

NORTH ISLAND



COLLEGE

Electrician

Handbook for

Electrician Apprentices

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CAMPBELL RIVER CAMPUS
HANDBOOK FOR CONSTRUCTION ELECTRICIAN
APPRENTICES
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WELCOME TO CONSTRUCTION ELECTRICIAN TECHNICAL TRAINING AT NIC

Fall 2010

Thank you for your application to Construction Electrician Apprenticeship Training at North Island College. We look forward to having you study with us!

Our goal is to help you become the best Construction Electrician you can be. While we recognize your initial concern may be just to pass each year and your final Interprovincial Exam, our desire is for you to learn the required skills and knowledge of the trade so well, that writing the exams is not the barrier they may first appear to be. If your goal is to fully understand the whys of the trade, and not to focus on memorizing responses to exam questions, you will have taken a first key step to success. By taking this approach you will find that writing exams will be much easier as you will understand more completely the situations you face and will know how to apply your knowledge in a more comprehensive way.

We hope you will look at your apprenticeship as four years continuous of learning: not as 4 – ten week periods of cramming for exams. NIC is committed to working with our Program Advisory Committees to continually assess our training programs to ensure you are receiving the best training possible. We are also committed to working together to ensure you are receiving the training in the workplace that will prepare you in advance of your next period of Technical Training.

You may find that your in school training periods are very intense, especially because of the quantity of reading you will be required to do. The more you read prior to coming to class and the more you have experienced in your workplace relevant to the parts of the trade to be studied in your next session, the more meaningful you will find your time in class. Again, this approach will help you gain a more complete understanding of the topics being studied.

The information in this package is intended to help you become familiar with what you will study, how to prepare for school and to provide you with information about NIC's services. It includes a math self-test, which you can use to assess your current abilities in math and if needed, information about where and how to get help. Also included is a list of materials you will require for your sessions and a list of topics for each year.

We look forward to helping you learn your trade and successfully complete your apprenticeship.

NIC CONSTRUCTION ELECTRICIAN APPRENTICESHIP TECHNICAL TRAINING

GENERAL PROGRAM INFORMATION

The Construction Electrician Apprenticeship Training Program at North Island follows the provincial program outline that was prepared with advice and direction from an industry Steering Committee convened by the British Columbia Construction Association with funding support from the Industry Training Authority. The Steering Committee's key function was to:

- Help to ensure that learning outcomes / course competencies and objectives continue to meet both the requirements of the workplace and the National Occupational Standards (Red Seal);
- Identify, and advise about desired practices and training emphasis that will help to ensure the effectiveness of program graduates in the workplace;
- Act as the voice of industry in communicating construction electrician training requirements to the ITA and the community.

Program Outline

Training follows the current BC Program Outline for Construction Electrician, which was last revised by the Province in 2006.

Preparation for School

You will find that if you look at your apprenticeship training period as four years of continuous learning, rather than 4 – ten week blocks of technical training, you will benefit tremendously throughout your apprenticeship. While neither the ITA nor NIC impose specific prerequisites for entry to technical training, you will find that you will be more successful if your abilities in mathematics, reading and writing are at a sufficient level.

To assist you to determine your readiness for College, a Math Review is included with this document. The successful completion of these questions should indicate your readiness for the types of problems you will be required to solve within your training program. If you have difficulty successfully completing the math review you are advised to undertake additional study prior to attending College. While attending college you will then be more able to concentrate on the content areas being learned, rather than having to spend significant time working on your math skills or reading comprehension. Your first step should be to have your current knowledge of both Math and English assessed at the College. This can be done through any campus of NIC. The professionals who provide these assessments can best advise you about recommended review or upgrading that is available to assist you. At NIC we recognize that a good understanding of mathematics and physics will improve your chances of success.

Trade Skills

Your employer has a key responsibility to ensure you apply and practice all trade skills in the workplace. You should work out a plan with your employer to ensure you have opportunity to practice all trade related skills listed in the Program Outline, relevant to the next period of technical training in which you will enrol. Prior hands-on experience in the content areas you will study will be very helpful as you will find the material much more meaningful when you discuss in class.

NIC CONSTRUCTION ELECTRICIAN APPRENTICESHIP TRAINING SCHEDULE

For the most up-to-date apprenticeship schedules please visit the
Trades Training Consortium of British Columbia at
www.tradetrainingbc.ca.

*Note: North Island College reserves the right to cancel any class or change
posted dates.*

NIC CONSTRUCTION ELECTRICIAN APPRENTICESHIP AND ENTRY LEVEL TRAINING

PERSONAL PROTECTION AND CLASSROOM SUPPLY LIST

REQUIRED

- Electronic Calculator Sharp EL-520WBBK or equivalent
- HB pencils
- Highlite marker
- 1 set coloured pens or pencils
- Plastic rule – 12”
- Binder and note paper
- Digital multi-meter of reasonable quality
- Safety glasses
- Text books and learning guides – details provided at NIC Bookstore

OPTIONAL

- Coveralls
- Steel Toe Safety Boots (Shoes)

Please note Classroom Supplies are available for purchase at the NIC Bookstore.

