



# NIC Credit Calendar

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**About the North Island College Calendar**

The Credit Calendar is published before the beginning of the academic year, and while every attempt has been made to ensure the accuracy of its content, it may be amended from time to time. Readers should be aware of the following:

- The Credit Calendar is not intended to be a complete statement of all procedures, policies, rules, and regulations at NIC. For more information, contact Student Services at any of NIC’s campuses or centres.
- NIC reserves the right to cancel or change any provision or requirement at any time.
- Faculty or advising staff may assist in the planning of programs, but the final responsibility for meeting requirements for certificates, diplomas, and degrees rests with each student.

# Academic English Language Program

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## Summary

### Start Date

September, October, January, February, May, June

### Contacts

#### North Island College International

Student Services  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)  
International Students  
1 250 334 5033 ext. 1  
[study@nic.bc.ca](mailto:study@nic.bc.ca)

*Accredited English as an additional language courses*

### Summary

Gain the skills you need to speak and understand English in the workplace, at school or in day-to-day living. Achieve a high level of academic English and develop the confidence needed to study in a Canadian college or university environment. Learn in small classes from qualified teachers who have experience working with students from around the world.

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## Highlights

### Program Highlights

Prepare for academic study in English with NIC's Academic English Language Program. This accredited English as an additional language program will provide you with the necessary skills to complete college and university degrees or diplomas. Courses include reading/writing, speaking/listening and grammar, with optional electives in pronunciation, IELTS preparation and a seminar with individualized instructional support.

You will be able to choose your program intensity, with sessions ranging from 21 hours to 24 hours of study per week. Sessions run for two and four months year round. Based on your demonstrated English proficiency, you will be placed in one of three levels: intermediate, advanced or university/college preparation. Students who place at the University and College Qualifying level are eligible to take up to three academic courses for credit while they study ESL. If you choose to complete the university/college qualifying level, upon meeting all other program requirements you will be able to transfer seamlessly into degree and diploma programs at NIC. Or, you may choose to study at other universities and colleges throughout BC, Canada and the US.

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# Admission

## Available to international

Yes

## Admission Requirements

Option 1: Students without an IELTS or TOEFL score will be assessed by an ELP faculty member to determine the most appropriate courses for registration and success. Off campus assessment is also available by filling out the applicant form here. Email [www.study@nic.bc.ca](mailto:www.study@nic.bc.ca) for more information.

Option 2:

For entrance into	IELTS score	TOEFL iBT score
ESL 052/055/058 (Advanced II Level)	5.5 overall, no band under 5.0	46-59
ESL 051/054/057 (Advanced I Level)	5.0 overall, no band under 4.5	35-45
ESL 032/035/038 (Intermediate II Level)	4.5 overall, no band under 4.0	32-34
ESL 031/034/037 (Intermediate I Level)	4.0 overall, no band under 3.5	29-31

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

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# Curriculum

## Courses

Once you have been placed, your instructor will recommend courses from the following list and which are best suited to your current skill level and personal goals. Students then progress through the program by skill level.

### Pre-Intermediate Level

- ESL 011 Pre-Intermediate Reading & Writing
- ESL 014 Pre-Intermediate Listening & Speaking
- ESL 017 Pre-Intermediate Grammar

### Intermediate Level

- ESL 031 Intermediate Reading & Writing 1
- ESL 032 Intermediate Reading & Writing 2
- ESL 034 Intermediate Listening & Speaking 1
- ESL 035 Intermediate Listening & Speaking 2
- ESL 037 Intermediate Grammar 1
- ESL 038 Intermediate Grammar 2

### Advanced Level

- ESL 051 Advanced Reading & Writing 1
- ESL 052 Advanced Reading & Writing 2
- ESL 054 Advanced Listening & Speaking 1
- ESL 055 Advanced Listening & Speaking 2
- ESL 057 Advanced Grammar 1
- ESL 058 Advanced Grammar 2

### University and College Qualifying Levels

- ESL 089 University and College Preparatory Reading
- ESL 090 University and College Preparatory Writing (equivalent to ENG 098 Provincial English)

### Electives

- ESL 040 Pronunciation
- ESL 041 Canadian Studies
- ESL 044 IELTS Preparation
- ESL 094 Speaking & Pronunciation for University and College
- ESL 071 Directed English Language Studies 1
- ESL 072 Directed English Language Studies 2
- ESL 073 Directed English Language Studies 3

# Activity Assistant Certificate

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## Summary

### Program Length

4 months

### Locations

- Comox Valley

### Start Date

Sep 2019

### Contacts

Student Services  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

*Four-month part-time certificate for health care or community support graduates*

## Summary

Expand your opportunities in the health care field and make a difference in the lives of seniors by helping them engage in an active lifestyle. You will learn to plan and implement supervised activities for older adults with cognitive and physical impairments and gain hands-on experience and make employer connections with supervised practicum experience.

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## Highlights

### Program Highlights

The four-month Activity Assistant program provides specialized professional development for individuals who have previous education and training in health care (LPNs, RNs, health care assistants and home care aides) or community support (education assistant/community support graduates). The program consists of three core courses as well as two practice experiences:

In Framework for Practice (HSR-160), you will be introduced to the activity assistant role as well as the concept of activity and how it influences and is influenced by the components of health, age, interests, values and environment. You will gain an understanding of aging and dementias in the context of activity, how groups can be used for clients and residents with complex care needs, theories in activity programming and much more.

In Activity for Well-Being (HSR-161), you will explore dementia, especially Alzheimer's disease, and learn a wide range of strategies for activity involvement for clients who have cognitive impairments. Course highlights include the fundamentals of program development, client assessment and

recreational assessment tools, client-specific goal development and working with volunteers and family - to name only a few.

In Programming for Individuals with Cognitive Impairments (HSR-162), you will develop strategies for therapeutic recreation and program development for individuals with dementia, including how to use a care planning approach to provide effective client-centred programming.

During the program, you will have opportunities to apply classroom knowledge and skills to hands-on experience in two supervised practice experiences, working with adults in a variety of care settings in facility and community settings.

## Health considerations

Please note, the work of activity assistants can be physically demanding and may require bending, lifting or lengthy periods of standing, which may be problematic for those with back, neck or arm injuries.

If you have significant health challenges, please discuss your concerns with your physician and consult with the [program coordinator](#).

## Career Opportunities

Upon completion, your specialized knowledge and applied experience will qualify you to work alongside an activity coordinator to lead group activities and recreational programs in community and facility settings such as intermediate care facilities, assisted living settings, adult day care programs, clients' homes, seniors' centres and residential group homes.

## Schedule

The program will be held from September to December. Classes are scheduled to take place at the Comox Valley Campus on Wednesdays, 5-8 pm & Saturdays, 9 - 4:30. There is a practicum placement with varied hours in October (40-hrs) and November/ December (90-hrs).

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# Admission

## Available to international

No

## Before Classes Begin

Once accepted to the program but before classes begin, you will be required to:

- hold a current CPR C certificate
- submit a Criminal Record Check form, which will be sent to you by Admission once you are offered a seat in the program.
- submit a completed immunization form, which will be sent to you by Admission once you are offered a seat in the program. This form should be validated by the public health nurse at your



local health unit and must be presented to the Activity Assistant Instructor on the first day of classes.

- hold a Food Safe Level 1 certificate (TFS-010)

## Admission Requirements

1. Health Care Assistant (HCA) certificate or Home Support/Resident Care Attendant (HS/RCA) certificate; or equivalent credential (e.g. LPN or RN or Human Services - Educational Assistant/Community Support certificate).

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

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# Curriculum

## Program Requirements

- HSR 160 Framework for Practice
- HSR 161 Activity for Well-Being
- HSR 162 Programming for Individuals with Cognitive Impairments
- HSR 170 Practice Experience I
- HSR 171 Practice Experience II

**Note:** You must complete all courses in the program within the same term.

## Completion Requirements

1. You must complete all courses in the program within the same semester.
2. You must achieve a grade of 80% or better in each course; and pass the practicum course.

# Administrative Assistant - Applied Business Technology Certificate

Alternate title #1: Office Administration, Administrative Assistant

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## Summary

### Program Length

1 year

### Locations

- Online

### Start Date

Varies by course. Contact an educational advisor.

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*10-month online certificate (post Office Assistant I certificate)*

## Summary

Flexible and supportive online classes will give you specialized office administration skills to advance your career in virtually every type of business and industry.

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## Highlights

### Program Highlights

The Administrative Assistant certificate program is comprised of 10 online courses. You will complete tasks and assignments to meet specific deadlines, but may choose to complete them at times that best fit your schedule.

During the program, you will explore the diverse uses of spreadsheets in the office environment and learn to use the fundamental and advanced features of Microsoft Excel with ease. You will use advanced formulas and functions to perform calculations, link to Excel data for mail merge and develop a custom Excel application.

You will also learn to use PowerPoint presentation software and will receive an introduction to the Microsoft Access data management system. You will receive hands-on training in the use of email for online communication through an introduction to Outlook.

You will learn to use desktop publishing functions by producing publications such as letterheads, flyers and brochures. You will then use all of your new skills to complete a variety of practical projects.

In addition to these technical skills, you will learn the basics of accounting. The program teaches fundamental concepts, principles and procedures to those with no previous knowledge of bookkeeping.

You will also develop skills in effective job searching in today's competitive and changing employment market. You will have opportunities to explore self-assessment, networking, resumes, interviews, portfolios and career planning.

## Career Opportunities

As a graduate of the Administrative Assistant certificate, you will understand best office practices using the latest technology and you will be qualified to provide administrative support in the areas of government, service organizations, hospitality, tourism, insurance, finance, real estate, transportation and education.

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# Admission

## Available to international

No

## Admission Requirements

1. Successful completion of the Applied Business Technology - Office Assistant I certificate. Applicants with significant previous office experience may be admitted with department member approval.
2. Keyboarding speed requirement is 40 wpm. The timing speed is based on the average of three 3-minute timings with 3 errors or less.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## Transfer Credit and Credit for Prior Learning

If you are transferring from other colleges or institutions, you may be given transfer credit for course work upon presentation of transcripts, provided the course credit was awarded no more than three years prior to the application for transfer credit to a maximum of 50 per cent of the certificate's required courses. If you are a recent high school graduate, it is recommended that you meet with an educational advisor to determine if any of your high school credits are eligible for transfer credit. If you have prior office work experience and wish to enter a certificate program, contact the department chair to determine your eligibility and program planning needs.

## To Be Successful

- Contact an educational advisor to help create an education plan that meets your goals within the available time needed to complete the program.
- You will need access to a computer (a Mac computer is not recommended), the Internet and access to email. Applied Business Technology programs require a minimum operating system of Windows 7 or higher and a minimum of Office 2013 or higher. Additional software, supplies or equipment may be required for some courses.

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# Curriculum

## Program Requirements

### First 10 months

- Complete Applied Business Technology - Office Assistant I certificate

### Next 10 months

- ABT 102 Keyboarding II
- ABT 145 Electronic Spreadsheets
- ABT 146 Advanced Electronic Spreadsheets
- ABT 126 Presentation Software
- ABT 135 Electronic Databases
- ABT 150 GroupWare Using Outlook
- ABT 151 Desktop Publishing
- ABT 152 Integrated Project - Administrative
- ABT 161 Accounting I
- ABT 120 Job Search

## Completion Requirements

- To be eligible to receive a certificate, the student must achieve a minimum of 70% (B-) in each course listed for the certificate; except ABT-102 requires exit speed of 50 wpm.

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# FAQ

## About Online Learning

Online learning is the most rapidly expanding mode of teaching and learning on the planet. Online is ideal for students who wish to learn in their own environment using the Internet. Online learning allows you to learn, while also connecting with others. Applied Business Technology (ABT) course materials are available through the BC Campus portal and the technology is used to communicate with peers and instructors, and to submit assignments. The courses are delivered by a collaborative of North Island College and other post-secondary ABT instructors to students around the province.

Working in an online class in the Applied Business Technology online program is much the same as working in a face-to-face class. Interacting with peers in class discussions, and completing course work are accomplished in your time and place. Online learning provides access to the best course content and to qualified online instructors. Flexibility in the time taken to complete online courses is important to learners. You can attend your virtual classes when and where it is most convenient for you.

Planning and managing your time are keys to success in online learning. It is important to decide how much time you want to spend online and on which days. You must dedicate the required hours per week, but you choose the time (anytime during the day or night - 24 hours a day, seven days a week) to participate in your online course and meet deadlines. If you are a self-motivated, self-disciplined, and organized person - online learning will offer many benefits.

Your online instructor is available to assist you with guiding your learning, reviewing course content and assisting with any learning difficulties. You have the course materials, online instructor resource, online course progress, online web tools and your online class peers available to you for learner-centred activities. Your online instructors are available to answer questions and assist you with assignments through the pager, LiveRoom Chat, discussion, and email components of every course. The ABT online courses may include chat sessions, messaging, course mail, a public bulletin board for class discussions, calendars, study tips, and online assistance, as well as web-based course materials, quizzes, glossaries and links to other websites and resources. Online learning and research enables you to expand your educational experience to advance your career.

# Adult Basic Education

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## Summary

### Program Length

Varies

### Locations

- College Wide

### Start Date

September, October, November, December, January, February, March, April, May, June

### Contacts

Student Services  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

*College/university preparation and high school equivalency courses.*

## Summary

Upgrade high school level courses in English, Kwak'wala, Nuu-chah-nulth, First Peoples studies, math and science to prepare for your chosen field. Classes are available face-to-face or online, and during the day or evening to work around your schedule. Individual support and self-paced learning plans are available to help you succeed.

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## Highlights

### Did you know ...

**Your past grades don't matter.** What matters is where you're headed. We'll help you get started at a level that feels right, and you'll move forward at your own pace with the support you need.

**Different programs have different requirements.** Depending on the program, you may need English or math or both. Speak with an educational advisor for more information.

**You can finish your BC Adult Graduation diploma along the way.** If you're planning to take a college program, you can also take upgrading courses at the same time and graduate from college with your BC Adult Graduation diploma too. This may qualify you for a wider range of job opportunities. Ask an educational advisor for details.

### How Does Upgrading Work?

NIC's educational advisors will work with you to recommend courses that are right for you. Advising sessions at the college are 30 minutes long. You can request a telephone appointment if that's easier than coming in person. Speak to an advisor to find out if you need to upgrade. Watch the [program video](#) to learn more.

- Apply to the Adult Basic Education program.
- Take an NIC assessment or provide NIC with your high school transcript.
- Work with your advisor to develop your course plan.
- Register and start classes.

## Course Timetables / Study Options

You will find a wide variety of upgrading courses available at all NIC locations. There are scheduled courses that meet at the same time every week, or you can choose more flexible options like our continuous entry and online courses. The continuous entry and online courses are generally self-paced, but must be completed within four months of registering. Some courses allow you five months to complete, and they all include instructor support and follow-up.

Educational advisors at your nearest campus can provide you with a timetable of courses suited to your goals and your schedule. It is possible for you to build your timetable around jobs and child care. Contact an educational advisor to make your appointment today.

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## Admission

### Available to international

No

### Admission Requirements

1. Complete and submit the NIC Application for Admission form, writing Adult Basic Education as the program name.
2. Submit any transcripts you may have.
3. Meet with an educational advisor to discuss your upgrading goals. A skills assessment may be required and will be booked at this time.
4. If you have a documented disability, please contact Access for Students with Disabilities for assistance with your assessment.

### International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

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## Curriculum

### Courses

Once you have submitted transcripts and/or completed an assessment, NIC educational advisors will recommend courses from the following list which are best suited to your current skill level personal goals.

**Fundamental level** courses provide you with the reading, study skills, writing and math they need to move on to other courses or for personal satisfaction.

**Intermediate level** courses provide the skills to meet the requirements of some employers and some vocational programs.

**Advanced level** courses provide the skills to start some vocational or technical training.

**Provincial level** courses provide the skills for Grade 12 equivalency and the Adult Graduation Diploma.

## English

- ENG 013 Fundamental English Level 1
- ENG 014 Fundamental English Level 2
- ENG 015 Fundamental English Level 3
- ENG 025 Fundamental English Level 4
- ENG 026 Fundamental English Level 5
- ENG 027 Fundamental English Level 6
- ENG 035 Intermediate English
- ENG 052 Advanced English
- ENG 096 First Peoples Literature and Composition
- ENG 098 Essay Writing and Critical Reading

## Mathematics

- MAT 017 Fundamental Math Level 1
- MAT 018 Fundamental Math Level 2
- MAT 019 Fundamental Math Level 3
- MAT 027 Fundamental Math Level 4
- MAT 028 Fundamental Math Level 5
- MAT 029 Fundamental Math Level 6
- MAT 033 Intermediate Mathematics I
- MAT 034 Intermediate Mathematics II
- MAT 053 Advanced Mathematics
- MAT 055 Foundations of Mathematics
- MAT 060 Provincial ABE Mathematics

## Sciences

- BIO 060 Concepts in Biology I (Inhabiting the Human Body)
- CHE 051 College Preparatory Chemistry I
- CHE 060 College Preparatory Chemistry II
- PHY 050 College Preparatory Physics I



- PHY 060 College Preparatory Physics II

### Other Subjects

- FNS 060 First Nations Student Skills 1
- FNS 061 First Nations Student Skills 2
- FNS-096 BC First Peoples Studies
- NCN 096 Introduction to Nuu-chah-nulth Language
- NCN 097 Introductory Nuu-chah-nulth Language 2
- KWA 096 Introduction to Kwak'wala
- KWA 097 Introduction to Kwak'wala II
- KWA 098 Kwak'wala Introduction to the U'mista Orthography

# Advanced Communication and Interactive Design - Interactive Media Diploma

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## Summary

### Program Length

3 years

### Locations

- Comox Valley

### Start Date

September

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Three-year advanced diploma*

## Summary

Develop a strong combination of design and programming skills to keep pace with industry and manage a high level of client communication needs in print, mobile and online.

---

## Highlights

### Program Highlights

The advanced diploma program builds on the Communication Design diploma. The first two years follow the highlights outlined in those programs.

During the third year, you will complete your training with the remaining Interactive Media courses, including mobile application development, ensuring you develop a comprehensive knowledge of interactive media. Upon completion, you will be eligible for membership with the Society of Graphic Designers of Canada, the professional body for communication design.

With a strong combination of design and programming abilities, you will be able to adapt rapidly to the changing industry and will be qualified to manage a high level of client communication needs—whether in print, online, or mobile.

### Career Opportunities

In today's job market, countless industries require a combination of technical and design expertise. As an Advanced Communication and Interactive Design graduate, you will qualify for a range of professions such as graphic and web design, mobile application development, advertising and

publishing, e-commerce, game and multimedia production and design. Career positions may include, but would not be limited to, those listed under the two-year Communication Design diploma, plus graphic designer for print and interactive media, web developer, web consultant, business owner and operator, book and editorial designer, e-commerce site designer and mobile application developer.

## Supply List

You will be required to have sufficient hardware and software for completing coursework. Please review the [supply list document](#) for a complete description of technical requirements.

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# Admission

## Available to international

Yes

## Admission Requirements

1. C in one of Provincial English 12, English Studies 12, English First Peoples 12, NIC ENG-096, ENG-098, ESL-090, or equivalent; or English assessment.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

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# Curriculum

## Program Requirements

### Year 1

- IMG 102 Computer Graphics I
- IMG 103 Computer Graphics II
- IMG 105 Communication Design I
- IMG 110 HTML and CSS
- IMG 111 Introduction to JavaScript
- IMG 112 Typography
- BUS 152 Entrepreneurship & Small Business Management  
or BUS 162 Basic Marketing Principles & Practices
- FIN 110 Drawing & 2-Dimensional Language I

- FIN 111 Drawing & 2-Dimensional Language II

## Year 2

- IMG 100 Introduction to PHP
- IMG 130 Project Management
- IMG 208 Communication Design II
- IMG 209 User Experience and Interface Design
- IMG 210 Content Management Systems
- IMG 220 Introduction to Social Media
- IMG 290 Portfolio Project I
- FIN 247 Introduction to Digital Photography
- One elective chosen from BUS 152, BUS 162, BUS 368, FIN 200, or any other FIN course
- One elective chosen from any University transfer course
- Optional Work term (4 weeks non-credit)

## Year 3

- IMG 204 Introduction to Programming in Swift
- IMG 214 iOS Application Development
- IMG 215 Android Application Development
- IMG 240 Emerging Technologies
- IMG 250 Applied JavaScript
- IMG 212 Advanced CSS
- IMG 390 Portfolio Project II
- CPS 100 Computer Programming
- CPS 146 Database Fundamentals
- Optional Work term (4 weeks non-credit)

**plus one English course from the following:**

- ENG 107 Introduction to Creative Writing: Fiction & Non-Fiction
  - ENG 108 Introduction to Creative Writing: Poetry & Drama
  - ENG 115 Essay Writing and Critical Analysis
  - ENG 116 Essay Writing and Indigenous Perspectives
  - ENG 122 Reading Literature
  - ENG 127 Indigenous Literatures in Canada
  - ENG 160 Effective Organizational Writing
-

# FAQ

## Frequently Asked Questions

1. **What is the ideal time-frame to complete this program in?**

Because technology changes rapidly, you are encouraged to complete your studies as quickly as you can. Full time students typically complete the program within three years of acceptance.

Part time students typically complete the program within six years of acceptance.

2. **Can I register for individual courses without enrolling in the full program?**

Yes. Non-program students can access courses one at a time without committing to the program. On the NIC Application for Admission form, you should choose University Studies as your program name. You will only be admitted to individual courses after program students have enrolled and if there are spaces remaining. In the meantime, you will be wait listed and will be admitted on a first-come, first-served basis. If you wish to join the program at a later date, the courses you have taken may be counted toward your program completion as long as there has not been too long a gap in your studies. All pre-requisites and co-requisites will still be required.

# Adventure Guiding Certificate

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## Summary

### Program Length

1 year

### Locations

- Comox Valley

### Start Date

September

### Contacts

Student Services  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

### In the News

[Friends turn their adventurous lifestyle into a business](#)

[Adventures in ecotourism: building partnerships, collaborations and trust through Aboriginal education](#)

*Eight-month certificate*

## Summary

Qualify as a guide in BC's growing adventure tourism industry. Develop field skills such as sea kayaking, sailing, ski touring, mountaineering, interpretation, leadership, wilderness first aid, navigation and more.

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## Highlights

### Program Highlights

Qualify for employment across a wide range of recreation and adventure tourism activities and earn credit toward further studies that open the door to multiple career pathways.

Outdoor guiding requires strong leadership, interpersonal, and interpretative skills as well as a high level of expertise and knowledge in specific skill areas. During the program, you'll develop and practice valuable career skills while training in sea kayaking, canoeing, sailing, river rafting, mountain travel, wildlife viewing, wilderness first aid and other outdoor education specialties. All courses are highly experiential, giving you the opportunity to progressively build your knowledge and confidence.

Applied theory courses will provide you with a more comprehensive view of the adventure guiding industry, including a focus on sustainability, law and ethics and cross-cultural skills. This includes learning through Aboriginal tourism interactions as part of guiding on the coast. Course hours are

divided between the classroom and the field. Classmates frequently take turns co-leading while instructors provide support, direction and feedback.

Formal and informal evaluation, which is ongoing throughout this program, takes place in the classroom and in the wilderness. In addition to achieving industry-recognized certifications, you will receive college grades and credit based on practical skills evaluations, contributions to group learning, presentations, assignments, quizzes and exams.

## Go further with your Outdoor Leadership Career

Qualify for entry-level leadership and guiding positions with sea kayaking and river rafting companies, coastal and mountain resorts, sailboat-based tours, whale and wildlife tour operators, outdoor centres, youth wilderness programs and camps, adventure therapy programs, interpretative centres and other rewarding settings.

You will be well-prepared with relevant outdoor leadership skills that transfer across a variety of career paths and professions such as conservation officer, park ranger, teacher, community recreation programmer, field researcher or assistant (biology, geology, etc.), professional ski patroller and other industries and services.

## Transfer and Degree Pathways

The Adventure Guiding certificate provides transfer credit toward many adventure, outdoor recreation, outdoor leadership and tourism diplomas. Earn credit toward NIC's Tourism and Hospitality diploma or toward other post-secondary institutions in BC.

## Supply List

Outdoor gear is an important part of the Adventure Guiding program. NIC provides most of the group equipment but you are required to have certain articles of clothing and equipment to participate in field activities. Please review the [supply list](#) document for complete information.

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# Admission

## Available to international

Yes

## Admission Requirements

1. C in one of Provincial English 12, English Studies 12, English First Peoples 12, ENG-096, ENG-098, or ESL-090; or equivalent assessment; and
2. C+ in one of Principles of Math 10, Foundations & PreCalculus Math 10, Apprenticeship & Workplace Math 11, Workplace Math 11, NIC Math-033 or equivalent, or successful NIC math assessment.
3. Or, permission of the department.
4. Completed [medical forms](#) and suitable fitness level assessment.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

## To Be Successful

Success in this program and the industry requires much more than simply liking the outdoors or paddling a kayak!

- We recommend consulting with a Program Coordinator before selecting your field specialty courses.
- As a successful adventure guide, you learn from everything you encounter. You are hungry to learn from an intense mix of classroom and field experiences.
- You must care for yourself and others, developing skills in helping individuals to learn to be comfortable in unfamiliar and sometimes challenging situations.
- Guiding needs a "service" attitude where you shape, meet, and exceed client expectations. With creativity and knowledge, successful guides cheerfully adapt to constantly changing dynamics, such as weather, sea conditions, personalities and equipment limitations. Owning or managing a company requires these same principles to be applied in your full-cycle relationship with clients or guests. From the moment they learn about your company until after their trip or experience, all your communications count!
- Pay attention to details, deadlines, and the quality of your interactions. Come ready to learn, practice, have fun and refine these same skills with your classmates and instructors.
- We encourage you to read "[Risk Management for Outdoor Programs: A Guide for Students](#)" prior to the start of classes. This document is used as a reference for the Guiding Skills course, and is good preparation for your studies.

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# Curriculum

## Program Requirements

### Field Focused

#### Core Competencies

- TGA 100 Guiding Skills 1
- TGA 101 Interpretation
- TGA 103 Sea Kayaking 1



- TGA 106 Sea Kayaking 2
- TGA 110 Guiding Skills 2
- TGA 111 Wilderness First Aid
- TGA 700 Work Placement
- NAU 016 Restricted Operator Certificate - Maritime
- TCS 010 SuperHost Foundations of Service Quality
- TFS 010 FoodSafe Level 1

### Field Skill Options

Plus choose a minimum of two from the following 2 credit field courses (4 credits total):

- TGA 102 Wildlife Viewing
- TGA 104 River Rafting 1
- TGA 105 Canoeing
- TGA 107 Sailing
- TGA 108 Mountain Skills 1
- TGA 109 Winter Mountain Travel 1
- TGA 112 Rock Skills 1
- TGA 114 River Rafting 2
- TGA 131 Field Specialty Option 1 (Please discuss with coordinator)
- TGA 132 Field Specialty Option 2 (Please discuss with coordinator)

Note: field skill course availability and delivery model based on enrolment

### Applied Theory

- THM 211 Sustainable Tourism
- THM 212 Tourism & Hospitality Law and Ethics  
or THM 100 The Tourism Industry
- THM 225 Cross Cultural Tourism
- ENG 160 Effective Organizational Writing or ENG 115 Essay Writing and Critical Analysis

\*These courses meet the BC Provincial Adventure Tourism Certificate Program Core Curriculum requirements (revised 2007).

### Completion Requirements

This is a 1 year (2 term) program; requiring completion within 3 years of admission.

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# FAQ

## Frequently Asked Questions

1. **When and where does the program take place?**

The Adventure Guiding program runs from September to April/May. Classroom learning and field trip preparations are based out of the Comox Valley campus in Courtenay. This program is well-timed for you to find immediate work during the primary summer adventure tourism season in BC or the winter season in the Southern Hemisphere. Field sessions take place mostly on and around the ocean, lakes, rivers and mountains of Vancouver Island, generally including Barkley Sound, Clayoquot Sound, Johnstone Strait, the Gulf Islands, the Discovery Islands and Strathcona Provincial Park.

