

Distance Education **LEARNERS' GUIDE**

JANUARY 2012 - APRIL 2012

CONTINUING EDUCATION

Personal and professional development for lifelong learning

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PROGRAMS AT A GLANCE



DIGITAL PHOTOGRAPHY

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment.

Photographing Nature with Your Digital Camera

Learn how to use your digital camera to take stunning nature photos, including landscapes, flowers, animals, and even macro shots.

Photographing People with Your Digital Camera

Learn to take beautiful pictures of adults, children, and babies.

Secrets of Better Photography

Explore strategies and learn a variety of tricks to create excellent photographs in all types of situations.

Travel Photography for the Digital Photographer

Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home.

Photoshop CS5 for the Digital Photographer

Learn how to use Adobe Photoshop CS5 to edit and enhance your photographic images.

JOB SEARCH

Making Age an Asset in Your Job Search

This course is a guide for older workers looking to make a career change, find employment opportunities, or learn strategies that give them the best chance of getting hired.

Resume Writing Workshop

Discover the secret to transforming your tired, boring resume into a powerful tool that will get you interviews.

Twelve Steps to a Successful Job Search

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy.

**To register for Ed2Go courses
or ask a question:**

Visit www.ed2go.com/nic

Email leanne.moore@nic.bc.ca

Or call 1-888-414-8242 ext. 8705 today.

LANGUAGES

Beginning Conversational French

Discover how easy it can be to learn common words and phrases for both leisure and business.

Instant Italian

Learn Italian from the comfort of your home in this fun and enjoyable online course.

Conversational Japanese

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language.

Enhancing Language Development in Childhood

Enrich the lives of your children by learning fun and natural ways to help them become proficient speakers and thinkers.

Practical Ideas for the Adult ESL/EFL Classroom

Learn ESL teaching strategies for fostering a more successful learning environment for your adult ESL/EFL students, as well as how to create activities that build a bridge from the classroom to the real world.

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be engaging in conversational Spanish in no time.

MICROSOFT COURSES

Introduction to Microsoft Excel 2010

Become proficient in using Microsoft Excel 2010 and discover dozens of shortcuts and tricks for setting up fully formatted worksheets quickly and efficiently.

Advanced Microsoft Excel 2007

Discover the advanced features and functions of Microsoft Excel 2007 and find out everything this powerful program can do for you.

Intermediate Microsoft Word 2010

Master the more advanced features of Microsoft Word 2010 and learn how to create an index, build a list of figures, design a table of contents, do desktop publishing, perform a mail merge, and use timesaving shortcuts.

Intermediate Microsoft Access 2007

Expand your Microsoft Access 2007 skills to build better, more user-friendly Access databases.

Introduction to Microsoft Outlook 2010

Take control over your meetings, emails, and to-do lists by mastering the essentials of Microsoft Outlook 2010.

Introduction to Microsoft PowerPoint 2010

Learn how to use Microsoft PowerPoint 2010 to create exciting slide presentations that include SmartArt, multimedia, animation, sound, charts, clip art, and hyperlinks.

Introduction to Microsoft Project 2010

Discover how to effectively plan, implement, and control projects using Microsoft Project 2010, the world's most popular project management software.

Introduction to Microsoft Publisher 2007

In this hands-on, project-oriented class for beginners, you'll learn how to design, create, and publish a wide variety of stunning documents using Publisher 2007.

What's New In Microsoft Office 2007

Learn the most important new features of Microsoft Office Word, Excel, PowerPoint, and Access 2007, including the totally new Ribbon and tab user interface that replaces menus and toolbars from earlier versions.

NON-PROFIT

Marketing Your Non-profit

Further the ideals and goals of your non-profit by learning to compete more effectively for members, media attention, donors, clients, and volunteers.

Starting a Non-profit

An industry veteran shows you how to take a non-profit business from vision to reality.

Wow, What a Great Event!

Looking for a fun new career coordinating special events? Learn proven techniques from a master event planner.

PERSONAL ENRICHMENT

Drawing for the Absolute Beginner

Gain a solid foundation in drawing and become the artist you've always dreamed you could be!

Get Assertive!

Find out how you can stop others from intimidating you or treating you poorly.

Human Anatomy and Physiology

Gain a greater appreciation and understanding of the marvelous complexity of the human body.