LEARNING RESOURCES

All text books and Classroom Supplies are available through the North Island College bookstore.
For the most recent book list please contact the bookstore at 250-923-9705 or conduct a book search via the following link:

http://www.nic.bc.ca/services/campusinfo/book_search.aspx

**** Note that some texts are used in all levels and do not need to be purchased each term as long as the student owns them.****

PROGRAM PROFILE
CONSTRUCTION ELECTRICIAN APPRENTICESHIP TECHNICAL TRAINING

Level 1	Level 2
Essential Skills	Essential Skills
Safe Work Practices	Circuit Concepts
Tools and Equipment	Test Equipment
Circuit Concepts	CEC, Regulations and Standards
Test Equipment	Electrical Equipment
Drawings and Manuals	Control Circuits
CEC, Regulations and Standards	Low Voltage Distribution Systems
Low Voltage Distribution Systems	
Control Circuits	
Level 3	Level 4
Circuit Concepts	Circuit Concepts
Test Equipment	Test Equipment
CEC, Regulations and Services	CEC, Regulations and Standards
Low Voltage Distribution Systems	Low Voltage Distribution Systems
Electrical Equipment	Electrical Equipment
Control Circuits	Control Circuits
	Signal and Communication Systems
	High Voltage Systems

For more detailed program profile information visit:

<http://www.itabc.ca/AssetFactory.aspx?did=338>

MATH REVIEW FOR ELECTRICIAN APPRENTICES

The following questions are for you to self-assess your current knowledge of math, to inform you whether you are prepared for the types of questions you will be required to complete as part of your apprenticeship technical training. Use these questions as a self-test by completing the questions on your own, without looking at the answers provided. If you cannot answer all the questions below, you should seek assistance prior to coming to your technical training session. While additional help is available while you are in school, it will be to your benefit to undertake this study prior to schooling, especially as you will find the workload will be quite heavy as it is. The intention is to ensure you understand how to apply these types of questions.

1. Addition

a) $2.027 + 16.6 + 153 =$ _____

b) $326.008 + 13 \frac{3}{8} + 4 \frac{1}{4} =$ _____

c) $\frac{5}{8} + \frac{3}{4} + \frac{13}{16} =$ _____

d) $14 \frac{3}{10} + 8 \frac{7}{15} + 6 \frac{9}{20} + 2 \frac{17}{30} =$ _____

2. Subtraction

a) $523 - 34.08 =$ _____

b) $0.065 - 0.0007 =$ _____

c) $\frac{1}{3} - \frac{1}{4} =$ _____

3. Multiplication and Division

a) $99 \times 8 =$ _____

b) $807 \times 12.2 =$ _____

c) $10.08 \times 6 \frac{2}{5} =$ _____

- d) $24 \div 5 =$ _____
- e) $192.8 \div 12.05 =$ _____
- f) $10212 \div 222 =$ _____
- g) Divide $12 \frac{3}{4}$ by 8 = _____
- h) $(2 \times \frac{5}{6}) \times (6 \div \frac{7}{10}) =$ _____

4. Decimals

- a) Express $\frac{1}{8}$ as a decimal _____
- b) Express 60% as a decimal _____
- c) Express $1 \frac{5}{8}$ as a decimal _____
- d) Express $\frac{900}{320}$ in its lowest terms _____
- e) What is the lowest common denominator of the fractions $\frac{1}{4}$, $\frac{1}{5}$, & $\frac{1}{6}$? _____
- f) $\frac{1}{3} + \frac{1}{4} =$ _____
- g) $\frac{31}{5} + \frac{11}{3} =$ _____
- h) Change 3.4 into a fraction _____

5. Percentage

- a) What is 4.5% of 1200 _____
- b) What percentage of 80 is 16 _____
- c) Express 60% as a fraction _____
- d) Express 152.6 as a percentage. _____

6. Algebra

- a) If $a = 2$, $b = 6$, $c = 4$, $x = 3$ and $y = \frac{1}{2}$ calculate the following:
- i) $2by =$ _____
- ii) $2a(cy + bc) =$ _____

iii) $a^2 - y^2 =$ _____

iv) $8ac + 5ax =$ _____

b) Simplify these terms

i) $a + (b + a) =$ _____

ii) $5a - (a - b) =$ _____

iii) $8ab - (2ab - 2a^2) =$ _____

c) Solve for x

i) $5x + 10 + 4x =$ _____

ii) $ax + b = cx + d$ X= _____

iii) $E = IR$

I = _____

R = _____

d) How many $2\frac{1}{2}$ " lengths of rod can be cut from a length that is 31" long, assuming there is no waste from cutting?

7. Geometry, Area & Volume

a) What is the area of a room that is 5 m wide and 8 m long?

b) What is the area of the end of a 2" diameter shaft?

c) If the diameter of a circle is 102 cm, what is the radius?

d) If the radius of a circle is 27 cm what is the diameter?

e) If the circumference of a circle is 88 cm what is its diameter?

- f) What is the volume of a box that measures 2.5 m wide x 2.75 m long x 1.2 m high?

- g) A concrete machine base measures 6 m x 8.5m x 0.6m. What is the volume of concrete in the base?

- h) If one cubic foot equals 6.23 gallons, how many gallons will be held in a tank of $26 \frac{2}{3}$ cubic foot capacity?

- i) What is the inside diameter of a pipe that has a wall thickness of $\frac{3}{16}$ " and an outside diameter of 2' ?

- j) What is the circumference of a 12 foot diameter tank? (Round to 2 decimal places.)

8. Ratio & Proportion

- a) It costs \$120 for 10 feet of 4 inch conduit. What will it cost for 50 feet of 4 inch conduit?

