

# Ucluelet Centre

# LEARNERS' GUIDE

JANUARY 2012 - APRIL 2012

## MARINE TRAINING

Transport Canada-approved marine education in Ucluelet

Marine Emergency Duties .....	2
Small Vessel Operator .....	2
Master Limited.....	2
Restricted Operator .....	2

## CONTINUING EDUCATION

Personal and professional development for lifelong learning

Business .....	3
Computers .....	3
First Aid .....	4
FoodSafe .....	5
Hospitality.....	5
Safety.....	5
Literature .....	5
Over 200 Online Courses.....	6-11

## UNIVERSITY STUDIES

First-year level distance learning courses for academic interest or degree completion

Business .....	12
English & Humanities.....	12
Math & Sciences .....	13
Social Sciences .....	14
First-Year Transfer Plans.....	14
University Dual Admission .....	14

## UPGRADING

Flexible high school level courses for entry into college programs

English, Math, Sciences.....	15-17
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## PROGRAMS AT A GLANCE



## MARINE TRAINING

Increase your water safety skills or train for the work force with certified Marine education that is vital to mariners in all our coastal communities.

### Small Non-Pleasure Craft Marine Emergency Duties (A3) - 25 Miles (MED-003)

This course fills the requirement for Marine Emergency Duties on small, non-pleasure vessels operating within 25 miles of shore (MED A3). Topics include maritime hazards and emergencies, emergency response, fire fighting, lifesaving equipment, abandonment, personal survival, signaling devices, and rescue response. The goal of the course is to assist you in responding to marine emergencies in the coastal area.

**Prerequisites:** ALL students registering for marine courses must provide their Candidate Document Number (CDN) at the time of registration. Students can apply for their number through Transport Canada, [www.tc.gc.ca/wwwdocs/Forms/82-0701\\_1004-01\\_BO.pdf](http://www.tc.gc.ca/wwwdocs/Forms/82-0701_1004-01_BO.pdf). This is a Transport Canada requirement.

Feb 9	Thu, 8:30 am - 5 pm	\$115
May 7	Mon, 8:30 am - 5 pm	\$115

### Marine Emergency Duties Small Vessel Safety Course (MED-032)

In addition to topics covered by the Basic Safety course, this Transport Canada approved course enables you to learn safety-related skills associated with small boat operation and ensuring the safety of passengers. These skills include assisting passengers to survive an emergency, maintenance of safety equipment, and safety record keeping.

**Prerequisites:** ALL students registering for marine courses must provide their Candidate Document Number (CDN) at the time of registration. Students can apply for their number through Transport Canada, [www.tc.gc.ca/wwwdocs/Forms/82-0701\\_1004-01\\_BO.pdf](http://www.tc.gc.ca/wwwdocs/Forms/82-0701_1004-01_BO.pdf). This is a Transport Canada requirement.

**Note:** Bring a towel and bathing suit for pool exercise.

Feb 9 - 16	Mon - Thu, 8:30 am - 5 pm	\$595/4 sessions
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### Restricted Operator Certificate, Maritime (NAU-016)

This seven-hour course will prepare you for the Department of Communications examination for the Restricted Operator Certificate (Maritime) (ROC-M).

Feb 17	Fri, 8:30 am - 5 pm	\$120
May 11	Fri, 8:30 am - 5 pm	\$120

### Marine Basic First Aid & CPR C (FAC-082)

See description and upcoming courses listed under "First Aid" on page 4.

### Small Vessel Operator Proficiency Training Course (NAU-005)

The subject matter meets the requirements of a stand-alone course that addresses the particular need for minimum training of operators of commercial vessels, other than tugs and fishing vessels, up to 5 gross tonnage engaged on a near coastal, class 2, or a sheltered waters voyage, and for fishing vessels up to 15 gross tonnage or 12 meters overall length engaged on a near coastal, class 2 (including an inland voyage on Lake Superior or Lake Huron) or a sheltered waters voyage.

