENGL 103	Composition and Style
KINS 100	Introduction and Principles of Personal Health and Wellness
PSYC 101	Introduction to Psychology I
SOC 101	Introduction to Sociology I
SOC 230	Critical Perspectives on Contemporary Families
SSWK 142	Helping Skills: Practical Applications
SSWK 145	Communication and Interpersonal Relationship Skills
SSWK 151	History and Philosophy of Social Welfare Policy
SSWK 171	Introduction to Social Service Practice
SSWK 195	Issues and Principles of Fieldwork I
SSWK 186	Aboriginal Services Practicum and Seminar
or	
SSWK 196	Practicum and Seminar I
SSWK 241	Group Process and Practice
SSWK 295	Issues and Principles of Fieldwork II
SSWK 296	Practicum and Seminar II

Any three SSWK electives

Any two of the following:

SSWK elective(*s*)

CASS 120, CASS 130, CASS 150, CASS 160, ECCL 150, ECCL 156, ECCL 175, FASD 301

Graduation/Timeframes

See the CNC Ten Year Timeline for Program Completion Policy (E-1.37).

Rev. 04.25.22

YOU MIGHT ALSO BE INTERESTED IN...

- Community Support Worker Certificate
- Early Childhood Care and Learning Certificate
- Education Assistant Certificate
- Social Service Worker Certificate
- Social Service Worker (*UT*) Diploma

IMPORTANT DATES

Prince George

Fall term

- September 6 - December 16, 2022
- Exams - December 9 - 16, 2022

Spring term

- January 9 - April 28, 2023
- Break - February 20 - 24, 2023
- Exams - April 20 - 28, 2023

SOCIAL SERVICE WORKER (UT) DIPLOMA

- **Full-time or Part-time**
- **Starts September**
- **2 years**
- **Prince George; offered at Quesnel every 2 years, individual courses may also be available at other campuses**

The Social Service Worker (*UT*) Diploma prepares the student for the social service area and for entry into university degree programs in social work. After completing a university degree, career opportunities can include child protection, probation, mental health, residential treatment, alcohol and drug programs, and more.

Students admitted to this diploma may choose to complete the Aboriginal Services Specialization, which will prepare them for both transfer to university programming and/or employment in social services with an additional focus on Aboriginal social service delivery. As part of their UT (*University Transfer*) elective choices, students wishing to complete the specialization are required to take two UT courses with an Indigenous or Aboriginal Studies focus, as outlined below. In addition, students will be expected to complete a practicum (*SSWK 186*) at an Aboriginal agency.

ADMISSION REQUIREMENTS

- High school graduation or equivalent.
- English Studies 12, or English First Peoples 12, or ENGL 050, or ENGL 051, or equivalent (*minimum "C"*).
- Completion of application package.

Selection Process

If there is room in the program, the student will be accepted once they have met all the admission requirements. This is called "first qualified, first accepted." If the student qualifies after the program is full, they will be put on a wait list.

Program Specific Requirements

Once accepted into the program, the student must complete a criminal record search. A search which identifies relevant criminal convictions may prevent them from registering for practicum. Practicum is required for graduation.

Program Specific Recommendations

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.
- Emergency level first aid
- FoodSafe certification
- Therapeutic Crisis Intervention certification
- Non-violent Crisis Intervention certification
- Valid class 5 driver's license

These recommendations are considered assets for employment in the Social Service Worker field. All costs associated with certifications, courses and/or documentation requirements are the student's responsibility.

Prior Learning Assessment and Recognition (PLAR)

Based on skills and knowledge acquired through life and/or work experience, students may be able to obtain course credits in the Social Services Worker Program. Through an assessment process, students applying for PLAR credit will document and demonstrate their capabilities based on identified competencies and the learning objectives of the SSWK course for which they seek credit. This option applies to SSWK 195 and SSWK 186/196, the first-year practicum components of the program. To explore this option, please see a CNC Academic Advisor for assistance with initiating a Prior Learning Assessment application. Applications will be considered per institutional policy.

Graduation requirements

A minimum grade of "C" in all SSWK courses is required to graduate with a SSWK credential.

ABST 100	Yinka Dene Worldview: History and Traditions of the Carrier People
ABST 101	Aboriginal Peoples of Canada
ENGL 103	Composition and Style
FASD 301	Fundamentals and Professional Implications
KINS 100	Introduction and Principles of Personal Health and Wellness
PSYC 101	Introduction to Psychology I
SOC 101	Introduction to Sociology I
SOC 206	Social Problems
SOC 230	Critical Perspectives on Contemporary Families
SSWK 142	Helping Skills: Practical Applications
SSWK 145	Communication and Interpersonal Relationship Skills
SSWK 151	History and Philosophy of Social Welfare Policy
SSWK 171	Introduction to Social Service Practice
SSWK 195	Issues and Principles of Fieldwork I
SSWK 186*	Aboriginal Services Practicum and Seminar
or	
SSWK 196	Practicum and Seminar I
SSWK 241	Group Process and Practice
WMST 101	Introduction to Women's Studies I

One SSWK elective

Three UT electives

or

*One UT elective and two of the following

ABST 110, ABST 111, ABST 201, ABST 202, ENGL 107, ENGL 219, ENGL 220

One of the following:

ANTH 101	Introduction to Socio-cultural Anthropology
CRIM 103	Introduction to the Criminal Justice System
PHIL 100	Introduction to Philosophy
PHIL 101	Moral Philosophy
PHIL 102	Theory of Knowledge
PSYC 102	Introduction to

Psychology II

SSWK elective

Note: *Required for the Aboriginal Services Specialization (*optional*). Students planning to transfer to a bachelor's program are encouraged to consult standing transfer agreements with their target institution and review requirements with an advisor.

Graduation/Timeframes

See the CNC Ten Year Timeline for Program Completion Policy (E-1.37).

Rev. 04.25.22

IMPORTANT DATES

Prince George

Fall term

- September 6 - December 16, 2022
- Exams - December 9 - 16, 2022

Spring term

- January 9 - April 28, 2023
- Break - February 20 - 24, 2023
- Exams - April 20 - 28, 2023

TECHNOLOGIES

CNC's technology programs equip students with outstanding technical skills and knowledge in a number of fields.

CIVIL ENGINEERING TECHNOLOGY PROGRAM

Full-time

2 years

September

Prince George

In the 2-year Civil Engineering Technology diploma program, students will learn relevant theoretical and practical knowledge to support their work within the broad field of Civil Engineering. Courses will be delivered with components of face-to-face classroom instruction, computer-aided design and modelling, field surveying, and experimental laboratory testing. Students will develop an understanding of the engineering principles used to perform structural, hydraulic, municipal, transportation, and construction materials design. Effective technical communication and project management skills are emphasized throughout the program. Students can expect to spend an average of 31 hours per week in class and labs, with additional time spent studying, completing assignments, and doing research. CNC's Civil Engineering Technology program explores the effects of northern, rural, and remote environments on Civil Engineering projects, with consideration of Indigenous perspectives.

Program Objectives

Civil Engineering Technology graduates will be qualified for careers in government departments, consulting firms and construction companies in positions such as designers, estimators, testers, surveyors, inspectors, supervisors, technical writers, and project managers. In northern BC, there is high demand from industry for Civil Engineering Technologists. Additionally, graduates may continue their education and complete a bridging program that leads to a university degree in engineering.

ADMISSION REQUIREMENTS

- High school graduation or equivalent
- English Studies 12 or ENGL 050 or English First Peoples 12 or ENGL 051 (*minimum "C"*) or equivalent
- Foundations of Math 12 or MATH 050 (*minimum "C+"*) or equivalent
- Physics 11 or PHYS 045 (*minimum "B"*) or Physics 12 or PHYS 050 (*minimum "C"*) or equivalent
- Chemistry 11 or CHEM 045 (*minimum "C"*) or equivalent
- Candidates whose first language is not English must meet the English requirements and provide proof of English language proficiency through one of the following:

  a. Test of English as a Foreign Language (*TOEFL iBT*) score of 80 with no section below 19, within the last two years; or

  b. International English Language Testing System- Academic (*IELTS Academic*) score of 6.5 overall with no band below 6.0, taken within the last two years; or

  c. Successful completion of six credits of post-secondary first-year English studies (*minimum "C" grade*) at a recognized college or university in an English-speaking county within the last two years.

Selection Process

If there is room in the program, you will be accepted once you have met all the admission requirements. This is called "first qualified, first accepted." If you qualify after the program is full, you will be put on a wait list.

Graduation requirements

A minimum 2.0 GPA (*"C" grade*) for all credential courses will be required to receive a CNC Diploma.

CIVE 100	Introduction to Civil Engineering Technology
CIVE 110	Statics
CIVE 120	Digital Design and Drafting I
CIVE 130	Applied Hydrology
CIVE 140	Construction Materials I
CIVE 150	Surveying I
ENGL 113	Writing and Communication
MATH 180	Mathematics for Civil Engineering Technology
CIVE 105	Professionalism in the Workplace
CIVE 115	Mechanics of Materials
CIVE 125	Digital Design and Drafting II
CIVE 135	Hydraulics
CIVE 145	Construction Materials II
CIVE 155	Surveying II
MATH 185	Mathematics for Civil Engineering Technology II
CIVE 200	Socio-Environmental Factors in Engineering
CIVE 210	Structural Design I
CIVE 220	Software Applications for Civil Engineering Technology
CIVE 240	Road Design
CIVE 250	Municipal Design I
CIVE 260	Traffic Planning
CIVE 270	Project and Construction Management I
ENGL 229	Professional Business and Technical Communication
CIVE 215	Structural Design II
CIVE 235	Water and Waste Management
CIVE 245	Land Development
CIVE 255	Municipal Design II
CIVE 275	Project and Construction Management II
CIVE 295	Industry Project
ENGL 252	Technical Writing and Communication

Graduation/Timeframes

See the CNC Ten Year Timeline for Program Completion Policy (E-1.37).

Rev. 04.25.22

YOU MIGHT ALSO BE INTERESTED IN...

- Associate Degree in Science
- Engineering (*Applied Science*)
- Post-Diploma in Information Technologies
- University-level computer science courses
- University Transfer First-Year Science

IMPORTANT DATES

Prince George

Fall term

- September 6 - December 16, 2022
- Exams - December 9 - 16, 2022

Spring term

- January 9 - April 28, 2023
- Break - February 20 - 24, 2023
- Exams - April 20 - 28, 2023

COMPUTER NETWORK TECHNICIAN CERTIFICATE

Full-time

Starts September

8 months

Prince George

The program is oriented toward The Computer Network Technician (*CNET*) program, offered by CNC's Trades and Technology department. It is a 31 week full-time program designed to prepare students for a career in Information Technology (*IT*). This program delivers the theory and practical application of supporting micro-computer hardware, software, operating systems and networking infrastructure. Students enrolled in the CNET program gain technical skills and experience with hands-on access to real-world equipment. The program is taught in a cross-platform lab environment with industry-qualified instructors. After successful completion of the program, students will be able to install, configure, troubleshoot, administer, analyze, and secure computing devices within a network. Applicants applying to the CNET program should have an interest in the computer networking field as well as strong problem-solving and communication skills.

The Computer Network Technician Certificate program prepares the student to obtain worldwide recognized IT certifications from the following organizations:

- CompTIA
  - » A+, Network+, Linux+, Security+
- Cisco
  - » Cisco Certified Network Associate (*CCNA*)
- Microsoft
  - » Microsoft Technology Associate (*MTA, Server*)
- Electronics Technician Association
  - » Customer Service Specialist (*CSS*)
- Fiber Optics Association
  - » Certified Fiber Optics Technician (*CFOT*)

ADMISSION REQUIREMENTS

1. High school graduation or equivalent

2. English Studies 12 or English First Peoples 12 (*minimum "C-"*) or English 050 or English 051 or equivalent

3. Foundations of Mathematics 11 (*minimum "C-"*) or Math 043 or equivalent

NOTE: Applicants are strongly recommended to have strong typing skills and to have taken, in the past five years, one or more of the following high school courses:

a. Computer Programming (*11 or 12*)

b. Computer Information Systems (*11 or 12*)

PROGRAM OUTLINE

Semester 1

CNET 201	Computer Technician Analyst
CNET 202	Systems Support Analyst
CNET 205	Network Infrastructure
CNET 276	Interconnecting Networks I
CNET 269	Linux Administrator

Semester 2

CNET 267	Microsoft Enterprise Server
CNET 270	Cyber Security Foundations
CNET 277	Interconnecting Networks II
CNET 278	Interconnecting Networks III
CNET 282	Technical Work Skills

Graduation Requirements

Students must complete all of the 10 courses with a minimum grade of C+ (*70%*) in each course in order to graduate with a Computer Network Technician Certificate.

Rev. 04.09.20

YOU MIGHT ALSO BE INTERESTED IN...

- Associate Degree in Science
- Engineering (*Applied Science*)
- Post-Diploma in Information Technologies
- University-level computer science courses
- University Transfer First-Year Science

IMPORTANT DATES

Prince George

Fall

- September 6 - December 23, 2022

Spring

- January 9 - May 5, 2023
- Break - February 20 - 24, 2023

NATURAL RESOURCES AND FOREST TECHNOLOGY DIPLOMA

Full-time

Starts September

2 years

Prince George

In this nationally-accredited program, students study a core of forest technology courses enhanced by studies of wildlife and fish habitats, bird identification, indigenous plants, First Nations issues, and Earth science. The core of traditional, forest-based courses includes technical skills such as measurements, forest protection/ health, forest operations and silviculture. All of these studies build on a fundamental understanding of ecology, plant biology, soils, math, English, digital mapping, and Geographic Information Systems (*GIS*). As well, students will learn writing and presentation skills, including conducting research, completing data analysis, writing and presenting scientific reports.

Students may also take the opportunity to travel for a three-week field school (*past destinations have included China, Costa Rica and Ecuador*) where students compare approaches to land management with that of BC.

ADMISSION REQUIREMENTS

- High school graduation or equivalent.
- A minimum standing of "C" grade in the following courses:
  - » English Studies 12, or English First Peoples 12, or ENGL 050 or ENGL 051; or equivalent.
  - » Pre-calculus 11 or MATH 045; or Foundations of Math 11 or MATH 043; or equivalent.
- One of the courses listed below or equivalent:
  - » Chemistry 11
  - » Life Sciences 11
  - » Physics 11

Selection process

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

Graduation Requirements

Students must achieve a minimum 2.0 grade point average in order to be awarded the Natural Resources and Forest Technology (*NRFT*) diploma.

PROGRAM OUTLINE

MATH 195	Mathematics for Technologies
NRFT 101	Indigenous Plants: Identification, Autecology and Cultural Uses
NRFT 103	Introduction to Forest Soils
NRFT 105	Ornithology and Mammalogy
NRFT 108	Map and Spatial Data
NRFT 109	Introduction to Computers
NRFT 111	Forest Measurements I
ABST 100	Yinka Dene Worldview: History and Traditions of the Carrier People
ENGL 103	Composition and Style
NRFT 121	Silvics and Dendrology
NRFT 123	Fire Management
NRFT 125	Introduction to Earth Sciences
NRFT 128	Geomatics and Cartography
NRFT 131	Forest Measurements II
NRFT 202	Forest Ecology
ENGL 229	Professional Business and Technical Communication
NRFT 201	Natural Resources Policy and Practice
NRFT 203	Supervisory Skills
NRFT 205	Habitat Management
NRFT 207	Silviculture I
NRFT 210	Natural Resources Seminar I
NRFT 211	Forest Measurements III
NRFT 213	Forest Engineering I
ENGL 252	Technical Communications for Forest Technology
NRFT 221	Natural Resources Finance
NRFT 223	Forest Health
NRFT 225	Geographic Information Systems
NRFT 227	Silviculture II
NRFT 230	Natural Resources Seminar II
NRFT 233	Forest Engineering II
NRFT 251	Applied Research Project
NRFT 261	Extended Natural Resources Field Studies
NRFT 291	Natural Resource Field School and Cultural Exchange (*optional*)

Notes

1. A NRFT diploma will allow you to be eligible to register with Association of BC Forest Professionals and/or the College of Applied Biology.
2. Courses must be completed in no more than 10 years prior to the date of graduation in order to count toward the Natural Resources and Forest Technology Diploma. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.
3. Students who have completed Pre-Calculus 12, MATH 050, MATH 100, or a higher-level math course with a minimum "C" grade may take MATH 195 or substitute it with any 3.0 credit UT course.
4. Students who have extensive wildfire training and experience may consider applying for credit for NRFT 123 through a College prior learning assessment process.

Additional Information

1. Students must be prepared for and able to participate in strenuous physical activity in all types of terrain and weather.
2. NRFT 291 "Study Abroad" is an optional course for NRFT students and qualifying UT students.

Transferbility

The two-year NRFT diploma is recognized at universities where students can transfer and continue their studies in forestry, fish and wildlife, and natural resource sciences. Graduates may also go on to complete post-diploma programs at other colleges.

Specific transfer agreements vary by institution. Contact an advisor for further information.

Rev. 18.06.25

YOU MIGHT ALSO BE INTERESTED IN...

- Associate Degree in Science
- Registered Forest Technologist (*RFT*) exam preparation online
- Registered Professional Forester (*RPF*) exam preparation online
- University Transfer First-Year Science (*Quesnel*)

IMPORTANT DATES

Prince George

Fall term

- September 6 - December 16, 2022
- Exams - December 9 - 16, 2022

Spring term

- January 9 - April 28, 2023
- Break - February 20 - 24, 2023
- Exams - April 20 - 28, 2023

POST-DIPLOMA IN INFORMATION TECHNOLOGIES

Full-time

Starts September and January

2 years

Offered in Prince George (Continuing Education)

Information technology (*IT*) as defined by the Information Technology Association of America (*ITAA*) is the study, design, development, implementation, support, or management of computer-based information systems, particularly software applications and computer hardware. The Post-Diploma in Information Technologies program provides in-depth instruction and practical application of the course curriculum. Students develop a skill set to be able to administer, network, configure, secure, support and troubleshoot enterprise level networked computer systems and devices. Students enrolled in the PDIT program are exposed to hands-on activities using well equipped computer labs. Applicants applying to the PDIT program should have an interest in the computing industry, strong communication and problem solving skills.

The Post-Diploma in Information Technologies program prepares students to obtain industryrecognized certification from:

- Cisco
- Cisco Certified Entry Networking Technician (*CCENT*)
- Cisco Certified Network Associate (*CCNA*) - Routing and Switching
- CompTIA
- (*A+, Network+, Server+, Security+, Linux+*)
- Microsoft
- Microsoft Technology Associate (*MTA – Microsoft Server OS*)
- Microsoft Certified Solutions Associate (*MCSA*)

Certified Wireless Network Professionals

- Certified Wireless Technician (*CWT*)
- Linux Professional Institute
- Linux Essentials LPIC-1
- Linux Administrator
- Electronics Technician Association
- Customer Service Specialist (*CSS*)
- Fiber Optics Technician (*FOT*)

ADMISSION REQUIREMENTS

1. Minimum successful completion of a two-year diploma from a recognized post-secondary institution or equivalent, within the past five years, in either Computer Science or Business Information Technologies or equivalent.
2. Students whose first language is not English must show proof of a minimum TOEFL score of 80 (*IBT*), or minimum overall IELTS score of 6.0 or equivalent, or completion of CNC ENLA English for Academic Purposes or equivalent.

Graduation Requirements

Students must complete all of the 17 courses with a minimum grade of B (*72%*) in each course grade in order to graduate with a Post-Diploma in Information Technologies.

Prerequisites: In the Post-Diploma in Information Technologies program a minimum grade of B (*72%*) or higher is required for any prerequisite course.

PROGRAM OUTLINE

A minimum "B" grade on each course is required to successfully complete the PDIT program. The student must complete all course components.

PDIT 302	Computer Systems Hardware
PDIT 303	Computer Operating Systems
PDIT 307	Networking Technologies
PDIT 376	Introduction to Networks
PDIT 304	Enterprise System Administration
PDIT 308	Project Management
PDIT 324	Wireless Technology Specialist
PDIT 377	Routing and Switching Essentials
PDIT 330	Microsoft Server Operating Systems
PDIT 332	Introduction to Linux
PDIT 340	Professional Development
PDIT 378	Scaling Networks
PDIT 379	Connecting Networks
PDIT 380	Data Center Technologies
PDIT 382	IT Security
PDIT 391	Project Work Skills
COM 100	Fundamentals of Business

Rev. 19.07.16

YOU MIGHT ALSO BE INTERESTED IN...

- Computer/Network Electronics Technician Certificate
- Computer Science

IMPORTANT DATES

Prince George

Fall

- September 6 – December 23, 2022

Spring

- January 3 – April 28, 2023
- Break - February 20 - 24, 2023

Intersession

- May 8 – August 25, 2023

RFT EXAM PREPARATION ONLINE

Part-time

Available on demand

3 weeks

Online through Burns Lake

This is a three-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 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.

Rev. 17.03.10

RPF EXAM PREPARATION ONLINE

Part-time

Available on demand

3 weeks

Online through Burns Lake

This is a three-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 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

Rev. 17.03.10

TRADES AND INDUSTRY

In Northern BC there is an incredible need for skilled labour, with $35 billion worth of resource-related projects anticipated 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. There's even a program to help high school students graduate Grade 12 with one year of college already completed.

APPRENTICESHIP TECHNICAL TRAINING

Full-time

Start dates vary – contact campuses

Length varies

Prince George and Quesnel

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 Red Seal 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.

Auto Glass Technician

- Blended online and face-to-face program, Prince George
  School of Trades and Technologies:
  250 561 5804 or 1 866 370 2111

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
- Levels 2–4 (*rotating*), Quesnel
  250 991 7500 or 1 866 680 7550

Electrical

- Levels 1–4, Prince George
  School of Trades and Technologies:
  250 561 5804 or 1 866 370 2111
- Level 2–3 (*rotating*), Quesnel
  250 991 7500 or 1 866 680 7550

Metal Fabrication

- Level 1–4 (*rotating*), 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

Motor Vehicle Body Repair (*Autobody*)

- Levels 1–2, Prince George
  School of Trades and Technologies:
  250 561 5804 or 1 866 370 2111

Plumbing

- Levels 2–4 (*rotating*), Prince George
  School of Trades and Technologies:
  250 561 5804 or 1 866 370 2111

Professional Cook, Prince George

- 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
  Offered every 3 years
  School of Trades and Technologies:
  250 561 5804 or 1 866 370 2111

Steamfitter/Pipefitter

- Level 2–4 (*rotating*), Prince George
  School of Trades and Technologies:
  250 561 5804 or 1 866 370 2111

Truck: Transport Mechanic

- Levels 1–4, Prince George
  School of Trades and Technologies:
  250 561 5804 or 1 866 370 2111

Welding

- Levels 1–4, Prince George
  School of Trades and Technologies:
  250 561 5804 or 1 866 370 2111

Rev. 20.24.06

AUTOMOTIVE COLLISION & REFINISHING FOUNDATION (HARMONIZED)

Full-time

34 weeks

Prince George

An Auto Body Collision and Refinishing Technician is a person who repairs and restores damaged motor vehicles. They assess body damage and develop repair estimates and repair plans. Their repair work may include scratches, minor damage, dents and extensive structural damage. In some instances where vehicle components are damaged beyond repair they are replaced. The alignment and replacement of suspension and steering components is also performed in this trade. Technicians may restore interior components of vehicles. They may work with mechanical and electronic components such as air conditioning systems, exhaust systems, drivetrain, engine cooling systems, advanced electronic components (*adaptive cruise control and lane departure features*), and passenger restraint systems (*seat belts and air bags*).

Once completed this Foundation program, students will have their first level of common core training as well as practical work-based hours completed. This will provide students with the opportunity to find employment with the required competencies met for a 1st level apprentice. Students will be able to continue their technical training in either Auto Body and Collision Technician Level 2 or Automotive Refinishing Technician Level 2.

Note: Worksafe BC regulations (*www.worksafebc.com*) apply to all Trades programs; students are expected to adhere to these regulations. While in the shop, all students must wear and use appropriate personal protective equipment (*PPE*) for the area in which they are working and follow the safe work procedure which applies to the task. This may include, but is not limited to CSA certified safety footwear, safety glasses, hearing protection, and any other PPE dictated by common sense and/or Worksafe BC regulations.

Students must be aware that they are working in an industrial setting with potential hazards and remain aware of their surroundings at all times. If a safety concern is identified you must report this to your instructor immediately.

Safety procedures must be followed while working in the shop area. Please familiarize yourself with those procedures for the area in which you are working. Students may only work in the shop during assigned lab times and under Instructor supervision. If an accident occurs, no matter how minor, report it to the Instructor immediately.

ADMISSION REQUIREMENTS

The admission requirements mentioned below are the minimum requirements:

1. Two English Language Arts 10 (*minimum "C"*), ENGL 030, or equivalent
2. Workplace Mathematics 10 (*minimum "C"*), MATH 041, or equivalent

Selection process

If there is room in the program, you will be accepted once you have met all the admission requirements. This is called "first qualified, first accepted". If you qualify after the program is full, you will be put on a wait list.

Rev. 04.25.22

YOU MIGHT ALSO BE INTERESTED IN...

- Automotive Refinishing Prep Technician, Foundation-Level
- Automotive Service Technician, Foundation-Level
- Heavy Mechanical Trades, Foundation-Level

IMPORTANT DATES

- Spetember 6, 2022 - May 12, 2023
- Break - December 19, 2022 - January 2, 2023

AUTOMOTIVE SERVICE TECHNICIAN DIPLOMA

Full-time

Starts September

30 weeks

Prince George

In the first year of this two-year program, students will acquire the foundational skills and knowledge required for entry into a position in the automotive service industry. The emphasis will be hands-on, physical skill development to prepare students for a co-op work term. The AUTO 115 course follows the ITA foundations outline. This will provide the students with the knowledge needed to pursue the AST Level 1 ITA certification.

A summer co-op work term, between the first and second year programing, aids students in becoming familiar with the industry and gaining additional real-world skills. In the second year, students will gain the knowledge needed to work in the diagnostics and repair of engine, braking, suspension, restraint, hybrid, heating, ventilation, air conditioning, network control, and support systems. These are skills that the industry has identified as being in demand. The goal of this program is to provide students with experience and knowledge that is helpful in acquiring an apprenticeship.

ADMISSIONS REQUIREMENTS

1. Successful completion of English 10, or English 030, or Communications 11, or equivalent.
2. Successful completion of Foundations and Pre-Calculus Math 10; or Math 030; or a minimum "C" grade in one of the following: Apprenticeship and Workplace Math 10 or Trades Math 041; or equivalent.

For candidates whose first language is not English - In addition to having English 10 (*or equivalent*) applicants must provide proof of English Language proficiency through one of the following:

1. English as a Foreign Language (*TOEFL iBT*) score of at least 80 with no section below 17, within the previous 2 years, or
2. International English Language Testing System - Academic (*IELTS Academic*) minimum score of 6.0 with no bands below 5.5, within the previous two years, or
3. Successful completion of three credits of higher level English studies at a recognized high school, college or university in an English speaking country within the last two years.

Selection Process

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 Foundations of Math and Pre-Calculus 10, Math 030, Apprenticeship and Workplace Math 10 or equivalent, will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
3. Credit in Physics 11 or equivalent with a grade of "C" or higher will be awarded 4 points.
4. The mechanical reasoning portion of the Student Readiness Assessment will be awarded a maximum of 5 points. Refer to the Mechanical Reasoning Grading Scale in the CNC Calendar.
5. Passing the English portion of the Student Readiness Assessment will be awarded a maximum of 1 point.
6. Passing Math portion of the Student Readiness Assessment 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.
8. Credit in any of the following: English 11, Foundations of Math 11, or equivalents, or Trades Math 041 and Trades Math 042 with a "C" grade or higher will be awarded 3 points.
9. 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.
10. Successful completion of the CNC Trades Discovery Program will be awarded 1 point

Maximum points = 29

Graduation Requirments

Completion of the following three courses with an "S" (*Successful completion*). A minimum of 70% is required to receive an "S" grade:

1. AUTO 115 Automotive Service and Repair Foundation (*Harmonized*).*
2. AUTO 120 Co-Op work term.
3. AUTO 215 Automotive Service Repair Technician Advanced.

*The information required to pursue ITA AST level One certification will be covered in AUTO115.

Rev. 19.07.16

YOU MIGHT ALSO BE INTERESTED IN...

- Motor Vehicle Body Repair Foundation
- Automotive Service Technician, Foundation level
- Heavy Mechanical Trades

AUTOMOTIVE SERVICE TECHNICIAN, (HARMONIZED) FOUNDATION

Full-time

Starts September

30 weeks

Prince George

The Automotive Service Technician program will train you to become a skilled technician. You'll develop your preventative maintenance and repair skills, build your understanding of steering and other vital systems, and learn to fulfill other industry needs. Not only is this program a great introduction to the automotive repair and service industry, but it will also create opportunities for apprenticeship positions in dealerships, specialty repair shops, parts departments and even as a service writer.

ADMISSION REQUIREMENTS

1. Successful completion of English 10, or English 030, or equivalent
2. Successful completion of Foundation Math and Pre-Calculus 10; or Math 030; or a minimum "C" grade in one of the following: Apprenticeship and Workplace Math 10 or Trades Math 041.

Students who do not meet the above requirements may wish to consult with a CNC advisor to determine their eligibility on the basis of mature student status.

Selection process

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 Foundations of Math and Pre-Calculus 10, Math 030, Apprenticeship and Workplace Math 10 or equivalent, will contribute its actual points to the selection process: e.g.,"A" = 4.0, "B+" = 3.33, etc..
3. Physics 11 or equivalent with a grade of "C" or higher will be awarded 4 points.
4. The mechanical reasoning portion of the Student Readiness Assessment will be awarded a maximum of 5 points. Refer to the Mechanical Reasoning Grading Scale in the CNC Calendar.
5. Passing the English portion of the Student Readiness Assessment will be awarded 1 point.
6. Passing the Math portion of the Student Readiness Assessment will be awarded 1 point.
7. 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.
8. Minimum "C" grade in one of the following: English 11, Foundations of Math 11, or Trades Math 042, or equivalents will be awarded 3 points.
9. 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 available = 28

Note: For up-to-date information on dates for all apprenticeship training at CNC, visit www.tradestrainingbc.ca

Note: Worksafe BC regulations (www.worksafebc.com) apply to all Trades programs; students are expected to adhere to these regulations. While in the shop, all students must wear and use appropriate personal protective equipment (*PPE*) for the area in which they are working and follow the safe work procedure which applies to the task. This may include, but is not limited to CSA certified safety footwear, safety glasses, hearing protection, and any other PPE dictated by common sense and/or Worksafe BC regulations. Students must be aware that they are working in an industrial setting with potential hazards and remain aware of their surroundings at all times. If a safety concern is identified you must report this to your instructor immediately. Safety procedures must be followed while working in the shop area. Please familiarize yourself with those procedures for the area in which you are working. Students may only work in the shop during assigned lab times and under instructor supervision. If an accident occurs, no matter how minor, report it to your instructor immediately.

Rev. 18.06.25

YOU MIGHT ALSO BE INTERESTED IN...

- Heavy Mechanical Trades, Foundation-Level
- Motor Vehicle Body Repair, Foundation-Level

IMPORTANT DATES

- September 6, 2022 - April 14, 2023

CAREER TECHNICAL CENTRE (CTC)

Full-time

Starts February, August and September

Five months to one year, depending on program

Burns Lake, Fort St. James, Mackenzie, Prince George, Quesnel and Vanderhoof

The CTC program allows student to graduate from high school with one year of college already completed. During Grade 12, you take a program at CNC and two at high school, graduating with both your Grade 12 and a CNC Certificate in one of these areas:

- Automotive Service
- Auto Refinishing Prep Technician
- Carpentry
- Electrical
- Heavy Mechanical Trades
- Industrial Mechanic (*Millwright*)/Machinist
- Metal Fabrication
- Motor Vehicle Body Repair
- Piping
- Power Engineering
- Professional Cook
- Welding
- 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 12 who meet the following requirements:

1. From SD #57 (*Prince George*)

2. "C+" average or higher in Grade 11

3. Satisfactory work habits and good attendance records

Please Note that non-SD #57 students must arrange room and board in Prince George for the duration 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 Trades office at CNC (*see below*), or at cnc.bc.ca/ctc or contact your local campus for details.

Submit completed forms to your career preparation coordinator or school counsellor, or fax it directly to the Trades 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.

Note: Quesnel students (*SD #28*) should speak with the District Career Preparation Coordinator.

Selection process

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

- Attend a program interview
- Complete Grade 10 or 11 before starting
- Have a serious interest in one of the programs
- Complete and submit a CTC student application
- Sign an agreement to enrol

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YOU MIGHT ALSO BE INTERESTED IN...

- Dual Credit Program

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. See cnc.bc.ca/ctc for more information.

CARPENTER PROGRAM (HARMONIZED) FOUNDATION

- **Full-time**
- **September**
- **24 weeks**
- **Burns Lake, Prince George and Quesnel**

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

1. English 10 or Communications 11 or equivalent with a "C" or higher.
2. Foundation Math and Pre-Calculus 10; or a "C" or higher grade in one of the following: Apprenticeship and Workplace Math 11 or Trades Math 041 or Math 030.

Selection process

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 Foundations of Math and Pre-Calculus 10, Math 030, Apprenticeship and Workplace Math 10 or equivalent, will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
3. Credit in Physics 11 or equivalent with a grade of "C" or higher will be awarded 4 points.
4. The mechanical reasoning portion of the Student Readiness Assessment will be awarded a maximum of 5 points. Refer to the Mechanical Reasoning Grading Scale in the CNC Calendar.
5. Passing the English portion of the Student Readiness Assessment will be awarded a maximum of 1 point.
6. Passing Math portion of the Student Readiness Assessment 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.
8. Credit in any of the following: English 11, Foundations of Math 11, or equivalents, or Trades Math 041 and Trades Math 042 with a "C" grade or higher will be awarded 3 points.
9. 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 = 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 Red Seal Examination.

Graduates of the Foundation-Level Carpentry program (*Entry Level Trades Training*) at CNC 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

Note: Worksafe BC regulations (www.worksafebc.com) apply to all Trades programs; students are expected to adhere to these regulations. While in the shop, all students must wear and use appropriate personal protective equipment (*PPE*) for the area in which they are working and follow the safe work procedure which applies to the task. This may include, but is not limited to CSA certified safety footwear, safety glasses, hearing protection, and any other PPE dictated by common sense and/or Worksafe BC regulations. Students must be aware that they are working in an industrial setting with potential hazards and remain aware of their surroundings at all times. If a safety concern is identified you must report this to your instructor immediately. Safety procedures must be followed while working in the shop area. Please familiarize yourself with those procedures for the area in which you are working. Students may only work in the shop during assigned lab times and under instructor supervision. If an accident occurs, no matter how minor, report it to your instructor immediately.

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IMPORTANT DATES

Prince George

Intake 1

- August 8, 2022 – February 3, 2023

Intake 2

- February 6 – July 21, 2023

Burns Lake

Intake

- September12, 2022 – March 10, 2023

Quesnel (28 weeks)

Intake

- February 6, 2023 – July 21, 2023

CULINARY ARTS DIPLOMA

Full-time

Two years

Prince George

The foodservice/hospitality sector is projected to create 3300 new jobs in BC in the next 10 years. There is a chronic shortage of qualified professional employees in the foodservice and hospitality industry across Canada. This Diploma program is designed to prepare students for employment as line cooks or second cooks in hotels, restaurants, catering companies, flight kitchens, trains, camps, cruise ships and institutional/healthcare kitchens.

The program will make use of the existing professional cook teaching and learning facilities including our fine dining restaurant and other food service areas. This diploma program will aid international students wishing to study and work in Canada. The practicum provides an opportunity to introduce students to our industry.

Following this program, students who wish to achieve professional certification with the Industry Training Authority of British Columbia will be required to challenge written and practical assessments. Once graduates obtain 400 hours in the trade after program completion, they will be eligible to challenge their level 1 ITA Professional Cook certification assessment. After completion of level 1, and with an additional 720 hours in the trade, they will be eligible to challenge their level 2 ITA Professional Cook certification.

Program Learning Outcomes

Upon the successful completion of this program, students will be able to:

- Apply cookery skills and theoretical knowledge to the preparation, presentation and service of a range of dishes and beverages for a commercial hospitality environment.
- Evaluate product for consistency and accuracy in yield, flavor, texture, and overall appearance according to product specifications and standards.
- Plan, design and write menus; and special event, dietary needs for a culinary establishment that reflects nutritional and specific needs.
- Adhere to industry health, safety and employment standards in preparation, handling and storage of food and equipment.
- Adapt the knowledge, skills and attitudes necessary for success and sustainable professional practice in the culinary arts.

ADMISSION REQUIREMENTS

- 4 credits of English Language Arts 10, or ENGL 030, or equivalent
- Workplace Mathematics 10, or equivalent
- International students from a non-English speaking country will be required to provide proof of an academic IELTS of 6.0 overall with no band less than 5.5, or equivalent, within the last two years.

Graduation Requirements

Upon successful completion of the following required courses, students will receive a Culinary Arts Diploma.

Required Courses:

CULI 150	Kitchen Orientation
CULI 151	Culinary Techniques
CULI 152	Garde Manger & Breakfast
CULI 153	Baking Techniques
CULI 154	Butchery
CULI 155	Production Kitchen
CULI 156	Flavour Principles & Menus
CULI 157	Short Order & Cafe
CULI 158	Catering
CULI 251	Kitchen Management, Purchasing & Receiving
CULI 252	Restaurant Customer Service
CULI 253	Menu Development & Nutrition
CULI 254	Advanced Cookery
CULI 255	Global & Vegetarian Cuisine
CULI 256	Advanced Baking
CULI 257	Advanced Dining Room Line Cooking
CULI 258	Appetizers & Platters
CULI 259	Advanced Butchery & Charcuterie
CULI 260	Modern Cuisine
CULI 261	Culinary Practicum

The program is 17 months. Students have a maximum of 3 years to complete the program.

Program Requirements

- Foodsafe Level 1 is required to be successfully completed in the first 3 weeks of the program.
- BC Serving It Right is required prior to serving alcohol in a licensed facility in British Columbia.
- All costs associated with the above are the responsibility of the student.

Additional Information

It is recommended that applicants consider the daily tasks associated with working in a professional kitchen. These include the following essential skills requirements:

- Ability to communicate effectively in written and spoken English
- Ability to understand and apply culinary terminology from a variety of languages
- Physical condition and stamina to meet the demands of the culinary industry (*e.g. lift 20 kg.*)
- Ability to stand for long periods of time (*e.g. 5 hours or more*)
- Good motor skill coordination
- Ability to multi-task with strong and efficient organizational and time management skills
- Strong reading, comprehension and study skills
- Work independently
- Maturity
- Interpersonal communication skills in the language of instruction
- Creativity and artistic flair are assets

Following this program, students who wish to achieve professional certification with the Industry Training Authority of British Columbia will be required to challenge written and practical assessments. After 400 hours in the trade they would be eligible to challenge their level 1 ITA Professional Cook certification assessment. After completion of level 1, and with an additional 720 hours in the trade, they would be eligible to challenge their level 2 ITA Professional Cook certification.

ELECTRICAL, (HARMONIZED) FOUNDATION

Full-time

Starts September and February

24 weeks

Prince George

This program prepares you for the electrical apprenticeship program, or for positions such as counter and warehouse personnel in wholesale/ distributing outlets.

ADMISSION REQUIREMENTS

1. English 11, English 045 or Communications 12 or equivalent (*with a minimum "C" grade*).
2. Successful completion of one of the following, or equivalent: Foundations of Math 11, Precalculus 11, or Math 044, or Math 045.
3. Successful completion of 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 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 or commercial setting. These projects are dependent on the state of the local economy.

Selection process

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 points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
2. The letter grade for Foundations of Math 11, Math 045, or Math 044 or equivalent, will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
3. 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 portion of the Student Readiness Assessment will be awarded a maximum of 5 points. Refer to the Mechanical Reasoning Grading Scale in the CNC Calendar.
5. Passing the English portion of the Student Readiness Assessment will be awarded 1 point.
6. Passing the Math portion of the Student Readiness Assessment will be awarded 1 point.
7. 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.
8. Credit for submitting a résumé and personal handwritten statement indicating reasons for wishing to enter this program 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 Red Seal Examination.

Graduates of the Foundation-Level Electrical program (*Entry Level Trades Training*) at CNC 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

Note: Worksafe BC regulations (www.worksafebc.com) apply to all Trades programs; students are expected to adhere to these regulations. While in the shop, all students must wear and use appropriate personal protective equipment (*PPE*) for the area in which they are working and follow the safe work procedure which applies to the task. This may include, but is not limited to CSA certified safety footwear, safety glasses, hearing protection, and any other PPE dictated by common sense and/or Worksafe BC regulations. Students must be aware that they are working in an industrial setting with potential hazards and remain aware of their surroundings at all times. If a safety concern is identified you must report this to your instructor immediately. Safety procedures must be followed while working in the shop area. Please familiarize yourself with those procedures for the area in which you are working. Students may only work in the shop during assigned lab times and under instructor supervision. If an accident occurs, no matter how minor, report it to your instructor immediately.

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IMPORTANT DATES

Fall intake

- August 8, 2022 – February 3, 2023

Spring intake

- February 6 – July 21, 2023

FOREST INDUSTRY SAFETY TRAINING

Full-time or Part-time

Start date and duration varies; contact campus directly for details

Burns Lake, Mackenzie, Nechako Region, Southside, Prince George and Quesnel

In today's market, employee training is critical. CNC offers updated equipment and instructors with extensive forest 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.

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

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HEAVY MECHANICAL TRADES DIPLOMA

Full-time

September

2 years

Prince George

In the first year of this two-year Heavy Mechanical Trades (*HMT*) incorporates several areas of heavy repair industry which includes heavy duty mechanical, truck and transport mechanics, engine mechanics and trailer mechanics. Graduates of this program are prepared to enter several areas of the heavy mechanical field as an apprentice. Experience in the trade areas of choice is needed to continue with the training to become credentialed as a journeymen trade's person. The HMT diploma program includes training in the areas needed by apprenticeship,.Some additional training will be needed to complete Heavy Duty, Truck and Trailer mechanics. HMT technicians service, perform preventative maintenance, diagnose and repair machinery as a day-to day activity.

ADMISSIONS REQUIREMENTS

1. English 10 or equivalent

2. Foundations of Math 10 or equivalent

English Language Proficiency

Candidates whose first language is not English must satisfy CNC's English Language Proficiency requirements.

Selection Process

If the program is over-subscribed, students will be selected based on the criteria outlined below:

Max. points

1. English 10 or equivalent – grade point
(ex. A = 4.00) 4.00

2. Foundations of Math 10 or equivalent grade point
4.00

3. Physics 11 or equivalent – grade point
4.00

4. Mechanical Reasoning section – Student Readiness Assessment
5.00

See Mechanical Reasoning grade scale in CNC Academic Calendar

5. English section – Student Readiness Assessment – passing grade
1.00

6. Math section – Student Readiness Assessment – passing grade
1.00

7. Trades course at Grade 12 level – B minimum
4.00

8. English 11 – passing grade
1.00

9. Foundations of Math 11 or equivalent – passing grade
1.00

10. 1CNC Trades Math 041 or 042 – C minimum
1.00

11. Resume and Personal statement indicating student's desire to enter program
3.00

12. CNC Trades Discovery Program – successful completion
1.00

Maximum Points = 30 points

Graduation Requirements

Graduation requirements are the completion of following courses including both the practical and theory components at an "S" level.

1. 101 Heavy Mechanical Trades*

2. 102 Heavy Mechanical Trades

3. 201 Heavy Mechanical Trades

4. 202 Heavy Mechanical Trades

* The information required to pursue ITA level one certification is covered in HMT 101.

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YOU MIGHT ALSO BE INTERESTED IN...

- Automotive Service Technician, Foundation-Level
- Industrial Mechanic (*Millwright*) /Machinist, Foundation-Level
- Motor Vehicle Body Repair Foundation Program
- Power Engineering, 4th Class Certificate

HEAVY MECHANICAL TRADES, FOUNDATION

Full-time

September

36 weeks

Prince George

Learn to repair transport trailers, crawler tractors, loaders, skidders, feller bunchers, excavators, and more.

Note: Course content for Heavy Duty Equipment Technician and Truck and Transport Mechanic is identical up to Level 4. Students must choose 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
2. 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 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, a handwritten statement indicating reasons for wishing to enter the program and to complete the 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 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. Credit in Physics 11 or equivalent with a grade of "C" or higher will be awarded 4 points.
4. 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, successful completion of any foundation-level trades training program or documented experience of one year in a trade will be awarded 3 points.
8. 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.
9. 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 = 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 Red Seal Examination for Heavy Duty, Truck and Transport.

Graduates of the Foundation-Level Heavy Mechanical Trades program (*Entry Level Trades Training*) at CNC receive an ITA Certificate 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

Note: Worksafe BC regulations (www.worksafebc.com) apply to all Trades programs; students are expected to adhere to these regulations. While in the shop, all students must wear and use appropriate personal protective equipment (*PPE*) for the area in which they are working and follow the safe work procedure which applies to the task. This may include, but is not limited to CSA certified safety footwear, safety glasses, hearing protection, and any other PPE dictated by common sense and/or Worksafe BC regulations. Students must be aware that they are working in an industrial setting with potential hazards and remain aware of their surroundings at all times.
If a safety concern is identified you must report this to your instructor immediately. Safety procedures must be followed while working in the shop area. Please familiarize yourself with those procedures for the area in which

you are working. Students may only work in the shop during assigned lab times and under instructor supervision. If an accident occurs, no matter how minor, report it to your instructor immediately.

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IMPORTANT DATES

Intake #1

- September 6, 2022 – May 26, 2023

Intake #2

- Ocotber 31, 2022 – July 21, 2023

HEAVY EQUIPMENT OPERATOR

Continuous intake (variable dates and times)

Mackenzie and Quesnel; may be available at other campuses

This program features 120 hours of classroom instruction, including a Level 1 First Aid and Transportation Endorsement, TDG, Fire Suppression, and more. You'll also get 200 hours of hands-on experience, including equipment maintenance, fuel spills training, and more.

Choose one machine such as:

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

Machines vary dependent on project work being civil earthworks or logging.

Please contact the Mackenzie and Quesnel campus directly for admission requirements 250-991-7500.

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INDUSTRIAL MECHANIC (HARMONIZED) FOUNDATION

Full-time

Starts February

24 weeks

Burns Lake

The activities of an industrial mechanic (*millwright*) 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

1. Successful completion of English 10, or English 030, or Communications 11 or equivalent
2. Successful completion of Foundations Math and Pre-Calculus 10 or Math 030; or a "C" or higher grade in one of the following: Apprenticeship and Workplace Math 11 or Trades Math 041

Selection process

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 Foundations of Math and Pre-Calculus 10, Math 030, Apprenticeship and Workplace Math 11, Trades Math 041, will contribute its actual points to the selection process: e.g., "A"= 4.0, "B+" = 3.33, etc.
3. Physics 11 or equivalent with a grade of "C" or higher will be awarded 4 points.
4. The mechanical reasoning portion of the Student Readiness Assessment will be awarded a maximum of 5 points. Refer to the Mechanical Reasoning Grading Scale in the CNC Calendar.
5. Passing the English portion of the Student Readiness Assessment will be awarded 1 point.
6. Passing the Math portion of the Student Readiness Assessment will be awarded 1 point.
7. One or more trades-related courses at a Grade 12 level with a grade of "B" or higher, or participation in the Trades Discovery program with an "S" grade, or successful completion of any foundation-level trades training program or employer documented trades-related experience of one year in a trade will be awarded 3 points.
8. Any of the following: English 11, Foundation of Math 11, or equivalents, or; Trades Math 042, or equivalent with a "C" grade or higher will be awarded 3 points.
9. Credit for submitting a resume and personal handwritten statement indicating 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 Red Seal 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

Note: Worksafe BC regulations (www.worksafebc.com) apply to all Trades programs; students are expected to adhere to these regulations. While in the shop, all students must wear and use appropriate personal protective equipment (*PPE*) for the area in which they are working and follow the safe work procedure which applies to the task. This may include, but is not limited to CSA certified safety footwear, safety glasses, hearing protection, and any other PPE dictated by common sense and/or Worksafe BC regulations. Students must be aware that they are working in an industrial setting with potential hazards and remain aware of their surroundings at all times. If a safety concern is identified you must report this to your instructor immediately. Safety procedures must be followed while working in the shop area. Please familiarize yourself with those procedures for the area in which you are working. Students may only work in the shop during assigned lab times and under instructor supervision. If an accident occurs, no matter how minor, report it to your instructor immediately.

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YOU MIGHT ALSO BE INTERESTED IN...

- Automotive Service Technician, Foundation
- Heavy Mechanical Trades, Foundation
- Pipe Trades Foundation
- Power Engineering, 4th Class Certificate
- Welding, Foundation-Level

INDUSTRIAL MECHANIC (HARMONIZED)/ MACHINIST FOUNDATION

- **Full-time**
- **August**
- **24 weeks**
- **Prince George, Nechako, Quesnel**

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.

ADMISSIONS REQUIREMENTS

1. Successful completion of English 10, or English 030, or Communications 11 or equivalent
2. Successful completion of Foundations Math and Pre-Calculus 10 or Math 030; or a "C" or higher grade in one of the following: Apprenticeship and Workplace Math 11 or Trades Math 041

Selection Process

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 Foundations of Math and Pre-Calculus 10, Math 030, Apprenticeship and Workplace Math 11, Trades Math 041, will contribute its actual points to the selection process: e.g., "A"= 4.0, "B+" = 3.33, etc.
3. Physics 11 or equivalent with a grade of "C" or higher will be awarded 4 points.
4. The mechanical reasoning portion of the Student Readiness Assessment will be awarded a maximum of 5 points. Refer to the Mechanical Reasoning Grading Scale in the CNC Calendar.
5. Passing the English portion of the Student Readiness Assessment will be awarded 1 point.
6. Passing the Math portion of the Student Readiness Assessment will be awarded 1 point.
7. One or more trades-related courses at the Grade 12 level with a grade of "B" or higher, or participation in the Trades Discovery program with an "S" grade, or successful completion of any foundation-level trades training program or employer documented trades-related experience of one year in a trade will be awarded 3 points.
8. Any of the following: English 11, Foundations of Math 11, or equivalents, or; Trades Math 042, or equivalent with a "C" grade or higher will be awarded 3 points.
9. Credit for submitting a resume and personal handwritten statement indicating reasons for wishing to enter this program will be awarded a maximum of 3 points.

Maximum points= 28

Note: Worksafe BC regulations (www.worksafebc.com) apply to all Trades programs; students are expected to adhere to these regulations. While in the shop, all students must wear and use appropriate personal protective equipment (*PPE*) for the area in which they are working and follow the safe work procedure which applies to the task. This may include, but is not limited to CSA certified safety footwear, safety glasses, hearing protection, and any other PPE dictated by common sense and/or Worksafe BC regulations. Students must be aware that they are working in an industrial setting with potential hazards and remain aware of their surroundings at all times. If a safety concern is identified you must report this to your instructor immediately. Safety procedures must be followed while working in the shop area. Please familiarize yourself with those procedures for the area in which you are working. Students may only work in the shop during assigned lab times and under instructor supervision. If an accident occurs, no matter how minor, report it to your instructor immediately.

YOU MIGHT ALSO BE INTERESTED IN...

- Automotive Service Technician, Foundation-Level
- Heavy Mechanical Trades, Foundation-Level
- Pipe Trades Foundation
- Power Engineering, 4th Class Certificate
- Welding, Foundation-Level

IMPORTANT DATES

Prince George

Intake

- September 6, 2022 - March 3, 2023

Nechako

Intake

- February 6, 2023 - July 21, 2023

Quesnel

Intake

- February 6, 2023 - July 21, 2023

INDUSTRY TRAINING

Part-time

Start dates and durations vary

Offered at all CNC campuses (Note: At the Prince George and Quesnel 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*)
- Electrical 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, PG, V, Q*)
- Forklift—Introductory (*BL, M, PG, V*)
- Forklift Operator—Certification/Recertification (*BL, M, PG, V,Q*)
- Hoisting and Rigging (*BL, M, PG, V,Q*)
- Introduction to Skid Steer Operations (*BL, PG*)
- Log Scaling (*BL, M, V*)
- Pre-Foundation-Level Trades Math (*BL, Q*)
- Skid Steer Operators Certification/Recertification (*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, Q*)
- Confined Space—Awareness/Entry/Rescue (*BL, M, PG, Q*)
- CPR/Automated External Defibrillator (*AED*) (*BL, M*)
- Fall Protection Awareness (*BL, M, PG, Q*)
- H2S Alive (*BL, M, PG*)
- Heat and Cold Stress (*BL, FL, M, V*)
- Occupational First Aid Level 1 (*BL, Q*)
- Occupational First Aid Levels 1, 3, and Transportation Endorsement (*BL, FL, FSJ, M, V, Q*)
- Pesticide Application/Dispenser /Certification (*BL, M, PG, Q*)
- Red Cross First Aid (*BL, M*)
- Rigging and Lifting (*BL, M, PG, Q*)
- Safety Committee courses (*M, PG*)
- Scaffolding (*M, PG*)
- Snowmobile rider courses (*BL, M, N*)
- Spill Response (*BL, M, N, Q*)
- Transportation of Dangerous Goods (*TDG*) (*BL, FL, FSJ, M, PG, V, Q*)
- WHMIS (*BL, M, PG, Q*)
- Wildlife Monitoring (*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*)

Rev. 17.03.10

YOU MIGHT ALSO BE INTERESTED IN...

- Automotive Service Technician, Foundation-Level
- Excavator Training
- Heavy Mechanical Trades, Foundation-Level
- Heavy Equipment Operator
- Industrial Mechanic (*Millwright*)/Machinist, Foundation-Level
- Piping, Foundation-Level
- Power Engineering, 4th Class Certificate
- Welding, Foundation-Level

METAL FABRICATION FOUNDATION (HARMONIZED)

Program suspended

23 weeks

Prince George

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.

ADMISSION REQUIREMENTS

Successful completion of the following:

1. English 10; or Communications 11; or equivalent with a "C" or higher.
2. Foundation Math and Pre-Calculus 10; or a "C" or higher grade in one of the following: Apprenticeship and Workplace Math 11 or Trades Math 041 or Math 030.

Students who do not meet the above requirement but think they may be admissible as a mature student should consult a CNC advisor.

PROGRAM OUTLINE

Topics include the following:

- Perform Safety-Related Functions
- Use Tools and Equipment
- Interpret Plans, Drawings and Specifications
- Perform Quality Control
- Handle Materials
- Perform trade math and layout
- Form Materials
- Fabricate Components
- Perform Welding Activities

Selection process

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 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.
3. Credit in Physics 11 or equivalent with a grade of "C" or higher will be awarded 4 points.
4. The mechanical reasoning portion of the Student Readiness Assessment (*SRA*) will be awarded a maximum of 5 points. Refer to the Mechanical Reasoning Grading Scale in the CNC Calendar.
5. A passing grade in the English portion of the SRA will be awarded 1 point.
6. A passing grade in the Math portion of the SRA 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.
8. Credit in any of the following: English 11, Foundations Math 11, or equivalents, or Trades Math 042 with a "C" grade or higher will be awarded 3 points.
9. 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 Red Seal 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

Note: Worksafe BC regulations (www.worksafebc.com) apply to all Trades programs; students are expected to adhere to these regulations. While in the shop, all students must wear and use appropriate personal protective equipment (*PPE*) for the area in which they are working and follow the safe work procedure which applies to the task. This may include, but is not limited to CSA certified safety footwear, safety glasses, hearing protection, and any other PPE dictated by common sense and/or Worksafe BC regulations. Students must be aware that they are working in an industrial setting with potential hazards and remain aware of their surroundings at all times. If a safety concern is identified you must report this to your instructor immediately. Safety procedures must be followed while working in the shop area. Please familiarize yourself with those procedures for the area in which you are working. Students may only work in the shop during assigned lab times and under instructor supervision. If an accident occurs, no matter how minor, report it to your instructor immediately.

Rev. 18.06.25

YOU MIGHT ALSO BE INTERESTED IN...

- Automotive Service Technician, Foundation-Level
- Heavy Mechanical Trades, Foundation-Level
- Welding, Foundation-Level

PARTS AND WAREHOUSING PERSON FOUNDATION

Full-time

For start dates, contact campus

20 weeks

Prince George

A Parts and Warehousing Person is involved in ordering, warehousing and keeping inventory control over parts and accessories for industries like the automotive, commercial transport, heavy duty, marine and warehousing sectors. They are responsible for helping these parts, accessories and warehouse products make their way from manufacturers to consumers, documenting and tracking their progress along the way from factories to warehouses to retail outlets. A Parts and Warehousing Person is often responsible for receiving goods and sorting incoming parts, supplies and materials in a warehouse atmosphere. They maintain shipping and receiving records on the amount, kind and location of parts and supplies shipped or received and process purchases and reconcile inventories with physical counts.

ADMISSIONS REQUIREMENTS

1. Successful completion of English 10, or English 030, or Communications 11, or equivalent.
2. Successful completion of Foundations and Pre-Calculus 10; or Math 030; or a minimum "C" grade in one of the following: Apprenticeship and Workplace Math 10 or Trades Math 041; or equivalent.

For candidates whose first language is not English - In addition to having English 10 (*or equivalent*) applicants must provide proof of English Language proficiency through one of the following:

1. English as a Foreign Language (*TOEFL iBT*) score of at least 80 with no section below 17, within the previous two years, or
2. International English Language Testing System - Academic (*IELTS Academic*) minimum score of 6.0 with no bands below 5.5, within the previous two years, or
3. Successful completion of three credits of higher-level English studies at a recognized high school, college or university in an English-speaking country within the previous two years.

Selection process

If the course is over-subscribed, students will be selected based on the selection criteria listed below.

Maximum points = 29

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 Foundations of Math and Pre-Calculus 10, Math 030, Apprenticeship and Workplace Math 10 or equivalent, will contribute its actual points to the selection process: e.g., "A" = 4.0, "B+" = 3.33, etc.
3. Credit in Physics 11 or equivalent with a grade of "C" or higher will be awarded 4 points.
4. The mechanical reasoning portion of the Student Readiness Assessment will be awarded a maximum of 5 points. Refer to the Mechanical Reasoning Grading Scale in the CNC Calendar.
5. Passing the English portion of the Student Readiness Assessment will be awarded a maximum of 1 point.
6. Passing Math portion of the Student Readiness Assessment 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 course, or documented experience of one year in a trade will be awarded 3 points.
8. Credit in any of the following: English 11, Foundations of Math 11, or equivalents, or Trades Math 041 and Trades Math 042 with a "C" grade or higher will be awarded 3 points.
9. Credit for submitting a resumé and personal handwritten statement indicating reasons for wishing to enter this course will be awarded a maximum of 3 points.
10. Successful completion of the CNC Trades Discovery Program will be awarded 1 point.

Rev. 19.07.18

MOBILE CRANE (HYDRAULIC 80 TONNES AND UNDER) CERTIFICATE

Full-time

Contact campus for start dates

7 weeks — 3 weeks core theory, 2 weeks crane theory and 2 weeks practical lab

Mackenzie

The duties of a mobile crane operator include: rigging and set-up of cranes; operating hydraulic and conventional friction cranes and performing regular maintenance. Crane operators also prepare and transport cranes and plan lifts and assemble and dismantle cranes. They must also understand and practice safety precautions to protect themselves and others and conduct pre-operational inspections.