2. **Why all of the entry requirements?**

Math skills are necessary for accurate and safe navigation (e.g., calculating tides and currents, compass bearings and speed/distance/time estimates) which are required and evaluated in, for example, sea kayaking courses.

English skills are helpful in all courses, especially for comprehension when reading or researching a topic for assignments, class discussions, presentations or when preparing for industry-established exams.

Medical and fitness assessment is required to ensure you have a suitable fitness level for outdoor field activities. It is essential for group learning and safety that you are comfortable in what can often be cold and wet conditions for several days in a row, albeit in beautiful and inspiring locations around Vancouver Island, BC.

3. **What certification will I receive, in addition to NIC's Adventure Guiding Certificate, if I attend and pass all of the components?**

NIC strives to offer the most well-rounded formal certifications and training required to work in the coastal adventure sector. This varies slightly from year-to-year depending on current standards, industry expectations, regulations, available instructors and student background, readiness and motivation. In addition to your NIC adventure guiding certificate, opportunity for certifications include:

- SKGABC-approved kayak leadership course & Assistant Overnight Guide assessment.
- Paddle Canada Sea Kayak Skills Level 1 & 2.
- Recreational Canoeing Association of BC Lakewater Level 3 and Tripping Level 3.
- Sail Canada Coastal Cruising Standard.
- Wilderness First Aid and CPR Level 'C' (40 hours).

- WorldHost Fundamentals
- FoodSafe Level 1
- British Columbia River Outfitters Association - Guide
- Rescue Canada - Swiftwater Rescue Technician
- British Columbia River Outfitter Association - Guide
- Avalanche Canada - Avalanche Skills Training 1
- Commercial Bear Viewing Association of BC (CBVABC) - Assistant Guide
- VHF Restricted Operator Certificate (ROC-M)

**4. How much field time is there, compared to time spent in the classroom?**

You will typically spend half your time in a classroom and the other half in practical outdoor leadership training, though the exact ratio varies depending on your field specialty choices, weather, group needs, interests and available opportunities. We know that good guiding skills, knowledge and judgment come from an important dance between theory and practice. In addition to classroom and experiential learning there is a two-week practical work placement experience at the end of the program.

**5. How does this program differ from others?**

NIC's location, holistic approach and Indigenous content set this certificate apart from other programs. Our courses emphasize industry familiarity, risk management, communication, interpretation and resource stewardship alongside opportunities to develop strong nautical skills for navigation, trip planning and emergency response. Tuition for core field courses (TGA-100, TGA-101, TGA-103 and TGA-106) includes the cost of field trips; transportation, food, accommodation and group equipment. You will learn to navigate group dynamics, changing weather, equipment limitations and ecological impacts while kayak-surfing in a following sea, catching nor'westers in your sails, dealing with an unstable snowpack, adjusting for rising river levels and numerous other challenges you'll be faced with as a guide. NIC courses emphasize industry familiarity, risk management, communication, interpretation and resource stewardship alongside opportunities to develop strong nautical skills for navigation, trip planning and emergency response.

**6. Why is it so expensive and what is included in the program fees?**

This program offers comprehensive career preparation in just a few focused months and provides more skills, certifications, experiences and value than could be pieced together individually. You will receive an amazing introduction to a rich network of industry professionals and contacts -

much more efficient and affordable than accumulating the certifications and course training on your own outside of the college program. This is not like a traditional college or university program where you can sometimes be in a class of 50 to 100 or more. As governed by the adventure tourism industry guide association standards for field courses, you will usually be one of only three to five students per instructor. Even in regular classroom settings, NIC's ratios typically range from only 10 to 30 students per instructor. Instructor to student ratios of 1:3 or 1:5 are much more expensive than those of 1:100. Most graduates of the NIC Adventure Guiding certificate go straight into summer work with minimal living expenses while guiding. This full-time program is student loan eligible and you may be able to access funding assistance through government-sponsored employment training programs. Your tuition and lab fees cover many miscellaneous and budgeted expenses, including:

- multi-day accommodation and intensive programming at off-site locations such as the Bamfield Marine Sciences Centre, Discovery Islands Lodge, Tofino Sea Kayaking and the U'mista Cultural Centre in Alert Bay.
- delicious and substantial meals for portions of your overnight field training in core field courses (not just beans and wieners). Food planning, preparation and presentation are essential elements to delivering quality adventure tourism experiences.
- all instructional costs and group safety equipment for required courses and activities.
- high instructor to student ratios for safety and quality instruction, often 3:1 or 5:1 during outdoor adventure activities.
- access to sea kayaks, canoes, sailboats and rafts (paddles, PFDs, etc.) on scheduled outings
- access to two-person tents, tarps and group kitchen equipment (stoves, fuel, pots, utensils, shelter, etc.) on field trips.
- van transportation and ferry costs for all out-of-town core course field trips outside the Comox Valley.
- certification and examination fees to many external agencies (sailing associations, Canadian Power Squadron, Red Cross, etc.).
- admission fees for regularly scheduled course activities (pool time, museum visits, cultural events, etc.)

**7. Is sea kayaking the focus of this program?**

You will be exposed to a variety of important outdoor technical skills and leadership training in

canoeing, sailing, mountain travel, river rafting and other aspects of wilderness and marine travel. However, sea kayak guide training is provided as a core aspect of the program because extended expeditions by small self-propelled craft are one of the best tools we have for teaching fundamental leadership, judgment, risk management, navigation and customer service skills. As a guide, you'll be processing and juggling weather, tides, group strength and sea state to make decisions that maximize safety, comfort, fun and learning. We use our sea kayak outings to practice these skills in a realistic and memorable way. The skills you develop leading your peers on kayak expeditions are invaluable for honing your overall abilities as a guide in any outdoor adventure setting.

**8. How much will I have to spend on equipment?**

Equipment costs vary depending on what you already own, your budget, your resourcefulness and what you should have for the type of guiding you decide to do. Previous students have spent \$400 to \$2,000 depending on what they previously owned and what they intend to do after graduating. All technical gear is supplied for use during the program (kayaks, canoes, rafts, sailboats, paddles, tents, tarps, kitchen equipment, VHF radios, flares, avalanche beacons, etc.), but you are responsible for providing your own personal gear such as a sleeping bag, foul weather gear, outdoor clothing, wetsuit or drysuit, neoprene booties and dry bags. Good equipment is essential for the expedition components as we often travel in cold, wet, coastal, winter conditions. Apart from your personal clothing items, much of your personal gear can be rented through industry contacts (e.g., wetsuit or drysuit, paddling jacket, dry bags). Consult the pre-program information Student Equipment & Clothing List for more details.

**9. What are the job prospects when I graduate?**

We have a very high rate of graduate employment within and outside of the college region on Vancouver Island. You will make industry connections and on-the-job experience during a two-week (80-hour) work practicum that greatly enhances job prospects, ensuring you are well-prepared for entry and mid-level positions on Vancouver Island and around the world. Wages typically commensurate with experience. A starting wage for a sea kayak guide could be between \$100 to \$160/day plus gratuities (and meals if guiding multi-day tours) with opportunities for advancement each season. Past students have found excellent work placements and subsequent employment with adventure tourism industry leaders such as:

[Tofino Sea Kayaking Company](#)

[Majestic Sea Kayaking](#)

[West Coast Expeditions](#)

[Coast Mountain Expeditions](#)

[Batstar Adventures](#)

[Spirit of the West Adventures](#)

[Comox Valley Kayaks](#)

[Knight Inlet Lodge](#)

T'ashii Paddle School  
Spirit Bear Lodge  
Kingfisher Wilderness Adventures  
Tribune Bay Outdoor Education Centre  
Camp Homewood  
Strathcona Park Lodge

**10. Aren't the guiding jobs seasonal?**

Coastal guiding in BC is seasonal with some shoulder season (spring and fall) opportunities. Many guides balance this with off-season employment in winter resorts (e.g., ski patrolling or instructing), consulting, outdoor retail, teaching, health care, writing, photography, fine arts, carpentry and other trades. Many of our instructors have international experience teaching and guiding in Argentina, Chile, Mexico, Belize, Tonga, Vietnam, Croatia and Alaska. They can provide valuable perspectives and steer you toward potential contacts. For those that want to adventure further from home, there are excellent, realistic job opportunities in New Zealand, Latin America, the Caribbean and elsewhere for well-trained and motivated guides seeking year-round work. If you are seeking international employment, it is a good idea to acquire a second language.

**11. Do I have to attend all of the program components to obtain my certificate?**

Absolutely. Daily attendance and full participation is mandatory to develop and demonstrate specific competencies. You must successfully pass all program components to graduate. Each component of your training is relevant for guiding, including many industry certifications which qualify you to move forward as a guide..

**12. I'm interested, but how do I know if I'm suited for success in this program?**

You need to have a positive team-oriented attitude and a strong desire to teach and guide in the outdoors. Come prepared to stretch your personal comfort zones, physically, mentally and emotionally. You must be willing to participate fully and enthusiastically in all facets of the program. The fundamental leadership and communication skills required as an adventure guide are acquired through study, reflection and participation in group processes. Commitment to this process, and openness to ongoing feedback, is essential for your success in this program. Also, comfort on the water is imperative, as is basic physical fitness for repetitive endurance activities such as climbing, swimming, hiking and paddling which involves lifting kayaks, canoes and gear.

**13. Can I get advance credit for experience or certification I already have?**

If you provide proof of having an up-to-date certificate otherwise offered in the program, you can apply to receive credit toward the program certificate and receive permission to sit out that specific component, but you will miss group learning and development with your classmates which is often equally, if not more, valuable. The program coordinator and department chair

will determine prior learning or transfer credit on a case-by-case basis according to specific course outcomes and certification requirements.

- Certified Tidal Angling Guide
- Paddle Canada Instructor
- Ski Instructor (nordic, alpine or snowboard)
- Small Vessel Operator Proficiency (SVOP)
- Marine Emergency Duties A3 (MED A3)

# Aircraft Sheet Metal Manufacturing Technician

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## Summary

### Locations

- Campbell River

### Start Date

September

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*five-month certificate*

## Summary

Develop a strong foundation of employable skills for work in the exciting field of aircraft manufacturing. You will learn precision sheet metal skills to build structural components, frames and skins for the repair and manufacturing of general aviation aircraft. Upon graduation, you will be immediately employable as an entry-level aircraft assembler or sheet metal technician.

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## Highlights

### Program Highlights

The five month Aircraft Sheet Metal Manufacturing Technician program will prepare you for entry-level careers in the aircraft manufacturing industry. No previous experience is necessary. You will become familiar with a wide range of topics, from aircraft systems and sheet metal fabrication to Transport Canada regulatory requirements and safe workplace practice. Shop and classroom instruction are used in combination throughout the program. Coursework includes WHIMIS and First Aid training.

Upon graduation, you will be highly employable as a sheet metal technician, or they can choose to keep learning and enter NIC's Aircraft Structures Technician (AME-S) program for time credit and Transport Canada certification.

### Career Opportunities

The Aircraft Sheet Metal Manufacturing Technician Program is a solid option for anyone wanting a quick entry into the aerospace industry and a rewarding career building and repairing aircraft. This five - month program prepares you to manufacture the structural components, frames and skins of general aviation aircraft. You will be expected to work to exact tolerances, bending, forming, riveting, fitting and installing metal aircraft components.

### Supply List



NIC is pleased to make tools available to you in exchange for a \$100 refundable tool deposit. The deposit is not included in your tuition and will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration office.

You are also responsible for obtaining the following basic supplies:

- coveralls
- CSA approved safety footwear
- WCB approved safety glasses
- WCB approved Hearing protection
- painting respirator
- three- 2", three-ring binders
- pencils, pens, eraser
- fine line felt markers
- non-scientific calculator
- measuring tape - imperial

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## Admission

### Available to international

Yes

### Admission Requirements

1. C+ in one of English 11, Communications 12, NIC ENG-052 or equivalent; or in ESL-052, ESL-055 and ESL-058, or certified CLB 8; or successful NIC English assessment; and
2. C+ in one of Principles of Math 10, Applications of Math 11, Apprenticeship and Workplace Math 11, Foundations of Math 11, NIC MAT-034, or equivalent; or successful NIC Math assessment.
3. High School graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

### International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

### To Be Successful

- You are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program, and discuss various career fields and choices.

- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact an educational advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition, secondary school equivalent courses in science, physics and drafting are considered an asset.
- The most important key to success is the desire to become a quality tradesperson. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.
- Trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning, along with good math and communication skills.
- There is also an expectation of physical activities such as lifting, working on ladders and scaffolding or in confined spaces and under various weather conditions.
- You will be required to stay focused for prolonged periods.

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## Curriculum

### Program Requirements

- ASM 100 Program Orientation & Workshop Safety
- ASM 101 Regulation, Documentation & Technical Information
- ASM 102 Structural Materials & Heat Treatment
- ASM 104 Sheet Metal Fabrication
- ASM 106 Sheet Metal Repairs & Damage Assessment
- ASM 107 Surface Preparation & Corrosion Control
- ASM 115 Human Factors
- ASM 123 Tools & Equipment
- ASM 125 Standard & Special Fastener Identification & Installation
- ASM 129 Aircraft Systems, Structures & Designs

# Aircraft Structures Technician (AME-S)

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## Summary

### Program Length

40 weeks

### Locations

- Campbell River

### Start Date

September

### Contacts

Student Services  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

### In the News

[Trades careers open a world of opportunities](#)

[Mid-Island air repair company busier than ever](#)

*10-month certificate*

## Summary

Learn about the basic theory of flight, aircraft systems, construction and Transport Canada regulatory requirements while learning to build and repair aircraft structures. You will work with sheet metal, tubular, composite, wood and fabric structures as you develop skills in the fabrication and repair of metal skins and structures along with the repair and installation of components made from wood, plastics and composite construction.

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## Highlights

### Program Highlights

The Aircraft Structures Technician (AME-S) program consists of approximately 1,150 hours of shop and classroom instruction. You will learn about the basic theory of flight, aircraft systems, construction, and Transport Canada regulatory requirements while learning to build and repair aircraft structures. You will work with sheet metal, tubular, composite, wood and fabric structures to develop a strong skills and knowledge in all aspects of aircraft sheet metal work.

Upon successful completion of the program to required standards you will receive recognition by Transport Canada for training and technical tests required for the Aircraft Maintenance Engineer-Structures (AME-S) licence. You will also receive an 11-month time credit toward the three-year requirement to complete your AME-S certification.

NIC instructors and staff stay current with industry regulations and demands. As a corporate member of PAMEA, the Pacific Aircraft Maintenance Engineers Association, the program works with aircraft structures engineers and professionals to represent the industry at a national level.

## Career Opportunities

Qualify for high-demand jobs locally and around the world. Employment opportunities may include aircraft repair and servicing, aircraft manufacturing, composite component repair, aircraft parts manufacturing and aircraft parts technician, or gain advanced standing as an aircraft structures technician with the Canadian Forces.

An Aircraft Structures Technician (AME-S) develops an understanding of, and is knowledgeable in, the fabrication and repair of metal skins and structures along with the repair and installation of components made from wood, plastics and composite construction.

The program is Transport Canada approved and meets the criteria for training and examinations to become an Aircraft Maintenance Engineer - Category 'S' (Structures). Graduates who complete the Aircraft Maintenance Engineer license are then eligible to assess, plan and undertake structural repairs of aircraft.

NIC graduates are in high demand. They are working locally, throughout BC and Canada, and as far away as Australia. Where do your dreams take you?

## Work Experience

You may have an opportunity to complete an optional one-month work experience session (non-credit) in the field of aircraft structural repairs.

## Supply List

NIC is pleased to make tools available to you in exchange for a \$100 refundable tool deposit. This deposit is not included in the cost of tuition and will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration office.

You are also responsible for obtaining the following basic supplies:

- coveralls
- CSA approved safety footwear
- WCB approved safety glasses
- WCB approved Hearing protection
- painting respirator
- three- 2", three-ring binders
- pencils, pens, eraser
- fine line felt markers
- non-scientific calculator
- measuring tape - imperial

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# Admission

## Available to international

Yes

## Admission Requirements

1. C+ in one of English 11, Composition 11, Creative Writing 11, Literary Studies 11, New Media 11, Spoken Language 11, English First Peoples Literary Studies & Writing 11, English First Peoples Literary Studies & New Media 11, English First Peoples Literary Studies & Spoken Language 11, Communications 12, NIC ENG-052 or equivalent; or in ESL-052, ESL-055 and ESL-058, or certified CLB 8; or successful NIC English assessment; and
2. C+ in one of Principles of Math 10, Applications of Math 11, Apprenticeship and Workplace Math 11, Workplace Math 11, Foundations of Math 11, NIC MAT-034, NIC MAT-055, or equivalent; or successful NIC Math assessment.
3. High School graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

## To Be Successful

- You are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program and discuss various career fields and choices.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact an educational advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition, secondary school equivalent courses in science, physics and drafting are considered an asset.
- The most important key to success is the desire to become a quality tradesperson. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.
- Trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning, along with good math and communication skills.

- There is also an expectation of physical activities such as lifting, working on ladders and scaffolding or in confined spaces and under various weather conditions.
- You will be required to stay focused for prolonged periods.

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## Curriculum

### Program Requirements

- ASM 100 Program Orientation & Workshop Safety
- ASM 101 Regulation, Documentation & Technical Information
- ASM 102 Structural Materials & Heat Treatment
- ASM 103 Tools & Equipment
- ASM 104 Sheet Metal Fabrication
- ASM 105 Standard & Special Fastener Identification & Installation
- ASM 106 Sheet Metal Repairs & Damage Assessment
- ASM 107 Surface Preparation & Corrosion Control
- ASM 108 Fluid Lines & Conduits
- ASM 109 Aircraft Systems, Structures & Designs
- ASM 110 Composite Repairs & Fabrication
- ASM 111 Tubular Repairs (Welding Excluded)
- ASM 112 Wood Structure & Repair
- ASM 113 Fabric Repairs
- ASM 114 Thermoplastics
- ASM 115 Human Factors

### Completion Requirements

As it is the intention that graduates of this program will work in the aerospace industry, this program will incorporate expectations governing evaluation and attendance as developed by this industry.

1. All theoretical and practical post examination reviews will be conducted and corrected to 100% with the intent of demonstrated competency in each subject area.
2. Post examinations will be applied to that portion of a topic where a student has achieved less than 70%. Regular and consistent attendance is mandatory.

# Alberta College of Art + Design Fine Arts Pathway

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## Summary

### Locations

- Comox Valley

### Start Date

September, January

### Contacts

Educational Advisor

250-334-5000

1-800-715-0914

[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

*Two-year Fine Arts Diploma transfer pathway*

### Summary

Expand your creative potential and art making skills in NIC's high calibre fine arts studios. After completing your Fine Arts diploma, you can transfer directly into Year 3 of Alberta College of Art + Design's degree programs.

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## Highlights

### Which ACAD Programs are Eligible?

The NIC-ACAD Articulation Agreement provides NIC students with the opportunity to transfer directly into Year 3 of the following Alberta College of Art + Design programs:

- **Bachelor of Fine Arts**  
Majors include media arts, sculpture, fibre, painting, drawing, ceramics, print media, glass and jewellery + metals.
- **Bachelor of Design**  
Majors include photography and visual communication design.

Make sure your courses count. Each degree pathway has its own unique deadlines, portfolio requirements, course prerequisites and transfer requirements.

- Review [ACAD's articulation agreement](#) for transfer details.
  - Visit [ACAD's website](#) for more information on degree options and academic transfer agreements.
  - For more information or to develop a study plan, contact an [NIC educational advisor](#).
-

# Admission

## Available to international

Yes

## Admission Requirements

Admission requirements for North Island College's Fine Arts diploma are available on the program page.

Graduates of NIC's Fine Arts Diploma with an average of C (2.0) or higher will be considered for admission to Year 3 of the ACAD Bachelor of Fine Arts degree program majors on the basis of academic standing, and will be considered for admission to Year 3 of the ACAD Bachelor of Design degree program on the basis of academic standing and a portfolio review. Both are subject to the terms and conditions outlined in the articulation agreement between Alberta College of Art & Design and North Island College's Fine Arts program.

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# Curriculum

## Program Requirements

Students in the following North Island College program are eligible to apply for transfer to Alberta College of Art + Design

- Fine Arts diploma



# Animal Care Aide Certificate

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## Summary

### Program Length

7 months

### Locations

- Comox Valley

### Start Date

October

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*30-week part-time certificate*

## Summary

Be part of a dedicated team of professionals in the field of animal care as you develop practical skills and knowledge for employment in veterinary hospitals, animal shelters and kennels. Learn about animal behaviours, nutrition, wellness, handling and basic care procedures. Apply theory to practice with hands-on sessions in specialized facilities including 20 hours of mandatory work experience.

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## Highlights

### Program Highlights

The Animal Care Aide program prepares you for entry-level employment in animal care facilities, including veterinary clinics, hospitals, animal recovery centres, shelters, kennels and specialty animal businesses. You will learn to provide assistance and support as part of a dedicated team of professionals in the field of animal care and will gain understanding of animal behaviours, nutrition, wellness, handling and basic care procedures to be a valued member of an animal care team.

Six instructor-led courses include hands-on sessions and work experience in veterinary clinics and/or specialized facilities. The program is part-time, allowing you to add to your qualifications while maintaining other commitments. Courses have been developed in close consultation with industry professionals to ensure that, upon graduation, you will have the skills and knowledge to work in the animal care field.

While the program emphasizes small animal care in hospital/clinical settings, the training is valuable and easily transferable to other animal care settings. It is intended for individuals with no previous or formal training, but courses have been designed to help existing staff and volunteers who wish to upgrade their skills.

Graduates receive a certificate of completion from North Island College.

## Career Opportunities

As a graduate, you will be well-prepared with relevant, entry-level skills in demand at veterinary hospitals and animal care shelters. You may also find work and/or volunteer opportunities in settings such as animal recovery centres, pet stores, zoos, game farms and similar businesses, grooming businesses, kennels and large animal farms.

## Schedule

The Animal Care Aid certificate will be held over two semesters, from October to April. Classes are scheduled to take place at the Comox Valley campus on Mondays and Thursdays, 6:30-9:30 pm.

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# Admission

## Available to international

No

## Admission Requirements

1. C in one of Applications or Principles of Math 11, Introduction to Math 11, Apprenticeship and Workplace Math 11, Workplace Math 11, Foundations of Math 11, Trades Math 11, Consumer Math 11, NIC MAT-053, or NIC MAT-055, or NIC Animal Care Aide Math Assessment; and
2. C in one of English 11, Composition 11, Creative Writing 11, Literary Studies 11, New Media 11, Spoken Language 11, English First Peoples Literary Studies & Writing 11, English First Peoples Literary Studies & New Media 11, English First Peoples Literary Studies & Spoken Language 11, or NIC ENG-052, or NIC English Placement Assessment

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## To Be Successful

Skills required to be successful in the program include, but are not limited to, the following:

- comfortable working closely with domestic animals
- strong desire to provide caring and knowledgeable aid to animals
- ability to work independently and as part of a team
- strong work ethic and positive attitude toward class attendance and punctuality

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# Curriculum

## Program Requirements

- ANH 100 Domestic Animal Anatomy & Physiology
- ANH 101 Introduction to Radiology
- ANH 102 Basic Laboratory Procedures
- ANH 103 Hospital Care
- ANH 104 Basic Surgical Procedures
- ANH 110 Work Experience for Animal Care Aide
- ANH 112 Veterinary Reception

## Completion Requirements

Attendance is required in all courses. Absenteeism may result in failure.  
You must maintain 65% or better in each course to continue and to complete the program.

# Aquaculture

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## Summary

### Locations

- Campbell River

### Start Date

2018

### Contacts

Student Services  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

### In the News

[2017 Aquaculture Feature in Campbell River Mirror](#)

[Island aquaculture training gets provincial funding boost](#)

[BC Kelp Farming is Untapped Resource](#)

*Launch your aquaculture career at NIC. Gain in-demand skills and experience that employers are looking for.*

### Summary

Gain industry-responsive training in aquatic food production for marine, freshwater and land-based systems. You will learn essential skills to support the growing aquaculture industry which produces a variety of fish, shellfish and marine plants. New offerings are currently under development to expand learning opportunities, including an Aquaculture Technician diploma by 2019. Add your name to our interest list to stay up-to-date on the latest news.

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## Highlights

### Program Highlights

NIC's aquaculture training program is under development, being informed by industry to ensure our grads have the skills and knowledge employers are looking for to support aquatic food production in marine, freshwater and land-based systems.

You will learn production techniques for a broad range of aquaculture species including finfish, shellfish (bivalves and crustacean), aquatic plants (seaweeds and kelps) as well as newer aquaculture species like sea cucumbers, urchins and crayfish.

Training includes technical aspects of production with a focus on juvenile rearing, transferring to growing systems, harvesting and processing.

You will also learn key technical skills for working at aquaculture sites including data collection, sampling and grading, risk assessment, and equipment operation and maintenance.

In order to complete the program, you will need to hold or complete valid industry certifications in Occupational First Aid Level 1, WHMIS, Small Vessel Operator Proficiency Training, Small Non-Pleasure Craft Marine Emergency Duties and Restricted Operator's Certificate - Maritime. During your studies, you will apply these certificate skills to the aquaculture farm setting so you can gain hands-on knowledge of standard operating protocols, emergency response procedures and routine record-keeping.

The program provides you with a combination of theoretical instruction and hands-on training along with additional hours in the field.

## Career Opportunities

As an aquaculture graduate, your skills are applicable to aquaculture operations in coastal BC, nationally and internationally.

After completing the program you will qualify for many positions including farm technician, hatchery technician, maintenance, harvest, and net cleaning crew positions, or a deck hand position on harvest vessels, wellboats, feeding and site maintenance vessels.

## Note

*Program currently in development. Details may change subject to final approval by Education Council.*

Funding provided through the Canada-British Columbia Labour Market Development Agreement.

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# Admission

## Available to international

No

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

# Aquaculture Technician Certificate

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## Summary

### Program Length

4 months

### Locations

- Campbell River

### Start Date

January 2019

### Contacts

Student Services  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

### In the News

[Island aquaculture training gets provincial funding boost](#)

[BC Kelp Farming is Untapped Resource](#)

*14-week certificate*

### Summary

Learn essential skills to support aquatic food production for marine, freshwater and land-based systems. This industry-informed training program prepares you to work as a farm or hatchery technician, maintenance, harvest and new cleaning crew positions, or as a deckhand on harvest vessels, wellboats, feeding and site maintenance vessels.

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## Highlights

### Program Highlights

The aquaculture industry provides over 50 per cent of worldwide seafood production through an increasing number of food species. Within BC, the industry produced 103,600 tonnes of fish and shellfish (generating \$881.2 million in farm gate value) in 2016. Out of the total aquaculture production in 2016, 90 percent, or about 92,800 tonnes, was farm-raised salmon. Currently, farm-raised salmon is B.C.'s highest valued seafood product, the province's top agricultural export, and generates over \$1.56-billion towards the B.C. economy, resulting in over 6,610 jobs. The aquaculture industry in BC and the rest of Canada continues to expand within a climate of growth.

NIC's Aquaculture Technician certificate provides you with in-demand skills to support aquatic food production for marine, freshwater and land-based systems. This includes the production of fish, shellfish (bivalves and crustacea), aquatic plants (seaweeds, microalgae), as well as upcoming species

such as sea cucumbers, urchins and crayfish. You will learn production techniques to produce a broad range of aquaculture foods including fish, shellfish, seaweeds and more. The curriculum includes technical aspects of production, with a primary focus on juvenile rearing, transferring to on-growing systems, harvesting and processing.

In order to complete the program, you will need to hold or complete valid industry certifications in Occupational First Aid Level 1, WHMIS, Small Vessel Operator Proficiency Training, Small Non-Pleasure Craft Marine Emergency Duties, Restricted Operator's Certificate - Maritime, Forklift Operator, Marine Basic First Aid, Transportation of Dangerous Goods and Confined Space Pre-entry. During your studies, you will apply these certificate skills to the aquaculture farm setting so you can gain hands-on knowledge of standard operating protocols, emergency response procedures and routine record-keeping.

The program provides you with 370 hours of instruction and hands-on training, with an additional 85 hours of industry certifications delivered over four months.

## Career Opportunities

As an Aquaculture Technician certificate graduate, your skills are applicable to aquaculture operations in coastal BC, nationally and internationally.