- b) An electric drill has a chuck attachment to obtain a slower speed. If the attachment has a ratio of 4:1, find the resulting speed if the drill normally turns at 3600 RPM.

- c) If 4 electricians can complete a job in 8 hours how long will it take 3 electricians to complete the same job?

- d) A 250 foot run of steel EMT conduit expands at a rate of 1.12×10^{-5} per °C. What is the new length of the conduit run if the temperature rises by 26°C?

9. General Formulas

Solve for the indicated variable:

$$X_L = 2\pi fL, \quad L =$$

$$N_s = \frac{E_s N_p}{X}, \quad N_p =$$

10. Trigonometry

- a) A right angle triangle has one sides of the following lengths:
a= 25, b=15,
Find the length of the hypotenuse.
- b) A tree casts a shadow that is 57 feet long and the angle from the tip of the shadow to the top of the tree is 27° . How tall is the tree?
- c) An elevated loading platform has an 8 foot long ramp leading from the road to the top of the platform. The platform is 1.5 feet above the road. What is the angle of the ramp with the road?

D) ANSWERS TO MATH REVIEW

Question	Answer	Question	Answer
1a	171.62	8a	\$600.
1b	343.633	8b	900RPM
1c	2-3/16	8c	10.67 hrs.
1d	31.78	8d	250.072 ft.
2a	488.92	9	$L=Xl/(2\pi f)$
2b	0.0643		$Np=(Ns(X))/Es$
2c	1/12	10a	29.15
3a	792	10b	29 ft.
3b	9,845	10c	10.8°
3c	64.51		
3d	4.8		
3e	16		
3f	46		
3g	1.594		
3h	14.286		
4a	0.125		
4b	0.6		
4c	1.625		
4d	2.8 or 2 13/16		
5a	54		
5b	20%		
5c	3/5		
5d	152.60%		
6ai	6		
6aai	104		
6aiii	3-3/4		
6aiv	94		
6bi	2a+b		
6bii	4a+b		
6biii	$6ab+2a^2$		
6ci	-10/9		
6cii	$(d-b)/(a-c)$		
6ciii	I=ER		
	R=E/I		
7a	40m ²		
7b	3.14in ²		
7c	51cm		
7d	54cm		
7e	28cm		
7f	8.25m ³		
7g	30.6m ³		
7h	166.13gal		
7i	23-5/8 in.		
7j	37.7 ft.		

WELCOME TO THE CAMPBELL RIVER CAMPUS OF NORTH ISLAND COLLEGE!

Faculty, Staff and Administration are delighted you have chosen to study at North Island College and hope your studies are both challenging and rewarding for you.

This Handbook is designed to assist you and to help you become familiar with the many services and facilities available to you on the Campbell River Campus.

Given the short time frame for Apprenticeship Technical Training, the amount of material you must learn during your classes requires that you are on top of your studies from the first day, and that you keep up with homework assignments. If you need help to do so, please ask for assistance right away. In addition to your instructor, NIC also provides a range of services including help with Math or Reading, which can be tailored directly to your in-class requirements. Contact information to access this assistance is described in this handbook.

All who work at the Campbell River Campus are committed to your success and are available to answer any questions you may have.

Our desire is to continuously improve what we do to ensure you receive the best possible training. To this end, please let us know about ways in which you believe we can improve our service to you.

We hope your time at North Island College will be successful and does form the solid foundation required as you advance in your trade.

Sincerely,



Don Gillingham
Dean, Trades, Technical & Tourism Programs

CAMPBELL RIVER CAMPUS

HOURS OF OPERATION

Note: The following are general hours of operation of the Campus. Your instructor will provide you with a specific timetable for your course.

MAIN CAMPUS

**1685 SOUTH DOGWOOD STREET
CAMPBELL RIVER, BC
V9W 8C1**

Phone: 923-9700

A map of the campus is included on the page following.