ADMISSION REQUIREMENTS

1. Successful completion of Grade 12 or ABE/Academic Upgrading Advanced Certificate or equivalent or mature student status.
2. Submission of transcripts.
3. Submission of a statement of experience/interest.
4. Personal interview with the program coordinator or principal.

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 the 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.

Rev. 17.03.10

YOU MIGHT ALSO BE INTERESTED IN...

- Electrical
- Heavy Mechanical Trades, Foundation-Level
- Machinist
- Millwright
- Pipe Trades
- Power Engineering

For more information visit cnc.bc.ca/mackenzie

IMPORTANT DATES

Please contact the campus for details.

PIPE TRADES, FOUNDATION (HARMONIZED)

Full-time

Starts February

21 weeks

Prince George

This program prepares students for entry-level employment in three piping trades: Plumbing, Steam fitting/Pipe fitting, and Sprinkler fitting. The program is a mix of both hands-on and classroom training and allows students to gain experience in three similar trades in one program. Upon successful completion of the Pipe Trades Foundation Program, students will receive credit with ITA for Level 1 of piping trades allowing graduates to seek an apprenticeship in the trade that best fits their career goals and interests. Subject to availability, this course may include an off-site practical experience component. The scale of this component is dependent upon the state of the local economy and community partnerships. Areas of study include but are not limited to: worksite safety, trade related math and science, tools of the trade, machinery used, drawings and blueprint reading, liquid & gas supply systems, electrical concepts, job planning, maintenance and repair of piping systems, rigging and hoisting, working at heights, heat transfer, and employment skills.

Note: Worksafe BC regulations (*www.worksafebc.com*) apply to all Trades programs; students are expected to adhere to these regulations. While in the shop, all students must wear and use appropriate personal protective equipment (*PPE*) for the area in which they are working and follow the safe work procedure which applies to the task. This may include, but is not limited to CSA certified safety footwear, safety glasses, hearing protection, and any other PPE dictated by common sense and/or Worksafe BC regulations.

Students must be aware that they are working in an industrial setting with potential hazards and remain aware of their surroundings at all times. If a safety concern is identified you must report this to your instructor immediately.

Safety procedures must be followed while working in the shop area. Please familiarize yourself with those procedures for the area in which you are working. Students may only work in the shop during assigned lab times and under Instructor supervision. If an accident occurs, no matter how minor, report it to the Instructor immediately.

This course may include an off-site practical experience component. The scale of this component is dependent on the state of the local economy and community partnerships.

ADMISSION REQUIREMENTS

- Two English Language Arts 10 (*minimum "C"*) or ENGL 030 or equivalent
- Workplace Mathematics 11 (*minimum "C"*) or MATH 041 or equivalent

Selection process

If there is room in the program, the student will be accepted once the student has met all the admission requirements. This is called "first qualified, first accepted". If the student qualifies after the program is full, the student will be put on a wait list.

Graduation requirements

Successful completion of PIPE 115

Rev. 04.26.22

IMPORTANT DATES

Prince George

- August 29, 2022 - February 3, 2023

POWER ENGINEERING, 3RD CLASS CERTIFICATE

Full-time

September

30 weeks

Prince George

The goal of this program is to develop greater expertise by building on your knowledge gained in the Power Engineering, Fourth Class certificate. This program provides practical and technical training for a career in power plant operation and maintenance. After successfully completing the program, students will be granted a qualifying time credit toward the firing time required to write Technical Safety BC's third class power engineer's exams.

ADMISSION REQUIREMENT

Power Engineering, 4th Class Certificate

Selection process:

Up to 12 seats each year are reserved for returning students who have completed CNC's 4th Class Power Engineering work experience partnership with Canfor. The remaining seats are filled on a first-qualified and first-accepted basis.

Program completion requirements:

Completion of specified technical training content, practical and theory assessments including simulator training, and a five week practical lab.

PROGRAM OUTLINE

Topics include

- Applied mechanics
- Thermodynamics
- Chemistry
- Boiler codes
- Electrical and instrumentation theory
- Pumps
- Boilers
- Prime movers
- Refrigeration

Rev. 18.06.25

YOU MIGHT ALSO BE INTERESTED IN...

- Industrial Mechanic (*Millwright*)/Machinist, Foundation-Level
- Power Engineering, 4th class
- Welding, Foundation-Level

IMPORTANT DATES

Fall Intake

- September 12, 2022 – April 21, 2023

POWER ENGINEERING, 4TH CLASS CERTIFICATE

Full-time

Starts September

40 weeks

Prince George and Quesnel

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 Technical Safety BC's fourth class power engineer's exam.

ADMISSION REQUIREMENTS

1. Successful completion of Grade 12 or equivalent.

2. One of following or equivalent with a minimum of 'C' grade: Communications 12 or English 045.

3. One of following or equivalent with a minimum of 'C' grade: Foundations of Math 11 or Pre-calculus 11, or Principles of Math 11 or Math 045 or Math 042.

4. One of following or equivalent: Physics 11, or Applications of Physics 12; or Physics 045

Note: Students who do not meet the above requirements may wish to consult with a CNC advisor to determine their eligibility on the basis of mature student status.

Selection process

Students are encouraged to submit a resume and handwritten statement indicating reasons for wishing to enter the program as well as complete the 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 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.

2. 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.

3. 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.

4. 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.

5. 5.The mechanical reasoning portion of the SRA will be awarded a maximum of 5 points.

6. A passing grade on the English portion of the SRA will be awarded a maximum of 1 point.

7. 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.

9. 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 = 29

Rev. 18.06.25

YOU MIGHT ALSO BE INTERESTED IN...

- Industrial Mechanic (*Millwright*) /Machinist, Foundation-Level
- Welding, Foundation-Level

IMPORTANT DATES

Prince George

Fall Intake

- September 6, 2022 – June 23, 2023

POWER ENGINEERING, 3RD CLASS THEORY CERTIFICATE PROGRAM

Full-time

40 weeks

Prince George

Develop greater expertise and career advancement opportunities by building on your knowledge gained in the Power Engineering 4th Class Certificate. As a 3rd Class Power Engineer you will be prepared to operate and maintain power (*steam*) plants in a host of settings from sawmills and pulp mills to hospitals and recreation centres.

Note: The student will still need to complete six or more months in an acceptable industry as required by Technical Safety BC before being able to take the Technical Safety BC certification exams.

You will cover 25 topics in this program that align with the Standardization of Power Engineer Examinations Committee (*SPOEEC*).

- Applied Mathematics
- Boilers
- Applied Mechanics
- Boiler Control Systems
- Thermodynamics
- Feedwater Treatment
- Applied Science
- Pumps
- Industrial Legislation and Codes
- Welding Procedures and Inspection
- Code Calculations
- Pressure Vessels
- Fuel and Combustion
- Prime Movers
- Piping
- Cogeneration
- Electrotechnology
- Compressors
- Electrical Calculations
- Refrigeration
- Control Instrumentation
- Special Industrial Equipment
- Industrial Safety and Fire Protection
- Wastewater Treatment
- Plant Maintenance and Administration

After successfully completing this program, you will be granted a qualifying time credit toward the firing time required to write Technical Safety BC's 3rd Class Power Engineer's exams.

ADMISSION REQUIREMENTS

Power Engineering, 4th Class Certificate of Qualification issued by Technical Safety BC or other Canadian regulating body.

Acceptance process

If there is room in the program, students will be accepted once they have met all admissions requirements. This is called "first qualified, first accepted." If students qualify after the program is full, they will be put on a waitlist.

Note: All costs associated with certifications, courses, supervision of exams, and/or documentation requirements are the student's responsibility.

GRADUATION REQUIREMENTS

Successful completion of PWER 185 earns CNC's 3rd Class Power Engineering Theory Certificate.

Rev. 21.03.16

YOU MIGHT ALSO BE INTERESTED IN...

- Industrial Mechanic (*Millwright*) /Machinist, Foundation-Level
- Welding, Foundation-Level

POWER ENGINEERING, 4TH CLASS THEORY CERTIFICATE PROGRAM

Full-time

40 weeks

Prince George

This theory program will provide you with the theoretical skills for a professional career in power plant operation and maintenance. At the heart of industrial complexes and larger commercial and public buildings is a system of support utilities, which includes, in varying size and complexity, equipment that legislation requires certified Power Engineers to operate. This program meets Technical Safety BC education requirements. Student will be required to meet all other Technical Safety BC requirements in order to achieve 4th Class Power Engineering certification.

Note: The student will still need to complete six or more months in an acceptable industry as required by Technical Safety BC before being able to take the Technical Safety BC certification exams.

You will cover 24 topics in this program that align with the Standardization of Power Engineer Examinations Committee (*SPOEEC*).

- Elementary Mathematics and Dynamics
- Lubrication
- Elementary Chemistry and Thermodynamics
- Pumps and Compressors
- Jurisdictional Legislation, Codes and Standards for Power Engineers
- Boiler Safety Devices
- Power Plant/Heating Plant Safety
- Plant (*Boiler*) Operations
- Environment
- Power Plant /Heating Plant Maintenance
- Material and Welding
- Water Treatment
- Piping and Valves
- Prime Movers and Engines
- Electricity
- Auxiliary Building Systems
- Energy Plant Instrumentation and Controls
- Refrigeration
- Plant Communication
- Heating Ventilating and Air Conditioning
- Boilers
- Heating and Cooling Systems
- Boiler Systems
- Types of Plants

Driven and motivated 4th Class Power Engineers can expect stable careers and opportunities for growth in sawmills, hospitals, refineries, pulp mills, refrigeration plants, breweries, public buildings, and more, including operation of small-scale power plants such as those that exist in remote northern Aboriginal communities.

After successfully completing this program, you will meet the Technical Safety BC requirement for an approved 4th Class Power Engineer course.

ADMISSION REQUIREMENTS

1. High school graduation or equivalent

2. English Language Arts 11, English First Peoples 11 ENGL 045, or equivalent

3. Any Mathematics 11, MATH 043, MATH 044, MATH 045, or equivalent

Acceptance process

If there is room in the program, students will be accepted once they have met all admissions requirements. This is called "first qualified, first accepted." If students qualify after the program is full, they will be put on a waitlist.

Note: All costs associated with certifications, courses, supervision of exams, and/or documentation requirements are the student's responsibility.

Rev. 21.03.16

GRADUATION REQUIREMENTS

Successful completion of PWER 175 earns CNC's 4th Class Power Engineering Theory Certificate.

YOU MIGHT ALSO BE INTERESTED IN...

- Industrial Mechanic (*Millwright*) /Machinist, Foundation-Level
- Welding, Foundation-Level

PROFESSIONAL COOK

Full-time

August (Level 1)
March (Level 2)

28 weeks (Level 1);
14 weeks (Level 2);
6 weeks (Level 3);

Prince George, Burns Lake

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

- "C" grade or higher in one of the following: English 10, or Communications 11, or English 030 or equivalent
- "C" grade or higher in one of the following: Apprenticeship and Workplace Math 10, Foundations of Math and Pre-Calculus 10, or Math 041, or Math 030, or equivalent
- And valid FOODSAFE Level 1 certificate, OR equivalent

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.

Note: Documents certifying a current TB screening and health examination must be submitted on official college forms (*supplied with acceptance*) before the program starts.

Selection process

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 Apprenticeship and Workplace Math 10, Foundations of Math and PreCalculus 10, or Math 041, or Math 030, or equivalent 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, Foundations of Math 11 or equivalent; or Trades Math 042 with a "C" grade or higher

4. 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.

Professional Cook Level 1 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 will develop a solid foundation of culinary skills.

Professional Cook Level 2 CULA 250

At this level, students will usually work with some supervision and perform 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, students will learn to understand food costing, menu planning and purchasing processes.

Level 3

For more on this Level, please see Apprenticeship Technical Training on page 68.

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.

Note: Worksafe BC regulations (www.worksafebc.com) apply to all Trades programs; students are expected to adhere to these regulations. While in the shop, all students must wear and use appropriate personal protective equipment (*PPE*) for the area in which they are working and follow the safe work procedure which applies to the task. This may include, but is not limited to CSA certified safety footwear, safety glasses, hearing protection, and any other PPE dictated by common sense and/or Worksafe BC regulations. Students must be aware that they are working in an industrial setting with potential hazards and remain aware of their surroundings at all times. If a safety concern is identified you must report this to your instructor immediately. Safety procedures must be followed while working in the shop area. Please familiarize yourself with those procedures for the area in which you are working. Students may only work in the shop during assigned lab times and under instructor supervision. If an accident occurs, no matter how minor, report it to your instructor immediately

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IMPORTANT DATES

Prince George

Level 1

- August 15, 2022 - March 10, 2023

Level 2

- March 13 - June 16, 2023

Burns Lake

Level 1

- February 6, 2023 - September 1, 2023

TRADES DISCOVERY PROGRAM

Start dates vary

22 weeks

Burns Lake, Mackenzie, Nechako

The Trades Discovery Program is designed to allow students to explore a minimum of four different trades, allowing students to try a trade before committing to a full program. Students will be introduced to career planning/ entrepreneurial tools, essential skills training, occupational health and safety courses, and practical project-based learning within the four trades. This program will promote working in a safe, respectful, and productive environment and prepare students for applying to a foundation program, or for seeking an apprenticeship.

Trades Discovery Program is a 300-hour program that provides Grade 10 -12 high school students, and with the possibility of adults, an in-depth opportunity to explore four trades. The program will include workplace safety and basic trade-specific technical training, as well as an introduction to the British Columbia apprenticeship system and job readiness skills.

The program will follow the program guide set out by British Columbia's Industry Training Authority (*ITA*) Youth Explore model, combining a sampling of theory and practical elements of each trade.

Workplace skills training will take place in a classroom setting and will cover the skills needed to:

- attain an apprenticeship in British Columbia,
- develop career planning and entrepreneurship tools,
- develop trades-based essential skills, and
- complete occupational health and safety certificates.

These course elements will ensure that the learner has the appropriate skill sets to participate in the practical component of the program.

The work-site technical component will include a minimum of four trades electives selected from 14 trades. Selection will be based on the needs of local communities as well as available resources. The technical component of the program will provide experiential, practical experience and is designed to give the learner a sample of each trade area, focusing on the foundational skills of each trade.

Upon completion of the Trades Discovery Program the learner will have gained a comprehensive overview of the different opportunities for a career in trades, and will facilitate a smooth transition from secondary school to a foundation program or the apprenticeship system.

ADMISSION REQUIREMENTS

1. Successful completion of Math and English at a Grade 9 level or higher.

PROGRAM OUTLINE

Required

TRDE 100	Trades Discovery Core Skills

4 courses selected from the following list*

TRDE 105	Trades Discovery Sheet Metal
TRDE 110	Trades Discovery Pipe Trades
TRDE 115	Trades Discovery Welding
TRDE 120	Trades Discovery Metal Fabrication
TRDE 125	Trades Discovery Carpentry
TRDE 130	Trades Discovery Electrician
TRDE 135	Trades Discovery Automotive Service Technician
TRDE 140	Trades Discovery Heavy Duty Equipment Technician
TRDE 145	Trades Discovery Industrial Mechanic (*Millwright*)
TRDE 150	Trades Discovery Machinist
TRDE 155	Trades Discovery Painter & Decorator
TRDE160	Trades Discovery Roofer
TRDE165	Trades Discovery Professional Cook
TRDE 170	Trades Discovery Autobody Trades
TRDE 175	Trades Discovery Electronics/IT

*selected by CNC, not the student.

YOU MIGHT ALSO BE INTERESTED IN...

- Career Technical Centre (*CTC*)

IMPORTANT DATES

Burns Lake

Intake

- January 30, 2023 – June 29, 2023

Mackenzie

Intake

- January 30, 2023 – June 29, 2023
- Break: December 19, 2022 - January 2, 2023

Nechako

Intake

- September 12, 2022 – December 2, 2022

WELDER FOUNDATION PROGRAM (HARMONIZED)

Full-time

Starts September and November

28 weeks

Prince George

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; or English 030; or Communications 11 or equivalent

2. Apprenticeship and Workplace Math 10 with a "C" or higher; or Foundations of Math and Pre-Cal 10; or Trades Math 041; or equivalent

Students who do not meet the above requirements may wish to consult with a CNC advisor to determine their eligibility on the basis of mature student status.

PROGRAM OUTLINE

Course 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.

Selection process

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 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. Refer to the Mechanical Reasoning Grading Scale in the CNC Calendar.

4. A passing grade on the English portion of the Student Readiness Assessment will be awarded a maximum of 1 point.

5. A passing grade on the Math portion of the Student Readiness Assessment 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.

7. Credit in any of the following: English 11 or equivalent, Foundations of Math 11 or equivalent, or Trades Math 042 with a "C" grade or higher will be awarded 3 points.

8. 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.

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 Red Seal 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

Note: Worksafe BC regulations (www.worksafebc.com) apply to all Trades programs; students are expected to adhere to these regulations. While in the shop, all students must wear and use appropriate personal protective equipment (*PPE*) for the area in which they are working and follow the safe work procedure which applies to the task. This may include, but is not limited to CSA certified safety footwear, safety glasses, hearing protection, and any other PPE dictated by common sense and/or Worksafe BC regulations. Students must be aware that they are working in an industrial setting with potential hazards and remain aware of their surroundings at all times. If a safety concern is identified you must report this to your instructor immediately. Safety procedures must be followed while working in the shop area. Please familiarize yourself with those procedures for the area in which you are working. Students may only work in the shop during assigned lab times and under instructor supervision. If an accident occurs, no matter how minor, report it to your instructor immediately.

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YOU MIGHT ALSO BE INTERESTED IN...

- Metal Fabrication, Foundation (*Harmonized*)

IMPORTANT DATES

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

Prince George

Intake #1

- September 6, 2022 - March 31, 2023

Intake #2

- October 31, 2022 - May 26, 2023

UNIVERSITY STUDIES

UNIVERSITY CLASSES

Full-time or Part-time

Starts September and January (most 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.

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, business management, criminology, kinesiology, social work, web and graphic design, and more.

What are 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

However, you should meet with the institution you plan to attend to ensure transferability and admission requirements are met.

You can also transfer to universities in other provinces and other countries — talk to a CNC 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 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

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CREDENTIALS

ASSOCIATE DEGREES

Full-time or Part-time

Starts September and January (most courses)

Two years

Prince George and Quesnel

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 upper-level course work in their intended majors.

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/Academic Upgrading 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" 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 Pre-calculus 12 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.

Note 5: You will need to comply with the prerequisites of specific courses you select.

Graduation requirements — general

1. 60 credits of 100-level or higher courses that have university transfer credit. These must include a minimum of 18 credits in second-year arts for the Associate Degree in Arts or a minimum of 18 credits in second-year sciences for the Associate Degree in Science, in two or more subject areas.
2. It is recommended that up to 30 credits, both assigned and unassigned, be accepted for transfer credit to the Associate of Arts or Science Degree.
3. An overall GPA of 2.0 calculated on all courses counting towards the associate degree.
4. No course can be used to meet more than one of the specific requirements

Note: INDS 101 cannot be counted as part of the 60 credits for an associate degree.

Classification of subjects

For help designing your program, please talk to a CNC 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*)
- Kinesiology
- Political Science
- Psychology
- Sociology
- Women's Studies

Sciences

- Astronomy
- Biology
- Chemistry
- Computer Science
- Engineering
- 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 Academic Advising at CNC.

Course completion

Courses must be completed in 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. For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

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ASSOCIATE OF ARTS DEGREE

- **Full-time or Part-time**
- **Starts September and January (most courses)**
- **Two years**
- **Prince George and Quesnel**

ASSOCIATE OF ARTS 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;
- **b.** 6 credits in humanities (*including the creative, performing, or fine arts*) other than English;
- **c.** 24 additional credits in arts, and

4. 9 credits in arts, science, or other areas.

Note 1: 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 CNC 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 two hours, but excluding any course in applied science (*engineering*) or computing science.

ABORIGINAL STUDIES CONCENTRATION

Program outline

ABST 100	Yinka Dene Worldview: History and Traditions of the Carrier People
ABST 101	Aboriginal Peoples of Canada
ABST 150	Conversational Carrier
ABST 220	Indigenous Research Methods
ANTH 101	Introduction to Socio-Cultural Anthropology
ANTH 102	Introduction to Physical Anthropology & Archaeology
ENGL 103	Composition & Style
ENGL 107	Literature and Composition: Aboriginal Literature
HIST 103	History of Canada to 1867
HIST 104	History of Canada since 1867

100- or 200- level MATH or CSC;

Any university-studies CSC or MATH course(*s*), which may include Statistics courses taught in Business or Psychology

200-level ABST

Minimum 9.0 credits. Non-ABST courses with an Aboriginal focus may be substituted with the permission of the Dean or designate.

200-level Arts

Any 200-level non-ABST university-studies Arts course(*s*)

200-level; elective

Any university-studies 200-level Humanities or Social Sciences course(*s*)

100- or 200- level Math of Science

Any university-studies BIO, CHEM, CSC, GEOG, MATH, PHYS course(*s*)

100- or 200- level lab science

Any university-studies BIO, CHEM, GEOG, PHYS course(*s*) with a laboratory component

100-or-200 level electives

Any university-studies course(*s*)

ANTHROPOLOGY CONCENTRATION

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.

Required:

ANTH 101	Introduction to Socio-Cultural Anthropology
ANTH 102	Introduction to Physical Anthropology and Archaeology
ANTH 215	Qualitative Methods
ANTH 225	Introduction to Human Prehistory

6 additional 200-level ANTH credits

3 credits of 200-level Philosophy (*PHIL 235 is recommended*)

6 credits of 100-level Aboriginal Studies (*ABST 100 and 101 recommended*)

6 credits of Social Sciences or Humanities, including 3 credits of Sociology (*SOC 101 recommended)*

9 credits of 100-level or higher university studies courses

3 credits of 200-level Arts

English requirement — 6 credits

ENGL 103	Composition and Style

3 additional 100-level university studies ENGL credits

Math requirement — 3 credits

3 credits of university studies MATH or CSC

or Statistics

Note: MATH 104, or PSYC 201 are recommended

Science electives — 6 credits

6 credits of BIO, CHEM, GEOG (*201 or 201 only*), or PHYS

Note: One 3 credit science must be included a two hour or longer supervised practice. (*BIO 104 is recommended*)

ENGLISH CONCENTRATION

To complete an Associate of Arts Degree with an English concentration, you must complete 18 or more credits in English, with 9 of those credits being second-year courses, as part of the 60 credits required for an Associate of Arts degree. To ensure successful completion of your degree, consult a CNC advisor to create your degree program.

English requirement — 6 credits

ENGL 103 Composition and Style

One of:

- ENGL 101 Literature and Composition I
- ENGL 102 Literature and Composition II
- ENGL 104 Introduction to Literature and Composition
- ENGL 106 Film Studies
- ENGL 107 Literature and Composition: Aboriginal Literature
- ENGL 108 Contemporary Genre

100-level Arts electives — 18 credits (*6 credits maximum in one subject area*)

6 credits from Humanities (*excludes English*)
6 credits from Humanities or Social Sciences (*includes English*)
6 credits from Social Sciences

200-level Arts electives — 18 credits (*credits must be in at least two subject areas*)

Required:

- ENGL 201 English Literature, 1350 – 1744
- ENGL 202 English Literature, 1744 – 1900
- ENGL 203 Canadian Literature I
- ENGL 204 Canadian Literature II

Humanities or Social Sciences 200-level electives (*6 credits*)

Science electives — 9 credits

3 credits of a 100-level Computer Science, Math, or Statistics course
3 credits of a Lab science (*minimum 2 hours per week lab component and excluding any Applied Science or Computing Science course*)
3 credits of a Science course

University Transfer electives — 9 credits

Choose 6 credits from 100/200-level English courses and 3 credits UT elective

- ENGL 101 Literature and Composition I
- ENGL 102 Literature and Composition II
- ENGL 104 Introduction to Literature and Composition
- ENGL 106 Film Studies
- ENGL 107 Literature and Composition: Aboriginal Literature
- ENGL 205 Creative Writing: Poetry
- ENGL 206 Creative Writing: Fiction
- ENGL 208 Creative Writing – Creative Nonfiction
- ENGL 213 Short Fiction 1
- ENGL 214 Short Fiction II
- ENGL 215 Children's Literature I
- ENGL 216 Children's Literature II
- ENGL 217 Gender, Sexuality, and Literature I: Focus on Literary Theory
- ENGL 218 Gender, Sexuality, and Literature II: Focus on Contemporary Literature
- ENGL 219 Contemporary Aboriginal Authors
- ENGL 220 Children's Literature – First Nations Authors
- ENGL 225 Special Topics in Film (*Genre*)
- ENGL 228 Special Topics in Literature (*Genre*)
- ENGL 229 Professional Business and Technical Communication

MODERN CLASSICS CONCENTRATION

Program outline

Semester 1 15 credits

- ANTH 101 Introduction to Socio-Cultural Anthropology
- ENGL 103 Composition and Style
- FINE 101 Art History 1
- HIST 101 World History
- PHIL 101 Moral Philosophy

Semester 2 15 credits

One of:

- ENGL 101 Literature and Composition I
- ENGL 102 Literature and Composition II
- ENGL 104 Introduction to Literature and Composition
- ENGL 106 Film Studies
- ENGL 107 Literature and Composition: Aboriginal Literature

- FINE 102 Art History II
- HIST 102 World History II
- PHIL 102 Theory of Knowledge

3 credits UT-level Lab Science

Semester 3 15 credits

ENGL 201 English Literature, 1350 – 1744

One of:

- PHIL 115 World Religions

200-level PHIL elective

One of:

- ANTH 206 Anthropology of Medicine
- ANTH 210 Anthropological Perspectives on "Pop"ular Culture
- ANTH 220 Anthropology of Cross-Cultural Conflict and Social Justice

One UT-level MATH elective

One 100- or 200-level Science elective

Semester 4 15 credits

ENGL 202 English Literature, 1744 – 1900

Two 200-level HIST electives

One 200-level PHIL elective

One 100-level Social Science elective

Note: A minimum cumulative GPA of 2.0 is required to successfully complete the Associate Arts Degree with Modern Classics concentration.

PSYCHOLOGY CONCENTRATION

Psychology is the scientific study of mind 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 others work in social organizations, but both are attempting

to find solutions to real-world problems. As well, many psychology graduates use their education to embark on careers in law, health care, criminology, business, and education.

Psychology Requirement:

PSYC 101	Introduction to Psychology I
PSYC 102	Introduction to Psychology II
PSYC 201	Statistics for the Social Sciences
PSYC 202	Research Methods in Psychology

Note 1: Advanced Placement 12 cannot be used to satisfy the PSYC 101 & 102 requirement.

Note 2: MATH 104 or MATH 157 cannot be used to satisfy the PSYC 201 requirement.

One of:

PSYC 207	Introduction to Abnormal Behaviour
PSYC 209	Introduction to Biological Psychology
PSYC 210	Introduction to Cognitive Psychology

3 additional credits of 200-level PSYC

English requirement

ENGL 103 Composition and Style

3 additional credits 100-level UT English

Science requirement

3 credits of UT BIO, CHEM, physical GEOG, or PHYS with a minimum of a 2 hour/week laboratory component

Biology 103 or 104 are recommended for Humanities and Social Science students

3 additional credits of UT BIO, CHEM, CSC, GEOG, MATH, or PHYS with or without a laboratory component

Note: PSYC 201 satisfies the Math

requirement for the Associate of Arts

Humanities requirement

6 credits in Humanities, in addition to the 6 credits of required ENGL courses

Social Sciences requirement

6 credits in Social Sciences

The following courses may be of particular interest to Psychology students:

ANTH 206	Medical Anthropology
CRIM 102	Psychology of Criminal and Deviant Behaviour
KINS 127	Contemporary Health Issues
KINS 235	Sport and Exercise Psychology
SOC 206	Social Problems
WMST 101	Introduction to Women's Studies I
WMST 102	Introduction to Women's Studies II

Electives

9 additional UT credits in the Social Sciences or Humanities

9 additional UT credits in any area

Note 1: You must have at least 18 credits of 200-level courses in at least two different subjects.

Note 2: Students should speak with an academic advisor to ensure their electives are eligible to count towards an Associate of Arts degree.

SOCIOLOGY CONCENTRATION

Sociology is the study of societies and the way they shape people's attitudes, actions, identities, and institutions. Sociology helps us to make sense of the rapidly changing world in which we live. 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.

Sociology Requirement:

SOC 101	Introduction to Sociology I
SOC 102	Introduction to Sociology II
SOC 210	Sociological Theory
ABST 100	Yinka Dene Worldview: History and Traditions of the Carrier People
ABST 101	Aboriginal Peoples of Canada
ANTH 101	Introduction to Socio-Cultural Anthropology
PHIL 102	Theory of Knowledge
PHIL 221	Social Philosophy
PHIL 235	Contemporary Ethical Issues
CRIM 220	Research Methods in the Social Sciences

6 additional credits in Sociology at the

100- or 200-level

English requirement (6 credits)

ENGL 103	Composition and Style

3 additional credits 100-level UT English

Science requirement (9 credits)

BIO 103	Biology for Humanities and Social Science Students I
BIO 104	Biology for Humanities and Social Science Students II
MATH 104	Introduction to Statistics

or

PSYC 201	Statistics for the Social Sciences

Electives (9 credits)

9 additional UT credits in any area

Note: Students should speak with an academic advisor to ensure their electives are eligible to count towards an Associate of Arts degree.

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IMPORTANT DATES

Fall term

- September 6 - December 16, 2022
- Exams - December 8 - 16, 2022

Spring term

- January 9 - April 28, 2023
- Break - February 20 - 24, 2023
- Exams - April 20 - 28, 2023

ASSOCIATE OF SCIENCE DEGREE

Full-time or Part-time

Starts September, January and May (most courses)

Two years

Prince George and Quesnel

ASSOCIATE OF SCIENCE 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

3. 36 credits in science, which shall include at least 3 credits in a laboratory science; and

4. 6 credits in arts, other than English (*excluding mathematics and laboratory-based science courses*); and

5. 6 credits in arts, science, or other areas.

Note 1: 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 of Sciences degree 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 CNC 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 two hours, but excluding any course in applied science (*engineering*) or computing science.

BIOLOGY CONCENTRATION

Studying Biology prepares you for careers in the biological sciences, education, and health care. Our biology students can use the Associate of Science with a concentration in Biology as a springboard into pharmacy, medicine, nursing, dental hygiene, biotechnology, and many other fields.

Biology Requirements:

BIO 107	Cellular and Organismal
BIO 120	Genetics, Evolution, and Ecology
BIO 201	Cell Structure
BIO 202	Introductory Biochemistry
BIO 215	Microbiology
BIO 220	Introductory Genetics
One of:	
CHEM111	Fundamentals of Chemistry I
or	
CHEM113	Introduction to Chemistry I
One of:	
CHEM112	Fundamentals of Chemistry II
or	
CHEM114	Introduction to Chemistry II
CHEM 203	Organic Chemistry I
CHEM 204	Organic Chemistry II
MATH 101	Calculus I
MATH 102	Calculus II
One of:	
PHYS101	Introductory Physics I
or	
PHYS105	General Physics I
One of:	
PHYS102	Introductory Physics II
or	
PHYS106	General Physics II

English requirement

ENGL 103	Composition and Style

3 additional credits 100-level UT English

Humanities & Social Science requirement

6 credits in Humanities or Social Sciences, in addition to the 6 credits of required English courses.

Electives

6 additional UT credits in any area.

Note: Students should speak with an academic advisor to ensure their electives are eligible to count towards an Associate of Arts Degree.

CHEMISTRY CONCENTRATION

Chemistry is known as 'the central science' as it is important to the understanding of the natural world; it connects the sciences with its focus on the fundamental properties of matter. Chemistry is a branch of science that studies the composition, structure, properties and reactions of substances (*atoms, molecules and compounds*). A chemistry education gives the student the flexibility to move in numerous career directions including research and development, chemical engineering, forensic science, and industrial and medical fields.

Chemistry program (Science) requirement:

Required:

BIO 107	Cellular and Organismal Biology
BIO 120	Genetics, Evolution and Ecology
CHEM 111	Fundamentals of Chemistry I
or	
CHEM 113	Introduction to Chemistry I
CHEM 112	Fundamentals of Chemistry II
or	
CHEM 114	Introduction to Chemistry II
One of:	
CHEM 201	Physical Chemistry
or	
CHEM 202	Inorganic Chemistry
CHEM 203	Organic Chemistry I
CHEM 204	Organic Chemistry II
CHEM 205	Analytical Chemistry
MATH 101	Calculus I
MATH 102	Calculus II
MATH 201	Calculus III
MATH 204	Linear Algebra
PHYS 101	Introductory Physics I
or	
PHYS 105	General Physics I
PHYS 102	Introductory Physics II
or	
PHYS 106	General Physics II

English Requirement:

Required:

ENGL 103	Composition and Style

3 additional credits 100 – level UT English

Humanities and Social Sciences requirement:

6 credits in Humanities or Social Sciences, in addition to the 6 credits of required ENGL courses

Electives

6 additional UT credits

Note: Students should speak with an academic advisor to ensure their electives are eligible to count towards an Associate of Science degree and confirm any unique program requirements at their university of choice.

MATHEMATICS & COMPUTER SCIENCE CONCENTRATION

Understanding Mathematics and Computer Science is essential for a career working in technology or business today. The Associate of Science Degree with a concentration in Mathematics and Computer Science will provide you with the basis to continue your studies in a Bachelor of Science program, or to go out in the workplace with a solid foundation in these fields.

English Requirements: (6 credits)

ENGL 103 Composition and Style

3 additional 100-level university studies ENGL credits

100-level Math & Computer Science Requirements: (15 credits)

MATH 101	Differential Calculus
MATH 102	Integral Calculus
CSC 109	Computing Science I
CSC 110	Computing Science II
CSC 135	Discrete Mathematics I
or	
MATH 135	Discrete Mathematics I

200-level Math & Computer Science Requirements: (18 credits)

6 credits of 200-level MATH

6 credits 200-level CSC

6 additional credits at the 200-level in MATH or CSC

Science Requirements: (9 credits)

9 credits of university studies sciences, to include at least 3 credits of a laboratory science

Art Requirements: (6 credits)

6 credits of Social Sciences or Humanities (*excluding English*)

Electives:

(6 credits)

6 credits of 100-level or higher university studies courses

IMPORTANT DATES

Fall term

- September 6 - December 16, 2022
- Exams - December 8 - 16, 2022

Spring term

- January 9 - April 28, 2023
- Break - February 20 - 24, 2023
- Exams - April 20 - 28, 2023

DIPLOMAS

- **Full-time or Part-time**
- **Starts September and January (most courses);**
- **Two years**
- **Prince George; individual courses may be available at other campuses**

ADMISSION REQUIREMENTS

Topics covered include (*not a complete list*):

1. Successful completion of one of the following:
- Grade 12 (*with English 12 or English 12: First Peoples*) or
- ABE/Academic Upgrading Advanced Certificate or
- GED Certificate or
- 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'll need to comply with the prerequisites of the specific courses you select.

Course completion

Courses must be completed in no more than 10 years prior to the date of graduation. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

Rev. 18.06.25

IMPORTANT DATES

Fall term

- September 6 - December 16, 2022
- Exams - December 8 - 16, 2022

Spring term

- January 9 - April 28, 2023
- Break - February 20 - 24, 2023
- Exams - April 20 - 28, 2023

CRIMINOLOGY DIPLOMA

- **Full-time or Part-time**
- **Starts September and January (most courses)**
- **Two years**
- **Prince George and Quesnel; individual courses may be available at other campuses**

Graduates of the Criminology Diploma program are employed in nearly every aspect of the justice system. Work activities might include protecting the public, detecting and preventing crime, probation supervision, social advocacy, 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. High school graduation or equivalent

2. English Studies 12 or English First Peoples 12 or ENGL 050 or ENGL 051 (*minimum "C-")* or equivalent

3. Foundations of Math 11 or MATH 043 (*minimum "C"*) or equivalent

PROGRAM OUTLINE

PSCI 100	Intro to Politics & Government
SOC 101	Intro. to Sociology I
SOC 102	Intro. to Sociology II
ENGL 103	Composition & Style
PSYC 101	Introduction to Psychology I
PSYC 102	Introduction to Psychology II
PSYC 201	Statistics for Social Sciences
CRIM 101	Introduction to Criminology
CRIM 102	Psyc of Crim & Deviant Behav'r
CRIM 103	Introduction to the Criminal Justice System
CRIM 106	Soc Explan – Crime & Deviance
CRIM 135	Intro to Cdn Law & Legal Inst
CRIM 220	Research Methods in Criminology
CRIM 230	Criminal Law

One of:

CRIM 201	Policing in Modern Society
CRIM 241	Introduction to Corrections

One of:

PHIL 101	Moral Philosophy
PHIL 102	Theory of Knowledge
PHIL 110	Logic 1: Propositional Logic
PHIL 220	Political Philosophy

One elective from: ANTH, COMM, CSC, ECON, ENGL, GEOG, HIST, MATH, PHIL, PSCI, PSYC, SOC, OR WMST which transfer directly to SFU

Any 3 CNC courses with direct credit transfer to SFU

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 advisor.

Course completion

Courses must be completed in 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. For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

Rev. 04.14.20

IMPORTANT DATES

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

Fall term

- September 6 - December 16, 2022
- Exams - December 8 - 16, 2022

Spring term

- January 9 - April 28, 2023
- Break - February 20 - 24, 2023
- Exams - April 20 - 28, 2023

KINESIOLOGY DIPLOMA

- **Full-time or Part-time**
- **Starts September**
- **2 years**
- **Prince George; individual courses may be available at other campuses**

Kinesiology is the study of all aspects of human movement. The Kinesiology Diploma program offers a wide variety of first-and second-year courses that transfer into a Kinesiology degree-granting institution. Courses include anatomy and physiology, physical fitness and health, growth and development, biomechanics and injury management, and coaching and sport administration. Students are interested in the fitness industry, rehabilitation, and teaching physical education.

ADMISSION REQUIREMENTS

1. Successful completion of Grade 12 or equivalent

2. English 12 or equivalent or English 12 First Peoples or equivalent

Note 1: Foundations of Math 11 or Math 045 is a prerequisite for KINS 120.

Note 2: It is strongly recommended that high school students take Physics 11 and Pre-Calculus Math 11.

PROGRAM OUTLINE

KINS 100	Introduction and Principles of Personal Health and Wellness
KINS 110	Introduction to Sport Administration
KINS 120	Biomechanics
KINS 124	Principles of Physical Fitness
KINS 128	Contemporary Health Issues
KINS 132	Human Functional Anatomy
KINS 232	Human Applied Physiology
KINS 235	Sport and Exercise Psychology
KINS 245	Injury Management and Prevention
KINS 260	Nutrition for Health
KINS 276	Exercise Physiology
KINS 291	Work Experience in Kinesiology
ENGL 103	Composition and Style

Plus 24 credits of university transfer (*UT*) electives – 9 Credits must be KINS courses.

Options for KINS courses:

KINS 121	Leisure and Sport in Society
KINS 150	Pedagogy and Coaching
KINS 221	Physical Growth and Motor Development
KINS 226	Human Motor Behaviour
KINS 273	Research Methods in Kinesiology

Note 1: PSYC 101 is recommended as a UT elective in first year.

Note 2: ENGL 104 is recommended as a UT elective if students are interested in transferring to an institution requiring 6 credits in English.

Note 3: Students are responsible for selecting their electives in a way that ensures congruence with their university of choice. For help selecting courses, please contact the CNC academic advising department.

For students seeking the Kinesiology Diploma with the Business Specialization:

This specialization is intended for students interested in working in the fitness industry as a personal trainer and/or as a fitness leader.

12 credits of required business courses (*as part of the 24 credits of UT electives*):

COM 100	Fundamentals of Business
COM 204	Financial Accounting
MKT 152	Principles of Marketing
MGT 154	Applied Human Relations

Graduation Requirement:

Students must have a minimum 2.0 GPA in courses used to receive diploma.

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)* (*with additional weekend seminar and exam*)
- 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

Course completion

Courses must be completed in 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 post-secondary institutions for credit at CNC. For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

Rev. 18.06.25

IMPORTANT DATES

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

Fall term

- September 6 - December 16, 2022
- Exams - December 8 - 16, 2022

Spring term

- January 9 - April 28, 2023
- Break - February 20 - 24, 2023
- Exams - April 20 - 28, 2023

POST BACCALAUREATE IN ACCOUNTING DIPLOMA PROGRAM

Full-time or Part-time

Starts September

2 years

Prince George

This program is a prerequisite for entry into the CPA Professional Education Program (*PEP*). Students must hold a bachelor's degree as approved by CPA to gain admission into the Post Baccalaureate in Accounting Diploma Accounting Program.

Program Objectives

This Program is aligned with the CPA Competency map to help students prepare for the CPA Professional Education Program *(PEP*).

ADMISSION REQUIREMENTS

Successful completion of a recognized bachelor's degree.

International students from a non-English speaking country will be required to provide proof of a minimum 6.0 Academic IELTS or 80 iBT TOEFL result or equivalent within two years.

It is the responsibility of the student to confirm that their bachelor's degree satisfies the degree prerequisite of the CPA Professional Education Program. https://www.cpacanada.ca/en/become-a-cpa/pathways-to-becoming-a-cpa/cpa-pep-admissionundergraduate-degree-holders/entering-cpa-pep-other-degrees

Graduation Requirement

In order to be considered CPA Equivalent a student must obtain a minimum of a (*"B- "*) grade or higher in each course.

PROGRAM OUTLINE

COM 204	Financial Accounting
LAW 294	Business Law
ECON 201	Principles of Economics: Microeconomics
MATH 157	Business Statistics
ACC 170	Data Analytics and Information Systems for Accounting
ACC 251	Intermediate Accounting 1
ACC 255	Management Accounting 1
ECON 202	Principles of Economics: Microeconomics
MATH 257	Business Statistics 2
FIN 257	Finance 1
ACC 252	Intermediate Accounting 2
ACC 256	Management Accounting 2
BUS 415	Business Ethics
ACC 281	Taxation 1
FIN 258	Finance 2
ACC 450	Advanced Financial Accounting
ACC 455	Advanced Managerial Accounting
BUS 410	Strategic Management
ACC 381	Taxation 2
ACC 340	Audit and Assurance

Rev. 20.04.09

IMPORTANT DATES

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

Fall term

- September 6 - December 16, 2022
- Exams - December 8 - 16, 2022

Spring term

- January 9 - April 28, 2023
- Break - February 20 - 24, 2023
- Exams - April 20 - 28, 2023

WEB AND GRAPHIC DESIGN DIPLOMA

***Note:** Students starting in January complete in 2.5 years

Full-time or Part-time

Starts September and January

Two years (full-time)

Prince George

In this program, students will learn visual and online communication strategies, digital art and interactive media, web design, typography, project management, and creative problem solving while crafting effective design solutions to promote individuals or businesses. Students develop proficiency in industry-standard applications such as Adobe Photoshop, Illustrator, Dreamweaver, Premiere Pro, and other Adobe Creative Cloud software. This two-year program offers a creative learning environment that spans multiple disciplines yet still provides students with the opportunity to specialize in a chosen field.

ADMISSION REQUIREMENTS

- High school graduation or equivalent
- English Studies 12, or English First Peoples 12, or ENGL 050, or ENGL 051, or equivalent

Selection Process

If there is room in the program, the student will be accepted once they have met all the admission requirements. This is called "first qualified, first accepted." If the student qualifies after the program is full, they will be put on a wait list.

Program Specific Requirements

Basic computer skills are required.

Note: Students are required to use a keyboard and mouse or alternative means to interact with the operating system and software.

Graduation requirements

"C" grade or higher required for all courses applied towards the credential

ENGL 103	Composition and Style

or

ENGL 113	Writing and Communication
ENGL 120	Content Strategies for Writing Online
FINE 107	Introduction to Digital Arts and Media
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 161	Graphic Design Fundamentals
WEGD 211	Applied Skills Lab I
WEGD 212	Applied Skills Lab II
WEGD 261	Introduction to Business for Creatives
WEGD 262	Print Production Fundamentals
WEGD 299	Professional Internship

Two UT, Business, or WEGD courses (*WEGD electives must be drawn from the Design stream for Web students and vice versa*)

Design Stream

WEGD 221	Graphic Design for Sustainability
WEGD 222	Visual Showcase
WEGD 251	Drawing the Story
WEGD 252	3D Design & Rapid Prototyping

Web Stream

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

Graduation/Time Frames

WEGD courses must be completed no more than 5 years prior to date of graduation to count toward the Web and Graphic Design Diploma. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. All other courses must be completed in no more than 10 years prior to graduation as per the CNC 10-year Timeline Policy.

Rev. 22.04.26

IMPORTANT DATES

Fall term

- September 6 - December 16, 2022
- Exams - December 8 - 16, 2022

Spring term

- January 9 - April 28, 2023
- Break - February 20 - 24, 2023
- Exams - April 20 - 28, 2023

CERTIFICATES

- **Full-time or Part-time**
- **Starts September and January (most courses); Engineering starts September only**
- **One year**
- **Prince George**

ADMISSION REQUIREMENTS

(*see also program-specific requirements*)

1. Successful completion of one of the following:
- Grade 12 (*with English 12 or English 12: First Peoples*) or
- ABE/Academic Upgrading 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: 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.

Course completion

Courses must be completed in no more than 10 years prior to the date of graduation. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

Rev. 18.06.25

IMPORTANT DATES

Fall term

- September 6 - December 16, 2022
- Exams - December 8 - 16, 2022

Spring term

- January 9 - April 28, 2023
- Break - February 20 - 24, 2023
- Exams - April 20 - 28, 2023

ABORIGINAL STUDIES CERTIFICATE

- **Full-time or Part-time**
- **September, January and May**
- **One year**
- **Burns Lake, Ft. St. James, Mackenzie, Prince George, Quesnel and Vanderhoof**

Note: Students starting in January or May may not be able to complete in two semesters

Aboriginal Studies (*ABST*) offers you a chance to better understand the cultures, traditions, history, and contemporary concerns of Aboriginal peoples in Canada, and especially in the CNC region. The Aboriginal Studies certificate is a starting point for careers in private, non-profit, and government sectors, and especially for employment by Aboriginal organizations and communities. You can also completely ladder the one-year certificate into the two-year Associate Degree.

ADMISSION REQUIREMENTS

You'll need the following:

1. Successful completion of Grade 12 (*with English 12 or English 12: First Peoples*) or equivalent

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 Foundations of Math 12 (*interim grade*) or Math 050 must first register in MATH 100.

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

PROGRAM OUTLINE

ABST 100	Yinka Dene Worldview: History and Traditions of the Carrier People
ABST 101	Aboriginal Peoples of Canada
ABST 150	Conversational Carrier
ANTH 101	Introduction to Socio-Cultural Anthropology
ANTH 102	Introduction to Physical Anthropology and Archaeology
ENGL 103	Composition and Style
ENGL 107	Literature and Composition: First Nations Literature
HIST 103	History of Canada to 1867
HIST 104	History of Canada since 1867
Electives	Any 100- or 200-level UT courses

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 post-secondary institutions for credit at CNC. For the complete policy, see Ten Year Timeline for Program Completion Policy #E-1.37 available on the CNC Policy web page.

Rev. 18.06.25

IMPORTANT DATES

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

Fall term

- September 6 - December 16, 2022
- Exams - December 8 - 16, 2022

Spring term

- January 9 - April 28, 2023
- Break - February 20 - 24, 2023
- Exams - April 20 - 28, 2023

ENGINEERING (APPLIED SCIENCE) CERTIFICATE

Full-time or Part-time

September

One year

Prince George

Engineering (*Applied Science*) Certificate recognizes successful completion of the First-Year Engineering (*Applied Science*) Transfer Program based on the Common Engineering Curriculum. To obtain an engineering degree (*Bachelor of Engineering or Bachelor of Applied Science*) graduates of the program should continue their studies at an accredited university. Engineering careers include chemical engineer, mechanical engineer, civil/structural engineer, environmental engineer, electrical engineer, computer engineer, and other engineering specialties.

Program outcomes

- Demonstrate an understanding of the scientific method and apply it to critically solve problems
- Demonstrate proper laboratory techniques, including the use of appropriate equipment and
- instrumentation
- Develop original designs to solve engineering problems
- Collect, analyze, and interpret laboratory data, and draw sound conclusions
- Effectively communicate ideas and project results
- Engage in informed debate on topics related to technology
- Effectively apply scientific/ engineering concepts toward subsequent coursework

ADMISSION REQUIREMENTS

(*see also program-specific requirements*)

1. High school graduation or equivalent.

2. English Studies 12 (*minimum "C"*) or English First Peoples 12 (*minimum "C"*) or ENGL 050 (*minimum "C"*) or ENGL 051 (*minimum "C"*) or equivalent

3. Chemistry 12 (*minimum "C"*) or CHEM 050 (*minimum "C"*) or equivalent

4. Pre-calculus 12 (*minimum "C"*) or MATH 050 (*minimum "C"*) or MATH 100 (*minimum "C"*) or equivalent

5. Physics 12 (*minimum "C"*) or PHYS 050 (*minimum "C"*) or equivalent

Graduation requirements:

Students completing all courses below with passing grades earn the credential for the Engineering (*Applied Science*) Certificate.

PROGRAM OUTLINE

ENGL 103	Composition and Style
ENGL 229	Professional Business and Technical Communication
APSC 101	Engineering Design I
APSC 102	Engineering Design II
MATH 101	Differential Calculus
MATH 102	Integral Calculus
MATH 204	Linear Algebra
CHEM 150	Engineering Chemistry
or	
CHEM 111	Fundamentals of Chemistry I
and	
CHEM 112	Fundamentals of Chemistry II
CSC 109	Computing Science I
PHYS 101	Introductory Physics I
PHYS 102	Introductory Physics II
PHYS 204	Mechanics I — Statics

Transferability

Please consult an academic advisor for current transfer institutions and requirements.

Rev. 04.09.20

IMPORTANT DATES

Fall term

- September 6 - December 16, 2022
- Exams - December 8 - 16, 2022

Spring term

- January 9 - April 28, 2023
- Break - February 20 - 24, 2023
- Exams - April 20 - 28, 2023

FINE ARTS CERTIFICATE

Full-time or Part-time

September and January

One year

Prince George

This intensive one-year certificate can lead to careers in the visual arts. Prospective students will have studied and practiced fine arts. 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.

ADMISSION REQUIREMENTS

- High school graduation or equivalent
- English Studies 12, or English First Peoples 12, or ENGL 050, or ENGL 051, or equivalent

Selection Process

If there is room in the program, the student will be accepted once they have met all the admission requirements. This is called "first qualified, first accepted." If the student qualifies after the program is full, they will be put on a wait list.

Program Specific Requirements

This certificate is not intended as an introduction to basic artistic practice. Prospective students must have demonstrable artistic ability together with foundational arts education (*e.g. secondary school courses or private study*) and/or prior practice in one or more relevant artistic disciplines.

Graduation requirements

ENGL 103	Composition and Style
or	
ENGL 113	Writing and Communication
FINE 101	Art History I
FINE 102	Art History ll
FINE 103	Drawing I (*Studio*)
FINE 104	Drawing ll (*Studio*)
FINE 105	Painting (*Studio*)
FINE 106	First Nations Art, Design, and Technology (*Studio*)
FINE 107	Introduction to Digital Arts and Media
FINE 108*	Making a Living as an Artist
or	
ENGL elective	Any transferable ENGL course excluding 103 and 113
FINE 109	Colour Theory (*Studio*)

Notes: *Please refer to existing transfer agreements and consult with advisors at CNC and receiving institution as needed.

Graduation/Time Frames

See the CNC Ten Year Timeline for Program Completion Policy (E-1.37).

Rev. 22.04.26

IMPORTANT DATES

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

Fall term

- September 6 - December 16, 2022
- Exams - December 8 - 16, 2022

Spring term

- January 9 - April 28, 2023
- Break - February 20 - 24, 2023
- Exams - April 20 - 28, 2023

WEB AND GRAPHIC DESIGN CERTIFICATE

Full-time or Part-time

Starts September and January

One year

Prince George

In this program, students will learn visual and online communication strategies, digital art and interactive media, web design, typography, project management, and creative problem solving while preparing promotional materials for themselves and other businesses. Students learn to use industry-standard application software, such as Adobe Photoshop, Illustrator, Dreamweaver and Premiere Pro.

ADMISSION REQUIREMENTS

- High school graduation or equivalent
- English Studies 12, or English First Peoples 12, or ENGL 050, or ENGL 051, or equivalent

Selection Process

If there is room in the program, the student will be accepted once they have met all the admission requirements. This is called "first qualified, first accepted." If the student qualifies after the program is full, they will be put on a wait list.

Program Specific Requirements

Basic computer skills are required.

Note: Students are required to use a keyboard and mouse or alternative means to interact with the operating system and software.

Graduation requirements

"C" grade or higher required for all courses applied towards the credential.

ENGL 103	Composition and Style
or	
ENGL 113	Writing and Communication
ENGL 120	Content Strategies for Online Writing
FINE 107	Introduction to Digital Arts and Media
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 161	Graphic Design Fundamentals
WEGD 261	Introduction to Business for Creatives

Graduation/Time Frames

WEGD courses must be completed no more than 5 years prior to date of graduation to count toward the Web and Graphic Design Certificate. This policy applies to CNC courses and to all courses transferred from other post-secondary institutions for credit at CNC. All other courses must be completed in no more than 10 years prior to graduation as per the CNC 10-year Timeline Policy.

Rev. 22.04.26

IMPORTANT DATES

Fall term

- September 6 - December 16, 2022
- Exams - December 8 - 16, 2021

Spring term

- January 9 - April 28, 2023
- Break - February 20 - 24, 2023
- Exams - April 20 - 28, 2023

ACADEMIC PATHWAYS

FLEXIBLE PRE-MAJORS

From bctransferguide.ca/fpm:

A Flexible Pre-Major (*FPM*) refers to first- and second-year courses that students are required to complete in order to be admitted to a major at the third-year level.

An FPM is a set of flexible requirements:

- deliverable by the sending institution and acceptable to the receiving institution; and
- deemed to fulfill the lower level requirements for the major.

With FPM agreements in place across many institutions, you can plan your first- and second-year courses and leave open multiple options for transferring into various BC institutions for entrance into the major at the third-year level. If you plan to attend a particular university and end up not doing so, completion of the FPM for the chosen major will allow you to complete your major at another participating institution.

For more information, visit www.bctransferguide.ca/fpm

ANTHROPOLOGY FLEXIBLE PRE-MAJOR

You'll need to have at least five anthropology courses as outlined below, plus electives for a total of 60 credits.

Required courses:

ANTH 101	Introduction to Socio-Cultural Anthropology
ANTH 102	Introduction to Physical Anthropology and Archaeology
ANTH 225	Introduction to Human Prehistory
ANTH 215	Qualitative Methods

Plus at least one of these courses:

ANTH 206	Medical Anthropology
ANTH 210	Anthropological Perspectives on "Pop"ular Culture
ANTH 220	Anthropology of Cross-Cultural Conflict and Social Justice
ANTH 230	Gender and Culture

Your choice of other electives (*up to a total 60 credits*) will depend on the area of specialization in anthropology.

Note 1: You must consult with a CNC advisor to choose the appropriate courses for a Flexible Pre-Major that will fit with the requirements for the post-secondary institution in which you intend to complete your studies.

Note 2: Completion of the Anthropology Flexible Pre-Major at CNC does not guarantee your acceptance into other institutions' programs with an anthropology major.

Note 3: You'll still have to meet other requirements of programs at other institutions, such as English and science credits.

For more information, visit bctransferguide.ca/fpm/anthropology

ENGLISH FLEXIBLE PRE-MAJOR

The English Flexible Pre-major consists of 18 credit hours from first-and second-year English courses. The 18 hours must include:

- At least 9 credits from second-year courses;
- At least one second-year historical survey course (*3 credit hours*); and,
- Two other second-year English Literature courses (*6 credit hours*), which could include more survey courses
- One creative writing course (*3 credit hours*) and one academic writing course (*3 credit hours*) can also be counted towards the 18 credit hours of the FPM.

Students are advised that completion of the English Flexible Pre-Major does not guarantee acceptance into degree programs with an English major. Acceptance depends on students obtaining a competitive GPA and meeting any other admission requirements specified by the receiving institution.

CNC's Flexible Pre-Major English courses are listed at www.bctransferguide.ca/fpm/english

PSYCHOLOGY FLEXIBLE PRE-MAJOR

The Psychology Flexible Pre-Major consists of the following courses (*usually totalling 18 lower-level credits*):

Required courses:

PSYC 101	Introduction to Psychology I
PSYC 102	Introduction to Psychology II
PSYC 201	Statistics for Social Sciences
PSYC 202	Research Methods in Psychology

Plus at least two of these courses:

PSYC 204	Social Psychology
PSYC 207	Introduction to Abnormal Behaviour
PSYC 209	Introduction to Biological Psychology
PSYC 210:	Introduction to Cognitive Psychology
PSYC 215	Developmental Psychology

Students are advised that completion of the Psychology Flexible Pre-Major does not guarantee acceptance into Bachelor of Arts degree programs with a Psychology major. Acceptance depends on students obtaining a competitive GPA and/or meeting any other admission requirements specified by the receiving institution.

Courses applicable to the Psychology Flexible Pre-major at participating Post-Secondary Institutions.

Note: At the time of writing, transfer credit agreements have not been established between all institutions and all courses in this table. Students considering completing the Psychology Flexible Pre-major for transfer purposes are strongly advised to check the BC Transfer Guide, or consult with an academic advisor to verify the transferability of specific courses between their institutions and to the institution they plan to transfer.

SOCIOLOGY FLEXIBLE PRE-MAJOR

For the sociology program, students need to complete a minimum of five courses; four required courses and at least one sociology elective course at the second-year level.

Required courses:

SOC 101	Intro to Sociology Part I
SOC 102	Intro to Sociology Part II
SOC 210	Sociological Theory
CRIM 220	Research Methods in Social Sciences

Electives: (Choose at least one)

SOC 203	Canadian Society I: Identities and Ideologies
SOC 204	Canadian Society II: Race and Ethnic Relations
SOC 206	Social Problems
SOC 225	Men and Masculinities: Identities and Intersections of Manhood
SOC 240	Sociology of the Body

Note 1: Please note that students are responsible for meeting the breadth, admissions and GPA requirements of the transfer university as just completing these courses is not enough to ensure acceptance to the transfer university.

Note 2: Students who are thinking of transferring to a university to finish their education are encouraged to work with an academic advisor.

Visit www.bctransferguide.ca/fpm for more information about flexible pre-majors.

PRE-PROFESSIONAL PROGRAMS

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 science
- Rehabilitation science
- Veterinary medicine

For more information and to plan your educational pathway, contact CNC Academic Advising.

Rev. 17.03.10

ACADEMIC AREAS

- **Full-time or Part-time**
- **Starts September and January (most courses)**
- **Individual university classes**
- **Prince George; individual courses available at some regional campuses**
- **Some course sections available online**

WHAT WILL YOU STUDY?

For help selecting the courses that meet your personal goals, contact CNC Academic Advising.

For information on transferability, visit www.bctransferguide.ca, talk to a CNC advisor, or contact the university you plan to attend after CNC.

See individual course descriptions for these academic areas.

ABORIGINAL STUDIES

See Associate Arts Degree with Aboriginal Studies concentration on page 99 and Aboriginal Studies Certificate on page 111.

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.

BIOLOGY

CNC offers first- and second-year university-level biology courses that prepare you for careers in 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.

CHEMISTRY

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.

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. They also fulfill first-year chemistry requirements for medical, dental, and pharmacy programs.