After completing the program you will qualify for many entry-level positions at aquaculture facilities. You can expect to be employed as a farm technician, hatchery technician, and with more hands-on experience, maintenance, harvest, and net cleaning crew positions, or a deck hand position on harvest vessels, wellboats, feeding and site maintenance vessels.

## Supply List

You are required to obtain the following basic supplies:

- binder
- note paper
- flash drive
- pens, pencils, highlighters and eraser
- hard hat
- high-visibility vest
- eye protection
- ear protection
- rain jacket
- rain pants
- reflective coveralls
- steel-toed rubber boots

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## Admission

### Available to international

No

## Admission Requirements

High School Graduation OR

1. C in one of English 10, Composition 10, Creative Writing 10, Literary Studies 10, New Media 10, Spoken Language 10, English First Peoples Writing 10, English First Peoples Literary Studies 10, English First Peoples New Media 10, English First Peoples Spoken Language 10, NIC ENG-035, or equivalent; or C+ in ESL-051, ESL-054 and ESL-057, or certified CLB7; or successful NIC English assessment; and
2. C in one of Principles of Math 10, Applications of Math 11, Apprenticeship and Workplace Math 11, Workplace Math 11, Foundations of Math 11, NIC MAT-033, or equivalent; or successful NIC math assessment.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

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# Curriculum

## Program Requirements

AQT 100 Introduction to Aquaculture  
AQT 105 Shellfish and Algal Production  
AQT 110 Finfish Husbandry  
AQT 115 Aquaculture Health and Safety  
AQT 120 Strategies for Success  
AQT 125 Aquaculture Field School  
AQT 130 Aquaculture Practicum  
\*MED 003 Small Non-Pleasure Domestic Vessel Basic Safety (SDV-BS)  
\*NAU 005 Small Vessel Operator Proficiency Training  
\*NAU 016 Restricted Operator's Certificate - Maritime  
\*OFA 001 WHMIS  
\*OFA 010 Occupational First Aid Level 1  
\*FLO 010 Forklift Operator  
\*FAC 082 Marine Basic First Aid  
\*MVO 070 Transportation of Dangerous Goods  
\*WSF 016 Confined Space Pre-entry

\*Note: Students not having current, valid Occupational First Aid, WHMIS, Small Vessel Operator Proficiency Training, Small Non-Pleasure Domestic Vessel Basic Safety (SDV-BS), Restricted Operator's Certificate - Maritime, Forklift Operator, Marine Basic First Aid, Transportation of Dangerous Goods and Confined Space Pre-entry are required to take these courses to meet program requirements. Separate fees will be charged for these courses.

## Completion Requirements

You will be required to achieve 70% in each of AQT-100, AQT-105, AQT-110, AQT-115 and AQT-120 and a pass in AQT-125 and AQT-130 and a pass in all industry certificates to achieve program completion.



# Associate of Arts Degree

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## Summary

### Program Length

2 years

### Locations

- College Wide

### Start Date

September, January

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Two-year associate degree*

## Summary

Start your degree at NIC and receive two years (60 credits) of transfer credit toward any BC university. Learn strong critical thinking and research skills sought after by employers as you study anthropology, criminology, First Nations studies, English, geography, history, liberal studies, modern languages (Chinese, French and Spanish), philosophy, political science, psychology, sociology and women's studies.

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## Highlights

### Program Highlights

Explore anthropology, criminology, English, First Nations, history, modern languages (Chinese, French and Spanish), North American studies, philosophy, political science, psychology, sociology and women's studies, as well as electives in math and sciences.

Associate degrees are offered at many colleges and universities throughout BC. They recognize successful completion of 60 credits of study, which is approximately 20 courses. With full-time study, you can complete an associate degree within two academic years. Part-time study options are also available.

Associate degrees offer a great deal of flexibility. You can choose your preferred courses from a specific list of eligible courses (scheduled and distance), making it possible to focus your studies in one specific area or explore a variety of subjects.

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# Admission

## Available to international

Yes

## Admission Requirements

There are no formal admission requirements for the Associate of Arts degree. However, courses will have specific entry requirements called prerequisites, which are listed under each course description. To meet prerequisite requirements, submit transcripts or complete English and/or Math assessments.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

## To Be Successful

- Your first and most important step as a university transfer or associate degree student is to call, email, or visit an educational advisor at your nearest NIC campus or centre. Educational advisors have extensive knowledge of programs, funding options, career paths and post-secondary transfer agreements and will help you get started on the right track.
- You are responsible for selecting only courses that are eligible for the Associate of Arts degree. Always review your study plan with an educational advisor before registering in courses.
- NIC also offers high school-level upgrading options if you need help meeting prerequisites for entry into individual courses.
- If you intend to transfer your associate degree as credit toward a four-year degree, review the [Steps to University Transfer](#) on the NIC website.

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# Curriculum

## Courses

The following overview describes the general requirements for an Associate of Arts degree. However, choosing the right combination of courses will depend on a number of factors. Our educational advisors will work with you to personalize these general requirements to meet your goals.

## Associate of Arts Degree - General Requirements

Students are responsible for selecting only courses that are eligible for the Associate of Arts degree. See "eligible associate degree courses" below.

- 6 credits in first year English
- 9 credits in Science, including:
  - 3 credits in mathematics, computer science or statistics
  - 3 credits in a laboratory science
  - 3 additional credits in Science
- 36 credits in Arts (which must include a minimum of 18 credits at the second-year level in two or more subject areas) including:
  - 6 credits in the Social Sciences
  - 6 credit in Humanities (excluding English)
  - 24 additional credits in Arts
- 9 credits in Arts, Science or other areas

## Completion Requirements

- Students must achieve an overall average grade of C (cumulative GPA of 2.0) calculated on all courses counting toward the associate degree. No course may be used to meet more than one of the specific associate degree requirements.

## Sample Study Plans

Students may complete a general Associate of Arts degree, or work with an educational advisor to develop a study plan focused in one of the following subject areas:

### English

Consider including: ENG-107, ENG-108, ENG-109, ENG-115, ENG-117 and ENG-160. Two of ENG-207, ENG-208, ENG-209, or ENG-214.

### Anthropology

Consider including: ANT-150, ANT-151, and 9 credits of 200-level anthropology courses.

### Criminology

Consider including: CRM-101, CRM-131, CRM-135, CRM-230; HIS-260, MAT-115; one of PHI-100 or PHI-150; POL-151, PSY-130, PSY-131, PSY-260; SOC-110, SOC-111, SOC-220, SOC-230.

### First Nations

Consider including: BIO-170, BIO-171, BIO-241; ENG-125, ENG-126; FNS-160, FNS-200; MAT-190, MAT-191; SOC-130, and WST-110.

### History

Consider including: 6 credits of 100-level history courses, and 9 credits of 200-level history courses.

### Modern Languages

Consider including: 6 credits 100-level French and/or Spanish courses and/or Chinese courses, and 9 credits 200-level French and/or Spanish courses.

### North American Studies

Consider including: HIS-112, POL-109; 6 credits of French or Spanish; BUS-152 or BUS-162.

### **Philosophy**

Consider including: 6 credits of 100-level Philosophy courses, and 9 credits of 200-level Philosophy courses.

### **Political Science**

Consider including: 6 credits of 100-level political science courses, and 9 credits of 200-level political science courses.

### **Psychology**

Consider including: PSY-130, PSY-131, and 9 credits of 200-level psychology courses.

### **Sociology**

Consider including: SOC-110, SOC-111, and 9 credits of 200-level sociology courses.

### **Women's Studies**

Consider including: WST-100, WST-101, HIS-250, HIS-251, and 6 credits chosen from ENG-224, ENG-225, PSY-245, WST-260.

## **Eligible Associate Degree Courses**

The following university transfer courses are eligible for credit toward completion of the Associate of Arts degree:

### **Arts (includes both Humanities and Social Sciences)**

#### Humanities

- Chinese: CHN-101, CHN-102
- Education: EDU-101, EDU-102
- English: ENG-107, ENG-108, ENG-109, ENG-115, ENG-117, ENG-120, ENG-121, ENG-125, ENG-126, ENG-160, ENG-202, ENG-203, ENG-207, ENG-208, ENG-209, ENG-212, ENG-213, ENG-214, ENG-215, ENG-216, ENG-224, ENG-225, ENG-230, ENG-260
- Fine Arts: FIN-100, FIN-101, FIN-110, FIN-111, FIN-115, FIN-120, FIN-121, FIN-130, FIN-131, FIN-135, FIN-140, FIN-145, FIN-205, FIN-206, FIN-210, FIN-211, FIN-215, FIN-220, FIN-221, FIN-235, FIN-236, FIN-245, FIN-246, FIN-250
- First Nations Studies: FNS-160, FNS-200
- French: FRE-100, FRE-101, FRE-120, FRE-121, FRE-145, FRE-146, FRE-265, FRE-266, FRE-281
- History: HIS-111, HIS-112, HIS-120, HIS-121, HIS-122, HIS-130, HIS-135, HIS-205, HIS-210, HIS-215, HIS-216, HIS-220, HIS-225, HIS-231, HIS-232, HIS-250, HIS-251, HIS-260
- Interactive Media: IMG-102, IMG-103, IMG-105, IMG-110, IMG-208, IMG-209, IMG-214, IMG-215, IMG-220
- Liberal Studies: LIB-130, LIB-131, LIB-210, LIB-250
- Media Communications: MCS-110, MCS-130, MCS-200, MCS-280
- Philosophy: PHI-100, PHI-101, PHI-150, PHI-211, PHI-220, PHI-230, PHI-240, PHI-260
- Spanish: SPN-100, SPN-101, SPN-200, SPN-201

#### Social Sciences

- Anthropology: ANT-150, ANT-151, ANT-250, ANT-251, ANT-252, ANT-253, ANT-260, ANT-290, ANT-291, ANT-292
- Criminology: CRM-101, CRM-131, CRM-135, CRM-220, CRM-230, CRM-241, CRM-251
- Economics: ECO-110, ECO-111, ECO-245, ECO-270
- Equity and Social Justice: ESJ-100, ESJ-101
- Geography: GEO-105 LAB, GEO-106 LAB, GEO-111, GEO-112, GEO-200, GEO-209, GEO-210, GEO-211, GEO-214, GEO-205, GEO-206 LAB, GEO-215, GEO-220
- Human Services: HSW-160, HSW-192
- Political Science: POL-109, POL-111, POL-119, POL-151, POL-200, POL-201, POL-203, POL-209
- Psychology: PSY-130, PSY-131, PSY-202, PSY-204, PSY-215, PSY-235, PSY-245, PSY-250, PSY-251, PSY-260
- Sociology: SOC-110, SOC-111, SOC-130, SOC-210, SOC-212, SOC-220, SOC-230, SOC-240
- Social Service: SSW-120, SSW-122
- Women's Studies: WST-100, WST-101, WST-110, WST-260

## Sciences

- Biology: BIO-102 LAB, BIO-103 LAB, BIO-110 LAB, BIO-111 LAB, BIO-160 LAB, BIO-161 LAB, BIO-170 LAB, BIO-171 LAB, BIO-200 LAB, BIO-201, BIO-202, BIO-211 LAB, BIO-215, BIO-230 LAB, BIO-240 LAB, BIO-241, BIO-260, BIO-261
- Chemistry: CHE-103 LAB, CHE-104 LAB, CHE-110 LAB, CHE-111 LAB, CHE-200 LAB, CHE-201 LAB
- Computer Science: CPS-100, CPS-101, CPS-109, CPS-146, CPS-151, CPS-160, CPS-165, CPS-208, CPS-215, CPS-221, CPS-235, CPS-236, CPS-246, CPS-251, CPS-262, CPS-268, CPS-270
- Geography: GEO-105 LAB, GEO-106 LAB, GEO-206 LAB
- Mathematics: MAT-102, MAT-115, MAT-133, MAT-151, MAT-162, MAT-163, MAT-181, MAT-182, MAT-190, MAT-191, MAT-200, MAT-210
- Physics: PHY-100 LAB, PHY-101 LAB, PHY-120 LAB, PHY-121 LAB, PHY-141
- Space Science and Astronomy: SSA-100 LAB, SSA-101 LAB

## Business

- BUS-100, BUS-132, BUS-150, BUS-152, BUS-162, BUS-170, BUS-200, BUS-211, BUS-217, BUS-221, BUS-222, BUS-244, BUS-255, BUS-260, BUS-261, BUS-262, BUS-264, BUS-268, BUS-280, BUS-290, BUS-292, BUS-293, BUS-312, BUS-335
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# Associate of Science Degree

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## Summary

### Program Length

2 years

### Locations

- College Wide

### Start Date

September, January

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

### In the News

[Passion for physics connects instructor and student](#)

[Spectacular astronomical show set to sparkle](#)

[NIC instructor describes 'unprecedented' astronomical discovery](#)

*Two-year associate degree*

## Summary

Start your degree at NIC and receive two years (60 credits) of transfer credit toward any BC university. A wide range of courses are available to meet prerequisites of medical, optometry, dentistry and veterinary programs across Canada. Focus on your area of interest or explore biology, chemistry, mathematics, physics and more.

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## Highlights

### Program Highlights

Explore your interests. Discover biology, chemistry, engineering, mathematics and physics as well as electives in English, French, Chinese, anthropology, First Nations studies, philosophy, business, criminology and more.

Associate degrees are offered at many colleges and universities throughout BC. They recognize successful completion of 60 credits of study, which is approximately 20 courses. With full-time study, you can complete an associate degree within two academic years. Part-time study options are also available.

If you want to keep your university and degree options open, an associate degree is the way to go. Universities will guarantee 60 transfer credits to holders of an associate degree, even if all the courses taken toward the degree do not transfer individually to that institution. There are specific policies at each institution. Students are advised that they must still complete all outstanding requirements of their baccalaureate degree program not already completed within the courses taken for the associate degree.

Associate degrees also offer a great deal of flexibility. You can choose your preferred courses from a specific list of eligible courses, making it possible to focus your studies in one specific area or explore a variety of subjects. Distance education options are available for some courses, allowing you to start or finish your degree wherever you are.

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## Admission

### Available to international

Yes

### Admission Requirements

There are no formal admission requirements for the Associate of Science degree. However, courses will have specific entry requirements called prerequisites, which are listed under each course description. To meet prerequisite requirements, submit transcripts or complete English and/or Math assessments.

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

### International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

### To Be Successful

- Your first and most important step as a university transfer or associate degree student is to call, email, or visit an educational advisor at your nearest NIC campus or centre. Educational advisors have extensive knowledge of programs, funding options, career paths and post-secondary transfer agreements to help you get started on the right track.
- You are responsible for selecting only courses that are eligible for the Associate of Science degree. Always review your study plan with an educational advisor before registering in courses.
- NIC also offers high school-level upgrading options if you need help meeting prerequisites for entry into individual courses or if you want to refresh your math and science skills.
- If you intend to transfer your associate degree as credit toward a four-year degree, review the [Steps to University Transfer](#) on the NIC website.

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# Curriculum

## Courses

The following overview describes the general requirements for an Associate of Science degree. However, choosing the right combination of courses will depend on a number of factors. NIC's educational advisors will work with you to personalize these general requirements to meet your goals.

### Associate of Science Degree - General Requirements

Students are responsible for selecting only courses that are eligible for the Associate of Science degree. See "eligible associate degree courses" below.

- 6 credits in first year English
- 6 credits in mathematics, which shall include at least 3 credits in calculus
- 36 credits in Science, which shall include at least 3 credits in a laboratory based science and must include a minimum of 18 credits at the 200 level taken in two or more subject areas
- 6 credits in Arts other than English (excluding mathematics and laboratory-based science courses)
- 6 credits in Arts, Science or other academic areas

## Completion Requirements

- You must achieve an overall average grade of C (cumulative GPA of 2.0) calculated on all courses counting toward the associate degree. No course may be used to meet more than one of the specific associate degree requirements
- Courses used to complete the credential must have transfer credit to at least one B.C. research university (SFU, UBC, UNBC, or UVIC).



# Automotive Service Technician Foundation

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## Summary

### Program Length

7 months

### Locations

- Campbell River
- Port Alberni

### Start Date

September

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*30-week certificate*

## Summary

- Industry Training Authority (ITA) approved.
- Master essential skills identified by employers, from brake system servicing and steering to suspension service, wheel alignment, electronic systems and more.
- Earn apprenticeship technical training credit toward Interprovincial (Red Seal) certification.

**Career possibilities:** Graduates can pursue a wide range of employment opportunities within the mechanics trade, from automotive service technician and parts technician to service writer or service manager.

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## Highlights

### Program Highlights

North Island College follows the provincial Automotive Service Technician (AST) training program. Curriculum concentrates on areas that have been identified by the BC automotive industry and the national Red Seal standard as being most important for new employees entering the trade.

You will train in a shop similar to that found in a normal work environment in order to develop the necessary skills to succeed. Special emphasis is placed on brake system servicing; steering, suspension service and wheel alignment; scheduled vehicle service; vehicle electrical and electronic systems; safety; and troubleshooting techniques.

On successful completion of this program, you will be eligible to write the Certificate of Qualification exams for Automotive Service Technician I. Upon entering into an apprenticeship you will also receive a 450-hour time credit from the ITA toward the time required to complete your apprenticeship.

## Career Opportunities

Upon completion of the Automotive Service Technician Foundation program, you will discover a wide range of employment opportunities within this trade or in related areas. Career positions may include, but are not limited to, automotive service technician apprentice, lube technician, tire repair technician, service writer and parts person.

## Supply List

NIC is pleased to make tools available to you in exchange for a \$100 refundable tool deposit, which is not included in your tuition. It will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration office.

You are also responsible for obtaining the following basic supplies:

- coveralls (two pairs recommended)
- CSA-approved safety boots
- WCB-approved safety glasses
- combination lock (to store gear in locker)
- three-ring binder with loose leaf paper
- pen, pencil, hi-liter, ruler
- calculator (optional. Sharp EL-520WBBK is recommended)

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# Admission

## Available to international

Yes

## Admission Requirements

1. C in English 10, or NIC ENG-035, or equivalent; or C+ in ESL-051, 054 and 057, or CLB 7; or successful NIC assessment testing in English; and
2. C in one of Principles of Math 10, Apprenticeship & Workplace Math 10, Foundations of Math & Pre-Calculus 10, Applications of Math 11, NIC MAT-029, or equivalent; or successful NIC assessment testing in math.
3. High School graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

## To Be Successful

- You are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program and discuss various career fields and choices.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact an educational advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition to the stated prerequisites secondary school equivalent courses in science, physics, and drafting are considered an asset.
- The most important key to success is the desire to become a quality trades person. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.
- Trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning along with good math and communication skills.
- There is also an expectation of physical activities such as lifting, working on ladders and scaffolding or in confined spaces and under various weather conditions.
- You will be required to stay focused for prolonged periods.

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# Curriculum

## Program Requirements

- AMV 100 Safety
- AMV 101 Employability Skills
- AMV 102 Tools and Equipment
- AMV 103 General Automotive Maintenance
- AMV 104 General Automotive Practices
- AMV 105 Brakes
- AMV 106 Steering Systems
- AMV 107 Suspension Systems
- AMV 108 Electrical/ Electronic Systems

- AMV 109 Work Habits

## Completion Requirements

To pass the program you are required to attain a minimum of 70% in each course.

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## FAQ

### Frequently Asked Questions

1. Questions about the new Automotive Service Technician Training model? Visit [ITA BC](#).
2. View a flowchart for AST-I requirements for students enrolled in Foundation programs at [ITA BC](#).

# Automotive Service Technician Foundation Harmonized Certificate

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## Summary

### Program Length

29 weeks

### Locations

- Campbell River
- Port Alberni

### Start Date

September

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*30-week certificate*

## Summary

Learn and hone essential skills from brake system servicing and steering to suspension service, wheel alignment, electronic systems and more as you earn apprenticeship technical training credit toward Interprovincial (Red Seal) certification. You'll be prepared for a wide range of opportunities in the mechanics trade from automotive service technician and parts technician to service writer or service manager.

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## Highlights

### Program Highlights

North Island College follows the provincial Automotive Service Technician (AST) training program. Curriculum concentrates on areas that have been identified by the BC automotive industry and the national Red Seal standard as being most important for new employees entering the trade.

You will train in a shop similar to that found in a normal work environment in order to develop the necessary skills to succeed. Special emphasis is placed on brake system servicing; steering, suspension service and wheel alignment; scheduled vehicle service; vehicle electrical and electronic systems; safety; and troubleshooting techniques.

On successful completion of this program, you will be eligible to write the Certificate of Qualification exams for Automotive Service Technician I. Upon entering into an apprenticeship you will also receive a 450-hour time credit from the ITA toward the time required to complete your apprenticeship.

## Launch your career

Upon completion of the Automotive Service Technician Foundation program, you will discover a wide range of employment opportunities within this trade or in related areas. Career positions may include, but are not limited to, automotive service technician apprentice, lube technician, tire repair technician, service writer and parts person.

## Supply List

NIC is pleased to make tools available to you in exchange for a \$100 refundable tool deposit, which is not included in your tuition. It will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration office.

You are also responsible for obtaining the following basic supplies:

- coveralls (two pairs recommended)
- CSA-approved safety boots
- WCB-approved safety glasses
- combination lock (to store gear in locker)
- three-ring binder with loose leaf paper
- pen, pencil, hi-liter, ruler
- calculator (optional. Sharp EL-520WBBK is recommended)

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# Admission

## Available to international

Yes

## Admission Requirements

1. C in one of English 10, Composition 10, Creative Writing 10, Literary Studies 10, New Media 10, Spoken Language 10, English First Peoples Writing 10, English First Peoples Literary Studies 10, English First Peoples New Media 10, English First Peoples Spoken Language 10, NIC ENG-035, or equivalent; or C+ in ESL-051, 054 and 057, or CLB 7; or successful NIC assessment testing in English; and
2. C in one of Principles of Math 10, Apprenticeship & Workplace Math 10, Workplace Math 10, Foundations of Math & Pre-Calculus 10, Applications of Math 11, NIC MAT-029, or equivalent; or successful NIC assessment testing in math.
3. High School graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

## To Be Successful

- You are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program and discuss various career fields and choices.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact an educational advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition to the stated prerequisites secondary school equivalent courses in science, physics, and drafting are considered an asset.
- The most important key to success is the desire to become a quality trades person. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.
- Trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning along with good math and communication skills.
- There is also an expectation of physical activities such as lifting, working on ladders and scaffolding or in confined spaces and under various weather conditions.
- You will be required to stay focused for prolonged periods.

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## Curriculum

### Program Requirements

- AMH 100 Workplace Safety
- AMH 101 Employability Skills
- AMH 102 Tools and Equipment
- AMH 103 General Automotive Maintenance
- AMH 104 General Automotive Practices
- AMH 105 Brake Systems
- AMH 106 Steering Systems
- AMH 107 Suspension Systems
- AMH 108 Basic Electrical Systems
- AMH 109 Work Habits

### Completion Requirements

Students will be required to achieve 70% in each course to achieve program completion.

# Bachelor of Business Administration Degree, Accounting Major

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## Summary

### Program Length

4 years

### Locations

- Comox Valley

### Start Date

September, January

### Contacts

Student Services  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

### In the News

[NIC Alumna named to Vancouver Island's Top 20 under 40](#)

[Education abroad fosters local success](#)

*Four-year bachelor's degree*

## Summary

Gain fundamental accounting skills to qualify for management-level positions. Make employer connections and earn academic credit as you participate in paid co-op work experience, international exchange and networking opportunities.

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## Highlights

### Program Highlights

Qualified students can enter the degree program at any year level. You may opt for a traditional two-plus-two approach, first completing a two year Business Administration diploma, plus two years of additional study to obtain the Bachelor of Business Administration degree (BBA). You can also apply previous coursework from a wide range of university level studies or professional accounting programs toward your degree program.

Third and fourth-year studies include advanced financial accounting, managerial accounting, advanced cost accounting, taxation, auditing, accounting theory, international business, business ethics, advanced entrepreneurial studies and business strategy. To qualify for a Bachelor of Business Administration degree credential, you must complete all required program courses and electives (or equivalent transfer credits) for a total of 120 credits.



## Career Opportunities

After graduation, you may be employed as a public accountant, management accountant, financial manager, corporate accountant, controller, internal/external auditor, business consultant, financial analyst, financial planner, asset manager and business owner. Employment destinations include private practice, business, crown corporations and government agencies.

You will be well-prepared to move directly into the the CPA Professional Education program to achieve your CPA accounting designation.

## Co-operative Education

Co-operative education alternates paid, program-related work experience with academic study. The practical experience gained on these supervised, structured work terms is an integral part of your education. The result is increased confidence, new employment contacts and practical real-world experience locally, on Vancouver Island, provincially or internationally.

If you wish to participate in the co-operative education program, you are encouraged to apply during the first semester of your first year of study in order to have the best options for completing the program. You must complete EMP-100 (Co-operative Education Pre-Employment Seminar) as a prerequisite to BUS-197 (Co-operative Education Internship Work Term).

Applications are also accepted from second and third-year students. Among the eligibility criteria, you must have a GPA of 2.33 or higher in the required business administration program courses and complete a co-op interview. You can be awarded a co-operative education designation on your degree if you successfully complete EMP-100, BUS-197, BUS-297 and BUS-397 (in addition to your program course work). Note: these courses cannot be used as program electives and have registration fees in addition to the program registration fees.

You may choose either alternating or consecutive work terms that must not end in the program's last semester. For more information on work terms, eligibility requirements, sample job opportunities and wages contact [Student Employment Services](#).

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# Admission

## Available to international

Yes

## Admission Requirements

1. C+ in one of Provincial English 12, English Studies 12, English First Peoples 12, NIC ENG-060, ENG-096, ENG-098, ESL-090 or equivalent; or English assessment; and
2. C+ in one of Foundations of Math 11 or NIC MAT-055; or C in one of Principles of Math 11, Pre-Calculus 11, Applications of Math 12, NIC MAT-053; or Math Assessment;
3. Or, CPA-CGA designation to enter CPA Bridging Pathway;
4. Or, CPA-CMA designation to enter CPA Bridging Pathway;
5. Or, permission of the department.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

## Transfer Credit and Credit for Prior Learning

North Island College accepts course transfer credit from a wide range of post-secondary institutions and professional organizations. Detailed course transfer information for BC institutions may be found by accessing the [BC Transfer Guide](#). Students possessing other applicable prior learning may request prerequisite waivers for selected courses.

## To Be Successful

- Basic computer skills in word processing and file management are required.
- Consult with a business administration faculty member if you are unsure of your level of math preparedness for any of the business courses.

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# Curriculum

## Program Requirements

The Bachelor of Business Administration Degree - Accounting program offers a great deal of flexibility. Students may customize a program both by choice of electives and by opting to take courses in any order as long as prerequisites are met. Students are required to successfully complete 120 credits excluding co-op credits.

### Year 1

- BUS 100 Financial Accounting Fundamentals
- BUS 132 Mathematics of Finance
- BUS 150 Administrative Principles
- BUS 152 Entrepreneurship & Small Business Management
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications for Business
- ECO 110 Principles of Microeconomics
- ECO 111 Principles of Macroeconomics
- ENG 160 Effective Organizational Writing
- ENG 115 Essay Writing and Critical Analysis or ENG 116 Essay Writing and Indigenous Perspectives or ENG 117 Academic Writing

*Students may exit with a Business Administration Certificate*

for co-op students only:

Students must complete EMP 100 in the Fall term as a prerequisite to Co-operative Education Internship Work Term (BUS 197) in the Spring.