Individual Excellence

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity.

Handling Medical Emergencies

Every second counts during a medical emergency. Learn how to respond if someone needs your help.

Interpersonal Communication

Become aware of the conscious and unconscious codes of meaning we send when communicating with others.

Introduction to Guitar

Master basic guitar skills and become the musician you've always wanted to be.

Introduction to Interior Design

Explore a career in interior design as you learn how to transform any room into a beautiful and functional space.

Introduction to Natural Health and Healing

Learn how to promote wellness, balance, and health in all aspects of your daily life.

Lose Weight and Keep It Off

Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime.

There's even more to explore.

Browse dozens of subjects
and hundreds of Ed2Go courses online:

www.ed2go.com/nic

Luscious, Low-Fat, Lightning-Quick Meals

Join a registered dietitian and discover how easy it can be to prepare meals that are both delicious and nutritious!

Merrill Ream Speed Reading

Acclaimed speed reading expert teaches you how to save yourself time by reading faster with better comprehension.

Music Made Easy

Learn the fundamentals of music theory. Be able to read, write, and play simple music.

Skills for Making Great Decisions

Learn how to make excellent everyday decisions from an experienced counselor and life coach.

SALES & MARKETING**Achieving Top Search Engine Positions**

Learn proven, step-by-step strategies to achieve the highest possible position with the major search engines.

Business and Marketing Writing

Write great marketing copy to improve your company's image and your chances of getting hired or promoted.

Effective Selling

Learn the secret to converting a potential customer into a long-term asset. Find out how to lay the groundwork for repeat business and your future success.

Marketing Your Business on the Internet

Develop an Internet marketing plan for your business that incorporates SEO, advertising, email, social media, and more.

Small Business Marketing on a Shoestring

Discover small business marketing strategies that can help you attract attention, woo your target audience, grow your customer base, and expand your profits, all for little or no money.

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or ask a question:**

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Email leanne.moore@nic.bc.ca

Or call 1-888-414-8242 ext. 8705 today.

START YOUR OWN BUSINESS**Creating a Successful Business Plan**

Turn your business ideas into a solid plan for financing and long-term success.

Learn to Buy and Sell on eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online.

Secrets of the Caterer

Learn cooking and business secrets from a professional caterer.

Start and Operate Your Own Home-Based Business

An experienced entrepreneur teaches you how to develop the motivation, discipline, and creativity to quit your job and be your own boss.

Start Your Own Arts and Crafts Business

Learn how to start your own arts and crafts business from a professional artist.

Start Your Own Small Business

Stop dreaming and learn how to start your own successful small business.

TOOLS FOR TEACHERS**Creating a Classroom Web Site**

Learn how to create a classroom Web site and how having one can make you a more effective and dynamic teacher.

Creating the Inclusive Classroom

In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day—learning proven strategies that turn diversity into opportunity.

Easy Classroom Podcasting

In this professional training course for teachers, you'll learn how to make a podcast that creates a memorable learning experience for your students.

Empowering Students With Disabilities

Explore common disabilities you'll encounter in the classroom and master techniques for promoting academic, behavioral, and social skills in students with special needs.

WEB DESIGN**Advanced Web Pages**

Take your Web development skills to the next level as you learn how to create advanced websites using CSS, HTML5, media queries for mobile devices, interactive forms, and embedded video.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Designing Effective Websites

Learn powerful graphic design techniques and build Web sites that are both attractive and wickedly effective.

Introduction to Creating WordPress Web Sites

Learn how to use WordPress, a free and popular Web design tool, to quickly and easily create attractive blogs and interactive Web sites.

Introduction to Microsoft Expression Web

Learn how to use Microsoft Expression Web to create Web sites, and discover how MS Expression makes it simple to design, edit, and maintain your sites.

WRITING & PUBLISHING**Beginning Writer's Workshop**

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

Mystery Writing

Using vivid examples from bestselling mystery novels, this course will teach you the techniques you need to become a successful author.

Pleasures of Poetry

This course will help you create your best possible work, whether you're looking to be published or simply wish to craft beautiful poems for friends.

Writing and Selling Self-Help Books

Learn how to position your self-help book for success, write a persuasive proposal for agents and publishers, and use storytelling techniques to make your message compelling.