COMPUTER SCIENCE

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.

CRIMINOLOGY

See Criminology Diploma on page 106.

ECONOMICS

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

ENGINEERING

See Engineering (*Applied Science*) Certificate on page 112.

ENGLISH

University Transfer English is the study of critical thought, creativity, literary theory and analysis, research methods, and effective communication – applied skills that are essential to academic success and highly coveted by employers. See Associate Arts Degree with English concentration on page 100 and English Flexible Pre-Major on page 115.

FINE ARTS

See Fine Arts Certificate on page 113.

FRENCH

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

GEOGRAPHY

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.

HISTORY

Studies in history will show you how life in the present is often connected to the past. A good understanding of history also sheds light for a safe and secure future. 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.

KINESIOLOGY

See Kinesiology Diploma on page 107.

LEADERSHIP

Leadership is a lifestyle. Leadership skills will impact every area of your life. Explore the possibilities and open up your world with CNC's leadership courses. You will be provided with the tools, strategies, concepts and experiential contexts to help build your leadership capabilities. Begin by learning to master self-leadership. Make a difference through exploring the five practices of exemplary leaders.

MATHEMATICS

Mathematics is the detailed study of number, space, form and function. It emerged relatively early on in human affairs, and it has played a major role in the development of human intellectual thought. College-level courses in mathematics are required for continued study in many post-secondary programs including the natural, applied and health sciences. An associate degree in mathematics or a closely related discipline can lead to an interesting, challenging and stable career in either government or private industry in such areas as statistics, actuarial science, computer science, engineering, technology, economics, business, management and medicine.

PHILOSOPHY

Philosophy is the use of reason to inquire into matters of fundamental principle and ultimate concern. It will help perfect your thinking and critical analysis skills, which will give you the required edge both in higher education and in your future career. Graduates in philosophy have been successful in the following fields: law, teaching, health professions, government, communications, information technology, ministry, social work, and business.

PHYSICS

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. A course in physics can be the beginning of a career in science or an important building block for another profession.

PSYCHOLOGY

Psychology is the scientific study of mind 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 others work in social organizations, but both are attempting to find solutions to real-world problems. As well, many psychology graduates use their education to embark on careers in law, health care, criminology, business and education.

SOCIOLOGY

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 in which we live. 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.

WEB AND GRAPHIC DESIGN

See Web and Graphic Design Diploma on page 109 and Web and Graphic Design Certificate on page 114.

Rev. 18.04.27

UPGRADING AND ACCESS

Each year, hundreds of CNC students take Academic Upgrading courses. We have small classes, supportive instructors, and a friendly atmosphere. Students can earn their BC Adult Graduation Diploma or upgrade their high school classes to successfully enrol in CNC programs.

The Access Program helps students to attain their prerequisites for CNC programs, and gives students additional skills to enhance their future success.

International students are attracted to CNC's English Language program. This program, which is amongst the best English language institutes in Canada, successfully prepares students for entrance into college or university programs.

CNC's Job Education and Training (*JET*) program provides people with learning and developmental disabilities, respectively, the skills they need to attain entry-level employment.

ACADEMIC UPGRADING (ADULT BASIC EDUCATION)

Full-time or Part-time

Starts September and January (Burns Lake, Mackenzie, Prince George and Quesnel); dates may differ for other campuses

Available at most CNC campuses (including Southside)

You can use Academic Upgrading 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 Academic Upgrading program, you must be at least 18 years old.

To enrol in Academic Upgrading 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 Academic Upgrading contact person to discuss your options.

or

- If you do not have the course prerequisites, you are required to take the Academic Upgrading 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 Academic Upgrading program and to sign up for the placement, contact CNC Office of the Registrar, or a regional Academic Upgrading contact person.

or

- You may have other options if you do not meet the Academic Upgrading admission requirement. We encourage you to meet with a CNC advisor or regional Academic Upgrading contact person.

Financial aid

There are many ways in which CNC students can receive financial assistance. For details, please contact the Financial Aid and Awards 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.

Fundamental level

COMP 020	Basic Computer Studies
ENGL 020	Fundamental Preparatory English
MATH 028	Fundamental Preparatory Mathematics
MATH 029	Basic Preparatory Mathematics

Intermediate level (roughly equivalent to Grade 10)

COMP 030	Intermediate Computer Studies
ENGL 030	Intermediate Preparatory English
MATH 030	Intermediate Algebraic Mathematics

Advanced level (roughly equivalent to Grade 11)

CHEM 045	Advanced Preparatory Chemistry
COMP 045	Advanced Computer Studies
ENGL 045	Advanced Preparatory English
MATH 041	Trades Math I
MATH 043	Advanced Foundations Math
MATH 044	Advanced Developmental Mathematics
MATH 045	Advanced Algebraic Mathematics
PHYS 045	Advanced Preparatory Physics

Provincial level (roughly equivalent to Grade 12)

BIO 050	Provincial Preparatory Biology
CHEM 050	Provincial Preparatory Chemistry
ENGL 050	Provincial Preparatory English
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: Instructor Led and Self Paced.

- **Instructor Led:** 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.
- **Self Paced:** The instructor is there to help, but each student must be prepared to work independently. All students start on the same day. Individual students may be studying different levels of courses. Students who are self-disciplined and work well with printed instructions will be successful in this environment.
- **NOTE:** At the Prince George campus, only math classes are self paced.

Academic Upgrading course repeat policy

Students in Academic Upgrading (*ACDU*), English Language Program (*ENLA)*, and Adult Special Education (*ASE*) programs are eligible to repeat a course once after failing or withdrawing from a course. Additional repeats are possible with the approval of the educational administrator.

Guidelines for assignmet of a "Continuing Status" (CS) grade

A CS grade may be assigned at the discretion of the instructor, if the student has demonstrated satisfactory progress in the course at the time the grade is assigned. Instructors may assess satisfactory progress via 1) the student's attendance throughout the semester, 2) number of assignments submitted and 3) evidence of some improvement in skills from the beginning of the course to the end.

Rev. 18.06.25

IMPORTANT DATES

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

Fall term

- September 6 - December 16, 2021
- Exams - December 8 - 16, 2022

Spring term

- January 9 - April 28, 2023
- Break - February 20 - 24, 2023
- Exams - April 20 - 28, 2023

ACCESS PROGRAM

(*Academic Upgrading*)

Full-time or Part-time

Starts September

Four to eight months (full-time)

Prince George

Many students want to get into a particular college program but need some upgrading to meet admission requirements. The Access Program allows you to take selected college-level courses while you are still completing your upgrading, giving you a jumpstart on completing your program sooner.

These are just some of the programs that have college courses available:

- Accounting & Finance
- Associate of Arts Degree (*various*)
- Associate of Science Degree (*various*)
- Business Management
- Civil Engineering Technology
- Criminology
- Dental Programs
- Early Childhood Care and Learning
- Fine Arts
- Medical Laboratory Technology
- Natural Resources and Forestry Technology
- Practical Nurse
- Social Service Worker
- Web and Graphic Design

You may need an Academic Upgrading Assessment to meet course prerequisites. We recommend you visit an Academic Advisor to help you choose courses that will be beneficial for your future program.

Program Objectives

The Access Program is intended to let students get started in their future college program while they are still completing admission requirements (*for example, upgrading courses*).

ADMISSION REQUIREMENTS

1. English 11 or equivalent

2. Foundations of Math and Precalculus 10 (*minimum "B"*) or equivalent

PROGRAM SPECIFIC REQUIREMENTS

Academic Upgrading Courses available (*high school equivalents in parentheses*):

- BIO 050 (*Anatomy & Physiology 12*)
- ENGL 050 (*English Studies 12*)
- or
- ENGL 051 (*English First Peoples 12*)
- CHEM 045 (*Chemistry 11*)
- CHEM 050 (*Chemistry 12*)
- MATH 043 (*Foundations of Math 11*) Please be aware that this course is an admission requirement only for Business, Accounting & Finance, Natural Resources and Forestry Technology, and Practical Nurse. It cannot be used as a corequisite for Physics or Chemistry 045, or as a prerequisite for Math 050.
- MATH 045 (*Precalculus 11*)
- MATH 050 (*Precalculus 12*)
- PHYS 045 (*Physics 11*)
- PHYS 050 (*Physics 12*)

College-Level Courses available in the Access Program you must meet prerequisites, and we encourage you to take the recommended preparatory courses (*high school equivalents in parentheses*):

ABST 100 - Yinka Dene Worldview: History and Traditions of the Carrier People

Recommended preparatory courses: ENGL 050 or ENGL 051 (*English 12 or First Peoples English 12*)

BIO 130 - Anatomy & Physiology for Practical Nurse

Prerequisite: BIO 050 with a minimum C (*Anatomy & Physiology 12*)

CIS 165 - Business Information Systems

Recommended preparatory courses: MATH 045 (*Precalculus Math 11*)

CIVE 100 - Introduction to Civil Engineering Technology

Recommended preparatory courses: MATH 043 (*Foundations of Math 11)*

CIVE 120 - Digital Design and Drafting I

Recommended preparatory courses: MATH 043 (*Foundations of Math 11)*

COM 100 - Fundamentals of Business

Recommended preparatory courses: ENGL 050 or ENGL 051 (*English 12 or First Peoples English 12*)

CRIM 101 - Introduction to Criminology

Recommended preparatory courses: ENGL 050 or ENGL 051 (*English 12 or First Peoples English 12*)

DENO 150- Introduction to Dentistry

Recommended preparatory courses: MATH 045 (*Precalculus Math 11*) ENGL 050 or ENGL 050 (*English 12 or First Peoples English 12*)

ECCL 156 - Care and Guidance

Recommended preparatory courses: ENGL 050 or ENGL 051 (*English 12 or First Peoples English 12*)

ECCL 165 - Responsive Curriculum I

Recommended preparatory courses: ENGL 050 or ENGL 051 (*English 12 or First Peoples English 12*)

ECCL 166 - Responsive Curriculum II

Prerequisite: ECCL 165 Responsive Curriculum I

ECCL 172 - Health and Wellness

Recommended preparatory courses: ENGL 050 or ENGL 051 (*English 12 or First Peoples English 12*)

ENGL 103 - Composition and Style

Recommended preparatory courses: ENGL 050 or ENGL 051 (*English 12 or First Peoples English 12*)

ENGL 106 - Film Studies

Recommended preparatory courses: ENGL 050 or ENGL 051 (*English 12 or First Peoples English 12*)

ENGL 113 - Writing and Communication

FINE 101 - Art History I

Recommended preparatory courses: ENGL 050 or ENGL 051 (*English 12 or First Peoples English 12*)

INDS 101 -The College and University Experience

Recommended preparatory courses: ENGL 050 or ENGL 051 (*English 12 or First Peoples English 12*)

MATH 100 - Precalculus Mathematics

Prerequisite: MATH 045 (*Precalculus 11*)

MATH 104 - Elementary Statistics

Prerequisite: MATH 043 (*Foundations of Math 11*) or MATH 045 (*Precalculus 11*)

MEDT 100 - Medical Terminology

Recommended preparatory courses: ENGL 050 or ENGL 051 (*English 12 or First Peoples English 12*)

MGT 154 - Applied Human Relations

Recommended preparatory courses: ENGL 050 or ENGL 051 (*English 12 or First Peoples English 12*)

MKT 152 - Principles of Marketing

Recommended preparatory courses: ENGL 050 or ENGL 051 (*English 12 or First Peoples English 12*)

NRFT 123 - Fire Management

Recommended preparatory courses: ENGL 050 or ENGL 051 (*English 12 or First Peoples English 12*)

NRFT 125 - Introduction to Earth Science

MATH 043 or MATH 045 (*Foundations of Math 11 or Precalculus Math 11*)

PSYC 101 - Introduction to Psychology I

Recommended preparatory courses: ENGL 050 or ENGL 051 (*English 12 or First Peoples English 12*)

PSCI 100 - Introduction to Politics and Government

Recommended preparatory courses: ENGL 050 or ENGL 051 (*English 12 or First Peoples English 12*)

SSWK 151 - Social Welfare Policy

Recommended preparatory courses: ENGL 050 or ENGL 051 (*English 12 or First Peoples English 12*)

SSWK 171 - An Introduction to Social Work Practice

Recommended preparatory courses: ENGL 050 or ENGL 051 (*English 12 or First Peoples English 12*)

Rev. 22.04.27

BC ADULT GRADUATION DIPLOMA

- **Full-time or Part-time**
- **Ongoing start dates**
- **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 18 years of age or over, 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.

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

BC school system
Secondary qualifying courses

Language Arts 12 (4 credits)

Mathematics 11 or 12 (4 credits)

Three Grade 12 Ministry–authorized courses (12 credits)

Total: 20 credits

Academic Upgrading (ABE) program:
Qualifying courses

Provincial level English or higher (1 course)

Advanced or provincial level or higher mathematics (1 course)

Three additional courses at the provincial level or higher

Total: 5 courses

Rev. 17.03.10

ENLA (ENGLISH LANGUAGE PROGRAM)

Full-time or Part-time

Starts September and January

15 weeks

Prince George

The English Language Department has over 30 years of experience in teaching English as an additional language. Study with highly qualified teachers in an English environment, prepare yourself for the rigours of the Canadian college environment, and watch your English improve rapidly in our multicultural classrooms.

Program Objectives

After the successful completion of the fourth level of the ENLA program, students will be able to:

- express ideas accurately in oral and written English
- distinguish meaning from aural sources
- interpret fairly complex general and academic texts
- use study skills and academic literacies to succeed in the Canadian academic post-secondary setting

ADMISSION REQUIREMENTS

- ENLA Placement Test or equivalent

Program Specific Requirements

Note: A TOEFL/IELTS score is not required for Admission to the English Language Program.

Funding

Adult Upgrading Grant funding may be available for Canadian citizens, permanent residents, or protected persons.

Course Repeat Policy

Students in Academic Upgrading (*ACDU*), English Language Department (*ENLA*), and Adult Special Education (*ASE*) programs are eligible to repeat a course once after failing or withdrawing from a course. Additional repeats are possible with the approval of the educational administrator.

Grading Scale & Progression

- The English Language Department uses the grading scale for the majority of programs at CNC.
- To progress to the next level in each course, students must achieve a minimum grade of B+ (*76%*).

Graduation requirements

English For Academic Purposes Preparation

ENLA 011	English for Academic Purposes Preparation Listening and Speaking
ENLA 013	English for Academic Purposes Preparation Writing
ENLA 015	English for Academic Purposes Preparation Reading

English for Academic Purposes (EAP) 1

ENLA 021	English for Academic Purposes 1 Listening and Speaking
ENLA 023	English for Academic Purposes 1 Writing
ENLA 025	English for Academic Purposes 1 Reading

English for Academic Purposes (EAP) 2

ENLA 031	English for Academic Purposes 2 Listening and Speaking
ENLA 033	English for Academic Purposes 2 Writing
ENLA 035	English for Academic Purposes 2 Reading

English for Academic Purposes (EAP) 3

ENLA 041	English for Academic Purposes 3 Listening and Speaking
ENLA 043	English for Academic Purposes 3 Writing
ENLA 045	English for Academic Purposes 3 Reading

Note: Students who have completed the 020 level ENLA courses or placed equivalently on the ENLA placement test have the option to take an additional course, ENLA 086 IELTS Preparation Course (*which is a 45 hour non-credit course*)

Credential

Upon successful completion of all courses at a level, students can apply for the following associate certificates:

Level 1: English for Academic Purposes (EAP) Preparation

English for Academic Purposes Preparation Associate Certificate

Level 2: English for Academic Purposes (EAP) 1

English for Academic Purposes (*EAP*) 1 Associate Certificate

Level 3: English for Academic Purposes (EAP) 2

English for Academic Purposes (*EAP*) 2 Associate Certificate

Level 4: English for Academic Purposes (EAP) 3

English for Academic Purposes (*EAP*) 3 Associate Certificate

Graduation/Time Frames

See the CNC Ten Year Timeline for Program Completion Policy (E-1.37).

Rev. 22.04.27

IMPORTANT DATES

Fall term

- September 6 - December 16, 2022
- Exams - December 8 - 16, 2022

Spring term

- January 9 - April 28, 2023
- Break - February 20 - 24, 2023
- Exams - April 20 - 28, 2023

Intersession

- May 8 - August 18, 2023

JET (JOB EDUCATION AND TRAINING)

Starts September

34 weeks

Prince George and Quesnel

The Job Education Training certificate consists of five courses. Each course is designed for students with barriers to employment to help explore and gain skills needed in today's job market. Students will explore their own current skills and become aware of how those skills relate to employability. Effective workplace communication is demonstrated and assessed in the classroom and on the job. Students are introduced to different forms of technology that are used to access the current job market. Job search and employment readiness skills are introduced so they can be applied in work experiences in the community. Goal setting and action planning for future steps ensures that each student has an action plan for the future.

PROGRAM OUTLINE

Semester 1 September-December

JET 151	Skill Exploration/ Personal Awareness
JET 152	Workplace Communication

Semester 2 January-May

JET 153	Workplace Literacy & Numeracy
JET 154	Job Search & Employment Readiness
JET 155	Work Training Experience

ADMISSION REQUIREMENTS

Limited admission with a maximum of 15 students.

Each student in the JET program will be assessed by coordinators based on the established criteria in order to best benefit the student in his/her educational and employment goals.

The following list has been established by formalizing an existing process that works to assess each applicant in a holistic way, taking into consideration relevant personal and educational information.

In addition to biographical information, we will ask for the following information, if available:

- High school transcript
- Reference letter(s)
- List of work or volunteer experience
- Documentation of disability

All students will have the following items assessed and ranked (*1-5 with 5 being the highest*) based on conversations with the student and/or supporting person(s). Preference will be given to applicants scoring a 12 or higher (*maximum 20 points*).

- Desire to work
- Basic communication skills
- Independence (*transportation, workplace, etc*.)
- Previous work or volunteer experience

Graduation Requirements

Students must successfully complete all five courses in this program to graduate with the Job Education Training Completion Certificate.

Questions?

Contact JET staff at 250 561 5836 or 1 800 371 8111 ext 5397, or e-mail dauvinj@cnc.bc.ca

Rev. 19.07.18

IMPORTANT DATES

Prince George

Fall term

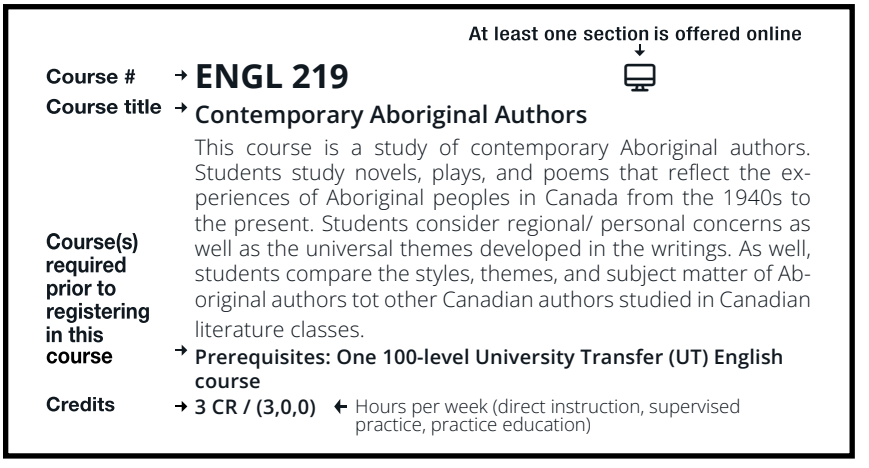
- September 6 – December 16, 2022

Spring term

- January 9 – May 19, 2023
- Break: February 20 - 24, 2023

COURSE DESCRIPTIONS

COURSE DESCRIPTION KEY



- **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.
- **Co-requisite:** 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 instruction hours per week*). Nine or more credit hours per semester is considered full-time at CNC. Other institutions may have different requirements for full-time status.
- **Hours:** The number in brackets shows the number of direct instruction, supervised practice, and practice education hours per week. Thus (*3,2,0*) indicates 3 hours of direct instruction and 2 hours of supervised practice and 0 hours of practice education. (*Some courses listed may only show total number of hours for the course.*)

More examples

- (*0,0,12.5*) No direct instruction, no supervised practice, 12.5 hours of practice education per week
- (*3,1,0*) 3 hours of direct instruction per week, plus 1 hour of supervised practice, no practice education
- (*5,0,0*) 5 hours of direct instruction per week, no supervised practice or practice education

Note 1: Students who take courses which consist of all sections must achieve a passing grade for all sections 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.

Course Prefix Listed Alphabetically

Course code	Courses
ABST	Aboriginal Studies
ABT	Applied Business Technologies
ACC	Accounting
ANTH	Anthropology
APSC	Applied Science
AUCL	Automotive Collison and Refinishing
AUGT	Automotive Glass Technichan
AUTO	Automotive
BIO	Biology
BOOK	Bookkeeping
BUS	Business
CAMP	Camp and Catering
CARP	Carpentry
CASS	Community and Child Support
CEMT	Massage Therapy
CESS	Continuing Education Skill Studies
CHEM	Chemistry
CIS	Computer Information Systems
CIVE	Civil Engineering Technology
CNET	Computer Networking
COM	Commerce
COMP	Computer
CRIM	Criminology
CSC	Computer Science
CUE	College / University
CULA	Professional Cook
CULI	Culinary Arts
DENO	Introduction to Dental
DENT	Dental Assisting
DHYG	Dental Hygiene
ECCL	Early Childhood Care & Learning
ECON	Economics
ELEC	Electrician
ENGL	English
ENLA	English Language Program
FASD	Fetal Alcohol Syndrome Disorder
FIN	Finance
FINE	Fine Arts
FREN	French
GEOG	Geography
HCAP	Health Care Assistant
HDET	Heavy Duty Equipment Technician
HIST	History
HMT	Heavy Mechanical Trades
HRPR	Human Resources
INDS	Interdiciplinaary Studies
JET	Job Orientation
KINS	Kinesiology
LAW	Law
LEAD	Leadership
MATH	Mathematics
MDRT	Medical Device Reprocessing Technician
MEDT	Medical Terminology
MFAB	Metal Fabrication
MGT	Management
MILL	Industrial Mechanic
MKT	Marketing
MLTS	Medical Laboratory Technology Science
MOAS	Medical Office Assistant
MRAD	Medical Radiography Technology
NRFT	Natural Resources Forest Technology
NRUA	Nursing Unit Clerk
NURS	Nursing
OWPA	Office Worker Prep Program
PDIT	Post-Diploma Information Technologies
PHIL	Philosophy
PHYS	Physics
PIPE	Pipe Trades
PLMG	Plumbing
PRAN	Practical Nurse
PSCI	Political Science
PSYC	Psychology
PWER	Power Engineering
PWP	Parts and Warehouse
SCI	Science
SOC	Sociology
SONO	Sonography
SSWK	Social Service Worker
THMG	Tourism and Hotel Management
TRDE	Trades Discovery
TTM	Truck and Transport Mechanic
WEGD	Web and Graphic Design
WELD	Welding
WMST	Womens Studies

ABST

ABST 100 UT

Yinka Dene Worldview: History and Traditions of the Carrier People

This course is based on the traditional knowledge holders of our communities who are versed in the traditional ways of knowing that are not written down in any text but passed down through oral traditions. The course provides students with an in-depth study of Yinka Dene culture, language, spirituality, community, and social structures. Elders and topics will focus on the Yinka Dene of the north central interior of British Columbia.

3 CR / (3,0,0)

ABST 101 UT

Aboriginal Peoples of Canada

This course focuses on the diversity and development of Aboriginal communities and organizations in Canada. Attention is placed on the nature of Aboriginal/ Euro-Canadian interactions from contact to present day in order for students to understand contemporary perspectives and issues relevant to Aboriginal peoples.

Recommended Prior to Taking: ABST 100

3 CR / (3,0,0)

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 / (3,0,0)

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 / (3,0,0)

ABST 150 UT

Conversational Carrier

This course is designed for students who have no knowledge of the Carrier/Yinka Dene language. Participants are introduced to the Carrier language, spoken and written, with an emphasis on basic conversation and culturally important vocabulary and phrases. Through lecture and lab work, participants will have an understanding of basic-level Carrier and be able to create simple sentences.

3 CR / (3,1.5,0)

ABST 201 UT

Residential School: History and Intergenerational Impacts

The course provides students with an in-depth study of the issues and impacts of the residential school system on Aboriginal culture, language, spirituality, community and social structures. The historical context of the development of the Canadian government's policy with regard to the First Nations education will be examined. Students will also explore interventions that will assist individuals, families and communities addressing the results of traumas.

Prerequisite: ABST 100 or ABST 101

3 CR / (3,0,0)

ABST 202 UT

History of Aboriginal Education in Northern BC

The course provides students with an in-depth study of the issues and impacts of the school systems on Aboriginal peoples in Canada. Students will explore the effects of Euro-Canadian education systems on First Nations in the past century and today. They will learn about the many ways First Nations are working to recreate educational systems that reflect their values and world views as well as prepare young people for success in the larger Canadian context.

3 CR / (3,0,0)

ABST 220 UT

Indigenous Research Methods

This course provides an introduction into research methods used in and by Indigenous communities in the movement towards the decolonization of the western model of research. Aboriginal research frameworks and methodologies will be explored by examining some of the unique issues and principles involving ethical research in Indigenous communities. Students are provided an opportunity to prepare a small research project using the techniques learned in class.

Prerequisite: ABST 100 or ABST 101

3 CR / (3,0,0)

ABST 230 UT

Aboriginal Resource & Land-use Planning

Aboriginal communities across Canada are increasingly collaborating with or controlling resource development in their territories. This course examines theory and practices of traditional and contemporary resource and land use planning. In particular, this course examines the community-led processes in pursuit of economic development as well as environmental management of lands and resources. This course develops students' research and writing skills as well as critical thinking and engages in critical debates on Canadian resource issues and inBritish Columbia specifically.

Prerequisite: 15 credits of university-level coursework

3 CR / (3,0,0)

ABST 250 UT

Carrier Language & Grammar Level I

In this course, students are introduced to the Carrier language, spoken and written, including pronunciation, basic conversation, and culturally important vocabulary. Considerable emphasis is placed on grammar so that the student will learn to produce and understand utterances beyond memorized rituals. The Carrier Linguistic Committee (*CLC*) writing system will be used.

Prerequisite: ABST 150

3 CR / (3,1,0)

ABST 252 UT

Carrier Language & Grammar Level II

Level II continues the introduction to the Carrier language, spoken and written. Considerable emphasis, as with Level I, is placed on grammar, due to its great complexity and unfamiliarity. 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: ABST 250

3 CR / (3,1,0)

ABT

Note: All ABT courses are restricted to students in the ABT programs, including office administration and legal and medical courses.

ABTA 100

Financial Records

This course provides a basic understanding of the accounting process for use in the business office. The student will practice the application of basic accounting principles in a manual format. Also, the student will learn and practice addition, subtraction, multiplication and division and the use of the percent key using a standard business calculator. Common business applications will be covered as well as speed and accuracy drills.

3 CR/ (2,3,0)

ABTA 105

Business Communications I

This course introduces students to effective communication skills including listening, comprehending, and participating in oral communications. Students will develop a comprehensive business vocabulary, read rapidly, and comprehend what is read. They will produce error-free communications by proofreading and editing while mastering the principles of grammar, punctuation, and style. Students will also learn the techniques for planning, organizing, and writing dynamic messages.

3 CR / (4,2,0)

ABTA 110

Human Relations I

This course helps students develop an understanding of human relations, 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 interpersonal relationships in a professional environment.

2 CR / (1,1,0)

ABTA 115

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, telecommunications, and travel arrangements. This course also provides students with training in file management to meet the entry-level file management needs of a business. Students will learn to manage administrative assistant responsibilities professionally and exhibit a positive and cooperative attitude. Students will use critical thinking skills to analyze their projects to produce work of acceptable business quality.

3 CR / (2,2,0)

ABTA 120

Word Processing Levels I, II, III

This course combines a beginner/ refresher course in basic keyboarding skills with an introduction to the basic document formatting functions of a word processing 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.

3 CR / (2,7,0)

ABTA 125

Microcomputers 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.

3 CR / (2,3,0)

ABTA 150

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, the student will be taught to transfer manual bookkeeping skills to an automated accounting program. On completion of this course, the student can maintain a set of computerized books up to year-end.

Prerequisite: ABTA 100

1 CR / (1,1,0)

ABTA 155

Business Communications II

This course is a continuation of ABTA 105 Business Communications I. Emphasis will be placed on applying the techniques of planning and organizing to writing a variety of communications; for example, request letters, order letters, sales letters, memos, emails, etc. 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 resume, writing a letter of application, and participating in effective interviews will be acquired.

Prerequisite: ABTA 105

3 CR / (2,3,0)

ABTA 160

Human Relations II

This course builds on the foundational skills explored in Human Relations I by further developing key concepts to enhance interpersonal relations in the workplace. Students will continue to explore generic competencies that are highly valued by organizations including verbal skills, teamwork, group problem-solving, cross-cultural and diversity awareness, self-motivation, business etiquette and ethical behaviour. Special attention is given to functional strategies for the workplace such as managing conflict, utilizing leadership skills and assisting the public as well as practical workplace knowledge such as management styles and differing organizational structures.

Prerequisite: ABTA 110

2 CR / (1,1,0)

ABTA 165

Office Simulations

Using information from various 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.

Prerequisite or Co-requisite: ABTA 100, ABTA 105, ABTA 110, ABTA 115, ABTA 120, ABTA 125, ABTA 150, ABTA 155, ABTA 160, ABTA 170, ABTA 175

2 CR / (0,6,0)

ABTA 170

Desktop Publishing

This course will cover the process of blending and assembling text and graphic images to create professional-looking publications such as flyers, newsletters, brochures, and business forms. The learner will produce visually attractive printed material to enhance communications with others. Learning will include the use of desktop publishing and pres-

entation graphics software.
Prerequisite: ABTA 120
2 CR / (1,3,0)

ABTA 175

Microcomputers 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.
Prerequisite: ABTA 125
3 CR / (2,3,0)

ABTA 180

Work Experience

As an integral part of the learning experience, practicum placement weaves together the various knowledge strands to which the learner has been exposed. The practicum deepens the learner's understanding of the classroom experience and is a bridge for the learner between the academic present and the professional future. The practicum is a three-way partnership between the college, the learner, and a host employer where practical experience is gained in an actual office environment.
Prerequisite or Co-requisite: ABTA 100, ABTA 105, ABTA 110, ABTA 115, ABTA 120, ABTA 125, ABTA 150, ABTA 155, ABTA 160, ABTA 165, ABTA 170, ABTA 175
3 CR / (0,0,6)

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 course is required for the Office Assistant Certificate.
0 CR / (5,0,0)

ABTC 105

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. Students will learn to recognize and identify parts of speech, apply grammar and punctuation rules, understand and use business vocabulary, proofread and edit written material while developing skills in writing sentences, paragraphs, and resumes. Students will also learn oral communication skills and the principles of public speaking.
3 CR / (2,3,0)

ABTC 110

Professional Development

This course focuses on professional development skills needed by workers in today's office environment. These skills include the development of effective communication and interpersonal skills, client relations, customer service, teamwork, and problem solving. Learning will include communicating effectively at work, developing stress and time management skills, developing a professional image, understanding and building working teams, and cooperating with others in the workplace.
3 CR / (2,2,0)

ABTC 115

Business Math and Calculators

This course presents two essential skills for business students: number literacy and the ability to operate electronic calculators efficiently. Practical, business related problem-solving skills will be integrated throughout this course using an electronic calculator and common business forms from current office environments. Math skills are required for applications, such as bookkeeping, spreadsheets, database management, and office procedures.
2 CR / (2,1,0)

ABTC 120

Keyboarding

This course is designed to give the learner the ability to keyboard accurately and proficiently, proofread quickly and accurately, and key at a minimum speed of 40 net words per minute.
1 CR / (0,3,0)

ABTC 130

Word Processing

This course will cover beginner, intermediate, and advanced functions of a word processing software program and advanced formatting techniques. Topics covered include instruction and practice with letter styles, memos, tables, charts, and reports plus many advanced features such as mail merge, outlines, graphics, and styles.
Prerequisite or Co-requisite: ABTC 120
3 CR / (2,3,0)

ABTC 135

Administrative Procedures I

This course introduces the student to a variety of essential office skills including workplace ethics and conduct, finding and evaluating information, telephone and reception skills, processing incoming and outgoing mail, ergonomics, and office equipment. This course also provides students with training in paper and electronic records management and the effective use of an email program, including the calendar to maintain schedules. Students will learn to perform office duties in an organized and professional manner.
Prerequisite or Co-requisite: ABTC 105, ABTC 115, ABTC 130
3 CR / (2,3,0)

ABTC 145

Office Bookkeeping

This course provides an intermediate approach to manual bookkeeping for use in the business office. The concepts will be presented in the context of a merchandising business, and topics include purchases and sales, general and specialized journals, payroll concepts and principles, bank reconciliation, inventory, taxes, year-end procedures, and financial statements.
Prerequisite: ABTC 115
Co-requisite: ABTC 150
3 CR / (2,3,0)

ABTC 150

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, the student will be taught to transfer manual bookkeeping skills to an automated accounting program. On completion of this course, the student can maintain a set of computerized books up to year-end.
Prerequisite or Co-requisite: ABTC 145
2 CR / (1,2,0)

ABTC 155

Business Communications

In this course, emphasis will be placed on applying the techniques of planning and organizing to writing a variety of communications; for example, request letters, order letters, sales letters, memos, and emails. The application of oral communication skills to formal speeches and informal talks will form an important component of this course utilizing online media tools. In addition, job search skills such as designing a resume, writing a letter of application,

and participating in effective interviews will be acquired.
Prerequisite: ABTC 105
3 CR / (2,3,0)

ABTC 160

Administrative Procedures II

This course is a continuation of Administrative Procedures I, and provides training in a variety of office procedures, including planning meetings and taking minutes, and conference and travel arrangements. Students will learn to manage office assistant responsibilities professionally and exhibit a positive and cooperative attitude. Students will master essential organizational skills and develop efficient office practices in preparation for entry into the contemporary office.
Prerequisite: ABTC 135
Prerequisite or Co-requisite: ABTC 155
3 CR / (2,3,0)

ABTC 180

Work Practicum

This work practicum course gives students an opportunity to apply, extend, and integrate academic or technical knowledge through relevant work experience with qualified organizations. The practicum is a three-way partnership between the college, the learner, and a host employer where practical experience is gained in an office environment.
Prerequisite or Co-requisite: ABTC 145, ABTC 150, ABTC 155, ABTC 160, ABTA 170, ABTA 175
2 CR / (0,0,4)

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 / (2,0,0)

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 to 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

ACC

ACC 170

Data Analytics and Information Systems for Accounting

The course will cover Data Analytics and Information Systems for Accounting and Finance. The course will cover system concepts, information representation for decision making, value of information, organizational system needs to meet objectives, quality of information for decision making, data and information modelling, management of information systems infrastructure and architecture, system life cycle, and risks and controls.
3 CR / (2,2,0)

ACC 251 BUS/UT

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 / (4,0,0)

ACC 252 BUS/UT

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 / (4,0,0)

ACC 255 BUS/UT

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, job-order 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 / (3,1.5,0)

ACC 256 BUS/UT

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 / (3,1.5,0)

ACC 270 BUS/UT

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 / (1,2,0)

ACC 281

Taxation 1

This course is an introduction to Canadian Tax Systems. Students will be introduced to the Income Tax Act with a focus on the structure of the Act. Course topics include taxable employment; business and property income; eligible deductions; capital cost allowance; capital gains; and taxes payable.
Prerequisite: COM 204 or ACC 152
3 CR / (4,0,0)

ACC 340

Audit & Assurance

Students will learn about the audit profession, the audit process, application of the audit process, reporting and other assurance engagements. Major topics will include materiality, risk, internal control, control risk, independence and ethics in the profession. Students will apply the audit process in doing an audit practice set of a fictional company during their lab time.
Prerequisite: COM 204 or ACC 152
3 CR / (3,1,0)

ACC 381

Taxation 2

This course is a continuation of ACC 281 focusing on Canadian tax systems. Students will continue to utilize the Income Tax Act with an emphasis on the structure of the Act. Course topics include taxable income and tax payable for corporations, taxation of corporate investment income; rollovers including those in section 85; taxation of sales of an incorporated business; partnerships; and trust and estate planning; international taxes; and other issues in taxation. In addition, students will be introduced to management decisions around corporate taxation.
Prerequisite: ACC 281
3 CR / (4,0,0)

ACC 450

Advanced Financial Accounting

In this course, students will build on their learning from ACC 252. Topics that are covered more in depth include the accounting for: business combinations; reporting for both wholly and non-wholly owned subsidiaries; segment reporting; foreign currency transactions; and reporting for non-for-profit entities and government entities.
Prerequisite: ACC 252
3 CR / (4,0,0)

ACC 455

Advanced Managerial Accounting

Students will continue to learn about management accounting started in ACC 256. Topics will include: the nature of costs; opportunity cost of capital; capital budgeting; organizational architecture; responsibility accounting; budgeting; cost allocation theory and practices; absorption cost accounting, and the criticisms of it; and standard costing and overhead.
Prerequisite: ACC 256
3 CR / (4,0,0)

ANTH

ANTH 101 UT

Introduction to Socio-Cultural Anthropology

Sociocultural 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 examine the diversity of existing human cultures as well as provide students with a basic understanding of the fundamental concepts used by sociocultural anthropologists. Topics include research methods, economic systems, marriage, kinship, political systems, expressive culture, religion, illness, and gender. Examples will be drawn from a variety of societies.
3 CR / (3,0,0)

ANTH 102 UT

Introduction to Physical Anthropology and Archaeology

This course provides a broad introduction to two of anthropology's sub-fields — physical anthropology and archaeology with a focus on how these sub-fields work together. During this course you will examine topics such as the anthropological perspective; fieldwork and research methods; evolutionary theory; living primates; hominid evolution; archaic and modern Homo sapiens; human variation; and the origins of food production, settled life, and cities. Examples will be drawn from different cultures to explore these topics.
3 CR / (3,0,0)

ANTH 206 UT

Medical Anthropology

Medical anthropology considers the cultural and social aspects of the body, health, and sickness within a cross-cultural perspective. The course provides

an overview of the anthropological perspective on health and disease, including an overview of theoretical perspectives. Topics include the causations of illness, the differing roles of health practitioners, the cultural construction of mental illness, and the globalization of health disparities. The course draws on examples from a variety of cultures to highlight and explore cultural constructions of illness.
Prerequisite: ANTH 101
3 CR / (3,0,0)

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 / (3,0,0)

ANTH 215 UT

Qualitative Methods

This course introduces students to the basics of qualitative methods and is open to students outside of anthropology. Because qualitative research is a multi-methods approach to the study of social interactions, students are introduced to a variety of data collection techniques, such as participant observations, interviews, and focus groups. In addition, students learn how to write a research proposal as well as how to analyze collected data. Ethical conduct is emphasized in the course.
Prerequisite: One of ABST 100, ANTH 101, CRIM 101, SOC 101, or WMST 101
3 CR / (3,0,0)

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 / (3,0,0)

ANTH 225 UT

Introduction to Human Prehistory

This course provides an introduction to the discipline of archaeology and an overview of world prehistory. The first section introduces the methods and theories of archaeology while the second section traces human evolution through to the Neolithic revolution. The third section covers the rise of complex societies in the Old World (*Mesopotamia, Egypt, South and East Asia, the Mediterranean, Europe*) and the New World (*North America, Mesoamerica, and the Andean region of South America*).
Prerequisite: ANTH 102
3 CR / (3,0,0)

ANTH 230 UT

Gender and Culture

This course provides an anthropological perspective to understandings of gender and sexuality providing a cross-cultural framework within which to examine gender construction. Throughout this course, students have a chance to examine cross-cultural examples of sexuality and marriage and are introduced to the concept of third, fourth, and fifth genders. Students are also introduced to how religion, language, and the body can be gendered. Examples are drawn from foraging, horticultural, agricultural, and stratified societies.
Prerequisite: ANTH 101
3 CR / (3,0,0)

ANTH 250 UT

Classical Antiquities Field School: Athens

Field school participants will experience a guided study of classical antiquity in an international setting. This course focuses on the development of knowledge centered on three main areas pertinent to anthropology: socio-cultural anthropological field work; archaeological field work; and maintaining a field notebook. Additionally, through lectures and required readings, students will learn about history and how the Classical Antiquity era influenced the modern Western world. Students may complete this course more than once provided that the location and activities differ.
Prerequisite: Minimum of 15 credits completed in Humanities and/or Social Sciences programs (UT level); and Permission of the instructor.
3 CR / (Total course hours 90)

APSC

APSC 101 UT

Engineering Design I

An introduction to the engineering profession – Part 1. This course introduces students to the roles and responsibilities of professional engineer, the engineering disciplines, engineering design process, implementation of scientific principles, engineering graphics, technical communication, prototyping, and engineering ethics. APSC 101 is a requirement for all students completing the Common Engineering Curriculum.
Prerequisite: Physics 12 or PHYS 050 or equivalent, and Pre-calculus 12 or MATH 050 or MATH 100 or equivalent
Prerequisite or Co-requisite: PHYS 101, MATH 101, CSC 109
3 CR / (2,2,0)

APSC 102 UT

Engineering Design II

An introduction to the engineering profession – Part 2. This course introduces students to the engineering design process, implementation of scientific principles, engineering graphics, technical communication, prototype testing, engineering ethics, and sustainability. APSC 102 is a requirement for all students planning to complete the Common Engineering Curriculum.
Prerequisite: APSC 101, MATH 101, CSC 109
Prerequisite or Co-requisite: ENGL 229, MATH 102, PHYS 102
3 CR / (2,2,0)

AUCL

AUCL 100

Automotive Collision and Refinishing Level 1 Harmonized

The Automotive collision and refinishing course is delivered by traditional, face to face classroom and shop-based instruction. Automotive collision and refinishing technicians possess a full range of knowledge and abilities required to perform repairs and restore damaged motor vehicles.
Prerequisite: Must be a registered

Autobody and Collision Technician Apprentice with ITA
(210 hours)

AUCL 115

Automotive Collision & Refinishing (Harmonized)

This program will provide students with the skills and knowledge to assist them in finding employment opportunities within their desired automotive collision and refinishing trade. Employment in the trade is required to continue in the apprenticeship program in addition to completing the additional required levels of technical training at an accredited institution. This program is delivered by face to face (*in person*) instruction in both classroom and shop settings.
(1020 hours)

AUGT

AUGT 150

Automotive Glass Technician Level 1

The Automotive Glass Technician course is delivered by online theory and face to face shop-based instruction. An Automotive Glass Technician removes, installs, repairs and generally services all types of stationary and movable glass in motor vehicles and associated equipment.
Prerequisite: Must be a registered Automotive Glass Technician Apprentice with ITA
(Total course hours 90)

AUTO

AUTO 100

Automotive Service Technician Level 1

The Automotive Service Technician Level 1 course is delivered by traditional, face to face classroom and shop-based instruction. Automotive Service Technicians possess a full range of knowledge and abilities required to perform preventative maintenance, diagnose problems, and repair vehicle systems including engines, vehicle management, hybrids, steering, braking, tires, wheels, drivetrains, suspension, electrical, electronics, heating, ventilation, and air conditioning (HVAC), restraints, trim and accessories of automotive vehicle and light trucks with a gross vehicle weight less than 5,500 kg.
Prerequisite: Must be a registered Automotive Service Technician Apprentice with ITA
(210 hours)

AUTO 120

Automotive Service Repair Technician Co-Op

Co-operative education is a way for students to graduate with relevant work experience and avoid the 'no-experience-no-job' cycle. It provides enhanced career decision-making, better workforce integration, and aids students in finding employment. Participation in a co-op program is generally associated with more favorable labour market outcomes. Working with a placement coordinator, the student will find a co-op work term. This course is restricted to students in the Auto Diploma program.
(Total course hours 80)

AUTO 125

Automotive Service Repair Technician Advanced

This course provides students with the training needed to perform at a level that is higher than an entry-level technician. It is designed to teach proficiency in the areas of diagnostics and technology repair. This emphasis on technology differs from the standard ITA 2nd year apprentice outline, in that the driveline/engine repair items are not included in favour of more electrical, networking system, and emerging technology training. This course is restricted to students in the Auto Diploma program.
(Total course hours 80)

AUTO 200

Automotive Service Technician Level 2 Harmonized

The Automotive Service Technician Level 2 course is delivered with traditional classroom and shop-based instruction. At the end of the course students will be scheduled to write the Automotive Service Technician 2 Certificate of Qualification Exam.
Prerequisite: Automotive Service Technician Level 1 or Foundation; Must be a registered Automotive Service Technician Apprentice with ITA
(210 hours)

AUTO 300

Automotive Service Technician Level 3

The Automotive Service Technician Level 3 course is delivered with traditional classroom and shop-based instruction. At the end of the course students will be scheduled to write the Automotive Service Technician 3 Certificate of Qualification Exam.
Prerequisite: Automotive Service Technician Level 2; Must be a registered Automotive Service Technician Apprentice with ITA
(210 hours)

AUTO 400

Automotive Service Technician Level 4 Harmonized

The Automotive Service Technician Level 4 course is delivered with traditional classroom and shop-based instruction. At the end of the course students will be scheduled to write the Automotive Service Technician Interprovincial Red Seal Exam.
Prerequisite: Automotive Service Technician Level 3; Must be a registered Automotive Service Technician Apprentice with ITA
(210 hours)

BIO

BIO 050

Provincial Preparatory Biology

Biology 050 is 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: Any Language Arts 11, ENGL 045 or equivalent, or as determined by an ACDU placement assessment.
0 CR (Total course hours 120)

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 / (3,3,0)

BIO 104 UT

Biology for Humanities and Social Science Students II

Biology 104 is a general biology course which introduces non-science students

to basic scientific methods and concepts. The focus is on evolution and ecology. Students will develop the concept of an evolving biosphere as a basis for exploring the human place in the biosphere.
3 CR / (3,3,0)

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 / (3,1,0)

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 / (3,3,0)

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 / (3,3,0)

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 / (3,3,0)

BIO 120 UT

Genetics, Evolution, and Ecology

An introductory course exploring topics in the mechanism of inheritance at the organismal and molecular levels, evidence for and mechanisms of evolution, ecological relationships, and animal behaviour. The laboratory will include several long-term investigations, including laboratory experiments on organism–environmental relationships and optional field work.
Prerequisites: Biology 11 or 045 and Chemistry 11 or 045
3 CR / (3,3,0)

BIO 126

Relational Anatomy and Physiology MRAD I

This is the first of three courses examining human structure and function. Students examine body systems and relate them to nearby organs. Sectional anatomy of the body is viewed classically in axial, coronal, & sagittal planes and with images from various imaging modalities. Integration of physiology contributes to an understanding of structure; relationships among organs; fundamental body processes; and functional imaging and clinical procedures. Cell biology, homeostasis and examination of the integumentary, musculoskeletal, pulmonary, cardiovascular, and gastrointestinal systems are reviewed.
Prerequisite or Co-requisite: MRAD 101, MRAD 103, MRAD 105, MRAD 107, MRAD 109, MRAD 111, PHYS 115
4 CR / (4,0,0)

BIO 130

Anatomy and Physiology for Practical Nurse

This course is an admission requirement for the Practical Nurse program. This course gives an overview of the structure and function of 10 body systems. It also encourages various health promotion strategies that work toward the optimal functioning of these systems.
Prerequisite: Biology 12 or BIO 050
3 CR / (4,0,0)

BIO 170

Anatomy and Physiology for Sonography

This course introduces the sonography student to the normal anatomy, physiology and imaging of the abdominal and pelvic cavities and superficial structures. Common pathologies or anatomic variants are introduced. Students will apply theoretical concepts from this course to simulations in the lab.
Co-requisite: SONO 100, SONO 103, SONO 105, SONO 107, SONO 109, PHYS 170
3 CR / (3,0,0)

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 / (3,3,0)

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 / (3,3,0)

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 / (3,3,0)

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 / (3,3,0)

BIO 215 UT

Microbiology

This course introduces students to the diversity of the microbial world through a basic taxonomical survey of prokaryotes, eukaryotes, and viruses with emphasis on prokaryotic cell structure, growth and control, metabolism, and genetics. Students will also be introduced to the basic principles involved in the microbiology sub-disciplines of microbial ecology, industrial microbiology and medical microbiology. The laboratory component will require proficiency in the basic microbiology laboratory techniques.

Prerequisites: BIO 107 and 120
3 CR / (3,3,0)

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 111 and 112 or CHEM 113 and 114
3 CR / (3,3,0)

BIO 226

Relational Anatomy and Physiology MRAD lll

This course studies the anatomy and physiology of the nervous, cardiovascular, and cardiopulmonary systems. It examines sectional anatomy of the head, neck, brain, circulatory system, and spinal cord in axial, coronal, and sagittal body planes. The cranial, thoracic, and abdominal/pelvic cavities are emphasized, and sectional anatomy demonstrates the relationships of the circulatory system to organs of the body and extremities. Integration of physiology contributes to an understanding of structure, relationships among organs, body processes, and functional imaging and clinical procedures.

Prerequisite: Successful completion of the following courses with a minimum C+: MRAD 230, MRAD 235, MRAD 237
Prerequisite or Co-requisite: MRAD 240, MRAD 241, MRAD 243, MRAD 247, MRAD 248, MRAD 249, PHYS 225
3 CR / (3,0,0)

BIO 230

Head and Neck Anatomy

This course presents the structural and functional elements of the head and neck along with the relationship of these structures to the major organ systems. Emphasis is placed on application to dental hygiene practice.

Co-requisite: DHYG 200, DHYG 205, DHYG 210, DHYG 215, DHYG 226, and DHYG 225.
3 CR / (1.5,1.5,0)

BIO 270

Pathology and Oral Biology

This course provides the learner with basic information for general pathology, general and oral facial histology, and embryology featuring the development of the soft and hard tissues of the oral cavity.

Prerequisite: DHYG 200, DHYG 205, DHYG 210, DHYG 215, DHYG 226, DHYG 225 and BIO 230.
Co-requisite: DHYG 260, DHYG 265, DHYG 275, DHYG 280, DHYG 220, DHYG 290, DHYG 286
3 CR / (4,0,0)

BOOK.....

Note: All BOOK courses are restricted to students in the Bookkepping Certificate program.

BOOK 101

Fundamentals of Bookkeeping

This course introduces students to the bookkeeping profession and will focus on theory and practical application. Students will be 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 / (5.5,0,0)

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. We then explore the 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. The student then moves on to the statutory tax section detailing the rules and regulations involved with the collection and remittance of GST/HST. The inter-provincial rules for GST/HST as well as the potential PST issues will also be addressed.

Prerequisite: BOOK 101 with a minimum grade of "B"
2 CR / (Total course hourse 33)

BOOK 105

Advanced Bookkeeping

Advanced Bookkeeping continues with a focus on adjusting the balance sheet to accurately reflect balance 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 the year-end adjustments, there by 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 / (Total course hourse 33)

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 / (Total course hourse 33)

BOOK 113

Computerized Bookkeeping – Level 1

This course features a full hands-on lab where students will learn how to use accounting software. Modules discussed include General Ledger, Accounts Receivable, Accounts Payable, Banking and Reporting.

Prerequisite: BOOK 101 with a minimum grade of "B"
1.5 CR / (Total course hourse 24)

BOOK 114

Computerized Bookkeeping – Level 2

This course follows Level 1 and features a full hands-on lab where students will learn how to use accounting software. Modules and features discussed include Payroll, Inventory, Time & Billing, Budgeting, Projects, and Departments, advanced reporting, multicurrency, year end, security and database maintenance.

Prerequisite: BOOK 113 with a minimum grade of "B"
1.5 CR / (Total course hourse 24)

BOOK 115

Payroll

This course takes an in-depth look at payroll concepts and builds on the payroll knowledge gained in Intermediate Bookkeeping. The rules and regulations regarding payroll are very detailed and prescriptive. The students will 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 will also cover the detailed statutory regulations regarding taxable benefits and year end compliance reporting.

Prerequisite: BOOK 105 with a minimum grade of "B"
2 CR / (Total course hours 33)

BUS

BUS 410

Strategic Management

Students will learn about strategic management in business. Topics include corporate analysis, numerous strategies for both domestic and global businesses as well as the importance of corporate structure, architecture, and governance. Other topics will include the importance of corporate social responsibilities in the global environment. Case studies will be used extensively in this course as the prime teaching method, as well students will simulate running a company.

Prerequisites: ACC 252, ACC 256, ACC 281, and FIN 258
3 CR / (3,1,0)

BUS 415

Business Ethics

Students will face ethical dilemmas throughout their career. This course will provide students with a knowledge of ethical theories, and through the use of case studies students will have an opportunity to apply theories and develop a methodology to help decision-making in the complex business environment where there are differing needs of various shareholders.

Prerequisites: 30 Credits in the Post Bacc. Diploma in Accounting Program (minimum B- Grade)
3 CR / (3,0,0)

CAMP.....

CAMP 105

Introduction to Camp Procedures

The Introduction to Camp Procedures course introduces students to the general operations of a work camp. Topics include customer service, scheduling protocols, emergency procedures, ordering procedures and an overview of safety including practice writing job hazard assessments and running safety meetings.

(20 total course hours)

CAMP 110

Practical Camp & Catering Essential Skills

Practical Camp & Catering Essential Skills course will introduce the students to the 9 Essential Skills as outlined by the Government of Canada. These include reading, writing, document use, numeracy, computer and digital skills, thinking skills, continuous learning, oral communication, and working with others. The student will have the opportunity to practice these skills as they relate to the Camp & Catering program.

(40 total course hours)

CAMP 115

Camp Housekeeping & Room Maintenance

The Camp Housekeeping and Room Maintenance course will introduce the student to the basics of cleaning in a camp situation. Topics covered include laundry, cleaning bathrooms, private rooms, communal spaces, various types of floor surfaces, dust control, and making beds.

Pre/Co-requisite: CAMP 105
(60 total course hours)

CAMP 120

Basic Food Preparation

The Basic Food Preparation course will provide students with theory and hands-on training to work as entry-level camp cooks. Focus will be on developing practical cooking skills and supplemented with introductory-level theory. The development of positive work habits and professionalism will be emphasized. The course will consist of both theory and practical experience. Upon successful completion, students will have a working knowledge of station set-up, prepping food, cooking, cleaning, stocking, and maintaining standard industry practices.

Pre/Co-requisite: CAMP 105
(220 total course hours)

CAMP 125

Developing Career Readiness Skills

The Developing Career Readiness Skills course will provide the student the skills to obtain employment. Topics such as resumes and cover letters, interview skills, and job search skills will be discussed.

(30 total course hours)

CAMP 130

Work Experience

The Camp Catering Work Experience will allow students to apply the skills and knowledge they have acquired in the classroom during the Camp & Catering Associate Certificate program. Work experiences will be researched and chosen by the learner and scheduled for no less than 60 hours with preferable locations being in a camp environment. Evaluations will be completed by the learner, the instructor, and the preceptor/supervisor.

Note 1: Drug/Alcohol testing and criminal record searches may be required at worksites.

Prerequisite: CAMP 105, CAMP 110, CAMP 115, CAMP 120, CAMP 125
(60 total course hours)

CARP .....

CARP 115

Carpenter Foundation Program Harmonized

This foundation program will provide

entry-level practical and academic knowledge to prepare you to begin your apprenticeship pathway as a carpenter. The Carpentry Foundation course is delivered with traditional classroom and shop-based instruction. Topics covered in this course are: Safe work practices, documentation and organizational skills, tools and equipment, survey instruments and equipment, access, rigging and hoisting equipment, site layout, concrete formwork, wood frame construction, and building science.

Prerequisite: English 10 or Communications 11 or equivalent with a C or higher, Foundation Math and Pre-Calculus 10; or a C or higher grade in one of the following: Apprenticeship and Workplace Math 11 or Trades Math 041 or Math 030

CARP 100

Carpenter Level 1 Harmonized

The Carpenter level 1 course is delivered by traditional, face to face classroom and shop-based instruction. Carpenters build and repair a vast array of structures made of wood, wood substitutes and other materials. Many carpenters work for construction companies, contractors and maintenance departments while others are self-employed. Carpenters assemble and erect forms for concrete, wood and metal frame construction and use plans and instruments to prepare for excavating and shoring. On smaller projects, they direct concrete placement, and install exterior and interior finish materials such as siding, doors, windows and cabinets. Topics covered in this course are: Safe work practices, documentation and organizational skills, tools and equipment, survey instruments and equipment, access, rigging and hoisting equipment, site layout, concrete formwork, wood frame construction, and building science.

Prerequisite: Must be a registered Carpenter Apprentice with ITA
(210 total course hours)

CARP 200

Carpenter Level 2 Harmonized

The Carpenter level 2 course is delivered by traditional, face to face classroom and shop-based instruction.

Prerequisite: Carpenter Level 1 or Foundation; Must be a registered Carpenter Apprentice with ITA
(210 total course hours)

CARP 300

Carpenter Level 3 Harmonized

The Carpenter level 3 course is delivered by traditional, face to face classroom and shop-based instruction.

Prerequisite: Carpenter Level 2; Must be a registered Carpenter Apprentice with ITA
(210 total course hours)

CARP 400

Carpenter Level 4 Harmonized

The Carpenter level 4 course is delivered by traditional, face to face classroom and shop-based instruction.

Prerequisite: Carpenter Level 3; Must be a registered Carpenter Apprentice with ITA
(210 total course hours)

CASS

Note: CASS courses are restricted to students in the CASS programs (*Community Support Worker, and Education Assistant*).

CASS 105

Practicum

CASS 105 is a school-or community-living-based practicum. This practicum provides an opportunity for students to learn the paraprofessional roles of either an EA or a CSW. Students complete 65 hours of volunteer work experience under the supervision of a classroom teacher, other school personnel, or a community living supervisor. Practicum students complete a variety of online assignments and journal exercises.

Prerequisite: Criminal Records Check for Children & Vulnerable Adults
3 CR (1,0,4)

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.

3 CR (3,0,0)

CASS 120

Human Diversity: A Disability Perspective

Human development takes many diverse paths. CASS 120 examines disability as one expression of this richness. The common categories of disability are surveyed within the context of the person and their 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 / (3,0,0)

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.

3 CR (3,0,0)

CASS 140

Positive Approaches to Teaching and Learning Part I

This course introduces learners to strategies for teaching new skills and addressing challenging behaviors. This course intends to provide a thorough exposure to training principles and procedures while alerting the learner to ethical concerns when using these strategies. Learners are expected to demonstrate reading and writing skills appropriate for the workplace and entry-level college courses.

3 CR (3,0,0)

CASS 145

Positive Approaches to Teaching and Learning Part II

A continuation of CASS 140, this course builds on the introduction to behavior change. Successful students will expand their knowledge on developing and implementing procedures of behavior change to enhance the quality of life of individuals with developmental disabilities.

