

DIRECTORY

CNC Prince George

CNC Lakes District —
Burns Lake

CNC Lakes District —
Southside

CNC Mackenzie

Notes

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2.
3.
4. ☐

For the most current information on
fees, courses and programs visit
cnc.bc.ca

CNC Nechako —
Fort St. James

CNC Nechako —
Vanderhoof

CNC Quesnel

Valemount Learning
Centre – in partnership
with CNC

General information

Academic Advising

Office of the Registrar

College Store

Continuing Education

Financial Aid & Awards

Library

Student Recruitment

250 562 2131

250 561 5818

250 561 5800

250 561 5808

250 561 5846

250 561 5838

250 561 5811

250 561 5855

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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.

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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 develop 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 lecture and practice. The 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 administrative career and opportunities for education and employment development. Administrative Assistant



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 these accurately within the accounting cycle. Bookkeepers collect business receipts, in order to provide timely information to owners/managers so that they may make sound and informed financial decisions. Since all businesses need to collect and organize their financial transactions, bookkeepers participate essentially in the financial decision making process in every sector of the economy.

ADMISSION REQUIREMENTS

Successful completion of the following:

- Math 12, or Accounting 11, or equivalent
- Communications 11 or equivalent

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

Applicants are recommended to have adequate working knowledge of personal computer applications and 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:

Accounting Certificate.

Previous Coursework Credit:

Students with previous work experience and/or who have taken similar courses through CN or outside Education or other post-secondary institutions may be eligible to receive advanced

course credit up to a maximum of two courses. Students looking to investigate these options should consult the Continuing Education Business Program Coordinator at the Adult Advice Institute to review by the appropriate Educational Administration.

Advance Course Credit

As a value-add for students in CNCs ABT and Bookkeeping programs, the following advanced 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-100.
- 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 OVERVIEW

This certificate course is the program which are offered to students in a part-time, evening delivery format. The required courses are:

BOOK 101	Fundamental Bookkeeping
BOOK 103	Intermediate Bookkeeping
BOOK 105	Advanced Bookkeeping
BOOK 110	Excel Bookkeeping
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 average of B (72%) in all Bookkeeping courses 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 timeline will be discussed with the Continuing Education Business Program Coordinator.

Rev. 17.00.10

OPTIONAL CO-CERTIFICATION

- Accounting and Finance Diploma
- Administrative Assistant Certificate
- Administrative Assistant with Commerce specialization
- Business Management Certificate and Diploma

IMPORTANT DATES

Fall term

- September 6 - December 16, 2022
- Block, December 1, 2022 to January 1, 2023

Spring term

- January 1 - May 1, 2023

Intercession

- 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 will help you develop your business skills and tell 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 determined by CERA

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 11 or Foundations of Math 12 or equivalent should consult a New Caledonia representative and upgrade before enrolling.

PROGRAM OF STUDY

Certificate (30 credits)

CIS 104 Financial Accounting
CIS 165 Business Information Systems

For CSC 105 Introduction to Business or CSC 105 Intro to Business

MEDICAL OFFICE ADMINISTRATIVE 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 skills are encouraged to speak to the Academic Advisor about course equivalencies that can be applied between the programs.

ADMINISTRATIVE 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 administered 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 starting the program or prevent it from being completed. You must also be able to provide the program with a criminal record check by the Criminal Records Review Program (CRRP), not the RCMP. CNC will accept successful applicants with the appropriate criminal record clearance into the program if appropriate. This is required for all people who work with people who have potential for vulnerability to child abuse.
2. Undergo criminal record check by the Criminal Records Review Program (CRRP), not the RCMP. CNC will accept successful applicants with the appropriate criminal record clearance into the program if appropriate. This is required for all people who work with people who have potential for vulnerability to child abuse.

MEDICAL OFFICE ADMINISTRATIVE (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 medical terminology, anatomy and adhere to medical/legal aspects, medical billing (both manual and computerized) and how to complete variety medical procedures in accordance with the guidelines and standards of the medical field.

ADMISSION REQUIREMENTS

1. Applicants who have completed a National 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 exceptions.
2. Applicants without CNC certificates will need the following:
 - ABT 000 Computer 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
 - ABT 000 Business Math or Calculator Skills, or equivalent
 - ABT 005 Business English or ABTE

074 Business Communications I, or equivalent

3. Applicants with Applied Business Technology, Office or Administrative Assistant certificates from an institution within the last two years may contact CNC Mackenzie to discuss potential admission exceptions.
4. Applicants with current relevant office experience within the last two years may contact CNC Mackenzie to discuss potential admission exceptions.
5. Applicants without a billing certificate will need to complete ABTC 050 Billing Software or equivalent program.

PROGRAM OBJECTIVES

ABT 005	Medical Terminology
ABTM 010	Medical Administrative Procedures
ABTM 000	Medical Billing – Manual
ABTM 005	Medical Billing – Computerized
ABTM 030	Medical Terminology I
ABTM 005	Medical Terminology II & Related Anatomy and Physiology
ABTM 000	Medical Terminology III & Pharmacology and Pathology
ABTM 037	Medical Terminology III & Pharmacology and Pathology
ABTM 040	Medical Billing Procedures and Practices

Technology requirements:

To ensure ABT billing and administrative procedures 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: Microsoft Windows 7 or higher

System Memory: 1GB or higher

Internet Connection: Broadband DSL or Cable-Modem strongly recommended

Audio: Built-in or separate. All recommended, computer speakers with microphone

Video: 1024 x 768 or higher resolution

JavaScript, Enabled

Cookie, Enabled

Popup Blocker: set Popup

Block All window sites to include, www.cnc.edu

Windows

Internet Browser: Firefox 3.5 or higher

Operating System: Microsoft Windows 7 or higher

System Memory: 1GB (Vista)

Internet Connection: Broadband DSL or Cable-Modem strongly recommended

Audio: Built-in or separate. All recommended, computer speakers with microphone

Video: 1024 x 768 or higher resolution,

JavaScript, Enabled

Cookie, Enabled

Popup Blocker: set Popup

Block All window sites to include, www.cnc.edu

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

- Wavpedal Foot Pedal
- Wav player software (see below for ordering details for foot pedal and software)
- 1 available online, at UCB part of Wavpedal

Rev. 17.00.10

OFFICE CLERK CER IFICA E (AB)

- ☐ Full-time or Part-time
- ☐ Start date varies
- ☐ Duration varies
- ☐ Online

The Applied Business Technology Office Clerk Program is an online 480-hour certiScate program that provides the student with a variety of technical, administrative, 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 data entry. Students also learn office procedures, file management, business communications, effective job search techniques, and professional development.

ADMINISTRATION REQUIREMENTS

1. High school graduation or equivalent
2. Eligible student 18 or Eligible First Peoples 12, or equivalent
3. Any Grade 11 Math or equivalent
4. Completion of keyboarding proficiency assessment with a minimum speed of 20 NWPM

Note: The keyboarding assessment may take the form of an individual or group transcript or letter of institutional letterhead from a technical college, or be assessed by a CN Applied Business Technology Institute or Institute. The student will be notified of the assessment results.

Graduation Requirements

In order to qualify for graduation and obtain the certiScate, students must pass all courses with a 70% ("C") grade or higher.

ABT_1_5	Business English
ABTC_110	Professional Development
ABT_115	Business Mathematics
ABT_1_	Keyboarding

ABTA_1_5	Microsoft Applications I
ABTC_130	Word Processing
ABT_1_5	Administrative Procedures I

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

Graduation/Timeframes

There is a five-year program completion deadline due to the rapidly changing technology that the Applied Business Technology Institute.

Rev. 1.14.22

IMPORTANT DATES

Fall term

- August 22, 2022 - December 16, 2022

Spring term

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

OPTIONAL REQUIREMENTS

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

Spring term

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

PO – DIPLOMA IN O R I M AND H O E L 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 selected in consultation with industry experts, ensuring its relevancy, and will contribute to a connection with the local tourism industry throughout the program.

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

1. recognize and develop leadership qualities that contribute to effective teams and the achievement of organizational and industry objectives;
2. present new and creative promotional ideas, including oral, written, and visual promotional channels, to meet organizational objectives;
3. demonstrate effective analysis skills, including research, creative problem solving, and sales thinking, to identify 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

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.

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

CAMP & CAREERING ASSOCIATE

COMM NI AND CON IN ING ED CA ION

- Part-time
- Start date varies
- Duration varies
- All CNC campuses

AMPLING OF CAREER CO R E

Increase your employability or improve your professional skills with adult education courses, 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
Electrical Licensing First Aid
Firefighting
Occupational First Aid 1
Occupational First Aid

Trades Training: Electrical

Workplace Safety:

- WHMIS (*Workplace Hazardous Materials Information Systems*)
- Spill Response
- Transportation of Dangerous Goods
- \$100 Fire Suppression
- H2S Alive
- Traffic Control

CNC Mackenzie

Auto License

Computer training: Microsoft Office

First Aid, including:

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

Firefighting Level 1

Heavy Equipment Operator Program

Level 1 Crane Certification:

Rigging and Lifting
Lift Skills

Workplace Safety:

- WHMIS
- Confined Space
- Fall Protection
- Spill Response

- Lockout
- \$100 Fire Suppression
- H2S Alive
- Traffic Control

CNC Nechako – Fort St. James

Auto License

Computer Training

Trades Training: Electrical

H2S Alive

Live Burn Simulation

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

Electrical Training

Trades Training: Electrical

Occupational First Aid

CNC Prince George

Bookkeeping Certificate

Dental Office Receptionist

Electrical Medical Receptionist (JIBC)

Healthcare professional development

Human Resources Management

Management Skills for Supervisors

Medical Device Representative Training

Medical Office Assistant

Medical Training

Microsoft Office training

Occupational Health & Safety

Whittier Food Safety

Primary Care Paramedic (JIBC)

Vehicle Inspection Endorsement

CNC Quesnel

All-terrain vehicle rider course

BC Faller Certification

Business

Child Welfare

Electrical and Refrigeration

Environmental Management Systems

Fire Suppression 1 and 2

First Aid

First Aid 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

Roadside Road Driveline

Spill Response

Trades Training: Electrical

Traffic Control

Transportation of Dangerous Goods

WHMIS

WorkSafeBC training modules

AMPLING OF GENERAL IN RE CO R E

Relax, have fun, and meet new friends.

Here are just a few of the dozens of

activities available (*subject to change*).

CNC Lakes District – Burns Lake

DENTAL ASSISTING CERTIFICATION

- ☐ Full-time
- ☐ Starts September
- ☐ 1 year
- ☐ Prince George

The program includes lectures and clinical practice in preparation for work in private practices, group practices, 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 Council on Dental Assisting National Examinations.

ADMISSION REQUIREMENTS

1. Proof of high school graduation or equivalent.
2. English 12 or English First Peoples 12, English 15 or English 151, or equivalent, with a grade of B.
3. Biology 12 or Biology 15, 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 in English 12 or equivalent. The letter grade for English 12 will substitute its actual points.

3.0-4.33

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

2.33-4.33

Resident at North Hill B

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 Assisting placement 1.00
- Self-reported volunteer experience at health care facility or dental office 1.00

Maximum possible points 13.66

Program outline

Semester 1

DENT 150	Dental Assisting Fundamentals
DENT 151	Prevention I
DENT 152	Dental Radiology
DENT 157	Dental Assisting Clinic I
MGT 154	Applied Human Relations

Semester 2

DENT 153	Restorative Dentistry
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Students will have the opportunity to demonstrate they have previously met the goals and objectives of a particular course.

The student must appeal the Program Coordinator with the request

DIAGNOSTIC MEDICAL ONOGRAPH PROGRAM

1.

- ☐ Full-time
- ☐ Starts September
- ☐ 2 years
- ☐ Prince George

ADMISSION REQUIREMENTS

1. Successful completion of Grade 12 or equivalent

2. The following courses, with a minimum 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 the above 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) test score with the minimum below, within the previous two years:

- International English Language Testing System (IELTS) equivalency score of 6.5 with the minimum below:

2. Successful completion and credit 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 jurisdiction.

Selection Process

specific instructions on how to access C&T 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 program availability, clinical practice may be configured and offered outside of the existing timetable structure and academic dates. Attendance in each clinical placement is compulsory; students who do not complete their total required practicum hours will be at risk of failure. Any time a student is unable to attend placement due to unavoidable circumstances, the student must contact his/her clinical instructor and clinical site with notice; time and notice will be determined by each clinical site. Make-up missed clinical time cannot be substituted, and may only be obtained in extraordinary circumstances, pending the availability of clinical sites and program clinical placements may require the student to be available for day/evening/night shifts and on weekends.

General requirements

Qualities essential to successful Medical Diagnostic technology students include:

- Attitude: 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 manipulate patients, walk with and around heavy equipment, and to perform in busy and often stressful workplace environments
- Ability to meet all responsibilities listed in the Self-Report on Suitability form
- Multiple professional sensitivity to diverse cultures and traditions, patients, cultural practices and symptoms of hospitalized patients
- Exemplary demonstrated written and oral English, communication skills 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 re-apply to the program and will be required to apply for re-admission to the program. Students who

Certificate

- Dental Assisting Certificate
- Health Care Assistant Certificate
- Medical Laboratory Technology Associate Diploma
- Medical Radiology Technology Diploma
- Natural Health Products Business Associate Diploma

ADMISSION REQUIREMENTS CHANGING FOR 2023.

Rev. 12.7.17

IMPORTANT DATE

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

- In addition to expenses for tuition and textbooks, students are expected to purchase their own uniforms and supplies, to provide for their travel to the facility, residence and to pay for parking.
- A student who accumulates five days of absence with no communication with the institution at the program may be terminated from the program by the Dean upon the institution's recommendation.

Re-admission

A student who is unsuccessful in a course will be permitted to repeat the course once. Any communication at two courses will result in withdrawal from the program will exclude the student from further study in the program. A student who withdraws from the program voluntarily must notify faculty advisor 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 at which was 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.