Travel Writing

Profit from your experiences in exotic lands (or your own backyard) by learning how to write and sell travel articles.

Write Fiction Like a Pro

A Hollywood writer and author teaches you how to use story outlines to structure any type of story.

Writing for Children

Published children's author shows you how to touch the hearts of children by creating books for them.

Introduction to Internet Writing Markets

A professional writer shows you how to make money writing on the Internet.

The Craft of Magazine Writing

If you're a determined new writer, this class will provide you with the skills you need to get published.

A Writer's Guide to Descriptive Settings

Develop your eye for detail and improve your writing with vivid descriptions, memorable settings, and believable characters.

Introduction to Journaling

Discover how journaling can help you learn more about yourself, explore your dreams, values, and beliefs, improve your health, survive unwanted change, succeed in your career, and express your creativity.

Research Methods for Writers

Learn the most efficient and effective methods to conduct research for any writing project.

Web 2.0: Blogs, Wikis, and Podcasts

In this course, you'll join the Web 2.0 world as you learn how to create and maintain your own blog, wiki, and podcast.

Write Your Life Story

Learn how to create and distribute an inspirational and professional autobiography for family, friends, and others.

There's even more to explore.

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UNIVERSITY STUDIES

Whether you want to join a class or start your degree, you'll find a wide range of courses to choose from this January via distance learning.

BUSINESS

Introductory Financial Accounting I (BUS-112)

An introduction to general concepts of financial accounting, preparation of financial statements, and the use of accounting information in decision making. It covers the principles and procedures for recording, classifying, summarizing, reporting, and analyzing financial information. Topics include the accounting process and assets.

Prerequisites: Principles of Math 11 or MAT 053.
Jan 3 - Apr 13 Distance \$258 + books/fees

Introductory Financial Accounting II (BUS-113)

Provides an introduction to general concepts of financial accounting, preparation of financial statements, the use of accounting information in decision-making, and the relation of accounting and law. It covers the principles and procedures for recording, classifying, summarizing, reporting, and analyzing financial information. Specific topics include capital assets, liabilities, partnerships, corporations, shareholders' equity and the analysis of financial statements.

Prerequisites: BUS 100 or BUS 112.
Jan 3 - Apr 13 Distance \$258 + books/fees

Administrative Principles (BUS-150)

This course introduces students to the basic management functions of planning and decision-making, organizing resources, leading and motivating groups and individuals, and controlling worker output to maximize effectiveness and efficiency. Students learn about the importance of management to the success of all organizations.

Prerequisites: C+ in Provincial English 12 or C+ in one of ENG 060, ENG 098 or ESL 090, or placement testing.
Jan 3 - Apr 13 Distance \$258 + books/fees

Basic Marketing Principles & Practices (BUS-162)

This course introduces students to the basic concepts and principles of marketing as it relates to the public, private, and not-for-profit sectors. Particular emphasis will be given to the topics of assessing dynamic marketing environments and developing a marketing strategy and marketing mix.

Prerequisites: C+ in one of ENG 060, ENG 098 or Provincial English 12, or placement testing.
Jan 3 - Apr 13 Distance \$258 + books/fees

ENGLISH

Essay Writing and Critical Analysis (ENG-115)

ENG 115 involves the study of university level critical analysis and the production of expository and persuasive writing appropriate to university level discourse across the curriculum. Emphasis is placed on research, documentation and the writing of a research paper.

Prerequisites: C in Provincial English 12 or ENG 098 or equivalent, or C in ENG 160 or English assessment.
Jan 3 - Apr 13 Distance \$258 + books/fees

Composition & Indigenous Literature II

English 126 introduces the student to texts written in the 20th century by indigenous peoples from around the world, including North America. This course offers an alternative to traditional literature. Students will study the elements of indigenous fiction, poetry and theatre. Instruction is given in the composition of critical essays.

Prerequisites: One of ENG 115, ENG 120 or ENG 125.
Jan 3 - Apr 13 Distance \$258 + books/fees

Effective Organizational Writing (ENG-160)

English 160 is an applied writing course which recognizes the increasing importance of effective writing, speaking, reading and listening in the workplace. This course focuses on the study and application of the theories and principles of effective business communication.