VIGAR ROAD

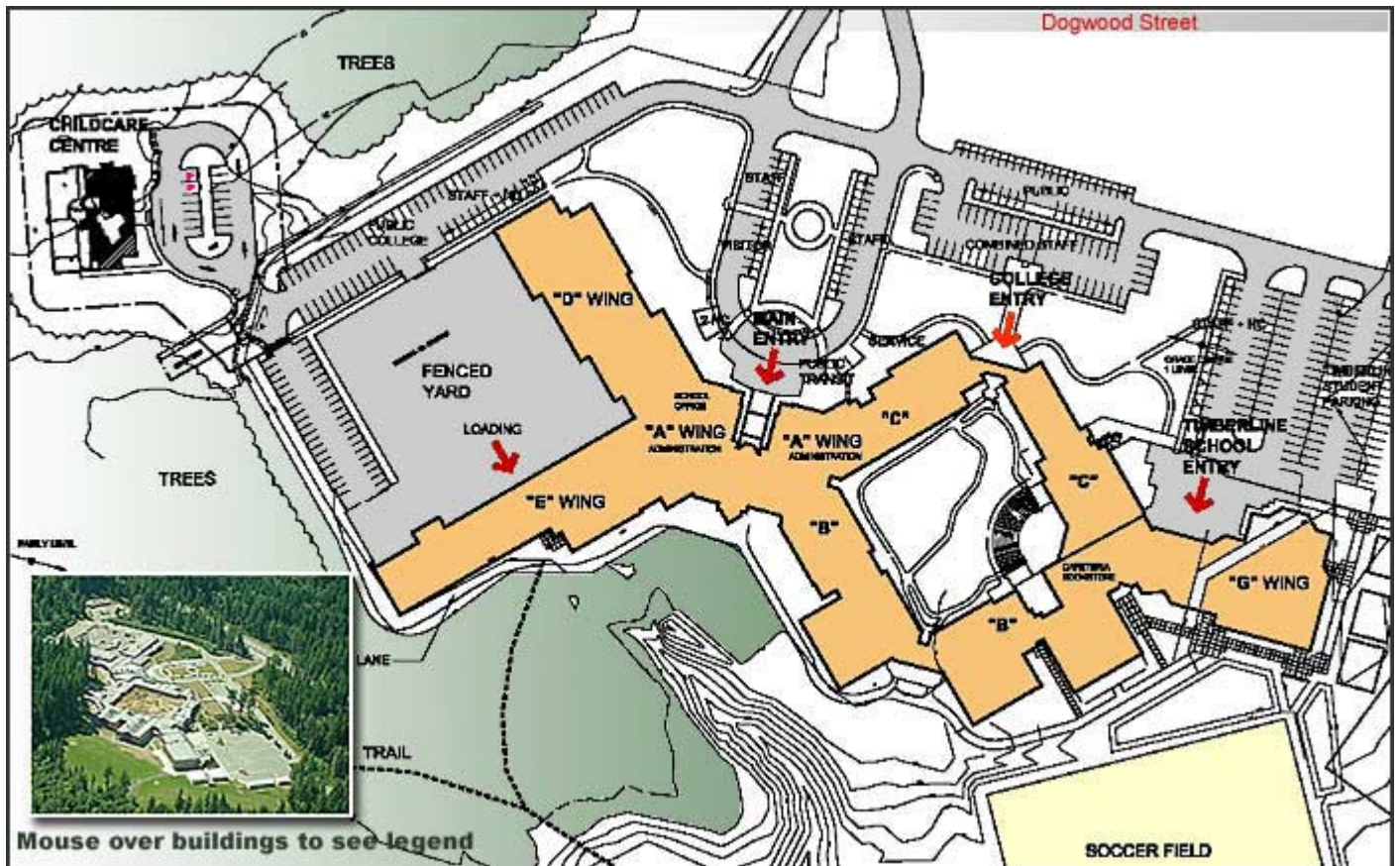
**2780 VIGAR ROAD
CAMPBELL RIVER, BC
V9W 6A3**

Phone: 923-9794

(HEAVY DUTY & COMMERCIAL TRANSPORT MECHANICS, MACHINE SHOP, AIRCRAFT STRUCTURES TECHNICIAN, COASTAL ADVENTURE TOURISM AND CONTRACT TRAINING,)

Hours of Operation – Effective September 7th 2010			
Reception	923-9700 923-9703 Fax	8:30 am – 4:30 pm	M-F
Library	923-9787	8:00 am – 6:00 pm 8:00 am – 4:00 pm	M-TH F
Registration	923-9701	9:00 am – 4:00 pm 9:00 am – 6:00 pm	M, T, TH & F W
Vigar Rd Centre	923-9794	8:30 am – 3:00 pm 8:30 am – 11:30 am	M-TH F

MAIN (DOGWOOD) CAMPUS



ELECTRICAL CLASSROOM LOCATION D-WING (SPECIFIC ROOM TBA)

- "D" WING** – Electrical, Electronics, Millwright, Plumbing, Shops & Classrooms
- "E" WING** – Automotive & Welding Shops & Classrooms
- "A" WING** – Reception and Administration
- "B" WING** – Secondary School
- "C" WING** – Student Services & Classrooms
- "G" WING** – Secondary School

CAFETERIA – Lower Level

CAMPUS SERVICES

ATM MACHINE

Located around the corner from the Bookstore.

COMPUTER ACCESS

Library - Available during normal operating hours for word processing and library catalogue searches.

Computer Labs C201 – Schedules for these labs will be posted on the doors of these rooms. The use of the computer labs will be subject to the availability of lab monitors and space.

DAYCARE

The Pacific Care Society (child care resource and referral services) provides information and referrals for any parents seeking child care. Their toll-free number is 1-888-480-CARE. Pamphlets about this agency are available in Student Services.

In addition, our beautiful Forest Circle Child Care Centre, an on-site Daycare facility, is available for students with children. For further information please contact Judi Malcolm at 923-4440.

FOOD SERVICES

Cafeteria Service – (breakfast, snacks, lunch and dinner): North Island College Professional Cook Training Program provides cafeteria service (grill service, subs, soups, hot entrees, wraps, desserts and daily specials) from 9:00 a.m. to 2:00 p.m. daily. In addition, fine dining is available on Thursday and Friday evenings.

Snack Bar - The Java Mon Concession, located in the Trades Wing (D 222) will be open from 7:30 am to 3:00 pm daily.

LEARNING ASSISTANCE

If you are having difficulty with your studies, the first step is to always ask your instructor for help. In addition, a range of additional opportunities for assistance are available to you. These include:

Flex classes: These are held in the afternoons and evenings. You can sign up for additional help with Math or English, specific to the work in your course. Ask your instructor or anyone in Student Services about assessment testing to access these supports.