MEDICAL LABORATORY TECHNOLOGY 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

Apply to the program today!

Related Relatedly associated at N2.
But to contribute to the next semester.

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 basis 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 conscious, empathetic, versatile, and have cultural sensitivity and respect the patient's and a diverse background.
- Promote a positive attitude towards lifelong learning, evidence-based practice, and use the advantages of the profession.
- Communicate effectively in the health care setting.

- Provide quality care independently and in team environments.

ADMISSION REQUIREMENTS

- High school graduation or equivalent
- The full-time student, 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 process
- Participation in a CNC MRAD placement 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 80 with the writing subtest, with the last two years, or
 - » International English Language Testing System- Academic (IELTS Academic) score of 6.5 overall with the writing subtest, 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 country 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 at two seats.

Selection process

Only selected qualified short-listed

applicants will be invited to attend an interview. All students will be selected using the full-time criteria.

Max points

1. The cumulative study 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 study points value. A GPA of 3.2 contributes 3.2 points.

Up to 4.00

2.

	Radical Biology II
Term 6	16 weeks
MRAD 55	Medical Education III
MRAD 55	Placement

Graduation/Time Frames:

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

ADMISSION REQUIREMENTS CHANGING FOR 2023.

OPTIONAL ADMISSION REQUIREMENTS

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

- practice assessment and professional evaluation health with individuals, families, groups, and communities
- participate in activities that reflect the provincial population health needs and implement and evaluate the appropriate interventions to meet these needs
- make nursing judgments that reflect appropriate assessment, clinical and research data related discipline
- practice in a broad range of settings with an emphasis on health care settings
- influence health services to bring about policy development that meets the health needs of health care 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 selection requirements set out in the admissions booklet at the end of the application 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 criteria should be discussed with a CNC advisor. Word-processing and internet experience are necessary for all applicants.

applied at the time of initial institutional
in the program. The total transfer credit
awarded at the time of enrollment will be
completed at other non-collaborative
institutional credit earned
60 credit hours. Nursing HHSC or

be computed on the basis of the grade achieved in all other semesters 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 will have more than one NURS and/or HHSC course (or equivalent) in the calendar

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 student that violates the ethical or legal standards of the institution in which the student is currently registered, particularly those related to academic dishonesty, is in serious offense. Academic misconduct and/or professional misconduct may result in the student being required to withdraw from the respective course/program and possibly the college and university. Institutionally sanctioned professional misconduct may result in the student being required to withdraw from the student's respective program if the student is considered to be unsuited to progress with the study expectations of the course.

Requirements

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

Program requirements

The program consists of 100 credits with 95 required credits in nursing. Course numbers for Years One and Two refer to UN_ (Prince George/Quesnel). Courses

numbers for Years Three and Four refer to UNB_.

Auditing Courses

Under certain circumstances, students may be able to audit a NURS (or equivalent) course, course with all academic requirements must be audited. The student must speak with an Academic Advisor prior to requesting to audit any course required in the nursing program. Further audit approval is available from the Office of the Registrar. Approval and the institutional policy substitutes 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 National 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 wishing 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

Year 3 Objective Structured Clinical

Excellence in student performance is required to complete the objectives associated with NURS 328-1 before progressing to the January semester of NURS 328-1 and subsequent Year three combined theory and practice course.

Interession 2 (offered at UNBC)

NURS 328-1 Extended Clinical Practicum II

Year Four (offered at UNBC)

NURS 403 Introduction to Nursing Research

NURS 404 Nursing Leadership

NURS 418 Introduction to Community Health and Nursing

POLS 403 Social and Health Policy and Administrative

At least one of the following courses is required:

NURS 420 Community Health Nursing

NURS 422 First Nations Health and Nursing

NURS 404 Adult Health Nursing

NURS 432 Mental Health Nursing

NURS 435 Pediatric Nursing

NURS 454 Perinatal Care

NURS 455 Family Practice and Therapeutic Nursing

NURS 461 Rural Health and Nursing

NURS 477 Quality Practice and Nursing

Electives Requirement

18 credits chosen to fulfill the UNBC requirements below, and to ensure completion of the program with 120 credits total. A minimum of 12 credits must be chosen from the following:

NURSING NIA AN 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 Nuclear Unit Assistant (NUA) in a vast array of nuclear units and clinical settings. NUA's actively 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 supported practical placement, students will learn different types of physician's orders, policies, ethical standards and duties that encompass the NUA role. Nuclear unit assistants work in many areas in health care such as outpatient settings, inpatient units and clinics. With focused lecture and hands-on training, outstanding values, and employment skills, the graduate 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 administered 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 Nuclear Unit Assistant Certificate program will be permitted to repeat the course once. Two failures at withdrawal 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 faculty immediately 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 guidelines:

1. A student who has successfully completed the prerequisite courses and/or who, at the time of withdrawal, has completed courses equal to or higher than required by the program (*or higher*), will be awarded first priority.
2. A student who has failed a course at withdrawal will be required to re-apply for admission to the program.

Let's Live (B) is a NRUA course. Let's Live (C+), the **may request a make-up assessment to** allow the student to complete Let's Live (B) successfully.

PRACTICAL NURSING DIPLOMA

- ☐ Full-time
- ☐ Starts September
- ☐ 2 years
- ☐ Burns Lake and Prince George

Available in a variety of work settings including hospitals, long-term care facilities, rehabilitation centres, doctors' offices, clinics, occupational health units, community health centres, and private homes.

Program Objectives

The Practical Nursing (PN) program is

Additional resources at www.cnc.edu

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 (CSW) CERTIFICATE	4
EARLY CHILDHOOD CARE AND LEARNING CERTIFICATE	5
EARLY CHILDHOOD CARE AND LEARNING DIPLOMA	51
EDUCATION ASSISTANT (EA) CERTIFICATE	5
SOCIAL SERVICE WORKER CERTIFICATE	55
SOCIAL SERVICE WORKER APPLIED DIPLOMA.....	5
SOCIAL SERVICE WORKER (UT) DIPLOMA.....	57

in the Fall 2021 intake will be able to complete the Educational Assistant Certificate must:

- Apply to the Educational Assistant Certificate
- Complete five courses (15 credits) at the college level to work as an Educational Assistant (*courses to be determined in consultation with the CASS Faculty*)
- Complete the 150 Educational Assistant Practicum

Graduation/Timeframes

See the [Ten Year Timeline for Program Completion Policy \(E-1.37\)](#).

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OTHER ACADEMIC IN REQUIREMENTS

- 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 criminal justice

EARL CHILDHOOD CARE AND LEARNING CERTIFICATE

- ☐ Full-time or Part-time
- ☐ Starts September (full-time and part-time)
- ☐ 1 year
- ☐ Prince George

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*) and the early childhood education (ECE) sector.

- ECE Certificate
- Infant Toddler Certificate
- Special Needs Certificate

Program Objectives

Graduates will be able to:

- demonstrate critical thinking and problem-solving;
- participate in and contribute to a variety of activities such as child care activities, supervised child development programs, Infant and Family Development programs, school District preschool programs, and owner/operated programs;
- utilize observational skills to assist in planning, teaching, and evaluating early learning environments;
- respond to and respond to the relationships with children, families, and colleagues;
- demonstrate supervisory 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 subject B education course because this is a practical certificate involving work with vulnerable people. Students are responsible for all costs involved. A search which identifies relevant criminal activities may prevent students from participating in the program. The student and the Early Childhood Care and Learning program, such participation must be successfully

or

i { w ch which

COMMUNITY SUPPORT WORKER CERTIFICATE

- 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 13, 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

ED CA ION A I AN CER IFICA E

(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

- Apply to the Community Support Worker Certificate
- Complete five courses (15 credits) including the following:
a Community Support Worker
(*courses to be determined in consultation with the CASS Faculty*)
- Complete the CASS 100 Community Support Worker Practicum

Graduation/Timeframes

See the [CASS Ten Year Timeline for Program Completion Policy \(E-1.37\)](#).

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OPTIONAL OBJECTIVES IN ADDITION

- Community Support Worker Certificate
- Early Childhood Education Learning Certificate
- Health Care Assistant Certificate
- Social Service Worker Certificate/Diploma
- University-level classes in psychology, sociology, or criminal justice

SOCIAL SERVICE WORKER CERTIFICATION

- ☐ 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, child and welfare agencies, adoption services, shelters, First Nations social services organizations, and more. This program gives the student the basic skills and knowledge needed to 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 activities may prevent the student from completing the practicum. Practicum is required for graduation.

Program Specific Recommendations

It is recommended that all successful students have current,

- TB test and complete

immunization regime as per Northern Health recommendations for health and social service workers.

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

These certifications are included in the cost of 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)

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, welfare services, child protection, group homes, shelters, First Nations social services organizations, and other students at the diploma level.

TECHNOLOGIES

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

CIVIL ENGINEERING TECHNOLOGY DIPLOMA.....	--
COMPUTER NETWORK TECHNICIAN PROGRAM.....	--
NATURAL RESOURCES AND FOREST TECHNOLOGY DIPLOMA.....	--
POST-DIPLOMA IN INFORMATION TECHNOLOGIES.....	5
RFT EXAM PREPARATION ONLINE	--
RPF EXAM PREPARATION ONLINE.....	7

equivalent

- English Studies 12 or ENGL 050 or English First Peoples 12 or ENGL

- ☐ Full-time
- ☐ 2 years
- ☐ September
- ☐ Prince George

Through my diploma program, students will have relevant theoretical and practical knowledge to support their work within the broad field of civil

Each student will be delivered with components of face-to-face classroom instruction, computer-aided design and modelling, field experience, and experiential laboratory activities. Students will develop an understanding of the scientific principles used in petroleum production, hydrology, geology, transportation, and geotechnical engineering.

Effective technical communication and project management skills are emphasized throughout the program.

The study will explore the potential values at 1-hour post-work intervals, with digital time spent studying, multiple social sites, and daily routine. N- civil Engineering Technology students explore the effects of northern, rural, and remote civil engineering projects, with consideration of Indigenous perspectives.

Program Objectives

Civil Engineering Technicians and Technologists will be qualified for careers in environmental departments, agriculture, farms and construction companies in private and public sectors, utilities, testing, surveys, inspection, supervision, technical writing, and project managers. In northern BC, there is high demand for the Civil Engineering Technicians. Additionally, graduates will pursue their education that leads to university degree in civil engineering.

ADMI ION REQ IREMEN

- High school graduation or

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 offered through 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). The program delivers the theory and practical application of supporting micro-computer hardware, software, peripheral systems and networks in a structured student-centred learning environment. The CNET program will develop the 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 computer devices within a network. Applicants apply 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)
- Electronic Technician Association
 - » Computer Vision Specialist (CSS)
- Fibre Optics Association
 - » Certified Fiber Optics Technician

(CFOT)

ADMISSION REQUIREMENTS

1. High school graduation or equivalent
2. English Studies 1 or English First Peoples 12 (*minimum "C-"*) or English 050 or English 051 or equivalent
3. Functional Mathematics 11 (*minimum "C-"*) or Math 04 or equivalent

NOTE: Applicants must already have taken, in the past five years, the subjects of the following subjects:

- a. Computer Programming (11 or 12)
- b. Computer Information Systems (11 or 12)

PROGRAM OVERVIEW

Semester 1

CNET 201	Computer Technician Assistant
CNET 202	System Support Assistant
CNET 205	Network Infrastructure
CNET 276	Interconnecting Networks I
CNET 277	Linux Administration

Semester 2

CNET 277	Microsoft Enterprise Server
CNET 278	System Security Fundamentals
CNET 279	Network Security

CNET 280

NATIONAL RECOGNIZED AND FOREIGN TECHNOLOGY DIPLOMA

☐ Full-time

☐

Transferability

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 computer industry, strong communication and problem solving skills.

The Post-Diploma in Information Technologies program prepares students to obtain industry recognized 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 Architect (MCSA)
- Certified Wireless Network Professionals
- Certified Wireless Technician (CWT)

- Linux Professional Institute
- Linux Essentials LPIC-1
- Linux Administration
- Electronic Technology Association
- Electronic Services 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 minimum TOEFL score or an (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 average of B (72%) in each course and be able to graduate with a Post-Diploma in Information Technologies.

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

PROGRAM COURSE LINE

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

PDIT 302	Computer Systems Hardware
PDIT 303	Computer Operating Systems
PDIT 307	Networking Technology
PDIT 376	Introduction to Network
PDIT 304	Enterprise System Administration
PDIT 308	Project Management
PDIT 324	Wireless Technology
PDIT 377	Routing and Switching Essentials
PDIT 330	Microsoft Server

PDIT 332	Computer Systems
PDIT 340	Introduction to Linux Professional Development
PDIT 378	Scaling Networks
PDIT 379	Connecting Networks
PDIT 380	Data Center Technology
PDIT 382	IT Security
PDIT 391	Project Work Skills
PDIT 392	Fundamentals of Building

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CO-REQUISITE REQUIREMENTS

- Computer/Network Electronics Technician Certificate
- Computer Science

IMPORTANT DATES

Prince George

Fall

- September 18 - December 15, 2022

Spring

- January 18 - April 15, 2023
- Break - February 20 - 24, 2023

Intersession

- May 18 - August 15, 2023

RPFE AM PREPARA ION 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 AA, and timber supply, tenure and valuation, planning, operations and FM, silviculture, wildlife laws, the forestry trade and professional liability, forest fire, forest, silviculture and professional practices, First Nations, sustainable development and job skills, and trade, dispute resolution and public interest.

Each topic includes associated readings, online discussion, online exercises and sample exams. You'll write sample test questions and get individual feedback from the instructor. For more courses information, please visit www.lakesdistrict.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

R.v. 17.1.1

TRADES AND INDUSTRY

APPRENTICESHIP TECHNICAL TRAINING

- Full-time
- Start dates vary – contact campuses
- Length varies
- Prince George and Quesnel

Provincial apprenticeship programs

An apprenticeship is a contract written between an employer and employee and the Industry Training Authority (ITA). Typically, 80-95% of all apprenticeship is work-based training; the rest is technical training in the classroom and/or shop.