Prerequisites: C in one of ENG 060, ENG 098 or ESL 090 or C in Provincial English 12 or assessment testing.
Jan 3 - Apr 13 Distance \$258 + books/fees

HUMANITIES

Motifs II (FRE-101)

This is the second of the pair of courses, Motifs I and II.

Prerequisites: FRE 100
Jan 3 - Apr 13 Distance \$258 + books/fees

Motifs IV (FRE-121)

This is the second of the pair of courses, Motifs III and IV.

Prerequisites: FRE 120
Jan 3 - Apr 13 Distance \$258 + books/fees

Intermediate French II (FRE-146)

This is the second of the pair of courses, Intermediate French I and II.

Prerequisites: FRE 145
Jan 3 - Apr 13 Distance \$258 + books/fees

Advanced French II (FRE-266)

This is the second of the pair of courses, Advanced French I and II.

Prerequisites: FRE 265
Jan 3 - Apr 13 Distance \$258 + books/fees

Canadian History: 1867 - Present (HIS-112)

This introductory course provides an overview of Canadian history since 1867, concentrating on the main lines of political, social, and economic development. It analyses important issues such as the Riel Rebellion, the shift from a rural to an urban society, the effects of the two World Wars, the Great Depression, the relations between English and French Canadians, and provincial demands for autonomy.

Prerequisites: C in one of ENG 060, ENG 098 or Provincial English 12, or placement testing. HIS 111 recommended.
Jan 3 - Apr 13 Distance \$258 + books/fees

Introductory Spanish II (SPN-101)

This course consists of Part II of Asies, a continuation of SPN 100.

Prerequisites: SPN 100
Jan 3 - Apr 13 Distance \$258 + books/fees

Intermediate Spanish II (SPN-201)

This course is designed to further expand students' language skills in Spanish as well as their awareness of the Hispanic culture. It focuses on real communication in meaningful contexts to develop and strengthen students' speaking, listening, reading and writing skills while introducing them to the richness of Hispanic literature and culture.

Prerequisites: C+ in SPN 200
Jan 3 - Apr 13 Distance \$258 + books/fees

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MATH & SCIENCE

Introduction to Statistics (MAT-115)

This course introduces the basic concepts and techniques of descriptive and inferential statistics. It is designed to help students develop a working knowledge of statistics, as well as an awareness of the practical applications of statistics in fields such as the biological and social sciences, business and engineering.

Prerequisites: MAT 053, Principles of Math 11 or Applications of Math 12.
Jan 3 - Apr 13 Distance \$258 + books/fees

Mathematics for Elementary Education I (MAT-162)

MAT 162 and MAT 163 together offer a first year university mathematics course for students entering an elementary education program. Topics covered in MAT 162 include: Set theory and Venn diagrams, symbolic logic, systems of numeration, computation in systems with different bases, mathematical systems, prime numbers, prime factorization and equivalence and order relations, real numbers and their representations, basic concepts of algebra.

Prerequisites: MAT 053, Principles of Math 11 or Applications of Math 12.
Jan 3 - Apr 13 Distance \$258 + books/fees

Mathematics for Elementary Education II (MAT-163)

MAT 163 is the second half of a first-year university mathematics course for students entering an elementary education program. Topics include: graphs, functions, solving equations and inequalities of the first degree; coordinate geometry; introduction to probability and statistics; measurement and the metric system.

Prerequisites: MAT 053, Principles of Math 11, or Applications of Math 12.
Jan 3 - Apr 13 Distance \$258 + books/fees

Space Science and Astronomy: Introduction to Solar System Exploration (SSA-100)

This is an open/web based multi-disciplinary lab science course that will introduce topics in space science and astronomy, including gravitational theory, the solar system, the space environment, extraterrestrial resources, spacecraft, and space colonies. The lab component will utilize locally available materials as well as internet resources.

Note: Students must also register for SSA-100L, the required lab section for this course.

Prerequisites: C in ENG 060 or ENG 098 or Provincial English 12, and C+ Principles of Math 11 or Math 053, or appropriate levels of Math and English placement testing. Some knowledge of high school physics will be a definite asset, and basic computer skills are assumed.