Prerequisite: CASS 140
3 CR (3,0,0)

CASS 150

Life Planning & Support Systems

In this course, life planning is presented as a process that values and empowers individuals and their families. Several person-centered methods to assess needs, make decisions, act, and evaluate are discussed. The course also surveys a variety of formal (*e.g., education, social service*) systems and informal (*e.g., family*)

networks that support individuals with disabilities in fulfilling their life dreams.
3 CR / (0,3,0)

CASS 160

Physical Care/Health & Wellness

Developing and maintaining good health and wellness practices for ourselves and the people we support 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, as well as the impact of drugs and alcohol, stress management and the challenges of aging.
3 CR / (0,3,0)

CASS 180

Supporting Literacy in Diverse Populations

CASS 180 introduces Education Assistants and Community Support Workers to the basic skills, knowledge, and attitudes necessary for supporting literacy learning in classroom and community settings. This course introduces a wide variety of practical and positive ways that Education Assistants and Community Support Workers can support diverse learners, especially learners with communication, auditory, visual or other challenges.
3 CR / (0,3,0)

CASS 189

Special Topics in Community and Educational Support

The focus of this course is determined by the CASS student and the individual instructor in consultation with the program coordinator(s) and the Dean. Specific areas of focus will vary based on a student's interests relating to the certificate they are seeking. Examples might include American Sign Language, Therapeutic Crisis Prevention, Autism Spectrum Disorder, Mental Health, Fetal Alcohol Spectrum Disorder, or other specific topics that would be seen as beneficial for work as a Community Support Worker or Educational Assistant.
3 CR / (3,0,0)

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, discussion forums, and journal exercises.
Prerequisite: CASS 105, CASS 110, CASS 120, CASS 130, CASS 140, CASS 145, CASS 150, CASS 180 and a Criminal Records Check for Children & Vulnerable Adults.
4 CR / (3,0,6)

CASS 195

Education Assistant Practicum

CASS 195 is a school based-based practicum. It is an opportunity for students to integrate and apply skills, attitudes, and knowledge learned in prerequisite coursework. Students work under the supervision of 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.
Prerequisite: CASS 105, CASS 110, CASS 120, CASS 130, CASS 140, CASS 145, CASS 150, CASS 180 and a Criminal Records Check for Children & Vulnerable Adults
4 CR / (3,0,6)

CEMT

CEMT 101

Introduction to Massage Therapy

This course is designed to introduce students to basic manual applications of massage therapy. Students will learn safe and appropriate biomechanical skills, hygiene standards, patient handling, and table set-up and draping techniques as they develop their skills.

Students will understand the roles of registered massage therapists within British Columbia.
1 CR
(Total course hours 18)

CESS

CESS 151

Management Skills for Supervisors: Interpersonal Communication Skills and Conflict Resolution

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.
(Total course hours 26)

CHEM

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: One of the following Foundations Math 11 or Pre-Calculus 11 taken within the last two years.
or
Prerequisite/co-requisite: Math 044 or Math 045 taken within the last two years or as evaluated by the ACDU placement test.
0 CR / (Total course hours 120)

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 and 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 Pre-calculus Math 11 completed within the last year, or appropriate math level as evaluated by an Academic Upgrading placement test.
0 CR / (Total course hours 112)

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. Students who take this course cannot take CHEM 113 for additional credit.

Prerequisite: Chemistry 12 or CHEM 050 and Pre-Calculus 12 or MATH 100 or MATH 050
3 CR / (3,3,0)

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. Students who take this course cannot take CHEM 114 for additional credit.

Prerequisite: CHEM 111
3 CR / (3,3,0)

CHEM 113 UT

Introduction to Chemistry I

This course is primarily intended for students without a Chemistry 12 equivalent prerequisite. Topics covered include stoichiometry, solutions, the electronic structure of atoms, trends of the periodic table, modern bonding theories, intermolecular forces and organic chemistry. Students who take this course cannot take CHEM 111 for additional credit.

Prerequisite: Chemistry 11 or CHEM 045 and Foundations of Math 11 or Pre-calculus 11 or MATH 045
3 CR / (4,3,0)

CHEM 114 UT

Introduction to Chemistry II

This course, together with CHEM 113, provides credit for first-year university chemistry. Topics covered include thermochemistry and chemical thermodynamics, reaction kinetics, properties of solutions, solution stoichiometry and aqueous equilibria, chemical equilibrium, acid-base equilibrium, and electrochemistry. Students who take this course cannot take CHEM 112 for additional credit.

Prerequisite: CHEM 113
3 CR / (4,3,0)

CHEM 150 UT

Engineering Chemistry

This course is designed for engineering students only who have taken a Chemistry 12 equivalent course. Presented in a single semester in a broad survey style, it is meant to help foster ideas for application to cases, and as a guide to further study. Topics covered include atomic and molecular structure, chemical bonding, intermolecular forces, gases, thermochemistry and thermodynamics, chemical equilibrium, solutions and phase equilibria, reaction kinetics, and electrochemistry. A strong understanding of stoichiometry is recommended.

Prerequisite: Chemistry 12 or CHEM 050 or equivalent, and Pre-Calculus 12 or MATH 050 or MATH 100 or equivalent
3 CR / (4,3,0)

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 / (3,3,0)

CHEM 202 UT

Inorganic and Coordination 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 / (3,3,0)

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 using nuclear magnetic resonance (*NMR*) and infrared (*IR*) spectroscopy. A major topic on chirality and conformational analysis is included. Laboratory experience includes an introduction to synthetic methods.

Prerequisite: CHEM 112 or CHEM 114 or equivalent
3 CR / (3,3,0)

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. Laboratory experiments provide experience in contemporary synthetic methods.

Prerequisite: CHEM 203
3 CR / (3,3,0)

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*).

Prerequisite: CHEM 112 or CHEM 114
3 CR / (3,3,0)

CIS

CIS 165 BUS

Computer Information Systems

This course is an introduction to computer systems and to the analysis, design, and implementation of computer-based information management. Students develop skills in utilizing productivity software to perform basic computer operations such as word processing, presentation tools, spreadsheets data analysis, data visualization, and data informed decision making. Specific technologies will be explored, including computer hardware and software, internet and collaboration tools, current and emerging technologies, and decision support systems.

3 CR / (3,0,0)

CIVE

Note: All CIVE courses are restricted to students in the Civil Engineering Technology Program.

CIVE 100

Introduction to Civil Engineering Technology

This course is a general introduction to the field of civil engineering, with focus on the roles and responsibilities of civil engineering technologists. Students will interact with practicing civil engineering technologists and civil engineers to learn about the subdisciplines of civil engineering. Additional introductory topics include sustainable development, environmental and societal impact, project development, standards and codes and ethics.

2 CR / (1.5,0,0)

CIVE 105

Professionalism in the Workplace

This course explores skills required for success in a civil engineering technology career. Topics covered include goal setting, interviewing, communication, listening skills, teambuilding, personality types, critical thinking and conflict prevention and resolution. Students will prepare a Curriculum Vitae (*CV*) and learn how to market themselves. Diversity and equality, personal rights relating to violence and harassment, health and safety procedures and professional ethics will be emphasized throughout the course.

Prerequisite: CIVE 100, ENGL 113
2 CR / (1.5,0,0)

CIVE 110

Statics

This course explores the fundamental relationships between external forces, reaction forces and internal forces. Analysis is restricted to statically determinant, two-dimensional cases, with a focus on civil design applications. Students will develop their knowledge in the following areas: 2D force vectors, equilibrium equations, support conditions, free-body diagrams, truss analysis by the methods of joints and sections, analysis of pinned plane frames, geometric properties of sections, distributed loading, and load, shear force and bending moment diagrams for beams.

Co-requisite: MATH 180
3 CR / (3,2,0)

CIVE 115

Mechanics of Materials

This course explores the relationship between applied loads and material stresses and strains with a focus on those developed in common structural elements. Students will develop their knowledge in the following topics: concepts of stress and strain, material testing, allowable stresses and factors of safety, analysis of statically determinate and indeterminate axially loaded bars, thermal stresses, moments of inertia, beam stresses and deflections, column buckling, stress transformations and Mohr's circle. A laboratory component is included in this course.

Prerequisite: CIVE 110, MATH 180
Co-requisite: MATH 185
3 CR / (3,3,0)

CIVE 120

Digital Design and Drafting I

This course explores the fundamental graphical techniques necessary for civil engineering technology. With a focus on computer-aided design (*CAD*), and an introduction to manual drafting techniques, students will develop skills required to produce basic civil engineering drawings. Additional topics include reading topographic and engineering drawings, scaling and plotting, and general CAD skills.

2 CR / (1,2,0)

CIVE 125

Digital Design and Drafting II

This course is a continuation of CIVE 120, Digital Design and Drafting I. Students will continue to develop skills using computer-aided design (*CAD*) programs, with emphasis on advanced features. Students will create three-dimensional models using wire meshes, surfaces, and solid models. CAD skills will be augmented with software that streamlines 3D design and supporting documentation. Additional topics include plans, elevations, sections, bill of materials, and schedule of quantities. Geographic Information Systems (*GIS*) applications to civil engineering will also be introduced.

Prerequisite: CIVE 120
2 CR / (1,2,0)

CIVE 130

Applied Hydrology

This course explores the fundamental concepts of hydrology and its application to civil engineering. Students will develop knowledge to analyze watersheds and design storm sewers. Specific topics include rainfall intensity, the hydrologic cycle, mass balance, watersheds, contour maps, hydrographs, streamflow models, storm events, streamflow measurement, infiltration, groundwater, snowmelt quantification, and storm sewer design.

Co-requisite: MATH 180
3 CR / (3,2.5,0)

CIVE 135

Hydraulics

This course explores fluid flow in pipes and open channels. Students will improve their understanding of fluid properties, hydrostatic pressure and hydrostatic forces before applying their knowledge to pipe systems. Students will learn to design pipe-pump systems by applying their knowledge of continuity, Bernoulli's equations, energy grade lines, head losses, pump characteristics, network analysis, pipe forces and costs. Open channel design concepts will include the Manning equation, energy principles, chokes, varied flow profiles and control structures.

Prerequisite: CIVE 130, MATH 180
3 CR / (3,2.5,0)

CIVE 140

Construction Materials I

This course explores the principles of soils and aggregates and is delivered through lectures and laboratory sessions. Students will learn sampling methods, soil classification, analysis of materials, and compaction and density theory in accordance with ASTM International (*ASTM*) standards. Topics covered include mass/volume relationships, identification of moisture content, applications of geosynthetics, liquid and plastic limits, and preparation of summary reports. The importance of working safely in a laboratory and onsite will be emphasized throughout.

3 CR / (2,3,0)

CIVE 145

Construction Materials II

This course expands on knowledge gained in CIVE 140, Construction Materials I, and introduces students to basic geotechnical design principles, and mixing and testing of concrete and asphalt. Through lectures and laboratory sessions, students learn the influence of geology on soils, cement types, concrete properties, batching to finishing techniques, compressive strength, quality control, and inspection requirements. Additional topics covered include consolidation and shear testing of soils, steel reinforcement, asphalt mix design, and pavement data collection and assessment techniques.

Prerequisite: CIVE 140
3 CR / (2,3,0)

CIVE 150

Surveying I

This course explores the principles of surveying required to collect elevation

and topographic data for civil engineering projects. Students will apply the required skills to complete level loop and traversing, measurement of distances and angles, and mathematical calculations to analyze and adjust data. Additional topics covered include equipment set up and calibration, grade and cut/fill determination, stationing, and field notes and format. Equipment care and safety are emphasized throughout the course.
3 CR / (2,2,0)

CIVE 155

Surveying II

This course expands on knowledge gained in CIVE 150, Surveying I, and introduces students to additional surveying methods. Topics covered include measurement and calculation, simple plane surveying, calculating and adjustments, levelling, curves, cross-sections and plans, volume calculations and detail survey. Students will apply the required surveying skills to complete road, building, and elevation layout.
Prerequisite: CIVE 150
3 CR / (2.5,2.5,0)

CIVE 200

Socio-Environmental Factors in Engineering

This course explores the connections between civil engineering and the larger framework of society and the environment. Students will learn about the environmental effects of engineering and sustainable design. Social impacts of civil projects will be explored with emphasis on health and safety and public consultations. These topics will be discussed within the framework of northern and/or rural ecosystems. Specific topics include environmental pollution, site assessment and remediation, sustainable engineering, environmental life cycle analysis, health and safety, and public consultation.
Prerequisite: CIVE 105, CIVE 115, CIVE 125, CIVE 135, CIVE 145, CIVE 155, MATH 185
3 CR / (3,0,0)

CIVE 210

Structural Design I

This course explores the basic concepts of structural design in accordance with national and provincial building codes. Students will learn the structural design process and how to design wood structural elements. Specific topics include limit states design, dead loads, occupancy loads, snow loads, wind loads, load paths, wood tension members, wood columns, wood beams, and wood connections.
Prerequisite: CIVE 115
3 CR / (2,2,0)

CIVE 215

Structural Design II

This course is a continuation of the content in CIVE 210, Structural Design I. Students will further their understanding of structural analysis by applying concepts to structural members made of steel and reinforced concrete. Specific topics include structural indeterminacy, qualitative analysis, design of steel structures (*tension members, columns, beams and beam-columns*), and design of concrete structures (*beams, one-way slabs, columns, footings and retaining walls*).
Prerequisite: CIVE 210
3 CR / (2.5,3.5,0)

CIVE 235

Water and Waste Management

This course explores remote and rural water supply, wastewater and solid waste management. Through lectures, case studies and field trips, students will learn about reservoirs and dams, safe drinking water, common contaminants, purification requirements, soil erosion, sediment control, wastewater treatment, solid and hazardous waste, and engineered landfills. The impacts of water waste and solid waste on the environment will be a focus throughout the course.
Prerequisite: CIVE 200
3 CR / (4,0,0)

CIVE 245

Land Development

This course explores the concepts of land development and the application of industry-standard software to prepare engineering plans. Topics covered include property rights and ownership, the consultation process, subdivision requirements, survey types and legal constraints, drawing templates, surface analysis, and collection, interpretation and use of field and digital data. Students will complete a land development project drawing package that meets municipal standards.
Prerequisite: CIVE 155, CIVE 240
Co-requisite: CIVE 255
2 CR / (1.5,2.5,0)

CIVE 250

Municipal Design I

This course explores planning and design of a residential subdivision using the Local Government Act, municipal bylaws, and zoning guidelines. Using computer-aided design (*CAD*) software, students will prepare drawings showing lot layout, roadways, intersections, site servicing, stormwater management, open space, and pedestrian circulation. Additional topics covered include land-use planning, stakeholder involvement, the development and rezoning process, and calculation and analysis of development costs.
Prerequisite: CIVE 125, CIVE 135
Co-requisite: CIVE 240
3 CR / (2,2,0)

CIVE 255

Municipal Design II

This course expands on knowledge gained in CIVE 250, Municipal Design I. Students will prepare an industry-standard engineering package, including plan and profile drawings detailing utility servicing, for a residential subdivision. Topics covered include site preparation, utility sizing and alignment, site drainage, culvert analysis and erosion protection, and domestic water and fire protection criteria. Use of local bylaws and applicable guidelines will be a focus throughout the course.
Prerequisite: CIVE 240, CIVE 250
3 CR / (2.5,2.5,0)

CIVE 260

Traffic Planning

This course explores the fundamentals of traffic planning in an urban setting. Students learn about data collection techniques, analysis of traffic patterns, roadway and intersection capacity limits and layout, and preparation of traffic management plans. Topics covered include traffic control devices, signal timing, impacts from development, signalized, unsignalized and roundabout intersections, parking, pedestrian and bicycle facility requirements, and crash analysis using historical data.
Prerequisite: CIVE 125
Co-requisite: CIVE 240
2 CR / (2,1,0)

CIVE 270

Project and Construction Management I

This course explores the concepts involved in managing a typical civil engineering project. Topics covered include fundamentals of construction, estimating, contract law and contract administration. Students will learn about safety and training, construction equipment and methods, preparation of

contracts, permitting requirements, and budgeting procedures. The importance of ethical behaviour while managing a project will be emphasized throughout.
Prerequisite: CIVE 105
3 CR / (3,1,0)

CIVE 275

Project and Construction Management II

This course expands on knowledge gained in CIVE 270, Project and Construction Management I, and students will further their understanding of managing a civil engineering project. Topics covered include project planning, interpreting construction drawings, take-offs, scope management, coordination and communication, and inspection. Students will learn about critical path analysis, scheduling the construction process, cost control, and documentation procedures. Construction safety and security will be emphasized throughout the course.
Prerequisite: CIVE 270
3 CR / (2,2,0)

CIVE 295

Industry Project

This course provides students with the opportunity to work as a team to plan and execute a civil engineering design project. Students will work with a faculty advisor to complete their project on schedule and to an appropriate industry standard. The formal written report will be submitted in conjunction with ENGL 252, Technical Writing and Communication, and teams will present their findings to faculty and peers.
Prerequisite: CIVE 200, CIVE 210, CIVE 220, CIVE 240, CIVE 250, CIVE 260, CIVE 270, ENGL 229
Co-requisite: ENGL 252
3 CR / (4,0,0)

CNET

Note: All CNET courses are restricted to students in the Computer Network Technician Program.

CNET 201

Computer Technician Analyst

Computer Technician Analyst introduces the core skills and theory necessary for an entry-level Information Technology (*IT*) professional with a focus on PC configuration, troubleshooting, networking and diagnostics. The course uses teaching lessons and hands-on labs to introduce technician-level skills of component assembly, customer support, and analysis of common computer problems at the hardware and software level. Students will also be prepared to complete the core series exam objectives of CompTIA's A+ certification.
3 CR / 1,4,0)

CNET 202

System Support Analyst

Systems Support Analyst introduces the core skills and theory necessary for an entry-level Information Technology (*IT*) professional with a focus on Operating System (*OS*) configuration, troubleshooting, and diagnostics. The course uses teaching lessons and hands-on labs to introduce technician-level skills of OS installation, maintenance, security, and analysis of common computer issues at the Operating System level. Students will also be prepared to complete the core series exam objectives of CompTIA's A+ certification.
3 CR / 1,4,0)

CNET 205

Network Infrastructure

Network Infrastructure is an integrated teaching lesson and hands-on lab course that provides the knowledge and skills required of an entry-level network administrator and cable installer. Students learn the concepts behind data communication via copper, fiber optics and wireless technologies. Students establish skills in the practical application of network design, troubleshooting, and high speed connectivity. Students will also be prepared to write the Network+ certification exam from CompTIA and the Certified Fiber Optic Technician (*CFOT*) certification exam from the Fiber Optic Association.
3 CR / 1,4,0)

CNET 252

Operating Systems

This is a lecture/lab course that covers the fundamentals of the microcomputer operating system, BIOS, and the relationship between software and hardware. Topics include function, installation, configuration, diagnostics, troubleshooting, optimization, and operation. Emphasis is on computer workstation operating systems. The course covers the software requirements of the A+ Certification program.
3 CR / (2,3,0)

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 / (2,3,0)

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 CNET 253
3 CR / (2,3,0)

CNET 266

Data Cable Installation

Data Cable Installation is an integrated lab-based course which teaches the concepts behind cabling standards, and the tasks required of a certified cable installer. The course will also prepare students for industry-standard certification exams.
3 CR / (2,3,0)

CNET 267

Microsoft Enterprise Server

Microsoft Enterprise Server is a foundational course that introduces the student to Active Directory and the tools used to perform administration of a Microsoft Windows Server operating system within a Local Area Network (*LAN*). With integrated teaching lessons and hands-on labs students learn to install, configure, troubleshoot and manage enterprise-level services. Students will also be prepared to write the Microsoft Technology Associate (*MTA*) certification exam under Information Technology (*IT*) infrastructure.
Prerequisite: CNET 201 and CNET 202 with a minimum grade of C+
3 CR / (1,4,0)

CNET 269

Linux Administrator

Linux Administrator provides the student with the knowledge and skills

to implement, maintain and support a Linux Operating System. With integrated teaching lessons and hands-on labs, students learn the tools and techniques of a command-line interface to conduct administration and management of a Linux distribution. Open Source concepts and the role of Linux in an enterprise network are explored.

3 CR / (3,3,0)

CNET 270

Cyber Security Foundations

Cyber Security Foundations provides students with the knowledge and skills required to secure computer system applications, networks and devices. Through integrated lessons and hands-on labs students perform threat analysis, participate in risk mitigation techniques, and manage computer system operations with an awareness of applicable policies, laws and regulations. Students will also be prepared to write the Security+ certification exam from CompTIA.

3 CR / (1,3,0)

CNET 276

Interconnecting Networks I

Interconnecting Networks I is an introduction to computer networking architecture, structure and function. Through teaching lessons and hands-on labs with real-world equipment, students learn the principles and skills to implement Internet Protocol (*IP*) addressing, Ethernet technologies and operations of network devices. With access to network switches and routers, students configure simple Local Area Networks (*LAN*) and troubleshoot common network connectivity. This curriculum provides the foundational knowledge for level one of the Cisco Certified Network Associate (*CCNA*) certificate.

3 CR / (1,4,0)

CNET 277

Interconnecting Networks II

Interconnecting Networks II provides the skills and knowledge to configure, administer and implement the operation of routers and switches in a small network. Through teaching lessons and hands-on labs with real-world equipment, students develop the skills to configure and troubleshoot the communication between enterprise network architecture devices. This curriculum pursues the level two exam objectives required for the Cisco Certified Network Associate (*CCNA*) certification.

Prerequisite: CNET 276 with a minimum grade of C+

3 CR / (1,4,0)

CNET 278

Interconnecting Networks III

Interconnecting Networks III provides the skills and knowledge to manage the operation of routers and switches in an enterprise network. Through teaching lessons and hands-on labs with real world-equipment, students learn the concepts behind Wide Area Network (*WAN*) design, communication, and security. This curriculum pursues the level three exam objectives required for the Cisco Certified Network Associate (*CCNA*) certification.

Prerequisite: CNET 276 with a minimum grade of C+

3 CR / (1,4,0)

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.

3 CR / (2,3,0)

CNET 282

Technical Work Skills

Technical Work Skills provides students with the knowledge required to be an effective employee within an Information Technology (*IT*) related field of employment. Students learn to communicate, organize tasks, manage projects, maintain technical documentation and build strong healthy relationships with colleagues and clients in the workplace. The course introduces the skills to plan and prepare technical notes, manage IT projects within a cohesive team and bring professionalism to the job environment. The course also strengthens the individual's skills in using and supporting the Microsoft Office suite to augment resume writing and project documentation.

3 CR / (1,4,0)

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 / (2,3,0)

COM .....

COM 100 BUS/UT

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.

3 CR / (3,0,0)

COM 204 BUS/UT

Financial Accounting

Introduction to accounting procedures, principles and financial statement preparation, and the analysis of accounting information for business decision-making. Emphasis is on accounting policies and generally accepted accounting principles.

3 CR / (3,2,0)

COM 212 BUS/UT

Managerial Accounting

Com 212 is an introduction of cost accounting techniques and practices and how they are used by business entities. Students will also become familiarized with the use of accounting information in the planning and control processes.

Students will also be introduced to the use of cost accounting data in making business decisions. Development of skills in the areas of judgment, analysis, evaluation and application will be a key aspect of this course.

Prerequisite: COM 204
3 CR / (3,2,0)

COM 222 BUS/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 / (3,0,0)

COM 288 BUS/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 / (2,1,0)

COMP.....

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.

0 CR / (Total course hours 68)

COMP 030

Intermediate Computer Studies

Computer Studies 030 builds on the skills acquired in Computer Studies 020. 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 the Windows operating system, word processing (*Word*), spreadsheets (*Excel*), keyboarding, and electronic communications. The course allows students to experience project development while improving their software skills and knowledge of word processing and spreadsheets.

Prerequisite: COMP 020 or as determined by the appropriate placement test
(Total course hours 68)

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 Academic Upgrading placement test.
0 CR / (Total course hours 68)

CRIM.....

CRIM 101 UT

Introduction to Criminology

This course introduces students to the interdisciplinary subject of criminology. Students are oriented to criminology as a profession, and as a historically specific body of knowledge. Criminology is situated as a scientific discipline guided by diverse theoretical trajectories and methods of analysis. The explanatory capacity of criminological approaches to crime, criminality, and social control encourages a focus on current issues related to crime, and the administration of justice.

3 CR / (3,0,0)

CRIM 102 UT

Psychological Explanations of Crime and Deviance

This course is an introduction to, and critical examination of, psychological approaches to criminal and deviant behavior. Surveying a variety of psychologically-informed explanations of crime and deviance, such as biological, psychoanalytic, behavioral, and cognitive theories, this course examines hypothesized/causal links between criminality and genetics, mental disorders, personal, and moral development.

Prerequisite: CRIM 101 or PSYC 101
3 CR / (3,0,0)

CRIM 103 UT

Introduction to the Canadian Criminal Justice System

This introductory course explores the structure and operation, and 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 and responsibilities, patterns of contact and conflict, and discretionary practices of all participants in the proceedings are examined in terms of their fairness and effectiveness.

3 CR / (3,0,0)

CRIM 106 UT

Sociological Explanations of Crime and Deviance

This course examines classical and contemporary sociological perspectives and theories of crime and deviance. The assumptions, and strengths and weaknesses, of each theory are critically assessed. Each of the sociological theories explored is evaluated in terms of its contemporary utility and practical applicability in Canadian criminal justice policy.

Prerequisite: CRIM 101 or CRIM 103 or SOC 101
3 CR / (3,0,0)

CRIM 135 UT

Introduction to Canadian Law and Legal Institutions

A general introduction to the fundamental and competing principles of jurisprudence and the basic legal institutions of Canada. This course considers the history of Canadian law, the development of the Canadian constitution, the system of Canadian courts, and the roles and responsibilities of legal professionals. Other topics include the nature of legal reasoning, the doctrine of precedent, principles of statutory interpretation, and introduces the fields of contract, torts, administrative and family law, and the process of law reform in Canada.

3 CR / (3,0,0)

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 or CRIM 103
3 CR / (3,0,0)

CRIM 220 UT

Research Methods in the Social Sciences

This course is an introduction to research in the social sciences that will develop students' research and analytical skills. Specifically, the course will focus on theoretical inquiry, quantitative and qualitative research logics, and the process and structure of research, including: research design, data collection and analysis, and an introduction to report writing.

Prerequisite: MATH 104 or PSYC 201 and CRIM 101, CRIM 103 or SOC 101, SOC 102
3 CR / (3,1.5,0)

CRIM 230 UT

Criminal Law

This course narrows down the understanding of Canadian Law through honing in on the nature, scope, sources, and basic principles of criminal law. Topics of study and critical examination include, fundamental legal concepts, such as mens rea, negligence, and strict liability; criminal responsibility in Canada; legislative policies expressed in the Criminal Code; basic elements of a criminal offence; actus reus and mens rea; and legal principles relating to crimes and their defences.

Prerequisite: CRIM 135
3 CR / (3,0,0)

CRIM 241 UT

Corrections in the Canadian Context

This course explores the correctional system in Canada both inside prisons and outside in communities. Topics explored may include: the history and development of prisons in Canada; philosophies of punishment and incarceration; the structure, organization, and dynamics of correctional institutions; and, treatment and programming in Canadian corrections.

Prerequisites: CRIM 101or 103
3 CR / (3,0,0)

CSC

CSC 105 BUS/UT

Introduction to Computer and Programming

This course will 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 computer, 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 MATH 043, or equivalent.
3 CR / (3,3,0)

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.
3 CR / (3,3,0)

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 / (3,3,0)

CSC 135 UT

Discrete Mathematics I

This course is an introduction to the theory and applications of finite and countable sets. Topics include: set theory, inclusion/exclusion principle, multiplication principle, counting theory, propositional and predicate logic, mathematical induction, number theory, finite state machines. This course is also offered as MATH 135. Students with credit for MATH 135 cannot take CSC 135 for further credit.

Prerequisite: Foundations of Mathematics 12 or Precalculus 12 or Math 050 or Math 100 or equivalent
3 CR / (3,0,0)

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.

Prerequisite: CSC 110
3 CR / (3,3,0)

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

Prerequisite: CSC 110
3 CR / (3,3,0)

CSC 235 UT

Discrete Mathematics II

This course is a continuation of CSC 135. Topics include generating functions, recurrence relations, graph theory, optimization and matching, rings and modular arithmetic, Boolean algebra, switching functions, coding theory, finite fields and combinatorial designs. This course is also offered as MATH 235. Students with credit for MATH 235 cannot take CSC 235 for further credit.

Prerequisite: CSC 135 or MATH 135, and MATH 101
3 CR / (3,0,0)

CUE.....

CUE 050

Student Success – Provincial Level

This course will help students to be successful in their academic studies and future careers. Students will develop writing, reading, research, and oral communication skills, coupled with time management, study, and technology skills.

(Total course hours 112.5)

CULA.....

Note: CULA courses are restricted to students in the Professional Cook program.

CULA 150

Professional Cook Level 1

The Professional Cook Level 1 course is delivered with traditional classroom and lab-based instruction. 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 develop an understanding of the techniques and principles used in cooking, baking, and other aspects of food preparation. The student will additionally get experience in production areas, and actual banquets, both plated and buffeted. At this level, the student will develop a solid foundation of culinary skills. The program covers all basic fundamentals of cooking and is designed to prepare you to enter the hospitality industry.

Prerequisite: C grade or higher English 10 or equivalent; C grade or higher in Apprenticeship and Workplace Math 10; valid FoodSafe Level 1
(Total course hours 840)

CULA 250

Professional Cook Level 2

The Professional Cook Level 2 course is delivered with traditional classroom and kitchen/lab-based instruction. Professional Cook Level 2 students usually work under some supervision and perform 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, a professional cook should have a preliminary understanding of food costing, menu planning, and purchasing processes.

Prerequisite: Registered ITA Professional Cook Apprentice, Strongly Recommended that Students Successfully complete Level 1
(Total course hours 420)

CULA 350

Professional Cook Level 3

The Cook Level 3 course is delivered with traditional classroom and kitchen/lab-based instruction. means a person who performs all phases of kitchen activities including the preparation and presentation of vegetables, soups, sauces, meat, fish and poultry, cold kitchen items; desserts, baking, pastry; basic menu planning/costing as well as knowledge of safety, sanitation and food storage, and who has a knowledge of human and customer relations. A Professional Cook 3 will have met all of the requirements of the national Red Seal standard for Cook. They usually work under limited supervision and will be competent at the major techniques and principles used in cooking, baking, and other aspects of food preparation. In addition to a sound set of cooking skills, a professional cook at this level should be able to plan and cost menus and recipes, and have an understanding of the communication skills that will be necessary to begin to take a leadership role in the kitchen. Topics covered in this course are: Occupational Skills; Stocks, Soups and Sauces; Meats; Poultry; Seafood; Garde Manger; Baked Goods and Desserts; and Beverages.

Prerequisite: Professional Cook Level 1 and Level 2; Must be a registered Professional Cook Apprentice with ITA
(Total course hours 180)

CULI .....

Note: All CULI courses are restricted to students in the Culinary Diploma program.

CULI 150

Kitchen Orientation

This course provides an introduction to the food industry and the essential skills required for success as a cook. It introduces learners to language and terminology specific to the field of culinary arts. Career planning, job search strategies and sociocultural competencies appropriate to the workplace will be introduced and practiced.

Total Course Hours: 100

CULI 151

Culinary Techniques

This course provides an introduction to the principles and techniques of basic stocks, sauce and soup cooking. Students learn to prepare stocks, soups and sauces commonly used in professional kitchens. Students also prepare salads, dressings and accompaniments. Emphasis is placed on preparation, work methods, presentation techniques and quality control.

Total Course Hours: 100

CULI 152

Garde Manger & Breakfast

This course provides the students with the opportunity to develop the skills to identify, handle and process the ingredients required to prepare: breakfast; hot and cold sandwiches; garnishes; and accompaniments. Emphasis is placed on communication, teamwork, time management, critical thinking skills, efficient work methods, and quality control.

Total Course Hours: 100

CULI 153

Baking Techniques

This course introduces students to the principles of baking, including new terminology, ingredients, and quality standards specific to baked products. Students prepare quick breads; pies and tarts; yeast breads; and fruit and custard desserts. Emphasis is placed on time management, communication, teamwork skills, methods of preparation, baking techniques and the quality of the finished products.

Total Course Hours: 100

CULI 154

Butchery

This course provides students with the knowledge and skills for identifying, processing and storing beef, poultry and

seafood. The course introduces students to the factors to be considered in selecting cooking methods for various types of meat and seafood products. Emphasis is placed on communication, teamwork, time management and critical thinking skills as well as efficient work methods and quality control.
Total Course Hours: 100

CULI 155

Production Kitchen

Building on skills and knowledge acquired in previous courses, this course gives students the opportunity to further develop the skills and techniques used in dry and moist heat cooking for a service outlet. Emphasis is placed on communication, teamwork, time management and critical thinking skills as well as efficient work methods and quality control.
Total Course Hours: 200

CULI 156

Flavour Principles & Menus

This course introduces students to the basic principles of nutrition and its application in food preparation. This course also examines the study of taste and flavour and introduces students to institutional, catering, restaurant and static menus and terminology.
Total Course Hours: 36

CULI 157

Short Order & Cafe

Building on skills and knowledge acquired in previous classes, this course gives students hands-on experience preparing and serving multiple lunch items at service stations in a cafe setting. Finishing techniques will be applied to par-cooked vegetables and starches, meat, poultry and seafood. Emphasis is placed on communication, teamwork, time management and critical thinking skills as well as efficient work methods and quality control.
Total Course Hours: 184

CULI 158

Catering

Building on skills and knowledge acquired in previous classes, this course gives students hands-on experience in catering operations. Students plan and expedite the food, beverage and service requirements necessary for industry-related events. This course introduces students to event coordination, marketing strategies, risk management and entrepreneurial skills. Emphasis is placed on customer service, leadership, teamwork, time management and critical thinking skills as well as efficient work methods and quality control. Students will be involved in planning and operating a catering event as part of this course.
Total Course Hours: 100

CULI 251

Kitchen Management, Purchasing & Receiving

This course introduces students to kitchen management procedures, the basic principles of human resources, and Canadian Labour laws. Students continue to develop their culinary career pathway. This course introduces students to storeroom principles and procedures. Students practice purchasing and receiving, food costing, menu pricing, inventory and cost control. Including yield tests and portion controls. Students fill requisitions for the service kitchens and outlets in the Food services and Professional Cook Programs.
Total Course Hours: 100

CULI 252

Restaurant Customer Service

In this course students are introduced to the operation of a restaurant dining room and bar service outlet (*beer and wine*), including ordering, clearing plates, processing cash payments, and promoting the restaurant. Students develop time management, communication, teamwork, and customer service skills by serving food produced by other courses in the Professional Cook/Culinary Arts Program to the general public.
Total Course Hours: 44

CULI 253

Menu Development & Nutrition

This course introduces students to the principles of menu planning and nutrition. Students apply these principles to create a table d'hote menu.
Total Course Hours: 12

CULI 254

Advanced Cookery

This course introduces students to advanced cooking techniques, ingredients, and equipment. Students apply these techniques to prepare specialty soups, sauces, vegetables, and starches. Emphasis is placed on time management, communication and teamwork skills.
Total Course Hours: 44

CULI 255

Global & Vegetarian Cuisine

This course introduces students to traditional and ethnic cooking techniques and ingredients. Students apply these techniques to prepare a variety of global and vegetarian dishes.
Total Course Hours: 12

CULI 256

Advanced Baking

This course introduces students to advanced baking techniques, pastry, and dessert production. Students prepare breads and a variety of desserts and pastries. Emphasis is placed on methods and variety of preparations and the quality of the finished products. Students utilize plating and presentation techniques from previous courses. Students run the bakeshop/dessert station of the kitchen, and develop critical thinking, time management, communication, and teamwork skills to expedite dessert orders.
Total Course Hours: 100

CULI 257

Advanced Baking

This course introduces students to line cooking in an a la carte service restaurant. Students apply the knowledge, skills, and techniques learned in previous courses and adapt the methods to restaurant line cooking. Students develop critical thinking, time management, communication, and teamwork skills to complete and expedite orders within industry -accepted timelines.
Total Course Hours: 40

CULI 258

Appetizers & Platters

In this course, students prepare a variety of appetizers and buffet canapé platters and are introduced to running the pass of a restaurant kitchen. Students develop critical thinking, time management, communication, and teamwork skills to expedite orders. Students build on plating and presentation skills and techniques learned in previous courses.
Total Course Hours: 30

CULI 259

Advanced Butchery & Charcuterie

This course provides students with the knowledge and skills for identifying, processing and storing pork, lamb, veal, specialty poultry and specialty seafood. Building on previous courses, students identify cooking methods for various types of meat and seafood products. Students prepare a variety of cured and preserved items. Emphasis is placed on time management; communication and teamwork skills; methods of work; prep-

aration; service techniques; and quality control.
Total Course Hours: 40

CULI 260

Modern Cuisine

This course introduces students to a variety of culinary techniques and processes that combine theoretical principles with chemistry and modern technology. Ingredients are prepared using new or adapted methodologies and equipment for molecular gastronomy. Students apply these skills by producing and serving these items in a restaurant setting and by comparing traditional to modern production methods. Emphasis is placed on time management, communication and teamwork skills.
Total Course Hours: 200

CULI 261

Culinary Practicum

In this course, students have the opportunity to apply their newly-acquired knowledge and skills in a professional kitchen/catering establishment while on a practicum placement. Emphasis is placed on professionalism and commitment to learning and application of learned skills.
Total Course Hours: 100

DENO

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 / (2,0,0)

DENT

Note: DENT courses are restricted to students in the Dental Assisting program.

DENT 150

Dental Assisting Foundations

This course introduces basic principles of dental assisting techniques and the assessment phase of patient care. Theoretical knowledge pertaining to basic instrumentation, isolation techniques and fundamental skills associated with dental assisting will be covered. Introduction to bio-materials will also be covered. Learners will receive information regarding the rationale for obtaining medical and dental histories, vital signs, dental charting and initial patient observations. The course material will include the understanding for prevention of, handling of and complications of medical emergencies that may arise in the dental office setting.
Prerequisites or corequisites: DENT 151, 153, with a minimum "C" grade, DENT 157 at a Satisfactory (S) level and MGT 154 with a minimum "B-" grade
3 CR / (5,0,0)

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, with a minimum "C" grade, DENT 157 at a Satisfactory (S) level and MGT 154 with a minimum "B-" grade
3 CR / (5,0,0)

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, with a minimum "C" grade, DENT 157 at a Satisfactory (S) level and MGT 154 with a minimum "B-" grade
4 CR / (5,0,0)

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.

Within this clinical course students will be scheduled to participate in an integrated practicum (*approx.12 hours*).

This practicum experience will provide the learner with the opportunity to assist in a general dentistry office. The focus will be on professional conduct, communication skills, clinical support procedures, assisting and practicing in a safe and competent manner according HPA/Dentist Act requirements.
Prerequisites or corequisites: DENT 150, 151, 153, with a minimum "C" grade and MGT 154 with a minimum "B-" grade
3 CR / (0,13,0)

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 with a minimum "C" grade and MGT 154 with a minimum "B-" grade
Corequisites: DENT 161,163, 166 and 169 must be passed at a "C" grade and DENT 167 at a Satisfactory (S) level.
3 CR / (3,0,0)

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, with a minimum "C" grade, DENT 157 at a Satisfactory (S) level, and MGT 154 with a minimum "B-" grade
Corequisites: DENT 160,163, 166 and 169 must be passed at a "C" grade and DENT 167 at a Satisfactory (S) level.
3 CR / (4,0,0)

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-sur-

gical 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, with a minimum "C" grade, DENT 157 at a Satisfactory (S) level and MGT 154 with a minimum "B-" grade

Corequisites: DENT 160,161, 166 and 169 must be passed at a "C" grade and DENT 167 at a Satisfactory (S) level.

3 CR / (4,0,0)

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: DENT 150,151 and 153 must have been passed at a "C" grade and DENT 157 at a Satisfactory (S) level. MGT 154 must have been passed at a "B-" grade

Corequisites: DENT 160, 161,163 and 169 must be passed at a "C" grade and DENT 167 at a Satisfactory (S) level.

3 CR / (2.5,0,0)

DENT 167

Dental Assisting Clinic II

The second course in the clinical sequence, the learner's clinical knowledge, skills and attitudes build on the foundation from DENT 157 - Dental Assisting Clinic I. This course also expands clinical and laboratory competencies. Learners will begin to schedule patients and perform prescribed services. Learners also participate in weekly guided group discussions of their clinical experiences and cases.Within this clinical course students will be scheduled to participate in an integrated practicum (*approx.16 hours*). This practicum experience furthers the opportunity the learner has for dental assisting in a dental office.

Emphasis on professionalism and communication skills continues. Advanced chairside assisting, direct patient care procedures, and laboratory skills may also be included in the experience. This course will continue to focus on the student's professional conduct, communication skills, clinical support procedures, assisting and practicing in a safe and competent manner according to HPA/ Dentist Act requirements.

Prerequisites: DENT 150,151 and 153 must have been passed at a "C" grade, MGT 154 must have been passed at a "B-" grade. and DENT 157 at a Satisfactory (S) level.

Corequisites: DENT 160, 161, 163,166, 169 with a minimum "C" grade

3 CR / (0,13,0)

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, with a minimum "C" grade, DENT 157 at a Satisfactory (S) level and MGT 154 with a minimum "B-" grade

Corequisites: DENT 160, 161, 163, 166 with a minimum "C" grade, DENT 167 at a Satisfactory (S) level

3 CR / (3,0,0)

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 must have passed at a Satisfactory (S) level

Corequisites: DENT 176, 177 must have passed with a minimum "C" grade

3 CR / (9,0,0)

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.

Prerequisite: DENT 190 must have passed at a Satisfactory (S) level.

Corequisites: DENT 173, 177 must have passed with a minimum "C" grade

3 CR / (1,0,0)

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 must have passed at a Satisfactory (S) level.

Corequisites: DENT 173, 176 must have passed with a minimum "C" grade

3 CR / (0,13,0)

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, and 169 must have been passed at a "C" grade and DENT 167 at a Satisfactory (S) level.

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 and 177 must have been passed at a "C" grade.

3 CR

DHYG

Note: All DHYG courses are restricted to students in the Dental Hygiene program.

DHYG 200

Clinic 1

A pre-clinical and seminar lab introducing basic principles of dental hygiene care. Emphasis is on initial fundamental skills associated with dental hygiene practice and the basic assessment, dental hygiene diagnosis, planning, implementation and evaluation (*ADPIE*) process. Clinic sessions will be used to learn and practice clinical procedures required prior to treating patients. Student activities will include working on manikins, on each other and with simulation exercises.

Prerequisite: Entry to Dental Hygiene program

Co-requisite: DHYG 205, DHYG 210, DHYG 215, DHYG 226, DHYG 225, and BIO 230.

4 CR / (0,1,10)

DHYG 205

Dental Hygiene Care 2

A theoretical course introducing basic principles of dental hygiene care. Emphasis is placed upon following the dental hygiene process of care using ADPIE: assessment, dental hygiene diagnosis, planning, implementation and evaluation. Course content and activities are closely associated with clinical activities to enhance the student's critical thinking and basic clinical skills ability.

Prerequisite: Entry to Dental Hygiene program

Co-requisite: DHYG 200, DHYG 210, DHYG 215, DHYG 226, DHYG 225, and BIO 230

3 CR / (3,0,0)

DHYG 210

Dental Anatomy

This course studies oral anatomic landmarks and establishes an understanding of the relationship between structure and function. Tooth morphology and identification, features of crown and root anatomy, eruption and occlusion are discussed with an emphasis on how they relate to dental hygiene care.

Prerequisite: Entry to Dental Hygiene program

Co-requisite: DHYG 200, DHYG 205, DHYG 215, DHYG 226, DHYG 225, and BIO 230

3 CR / (3,0,0)

DHYG 215

Oral Microbiology

This course introduces dental hygiene students to oral 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: Entry to Dental Hygiene program

Co-requisite: DHYG 200, DHYG 205, DHYG 210, DHYG 225, DHYG 226, and BIO 230

3 CR / (3,0,0)

DHYG 220

Professional Practice 1

This course is designed to introduce the student to the profession of Dental Hygiene. A historical perspective of dental hygiene is provided. The concepts of being a member of a health care profession, dental hygiene practice standards, ethics, professional associations and governance and regulation of dental hygiene are introduced. Problem-based learning is applied to ethics and dental hygiene practice.

Prerequisite: Entry to Dental Hygiene program: DHYG 205, DHYG 200, DHYG 210, DHYG 226, DHYG215, DHYG 225, BIO230

Co-requisite: DHYG 265, DHYG 260, DHYG 275, BIO 270, DHYG 280, DHYG 290, DHYG 286

2 CR / (1.7,0,0)

DHYG 225

Oral Health Promotion

This course will emphasize prevention of oral disease, and oral, health promotion. The dental hygienists role in oral health promotion is explained. Methods to control oral diseases, devices for removal of plaque, and other components of preventive dentistry will be covered. Emphasis is placed on individualized patient education, setting patient- centered goals, and the use of appropriate visual aids. An additional component has the learner focus on teaching, learning, and motivating through various communication techniques and principles. A variety of health/communication education theories are explored.

Prerequisite: Entry to Dental Hygiene program

Co-requisite: DHYG 200, DHYG 205, DHYG 215, DHYG 226, and BIO 230.

3 CR / (3,0,0)

DHYG 226

Dental Radiography

This course provides the learner with basic principles, characteristics and biological effects of radiation. This course has been designed to provide the learner with the theory of radiation safety, the technical aspects of radiation and principles of exposing, processing, and mounting dental radiographs. In DHYG 200 Clinic 1, learners apply basic radiographic techniques and will demonstrate effective technique and use of dental images.

Co-requisite: DHYG 215, BIO 230, DHYG 225, DHYG 210, DHYG 205, DHYG 200

2 CR / (1.5,0,0)

DHYG 260

Clinic 2

This clinical course builds on all Semester 1 courses which allows students to continue to develop the skills necessary for the practice of dental hygiene. Students will regularly schedule patients for assessment, dental hygiene diagnosis, planning, implementation, and evaluation of dental hygiene treatment. This course will include application of local anesthetic sessions. In Clinic 2, learners will also continue to build on radiographic techniques from Clinic 1 and will demonstrate effective technique and use of dental images. Students also participate in weekly lab seminars for further clinical instruction and weekly faculty conference time for discussions and updating of clinical experiences.

Prerequisite: DHYG 200, DHYG 205, DHYG 210, DHYG 215, DHYG 226, DHYG 225, BIO 230

Co-requisite: DHYG 290, DHYG 265, BIO 270, DHYG 275, DHYG 280, DHYG 220, DHYG 286

4 CR / (0,2,11)

DHYG 265

Dental Hygiene Care 2

This is a theoretical course expanding on basic principles of dental hygiene care from Dental Hygiene Care 1. Continued emphasis is placed upon following the dental hygiene process of care using ADPIE: assessment, dental hygiene diagnosis, planning, implementation and evaluation. Course content and activities are closely associated with clinical activities to enhance the student's critical thinking and basic clinical skill ability.

Prerequisite: DHYG 200, DHYG 205, DHYG 210, DHYG 215, DHYG 226, DHYG 225, BIO 230

Co-requisite: DHYG 260, DHYG 290, BIO 270, DHYG 275, DHYG 280 , DHYG 220, DHYG 286

3 CR / (3.4,0,0)

DHYG 275

Pain Management

This course introduces the learner to the basic knowledge of the study of local anesthesia. Course content develops the learner's understanding of pain, pain control and various techniques for patient pain management. The prevention and handling of medical emergencies in the dental environment, and the use of the online Compendium of Pharmaceuticals and Specialties is covered. The administration of safe and effective local anesthetic is applied in this course.

Prerequisite: DHYG 200, DHYG 205, DHYG 210, DHYG 215, DHYG 226, DHYG 225, BIO 230

Co-requisite: DHYG 260, DHYG 265, BIO 270, DHYG 290, DHYG 280, DHYG 220, DHYG 286

2CR / (2.2,0,0)

DHYG 276

Pain Management with Application

This course introduces the learner to

the basic knowledge of the study of local anesthesia. Course content develops the learner's understanding of pain, pain control and various techniques for patient pain management. The prevention and handling of medical emergencies in the dental environment, and the use of the online Compendium of Pharmaceuticals and Specialties is covered. The administration of safe and effective local anesthetic is applied in this course.

Prerequisite: DHYG 200, DHYG 205, DHYG 210, DHYG 215, DHYG 226, DHYG 225, BIO 230
3CR / (2,2,0)

DHYG 280

Dental Diseases 1

Case-based learning and class discussion are used to introduce the learner to the topics of oral pathology, differential diagnosis and lesion management, basic periodontology and cariology concepts. Etiological factors and assessment using radiographic interpretation, dental hygiene diagnosis, care planning, implementation and evaluation processes will be emphasized.

Prerequisite: DHYG 200, DHYG 205, DHYG 210,DHYG 215, DHYG 226, DHYG 225, BIO 230
Co-requisite: DHYG 260, DHYG 265, BIO 270, DHYG 275, DHYG 290, DHYG 220, DHYG 286
3CR / (2.8,0,0)

DHYG 286

Dental Hygiene Radiography Interpretation

This course provides the learner with the theory required to identify normal and variations of normal anatomy found on various dental radiographs. It will also focus on basic interpretation guidelines for normal vs abnormal structures and appropriate referrals for dental hygiene care.

Prerequisite: BIO 230, DHYG 200, DHYG 205, DHYG 210, DHYG 215, DHYG 226, DHYG 225,
Co-requisite: BIO 270, DHYG 260, DHYG 265, DHYG 275, DHYG 280, DHYG 220, DHYG 290
1CR / (1,0,0)

DHYG 290

Evidence Based Practice 1

This course is designed to introduce the student to evidence-based practice and research methodology. Emphasis will be placed on exploring a variety of research designs, developing clinical research questions and accessing credible evidence-based resources through data bases. Evaluation of quantitative research designs and applying sound research principles to answer clinical dental hygiene questions will be covered.

Prerequisite: DHYG 200, DHYG 205, DHYG 210, DHYG 215, DHYG 226, DHYG 225, BIO 230
Co-requisite: DHYG 260, DHYG 265, BIO 270, DHYG 275, DHYG 280, DHYG 220, DHYG 286
3CR / (3.4,0,0)

DHYG 300

Clinic 3

This clinical course builds upon skills and theory completed in Semester 2 and students continue to develop the skills necessary for the practice of dental hygiene. Students are introduced to more complex skills in assessment, planning, dental hygiene diagnosis, implementation and evaluation of dental hygiene treatment. Students also participate in weekly lab seminars for further clinical instruction and weekly faculty conference time for discussions and updating of clinical experiences.

Prerequisite: DHYG 260, DHYG 265, BIO 270, DHYG 275 or DHYG 276, DHYG 280, DHYG 286, DHYG 220, DHYG 290 (minimum B-)
Co-requisite: DHYG 305, DHYG 315, DHYG 320, DHYG 325
4CR / (3,11,0)

DHYG 305

Nutrition

Students will learn the fundamentals of nutrition and the factors involved that influence an individual and family's ability to secure and maintain optimal nutrition status. The relationship of nutrition to the practice of dental hygiene is emphasized.

Prerequisite: DHYG 260, DHYG 265, BIO 270, DHYG 275 or DHYG 276, DHYG 280, DHYG 286, DHYG 220, DHYG 290 (minimum B-)
Co-requisite: DHYG 300, DHYG 315, DHYG 320, DHYG 325
2CR / (2,0,0)

DHYG 315

Dental Diseases 2

This course builds upon DHYG 280 Dental Diseases I. Case-based learning, class discussion, and other teaching/learning methods will be utilized to further enhance the learner's knowledge related to cariology and periodontology. Etiological factors and advanced assessment using radiographic interpretation, dental hygiene diagnosis, care planning, implementation and evaluation processes (*ADPIE*) will be emphasized.

Prerequisite: DHYG 260, DHYG 265, BIO 270, DHYG 275 or DHYG 276, DHYG 280, DHYG 286, DHYG 220, DHYG 290 (minimum B-)
Co-requisite: DHYG 300, DHYG 305, DHYG 320, DHYG 325
3CR / (4,0,0)

DHYG 320

Pharmacology for Dental Hygiene Care

This course will provide learners with the knowledge and the concepts of pharmacology related to the general health of patients for the provision of dental hygiene care. Emphasis will be on drugs that are commonly used or that affect dentistry. The learner will become acquainted with the origins, physical and clinical properties, modes of administration, side effects and interactions of medications. Common naturopathic supplements will also be examined. Learners will apply their knowledge of pharmaceuticals to the dental hygiene practice.

Prerequisite: DHYG 260, DHYG 265, BIO 270, DHYG 275 or DHYG 276, DHYG 280, DHYG 286, DHYG 220, DHYG 290 (minimum B-)
Co-requisite: DHYG 300, DHYG 305, DHYG 315, DHYG 325
3CR / (4,0,0)

DHYG 325

Community Health

This course covers the study of health and the role of the dental hygienist from a community perspective. Basic concepts of the Canadian health care system are covered. Concepts related to epidemiology, health promotion, and determinants of health as they apply to the role of the dental hygienist are discussed. Diversity is explored with a focus on the study of various unique populations and communication principles. This course also introduces the student to basic concepts of program planning.

Prerequisite: DHYG 260, DHYG 265, BIO 270, DHYG 275 or DHYG 276, DHYG 280, DHYG 286, DHYG 220, DHYG 290 (minimum B-)
Co-requisite: DHYG 300, DHYG 305, DHYG 315, DHYG 320
3CR / (4,0,0)

DHYG 350

Clinic IV

This is the final clinical course designed to provide the opportunity for the continued development of the professional skills and attitudes required for the practice of dental hygiene. Opportunities are provided after midterm to help the

student transition into private practice settings. Students continue to treat a variety of patients and enhance their learning experiences by rotations in a variety of dental externships in the local dental community. Students also participate in a weekly faculty conference time for discussions and updating of clinical experiences.

Prerequisite: DHYG 300, DHYG 305, DHYG 315, DHYG 320, and DHYG 325
Co-requisite: DHYG 355, DHYG 360, DHYG 365, DHYG 370 and DHYG 380
4CR / (0,1,12)

DHYG 355

Practice Management

This course focuses on the sociology of dental care, dental office practice, and independent dental hygiene practice environments. A variety of dental practice settings, compensation, employment standards, disability insurance and marketing strategies are discussed. Independent practice opportunities are identified and explored. Job search strategies and dental hygiene career development will also be covered.

Prerequisite: DHYG 300, DHYG 305, DHYG 315, DHYG 320, and DHYG 325
Co-requisite: DHYG 350, DHYG 360, DHYG 365, DHYG 370 and DHYG 380
3CR / (3,0,0)

DHYG 360

Oral Pathology

This course will build upon the introductory foundations of oral pathology from Dental Diseases I, and will utilize a case-based problem learning format and lecture to facilitate continued learning about oral pathologies and their management. The process of differential diagnosis and management using clinical data and the dental hygiene process of care will be emphasized.

Prerequisite: DHYG 300, DHYG 305, DHYG 315, DHYG 320, and DHYG 325
Co-requisite: DHYG 350, DHYG 355, DHYG 365, and DHYG 370 and DHYG 380
3CR / (3.4,0,0)

DHYG 365

Community Dental Health

This course is a continuation of DHYG 325, Community Dental Health I. Various community health approaches to prevention of dental diseases are discussed. Community-based dental hygiene careers and volunteerism are explored. Group communication principles and other communication techniques are explored. Learners will have practical experience in planning and implementing lesson plans for various community groups, as well as implementing treatment at a Complex Care facility. The emphasis of this course is providing the students opportunities to apply dental knowledge to various community groups via community presentations and projects.

Prerequisite: DHYG 300, DHYG 305, DHYG 315, DHYG 320, and DHYG 325
Co-requisite: DHYG 350, DHYG 355, DHYG 360, DHYG 365, DHYG 370 and DHYG 380
3CR / (4.5,0,0)

DHYG 370

Professional Practice 2

This course is a continuation of Professional Practice 1 course. It explores current 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. Advanced ethical dilemmas are also examined. This course also prepares the student for registration of the national board exam and licensure in BC.

Prerequisite: DHYG 300, DHYG 305, DHYG 315, DHYG 320, and DHYG 325
Co-requisite: DHYG 350, DHYG 355, DHYG 360, DHYG 365 and DHYG 380
3CR / (3.4,0,0)

DHYG 380

Evidence Based Practice 2

This course builds upon Evidence-based Practice 1. Students continue to apply research methodology principles to access relevant, credible literature resources and apply sound research principles to answer dental hygiene questions. Development of qualitative and quantitative literature evaluation skills, ability to accept or reject claims based on strength of current evidence, determination of clinical significance of findings, and use of strategies to integrate evidence into dental hygiene practice settings are emphasized. The course culminates with knowledge translation by way of a community seminar presentation.

Prerequisite: DHYG 300, DHYG 305, DHYG 315, DHYG 320, and DHYG 325.
Co-requisite: DHYG 350, DHYG 355, DHYG 360, DHYG 365 and DHYG 370.
3CR / (3,0,0)

ECCL .....

Note: All ECCL courses are restricted to students in the Early Childhood Care and Learning program.

ECCL 150

Developmental Perspectives I

An overview of the contemporary theories in growth and development from conception to 24 months are introduced. Genetics and environmental factors affecting development at the prenatal, neonatal, infant, and toddler stages are examined. Growth and development in the key developmental domains including social, emotional, physical, cognitive, and language are discussed as part of ongoing life span development.

3 CR / (3,0,0)

ECCL 151

Developmental Perspectives II

An overview of the contemporary theories in growth and development from 24 months to five years of age are introduced. Growth and development in the key developmental domains including social/emotional, physical, cognitive, language, and spiritual development are examined as part of ongoing life span development. Strategies for identifying developmental milestones and applying resources as needed.

Prerequisites: ECCL 150
3 CR / (3,0,0)

ECCL 154

Historical and Contemporary Perspectives in ECE

This course focuses on historic and current theories that influence the field of Early Childhood Education (*ECE*), including Canadian policies aimed at assimilating Indigenous people, the role of play, and perspectives that reinforce contextually appropriate practice.

3 CR / (3,0,0)

ECCL 156

Care and Guidance

This course examines a theoretical framework of guidance principles and techniques which support children's optimal development. Emphasis is placed on responding to the needs of the individual, promoting positive self-concept, fostering pro-social behaviour, and addressing the factors that may impact behaviours.