Most apprenticeships take 3-5 years. Before apprentices can earn a certificate or ticket, they must complete both work-based training and technical training in the classroom. 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 CNU, visit www.tn.ca

Please contact each region directly for details on program offerings.

Auto Glass Technician

For more information visit www.tn.ca

5

AUTO BODY COLLISION & REFINISHING FOUNDATION (HARMONIZED)

- ☐ Full-time
- ☐ 34 weeks
- ☐ Prince George

An Auto Body Collision and Refinishing

Technicians in this program will repair and restore damaged motor vehicles. They assess body damage and develop repair estimates and repair plans. Their repair work may include sanding, filling, priming, painting and extensive structural damage. In some instances where vehicle components are damaged beyond repair they are replaced. The chassis and suspension components are repaired and replaced as needed 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, drivetrains, steering systems, advanced electronic components (*adaptive cruise control and lane departure features*), and restraint systems (*seat belts and air bags*).

After completing the Foundation program, students will have their 1st level of technical 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 position. Students will be able to continue their technical training with an 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 this shop, all students must wear and use appropriate personal protective equipment (PPE) at all times in which they are working and follow the safe work practices which apply 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.

AIRMAN ENGINEER 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 automotive technology. The curriculum will be hands-on, physical skill development to prepare students for a co-op work term. The AUTO 115 course follows the ITA curriculum outline. The curriculum will be aligned with the knowledge and skills required to pursue the AST Level 1 ITA certification.

A summer co-op work term, between the first and second year programming, will allow the students to familiarize with the industry and gaining additional real-world skills. In the second year, students will gain the knowledge needed to work in the distribution and repair facilities, like a supervisor, technician, layout, control, ventilation, air conditioning, network control, and support systems. These are skills that the industry has identified as being in demand. The goal is to provide the students with experience and knowledge that is helpful in acquiring an apprenticeship.

ADMIN REQUIREMENTS

1. Successful completion of English 11, or English 111, or English 111L, or equivalent.
2. Successful completion of English 10 and Pre-Calculus Math 10; or Math 030; or a minimum C grade in one of the following: Applied Algebra and Workplace Math 10 or Trades Math 041; or equivalent.

For candidates whose first language is not English - In addition to having English 1 - (or equivalent) proficiency, must provide proof of English Language proficiency through one of the following:

1. El-ei-l- - - - F-i-i-e- L-l-eU-e- (TOEFL)

IBT) _____ with _____
_____ w 17, with _____

2. International English Language Testing System - Academic (*IELTS Academic*)
IELTS Academic score was with the band 5.5, with the previous two years, at
3. Successful completion of the
Academic Level English studies
at a recognized high school, college
university in the English speaking
country with the last two years.

Selection Process

If the program is over-subscribed, `_tu` will be `0` and `tu` will be `1`.

1. The Letter Grade Equivalent 1, Equivalent to the Letter Grade 11 or equivalent will contribute its actual points to the relative placement, e.g., $\#A = 4.0$, $\#B + J = 3.33$, etc.
2. The Letter Grade Equivalent Math and Pre-Calculus 10, Math 030, Apprenticeship and Workplace Math 10 or equivalent, will contribute its actual points to the relative placement, e.g., $\#A = 4.0$, $\#B + J = 3.33$, etc.
3. Credit in Physics 11 or equivalent with a grade of $\#C$ or higher will be awarded 4 points.
4. The Letter Grade Equivalent of the Student Reading Assessment will be awarded a maximum of 5 points. Refer to the Mathematical Reasoning Grading Scale in the Appendix.
5. Passing the English portion of the Student Reading Assessment will be awarded a maximum of 1 point.
6. Passing Math portion of the Student Reading Assessment will be awarded a maximum of 1 point.
- 7.

Automotive Electric 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 electrical and hydraulic 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 professional growth in disciplines, specialty repair shops, parts departments and even as a service writer.

Admission Requirements

1. Successful completion of English 12, 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: Applications and Workplace Math 10 or Trades Math 41.

Students who do not meet the above requirements may wish to consult with a counsellor to determine their eligibility for the basic entrance student status.

Selection process

If the program is over-subscribed,

students will be selected based on the selection criteria: 1. Total Grade Point Average (GPA) 41 and above. 2. Phone call 927 1978300.

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 students to adjust their high school with the year of classes already completed. During Grade 12, you take a program at CNC and two at high school, adjusting 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 participants that are currently placed into a high school program, please contact your high school coordinator at prince@prince.cnc.bc.ca.

ADMISSION REQUIREMENTS

The program is open to students entering Grade 12 who meet the following requirements:

1. From SD #57 (*Prince George*)
2. 60% average or higher in Grade 11
3. Satisfactory work habits and good attendance record

Please Note that non-SD #57 students must arrange room and board in Prince George for the duration of the CTC program, and must be able to travel without district approval.

To apply, complete the CTC Application and Admission Form, available at the school

or online, school work experience coordinators, the Trades Office at CNC (*see below*), at cnc.bc.ca/ctc or contact your local school for details.

Submit completed forms to your school representative or directly to the Trades Office in the John A. Brink Trades and Technology Centre at N.E. 55-5-15-44.

Note: Lakes District and North Okanagan students (*SD #91*) should speak with the School Trust Advisor at the school level.

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

Selection process

Admission is based, in part, on the program's competitive Application List.

- Attend program interview
- Complete Grade 10 or 11 before starting
- _____

~

CARPENTER PROGRAM (HARMONIZED) FOUNDATION

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

Learn to construct buildings that stand up, support loads, work in the residential, commercial, light industrial or heavy construction fields, doing low substitution, renovations, alterations. As well, they will be able to construct cupboards, building inspectors, site supervisors, and more.

ADMISSION REQUIREMENTS

1. English 12 or equivalent with a $\geq C$ or higher.
2. Foundation Math and Pre-Calculus 10, or "A" or higher at the following: Apprenticeship and Workplace Math 11 or Trades Math 41 or Math 100.

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 12, English 100 or equivalent 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 Foundation 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 $\geq C$ or higher will be awarded 4 points.
4. The cumulative percentage point at the Student Reading Assessment will be awarded a maximum of 5 points. Refer to the Mathematical Reasoning Grading Scale in the CNC

5. Passing the English portion of the Student Reading Assessment will be awarded a maximum of 1 point.
6. Passing Math portion of the Student Reading 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 $\geq B$ or higher, or successful completion of any foundation-level trades training program at a school will be awarded 1 point.
8. Credit in any of the following: English 11, Foundation Math 11, or equivalents, or Trades Math 041 and Trades Math 042 with a $\geq C$ grade or higher will be awarded 1 point.
9. Credit in a combination of the following: Apprenticeship and Workplace Math 11, or equivalents, or Trades Math 041 and Trades Math 042 with a $\geq C$ grade or higher will be awarded 1 point.

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 considered for apprenticeship.

Provincial apprenticeship programs

An apprenticeship is a formal written agreement between an employer, an employee and the Industry Training Authority (ITA). Typically, an apprenticeship is work-based training; the best educational training in the classroom/shop.

Most apprenticeships take four years. To earn a certificate or ticket, apprentices must complete both work-based training and educational 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 Apprenticeship Program (*Entry Level Trades Training*) at CNC receive an ITA Certificate of Completion and credit at level 1 educational training at their apprenticeship.

Apprentices and employers must register apprenticeships with the ITA. For

application rules and fees information, visit www.ita.ca or call 1-866-660-1111.

Note: For up-to-date information on the current apprenticeship training at CNC, visit www.cnc.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) at the shop in which they are working and follow the safe work procedures which apply 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 these procedures at the shop in which you are working. Students may only work in the shop during scheduled lab times and under instructor supervision. If an accident occurs, the matter must be reported to your instructor immediately.

Rev. 1/2022

IMPORTANT DATE

Prince George

Intake 1

- August 1, 2022 – February 1, 2023

Intake 2

- February 1 – July 1, 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 significant 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 at hotels, restaurants, catering companies, night kitchens, trailers, ships, cruise ships and institutional/healthcare kitchens.

The program will take you at the exciting professional work to provide and learning facilities including our One Drive Restaurant and the new college campus. This diploma program will aid international students wishing to study and work in Canada. The program provides an opportunity to international students to gain 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 students obtain 40 hours in the trade with practical completion, they will be eligible to challenge their level 1 ITA Professional Cook certification assessment. After completion of level 1, and with an additional 70 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 safety skills and theoretical knowledge to the preparation, presentation and service of food and beverages in the foodservice/hospitality environment.
- Evaluate product characteristics and accuracy in yield, flavor, texture, and overall appearance according to product specifications and standards.

- Plan, design and write menus; and special event, display food for a culinary establishment that respects nutritional and specific needs.
- Adjust to industry level, safety and employment standards in preparation, food and service of food and equipment.
- Adjust the knowledge, skill and attitude necessary to succeed in the culinary profession in the industry.

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 & Menu
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 Service
CULI 258	Appetizers & Platters
CULI 259	Advanced Butchery & Presentation

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 service of food in licensed facility in British Columbia.
- All costs associated with the above are the responsibility of the student.

Additional Information

It is recommended that applicants attend 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 and vocabulary at the workplace
- Physical condition and stamina to meet the demands of the culinary industry (e.g. lift 20 kg.)
- Ability to stand for extended 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 initiative, responsibility and study skills
- Work independently
- Maturity
- Interpersonal communication skills in the workplace environment
- 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 40 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 70 hours in the trade, they would be eligible to challenge their level 2 ITA Professional Cook certification.

FOREIGN TRAINING

(Materials Information Systems)

- WorkSafeBC training modules

R.v. 17.00.10

- ☐ 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 operators updated equipment and instructed with extensive practical 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

Our programs are constantly being developed in response to industry needs. Therefore, the list presented below is only a sample. For the most up-to-date list of what's currently available, please visit our website or contact your local campus. www.bccampus.ca

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
- Boat Awareness
- Chainsaw Safety
- Electrical Maintenance System
- Fire Suppression
- First Aid
- Heat and Cold Stress
- Helicopter Safety
- Log Scaling and Grading
- Residue and Waste Measurement
- Rough Road Driving
- Skid Steer
- Snowmobile Safety
- Transportation of Dangerous Goods
- WHMIS (*Workplace Hazardous*

HEA MECHANICAL RADE DIPLOMA

HEA MECHANICAL RADE , FO NDA ION

- ☐ Full-time
- ☐ September
- ☐ 36 weeks
- ☐ Prince George

Learn to repair transport vehicles, overhaul engines, brakes, skid steers, rollers, bulldozers, 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 appropriately completing either of the following Trades and Transport Mechanic Repair or Heavy Duty Mechanics.

ADMI ION REQ IREMEN

The admission requirements mentioned below are the minimum requirements.

1. Grade 10 with English 10 with a #CJ or higher
2. Common Grade 10 or Apprenticeship and Workplace Math 11 or Trades Math 041 or Math 030 with a #CJ or higher

Students who do not meet the above requirement, and think they may be eligible as a future student should consult a NCA advisor.

PROGRAM O LINE

This includes the following
(not a complete list):

- Tools, equipment and equipment
- Rigs
- Welding
- Basic truck systems
- Engines, suspension, steering, and driveline
- Service electrical and driveline systems
- Servicing air-operated equipment
- Service suspension, steering, and wheels
- Employment skills

Selection process

Students are encouraged to submit a resume, and a written statement indicating interest and willingness 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 11, English 12 or equivalent will contribute its actual points to the selection process, e.g., #A3 = 4.0, #B+3 = 3.33, etc.
2. The letter grade for Principles of Math 11, Math 12, Applied Mathematics 11, Applied Math 12 or Math 12 or equivalent will contribute its actual points to the selection process, e.g., #A3 = 4.0, #B+3 = 3.33, etc.
3. Credit in Physics 11 or equivalent with a grade of #CJ or higher will be awarded 4 points.
4. The mechanical knowledge 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 #B3 or higher, successful completion of any foundation-level trades training program or documented experience in the year in 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 #CJ grade or higher will be awarded 3 points.
9. Credit in submitting a resume and personal statement indicating interest and willingness to enter the program will be awarded a maximum of 3 points.

Maximum points = 28

Note: High school graduation with English 12, Math 11 and Physics 11

you are walking, students may walk
in the steps of the social time

HEA EQ IPMEN OPERA OR

- ☐ Continuous intake
(variable dates and times)
- ☐ Mackenzie and Quesnel;
may be available at other
campuses

This program features 1st Level of
Journey instruction, including a
Level 1 First Aid and Transportation
Endorsement, TDG, Fire Suppression,

INDUSTRIAL MECHANIC (HARMONIZED)/ MACHINE FOUNDERION

☐ Full-time

**ME AL
FABRICA ION
FO NDA ION
(HARMONI ED)**

- ☐ Program suspended
- ☐ 23 weeks
- ☐ Prince George

Leete to build, assemble and repair products made at steel mills. Metalworkers use a wide variety of manufacturing and construction industries, operating specialized metalworking facilities.

ADMI ION REQ IREMEN

successful adaptation to the new world

1. Eligible 11, 12, 13, 14, 15, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845,

requirement but think they may be
ultimately.

PROGRAM	O	LINE
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T_i_i_l_l_u_l_t_h_i_l_w_i_l_e.

- Perform Safety-Related Functions
- Use Tools and Equipment
- Interpret Plans, Drawings and Specifications
- Perform Quality Control
- Handle Materials
- Perform trade math and layout
- Full Metal
- Full-time employment
- Perform Welding Activities

Selection process

If the program is over-subscribed,
tu]_t_ will [_]_t_] [_]_ t_
_]_ti_ [_it_] li_t_] [_]_w,

1. The letter should be Eligible 1, Eligible 2, or Eligible 3, or equivalent will contribute its actual points to the selection process, e.g., #A= 4.0, #B+= 3.33, etc.

2. The letter should state that the student is taking Workplace Math 11 or Principles of Math 11 or Applications of Math 11 or Math 12 or the new Math 41 or equivalent will contribute its actual points to the selection process, e.g., #A+j = 4.0, #B+j = 3.33, etc.