Jan 3 - Apr 13 Distance \$258 + books/fees

Space Science and Astronomy: Introduction to Deep Space Astronomy (SSA-101)

This is an open/web based lab science course that will introduce topics in deep space astronomy, including observational astronomy, stars and stellar evolution, extra-solar planets, the interstellar medium, galaxies, nebulae, clusters, EM spectrum; cosmology, relativity, dark matter and energy; life in the universe, SETI, and interstellar exploration. The lab component will utilize locally available materials as well as internet resources such as an on-line observatory.

Note: Students must also register for SSA-101L, the required lab section for this course.

Prerequisites: C in ENG 060 or ENG 098 or Provincial English 12, and C+ MAT 053 or Principles of Math 11, or successful Math and English placement testing.

Jan 3 - Apr 13 Distance \$258 + books/fees

SOCIAL SCIENCES

Introductory Psychology II (PSY-131)

Course covers critical thinking, intelligence, motivation and emotion, personality, psychological disorders and treatment and social psychology.

Prerequisites: C in one of ENG 060, ENG 098 or Provincial English 12 or placement testing. PSY 130 is not a prerequisite.

Jan 3 - Apr 13 Distance \$258 + books/fees

FIRST-YEAR TRANSFER PLANS

Did you know?

Each university has its own course requirements and transfer agreements, so not every course will transfer directly to every university. At NIC, you can sign up for FREE advising appointments to get quick help choosing the best combination of NIC courses to meet your goals.

Always check www.bctransferguide.com AND see a student advisor before registering in courses.

Bachelor of Education Transfer Vancouver Island University

Start your teaching degree through distance learning with a full year of courses that transfer to Vancouver Island University and other institutions province-wide.

Sample transfer plan: HIS 111/112, ENG 115 or 125, PSY 131, MAT 162/163, ANT 150/151, SSA 100/101

Prerequisites: Academic requirements depend on your chosen courses. Check course descriptions for details.

Jan 3 Distance/Online \$2,580 + books/supplies

Bachelor of Arts Transfer University of Victoria or Vancouver Island University

Complete the general first-year course requirements for your Bachelor of Arts degree through distance learning. Transfer to universities throughout BC, including the University of Victoria.

Sample transfer plan: 30 credits from the following courses: ANT 150, BUS 162/112, ENG 115/125/160, HIS 111/112, MAT 115, PSY 130/131, SPN 100/101, SSA 100/101.

Prerequisites: Academic requirements depend on your chosen courses. Check course descriptions for details.

Jan 3 Distance/Online \$2,580 + books/supplies

Unlimited transfer possibilities ...

Visit our student advisors to have your personal transfer plan created from NIC to any place or any program.

- Bachelor of Science transfer
- Dental Hygiene transfer
- Engineering transfer
- Kinesiology transfer
- Pharmacy transfer
- Social Work transfer
- and much much more

UNIVERSITY DUAL ADMISSION

New guaranteed degree paths at NIC

Dual admission offers students direct admission to both college and university, with automatic course transfer between institutions for up to two years.

This gives students a guaranteed degree path at the start of their education plus all the savings and convenience of starting out at college.

Participating universities include:

- Royal Roads University (3 degrees, 5 majors)
- Emily Carr University (1 degree, 1 major)
- Vancouver Island University (2 degrees, 20 majors)
- University of Victoria (4 degrees, 39 majors)

Learn more at www.nic.bc.ca/dualadmission.

UPGRADING

Take the first step toward a new career with flexible high school level courses that lead to business, health, trades, and university transfer programs.

ENGLISH

Fundamental English Levels 4 to 6 (ENG-025/026/027)

This course teaches skills in reading, vocabulary, spelling, writing, studying, listening, and speaking. Students work within a group setting at the campuses. At the outlying centres, the centre instructor will set up a self-paced program of course work for students on an individual basis. After completing English 027, students will move to the intermediate English level. Students can also work with a tutor if needed.

Prerequisites: English placement testing

Jan 3 - May 25 NIC, Gold River Centre \$0 + books/fees

Grade 9 - Intermediate Writing Skills (ENG-032)

The Intermediate Writing Skills course is designed to help students learn the skills involved in the writing process and apply these skills to everyday writing. Together with ENG 033, Intermediate Grammar Skills, and ENG 034, Intermediate Reading Skills, it fulfills the current English requirements for ABE, Intermediate Level. If taken in the scheduled format, English 032/033 will be done together. If taken in the open format, students will take English 033 first and then English 032.