**Prerequisites:** ALL students registering for marine courses must provide their Candidate Document Number (CDN) at the time of registration. Students can apply for their number through Transport Canada, [www.tc.gc.ca/wwwdocs/Forms/82-0701\\_1004-01\\_BO.pdf](http://www.tc.gc.ca/wwwdocs/Forms/82-0701_1004-01_BO.pdf). This is a Transportation Canada requirement.

Feb 6 - 8	Mon - Wed, 8:30am - 5pm	\$500/3 sessions
May 8 - 10	Tue - Thu, 8:30am - 5pm	\$500/3 sessions

### Master, Limited (NAU-014)

The Master Limited certificate is required by Masters of vessels up to 60 gross tonnage. The certificate is valid on passenger and/or non-passenger carrying vessels and vessels engaged in towing of less than 60 gross tons. This certificate is restricted as to tonnage, area of operation and to named vessels. This course provides the theoretical skills to aid mariners in preparing to write for Master, Limited certification by Ship Safety. Examinations are based on the syllabus for Master, Minor Waters as the examiner deems appropriate to the area of operation and the type of craft for which the certificate is to be valid.

**Prerequisites:** ALL students registering for marine courses must provide their Candidate Document Number (CDN) at time of registration. Students can apply for their number through Transport Canada, [www.tc.gc.ca/wwwdocs/Forms/82-0701\\_1004-01\\_BO.pdf](http://www.tc.gc.ca/wwwdocs/Forms/82-0701_1004-01_BO.pdf). This is a Transport Canada requirement.

Feb 20 - Mar 9	Mon - Fri, 8:30am - 5pm	\$1,598/15 sessions
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#### To register for Marine Training or ask a question:

Visit [www.nic.bc.ca/trades](http://www.nic.bc.ca/trades)  
Email [william.morrison@nic.bc.ca](mailto:william.morrison@nic.bc.ca)  
Or call 250-726-2697 today.

## CONTINUING EDUCATION

From business and computer skills to first aid and safety training, check out all the learning opportunities taking place in your community this year.

### BUSINESS

#### Beginner's Bookkeeping (BKK-010)

Gain an understanding of the accounting equations, debits and credits, record keeping, bank reconciliation, maintaining a general ledger, using a columnar journal and preparing simple financial statements. This course is valuable to small business owners and non-profit groups as well as for those needing to upgrade job skills.

**Note:** Bring a calculator to class.

**Sign up now for future courses!** \$275/8 sessions

This class will be held at NIC in Ucluelet with sufficient demand. Please call 250-726-2697 or email [william.morrison@nic.bc.ca](mailto:william.morrison@nic.bc.ca) to express interest. When the course has been scheduled, we'll contact you with the details.

#### Applied Business Technology Courses

Start your office career this year, one course at a time. Applied Business Technology courses may be taken individually or in completion of the Applied Business Technology programs listed on page 18. New courses start monthly, and there are dozens to choose from.

Here are just a few:

- Introductory Keyboarding (ABT-100)
- Introduction to Computers & the Internet (ABT-101)
- Human Relations for Career Success (ABT-109)
- Records Management (ABT-110)
- Administrative Procedures (ABT-111)
- Word Processing Level I & II (ABT-116/117)
- Job Search (ABT-120)
- Presentation Software (ABT-126)
- Electronic Databases (ABT-135)
- Electronic Spreadsheets (ABT-145)
- Advanced Electronic Spreadsheets (ABT-146)
- Business Calculators & Mathematics (ABT-147)
- Business English (ABT-148)
- Business Communications (ABT-149)
- Accounting I & II (ABT-161/162)
- Legal Office Procedures (ABT-171)
- Introduction to the Canadian Legal System (ABT-170)
- Medical Administrative Procedures (ABT-185)
- And many more

Monthly starts Online \$86 to \$258 per course

For a complete list of courses and times, visit [www.nic.bc.ca](http://www.nic.bc.ca) and search course by subject: ABT

### COMPUTERS

#### Introduction to Windows (CPA-014)

Learn to multi-task and change settings; how to manage files; Windows Explorer; add shortcuts; and how to use and change the task bar and start menu settings. Learn about viruses and information on anti-virus software.