- EMP 100 Co-operative Education Pre-Employment Seminar
- BUS 197 Business Administration Co-operative Education Work Term 1

**Year 2**

- BUS 200 Financial Accounting Fundamentals II
- BUS 211 Intermediate Financial Accounting I
- BUS 217 Management Accounting
- BUS 221 Commercial Law
- BUS 223 Taxation I
- BUS 244 Finance
- BUS 270 Software for Accounting Professionals
- BUS 290 Management Information Systems
- BUS 293 Business Simulation
- MAT 115 Introduction to Statistics

*Students may exit with a Business Administration Diploma, Accounting Option*

**Year 3**

- BUS 312 Intermediate Financial Accounting II
- BUS 318 Advanced Cost Accounting
- BUS 323 Taxation II
- BUS 335 Quantitative Methods
- BUS 350 Organizational Behaviour
- BUS 380 Globalization and International Business
- ENG 260 Advanced Communications and Professional Writing
- PHI 260 Business Ethics

plus 2 electives totaling 6 credits\*

**Year 4**

- BUS 419 Advanced Financial Accounting
- BUS 420 Introduction to Auditing
- BUS 452 Advanced Topics in Entrepreneurship

- BUS 492 Strategic Management

plus 6 electives totaling 18 credits\*

\*Note: Electives may be chosen from any non-business courses that transfer to BC degree granting institutions or any other NIC business courses. At least four electives must be non-business and at least six electives must be at the 200 level or higher.

## Completion Requirements

A minimum of 50% of the program must be completed at North Island College.

## CPA Bridging Pathways

### Certified General Accountants (CGA) Bridge

Individuals who already have CPA-CGA designation, may apply for advanced standing in the Bachelor of Business Administration degree. Students are required to complete the following 30 credits (10 courses) to earn a Bachelor of Business Administration degree - Accounting major from NIC:

30 credits (10 courses) required for completion of NIC's Bachelor of Business Administration degree:

- BUS-293 Business Simulation
- BUS-452 Advanced Topics in Entrepreneurship
- BUS-350 Organizational Behaviour
- BUS-380 Globalization and International Business
- BUS-450 Project Management
- BUS-492 Strategic Management
- PHI-260 Business Ethics
- Three 3 credit electives, 200 level or higher

Note: Business elective courses may not be the same as the courses taken in the CGA program.

### Certified Management Accountant (CMA) Bridge

Individuals who already have CPA-CMA designation, may apply for advanced standing in the Bachelor of Business Administration degree. Students are required to complete the following 30 credits (10 courses) to earn a Bachelor of Business Administration degree - Accounting major from NIC:

30 credits (10 courses) required for completion of NIC's Bachelor of Business Administration degree:

- BUS-293 Business Simulation
- BUS-452 Advanced Topics in Entrepreneurship
- BUS-380 Globalization and International Business
- BUS-450 Project Management
- BUS-492 Strategic Management
- PHI-260 Business Ethics
- Four 3 credit electives, 200 level or higher

**Note:** Business elective courses may not be the same as the courses taken in the CMA program.

# Bachelor of Business Administration Degree, General Management Major

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## Summary

### Program Length

4 years

### Locations

- Comox Valley

### Start Date

September, January

### Contacts

Student Services  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

### In the News

[NIC student goes behind the scenes at Elle magazine](#)

*Four-year bachelor's degree*

## Summary

Develop industry-relevant skills to succeed in management-level positions in private and public sector organizations. Make employer connections and earn academic credits as you participate in paid co-op work experience, international exchange and networking opportunities.

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## Highlights

### Program Highlights

Qualified students can enter the degree program at any year level. You may opt for a traditional two-plus-two approach, first completing a two-year diploma in business administration, plus two years of additional study to obtain the Bachelor of Business Administration degree (BBA). You can also apply previous coursework from a wide range of university-level studies toward the degree program.

Third and fourth-year studies include human resources management, market research, international business, international relations, project management and advanced entrepreneurship. You may also choose from electives that will provide a human resource focus. To qualify for the Bachelor of Business Administration degree credential, you must complete all required program courses and electives (or equivalent transfer credits) for a total of 120 credits.

## Career Opportunities

After graduation, you will be well-prepared for management-related employment opportunities in both private and public sector organizations, or you may opt to pursue your own business ventures. You may also be eligible for membership in the Canadian Institute of Management and the Human Resources Management Association. If you are interested in earning a CHRP (Certified Human Resources Professional) designation, a degree is a requirement and the general management degree option will help prepare you to write the CHRP examination.

## Co-operative Education

Co-operative education alternates paid, program-related work experience with academic study. The practical experience gained on these supervised, structured work terms is an integral part of the student's education. The result is increased confidence, new employment contacts and practical real-world experience locally, on the Island, provincially or internationally.

If you wish to participate in the co-operative education program, you are encouraged to apply during the first semester of your first year of study in order to have the best options for completing the program. You must complete EMP-100 (Co-operative Education Pre-Employment Seminar) as a prerequisite to BUS-197 (Co-operative Education Internship Work Term).

Applications are also accepted from second and third-year students. Among the eligibility criteria, you must have a GPA of 2.33 or higher in the required business administration program courses and complete a co-op interview. You can be awarded a co-operative education designation on your degree if you successfully complete EMP-100, BUS-197, BUS-297 and BUS-397 (in addition to your program course work). Note: these courses cannot be used as program electives and have registration fees in addition to the program registration fees.

You may choose alternating or consecutive work terms that must not end in the program's last semester. For more information on work terms, eligibility requirements, sample job opportunities and wages contact [Student Employment Services](#).

## Study in Scotland and Earn Two Degrees

Open up a world of opportunity by transferring 60 business administration credits to Robert Gordon University (RGU) in Aberdeen Scotland to earn a degree in just one year, and then return to NIC to earn your second degree - all within four years!

### How to earn your degree in Scotland

Apply for entry to RGU's third year BA Management or BA Management with Marketing degree by completing your NIC Business Administration (General Management) diploma or your Business Administration (Marketing) diploma or 60 credits of your NIC Bachelor of Business Administration degree with a cumulative 3.0 G.P.A. (B average) or higher.

RGU will grant you a degree after you successfully complete the third-year of the non-placement route.

### Return to NIC to earn a double degree

If you completed 60 credits of business courses at NIC and the third year of RGU's BA Management or BA Management with Marketing degree, you can then return to the fourth year of NIC's Bachelor of Business Administration General Management or Bachelor of Business Administration Marketing degree. This allows you to earn a second degree at NIC with just one more year of study.

## Learn more

- Review the [Advanced Entry Agreement](#) between Robert Gordon University and NIC.
- Find out how to qualify for financial support with [RGU's Merit Scholarships](#), or apply for [Scotland's Saltire Scholarships](#).
- Visit the RGU website for information on:
  - [RGU International Office Canada Flyer](#)
  - [Bachelor of Arts in Business Management](#)
  - [International Students](#)
- For more information or to develop your study plan, contact an [NIC educational advisor](#).

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# Admission

## Available to international

Yes

## Admission Requirements

1. C+ in one of Provincial English 12, English Studies 12, English First Peoples 12, NIC ENG-060, ENG-096, ENG-098, ESL-090 or equivalent; or English assessment; and
2. C+ in one of Foundations of Math 11 or NIC MAT-055; or C in one of Principles of Math 11, Pre-Calculus 11, Applications of Math 12, NIC MAT-053; or Math assessment;
3. or, permission of the department.
4. NIC Tourism & Hospitality diploma graduates (all options) are eligible for admission directly into third year of NIC's Bachelor of Business Administration, General Management; or Marketing major.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

## Transfer Credit and Credit for Prior Learning

North Island College accepts course transfer credit from a wide range of post-secondary institutions and professional organizations. Detailed course transfer information for BC institutions may be found by accessing the [BC Transfer Guide](#). Students possessing other applicable prior learning may request prerequisite waivers for selected courses.



## To Be Successful

- Basic computer skills in word processing and file management are required.
- Consult with a business administration faculty member if you are unsure of your level of math preparedness for any of the business courses.

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# Curriculum

## Program Requirements

### Year 1

- BUS 100 Financial Accounting Fundamentals
- BUS 132 Mathematics of Finance
- BUS 150 Administrative Principles
- BUS 152 Entrepreneurship & Small Business Management
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications for Business
- ECO 110 Principles of Microeconomics
- ECO 111 Principles of Macroeconomics
- ENG 160 Effective Organizational Writing
- ENG 115 Essay Writing and Critical Analysis or ENG 116 Essay Writing and Indigenous Perspectives or ENG 117 Academic Writing

*Students may exit with a Business Administration Certificate*

for co-op students only:

Students must complete EMP 100 in the Fall term as a prerequisite to Co-operative Education Internship Work Term (BUS 197) in the Spring.

- EMP 100 Co-operative Education Pre-Employment Seminar
- BUS 197 Business Administration Co-operative Education Work Term 1

### Year 2

- BUS 217 Management Accounting
- BUS 221 Commercial Law
- BUS 255 Human Resource Management
- BUS 260 Consumer Behaviour
- BUS 290 Management Information Systems
- BUS 293 Business Simulation

- MAT 115 Introduction to Statistics

Plus 3 electives totaling 9 credits\*

*Students may exit with a Business Administration Diploma, General Management Option*

### Year 3

- BUS 244 Finance
- BUS 335 Quantitative Methods
- BUS 350 Organizational Behaviour
- BUS 362 Market Research
- BUS 380 Globalization and International Business
- POL 203 International Relations
- IMG 220 Introduction to Social Media

Plus 3 electives totaling 9 credits\*

### Year 4

- BUS 450 Project Management
- BUS 452 Advanced Topics in Entrepreneurship
- BUS 492 Strategic Management
- PHI 260 Business Ethics
- ENG 260 Advanced Communications and Professional Writing
- BUS 340 Leadership

Plus 2 courses from the following list:

- BUS 265 Retail Management
- BUS 310 Recruitment and Selection
- BUS 320 Compensation and Benefits
- BUS 355 Managing Public Sector Organizations
- BUS 410 Labour Relations
- HRMT 322 Employment Law (Offered through Athabasca University)

Plus 2 electives totaling 6 credits\*

\*Note: Electives may be chosen from any non-business courses that transfer to BC degree granting institutions or any other NIC business courses. At least four electives must be non-business and at least five electives must be at the 200 level or higher.

**North Island College's Tourism & Hospitality Management Diploma (All options) Bridging Pathway  
BBA-General Management**

Year 3: BUS 132, BUS 244, BUS 335, BUS 350, BUS 362, BUS 380, MAT 115, POL 203, IMG 220 & 1 elective totaling 3 credits (ENG 115 or ENG 116 or ENG 160 for Adventure Guiding Option)

Year 4: BUS 340, BUS 450, BUS 452, BUS 492, ECO 110, ECO 111, PHI 260, ENG 260 Plus 2 courses from the following list: BUS 265, BUS 310, BUS 320, BUS 355, BUS 410, HRMT-322 (Athabasca U)

## Completion Requirements

A minimum of 50% of the program must be completed at North Island College.

# Bachelor of Business Administration Degree, Marketing Major

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## Summary

### Program Length

4 years

### Locations

- Comox Valley

### Start Date

September, January

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Four-year bachelor's degree*

## Summary

Gain fundamental marketing and communications skills to qualify for management-level positions. Make employer connections and earn academic credit as you participate in paid co-op work experience, international exchange and networking opportunities.

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## Highlights

### Program Highlights

Qualified students can enter the degree program at any year level. You may opt for a traditional two-plus-two approach, first completing a two-year diploma in business administration, plus two years of additional study to obtain the Bachelor of Business Administration degree (BBA). You can also apply coursework from a wide range of university level studies toward the degree program.

Third and fourth-year studies include e-business, market research, advertising and marketing communications, business-to-business marketing, project management, international business and advanced entrepreneurship. To qualify for the Bachelor of Business Administration degree credential, you must complete all required program courses and electives (or equivalent transfer credits) for a total of 120 credits.

### Career Opportunities

After graduation, you will be prepared for careers in retailing, marketing management, market research, advertising and public relations in both public and private sector organizations, or you may opt to pursue your own business ventures. You may pursue professional development opportunities through organizations such as the Canadian Institute of Marketing, the Canadian Marketing Association, the Canadian Public Relations Society and many more specialized professional organizations.

## Co-operative Education

Co-operative education alternates paid, program-related work experience with academic study. The practical experience gained on these supervised, structured work terms is an integral part of the student's education. The result is increased confidence, new employment contacts and practical real-world experience locally, on the Island, provincially or internationally.

If you wish to participate in the co-operative education program, you are encouraged to apply during the first semester of your first year of study in order to have the best options for completing the program. You must complete EMP-100 (Co-operative Education Pre-Employment Seminar) as a prerequisite to BUS-197 (Co-operative Education Internship Work Term).

Applications are also accepted from second and third-year students. Among the eligibility criteria, you must have a GPA of 2.33 or higher in the required business administration program courses and complete a co-op interview. You can be awarded a co-operative education designation on your degree if you successfully complete EMP-100, BUS-197, BUS-297 and BUS-397 (in addition to your program course work). Note: these courses cannot be used as program electives and have registration fees in addition to the program registration fees.

You may choose alternating or consecutive work terms that must not end in the program's last semester. For more information on work terms, eligibility requirements, sample job opportunities and wages contact Student Employment Services.

## Study in Scotland and Earn Two Degrees

Open up a world of opportunity by transferring 60 business administration credits to Robert Gordon University (RGU) in Aberdeen Scotland to earn a degree in just one year, and then return to NIC to earn your second degree - all within four years!

### How to earn your degree in Scotland

Apply for entry to RGU's third year BA Management or BA Management with Marketing degree by completing your NIC Business Administration (General Management) diploma or your Business Administration (Marketing) diploma or 60 credits of your NIC Bachelor of Business Administration degree with a cumulative 3.0 G.P.A. (B average) or higher.

RGU will grant you a degree after you successfully complete the third-year of the non-placement route.

### Return to NIC to earn a double degree

If you completed 60 credits of business courses at NIC and the third year of RGU's BA Management or BA Management with Marketing degree, you can then return to the fourth year of NIC's Bachelor of Business Administration General Management or Bachelor of Business Administration Marketing degree. This allows you to earn a second degree at NIC with just one more year of study.

### Learn more

- Review the [Advanced Entry Agreement between Robert Gordon University and NIC](#).
- Find out how to qualify for financial support with [RGU's Merit Scholarships](#), or apply for [Scotland's Saltire Scholarships](#).
- Visit the RGU website for information on:
  - [RGU International Office Canada Flyer](#)
  - [Bachelor of Arts in Business Management](#)

- [International Students](#)
- For more information or to develop your study plan, contact a [NIC educational advisor](#).

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## Admission

### Available to international

Yes

### Admission Requirements

1. C+ in one of Provincial English 12, English Studies 12, English First Peoples 12, NIC ENG-060, ENG-096, ENG-098, ESL-090 or equivalent; or English assessment; and
2. C+ in one of Foundations of Math 11 or NIC MAT-055; or C in one of Principles of Math 11, Pre-Calculus 11, Applications of Math 12, NIC MAT-053; or Math assessment;
3. or, permission of the department.
4. NIC Tourism & Hospitality diploma graduates (all options) are eligible for admission directly into third year of NIC's Bachelor of Business Administration, General Management; or Marketing major.

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

### International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

### Transfer Credit and Credit for Prior Learning

North Island College accepts course transfer credit from a wide range of post-secondary institutions and professional organizations. Detailed course transfer information for BC institutions may be found by accessing the [BC Transfer Guide](#). Students possessing other applicable prior learning may request prerequisite waivers or may opt to take any Business Administration course offered on a distance basis in the current year.

### To Be Successful

- Basic computer skills in word processing and file management are required.
  - Consult with a business administration faculty member if you are unsure of your level of math preparedness for any of the business courses.
-

# Curriculum

## Program Requirements

### Year 1

- BUS 100 Financial Accounting Fundamentals
- BUS 132 Mathematics of Finance
- BUS 150 Administrative Principles
- BUS 152 Entrepreneurship & Small Business Management
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications for Business
- ECO 110 Principles of Microeconomics
- ECO 111 Principles of Macroeconomics
- ENG 160 Effective Organizational Writing
- ENG 115 Essay Writing and Critical Analysis or ENG 116 Essay Writing and Indigenous Perspectives or ENG 117 Academic Writing

*Students may exit with a Business Administration Certificate*

for co-op students only:

Students must complete EMP 100 in the Fall term as a prerequisite to Co-operative Education Internship Work Term (BUS 197) in the Spring.

- EMP 100 Co-operative Education Pre-Employment Seminar
- BUS 197 Business Administration Co-operative Education Work Term 1

### Year 2

- BUS 217 Management Accounting
- BUS 221 Commercial Law
- BUS 260 Consumer Behaviour
- BUS 264 Professional Selling
- BUS 265 Retail Management
- BUS 267 Services Marketing
- BUS 293 Business Simulation
- MAT 115 Introduction to Statistics

Plus 2 electives totaling 6 credits\*

*Students may exit with a Business Administration Diploma, Marketing Option*

### Year 3

- BUS 370 International Marketing
- BUS 350 Organizational Behaviour
- BUS 362 Market Research
- BUS 368 Advertising & Marketing Communications
- BUS 380 Globalization and International Business
- IMG 220 Introduction to Social Media

Plus 4 electives totaling 12 credits\*

#### Year 4

- BUS 430 Business-to-Business Marketing
- BUS 450 Project Management
- BUS 452 Advanced Topics in Entrepreneurship
- BUS 492 Strategic Management
- PHI 260 Business Ethics
- ENG 260 Advanced Communications and Professional Writing
- BUS 340 Leadership

Plus 3 electives totaling 9 credits\*

\*Note: Electives may be chosen from any non-business courses that transfer to BC degree granting institutions or any other NIC business courses. At least four electives must be non-business and at least five electives must be at the 200 level or higher.

#### North Island College's Tourism and Hospitality Management Diploma (All options) Bridging Pathway BBA Marketing

Year 3: BUS 132, BUS 350, BUS 362, BUS 368, BUS 370, BUS 380, MAT 115, IMG 220 Plus 2 electives totaling 6 credits (ENG 115 or ENG 116 or ENG 160 for Adventure Guiding Option)

Year 4: BUS 340, BUS 430, BUS 450, BUS 452, BUS 492, ECO 110, ECO 111, PHI 260, ENG 260 Plus 1 elective totaling 3 credits.

#### Completion Requirements

A minimum of 50% of the program must be completed at North Island College.



# Bachelor of Science in Nursing Degree

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## Summary

### Program Length

4 years

### Locations

- Comox Valley

### Start Date

September

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Four-year degree in partnership with Vancouver Island University*

## Summary

NIC offers a four-year degree in partnership with Vancouver Island University using the same concept-based collaborative curriculum, including leadership, advocacy, political action, nursing knowledge development and nursing scholarship. Settings include classroom, simulation lab, clinical and community, which offer diverse contexts to ensure students develop professional nursing skills to provide direct care and care coordination as part of a team in urban, rural and global settings.

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## Highlights

### Program Highlights

The Bachelor of Science in Nursing (BSN) degree meets national standards of excellence developed by the Canadian Association of Schools of Nursing.

You will learn through the program's concept-based curriculum, which centres on nursing for individuals, families, communities and society, and promotes critical thinking to help you identify patterns in nursing care. Core concepts such as leadership, advocacy, political action, nursing knowledge development and nursing scholarship are explored throughout the program.

Students in NIC's Bachelor of Science in Nursing (BSN) degree learn about diverse peoples and communities from day one, including an understanding of Aboriginal health perspectives that has had a national impact. The leadership of NIC students at the Canadian Nursing Student Association has led to a resolution to ensure all registered nursing students across Canada understand Aboriginal health perspectives before they graduate.

The first year of the program focuses on health, primary health care and health assessment across the lifespan. You will practice in a variety of settings, such as community agencies, child care centres and

seniors' centres, where you can begin to use your nursing knowledge and practice relational skills with healthy people. The focus of this practice experience is to participate in primary health care activities, prevention activities and holistic health assessments.

In the second year, the focus is on healing initiatives, related nursing actions and health challenges such as illness, poverty, illiteracy, loss and grief. You will have the opportunity for multiple practice experiences in a broad spectrum of nursing settings, such as intermediate care facilities, extended care facilities, community care, public health, hospital units, outpatient and day care clinics, occupational and environmental health centres. For example, in fall 2015, there were 101 students involved in multiple practice placements at 29 sites, with 503 placements overall.

During the third and fourth years, you will further develop your understanding of health and healing with a focus on community and societal health and examination of complex healing initiatives. You will have opportunities to practice leadership skills with an emphasis on the socio-political and economic context of nursing. You will also use complex assessment skills, including community assessment, and engage in more advanced exploration of the discipline of nursing. You will have opportunities to practice in a variety of settings and placements that may include hospitals, seniors' organizations, schools, industry and community health centres.

Most courses are delivered in a face-to-face, classroom format with some select opportunities for online coursework. All BSN courses are on the Blackboard learning platform and you will access course materials through Blackboard.

## Career Opportunities

The BC 2024 Labour Economic Outlook predicts registered nurses will be among the most in demand occupational groups requiring post-secondary training in BC, with more than 25,000 job openings to 2015. According to a 2009 study by the Canadian Nurses association, Canada will experience a shortage of almost 60,000 full-time equivalent registered nurses (RNs) by 2022.

In the past, graduates have found employment in a variety of areas including, but not limited to, mental health, public health, community care, travel nursing, international nursing, nursing with Aboriginal communities, gerontology, acute care (medical-surgical), critical care areas (emergency, intensive care units, cardiac care, operating room), maternal/child areas, women's health and nursing education. The opportunities for RNs are endless.

## Practice Placements

Practice experiences in a variety of health agencies in the North Island region are essential to learning in the BSN program.

While the majority of practice placements take place in the Comox Valley or in Campbell River, it is increasingly necessary to utilize agencies in other North Island regions such as Port McNeill, Port Hardy, Alert Bay, Bella Coola, Tofino, Powell River and Port Alberni. You may be asked to attend practice in any of these areas and must arrange your own transportation/ accommodation and at your own expense.

Students are required to complete their consolidated practice experiences during the months of May/June, or July/August, depending on the availability of practice resources. Shift work in the practice areas may include days, evenings, nights, weekends, eight and/or 12 hour shifts.

## Transfer Student - Seat Availability

To transfer from a partner site into NIC, you are required to submit official transcripts and sign a consent authorizing release of confidential information such as performance appraisal summary sheets and practice tracking records between institutions.

Transfer to and from any BSN program is dependent upon seat availability and articulation of curriculum. To qualify, you must meet residence requirements of both [NIC](#) and [VIU](#).

## Get a Head Start

To decrease your course load in the first year of the BSN program, you may take up to six courses for credit toward your nursing degree before admission to the program. The courses are BIO-160 and BIO-161 (two in anatomy and physiology for first-year nursing), two first-year university-level English electives and two non-nursing general electives (at the 100 and 200 level. See [BC Transfer Guide](#)). It is recommended that students complete these courses prior to admission.

It is strongly recommended that students choose ENG-117 as one of their two English electives. The other two options for your first-year English are ENG-115 or ENG-125. Options for a second English course include ENG-120, ENG-121, ENG-122, ENG-126 and ENG-160.

Please note that credit will not be given for both:

- ENG-115 and ENG-117
- ENG-115 and ENG-125
- ENG-117 and ENG-125

It is recommended that you choose electives that are relevant to your practice as a nurse. Some popular choices are psychology, sociology, women's studies, biology, chemistry, French and Spanish. The following are suggested options:

- ANT-150 Cultural Anthropology
- BIO-215 Introductory Microbiology
- CRM-131 Introduction to the Criminal Justice System
- CRM-135 Introduction to the Canadian Law & Legal Institutions
- ESJ-100 Equity & Social Justice in Contemporary Canada
- ESJ-101 Global Changes to, and Movements for, Social Justice
- HIS-112 Canadian History: 1867 - Present
- HIS-250 History of Women in Canada, 1600-1920
- HIS-251 History of Women in Canada, 1920-Present
- PHI-150 Critical Thinking
- PHI-230 Contemporary Moral Issues
- PSY-130 Introductory Psychology I
- PSY-131 Introductory Psychology II
- SOC-110 Introduction to Sociology I
- SOC-111 Introduction to Sociology II
- SOC-130 First Nations Sociology
- SOC-212 Issues in Canadian Society
- WST-100 Global Perspectives on Women
- WST-101 Issues in Women's Health

- WST-110 First Nations Women's Studies
- WST-260 Empowered Caring & Feminist Practice

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## Admission

### Available to international

No

### Before Classes Begin

Once accepted to the program, but before classes begin, you are required to:

- attend a mandatory group orientation session held in June. The admissions department will send you an invitation with details regarding the date and time of the orientation.
- hold a current CPR Health Care Provider certificate, or equivalent, and have completed a Workplace Hazardous Material Information System (WHMIS) course. A photocopy of these certificates must be presented to the nursing program support assistant on the first day of classes. It is your responsibility to re-certify CPR Health Care Provider before beginning Year 3 of the nursing program.
- submit a completed immunization form. This immunization form will be sent to you by admissions once you are offered a seat in the program. This form should be validated by the public health nurse at your local health unit. This form must be presented to the BSN program support assistant on the first day of classes. Note: If the public health nurse recommends a rubella serologic test, a photocopy of the results of this test will also have to be submitted.
- submit a Criminal Record Check permission form so that NIC can get your Criminal Record Check done. Admissions will send you this form when you are offered a seat in the program.
- Review the College of Registered Nurses of BC approved requisite skills and abilities (RSA) to meet entry-level [RN competencies](#). These requisite skills and abilities are included in the information sent to you once you are offered a seat in the program and will be discussed at the group orientation session. You need to review these and decide whether you believe you are able to meet them. If you have concerns about being able to meet the RSAs, you should contact the BSN program academic advisor prior to the program start date.

### Admission Requirements

#### Admission to the BSN Program

Application to the Bachelor of Science in Nursing for the 2019 Fall admissions intake will be open on Monday October 1, 2018 and close on December 14, 2018. If you have already completed one of the Academic admission pre-requisites and you plan on retaking the course to gain a higher grade you cannot self report a grade.

- [The CASPer Test](#)
- [Self-Reporting Grade Form](#)
- [Quick Reference Guide Nursing](#)

Admission to the Bachelor of Science in Nursing program is through a selective admission process. Successful applicants are identified through the combined evaluation of GPA (based on program prerequisites) and a portfolio. Once transcripts are received, applicants meeting the minimum program requirements will be provided a portfolio questionnaire. The portfolio may ask for information such as:

- Personal understanding and experience with leadership.
- Concepts such as ethics, global health, cultural safety, and critical thinking.
- Personal experience receiving and utilizing feedback.
- Perceived success in engaging in a rigorous 4 year degree program.

The number of qualified applicants normally exceeds the number of seats available therefore fulfillment of the minimum admission requirements does not guarantee admission. Applicants are required to reapply annually for admission to the program, applicants are not waitlisted for the following intake.

For information regarding the roles of a professional nurse: [www.crnbc.ca](http://www.crnbc.ca) or [www.arnbc.ca](http://www.arnbc.ca)

#### **Option A: Bachelor of Science in Nursing Degree**

Prospective students must submit transcripts as proof of meeting the following academic requirements:

1. Grade 12 or equivalent (completing all the prerequisites below is considered by NIC BSN program as Grade 12 equivalent)
2. C+ in Biology 12 or Anatomy and Physiology 12 or NIC BIO-060/BIO-110, or equivalent within the last 10 years.
3. C+ in Chemistry 11 or NIC CHE-051, or equivalent within the last 10 years.
4. C+ in Provincial English 12 or English Studies 12, or English First Peoples 12 or NIC ENG-060 or ENG-096 or ENG-098 or ESL-090.
5. C+ in Principles of Math 11 or Applications of Math 12 or PreCalculus 11 or Foundations of Math 12 or NIC MAT-053.
6. Applicants who are current high school students must submit interim transcripts and complete the Self-Reporting Grade form.

#### **Option B: RN Access to Bachelor of Science in Nursing Degree**

This option is designed to allow practicing Registered Nurses who have a diploma to access Term 6 of the Bachelor of Science in Nursing program. Students choosing this option proceed to degree completion by completing three academic terms. Nurses with limited practice experience may be required to complete one additional consolidated practice experiences.

Prospective students must meet the following academic prerequisites:

1. Submit transcripts from Diploma School of Nursing and other educational institution attended.
2. Submit verification of nursing registration status from CRNBC.
3. Complete NUR-345 at the University of Victoria or Thompson Rivers University Open Learning.
4. See the BSN Program Academic Advisor re: program planning.

Note: Applicants who meet the admission requirements for this option will be accepted in the program at NIC depending on seat availability.

Some prospective students may be required to have an interview at the discretion of the department

chair or designate. The interview is designed to assist students in making an informed decision about pursuing a nursing career.