3. Credit in Physics 11 or equivalent
with a grade of C or higher will be
waived.

4. The **Standardized Reading Assessment (SRA)** will be **administered** to 5 **selected** **Reading** **Grading** **Scale** in the **CNC** **level**.

5. A _____ will _____ 1 _____.

6. A parallel circuit with M resistors at the RA will allow 1 bit.

7. Credit in one or more trades-related courses at the Grade 12 level with a grade of B3 or higher, or successful completion of any foundation-

8. Let it fly all the while.

Blatitv 11, F-Ty-willy, Jt-5 FM DJ UDB-wBUKJUA0mM5-wDLR0o-LRUW-LLR*(X*LR)*A.7-...
 Mostapp Fred 005Hes DnatX C QuGnD (SgC Edward AR mxi mHn) Ti 0 fl 2 2005 10 04 890 <0026

PAR AND AREHO ING PER ON FO NDA ION

- ☐ Full-time
- ☐ For start dates, contact
campus
- ☐ 20 weeks
- ☐ Prince George

MOBILE CRANE (HYDRAULIC 80 TONNE AND UNDER) CERTIFICATION

- 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 mobile crane operators include: rigging and set-up of cranes; operating hydraulic and conventional cranes and performing load calculations; crane operation procedures and transport rules and regulations and disassembling. They must also understand and practice safety procedures 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 statement of experience/interest.
4. Personal interview with the program coordinator at campus.

PROGRAM OVERLINE

Topics for the ITA (*Industry Training Authority*)—approved program include safety, mathematics, knowledge of cranes, ladders, load charts, crane operation and maintenance and activities.

Evaluation

Tests and quizzes 30%

Practical Assessment 30%

Final Exam 40%

Student must attain 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 practical lab. Upon successful completion of the technical training exams, students will be required to complete defined work-based competencies. These competencies include project attendance (*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. 17-2014

OPTIONAL OBJECTS IN REPAIR

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

For more information visit cnc.bc.ca/mackenzie

IMPORTANT NOTE

Please contact the campus for details.

PIPE TRADE , 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 will allow students to gain experience in these similar trades in the program. Upon successful completion of the Pipe Trades Foundation Program, students will receive credit with ITA for Level 1 of piping trades and will be able to seek an apprenticeship in the trade that best fits their career goals.

POWER ENGINEERING, 3RD CLASSIFICATION

OPTIONAL IN ENROLLMENT

- Industrial Mechanic
(Millwright)

- ☐ Full-time
- ☐ September
- ☐ 30 weeks
- ☐ Prince George

The goal of this program is to develop student expertise by building on your knowledge gained in the Power Engineering, Fourth Class certificate. This program provides practical and technical training to assist in power plant operation and maintenance. After successfully completing the program, students will be granted a qualifying time credit toward the 5ring time required to write Technical Safety Board Class Power Specialist exams.

ADMISSION REQUIREMENTS

Power Engineering, 4th Class Certificate

Selection process:

Up to 15 seats each year are reserved for returning students who have completed NCC 4th Class

Power Engineering work experience

participating with NCC. The available seats are filled on a first-qualified and first-accepted basis.

Program completion requirements:

Completion of specified technical training, practical and theory assessment including simulated training, and a five week practical lab.

PROGRAM OUTLINE

Topics include

- Applied mathematics
- Thermodynamics
- Electricity
- Boiler design
- Electrical and instrumentation theory
- Pumps
- Boilers
- Prime movers
- Regulatory

R.v. 1-2005

POWER ENGINEERING, 4th CLASIFICACION

- ☐ Full-time
- ☐ Starts September
- ☐ 40 weeks
- ☐ Prince George and Quesnel

This program provides practical and technical training for students in power plant operation and maintenance. Full-time class power students work in:

- Sawmills
- Hospitals
- ReCneries
- Pulp mills
- Residential plants
- Breweries
- Public buildings
- And more

After completing the program, you'll be qualified to write the Technical Safety Board (TSB) power plant safety exam.

ADMISSION REQUIREMENTS

1. Successful completion of Grade 12 or equivalent.
2. One of following or equivalent with a minimum of 2.0 grade:
 - Mathematics 1 or English 145.
3. One of following or equivalent with a minimum of 2.0 grade: Foundation of Math 11 or Pre-calculus 11, or Principles of Math 11 or Math 045 or Math 145.
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 CUNY advisor to determine their eligibility at the local structure student status.

Selection process

Students are encouraged to submit a resume and LinkedIn statement in digital format while 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 145 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 Foundation of Math 11 or Pre-Calculus 11 or Principles of Math 11, Applications of Math 11, or Math 145, or Math 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.
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 Electricity 11 or Electricity 145 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. The credit grade for the partial at the CUNY will be awarded a maximum of 5 points.
6. A partial grade at the English partial at the CUNY will be awarded a maximum of 1 point.
7. A partial grade at the Math partial at the CUNY 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 #B3 or higher, or successful

POWER ENGINEERING, 3RD CLASS CERTIFICATE PROGRAM

- ☐ Full-time
- ☐ 40 weeks
- ☐ Prince George

Develop electrical expertise and become a professional electrician 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 systems and equipment.

POWER ENGINEERING, 4TH CLASS HEORECIFICATION PROGRAM

- Full-time
- 40 weeks
- Prince George

This theory program will provide you with the theoretical skills that professionals use in power plant operation and maintenance. At the heart of industrial complexes and large 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 months of on-the-job 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).

- Electricity Mathematics and Dynamics
- Lubrication
- Electricity Electricity and Thermodynamics
- Pumps and Compressors
- Jurisdictional Legislation, Codes and Standards for Power Engineers
- Boiler Safety Devices
- Power Plant/Heating Plant Safety
- Plant (Boiler) Operation
- 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 Control
- Refrigeration
- Plant Communication
- Heating Ventilating and Air Conditioning
- Boiler
- Heating and Cooling Systems
- Building Systems
- Types of Plants

Driven and motivated 4th Class Power

Engineers can expect to be involved in applications related with the 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

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 chef lets you use your creativity. You'll find jobs at hotels, restaurants. You might even own your own.

ADMIN REQUIREMENTS

- #CJ grade or higher in one of the following: ELLELL 1, ELLELL 11, or ELLELL 11 or equivalent
- #CJ grade or higher in one of the following: APPLLELL 11, APPLLELL 11, or APPLLELL 11 or equivalent
- Workplace Math 10, Foundations of Math and Pre-Calculus 10, or Math 041, or Math 030, or equivalent
- ALLELL 11, ALLELL 11, or ALLELL 11 or equivalent

In addition to the minimum requirements, it is suggested that program acquire some background Preparation/Hospitality Foods or Cafeteria 11 and 12. It is also advisable

Note: D_u-L_t - L_ttiyile - u_l-L_t TB
- L_ttiyile - L_t - L_t - x_L - L_t - L_t

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RADE DI CO ER PROGRAM

- ☐ Start dates vary
- ☐ 22 weeks
- ☐ Burns Lake, Mackenzie,
Nechako

UNIVERSITY STUDIES

UNIVERSITY CLASSES	1
CREDENTIALS	1
ASSOCIATE DEGREES	1
ASSOCIATE OF ARTS DEGREE	1
ABORIGINAL STUDIES CONCENTRATION.....	1
ANTHROPOLOGY CONCENTRATION	1
ENGLISH CONCENTRATION	1
MODERN CLASSICS CONCENTRATION.....	1
PSYCHOLOGY CONCENTRATION	1
SOCIOLOGY CONCENTRATION	1
ASSOCIATE OF SCIENCE DEGREE	1
CHEMISTRY CONCENTRATION	1
BIOLOGY CONCENTRATION	1
MATHEMATICS & COMPUTER SCIENCE CONCENTRATION	1
DIPLOMAS	1
CRIMINOLOGY DIPLOMA.....	1
KINESIOLOGY DIPLOMA.....	1
POST BACCALAUREATE DIPLOMA IN ACCOUNTING	1

CHEMISTRY	11_
COMPUTER SCIENCE.....	11_
CRIMINOLOGY	11_
ECONOMICS	11_
ENGINEERING	11_
ENGLISH	11_
FINE ARTS	11_
FRENCH.....	11_
GEOGRAPHY.....	11_
HISTORY	11_
KINESIOLOGY.....	11_
LEADERSHIP	11_
MATHEMATICS	11_
PHILOSOPHY.....	11_
PHYSICS	11_
PSYCHOLOGY.....	11_
SOCIOLOGY.....	11_
WEB AND GRAPHIC DESIGN	11_

NI ER I CL A E

- ❑ 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 community colleges 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 potential admission at UNB and UBC. All public universities and university-colleges in BC give special consideration at 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 university study 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, child care, kinesiology, social work, web and graphic design, and more.

What are transfer courses?

Since CNC offers only the first two years of university, you need to transfer to

a university to finish your degree. You transfer the credits you receive at CNC to the university and continue on to complete your degree. When you take a course at a UT course, it's as though you were studying in the same class at a university. For example, if you complete an introductory psychology course, a university will give you credit for it in the study course.

To receive your credits, transfer students, and transfer students in place with the following B.C. 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 earn 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 of Administrators of 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 of Administrators of Transfer (*BCCAT*) website is located at www.bccat.ca

Rev. 1/2015

ABORIGINAL AND ENVIRONMENTAL STUDIES DEGREE

- Full-time or Part-time
- Starts September and January (most courses)
- Two years
- Prince George and Quesnel

ABORIGINAL AND ENVIRONMENTAL STUDIES DEGREE - SPECIFIC

1. 6 credits in First-year English; and
2. 6 credits in science, which shall include at least
 - a. 3 credits in quantitative or computational 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 laboratory science, and
3. 6 credits in arts, which shall include
 - a. 3 credits in the social sciences,
 - b. 3 credits in humanities (*including the creative, performing, or fine arts*) that shall include,
 - c. 4 additional credits in arts, and
4. 6 credits in arts, science, or other classes.

Note 1: Students must have completed at least three semester credits in the subject the degree is awarded.

Note 2: Students are advised to consult with a CNE 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 with a laboratory credit and with a lab at least twice a week, but excluding any course in applied sciences (*engineering*) or computational sciences.

ABORIGINAL AND ENVIRONMENTAL STUDIES DEGREE

Program outline

ABST 100	Yinka Dene Worldview: History and Traditions of the Carrier People
ABST 101	Aboriginal Peoples of Canada
ABST 151	Environmental Issues
ABST 220	Indigenous Research Methods
ANTH 101	Introduction to Socio-cultural Anthropology
ANTH 102	Introduction to Physical Anthropology and Archaeology
ENGL 103	Composition & Style
ENGL 107	Literature and Composition, Aboriginal Literature
HIST 103	History of Canada to 1917
HIST 104	History of Canada since 1917
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 Studies component substituted with the permission of the Dean or Associate.	
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)	

ANTHROPOLOGICAL AND ENVIRONMENTAL STUDIES DEGREE

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: 6 credits of science must be included, two must be direct supervised practical. (*BIO 104 is recommended*)

A BSCIENCE DEGREE

- ☐ Full-time or Part-time
- ☐ Starts September, January and May (most courses)
- ☐ Two years
- ☐ Prince George and Quesnel

A BSCIENCE 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. 6 credits in sciences, which shall include at least 3 credits in laboratory sciences, and
4. 6 credits in arts, at least three of which
(*excluding mathematics and laboratory-*

Humanities and Social
Sciences requirement:

DIPLOMA

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

Graduates will be employed in the justice system. Work activities include protective services, public, justice and protective services, protective supervision, social advocacy, community and justice services.

Graduates may also continue their education in university, social work, psychology, law and related social and behavioural sciences.

ADMISSION REQUIREMENTS

1. High school graduation or equivalent
2. English Studies 1 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 COURSE LINE

PSCI100	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 Behavior
CRIM 103	Introduction to the Canadian Justice System
CRIM 106	Soc Explan & Crime & Deviance
CRIM 135	Intro to Cdn Law & Justice

KINE IOLOG DIPLOMA



PO BACCALAUREATE IN ACCOUNTING DIPLOMA PROGRAM

□

EB AND GRAPHIC DE IGN DIPLOMA

***Note:** subject starts in July
and lasts for 5 years



CERTIFICATION

- ☐ 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 record, in the year of application.

Note 1: It is recommended that high school students consult their counsellor to ensure they select the most appropriate high school courses for their chosen pathway.

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 the last year prior to the date of graduation. This policy applies to ALL courses and to all courses transferred from other post-secondary

ABORIGINAL DIE CER IFICA E

- ☐ 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 the two-year program.

Aboriginal Studies (ABST) offers you a chance to better understand the culture, traditions, history, and contemporary realities of Aboriginal peoples in Canada, and especially in the Northwest. 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.

ADMI ION REQ IREMEN

You will 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 counsellor to discuss the most appropriate high school courses for their career goals.

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 10* (*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 O LINE

ABST 100	Yinka Dene Worldview: History and Traditions of the Carrier People
ABST 101	Aboriginal Peoples of Canada
ABST 150	Contemporary Issues
ANTH 101	Introduction to Socio-cultural Anthropology
ANTH 102	Introduction to Physical Anthropology
ENGL 103	Composition and Style
ENGL 107	Literature and Contemporary, First Nations Literature
HIST 103	History of Canada to 1917
HIST 104	History of Canada since 1917
Electives	Any 100- or 200-level UT course

Course completion

Students must be completed by the end of the 1st year prior to the date of graduation in order to submit toward the Aboriginal Studies Certificate. This policy applies to all courses and to all courses transferred from other post-secondary institutions that credit at UBC. For the complete policy, see [Ten Year Timeline for Program Completion Policy #E-1.37](#) available on the CNC Policy web page.

Rev. 1-2015

IMPOR AN DA E

For the Prince George campus only; contact school counsellor 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

FINE ARTS CERTIFICATE

- Full-time or Part-time
- September and January
- One year
- Prince George

This intensive one-year certificate will lead to success 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 understanding of the business side of the arts, employment, education, accessibility, and more.