**Sign up now for future courses!** \$175/4 sessions

This class will be held at NIC in Ucluelet with sufficient demand. Please call 250-726-2697 or email [william.morrison@nic.bc.ca](mailto:william.morrison@nic.bc.ca) to express interest. When the course has been scheduled, we'll contact you with the details.

#### Word Level 1 (CPA-010)

Word processing is simplified with the newest version of Microsoft Word. Learn about Word's ribbon interface, Office Backstage and the Quick Access toolbar. Explore ways to create, close and save documents; manipulate text; format text the quick and easy way with the ribbon interface; proof read your document and print.

**Sign up now for future courses!** \$175/4 sessions

This class will be held at NIC in Ucluelet with sufficient demand. Please call 250-726-2697 or email [william.morrison@nic.bc.ca](mailto:william.morrison@nic.bc.ca) to express interest. When the course has been scheduled, we'll contact you with the details.

#### Word Level 2 (CPA-020)

Learn intermediate skills in Microsoft Word to create more complex documents. Topics include working with tables, inserting pictures or shapes, setting up columns of information, saving repetitive pieces of text or graphics for easy access at a later date, setting up mass mailings and sharing documents.

**Prerequisites:** CPA 010 Word Level 1 or previous Word experience.

**Sign up now for future courses!** \$175/4 sessions

This class will be held at NIC in Ucluelet with sufficient demand. Please call 250-726-2697 or email [william.morrison@nic.bc.ca](mailto:william.morrison@nic.bc.ca) to express interest. When the course has been scheduled, we'll contact you with the details.

#### To register for Continuing Education courses or ask a question:

Visit [www.nic.bc.ca/howtoregister](http://www.nic.bc.ca/howtoregister)  
Email [william.morrison@nic.bc.ca](mailto:william.morrison@nic.bc.ca)  
Or call 250-726-2697 today.

**Excel Level 1 (CPA-011)**

This course introduces the latest version of Microsoft Excel, one of several widely used electronic spreadsheet and graphing applications. Participants will learn the basics of creating and navigating spreadsheets, how to apply formatting, auto formatting, editing, copying and moving, inserting rows/columns, simple formulas, data entry, charting and printing. In this 12-hour course we will also look at absolute and relative addressing, one of the many features of this amazing program.

**Sign up now for future courses!** \$175/4 sessions

This class will be held at NIC in Ucluelet with sufficient demand. Please call 250-726-2697 or email [william.morrison@nic.bc.ca](mailto:william.morrison@nic.bc.ca) to express interest. When the course has been scheduled, we'll contact you with the details.

**Simply Accounting Level 1 (CPA-015)**

Set-up and use all six modules in Simply Accounting with emphasis on the General Ledger, Accounts Payable, Receivable and Payroll modules. Job Cost and Inventory modules may also be introduced.

**Prerequisites:** Basic bookkeeping, familiarity with Windows.

**Sign up now for future courses!** \$175/4 sessions

This class will be held at NIC in Ucluelet with sufficient demand. Please call 250-726-2697 or email [william.morrison@nic.bc.ca](mailto:william.morrison@nic.bc.ca) to express interest. When the course has been scheduled, we'll contact you with the details.

**Bring Your Own Mac (GENI-4540)**

You just got a Mac, what do you do? Bring your Mac to class and learn about Snow Leopard, installing programs, Mac keyboard shortcuts, the Dock, burning a CD, search engines, Dashboard widgets, where the guts of the Mac are, email, internet, saving and sending files to a Windows computer, downloading games, programs, and more... Please bring your own Mac to class.