### Option C: LPN Access to Bachelor of Science in Nursing Degree

This option is currently under review.

### Priority Admission for Aboriginal Applicants

The British Columbia Human Rights Tribunal has provided Special Program approval to allow priority admission for a selected number of self-declared Aboriginal applicants to this program beginning in September 2013.

The Bachelor of Science in Nursing program has three designated seats for Aboriginal students. Once the designated seats have been assigned, remaining priority admission applicants will be considered as part of the selective admission process. For more information please refer to <http://www.nic.bc.ca/services/aboriginalservices/programs.aspx>, or contact an Aboriginal Advisor at your local campus.

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

### Transfer Credit and Credit for Prior Learning

Students with previous course work from another accredited institution may apply to transfer course credits to NIC. For more information, refer to [Steps to University Transfer](#) or contact Student Services.

Your previous life, work or study experience, unassociated with formal education, may qualify for Prior Learning Assessment and Recognition (PLAR). Your knowledge and skills will be evaluated to determine if you meet the objectives for selected courses up to a maximum of 50 per cent of the program. To qualify for PLAR, you must apply to the program, meet all the program requirements and complete the PLAR before entering the program or one term before the scheduled course(s). The fee for each PLAR course is 75 per cent of the regular course fee. Refer to [NIC policy #4-10: Prior Learning Assessment and Recognition](#). For information about which courses qualify for PLAR please contact the department chair for your program.

When you do not meet all of the learning objectives in a course(s) the assessment process may result in an exemption from some portion of the course(s). You will be required to register in the course and pay full tuition but your workload would be reduced. Note that eligibility for this process will be granted on an individual basis by the department. You must apply one semester in advance of the course start date. For more information please contact the program department chair.

### To Be Successful

- You will participate in online learning and will be required to submit typewritten essays and papers as part of course requirements. As a result, basic computer literacy and internet access are necessary.

- In order to enroll in BIO-160, BIO-161, English, and/or elective courses prior to admission to the nursing program, you must apply to the University Studies program. College policies regarding advanced standing and transfer credit apply.
- Accurate math calculations are critical for safe nursing practice. As a result, you will be required to complete a math evaluation with assessment services after you have met the admission requirements and have a seat in the BSN program. The goal for the math evaluation is 90 per cent. The intention of the evaluation is for you to identify your learning needs early and if you do not achieve 90 per cent, it is strongly recommended you seek remedial assistance in order to position yourself for success in the math components of the BSN courses. You will not be denied admission to the program if you do not achieve the 90 per cent.

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## Curriculum

### Program Requirements

#### Program Structure

On completion of eight academic terms and three consolidated practice experiences, students will graduate with a Bachelor of Science in Nursing degree. Students will write national registration examinations after completion of the program.

#### NIC Term 1: September - December

- BIO 160 Human Anatomy & Physiology I
- NUR 102 Relational Practice I: Self and Others
- NUR 103 Professional Practice I: Introduction to the Profession of Nursing
- NUR 104 Nursing Practice I: Introduction to Nursing Practice
- NUR 105 Health and Healing I: Living Health
- Elective

**Total credits = 19.5**

#### NIC Term 2: January - April

- BIO 161 Human Anatomy & Physiology II
- NUR 113 Professional Practice II: Introduction to the Discipline of Nursing
- NUR 114 Nursing Practice II: Coming to Know the Client
- NUR 115 Health and Healing II: Health Indicators
- Elective

**Total credits = 18**

#### NIC Spring Term: May

- NUR 175 Consolidated Practice Experience I

**Total credits = 6**

#### NIC Term 3: September - December

- BIO 260 Pathobiology I
- NUR 202 Relational Practice II: Creating Health-Promoting Relationships
- NUR 204 Nursing Practice III: Promoting Health and Healing
- NUR 206 Health and Healing III: Health Challenges/Healing Initiatives

**Total credits = 18**

#### NIC Term 4: (Option C access) January - April

- BIO 261 Pathobiology II
  - NUR 213 Professional Practice III: Nursing Ethics
  - NUR 214 Nursing Practice IV: Promoting Health and Healing
  - NUR 216 Health and Healing IV: Health Challenges/Healing Initiatives
- Total credits = 18**

### NIC Spring Term: May

- NUR 276 Consolidated Practice Experience II
- Total credits = 8**

### NIC Term 5: September - December

- NUR 306 Health and Healing V: Complex Health Challenges/Healing Initiatives
  - NUR 304 Nursing Practice V: Promoting Health and Healing
  - NUR 302 Relational Practice III: Connecting Across Difference
  - Elective
- Total credits = 18**

### NIC-VIU Term 6 (Option B access): January - April

- NUR 313 Professional Practice IV: Nursing Inquiry
  - NUR 314 Nursing Practice VI: Promoting Health of Communities and Society
  - NUR 316 Health and Healing VII: Promoting Community and Societal Health
  - NUR 318 Health and Healing VI: Global Health Issues
  - Elective
- Total credits = 16**

### NIC-VIU Spring Term: May

- NUR 375 Consolidated Practice Experience (CPE) III
- Total credits = 8**

### NIC-VIU Term 7: September - December

- NUR 405 Professional Practice V: Leadership in Nursing
  - NUR 404 Nursing Practice VII: Engaging in Leadership
  - NUR 403 Professional Practice VI: Nursing Research
  - Nursing Elective (See BSN Program Academic Advisor for options)
- Total credits = 13**

### NIC-VIU Term 8: January - April

- NUR 414 Nursing Practice VIII: Transitioning to BSN Graduate
- Total credits = 12**

### June: Convocation & RN Exam

## Completion Requirements

1. In order to receive credit for courses required for the BSN program, the nursing student must achieve a minimum of 60% in each course (including electives), maintain a cumulative grade point average of 2.33 (65%) over each academic year, and pass each nursing practicum. Practice experiences within the curriculum are a vital part of learning. Attendance is required in all practice courses. Students that miss more than 10% of a practice experience may be at risk for not successfully completing the course.



2. A student who fails a required biology course will usually have to withdraw from the program until the course is passed. If a student subsequently passes the course, the student may re-enter the program, based on seat availability.
3. A student who fails a required BSN course is withdrawn from the program and may apply for readmission to the program at a subsequent offering in the same term as the failure occurred. When a failure occurs in either a biology or a BSN course and a student is planning to reapply to the program, it is recommended that they do so as soon as possible. Re-entry to the program is dependent on seat availability and any conditions as outlined upon the student's withdrawal from the program. Failure of a required course may require the completion of a learning assessment and/or additional remediation prior to readmission to support student safe practice, currency, and success.
4. Students who withdraw and/or fail two nursing courses are not eligible for readmission to the program.
5. Nursing students are required to adhere to the Code of Ethics of the Canadian Nurses Association and the CRNBC Professional Standards for Registered Nurses and Nurse Practitioners and Practice Standards for Registered Nurses and Nurse Practitioners. Failure to adhere to these principles may result in the student being required to leave the program.
6. There are four non-nursing general electives: two English (see below) and two general electives at the 100 or 200 level. All electives must be university-transferable. Go to [www.bctransferguide.ca](http://www.bctransferguide.ca) to check course transferability. Credit for BIO-110 is not acceptable as a non-nursing general elective. In addition there is a 4th year Nursing elective.  
**Option A:** Students must take two first year university-level English courses from the following options. They must choose one of ENG-117, ENG-115, ENG-116, or ENG-125.\* It is strongly recommended that students take ENG-117. For the second English course, students must choose one of ENG-122, ENG-127, ENG-120, ENG-121, ENG-126 or ENG-160.\* It is also recommended that all English courses be completed by the end of the second year in the nursing program.  
**Option B:** Returning RNs are required to meet the above English requirements unless they have a minimum B+ in ENG-117, ENG-115, ENG-116 or ENG-122. In this case they are not required to complete a second English and will require 50 credits to graduate instead of 53 credits. Returning RNs need to complete 2 additional 300 or 400 level electives in order to meet 3rd and 4th year graduation requirements.  
**Option C:** Students complete ENG-115, ENG-117, or ENG-116 before entry into the BSN program and then need to complete a second English course. Options include ENG-120, ENG-121, ENG-122, ENG-125, ENG-126, ENG-127 and ENG-160.\* Please note that credit will be given for one of ENG-115, ENG-117, or ENG-116. It is also recommended that all English courses be completed by the end of the second year in the nursing program. Option C students must also complete two general electives at the 100 or 200 level.
7. The BSN program at North Island College must normally be completed within seven years from a student's entry to Year One of the program for Option A, and within six years for Option B and C.

8. **Option B:** Students must maintain active CRNBC registration.

**Option C:** Students must maintain active CLPNBC registration.

\*ENG-120, ENG-121, ENG-125, and ENG-126 will be retired by September 2018 and no longer available to take as an option, but will count for credit if previously taken.

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## FAQ

### Frequently Asked Questions

**1. When do I apply to the Bachelor of Science in Nursing (BSN) program?**

Applications open October 1 and close December 14, 2018 for the Fall 2019 intake

**2. What happens once I apply to the BSN program?**

The registration and BSN departments work together to process your application following the criteria in the selective entry guidelines.

**3. Where do I find out more about the selective entry process?**

Scroll down or click [here](#) to go to read our Frequently Asked Questions - Selective Entry

**4. How do I know if I need to take upgrading courses?**

You may need to upgrade if:

- your grades aren't high enough to meet the academic requirements listed in the current calendar.
- your high school transcripts are not available.
- you haven't completed high school or taken any other courses anywhere else.
- you took high school chemistry and/or biology more than ten years ago. (There is a ten year time limit in effect on these courses for entry into BIO-160 which is a required course in the program. If you have questions about this requirement please contact the science department).

If you have questions about upgrading at NIC, you can contact your local Student Services office or an educational advisor. However, admission to the BSN program is dependent on successful completion of all prerequisite courses.

**5. Can I take upgrading courses at NIC?**

Yes. Please refer to upgrading and the Adult Basic Education program description for more information.

**6. I have taken courses outside of British Columbia or at another college/university. How do I find out if they meet the prerequisites?**

If you have credit for post-secondary (not high school) courses obtained at another educational institution and wish to use these either a) to become qualified for the BSN program, or b) to meet elective requirements within the BSN program, you will need to apply for transfer credit. If your transcripts are from a post-secondary institution outside of BC, there is a \$20 fee for assessing transfer credit. You may be asked to provide course descriptions. Transfer credit forms are available at Student Services and on the website: Application for Transfer Credit form. Forms should be submitted as soon as possible. Please note that it can take six to eight weeks for processing.

**7. I have taken a university-level Chemistry and/or Biology more than ten years ago. Does this mean I have to repeat Chemistry 11 and/or Biology 12?**

Applicants that have completed university-level chemistry and/or biology more than 10 years ago must first apply for transfer credit. Once the transfer credit has been assessed by our Registrar's office, it will be reviewed by admissions and the science department and a decision will be made whether those credits meet the chemistry and/or biology prerequisites. You will be notified in writing about the decision.

**8. Once I have been invited into the program, is there a chance of deferring my seat if I am unable to attend that fall?**

No, deferral is not an option. The BSN program at NIC is a highly competitive program, and seats cannot be held from year to year. If you cannot accept your seat, you will need to apply the following year.

**9. I have completed my upgrading. Are there any courses I can take before I begin the nursing program at NIC?**

It is possible to take a total of six courses before you begin the nursing program. These are: two courses in anatomy and physiology for first-year nursing (BIO-160 and BIO-161), two first-year university-level English elective and two non-nursing general elective courses (see "Get a Head Start" section). This can significantly reduce your workload in the first year of the program. You may also choose to take an extra elective in preparation for your Bachelor of Science in Nursing.

**10. Can I take electives at another college or university?**

If you choose to take courses outside of NIC, you should consult with an NIC educational advisor as well as the BC Council on Admissions & Transfer (BCCAT) Transfer Guide. For a useful guide, look for BCCAT's booklet "Transfer Tips," available from your local Student Services office.

**11. Can I take upgrading at the same time as my electives?**

Yes, provided you meet the prerequisites for the elective courses and registered in the appropriate program. Applicants wanting to take elective courses prior to starting the BSN program will need to apply to and register in University Studies at NIC. Please note, it is advisable to complete ENG-115 or ENG-117 or equivalent prior to entry into the BSN program if possible.

**12. Can I take Biology 160 and 161 at another college?**

You must consult with an advisor in order to have the course approved by our biology department before you register for a course outside of NIC; otherwise you may not receive credit. BIO-160 and BIO-161 usually don't transfer in isolation and both courses may have to be completed in order to receive credit. It is important to note that a lab component for BIO-160 and BIO-161 is a requirement.

**13. Are there other requirements I will need to continue in the BSN program?**

Yes, the College of Registered Nurses of British Columbia has published a document called *Becoming a Registered Nurse in British Columbia: Requisite Skills and Abilities*. This document provides information about the nature of the activities that nursing students need to perform and the general demands of registered nurse education. You may want to review the document before you apply to nursing. This document can be viewed at online and will be sent to you by the Admissions Office once you are invited to the BSN program.

## **Frequently Asked Questions - Selective Entry**

**1. How are applicants selected?**

North Island College uses a Selective Entry process with a point system reflecting a combination of components and the portfolio that is evaluated as a whole.

**2. What grades are the GPA based upon?**

All applicants must meet the minimum pre-requisites to be considered. Please refer to the Pre-Requisites listed with Option A (Admission Tab on the BSN webpage).

### 3. How are the applications evaluated?

The portfolio evaluation includes: GPA, non-nursing graduation requirements (BIO-160/161; ENG courses and two program-approved general electives), residency and a questionnaire. Points are awarded in each of these areas. The top 36 applicants will be sent a letter of invitation.

### 4. What else will be assessed in the Selective Entry Portfolio?

Proof of residency and completion of non-nursing graduation requirements (BIO-160/161, two English courses, two program approved general electives) which will support the overall score of your portfolio.

### 5. Will students with the highest GPAs receive an offer to the program?

Not necessarily. The questionnaire responses carry a significant value in the scoring process. The questionnaire was designed for applicants with all types of experience.

### 6. What if I am not in the top 36?

Applicants will be notified, in writing, if they have not been selected. Some applicants may be placed on a temporary waitlist in the event that a seat becomes available. Applicants will have the opportunity to re-apply in following years.

### 7. When will the invitations be sent out?

Invitation letters will be sent out during the end of March or the first week of April.

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## Nursing Profession

### Nursing profession

From research to education to policy to clinical care, registered nurses work in a wide-range of practice settings. As the country's largest group of health care providers, nurses lead the way in patient advocacy with a focus on public safety. Being a Registered Nurse is a commitment to an ethically-driven, caring professional.

### What does it mean to be a professional nurse?

Being a Registered Nurse (RN) is a professional designation. Your practice is guided by a Code of Ethics and professional practice standards.

Nursing is also an all-encompassing role - it is something you become, not something you do. Being an RN is one of the most autonomous roles in the health care field. Your practice may include in-community care, research, patient advocacy or clinical care.

### NIC's Bachelor of Science in Nursing (BSN) program

NIC offers a four-year degree in partnership with Vancouver Island University, using the same concept-based collaborative curriculum. Our program is both Canadian Association of Schools of Nursing (CASN) and College of Registered Nurses of BC (CRNBC) accredited, having received the highest-level of accreditation from CRNBC - seven years with no conditions. Accreditation ensures our students are receiving the best curriculum and education to prepare you to meet competencies of the College of Registered Nurses of BC entry-level competencies.

The BSN degree is a challenging, rigorous and rewarding program, combining the academic requirements for a Bachelor of Science with the requisite skills and abilities needed to enter one of the most demanding, rewarding and dynamic professions in the health care field today.

### Partnerships

NIC's BSN program is aligned with the professional associations that guide and govern nursing practice in BC and Canada. Below are a list of these professional associations and information on their mandates and roles in guiding professional nursing.

#### Canadian Nurses Association (CNA)

The Canadian Nurses Association is the national professional voice of over 139,000 registered nurses and nurse practitioners across Canada. The CNA's goals include promote and enhance the role of nurses to strengthen nursing and the Canadian health system and to shape and advocate for healthy public policy. The CNA also develops the Code of Ethics for Registered Nurses, which guides the practice of nurses across the country.

#### Canadian Association of Schools of Nursing (CASN)

The Canadian Association of Schools of Nursing is the national voice for nursing education, research and scholarship in Canada. CASN is the national accrediting body for nursing education.

#### College of Registered Nurses of BC (CRNBC)

Nursing in BC is a self-governing profession. The College of Registered Nurses of BC is mandated under the Health Professionals Act to protect the public through regulation of registered nurses, nurse practitioners and licensed graduate nurses.

#### Canadian Nursing Students' Association (CNSA)

The Canadian Nursing Students' Association is the national voice for Canadian nursing students. Its goal is to increase the legal, ethical, professional and education aspects which are an integral part of nursing.

#### Association of Registered Nurses of British Columbia (ARNBC)

The Association of Registered Nurses of BC is the professional association representing RNs and Nurse Practitioners in BC. ARNBC works closely with the Canadian Nurses Association to ensure a continuous and effective policy presence and voice among Canadian nurses.

# BC Adult Graduation Diploma

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## Summary

### Program Length

Varies

### Locations

- College Wide

### Start Date

September, October, November, December, January, February, March, April, May, June

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Grade 12 equivalency diploma*

## Summary

Qualify for entry into NIC programs and increase job opportunities. Many employers require grade 12 completion. Study face-to-face or online, during the day or evening, in courses that work around your life and learning style. Receive support every step of the way.

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## Highlights

### Did you Know ...

**You can earn credit toward Grade 12 and college - at the same time.**

If you're planning to take any other North Island College program, you can earn credit toward completion of your BC Adult Grad diploma - with the same courses. For example, many trades programs earn you three of five required course credits toward your Grade 12. And completing your Grade 12 may qualify you for a wider range of job opportunities upon graduation. Contact a student advisor for details.

### Flexible Course Schedules

You will find a wide variety of upgrading courses available at all NIC locations starting in September, January, and June. Some are offered on a set schedule and meet at the same time every week. Other courses, like our continuous-entry and online courses, often have flexible start dates where you set the pace. Most of the continuous-entry and online courses must be completed within four months of your start date (some allow five months to complete). They all include instructor support and follow-up. Educational advisors at your nearest campus can provide a current timetable of courses suited to your goals, including in-class, distance, and online options that make it possible for you to build your timetable around jobs and child care.

## Come Talk to Us

Our educational advisors are available by appointment (on campus or by phone) to talk to you about all your upgrading options, BC Adult Graduation diploma completion and how we can help set up a study plan that fits your goals.

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## Admission

### Available to international

No

### Admission Requirements

There are no admission requirements for the BC Adult Graduation Diploma. Student must apply to the program of their choosing and meet the eligibility requirements listed below.

1. To be eligible for the BC Adult Graduation Diploma, a person must be 18 years or older.
2. Have completed at least 1 course through North Island College.
3. Complete all required and elective requirements listed under the program curriculum tab.
4. Earn at least 20 credits in the secondary system or complete 5 courses in the post secondary system. Courses and credits can be counted from the secondary school system and/or the post-secondary school system and/or the Adult Basic Education program.

Once eligible students may complete the [Application for Credential form](#).

Educational Advisors are available to discuss your goals and course options.

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## Curriculum

### Program Requirements

Five courses selected from the following:

1. ENG-096 or ENG-098 or higher-level English
2. MAT-053 or MAT-055 or higher-level mathematics
3. Plus, any three courses from the following Adult Basic Education provincial level or higher-level courses:
  - BIO-060 Concepts in Biology I (Inhabiting the Human Body)
  - CHE-060 College Preparatory Chemistry II
  - MAT-060 Provincial ABE Mathematics
  - PHY-060 College Preparatory Physics II

- FNS 096 BC First Peoples Studies
- KWA 096 Introduction to Kwak'wala
- Any 3-credit course at a university level, which includes any 100-level course in University Studies & Transfer, Business, Tourism & Hospitality, Fine Art & Design and Health & Human Services.
- Any course within a Trades & Technical program at NIC. Courses must be at least 100 hours in duration or combined to equal at least 100 hours to be counted as a full course.

## Completion Requirements

In order to receive a BC Adult Graduation diploma, students must:

1. Be granted credit for at least 3 courses as an adult at NIC, through the secondary school system, or through prior learning assessment (PLA).
2. Have completed at least 1 course through North Island College.
3. Complete all required and elective requirements listed under BC Adult Graduation Diploma program overview.
4. Earn at least 20 credits in the secondary system or complete 5 courses in the post secondary system. Courses and credits can be counted from the secondary school system and/or the post-secondary school system and/or the Adult Basic Education program.



# BC Wildfire Crew Member Training

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## Summary

### Program Length

1 month

### Locations

- Campbell River
- Port Alberni

### Start Date

TBD

### Contacts

#### Campbell River

Sandy Rose

250-923-9728

[sandra.rose@nic.bc.ca](mailto:sandra.rose@nic.bc.ca)

Port Alberni

Leanne Moore

250-724-8705

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

*16-day, entry-level training & certification for wildland firefighting in BC*

### Web Summary

Prepare now for summer employment as a wildland firefighter. Develop essential knowledge in wildfire preparedness and operations, including BC Forest Service certifications in fire suppression and entrapment avoidance. As a graduate, you will possess the skills, knowledge and certification required for entry-level employment as a crew member on a wildland fire crew in BC.

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## Highlights

### Program Highlights

The BC Wildfire Crew Member Training program is designed to give you the introductory theory and practical skills needed to become a wildland firefighter.

During this 16-day intensive program, you will complete the following modules:

BC Wildfire Crew Member Training Program

- [OFA-010](#) Occupational First Aid Level 1
- [OFA-015](#) Occupational First Aid Transportation Endorsement

- OFA-001 WHMIS
- MVO-069 Transportation of Dangerous Goods - Comprehensive
- WFO-013 Power Saw Operator
- WFO-019 Introduction to Incident Command System
- FOR-012 Basic S100 Fire Suppression & Safety
- WFO-015 Wildfire Entrapment Avoidance
- WFO-016 Fire Communications
- WFO 027 Portable Pumps and Water Delivery
- ROC-010 Restricted Operator Certificate - Aeronautical (ROC-A)
- WOF-021 Heavy Equipment
- WFO-025 Air Tanker Operations
- WFO-022 Introduction to Fire Behaviour
- WFO-018 Helicopter Orientation and Safety
- FOR 021 Map & Compass
- WFO 020 Wildlife Awareness

## Industry Certification

Upon successful completion of the program, you will receive the following industry certifications:

- S100 Basic Fire Suppression
- S185 Fire Entrapment Avoidance
- S232 Portable Pumps and Water Use
- S212 Fire Communications
- S170 Helicopter Safety
- S190 Introduction to Fire Behaviour
- S213 Heavy Equipment
- S242 Air Tankers
- Industry Canada Radio Operator certificate (ROC-A)
- Transportation of Dangerous Goods, Ground and Air
- ICS Certification (Incident Command)

## Supply List

The following equipment will be provided (must satisfy funding / admission requirements)

- hard hat
- CSA-approved safety boots or caulk boots
- hearing protection
- eye protection
- gloves

- rain gear, if required

## Schedule

The program is delivered over 16 consecutive weekdays and is comprised of instructor-led theory and practical application. Classes run four days a week, 8:30 am to 5 pm.

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# Admission

## Available to international

No

## Admission Requirements

Like all firefighters, applicants for the program must be physically fit and willing to participate in a structured fitness plan.

## How to Apply

Register by mail, email, or in person:

- Complete the [Continuing Education Registration Form & Declaration Form](#),
- Call CR 250-923-9728  of PA 250-724-8705 if you have any questions,
- Drop off or mail the forms to the [Student Services](#) office at your local campus
- Learn more about our [Registration and Refund](#) policies.

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# Curriculum

## Courses

### BC Wildfire Crew Member Training Program

- OFA 010 Occupational First Aid Level 1
- OFA 015 Occupational First Aid Transportation Endorsement
- OFA 001 WHMIS
- MVO 069 Transportation of Dangerous Goods - Comprehensive
- WFO 013 Power Saw Operator
- WFO 019 Introduction to Incident Command System
- FOR 012 Basic S100 Fire Suppression & Safety
- WFO 015 Wildfire Entrapment Avoidance
- WFO 016 Fire Communications
- WFO 027 Portable Pumps and Water Delivery
- ROC 010 Restricted Operator Certificate - Aeronautical (ROC-A)

- WFO 021 Heavy Equipment
- WFO 025 Air Tanker Operations
- WFO 022 Introduction to Fire Behaviour
- WFO 018 Helicopter Orientation and Safety
- FOR 021 Map & Compass
- WFO 020 Wildlife Awareness

## Completion Requirements

You must complete all courses in the program with a passing grade.

# Building Service Worker

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## Summary

### Program Length

1 month

### Locations

- Comox Valley

### Start Date

TBD

### Contacts

1-800-715-0914 ext. 4601  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

*4-week Employment Skills Access program*

### Web Summary

Learn to provide quality cleaning services for future employment in the building services industry. You will learn care and maintenance procedures and gain essential industry certifications and hands-on experience through a workplace practicum. As a graduate you will qualify for entry level custodial positions with a wide range of businesses and organizations.

*Note: this is a government-funded program, please see the admissions tab below for eligibility.*

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## Highlights

### Program Highlights

In just four weeks, you can learn to provide quality building custodial services and qualify for entry-level custodial positions in school districts, hospitals, other institutions, hotels, offices, and industrial settings. Training is designed for individuals with limited experience, who have a desire to work in the field and gain the fundamental skills to pursue entry level positions in the industry.

This all-inclusive program includes the following education, training, and certification:

#### **Foundation Skills Training**

This course combines classroom instruction, computer lab time, and field trips, and will include lecture, group work and guest speakers. Through class activities and assignments, participants will learn about the building service industry and employer expectations, develop Essential Skills for employment in the industry, and assess their own skills and aptitude for this field.

#### **WHMIS**

Participants will become familiar with WHMIS, a hazard communication system that provides

information on the safe use of hazardous materials in the workplace. On successful completion, participants will be awarded WHMIS certification.

#### **Occupational First Aid - Level 1**

Participants will learn life-saving first aid skills, meeting the requirements for OFA Level 1 certification.

#### **Building Service Worker - Level 1**

This is an introduction to the skills required to work in the building service custodial field. Topics include: attitudes, ground rules, WHMIS, blood borne pathogen safety, hanta virus awareness, basic cleaning chemistry, cleaning procedures overview, interior office cleaning, restroom cleaning, daily floor maintenance, and classroom cleaning.

#### **Building Service Worker - Level 2: Hard Floor Care**

Students will learn correct care and maintenance procedures for virtually all types of resilient and hard surface flooring, and proper use of equipment.

#### **Building Service Worker - Level 3: Carpet Care**

Students will gain an understanding of the objectives of commercial carpet cleaning. Topics include: terminology, safety, common chemicals, products and equipment, and cleaning techniques and procedures.

#### **Building Service Worker - Practicum**

This is an instructor-led practicum, providing students with hands-on practical training in the skills and application of theory and principles for the performance of duties as a building service worker.

#### **Transition to Employment Training**

Participants will gain skills and tools to make a successful transition to employment - preparing an effective resume for the building service industry and developing job search skills, tools and resources.

### **FUTURE DATES/LOCATIONS**

Employment Skills Access programs will be accessible throughout the North Island College region, and may be offered in collaboration with community and partners. Please keep in mind that start dates and locations may change to accommodate applicant and community demand.

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## **Admission**

### **Available to international**

No

### **Before Classes Begin**

Please call 1-800-715-0914 ext. 4601 or email [questions@nic.bc.ca](mailto:questions@nic.bc.ca)

### **Admission Requirements**

This Employment Skills Access (ESA) program is designed to assist unemployed or low-skilled individuals to gain employment. All tuition and books are included for participants who meet the specific ESA eligibility criteria.

You may be eligible if you are:

1. Unemployed AND not collecting Employment Insurance (EI) AND have not been associated with a regular EI claim the past three years or maternity/parental claim in the past five years; or,
2. Employed, Low-Skilled (such as those who do not have a high school diploma) or,
3. Employed, Underemployed (such as those who do not have permanent or full-time employment).

North Island College staff will work with you to answer your questions, help determine your eligibility, assist with forms, and complete the application process.