3 CR / (3,0,0)

ECCL 165

Responsive Curriculum I

Based on the philosophy that natural play provides the foundation for children's growth and development, this experiential course focuses on curriculum

planning and teaching strategies. At the end of this course, the learner will be able to develop and implement programming plans for curriculum areas such as art, storytelling, music, and movement. The focus will be on developing an educational philosophy through experiential learning and self-reflection.
3 CR / (3,0,0)

ECCL 166

Responsive Curriculum II

The learner acquires knowledge, experience, and skill in planning, implementing, and evaluating learning environments for groups of children based on educational philosophy and research. The BC Early Learning Framework is used as a guide for reflection and evaluation.
Prerequisite: ECCL 165
3 CR / (3,0,0)

ECCL 167

Responsive Environments

Students examine the importance of the role of the environment to children's growth and learning. Emphasis is placed on using pedagogical narration/learning stories to understand and respond to children's interests and needs. A variety of materials and learning experiences are explored that support early learning and respect for children and families.
Prerequisites: ENGL 103 or ENGL 113, ECCL 195
3 CR / (3,0,0)

ECCL 170

Observing and Recording Children's Behaviour

This course introduces the learner to a variety of methods for objectively observing, recording, and interpreting child behaviour for evaluation and assessment purposes using a licensed child care facility as a lab setting.
Prerequisite: ECCL 150
Prerequisite or Co-requisite: ECCL 151
3 CR / (1.5,1,0)

ECCL 172

Health and Wellness

Learners will examine the overall health, safety, and nutritional needs of children from infancy through to five years of age. Emphasis is placed on the role and responsibilities of the educator in establishing and maintaining safe nurturing environments for children in cooperation with families. This is achieved with an understanding of licensing regulations, policies, and practices promoting the health and well-being of children. Learners will also gain an understanding of how their own wellness impacts their practice.
3 CR / (3,0,0)

ECCL 175

Families

This course will examine the interrelationships between the home and the child care program. Attention is given to developing an effective culturally inclusive parent program curriculum to support the diverse nature of today's families. The learner will investigate the status of the Canadian family and the issues confronting it. The role of the Early Childhood Educator as an advocate for children and families will be emphasized.
Prerequisite: ENGL 103 OR ENGL 113, ECCL 195
3 CR / (3,0,0)

ECCL 178

Professional Interactions

Professional interactions support the learner's understanding of how to develop, maintain, and navigate work place relationships. Topics examined in the course include perception of self and others, verbal and non-verbal communication, conflict management, confidentiality, and establishing professional boundaries.
Prerequisite: ENGL 103 OR ENGL 113, ECCL 195
3 CR / (3,0,0)

ECCL 190

Practicum I

The practicum introduces the learner to the early care and learning environment. Learners gain practical experience working with young children and families while working under a licensed early childhood educator. Under supervision the learner is given the opportunity to plan, implement, and evaluate contextually appropriate curriculum activities. Learners are required to attend a weekly two-hour seminar.
Prerequisite: ECCL 150, ECCL 165
3 CR / (0.5,0,8)

ECCL 195

Practicum II

The learner is active in curriculum planning and guiding children's behaviour during this intermediate level practicum. Beginning supervision skills are developed while learners work with large and small groups of children. Learners are required to attend a weekly two-hour seminar.
Prerequisite: ECCL 151, ECCL 154, ECCL 156, ECCL 166, ECCL 170, ECCL 172, ECCL 190
4 CR / (0.5,0,12)

ECCL199

Practicum III

Leadership, evaluation, and integrating theory into practice are the focus of this practicum. The learner amalgamates knowledge from previous practicums and early childhood care learning courses in Practicum III to guide and facilitate daily experiences for large and small groups of children and their families. Learners are required to attend a weekly two-hour seminar.
Prerequisite: ENGL 103 OR ENGL 113, ECCL 195
Prerequisite or Co-requisite: ECCL 167, ECCL 175, ECCL 178
3 CR / (0.5,0,8)

ECCL 251

Advanced Developmental Perspectives

This course provides learners with a foundation for designing contextually appropriate inclusive programs for infants, toddlers, and children with exceptionalities. Through a strength-based lens, learners utilize methods of observing and recording to assess children's developmental progress as a tool for early detection and intervention. Learners evaluate early care and learning environments and the impact of environment on development.
Prerequisite: ENGL 103 OR ENGL 113, ECCL 167, ECCL 175, ECCL 178, ECCL 199
3 CR / (3,0,0)

ECCL 252

Leadership and Administration in ECE Settings

This course is an introductory look at the administrative aspects of operating a child care centre at the local, provincial, and federal level. The learner is introduced to issues encountered by child care administrators and explores what it means to be a leader.
Prerequisite: ENGL 103 OR ENGL 113
Prerequisite or Co-requisite: ECCL 167, ECCL 175, ECCL 178, ECCL 199
3 CR / (3,0,0)

ECCL 255

Program Planning for Infants & Toddlers

Utilizing knowledge of the growth and development of children under 36 months, learners apply the principles of

responsive care to nurturing relationships, program planning, and designing environments.
Prerequisite: ENGL 103 OR ENGL 113, ECCL 167, ECCL 175, ECCL 178, ECCL 199
3 CR / (4,0,0)

ECCL 256

Introduction to Inclusive Child Care

This course provides an overview of inclusive child care with a focus on children from birth through five. The learner applies knowledge of growth and development, culture, and family dynamics to create a holistic view of the child. A variety of assessment materials and intervention techniques for working with children who have diverse abilities are explored.
Prerequisite: ENGL 103 OR ENGL 113, ECCL 167, ECCL 175, ECCL 178, ECCL 199
3 CR / (4,0,0)

ECCL 272

Advanced Health and Wellness

This course focuses on the health, safety, and nutritional requirements for children with exceptionalities in inclusive early learning environments. The interconnectedness between caregiver and child, health and wellness, is explored.
Prerequisite: ENGL 103 OR ENGL 113, ECCL 167, ECCL 175, ECCL 178, ECCL 199
3 CR / (3,0,0)

ECCL 275

Partnerships with Families

The interrelationships between home and the child care program are examined to develop family centered curriculum that reflects the diverse nature of today's families. Strategies are presented to assist the learner in developing effective parent-educator communication.
Prerequisite: ENGL 103 OR ENGL 113, ECCL 167, ECCL 175, ECCL 178, ECCL 199
3 CR / (3,0,0)

ECCL 295

Infant-Toddler Practicum

Under mentorship of a licensed Infant/Toddler Early Childhood Educator the learner plans, implements, and evaluates curriculum for the diverse needs of infants and toddlers. The learner takes on a leadership role by guiding and facilitating daily experiences for children and their families. Learners are required to attend a weekly two-hour seminar.
Prerequisite: ECCL 199, ECCL 251, ECCL 252, ECCL 255, ECCL 272, ECCL 275
4 CR / (0.8,0,13)

ECCL 299

Inclusive Child Care Practicum

Under mentorship of a Special Needs Early Childhood Educator the learner plans, implements, and evaluates curriculum which respects and reflects diversity. The learner takes on a leadership role by guiding and facilitating daily experiences for children with diverse abilities and their families. Learners are required to attend a weekly two-hour seminar.
Prerequisite: ECCL 199, ECCL 251, ECCL 252, ECCL 256, ECCL 272, ECCL 275
4 CR / (0.8,0,13)

ECON.....

ECON 201 BUS/UT

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: Foundations of Math 11 or Pre-Calculus 11 or MATH 045 or equivalent
3 CR / (3,0,0)

ECON 202 BUS/UT

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: Foundations of Math 11 or Pre-Calculus 11 or MATH 045 or equivalent
3 CR / (3,0,0)

ECON 207 BUS

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 / (3,0,0)

ELEC.....

ELEC 115

Electrician Foundation (Harmonized)

In the foundation program, studies are focused on DC electricity. We will learn about the fundamentals of electricity and how it is electromagnetically-induced. We will learn DC circuitry and resistance as well as analyzing these circuits. We will learn how to use meters and test equipment and learn how to read prints and drawings. We will also learn basic motor control and industrial power electronics. One of the most important lessons will be the interpretation and application of the Canadian Electrical Code (*CEC*). Due to the nature of the CEC, it will be taught on a daily basis (*approximately 1 hr. to 2 hrs. per day*). As well as learning the theory of electricity, there will be a lot of hands-on learning which is invaluable for preparing you for the electrical trade and making you more employable. We also have a very well-equipped shop and computer lab available for our use. You must have safety glasses and safety footwear to work in the shop.

This course includes a mandatory off-site practical experience component. The scale of this component is dependant on the state of the local economy and community partnerships.
(720 Total course hours)

ELEC 100

Electrician Common Core Level 1 Harmonized

The Electrical Level 1 program is delivered by traditional, face to face classroom and shop-based instruction. Electricians plan, design, assemble, install, alter, repair, inspect, verify, commission, connect, operate, maintain and decommission electrical systems. Electrical systems provide heating, lighting, power alarm, security, communication and control in residential, commercial, institutional, industrial, transportation, marine and entertainment environments. Topics covered in this course are:

Circuit concepts; Safety Related Functions; Tools and Equipment; Organize Work; Communication and Mentoring; Install and Maintain Consumer/Supply Services and Metering Equipment; Install and maintain Protection Device; Install and Maintain Low Voltage Distribution Systems; Install and Maintain Bonding; Grounding and Ground Fault Detection Systems; Install and Maintain Raceways, Cables and Enclosures; Install and maintain Branch Circuitry; Install and Maintain Communication Systems.

Prerequisite: Must be a registered Electrician Apprentice with ITA
(300 Total course hours

ELEC 200

Electrician Common Core Level 2 Harmonized

The Electrical Level 2 program is delivered by traditional, face to face classroom and shop-based instruction.

Prerequisite: Electrician Level 1 or Foundation; Must be a registered Electrician Apprentice with ITA
(300 Total course hours

ELEC 300

Electrician Common Core Level 3 Harmonized

The Electrical Level 3 program is delivered by traditional, face to face classroom and shop-based instruction.

Prerequisite: Electrician Level 2; Must be a registered Electrician Apprentice with ITA
(300 Total course hours

ELEC 400

Electrician Common Core Level 4 Harmonized

The Electrical Level 4 program is delivered by traditional, face to face classroom and shop-based instruction.

Prerequisite: Electrician Level 2; Must be a registered Electrician Apprentice with ITA
(300 Total course hours

ENGL

ENGL 028

Fundamental English

English 028 is designed to help students develop basic reading, writing, and critical thinking skills. This course should prepare students for English 029 (*Intermediate Preparatory English*). It does not have an explicit equivalent in the K-12 system because it incorporates reading, writing, and critical thinking skills from a variety of grade levels before Grade 10.

(112.5 Total course hours)

ENGL 029

Basic Preparatory English

English 029 is designed to help students develop basic reading, writing, and critical thinking skills. This course should prepare students for English 030 (*Intermediate Preparatory English*). It does not have an explicit equivalent in the K-12 system because it incorporates reading, writing, and critical thinking skills from a variety of different grade levels before Grade 10.

Prerequisite: Successful completion of English 028, or as assessed by the Academic Upgrading Placement
(112.5 Total course hours)

ENGL 030

Intermediate Preparatory English

English 030 is designed to provide students with the communication skills needed to enter higher level courses or to satisfy personal or career goals. It is similar to a Grade 10 composition and literature course. This course focuses on the following core areas: critical and creative thinking; speaking and listening; reading, research, and reference; and written communication.

Prerequisite: ENGL 029, or English Language Arts 9 or equivalent, or as evaluated by the approved placement test.
0 CR / (112.5 Total course hours)

ENGL 045

Advanced Preparatory English

ENGL 045 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: critical and creative thinking; speaking and listening; reading, research and reference; and written communication. There is a literature component, a section on media literacy, and a research project.

Prerequisite: ENGL 030; or English 10; or any two of the following: Composition 10, Literary Studies 10, English First Peoples Literary Studies 10, English First Peoples Writing 10; or as determined by the appropriate placement test
(112 Total course hours)

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 Academic Upgrading placement test. Cannot also hold credit for ENGL 051
0 CR / (112.5 Total course hours)

ENGL 051

Provincial Preparatory English: First Peoples

English 051 (*equivalent to English 050; similar to English First Peoples 12*) prepares students for post-secondary academic English courses. Students will develop their writing, research, critical thinking, and oral communication skills while learning about First Peoples' perspectives, ways of knowing, and knowledge-sharing. Students apply what they learn about the history and current effects of colonization to oral and written literature by First Peoples, as well as to their final research project. This course was developed with guidance and input from First Peoples community members in the CNC region.

Prerequisite: ENGL 045, or any English 11 course, or equivalent; or as evaluated by the ACDU placement test. Cannot also hold credit for ENGL 050.
0 CR / (112.5 Total course hours)

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 / (3,0,0)

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 / (3,0,0)

ENGL 103 BUS/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 / (3,0,0)

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 / (3,0,0)

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 / (1,2,0)

ENGL 107 UT

Literature and Composition: Aboriginal Literature

This course surveys Aboriginal 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 / (3,0,0)

ENGL 108 UT

Contemporary Genre

A survey of selected novels, short stories, poems, and graphic novels from genres such as Horror, Mystery, Erotica, Thriller, Western, Fantasy, Science Fiction, War, Auto Fiction, etc. Students will write essays and exams to reflect an understanding of how to read, analyze, and discuss literature and themes.

3 CR / (3,0,0)

ENGL 113 UT

Writing and Communication

ENGL 113 introduces students to the principles and practices of effective written and oral communications in English as applied in current academic, business, and technical contexts in university course levels. Instruction will emphasize grammar, punctuation, style, and presentation as important elements applied to a wide variety of writing and speaking situations: e-mail, letters, reports, and instructional and persuasive talks. Research strategies will be practiced.

3 CR / (3,0,0)

ENGL 120

Content Strategies for Online Writing

This course introduces forms and strategies for online content development. With use of narrative being increasingly important in web marketing, students will find material and shape content according to audience needs and expectations. Students will explore development patterns for forms including blogs, social media, wikis, landing pages, press releases and more, and discover how content strategies can drive web traffic. Students will also explore new perspectives to condense and simplify existing content, and practice writing and editing their own and each other's work.

3 CR / (3,0,0)

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: One 100 Level UT English

3 CR / (3,0,0)

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: One 100 Level UT English

3 CR / (3,0,0)

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: One 100 Level UT English

3 CR / (3,0,0)

ENGL 204 UT

Canadian Literature II

A study of the development of Canadian poetry, fiction, drama, and essays from 1940 to the present. Students are required to submit a minimum of three essays on literary topics.

Prerequisites: One 100 Level UT English

3 CR / (3,0,0)

ENGL 205 UT

Creative Writing: Poetry

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.

Prerequisite: 3 credits of 100-level UT English

3 CR / (3,0,0)

ENGL 206 UT

Creative Writing: Fiction

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.

Prerequisite: 3 credits of 100-level UT English

3 CR / (3,0,0)

ENGL 208 UT

Creative Writing: Creative Nonfiction

ENGL 207 is an introductory workshop/seminar in the major forms of creative nonfiction, including memoir, biography, travel writing, the personal essay, humorous writing, and history and social/cultural analysis. Students will explore and practice the writing of creative nonfiction, focusing on how a writer employs the technical elements of the craft. Students will develop writing tools to stimulate improvements of the work submitted for workshop.

Prerequisite: One 100 level UT English

3 CR / (3,0,0)

ENGL 213 UT

Short Fiction I: Modernism

A study of short stories and novellas by writers from the Modernist period where short fiction was constructed upon themes such as realism, naturalism, individualism, and objectivism. Modernist works will be shown in contrast to the American Realist and Victorian/ Edwardian periods. Students survey a wide range of modernist short fiction and novella writers. Students write at least three essays on literary topics.

Prerequisite: One 100 level UT English

3 CR / (3,0,0)

ENGL 214 UT

Short Fiction II: Postmodernism

A study of short stories and novellas by writers from the Postmodernist period where fiction is constructed upon themes such as metafiction, intertextuality, maximalism, irony, paranoia, pastiche, magic realism, technoculture, hyper-reality, and fragmentation. Students survey a wide range of postmodernist short fiction and novella writers. Students write at least three essays on literary topics.

Prerequisite: One 100 level UT English
3 CR / (3,0,0)

ENGL 215 UT

Children's Literature I

A study of children's literature focusing on the different genres: fantasy, realistic fiction, science fiction, historical fiction, etc.

Prerequisites: One 100 Level UT English
3 CR / (3,0,0)

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: One 100 Level UT English
3 CR / (3,0,0)

ENGL 217 UT

Gender, Sexuality, and Literature I: Focus on Literary Theory

Through the lenses of critical thought, feminism, and queer theory, this course is a study of changing attitudes towards gender, sexuality, and sexual identity in literature (*poems, short stories, novels, graphic novels, and plays*), reflecting different cultural and/or historical periods.

Prerequisites: One 100 Level UT English
3 CR / (3,0,0)

ENGL 218 UT

Gender, Sexuality, and Literature II: Focus on Contemporary Literature

A study of gender and sexual identity, gender roles, and sexuality in contemporary literature (*poems, short fiction, novels, graphic novels, and plays*).

Prerequisites: One 100 Level UT English
3 CR / (3,0,0)

ENGL 219 UT

Contemporary Aboriginal Authors

A study of contemporary Aboriginal authors. Students study novels, plays, and poems that reflect the experiences of Aboriginal 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 Indigenous authors to other Canadian authors studied in Canadian literature classes.

Prerequisite: One 100 level UT English
3 CR / (3,0,0)

ENGL 220 UT

Children's Literature – Aboriginal Authors

A study of traditional Aboriginal children's tales from the oral story-telling tradition as well as tales told by contemporary Aboriginal writers. These stories are assessed in terms of character, plot, and theme. As well, students analyze how the stories challenge the chid reader's social, emotional, moral, and intellectual growth. Students will critically evaluate the texts and determine the values and lessons in the texts.

Prerequisite: One 100 level UT English
3 CR / (3,0,0)

ENGL 225 UT

Special Topics in Film Studies: (Genre)

This is a survey of special topics in film, in particular genre (*e.g. film noir, documentary, western, martial arts, horror*), decades in film, groundbreaking directors, and/or international and domestic film movements (*e.g. French, Australian, Italian, German, and Canadian New Wave*). Films will be viewed and discussed in terms of their social, political, and artistic impact and lasting relevance.

Prerequisite: ENGL 106
3 CR / (3,0,0)

ENGL 226 UT

1960s Cinema

ENGL 226 is a study of films from the 1960s, often thought to be the most dynamic period in the history of cinema because of the explosion of international cinema on domestic screens. As well, the decade was known for its groundbreaking experiments in narrative, editing, music, cinematography, and a new, grittier realism that led to the end of film censorship. The style and substance of these films still reverberate into today's cinema.

Prerequisite: One 100 level UT English
3 CR / (3,0,0

ENGL 227 UT

A Survey of B Movies

ENGL 227 is study of low-budget movies in which filmmakers, denied the resources of prestige studio productions, were forced to work with tight monetary restraints, but, in the process, were afforded a level of creative freedom often denied A-list productions. B movies, as they were often called, allowed filmmakers to not only develop and subvert narrative form but to also comment on society's injustices, moralities, and cultural aesthetics in a way that was honest, raw, and sometimes uncomfortable. Such low-budget films proved inspirational for many similar but more famous later films to come.

Prerequisite: One 100 level UT English
3 CR / (3,0,0)

ENGL 228 UT

Special Topics in Literature (Genre)

A survey of selected novels, short stories, poems, and graphic novels from a specific genre such as Horror, Mystery, Erotica, Biblical, Thriller, Western, Fantasy, Science Fiction, War, or Young Adult. Students survey a wide range of authors and their works. Students will write essays and exams to reflect an understanding of how to read, analyze, and discuss literature and themes.

Prerequisite: One 100 level UT English 3
CR / (3,0,0)

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 move 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: ENGL 103 or ENGL 113
3 CR / (3,0,0)

ENGL 231 UT

Intermediate Composition I

Students study and practice 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 / (2,1,0)

ENGL 232

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 / (2,1,0)

ENGL 249 UT

Pornography and the Imagination: Pre-Enlightenment

A survey of pornographic and erotic literature up to the period of the Enlightenment. Students are required to write at least three essays on literary topics.

Prerequisite: One 100 level UT English
3 CR / (3,0,0)

ENGL 250 UT

Pornography and the Imagination: Post-Enlightenment

A survey of pornographic and erotic literature from the late 18th century to the present. Students are required to write at least three essays on literary topics.

Prerequisite: One 100 level UT English
3 CR / (3,0,0)

ENGL 252

Technical Communications for Forest Technology

This course builds upon the skills introduced in ENGL 195 and ENGL 196 and introduces the student to writing tasks that are more closely related to real-world working situations and controversies. Topics covered include medium-length reports, integration of research with personal experience, and persuasive speaking and writing.

Prerequisites: ENGL 229
3 CR / (3,0,0)

ENLA

Note: All ENLA courses are restricted to students in the English Lanuage Program

ENLA 011

English for Academic Purposes Preparation Listening & Speaking

This course introduces students to listening and speaking in English. Students practice listening to short, modified speech and broadcast media within a familiar context. Students engage in a variety of activities and situations to practice interacting with others and presenting information for personal and academic needs. Students develop a range of basic sentence structures as well as vocabulary.

Prerequisite: as determined by the English Language Department Placement Test
0CR / (8,0,0)

ENLA 013

English for Academic Purposes Preparation Writing

This course introduces students to writing conventions in English starting with simple sentences, moving to basic compound sentences, and progressing to an introduction to basic complex sentences. From sentence-level writing, students then progress to writing simple compositions about familiar topics.

Prerequisite: as determined by the English Language Department Placement Test
0CR / (8,0,0)

ENLA 015

English for Academic Purposes Preparation Reading

This course introduces students to reading in English. Students practice reading a variety of short, simplified materials on familiar or general topics. Students demonstrate reading comprehension by explaining ideas using high frequency grammar and basic sentence structures. Students develop and use high frequency vocabulary.

Prerequisite: as determined by the English Language Department Placement Test
0CR / (1,0,0)

ENLA 021

English for Academic Purposes 1 Listening and Speaking

This course develops students' listening and speaking skills in English. Students listen to a variety of modified speech and broadcast media within a familiar context. Students engage in a variety of activities and situations to practice interacting with others and presenting information. Students develop a range of basic grammar, transitions, and sentence structures as well as sufficient vocabulary.

Prerequisite: a minimum B+ (76%) in ENLA 011 or as determined by the English Language Department Placement Test
0CR / (8,0,0)

ENLA 023

English for Academic Purposes 1 Writing

This course develops students' abilities to write short compositions about a familiar or concrete topic in English in various styles. Students work on mastering the use of simple structures and develop competence in using more complex structures to express ideas with support.

Prerequisite: a minimum B+ (76%) in ENLA 013 or as determined by the English Language Department Placement Test
0CR / (8,0,0)

ENLA 025

English for Academic Purposes 1 Reading

This course develops students' abilities to read in English. Students practice reading a variety of short, simplified materials on familiar or general topics. Students demonstrate reading comprehension by explaining ideas using high frequency grammar, transitions, and sentence structures. Students further develop and use high frequency vocabulary and idiomatic language.

Prerequisite: a minimum B+ (76%) in ENLA 015 or as determined by the English Language Department Placement Test
0CR / (6,0,0)

ENLA 031

English for Academic Purposes 2 Listening & Speaking

This course improves students' listening and speaking skills in English. Students practice listening to a variety of modified or authentic speech and broadcast media within a familiar or academic

context. Students engage in a variety of academic activities and situations to practice interacting with others and presenting information. Students develop common grammar, transitions, and sentence structures as well as concrete and abstract vocabulary and idiomatic language.

Prerequisite: a minimum B+ (76%) in ENLA 021 or as determined by the English Language Department Placement Test

0CR / (8,0,0)

ENLA 033

English for Academic Purposes Level 2 Writing

This course provides students with the knowledge and opportunity to practice writing longer (*minimum 8-12 sentence*) paragraphs in various styles and progress to basic 3-5 paragraph essays. Attention to unity, support, coherence and sentence skills is emphasized. Advanced grammar topics are developed.

Prerequisite: a minimum B+ (76%) in ENLA 023 or as determined by the English Language Department Placement Test

0CR / (8,0,0)

ENLA 035

English for Academic Purposes 2 Reading

This course improves students' reading skills in English. Students read a variety of authentic texts and/or simplified materials of short to medium length on less familiar topics. Students demonstrate reading comprehension by using a variety of high frequency grammar, transitions, and sentence structures. Students develop and use mainly high frequency vocabulary and idiomatic language.

Prerequisite: a minimum B+ (76%) in ENLA 025 or as determined by the English Language Department Placement Test

0CR / (6,0,0)

ENLA 041

English for Academic Purposes 3 Listening & Speaking

This course further develops students' listening and speaking skills in English. Students practice listening to a variety of familiar and academic speech and broadcast media of moderate to extended length within a range of familiar, unfamiliar, and general academic topics. Students engage in a variety of increasingly complex academic activities, situations or purposes for longer lengths of time. Students develop mostly fluent speech and understand a range of idiomatic, abstract, technical, and conceptual language.

Prerequisite: a minimum B+ (76%) in ENLA 031 or as determined by the English Language Department Placement Test

0CR / (6,0,0)

ENLA 043

English for Academic Purposes 3 Writing

This course introduces students to techniques for producing short essays in English in a variety of styles including expository, persuasive, or argumentative. Students successfully apply the themes of unity, support, coherence, and sentence skills to write accurately on a variety of topics. They incorporate basic source documentation to provided research when applying paraphrasing and summarizing skills. In addition, students further develop advanced grammar points.

Prerequisite: a minimum B+ (76%) in ENLA 033 or as determined by the English Language Department Placement Test

0CR / (6,0,0)

ENLA 045

English for Academic Purposes 3 Reading

This course advances students' reading skills in English. Students read a variety of moderately complex materials of moderate length on academic or technical topics in less familiar contexts. Students demonstrate reading comprehension by explain ideas using a wide range of complex and low frequency grammar, transitions, and sentence structures. Students further develop and use a range of content words and idiomatic language.

Prerequisite: a minimum B+ (76%) in ENLA 035 or as determined by the English Language Department Placement Test

0CR / (6,0,0)

ENLA 086

IELTS Preparation Course

This prepares students for the International English Language Testing System (*IELTS*) exam and 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 introduces 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 EAP 2.

Prerequisite: Successful completion with a minimum B+ of all the following courses: ENLA 021, ENLA 023, and ENLA 025 or as determined by the English Language Department Placement Test

0CR / (3,0,0)

FASD

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.

Prerequisite: ENGL 103 or equivalent or admittance into the FASD Advanced Diploma program

3 CR

FASD 305

FASD Brain and Behaviour

Given the profound impact of alcohol on the brain, this challenging course is integral to a thorough understanding of FASD. In this course the current knowledge of human brain structure is integrated with the effects of alcohol on the developing brain.

Prerequisite: FASD 301 and two years of college- or university-level courses in a related discipline
3 CR

FASD 310

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

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

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 UT

Developmental Disabilities and FASD

Focus on the disabilities that overlap and co-exist with FASD to enhance your ability to work with affected individuals.

Prerequisite or Corequisite: FASD 301 and 305 or permission of the instructor
3 CR

FASD 330

Addictions

Strengthen your ability to work with diverse populations, including those with FASD, and link the broad understanding of substance misuse, abuse and compulsive addictive behaviour within an FASD framework.

Prerequisite: Two years of college- or university-level courses in a related discipline (or permission of the instructor)
3 CR

FASD 335 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

Practicum

Accomplish specific practicum goals within your discipline.

Prerequisite: Eight courses from the FASD program, including FASD 300, 301, and 335
3 CR

FIN

FIN 257 BUS

Finance 1

This course introduces 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 make use of spreadsheet software to solve financial problems.

Prerequisites: COM 204 or ACC 152 and Foundations of Math 11 or Pre-Calculus 11 or Math 145 or equivalent
3 CR / (3,2,0)

FIN 258 BUS

Finance 2

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

Prerequisite: FIN 257 and MATH 157
CR / (3,2,0)

FINE

FINE 101 UT

Art History I

Art history, a broad intellectual discipline, is central to the humanities. This introductory course examines, analyzes, and evaluates the major time periods, movements, and trends in visual arts (*primarily painting, sculpture, and architecture*) of both Western and non-Western civilizations from prehistory through the Late Medieval period. In addition to stylistic and structural components, students study historical, social, religious, political, technological, philosophical, and gender issues integral to the production and development of art.

3 CR / (3,0,0)

FINE 102 UT

Art History II

Art history, a broad intellectual discipline, is central to the humanities. This introductory survey course continues examining, analyzing, and evaluating the major time periods, movements, and trends in the visual arts of both Western and non-Western civilizations from the Medieval period to the present. In addition to the stylistic and structural components of art, students will study historical, social, religious, political, technological, philosophical, and gender issues integral to the production and development of art.

3 CR / (3,0,0)

FINE 103 UT

Drawing I (Studio)

This intensive studio course introduces the methods, materials, and concepts of drawing, both as a visual language and for enhancing perceptual awareness. While investigating process and developing a critical vocabulary, students begin to translate immediate observations and ideas into two-dimensional form. In-class projects and assignments will encompass various aspects of drawing, while visual presentations and class discussion introduce students to contemporary and historical ideas of art and design. Evaluating and critiquing is discussed

and incorporated into the course work.
3 CR / (3,1,0)

FINE 104 UT

Drawing II (Studio)

This intensive studio course further explores the fundamentals of drawing explored in FINE 103. 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
3 CR / (3,1,0)

FINE 105 UT

Painting (Studio)

An introduction to various approaches to painting as a contemporary art practice where students learn the basic skills required to produce paintings. Assignments address topics related to formal, expressive, and historic/social issues of painting. Learners explore the language of materials pertaining to paint handling and surface as well as strategies of representation and development of imagery. Students will combine intellectual information with experimentation, sensory alertness, and practical paint mixing skills. In-class work and assignments will be reviewed in critiques.
Prerequisite: FINE 109
4 CR / (3,1,0)

FINE 106 UT

First Nations Art, Design, and Technology (Studio)

This course will focus on the forms and techniques of Pacific Northwest Coast First Nations contrasting and comparing them to similar techniques used by other Canadian Aboriginal Peoples. These artistic techniques, both traditional and contemporary, will be used to create functional and aesthetic objects. Examples will be discussed linking the artistic forms 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 practises.
3 CR / (3,1,0)

FINE 107 UT

Introduction to Digital Arts and Media

Learners will further develop image-making skills and ideas about pictorial space in a digital environment, along with the historical and conceptual connections between digital technologies and contemporary art. Instruction will include the use of computer graphics software and hardware, digital input, image processing, and digital output. Content will also include computer concepts such as the relation of analogue to digital, bitmap and vector-based images, resolution, and archiving work. Learners will create a digital portfolio of their work.
3 CR / (3,1,0)

FINE 108 UT

Making a Living as an Artist

A practical study for emerging graphic and fine artists of the varied activities and professional practices involved in making a career in the art world. Students will create an art portfolio (*curriculum vitae, artist statement, biography*); identify different kinds of art galleries (*public, private, and artist-run*); and market their work (*events, social media, press releases*). Topics covered include finance, business, teaching and public speaking, health and safety, and framing and documenting artworks.
3 CR / (3,0,0)

FINE 109 UT

Colour Theory (Studio)

This is a course on understanding and using colour, focusing 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 acrylic paint to explore visual arts and design ideas and concepts. Through the study of cultural history, students increase their understanding of the role of colour in art and life. The course includes lectures, demonstrations, studio projects, and group and individual critiques.
3 CR / (3,1,0)

FREN .....

FREN 120 UT

Introductory French I

This course is designed for students who have no knowledge of the French language and for 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 / (3,1.5,0)

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 an advisor.
3 CR / (3,1.5,0)

GEOG .....

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 sub-fields of human geography, including urban geography, cultural geography, environmental geography, historical geography, regional geography, political geography, and economic geography. This course is not only important to those students who wish to study for a BA in geography, but it will prove useful for those students who wish to enter programs in architecture, urban and regional planning, education, etc.
3 CR / (3,0,0)

GEOG 102

Introduction to Contemporary Environmental and Resource Issues

This course provides an overview of the types of environmental and resource issues facing the planet today. It concentrates on both the spatial component of these issues and on the human/environmental interactions. Topics covered include environmental ethics, the nature of ecosystems including biogeochemical cycles, energy flows, environmental hazards, politics, and economics, as well as various resource issues such as parks, forests, fisheries, wildlife, pollution, etc.
3 CR / (3,3,0)

GEOG 103

Canada: Some Geographical Perspectives

An introduction to the geographical character of Canada. Emphasis is on an examination of the development of settlement patterns, the Canadian urban system, changes in rural Canada, resource development, and the characteristics of the North. This course may be useful for students wishing to enter programs in elementary and secondary education.
3 CR / (3,0,0)

GEOG 201 UT

Weather and Climate

This physical geography course is a laboratory science that introduces the major concepts in the sub-disciplines of Meteorology and Climatology. The basic concepts explored are atmospheric energy, moisture, and motion. Emphasis will be on the analysis of processes fundamental to major atmospheric phenomena and the role of these processes in influencing the diversity of weather and climate on the earth. Human impact on the atmosphere (*climate change*) will also be examined.
3 CR / (3,3,0)

GEOG 202 UT

The Surface of the Earth

This physical geography course is a laboratory science. It describes and explains the major systems, cycles, and the dynamic geomorphic processes responsible for the origin, evolution, morphology, and distribution of landforms and landscapes at the Earth's surface. Landforms and processes are analysed at various temporal and spatial scales, and in terms of relevant theories and principles. Labs and fieldwork allow students to develop practical skills and buttress theoretical understanding developed in lectures.
3 CR / (3,3,0)

GEOG 203

Economic Geography

A geographic view of economic activities and behaviour, using both a "systems" and "behavioural" approach. Traditional and more recent theories of economic geography 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 / (3,0,0)

GEOG 204

Forest and Agricultural Climatology

This course focuses on the fundamental principles and processes of climatology; energy and water balance concepts; atmospheric motion and weather systems; microclimate of soils, crops, forests, and animals; microclimate modification and air pollution; climate classification and land capability.
3 CR / (3,2,0)

GEOG 205

The Evolution of the Cultural Landscape

An investigation of the dynamic nature of the human/land relationship in terms of cultural, sociological, institutional, and psychological influences upon human use and organization of the environment.
Prerequisites: GEOG 101 and 103
3 CR / (3,0,0)

HCAP

Note: All HCAP courses are restricted to students in the Health Care Assistant program.

HCAP 120

Health and Healing: Concepts for Practice

This course provides students with the opportunity to develop a theoretical framework for practice. Students will be introduced to the philosophical values and theoretical understandings that provide a foundation for competent practice as a Health Care Assistant (*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 will also be introduced to a problem-solving model that will be critical to their practice.
3 CR (70 hours)

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 caregiving contexts. Students are encouraged to become more aware of the impact of their own communication choices and patterns. They will have the opportunity to develop and use communication techniques that demonstrate personal awareness, respect and active listening skills.
3 CR (50 hours)

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.
2 CR (30 hours)

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.
2 CR (30 hours)

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: Any two of HCAP 120, HCAP 125, HCAP 130, HCAP 135
4 CR (115 hours)

HCAP 145

Healing 2: Caring for Individuals Experiencing Cognitive or Mental Challenges

This course builds on content from other courses to assist students to explore concepts and caregiving approaches that will allow them to work effectively with individuals experiencing cognitive or mental challenges. The emphasis in this course is on supporting clients with dementia, recognizing responsive behaviours and identifying person-centred intervention strategies.
Prerequisites: Any two of HCAP 120, HCAP 125, HCAP 130, HCAP 135
3 CR (60 hours)

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 caregiver skills that maintain and promote the comfort, safety and independence of individuals in community and facility contexts.
4 CR (40 lecture hours, 80 lab hours)

HCAP 195

Practice Experience in Home Support, Assisted Living, and/or Group Home

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. Opportunities will be provided for students to become more familiar with the role of the HCA within a home support agency, assisted living facility, and/or a group home, and to gain abilities that will prepare graduates for employment in these settings. It is important that students understand the philosophy of community care settings and its emphasis on client choice and independence.
Prerequisites: HCAP 120, HCAP 125, HCAP 130, HCAP 135, HCAP 140, HCAP 145 and HCAP 150
2 CR (6 lecture hours, 54 clinical hours)

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 will be provided for students to gain expertise and confidence with the role of the HCA within a residential care facility. The final three weeks of this course shall consist of a preceptorship during which the student

performs clinical or other professional care-giving procedures in an appropriate healthcare setting under the immediate supervision of a fully qualified individual.
4 CR
(10 lecture hours, 200 clinical hours)

HDET .....

HDET 450

Heavy Duty Equipment Technician Level 4

The Heavy Equipment Technician Level 4 course is delivered with traditional classroom and shop-based instruction. Heavy Duty Equipment Technicians maintain, manufacture, overhaul, recondition and repair equipment powered by internal combustion engines or electricity and without limiting the foregoing, including graders, loaders, shovels, off-highway tractors, off-highway trucks, forklifts, wheeled and tracked vehicles of all types used in construction, logging, sawmill, manufacturing, mining and other similar industry. Topics covered in this course are: Hydraulics; Electrical; Frames, Steering and Suspension; and Structural Components and Accessories.
Prerequisite: Heavy Duty Equipment Technician Level 3;
Registered Heavy Duty Equipment Technician Apprentice with ITA
Prerequisite or Co-requisite:
Registered Heavy Duty Equipment Technician Apprentice with ITA and strongly recommended successful completion of Heavy Duty Equipment Technician Level 3
(Total course hours 120)

HIST .....

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 / (3,0,0)

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 / (3,0,0)

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 / (3,0,0)

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 / (3,0,0)

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 / (3,0,0)

HIST 216

Introduction to South Asia

South Asia is home to myriad peoples and cultures separated by languages, beliefs and values, castes, classes, political affiliations, economic standing, educational acquisition, and development. This region is vitally important for geopolitics and global economics and contributes to a strategic balance between the world's superpowers. This multidisciplinary course introduces students to the history, geography, religion, literature, social life, and economics of the countries in South Asia.
3 CR / (3,0,0)

HIST 217

Introduction to South-East Asia

This multidisciplinary course introduces students to the countries of South-East Asia and the diversity that exists within them. Students will learn the history, geography, religion, literature, social life, and economics of the countries in South-East Asia including Singapore, Malaysia, Philippines, Thailand, Vietnam, Indonesia, Myanmar (*formerly Burma*), Cambodia, Brunei, Laos, and East Timor. Students will come away with an understanding of the importance of the region and its countries to the global community, i.e., to globalization and global peace.
3 CR / (3,0,0)

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 / (3,0,0)

HIST 240

Outbreak: Introduction to the History of Epidemics

For centuries, epidemics have shaped the ways people interact with each other and with their environments. With a focus on North America and Europe, while acknowledging the international effects of widespread disease, this course consists of an analysis of the impact of epidemics on society and culture from the bubonic plague to HIV/AIDS. Students will have the opportunity to learn about significant disease outbreaks and explore how the social determinants of health can be traced through the history of epidemics.
3 CR / (3,0,0)

HMT

HMT 101

Heavy Mechanical Trades Diploma

In this four-semester program, students work in a heavy equipment shop developing skills working in the Heavy Mechanical Trades (*HMT*). HMT 101 is the first semester of a four-part program which explores basic foundational skills. Students understand industry requirements to work safely in a heavy mechanical trade environment. The skills learned enable careers in numerous areas of the HMT industries. The training offered prepares students for apprenticeship and enables them to find employment in numerous areas of industry.
(Total course hours 450)

HMT 102

Heavy Mechanical Trades Diploma

During this four-semester program students work in a heavy equipment shop developing skills in Heavy Mechanical Trades (*HMT*). HMT 102 is the second semester of a four-part program which explores airbrakes, hydraulics and electrical. Students understand industry requirements to work safely in a heavy mechanical trade environment. The skills learned enable a career in numerous areas of the HMT industries. The training offered prepares students for apprenticeship and enables them to find employment in numerous areas of industry.
Prerequisite: HMT 101
(Total course hours 450)

HMT 150

Heavy Duty Equipment Technician Level 1

The Heavy Duty Equipment Technician level one course is delivered with traditional classroom and shop-based instruction. Heavy Duty Equipment Technicians maintain, manufacture, overhaul, recondition and repair equipment powered by internal combustion engines or electricity and without limiting the foregoing, including graders, loaders, shovels, off-highway tractors, off-highway trucks, forklifts, wheeled and tracked vehicles of all types used in construction, logging, sawmill, manufacturing, mining and other similar industry. Topic covered in this course are: Occupational skills; Brakes; Hydraulics; Electrical; Frames, Steering, and Suspension; Trailers; Heating, Ventilation, and Air Conditioning; and Structural Components and Accessories. This course is common core for Truck and Transport Mechanic Level 1 and Diesel Engine Mechanic Level 1
Prerequisite: Registered Heavy Duty Equipment Technician, Truck and Transport Mechanic, or Diesel Engine Mechanic Apprentice with ITA
Prerequisite or Co-requisite: Registered Heavy Duty Equipment Technician Apprentice with ITA
(Total course hours 300)

HMT 201

Heavy Mechanical Trades Diploma

During this four-semester program, students work in a heavy equipment shop developing skills towards working in the Heavy Mechanical Trades (*HMT*). HMT 201is the third semester of a four-part program which explores engines and air conditioning. Students understand industry requirements working safely in a heavy mechanical trade environment. The skills learned enable a career in numerous areas of the HMT industries. The training offered prepares students for apprenticeship and enables them to find employment in numerous areas of industry.
Prerequisite: HMT 102
(Total course hours 450)

HMT 202

Heavy Mechanical Trades Diploma

During this four-semester program, students work in a heavy equipment shop developing skills towards working in the heavy mechanical trades (*HMT*). HMT 202 is the fourth semester of a four-part program which explores trailers and powertrains. Students understand industry requirements working safely in a heavy mechanical trade environment. The skills learned enable a career in numerous areas of the HMT industries. The training offered prepares students for apprenticeship and enables them to find employment in numerous areas of industry.
Prerequisite: HMT 201
(Total course hours 450)

HMT 250

Heavy Duty Equipment Technician Level 2

The Heavy Duty Equipment Technician Level 2 course is delivered with traditional classroom and shop-based instruction. Topics covered in this course are: Electrical; Engines and Supporting Systems. This course is common core for Truck and Transport Mechanic Level 2 and Diesel Engine Mechanic Level 2.

Prerequisite: Heavy Duty Equipment Technician Level 1 or Foundation; Registered Heavy Duty Equipment Technician Apprentice with ITA

Prerequisite or Co-requisite: Registered Heavy Duty Equipment Technician Apprentice with ITA, Strongly recommended that students have successfully completed Heavy Duty Equipment Technician Level 1

(Total course hours 240)

HMT 350

Heavy Duty Equipment Technician Level 3

The Heavy Duty Equipment Technician Level 3 course is delivered with traditional classroom and shop-based instruction. The main topic covered in this course is Powertrains, with a focus on: power transfer systems, clutches, manual transmissions, automated systems, automatic transmissions and torque converters, power shift transmissions, drivelines, drive axles, final drives, driveline retarders, repair winches, power take-offs and transfer cases. This course is common core for Truck and Transport Mechanic Level 3 and Diesel Engine Mechanic Level 3

Prerequisite: Heavy Duty Equipment Technician Level 2; Registered Heavy Duty Equipment Technician Apprentice with ITA

Prerequisite or Co-requisite: Registered Heavy Duty Equipment Technician Apprentice with ITA, Strongly recommended that students successfully complete Heavy Duty Equipment Technician Level 2

(Total course hours 180)

HRPR .....

Note: 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 will learn to identify trends and issues, as well as developing an understanding of the concepts of HR Strategy, program development and implementation.

Prerequisite: Completion of 24 credit hours in the PDHRM Program

3 CR / (3,0,0)

HRPR 301

Compensation and Benefits

This course introduces students to the complex field of compensation and benefits. Students will learn how to design an appropriate compensation system by identifying the different ingredients available to HR managers, their benefits and constraining factors.

3 CR / (3,0,0)

HRPR 302

Occupational Health and Safety

This course is intended to give the student a basic understanding of the elements that combine to create an effective Occupational Health and Safety program (*OHS*).

3 CR / (3,0,0)

HRPR 303

Training and Development

This course introduces students to best practices in training and development, from completing a needs analysis to designing effective programs, then evaluating the effectiveness of the training intervention.

3 CR / (3,0,0)

HRPR 304

Performance Management

We will examine performance management on an organizational basis, identifying organizational strategies to use once a performance problem has been identified, including positive discipline and progressive discipline.

3 CR / (3,0,0)

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.

3 CR / (3,0,0)

HRPR 307

Recruitment and Selection

This course will provide students with a comprehensive study of current recruitment and selection practices in Canada. It is recommended for small business owners, frontline managers and human resource professionals.

3 CR / (3,0,0)

HRPR 308

Professional Practice

This course prepares students to step into an HR management role in Canada by giving an overview of the business environment, tools used by managers in Canadian organizations, and specific industry-related HR issues.

3 CR / (3,0,0)

HRPR 309

Advanced Topics in Professional Practice

This course introduces students to Project Management methodology and tools, as well as the consulting skills necessary to work either as an internal or an external HR consultant.

Prerequisite: HRPR 308

Corequisite: HRPR 400 or HRPR 401

3 CR / (3,0,0)

HRPR 310

Business Communications for Human Resource Professionals

This course provides advanced skills in written business communication and technical writing focusing on documents frequently managed by HR staff, including written policies, briefing notes, training manuals, and newsletters.

Prerequisites: ENGL 113 with a B- grade or higher

3 CR / (3,0,0)

HRPR 400

Human Resource Management Practicum

In the Human Resource Management Practicum, students will apply and synthesize theoretical concepts learned during their previous coursework in a workplace practicum experience.

Prerequisites: a B- grade in all of the following courses; COM 222, MGT 264, MGT 266, HRPR 301, HRPR 302, HRPR 303, HRPR 304, HRPR 305, HRPR 307, HRPR 310

Co-requisite: HRPR 309

3 CR / (3,0,3)

HRPR 401

Human Resources Management Capstone Project

In the Capstone Project, students will apply and synthesize theoretical concepts learned during their previous coursework in the form of a project.
Prerequisites: : a B- grade in all of the following courses; COM 222, MGT 264, MGT 266, HRPR 301, HRPR 302, HRPR 303, HRPR 304, HRPR 305, HRPR 307, HRPR 310
Corequisite: HRPR 309
3 CR / (3,0,0)

INDS

INDS 101

The College and University Experience

This course provides first-time and returning students with the specific skills and strategies needed to accomplish their academic goals with greater success. Students are introduced to a variety of topics, including learning styles, time management, goal-setting, 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 doors to learning as a lifelong process.
3 CR / (3,0,0)

INDS 150

Indigenous Cultural Competency in Healthcare

Providing culturally safe competent care is essential for all healthcare professionals. This course provides a foundation in cultural competency. The objective of this course is to have students challenge their personal and cultural biases while learning about decolonized and alternative ways of knowing and engaging in healthcare. The course prioritizes cultural knowledge from Indigenous communities in the regions that CNC serves in Northern British Columbia, while providing groundwork for students to practice with more sensitivity, cultural humility, and respect for all cultures.
3 CR / (3,0,0)

INDS 210

Work-Integrated Learning

This course prepares students to work in Canadian contexts using an applied work-integrated learning approach. Students will prepare for and participate in a work term. In their course work, they will engage in goal setting and reflection on their skill development across essential workplace skills including oral and written communication, collaboration, giving and receiving feedback, and information management.
Prerequisite: 30 credits and permission of instructor. Cannot also hold credit for INDS 250 or INDS 255
3 CR / (2,0,5)

INDS 215

Applied Research Experiential Learning

This course will allow CNC students to engage in a practical learning opportunity, employ research techniques, and research methodology. Students will carry out quantitative and qualitative research to find innovative solutions to address industry and societal challenges. Students, under the supervision of an instructor in collaboration with the Applied Research and Innovation Department, will select a project, adopt a research methodology, carry out the research, including data collection and analysis, and submit a report of findings and recommendations.
Prerequisite: 30 credits and permission of instructor
3 CR / (0,0,6)

INDS 250

International Service Learning and Cultural Exchange

Service Learning (*SL*) is a form of experiential education that integrates meaningful volunteer experience with academic coursework and critical reflection practices. Participants will experience an active and meaningful volunteer program in an international context. They will examine the international aspects of community service by learning through a blended learning environment that combines online learning, pre-departure preparations, travel, day-to-day living, volunteer contributions, leadership and team-building activities in co-operation with local community members as well as other students and student leaders.
Prerequisite: 15 credits and permission of instructor. Cannot also hold credit for INDS 255 or INDS 210
3 CR / (0,0,6)

INDS 255

Service-Learning Experience

Service Learning (*SL*) is a form of experiential education that integrates meaningful volunteer experience with academic coursework and critical reflection practices. Participants will experience a volunteer project or activity in a local, regional, or national context. Through a blended learning environment, students will combine online learning with in-person, self directed, service learning experiences in cooperation with external and/or internal community members. Participants will develop new understandings of their roles as citizens and build their capacity to engage with local communities.
Prerequisite: 15 credits and permission of instructor. Cannot also hold credit for INDS 250 or INDS 210.
3 CR / (0,0,6)

JET

Note: JET courses are restricted to students in the Job Education and Training Program.

JET 151

Skill Exploration/Personal Awareness

In this course, students will identify skills they currently have and learn how they apply to the workplace. Through Essential Skill assessments, students will gain understanding of the 9 Essential Skills and how they relate to their career goals. Students will examine their learning styles, interests, values and aptitudes then develop and participate in personal, education and career planning. Health and wellness topics are presented as well as basic work readiness skills.
(Total course hours 160)

JET 152

Workplace Communication

In this course, students are introduced to effective methods of workplace communication. Strategies to overcoming barriers in communication and active listening skills are developed and implemented through group work and role-plays. Conflict resolution techniques are demonstrated and practiced in the classroom. Students learn of the importance of quality customer service for success at the workplace.
(Total course hours 140)

JET 153

Workplace Literacy & Numeracy

In this course, students develop workplace literacy and numeracy skills. Practice with workplace documents helps students increase confidence in successfully completing common workplace tasks. Resumes and cover letters

are developed, and job applications are completed online and in the classroom. Training in the computer lab includes internet safety, sending and receiving emails, budgeting, and basic word processing.

(Total course hours 120)

JET 154

Job Search and Employment Readiness

This course provides practical training in all phases of the job interview: contacting potential employers, initial first impressions, interview preparation, personal presentation during the interview and the follow-up required in order to successfully land the job. Mock interviews and role-plays are used to familiarize students with typical questions asked during an interview.

Students learn the importance of accepting feedback and constructive criticism through use of evaluations by instructors and fellow students.

(Total course hours 120)

JET 155

Work Training Experience

In this course, students develop skills and strategies necessary to function competitively on the job. Students investigate the local job market and develop a personal job plan that reflects options available in the local area. Students participate in an unpaid job training in a position of personal interest to acquire job specific skills. Workplace skills are evaluated by both student and local business manager to assess areas of strengths and areas requiring further development.

(Total course hours 120)

KINS

KINS 100 UT

Introduction and Principles of Personal Health and Wellness

This course is an in-depth introduction to the principles of health and wellness with particular emphasis on personal health. A review of education and research on a variety of student health issues, and their larger impact, will be investigated and discussed. Opportunities to develop skills and resources for optimal health as it relates to life and academic success are included.

3 CR / (3,0,0)

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. Topics will include: foundations of sport and recreation administrative, an overview of the Canadian Sport Delivery System, programs and programming administrative operations, and management skills. The theoretical knowledge gained will be applied to personal management and a practical situation in the administration of a sporting event..

3 CR / (3,0,0)

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

Prerequisite or Co-requisite: KINS 100

3 CR / (3,0,0)

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.

Prerequisite or Co-requisite: KINS 100

3 CR / (3,0,0)

KINS 124 UT

Principles of Physical Fitness

This course will provide an overview of the concepts and principles of physical fitness. The topic areas include the components of health-related fitness, fitness assessments, and the effects of exercise. Students will study and perform a variety of conditioning exercises. The theory and practice of personal exercise prescription will be emphasized. This course will incorporate both lecture and physical activity labs.

Prerequisite or Co-requisite: KINS 100

3 CR / (3,2,0)

KINS 128 UT

Contemporary Health Issues

This course will focus on many of the health issues in current society. This course includes the following topics: psychological disorders, complementary and alternative medicine, reproduction and pregnancy, infection and immunity, major diseases (*cardiovascular diseases, cancer, diabetes*), musculoskeletal disorders/disease (*e.g., arthritis, osteoporosis*), medications, and aging (*e.g., dementia, death and dying*). Due to the evolving nature of health information, additional topics may be covered.

Prerequisite or Co-Requisite: KINS 100

3 CR / (3,0,0)

KINS 132 UT

Human Functional Anatomy

This course introduces the anatomy of the body and how it relates to human movement and performance. Students use a multimedia cadaver study, three-dimensional models, and lab activities to facilitate a hands-on approach to learning.

Prerequisite or Co-requisite: KINS 100

3 CR / (3,2,0)

KINS 150 UT

Pedagogy and Coaching

This course will provide students with the necessary knowledge and proficiency to adequatley and successfully coach and operate all aspects of a sport team or program. Emphasis will be placed on the followng topics: roles, functions, and tasks of a coach, making ethical decisions, planning a practice, basic nutrition concepts, the teaching process and eligibility for NCCP certification.

Prerequisite or Co-requisite: KINS 100

3 CR / (3,0,0)

KINS 221

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, ageand 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
3 CR / (3,0,0)

KINS 226

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 will gain knowledge, appreciation, and understanding of the conceptual and empirical foundations of motor learning and control.
Prerequisite: KINS 120 or PSYC 101
3 CR/(3,0,0)

KINS 232 UT

Human Applied Physiology

This course will examine the functional characteristics of human systems. Students will be introduced to the physiology of the body and how it relates to human movement and performance. There will be emphasis on systems that support human movement and performance including muscular, cardiovascular, and respiratory.
Prerequisite: KINS 132
3 CR / (3,2,0)

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
Prerequisite or Corequisite: KINS 226
3 CR / (3,0,0)

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 / (3,0,0)

KINS 260 UT

Nutrition for Health

This course will introduce students to the relationship between nutrition and health. Students will focus on healthy eating, understanding strategies for modifying food patterns within the context of lifestyle and culture, and identifying standards of healthy eating in Canada. Since nutrition is a science, the course will break down food into its chemical components, known as nutrients, and discuss the functions and health implications of nutrients.
Prerequisite: KINS 100
3 CR / (3,0,0)

KINS 273 UT

Research Methods in Kinesiology

This course is an introduction to research methodology in Kinesiology and allied health studies. Topics covered will include the following: the scientific method; the major research designs used in Kinesiology; critical analysis of research literature; and an introduction to research proposals. The major goals are to understand and apply scientific knowledge in the field of Kinesiology.
Prerequisite: 18 credits in University Transfer (UT)
3 CR / (3,0,0)

KINS 276 UT

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 232 or BIO 112
3 CR / (3,2,0)

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
0 CR / (0,0,1.7)

LAW

LAW 050

Provincial Level Law

Law 050 is designed to provide students with an awareness of various past and present forces that shape Canadian society in relation to Canadian law. This awareness will be used to build an understanding of how multiple cultural, geographic, economic, gender, political, and racial perspectives impact and intersect with the Canadian legal system. Students will be expected to challenge and revise their personal points of view by reviewing the ways "others" both impact and are impacted by the Canadian legal system.
Pre or Co-requisite: English 12, English 050, English 051, or First People's English 12
0 CR / (112.5 total course hours)

LAW 294 BUS/UT

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 / (3,0,0)

LEAD.....

LEAD 101 BUS/UT

Developing the Leader Within

Mastering self-leadership is the foudation of true leadership. Lead 101 focuses on recognition and development of persoal leadership skills and also 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 will explore conventional concepts of leadership but will take you beyond to an understanding of leadership as lifestyle through practical leadership experiences. This course includes a mandatory retreat which typically occurs on the second weekend after classes begin.

Prerequisites: English 12 or English 12: First Peoples, English 045 or equivalent
3 CR / (3,1,0)

LEAD 201 BUS/UT

Exploring the Five Practices for Exemplary Leaders

LEAD 201 builds on the skills acquired in LEAD 101. In the context of teams and teamwork, Lead 201 will explore the five practices of exemplary leaders. Through a variety of dynamic interaction sessions - lectures, discussions, leadership circles, case studies and movies - this course will continue to equip students to function as leaders in all of life's challenging environments. We'll further explore conventional notions of leadership, then expand and enhance them through practical leadership experiences in groups and the general community. The personal development begun in LEAD 101 will continue, but is not the primary focus. This course includes a mandatory retreat which typically occurs on the second weekend after classes begin.

Prerequisite: LEAD 101
3 CR / (3,1,0)

LEAD 250 BUS

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 / (Total course hours 90)

MATH .....

MATH 028

Fundamental Preparatory Mathematics (Competency Based)

This course expands on students' knowledge of whole numbers and introduces the concepts of fractions, decimals, estimation, problem solving, order of operations, averages, powers, and prime factorization.

0 CR / (Total course hours 112.5)

MATH 029

Basic Preparatory Mathematics (Competency Based)

This course expands on students' knowledge of basic operations with whole numbers, decimals and fractions, and introduces the concepts of algebra, calculators, metric/imperial measurement, geometry, ratios, proportions, percent, and graphing.

MATH 028 or as evaluated but the Academic Upgrading placement test.
0 CR / (112.5 Total course hours)

MATH 030

Intermediate Algebraic Mathematics

This course expands on student's knowledge of the metric system, ratio and proportion, algebra and basic geometry and introduces the concepts of roots and powers, graphing and writing equations from graphs, and right triangle trigonometry.

Prerequisite: MATH 029, or as determined by the appropriate CNC placement test.
0 CR / (112 Total course hours)

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: Successful completion of MATH 026, or MATH 029, or evaluated by the appropriate placement test.
0 CR / (112 Total course hours)

MATH 042

Trades Math II

This course is designed for students who are pursuing entry-level trades training or an apprenticeship in a trade which requires a background in algebra and trigonometry. Students entering electrical, millwright, machinist, power engineering, or computer/network electronics technician programs could use this course as a math prerequisite. Topics include review of fractions, decimals, percentage and ratio and proportion plus operations with signed numbers, exponents, roots, basic algebra, formula use and manipulation, Pythagorean Theorem, right triangle trigonometry, solution of linear and quadratic equations plus trades-related problems for all topics.

Prerequisite: MATH 030 completed within the last year, or Pre- Calculus 11 with a B+ or higher completed within the last year, or as evaluated by an Academic Upgrading placement test.
0 CR / (112 Total course hours)

MATH 043

Advanced Foundations Mathematics

This course is designed for students who are seeking admission to business courses, nursing and technical programs that require Foundations Math 11. Topics for this course include using basic algebra, factoring, graphing, and solving systems of linear equations and relations; solving and graphing linear inequalities and quadratic functions; using right angle trigonometry and geometry; and introducing statistics, scale diagrams and logical reasoning.

Prerequisite: Math 030 or Foundations of Math 10 with a C or higher or Pre-calculus 10 with a C or higher; completed within the last year or as evaluated by an Academic Upgrading placement test
0 CR / (112 Total course hours)

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.

Math 030; or minimum grade of C in Foundations of Math and Pre-calculus 10; or as evaluated by a placement test. Note: All courses must have been com-

pleted within the last 12 months
0 CR / (112 Total course hours)

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: A minimum B+ grade in Math 030; or minimum grade of B in Foundations of Math and Pre-calculus 10; or Math 044; or as evaluated by a placement test.
Note: All courses must have been completed within the last 12 months.
0 CR / (112 Total course hours)

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 completed within the last year or Pre-Calculus 11, B+ completed within the last year or as evaluated by an Academic Upgrading placement test.
0 CR / (112 Total course hours)

MATH 100 UT

Pre-calculus Mathematics

This course is an introduction to algebra, analytic geometry and trigonometry. It serves as the prerequisite for the two-semester science-based calculus sequence for science students, or as a university-credit mathematics elective for non-science students. Topics covered include algebraic number systems, algebra of real numbers, fundamental principle of analytic geometry, geometry of the real line, equations and inequalities, plane synthetic and analytic geometry, functions and graphs and linear, quadratic, polynomial, rational, root, algebraic, exponential, logarithmic and trigonometric functions

Prerequisite: Precalculus 11 or Math 045 or equivalent.
3 CR / (4,0,0)

MATH 101 UT

Differential Calculus

This course is an introduction to the theory, techniques, and applications of differential calculus. It constitutes the first half of the two-semester first-year calculus sequence for students studying pure or applied science. Together, Math 101 and Math 102 satisfy the first-year mathematics requirement in all university transfer science and applied science programs. Topics include theory of limits, continuous and differentiable functions, algebraic and transcendental functions, basic optimization theory, and applications.