**Sign up now for future courses!** \$140/5 sessions

This class will be held at NIC in Ucluelet with sufficient demand. Please call 250-726-2697 or email [william.morrison@nic.bc.ca](mailto:william.morrison@nic.bc.ca) to express interest. When the course has been scheduled, we'll contact you with the details.

**FIRST AID****Occupational First Aid Level 1 (OFA-010)**

This is a WorkSafeBC course that includes an introduction to CPR, choking and hemorrhage control, and minor wound care according to WorkSafeBC Regulations, Part 3 Guidelines (3.14 - 3.21). This is an excellent entry level WorkSafeBC First Aid course that is recognized by local industry. Certification is by WorkSafeBC and is valid for three years.

**Prerequisites:** Students must be at least 16 years of age; some previous knowledge of First Aid/CPR is advised. Picture identification must be brought to the first class.

Jan 23	Mon, 8:30 am - 4:30 pm	\$115
Mar 14	Wed, 8:30 am - 4:30 pm	\$115

**Marine Basic First Aid & CPR C (FAC-082)**

The Marine Basic First Aid course meets defined Federal Transport Canada Marine Safety Training Standards for Marine First Aid. This course provides individuals with a basic training level of First Aid and CPR required by the Marine Industry. Certification is by the Canadian Red Cross and Marine Transport Canada with a certification period of three years.

**Prerequisites:** ALL students registering for Marine First Aid courses must provide their Candidate Document Number (CDN) at the time of registration AND bring their number to the first class. Students can apply for their number through Transport Canada, [www.tc.gc.ca/wwwdocs/Forms/82-0701\\_1004-01\\_BO.pdf](http://www.tc.gc.ca/wwwdocs/Forms/82-0701_1004-01_BO.pdf). This is a Transport Canada requirement.

Feb 6 & 7	Mon & Tue, 8:30 am - 4:30 pm	\$175/2 sessions
Mar 1 & 2	Thu & Fri, 8:30 am - 4:30 pm	\$175/2 sessions
Apr 11 & 12	Wed & Thu, 8:30 am - 4:30 pm	\$175/2 sessions

**Emergency Child Care First Aid with CPR Level B (FAC-010)**

This course is designed for parents and caregivers of children up to eight years of age. Topics include: recognition of home hazards, accident prevention, and safety education. Skills focus on respiratory distress, CPR, AED, bleeding management and common first aid situations. This course is acknowledged by the Ministry of Health and the Provincial Child Care Facilities Licensing Board. Certification period is three years, but yearly recertification in CPR Level B is recommended.

**Prerequisites:** Minimum 16 years of age.

**Sign up now for future courses!** \$85

This class will be held at NIC in Ucluelet with sufficient demand. Please call 250-726-2697 or email [william.morrison@nic.bc.ca](mailto:william.morrison@nic.bc.ca) to express interest. When the course has been scheduled, we'll contact you with the details.

**CPR Level C with AED (HRT-011)**

This is an adult, child, and infant CPR course. Skills taught and practiced include one- and two-rescuer CPR management of the obstructed airway; Automated External Defibrillation (AED); and adult, child, and infant CPR techniques. Skills taught and practiced include one rescuer CPR, choking, barrier devices/pocket masks, and AED. Certification period is three years, but yearly recertification is recommended.

**Prerequisites:** 16 years of age before course starts

**Sign up now for future courses!** \$55

This class will be held at NIC in Ucluelet with sufficient demand. Please call 250-726-2697 or email [william.morrison@nic.bc.ca](mailto:william.morrison@nic.bc.ca) to express interest. When the course has been scheduled, we'll contact you with the details.

**FOODSAFE****FoodSafe Level I (TFS-010)**

This is a short course, designed for employees of the food service industry. Topics include microbiology, types of foodborne illness, receiving and storing food safely, preparing food, serving food, personal hygiene, ware washing and cleaning.