Space is limited. Apply now! 1-800-715-0914 ext. 4601 or email [questions@nic.bc.ca](mailto:questions@nic.bc.ca).

## Eligibility

All participants must meet the following basic eligibility criteria:

- Be a Canadian, a permanent resident or protected person legally entitled to work in Canada.
- Currently reside in British Columbia.
- Not a full-time student i.e. not enrolled in high school or taking post-secondary courses at the time of training.
- At the time of training, not be participating in another provincially or federally funded labour market program.

And belong to one of the following employment categories:

1. Unemployed (non-EI eligible); or,
2. Employed, Low-Skilled (such as those who do not have a high school diploma); or,
3. Employed, Underemployed (such as those who do not have permanent or full-time employment).

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

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# Curriculum

## Program Requirements

- BSW 101 Building Service Work Level 1
- BSW 104 Building Service Worker Level 2 - Resilient Hard Floor Care
- BSW 105 Building Service Worker Level 3 - Commercial Carpet Cleaning
- BSW 107 Building Service Worker Practicum
- BSW 108 Building Service Worker Foundation Skills
- OFA 010 Occupation First Aid Level 1
- CJR 010 Career Planning & Job Readiness

## Completion Requirements

Participants must successfully complete 80% of the coursework to receive their NIC Certificate of Completion.



# Business Administration Certificate

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## Summary,

### Program Length

1 year

### Locations

- Comox Valley
- Online

### Start Date

September, January

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Eight-month certificate*

### Web Summary

Learn the fundamentals of accounting, marketing, economics, computer applications and business writing in a supportive environment. Flexible, online or classroom-based options allow you to explore the learning style that suits you best.

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## Highlights

### Program Highlights

Through either an online or classroom-based curriculum, you will develop a fundamental knowledge of administrative principles, financial accounting, economics, and organizational writing. Explore marketing for public, private and not-for-profit sectors, with particular emphasis placed on assessing dynamic marketing environments and developing a marketing strategy. Learn software widely used in business administration and learn how to use presentation software in a supportive, hands-on environment.

### Career Opportunities

The Business Administration certificate program opens the door to a wide range of entry level positions. Career positions may include, but would not be limited to, office employee, banking and financial assistant or accounting assistant.

### The Online Experience

The online Business Administration certificate is an interactive, mixed-media program designed specifically for online users and NIC's Blackboard online learning environment. It offers the same course

curriculum as our traditional business certificate program, with the same quality and standards expected of North Island College, yet gives you the flexibility to learn at the time and in the place that's best for you.

The program begins with an online orientation, where you'll be introduced to your classmates, instructors and staff and receive training on how to use the online learning tools. Courses have a mix of group and individual assignments, in addition to online study groups. You will gain experience working independently and as part of a group, while getting to know each other. You will be able to move through the course material as quickly as you wish or take your time to review and repeat concepts as needed. Either way, you will stay on track and connected throughout the program.

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## Admission

### Available to international

Yes

### Admission Requirements

1. C+ in one of Provincial English 12, English Studies 12, English First Peoples 12, NIC ENG-060, ENG-096, ENG-098, ESL-090 or equivalent; or English assessment; and
2. C+ in one of Foundations of Math 11 or NIC MAT-055; or C in one of Principles of Math 11, Pre-Calculus 11, Applications of Math 12, or NIC MAT-053; or Math assessment;
3. Or, permission of the department.

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

### International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

### Transfer Credit and Credit for Prior Learning

The NIC business administration program accepts course transfer credit from a wide range of post secondary institutions and professional organizations. Detailed course transfer information for BC institutions may be found by accessing the [BC Transfer Guide](#). Students possessing other applicable prior learning may request prerequisite waivers for selected courses.

### To Be Successful

- Basic computer skills in word processing and file management are required.
- You should have access to a computer and a high speed internet connection.
- Consult with a business administration instructor if you are unsure of your level of math preparedness for any of the business courses

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# Curriculum

## Program Requirements

Students must successfully complete the following 30 credits of course work.

- BUS 100 Financial Accounting Fundamentals
- BUS 132 Mathematics of Finance
- BUS 150 Administrative Principles
- BUS 152 Entrepreneurship & Small Business Management
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications for Business
- ECO 110 Principles of Microeconomics
- ECO 111 Principles of Macroeconomics
- ENG 160 Effective Organizational Writing
- ENG 115 Essay Writing and Critical Analysis or ENG 116 Essay Writing and Indigenous Perspectives or ENG 117 Academic Writing

# Business Administration Diploma

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## Summary

### Program Length

2 years

### Locations

- Comox Valley

### Start Date

September, January

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Two-year diploma*

## Summary

Explore career options in general management, marketing or accounting to determine the path that's right for you. Learn from top-notch faculty, connect with business leaders and prepare for great jobs locally and internationally with a range of co-op and applied learning opportunities.

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## Highlights

### Program Highlights

You may choose from three diploma options:

#### General Management Option

Choose the general management option if you are looking for a program that covers a broad base of management functions. Sharing a common first year with other diploma options, you will continue into second year to learn commercial law, consumer behaviour, e-business, management information systems and entrepreneurial and small business management. These courses and others will help you develop a broad range of business and administrative skills and build a solid foundation for entry into the business world. After graduation, you will qualify for entry-level positions with large and small organizations, in the private or public sector. You will be prepared to start your own businesses or to enter directly into the third year of the Bachelor of Business Administration degree, General Management major.

#### Accounting Option

Choose the accounting option to qualify for entry-level accounting positions in accounting firms, other businesses or public sector organizations. Many of the courses within the accounting option are recognized toward Chartered Professional Accountants of Canada (CPA) designation. If you are pursuing

the accounting option, you may, on completion of the diploma, enter directly into the third year of the Bachelor of Business Administration degree, Accounting major.

## Marketing Option

Choose the marketing option to gain practical skills and a solid foundation of knowledge for employment in a marketing environment. Second year courses include consumer behaviour, professional selling, retail management, services marketing, and entrepreneurship and small business management. You will be prepared for a wide range of careers in retailing, marketing management, public relations, non-profit activities, and international marketing opportunities. You may also choose to ladder directly into the third year of the Bachelor of Business Administration degree - Marketing major.

## Career Opportunities

A diploma in business administration will qualify you for a wide range of career opportunities. Depending on your interests and area of specialization, job titles may include, but would not be limited to, market researcher, sales and retail manager, advertising coordinator and product manager.

## Co-operative Education

Co-operative education alternates paid, program-related work experience with academic study. The practical experience gained on these supervised, structured work terms is an integral part of the student's education. The result is increased confidence, new employment contacts and practical real-world experience locally, on the Island, provincially or internationally.

If you wish to participate in the co-operative education program, you are encouraged to apply during the first semester of your first year of study in order to have the best options for completing the program. You must complete EMP-100 (Co-operative Education Pre-Employment Seminar) as a prerequisite to BUS-197 (Co-operative Education Internship Work Term).

Applications are also accepted from second and third-year students. Among the eligibility criteria, you must have a GPA of 2.33 or higher in the required business administration program courses and complete a co-op interview. You can be awarded a co-operative education designation on your degree if you successfully complete EMP-100, BUS-197, BUS-297 and BUS-397 (in addition to your program course work). Note: these courses cannot be used as program electives and have registration fees in addition to the program registration fees.

You may choose alternating or consecutive work terms that must not end in the program's last semester. For more information on work terms, eligibility requirements, sample job opportunities and wages contact [Student Employment Services](#).

## Study in Scotland and Earn Two Degrees

Open up a world of opportunity by transferring 60 business administration credits to Robert Gordon University (RGU) in Aberdeen Scotland to earn a degree in just one year, and then return to NIC to earn your second degree - all within four years!

### How to earn your degree in Scotland

Apply for entry to RGU's third year BA Management or BA Management with Marketing degree by completing your NIC Business Administration (General Management) diploma or your Business Administration (Marketing) diploma or 60 credits of your NIC Bachelor of Business Administration degree with a cumulative 3.0 G.P.A. (B average) or higher.

RGU will grant you a degree after you successfully complete the third-year of the non-placement route.

## Return to NIC to earn a double degree

If you completed 60 credits of business courses at NIC and the third year of RGU's BA Management or BA Management with Marketing degree, you can then return to the fourth year of NIC's Bachelor of Business Administration General Management or Bachelor of Business Administration Marketing degree. This allows you to earn a second degree at NIC with just one more year of study.

### Learn more

- Review the [Advanced Entry Agreement between Robert Gordon University and NIC](#).
- Find out how to qualify for financial support with [RGU's Merit Scholarships](#), or apply for [Scotland's Saltire Scholarships](#).
- Visit the RGU website for information on:
  - [RGU International Office Canada Flyer](#)
  - [Bachelor of Arts in Business Management](#)
  - [International Students](#)
- For more information or to develop your study plan, contact a [NIC educational advisor](#).

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# Admission

## Available to international

Yes

## Admission Requirements

1. C+ in one of Provincial English 12, English Studies 12, English First Peoples 12, NIC ENG-060, ENG-096, ENG-098, ESL-090 or equivalent; or English assessment; and
2. C+ in one of Foundations of Math 11 or NIC MAT-055; or C in one of Principles of Math 11, Pre-Calculus 11, Applications of Math 12, or NIC MAT-053; or Math assessment;
3. Or, permission of the department.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

## Transfer Credit and Credit for Prior Learning

The NIC business administration program accepts course transfer credit from a wide range of post secondary institutions and professional organizations. Detailed course transfer information for BC

institutions may be found by accessing the [BC Transfer Guide](#). Students possessing other applicable prior learning may request prerequisite waivers for selected courses.

## To Be Successful

- Basic computer skills in word processing and file management are required.
- Consult with a business administration faculty member if you are unsure of your level of math preparedness for any of the business courses.

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# Curriculum

## Program Requirements

### Year 1: All Diploma Options

- BUS 100 Financial Accounting Fundamentals
- BUS 132 Mathematics of Finance
- BUS 150 Administrative Principles
- BUS 152 Entrepreneurship & Small Business Management
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications for Business
- ECO 110 Principles of Microeconomics
- ECO 111 Principles of Macroeconomics
- ENG 160 Effective Organizational Writing
- ENG 115 Essay Writing and Critical Analysis or ENG 116 Essay Writing and Indigenous Perspectives or ENG 117 Academic Writing

*Students may exit with a Business Administration Certificate*

for co-op students only:

Students must complete EMP 100 in the Fall term as a prerequisite to Co-operative Education Internship Work Term (BUS 197) in the Spring.

- EMP 100 Co-operative Education Pre-Employment Seminar
- BUS 197 Business Administration Co-operative Education Work Term 1

### Year 2: Accounting Option

- BUS 200 Financial Accounting Fundamentals II
- BUS 211 Intermediate Financial Accounting I
- BUS 217 Management Accounting
- BUS 221 Commercial Law

- BUS 223 Taxation 1
- BUS 244 Finance
- BUS 270 Software for Accounting Professionals
- BUS 290 Management Information Systems
- BUS 293 Business Simulation
- MAT 115 Introduction to Statistics

## Year 2: General Management Option

- BUS 217 Management Accounting
- BUS 221 Commercial Law
- BUS 255 Human Resource Management
- BUS 260 Consumer Behaviour
- BUS 290 Management Information Systems
- BUS 293 Business Simulation
- MAT 115 Introduction to Statistics

**Plus 3** electives totaling 9 credits chosen from courses numbered 100 or higher that transfer to a BC degree granting institution.

## Year 2: Marketing Option

- BUS 217 Management Accounting
- BUS 221 Commercial Law
- BUS 260 Consumer Behaviour
- BUS 264 Professional Selling
- BUS 265 Retail Management
- BUS 267 Services Marketing
- BUS 293 Business Simulation
- MAT 115 Introduction to Statistics

**Plus 2** electives totaling 6 credits chosen from courses numbered 100 or higher that transfer to a BC degree granting institution.



# Business Administration Post Degree Diploma

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## Summary

### Program Length

1 year

### Locations

- Comox Valley

### Start Date

September, January

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*One-year post-degree diploma with options in general management, international management, marketing, accounting and finance and human resource management.*

## Summary

Advance your undergraduate degree with a marketable business education in just one year. Specialize in accounting and finance, general management, international management, human resource management or marketing.

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## Highlights

### Program Highlights

If you have a bachelor's degree from a recognized institution, this program provides you with an opportunity to complete a post-degree diploma in business administration in one academic year. You may select options in general management, international management, marketing, accounting and finance or human resource management.

In the general management option, students learn fundamental skills related to financial accounting, human resources management and administration. Using simulations and comprehensive case studies, you will gain experience in strategic analysis, plan development, and presentation. Upon graduation, you will possess skills in conflict resolution, management roles, motivation and communication. You will also have a greater understanding of organizational structure.

If you choose the international management option, you will gain valuable skills relevant to working in private or public sector organizations across a global environment.

With the marketing option, you will study consumer behaviour and learn how to tailor your marketing efforts to better reach your desired audience, both regionally and internationally.

The accounting and finance option provides an overview of finance basics and accounting practices and principles (both managerial and financial). You will be introduced to Canadian accounting standards and will be provided with a general framework for financial decision-making.

A focus in human resource management provides you with a greater understanding of personnel management and its relationship to the culture of an organization.

## Career Opportunities

This program gives you an opportunity to gain valuable business skills while recognizing past learning. If you wish to prepare for graduate studies, this program will offer you a supportive environment in which you can develop a stronger academic background. With a Business Administration post-degree diploma, your career positions may include, but would not be limited to, upper management, business consultant, communications manager, creative director, human resources officer and business owner.

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## Admission

### Available to international

Yes

### Admission Requirements

1. An accredited bachelors degree with a minimum of three academic years from a recognized institution.
2. C+ in one of Foundations of Math 11 or NIC MAT-055; or C in one of Principles of Math 11, Pre-Calculus 11, Applications of Math 12, NIC MAT-053; or Math assessment.
3. Students enrolling in the post-degree diploma program whose undergraduate degree was not taught in English must meet English language requirements. Those requirements may be met by completing ESL-090 (minimum C+) or equivalent; or English assessment; or a minimum TOEFL 550, TOEFL Computer Based Test (CBT) 213, TOEFL iBT 80 with no section lower than 19; or IELTS 6.0.

### International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

### Transfer Credit and Credit for Prior Learning

The NIC business administration program accepts course transfer credit from a wide range of post secondary institutions and professional organizations. Detailed course transfer information for BC institutions may be found by accessing the [BC Transfer Guide](#). Students possessing other applicable prior learning may request prerequisite waivers for selected courses.

## To Be Successful

- basic computer skills in word processing and file management are required.
- Consult with a business administration instructor if you are unsure of your level of math preparedness for any of the business courses.

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# Curriculum

## Program Requirements

To meet the requirements for the post-degree diploma a student must complete 30 credits selected from business (BUS) courses, economics (ECO) courses, and PHI 260. Of these 30 credits, 24 must be in courses numbered 200-level or higher. Transferring students must complete a minimum 50% of the 30 required credits at North Island College. Courses counted toward the prerequisite degree may not also be counted toward the post degree diploma. Students may choose from the following program options:

### General Management Option

- BUS 100 Financial Accounting Fundamentals
- BUS 293 Business Simulation
- BUS 350 Organizational Behavior
- PHI 260 Business Ethics
- ENG 160 Effective Organizational Writing

Plus 4 of the following: BUS 221, BUS 255, BUS 265, BUS 290, BUS 355, BUS 380, BUS 450

Plus 1 BUS elective at the 200 level or higher.

### International Management Option

- BUS 255 Human Resource Management
- BUS 293 Business Simulation
- BUS 350 Organizational Behaviour
- BUS 360 Intercultural Dimensions of International Business
- BUS 370 International Marketing
- BUS 375 International Financial Management
- BUS 380 Globalization and International Business
- BUS 450 Project Management
- ENG 160 Effective Organizational Writing

Plus 1 elective chosen from any BUS course at the 200 level or higher, POL 203 (International Relations), or PHI 260 (Business Ethics).

### Marketing Option

- BUS 260 Consumer Behaviour
- BUS 362 Market Research
- PHI 260 Business Ethics
- BUS 264 Professional Selling
- BUS 267 Services Marketing
- BUS 368 Advertising and Marketing Communications
- ENG 160 Effective Organizational Writing

Plus 2 of the following: BUS 265, BUS 430, BUS 450

Plus 1 BUS elective at the 200 level or higher.

Note: Assumes BUS 162 or equivalent has been completed.

### Accounting and Finance Option

- BUS 132 Mathematics of Finance
- BUS 200 Introductory Financial Accounting
- BUS 211 Intermediate Financial Accounting I
- BUS 217 Management Accounting
- BUS 244 Finance
- BUS 270 Software for Accounting Professionals
- BUS 335 Quantitative Methods
- BUS 375 International Financial Management
- ENG 160 Effective Organizational Writing

Plus 1 elective chosen from any BUS course at the 200 level or higher, or PHI 260 Business Ethics.

Note: Assumes BUS 100 or equivalent has been completed.

### Human Resource Management Option

- BUS 100 Financial Accounting Fundamentals
- BUS 217 Management Accounting
- BUS 255 Human Resources Management
- BUS 310 Recruitment and Selection
- BUS 320 Compensation and Benefits
- BUS 350 Organizational Behaviour
- BUS 410 Labour Relations
- BUS 450 Project Management or BUS 492 Strategic Management
- ENG 160 Effective Organizational Writing

Plus 1 BUS elective at the 200 level or higher.

# Business Administration Post Degree Diploma - Pre-Professional Accountant

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## Summary

### Program Length

2 years

### Locations

- Comox Valley

### Start Date

September, January

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca  
Or

NIC International  
Student Services  
1-250-334-5033  
study@nic.bc.ca

*Two-year post degree diploma*

## Web Summary

Specialize in accounting with a focus on preparation for entry into the Canadian Chartered Professional Accountant (CPA) certification program. Gain work experience through your internship and build your network of personal contacts.

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## Highlights

### Program Highlights

If you have a Bachelor of Business Administration from a recognized institution, this program will provide all of the prerequisites required to enter into the CPA certification program as well as knowledge of business principles.

In year one, you will develop a strong foundation in accounting (both managerial and financial), finance, Canadian taxation, corporate finance, business writing, and ethics. You will also choose one elective, with options in commercial law, accounting computer applications, quantitative methods, information systems, organizational behavior and economics. You will begin to put theory into practice in courses such as BUS-293, where you will apply knowledge gained from several business disciplines to

manage a company in an online business simulation. You will become part of a management team, making strategic business decisions in an effort to achieve a competitive advantage in your industry.

In year two, you will deepen your accounting and business understanding with advanced topics such as advanced managerial and financial accounting, corporate taxation, auditing and strategic management.

You will graduate with relevant work experience gained through your program internship and will be well-positioned for a career in accounting.

## Internships

The two-year post-degree diploma includes a one-term internship (full-time or part-time, paid or unpaid) in a position related to accounting. The internship will give you the opportunity to apply theories and methods learned in the classroom. You will also learn new skills to enhance your future employment success and/or to prepare for further employment or academic study.

## Career Opportunities

As a graduate with an accounting designation will qualify for career opportunities in a wide range of work environments, both in Canada and internationally. This may include working in public practice or in industry. You may pursue your designation in accounting with the CPA or could consider further education in masters programs in a variety of disciplines. With a 3.0 GPA this program qualifies you for guaranteed admission in to the [VIU MBA/MScIB Degree](#). The possibilities are endless.

Are you an international student? With two years of academic study and accounting-related internship supported by NIC, you will be eligible to apply for a three-year Canadian work permit upon graduation. See [Immigration and Citizenship, Government of Canada](#) for complete information on post-graduate work permits.

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# Admission

## Available to international

Yes

## Admission Requirements

1. An accredited Bachelor's degree with a minimum of three academic years from a recognized institution.
2. C+ in one of Foundations of Math 11 or NIC MAT-055; or a C in one of Pre-Calculus 11, Principles of Math 11, Applications of Math 12, or NIC MAT-053; or Math Assessment.
3. Completion of BUS-100 or an equivalent course.
4. Students applying to the post-degree diploma program whose undergraduate degree was not taught in English must meet English language requirements. Those requirements may be met by completing ESL-090 (minimum C+) or equivalent; or English Assessment; or a minimum TOEFL 550, TOEFL Computer Based Test (CBT) 213, TOEFL iBT 80 with no section lower than 19; or IELTS 6.0.

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

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# Curriculum

## Program Requirements

Courses counted toward the prerequisite degree may not also be counted toward the post-degree diploma.

### First Semester

- BUS 200 Financial Accounting Fundamentals II
- BUS 132 Mathematics of Finance
- ENG 160 Effective Organizational Writing
- MAT 115 Introduction to Statistics
- EMP 010 Internship Workshop - Students must complete this 15-hour, noncredit, online course as a prerequisite to BUS 500

### Second Semester

- BUS 211 Intermediate Financial Accounting I
- BUS 217 Management Accounting
- BUS 223 Taxation I
- BUS 293 Business Simulation
- PHI 260 Business Ethics

### Third Semester

- BUS 244 Finance
- BUS 312 Intermediate Financial Accounting II
- BUS 318 Advanced Cost Accounting
- BUS 323 Taxation II
- BUS 419 Advanced Financial Accounting

### Fourth Semester

- BUS 420 Introduction to Auditing
- BUS 492 Strategic Management
- BUS 500 Internship - Applied Business

Plus one elective to be chosen from the following: BUS 221, BUS 270, BUS 290, BUS 335, BUS 450, ECO 110 or ECO 111.

## Business Administration Post Degree Diploma - Global Business Management

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### Summary

#### Program Length

2 years

#### Locations

- Campbell River

#### Start Date

September, January

#### Contacts

**Student Services**  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)  
Or

**NIC International  
Student Services**  
1-250-334-5033  
[study@nic.bc.ca](mailto:study@nic.bc.ca)

*Two-year post degree diploma*

#### Web Summary

Specialize in Canadian and international global business management, including trade, marketing and finance. Develop cross-cultural experience studying with classmates from a variety of backgrounds.

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### Highlights

#### Program Highlights

If you have a bachelor's degree from a recognized institution, this program provides you with the opportunity to complete your international business education in two years. No previous business experience or study is required.

In year one, you will develop a strong foundation in essential business functions, such as accounting, finance, marketing, business writing and administration. Coursework focuses on the international context, giving you a global perspective in all areas of study. You will also choose one additional class from a wide range of business, economics and foreign language electives. First year also includes EMP-100 Employment Preparation, a pre-employment course that provides you with the career skills needed for a successful internship.



If you wish to get a head start on the September program, you may be able to complete a few courses in the preceding spring and/or summer terms. Please talk to an [educational advisor](#).

In second year, you will deepen your business understanding with upper level courses in international business, international finance and management. You will also begin to put theory into practice. In BUS-293, you will apply knowledge gained from several business disciplines to manage a company in an online business simulation. You will become part of a management team, making strategic business decisions in an effort to achieve a competitive advantage in your industry.

Upon completion, you will have relevant work experience through your program internship and will be well-positioned for careers in any industry that operates internationally.

## Career Opportunities

Your education in global business management will prepare you for career opportunities in a wide range of work environments, both in Canada and internationally. This may include working in the diplomatic corps, government, college and university international offices, international development agencies and as a small business owner. You may also consider further education in masters programs in a variety of disciplines. The possibilities are endless.

Are you an international student? With two years of academic study and internship from NIC, you will be eligible to apply for a three-year Canadian work permit upon graduation. See [Immigration and Citizenship, Government of Canada](#) for complete information on post-graduate work permits.

## Internships

The two-year post degree diploma includes a one-term internship (full-time or part-time, paid or unpaid) in a position related to business management. The internship will give you the opportunity to apply theories and methods learned in the classroom to the analysis of actual business problems encountered in the workplace. You will also learn new skills to enhance your future employment success and/or to prepare you for further employment or academic study.

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# Admission

## Available to international

Yes

## Admission Requirements

1. An accredited Bachelor's degree with a minimum of three academic years from a recognized institution.
2. C+ in one of Foundations of Math 11 or NIC MAT-055; or a C in one of Pre-Calculus 11, Principles of Math 11, Applications of Math 12, or NIC MAT-053; or Math Assessment.
3. Students applying to the Post Degree Diploma program whose undergraduate degree was not taught in English must meet English language requirements. Those requirements may be met by completing ESL-090 (minimum C+) or equivalent; or English Assessment; or a minimum TOEFL 550, TOEFL Computer Based Test (CBT) 213, TOEFL iBT 80 with no section lower than 19; or IELTS 6.0.

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

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# Curriculum

## Program Requirements

Courses counted toward the prerequisite degree may not also be counted toward the post degree diploma.

### September Intake Timeline

#### First Semester

- BUS 100 Financial Accounting Fundamentals
- BUS 150 Administrative Principles
- BUS 162 Basic Marketing Principles and Practices
- ENG 160 Effective Organizational Writing
- EMP 010 Internship Workshop - Students must complete this 15-hour, noncredit, online course as a prerequisite to BUS-500

#### Second Semester

- BUS 132 Mathematics of Finance
- BUS 360 Intercultural Dimensions of International Business
- BUS 370 International Marketing
- PHI 260 Business Ethics

**Plus 1** general elective to be chosen from any BUS, ECO, CHN, FRE or SPN course at the 100 level or higher and ENG 115 or ENG 117, ENG 260, IMG 220 and MAT 115. (See sample **Study Plans** tab)

#### Year 2

- BUS 293 Business Simulation
- BUS 375 International Financial Management
- BUS 380 Globalization and International Business
- BUS 500 Internship - Applied Business
- POL 203 International Relations

**Plus 1** management elective to be chosen from the following: BUS 450, BUS 452 or BUS 492.

**Plus 3** general electives to be chosen from any ECO, CHN, FRE or SPN course at the 100 level or higher, any BUS course at the 200 level or higher, ENG 260, IMG 220, MAT 115, and either ENG 115 or ENG 117. (See sample **Study Plans** tab)

### January Intake Timeline

#### First Semester (Winter)

- BUS 100 Financial Accounting Fundamentals
- BUS 150 Administrative Principles
- BUS 162 Basic Marketing Principles and Practices
- ENG 160 Effective Organizational Writing
- EMP 010 Internship Workshop - Students must complete this 15-hour, noncredit, online course as a prerequisite to BUS-500

#### Second Semester (Fall)

- BUS 132 Mathematics of Finance
- BUS 360 Intercultural Dimensions of International Business
- BUS 370 International Marketing

**Plus 2** general electives to be chosen from any BUS, ECO, CHN, FRE or SPN course at the 100 level or higher and ENG 115 or ENG 117, ENG 260, IMG 220 and MAT 115. (See sample **Study Plans** tab)

#### Third Semester (Winter)

- BUS 293 Business Simulation
- PHI 260 Business Ethics
- POL 203 International Relations
- BUS 500 Internship - Applied Business (Spring)

**Plus 1** management elective to be chosen from the following: BUS 450, BUS 452 or BUS 492.

#### Fourth Semester (Fall)

- BUS 375 International Financial Management
- BUS 380 Globalization and International Business

**Plus 2** general electives to be chosen from any ECO, CHN, FRE or SPN course at the 100 level or higher, any BUS course at the 200 level or higher, ENG 260, IMG 220, MAT 115, and either ENG 115 or ENG 117. (See sample **Study Plans** tab)

## Study Plans

### Sample Study Plans

Most students should include BUS-350 (Organizational Behaviour) as one of their general electives, but other options are possible. For example:

#### Languages Option

Use all four general electives for languages courses. To take a language course in each of the four semesters, either take five courses in the first semester or move a first semester course to the second semester and move PHI-260 to the second year.

#### Finance Option

Take MAT-115 (Introduction to Statistics) as a general elective in first year. Then take BUS-244 (Finance) and BUS-335 (Quantitative Methods) as general electives in second year. If you do not know Excel and have room in your program, you should also take BUS-170 as an elective.

#### Marketing Option

Either take MAT-115 (Introduction to Statistics) as a general elective in first year and BUS-362 (Market Research) plus any two of BUS-264, BUS-265, BUS-267, BUS-368, BUS-430, and IMG-220 as general electives in second year; or take any four of BUS-264, BUS-265, BUS-267, BUS-368, BUS-430, and IMG-220 as general electives.