Prerequisites: ENG 033.

Note: If taken in scheduled format, ENG 033 and ENG 032 are taken concurrently.

Jan 3 - May 25 NIC, Gold River Centre \$0 + books/fees

Grade 9 - Intermediate Sentence & Grammar Skills (ENG-033)

The Intermediate Sentence and Grammar Skills course is aimed at those students who wish to review English sentence and grammar skills. Together with ENG 032, Intermediate Writing Skills, and ENG 034, Intermediate Reading Skills, it fulfills the requirements for English in the ABE Intermediate Level Certificate Program. If taken in the scheduled format, English 032/033 will be done together. If taken in the open format, students will take English 033 first and then English 032.

Prerequisites: ENG 027 or English placement testing.

Jan 3 - May 25 NIC, Gold River Centre \$0 + books/fees

Grade 9 English - (ENG-032/033/034)

The Intermediate Reading Skills course is aimed at those students who wish to improve their reading, comprehension, vocabulary, and study skills. Together with ENG 032, Intermediate Writing Skills, and ENG 033, Intermediate Sentence and Grammar Skills, it fulfills the requirements for the ABE Intermediate Level Certificate Program.

Prerequisites: ENG 032 & ENG 033, or English skills assessment.

Jan 3 - May 25 NIC, Gold River Centre \$0 + books/fees

Grade 10 - Advanced English (ENG-052)

Advanced English is designed to provide students with the skills needed for the reading, writing and critical thinking tasks that are required for college programs and employment. Students will develop their communicative abilities via assignments that promote academic and business reading, writing, and research skills. The course satisfies the requirements for English in the ABE Advanced Level Certificate program.

Prerequisites: C+ in ENG 032/033/034, or placement testing. Depending on assessment results; ENG 034 may be taken concurrently with ENG 052.

Jan 3 - Jun 8 Distance \$0 + books/fees

Jan 3 - May 25 NIC, Gold River Centre \$0 + books/fees

Grade 12 - Essay Writing and Critical Reading (ENG-098)

English 098 is designed to prepare students for the reading, writing, and critical thinking demands they will encounter in either the workplace, college programs or university-level courses. This course satisfies the requirements for English in the ABE Provincial Level Diploma Program.

Prerequisites: C in ENG 052, or equivalent articulated BC College course, or placement testing.

Jan 3 - Jun 8 Distance \$0 + books/fees

To register for Upgrading courses or ask a question:

Email questions@nic.bc.ca
Or call 1-800-715-0914 today.

MATH

Fundamental Mathematics Levels 1 to 3 (MAT-023/024/025)

MAT 023 teaches the number system and how to add, subtract, multiply, and divide with whole numbers. MAT 024 is the second course at this level; it teaches decimals, common fractions, ratios and percents. MAT 025 is the third course at this level; it teaches metric measurement, geometry, and graphs.

Prerequisites: Mathematics skills assessment
Jan 3 - May 25 Distance \$0 + books/fees

Grade 9 - Intermediate Mathematics I (MAT-033)

Intermediate Mathematics I is the first of a two course series. Completion of the two parts meets the requirements for the Intermediate Level ABE program. MAT 033 consists of seven modules, which cover Arithmetic, Measurement, Signed numbers, Algebra, Perimeter, Area and Volume, Ratio and Proportion, and Percent within seven modules.

Prerequisites: MAT 025 or mathematics skills assessment
Jan 3 - May 25 Distance \$0 + books/fees

Grade 9 - Intermediate Mathematics II (MAT-034)

Intermediate Mathematics II is the second of a two course series. Completion of the two parts meets the requirements for the Intermediate Level ABE program. MAT 034 consists of Geometry; Statistics; Powers, Roots, and Scientific Notation; Graphing; Trigonometry.

Prerequisites: MAT 033 or mathematics skills assessment
Jan 3 - May 25 Distance \$0 + books/fees

Grade 10 - Advanced Level - Developmental Mathematics II (MAT-046)

Advanced Level Developmental Mathematics is an optional bridging course for students who have returned to college or have completed MAT 034 and wish to better prepare themselves for academic Mathematics 11 (MAT 053).