ADMISSION REQUIREMENTS

- High school graduation or equivalent
- English Studies 10, 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 fine arts education. Prospective students must have demonstrable artistic ability consistent with educational attainment (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
ENGL 113	Writing and Communication
FINE 101	Art History I
FINE 102	Art History II
FINE 103	Drawing I (<i>Studio</i>)
FINE 104	Drawing II (<i>Studio</i>)
FINE 105	Painting (<i>Studio</i>)
FINE 106	First Nations Art, Design, and Technology

(*Studio*)

FINE 107	Introduction to Digital Arts and Media
FINE 108*	Media and Visual Arts
ENGL elective	Any transferable ENGL course excluding 100 and 110
FINE 109	Colour Theory (<i>Studio</i>)

Notes: *Please refer to existing transfer agreements and consult with advisors at UBC and receiving institutional website.

Graduation/Time Frames

See the [Ten Year Timeline for Program Completion Policy \(E-1.37\)](#).

Rev. 2024.01

IMPORTANT DATE

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

EB AND GRAPHIC DE IGN CER IFICA E

☐ Full-time or Part-time

ACADEMIC PA H A

FLE IBLE PRE-MAJOR

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:

- delivered 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 your multiple options intact until the various BC institutions that transfer 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

AN HROPOLOG FLE IBLE PRE-MAJOR

You'll need to have at least five anthropology courses as outlined below, plus electives that total six 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 Popular 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 substitute your acceptance into the institution's program 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

ENGL HFLE IBLE PRE-MAJOR

The English Flexible Pre-major consists of 18 credit hours from first- and second-year English courses. The 18 credit hours 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 both survey courses
- One elective writing course (3 credit hours) and one creative writing course (3 credit hours) that are counted toward the 18 credit hours of the FPM.

Students are advised that completion of the English Flexible Pre-Major does not substitute acceptance into a degree program 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

P CHOLOG FLE IBLE 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 substitute acceptance into a Bachelor of Arts degree program 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 institution and the institution they plan to transfer.

SOCIOLOGY PRE-MAJOR

For the sociology pre-major, 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 201	Sociological Theory
CRIM 220	Research Methods in Sociology

Electives: (Choose at least one)

ACADEMIC AREA

- ☐ 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

HA ILL O D ?

For help selecting the course that best meets your personal goals, contact an Academic Advisor.

For information on transferability, visit www.transferability.ca, talk to an Advisor, or contact the university you plan to attend about NC.

See the Individual course descriptions for the associated course.

ABORIGINAL DIE

See Associate Arts Degree with Aboriginal Studies certificate or the program and Aboriginal Studies Certificate on page 111.

AN HROPOLOG

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.

BIOLOG

CNC offers first- and second-year university-level biology courses that prepare you to continue in biological sciences, education and health care. Our biology students are encouraged to participate in the laboratory, fieldwork,

relationships, and ourselves.

KINE IOLOG

See Kinesthetic Diploma at pages 1-7.

LEADER HIP

Leadership is a lifestyle. Leadership skills will impact every area of your life. Explore the possibilities and build up your world with UNL'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.

MA HEMA IC

Mathematics is the detailed study of number, space, form and function. It is used relatively early 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 is directly related to disciplines such as mathematics, statistics and other sciences with an emphasis on private industry in such areas as statistics, actuarial science, computer science, engineering, technology, sciences, business, management and medicine.

PHIL .B 10(ER)

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 (<i>ADULT BASIC EDUCATION</i>)	1_1
ACCESS PROGRAM	1_2
BC ADULT GRADUATION DIPLOMA	1_5
ENGLISH LANGUAGE PROGRAM	1_6
JET (<i>JOB EDUCATION AND TRAINING</i>)	1_7

ACADEMIC UPGRADING (AD L BA IC ED CA ION)

- ☐ Full-time or Part-time
- ☐ Starts September and
January (Burns Lake,

IMPORTANT

For the Prince George campus only;
Contact the Registrar at the link below.

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

MEDT 100 - Medical Terminology

Recommended Prerequisite(s):
 ENGL 050 or ENGL 051 (*English 12 or First Peoples English 12*)

MGT 154 - Applied Human Relations

Recommended Prerequisite(s):
 ENGL 050 or ENGL 051 (*English 12 or First Peoples English 12*)

MKT 152 - Principles of Marketing

Recommended Prerequisite(s):
 ENGL 050 or ENGL 051 (*English 12 or First Peoples English 12*)

NRFT 123 - Fire Management

Recommended Prerequisite(s):
 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 5 (req13001800140003 Tflion t)0.5sh 12 or First Peoples English 12

BC ADULT GRADUATION DIPLOMA

- ☐ Full-time or Part-time
- ☐ Ongoing start dates
- ☐ Duration varies
- ☐ Burns Lake, Mackenzie, Prince George, Quesnel, and Southside

GEORGE HIGH SCHOOL DIPLOMA

Would you like to complete your high school education? 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:

- Take college courses in the Adult Division
- Take courses at a local school
- Take courses through distance learning
- Combine courses and credits from the high school and college

ADMISSION REQUIREMENTS

To obtain your BC Adult Graduation Diploma, you must be at least 19 years of age or over, and you must take at least three of the courses leading towards graduation as an adult.

That's right, **at least** you need **three** of the courses at secondary or post-secondary level. Because the high school transcript is your passport to your opportunity.

GRADUATION REQUIREMENTS

To get your BC Adult Graduation Diploma, you must complete either **30 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, as it you complete

the 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 provincial level English or mathematics (1 course)
Three additional courses at the provincial level or higher
Total: 5 courses

Rev. 17-00-1

ENLA (ENGLISH LANGUAGE PROGRAM)

- ☐ Full-time or Part-time
- ☐ Starts September and January
- ☐ 15 weeks
- ☐ Prince George

The English Language Department has

JE (JOB EDUCATION AND TRAINING)

- Starts September
- 34 weeks
- Prince George and Quesnel

The Job Education Training certiSate consists of five courses. Each course is designed for students with limited to employment help explore and gain skills needed in today's job market. Students will explore their own current skills and how to use them in the work 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 as they are applied in work experience in the community. Goal setting and action planning for future steps ensure that each student has a future plan for the future.

PROGRAM ONE LINE

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 a designated board at the established criteria in order to best benefit the student in his/her educational and employment goals.

The follow-up 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 request the following information, if available,

- High school transcript
- Reference letter(s)
- List of work relevant experience
- Documentation of disability

All students will have the follow-up items assessed and ranked (1-5 with 5 being the highest) based on relevance with the student and/or supporting person(s).

Preference will be given to applicants with a 1 or 2 total (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 CertiSate.

Questions?

Contact JET staff at 5-5-1-5 or 1 800 371 8111 ext 5397, or e-mail dauvinj@cnc.bc.ca

Rev. 1-1-7-1

IMPORTANT DATE

Prince George

Fall term

- September - December 1, 2022

Spring term

- January - May 1, 2023
- Break: February 20 - 24, 2023

COURSE DESCRIPTIONS

C O R E D E C R I P T I O N K E

→ ENGL 219 Contemporary Aboriginal Authors The ... Ali ...

course

AB

ABST 100 UT

Yinka Dene Worldview: History and Traditions of the Carrier People

This course is based on the traditional knowledge held by our communities who are valued in the traditional way of knowledge that is not written down in any text but passed down through oral tradition. 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 perspectives in all areas while working 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 explores and explores aspects of Métis identity and culture through applied approaches toward the study of Métis culture. Following Métis studies I, Métis Studies II continues to rebuild the relationship 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 research on the work of Métis scholars will provide the student with insight into the historical and contemporary socio-political identity of the Métis community.

Students will critically think, analyze, synthesize, and evaluate implications, discuss potential for application (*borrowing of style and technique*), and interpretative.

3 CR / (3,0,0)

m A Z T M

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 basic language, spoken and written, with an emphasis on basic conversational and culturally important vocabulary and phrases. Through lessons and role work, participants will have an understanding of basic-level Carrier and be able to create simple sentences.

3 CR / (3,1.5,0)

ABST 150 UT 3 CR / Respyonal CaierS iol: Hgraonal Cophaseional CarrierImpnt
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AB

Note: All ABT courses are restricted to students in the ABT program, including office administration and legal and medical courses.

ABTA 100

Financial Records

This course provides a basic understanding of the multiple processes for use in the business office. The student will practice the application of basic ac-

statistical applications 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 spreadsheets, databases and word processing packages. The course also includes instruction in using the object linkage and embedding features of these packages and provides practice in manipulating data on the Internet through a web browser and e-mail in documents.

Prerequisite: ABTA 125

3 CR / (2,3,0)

ABTA 180

Work Experience

As an integral part of the learning experience, practical placement works to transfer the various knowledge strands to which the learner has been exposed. The placement develops the learner's understanding of the workplace experience and is a bridge for the learner between the academic pursuit and the professional future. The placement 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, present and edit written material

while developing skills in writing business proposals, and resumes. Students will also learn and demonstrate 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, conflict resolution, customer service, teamwork, and problem solving. Students will include communication effectively at work, developing stress and time management skills, developing a professional image, understanding and building workplace teams, and negotiating

3 CR / (2,3,0)

11

3 CR / (2,3,0)

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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 continued 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 accounting and control. Some of the topics include cost accounting classifications, job-order costing, process costing, activity-based costing, cost behaviours, and cost-volume-profit relationships. The computerized spreadsheet 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

Autobody and Collision Technician
Apprentice with ITA
(210 hours)

AUCL 115

Automotive Collision &
Refinishing (Harmonized)

This course will provide students with

to basic scientific methods and concepts.

The focus is on evolution and ecology. Students will develop the concept of an evolutionary lineage as a basis for explaining the functional 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, antimicrobial drugs, and epidemiology/electronic discussion. Note: This course is primarily reserved for nursing students. All 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

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An introductory course emphasizing principles of wide application to all sciences, include all students and quantitative, qualitative, statistical, and policy-level and application. Examples include how data 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 included.

Prerequisites: Biology 11 or 045 and Chemistry 11 or 045

BIO 206 UT**Introduction to Microbiology II**

This course will include an introduction to the isolation of bacteria and viruses, identification of bacteria, 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 taxonomic survey of prokaryotes, eukaryotes, and viruses with emphasis on prokaryotic cell structure, growth and control, metabolism, and evolution. 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 molecular mechanisms at the cellular and molecular levels. Topics include the chemical nature of DNA, DNA replication, gene expression, DNA repair, evolution,

2 CR / (Total course hours 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 hours 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, Multi-User, User and Security and Database Administration.

Prerequisite: BOOK 113 with a minimum grade of "B"

1.5 CR / (Total course hours 24)

BOOK 115

Payroll

This course takes an in-depth look at payroll concepts and builds on the payroll

ced

network that support individual with

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 practical civil engineering technologists and civil engineers to learn about the subdiscipline 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 civil engineering technology.

and topographic data for civil engineering projects. Students will apply the required skills to complete level book and traverse, cross-section at distance and slope, and mathematical calculations to analyze and adjust data. Additional topics covered include equipment set up and calibration, slope 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 cross-section and calculation, simple plane surveying, calculating and adjustments, levelling, curves, cross-sections and plane, volume calculation and detail survey. Students will apply the required surveying skills to complete road, building, and platting layout.

Prerequisite: CIVE 150

3 CR / (2.5,2.5,0)

CIVE 200

Socio-Environmental Factors in Engineering

This course explores the relationship between civil engineering and the largest sub-system of society and the environment. Students will learn about the environmental effects of engineering and sustainable development. Impacts of civil projects will be explored with emphasis on health and safety and public consultation. These topics will be discussed within the framework of northern and/or rural ecosystems. Specific topics include environmental pollution, site assessment and remediation, sustainable development, 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, snow loads, wind loads, live loads, road loads, wood truss 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 continue 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 water and solid waste supply, wastewater and solid waste management. Through lectures, case studies and field trips, students will learn about wastewater and solid waste, drinking water, water 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 covered 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 development plans. Topics covered include property rights and ownership, the consultation process, subdivision requirements, survey types and legal constraints, drawing templates, survey analysis, and collection, interpretation and use of field and digital data. Students will complete a land development project drawing packages that meet 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 residential subdivisions using

the Local Government Act, municipal bylaws, and zoning guidelines. Using computer-aided design (CAD) software, students will prepare drawings showing lot layout, roadway, infrastructure, site services, stormwater management, site access, 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 subdivision package, including plan and profile drawings detailing utility services, the residential subdivision. Topics covered include site preparation, utility sizing and alignment, site drainage, culvert analysis and access protection, and domestic water and fire protection utilities. Use of local bylaws and applicable guidelines will be stressed 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 -

contracts, permitting requirements, and budgeting procedures. The importance of ethical behavior while completing a project will be emphasized throughout.

Prerequisite: CIVE 105

3 CR / (3,1,0)

CIVE 275

Project and Construction Management II

This course expands the knowledge gained in CIVE 270, Project and Construction Management I, and students will further their understanding of a realistic civil engineering project. Topics covered include project planning, interpreting construction drawings, take-ops, scope management, construction and subcontracting, and inspection. Students will learn about critical path analysis, schedule the construction process, cost control, and construction 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 on a task to plan and execute a civil engineering design project. Students will work with a faculty advisor to complete their project on schedule and to communicate industry standards. The technical 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)

CNE

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 diagnosis. The course uses multiple lessons and hands-on labs to introduce technician-level skills of component assembly, system support, and analysis

of network 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

System 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 diagnosis. The course uses teaching lessons and hands-on labs to introduce technician-level skills of OS installation, configuration, security, and analysis of network 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

technician. The course covers the following topics: Network Fundamentals, Network Architecture, Network Security, Network Troubleshooting, and Network Configuration.

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 ad-

Students will also be introduced to the use of best quantitative 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, job stress 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 analysis, and practical applications in the workplace.