Learning Accommodations: If you have a learning disability, a range of accommodations can be made for you. If you are not sure whether you have a disability, the Access for Students with Disabilities Department provides assessment services. Contact student services at 923-9700 to book an appointment to discuss accommodations or assessment.

LOST AND FOUND

Located at the North Island College Reception desk.

NIC STUDENT UNION

Office located north of the bookstore – G105. Phone: 923-9778

PARKING

There is no fee for parking on campus, but there are a few rules to obey. Parking is available in any unmarked parking space. The most convenient place to park is in the area off the end of D-Wing (turn to your right immediately after entering from Dogwood St.) There is not an excess of parking spaces. However, those who arrive early tend not to have any problems finding a space. Parking is not permitted in the Trades compound, or in areas with specific designation. Please respect the following parking areas:

Parking for those with disabilities - reserved for students or employees with disabilities
- must display an appropriate parking sticker

Red curb - no stopping
- this is a bus zone and must be kept clear at all times

Service vehicles only - reserved for service vehicles (e.g. maintenance, courier services)

Yellow curb - no parking
- these areas must be kept clear for buses and emergency vehicles

Staff Parking only – reserved for North Island College and Timberline Secondary employees

NOTE: Additional parking is available on Rockland Road and Hilchey Road. Please watch for parking areas restricted by time (e.g. 3 hour limit).

VEHICLES ILLEGALLY PARKED WILL BE TOWED AT THE OWNER'S EXPENSE

If your vehicle is towed, please call 923-8111 or 287-2161. Towing charge is approximately \$90.00. Vehicles will be towed to #2 – 1893 Coulter Road, Campbell River

PHOTOCOPYING

The photocopier for student use is located in the library. The cost is .15 per copy.

STUDENT MAIL PICK-UP

Marked assignments and other material can be picked up at the College Reception desk, which is open Monday-Friday from 8:30 a.m. to 4:30 p.m. You will be required to show identification.

STUDENT STUDY ROOMS

A totally quiet student study room has been established in A 232. Access to this space is through the Library.

Group study space is available in the Library.

STUDENT SERVICES STAFF

Michelle Hume, Counselor

Brooke Macintosh, Educational/Financial Aid Advisor
Laura Johnston, Aboriginal Education Advisor

Sandra Billard, Admissions Advisor
Carol Matheson, Admissions Assistant

Tara Idiens, Registration Assistant
Theresa Kretzschmar, Registration Assistant
Darlene Ramm, Registration Assistant

Catherine Peters, Service for Students with Disabilities
Marie Ducharme, Learning Specialist

Kathy Kelm, Assessment Clerk

Lee-Ann Bainbridge – Assistant Registrar

Treena Nadon – Employment Service Advisor

SERVICES WE PROVIDE

- Admissions
- Assessment Testing
- Awards and Bursary Program
- Career Search Information
- Crisis Counselling
- Educational Advising
- Financial Aid Information & Advising
- Housing Bulletin Board
- Job Postings
- Registration
- Services to Students with Disabilities

STUDENT RIGHTS AND RESPONSIBILITIES

North Island College is committed to consistent and appropriate decision making through the development, maintenance and review of College policies and procedures. Policies and procedures are for the guidance of College employees and students. The complete NIC Policy Manual is available for viewing on the NIC website at www.nic.bc.ca

The following summary provides an overview of some key policies that may influence your studies while at North Island College:

a. Academic Progress (See North Island College Policy, #3-01)

Students who are considered by the instructor to be at risk for not meeting the learning outcomes of a particular course or program may be required to undergo a performance review. At the end of the review period the student's ongoing status in the course or program will be determined. Each program area will establish and communicate in writing the learning outcomes and performance criteria required to successfully complete the course or program.

b. Student Conduct (See North Island College Policy #3-06)

All members of the North Island College community have the right to work and study in an environment where they feel safe and are treated with respect. All members are responsible for creating and upholding a safe and respectful learning environment. Students are expected to behave responsibly, with due consideration for the setting, and to respect the rights of all members of the college community.

The College reserves the right to take appropriate actions, including legal action or suspension (under the authority of the College and Institute Act), when student behaviour conflicts with these expectations.

Students have a responsibility to become informed about college policies and to ensure their academic and personal conduct does not adversely affect the learning environment.

c. Attendance and Performance in Courses and Programs

As per NIC Policy #3-19 *Attendance and Performance in Courses and Programs*, the following standards apply for Apprenticeship Technical Training (ATT) Classes:

Apprentices/Students are expected to attend every technical training class, and to be ready for class prior to the posted start time each day. ATT classes are intensive sessions and require full participation and engagement by all students. When you are absent you will miss information and important concepts that may not arise again at any other time during your apprenticeship. Often these may be concepts that are fundamental to understanding other elements you will be learning in future years.

Student absences tend to slow the pace and disrupt others' learning. It is not the expectation of instructors to put in extra time to help you learn what you may have missed, nor is it fair to delay progression of others in your class by asking questions about information you would know if you had been present.

No more than 3 unauthorized days absent will be permitted in an ATT class. Each late arrival or early departure will count as ½ unauthorized absences. Your instructor may assign a grade of 'F' if you exceed this maximum.