Prerequisites: C+ in (highschool Math), MAT 034, or placement testing.
Jan 3 - Jun 8 Distance \$0 + books/fees

Grade 11 - Advanced Mathematics (MAT-053)

Advanced Mathematics is the equivalent of BC Ministry of Education Principles of Mathematics 11. The content of MAT 053 includes: real numbers, algebraic expressions, equations, polynomials, rational and radical expressions and relations, quadratic equations and trigonometry (functions and solving right and oblique triangles).

Prerequisites: C+ in Principles of Math 10 or MAT 034, or placement testing. It is strongly recommended that students with less than an A in MAT 034 take MAT 046 prior to this course.
Jan 3 - Jun 8 Distance \$0 + books/fees

Grade 11 - Advanced Business/ Technical Mathematics (MAT-054)

The goal of Advanced Business/Technical Mathematics is to provide the student with practical applications useful in future vocational training, careers, or personal life. This course can be used as the Math requirement for the BC Adult Graduation Diploma.

Prerequisites: C+ in one of Mat 034, Principles of Math 10, Applications of Math 10, Essentials of Math 11 or placement testing, basic keyboarding skills recommended.
Jan 3 - Jun 8 Distance \$0 + books/fees

SCIENCES

Grade 12 - Introducing Biology (College Preparatory Biology II) (BIO-060)

An introduction to biological science containing similar material to that of BC Biology 12. This course covers scientific methods and principles, cell biology, comparative anatomy and physiology, and genetics.

Prerequisites: C+ in English 11 or placement testing. English 12 highly recommended. Math 10 or Math 034. It is also recommended students have BIO 051 or Biology 11 & CHE 051 or Chemistry 11 with a C, although this is not required.

Jan 3 - Apr 13 Distance \$0 + books/fees
Jan 3 - Jun 8 Distance \$0 + books/fees

Grade 11 - College Preparatory Chemistry I (CHE-051)

This course is designed for students requiring an introductory chemistry course as a prerequisite for further chemistry studies or for entry into various technical or career programs. The material covered is similar to BC Chemistry 11 and the two courses can be regarded as equivalent for most purposes.

Note: The distance course requires three 1-day lab sessions (all compulsory). Lab sessions for distance students will be held at selected locations. Students considering the distance option should check dates and locations for lab sessions.

Prerequisites: C+ in MAT 034 or Principles of Math 10.
Jan 3 - Apr 13 Distance \$0 + books/fees

Grade 11 - College Preparatory Physics I (PHY-050)

College Preparatory Physics I is designed to provide students with the equivalent of Grade 11 Physics. The content of the course includes: measurement, kinematics in one dimension, dynamics in one dimension, Newton's laws, friction, gravitation, kinetic and potential energy, momentum, heat, wave phenomena applied to sound and electricity.

Prerequisites: one of MAT 046, MAT 053 or Principles of Math 11 preferred; however, students may take this course with a C+ in MAT 033/034 or Principles of Math 10 and must take MAT 046 or MAT 053 concurrently.
Jan 3 - Jun 8 Distance \$0 + books/fees
Jan 3 - Apr 13 Distance \$0 + books/fees

Grade 11 - College Preparatory Physics I Lab (PHY-050L)

Required lab section for PHY-050.
Jan 3 - Apr 13 Distance \$0 + books/fees
Jan 3 - Jun 8 Distance \$0 + books/fees

Grade 12 - College Preparatory Physics II (PHY-060)

College Preparatory Physics II is designed to provide students with the equivalent of Grade 12 physics. The course includes vectors using trigonometry, kinematics in one and two dimensions, energy and momentum, statics and dynamics, rotational dynamics, vibrations and waves, electromagnetism, and geometric optics.

Prerequisites: MAT 053 or Principles of Math 11 (Algebra), and PHY 050 or Physics 11; MAT 066 and 067 recommended to be taken concurrently.
Jan 3 - Jun 8 Distance \$0 + books/fees

College Preparatory Physics II Lab (PHY-060L)

Required lab section for PHY-060.
Jan 3 - Jun 8 Distance \$0 + books/fees

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PROGRAMS AT A GLANCE

North Island College programs held in Gold River or via distance learning.