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 system, and how to evaluate workplace statistics. Topics include decision theory, inventory models, linear programming, risk analysis, queuing theory, simulation, networks, waiting lines, and Markov analysis.

The prerequisites and corequisites are consistent with the requirements for the business degree at UNB 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 will build 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*), databases, 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. Supplemental discussion includes 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 expected to critically evaluate research, and to critically apply it to their 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 is examined.

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 introduces the history of Canadian law, the development of the judicial 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, tort, 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 topics will be: the police role, power, 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 CRIM 220 UT 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

CSC 235**UT****Discrete Mathematics II**

This course is a continuation of CSC 135. Topics include set-theoretic relations, combinatorial 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 credit.

Prerequisite: CSC 135 or MATH 135, and MATH 101

3 CR / (3,0,0)

C E.....**CUE 050****Student Success – Provincial Level**

This course will help students to be successful in their college studies and future careers. Students will develop writing, reading, research, and oral communication skills, coupled with time management, study, and test-taking skills.

(Total course hours 112.5)

C LA.....

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 knife skills, correct terminology, and variety of knife methods. The student will learn how to follow recipes, what 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 act as part of the production crew, and actual banquets, both plated and buffet. At this level, the student will develop a solid foundation of culinary skills. The student must have all basic requirements of knife and is dedicated 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 close supervision and perform a variety of knife 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 service, 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. Students perform 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 will have knowledge of business and customer relations. A Professional Cook 3 will have met all of the requirements of the National Restaurant Association 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 knife skills, a professional cook at this level should be able to plan and execute food 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, stock, 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)

C LI.....

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 students to language and terminology specific to the field of culinary arts. Career planning, job search strategies and educational opportunities 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 stock, soup and soup soups. Students learn to prepare stocks, soups and soups correctly used in professional kitchen. Students also prepare salads, dressings and emulsifications. 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 student with the opportunity to develop the skills to identify, handle and prepare the ingredients required to prepare: breakfast; hot and cold sandwiches, salads, and emulsifications. Emphasis is placed on sanitation, 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 nutted desserts. Emphasis is placed on time management, sanitation, 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 to identify, process and utilize beef, poultry and

covered. The course is intended to provide the student with the opportunity to be involved in a laboratory setting with the following types of

and evaluation, professional considerations, procedures, post-operation treatments, and the role of the certified dental assistant in the dental office. Early in the course 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

This second course in the clinical sequence, the learner's clinical knowledge, skill and attitudes build on the foundation from DENT 157 - Dental Assisting Clinic I. This course also expands clinical and laboratory competencies. Students will learn to schedule patients and perform prescribed services. Students 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 expands on the opportunity the learner has for dental assisting in a dental office.

Emphasis on professional and communication skills continues. Advanced clinical practice, 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, practice and practice in a safe and competent manner. Prerequisite

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.

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 initial thinking and basic clinical skill 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 structures including teeth and relationships of structures to the relationship between structure and function. Teeth 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. Disease etiological agents that enhance the dental hygienist are presented to illustrate the principles of pathogenesis, host-parasite interaction, and disease etiology.

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 basic microbiology, health care professions, dental hygiene practice standards, ethics, professional associations and

evaluation 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 hygiene role in oral health promotion is explained. Methods to control oral disease, disease etiology, of plaque, and other components of

the basic knowledge of the study of legal medicine. Students must also develop the lawyer's understanding of legal, police control and various techniques for patient police investigation. The prevention and handling of medical emergencies in the dental environment, and the use of the online Compendium of Pharmaceutical and Specialities is covered. The

student transition into private practice settings. Students continue to treat a variety of patients and address their learning experiences by rotating in a variety of dental specialties in the local dental community. Students also participate in a weekly faculty consultation time for discussion and updates on 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 realities of dental care, dental office practice, and independent dental hygiene practice environments. A variety of dental practice settings, compensation, employment standards, disability insurance and workplace statistics 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 pathology and their management. The process of differential diagnosis and interpretation of 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 disease are discussed. Community-based dental hygiene careers and volunteerism are explored. Group communication principles and stress management techniques are explored. Learners will have practical experience in practice

and implementation levels plans for various community groups, as well as implementation treatment of a complex cariology. 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 influence the profession and practice of dental hygiene in various settings presented, along with explorations of future trends. Advanced ethical dilemmas are also examined. This course also prepares the student for certification at the national level 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 answer relevant, credible literature questions 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 statistics to integrate evidence into dental hygiene practice settings are emphasized. The course culminates with knowledge translation by way of a community clinical 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 Education License program.

ECCL 150

Developmental Perspectives I

An overview of the early human development from the growth and development from conception to 24 months of life is discussed. Genetics and environmental factors affecting development at the prenatal, neonatal, infancy, and toddler stages are examined. Growth and

philosophical and theological traditions. At the end of this course, the student will be able to develop and implement philosophical plans for curriculum, assessment, study habits, goals, and evaluation. The student will be able to develop an individual philosophy through experiential learning and self-reflection.

3 CR / (3,0,0)

ECCL 166

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 selected 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 access traditional tales and oral storytelling traditions, 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 short plays 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 theories.

3 CR / (3,0,0)

ENGL 113**UT****Writing and Communication**

ENGL 113 introduces students to the principles and practices of effective writing and oral communication in English as applied in current contexts, business, multicultural contexts in university course levels. Instruction will emphasize structure, punctuation, style, and presentation as important elements applied to a wide variety of written and spoken situations: e-mail, letters, reports, and institutional and persuasive talks. Research strategies will be presented.

3 CR / (3,0,0)

ENGL 120**Content Strategies for Online Writing**

This course introduces online students to the 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

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, magical realism, irony, parody, postcolonialism, realism, technoculture, hyper-reality, and globalization. Students survey a wide range of postmodernist short fiction and novella while 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 literary 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 lens of critical theory, feminism, and queer theory, this course is a study of changing attitudes toward 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, sexuality, 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 discussed in terms of structure, plot, and theme. As well, students analyze how the stories illustrate the child reader's social, emotional, mental, and intellectual growth. Students will critically evaluate the texts and determine the value and function 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 genres (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 aesthetic relevance.

Prerequisite: ENGL 106
3 CR / (3,0,0)

ENGL 226 UT**1960s Cinema (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 that 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 that 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 pre-enlightenment and romantic 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 post-enlightenment and romantic 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

multimedia. 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 Language 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 realistic 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

OCR / (8,0,0)

ENLA 013

English for Academic Purposes Preparation Writing

This course introduces students to writing sentences in English starting with simple sentences, moving to basic compound sentences, and progressing

context. Students assess in a variety of complex activities and situations the political interests with which they participate in international. Students develop critical abilities, theories, and political structures as well as political and political vocabulary and intellectual abilities.

Prerequisite: a minimum B+ (76%) in ENLA 021 or as determined by the En-

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 presentation and class discussion introduce students to contemporary and traditional drawing and media. 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 cultural, expressive, and historic/social issues of painting. Students explore the historical contextual possibilities to paint and media and surfaces as well as strategies of representation and development of ideas. Students will combine intellectual investigation with experimental, sensory perception, and practical painting 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 names and techniques of Pacific Northwest Coast First Nations art practices and compare 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 like the artistic forms and history and the structure of First Nations societies in the region. Technical hands-on instruction is combined with access to First Nations traditional materials and studio-based art practices.

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 applications software and hardware, digital input, image processing, and digital output. Content will also include computer concepts such as the relation of elements to digital, bitmap, and vector-based images, resolution, and activities work. Students will create a digital portfolio at their work.

3 CR / (3,1,0)

FINE 108 **UT** **Making a Living as an Artist**

A practical study for students applying and fine artists of the varied activities and professional practices involved in working as artists 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, taxation and public speaking, health and safety, and media and communication networks.

3 CR / (3,0,0)

FINE 109 **UT** **Colour Theory (Studio)**

This is a course in understanding the visual colour, visible spectrum and colour application.

GEOG 102

relates of illness to health and healing in relation to body systems. Students are encouraged to explore person-centred practice as it is related to the end-of-life process, 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 the course to assist students to explore concepts and effective approaches that will allow them to work effectively with individuals experiencing cognitive or mental challenges. The emphasis in this course is on supportive clients with dementia, recognizing responsive behaviours and identifying person-centred interventions.

HIST 216

Introduction to South Asia

South Asia is home to diverse peoples and cultures separated by language, religion and values, caste, class, political affiliations, economic standing, educational acquisition, and development. This course is vitally important to appreciate and global connections and contribute to a holistic 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

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, Engine and Supportive Systems. This course is relevant to the Truck and Transport Mechanics Level 2 and Diesel Engine Mechanics 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 statistics, repair vehicles, power take-offs and transfer cases. This course is relevant to the Truck and Transport Mechanics Level 3 and Diesel Engine Mechanics 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

strategic recruitment and implementation within a Human Resource (HR) context. Students will learn to identify trends and issues, as well as develop an 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 comprise the concept of effective Occupational Health and Safety practices (OHS).

3 CR / (3,0,0)

HRPR 303

Training and Development

This course introduces students to best practices in training and development, such as 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 explore the concept of performance management, its components, and how to design and implement a performance management system. This course is designed to provide students with the knowledge and skills to design and implement a performance management system.

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are developed, and job applications are completed online and in the classroom. Topics in the computer lab include internet safety, resume and cover letter writing, telephone and basic word processing.

(Total course hours 120)

JET 154

Job Search and Employment Readiness

This course provides practical topics in all phases of the job interview: contacting potential employers, initial first impressions, interview preparation, potential questions 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 succeed 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 leaders to assess areas of strengths and areas requiring further development.

(Total course hours 120)

KIN

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 educational and research on a variety of student health issues, and their latest impact, will be investigated and discussed. Opportunities to develop skills and resources for optimal health as it relates to life and personal wellness are included.

3 CR / (3,0,0)

KINS 110

UT

Introduction to Sport Administration

This course provides an overview of selected topics in the administrative and management of the leisure, sport and recreation fields. Topics will include: administrative sport and recreation administration, an overview of the administrative delivery system, planning and program administration operations, and management skills. The theoretical knowledge gained will be applied to potential management and a practical situation in the administrative or sport event.

3 CR / (3,0,0)

KINS 120

UT

Biomechanics

An introductory examination of the mechanical and statistical basis of human movement. Students will 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 focuses on the development of forces within muscles and their effect on initiation and maintenance of 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 and the perspectives of the education 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 modern 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 com-

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level the learner.

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 study of human motor learning and control. It introduces students to the cognitive, perceptual and motor-related processes that underlie human movement, the formation 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 perceptual and cognitive contributions 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 explore the functional contribution 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 concepts 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 presented. 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, goal setting, self-talk, imagery, relaxation*), and the role of the coach.

Prerequisite: KINS 132 or PSYC 101

3 CR / (3,2,0)

LEAD.....**MA H.....****LEAD 101 BUS/UT****Developing the Leader Within**

Mastering self-leadership is the foundation of leadership. LEAD 101 focuses on individual and development of personal 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 interactive sessions, Part 1 of The Leadership Lab will begin to equip you to function as a leader. The Leadership Lab will explore motivational concepts of leadership but will take you beyond to an understanding of leadership as lifestyle through practical leadership experiences. This course includes a leadership retreat which typically occurs at 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 interactive sessions - lectures, discussions, leadership circles, case studies and movies - this course will continue to equip students to function as leaders in all of their collaborative environments. We'll further explore motivational aspects of leadership, their expected and observed, their practical leadership experiences in groups and the overall community. The personal development focus in LEAD 101 will continue, but is not the primary focus. This course includes a leadership retreat which typically occurs at 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 028**Fundamental Preparatory Mathematics (Competency Based)**

This course expands on students' knowledge of whole numbers and introduces the concepts of addition, division, subtraction, problem solving, and exponents, exponents, 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, division and addition, and introduces the concepts of fractions, calculators, metric/imperial measurement, exponents, ratios, proportions, percent, and algebra.

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 students' knowledge of the metric system, ratios and proportions, fractions and basic exponents and introduces the concepts of roots and powers, graphing and writing equations and slopes, and right triangle trigonometry.

Prerequisite: MATH 029, or as determined by the appropriate CNC placement test.

0 CR / (112 Total course hours)

MATH 041

0

pleted within the last 12 months

0 CR / (112 Total course hours)

MATH 045

Advanced Algebraic Mathematics

This course includes a study of polynomials, rational, radical, exponents, applications, 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

MATH 157 BUS/UT

Business Statistics

This course introduces the student to basic statistical methods. Topics

3 CR / (3,0,0)

MATH 235

UT

Discrete Mathematics II

This course is a continuation of Math

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) **MG**

MGT 150**BUS/UT****Introduction to Entrepreneurship**

This course introduces students to the key concepts of the process of planning a business. Students will work in post-projects 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 potential workplace and interpersonal communication skills that contribute to success in the business world. Areas covered include potential workplace and interpersonal communication development skills, effective participation and discussion, and conflict resolution.

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 foundation of management theory. Management is presented as a discipline and as a process. The course introduces the key issues of management and the essential skills to management ethics. Major topics covered will include the foundation of planning and decision making, organizational design, managing change and innovation, leadership, motivation, communication, supervision, and ethical considerations.

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 world economy. They will study import and export 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 effectively discuss an international business proposal in terms of its potential profit and profitability 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 potential style, the style 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 stress in group development, emotional leadership, motivation, lines of communication, conflict resolution, and conflict resolution. As this is an applied skill course, students receive the opportunity to participate in and analyze a group experience in the classroom.

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 research considerations, business plans, methods of financing, government obligations, franchises, statistical planning and control. Case studies and simulations are used in the course.