If you have extraordinary reasons why you must be absent from class, notify and discuss with your instructor well in advance.

d. Human Rights (North Island College Policy #2-08)

North Island College is committed to the principle that all members of the College community have the right to work and study in an environment which is free from harassment. The College does not condone and will not tolerate harassing behaviour which may undermine the dignity, self-esteem, or productivity of any student or employee, and will make every reasonable effort to ensure that no employee or student will be subjected to harassing behaviour.

The College considers any form of harassment of an individual involved in College activities to be a serious violation of that individual's fundamental rights. Such a violation is a serious offence which may be subject to a range of resolutions including, in certain circumstances, disciplinary measures up to and including expulsion in the case of a student, or termination in the case of an employee.

HOUSING

Off-campus housing lists are available through three principle sources:

1. The Trades, Technical and Tourism Division maintains a list of suites, B & Bs, and Room and Board accommodations. This list is developed for use by apprentices only. The list can be located on the Apprenticeship Training web-page of the NIC website:

http://www.nic.bc.ca/PDF_docs/departments/HousingList.pdf
2. Members of the community also post similar types of accommodations on the notice board in the hallway across from the entrance to Student Services on the Campbell River Campus.
3. In addition, there are a variety of commercial motel accommodations available. Please check in the local yellow pages.
4. Accommodations may also be found in the local newspapers: Campbell River Mirror and the Courier Islander.

KEY DATES – 2011/2012

HOLIDAYS

North Island College is closed for all Statutory Holidays. If you are normally required to work on these days you may be required to make arrangements with your employer.

Oct. 10	Thanksgiving, College closed
Nov. 11	Remembrance Day, College closed
Dec. 24–Jan 2	Christmas Break, College closed
Apr. 6 & 9	Good Friday & Easter Monday, College closed
May 21	Victoria Day, College closed
July 1	Canada Day, College closed
Aug. 1	BC Day, College closed

LIBRARY SERVICES

Campbell River Campus and Timberline Secondary School share a joint library facility with a central circulation desk but separate book collections, computer catalogues, and study areas.

Library orientations are scheduled during September, October and January. Check for times at the circulation desk. Please register in advance. Handouts on the use of all services are available.

Please view the following link for up-to-date library schedules:

http://library.nic.bc.ca/about_us/hours.aspx#CR

Library Staff: Library Assistant: Diane Newman
Library Assistant: Eleanor Chadwick

NIC Library Offers:

- Collection of: books, video/dvd, magazines & journals
- Access to BC University & Public Library Catalogues
- Inter-Library Loans
- Full text journal articles & databases
- Computers for word processing and internet access
- Photocopying - self serve at 15 cents a page
- Library orientations
- Research and information guides
- Reciprocal borrowing with Timberline Secondary School
- Community borrowing
- Printing – 10 cents per page
- Pick-up student photo ID cards in the library

Loan Periods:

- General Collection - 2 weeks
- Reserve Articles – 2 hours
- Reserve Books – 1-7 days or In Library Use
- Periodicals - In Library Use Only
- Reference - In Library Use Only
- Videos/DVDs – 3 days

OVERDUE LIBRARY FINES

.25 cents/day regular loans
\$1.00/day inter-library loans & video/dvd's
\$1.00/hour reserve articles
\$5.00/day other reserve items
→ Replacement & processing charges will be levied for lost & damaged books. ←

If a student card has not been issued, a current Registration receipt may be presented as an alternative. You are responsible for all materials borrowed on your card and failure to return them will result in a suspension of borrowing privileges. Your student record will also be flagged preventing release of transcripts and registration in further courses.

Visit our website at <http://library.nic.bc.ca>

CAMPUS BOOKSTORE

NORTH ISLAND COLLEGE

Campbell River ♦ Comox Valley ♦ Port Alberni

From the NIC web site (<http://www.nic.bc.ca>) follow the Student Services/Bookstore link to view online book lists, current prices¹, and our refund policy.



Our Commitment

Every possible effort is made to ensure the availability of all required texts no later than two weeks prior to the commencement of classes.

Should publications be delayed, notification will be posted in the bookstore.



Campus stores revenue contributes to the provision of additional NIC services to learners.

HOURS OF OPERATION

Campbell River Campus

Phone: (250) 923-9705

*Monday – Friday
9:00 – 4:00 p.m.*

Comox Valley Campus

Phone: (250) 334-5013

*Monday – Friday
9:00 – 4:00 p.m.*

Port Alberni Campus

Phone: (250) 724-8720

*Monday - Thursday
9:30 – 2:00 p.m.
Closed 11:30 - Noon*

Friday

10:30 – 1:00 p.m.

SUMMER HOURS

CAMPBELL RIVER AND PORT ALBERNI STORES ARE CLOSED

End of June– mid- August

COMOX VALLEY STORE OPEN

**End of June – mid-August
Monday – Thursday
10:30 – 2:00**

More Than Textbooks!

Campus stores are open from mid-August through the end of June to provide learners and other members of the College community with convenient, on-site access to a wide variety of products and services.

Reference Titles

Stationery & Supplies

Calculators,
Computer Disks, Batteries

Art Supplies

Snacks

Gifts

NIC “Logo” Clothing,
Coffee mugs, etc.