**Note:** Bring a bag lunch and beverage.

**Sign up now for future courses!** \$89

This class will be held at NIC in Ucluelet with sufficient demand. Please call 250-726-2697 or email [william.morrison@nic.bc.ca](mailto:william.morrison@nic.bc.ca) to express interest. When the course has been scheduled, we'll contact you with the details.

**HOSPITALITY****Over 20 Hospitality Distance Courses**

Improve your employability in the hospitality industry with training courses from the American Hotel & Lodging Educational Institute, the international standard for hospitality excellence. Course topics include:

- Hospitality Supervision
- Front Office Procedures
- Room Division Management
- International Hotel Management
- And many more

Ongoing starts Distance \$275 per course + books

Visit [www.nic.bc.ca/tourism](http://www.nic.bc.ca/tourism), and click on "Hospitality Distance Learning" for a complete list of courses. To register, call 1-888-293-3177.

**LITERATURE****A Look at Classics (GENI-6205)**

Henry Miller once wrote that "one's destination is never a place but a new way of seeing things", an assertion as true for learning as it is for travel. In this course we will explore ancient Greece, which marks the longest trajectory of fluid cultural development of any society known to history. At their very best the Greeks redefined what it means to be human while fostering free and open democratic debate and discussion, and at their worst they championed battle and bloodshed, slavery and greed. You will be guided through readings and discussions of ancient Greece's most enduring classical texts in an effort to discover traces of their world in our own. The material chosen for this course is rich and engaging, and includes Homer's epic poem the Odyssey, and the tragic plays Oedipus the King by Sophocles, and Medea by Euripides.

**Sign up now for future courses!** \$150 + HST/6 sessions

This class will be held at NIC in Ucluelet with sufficient demand. Please call 250-726-2697 or email [william.morrison@nic.bc.ca](mailto:william.morrison@nic.bc.ca) to express interest. When the course has been scheduled, we'll contact you with the details.

**SAFETY****Orientation to WHMIS Online (WSF-019)**

This is a comprehensive program that covers all major topics relevant to new hires. The online material will cover the fundamental information for worker education, including material safety and training.

**Note:** You must complete the course within 30 days. Ask for an information sheet when registering. Email address required.

Online \$33

**WHMIS Refresher Online (WSF-020)**

This course can be used on an annual basis to refresh employee WHMIS knowledge.

**Note:** You must complete this course within 30 days. Email address required.

Online \$33

**Online Confined Space Pre-Entry (WSF-024)**

This detailed and interactive online course provides a basic understanding of confined spaces in the workplace, the legislation that governs them and the hazards associated with entering them.

**Note:** You must complete this course within 30 days. Email address required.

Online \$33

**Online Transportation of Dangerous Goods (MVO-071)**

This course provides shippers, handlers and drivers with clear understanding of the basic transportation of dangerous goods which meet the requirements of federal and provincial legislation. The flexible online format allows participants to complete the course at their own pace and convenience.

**Note:** You must complete this course within 30 days. Email address required. Ask for information sheet when registering.

Online \$55

**To register for Continuing Education courses or ask a question:**

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Email [william.morrison@nic.bc.ca](mailto:william.morrison@nic.bc.ca)

Or call 250-726-2697 today.

## OVER 200 ONLINE COURSES

Through North Island College and Ed2Go, adult learners have access to an online catalogue of more than 200 courses, all delivered by expert instructors with exceptional insight into their respective areas of knowledge.

### All Courses 100% Online - \$159 + HST each

- Six week courses
- Instructor-facilitated
- Open to everyone
- Start Nov 9, Dec 14, Jan 18, Feb 15, Mar 21, Apr 18, and more

Check out sample courses below or browse the complete catalogue online: [www.ed2go.com/nic](http://www.ed2go.com/nic).

## ADOBE SOFTWARE

### Intermediate Dreamweaver CS5

Take your web design skills to new heights as you master advanced Adobe Dreamweaver CS5 techniques.

### Intermediate Flash CS4

Master the use of more advanced Flash techniques including Movie Clip symbols, ActionScript, animation, application programming, and interactivity techniques.