Prerequisite: Precalculus 12 or Math 100 or Math 050 or equivalent.
3 CR / (4,0,0)

MATH 102 UT

Integral Calculus

This course is an introduction to the theory, techniques, and applications of integral calculus. It constitutes the second half of the two-semester first-year calculus sequence for students studying pure or applied science. Together, Math 101 and Math 102 satisfy the first-year mathematics requirement in all university transfer science and applied science programs. Topics include antiderivatives, differential equations, definite and indefinite integrals, techniques of integration, transcendental functions, area, volume, arc length, improper integrals, infinite sequences and series, and applications.

Prerequisite: Math 101, or equivalent
3 CR / (4,0,0)

MATH 103 UT

Finite Mathematics

This course is an introduction to the theory and applications of finite and countable sets. It is intended primarily for students in business, education, and liberal arts programs, but is suitable, also, as an elective for students studying mathematics or computer science. Topics are chosen from set theory, counting theory, probability, propositional and predicate logic, number theory, linear and dynamic programming, game theory and network analysis.

Prerequisite: Foundations of Mathematics 11 or Precalculus 11 or Math 045 or equivalent
3 CR / (3,0,0)

MATH 104 UT

Elementary Statistics

This course is an introduction to the theory, techniques and applications of elementary statistics and statistical methodology. It is intended primarily for students majoring in health sciences, business, and liberal arts programs. Topics include descriptive statistics, sampling, elementary probability, probability distributions, statistical inference, correlation, linear regression and analysis of variance. Applications to a wide variety of real-world problems are emphasized.

Prerequisite: Foundations of Mathematics 11 or Precalculus 11 or Math 045 or equivalent.
3 CR / (4,0,0)

MATH 123 UT

Mathematics for the Liberal Arts

This course is intended for Arts and General Studies students and it explores mathematical topics that will provide students with practical knowledge and problem solving skills. Topics covered include problem solving, set theory, the real number system, functions, geometry, measurement, logic, probability and counting, ratio and proportion, linear and exponential growth, and number theory. Optional topics may include history of mathematics, and mathematics in art, music or sports.

Prerequisite: Foundations of Mathematics 11 or MATH 043 or MATH 045, or equivalent
3 CR / (3,0,0)

MATH 135 UT

Discrete Mathematics I

This course is an introduction to the theory and applications of finite and countable sets. Topics include set theory, inclusion/exclusion principle, multiplication principle, counting theory, propositional and predicate logic, mathematical induction, number theory and finite state machines. This course is also offered as CSC 135. Students with credit for CSC 135 cannot take Math 135 for further credit.

Prerequisite: Foundations of Mathematics 12 or Precalculus 12 or Math 050 or Math 100 or equivalent
3 CR / (3,0,0)

MATH 145 BUS/UT

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 / (3,0,0)

MATH 157 BUS/UT

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: Foundations of Math 11 or Pre-Calculus 11 or MATH 045 or equivalent

3 CR / (3,0,0)

MATH 165 UT

Calculus for Social, Economin and Life Sciences

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 Mathematics 12 or Precalculus 12 or Math 050 or Math 100 or equivalent.

3 CR / (4,0,0)

MATH 180

Mathematics for Civil Engineering Technology I

This course explores the basic theory, techniques and application of algebra, geometry and statistics as required to solve problems in Civil Engineering Technology. Topics will include trigonometry, linear, quadratic, exponential and logarithmic functions, analytic geometry, vectors, and statistical methods including data summarization, probability, normal distributions, sampling distributions, confidence intervals and linear regression. Applications to civil engineering are emphasized throughout the course.

Co-requisite: CIVE 110, CIVE 130

3 CR / (5,0,0)

MATH 185

Mathematics for Civil Engineering Technology II

This course expands on knowledge gained in MATH 180, Mathematics for Civil Engineering Technology I, and will cover topics in calculus and matrix algebra necessary for Civil Engineering Technology. Topics will include limits, derivatives of algebraic, trigonometric, logarithmic and exponential functions, definite and indefinite integrals, differential equations, matrix operations and inverses, and solving systems of linear equations using matrices. Applications to civil engineering are emphasized throughout the course.

Prerequisite: MATH 180

Co-requisite: CIVE 115

3 CR / (5,0,0)

MATH 190 UT

Principles of Mathematics for Elementary Education

This is a course in basic mathematics for students studying or intending to study elementary level education. Topics include problem solving, natural, integer, and rational number systems, set theory, number theory, algebra, geometry, counting theory, and an introduction to probability and statistics.

Prerequisite: Foundations of Math 11 or Precalculus or MATH 045 or equivalent.

3 CR / (4,0,0)

MATH 195

Mathematics for Technologies

This course is an introduction to the basic theory, techniques, and applications of algebra and geometry as used in various technologies. Topics include number systems and their algebra, synthetic and analytic geometry, functions and graphs, and trigonometry. The course will emphasize applications to environmental and forest technologies.

Prerequisite: Foundations of Mathematics 11 or Precalculus 11 or MATH 045, MATH 043 or equivalent

3 CR / (4,0,0)

MATH 201 UT

Multivariable Calculus

This course is an introduction to the theory, techniques, and applications of the calculus of functions of several real variables. Topics include vector-valued functions and their derivatives, functions of several real variables, partial differentiation, gradient vector, generalized chain rule, implicit functions, optimization theory and Lagrange multipliers.

Prerequisite: MATH 102

3 CR / (3,0,0)

MATH 202 UT

Vector Calculus

This course is an introduction to the theory, techniques, and applications of the differential and integral calculus of vector-valued functions of a vector variable. Topics include iterated integrals, line and surface integrals, theorems of Green, Gauss, and Stokes, complex numbers and functions, differential equations, and applications to classical physics.

Prerequisite: MATH 201

3 CR / (3,0,0)

MATH 203

Real Analysis

This course is an introduction to the analytical concepts and theory required to place the differential and integral calculus on a firm logical foundation and is for students intending to major in mathematics or computing science. Topics include elementary logic, mathematical induction, methods of proof, set theory and functions, standard topology of real numbers, sequences, limits, continuity, differentiable functions, integrable functions, series and uniform convergence.

Prerequisite: At least B- in Math 102

3 CR / (3,0,0)

MATH 204 UT

Linear Algebra

This course is an introduction to the theory, techniques, and applications of vector spaces and their linear transformations and is intended for students studying physical science or applied science. Topics include algebra and geometry of systems of linear equations, matrices, determinants, vector spaces, linear transformations, eigenvalues, eigenvectors, and applications.

Prerequisite: MATH 101

3 CR / (4,0,0)

MATH 205 UT

Probability and Statistics

This course is an introduction to the theory, techniques, and applications of probability distributions. It is suitable for students studying mathematics, physical science, applied science, or mathematical economics. Topics include probability, discrete and continuous random variables, expectations, probability distributions, central limit theorem, estimation and hypothesis testing.

Prerequisite: MATH 101

Co-requisite: Math 102

3 CR / (3,0,0)

MATH 215

Ordinary Differential Equations

This course is an introduction to the theory, techniques, and applications of ordinary differential equations. It is intended for students studying mathematics, physics or applied science. Topics include first-order equations, second-order linear equations, power series solutions of second order equations. Laplace transform, systems of first-order linear equations, and applications.

Prerequisite: MATH 102

Corequisite: MATH 204

3 CR / (3,0,0)

MATH 235 UT

Discrete Mathematics II

This course is a continuation of Math 135. Topics include generating functions, recurrence relations, graph theory, optimization and matching, rings and modular arithmetic, Boolean algebra, switching functions, coding theory, finite fields and combinatorial designs. This course is also offered as CSC 235. Students with credit for CSC 235 cannot take MATH 235 for further credit.

Prerequisite: MATH 135 or CSC 135, and MATH 101
3 CR / (3,0,0)

MATH 257

Business Statistics II

This course continues the introduction to business statistics which was presented in Business Statistics I. Topics include: tests of goodness of fit and independence, experimental design and analysis of variance, multiple regression, model building, index numbers, time series analysis and forecasting, nonparametric methods, statistical methods for quality control, decision analysis, and sample survey. Software too will be used to solve statistical problems.

Prerequisite: MATH 157 or Math 104
3 CR / (3,0,0)

MDRT.....

Note: MDRT courses are restricted to students in the Medical Device Reprocessing Technician Program.

MDRT 100

Medical Device Reprocessing Theory

This course gives students the theoretical knowledge required to work as entry-level Medical Device Reprocessing (*MDR*) Technicians. With an emphasis on quality assurance and patient and workplace safety, students are introduced to the role, context and function of the MDR Department and the responsibilities, duties and tasks of the MDR Technician. Students learn the principles of microbiology and infection prevention and control within the MDR Department and how to clean, disinfect, sort, inspect, assemble, wrap and pack, sterilize, and redistribute medical and surgical devices, and patient care equipment.

Corequisite: MDRT 110
4 CR / (Total hours 140)

MDRT 110

Medical Device Reprocessing Clinical

This instructor-led practicum provides students with an opportunity to apply the skills, knowledge and experience in the decontamination, preparation and packing, sterilization, and storage and distribution storage areas of hospital Medical Device Reprocessing (*MDR*) Departments. Learners are partnered with working technicians and are provided with the opportunity to practice skills and develop basic competencies in all areas. Student learning is supported through daily post-clinical conferences, journaling, and learning activities to facilitate integration of knowledge and skills.

Corequisite: MDRT 100
8 CR / (Total hours 400)

MEDT.....

MEDT 100

Medical Terminology

This course examines the basic fundamentals of medical terminology in both the written and spoken forms. Mastery of word parts and word-building skills will aid the student in understanding medical terminology and anatomical relations. The use of terms to describe or identify diseases, disorders, various medical procedures, and abnormalities, as well as the use of appropriate medical abbreviations will also be studied.

3 CR / (3,0,0)

MEDT 105

Introductory Medical Terminology

The main objective of the course is to analyze words structurally by dividing them into their component parts: suffixes, prefixes, roots, and combining forms. Students will also learn to correlate an understanding of word elements with the basic anatomy, physiology and disease processes of the human body. The course will stress the correct spelling and pronunciation of medical terms. Students will be able to extract and define terms from written submissions and dictation.

2 CR / (2,0,0)

MFAB.....

MFAB 100

Metal Fabricator Level 1 Harmonized

The Metal Fabricator Level 1 course is delivered with traditional classroom and shop-based instruction. Metal Fabricators build, assemble and repair products made of steel or other metals for use in a wide variety of manufacturing and construction industries. They must be familiar with the properties of metal and know how to operate specialized metalworking machines. Metal Fabricator is a nationally designated trade under the Inter-provincial Red Seal Program. Metal Fabricators can work for sheet metal fabrication and welding shops, and for manufacturers of structural steel, boilers, plate workers, heavy machinery and transportation equipment. They can work for shipbuilding companies and for welding, ironwork and sheet metal work contractors. Metal fabrication is a good foundational skill to have in many rapidly evolving industries, such as aviation. The work of a Metal Fabricator is often intricate and highly precise. Topics covered in this course are: Safety-Related Functions; Tools and Equipment; Interpret Plans, Drawings and Specifications; Perform Quality Control; Handle Materials; Trade Math and Layout; Form Materials; Fabricate Components; and Perform Welding Activities.

Prerequisite: Must be a registered Metal Fabricator Apprentice with ITA
(210 total course hours)

MFAB 115

Metal Fabrication Foundation Harmonized Program

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.

This course includes a mandatory off-site practical experience component. The scale of this component is dependant on the state of the local economy and community partnerships

MFAB 200

Metal Fabricator Level 2 Harmonized

The Metal Fabricator Level 2 course is delivered with traditional classroom and shop-based instruction.

Prerequisite: Metal Fabricator Level 1 or Foundation; Must be a registered Metal Fabricator Apprentice with ITA.
(210 total course hours)

MFAB 300

Metal Fabricator Level 3 Harmonized

The Industrial Mechanic (Millwright) Level 3 course is delivered with traditional classroom and shop-based instruction. It is designated as Industrial Mechanic (Millwright) under the Inter-provincial Red Seal program.

Prerequisite: Metal Fabricator Level 1 or Foundation; Must be a registered Metal Fabricator Apprentice with ITA.

(210 total course hours

MGT .....

MGT 150 BUS/UT

Introduction to Entrepreneurship

This course introduces students from any background to the process of planning a business. Students will work in peer groups to use the business planning process to decide on the viability of a business idea. Groups will define a business, identify potential market(s) for the business, create basic marketing and financial plans and develop a basic business plan that could be presented to a potential investor.

3 CR / (0,3,0)

MGT 154 BUS/UT

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.

Corequisites (for Dental Assisting students only): DENT 150, 151, 153, 157
3 CR / (2,2,0)

MGT 157 BUS/UT

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 / (3,0,0)

MGT 160 BUS/UT

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-sized 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 / (3,0,0)

MGT 254 BUS/UT

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: 27 credits plus MGT154 or LEAD101 and 201, with a "B" grade or higher.
3 CR / (2,2,0)

MGT 255 BUS/UT

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, methods of financing, government obligations, franchising, strategic planning and control. Case studies and simulations are used in the course.

Prerequisite: Students need a minimum 30 credits which must include ACC 151 (or COM 204), MKT 152 and MGT 154
3 CR / (2,2,0)

MGT 263 BUS/UT

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 on management's responsibilities to employees.

3 CR / (3,0,0)

MGT 264 BUS/UT

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; discipline procedures.

3 CR / (3,0,0)

MGT 266 BUS

Management Skills for Supervisors

Managers must have strong interpersonal skills, problem-solving skills, and self-management in order to interview job applicants, coach employees, investigate accidents or complaints, conduct performance evaluations, and demonstrate effective leadership. This course focuses on practical, applied leadership and managerial skill development.

4 CR (6,0,0)

MGT 270 BUS/UT

Cross-Cultural Workplace Practices

This course is designed to enable the learner to understand the nature of cultural differences in management and organizational practices. Given the large and growing nature of the global business environment, this course will enhance the learner's ability to participate effectively in operations that incorporate diverse cultures.

3 CR / (3,0,0)

MILL.....

MILL 100

Industrial Mechanic (Millwright) Level 1 Harmonized

The Industrial Mechanic (Millwright) Level 1 course is delivered with traditional classroom and shop-based instruction. It is designated as Industrial Mechanic (Millwright) under the Inter-provincial Red Seal program. Industrial Mechanics install, repair, overhaul and maintain machinery and heavy mechanical equipment, such as conveyor systems in diverse settings including repair shops, plants, construction sites, mines, logging operations, ski hills and most production and manufacturing facilities. Industrial Mechanics also perform routine maintenance activities, such as cleaning and lubricating equipment, adjusting valves and seals, and investigating breakdowns. Topics covered in this course are: Safety Related Functions; Tools and Equipment; Routine Trade Activities; Communication and Mentoring Techniques; Measuring and Layout of Work Piece; Cutting and Welding Operations; and Rigging, Hoisting/Lifting and Moving.

Prerequisite: Must be a registered Industrial Mechanic (Millwright) Apprentice with ITA

(Total course hours 210)

MILL 115

Industrial Mechanic (Harmonized) Foundation

This 24-week program gives students basic skills and knowledge in the millwright trade. It covers all requirements for a first-year apprentice, as well as topics from other years to give students the skills needed to be successful in this industry. The program is 50% practical and 50% theory. Three graduates of this course will receive accreditation as first-year apprentices for the educational part of the millwright trade.

MILL 116

Industrial Mechanic (Harmonized)/Machinist Foundation

This 24-week program gives students basic skills and knowledge in both the millwright and machinist trades. It covers all requirements for a first-year apprentice in both trades, as well as topics from other years to give students the skills needed to be successful in this industry. The program is 50% practical and 50% theory. Successful graduates of this course will receive accreditation as first-year apprentices for the educational part of both the millwright and machinist trades.

MILL 200

Industrial Mechanic (Millwright) Level 2 Harmonized

The Industrial Mechanic (Millwright) Level 2 course is delivered with traditional classroom and shop-based instruction.

Prerequisite: Industrial Mechanic (Millwright) Level 1 or Foundation; Must be a registered Industrial Mechanic (Millwright) Apprentice with ITA

(Total course hours 210)

MILL 300

Industrial Mechanic (Millwright) Level 3 Harmonized

The Industrial Mechanic (Millwright) Level 3 course is delivered with traditional classroom and shop-based instruction.

Prerequisite: Industrial Mechanic (Millwright) Level 2; Must be a registered Industrial Mechanic (Millwright) Apprentice with ITA

(Total course hours 210)

MILL 400

Industrial Mechanic (Millwright) Level 4 Harmonized

The Industrial Mechanic (Millwright) Level 4 course is delivered with traditional classroom and shop-based instruction.

Prerequisite: Industrial Mechanic (Millwright) Level 3; Must be a registered Industrial Mechanic (Millwright) Apprentice with ITA

(Total course hours 210)

MKT .....

MKT 152 BUS/UT

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 / (3,0,0)

MKT 251 BUS/UT

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 / (3,2,0)

MKT 266 BUS/UT

Integrated Marketing Communication

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/UT

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 / (3,0,0)

MKT 272 BUS/UT

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 / (3,2,0)

MKT 282 BUS

Relationship Marketing

The Relationship Marketing course is designed to impart professional customer service skills that businesses need to develop and maintain a profitable relationship with customers. The course features customer service trends with an emphasis on transforming good ser-

vice intentions into a workable plan that yields loyalty and success. The course will involve reading assignments, engaging in classroom discussions, and project work related to the learning objectives of this course.
Prerequisites: MKT 152, and any ENGL 100 level.
3 CR / (3,0,0)

MKT 284 BUS

Social Media Marketing

The Social Media Marketing course is designed to impart the fundamental skills needed to create social media strategies to achieve marketing objectives. In this course students will have an opportunity to learn with hands-on experience by using and strategically choosing appropriate social media platforms to meet business objectives. The course will require digital resources and will involve homework; thus, it is advised that students have regular access to a personal computer and internet.
Prerequisites: MKT 152, and CIS 165
3 CR / (3,2,0)

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
3 CR / (2,2,0)

MKT 286 BUS

Digital Marketing Essentials

The digital marketing course is designed to help students learn how today's competitive businesses develop online marketing strategies in the digital marketplace. This course will provide fundamental understanding of the internet marketplace and some related hands-on experience to better equip learners with the skills needed to perform vital digital marketing functions. The course will require digital resources and will involve homework; thus, it is advised that students have a regular access to a personal computer and internet.
Prerequisites: MKT 152, and CIS 165
3 CR / (3,2,0)

MLTS

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

MLTS 101

Medical Terminology

This course is designed to provide the student with the basic fundamentals of medical terminology in both written and spoken forms. Mastery of word parts and building skills will aid the student in understanding medical terminology and anatomical relations. Medical terminology of the organization of the body, to include integumentary, musculoskeletal, digestive, cardiovascular, respiratory, urinary, reproductive, and nervous systems will be studied along with the special senses and the endocrine system.
1 CR / (1,0,0)

MLTS 110

Microbiology and Infection Prevention

Microbiology and Infection Prevention introduces the student to clinical microbiology and infectious diseases including a brief history of microbiology and introduction to bacterial genetics and metabolism. Disinfection and antimicrobial treatment are introduced. Immunology and the body's response to foreign substances is introduced. Common Gram positive cocci that are often involved in human diseases are covered.
Corequisites: MLTS 101, MLTS 112, MLTS 114, MLTS 116 , MLTS 122
4 CR / (5,2,0)

MLTS 112

Introduction to Laboratory Medicine

This course introduces clinical laboratory elements including basic equipment, interpersonal communication in a healthcare setting, and laboratory specimen collection. Specimen handling and transportation to ensure the quality of laboratory results is discussed. Some of the topics covered are: laboratory glassware, pipettes, balances, centrifuges, microscopes, calculations and safety, as well as teamwork, grief and loss, and determinants of health. Emphasis will be on the collection of blood specimens, and practice in venous collection on adults and capillary collection will be provided.
Corequisites: MLTS 101, MLTS 110, MLTS 114, MLTS 116 , MLTS 122
3 CR / (4,2,0)

MLTS 114

Anatomy and Physiology

This course develops the students' understanding of the structure and function of organs and systems in the normal human body. A study of basic chemical principles is included. Medical terminology will be expanded and concepts of pathology introduced. Lab exercises develop the ability to recognize cellular and noncellular components in body systems.
Corequisites: MLTS 101, MLTS 110, MLTS 112, MLTS 114, MLTS 116 , MLTS 122
4 CR / (Total course hours 104)

MLTS 116

Quality Systems

This course is designed to provide individuals with an overview of factors affecting quality in laboratory testing. This includes covering quality system essentials, other quality assurance programs, and quality control techniques used to validate test results. This course contains a research component focused on quality systems.
Corequisites: MLTS 101, MLTS 110, MLTS 112, MLTS 114, MLTS 122
3 CR / (3,0,0)

MLTS 122

Principles of Laboratory Analysis

This course focuses on the principles commonly used for quantitative analysis in clinical laboratories. It introduces the student to the principles and applications of light-measuring systems, electrochemistry, electrophoresis, chromatography, osmometry, immunoassay, mass spectrometry and particle analysis.
Corequisites: MLTS 101, MLTS 110, MLTS 112, MLTS 114, MLTS 116
3 CR / (3,2,0)

MLTS 131

Histotechnology I

An introduction to the principles and practices of preparing clinical specimens for histological examination. Topics covered include: preparation of specimens for examination, fixation; preparation of tissue in wax blocks and application of the wax embedded tissue onto slides.
Prerequisites: A minimum of B- grade in each of the following courses: MLTS 101, MLTS 110, MLTS 112, MLTS 114, MLTS 116, MLTS 122
2 CR / (2,2,0)

MLTS 136

Histotechnology II

This course provides an overview of the techniques used to demonstrate cellular and non-cellular components for microscopic examination. Students will perform the techniques and evaluate the results.

Prerequisites: A minimum of B- grade in each of the following courses: MLTS 131,MLTS 143, MLTS 158, MLTS 164, MLTS 176, MLTS 181
3 CR / (2,2,0)

MLTS 143

Microbiology II

Microbiology II expands the number of microorganisms covered in MLTS 110. The body sites and infections involved are also expanded. Antimicrobial treatments are expanded. Common Gram negative bacilli that are often involved in human diseases are covered. The student continues to practice the safe lab practices learned in MLTS 110.

Prerequisite: A minimum of B- grade in each of the following courses: MLTS 101, MLTS 110, MLTS 112, MLTS 114, MLTS 116, MLTS 122
3 CR / (3,3,0)

MLTS 144

Microbiology III

Microbiology III expands the number of microorganisms as covered in MLTS 110 and MLTS 143. The body sites and infections involved are also expanded. Antimicrobial testing is covered in detail. Gram positive bacilli, anaerobes, and spirochetes that are often involved in human diseases are covered. The student continues to practice the safe lab practices learned in MLTS 110.

Prerequisite: A minimum of B- grade in each of the following courses: MLTS 131, MLTS 143, MLTS 158, MLTS 164, MLTS 176, MLTS 181
3 CR / (3,3,0)

MLTS 158

Introduction to 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.

Prerequisite: A minimum of B- grade in each of the following courses: MLTS 101, MLTS 110, MLTS 112, MLTS 114, MLTS 116, MLTS 122
3 CR / (4,3,0)

MLTS 161

Hematopathology

Hematopathology Section I is a study of the pathophysiology of various leukemias as related to the laboratory involvement in diagnosis and treatment. Special tests used for differential diagnosis are included. Hematopathology Section II is the pathophysiology of various anemia as related to laboratory involvement in diagnosis and treatment. Special tests used for differential diagnosis are included. Information in both sections is applied to the detection of analytical discrepancies and ensuring timely, valid results.

Prerequisites: A minimum of B- grade in each of the following courses: MLTS 131, MLTS 143, MLTS 158, MLTS 164, MLTS 176, MLTS 181.
3 CR / (3,3,0)

MLTS 164

Clinical Chemistry I

This course will provide the knowledge and skills required to perform selected tests in clinical chemistry. The clinical significance and methods of analysis of various chemical constituents in biological specimens will be covered. During laboratory sessions, students will perform techniques to assay various biochemical constituents in blood and body fluids. Recognizing the relationship between analyses, diagnoses, clinical information will be emphasized.

Prerequisites: A minimum of B- grade in each of the following courses: MLTS 101, MLTS 110, MLTS 112, MLTS 114, MLTS 116, MLTS 122
3 CR / (3,3,0)

MLTS 168

Clinical Chemistry II

This course will allow students to build on the knowledge and skills learned in Clinical Chemistry I. The clinical significance and methods of analysis of additional chemical constituents in biological specimens will be covered. During laboratory sessions, students will perform techniques to assay various biochemical constituents in blood and body fluids. Recognizing the relationship between analysis, diagnosis, clinical information and treatment will be emphasized.

Prerequisite: A minimum of B- grade in each of the following courses: MLTS 131, MLTS 143, MLTS 158, MLTS 164, MLTS 176, MLTS 181
3 CR / (3,2,0)

MLTS 176

Molecular Diagnostics

This course provides the student with an introduction to the principles of molecular techniques and the practical applications of this technology in a diagnostic laboratory. Topics include, DNA/RNA isolation, hybridization, polymerase chain reaction, and restriction enzyme analysis.

Prerequisites: A minimum of B- grade in each of the following courses: MLTS 101, MLTS 110, MLTS 112, MLTS 114, MLTS 116, MLTS 122
2 CR / (1,1,0)

MLTS 181

Transfusion Medicine I

This course involves the study of immunology, the theory of genetics, blood donations, and red cell blood group systems. The theory of serological testing of blood for transfusion purposes is covered. Laboratory exercises provide practical experience and complement the theory.

Prerequisites: A minimum of B- grade in each of the following courses: MLTS 101, MLTS 110, MLTS 112, MLTS 114, MLTS 116, MLTS 122
3 CR / (2,1,0)

MLTS 182

Transfusion Medicine II

This course continues 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: A minimum of B- grade in each of the following courses: MLTS 131, MLTS 143, MLTS 158, MLTS 164, MLTS 176, MLTS 181
3 CR / (3,2,0)

MLTS 195

Practicum Preparation

This course will prepare the students for acceptance by the practicum site. Required on linecourses will be completed and fit testing performed. Orientation to the practicum booklets and instructor expectations in practicum will be discussed.

Prerequisites: A minimum of B- grade in each of the following courses: MLTS 131, MLTS 143, MLTS 158, MLTS 164, MLTS 176, MLTS 181
(Total course hours 12)

MLTS 238

Histotechnology Practicum

This course reviews and expands the student's theoretical knowledge of Histotechnology through tutorials and exams. This course also covers the practical component of Histotechnology through work experience in a clinical laboratory.

Prerequisites: A minimum of B- grade in each of the following courses: MLTS 136, MLTS 144, MLTS 161, MLTS 168, MLTS 182, MLTS 195

4 CR / (1,0,5)

MLTS 248

Microbiology Practicum

This course reviews and expands the student's theoretical knowledge of microbiology through tutorials, worksheets, case studies and exams. This course also covers the practical component of microbiology through work experience in a clinical laboratory.

Prerequisites: A minimum of B- grade in each of the following courses: MLTS 136, MLTS 144, MLTS 161, MLTS 168, MLTS 182, MLTS 195

9 CR / (2,0,10)

MLTS 264

Hematology Practicum

This course reviews and expands the students' theoretical knowledge of hematology through tutorials, case studies and exams. This course also covers the practical component of hematology through work experience in a clinical laboratory.

Prerequisites: A minimum of B- grade in each of the following courses: MLTS 136, MLTS 144, MLTS 161, MLTS 168, MLTS 182, MLTS 195

7 CR / (2,0,8)

MLTS 268

Clinical Chemistry Practicum

This course reviews and expands the student's theoretical knowledge of clinical chemistry through tutorials, worksheets, case studies and exams. This course also covers the practical component of clinical chemistry through work experience in a clinical laboratory.

Prerequisite: A minimum of B- grade in each of the following courses: MLTS 136, MLTS 144, MLTS 161, MLTS 168, MLTS 182, MLTS 195

7 CR / (2,0,8)

MLTS 270

Specimen Collection Practicum

Major topics covered are blood collection, safe work practices, and professionalism. Students will practice the collection, handling, transportation and processing of various laboratory specimens to help ensure the quality of laboratory results. Emphasis will be on the collection of blood specimens, and practice in venous collection on adult and capillary collection will be provided.

Prerequisite: A minimum of B- grade in each of the following courses: MLTS 101, MLTS 110, MLTS 112, MLTS 114, MLTS 116, MLTS 122

3 CR / (0.5,0,2)

MLTS 288

Transfusion Medicine Practicum

This course reviews and expands on the theoretical knowledge of transfusion science through case studies, worksheets and exams. This includes the principles of immunology and knowledge of blood group systems. This course covers the practical component of transfusion science through work experience in a clinical laboratory. This includes performing quality-control procedures, routine pre-transfusion testing, identifying common red blood cell antigens and antibodies, preparing and issuing blood products, and recognizing and investigating adverse transfusion reactions.

Prerequisite: A minimum of B- grade in each of the following courses: MLTS 136, MLTS 144, MLTS 161, MLTS 168, MLTS 182, MLTS 195

4 CR / (1,0,5)

MOAS.....

Note: MOAS courses are restricted to students in the Medical Office Assistant Program.

MOAS 101

Medical Office Assistant Procedures

This course is an introduction to the responsibilities of a medical office assistant in a fully-computerized, team-based medical office. Topics covered include: office organization, medical procedures, scheduling, preparing clients for medical exams and external care providers. Students learn, as custodians of the client's chart, they are responsible for ensuring the patient data is accurate, current and confidential. They will learn to assist the physician or nurse practitioner with patient care, with managing chronic disease registries, and with related medical services. This course focuses on patient-centred care and communications skills.

4CR / (6,0)

MOAS 103

Medical Billing

This course is a general introduction to billing in a fully-computerized general practitioner's office. Topics covered include optimizing billing opportunities for all visits including medical procedures, emergency visits, facility visits, maternity, delivery, chronic diseases, mental health and palliative care.

Prerequisite: MOAS 101 with a minimum B grade

3CR / (3,1,0)

MOAS 107

Mental Illness and Substance Use for Frontline Workers

The prevalence of people presenting in the community with struggles, impact and behaviors associated with mental illness and/or substance use is on the rise. This course is designed to help individuals working in a service provision based industry or for agencies/organizations that want to feel more confident in their ability to recognize, support and access services for people who live with mental illness and/or substance use.

1CR / (1,0,0)

MOAS 109

Medical Office Assistant Practicum

The Medical Office Assistant practicum will allow students to apply the skills and knowledge they have acquired in the classroom during the Medical Office Assistant program. Practicum placements are scheduled for 40 hours and will be in a medical office.

Prerequisite: MOAS 101 and MOAS 103 with a minimum B grade in each; and either MEDT 105 with a minimum B grade or MEDT 100 with a minimum C+ grade

Co-requisite: MOAS 107

1CR / (2.7,0,0)

MRAD.....

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

MRAD 101

Radiographic Sciences I

Students gain the technical knowledge required to operate radiographic and accessory equipment regarding image acquisition, processing, display, and storage in the clinical environment. Topics include the structural design of

radiographic system components (*x-ray tube, table, bucky and generator*) and factors that influence the quality of the resultant image (*patient variables, exposure factors, beam geometry, equipment malfunction, display monitors, image algorithms, and post-acquisition processing tools*). Fluoroscopic equipment types, design, construction, and image acquisition are discussed in depth.

Prerequisite or Co-requisite: MRAD 103, MRAD 105, MRAD 107, MRAD 109, MRAD 111, PHYS 115, BIO 126
4 CR / (3,1,0)

MRAD 103

Human Behaviour

This course is designed to enhance human relation skills by exploring research, psychological, and sociological concepts that are relevant to medical imaging technologists. Topics include developing skills for interactions and communication with patients; preventing and managing distress; working with cultural diversity; respecting histories of First Nations, Inuit, and Metis peoples; dealing with clients' needs associated with age and abilities; mortality; managing interpersonal conflict and harassment. Topics focus on improving sensitivity when dealing with patients, the healthcare team, and one's self.

Prerequisite or Co-requisite: MRAD 101, MRAD 105, MRAD 107, MRAD 109, MRAD 111, PHYS 115, BIO 126
1 CR / (1,0,0)

MRAD 105

Radiographic Anatomy and Physiology I

This course parallels and supports topics presented in Relational Anatomy and Physiology MRAD I. The content is covered using digital patient images and anatomical models. The content provides an in-depth focus of the entire skeleton, the respiratory, digestive, biliary, and urinary systems with an introduction to the cranium. Patient images are introduced in a sectional presentation where applicable. This course also provides the anatomical information required for Radiographic Procedures I lecture, positioning, and critique sessions.

Prerequisite or Co-requisite: MRAD 101, MRAD 103, MRAD 107, MRAD 109, MRAD 111, PHYS 115, BIO 126
2 CR / (2,0,0)

MRAD 107

Clinical Orientation

This course prepares the student for their first clinical experience. Topics include essential elements of the general imaging department such as workflow, patient and departmental documentation, and the role of the technologist in the workplace. In addition, the course discusses relationships with patients and other healthcare members, including acceptable behavior and professionalism in the Imaging department. The student becomes familiar with hospital/department administrative levels, workplace safety regulations (*including radiation safety and WHMIS*), incident/abuse reporting procedures, and medical information documentation requirements.

Prerequisite or Co-requisite: MRAD 101, MRAD 103, MRAD 105, MRAD 109, MRAD 111, PHYS 115, BIO 126
1 CR / (1,0,0)

MRAD 109

Radiographic Procedures I

This course is the first of three radiographic procedure courses that focuses on radiographic positioning, patient care, medicolegal documentation, image production, and diagnostic image quality. This course provides the theory and skills required to perform radiographic procedures of the appendicular skeleton, chest, abdomen, vertebral column, thoracic cage, and gastrointestinal system. Laboratory settings support theory with hands-on experience with radiographic equipment and image critiquing skills that prepare students for clinical practice.

Prerequisite or Co-requisite: MRAD 101, MRAD 103, MRAD 105, MRAD 107, MRAD 111, PHYS 115, BIO 126
14 CR / (6,8,0)

MRAD 111

Patient Care

In this course, students develop critical thinking and manual patient care skills before, during, and after imaging exams. Patient support equipment from emergency/trauma areas, operating rooms and patients' rooms are introduced. Students gain skills in preparing sterile trays, vital signs, injectable medication, intravenous contrast/lines, vital signs, applying oxygen, and ECGs. Various imaging scenarios regarding patient management of patients with disabilities (*physical, mental, and emotiona*l), post-operative, and critical/trauma care and patients with lines and tube attachments are enacted in laboratory.

Prerequisite or Co-requisite: MRAD 101, MRAD 103, MRAD 105, MRAD 107, MRAD 109, PHYS 115, BIO 126
4 CR / (2,2,0)

MRAD 120

Clinical Education I

This is the first of three clinical education courses. The students are provided with ample opportunities to apply their patient care and positioning skills. Students become both competent and confident in the imaging workplace. The focus is on attaining competencies on procedures of the entire skeleton (*excluding cranium*), chest, abdomen, gastrointestinal system, fluoroscopy, and operating room procedures.

Prerequisite: Successful completion of the following courses with a minimum C+: MRAD 101, MRAD 103, MRAD 105, MRAD 107, MRAD 109, MRAD 111, PHYS 115, BIO 126
Prerequisite or Co-requisite: MRAD 122, MRAD 124
19 CR / (0,0,32)

MRAD 121

Clinical Education I Refresher

This course is intended to prepare students to enter the first clinical education course of the MRAD program after a time lapse between courses. The focus is on refreshing knowledge and skills of the MRAD first term curriculum with emphasis on providing opportunities for students to practice their radiographic positioning, image critique, patient care skills, hospital workflow, and decorum.

Prerequisite or Co-requisite: BIO 126, MRAD 101, MRAD 103, MRAD 105, MRAD 107, MRAD 109, MRAD 111, PHYS 115 (minimum C+)
1 CR / (0,1,0)

MRAD 122

Pathology I

This course introduces students to general radiographic pathology and the specifics of bone pathologies. The students study commonly occurring bone fractures seen in the clinical environment. Emphasis is placed on recognizing fractures and the resultant changes required to adapting the patient care and exposure factors. Images demonstrating normal and pathological presentations enhance the theoretical component.

Prerequisite: Successful completion of the following courses with a minimum C+: MRAD 101, MRAD 103, MRAD 105, MRAD 107, MRAD 109, MRAD 111, PHYS 115, BIO 126
Prerequisite or Co-requisite: MRAD 120, MRAD 124
3 CR / (3,0,0)

MRAD 124

Radiobiology and Radiation Protection

This course allows students to effectively apply radiation protection measures to patients, personnel, and the public. Radiation protection and radiobiology fundamental concepts are discussed in depth, including interaction with tissue, radiosensitivity, and early and late effects of radiation. Current radiation protection standards as per Canadian Radiation Protection Safety Code are introduced, describing the principles of radiation protection, the establishment of dose limits to patients, personnel, and the public and various methods used to minimize radiation dose to patients and personnel.

Prerequisite: Successful completion of the following courses with a minimum C+: MRAD 101, MRAD 103, MRAD 105, MRAD 107, MRAD 109, MRAD 111, PHYS 115, BIO 126

Prerequisite or Co-requisite: MRAD 120, MRAD 122

2 CR / (1.5,0,0)

MRAD 125

Relational Anatomy and Physiology MRAD II

During this course, the gross anatomy, location, and anatomical relationships among organs within the abdominopelvic cavity are examined. These areas of study are integrated into a sectional imaging approach, where the body is viewed in body planes (*axial, coronal, & sagittal sections*). Conventional anatomical presentations are supplemented by images obtained from diagnostic imaging technologies. Physiology is presented where relevant and contributes an understanding of the structure and relationships among adjacent organs, body processes, functional imaging procedures, and important clinical considerations.

Prerequisite: Successful completion of the following courses with a minimum C+: MRAD 120, MRAD 122, MRAD 124

Prerequisite or Co-requisite: MRAD 127, MRAD 129

5 CR / (5,0,0)

MRAD 127

Professional Ethics and the Canadian Healthcare System

In this course, students study ethical matters and current and emerging issues in the Canadian healthcare system such as organizational change, resource management, departmental operation, and professionalism in the workplace. In addition, public versus private healthcare is reviewed. Ethical issues encountered in the current healthcare environment are studied by applying the ethical theories, the professional code of ethics, and standards of practice.

Prerequisite: Successful completion of the following courses with a minimum C+: MRAD 120, MRAD 122, MRAD 124

Prerequisite or Co-requisite: MRAD 125, MRAD 129

3 CR / (3,0,0)

MRAD 129

Clinical Applications in Computed Tomography

This course provides students with a basic skill set to perform Computed Tomography (*CT*) examinations. Emphasis is on the practical application and theoretical concepts of CT imaging. Best practices in safety and patient care are discussed. Students focus on basic CT protocols of the head, neck, chest, abdomen, pelvis, spine, and extremities. Cross-sectional anatomy in axial, sagittal, and coronal planes and image acceptability criteria are assessed. CT accessory equipment, contrast media and commonly occurring pathologies are described.

Prerequisite: Successful completion of the following courses with a minimum C+: MRAD 120, MRAD 122, MRAD 124

Prerequisite or Co-requisite: MRAD 125, MRAD 127

4 CR / (4,0,0)

MRAD 230

Clinical Education II

This is the second of three clinical education courses. Students are provided with opportunities to become both competent and confident in a different imaging department. Students continue to work on their patient care and positioning skills. The focus is on attaining competencies on procedures of the entire skeleton (*excluding cranium*), chest, abdomen, gastrointestinal system, fluoroscopy, and operating room procedures. In addition, students gain experience in computed tomography (*CT*), bone mineral density (*BMD*), mammography, and interventional procedures.

Prerequisite: Successful completion of the following courses with a minimum C+: MRAD 125, MRAD 127, MRAD 129

Prerequisite or Co-requisite: MRAD 235, MRAD 237

19 CR / (0,0,32)

MRAD 231

Clinical Education II Refresher

This course is intended to prepare students to enter the second clinical education course of the MRAD program after a time lapse between courses. The focus is on refreshing knowledge and skills of the first-year curriculum with emphasis on providing opportunities for students to practice their radiographic positioning, image critique, patient care skills, hospital workflow, and decorum.

Prerequisite: MRAD 120, MRAD 122, MRAD 124 (minimum C+)

1 CR / (0,1,0)

MRAD 235

Radiographic Procedures II

This course introduces students to the fundamentals of specialized and interventional procedures in medical imaging. Students focus on the anatomical and radiographic presentation of interventional examinations, patient care, and the technologist's role during these procedures. Students are introduced to breast imaging, bone mineral densitometry (*BMD*), angiography, and radiographic exams for gynecological, biliary, renal, gastrointestinal, cardiac, and musculoskeletal studies. Contrast media, pharmaceuticals, and interventional equipment and devices are also covered.

Prerequisite: Successful completion of the following courses with a minimum C+: MRAD 125, MRAD 127, MRAD 129

Prerequisite or Co-requisite: MRAD 230, MRAD 237

3 CR / (3,0,0)

MRAD 237

Inter-professional Health Practice

This course introduces students to complementary imaging and related health disciplines such as nuclear medicine, sonography, magnetic resonance, cardiology, radiation therapy, nursing, and medical laboratory. Similar to medical radiography, these professions contribute to the patients' overall diagnosis and treatment planning which gives the students a more holistic understanding of the healthcare team and patients' overall medical circumstances. Students have the opportunity to job shadow one of these healthcare professions to enhance their understanding of collaborative health practice.

Prerequisite: Successful completion of the following courses with a minimum C+: MRAD 125, MRAD 127, MRAD 129

Prerequisite or Co-requisite: MRAD 230, MRAD 235

2 CR / (1.5,0,0)

MRAD 240

Radiographic Anatomy and Physiology II

This course parallels and emphasizes

topics presented in Relational Anatomy and Physiology III (*BIO 226*). Content includes key radiographic structures of the cardiovascular, respiratory, and nervous systems, cranium, neck, thorax, spine, abdomen, pelvis, and extremities. The cranium content of this course provides the anatomical information required for Radiographic Procedures III lecture, positioning, and critique laboratory sessions. Additional content includes identifying key anatomical structures on sectional images in axial, coronal, and sagittal planes.

Prerequisite: Successful completion of the following courses with a minimum C+: MRAD 230, MRAD 235, MRAD 237
Prerequisite or Co-requisite: MRAD 241, MRAD 243, MRAD 247, MRAD 248, MRAD 249, PHYS 225, BIO 226
2 CR / (2,0,0)

MRAD 241

Radiographic Procedures III

This is the third installment of the Radiographic Procedure courses. Students build on their knowledge from previous courses and clinical practice. The focus is on higher acuity examinations of the skeleton, scoliosis and cranium exams, and contrast studies. Students practice in laboratory and clinical settings and obtain certification in venipuncture in preparation for Computed Tomography (*CT*) intravenous contrast administration. Students perform emergency/trauma and operating room procedures and continue building their skills in critiquing images for diagnostic acceptability.

Prerequisite: Successful completion of the following courses with a minimum C+: MRAD 230, MRAD 235, MRAD 237
Prerequisite or Co-requisite: MRAD 240, MRAD 243, MRAD 247, MRAD 248, MRAD 249, PHYS 225, BIO 226
6 CR / (2,4,0)

MRAD 243

Radiographic Sciences II

This course explores the structure and function of specialized x-ray tubes including recent innovations in digital tomosynthesis, digital radiography, digital mammography, digital fluoroscopy, and Picture Archiving and Communication Systems (*PACS*), including the goals of Integrating the Healthcare Enterprise (*IHE*). The student gains knowledge of quality control (*QC*) and quality assurance (*QA*) programs and implements testing in the laboratory setting. Tests include computed and digital radiography *(CR and DR*), fluoroscopy and mammography, which reference the Canadian Health & Safety Code 35.

Prerequisite: Successful completion of the following courses with a minimum C+: MRAD 230, MRAD 235, MRAD 237
Prerequisite or Co-requisite: MRAD 240, MRAD 241, MRAD 247, MRAD 248, MRAD 249, PHYS 225, BIO 226
4 CR / (3,1,0)

MRAD 247

Communication and Research Skills

MRAD 247 introduces the skills required to communicate professionally with colleagues, medical professionals, patients, and caregivers. Students learn to utilize effective communication strategies to communicate with high professional standards. Students learn the essentials of academic research. This research knowledge is applied by researching a health care related topic and presenting the results; demonstrating best practices in the application of research methodologies relevant to practice.

Prerequisite: Successful completion of the following courses with a minimum C+: MRAD 230, MRAD 235, MRAD 237
Prerequisite or Co-requisite: MRAD 240, MRAD 241, MRAD 243, MRAD 248, MRAD 249, PHYS 225, BIO 226
2 CR / (2,0,0)

MRAD 248

Pathology II

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

Prerequisite: Successful completion of the following courses with a minimum C+: MRAD 230, MRAD 235, MRAD 237
Prerequisite or Co-requisite: MRAD 240, MRAD 241, MRAD 243, MRAD 247, MRAD 249, PHYS 225, BIO 226
3 CR / (3,0,0)

MRAD 249

CT Physical Principles

This course deals with the technological aspects of Computed Tomography (*CT*). The physical principles are discussed followed by a description of data acquisition concepts, the fundamentals of image reconstruction, and data display and storage. This course also discusses the technical principles and applications of multi-slice/detector CT (*MSCT/MDCT*); in particular, important concepts such as the development of emerging CT technology. The course also includes an overview of CT image quality, radiation dose, and quality control (*QC*).

Prerequisite: Successful completion of the following courses with a minimum C+: MRAD 230, MRAD 235, MRAD 237
Prerequisite or Co-requisite: MRAD 240, MRAD 241, MRAD 243, MRAD 247, MRAD 248, PHYS 225, BIO 226
2 CR / (2,0,0)

MRAD 250

Clinical Education III

This is the last of three clinical education courses. The students refine their skills obtained during their previous clinical experiences. Students are scheduled in all areas related to patient imaging practice. Students are required to demonstrate competency on all general and specialized imaging procedures and to demonstrate competency on patient cases of all acuity levels.

Prerequisite: Successful completion of the following courses with a minimum C+: MRAD 240, MRAD 241, MRAD 243, MRAD 247, MRAD 248, MRAD 249, PHYS 225, BIO 226
Prerequisite or Co-requisite: MRAD 255
21 CR / (0,0,34)

MRAD 251

Clinical Education III Refresher

This course is intended to prepare students to enter the third clinical education course of the MRAD program after a time lapse between courses. The focus is on refreshing knowledge and skills of the first and second-year curriculum with emphasis on providing opportunities for students to practice advanced radiographic positioning, image critique, patient care skills, hospital workflow, and decorum..

Prerequisite or Co-requisite: MRAD 240, MRAD 241, MRAD 243, MRAD 247, MRAD 248, MRAD 249, PHYS 225, BIO 226 (minimum C+)
1 CR / (0,1,0)

MRAD 255

Capstone

This course builds upon the core CNC Medical Radiography Program curriculum, allowing students to integrate and synthesize the knowledge, skills, and judgments gained. The students use academic learning tools to solidify understanding and further develop critical thinking skills towards making informed decisions in the clinical setting. Through guided self-study and assessments, the students develop effective study skills to prepare for the Canadian Association

of Medical Radiography Technologists (*CAMRT*) certification examination and improve necessary analytical skills required in clinical settings.

Prerequisite: Successful completion of the following courses with a minimum C+: MRAD 240, MRAD 241, MRAD 243, MRAD 247, MRAD 248, MRAD 249, PHYS 225, BIO 226

Prerequisite or Co-requisite: MRAD 250

4 CR / (3,0,0)

NRFT

Note: NRFT courses are restricted to students in the Natural Resources and Forest Technology Diploma program.

NRFT 101

Indigenous Plants

The purpose of this course is to identify key indigenous plants and native trees in British Columbia and understand the autecology and the cultural uses for plants associated with various First Nations and other groups. Students also learn the indicator role these indigenous plants play in the classification of forest sites and other land management activities.

3 CR / (2,3,0)

NRFT 103

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, site productivity and soil disturbance. Field exercises will emphasize sampling description and classification of soils.

3 CR / (3,2,0)

NRFT 105

Ornithology and Mammology

NRFT 105 is focused on studying birds and mammals that live in British Columbia and the habitat that is required to sustain them. Besides studying anatomy, physiology, reproductive, and behavioural characteristics the course will focus on learning how to correctly identify the birds and mammals by their sound, their appearance, colouration, and the type of habitat in which they are found. Students will also study the population status and current health of the environment in which these birds and mammals live.

3 CR / (2,3,0)

NRFT 108

Map and Spatial Data

An introductory course focusing on the applications of maps and spatial data in natural resource management. Topics include: mapping systems, topographic and thematic maps, measurements from maps and aerial photographs, image interpretation, Remotely Piloted Aircraft Systems (*RPAS*), and Global Positioning System (*GPS*). The applications of satellite remote sensing will also be explored.

2 CR / (1,3,0)

NRFT 109

Introduction to Computers

This course provides an introduction to computing using Windows-based computer applications. Natural resource industry applications including professional word-processing, database management, spreadsheets and presentation software tools will be the primary focus of this course. A foundation for NRFT program writing standards will be established.

1 CR / (0,3,0)

NRFT 111

Forest Measurements I

A field-oriented course that introduces the theory and practice of all aspects of forest measurements and surveying. Students will receive a thorough exposure to timber cruising and basic forest surveying instruments.

3 CR / (2,4,0)

NRFT 121

Silvics and Dendrology

The purpose of this course is to learn the autecology, silvical, and physiological characteristics of coniferous and broadleaved trees native to British Columbia.

Co-requisite: NRFT 202

3 CR / (2,2,0)

NRFT 123

Fire Management

Wildfire is an ever-present component of the coniferous forests of Canada and represents a significant danger to effective forest management and community protection. The principal emphasis in this course is on forest wildfire management with an emphasis on wildfire prevention and control. Successful participants will know their responsibilities under the current Wildfire Act and related Regulations, will understand wildfire management, and will be prepared to take basic steps in wildland fire suppression actions. Fire certification for forestry workers (*S- 100 certification*) will be offered as part of this course. Wildfire-related safety will be stressed throughout the course.

3 CR / (2,2,0)

NRFT 125

Introduction to Earth Sciences

An introductory course to the physical geology with emphasis on the geologic processes that have shaped the Earth. Topics include minerals, rocks, plate tectonics, earthquakes, volcanic activities, various geological processes and landforms, natural hazards, mineral and energy resources. Labs and field trips are used to enhance the learning in the lecture.

3 CR / (2,2,0)

NRFT 128

Geomatics and Cartography

Geomatics involves the gathering, storing, processing and delivering of geographic information, and Cartography is the art and science of graphically representing a geographical area. This course provides students with knowledge and skills in field data collection, data evaluation, map design and editing, and map production. Topics include cartographic principles, map projections, coordinate systems, data sources, thematic mapping, evaluation and interpretation of maps. The field data sets and resource management activities in other program studies will be used for mapping project.

Co-requisite: NRFT 131

2 CR / (1,3,0)

NRFT 131

Forest Measurements II

NRFT 131 is a continuation of NRFT 111. The intent is to provide the student with sufficient knowledge and field training to effectively sample the forest resource to standards established by the BC Forest Service. Forest statistics and applications in analyzing sample data, and controlling sampling error is studied in detail throughout the semester.

Prerequisite: NRFT 111, MATH 195

Co-requisite: NRFT 128

3 CR / (3,4,0)

NRFT 201

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: ENGL 103, NRFT 121, NRFT 123, NRFT 128, NRFT 131, NRFT 202
3 CR / (3,2,0)

NRFT 202

Forest Ecology

This course will provide an introduction to global ecosytems and climatic controls, energy flow, productivity, biogechemical cycling, climate and the physical environment, ecosystem stability, disturbance, and succession. It will also introduce the Biogeoclimatic Classification System of BC and consider Indigenous perspectives.

Prerequisite: NRFT 101, NRFT 103
Co-requisite: NRFT 121
3 CR / (3,2,0)

NRFT 203

Supervisory Skills for Natural Resources

Students in this course will develop group management skills for successful workplace relationships with superiors, peers and subordinates. This course will promote 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: ENGL 103, NRFT 121, NRFT 123, NRFT 128, NRFT 131, NRFT 202
2 CR / (0,2,0)

NRFT 205

Habitat Management

NRFT 205 is a course designed to give natural resource students an understanding of the diversity of native fish and wildlife in North Central BC and the range of habitats used. The course will focus on forest biodiversity, with emphasis on the role of fish and wildlife in a healthy forest. Students will also study forest practices and management techniques that seek to harmonize biodiversity objectives with forest activities.

Prerequisite: ENGL 103, NRFT 121, NRFT 123, NRFT 128, NRFT 131, NRFT 202
3CR / (2,2,0)

NRFT 207

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: ENGL 103, NRFT 121, NRFT 123, NRFT 128, NRFT 131, NRFT 202
3CR / (3,3,0)

NRFT 210

Natural Resources Seminar I

Early in the course, students will focus on laying the groundwork for planning and collecting field data in support of an applied research report that will complete in the following NRFT 251 Applied Research course. Later in the course, the focus will turn to topics focused on safety systems and organizations associated with the resource sector.

Prerequisite: ENGL 103, NRFT 121, NRFT 123, NRFT 128, NRFT 131, NRFT 202
Co-requisite: ENGL 229
2CR / (2,0,0)

NRFT 211

Forest Measurements III

This course is a continuation of NRFT 131 and covers the practical application of timber cruising in compliance with the government Cruising Manual. Students use class field data taken from NRFT 131 and compile the data into a comprehensive cruise report to provide an understanding of the compilation procedures. The course will also cover decay, waste, and breakage. Introduction of the BC Metric Log Scaling and grading system, and weight scaling procedures will also be covered.

Prerequisite: ENGL 103, NRFT 121, NRFT 123, NRFT 128, NRFT 131, NRFT 202
2CR / (1,3,0)

NRFT 213

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 the Forest and Range Practices Act and associated regulations. Emphasis is placed on field procedures and microcomputer design applications.

Prerequisite: ENGL 103, NRFT 121, NRFT 123, NRFT 128, NRFT 131, NRFT 202
3CR / (3,3,0)

NRFT 221

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: ENGL 103, NRFT 121, NRFT 123, NRFT 127, NRFT 131, NRFT 202
3CR / (2,2,0)

NRFT 223

Forest Health

This course examines the role of forest health factors in ecosystem structure and function and their impacts on forest resources and values. Identification, recognition, impacts, ecological role, economic importance and evaluation/management techniques for provincially significant diseases, insects, mammal damage, and abiotic injuries are studied.

Prerequisite: NRFT 202
3CR / (2,2,0)

NRFT 225

Geographic Information Systems

A computer-based course exploring the principles and practices of Geographic Information Systems (*GIS*) technology. Emphasis is given to the processes involved in the digital mapping and spatial analysis with GIS. Topics include geo-referencing, data acquisition and input, data analysis and processing, digital terrain model, and data output. Laboratory exercises will complement the theory presented in the lectures.

Prerequisite: ENGL 103, NRFT 121, NRFT 123, NRFT 128, NRFT 131, NRFT 202
2CR / (1,3,0)

NRFT 227

Silviculture II

NRFT 227 is a continuation of the study of silviculture. This course starts with a focus on building silviculture prescriptions based on an understanding of management objectives. Considerations of each step in prescribing basic silviculture activities are covered. Silviculture surveys used to determine basic free-growing outcomes to a provincial government standard will be studied. Standards of due diligence and ethical practice will be emphasized.

Prerequisite: NRFT 207
3CR / (4,2,0)

NRFT 230

Natural Resource 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 in regard to natural resource management in BC. The course will explore how these groups and organizations approach and address natural resource management in BC. Participants will learn about their options for continuing educational and professional organization membership. Professional organizations will be reviewed and the obligations for professional practice will be outlined.

2CR / (2,0,0)

NRFT 233

Forest Engineering II

This course provides the student with an introduction to the common harvesting systems and methods used in British Columbia. The 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: NRFT 213
3 CR / (3,3,0)

NRFT 251

Applied Research Project

A capstone course focusing on applied research and communication, showcasing skills that are developed across the program curriculum. Students will undertake an exercise in basic applied research, developing a hypothesis, collecting data to test a hypothesis, completing an analysis and finally drawing conclusions. Real-world situations will be explored with a focus on natural resources.

Prerequisite: NRFT 209
Co-requisite: ENGL 252
1 CR / (0,3,0)

NRFT 261

Extended Natural Resources Field Studies

This course is an intensive one-week (*including weekends*) field exercise in which students are exposed to a range of forestry practices and activities in different parts of BC from the interior to the BC lower coast. Field activities will involve exercises; observation; and analysis of research facilities, forestry operations and manufacturing facilities.

Prerequisite: NRFT 201, NRFT 203, NRFT 205, NRFT 207, NRFT 209, NRFT 211, NRFT 213
1 CR / (0,3.2,0)

NRUA

Note: NRUA courses are restricted to students in the Nursing Unit Assistant Program.

NRUA 160

Applied Technology for Nursing Unit Assistants

This course provides the basic technology skills necessary for a nursing unit assistant in a healthcare setting. Students are introduced to electronic medical record applications and will understand confidentiality agreements for computer applications within the hospital and clinic settings. Electronic release of information and releasing sensitive patient information in this format will be discussed. Paperless charting, cloud based records, electronic orders and an overview of accessing up-to-date online requisitions will be introduced.

Prerequisite: NRUA 170 with minimum B grade, MEDT 100
1CR (1,0,0)

NRUA 162

Workplace Observation I

This course will include an instructor-led orientation and one full day of workplace observation. During the placement students will be expected to observe and reflect on the knowledge and skills they have gained up to that point in the program.

Prerequisite: NRUA 171 with a minimum B
0CR (1.5 lecture hours, 7.5 practicum hours)

NRUA 164

Workplace Observation II

This course is comprised of one full day of workplace observation. During the placement students will be expected to observe and reflect on the knowledge and skills they have gained up to that point in the program.

Prerequisite: NRUA 162 with an "S"
0CR (7.5 practicum hours)

NRUA 166

Nursing Unit Assistant Employment Skills

Nursing Unit Assistant students will be provided with the essential skills necessary for achieving successful consideration of employment in the health care industry. A professional and articulate resume and cover letter as well as interview skills will be developed. Students will learn appropriate workplace behavior and attire, customer service skills, basics of emotional intelligence, conflict resolution and handling workplace stress.

Prerequisite: NRUA 164 with an "S"
1CR (1,0,0)

NRUA 170

Communication Skills

This course will introduce hospitals, hospital departments, nursing units and the flow of information among the departments. Students will learn the role of a nursing unit assistant (*NUA*) as part of the healthcare team. The importance of confidentiality, workplace ethics, understanding anger/aggressive behaviour, and recognizing the signs of a person in crisis will be highlighted. Policies and procedures including documentation, legality, and codes will be reviewed. Students will gain an understanding of how an individual's cultural or religious beliefs may affect their hospital stay.

2CR (2,0,0)

NRUA 171

Patient Chart Records

This course will introduce students to patient charts, the forms that are commonly used on charts, and chart packages used in outpatient and inpatient specialty nursing units. Students will learn to recognize each form and the uses of each of these forms and practice completing orders relating to these areas. They will learn the chart order and the nursing unit assistant's responsibilities in maintaining patient charts. The importance of communication between patient registration, medical records and nursing units will be discussed.