PROGRAM	START	LENGTH	TUITION *	ACADEMIC ADMISSION REQUIREMENTS *	LOCATION
UPGRADING www.nic.bc.ca/upgrading					
English, Math, Sciences Take or upgrade high school courses (Grade 9 through 12) that lead to college and university programs.	Continuous	Flexible	\$0	Student advisor meeting, possible assessment	
BC Adult Graduation Diploma Complete the high school level courses to earn your graduation diploma.	Year-round	Flexible	\$0	Minimum 19 years old upon completion	
UNIVERSITY STUDIES www.nic.bc.ca/universitytransfer					
University Studies Program Choose from a wide range of first-year university level courses in business, humanities, social sciences, math, and sciences.	Sep, Jan	Varies	\$258 ea	Flexible entry. Usually Eng 12 C, but other academic requirements may apply. Please refer to prerequisites under each course description for details.	
University Transfer Plans Work with our student advisors to develop your personal University Studies course plan for transfer from North Island College to any program or institution.	Sep, Jan	1 yr	\$2,580	Flexible entry. Usually Eng 12 C, but other academic requirements may apply. Please refer to prerequisites under each course description for details.	
University Dual Admission Guarantee your degree path at the start of your education. Through one dual admission application, qualified students are accepted to college and university at the same time with automatic course transfer for up to two years. Partner universities include: the University of Victoria, Vancouver Island University, Royal Roads University, and Emily Carr University.	Sep	Up to 2 yrs of study at NIC	\$2,580 per yr at NIC	Visit www.nic.bc.ca/dualadmission for details.	
Bachelor of Arts Transfer Complete the general first-year course requirements for your Bachelor of Arts degree through distance learning. Transfer to universities throughout BC, including the University of Victoria.	Sep, Jan	1 yr	\$2,580	Flexible entry. Usually Eng 12 C, but other academic requirements may apply. Please refer to prerequisites under each course description for details.	
Bachelor of Education Transfer Start your teaching degree through distance learning with a full year of courses that transfer to Vancouver Island University and other institutions province-wide.	Sep, Jan	1 yr	\$2,580	Flexible entry. Usually Eng 12 C, but other academic requirements may apply. Please refer to prerequisites under each course description for details.	
APPLIED BUSINESS TECHNOLOGY www.nic.bc.ca/business					
Office Assistant 1 Certificate Learn the office administration skills valued in virtually every type of business and industry—word processing, records management, keyboarding, and more. Qualify for office support positions in a variety of organizations, including accounting, education, real estate, and hospitality.	Varies by course	30 wks or more	\$1,420	Eng 12 C, A & W Math 10, or Essentials Math 10, or Foundations Math 10 C	
Administrative Assistant Certificate Advance your career with the next level in office administration, including presentation software, electronic spreadsheets, and desktop publishing.	Varies by course	30 wks or more	\$1,160	Office Assistant I Certificate	
Computing Accounting Assistant Certificate Develop computer accounting skills, from advanced spreadsheets to electronic databases, essential to virtually every type of business and industry.	Varies by course	30 wks or more	\$1,290	Office Assistant I Certificate	
Legal Administrative Assistant Certificate Litigation, corporate procedures, wills and estates—legal administration skills are essential to the success of a wide range of businesses and organizations.	Varies by course	30 wks or more	\$1,590	Office Assistant I Certificate	
Medical Office Assistant Certificate Qualify for great jobs in the busy health care industry with specialized skills for medical administration, including medical transcription and billing procedures.	Varies by course	30 wks or more	\$1,290	Office Assistant I Certificate	
Office Management Certificate Gain the business education needed to advance into supervisory positions. Develop valuable technical, interpersonal, and leadership skills.	Varies by course	30 wks or more	\$1,550	Eng 12 C	

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ASK A QUESTION

Student Advisors

Give us a call! Get help with education and course planning, transfer information, financial aid and funding options, and more.

To book a telephone appointment, email questions@nic.bc.ca or call 1-800-715-0914 today.

DISTANCE LEARNING

Student Services

Contact your nearest NIC campus or centre for more information about distance learning resources and support.

Bella Coola Centre	250-982-2511
Gold River Centre.....	250-283-7213
Ucluelet Centre.....	250-726-2697
Mount Waddington Regional Campus.....	1-866-332-1133
Campbell River Campus.....	1-888-293-3177
Comox Valley Campus	1-800-715-0914
Port Alberni Campus.....	1-888-414-8242

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