### Intermediate Flash CS5

Master the use of more advanced Flash techniques including Movie Clip symbols, ActionScript, animation, application programming, and interactivity techniques

### Intermediate Photoshop CS4

Learn advanced techniques for using Adobe Photoshop CS4 to edit your images and photos.

### Introduction to Adobe Acrobat 9

Create PDF documents and more with Adobe Acrobat 9 Pro, and learn to use many of the software's time- and cost-saving features.

### Introduction to Flash CS5

Learn how to use Adobe Flash CS5 to create engaging Web sites, Flash movies, animation, and interactive applications.

### Introduction to Illustrator CS5

Learn to create vector graphics and add amazing effects using Adobe Illustrator CS5.

### Introduction to InDesign CS5

Learn how to use Adobe InDesign CS5 software to design and produce professional-quality letterhead, brochures, business cards, and more.

### Introduction to Photoshop CS5

Learn how to use Adobe Photoshop CS5, the world's best graphics program, to edit and process photos and create original images.

## BUSINESS & LEADERSHIP

### Administrative Assistant Applications

Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant.

### Administrative Assistant Fundamentals

Prepare to take advantage of the many new job opportunities in health care, legal services, and other industries.

### Going Green at the Workplace

Learn cost-effective ways to position your business as a responsible environmental leader in a world of green consumers and carbon-conscious regulators.

### Introduction to Business Analysis

Learn powerful techniques to improve your decision-making skills at work.

### Manufacturing Applications

Increase efficiencies and productivity by learning to apply the principles and concepts of manufacturing.

### Manufacturing Fundamentals

Learn the basic skills required to work in the manufacturing field.

### Purchasing Fundamentals

Improve your company's bottom line by mastering the fundamentals of purchasing.

### Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, coworkers, neighbors, or relatives.

### Building Teams that Work

Learn the secrets of dynamic team building.

### Distribution and Logistics Management

Learn how to improve your company's distribution and logistics management activities, increase customer satisfaction, and improve operational throughput.

### Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

### Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

### Managing Customer Service

Become indispensable to any organization by understanding how to identify/meet customer needs.

### Understanding the Human Resources Function

Learn to handle basic human resource functions to ensure the best possible results.

## 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.

### Photoshop CS5 for the Digital Photographer II

If you already know the basics of Photoshop CS5, take your photo-editing skills to the next level by mastering its advanced features.

### Photoshop Elements 9 for the Digital Photographer

Learn the secrets of Adobe's Photoshop Elements 9 and bring out the best in your images.

### Photoshop Elements 9 for the Digital Photographer II

Master the tools in Adobe's Photoshop Elements 9, and take your image-editing skills to the next level!

## JOB SEARCH

### Listen to Your Heart, and Success Will Follow

Design a life that makes you happy by learning how you can use work to express yourself and share your interests and talents.

### 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.

## 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.

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

Visit [www.ed2go.com/nic](http://www.ed2go.com/nic)

Email [leanne.moore@nic.bc.ca](mailto:leanne.moore@nic.bc.ca)

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

### 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.

### Easy English 1

In this easy and fun course, you'll learn the basic English skills you need for real-life activities including shopping, job-hunting, and handling medical emergencies.

### 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.

### Grammar for ESL

If English is your second language and you're headed to college, this course will teach you the principles of grammar and structure you'll need to succeed.

### 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.

### Teaching ESL/EFL Grammar

Learn new methods for teaching English grammar that will both engage and challenge ESL/EFL students.

### Teaching ESL/EFL Reading

Discover practical techniques and methods for teaching reading in any ESL or EFL environment that will help you become a more confident and effective reading teacher.

### Teaching ESL/EFL Vocabulary

Discover what makes a well-balanced vocabulary course when you're teaching ESL and how to plan one that truly meets your students' needs.

#### There's even more to explore.

Browse dozens of subjects and hundreds of Ed2Go courses online:  
[www.ed2go.com/nic](http://www.ed2go.com/nic)

## 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.

### Goodbye to Shy

Become more confident in social, professional, and romantic situations.