Prerequisite: Students Tm[a440057009.4 0052 TwD plans, methodss]0 -1.2 Td[higher.]1p6 wD

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 conveyance systems, drive shafts, industrial repair shops, plants, substitution sites, lines, feasible operations, ski lifts and construction and manufacturing facilities. Industrial Mechanics also perform routine maintenance activities, such as lubrication, lubricating equipment, adjusting valves and seals, and investigate breakdowns. Topics covered in this course include: Related Functions; Tools and Equipment; Routine Tasks; 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 (Millwright) Foundation

video introduction into a walkable place that yields loyalty and success. The course will involve reading assignments, 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 explores the strategies and tactical marketing principles needed to successful online business development. Topics include principles of internet and participative marketing, internet marketing strategies such as one-to-one, permission and viral marketing, online customer behavior and market research, online competitive analysis, resources and guideline requirements, interactive marketing communications, online advertising and promotional strategies, and internet publicists.

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 business develop online marketing strategies in the digital marketplace. The course will provide fundamental understanding of the internet marketplace and sales related hands-on experience to better equip students with the skills needed to perform vital digital marketing activities. 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)

ML

Note, MLT courses are restricted to students in the Medical Laboratory Technology careers 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 bacteriology, mycology and immunology. Introduction to bacterial infection and host defense. Diagnostic and antimicrobial treatment are introduced. Immunology and the body's responses to various 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 health care setting, and laboratory specific collection, specimen handling and transportation to ensure the quality of laboratory results is discussed. Some of the topics covered are laboratory safety, water, pipettes, balances, centrifuges, biohazards, calculations and safety, as well as teamwork, student fees, and documentation of results. Emphasis will be on the collection of blood specimens, and practice in various collection of 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 student's understanding of the structure and function of tissues and systems in the human human body. A study of basic anatomical principles is included. Medical terminology will be expanded and concepts of pathology introduced. Lab exercises develop the d

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radiologic system components (*x-ray tube, table, bucky and generator*)

MRAD 124

**Radiobiology and
Radiation Protection**

This course allows students to effectively apply radiational protection concepts to patients, personnel, and the public. Radiational protection and radiobiology sub-topical subjects are discussed in depth, including interaction with tissue, radiotoxicity, and early and late effects of radiation. Current radiation protection standards as per Canadian Radiation Protection Safety Code are introduced, describing the principles of radiational 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 close structural, functional, and anatomical relationships that exist within the abdominal-pelvic cavity are explored. These areas of study are integrated into a relational holistic approach, where the body is viewed in body planes (*axial, coronal, & sagittal sections*). Anatomical structural presentations are supplemented by images obtained from diagnostic imaging technologies. Physiology is presented where relevant and substitutes or supplements the structural and relationships among adjacent organs, body processes, functional holistic processes, 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)

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topics presented in *Relational Anatomy and Physiology III (BIO 226)*. Student will build key radiological structures with radiographs, computerized tomography, magnetic resonance, and ultrasound. Skull, neck, thorax, spine, abdomen, pelvis, and extremities. The student will be able to provide the anatomical information required for Radiographic Procedures III lecture, positioning, and critique laboratory sessions. Additional student includes identifying key radiological structures of skeletal tissues in axial, lateral, 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 lateral body examinations of the skeleton, spine and thoracic exams, and student studies student practice in laboratory and clinical settings and obtain certification in venipuncture in preparation for computed tomography (CT) ultrasonography and radiology. Students perform emergency/trauma and perform these 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 in diagnostic radiology in digital technology, digital radiography, digital mammography, digital fluoroscopy, and

in Medical Radiography Technology (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)

NRF

Note: NRFT courses are restricted to students in the Natural Resources and

related Provincial and Federal Acts and their associated regulations. Inventory, biodiversity, and climate change are included.

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

NRFT 230

Natural Resource Seminar II

This course consists of a series of seminars available to 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 eligibility 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 various live-volatile systems and methods used in British Columbia. The topics include the principles of sustainable development in forest practice, evaluation of site and environmental of live-volatile system, live-volatile practice, live-volatile budget, live-volatile practice, live-volatile budget, live-volatile practice, and safety management.

Prerequisite: NRFT 213

3 CR / (3,3,0)

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 clinical settings. They will learn about drug categories/uses, non-formulary preparations and the bases of the most common medications. Students will also be introduced to the types of Medication Administration Records (MAR) and will practice transcribing orders into these records in accordance with the rules. The course uses 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 practice medication orders and practice transcribing orders, total parenteral nutrition (TPN), with dextrose, intravenous (IV), epidural and intrathecal 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, common medical orders and related subdepartments. They will relate different functions of the laboratory, their collective significance for analysis to interpreting results, and recognizing the personnel involved in each situation. Nursing Unit Assistant students will learn to complete requisitions for lab tests, identify patient preparations, and recognize departments responsible.

Prerequisite: NRUA 171 with a mini-

mum 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 orders department, radiology department, and respiratory department and sub departments. The course will be 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 medical and medical procedures and apply this knowledge directly to order procedures. A practical approach to procedures (OR) bookkeeping and the execution of each procedure is taught. The importance of patient preparation for these procedures is emphasized and students will learn the correct preparations for each procedure. The necessary supplies/procedures done at the unit and the necessary forms required for each procedure will be taught. Students will practice administrative appointments for patients with diseases including laboratory 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 considerations and laboratory requisition requirements and treatment such as physiotherapy, occupational therapy and speech/language therapy. Different dietary orders will be discussed and students will learn how to order patient food 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 simulation and a comprehensive practicum. All students will have the opportunity to apply and further develop the know-

ledge and skills they have acquired in the classroom to their practical placement while working under the supervision of a qualified preceptor. Students should be aware that responsibilities and duties will vary by placement.

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)

N R

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 UNB 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: NURS 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 establishing a rapport to facilitate the health and well-being of clients. Students have the opportunity to increase self-awareness and explore perceptions, attitudes, and values via various communication methods applied to multicultural and multi-generational cohorts. Students are given the opportunity to practice foundational communication skills in the laboratory setting.

3 CR / (2,1,7,0)

NURS 104

Time Lapse Skill Review

Through a combination of skills activities, practice review lab, and observed structured clinical Examination (OSCE),

testifies, students will demonstrate a solid

OWPA 063

Keyboarding Skill Development

This course is designed for students with little to no keyboarding skill and focuses on technique, accuracy, and speed. Students will learn to touch type accurately to eliminate errors that would be difficult.

(0.15,1.87,0)

OWPA 065

Computer Essentials

This course provides beginner-level computer literacy skills including, terminology, ethical business use, the window 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 formulas, charts, and graphs. Students will also learn how to prepare and present basic PowerPoint slideshow, and manage email accounts 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 print business documents. The course is designed for students with little to no exposure to the software and will build the confidence to move on to inter-

tal configuration of a Linux operating system is used in both the desktop and enterprise server environments. Learners will be introduced throughout the course to students' prior foundational knowledge of Linux, open source software 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 business survival 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, leadership, organizational 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 Business Survival 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

and understanding on these issues. PHIL 101 will provide interest in students in this field of study, its benefits to learning, and student development.
3 CR / (3,0,0)

PHIL 101

UT

Moral Philosophy

An inquiry into the nature and justification of moral standards. No conduct is held to be illegal apart from our thinking it so. Is any conduct morally right or wrong apart from our thinking it so? Is there a subject method to distinguish right

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, static electricity, electric fields, electric currents, electrical circuits, magnetic fields, electromagnetism, light, acoustics 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 electricity, 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

4 CR / (2,2,0)

0 CR / (21,9,0)

(Total course hours 210)

(Total course hours 240)

Prerequisite: Steam fitter/Pipe fitter Level 3; Must be a registered Steam fitter/ Pipe fitter Apprentice with ITA

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Resilience practices is explored as well as the importance of providing individual practices.

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 resilience knowledge at personal, social and development. Topics include health determinants, health promotion, disease prevention and health restoration (*recovery, care and support*).

Corequisites: PRAN 100, PRAN 110, PRAN 112, PRAN 118, PRAN 150

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 addressed. 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 experienced in the community setting. Pathophysiology and clinical assessment of clients requiring home health care, rehabilitation, and supportive services such as community living and disabilities will be explored. Cultural diversity in health practices 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. Natural growth and development and adaptation to aging 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 development 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 across the lifespan. The focus is on the role of the client experiencing acute illness including routine interventions and treatment options. Acute disease and illness states occur in individuals with existing chronic illnesses – the implications of these complexities will be addressed. Cultural diversity in health 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 in the client experiencing an acute episode of illness. Relevant health-pro

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 theoretical and educational knowledge, skills and abilities within the facilities at the workplace and to become practice ready. This faculty-monitored experiential learning provides a variety of practice experiences, 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 practice environment as permitted by the legislation.

Prerequisites: PRAN 295 with minimum grade S.

4 CR / (Total course hours 180)

P CI.....

PSCI 100

UT

Introduction to Politics and Government

This course is designed to provide students with a basic foundation in the study of political development 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 development, students will develop the skills to be engaged yet critical citizens. Although much of the emphasis will be on national politics, we will also discuss political developments in other parts of the world.

3 CR / (3.0.0)

PSCI 131

UT

The Administration of Justice

with the major issues associated with the administration of justice in Canada. It will explore civil litigation, effective law enforcement, social and

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
3 CR / (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 methodologies 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 course will explore and theorize about several disorders (*i.e., anxiety, somatic symptom and dissociative disorders, depression and bipolar disorder, schizophrenia, personality disorders*) will be examined and the various theoretical approaches. Additional topics may include other disorders (*e.g., neurocognitive, substance use, eating, developmental*) as 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 maturity and the sexual response cycle, psychosexual development, variations in sexual behavior, attraction and intimacy, contraception and abortion, sexually-transmitted infections, sexual sexual satisfaction, pornography, and sexual violence.

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 between biological processes, the mind, and behavior. Major topics include neuroanatomy, cellular neurophysiology, nervous system development, neuroplasticity, and the influence of drugs and hormones on behavior. 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, addiction and health 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 sensation, perception, consciousness, memory, attention, language, learning, thought, intelligence, problem solving, and emotional 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 and its contribution to the present. Attention will be paid to the work of philosophers, physiologists, and psychologists 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, behaviorism, 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 differences (*ethnicity, class, gender, age*) and maturation in developmental psychology.

Prerequisites: PSYC 101 and PSYC 102—minimum “D” grades
3 CR / (3,0,0)

POWER.....

Note: POWER courses are restricted to students in the Power Engineering program.

POWER 170

4th Class Power Engineering Program

This program provides practical and technical training for students in power plant operation and maintenance. Fourth class power students work in sawmills, hospitals, refineries, pulp mills, industrial plants, breweries, public buildings, and more. After completing the program, you'll be qualified to write the Technical Safety Board fourth class power certificate exam.

This course includes a mandatory on-site practical experience component. The cost of this component is dependent on the state of the local economy and community partnerships.

POWER 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 such as 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 Examination 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 on-site practical experience component. The cost of this component is dependent on the state of the local economy and community partnerships.

POWER 175

4th Class Power Engineering Theory

This theory program provides the theoretic

tical facilities needed to conduct in power plant operations 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 eligible for a qualifying time credit toward the 5ring time required to write Technical Safety BC's 4th Class Power Engineer's exam. (600 hours)

POWER 185

3rd Class Power Engineering Theory

This theory program will prepare you to operate and maintain power (*steam*) plants in a least cost efficient manner while adhering to the health and safety regulations. The curriculum and learning objectives align with the Standardization of Power Engineer Examinations Committee (SOPEEC). After successfully completing this program, you will be eligible for a qualifying time credit toward the 5ring time required to write Technical Safety BC's 3rd Class Power Engineer's exam. (600 hours)

P P.....

PWP

Parts and Warehousing Person Foundations

This course will provide students with the skill and knowledge needed to perform basic warehousing activities, which includes basic material handling at all warehouse sites, including puttative 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

5

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 masculinity and how men live in conjunction with the analysis of race/ethnicity, class, religion, and sexuality. Masculinities, in their various forms, shape the lives of both women and men, and this course will explore the institutional, reproductive, and impact of masculinities on the institutions of education, work, religion, sport, family, media, the military, and more. This course will illustrate how masculinities shape individual lives, groups, organiza-

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 course is at the provider's site, providing students throughout all possible practical concepts include body mechanics and patient transport, communication, care of patient equipment, workplace health and safety, and cultural competence. Students will apply theoretical concepts and this course to simulations in the lab. 3,0,32 Td(30.32 Td7 Td[care]f0 T2 1 [S 170)Tj0 -5.32 Td(37.32 Td(3 C87 [patient0 T2 1 T / (3,0 12Min-0m C+12 54)Tj/TT2 1 7 (b-req())

SONO 230

General Sonography III

This course builds on SON 125 with a focus on more complex pathological conditions of the adult and pediatric abdomen, pelvis, and superficial structures. Concepts include echographic assessment of the abdominal abdominal wall, associated musculoskeletal and superficial structures; scrotum; thyroid; subcutaneous tissue. 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 SON 121. The focus of this course is echographic findings in carotid arteries and the extracranial vessels. Concepts include clinical signs and symptoms of vascular disease, echographic techniques, palpation, and Doppler and vascular studies. 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 233, SONO 237, PHYS 175 2 CR / (2,0,0)

SONO 233

Cardiac Sonography III

This course is a continuation of SON 125. The focus is on the pathophysiology of cardiac disease and the relationship of hemodynamics and clinical findings with echographic features. Concepts include heart failure, pericardial and pleural disease, cardiac masses, obstructive disease of the cardiac vessels and valvular abnormalities, and congenital conditions. 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 SON 125. 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

echographic examinations. Students will continue to apply the concepts of the patient care, therapeutic communication, professionalism, and collaboration. At the end of this course, students will be able to satisfactorily perform patients at echographic examinations. Concepts include patients with cardiac pathology 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 echography student for certification with echography concepts covered include the echographic clinical skills. Assessment (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 SON 125. The focus is on complex pathology and pathophysiology of the female pelvis and all associated pathology relevant to echographic assessment. The emphasis is on performing quality echographic 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 SON 125 and SON 235. Students will gain further hands-on experience on abdominal, pelvic, obstetrical, vascular, superficial, and cardiac sonographic images in a variety of health care settings. At the end of this course, students will independently perform echographic examinations of patients with cardiac pathology with minimal assistance. Effective written and verbal communication, critical thinking, problem-solving, and 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 SON 125 and SON 235. Students will continue to work on echographic images in abdominal, pelvic, obstetrical, vascular, superficial, and cardiac sonographic images in a variety of health care settings. At the end of this course, students will independently perform echographic examinations of patients with cardiac pathology with minimal assistance. Effective written and verbal communication, critical thinking, problem-solving, and patient care, and professionalism are emphasized. Prerequisite: SONO 245 (Satisfactory) 5 CR / (Total Course Hours: 325)

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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 actual experience 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 practice and practicing their helping skills. Prerequisite: SSWK 145 3 CR / (3,3,0)

SSWK 145

Communication and Interpersonal Relationship Skills

This course provides an overview of communication theories as well as a practical basic for helping interpersonal skills. This includes discussion of how self-concept, perceptual process, language, and non-verbal behaviour influence communication. Material focusing on cross-cultural communication studies 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 social 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 different populations and upon themselves as social service workers. Social justice issues are highlighted. Additionally, specific focus on the impact of historic and modern social policy on Canada's Aboriginal populations will be explored.