¹ *prices subject to change

**NORTH ISLAND COLLEGE
PROFESSIONAL COOK PROGRAM
WELCOMES YOU!**

**Our Campus Cafeteria is open
Monday thru Friday from 9:00 am until 2:00 pm**

The Cafeteria is operated by the Professional Cook Students
at North Island College and our friendly staff members Jo Watson,
Lonnie Howat and Melody White

Items offered are freshly prepared daily.
Below are some of our menu items:

Full Breakfast
Deli Subs – made to order
Hot Entrées
Daily Specials
Short Order
Salads
Daily Made Soups
Fresh made Bread
Delicious Desserts
Wide section of Beverages

The Cafeteria takes all major credit cards and debit cards or you can purchase our
prepaid gift card (no start up fee and its reloadable). See staff for details.

The Cafeteria holds special events throughout the year featuring
Theme Buffets and Special Event Catering.

Contact Jo Watson @ 923-9745 for further information for daytime bookings or
Jonelle Knowles for evening bookings.

For that special evening out, we also have fine dining Thursday and Friday night
in our Third Course Bistro. The Bistro is run by our Level Two Professional Cook
students and service is provided by Tourism and Hospitality.
Contact the Third Course Bistro @ 923-9708 for more information.

JAVA MON CONCESSION

Located just behind the media room in “D” wing of the Timberline and North Island College building is the student lounge and concession Java Mon. All students and staff can expect a warm welcome from Liz from 7:30 am to 3:00 pm daily.

The Java Mon provides a full line of hot and cold beverages including specialty coffees such as mochas and cappuccinos, a wide variety of teas, juice, sodas, and bottled waters.

The Java Mon is also the place to come for your early morning snack featuring fresh baked that day, scones, muffins, cookies and strudels, plus a lot more. Hungry at lunch? Java Mon has Little Caesar’s Pizza, fresh hot soup, hot dogs, salads and pastas.

Interac is available for your convenience. Come in to study, visit or just relax at the Java Mon Concession.

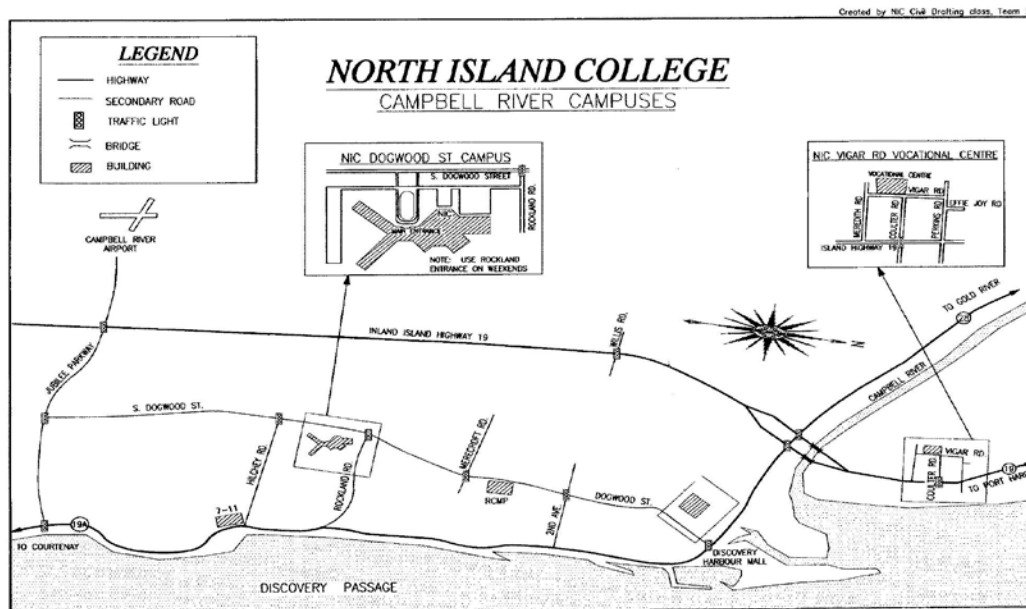
BUS SERVICE

North Island College students have been offered a monthly transit pass at a 20% discount (\$35.00 vs. \$45.00 for 1 zone) - or a semester pass (4 month pass) for \$112.00 (for 1 zone), which is a further 20% discount from the monthly pass. A two zone pass is available for one month \$43 or for a semester \$138. Semester passes are available in early September and January only. Bus passes may be purchased at the Bookstore.

Bus schedules are available at the Bookstore and at the Reception Desk (located at the front entrance to the College). The most up-to-date schedule information can be obtained by calling Campbell River Transit at 250-287-7433 or searching the following link:

<http://www.busonline.ca/regions/cam/schedules/map.cfm>

MAP TO VIGAR ROAD CAMPUS FROM DOGWOOD CAMPUS



QUADRA ISLAND FERRY

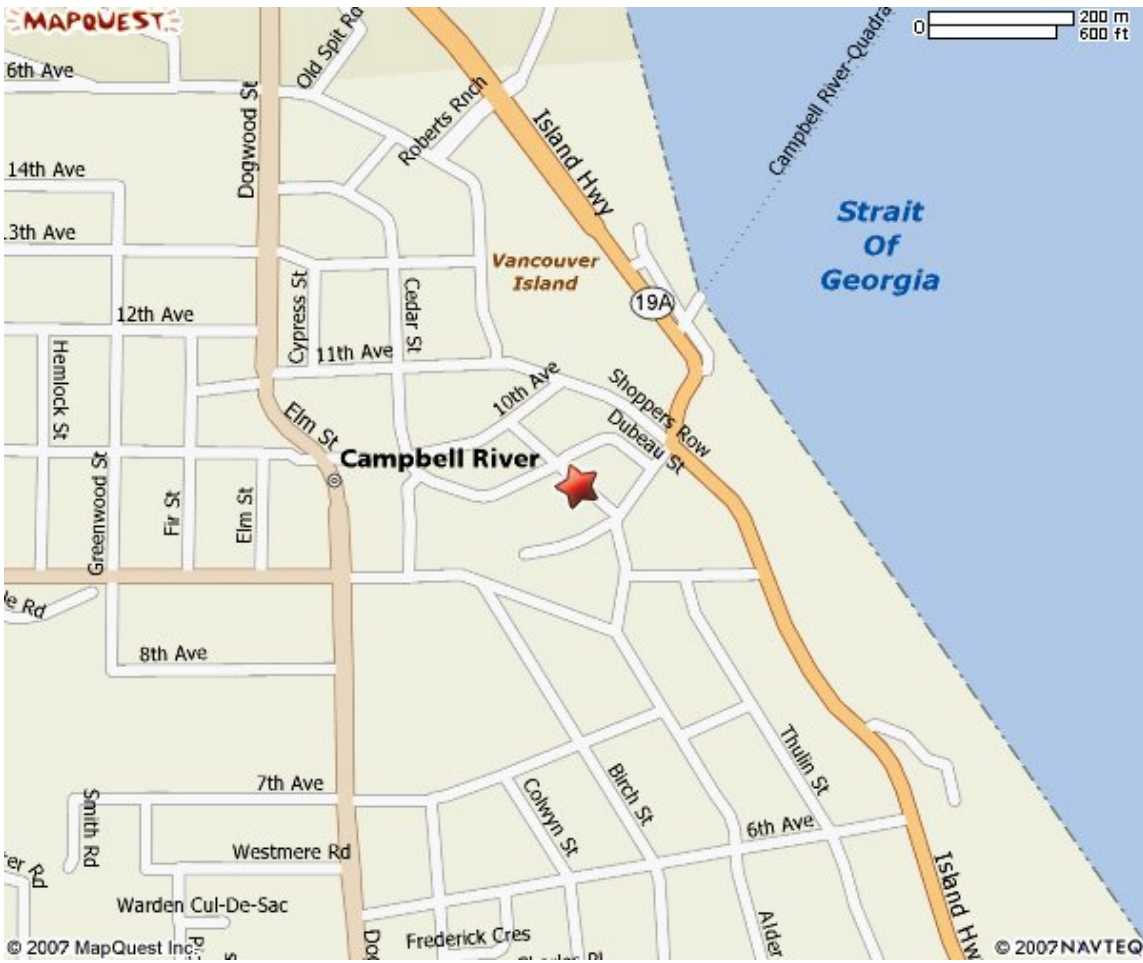
1-888-BC FERRY (1-888-223-3779)

Leave Campbell River	Leave Quadra Island
6:40 am Except Dec 25/Jan 1	6:15 am Except Dec 25/Jan 1
7:30 am Except Sundays and Dec 25/Jan 1	7:05 am Except Sundays and Dec 25/Jan 1
8:30 am	8:00 am
9:30 am	9:00 am !!
10:30 am DC (see below)	10:00 am
11:30 am	11:00 am
12:30 pm	12:00 noon
1:30 pm	1:00 pm
2:30 pm	2:00 pm
3:30 pm	3:05 pm
4:30 pm	4:00 pm DC (see below)
5:25 pm	5:00 pm
6:15 pm Last connecting sailing to Cortes*	5:50 pm
7:30 pm	7:00 pm
8:30 pm	8:00 pm
9:30 pm	9:00 pm
10:30 pm	10:00 pm
11:30 pm Fridays & Saturdays only	11:00 pm Fridays & Saturdays only

(DC) Tuesday sailings will be replaced by a Dangerous Cargo Sailing. No other passengers permitted.

!! The 9:00 am sailing from Quadra is a popular commuter crossing and has the potential to overload.

***** Catching this sailing does not guarantee space on the 6:45 pm sailing from Quadra to Cortes.



Daytime Emergency Phone Numbers for North Island College and First Aid

- Internal Phone Monday – Friday 8:30-4:30
Dial 0
- Pay phone (\$0.50) or from other external phone Monday – Friday 8:30-4:30
Dial 923-9700

After Hours Emergency Phone Numbers

- Internal Phone
 - Ambulance 9-911
 - Fire 9-911
 - Police 9-911
 - Crisis Line 9-287-7743
- Pay phone (no charge) or other external phone
 - Ambulance 911
 - Fire 911
 - Police 911

When reporting First Aid emergencies *Stay on the Line!*

Walk-in Clinics and Hospital contact information

Clinic hours vary. Phone or visit for more information.

- Alder Medical Centre 277 Evergreen Rd (at Birch and Evergreen near the hospital) 287-7441
- Quinsam Medical Group 1400 Dogwood St (beside London Drugs and Save-On Foods) 286-0601
- River City Medical Clinic A-1424 Island Hwy (Inside Superstore at Discovery Harbour Mall) 287-2111
- Discovery Medical Clinic 1477 Island Hwy (inside Wal-Mart) 250-850-3090
- Seawatch Medical Clinic 203-2276 S Island Hwy (in Willow Point above Peoples Drug Mart) 923-1189)

Hospital

- Campbell River and District General Hospital 375 2nd Ave 287-7111