### 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.

### 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 Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

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

Visit [www.ed2go.com/nic](http://www.ed2go.com/nic)  
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**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.

**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.

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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.

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

**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.

**Differentiated Instruction in the Classroom**

Improve your ability to teach diverse learners with real-world examples from elementary, middle, and high school classrooms.

**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.

**Solving Classroom Discipline Problems**

Veteran teacher reveals the secrets to an orderly classroom. A step-by-step approach to effective, positive discipline.

**Teaching Preschool: Inspiring Lessons**

In this course on teaching preschoolers, you'll learn how to come up with creative and balanced preschool lesson plans for every month of the school year.

**Teaching Students With Autism**

Help your students with high-functioning autism and Asperger's Syndrome unlock their potential in the classroom.

**The Creative Classroom**

Enrich your teaching talents and encourage your students' creative thinking as you learn to turn your classroom into a creative classroom.

**Understanding Adolescents**

Uncover the secrets of the adolescent mind. Gain valuable information on how they feel, how their identities develop, and how you can best meet their 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.

**Introduction to CSS and XHTML**

Learn to create state-of-the-art Web sites using modern CSS and XHTML techniques.

**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.

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

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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—from Canadian history to space science—all starting 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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Visit [www.nic.bc.ca/apply](http://www.nic.bc.ca/apply)  
Email [questions@nic.bc.ca](mailto:questions@nic.bc.ca)  
Or call 250-726-2697 today.

## 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](http://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](http://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. Students can also work with a tutor if needed.

**Prerequisites:** English placement testing

Jan 3 - May 25                      Self-paced, flexible drop in                      \$\$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                      Self-paced, flexible drop in                      \$\$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                      Self-paced, flexible drop in                      \$\$0 + books/fees

### Grade 9 - Intermediate Reading Skills (ENG-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                      Self-paced, flexible drop in                      \$\$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                      Self-paced, flexible drop in                      \$\$0 + books/fees

### Grade 11 - Introduction to Literature (ENG-060)

Through a systematic study of major literary forms, students will master essential literary techniques, develop skill in critical analysis, improve essay writing skills and prepare a research paper. The course includes a selection of essays, short stories, novels, poems and plays. This is a high school completion course in English literature and satisfies the requirements for English in the ABE Provincial Level Diploma program.

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

Jan 3 - May 25                      Self-paced, flexible drop in                      \$\$0 + books/fees

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Meet with a student advisor  
Email [william.morrison@nic.bc.ca](mailto:william.morrison@nic.bc.ca)  
Or call 250-726-2697 today.

### 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	\$50 + books/fees
Jan 3 - May 25	Self-paced, flexible drop in	\$50 + books/fees

## 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	\$50 + books/fees
Jan 3 - May 25	Self-paced, flexible drop in	\$50 + 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	\$50 + books/fees
Jan 3 - May 25	Self-paced, flexible drop in	\$50 + 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	\$50 + books/fees
Jan 3 - May 25	Self-paced, flexible drop in	\$50 + 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 (high school Math), MAT 034, or placement testing.

Jan 3 - Jun 8	Distance	\$50 + books/fees
Jan 3 - May 25	Self-paced, flexible drop in	\$50 + 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	\$50 + books/fees
Jan 3 - May 25	Self-paced, flexible drop in	\$50 + 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	\$50 + books/fees
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### Grade 12 - Provincial ABE Mathematics (MAT-060)

This course is designed for the student requiring BC Algebra 12 or ABE Provincial level mathematics for entry to academic, technical and vocational programs. The content of MAT 060 covers a variety of topics. The mandatory topics include: functions and graphs; polynomial and rational functions; exponential and logarithmic functions; trigonometric functions; and sequences and series. Other topics may be included if time permits.