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, boundaries and practice models that inform these related disciplines. The "bio-psycho-social-spiritual" model is introduced as the foundational perspective. Social justice, and diversity issues are explored. Aboriginal perspectives 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 participate in activities at an Aboriginal social service agency site two days a week throughout the semester where they will substitute for the activities that they 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 concepts to their current to actual practice events in an Aboriginal social service environment. Students will continue the journal writing and post-reflection 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 linkages 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 participate in activities at a social service agency site two days a week throughout the semester where they will substitute for the activities that they receive guidance and supervision from an agency-based field supervisor. The seminar is designed to help students reflect on experiential learning, prob-

values at those theories in practice through effective teaching and learning activities.

3 CR / (3,0,0)

SSWK 257

Mental Health

This course explores the values, attitudes, and beliefs at the workplace and the knowledge and skills required to support and enhance wellness with individuals in the community who have mental illness. The course is at policies and practices that are relevant to the health care system, including work with individuals at 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. The 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 discussed. A focus on bio-psycho-social-spiritual theory, harm reduction and recovery practices, motivational interviewing and stress management 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 explored.

3 CR / (3,0,0)

SSWK 265

Introduction to Child Welfare: Theory and Practice

This course is designed to explore policy, legislative 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 reconciliation within Canadian society and the continued over-representation of First Nations children in care. Particular emphasis is placed on the recognition of professional practice and child in placement care at 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 therapeutic relationship. It will focus on strength-based practice, inclusiveness and ethics 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. Inter-

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will develop a portfolio reflecting their reflective abilities and supervisory skills at 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 practicum at which they completed their practicum for SSWK 296. Students will continue to complete the goals and objectives identified in the SSWK 296 learning objectives. 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 at this week 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 counselor and social supervisor will problem-solve around issues and concerns pertaining to practicum. We will attempt to link theoretical components and your issues to actual practicum events.

Prerequisite: SSWK 295 and 296

3 CR / (0,2,22)

HMG

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 the tourism industry is a key skill for students. The course will provide students with an overview of the tourism industry within a global context. The course will provide students with an overview of the tourism industry within a global context. The course will provide students with an overview of the tourism industry within a global context.

THMG 314

Contemporary Issues in Tourism and Hotel Management

This course explores issues, challenges and opportunities that the tourism and hotel industry face due to the rapidly changing international tourism market and domestic labour market. Major issues that will influence the global tourism and hotel industry include sustainability, social, environmental concerns within a global tourism context, global markets trends, Indigenous cultural tourism, human resources management and marketing are explored during the semester. The course provides 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 business development in hotel and tourism environment. Using both a theoretical and practical approach, students explore the concepts of strategic planning and competitive strategy, and how they can be successfully applied by organizations in an increasingly complex and global tourism environment. Students explore the latest hotel management and opportunities in global 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 explore the industry's National Occupational Standards for Hotel General Manager to learn what is required for success in the hotel management sector. Hotel managers must have strong business management skills and acquire skills necessary to offer quality service. This course provides students with the skills and knowledge to manage day-to-day operations including operations, human resources management, marketing, sustainability, social, supplies, 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. Students will be identifying an organization's financial goals and cultural trends that align with those goals with operational decisions. This course will emphasize the concept of sustainability and its business perspective, impact to the industry, 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 celebration at the hotel, managers will be involved in the coordination of many events. In this course, students will explore the industry's National Occupational Standards for Event Coordinator to learn what is required for success in the event coordination role. This course uses the industry's event coordination curriculum, combined with lectures and activities to provide students with the skills and knowledge needed to successfully event coordinate events.

2025-26

TRDE 145

Trades Discovery Industrial Mechanic (Millwright)

Students will be introduced to the will-
wheat trade and how wheat cultivation
skill sets eventually became useful in the
trade. Students will also be introduced to
various wheat and plant-based foods
and their nutritional benefits.

Co-requisite/Prerequisite: TRDE 100
(Total course hours 60)

3RDL150-119 DTG 60 9

WEGD 121

UT

Introduction to Design Thinking

Design Thinking investigates "individuals as innovators" by working on design problems in a human, iterative, collaborative, and prototypic way. Students will experience the methodology and processes 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. Businesses, visual, public, and print media utilize traditional tools and industry-standard software programs. Project-based assignments will develop a foundation in design thinking suitable for the workplace and study in a variety of design disciplines.

WEGD 222 **UT**

Visual Showcase

Visual Showcase leads students in creat-

WEGD 262**UT****Print Production Fundamentals**

Students learn and apply the vocabulary, theory, processes, tools, and techniques to create printed materials and 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

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

TF 1-800-71-1111, ext 5-4-

E campushousing@cnc.bc.ca

community, culture, involvement.

Are you looking to be part of a social community guided by a philosophy of inclusivity and positive education to support your learning? Are you interested in getting to know your classmates, 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, access to supplies, transportation, recreational facilities, and student trails. In our community, your post-secondary experience will be enriched and beyond the classroom.

You can find our applications at www.cnc.bc.ca/services/prince-george/housing

CAFE ERIA

P 5-5-15-7

TF 1-800-71-1111, ext 5-7

The CAFEteria is located at the Main Campus in Prince George. The Cafeteria offers hearty breakfasts, on-the-go snacks, and healthy lunch options. A full menu of food is also prepared to order all day. Our full-service coffee bar includes milk lattes and other treats that are additional cost without leaving campus. The Professional Cook students contribute sweet and savory dishes to our menu so there is always something new to enjoy.

CALEDONIA EARL CARE AND LEARNING CENTRE

The Caledonia Early Childhood Learning Centre is a non-profit society providing child care services at the college at New Caledonia in Prince George, BC.

P 5-5-15-4

E daycare@cnc.bc.ca for more information.

CINEMA CNC

P 5-5-1-1, ext 5-

TF 1-800-71-1111, ext 5-

E maides@cnc.bc.ca

Movie nights for students please, follow

- Depressive Mood Disorder
- Grief and Loss Work
- Therapeutic Support
- Addiction Recovery Work
- Alcohol and Drug Services
- Gender and Sexuality Counselling
- Relationship Difficulties
- Other Mental Illness Concerns

Health Services

P 5_5_1_1, ext 5_77

TF 1_71_111, ext 5_77

F 5_5_1_5_7

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 NAs students with primary health care services during the work.

Nurse practitioners are registered nurses with advanced practice education that prepares them to diagnose/treat common health problems including musculoskeletal conditions, cognitive tests and provide referrals to other health care providers, including physician specialists. Nurse practitioners can also conduct and interpret X-rays, lab work and other medical tests.

Post-Diploma

- Post-Diploma in Information Technology
- Post-Diploma in Tourism and Hotel Management

The College's International Education Department allows students to work abroad to gain internship experiences and short-term language and cultural studies. Find out how you can become globalized with a work-language placement at CNC.

MEDIA TECHNOLOGY SERVICES

P 5-5-15-5

TF 1-71-111, ext 5-5

F 5-5-15-7

E buksa@cnc.bc.ca

Media Technology Services offers

a wide range of services, including

equipment

IT

and other

services. Visit our website for more information.

KODIAK RESTAURANT

P 5-5-1-1, ext 5-5

TF 1-71-111, ext 5-5

The restaurant is a popular place for students to enjoy a meal. It offers a variety of food and drink options, including a gourmet dining experience. The restaurant is a great place to relax and enjoy the talent of students in the Professional Kitchen. Students provide a healthy and diversified modern menu to the community with variety of tastes and dishes. Restaurant is a great place to relax and enjoy the talent of students in the Professional Kitchen. For more information, visit cnc.bc.ca/kodiaks

LIBRARY (LEARNING COMMONS)

P 5-5-15-11

TF 1-71-111, ext 5-11

F 5-5-15-45

E cnclibrary@cnc.bc.ca

The CNC Library (Learning Commons) is a place where you can find all the resources you need for your studies. In addition to the main Library (Learning Commons) in Prince George, there are regional campus libraries in Bulkley, Fort St. John, Mackenzie, Quesnel, and Vanderhoof.

Visit your nearest CNC Library (Learning Commons) to access all the resources you need for your studies.

At the Prince George Library (Learning Commons) you can find all the resources you need for your studies, including books, journals, e-books, and more. You can also use the Cinema CNC collection. You can use e-mail, access online journals, e-books, and the internet, all from the comfort of your library. All services are available to students and employees.

lectures are available for multiple subjects such as English, mathematics, science and humanities, computer and a quiet study area are available for use. Tutorial services are also currently offered to students.

Test centre services

Tutorial and tutorial services are provided to Student Resource Associates (SRA) to prospective students who need to demonstrate their English and Maths skills to meet the programme's admission requirements. In most cases, CNC allows candidates who do not achieve a pass mark to re-sit their initial test to test after two weeks (14 days) after their initial test date. No assessment will be offered to spend an extended

ADMISSION INFORMATION

This section outlines policy and procedures institutional related to Admissions at CNC. For official policies relating to admissions, please refer to _____

Applicants who are neither Canadian citizens nor Permanent Residents must apply as International Students.

Applicants must provide a valid study permit to be eligible to enroll in college.

FEE INFORMATION

For the most current 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

- Application fee
- English Language Tuition:
 - » New student \$1711.77 per course
 - » Continuing student \$1678.85 per course

- Application Upgrades:
 - » 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, technology fees, students' Union fees, textbook or other miscellaneous fees. For more information, see [Tuition Waiver for Seniors Policy #E-1.38](#). Records will not be issued to those who have prepaid tuition to another school.

Fees for Sponsored Students

A number of agencies, such as Human Resources and Social Development Canada (HRSDC) and WorkBC, sponsor students by providing financial support. 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 records, see [Student Refund Policy E-1.15](#). Contact the [Office of the Registrar](#) for more information.

REGISTRATION INFORMATION

This section outlines policy and procedures for registration related to institutions 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 are required to stay at the CNC campus at all times through the course.

Fees

Fees must be paid in full by the specified deadline, otherwise students will be deactivated from all courses and websites. 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 are advised to register for courses early at the end of the previous academic year. Students are advised to consult with the Academic Advising Advisor.

Courses, regardless of whether or not the course is successfully completed and will not be considered a grade.

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 release 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 enroll in no more than five courses per semester and may not enroll in more than six courses without the permission of the President. Some programs may require students to enroll 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 standard course load for their program of studies. For university students and most business students, this is a standard load of usually three courses. For students 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 standard course load for their program of studies.

Students who wish to apply for student loans 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 privileges, see the [Audit Status Policy #E-1.08](#) on the CNC Policy web page.

Attendance

Students attending the College with the intention of completing a degree 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 at New Caledonia does not have a responsibility or obligation to policies that may be imposed by external agencies or groups that may result due to a lack of attendance. College at 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 at the appropriate relevant tuition and attendance by the applicable deadline, will not be considered ~~enrolled~~ in the

If a student has received three failures in a course, he/she must apply to the appropriate District Educational Institution to take the course again.

Individual programs may have different limitations. Students who intend to transfer to another educational institution should be aware that that institution may calculate student point averages (GPA) in accordance with their own policies or policies.

Change of Enrolment

It is recognized that there are circumstances where a student may find it necessary or desirable to add courses, delete 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 at New Caledonia, and they may desire to consult with established college policies and procedures. Students are responsible to ensure they are aware of all rules, regulations and deadlines, and should they have the desire to complete the changes at student procedures, students receive student loans are advised to consult with Financial Aid Advisor prior to withdrawal.

Student loans may be affected by withdrawal when students fail to complete student loan at least 90% of 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 the institutional, please see the [Change of Enrolment Status Policy #E-1.14](#) and [Student Refund Policy #E-1.15](#) at 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 typically only be considered prior to the beginning of the next term. It is highly recommended that a student meet with an Academic Advisor at the appropriate Educational Institution to discuss any ramifications of a course or program withdrawal prior to withdrawal.

For the institutional at withdrawal, please see the [Withdrawal Policy](#), 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 potential success for students in the workplace 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 or improving at their 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 picking up the transcripts.

Ordering

There is a request form copy attached and this fee is payable in advance. Transcripts may be ordered in the following ways:

- Online: Through the CNC website 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

RAN FER CREDI

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 the Academic Advisor as well as the British Columbia Transfer Guide online at www.bctfguide.ca.

To initiate the transfer credit process, students should:

- Fill out the Transfer Credit Request form. Please see the Transfer Credit section of the college website under Admissions.

Caledonia will grant credit for significant learning at a post-secondary level through work, training, and individual 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](#) at the [CNC Policy Web Page](#).

GRADUATION INFORMATION

Apply for a CNC credential

Students anticipating completion of their program are required to apply to adjust their final NC assessment result. Students are encouraged to apply during their final term and will be considered pending final grades.

Note: All liabilities relative to fees, library (library 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 eligible to be awarded 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 which can be downloaded from the [CNC website](#). Students are required to attend the ceremony at their own cost.

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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

[illegible]

Spring 2023 semester

Study break: See your specific program for dates

Varies by program

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