Prerequisite: * NRUA 160 with a minimum B
2CR (2,0,0)

NRUA 172

Admissions, Discharges and Transfers

Students will learn the responsibilities of the nursing unit assistant in admitting, discharging and transferring patients. Students will also learn isolation precautions and the role of the nursing unit assistant in ensuring precautions are taken and procedures followed. Physician's orders, transcription and sign-off procedures are learned at an introductory level. The purpose of the

Health Information Management department and their role in collecting patient information from hospital admissions will be discussed.
Prerequisite: NRUA 171 with a minimum B
2CR (2,0,0)

NRUA 173

Pharmacology and Medication Orders I

Students will learn to use the 24-hour clock in a clinical setting. They will learn about drug categories/uses, non-formulary preparations and the names of the most common medications. Students will also be introduced to the types of Medication Administration Records (*MAR*) and will practise transcribing orders onto these records in an accurate and timely manner. The many uses of the Compendium of Pharmaceuticals and Specialties (*CPS*), pharmacology vocabulary and abbreviations will be taught.
Prerequisite: NRUA 171 with a minimum B
2CR (2,0,0)

NRUA 174

Pharmacology and Medication Orders II

Students will continue to expand knowledge and utilize the skills applied in NRUA 173. Drugs affecting nervous, endocrine and respiratory systems, as well as topical medications will be introduced and recalled. Students will continue to process medication orders and practise transcribing analgesia, total parenteral nutrition (*TPN*), withdrawal, intravenous (*IV*), epidural and insulin medications. Pharmacological databases will be demonstrated and students will have the opportunity to practise utilizing these databases to further expand their knowledge about medication in all settings.
Prerequisite: NRUA 173 with a "B" grade
2CR (2,0,0)

NRUA 175

Laboratory Orders

Students learn about the laboratory department, cancer control agency and related subdepartments. They will relate different functions of the laboratory, from collecting specimens for analysis to interpreting results, and recognizing lab personnel involved in each function. Nursing Unit Assistant students will learn to complete requisitions for lab tests, identify patient preparations, and recognize departments responsible.
Prerequisite: NRUA 171 with a minimum B
3CR (3,0,0)

NRUA 176

Diagnostic Orders

This course is designed to provide students with the necessary skills to be confident with processing diagnostic orders. Nursing Unit Assistant students will be exposed to the medical imaging department, cardiology department, and respiratory department and sub departments. The focus will be on successful completion of orders for each test including patient preparations.
Prerequisite: NRUA 171 with a minimum B
2CR (2,0,0)

NRUA 177

Medical/Surgical Orders

Students will become familiar with common surgical and medical procedures and apply this knowledge directly to order processing. A practical approach to operating room (*OR*) bookings and the categories of each procedure is taught. The importance of patient preparation for these procedures is emphasized and students will locate the correct preparations for each. Ordering the necessary supplies for procedures done on the unit and the necessary forms required for each procedure will be taught. Students will practise coordinating appointments for patients after discharge including home care visits.
Prerequisite: NRUA 171 with a minimum B
2CR (2,0,0)

NRUA 178

Therapeutic Orders

In this course students learn how to process, transcribe and requisition physician's orders related to the dietary needs of patients and necessary rehabilitation requirements and treatment such as physiotherapy, occupational therapy and speech/language therapy. Different dietary needs will be discussed and students will learn how to order patient meal trays according to the diet that has been prescribed by the physician.
Prerequisite: * NRUA 171 with a minimum B
1CR (1,0,0)

NRUA 179

Practicum

This course will include an instructor-led orientation and a comprehensive practicum. All students will have the opportunity to apply and further develop the knowledge and skills they have acquired in the classroom to their practicum placement while working under the supervision of a qualified preceptor. Students should be aware that responsibilities and duties will vary among locations.
Prerequisite: The following courses with a minimum "B" grade: NRUA 166, NRUA 172, NRUA 174, NRUA 175, NRUA 176, NRUA 177, NRUA 178
3CR (1,0,8)

NURS.....

Note: NURS courses are normally restricted to students in the nursing program. Non-nursing students may take selected courses if space is available, and with permission of the Associate Dean of Health Sciences.

For third- and fourth-year courses, consult the UNBC Calendar.

NURS 101

The Art and Science of Nursing

This course introduces the student to the dimensions of professional nursing practice. Through group and individual learning activities, students are introduced to concepts, professional nursing practice, issues and trends in nursing, and the Canadian health care system. Students are introduced to foundational nursing skills in the laboratory. Students are provided the opportunity to apply foundational nursing skills in the clinical setting with adults.
Prerequisite: NRUS 102
3 CR / (3,0.8,.1.3)

NURS 102

Communication Theory and Practice

This course provides a foundation for therapeutic communication in nursing practice. Communication skills are fundamental in any relationship to facilitate the health and well-being of clients. Students have the opportunity to increase self-awareness and explore perceptions, attitudes, and values via a variety of communication methods applied to multicultural and multi-generational cohorts. Students are given the opportunity to practise foundational communication skills in the laboratory setting.
3 CR / (2,1.7,0)

NURS 104

Time Lapse Skill Review

Through a combination of online activities, practice review lab, and Observed Structured Clinical Examination (*OSCE*),

testing, students will demonstrate a solid foundation in fundamental clinical skills required for transition to NURS 215: Care of Adult Medical Surgical Nursing with the nursing program. This hybrid course is limited to students who have been out of clinical practise for greater than 18 months. This course is restricted to NCBNP students impacted by the Time Lapse Between Clinical Practica policy.
Prerequisite: NURS 101
1 CR (0.8,0.5,0)

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
4 CR / (2.8,1.6,1)

NURS 202

Pathophysiological Concepts

Uses a conceptual approach to examine pathological mechanisms of altered states in human physiology. Topics include the etiology, cellular metabolism, tissue alterations, functional changes, and age-related differences involved in each process.
Prerequisites: BIO 105, BIO 111, BIO 112
3 CR / (3,0,0)

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, BIO 111, BIO 112
3 CR / (3,0,0)

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
Co-requisite: NURS 201, NURS 202
3 CR / (3,0,0)

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.
Prerequisite: ANTH 101
Corequisite: ANTH 101
3 CR / (3,0,0)

NURS 206

Basic Nutrition

Examines the nutritional needs of specific client groups throughout the lifespan and in various states of wellness and illness. The course reviews the physiology of carbohydrate, fat, protein, and energy metabolism. Topics include enteral and parenteral nutrition, trends and issues in nutritional practice, and the psychosocial and cultural aspects of food and eating behaviours.
Prerequisite: BIO 111, BIO 112
3 CR / (3,0,0)

NURS 215

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 the theory and skills needed to provide nursing care.
Prerequisites: BIO 105, BIO 111, BIO 112, NURS 101, NURS 102, NURS 201, NURS 202, NURS 204
8 CR / (3,1.7,10.4)

NURS 220

Extended Clinical Practicum I

This course provides the opportunity for consolidated clinical nursing practice, with aduls who have health problems. It builds on previous clinical practice with adults and may occur in various practice setting in nortern BC. The practicum is restricted to students in the NCBNP.
Prerequisites: BIO 105, BIO 111, BIO 112, NURS 101, NURS 102, NURS 202, NURS 203, NURS 204, NURS 205, NURS 206, NURS 215
5 CR / (0,0.2,8.4)

OWPA

Note: OWPA courses are restricted to students in the Office Worker Prep Program.

OWPA 050

Business English

This entry-level course focuses on both written and oral communication skills using business documents and situations. Students will develop a strong foundation to improve their reading comprehension, spelling, vocabulary, grammar, writing, listening skills, and public speaking.
(2,2,0)

OWPA 055

Business Math and Calculators

This course presents two essential skills for business students: number literacy and the ability to operate electronic calculators. Upon completion of this course, the student will demonstrate proficiency in manipulating numbers for business applications and demonstrate competency in touch control of an electronic calculator.
(2,2,0)

OWPA 057

Self-Management Skills

This course will help the student discover strategies for academic, personal, and professional success. Topics include essential workplace and study skills, time and stress management, effective communication, interpersonal relationships, and job search techniques.
(2.3,0.67,0)

OWPA 059

Essential Office Skills

This course introduces the student to a variety of essential office skills including workplace conduct, financial and records management, customer service, telephone techniques, and business meeting requirements. Students will learn to perform office duties professionally, and exhibit a positive and cooperative attitude with customers and coworkers.
(2.3,1.67,0)

OWPA 063

Keyboarding Skill Development

This course is designed for students with little or no keyboarding skill and focuses on technique, accuracy, and speed. Students will learn to touch type accurately to a minimum of 20 net words per minute.

(0.15,1.87,0)

OWPA 065

Computer Essentials

This course provides beginner-level computer literacy skills including, terminology, ethical business use, the windows operating system, email, and the internet. The experience provides the confidence to make a comfortable adjustment to whatever computer tools are available in the workplace.

(1,1,0)

OWPA 067

Computer Applications

This course will provide introductory skills in the use of Microsoft Office Suite, including Excel, PowerPoint, and Outlook. The student will be able to create simple Excel workbooks that include functions, charts, and graphics. Students will also learn how to prepare and present a basic PowerPoint slideshow, and manage email features in Outlook.

(1,2,0)

OWPA 070

Word Processing

This introductory word processing course explores the basic functions of Microsoft Word to produce, edit, format, and proof business documents. The course is designed for students with little or no exposure to the software and will build the confidence to move on to intermediate and advanced Word Processing courses. Keyboarding skills are further developed and practiced.

(1,2,0)

PDIT .....

Note: PDIT courses are restricted to students in the Post-Diploma in Information Technologies.

PDIT 302

Computer Systems Hardware

Computer Systems Hardware provides students with a fundamental understanding of microcomputer operating systems, basic input/output systems (*BIOS*), Unified Extensible Firmware Interfaces (*UEFI*) and the relationship between software and hardware. Emphasis is placed on the function, installation, configuration, diagnostics, trouble-shooting, optimization, and operation of computer systems and mobile devices. Students who successfully complete all learning objectives of this course will also be prepared to write the hardware portion of the CompTIA A+ certification exam.

Co-requisite: PDIT 303
3 CR / (1.5,4,0)

PDIT 303

Computer Operating Systems

Computer Operating Systems provides students with a fundamental understanding of microcomputer operating systems within a role as a computer support technician. Topics include function, installation, configuration, diagnostics, trouble-shooting, and optimization of the operating System. Emphasis is placed on computer workstation operating systems from Microsoft and other industry-standard software vendors. Students who successfully complete all learning objectives of this course will also be prepared to write operating system portion of the CompTIA A+ certification exam.

Co-requisite: PDIT 302
3 CR /(1.5,4,0)

PDIT 304

Enterprise System Administration

Enterprise System Administration provides students with techniques and understanding in configuring, trouble-shooting and administration of corporate devices in an enterprise-level local area network (*LAN*) computing environment. Lessons and labs are integrated throughout the course. Various topics include enterprise-level Microsoft operating systems configuration, Windows deployment, virtualization, and security.

Prerequisite: A minimum B grade in PDIT 303
3 CR /(1.5,4,0)

PDIT 307

Networking Technologies

Networking Technologies provides students with the skills and knowledge to troubleshoot, configure and manage common wireless and wired networks through integrated lessons and labs. Concepts behind cabling standards and the understanding of emerging technologies such as unified communication, mobile, cloud and virtualization are explored. Students who successfully complete all learning objectives of this course will also be prepared to write the CompTIA Network+ certification exam.

3 CR /(1.5,4,0)

PDIT 308

Project Management

Project Management introduces concepts and processes involved in project management based on principles and techniques espoused by the Project Management Institute (*PMI*). This course familiarizes the learner with typical project management *(PM*) activities and provides opportunity to develop simple project plans (*using PM software, e.g. Microsoft Project*). Scenarios presented in the course material involve activities typically encountered in an IT industry environment.

3 CR / (3,0,0)

PDIT 324

Wireless Technology Specialist

Wireless Technology Specialist provides students with the technical knowledge to support wireless local area networks (*LAN*) through integrated lessons and labs. Students gain hands-on skills to successfully survey, install, troubleshoot and administer enterprise-level Wi-Fi networks. Students who successfully complete all learning objectives of this course will also be prepared to write the Certified Wireless Network Professional (*CWNP*) certification exam.

3 CR / (1.5,4,0)

PDIT 330

Microsoft Server Operating Systems

Microsoft Server Operating Systems provides students with the theoretical and practical skills required to install, configure, troubleshoot and maintain an enterprise-level Microsoft Server Operating System. Lessons and labs are integrated throughout the course. Students learn a wide spectrum of fundamental enterprise server concepts and local area network (*LAN*) management tools using Microsoft technologies. Students who successfully complete all learning objectives of this course will also be prepared to write the Microsoft Technology Associate (*MTA*) certification exam.

3 CR / (1.5,4,0)

PDIT 332

Introduction to Linux

Introduction to Linux provides students with the opportunity to develop the theoretical knowledge and practical skills required for installation and fundamen-

tal configuration of a Linux operating system as used in both the desktop and enterprise server environments. Lessons and labs are integrated throughout the course. Students gain foundation knowledge on Linux, open source concepts and the command line interface (*CLI*). Each learner has hands-on access to labs to practise and explore CLI utilities. Focus of this course is to prepare the student to write an industry standard Linux certification exam.

Prerequisite: A minimum B grade in PDIT 302 and PDIT 303
3 CR / (1.5,4,0)

PDIT 340

Professional Development

This course provides students with the opportunity to develop and apply their understanding of customer service principles and best practices. These skills and abilities will allow students to improve their interactions with customers and coworkers. Competencies addressed include communication, social media use, professionalism and ethics, workplace relationships and conflict, business leadership, occupational health and safety, and topics related to human resources. Students who successfully complete all learning objectives of this course will also be prepared to write the ETA Customer Service Specialist (*CSS*) certification exam.

2 CR / (1,2,0)

PDIT 376

Introduction to Networks

This course introduces students to the architecture, structure, functions, components, and models of the internet and other computer networks through integrated lessons and labs. The principles and structure of Internet Protocol (*IP*) addressing and the fundamentals of Ethernet concepts, media, and operations are introduced to provide a foundation for the curriculum. Students learn to build simple local area networks (*LAN*), perform basic configurations for routers and switches, and implement IP addressing schemes.

3 CR / (1.5,4,0)

PDIT 377

Routing and Switching Essentials

Routing and Switching Essentials introduces students to the architecture, components, and operations of routers and switches in a small network through integrated lessons and labs. Students learn how to configure a router and a switch for basic functionality. Students also learn to configure and troubleshoot routers and switches and resolve common issues with virtual local area networks (*VLANs*) and inter-VLAN routing in both Internet Protocol (*IP*) version 4 and IP version 6 networks.

Prerequisite: A minimum B grade in PDIT 376
3 CR / (1.5,4,0)

PDIT 378

Scaling Networks

Scaling Networks introduces students to the architecture, components, and operations of routers, and explains the principles of routing and routing protocols through integrated lessons and labs. Students learn how to configure a router for basic and advanced functionality. Students also learn to configure and troubleshoot routers and resolve common issues with Routing Information Protocol (*RIP*), Enhanced Interior Gateway Routing Protocol (*EIGRP*), and Open Shortest Path First (*OSPF*) in both Internet Protocol (*IP*) version 4 and IP version 6 networks.

Prerequisite: A minimum B grade in PDIT 377
3 CR / (1.5,4,0)

PDIT 379

Connecting Networks

This course discusses the wide area network (*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 also develop the knowledge and skills needed to implement Internet Protocol Security (*Ipsec*) and virtual private network (*VPN*) operations in a complex network.

Prerequisite: A minimum B grade in PDIT 378
3 CR / (1.5,4,0)

PDIT 380

Data Center Technologies

Data Center Technologies introduces the fundamental technologies of an enterprise-level data center through integrated lessons and labs. Students develop a skill set to configure, maintain, secure and troubleshoot computer networking infrastructure services such as web, email, file and print. The student also gains hands-on experience administering Active Directory, firewalls, virtualization, storage and cloud computing systems. Students who successfully complete all learning objectives of this course will also be prepared to write the CompTIA Server+ certification exam.

Prerequisite: A minimum B grade in PDIT 330 or PDIT 332
3 CR / (1.5,4,0)

PDIT 382

IT Security

Information Technology (*IT*) Security provides students with the opportunity to develop a fundamental knowledge of cybersecurity best practices for IT professionals. This course uses a hands-on approach to troubleshoot and implement securing technologies to computer networks and devices. Students identify and address security incidents and protect applications and systems within an organization. Students who successfully complete all learning objectives of this course will also be prepared to write the CompTIA Security+ certification exam.

Prerequisite: A minimum B grade in PDIT 302 and 303
3 CR /(1.5,4,0)

PDIT 391

Project Work Skills

Project Work Skills allows students to combine the knowledge and practical experiences of previous courses into real-world environments. Working in groups, students complete case studies based on building a functional network. Students also have the opportunity to provide tech support to the community and gain hands-on practical experience working with the customer. Students learn the fundamentals of job searching/interviewing skills and technical documentation. In addition, students are encouraged to write industry-standard certifications

Prerequisite: A minimum B grade in PDIT 378
3 CR /(2.5,3,0)

PHIL

PHIL 100 UT

Introduction to Philosophy

PHIL 100 is designed to introduce students to philosophy as a study discipline. Core questions will be asked: Is there a God? What is morality? How important is knowledge to truth? Are humans capable of knowing everything? Are humans mere material beings, or is there a non-material aspect to human life? What is justice? What is a civil society? What is politics? Students will be introduced to some of the best minds who have offered insight

and understanding on these issues. PHIL 100 will arouse interest in students for this field of study, its benefits to learning, and career development.
3 CR / (3,0,0)

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 / (3,0,0)

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 / (3,0,0)

PHIL 107 UT

Critical Texts in Western Thought: Modern and Contemporary

This course 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 / (3,0,0)

PHIL 115 UT

World Religions I

A foundational course in the study of religion intended as an introduction to the religions that have a significant following and/or influence in our world.
Prerequisite: ENGL 103
3 CR / (3,0,0)

PHIL 205

Philosophy of Science

An examination of philosophical issues concerning the nature of scientific theories and explanations. How is theory to be distinguished from observation? How can theories be tested by confrontation with observed facts if what we are willing to count as a fact depends in part on the theories we already hold? Can we be immediately aware of more than our own present sensory experiences? Does every event have a cause? Do we have reason to think that any event has a cause? Are scientific and supernatural explanations incompatible?

Note: Offered on the basis of demand. Students interested in taking this course should contact the School Dean at 250-561-5815.
3 CR / (3,0,0)

PHIL 213

Western Thought from Plato to Hegel

This course introduces students to the approximately 2400 year development of Western intellectual thought. It will primarily focus on the ideas of eminent thinkers whose ideas gained acceptance among intellectually elite and influenced society. Additionally, this course will help students understand, appreciate, and critique the legacy of Western cultural formation, which took place predominantly in Europe.
Cannot also hold credit for: HIST 213
3 CR / (3,0,0)

PHIL 214

Philosophy in the Modern Western World

Philosophy refers to the study of knowledge, reality, and existence. A philosophical movement comprises the collected thinking of figures that influence social, cultural, political, and economic systems in a given culture or location. This course introduces students to "Modern" philosophy: the primary philosophical movement in the West from 1600 – 1950 AD. Informed by this introduction and their own philosophical inheritances, students will be able to understand, appreciate, and critique the legacy of Western cultural formation. Cannot also hold credit for HIST 214
3 CR / (3,0,0)

PHIL 220 UT

Political Philosophy in Western Thought

This course is an introduction to political philosophy in the Western (European) tradition. Students will study those ideas, principles, and values that were foundational to the making of dominant political frameworks in the West. They will also become familiar with the key figures that shaped and influenced modern Western political structures, policies, and governance and examine questions relating to the duties and obligations of the state towards its citizens, the submission of citizens to the laws of the state, and other relevant issues.
3 CR / (3,0,0)

PHIL 235

Contemporary Ethical Issues

An examination of the ways in which ethical theories treat a variety of moral problems in contemporary society. Topics may include abortion, euthanasia, punishment, terrorism, torture, and the treatment of animals.
3 CR / (3,0,0)

PHYS

PHYS 045

Advanced Preparatory Physics

This introductory physics course prepares students to the Physics 11 level. It covers such topics as measurement, motion, dynamics, energy, electricity, and heat. Lab work is an integral part of this course.
Prerequisite: Math 045, or one of Foundations of Math 11 or Pre-calculus 11 taken within the last year or as evaluated by a Academic Upgrading placement test, or Math 045 as a co-requisite.
(Total course hours 120)

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 evaluat-

ed by the Academic Upgrading math placement test
(Total course hours 112)

PHYS 101 UT

Introductory Physics I

This is a calculus-based physics course for engineering and science majors. Topics covered include two dimensional vectors, kinematics, dynamics, energy, and momentum of particles, equilibrium of rigid bodies, rotational motion, and thermodynamics. Differentiation and integration one- and two dimensional motion equations is included. Cross products and dot products will be introduced.

Prerequisite: Physics 12 or PHYS 050 or equivalent, and Pre-calculus 12 or MATH 050 or MATH 100 or equivalent
Prerequisite or Corequisite: MATH 101
3 CR / (4,3,0)

PHYS 102 UT

Introductory Physics II

This is a calculus-based physics course for engineering and science majors. Topics covered include simple harmonic motion, waves, electric charges, electric fields, electric currents, electrical circuits, magnetic fields, electromagnetism, light, geometric and wave optics, and introduction to quantum physics.

Prerequisites: PHYS 101, MATH 101
Prerequisite or Corequisite: MATH 102
3 CR / (4,3,0)

PHYS 105 UT

General Physics I

This course is an algebra-based introduction to physics for students in the life and environmental sciences. Topics include kinematics, dynamics, energy, fluids, geometric optics, temperature, and heat.

Prerequisite: Pre-calculus 11 or MATH 045 or equivalent, and Physics 11 or PHYS 045 or equivalent
3 CR / (3,3,0)

PHYS 106 UT

General Physics II

This course is an algebra-based introduction to physics for students in the life and environmental sciences. Topics include momentum, rotational motion and dynamics, Newtonian gravitation, rotational equilibrium, vibration and waves, wave optics, electricity, and magnetism. This course, along with PHYS 105, satisfies physics requirement for those whose program areas require a year of university-level (*non-calculus*) physics.

Prerequisite:Pre-calculus 11 or MATH 045 or equivalent, and Physics 11 or PHYS 045 or equivalent
3 CR / (3,3,0)

PHYS 115

Physics – Medical Radiography I

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, and production of x-rays. The physics of x-ray tubes, including heat dissipation, will also be discussed. Students relate the production of radiation and radiation exposure factors/settings to a resultant radiographic image.

Prerequisite or Co-requisite: MRAD 101, MRAD 103, MRAD 105, MRAD 107, MRAD 109, MRAD 111, BIO 126
4 CR (2,2,0)

PHYS 170

Physics for Sonography I

In this introductory course students will learn the principles of sound travel, interactions within the body, and application to a sonographic exam. Concepts include the properties, creation and detection of sound waves. Also covered are instrumentation, artifacts, digital imaging, and storage and safety considerations for both the operator and the patient. Students will apply theoretical concepts from this course to simulations in the lab.

Co-requisite: BIO 170, SONO 100, SONO 103, SONO 105, SONO 107, SONO 109
3 CR / (3,0,0)

PHYS 173

Physics for Sonography II

This lecture course builds on the concepts presented in PHYS 170. The focus of this course is on the principles and instrumentation of Doppler imaging. Concepts include continuous wave, pulsed wave, colour, power, and tissue Doppler. Students will also learn how to minimize the biological effects of ultrasound. Students will apply theoretical ideas from this course to simulations in the lab.

Prerequisite: BIO 170, SONO 100, SONO 103, SONO 105, SONO 107, SONO 109, PHYS 170 (minimum C+)
Co-requisite: SONO 120, SONO 123, SONO 125, SONO 129, SONO 131
3 CR / (3,0,0)

PHYS 175

Physics for Sonography III

This theory course is a continuation and integration of PHYS 170 and PHYS 173. The focus is on the relationship between the physical principles of fluid motion and Doppler imaging. Tissue harmonic imaging, contrast imaging, and elasticity imaging in sonography are also covered. Students will learn about the quality assurance and control responsibilities of the sonographer. Students will apply theoretical concepts from this course to simulations in the lab.

Prerequisite: SONO 145 (Minimum C+), SONO 133, SONO 135
Co-requisite: SONO 230, SONO 231, SONO 233, SONO 237
2 CR / (2,0,0)

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 and 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 / (3,0,0)

PHYS 204 UT

Mechanics I—Statics

This is a course for students in engineering and physical sciences. Topics include vectors (*two and three dimensions, dot products, cross products, and triple products*), statics of particles and rigid bodies, structural analysis, internal forces, laws of dry friction, and kinematics and kinetics of particles.

Prerequisites: PHYS 101 and MATH 101
Prerequisites or corequisites: MATH 102
3 CR / (4,0,0)

PHYS 225

Physics – Medical Radiography II

This course emphasizes the application of physical phenomena in medical radiography. Topics include magnetism, 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 and spatial resolution. The physics of the x-ray generator is also discussed. Students will cover the use of solid-state

physics in modern imaging equipment. This course requires the students to perform precise measurement, graph plotting and data interpretation.
Prerequisite: Successful completion of the following courses with a minimum C+: MRAD 230, MRAD 235, MRAD 237
Prerequisite or Co-requisite: MRAD 240, MRAD 241, MRAD 243, MRAD 247, MRAD 248, MRAD 249, BIO 226
4 CR / (2,2,0)

PIPE

PIPE 115

Pipe Trades Foundation (Harmonized)

The Pipe Trades Foundation *(Harmonized*) course is delivered with traditional classroom and shop-based instruction. This program prepares the student for entry into the apprenticeship program for either Plumber, Pipe Fitter/Steam Fitter, or Sprinkler Fitter. To work in BC, a pipe trade worker must be either certified in a trade or registered in a four-year apprenticeship program leading to certification.
0 CR / (21,9,0)

PIPE 200

Steamfitter/Pipefitter Level 2 Harmonized

The Steamfitter/Pipefitter Level 2 course is delivered with traditional classroom and shop-based instruction.
Prerequisite: Steamfitter/Pipefitter Level 1 or Foundation; Must be a registered Steamfitter/Pipefitter Apprentice with ITA
(Total course hours 210)

PIPE 300

Steamfitter/Pipefitter Level 3 Harmonized

The Steamfitter/Pipefitter Level 3 course is delivered with traditional classroom and shop-based instruction.
Prerequisite: Steamfitter/Pipefitter Level 2; Must be a registered Steamfitter/Pipefitter Apprentice with ITA
(Total course hours 240)

PIPE 400

Steamfitter/Pipefitter Level 4 Harmonized

The Steamfitter/Pipefitter Level 4 course is delivered with traditional classroom and shop-based instruction.
Prerequisite: Steamfitter/Pipefitter Level 3; Must be a registered Steamfitter/Pipefitter Apprentice with ITA
(Total course hours 240)

PLMG

PLMG 200

Plumber Level 2 Harmonized

The Plumber Level 2 course is delivered with traditional classroom and shop-based instruction. Plumbers install, repair and maintain plumbing fixtures and systems such as water, hydronic, drainage, waste and vent (DWV), low pressure steam, chemical and irrigation. They also install specialized systems such as medical gas, process piping, compressed air, water conditioners, fuel piping, sewage and water treatment, and storage and flow equipment. Plumbers interpret drawings, refer to layouts of existing services, and review applicable codes and specifications to determine work details and procedures. They locate and mark positions for fixtures, pipe connections and sleeves, and cut openings to accommodate pipe and fittings. Topics covered in this course are: Tools and Equipment; Routine trade Activities; Plumbing Fixtures and Appliances; Drainage, Waste and Vent (DWV) Systems, Hydronic Systems; and Gas Fired Appliance System Installation.
Prerequisite: Plumber Level 1 or Piping Foundation; Must be a registered Plumber Apprentice with ITA
(Total course hours 240)

PLMG 300

Plumber Level 2 Harmonized

The Plumber Level 3 course is delivered with traditional classroom and shop-based instruction.
Prerequisite: Plumber Level 2; Must be a registered Plumber Apprentice with ITA.
(Total course hours 210)

PLMG 400

Plumber Level 2 Harmonized

The Plumber Level 4 course is delivered with traditional classroom and shop-based instruction.
Prerequisite: Plumber Level 3; Must be a registered Plumber Apprentice with ITA
(Total course hours 240)

PRAN

Note: PRAN courses are restricted to students in the Practical Nurse program.

PRAN 100

Professional Practice 1

This theory course introduces the profession of Practical Nursing and the BC legislation that informs the practice. The history of nursing and, specifically, the evolution of Practical Nursing in the Canadian health care system are discussed. The philosophy and foundational concepts of the Provincial Practical Nursing Program (*PPNP*) are explored.
Co-requisites: PRAN 110, PRAN 112, PRAN 115, PRAN 118, PRAN 150
2 CR / (Total course hours 25)

PRAN 101

Professional Practice 2

This course examines the legislation influencing PN practice with clients experiencing chronic illness and with 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 inter-professional practice are also addressed.
Prerequisites: PRAN 190 with minimum grade S.
Corequisites: PRAN 120, PRAN 122, PRAN 125, PRAN 128, PRAN 155
1 CR / (Total course hours 20)

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.
Corequisites: PRAN 100, PRAN 112, PRAN 115, PRAN 118, PRAN 150
2 CR / (Total course hours 35)

PRAN 112

Variations in Health 1

This introductory course provides learners with the foundations of disease and illness across the lifespan. Learners will 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 is explored as well as the incorporation of evidenced informed practice.
Corequisites: PRAN 100, PRAN 110, PRAN 115, PRAN 118, PRAN 150
3 CR / (Total course hours 40)

PRAN 115

Health Promotion 1

This course introduces the concepts of health promotion, the determinants of health and health inequities, and develops a beginning knowledge of normal growth and development. Topics include health enhancement, health protection, disease prevention and health restoration (*recovery, care and support*).
Corequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 118, PRAN 150
2 CR / (Total course hours 30)

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.
Corequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 150
2 CR / (Total course hours 30)

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 190 with minimum grade S.
Corequisites: PRAN 101, PRAN 122, PRAN 125, PRAN 128, PRAN 155
2 CR / (Total course hours 30)

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 190 with minimum grade S.
Corequisites: PRAN 101, PRAN 120, PRAN 125, PRAN 128, PRAN 155
3 CR / (Total course hours 45)

PRAN 125

Health Promotion 2

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 190 with minimum grade S.
Corequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 128, PRAN 155
2 CR / (Total course hours 30)

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 190 with minimum grade S.
Corequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 125, PRAN 155
2 CR / (Total course hours 30)

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 practise 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.
Corequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118
3 CR / (Total course hours 135)

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 190 with minimum grade S.
Corequisites: PRAN 101, PRAN 120, PRAN 122, PRAN 125, PRAN 128
4 CR / (Total course hours 180)

PRAN 190

Consolidated Practice Experience 1

This first practice experience provides learners with an opportunity to integrate theory from Term 1 coursework into practice. Learners will 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.
Prerequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 115, PRAN 118, PRAN 150
3 CR / (Total course hours 90)

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, PRAN 155
3 CR / (Total course hours 120)

PRAN 200

Professional Practice 3

This course integrates the concepts from previous professional-practice courses and introduces the student to practise 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 191 with minimum grade S.
Corequisites: PRAN 210, PRAN 212, PRAN 215, PRAN 250
1 CR / (Total course hours 20)

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 190 with minimum grade S.
Corequisites: PRAN 220, PRAN 222, PRAN 225, PRAN 255
1 CR / (Total course hours 20)

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 191 with minimum grade S.
Corequisites: PRAN 200, PRAN 212, PRAN 215, PRAN 250
1 CR / (Total course hours 20)

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.

PRAN 191 with minimum grade S.
Corequisites: PRAN 200, PRAN 210, PRAN 215, PRAN 250
3 CR / (Total course hours 45)

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 191 with minimum grade S.
Corequisites: PRAN 200, PRAN 210, PRAN 212, PRAN 250
2 CR / (Total course hours 36)

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 290 with minimum grade S.
Corequisites: PRAN 201, PRAN 222, PRAN 225, PRAN 255
1 CR / (Total course hours 20)

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 290 with minimum grade S.
Corequisites: PRAN 200, PRAN 220, PRAN 225, PRAN 255
3 CR / (Total course hours 50)

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 health-promoting 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 290 with minimum grade S.
Corequisites: PRAN 201, PRAN 220, PRAN 222, PRAN 255
2 CR / (Total course hours 24)

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 191 with minimum grade S.
Corequisites: PRAN 200, PRAN 210, PRAN 212, PRAN 215
3 CR / (Total course hours 120)

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 290 with minimum grade S.
Corequisites: PRAN 201, PRAN 220, PRAN 222, PRAN 225
4 CR / (Total course hours 180)

PRAN 290

Consolidated Practice Experience CPE 3

This clinical experience introduces students to community practice and gives them an opportunity to apply and adapt the knowledge gained in Levels 1, 2, and 3 within a continuum of care for clients across their 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, PRAN 250
2 CR / (Total course hours 65)

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, PRAN 255
4 CR / (Total course hours 200)

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.

Prerequisites: PRAN 291 with minimum grade S.
2 CR / (Total course hours 30)

PRAN 299

Preceptorship

This final practice experience provides an opportunity for the student to demonstrate the integration and consolidation of knowledge, skills and abilities within the realities of the workplace and to 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 295 with minimum grade S.
4 CR / (Total course hours 180)

PSCI.....

PSCI 100 UT

Introduction to Politics and Government

This course is designed to provide students with a basic foundation in the study of politics, government and society. The objective of this course is to introduce students to the complex world of politics, in order to develop the skills required to critically assess questions related to ideology, social justice, political organization, government policies and decisions. By learning about the essential concepts of politics, and the processes of government, students will develop the skills to be engaged yet critical citizens. Although much of the emphasis will be on Canadian politics, we will be focusing on political developments in other parts of the world.

3 CR / (3,0,0)

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 / (3,0,0)

PSCI 200 UT

Canadian Government & Politics

This course surveys Canadian government and politics by exploring Canada's political culture and constitution, federalism, relations with First Peoples, federal offices, bureaucracy, and the courts. Students will also investigate the mechanisms that help mobilize and link citizens to government, such as political parties, elections, interest groups, and social movements. Students will thus develop a command of their political environment and an enriched understanding of dilemmas facing a diverse, liberal-democratic Canada. Recommended: PSCI 100 and second-year standing.

Prerequisite: ENGL 103, ENGL 104, ENGL 107, or ENGL 108.
3 CR / (3,0,0)

PSCI 250 UT

U.S. Government & Politics

American politics continues to fascinate and at times shock foreign observers, yet is often oversimplified or misunderstood. This course introduces American political culture and its primary institutions and processes: the Constitution, the Presidency, Congress, the judiciary and bureaucracy, federalism, political parties, interest groups, and the electoral system. In addition to exploring historical and contemporary issues, students will learn how racism, war, ideology, individualism, and capitalism have shaped American government and politics. Recommended: PSCI 100 and second-year standing.

Prerequisite: ENGL 103, ENGL 104, ENGL 107, or ENGL 108.
3 CR / (3,0,0)

PSYC.....

PSYC 101 UT

Introduction to Psychology I

This general survey course includes topics such as a brief history of psychology, basic research methodology, biological psychology, sensation, perception, consciousness, learning, memory, language and thought.

3 CR / (3,0,0)

PSYC 102 UT

Introduction to Psychology II

This course is a continuation of PSYC 101. Topics include developmentalpsychology, intelligence and intelligencetesting, personality and personality assessment, motivation, emotion, stress and health, social psychology, an introduction to psychological disorders and their treatment.

Prerequisite: PSYC 101
3 CR / (3,0,0)

PSYC 201 UT

Statistics for the Social Sciences

This course introduces students to the concepts and applications of statistics in the social sciences. The focus will be on the analysis and interpretation of data using descriptive and inferential statistics. In the laboratory, students will gain experience with computerized data analysis. PSYC 101 is strongly recommended.

Prerequisite: Foundations of Math 11 or Precalculus 11 or MATH 045, or equivalent
3 CR / (3,3,0)

PSYC 202 UT

Research Methods in Psychology

The student is introduced to the field of personality through the examination of the major theories and perspectives of personality (*e.g., psychoanalysis, trait theory, biological, humanistic, behavioural and cognitive theories*). Personality development and personality assessment from these approaches will be introduced. The refinement, research and application of these theories will be explored and critically evaluated.

Prerequisite: PSYC 102
3CR / (3,1,0)

PSYC 203 UT

Introduction to Personality

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. Topics covered will include the following: scientific methods and the major research designs used in Psychology, critical analysis of

research literature, and an introduction to research proposals. Additionally, students will learn how to write a research report according to APA standards.
Prerequisite: PSYC 102
3CR / (3,0,0)

PSYC 204 UT

Social Psychology

Social Psychology is the scientific study of how social influences affect people's thoughts, feelings, and actions. Major topics include affiliation, attraction, attitude and attitude change, prejudice, conformity, obedience, aggression, altruism, and group dynamics. Social psychological theories are presented along with a critical evaluation of research and research methodology related to the above topics.
Prerequisite: PSYC 102
3 CR / (3,0,0)

PSYC 207 UT

Introduction to Psychological Disorders

This course is an introduction to the history, classification, research and theories of psychological disorders. It takes an integrative approach by emphasizing a variety of theoretical perspectives (*i.e., biological, psychological, social*). The causes, risk factors and treatments of several disorders (*i.e., anxiety, somatic symptom and dissociative disorders, depression and bipolar disorder, schizophrenia, personality disorders*) will be examined from the various theoretical approaches. Additional topics may include other disorders (*e.g., neurocognitive, substance use, eating, developmental*) or mental health and the law.
Prerequisite: PSYC 102
3 CR / (3,0,0)

PSYC 208

Introduction to Human Sexuality

This course examines human sexuality from biological, psychological, and social perspectives. Topics will include sexual diversity, sexual anatomy and the sexual response cycle, psychosexual development, variations in sexual behaviour, attraction and intimacy, contraception and abortion, sexually-transmitted infections, gender, sexual orientation, pornography, and sexual coercion.
Prerequisites: PSYC 101 and PSYC 102—minimum "D" grades
3 CR / (3,0,0)

PSYC 209 UT

Introduction to Biological Psychology

This course provides an overview of contemporary knowledge about the interrelationships among biological processes, the mind, and behaviour. Major topics include neuroanatomy, cellular communication, nervous system development, neuroplasticity, and the influence of drugs and hormones on behaviour. Methods of investigating biological processes and research methodology in biological psychology will be studied. Sensory and motor systems as well as higher cognitive processes such as learning, memory, and language will also be introduced. Students will learn about the role of biological mechanisms involved in stress, addictions and brain and psychological disorders.
Prerequisite: PSYC 102
3 CR / (3,0,0)

PSYC 210 UT

Introduction to Cognitive Psychology

Cognitive Psychology is the scientific study of the mind and mental processes. Major topics include research methods in cognition, cognitive neuroscience, perception, attention, memory, language, concept formation, imagery, problem solving, and embodied cognition. The role of the nervous system in cognition will be studied. Topics may also include reading, expertise, imagery, executive processes, meta-cognition, artificial intelligence, and comparative cognition.
Prerequisite: PSYC 102
3 CR / (3,0,0)

PSYC 212 UT

History of Psychology

This course examines the development of modern psychology from its founding to the present. Attention will be paid to the work of philosophers, physiologists, and physicists beginning in Ancient Greece through the Renaissance to the founding of contemporary psychology in the 19th century. Special attention will be paid to the 19th- and 20th-century evolution of psychological thought, including psychoanalysis, neobehaviourism, and cognitive, humanistic, and biological psychology.
Prerequisite: PSYC 101, PSYC 102
3 CR / (3,0,0)

PSYC 215 UT

Developmental Psychology

This course is an examination of theory and research related to the development of the human being from conception through adulthood. Topics are organized according to the physical, cognitive, social, and emotional aspects of development. Specific issues include cultural dimensions (*ethnicity, class, gender, age*) and controversies in developmental psychology.
Prerequisites: PSYC 101 and PSYC 102—minimum "D" grades
3 CR / (3,0,0)

PWER

Note: PWER courses are restricted to students in the Power Engineering programs.

PWER 170

4th Class Power Engineering Program

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 Technical Safety BC's fourth class power engineer's exam.

This course includes a mandatory off-site practical experience component. The scale of this component is dependent on the state of the local economy and community partnerships

PWER 180

3rd Class Power Engineering Program

As a third-class power engineer you could operate and maintain power (*steam*) plants in a host of settings from sawmills and pulp mills to hospitals and recreation centers. You'll cover 25 topics in this 30-week third class program: see the Standardization of Power Engineer Examinations Committee (*SPOEEC*) web page for the latest information (*http://www.sopeec.org/index.php/home/whats-new/sopeec-syllabus/third-class-syllabus/)*

This course includes a mandatory off-site practical experience component. The scale of this component is dependant on the state of the local economy and community partnerships.

PWER 175

4th Class Power Engineering Theory

This theory program provides the theor-

etical training needed for a career in power plant operation and maintenance. The curriculum and learning objectives align with the Standardization of Power Engineer Examinations Committee (*SOPEEC*). After successfully completing this program, you will be granted a qualifying time credit toward the firing time required to write Technical Safety BC's 4th Class Power Engineer's exam.
(600 hours)

PWER 185

3rd Class Power Engineering Theory

This theory program will prepare you to operate and maintain power (*steam*) plants in a host of settings from sawmills and pulp mills to hospitals and recreation centres. The curriculum and learning objectives align with the Standardization of Power Engineer Examinations Committee (*SOPEEC*). After successfully completing this program, you will be granted a qualifying time credit toward the firing time required to write Technical Safety BC's 3rd Class Power Engineer's exam.
(600 hours)

PWP.....

PWP

Parts and Warehousing Person Foundations

This course will provide students with the skills and knowledge needed to perform basic warehousing functions, which includes basic materials handling of all warehouse items, including automotive and industrial engines and equipment parts. Students will practice safety skills and be introduced to warehouse operations, equipment, and technology. For detailed information on the scope of knowledge and skills taught and assessed in this course, refer to the outline available on the ITA website.
(Total course hours 600)

SOC.....

SOC 101 UT

Introduction to Sociology I

An introduction to the basic sociological theories and methods for studying individuals, groups, and institutions. Topics will include culture, socialization, families, education, gender, aging, and deviance. These concerns will be illustrated and developed with Canadian materials.
3 CR / (3,0,0)

SOC 102 UT

Introduction to Sociology II

A continuation of SOC 101. Topics 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 / (3,0,0)

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 / (3,0,0)

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 / (3,0,0)

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 / (3,0,0)

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 / (3,0,0)

SOC 210 UT

Introduction to Sociological Theory

This course will provide a brief background in the core classical theorists in sociology and then, for the remainder of the term, will focus on engaging with sociological themes and theorists from the 21st century. This course aims to familiarize students with some of the key theorists and debates in sociology. At the same time, the theorists represented in this course are not by any means exhaustive. Instead, the focus is on providing a foundation in some of the classical theorists and then a selective representation of work that engages with questions of culture, power and social order from both macro and micro perspectives. The contemporary works also demonstrate how the classical theorists influence contemporary sociological theory both by providing a foundation for thought or a basis for divergence and contestation.
3 CR / (3,0,0)

SOC 220

Women In Society

This course aims at a critical examination of the historical and contemporary position of women in various societies, with particular emphasis on Canada. Traditional sociological theories and a number of feminist perspectives will be used to analyze gender inequality, the institutionalized means through which it is reproduced, and the possibilities for meaningful change in Canada.

Prerequisite: SOC 101 or WMST 101
3 CR / (3,0,0)

SOC 225

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 their 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, sport, family, media, the military, and more. 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 / (3,0,0)

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 / (3,0,0)

SOC 235 UT

Queering the Social

This course will provide us with a framework for understanding the history and contemporary applications of queer theory and interdisciplinary queer studies. We will interrogate conceptions of gender, sex, the "body" erotic pleasure, sexuality, and sexual orientation as social and cultural derivations and, thus, historical. We will examine the social and political pressures that emerge from such formulations. We will not, however, simply accept the now-familiar academic axiom "it's because it is socially constructed," we will endeavor to critically assess the consequences of certain intellectual traditions and the ramifications on social policy, popular culture, the law and governmentality, the sciences, and politics. Finally, we will explore these contested ideas in the contextualized lives of so-called queer citizens.

Prerequisite: SOC 102
3 CR / (3,0,0)

SOC 240

Sociology of the Body

This course will provide students with 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 will be highlighted and questions will be asked about the ways in which bodies are racialized, gendered and sexualized.

Prerequisite: SOC102
3 CR / (3,0,0)

SOC 245 UT

Gender, Self and Identity

Drawing on the work of leading researchers and thinkers this course is a survey of classical and contemporary perspectives on the complex connections between gender, self and identity in the modern world. Students will look at how traditional social institutions including religion, family, media, and newer trends in immigration, globalization and internet (*especially social media*) use govern the way gender, sexuality and various other axis of self and identity are constructed.

Prerequisite: SOC102
3 CR / (3,0,0)

SONO .....

Note: SONO courses are restricted to students in the Diagnostic Medical Sonography Program.

SONO 100

General Sonography I

This course introduces students to the sonographic principles of imaging in the normal abdomen and pelvis. The focus is on normal anatomical appearance, variants, and common pathologies. Concepts include relational and cross-sectional anatomy and physiology. Students will apply theoretical concepts to scan structures of interest in the abdomen, male pelvis, and non-pregnant female pelvis. Students will apply theoretical concepts to simulations in the lab.

Co-requisite: BIO 170, SONO 103, SONO 105, SONO 107, SONO 109, PHYS 170
3 CR / (3,3,0)

SONO 101

Medical Terminology

This course introduces sonography students to medical terminology relevant to imaging. Topics include directional terminology, medical abbreviations, terminology origins (*prefix, root, suffix*) and common acronyms. This course is delivered entirely online.

Prerequisites: Conditional acceptance into the Diagnostic Medical Sonography program.
0 CR / (Total course hours 10)

SONO 103

Cardiac Sonography I

This course will introduce students to cardiac anatomy, the cardiac cycle, and principles of hemodynamics in cardiac imaging. The focus of this course is on the assessment and interpretation of normal cardiac patterns and common arrhythmias. Concepts include the use of windows, modalities, and associated measurements. Students will apply theoretical concepts from this course to simulations in the lab.

Co-requisite: BIO 170, SONO 100, SONO 105, SONO 107, SONO 109, PHYS 170
3 CR / (3,3,0)

SONO 105

Women's Sonography I

This course introduces students to imaging of the female breast and pelvis as relevant to sonographers. The focus of this course is on the normal pelvis of the non-pregnant female. Concepts include normal developmental changes and unique patient-care needs. Students will be introduced to common abnormalities, pathologies and associated sonographic findings. Students will apply theoretical concepts from this course to simulations in the lab.

Co-requisite: BIO 170, SONO 100, SONO

103, SONO 107, SONO 109, PHYS 170
3 CR / (3,0,0)

SONO 107

Patient Care for Sonography

This course introduces students to patient care in sonography. The focus is on the provision of safe, professional care throughout all imaging processes. Concepts include body mechanics and patient transport, communication, care of patient equipment, workplace health and safety, and cultural competence. Students will apply theoretical concepts from this course to simulations in the lab.

Co-requisite: BIO 170, SONO 100, SONO 103, SONO 105, SONO 109, PHYS 170
3 CR / (3,0,0)

SONO 109

Relational Practice I

This course introduces students to human relationships relevant to sonography. The focus of this course is on professional communication and interactions with others in the health care setting. Theoretical concepts will be practiced in the classroom through role-play.

Co-requisite: BIO 170, SONO 100, SONO 103, SONO 107, SONO 105, PHYS 170
3 CR / (3,0,0)

SONO 120

General Sonography II

This course builds on SONO 100 with a focus on pathology and congenital abnormalities of the abdomen, pelvis, and superficial structures. Concepts include relational and cross-sectional anatomy and physiology, as well as differentiation between normal and pathological presentation of structures of interest. Students will apply theoretical concepts from this course to simulations in the lab.

Prerequisite: BIO 170, SONO 100, SONO 103, SONO 105, SONO 107, SONO 109, PHYS 170 (Minimum C+)
Co-requisite: SONO 123, SONO 125, SONO 129, SONO 131, PHYS 173
3 CR / (4,5,0)

SONO 123

Cardiac Sonography II

This course is a continuation of SONO 103. The focus of this course is on the hemodynamics and etiologies related to cardiac disease and corresponding clinical presentation. Emphasis is placed on interpretation and quantification of abnormalities in the adult echocardiogram. Students will apply theoretical concepts from this course to simulations in the lab.

Prerequisite: BIO 170, SONO 100, SONO 103, SONO 105, SONO 107, SONO 109, PHYS 170 (Minimum C+)
Co-requisite: SONO 120, SONO 125, SONO 129, SONO 131, PHYS 173
3 CR / (4,4,0)

SONO 125

Women's Sonography II

This course is a continuation of SONO 105. The focus is on the normal presentation of the female pelvis during pregnancy and the scanning techniques used to thoroughly assess the fetus. Concepts include assessment of the obstetrical patient, the uterine and extra-uterine environments, normal fetal presentation throughout pregnancy, and common complications in the first trimester. Students will apply theoretical concepts to simulations in the lab.

Prerequisite: BIO 170, SONO 100, SONO 103, SONO 105, SONO 107, SONO 109, PHYS 170 (Minimum C+)
Co-requisite: SONO 120, SONO 123, SONO 129, SONO 131, PHYS 173
3 CR / (4,1,0)

SONO 129

Relational Practice II

This course is a continuation of SONO 109. The focus of this course is on advanced communication skills, atypical personality traits, and psychological disorders. Concepts include common communication challenges in health care, conflict resolution, verbal and written presentations, and documentation principles. Theoretical concepts will be practiced in the classroom setting through role play and presenting a group case study.

Prerequisite: . BIO 170, SONO 100, SONO 103, SONO 105, SONO 107, SONO 109, PHYS 170 (Minimum C+)
Co-requisite: SONO 120, SONO 123, SONO 125, SONO 131, PHYS 173Click
3 CR /(3,0,0)

SONO 131

Vascular Sonography I

This theory course introduces imaging of the carotid arteries and veins of the lower extremities. The focus is on vessel assessment in order to correlate normal sonographic patterns, appearances, and values. Concepts include normal anatomy and physiology with an introduction to basic pathologies. Students will apply theoretical concepts from this course to simulations in the lab.

Prerequisite: BIO 170, SONO 100, SONO 103, SONO 107, SONO 109, PHYS 170 (Minimum C+)
Co-requisite: SONO 120, SONO 123, SONO 125, SONO 129, PHYS 173
2 CR / (2,0,0)

SONO 133

Sonography Clinical Orientation

This course introduces the student to the clinical environment. The focus of this course is on preparing the student for the transition from theory and laboratory simulations to working in a demanding health care environment. Method of delivery may include lecture, tour of a health care facility, review of health authority general policies/procedures, and complete online activities.

Prerequisite: SONO 120, SONO 123, SONO 125, SONO 129, SONO 131 (minimum C+)
Co-requisite: SONO 135, SONO 145
3 CR / (3,0,0)

SONO 135

Sonography Clinical I

This first clinical experience provides students with the opportunity to integrate theory from term 1 and 2 courses into clinical practice. Students will work in a variety of clinical settings under direct supervision. Learning the role of the sonographer in the context of safe patient care, therapeutic communication, professionalism, and collaboration will be emphasized. At the end of this course, students will be able to satisfactorily perform portions of normal and abnormal general and cardiac sonographic assessments with supervision and guidance.

Prerequisite: SONO 120, SONO 123, SONO 125, SONO 129, SONO 131, PHYS 173 (Minimum C+)
Co-requisite: SONO 133, SONO 145
4 CR / (Total course hours 245)

SONO 145

Pathophysiology for Sonography

This course introduces the student to pathophysiology relevant to sonography. The focus of this course is on common pathologies of the abdomen. Concepts include disease terminology, mechanisms of disease, the inflammatory process and common clinical presentations of disease. Content is delivered online and applied in a clinical setting.

Prerequisite: SONO 120, SONO 123, SONO 125, SONO 129, SONO 131, PHYS 173 (minimum C+)
Co-requisite: SONO 133, SONO 135
3 CR / (3,0,0)

SONO 230

General Sonography III

This course builds on SONO 120 with a focus on more complex pathological conditions of the adult and pediatric abdomen, pelvis, and superficial structures. Concepts include sonographic assessment of the abnormal abdominal wall; associated musculoskeletal and superficial structures; scrotum; thyroid; and relevant abdominal Doppler studies.
Prerequisite: SONO 145 (minimum C+), SONO 133, SONO 135
Co-requisite: SONO 231, SONO 233, SONO 237, PHYS 175
3 CR / (3,3,0)

SONO 231

Vascular Sonography II

This course builds on SONO 131. The focus of this course is abnormal sonographic findings in carotid arteries and the extremity veins. Concepts include clinical signs and symptoms of vascular disease; abnormal hemodynamics; peripheral arterial Doppler, and vascular grafts. Students will apply theoretical concepts from this course to simulations in the lab.
Prerequisite: SONO 145 (minimum C+), SONO 133, SONO 135
Co-requisite: SONO 230, SONO 233, SONO 237, PHYS 175
2 CR / (2,0,0)

SONO 233

Cardiac Sonography III

This course is a continuation of SONO 123. The focus is on the pathophysiology of cardiac disease and the integration of hemodynamics and clinical findings with sonographic features. Concepts include heart failure; pericardial and pleural disease; cardiac masses; endocarditis disease of the cardiac vessels and congenital abnormalities; and surgical corrections. Students will apply theoretical concepts from this course to simulation in the lab.
Prerequisite: SONO 145 (minimum C+), SONO 133, SONO 135
Co-requisite: SONO 230, SONO 231, SONO 237, PHYS 175
3 CR / (3,2,0)

SONO 235

Sonography Clinical II

This course is a continuation of SONO 135. Students will work in a variety of clinical settings under direct supervision. The focus of this course is on the integration of theoretical knowledge of anatomy, physiology, and pathology into sonographic examinations. Students will continue to apply the concepts of safe patient care, therapeutic communication, professionalism, and collaboration. At the end of this course, students will be able to satisfactorily perform portions of general and cardiac sonographic assessments on patients with common pathologies with supervision and guidance.
Prerequisite: SONO 230, SONO 231, SONO 233, SONO 237, PHYS 175 (minimum C+)
Co-requisite: SONO 236
7 CR / (Total Course Hours: 455)

SONO 236

Professional Development

This course is intended to prepare the sonography student for accreditation with Sonography Canada. Concepts covered include the Canadian Clinical Skills Assessments (*CCSA*), certification examination process, and how to develop a professional resume and cover letter. This course will be delivered online.
Prerequisite: SONO 230, SONO 231, SONO 233, SONO 237, PHYS 175 (minimum C+)
Co-requisite: SONO 235
2 CR / (2,0,0)

SONO 237

Women's Sonography III

This theory course is a continuation of SONO 125. The focus is on complex pathology and pathophysiology of the female pelvis and all stages of pregnancy as relevant to sonographic assessment. The emphasis is on performing quality sonographic images and integrating relevant clinical findings and patient history to formulate and communicate a clinical impression.
Prerequisite: SONO 145 (minimum C+), SONO 133, SONO 135
Co-requisite: SONO 230, SONO 231, SONO 233, PHYS 175
3 CR / (3,0,0)

SONO 245

Sonography Clinical III

This course is a continuation of SONO 135 and SONO 235. Students will gain further hands-on experience on abdominal, pelvis, obstetrical, vascular, superficial, and cardiac sonographic imaging in a variety of health care settings. At the end of this course, students will independently perform complete sonographic examinations on patients with common pathologies with minimal assistance. Effective written and verbal communication, creation of safe practice environments, safe patient care and professionalism are emphasized.
Prerequisite: SONO 236 (Minimum C+), SONO 235 (Satisfactory)
5 CR / (Total Course Hours: 325)

SONO 250

Sonography Clinical IV

This course is a continuation of SONO 135 and SONO 235. Students will gain further hands on experience on abdominal, pelvis, obstetrical, vascular, superficial, and cardiac sonographic imaging in a variety of health care settings. At the end of this course, students will independently perform complete sonographic examinations on patients with common pathologies with minimal assistance. Effective written and verbal communication, creation of safe practice environments, safe patient care, and professionalism are emphasized
Prerequisite: SONO 245 (Satisfactory)
5 CR / (Total Course Hours: 325)

SSWK

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 / (3,3,0)

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. Material focusing on cross-cultural communication strategies is discussed, with a particular focus on Canada's Aboriginal populations. This course provides opportunities to increase self-awareness and to improve and develop 25 effective interpersonal communication skills. This course will also provide the student with the opportunity to develop confidence in public speaking.
3 CR / (3,1,0)

SSWK 151 UT

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 policies. 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. Additionally, specific focus on the impact of historic and modern social policy on Canada's Aboriginal populations will be examined.

3 CR / (3,0,0)

SSWK 171 UT

Introduction to Social Work Practice

Students are introduced to the structure and functions of social work and social service work in Canada. We explore the context, ethics and values, knowledge base, therapeutic relationship foundations and practice models that inform these related disciplines. The 'bio-psycho-social-spiritual' model is introduced as the foundation of practice. Social Justice, and diversity issues are examined. Aboriginal approaches to the helping professions and the nature of the relationship Aboriginal cultures have with the social services are explored.

3 CR / (3,0,0)

SSWK 186

Aboriginal Services Practicum and Seminar

Students will perform activities at an Aboriginal social service agency site two days a week throughout the semester where they will construct a learning contract and receive guidance and supervision from an agency-based field supervisor. The seminar is designed to help students reflect on experiential learning, problem-solve issues and concerns that arise in the practical environment, and link theoretical components of their courses to actual practicum events in an Aboriginal social services environment. Students will continue the journal writing and peer feedback practices discussed in SSWK 195.

Cannot also hold credit for: SSWK 196
Prerequisite: SSWK 145, SSWK 195
Prerequisite or Co-requisite: SSWK 142
4 CR / (2,0,10)

SSWK 195

Issues and Principles of Fieldwork I

This course is designed to introduce first year students to the purpose and structure of the SSWK fieldwork experience referred to as "practicum." Students are introduced to the concept of experiential learning and its value in the learning process. Students and faculty explore the idea of praxis—the linkage of theory, skills, and practice—and discuss ways of achieving this through the practicum. They examine articles that explore various aspects of social service practice. Students are introduced to a range of social service agencies in the community and will then be interviewed for a practicum placement in SSWK 186 or SSWK 196.

Prerequisite or Co-requisite: SSWK 145
3 CR / (3,0,0)

SSWK 196

Practicum and Seminar I

Students will perform activities at a social service agency site two days a week throughout the semester where they will construct a learning contract and receive guidance and supervision from an agency-based field supervisor. The seminar is designed to help students reflect on experiential learning, problem-solve issues and concerns that arise in the practical environment, and link theoretical components of their courses to actual practicum events. Students will continue the journal writing and peer feedback practices discussed in SSWK 195.

Cannot also hold credit for: SSWK 186
Prerequisite: SSWK 145, SSWK 195
Prerequisite or Co-requisite: SSWK 142
4 CR / (2,0,10)

SSWK 225

Introduction to Disabilities

This course provides an understanding of the implications of disabilities on people's lives from a social context. Students examine attitude, values and predominant views of disability in Canadian culture. A focus of this course is on an empowerment approach to supporting people with disabilities.

3 CR / (3,0,0)

SSWK 232

Loss and Grief

This course explores the various dimensions of loss, grief and bereavement. It examines both loss through death and symbolic loss, the latter of which includes, amongst others, events such as divorce, family breakup, loss of abilities, existential loss, and cultural loss. The loss of self-determination, and culture for Aboriginal cultures in Canada is explored. Normal and complicated grieving patterns, developmental factors in grieving, the stages and tasks of grieving are all introduced. We examine the role and importance of ritual in the grieving process. Students will learn to accept loss as a natural part of life and learn how to be more supportive and helpful when dealing with loss events in both professional and personal spheres.