# Carpenter Apprenticeship Training

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## Summary

### Locations

- Comox Valley

### Start Date

See schedule below

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Levels 1, 2, 3 and 4 Industry Training Authority (ITA) approved apprenticeship training*

## Summary

Build your carpentry career in BC's booming construction industry as you work toward your Interprovincial (Red Seal) certification. You will develop essential skills, taught by expert faculty in up-to-date shops with modern equipment. NIC's training program follows the criteria set by the Industry Training Authority (ITA) and offers all four levels of apprenticeship technical training.

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## Highlights

### Carpenter Technical Training

All NIC training programs follow the criteria set by the Industry Training Authority (ITA) to ensure your trade qualifications meet current industry standards.

CRA-100, Level 1, 7 weeks - Comox Valley  
CRA-200, Level 2, 7 weeks - Comox Valley  
CRA-300, Level 3, 7 weeks - Comox Valley  
CRA-400, Level 4, 7 weeks - Comox Valley

NIC works closely with industry to ensure your apprenticeship training is of the highest quality. For upcoming apprenticeship training schedules view the Schedules tab. For more information on apprenticeships visit the [ITA website](#).

### Supply List

You are required to provide the following basic supplies and tools:

- weather appropriate clothing and CSA-approved steel-toedboots
- safety glasses
- hard hat

- ear protection
- Sharp electronic calculator #EL-520WBBK or EL-520X
- HB pencils
- Hi-lite marker
- Two, 2" binders and note paper or three, 100-page coil notebooks
- drafting equipment: available at the NIC bookstore:
  - set square - 30/60/90 degree, Staedtler 964 16-60
  - set square - 45/45/90 degree, Staedtler 964 14-45
  - scale ruler, imperial, architects, Staedtler 987 18-31
  - scale ruler, metric, Staedtler 987 18-SI
  - drawing compass, 559-02
  - good quality white eraser
  - drafting pencils: 6H, 4H and 2H

**Personal Tools - Do not purchase until after first day of class:**

- carpenter apron
- tape measure: 25 foot imperial and eight metre metric
- chalk line and reel
- nail puller (cat's paw)
- rafter square - steel or aluminum (optional)
- cross cut handsaw - 10 point (optional)
- utility knife and blades
- speed square
- framing hammer

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## Admission

### Available to international

No

### Admission Requirements

1. Applicants must be ITA-registered apprentices. Please see the [ITA website](#) for details.
2. Complete and submit the *NIC Application for Admission* form, writing "Carpenter" and the level of training requested as the program name.
3. Complete and submit the *NIC Apprentice Training Registration* form.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## To Be Successful

- You will find greater ease and success in your training if your abilities in mathematics, reading and writing are at a sufficient level. NIC Assessment Services are available to provide math and English assessments year-round. If you need to refresh your skills or upgrade, those classes are available at NIC.
- School training periods can be very demanding and include a large quantity of reading. You are encouraged to complete readings in advance.
- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. Should you find you need further support please contact Student Services about upgrading classes.

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# Curriculum

## Program Requirements

### Carpenter Apprenticeship Training Classes

Scheduled classes may be subject to change, depending on demand.

Note: Apprentices enrolling in technical training must take their training in sequential order, beginning with level 1, then 2, then 3, then level 4. Students must complete all levels of technical training in order to be eligible to write the Interprovincial (Red Seal) examination.

#### CRA-100 - Carpentry Apprenticeship Level 1

- 2017 Winter: April 18 - June 2
- 2019 Winter: March 4 - April 19
- 2019 Fall: October 28 - December 13
- 2020 Fall: September 7 - October 23

#### CRA-200 - Carpentry Apprenticeship Level 2

- 2017 Fall: September 5 - October 20
- 2018 Spring: April 30 - June 15
- 2019 Winter: April 29 - June 14
- 2020 Winter: March 2 - April 17
- 2020 Fall: November 2 - December 18

### CRA-300 - Carpentry Apprenticeship Level 3

- 2017 Fall: October 30 - December 15
- 2018 Fall: September 4 - October 19
- 2020 Winter: April 27 - June 12

### CRA-400 - Carpentry Apprenticeship Level 4

- 2018 Winter: March 5 - April 20
- 2018 Fall: October 29 - December 14
- 2019 Fall: September 3 - October 18

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## FAQ

### Frequently Asked Questions

1. **What is an apprenticeship?**

An apprenticeship is a relationship between an employer and an employee where the employee (the apprentice) commits to learn the trade while working for the employer, and the employer commits to provide on-the-job training, time away from the workplace for the apprentice to attend technical training classes and to pay the apprentice a certain percentage of the journeyman wage rate, which increases as the apprentice progresses through the training.

2. **What is a journeyman?**

A journeyman is a person who has received a Certification of Qualification in a trade. A journeyman is then entitled to be referred to by the trade name (ie: carpenter, electrician, millwright, heavy duty mechanic, etc.)

3. **What training will I take?**

Apprenticeships normally consist of approximately 80 per cent on the job training and 20 per cent in-school technical training. While working on the job site the apprentice learns the trade under the tutelage of a journeyman who is assigned responsibility for the apprentice's training. The apprentice is also required to attend technical training classes for six to 10 weeks during each year of the apprenticeship. NIC offers trades technical training in a wide variety of areas.

4. **How long does an apprenticeship last?**

An apprenticeship lasts one to five years, depending on the trade, and the rate the apprentice progresses through the training. Most apprenticeships are four years. The carpentry



apprenticeship consists of four levels.

**5. How much will I earn?**

The rate of pay depends on the rate being paid a journeyperson in the same trade with the same employer. Rates are often 50 per cent for the first six months and rising through 55 per cent 60 per cent, 65 per cent, 70 per cent, 75 per cent, 80 per cent, 90 per cent at the end of each six month period. Rates vary by trade and by employer.

**6. What certification will I receive upon completion of my apprenticeship?**

You will receive a Certification of Apprenticeship and, upon completion of the BC exam, you will also receive a BC Government Certification of Qualification (C of Q). Apprentices in many trades may also write the Interprovincial (Red-Seal) exam. This certification is recognized across the country and enables Red-Seal qualified journeypersons to work in those trades across the country. In some trades in BC, the Red-Seal exam is used as the C of Q exam.

# Carpentry Apprenticeship Harmonized

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## Summary

### Program Length

7 weeks/lvl

### Locations

- Comox Valley

### Start Date

See schedule below

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Levels 1, 2, 3 and 4 Industry Training Authority (ITA) approved apprenticeship training*

## Summary

Build your carpentry career in BC's booming construction industry as you work toward your Interprovincial (Red Seal) certification. You will develop essential skills, taught by expert faculty in up-to-date shops with modern equipment. NIC's training program follows the criteria set by the Industry Training Authority (ITA) and offers all four levels of apprenticeship technical training.

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## Highlights

### Carpentry Apprenticeship Harmonized

All NIC training programs follow the criteria set by the Industry Training Authority (ITA) to ensure your trade qualifications meet current industry standards.

CRH-100, Level 1, 7 weeks - Comox Valley  
CRH-200, Level 2, 7 weeks - Comox Valley  
CRH-300, Level 3, 7 weeks - Comox Valley  
CRH-400, Level 4, 7 weeks - Comox Valley

NIC works closely with industry to ensure your apprenticeship training is of the highest quality. For upcoming apprenticeship training schedules view the Schedules tab. For more information on apprenticeships visit the [ITA website](#).

### Supply List

You are required to provide the following basic supplies and tools:

- weather appropriate clothing and CSA-approved steel-toed boots

- safety glasses
- hard hat
- ear protection
- Sharp electronic calculator #EL-520WBBK or EL-520X
- HB pencils
- Hi-lite marker
- Two, 2" binders and note paper or three, 100-page coil notebooks
- drafting equipment: available at the NIC bookstore:
  - set square - 30/60/90 degree, Staedtler 964 16-60
  - set square - 45/45/90 degree, Staedtler 964 14-45
  - scale ruler, imperial, architects, Staedtler 987 18-31
  - scale ruler, metric, Staedtler 987 18-SI
  - drawing compass, 559-02
  - good quality white eraser
  - drafting pencils: 6H, 4H and 2H

**Personal Tools - Do not purchase until after first day of class:**

- carpenter apron
- tape measure: 25 foot imperial and eight metre metric
- chalk line and reel
- nail puller (cat's paw)
- rafter square - steel or aluminum (optional)
- cross cut handsaw - 10 point (optional)
- utility knife and blades
- speed square
- framing hammer

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## Admission

### Available to international

No

### Admission Requirements

1. Applicants must be ITA-registered apprentices. Please see the [ITA website](#) for details.
2. Complete and submit the [NIC Application for Admission](#) form, writing "Carpenter" and the level of training requested as the program name.
3. Complete and submit the [NIC Apprentice Training Registration](#) form.

## To Be Successful

- You will find greater ease and success in your training if your abilities in mathematics, reading and writing are at a sufficient level. NIC Assessment Services are available to provide math and English assessments year-round. If you need to refresh your skills or upgrade, those classes are available at NIC.
- School training periods can be very demanding and include a large quantity of reading. You are encouraged to complete readings in advance.
- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. Should you find you need further support please contact Student Services about upgrading classes.

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# Curriculum

## Program Requirements

### Carpentry Apprenticeship Harmonized

Scheduled classes may be subject to change, depending on demand.

Note: Apprentices enrolling in technical training must take their training in sequential order, beginning with level 1, then 2, then 3, then level 4. Students must complete all levels of technical training in order to be eligible to write the Interprovincial (Red Seal) examination.

### CRH-100 - Carpentry Apprenticeship Harmonized Level 1

- 2018 Fall: September 4 - October 19
- 2019 Winter: March 4 - April 19
- 2019 Fall: October 28 - December 13
- 2020 Fall: September 7 - October 23

### CRH-200 - Carpentry Apprenticeship Harmonized Level 2

- 2018 Fall: October 29 - December 14
- 2019 Spring: April 29 - June 14
- 2020 Winter: March 2 - April 17
- 2020 Fall: November 2 - December 18

### CRH-201 - Carpentry Apprenticeship Harmonized Gap A

\*Note: Required prior to Carpentry Level 2 Harmonized

\*No Fee

- 2018 Fall: October 22 - October 26, 2018

- 2019 Winter: April 22 - April 26

#### **CRA-300 - Carpentry Apprenticeship Level 3**

- 2018 Fall: September 4 - October 19
- 2019 Winter: January 7 - February 22
- 2020 Spring: April 27 - June 12

#### **CRH-300 - Carpentry Apprenticeship Harmonized Level 3**

- 2019 Spring: April 29 - June 14

#### **CRA-400 - Carpentry Apprenticeship Level 4**

- 2018 Fall: October 29 - December 14
- 2019 Fall: September 3 - October 18

#### **CRH-400 - Carpentry Apprenticeship Harmonized Level 4**

Date to be Announced for Spring 2020

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## **FAQ**

### **Frequently Asked Questions**

**1. What is an apprenticeship?**

An apprenticeship is a relationship between an employer and an employee where the employee (the apprentice) commits to learn the trade while working for the employer, and the employer commits to provide on-the-job training, time away from the workplace for the apprentice to attend technical training classes and to pay the apprentice a certain percentage of the journeyman wage rate, which increases as the apprentice progresses through the training.

**2. Does my Red Seal transfer across Canada?**

In many cases, yes. Our harmonized apprenticeship programs allow you to travel across Canada to complete your apprenticeship training.

**3. What is a journeyman?**

A journeyman is a person who has received a Certification of Qualification in a trade. A journeyman is then entitled to be referred to by the trade name (ie: carpenter, electrician, millwright, heavy duty mechanic, etc.)

**4. What training will I take?**

Apprenticeships normally consist of approximately 80 per cent on the job training and 20 per cent in-school technical training. While working on the job site the apprentice learns the trade

under the tutelage of a journeyperson who is assigned responsibility for the apprentice's training. The apprentice is also required to attend technical training classes for six to 10 weeks during each year of the apprenticeship. NIC offers trades technical training in a wide variety of areas.

**5. How long does an apprenticeship last?**

An apprenticeship lasts one to five years, depending on the trade, and the rate the apprentice progresses through the training. Most apprenticeships are four years. The carpentry apprenticeship consists of four levels.

**6. How much will I earn?**

The rate of pay depends on the rate being paid a journeyperson in the same trade with the same employer. Rates are often 50 per cent for the first six months and rising through 55 per cent, 60 per cent, 65 per cent, 70 per cent, 75 per cent, 80 per cent, 90 per cent at the end of each six month period. Rates vary by trade and by employer.

**7. What certification will I receive upon completion of my apprenticeship?**

You will receive a Certification of Apprenticeship and, upon completion of the BC exam, you will also receive a BC Government Certification of Qualification (C of Q). Apprentices in many trades may also write the Interprovincial (Red-Seal) exam. This certification is recognized across the country and enables Red-Seal qualified journeypersons to work in those trades across the country. In some trades in BC, the Red-Seal exam is used as the C of Q exam.

# Carpentry Foundation

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## Summary

### Locations

- Comox Valley

### Start Date

September, January

### Contacts

Student Services  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

### In the News

[NIC Students Helping Habitat in Campbell River](#)

[NIC student featured in Chatelaine](#)

*24-week certificate*

## Summary

- Develop essential skills in residential framing, footing and wall forming, site layout, work site safety and more to become an apprentice carpenter in BC's booming construction industry.
- Be in demand: The [BC 2025 Labour Economic Outlook](#) predicts carpenters will be the sixth-most in-demand occupational group requiring post-secondary training in BC, with more than 10,300 job openings available to 2025.
- Earn apprenticeship technical training credit toward Interprovincial (Red Seal) certification.
- Interested in woodwork or furniture design? See [Joinery/Cabinetmaking](#).

**Career possibilities:** Graduates will find employment as apprentice carpenters in residential, commercial or industrial construction. Work may include, but would not be limited to, framer, finisher, carpenters' assistant and home renovation.

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## Highlights

### Program Highlights

NIC's 24-week Carpentry Foundation program is the standard provincial program for entry into the carpentry trade and is well-recognized by the residential and commercial building industries. During the program, you will develop the carpentry skills and knowledge needed for employment in the construction industry.

The program follows the BC Provincial Apprenticeship Level 1 program competencies, while also providing significant time for practical hands-on skill development.

Upon successful graduation, you will receive an NIC Carpentry Foundation certificate and, upon entering into an apprenticeship, you will be eligible to receive credit for Level 1 technical training and 450 hours of work based credit toward your apprenticeship hours requirement.

## Career Opportunities

Graduates of this program find employment as apprentice carpenters, in residential, commercial or industrial construction. Work may include concrete forming, framing, exterior finishing, interior finishing or home renovations.

## Supply List

You are responsible for obtaining the following basic supplies and tools:

- weather appropriate clothing and steel-toed rubber boots
- 8" steel toe safety boots/shoes
- safety glasses
- hard hat
- ear protection
- Sharp electronic calculator (# EL-520WBBK or EL-520X)
- HB pencils
- hi-lite marker
- two 2" binders and note paper
- drafting equipment: available at the NIC bookstore:
  - Set square - 30/60/90 degree, Staedtler 964 16-60
  - Set square - 45/45/90 degree, Staedtler 964 14-45
  - Scale ruler, Imperial, Architects, Staedtler 987 18-31
  - Scale ruler, Metric, Staedtler 987 18-SI
  - Drawing compass, 559-02
  - Good quality white eraser
  - Non-mechanical pencils in: .3mm lead in 6H lead; .5mm in 2H & 4H lead; .9mm in 2H lead

**Personal tools - do not purchase until after first day of class as instructor will advise best buys.**

- carpenter apron
- tape measure 25 foot Imperial and eight metre metric
- chalk line and reel
- 2' level
- nail puller (cat's paw)
- rafter square (steel or aluminum)
- cross cut handsaw (10 point)



- utility knife and blades
- speed square
- framing hammer

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## Admission

### Available to international

Yes

### Admission Requirements

1. C in English 10, or NIC ENG-035, or equivalent; or C+ in ESL-051, ESL-054 and ESL-057, or CLB 7; or successful NIC assessment testing in English; and
2. C in one of Principles of Math 10, Applications of Math 11, Apprenticeship and Workplace Math 11, Foundations of Math 11, NIC MAT-034, NIC MAT-055, or equivalent; or successful NIC Math assessment.

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

### International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

### To Be Successful

- You are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program and discuss various career fields and choices.
- The most important key to success is the desire to become a quality tradesperson. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.
- Trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning along with good math and communication skills.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact an educational advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition to the stated prerequisites secondary school equivalent courses in science, physics and drafting are considered an asset.

- There is also an expectation of physical activities such as lifting, working on ladders and scaffolding or in confined spaces and under various weather conditions.
- You will be required to stay focused for prolonged periods.
- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. Should you find you need further support please contact our Student Services department about upgrading classes.

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## Curriculum

### Program Requirements

CFN 100 Introduction to the Carpentry Trade & Apprenticeship Training  
CFN 101 Introduction to Essential Workplace Skills for Trades  
CFN 102 Introduction to Worksite Safety  
CFN 103 Documentation, Codes & Drawings  
CFN 104 Carpentry Tools & Equipment - 1  
CFN 105 Site Layout and Survey Instruments  
CFN 106 Footing & Wall Forming  
CFN 107 Residential Framing  
CFN 109 Building Science  
\*OFA 001 WHMIS General  
\*OFA 010 Occupational First Aid - Level 1

\*Note: Students not having current, valid First Aid and WHMIS certification are required to take these courses to meet program requirements. Separate fees will be charged for First Aid and WHMIS.

### Completion Requirements

A minimum average of 70% is required to pass the program.

# Carpentry Foundation Harmonized Certificate

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## Summary

### Program Length

24 weeks

### Locations

- Comox Valley

### Start Date

September, January

### Contacts

Student Services  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

### In the News

[NIC student featured in Chatelaine](#)

[NIC students helping Habitat in Campbell River](#)

*24-week certificate*

## Summary

Develop essential skills in residential framing, footing and wall forming, site layout, work site safety and more. You'll earn apprenticeship technical training credit toward Interprovincial (Red Seal) certification. As a graduate you will be equipped to pursue employment as apprentice carpenters in residential, commercial or industrial construction as framers, finishers, carpenters' assistant and home renovation.

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## Highlights

### Program Highlights

NIC's 24-week Carpentry Foundation Harmonized Certificate is the standard provincial program for entry into the carpentry trade and is well-recognized by the residential and commercial building industries. During the program, you will develop the carpentry skills and knowledge needed for employment in the construction industry.

The program follows the BC Provincial Apprenticeship Level 1 program competencies, while also providing significant time for practical hands-on skill development.

Upon successful graduation, you will receive an NIC Carpentry Foundation Harmonized Certificate and, upon entering into an apprenticeship, you will be eligible to receive credit for Level 1 technical training and 450 hours of work based credit toward your apprenticeship hours requirement.

## Launch your career

Graduates of this program find employment as apprentice carpenters, in residential, commercial or industrial construction. Work may include concrete forming, framing, exterior finishing, interior finishing or home renovations.

## Supply List

You are responsible for obtaining the following basic supplies and tools:

- weather appropriate clothing and steel-toed rubber boots
- 8" steel toe safety boots/shoes
- safety glasses
- hard hat
- ear protection
- Sharp electronic calculator (# EL-520WBBK or EL-520X)
- HB pencils
- hi-lite marker
- two 2" binders and note paper
- drafting equipment: available at the NIC bookstore:
  - Set square - 30/60/90 degree, Staedtler 964 16-60
  - Set square - 45/45/90 degree, Staedtler 964 14-45
  - Scale ruler, Imperial, Architects, Staedtler 987 18-31
  - Scale ruler, Metric, Staedtler 987 18-SI
  - Drawing compass, 559-02
  - Good quality white eraser
  - Non-mechanical pencils in: .3mm lead in 6H lead; .5mm in 2H & 4H lead; .9mm in 2H lead

**Personal tools - do not purchase until after first day of class as instructor will advise best buys.**

- carpenter apron
  - tape measure 25 foot Imperial and eight metre metric
  - chalk line and reel
  - 2' level
  - nail puller (cat's paw)
  - rafter square (steel or aluminum)
  - cross cut handsaw (10 point)
  - utility knife and blades
  - speed square
  - framing hammer
-

# Admission

## Available to international

Yes

## Admission Requirements

1. C in one of English 10, Composition 10, Creative Writing 10, Literary Studies 10, New Media 10, Spoken Language 10, English First Peoples Writing 10, English First Peoples Literary Studies 10, English First Peoples New Media 10, English First Peoples Spoken Language 10, NIC ENG-035, or equivalent; or C+ in ESL-051, 054 and 057, or CLB 7; or successful NIC assessment testing in English; and
2. C in one of Principles of Math 10, Applications of Math 11, Apprenticeship and Workplace Math 11, Workplace Math 11, Foundations of Math 11 or NIC MAT-034, or equivalent; or successful NIC Math assessment.

## To Be Successful

- You are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program and discuss various career fields and choices.
- The most important key to success is the desire to become a quality tradesperson. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.
- Trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning along with good math and communication skills.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact an educational advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition to the stated prerequisites secondary school equivalent courses in science, physics and drafting are considered an asset.
- There is also an expectation of physical activities such as lifting, working on ladders and scaffolding or in confined spaces and under various weather conditions.
- You will be required to stay focused for prolonged periods.
- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. Should you find you need further support please contact our Student Services department about upgrading classes.

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# Curriculum

## Program Requirements

CFH 100 Introduction to the Carpentry Trade & Apprenticeship Training  
CFH 101 Introduction to Essential Workplace Skills for Trades  
CFH 102 Introduction to Worksite Safety  
CFH 103 Documentation, Codes and Drawings  
CFH 104 Carpentry Tools & Equipment  
CFH 105 Site Layout and Survey Instruments  
CFH 106 Footing and Wall Forming  
CFH 107 Residential Framing  
CFH 109 Building Science  
\*OFA 001 WHMIS General  
\*OFA 010 Occupational First Aid - Level 1

\*Note: Students not having current, valid First Aid and WHMIS certification are required to take these courses to meet program requirements. Separate fees will be charged for First Aid and WHMIS.

\* Note: Based on availability of placements with industry, Trades Foundation students may have an opportunity to participate in an optional Work Experience: WXT 100 Work Experience - Trades Foundation.

### Completion Requirements

A minimum average across the program of 70% is required to pass the program.

# Coastal Forest Resource

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## Summary

### Program Length

4 months

### Locations

- Campbell River
- Port Hardy

### Start Date

TBD (CR); Feb 2019 (PH)

### Contacts

Student Services  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

*Four-month certificate*

## Summary

Gain hands-on skills for a range of entry-level careers in the forestry industry. You'll learn resource management, health and safety, field skills, introductory ecology, timber cruising, harvesting systems and more. As a graduate, you'll qualify for in-demand positions in the forest sector including compasser, assistant timber cruiser, forest field assistant, junior layout engineer, silviculture assistant, tree planter, plantation brusher-spacer and wildfire suppression crew member.

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## Highlights

### Program Highlights

NIC's four-month Coastal Forest Resource certificate will introduce you to a wide range of forestry topics, such as resource management, health and safety, field skills, introductory ecology, silviculture, navigation, timber cruising, harvesting systems and more.

The Coastal Forest Resource program is designed to introduce you to the basic skills, safety knowledge and job readiness to launch a career in forestry. Enhance your existing qualifications with training in firefighting, resource management, clearing, map reading, orienteering and GPS navigation.

Industry-relevant training takes place in the field and in class over four months and includes a practicum to connect you with local employers. The program is comprised of 366 hours of instruction in addition to 24 hours of industry certifications.

## Career Opportunities

Upon completion, you will be prepared to work in a range of entry-level positions in the forest sector including: compasser, timber cruiser, field assistant, wildfire fighter and junior field engineer.

## Supply list

You are responsible for obtaining the following supplies and field tools:

- caulk boots
- rain gear
- high visibility vest
- hard hat
- safety glasses
- ear protection
- clinometer
- compass
- pocket scale
- field book (waterproof)
- 3" binder
- note paper
- flash drive
- pens, pencils, highlighters and eraser

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## Admission

### Available to international

No

### Admission Requirements

High School Graduation OR

19 years of age or older and:

1. C in one of English 10, Composition 10, Creative Writing 10, Literary Studies 10, New Media 10, Spoken Language 10, English First Peoples Writing 10, English First Peoples Literary Studies 10, English First Peoples New Media 10, English First Peoples Spoken Language 10, NIC ENG-035, or equivalent; or C+ in ESL-051, 054 and 057, or CLB 7; or successful NIC assessment testing in English; and



2. C in one of Foundations of Math 11, Apprenticeship and Workplace Math 11, Workplace Math 11, Principles of Math 10, Applications of Math 11, NIC MAT-033, NIC MAT-055, or successful NIC assessment testing in math.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

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# Curriculum

## Program Requirements

FOR 100 Introduction to Forest Resource Management  
FOR 105 Forest Resource Health and Safety  
FOR 110 Essential Field Skills  
FOR 115 Introduction to Forest Ecology  
FOR 120 Coastal Harvesting Systems  
FOR 125 Introduction to Timber Cruising, Grading and Scaling  
FOR 130 Worksite Readiness Skills  
FOR 135 Applied Worksite Skills - Practicum  
\*MVO 070 Transportation of Dangerous Goods (TDG)  
\*OFA 010 Occupational First Aid Level 1  
\*OFA 015 Occupational First Aid Transportation Endorsement  
\*WSF 019 Orientation to WHMIS Online

\*Note: If you do not have current, valid First Aid, Transportation Endorsement, WHMIS and Transportation Of Dangerous Goods certification you are required to take these courses to meet program requirements. Separate fees will be charged.

## Completion Requirements

You will be required to achieve 70% in each course and have successfully passed the practicum (FOR-135) and all industry certificates courses to achieve program completion requirements.

# Coastal Log Scaling

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## Summary

### Program Length

12 weeks

### Locations

- Campbell River

### Start Date

February 2019

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*13-week certificate*

## Summary

Gain hands-on experience on dryland log sorts, learning the steps required in weight scaling, how to grade logs, identify log species and more. Learn practical skills through class lectures, directed home study and field work as you prepare for the Ministry of Forests theoretical Coastal Log Scaling Exam. As a graduate, you will be well-prepared for log scaling positions in all aspects of the forestry industry including government and private forestry companies.

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## Highlights

### Program Highlights

The Coastal Log Scaling certificate is a technical and hands-on program that teaches the skills needed for a career in log scaling. You will learn common terms, weight scaling procedures, the log grading process, use of scale sticks and recording scale sheets or slips, equipment maintenance, identification of commercial log species, scaler safety, the practical application of the BC Grading Rules and more.

This is a full-time course consisting of classroom lectures, directed home study and fieldwork. The majority of time will be spent in the field on dry-land log sorts learning and practicing skills. You can expect lessons in the evenings and on the weekends, depending on log sort availability, and must be able to commit to an average of 60 hours of study per week. The course includes a review of necessary math skills and Occupational First Aid Level 1. It is recommended that you have good math skills and previous experience in the forest industry before applying.

After successfully completing the program, you will be prepared to write the Ministry of Forest's Coastal Log Scale exam, and if successful, obtain your licence to scale. Seating is limited, and students will be admitted on a first-applied, first-qualified basis.

## Career Opportunities

Log scaling data is used by government and industry to set stumpage fees, administer the annual allowable cut, determine the market value of wood and grant woodlot licences. Scalers can be employed by logging companies, government and other forest-industry groups or organizations.

## Supply List

You are responsible for providing:

- caulk boots
- hard hat
- rain gear
- high visibility vest
- note paper

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## Admission

### Available to international

No

### Before Classes Begin

You should make an appointment with an educational advisor, and follow up with the Coastal Log Scaling math assessment prior to admittance into the program. To reserve a seat for your assessment, call or email:

- Comox Valley Campus: [assessmentcvc@nic.bc.ca](mailto:assessmentcvc@nic.bc.ca) or 250-334-5014
- Campbell River Campus: [assessmentcr@nic.bc.ca](mailto:assessmentcr@nic.bc.ca) or 250-923-9715

## Admission Requirements

1. Minimum age to acquire a Scaling license is 16 and you must be a Canadian resident.
2. Complete the customized log scaling assessment. For more information check the [Log Scaling Assessment Study Information](#).

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## To Be Successful

In addition to meeting the admission requirements, you must:

- be physically fit and able to work in varied weather conditions.