**Prerequisites:** C+ in Principles of Math 11 or Precalculus Math 11 or MAT 053 or B+ in Foundations of Math 11 or placement testing.

Jan 3 - May 25	Self-paced, flexible drop in	\$50 + books/fees
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## 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	\$50 + books/fees
Jan 3 - Jun 8	Distance	\$50 + 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	\$50 + books/fees
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### 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	\$50 + books/fees
Jan 3 - Apr 13	Distance	\$50 + books/fees

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

Required lab section for PHY-050.

Jan 3 - Apr 13	Distance	\$50 + books/fees
Jan 3 - Jun 8	Distance	\$50 + 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	\$50 + books/fees
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### College Preparatory Physics II Lab (PHY-060L)

Required lab section for PHY-060.

Jan 3 - Jun 8	Distance	\$50 + books/fees
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Email [william.morrison@nic.bc.ca](mailto:william.morrison@nic.bc.ca)  
Or call 250-726-2697 today.

# PROGRAMS AT A GLANCE

North Island College programs held in Ucluelet or via distance learning.

PROGRAM	START	LENGTH	TUITION *	ACADEMIC ADMISSION REQUIREMENTS *	LOCATION
<b>UPGRADING</b> www.nic.bc.ca/upgrading					
<b>English, Math, Sciences</b> 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	
<b>BC Adult Graduation Diploma</b> Complete the high school level courses to earn your graduation diploma.	Year-round	Flexible	\$0	Minimum 19 years old upon completion	
<b>UNIVERSITY STUDIES</b> www.nic.bc.ca/universitytransfer					
<b>University Studies Program</b> 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.	
<b>University Transfer Plans</b> 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.	
<b>University Dual Admission</b> 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.	
<b>Bachelor of Arts Transfer</b> 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.	
<b>Bachelor of Education Transfer</b> 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.	
<b>APPLIED BUSINESS TECHNOLOGY</b> www.nic.bc.ca/business					
<b>Office Assistant 1 Certificate</b> 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	
<b>Administrative Assistant Certificate</b> 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	
<b>Computing Accounting Assistant Certificate</b> 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	
<b>Legal Administrative Assistant Certificate</b> 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	
<b>Medical Office Assistant Certificate</b> 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	
<b>Office Management Certificate</b> 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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## REGISTER NOW!

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### Marine Training & Continuing Education

[www.nic.bc.ca/howtoregister](http://www.nic.bc.ca/howtoregister)

To register for courses, visit your North Island College centre in Ucluelet or call 250-726-2697.

### Ed2Go Online Courses

[www.ed2go/nic](http://www.ed2go/nic)

To register for courses, visit [www.ed2go/nic](http://www.ed2go/nic) or call 1-888-414-8242 ext. 8705.

### University Studies & Upgrading

[www.nic.bc.ca/apply](http://www.nic.bc.ca/apply)

To apply and register for courses, visit your North Island College centre in Ucluelet or call 250-726-2697.

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## ASK AN ADVISOR

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Come talk to us! Get help with education and course planning, transfer information, and financial aid or funding options, and more. To book an appointment, call 250-726-2697.

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## NORTH ISLAND COLLEGE - UCLUELET CENTRE

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### Student Services & Registration

[www.nic.bc.ca/services](http://www.nic.bc.ca/services)

Tel: 250-726-2697 | Fax: 250-726-2698

Address: Box 198, 10 - 1636 Peninsula Road, Ucluelet, BC, V0R 3A0

### Hours of Operation:

Monday, 10 am - 4:30 pm

Tuesday, 10 am - 4:30 pm

Wednesday, 10 am - 9 pm

Thursday, 10 am - 4:30 pm

### Textbook Search online

[www.nic.bc.ca/services/campusinfo/book\\_search.aspx](http://www.nic.bc.ca/services/campusinfo/book_search.aspx)

### Library online

[www.nic.bc.ca/library](http://www.nic.bc.ca/library)

[WWW.NIC.BC.CA](http://WWW.NIC.BC.CA)