3 CR / (3,0,0)

SSWK 241

Group Process and Practice

This course provides students with a foundational 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 and ethical issues in group work. This course includes a laboratory experience in which students will learn and practice group work skills. A variety of activities will take place that will help to demonstrate the concepts and skills.

Prerequisite: SSWK 142, SSWK 145
3 CR / (3,2,0)

SSWK 242

Community Development

This course examines the history of community development, distinguishes capacity-based from needs-based motivation, and explores a variety of community development initiatives worldwide. Special emphasis is placed on local/northern community development, Aboriginal communities, and on the capacity of social services paraprofessionals to participate in community development initiatives.

3 CR / (3,0,0)

SSWK 255

Counselling Theories

Students become acquainted with the values, assumptions and theoretical conceptualizations that frame the dominant counselling styles in use within the helping professions. We will explore the development of counselling perspectives from Freud to post-modern approaches. The issue of cultural diversity and the importance of ethics in counselling practice will be discussed throughout. Aboriginal models of mental health and healing will be explored. We will be able to examine

some of these theories in practice through observing recorded counselling sessions.
3 CR / (3,0,0)

SSWK 257

Mental Health

This course explores the values, attitudes, and beliefs of the worker, and the knowledge and skills required to support and enhance wellness with individuals in the community who have mental illness. The focus is on policies and practices that are relevant to northern British Columbia, including work with individuals of First Nations descent. Students have opportunities to explore the nature of mental illness. Students learn about the causes, symptoms and treatment of mental illness. Community resources and an overview of mental health services will be discussed. This student critically appraises the major existing theories.
3 CR / (3,0,0)

SSWK 263

Addictions

This course gives students an introduction to the issue of addiction. Various theories and treatment models used to explain and treat addiction will be discussed. The social impact of addiction and student personal values and beliefs will be assessed. A focus on bio-psycho-social-spiritual theory, harm reduction and recovery options, motivational interviewing and stages of change will be explored. Personal, professional and political ethics and values, as well as the disproportionate rates of addiction within the Canadian Aboriginal population will be examined.
3 CR / (3,0,0)

SSWK 265

Introduction to Child Welfare: Theory and Practice

This course is designed to examine policy, legislation and standards with specific application to child and youth care services in British Columbia. It examines systems of practice that include strengths-based, feminist and structural models. Particular focus is placed on Aboriginal colonization and assimilation within Canadian society and the continued over-representation of First Nation children in government care. Emphasis is placed on the essential need of permanency planning for children in permanent care of the system.
3 CR / (3,0,0)

SSWK 267

An Introduction to Child and Youth Care

This course presents an overview of the child and youth care field. It examines contemporary and historical perspectives on children and youth. CYC as a distinct profession within the helping professions is explored. You are introduced to the core themes of CYC and the importance of the use of self in relationship. It will focus on strength-based practice, inclusiveness and caring within the context of cultural, community and professional and family contexts. The importance of communication, relationship, human development and life-space interventions will be introduced. Intervention strategies common to CYC will be presented. The course explores the bio-psycho-social-spiritual model and needs-provision models as ways of guiding practice. Students are introduced to the disproportionate involvement of Aboriginal children, youth and their families in the child care system and Aboriginally-based intervention strategies designed to assist children and youth. You will be introduced to a range of practitioners in the community and come to recognize the significant contribution of organizations like the Native Friendship Centre and Carrier-Sekani Family Services. The perspectives presented in this course conform to the British Columbia Core Curriculum model for CYC.
3 CR / (3,0,0)

SSWK 271

Health and Wellness Self-Care Lab

The key to personal success in the helping professions is to maintain a balance between your personal wellness and the professional tasks and interventions you will be providing. Learning to recognize these emotions provides opportunities for self-reflection, self-awareness, and new perspectives. SSWK 271 is a 1.5-hour mandatory lab in the SSWK program. It is intended to provide the student with a basic introduction to strategies to develop self-care responsibility. It emphasizes a preventive approach to holistic wellness that incorporates physical, emotional, social, and spiritual aspects. It is an experiential lab that focuses on self-awareness and sensitivity as contributing factors to your state of wellness. The predominant objective is to identify practical techniques and exercises that are easy to do and are easily incorporated into daily living. The goal is to optimize our personal wellness as a strategy to manage professional and personal stressors.
Prerequisite: Admission to SSWK program
1.5 CR / (0,1.5,0)

SSWK 273

Classroom Assisting

Students learn general educational principles and techniques for classroom assistance with exceptional children in primary, elementary, and secondary school settings. Emphasis is placed on resource development, the development of language skills, co-operative learning, and ethical issues in classroom assistance. The principles of integration of exceptional children in the classroom is presented and discussed.
Corequisite: SSWK 297
4.5 CR / (3,0,0)

SSWK 282

Behaviour Management: Techniques for Working with Children and Youth

This course surveys the various aspects of social service work with children and youth. The impact of various social and economic forces, including forms and mechanisms of oppression and discrimination, are examined as they affect child development. Various theoretical models will be examined in detail, allowing students the opportunity to consider best practice-techniques for working with at-risk and vulnerable children and youth.
3 CR / (3,0,0)

SSWK 295

Issues and Principles of Fieldwork II

Students will attend a practicum preparation class twice per week, where personal strengths and areas for improvement will be examined. Focus will include the following: professional ethics; appropriate conduct in the social service field; personal and professional values and beliefs; boundaries; emotional, physical, and mental self-care; dual relationships; and continued self-awareness. Working with faculty, students will establish learning objectives for their practicum experience and negotiate a contract with their identified practicum agency.
Prerequisite: SSWK 186 or SSWK 196
3 CR / (3,0,0)

SSWK 296

Practicum and Seminar II

Students will perform activities at a social service agency site two days a week throughout the semester where they

will design a learning contract and receive guidance and supervision from an agency-based field supervisor. Students will also attend a two-hour practicum class to reflect upon the learning occurring in the field placement, and will have the opportunity to address issues and concerns related to/encountered in their practicum experiences and to make connections between the theoretical course components and the actual practicum events.

Prerequisite: SSWK 295
4 CR / (2,0,10)

SSWK 299

Practicum and Practicum Seminar

Students will attend a social service agency site for a two-week block practicum. Students will attend the agency at which they completed their practicum for SSWK 296. Students will continue to complete the goals and objectives identified in the SSWK 296 learning contract. Students will continue to receive guidance and supervision from an agency-based field supervisor. During the two-week intersession, you will attend a seminar each of those weeks that has the same intent as the SSWK 296 seminar. The seminar is designed to allow all students to reflect on the learning accomplished during practicum. Students will continue to keep a journal as required in SSWK 296. During seminar, your student colleagues and academic supervisor will problem-solve around issues and concerns pertaining to practicum. We will attempt to link theoretical components from your courses to actual practicum events.

Prerequisite: SSWK 295 and 296
3 CR / (0,2,22)

THMG .....

Note: THMG courses are restricted to students in the Tourism and Hotel Management Post-Diploma program.

THMG 300

The Business of Global Tourism

This course is designed to provide students with an overview of the tourism industry within a global context. Given the pace of globalization, gaining an understanding of how the tourism sector is evolving as stakeholders struggle with challenges, issues, and opportunities is crucially important. Students gain an understanding of the complexities of the tourism industry, including economic, environmental, and social impacts as well as the evolution, function, and direction of tourism internationally.

3 CR / (3,0,0)

THMG 301

Transferrable Skills for Tourism Operators

This course is a first-semester course intended to prepare students with the essential and transferrable skills necessary for career growth and development in tourism and hotel management. The course explores a range of topics from time management, goal setting, and interpersonal skills to team-building strategies. Other courses that follow the tourism and hotel management program further develop the learners' skills and knowledge.

3 CR / (3,0,0)

THMG 302

Business Writing for the Tourism Industry

Clear, effective written communication is essential in any tourism and hotel management role. This course will give students confidence in business correspondence through developing technical and practical writing and presentation skills critical to success in any business setting. Assignments will be based on tourism and hotel management communications issues. This course teaches students written and oral communications required to succeed in a business setting through a variety of writing and speaking situations including reports, emails, memos, letters, and presentations.

3 CR / (3,0,0)

THMG 304

Communications and Technology in Tourism

This course provides the students with a practical framework for incorporating computer technology and electronic media as invaluable management resources in support of the mission and objectives of a tourism operation. In addition, this course examines the nature and scope of communication and technology and its emergence and utilization within the tourism and hotel industry. Students will have the opportunity to apply knowledge in an applied team project.

3 CR / (3,0,0)

THMG 308

Marketing the Tourism Industry

Marketing is integrated into almost every facet of a hospitality and/or 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 and hotel managers face in researching demand, generating and sustaining demand for their products and services.

3 CR / (3,0,0)

THMG 310

Financial Management for Tourism and Hotel Management

This course focuses on business planning, control, and financial decision-making in a tourism and hotel management environment, and the concepts are applicable to both large and small organizations. This course provides students with an understanding of key financial issues arising in the hotel and tourism sector. Concepts, terminology and principles are introduced at a basic level.

3 CR / (3,0,0)

THMG 312

Customer Service Management of Tourism Operations

Excellent client service is core to a successful tourism and hotel industry business. This course will explore the nature of services in general and the unique dynamics of tourism services. Delivering quality services is one of the major challenges for managers in the tourism industry because industry market trends are rapidly changing. 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.

3 CR / (3,0,0)

THMG 313

Building Outstanding Tourism Experiences

Three critical segments for service success will be explored: the design and delivery of outstanding and memorable guest experiences, business management practices for customer-service excellence, and customer recovery techniques. Students will further delve into and explore topics by completing a range of engaging and interactive assignments and case studies. This course will also provide students with an opportunity to analyze current tourism ventures in the local marketplace.

3 CR / (3,0,0)

THMG 314

Contemporary Issues in Tourism and Hotel Management

This course explores issues, challenges and current trends that the tourism and hotel industry face due to the rapidly changing international tourist market and domestic labour market. Major issues that will influence the global tourism and hotel industry including economic, socio, environmental concerns within a global tourism context, global markets trends, Indigenous cultural tourism, human resources management and marketing are examined during the semester. The course represents a comprehensive and up-to-date analysis of key sectors in the hotel and tourism industries.
3 CR / (3,0,0)

THMG 316

Strategic Tourism Management

This course explores strategic management and planning in a hotel and tourism environment. Using both a theoretical and practical approach, students 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. Learners examine the management challenges and opportunities of small tourism entities and the unique environments in which they operate, including hotels.
3 CR / (3,0,0)

THMG 318

The Business of Hotel Management

Hotel managers require knowledge about the operations of all departments within their hotels. Students will examine the emerit® National Occupational Standards for Hotel General Manager to learn what is required for success in the hotel management sector. Hotel managers must have human resource management skills and acquire skills necessary to offer quality service. This course provides students with the skills and knowledge to manage day-to-day processes including operations, human resource management, leadership, guest service, sales, suppliers, marketing and capital projects.
3 CR / (3,0,0)

THMG 319

The Business of Food and Beverage Management

This course will offer a theoretical and applied approach to food and beverage operations. Managing consists of identifying an organization's financial goals and nurturing teams that align with these goals with operational decisions. This course will emphasize the concept of customer relations from its broadest perspective, impact to the customer, and the role service management offers as it relates to profitability.
3 CR / (3,0,0)

THMG 320

Event Coordination Essentials

Any tourism or hotel manager requires knowledge about event coordination. Whether it is for a tourism event or a conference at the hotel, managers will be involved in the coordination of many events. In this course, students will examine the emerit® National Occupational Standards for Event Coordinator to learn what is required for success in the event coordination role. This course uses the emerit® online event coordinator curriculum, combined with lectures and activities to provide students with the skills and knowledge needed to manage any event coordination needs.
3 CR / (3,0,0)

THMG 322

Leadership Skills for Tourism

Effective businesses require strong leaders. In this course, students will study the nature of leadership and its importance in organizations. This course defines how individuals function effectively in organizations by examining behaviour from personal, group and organizational perspectives. Topics include: leadership, motivation, group dynamics, communication, decision-making, innovative and creative problem-solving approaches, conflict resolution and negotiation. Leadership skill development will be examined through lecture, discussion, case analyses, and practical applications of the material.
3 CR / (3,0,0)

THMG 340

Tourism and Hotel Management Practicum

This course provides students with a practical opportunity to apply the skills and knowledge they have acquired in the classroom in a workforce environment in the tourism or hotel industry. Experiential learning is effective because it enables students to experience the supervisory skills and competencies applicable for their future. Students will be better positioned to enter the tourism job market tourism field upon graduation.
Prerequisite: 24 credits completed in the THMG program
3 CR / (1,0,5)

TRDE.....

Note: TRDE courses are restricted to students in the Trades Discovery Program.

TRDE 100

Trades Discovery Core Skills

This 60-hour course will provide the learner with core skills to complete the practical portion of the Trades Discovery Program as well as to enter further trades training. This interactive course will provide both theoretical and practical experience in essential skills, safe work practices, employability, and the use of common hand and portable tools. There will also be an opportunity for students to complete the training and tests for relevant workplace certificates.
(Total course hours 60)

TRDE 105

Trades Discovery Sheet Metal

Students will be introduced to the sheet metal trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by a sheet metal worker.
Co-requisite/Prerequisite: TRDE 100
(Total course hours 60)

TRDE 110

Trades Discovery Pipe Trades

Students will be introduced to the pipe trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by a pipe trades worker.
Co-requisite/Prerequisite: TRDE 100
(Total course hours 60)

TRDE 115

Trades Discovery Welding

Students will be introduced to the welding trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by a welder.
Co-requisite/Prerequisite: TRDE 100
(Total course hours 60)

TRDE 120

Trades Discovery Metal Fabrication

Students will be introduced to the metal fabrication trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by a metal fabricator.

Co-requisite/Prerequisite: TRDE 100
(Total course hours 60)

TRDE 125

Trades Discovery Carpentry

Students will be introduced to the carpentry trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by a carpenter.

Co-requisite/Prerequisite: TRDE 100
(Total course hours 60)

TRDE 130

Trades Discovery Electrical

Students will be introduced to the electrical trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by an electrician.

Co-requisite/Prerequisite: TRDE 100
(Total course hours 60)

TRDE 135

Trades Discovery Automotive Service

Students will be introduced to the automotive service trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by an automotive service technician.

Co-requisite/Prerequisite: TRDE 100
(Total course hours 60)

TRDE 140

Trades Discovery Heavy Duty Equipment Technician

Students will be introduced to the heavy duty equipment trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by a heavy duty equipment technician.

Co-requisite/Prerequisite: TRDE 100
(Total course hours 60)

TRDE 145

Trades Discovery Industrial Mechanic (Millwright)

Students will be introduced to the millwright trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by an industrial mechanic.

Co-requisite/Prerequisite: TRDE 100
(Total course hours 60)

TRDE 150

Trades Discovery Machinist

Students will be introduced to the machinist trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various abilities, safety procedures, skills and knowledge that are required to be a machinist.

Co-requisite/Prerequisite: TRDE 100
(Total course hours 60)

TRDE 155

Trades Discovery Painter/ Decorator

Students will be introduced to the painter/decorator trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various abilities, safety procedures, skills and knowledge that are required to be a painter/decorator.

Co-requisite/Prerequisite: TRDE 100
(Total course hours 60)

TRDE 160

Trades Discovery Roofer

In this course students will be introduced to the roofing trade. Learners will explore the various career options within the trade. Participants will estimate the materials needed and the cost of installation, in some cases from plans or project specifications. Students will be able to practice techniques and use tools and equipment specific to the trade in a safe and efficient manner.

Co-requisite/Prerequisite: TRDE 100
(Total course hours 60)0

TRDE 165

Trades Discovery Professional Cook

Students will be introduced to the professional cook trade and shown what essential skills are necessary to be successful in the trade. Students will be able to follow recipes, weigh and measure food accurately, and will learn the major techniques and principles used in cooking, baking, and other aspects of food preparation. Learners will also explore the various career options within the trade.

Co-requisite/Prerequisite: TRDE 100
(Total course hours 60)

TRDE 170

Trades Discovery Autobody

Students will be introduced to the autobody trade and shown what essential skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by an autobody technician.

Co-requisite/Prerequisite: TRDE 100
(Total course hours 60)

TRDE 175

Trades Discovery Electronics/IT

This course is an elective for the Trades Discovery Program. It is designed to introduce students to Electronics/IT and its various career options including IT Help Desk Technician, entry-level Network Engineer or Cyber Security Technician. Students will create a toolbox of trouble-shooting software, along with the skills are necessary to be successful in the trade. Students will also be introduced to various materials and processes used by an entry level technician in the trade.

Co-requisite: TRDE 100
(Total course hours 60)

TTM.....

TTM 450

Truck and Transport Mechanic Level 4

The Truck and Transport Mechanic Level 4 course is delivered with traditional classroom and shop-based instruction. Topics covered in this course are: Advanced Brake systems and hydraulic systems, truck and transport electrical, frames, steering and suspension and advance truck and bus cabs and bodies. "Truck and Transport Mechanic" means a person who maintains, rebuilds, overhauls, reconditions, and does diagnostic troubleshooting of motorized commercial truck, bus, and road transport equipment.

Prerequisite: Registered Truck & Transport Mechanic apprentice with ITA and Strongly Recommended Completion of Truck and Transport Mechanic Level 3
(Total course hours 120)

WEGD .....

WEGD 121 UT

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 / (3,0,0)

WEGD 131 UT

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 will 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, and will share their projects through a variety of presentations.

3 CR / (3,0,0)

WEGD 141 UT

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 / (3,0,0)

WEGD 142 UT

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 / (3,0,0)

WEGD 151 UT

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 counter-form, 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 / (3,0,0)

WEGD 161 UT

Graphic Design Fundamentals

Students gain an understanding of the basic terminology of graphic design to comprehend and communicate visual language. The elements and principles of design and use of perspective and proportion are explored in both colour and black and white. Using analogue and digital tools and techniques, students respond to design challenges in a range of media, combining text and images with skill and intention to convey concepts and ideas.

3 CR / (3,0,0)

WEGD 211 UT

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 / (3,0,0)

WEGD 212

Applied Skills Lab II

This lab provides second-year WEGD students the opportunity to collaborate, coordinate, 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.

Prerequisite: WEGD 211

Prerequisites or corequisites for Web stream: WEGD 232, WEGD 242

Prerequisites or corequisites for Design stream: WEGD 222, WEGD 252

3 CR / (3,0,0)

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 their 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 / (3,0,0)

WEGD 222 UT

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, present their portfolio and talk 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 / (3,0,0)

WEGD 231 UT

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 / (3,0,0)

WEGD 232 UT

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 / (3,0,0)

WEGD 241 UT

Advanced Web Design Concepts

This course applies the advanced web concepts introduced in WEGD 142. Students will gain experience in creating websites 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 in 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 / (3,0,0)

WEGD 242 UT

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 107

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 UT

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 / (3,0,0)

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 / (3,0,0)

WEGD 261 UT

Introduction to Business for Creatives

Students envision their future as creatives either working for themselves or other companies and clients, learning to align that future with their values and aspirations. The skills and vocabulary that support working for oneself or a business will be introduced through a creative lens. Focusing on their personal goals, students will gain understanding of and create tools for: identifying their interests, marketing to an audience, analyzing a business landscape, prioritizing tasks, and financial planning.

3 CR / (3,0,0)

WEGD 262 UT

Print Production Fundamentals

Students learn and apply the vocabulary, theory, processes, tools, and techniques to create printed materials from digital files for business and creative projects. Using industry-standard page layout and graphics software, students design and print a variety of publications suitable for a design portfolio. Working as a group and as individuals, students evaluate and analyze printed materials for aesthetic resonance, functionality, accuracy, quality, and cost efficiency.

Prerequisite: FINE 107, WEGD 121, WEGD 131, and WEGD 151
3 CR / (3,0,0)

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 / (Total course hours 80)

WELD.....

WELD 100

Welder Level 1 Harmonized

The Welder Level 1 course is delivered with traditional classroom and shop-based instruction. A Welder is a person who has training in and is capable of welding ferrous and non-ferrous metals in all positions, on both plate and/or pipe, using various welding processes. Certified welders qualify for testing with CSA, Technical Safety BC and for ASME procedures in British Columbia. Certified welders may apply to Technical Safety BC for their pressure welder certificate of qualification, provided they meet eligibility criteria and pass the standardized certification exam. Once certified as pressure welders, individuals must complete additional performance qualification test(s) in accordance with any registered welding procedure specification in order to perform pressure welding in BC. Topics covered in this course are: Occupational Skills; Cutting and Gouging Processes; Fusion and Braze Welding Using the Oxy-Fuel Process; Shielded Metal Arc Welding (SMAW); Semi-Automatic and Automatic Welding; Gas Tungsten Arc Welding (GTAW); and Basic Metallurgy.

Prerequisite: Must be a registered Welder Apprentice with ITA
(Total course hours 240)

WELD 200

Welder Level 2 Harmonized

The Welder Level 2 course is delivered with traditional classroom and shop-based instruction.

Prerequisite: Welder Level 1; Must be a registered Welder Apprentice with ITA
(Total course hours 240)

WELD 300

Welder Level 3 Harmonized

The Welder Level 3 course is delivered with traditional classroom and shop-based instruction.

Prerequisite: Welder Level 2 or Foundation; Must be a registered Welder Apprentice with ITA
(Total course hours 300)

WMST.....

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 / (3,0,0)

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.

3 CR / (3,0,0)

SUPPORT SERVICES AND FACILITIES

CNC offers a full range of services and facilities to help you get the best possible learning experience. This section focuses mainly on services in Prince George, our largest campus. However, many of these services are available to students at all CNC campuses. Please consult specific regional campuses for details. All services/facilities listed in this section also have web pages – please visit 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

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.

ABORIGINAL RESOURCE CENTRE (ARC)

P 250 562 2131, ext 5488
TF 1 800 371 8111, ext 5488
F 250 561 5874
E arc@cnc.bc.ca
Room 1-773
cnc.bc.ca/arc

Aboriginal Resources are in place across all CNC campuses. The ARC welcomes and supports Aboriginal students in a unique gathering place. There are spaces for quiet study, computer access, and activities. Services include access to Cultural Advisors/ Elders, tutoring, advice on financial support, liaising with sponsoring agencies and CNC faculty, academic and career planning, and advice on support services at CNC and in Prince George. ARC supports the activities of the CNC Dream Hunters Aboriginal Student Club. The ARC is a supportive community that provides services for transition into college and continued student success.

ACADEMIC ADVISING

P 250 561 5818
TF 1 800 371 8111, ext 5818
F 250 561 5879
E advising@cnc.bc.ca

Student Central: Room 1-753
cnc.bc.ca/advising

Academic advisors provide comprehensive academic advising services to assist current and prospective students to maximize their success at the College of New Caledonia.

Academic advisors are available to assist students with

- Establishing educational and career goals;
- Recommending support for self-identified academic barriers;
- Wellness Coach 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 post-secondary institution;
- Determining mature student status eligibility;
- Academic probation.

Hours: Monday 8:30 a.m. to 4 p.m, Tuesday 10:00 a.m to 4:00 p.m, Wednesday - Friday 8:30 a.m to 4:00p.m.

CNC's Fort St. James, Lakes District, Mackenzie, Quesnel, and Vanderhoof campuses also offer part-time Advising services. Contact the campuses directly for an appointment.

ACCESSIBILITY SERVICES

P 250 561 5838
TF 1 800 371 8111, ext 5838
F 250 561 5879
E access@cnc.bc.ca

Student Central: Room 1-753
cnc.bc.ca/access

Service is available in all Regions. Accessibility Services is committed to helping CNC students to succeed in their studies. We will help you access many different services. Accessibility Services assists with ensuring you have equal access to educational opportunities by working to reduce the physical, attitudinal and systemic barriers. To ensure appropriate services can be coordinated and provided in a timely manner, students must self-identify and provide current documentation that meets Ministry of Advanced Education criteria. 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 provide reasonable academic accommodations. 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;
- Entrance exam accommodations;
- Provision of support services such as volunteer note-takers, exam accommodations;
- Coordinating access to alternate format textbooks, discussing learning strategies, or other
- support requirements related to specific disability needs.

Accessibility Services is available year-round. Referrals from instructors and community agencies are welcomed, as are self-referrals.

APPLIED RESEARCH AND INNOVATION

P 250 562 2131, ext 5347
TF 1 800 371 8111, ext 5347
E research@cnc.bc.ca
Room 2-390
cnc.bc.ca/research

Connecting researchers and community partners

Applied Research connects industry, business and community partners with the expertise of our faculty and staff and the skills of our students to help organizations solve business problems, build prototypes or take advantage of market opportunities.

CNC provides practical, hands-on learning in more than 50 programs. Our classes and research projects enhance the quality of college programs and provide students a learning opportunity which goes beyond the classroom.

Gain a competitive edge in the workplace

As a student it can be hard to find work experience to apply your program-related knowledge. Participating in an applied research project as part of your course work or as a paid Student Research Assistant can give you a competitive advantage in the workplace. You'll gain real-world hands-on experience while working side-by-side with our faculty, research associates and industry partners.

If you're interested in becoming involved in an applied research project, visit the Applied Research and Innovation located on the Prince George campus or email us at research@cnc.bc.ca.

CAMPUS HOUSING

P 250 561 5849

TF 1 800 371 8111, ext 5849
E campushousing@cnc.bc.ca

Community. Comfort. Convenience.

Are you looking to be part of a social community guided by a philosophy of inclusivity and policies designed to support your learning? Are you interested in getting to know your neighbours, building a support network, and making lifelong friendships? Are you prepared to live independently and be an active part of the community and its events? If this sounds exciting, we are the right fit! We provide affordable, centrally-located community living, close to shopping, transportation, recreational facilities, and forest trails. In our community, your post-secondary experience will be enriched far beyond the classroom.

You can find our applications at cnc.bc.ca/services/prince-george/housing

CAFETERIA

P 250 561 5807
TF 1 800 371 8111, ext 5807

The CNC Cafeteria is located on the Main Campus in Prince George. The Cafeteria offers hearty breakfasts, on-the-go snacks, and healthy lunches including a full menu of hot dishes prepared to order all day. Our full-service coffee bar includes fresh baking and other treats for an additional boost without leaving campus. The Professional Cook Students contribute sweet and savory dishes to our menu so there is often something new to enjoy.

CALEDONIA EARLY CARE AND LEARNING CENTRE

The Caledonia Early Care and Learning Centre is a non-profit society providing child care options at the College of New Caledonia in Prince George, BC.

P 250 561 5834 or
E daycare@cnc.bc.ca for more information.

CINEMA CNC

P 250 562 2131, ext 5308
TF 1 800 371 8111, ext 5308
E 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

P 250 561 5852
TF 1 800 371 8111, ext 5852
F 250 561 5884
E 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 offers a variety of social events and useful services such as the U-Pass (*Prince George City transit/Aquatic Centre 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

P 250 561 5808
TF 1 800 371 8111, ext 5808
F 250 561 5822
cnc.bc.ca/bookstore

The CNC Bookstore is located on the Main Campus in Prince George. Our primary goal is to ensure students are able to obtain the course materials they need at reasonable prices. Use our website to get a custom list of course materials which can be ordered easily through our online shop or bring the list to shop in person. The Bookstore carries stationery and supplies for all CNC courses with selections ranging from pens to study aids and scrubs to chef's knives. Additional items available include CNC-crested sportswear, giftware, glassware, greeting cards, and snacks. Customers can shop online or in person Monday to Friday. Periodically the bookstore hosts buyback programs for used textbooks and also hosts an online book-swap.

COMMUNICATION SERVICES

P 250 561 5859
TF 1 800 371 8111, ext 5859
F 250 561 5876
Room 2-380
E communications@cnc.bc.ca

Communication Services supports CNC through marketing and communications efforts to help attract and retain students. We also support students, employees and members of the community by accurately communicating information from and news about CNC.

Some of our responsibilities include:

- Advising program areas on communications and promotional opportunities
- Coordinating fundraising to support CNC students and programs
- Coordinating and informing the CNC community about college events
- Communications to students and employees
- Engaging CNC alumni
- Marketing campaigns for college services
- Public relations/media relations
- Publications/Graphic design
- Web design and social media

FINANCIAL AID & AWARDS

P 250 561 5838
TF 1 800 371 8111 ext 5838
F 250 561 5879
E finaid@cnc.bc.ca
Student Services: room 1-753
cnc.bc.ca/financialaid

Getting a post-secondary education is an investment in your future. The Financial Aid and Awards Office can help you find the resources, make sense of terminology, and assist with applications.

Whether you are starting your very first semester or continuing your studies, a student award in the form of a scholarship or bursary can help you achieve your goals. Awards are available for full-time or part-time students in certificate, diploma or degree programs.

FINANCIAL ASSISTANCE

Students are advised to become familiar with the funding resources and determine if they meet the eligibility requirements.

- Student Loans: The main source of educational funding is from StudentAidBC which is a broad program of educational financial assistance through student loans (*full-time and part-time learners*), grants and scholarships for post-secondary students to ensure that BC residents have an opportunity to reach their education objectives.

A comprehensive loan repayment program is available to all students.

Applications are accessed online and submitted electronically through www.studentaidbc.ca

- Adult Upgrading Grant: AUG is a provincial government–funded program that provides needs-based grants to students enrolled in Upgrading, ENLA and Developmental program (*JET*). 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 are available online at studentaidbc.ca/explore/grants-scholarships/adult-upgrading-grant

- External Awards Funding: Students are encouraged to access awards offered outside of the College Awards program. A partial list is available at: cnc.bc.ca/financialaid
- CNC Awards Program – Scholarships and Bursaries: CNC offers over $250,000 in student awards each year. 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*). 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 cnc.bc.ca/financialaid

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

Counselling

P 250 561 5818 or
250 562 2131, ext 5377
TF 1 800 371 8111, ext 5818 or 5377
F 250 561 5879
Room 1-460 (*next to dental entrance*)
cnc.bc.ca/counselling

Maintaining your mental and emotional health is important to academic success and personal well-being. CNC Student Services and Health and Wellness are here to support you in reaching your goals. Counsellors are available to assist with

- Anxiety Management

- Depression Management
- Grief and Loss Work
- Transition Support
- Addiction Recovery Work
- School and Life Stressors
- Gender and Sexuality Considerations
- Relationship Difficulties
- Other Mental Illness Concerns

Health Services

P 250 562 2131, ext 5377
TF 1 800 371 8111, ext 5377
F 250 561 5887
E health@cnc.bc.ca
Room 1-460 (*next to dental entrance*)
cnc.bc.ca/wellness

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 giving referrals to other health care providers, including physician specialists. Nurse practitioners can also order and interpret X-rays, lab work and other medical tests.

HOMESTAY PROGRAM (INTERNATIONAL STUDENTS)

P 250 561 5857
TF 1 800 371 8111, ext 5857
F 250 561 5856
E intl_edu@cnc.bc.ca
cnc.bc.ca/ined

Homestay gives you the opportunity to live with a Canadian family to improve your English and to learn about living in Canada. You'll have a private bedroom and share the rest of the house with your family. Your English will improve quickly as you use English each day with your family. The homestay program is the first choice for many students because it allows you to learn about Prince George and Canadian 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 $800 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 $800 per month, which covers accommodation and meals.

INFORMATION TECHNOLOGY SERVICES

P 250 561 5812
TF 1 800 371 8111, ext. 5812
E 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 are a variety of microcomputers and printers located in the public access areas in the Library (Learning Commons). These are accessible to all students during Library (Learning Commons) 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

P 250 561 5857
TF 1 800 371 8111, ext 5857
F 250 561 5856
E intl_edu@cnc.bc.ca

The staff at the International Education Department are pleased to welcome international students to the College of New Caledonia. Their 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 for students living in Student Housing, a comprehensive orientation to the College, academic advising, assistance with medical insurance, homestay placement, Peer Connections program, and help with visa and study permit extensions.

Each semester, the International Education Department organizes activities to help you meet new friends, learn about life in Canada, learn about other cultures, 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 ENLA 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 program may be for you. Check out the many 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 and Hotel 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

P 250 562 2131, ext 5623
TF 1 800 371 8111, ext 5623

The restaurant is open several times each academic year for lunch and dinner service. Guests enjoy a gourmet dining experience showcasing the skill and talent of students in the Professional Cook program. Students present a healthy and diversified modern menu to accommodate a wide variety of tastes and dietary needs. Reservations recommended. For more information, visit cnc.bc.ca/kodiaks

LIBRARY (LEARNING COMMONS)

P 250 561 5811
TF 1 800 371 8111, ext 5811
F 250 561 5845
E cnclibrary@cnc.bc.ca

The goal of the Library (Learning Commons) is to help you succeed in your studies. In addition to the main Library (Learning Commons) in Prince George, there are regional campus libraries in Burns Lake, Fort St. James, Mackenzie, Quesnel, and Vanderhoof.

Visit your nearest CNC Library (Learning Commons) to access collections and online resources.

At the Prince George Library (Learning Commons) 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 e-mail, access online journals, e-books, and the internet, or choose a book from our collection of 180,000. All services are free for students and employees.

MEDIA TECHNOLOGY SERVICES

P 250 561 5805
TF 1 800 371 8111, ext 5805
F 250 561 5872
E buksa@cnc.bc.ca

Media Technology Services offers a wide range of services, including equipment loans, video, audio and digital duplication, format transfers, and help with layout and design projects. In the media lab, users can access digital art/photo collections, light tables, b&w and colour printers, an 11x17 scanner and a laminator for poster-size projects. Two bookable rooms are available for class video assignments and web-based meetings. There is also a new 3D printing service.

OFFICE OF THE REGISTRAR

P 250 561 5800
TF 1 800 371 8111, ext 5800
F 250 561 5861
E registrarsoffice@cnc.bc.ca

The Office of the Registrar is responsible for maintaining the integrity of the student academic records and providing academic support services to prospective and current students. Some of the services we are responsible for include admissions, registration, records, transcripts, timetables, exam scheduling, graduation audit, and enrolment verification. We strive to implement continuous improvements to these services and assist you with excellence from initial application through to graduation. You can access our services online, in person, by phone or by fax.

RECREATION

P 250 561 5803
TF 1 800 371 8111, ext 5803
E gym@cnc.bc.ca

Keep active during the school year by working out in our weight room, playing squash, climbing the bouldering wall, or signing up for fitness classes. Students and staff are also welcome to join our intramural sports.

SECURITY 250 561 5827

There are several ways to contact CNC Security and First Aid:

- Phone 250 561 5827 or ext 200
- Use any of the emergency phones located throughout the campus or in the parking lots

CNC Security is available 24 hours a day, 7 days a week, including statutory holidays. The Security office is located on the main floor in Room 1-302.

CNC Security is also available via e-mail during regular business hours, (*Monday to Friday, 8 am to 4pm*) through fixit@cnc.bc.ca for non-emergency issues.

SAFEWALK

Security will walk you safely to your vehicle, a bus stop, Student Residence, or other on-campus locations. SafeWalk is available 24 hours a day, 7 days a week. If the guard has been called away on an emergency, you may need to wait till he/she is available.

To access SafeWalk, contact Security through one of the methods as described above.

FIRST AID

CNC maintains qualified first aid attendants on staff. For first aid emergencies: pick up any red emergency phone and call local 200 from any internal college phone or call 250 561 5827. All first aid incidents must be reported to CNC Security/First Aid within 24 hours of occurrence.

For non-emergencies, call 250 561 5821 or email fixit@cnc.bc.ca

TESTING AND TUTORING SERVICES

P 250 561 5837
TF 1 800 371 8111, ext 5837
E tts@cnc.bc.ca

Student Services: Room 1-725
cnc.bc.ca/tts

Testing & Tutoring Services offers tutoring and helpful support for various topics such as study techniques, test-taking strategies, time management, essay writing, and more. Access

instructors are available for multiple subjects such as English, mathematics, sciences and accounting. Computers and a quiet study area are available for use. Tutoring services are free to currently enrolled CNC students.

Test centre services

Testing & Tutoring Services also delivers Student Readiness Assessments (SRAs) to prospective students who need to demonstrate their English or Math skills to meet a program's admission requirements. In most cases, CNC allows candidates who do not achieve a placement score on an initial test to retest after two weeks (14 days) from their initial test date. CNC encourages such candidates to spend concentrated time on each test subject and offers limited test preparation support. Candidates who do not achieve the desired course placement after their second attempt may test for the third time three months (90 days) after their first retest. CNC provides this additional time and offers limited test preparation support to help candidates focus on improving their scores by identifying possible areas for improvement. A candidate who does not achieve the desired course placement after the third test may retest four weeks (30 days) from the third test. This rule applies to subsequent tests. Candidates needing to take the Mechanical Reasoning SRA exam should consult with Testing & Tutoring Services staff for guidelines around retesting.

Other testing services: CNC students are able, with the permission of their instructor, to take missed tests or exams in Testing & Tutoring Services. Students who require accommodations can also book their tests or exams in Testing & Tutoring Services. If you need an exam invigilated, we can help with that during non-peak times at CNC. Testing & Tutoring Services offers both paper-based and secure, web-based testing services in a professional environment. Visit the Testing and Tutoring Services website for details. The fee for this service is $50 (plus taxes), payable at the Registrar's Office or Financial Services offices.

WELLNESS

P 250 561 5818
TF 1 800 371 8111, ext 5818
E wellnesscoach@cnc.bc.ca

Maintaining your Wellness is important to academic success and personal well-being. CNC Wellness Coaches are here to support you in reaching your goals. Wellness Coaching can help students with the following:

- Stress management and coping skills
- Time management
- Goal-setting and planning
- Self-care
- Providing screening and referrals to counselling at CNC
- Providing information on CNC policies and processes (*e.g., grade appeals, medical/personal withdrawals, etc.*)
- Providing information about other resources on and off campus.

ADMISSIONS, FEES AND POLICY INFORMATION

ADMISSION INFORMATION

This section outlines policy and procedure information related to Admissions at CNC. For official policies relating to admissions, please refer to Policy E-1.01.

Admission

The College of New Caledonia is committed to providing access to quality education and to enrich the communities we serve.

Students are admitted to the College by program, each with its own admission requirements. Applicants are encouraged to apply early and must provide all required documentation and transcripts. Applicants may only be admitted to one program at a time. Offers of admission may be rescinded if any aspect of the application or submitted documentation is deemed to be falsified. CNC reserves the right to limit admission to those that possess the requisite capabilities for success.CNC also reserves the right to manage waitlists for its programs.

Applicants are required to submit official transcripts from all high school and post-secondary institutions they have attended. Failure to disclose attendance at a post-secondary institution is a serious academic offense and may result in the application being closed and any offers rescinded.

How to Apply

Domestic and International applicants are encouraged to apply online at EducationPlannerBC – apply.educationplannerbc.ca.

Students unable to apply online can apply in person at the Office of the Registrar at any of the campuses. Applicants can email in their applications to regoffice@cnc.bc.ca.

All fees are in Canadian dollars and are subject to change. Applications without the application fee will not be processed. Applicants applying to more than one program, will have to submit a separate application and pay the appropriate fee for each desired program. Please see the fees section for specific fee amounts.

Domestic Application Deadlines

Open Admission	**Sep 15 until filled**
Limited Admission	**Sep 15 until filled**
Selective Admission	**Sep 15 to Mar 31 or until filled**

Please refer to cnc.bc.ca/admissions/apply for specific information regarding application and document deadlines for your program of choice.

Selective Programs Document Deadlines

Document Deadline – Sep or Jan start	**Mar 31**
Document Deadline – Feb start	**October 31**

Admission Requirements

CNC will inform successful candidates of their admission to CNC by email once all required documentation has been reviewed and the application assessed. Accepted students who require a formal Letter of Acceptance for funding purposes will be issued them by request.

Change of Program

A student who wishes to change their program of study once they have been admitted, must submit a new application, pay the appropriate application and meet all admission requirements.

Program-Specific Admission Requirements

In addition to meeting academic requirements, students may be required to meet a program's specific admission requirements. These may include:

- Specific course prerequisites
- Minimum course grades and grade point averages
- References
- Letters of Intent
- Resumes
- Interviews
- Career Investigation Reports

Students are encouraged to apply early and check the program web pages for specific information on entry requirements and other required admission documentation.

Admission Types

There are three main categories of admission into programs. See program pages for details.

Open

Any program of study that does not have a selective admission process or fixed capacity is considered Open. Qualified students are admitted on a first-qualified, first accepted basis using the date the applicants have met all of the admission requirements.

Limited

A program of study with a limited number of seats per intake and is on a first-qualified, first-accepted basis using the date the applicants have met all of the admission requirements.

Selective (Competitive)

A program of study that fills available seats using approved Selection Criteria. Entry to these programs is often competitive and meeting the minimum admission requirements does not guarantee admission to the program.

Criminal Record Searches

Given the scope of the Criminal Records Review Act, CNC requires criminal record searches for applications to program areas that involve working with children or other vulnerable persons. Upon acceptance to certain programs, CNC will require prospective students to undergo a criminal record search. If the search reveals that there are convictions related to the intended future employment of the person, the person may not be eligible to enter or continue in the program. This requirement is being considered in light of the Criminal Records Review Act and specific requirements of the Act will be enforced. Check program requirements for criminal record search and criminal record review requirements.

International Student Admissions

Applicants who are neither Canadian citizens nor Permanent Residents must apply as International Students.

Applicants must possess a valid study permit for programs exceeding six months.

International students who meet the requirements below will be issued a conditional letter of offer. An unconditional letter of acceptance for immigration purposes will be issued after receipt of a tuition deposit.

General International Admission Requirements

- must have completed high school or equivalent.
- Must meet all program admission requirements.
- Must meet CNC's English Language Proficiency requirements.

English as a Second Language (ENLA) Admission Requirements

- applicants must provide the above except for English Language Proficiency.
- applicants must complete a CNC placement test to determine levels of English comprehension and writing once they arrive on campus.

English Language Proficiency Requirements

International applicants and applicants without English as their first language will be required to provide proof of English Language Proficiency. As English is the language of instruction at CNC, a minimum level of English proficiency is required.

Acceptable English proficiency tests and minimum scores can be found on the CNC website.

Test scores are valid for two years. Please note that these requirements are subject to change and some programs may require higher English language scores. Please refer to the program website for details.

cnc.bc.ca/international-education/international-students/apply/english-language-requirements

A list of countries that meet the English Language Proficiency requirements can be found at the following link: https://cnc.bc.ca/docs/default-source/admissions/countries-exempt-from-english-language-requirements.pdf?sfvrsn=2fef6385_0. Tests are valid for two years.

Permanent Residency

If an International student's status changes on or after the first day of classes in any given semester, the resulting change in requirements and tuition fees will occur the following semester. Students must show proof of the status change.

Admission to the College

Once an applicant has met all of the admission requirements of the program, they are deemed "qualified" and either accepted to the program or placed on a waitlist according to each program's admission requirements and deadlines.

Conditional Admission

Applicants with documents outstanding or courses in progress may be admitted to CNC on a conditional basis. Applicants must fulfill all conditional requirements by the document deadline or they may lose their seat in the program. Document deadlines vary by program and intake semester. Check the program website for current information.

Early Admission

CNC reserves the right to offer early conditional admission to exceptional candidates in any program, prior to receiving final documents. Any conditional offers made are subject to final document requirements. Candidates falling below the minimum grade requirements will have their offers rescinded.

Special Admission to the College

Applicants who do not meet the normal program admission requirements may be eligible to attend CNC through one of the following admission pathways. Applicants are still required to meet all course prerequisites for the program.

Mature Students

Candidates who have not graduated from the BC high school system or equivalent, and who are at least 19 years of age, may be able to gain entry to CNC as a Mature student. Applicants in this category are still required to meet a program's other admission requirements and all course prerequisites.

Home Educated Students

Students in this category are still required to meet a program's other admission requirements and all course prerequisites.

Visiting Students

Students in good standing registered in a program of study at another recognized institution, may be granted permission to attend CNC as a Visiting Student on a Letter of Permission.

Students must submit a Letter of Permission from their home institution. The letter must include the year and term for which the student is authorized to study and should identify the course in which the student is permitted to register in. Students may need to prove that they satisfy individual course prerequisites.

Visiting students course based on availability.

Transfer credit will not be awarded to visiting students. If the student should wish to transfer to CNC, they will need to reapply as a new applicant.

Exchange Student

A student attending the College of New Caledonia as a participant in a formal exchange agreement with another institution. Exchange students may be of domestic or international status and pay tuition and fees to their home institution and not CNC.

FEE INFORMATION

For the most recent tuition and fee information, please see the Fee Schedule posted in the Office of the Registrar section at cnc.bc.ca/admissions/register. Please note that fees may change without notice.

Application Fees

- $40 Canadian Citizens and Permanent Residents
- $125 International students

CNC Students' Union Fees

The following Students' Union fees are charged to students (*may not apply to all campuses*)

- Students' Union: $11.72 per month
- Canadian Federation of Students Fees: $2.40 per month
- Students' Union Building Fund Fee: $6.60 per semester or term
- Child Care Fee: $2.50 per semester or term
- Newspaper Fee: $3.91 per semester or term
- Recreation 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.*)
- U-Pass: $14.38 per month

Service Fees and Other Charges

Prices include PST and GST, where applicable.

- Registration fee: $17.89 per term
- Technology fee: $6.44 per course
- Technology Fee Foundation-Level Trades: $64.40 per intake
- Transcripts: $16.80 per copy (*GST and PST included*)
- Faxing documents: $10
- External typing tests: $52.50
- Student Readiness Assessment $20.00
- ID Replacement: $15
- Enhanced Service fee: $45.93
- Development fee:
  - 1 to 2 courses: $11.46
  - 3 or more courses: $22.92
- Transferring in courses from international institutions: $157.50 (*per transcript*) (*GST and PST included*)
- Transferring in courses from Canadian institutions: $31.50 (*per transcript*) (*GST and PST included*)
- Prior Learning Equivalent to Assessment (*PLA*) fee: course tuition
- Invigilation of external exams: $52.50
- Exam re-write fee: $52.50 per rewrite
- Enrolment verification letter: $10 per copy

International Student Fees

- Canadian funds
- English Language Training:
  - » New student $1711.77 per course
  - » Continuing student $1678.85 per course
- Academic Upgrading:
  - » New student $1704.48 per course
  - » Continuing student $ 1671.70 per course
- University-level classes:
  - » New student $1305.60 3 credit course
  - » New student lab $174.81 each
  - » Continuing student $1280.49/3 credit course
  - » Continuing student lab $171.45 each
- Trades: please see the fee schedule on CNC Website for trades course pricing for international students.
- Other programs may have different pricing.

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. For more information, see Tuition Waiver for Seniors Policy #E-1.38. Refunds will not be issued to those who have prepaid tuition to ensure a seat.

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.

For more information on refunds, see Student Refund Policy E-1.15. Consult the Office of the Registrar for dates and deadlines.

REGISTRATION INFORMATION

This section outlines policy and procedure information related to registration at CNC.

Registration Procedures

Permission to Register

Applicants who have been accepted for admission to the College will be given priority to register on the date and time specified in their CNC Connect account. Visit cnc.bc.ca/admissions/register for more details.

Course Selection

Students are advised to select their courses in consultation with an Academic Advisor prior to the registration period.

Registration

Students can register at any of the CNC Campuses or online through CNC Connect.

Fees

Fees must be paid in full by the specified deadline, otherwise students will be deregistered from all courses and waitlists. Students who obtain sponsorship from an outside agency are required to have confirmation of sponsorship prior to registration. Payment plans or deferrals must be in place prior to the deadline.

Change in Registration

Students can modify their registered courses at any of the CNC Campuses or online on CNC Connect, but are advised to consult with an Academic Advisor in advance.

Wait lists

Wait lists for full courses are maintained up to the first day of classes. Please note that the College reserves the right to manage its wait lists.

Identification Cards

Student identification cards are issued by the Office of the Registrar upon full payment of fees and after the fee payment deadline day.

Credit Programs

Course Load

A full course load is normally five courses per semester, or 15 credits per semester. Students are encouraged to enrol in no more than five courses per semester and may not enrol in more than six courses without the permission of the program Dean. Some programs may require students to enrol in more than five courses. Please consult your program page for further details.

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 management programs, this is 9 semester credits – usually three courses. For academic upgrading and the English Language Program this is usually two courses.

Part-time Enrolment

A part-time student is enrolled in less than 60% or more of the full or standard course load for their program of studies.

Students who wish to apply for a student loan should consult the Financial Aid and Awards Office for more information about the minimum course load required to qualify.

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.

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 course descriptions.

Students who attend a course, even with instructor's permission, but who do not officially register in the course or make a payment of relevant tuition and other fees by the applicable deadline, will not be considered "enrolled" in the course, regardless of whether or not the course is successfully completed and will not be assigned a grade.

RECORDS INFORMATION

This section outlines policy and procedure information related to student records at CNC.

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 also reported on the transcript.

GRADING SCALES

Majority of programs:

A+	90–100%	C+	64–67.9%
A	85–89.9%	C	60–63.9%
A-	80–84.9%	C-	55–59.9%
B+	76–79.9%	D	50–54.9%
B	72–75.9%	F	0–49.9%
B-	68–71.9%		

Applied Business Technology, Dental Assisting:

A+	95–100%	C+	75–79.9%
A	90–94.9%	C	70–74.9%
B+	85–89.9%	F	0–69.9%
B	80–84.9%		

Competency-Based Courses:

A	90–100%	C	63–69.9%
B+	85–89.9%	D	55–62.9%
B	76–84.9%	F	0–54.9%
C+	70–75.9%		

Dental Hygiene:

A+	90-100%	B	72-75.9%
A	85-89.9%	B-	68-71.9%
A-	80-84.9%	F	0-67.9%
B+	76-79.9%		

Medical Radiography Technology Diploma:

A+	90-100%	B-	68-71.9%
A	85-89.9%	C+	64-67.9%
A-	80-84.9%	C	60-63.9%
B+	76-79.9%	F	0-59.9%
B	72-75.9%		

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.

Repeating a Course

Courses may be repeated for the purpose of raising grades.

Letter grade		Grade points
A+	Excellent performance	4.33
A		4.00
A-		3.67
B+	Good performance	3.33
B		3.00
B-		2.67
C+	Satisfactory performance	2.33
C	The lowest standing permitted for a course to serve as an acceptable prerequisite unless specifically noted 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 repeat at the same level. Applicable to ABE students in all Fundamental and Intermediate level courses. This grade may be used twice per Fundamental level course and once per Intermediate level course. The relevant Educational Administrator must sign off on all CS grades.	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*
*NC: Not included in the calculation of the grade point average (GPA)		

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	Gradepoints Credit hours
Course #1	3	A	4	12
Course #2	3	B	3	9
Course #3	4	C	2	8
Course #4	2	D	1	2
Course #5	3	F	0	0
Total	**15**			**31**
GPA: 31 ÷ 15 = 2.07				

If a student has received three failures in a course, he/she must apply to the appropriate Dean for special permission to take the course again.

Individual programs may have different limitations. 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.

Change of Enrolment

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 established College policies and procedures. Students are responsible for ensuring they are aware of all rules, regulations and deadlines, and ensuring they have the means to complete the change of enrolment procedure. Students receiving student loans are advised to consult with a Financial Aid Advisor prior to withdrawing. Student loans may be affected by withdrawals when students fail to maintain enrolment in at least 60% of a full course load.

A student who has no activity in two (2) consecutive major terms (Fall/Spring) will no longer be considered a student and will have to re-apply to CNC as per the Admission to the College Policy #E-1.01.

For more information, please see the Change of Enrolment Status Policy #E-1.14 and Student Refund Policy #E-1.15 on the CNC Policy web page.

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 an 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 Student

Refund Policy #E-1.15 on the CNC Policy web page.

Academic Standing

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. Academic standing assessment is designed to provide feedback to students at the end of each term in regard to their term/cumulative standing to assist the student in maintaining an awareness of their ongoing academic standing. The determination of academic standing is based on the student's academic performance and, therefore, academic standing cannot be appealed.

For more information, see the Academic Standing Policy #E-1.03 on the CNC Policy web page.

Transcripts

Official

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."

Release

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

There is a fee for each copy ordered and this fee is payable in advance. Transcripts may be ordered in one of four ways:

- Online: Through CNC Connect with your student account.
- In person: Requests may be made at any of the CNC campuses.
- By mail
- By fax: Requests for fax should be sent to 250 561 5861

TRANSFER CREDITS

A student who has completed courses at other post-secondary institutions may request that these credits be transferred to the College of New Caledonia. In order to verify the transferability of these credits, students should consult a CNC Academic Advisor as well as the British Columbia Transfer Guide online at www.bctransferguide.ca.

To initiate the transfer credit process, students should:

- Fill out the Transfer Credit Request form. Please see the Transfer Credit section on the cnc.bc.ca website under Admissions.
- Request an official transcript from the sending institution. International students must request a comprehensive Educational Credential Assessment (*ECA*) from an approved assessment agency recognized by the Government of Canada.
- For all courses not appearing on the BC Transfer Guide, submit a detailed course outline from the same year and/or month that you took the course.
- Make an appointment with a CNC Academic Advisor to review how possible transfer credits can be applied to your program.

Only courses in which a grade of "D" or higher was earned may 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. Unassigned credit will be granted on a course-by-course basis in consultation with the program in which the credit applies.

Although transfer credit may be granted, the applicability of the credits toward admission requirements for a program, or course prerequisite requirements, or graduation requirements, or residency rate requirements is dependent upon the particular program.

Transfer of Credits to Other Institutions

A student who has completed courses at CNC may request that these credits be transferred to other post-secondary institutions.

Students who are looking to transfer should consult with academic advisors at the receiving institution to determine their transfer requirements and confirm how the CNC course will transfer there. CNC Academic 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. 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.

Course syllabi from specific terms can be found on the transfer credit section of the CNC website. If you cannot find your particular syllabi on the website, please contact transfercredit@cnc.bc.ca for assistance.

Advanced Placement (AP) and International Baccalaureate (IB) Courses

Students who complete Advanced Placement (*AP*) or International Baccalaureate (*IB*) course and examinations may receive up to six (*6*) credits. AP and IB results can also be used towards meeting CNC Admission Requirements. In order to receive the transfer credit, candidates must submit final examinations results from the College Board and/or International Baccalaureate with the minimum grade requirement.

Prior Learning Assessment and Recognition

The College seeks to provide recognition of previous non-traditional learning. When such learning is not recognized by formal transfer agreements, it may be recognized through Prior Learning Assessment and Recognition (*PLAR*). Through Prior Learning Assessment and Recognition, the College of New

Caledonia will grant credit for significant learning at a post-secondary level through work, training, and informal experiences outside the formal post-secondary system provided it fulfills the requirements of the program in which the student is enrolled.

For more information on PLAR, including criteria, application and fees, see the Prior Learning Assessment Policy #E-1.07 on the CNC policy web page.

GRADUATION INFORMATION

Apply for a CNC credential

Students anticipating completion of their program are required to apply to graduate through their CNC Connect account. Students are encouraged to apply during their final term and will be considered pending final grades.

Note: All obligations relating to fees, Library (Learning Commons) books or fines, rentals, loans etc. must be met before any official transcript or credential will be released.

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.

All students who have graduated with honours will have this noted on the transcript.

Convocation

Students who have completed their requirements for a credential (*e.g. certificate, diploma, or associate degree*) are eligible to take part in the Convocation ceremony held each spring. To attend, students are required to complete an application to attend the Convocation ceremony online. See Communications Services for details. Students are encouraged to attend this celebration of their achievement.

PRIVACY INFORMATION

Protection of Privacy and Access to Information

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.

All required admission and registration documentation is collected for the purpose of meeting the data requirements for admission, registration, research, alumni and development, statistical analysis, locker and U-Pass administration, and the student health plan. It is collected under the authority of the College and Institutes Act and your privacy is protected under the Freedom of Information and Privacy Act limiting how your information may be used or disclosed. If you have any questions about the collection and use of your information contact the Freedom of Information Coordinator, College of New Caledonia.

All hard-copied materials/information provided by you in support of your application to CNC becomes the property of the College and will not be returned and may be destroyed within six months of receipt.

Disclosure of student information files is authorized only in response to

- A written request and presentation of photo identification from a student for information from his/her record.
- A written request from a student to release information contained in their file, with the exception of documents submitted in support of their application or for transfer credit evaluation.
- A Ministry of Advanced Education request for information for the purpose of statistical analysis or research provided that confidentiality is assured;
- Requests from government departments where the College is required by law to provide the requested information, and;
- A valid court order, search warrant, subpoena, summons, or a request by a law enforcement agency.

Personal Education Number

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

APPEALS, COMPLAINTS AND DISCIPLINE INFORMATION

This section outlines policy and procedure information related to appeals, complaints and discipline at CNC.

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

a. 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.

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 and 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.

DEFINITIONS

Academic Standard: Defined as the demonstrated mastery of course/program material deemed sufficient to meet a predetermined level for the purpose of assigning credit, establishing prerequisites for subsequent course/programs, gaining admission to university, and/or successfully completing professional programs.

Accepted: A qualified or conditionally qualified applicant who has been offered a seat in a program of study

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, and your work experience.

Clinical: Refers to the clinical placement components of Health Science programs as well as components of other College programs that involve a 'work placement' or 'practicum' as part of course work.

Conditional Acceptance: An otherwise qualified applicant who has submitted proof of current registration and has been provided with timelines for completion of the remaining admission requirements for the program

Educational Administrator: Refers to Deans, Regional Principals, Associate Deans, Registrar, Directors or their designate.

Educational Plan: A plan jointly developed between an Academic Advisor and the student, that addresses any issues

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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 cnc.bc.ca and search "academic schedule" for more information or contact your local campus.

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 2022 semester

BC Day, all campuses closed	August 1
Labour Day, all campuses closed	September 5
Orientation / Evening classes begin university credit and business	September 6
Daytime classes begin, university credit and business	September 6
Naitional Day for Truth and Reconciliation	September 30
Thanksgiving, all campuses closed	October 10
Remembrance Day, all campuses closed	November 11
Christmas Day observed, all campuses closed	December 27
Boxing Day observed, all campuses closed	December 26

Spring 2023 semester

New Year's Day observed, all campuses closed	January 2
Family Day, all campuses closed	February 20
Study break: See your specific program for dates	Varies by program
Good Friday, all campuses closed	April 7
Easter Monday, all campuses closed	April 10
Victoria Day, all campuses closed	May 22
Convocation	TBD
Canada Day observed, all campuses closed	July 3

Fall 2023 semester

BC Day, all campuses closed	August 7
Labour Day, all campuses closed	September 4
Orientation / Evening classes begin university credit and business	September 5
Daytime classes begin, university credit and business	September 5
Naitional Day for Truth and Reconciliation	September 30
Thanksgiving, all campuses closed	October 9
Remembrance Day observed, all campuses closed	November 13
Christmas Day observed, all campuses closed	December 25
Boxing Day observed, all campuses closed	December 26

Spring 2024 semester

New Year's Day, all campuses closed	January 1
Family Day, all campuses closed	February 12
Study break: See your specific program for dates	Varies by program
Good Friday, all campuses closed	March 29
Easter Monday, all campuses closed	April 1
Convocation	TBD
Victoria Day, all campuses closed	May 20
Canada Day observed, all campuses closed	July 1

College of
New Caledonia

British Columbia Canada

Prince George Burns Lake Fort St. James Mackenzie Quesnel Vanderhoof