- be able to commit to an average of 60 hours a week for classroom and home studies.
- have a minimum Grade 10 completion.

Previous experience in the forest industry is an asset.

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## Curriculum

### Program Requirements

- LOG 015 Log Scaler Training - Theory
- LOG 016 Coastal Log Scaling - Practical
- OFA 010 Occupational First Aid Level 1

### Completion Requirements

You must pass all courses to receive a program completion certificate.

# Communication Design - Interactive Media Diploma

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## Summary

### Program Length

2 years

### Locations

- Comox Valley

### Start Date

September

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Two-year diploma*

## Summary

Learn to design commercially effective print and online communications. Gain applied experience through optional workplace practicums that give you industry experience and connections.

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## Highlights

### Program Highlights

NIC's interactive media programs provide you with the skills you need today and in the future. Part time study is available but, because technology changes rapidly, you are encouraged to complete your studies as quickly as you can.

During your first year, you will explore the fundamental skills necessary for communication design, such as graphic design, typography, drawing, computer graphics, programming and basic marketing principles.

The second year allows you to familiarize yourself with more specialized tools and skills, such as social media marketing, design for web applications, programming for web, project management and design strategy. You will complete a portfolio project and will have an opportunity to participate in an optional four-week work term.

Upon graduation, you will be well-prepared to continue into NIC's [Advanced Communication Design diploma](#) or transfer into your third-year of VIU's Bachelor of Arts, Graphic Design major

## Career Opportunities

With experience in both print and web applications, you will qualify for positions at a wide variety of organizations, such as advertising agencies, design studios, new media production firms, web design companies and internet marketing agencies. Career positions may include, but would not be limited to, graphic designer, web designer, book and editorial designer, digital artist and brand identity designer.

## Supply List

You will be required to have sufficient hardware and software for completing coursework. Please review the [supply list document](#) for a complete description of technical requirements.

## Transfer to a Degree

### Vancouver Island University (VIU)

*Transfer your NIC communication design courses for credit in VIU's Bachelor of Arts (Graphic Design)*

Complete two years (60 credits) of your NIC Communication Design diploma with a minimum 2.0 GPA (C average) or higher to be considered for admission to year three of VIU's Bachelor of Arts (Graphic Design) on the basis of your academic standing, portfolio review, an interview and available seats. As an NIC transfer student, you will be given the same priority registration as continuing VIU students.

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# Admission

## Available to international

Yes

## Admission Requirements

1. C in one of Provincial English 12, English Studies 12, English First Peoples 12, NIC ENG-096, ENG-098, ESL-090, or equivalent; or English assessment.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

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# Curriculum

## Program Requirements

### Year 1

- IMG 102 Computer Graphics I
- IMG 103 Computer Graphics II
- IMG 105 Communication Design I
- IMG 110 HTML and CSS
- IMG 111 Introduction to JavaScript
- IMG 112 Typography
- BUS 152 Entrepreneurship & Small Business Management  
or BUS 162 Basic Marketing Principles & Practices
- FIN 110 Drawing & 2-Dimensional Language I
- FIN 111 Drawing & 2-Dimensional Language II

plus one English course from the following:

- ENG 107 Introduction to Creative Writing: Fiction & Non-Fiction
- ENG 108 Introduction to Creative Writing: Poetry & Drama
- ENG 115 Essay Writing and Critical Analysis or ENG 115 Essay Writing and Indigenous Perspectives
- ENG 122 Reading Literature
- ENG 127 Indigenous Literatures in Canada
- ENG 160 Effective Organizational Writing

### Year 2

- IMG 100 Introduction to PHP
- IMG 130 Project Management
- IMG 290 Portfolio Project I
- IMG 208 Communication Design II
- IMG 209 User Experience and Interface Design
- IMG 210 Content Management Systems
- FIN 247 Introduction to Digital Photography
- IMG 220 Introduction to Social Media
- One elective chosen from BUS 152, BUS 162, BUS 368, FIN 200, or any other FIN course
- One elective chosen from any University transfer course
- Optional Work term (4 weeks non-credit)

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# FAQ

## Frequently Asked Questions

1. **What is the ideal time-frame to complete this program in?**

Because technology changes rapidly, you are encouraged to complete your studies as quickly as you can. Full time students typically complete the program within two years of acceptance. Part time students typically complete the program within four years of acceptance.

2. **Can I register for individual courses without enrolling in the full program?**

Yes. Non-program students can access courses one at a time without committing to the program. On the NIC Application for Admission form, you should choose University Studies as your program name. You will only be admitted to individual courses after program students have enrolled and if there are spaces remaining. In the meantime, you will be wait listed and will be admitted on a first-come, first-served basis. If you wish to join the program at a later date, the courses you have taken may be counted toward your program completion as long as there has not been too long a gap in your studies. All pre-requisites and co-requisites will still be required.



# Community Mental Health Worker Certificate

## Admission

Available to international

No

### Admission Requirements

- Completion of a provincially recognized Health Care Assistant or Human Services Certificate program and C+ in English 11 or ENG 052, or assessment.
- Or C+ in CMH 150

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## Curriculum

### Program Requirements

- CMH 160 Cultural Dimensions of Community Awareness
- CMH 165 Concepts for Mental Health Practice II
- CMH 170 Recovery in Mental Health
- CMH 175 Therapeutic Relationships in Mental Health
- CMH 180 Clinical Practice I for CMHW's
- CMH 185 Clinical Practice II for CMHW's

### Completion Requirements

Students must achieve a minimum grade of 65% in each course and a pass in pass/fail courses to complete the program.

Students must complete all of the required courses within five years of admission to the program.

# Computing Accounting Assistant - Applied Business Technology Certificate

Alternate title #1: Office Administration, Computing Accounting Assistant

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## Summary

### Program Length

1 year

### Locations

- Online

### Start Date

Varies by course. Contact an educational advisor.

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*10-month online certificate, (post Office Assistant I certificate)*

## Summary

Develop new office administration skills to advance your career with flexible and supportive online classes designed to give you specialized computer accounting skills to advance your career in virtually every type of business and industry.

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## Highlights

### Program Highlights

Computing accounting skills are valued in nearly every type of business and industry and graduates with a Computer Accounting Assistant certificate can find employment in a range of areas. The program is comprised of nine online courses. You will complete tasks and assignments to meet specific deadlines, but may choose to complete them at times that best fit your schedule.

During the program, you are given an introduction to manual accounting, with particular attention paid to fundamental accounting principles and their application in day-to-day situations. You will learn common accounting systems, including sales, purchases, taxes and payroll.

You will also develop skills in computerized accounting and will learn software commonly used in this field. You will gain hands-on practice converting a manual accounting system to a computerized system.

The program also explores the diverse uses of spreadsheets in the office environment. You will learn to use the fundamental and advanced features of Microsoft Excel with ease. You will perform calculations

with advanced formulas and functions, link to Excel data for mail merge and develop a custom Excel application.

You will be introduced to the Microsoft Access data management system and will learn to confidently use PowerPoint presentation software. You will also develop skills in effective job searching in today's competitive and changing employment market, exploring self-assessment, networking, résumés, interviews, portfolios and career planning.

As a graduate of this program, you will be able to track accounts, work comfortably in an office environment and process a variety of business transactions expediently and efficiently. You will possess the skills required to work as an accounts receivable/payable and payroll clerk or general bookkeeper for a variety of small, medium and large companies.

## Career Opportunities

As a Computing Accounting Assistant certificate graduate, you will qualify to work for a diverse range of businesses from proprietorships to large corporations as a bookkeeping assistant, data entry clerks, financial assistant, payroll support personnel and computer-related positions. The Canadian Institute of Bookkeeping supports NIC graduates by allowing transfer credit for specific course equivalencies.

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# Admission

## Available to international

No

## Admission Requirements

1. Successful completion of the Applied Business Technology - Office Assistant I certificate. Applicants with significant previous office experience may be admitted with department member approval.
2. Keyboarding speed requirement is 40 wpm. The timing speed is based on the average of three 3-minute timing with 3 errors or less.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## Transfer Credit and Credit for Prior Learning

If you are transferring from other colleges or institutions, you may be given transfer credit for course work upon presentation of transcripts provided the course credit was awarded no more than three years prior to the application for transfer credit to a maximum of 50 per cent of the certificate's required courses. If you are a recent high school graduate, it is recommended that you meet with an advisor to determine if any of your high school credits are eligible for transfer credit. If you have prior office work experience and wish to enter a certificate program, contact the department chair to determine your eligibility and program planning needs.

## To Be Successful

- Contact an Educational Advisor to help them to create an education plan that meets your goals within the available time needed to complete the program.
- You will need access to a computer (a Mac computer is not recommended), the Internet and access to email. Applied Business Technology programs require a minimum operating system of Windows 7 or higher and a minimum of Office 2013 or higher. Additional software, supplies or equipment may be required for some courses.

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# Curriculum

## Program Requirements

### First 10 months

- Complete the Applied Business Technology - Office Assistant I certificate

### Next 10 months

- ABT 102 Keyboarding II
- ABT 120 Job Search
- ABT 126 Presentation Software
- ABT 135 Electronic Databases
- ABT 145 Electronic Spreadsheets
- ABT 146 Advanced Electronic Spreadsheets
- ABT 161 Accounting I
- ABT 162 Accounting II
- ABT 165 Computerized Accounting

## Completion Requirements

- To be eligible to receive a certificate, the student must achieve a minimum of 70% (B-) in each course listed for the certificate; except ABT 102 requires exit speed at 50 wpm.

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# FAQ

## About Online Learning

Online learning is the most rapidly expanding mode of teaching and learning on the planet. Online is ideal for students who wish to learn in their own environment using the Internet. Online learning allows you to learn, while also connecting with others. Applied Business Technology (ABT) course materials are available through the BC Campus portal and the technology is used to communicate with peers and

instructors, and to submit assignments. The courses are delivered by a collaborative of North Island College and other post-secondary ABT instructors to students around the province.

Working in an online class in the Applied Business Technology online program is much the same as working in a face-to-face class. Interacting with peers in class discussions, and completing course work are accomplished in your time and place. Online learning provides access to the best course content and to qualified online instructors. Flexibility in the time taken to complete online courses is important to learners. You can attend your virtual classes when and where it is most convenient for you.

Planning and managing your time are keys to success in online learning. It is important to decide how much time you want to spend online and on which days. You must dedicate the required hours per week, but you choose the time (anytime during the day or night - 24 hours a day, seven days a week) to participate in your online course and meet deadlines. If you are a self-motivated, self-disciplined, and organized person - online learning will offer many benefits.

Your online instructor is available to assist you with guiding your learning, reviewing course content and assisting with any learning difficulties. You have the course materials, online instructor resource, online course progress, online web tools and your online class peers available to you for learner-centred activities. Your online instructors are available to answer questions and assist you with assignments through the pager, LiveRoom Chat, discussion, and email components of every course. The ABT online courses may include chat sessions, messaging, course mail, a public bulletin board for class discussions, calendars, study tips, and online assistance, as well as web-based course materials, quizzes, glossaries and links to other websites and resources. Online learning and research enables you to expand your educational experience to advance your career.

# Criminology Diploma

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## Summary

### Program Length

2 years

### Locations

- Comox Valley

### Start Date

September, January

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Two-year diploma*

## Summary

Gain insight into the justice system through correctional facility tours, mock trials and class discussion. Start your degree at NIC and receive two years (60 credits) of transfer credit toward university degree programs, including VIU's Bachelor of Arts in Criminology.

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## Highlights

### Program Highlights

Criminology involves the study of crime, criminal behaviour and responses to law-breaking. The principle elements of criminology are social science theory and research methods that explore all aspects of crime and justice issues. The individual and social impact of crime will be a critical component of your research.

Your two-year Criminology diploma is the first step toward criminal justice related employment and/or further studies in criminology. The diploma program consists of 60 credits of university transferable coursework, completed on a full-time basis over two years (four academic semesters). Options for part-time study are also available.

Core 100-level courses include introductory topics in statistics, psychology, sociology, criminology, the criminal justice system and Canadian law and politics, giving you a well-rounded knowledge base. A variety of 200-level topics allow you to advance in your field of work, developing expertise in areas of criminal and deviant behaviour, criminal law, policing, corrections and more.

In addition, you are able to choose four elective courses among a host of university transfer subjects including anthropology, biology, business, chemistry, criminology, economics, English, equity and social

justice, fine arts, First Nations studies, French, geography, history, mathematics, philosophy, physics, political science, psychology, sociology, Spanish and women's studies.

The diploma also provides an excellent foundation if you wish to pursue university studies in law.

## Career Opportunities

As a graduate, you will possess employable skills in nearly every aspect of the justice system and will be well-prepared for career pathways and entry-level employment in law enforcement, the court systems and corrections.

You will qualify for a range of careers, including occupations in the criminal justice system, with Crown corporations and in the private sector. Career positions may include, but would not be limited to, correctional officer, court reporter, immigration officer, researcher, legal assistant, First Nations band officer, insurance adjuster, youth court worker, probation officer, police officer, crime analyst and much more.

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## Admission

### Available to international

Yes

### Admission Requirements

1. C in one of Provincial English 12, English Studies 12, English First Peoples 12, NIC ENG-060, ENG-098, ESL-090, or English assessment; and
2. C in one of Principles of Math 11, Applications of Math 12, Foundations of Math 11, Pre-Calculus 11, NIC MAT-053, NIC MAT-055, or math assessment.

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

### International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

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## Curriculum

### Program Requirements

CRM 101 Introduction to Criminology  
CRM 131 Introduction to the Criminal Justice System  
CRM 135 Introduction to Canadian Law and Legal Institutions

CRM 230 Criminal Law  
POL 151 Law and Politics  
PSY 130 Introductory Psychology I  
PSY 131 Introductory Psychology II  
PSY 260 Psychological Explanations of Criminal and Deviant Behaviour  
SOC 110 Introduction to Sociology I  
SOC 230 Sociological Explanations of Crime and Deviance

**One of:**

MAT 115 Introduction to Statistics  
or PSY 218 Data Analysis in Psychology

**One of:**

CRM 220 Research Methods in Criminology  
or SOC 220 Introduction to Sociological Research Methods

**One of:**

CRM 241 Introduction to Corrections  
CRM 251 Introduction to Policing  
HIS 260 Historical Reactions to Criminal and Deviant Behaviour

**One of:**

ENG 115 Essay Writing and Critical Analysis  
or ENG 116 Essay Writing and Indigenous Perspectives

**One of:**

ENG 122 Reading Literature  
or ENG 127 Indigenous Literatures in Canada

**One of:**

PHI 100 Introductory Philosophy I: Knowledge and Reality  
PHI 150 Critical Thinking

**Plus:**

12 credits (4 courses) electives chosen from any 100- or 200-level university transfer courses

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## FAQ

### Frequently Asked Questions

1. **What occupations are related to criminology?**

A criminology credential can launch a variety of careers. These include occupations in the criminal justice system, with Crown corporations, and in the private sector, which call for the knowledge and skills you will acquire in your studies. The following list provides some examples:

- airport security office
- bailiff
- bail supervisor
- by-law enforcement officer



- campus security officer
- casino security/investigation
- community relations officer
- correctional officer
- court clerk
- court reporter
- customs and immigration officer
- credit investigator
- crime analyst
- criminal investigator
- First Nations band officer
- immigration officer
- insurance investigator or adjuster
- law enforcement administrator
- legal assistant
- loss prevention specialist
- national security (CSIS)
- offender support worker
- paralegal assistant
- parole officer
- police dispatcher
- police officer
- policy analyst
- pre-trial services officer
- probation officer
- resource management officer
- researcher
- sheriff
- women's transition home worker
- victim services specialist
- volunteer manager
- youth court worker

# Disney International Co-op & Academic Exchange

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## Summary

### Locations

- Comox Valley

### Start Date

July

### Contacts

Alex Bowman  
Employment Service Advisor  
North Island College  
250-334-5076  
[employment.resources@nic.bc.ca](mailto:employment.resources@nic.bc.ca)

### In the News

[North Island College students take part in Disney World co-op program](#)

*Six-month paid international co-op work term and academic exchange*

### Summary

Gain paid international experience working at Walt Disney World Resort. You will earn credentials from University of California Riverside and North Island College, access all of Disney's professional development courses, network with individuals from around the world and learn important business philosophies from Disney leaders.

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## Highlights

### Program Highlights

Earn a Certificate in Hospitality and Tourism Management or a Certificate in Management from the University of California Riverside (UCR). Combine academic coursework at the beautiful UCR campus with a paid, academic training at the Walt Disney World Resort near Orlando, Florida.

This program is designed for exceptional students who seek careers in the field of tourism, hospitality management and business. As an exchange student, you will study on the UCR campus and participate in field experiences at popular attractions in Southern California. When complete, you will move on to Walt Disney World Resort in Florida, where you will have the opportunity for paid, work experience in the hospitality field.

Visit our [Student Success page](#) to learn more about previous student experiences in the Disney International Co-op and Academic Exchange program.

## Accommodations

### Living at the University of California, Riverside

During the California component of your program, students will stay in the Extension Residence Center on the University of California Riverside campus (double-occupancy). The cost of the residence and breakfast is included in the program fee.

See UCR's [Housing site](#) for more information.

### Living in Florida

While participating in the Disney International College program, students live in company-sponsored, fully-furnished two-to-four-bedroom apartments near the Walt Disney World Resort. A bus system provides students with transportation to work, classes, shopping and social activities. 24-hour security is provided.

The accommodation charge covers the housing fee, utilities, high-speed Internet, local phone service and transportation. This charge is deducted from participants' weekly paychecks.

See [Disney International's Living Experience](#) for more information.

## Wages and Costs

Your Disney International program experience includes paid work experience opportunities. While hourly wages vary according to the position, you can expect to work a maximum of 37.5 hours a week while studying and up to 45 hours a week during non-class times.

You will graduate from your work term with a certificate from the University of California, Riverside in either Management or Hospitality and Tourism Management. The costs to participate in this part of the program is [\\$3,800 USD](#). This includes:

- Group transportation to and from the LAX airport to the University of California, Riverside
- Residence accommodation and meals at the University of California, Riverside (double-occupancy) for the California portion of the program
- Tuition and fees for credits from the University of California, Riverside including all texts and/or course materials for the UCR courses
- UCR Identification card
- Supervision during the academic training portion of the program
- Ongoing support by UCR staff for duration of the academic training

## Additional Costs

- \$450 non-refundable application fee: payable to UCR when you have been accepted into the program
- \$180 non-refundable J-1 Student Visa application (SEVIS) fee, payable to the US Consulate in your country
- \$1,215 mandatory medical insurance for the duration of the program
- Flights from Canada to California, California to Florida and Florida to Canada

- Disney International Programs accommodations (see Living in Florida above)
- Some Disney courses include a material fees (\$14-\$55) and/or textbook fees (typically \$15-\$100)
- \$155 program assessment fee (submitted directly to the Walt Disney World Resort)
- Meals while in California.
- \$400-\$500 for miscellaneous living expenses and student costs during their stay in Florida

You may be eligible for a partial tuition scholarship from UCR. Check with your advisor for more information.

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## Admission

### Available to international

No

### Admission Requirements

To be eligible for the University of California, Riverside Disney International Co-op and Academic Exchange you must:

- be at least 18 years old
- have completed one year (24 credits) of an NIC business or tourism program
- be in good academic standing, with a minimum GPA of 2.0
- have the financial means to pay for the program costs
- have a can-do attitude and be flexible
- be willing to share a bedroom/dorm space
- be accepted as an NIC Co-operative Education student
- attend an interview with University of California Riverside and Disney recruiters

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## Curriculum

### Program Requirements

Students in the following North Island College programs are eligible to apply to Disney International's Co-op and Academic Exchange program:

- Tourism and Hospitality Management diploma
- Business Administration diploma
- Bachelor of Business Administration degree, Accounting
- Bachelor of Business Administration degree, General Management
- Bachelor of Business Administration degree, Marketing

# Early Childhood Care & Education Certificate

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## Summary

### Program Length

1 year full-time; part-time options available

### Locations

- Campbell River
- Comox Valley
- Port Alberni
- Port Hardy
- Ucluelet

### Start Date

September

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*10-month full time certificate in Comox Valley and Port Alberni. Three-year part-time certificate in Port Hardy. Part-time options available college wide*

## Summary

Make a difference in the lives of young children by providing quality care and education for healthy learning and development. Specialize your skills while you apply theory to practice with children ages 30 months to five years in a variety of early care and learning settings. The certificate program is offered in both full and part-time options, allowing you to balance other commitments while you study.

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## Highlights

### Program Highlights

The Early Childhood Care & Education certificate can be completed full time in 10 months or on a flexible, part-time basis.

#### **New, accelerated part-time option:**

Earn your Early Childhood Care and Education certificate while you work, with NIC's new, part-time evening and weekend program starting January 2019 in the Comox Valley.

This accessible program offers all the same courses, practice opportunities and benefits of our full-time program, but gives busy students like you an opportunity to keep working while you start your career or

upgrade your ECCE certification in a provincially-recognized early childhood education program. Classes run evenings and weekends over two years, with an average workload of two courses per semester.

Please note: Students must meet the program admission requirement of a C in Provincial English 12 or equivalent before the program begins. Assessments for prior learning and tuition-free upgrading is available this September. Please contact an advisor at [questions@nic.bc.ca](mailto:questions@nic.bc.ca) for details.

### **Full-time option:**

During the first term, you are introduced to the fundamental principles of child development, health, safety and nutrition for the caregiver and the child, as well as positive child guidance. You will also have opportunities to plan early childhood play-based activities in the areas of art and literacy.

The second term builds on the content from Term 1, developing further into studies of child guidance and the foundations of professional practice. You will explore responsive learning environments and different curriculum models, including emergent and project-based curriculum.

In addition to scheduled classes, you will participate in a variety of practicum experiences. This allows you to explore different models of child care and different early learning environments. You will begin your practicum experiences with a focus on observation and will advance to implementing curriculum and working directly with children.

In the third term, you will participate in a field placement four days a week, working with a mentor while planning and implementing curriculum. Some classroom work is also required, such as participation in seminars and attendance in the Child, Family, and Community course.

### **Part-time options**

A flexible approach of study allows you to create the schedule that works with your lifestyle. A range of part-time options from a single course to multiple years of study are available and should be discussed with the department chair or instructor on an individual basis.

For example, the blended learning option allows you to take classes with a diverse and vibrant community of learners in the Comox Valley, Campbell River, Port Alberni, Port Hardy and Ucluelet. Classes take place in the evening via Interactive TV and online sessions, allowing you to balance work, family and school while earning your certificate.

Program graduates receive NIC's Early Childhood Care and Education certificate, which fulfills the provincial ECE curriculum requirements for certification and employment in the early childhood education sector in BC. Requirements for your BC Early Childhood Educator certification (including 500-hours of work experience) are posted on the [BC Early Learning website](#).

## **Career Opportunities**

### **Early Childhood Care and Education Certificate**

Employment opportunities in the field will increase with further training and work experience. The Early Childhood Care & Education certificate prepares you to work with young children of varying abilities from 30 months to five years, in a variety of early learning settings. Program completion is the first step toward your BC Early Childhood Educator certification. This program also provides opportunities for you to work with children and their families in other related fields.

### **Qualify as an Early Childhood Educator Assistant**

Assistant certification enables you to care for children under the supervision of a fully certified early

childhood educator. To qualify for ECE Assistant certification, you must complete at least one for-credit post-secondary course in an approved ECE training program in one of the following areas:

- child development ([ECC-104](#)),
- child guidance ([ECC-114](#)), or
- health, safety and nutrition ([ECC-168](#))

Graduates of the Early Childhood Care & Education certificate or Educator Assistant course(s) applying for their BC Early Childhood Educator certification should forward a copy of their official college transcript, along with their application, to:

Early Childhood Education Registry  
Ministry of Children and Family Development  
PO Box 9961 STN PROV GOVT  
Victoria BC V8W 9R4  
Toll-free: 1-888-338-6622  
In Greater Victoria: (250) 356-6501  
Email: [eceregistry@gov.bc.ca](mailto:eceregistry@gov.bc.ca)  
Web: [www.gov.bc.ca/earlychildhoodeducators](http://www.gov.bc.ca/earlychildhoodeducators)

If you plan to continue your education, you may enter the NIC Early Childhood Care & Education diploma program, or you may choose to transfer your certificate credentials to a program at another post-secondary institution. Many institutions will recognize the certificate program for block transfer credit. The opportunity to continue into a degree program in child and youth care is also available. You should contact an educational advisor at your university of choice for information regarding admission and transfer credit.

## Practice Experience

Practicums are an essential component of the Early Childhood Care and Education program, giving you the opportunity to put your theory and knowledge into practice under the direction of qualified early childhood educators. Before beginning your practicum, you will have opportunity to consult with faculty to collaboratively plan your practicum placement. Please note, while the majority of practicums occur where you live, it may be necessary to complete a practicum outside of your community. You will be responsible for your own transportation to and from practicum settings.

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## Admission

### Available to international

Yes

### Before Classes Begin

Once accepted to the program, but before classes begin, the student will be required to:

1. Complete a Solicitor General Consent for Criminal Record Search form. This form will be sent to you from the admissions office once you are offered a seat in the program. Processing costs will be incurred by the student.

2. Hold a current Child Care First Aid certificate OR take the required course offered at North Island College during the first month of the full time program. Students who provide proof of a current equivalent certificate are not required to duplicate this training. It is the responsibility of the student to maintain certification throughout the program.
3. Full-time students will be required to submit a Portfolio containing the following documentation on the first day of class. Note: Part-time students will be required to submit the portfolio and their First Aid certificate to their practicum instructor before beginning their practice placements.
  - Completed Personal Immunization form. This form will be sent to you by the admissions office when you have a seat in the program. It must be validated by a health care professional, ie. a physician or public health nurse at your local health unit.
  - Two (2) character reference letters attesting to your good character, temperament and ability to work with children.

## Admission Requirements

1. C in one of Provincial English 12, English Studies 12, English First Peoples 12, NIC ENG-096, ENG-098, ESL-090 or equivalent; or English assessment.
2. A signed Requisite Skills and Abilities (RSA) document. The RSA document describes the requirements for practice in early childhood care and education. Prospective students need to review these and decide whether they believe they are able to meet them. Should you have concerns about being able to meet the RSA's, please contact the ECCE Department Chair.

## Priority Admission for Aboriginal Applicants

The British Columbia Human Rights Tribunal has provided Special Program approval to allow priority admission for a selected number of self-declared Aboriginal applicants to this program beginning in September 2013. For more information please refer to NIC's Aboriginal Education Services program page or contact an Aboriginal educational advisor at your local campus.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. Learn more.

## International Language Requirements

For international language requirements click here.

International students must meet NIC international admission requirements.

## Transfer Credit and Credit for Prior Learning

Students with previous course work from another accredited institution may apply to transfer course credits to NIC. For more information refer to Steps to University Transfer or contact Student Services.

Your previous life, work or study experience, unassociated with formal education, may qualify for Prior



Learning Assessment and Recognition (PLAR). Your knowledge and skills will be evaluated to determine if you meet the objectives for selected courses up to a maximum of 50 per cent of the program. To qualify for PLAR, you must apply to the program and meet all the program requirements. The fee for each PLAR course is 75 per cent of the regular course fee. Refer to [NIC policy #4-10: Prior Learning Assessment and Recognition](#). For information about which courses qualify for PLAR please contact the program department chair.

## To Be Successful

Skills required to be successful in the program include but are not limited to the following:

- communicate effectively
- build relationships
- work as part of a team as well as work independently
- maintain confidentiality
- demonstrate the ability to follow directions
- display a positive attitude toward attendance and punctuality
- maintain satisfactory level of academic theory and practical application
- demonstrate a reasonable attitude toward self-directed learning
- maintain appropriate energy levels and good physical health
- develop capacity to maintain own mental stability
- problem solve to develop own professional development
- demonstrate basic computer literacy

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# Curriculum

## Program Requirements

- ECC 104 Developmental Journey - Part I
- ECC 114 Partnerships - Part I - Child Guidance
- ECC 116 Partnerships II - Advanced Guiding and Caring
- ECC 124 The Learning Child - Part I - Play & Curriculum
- ECC 125 The Learning Child - Part II - Planning for Play & the Environment
- ECC 136 Foundations of Professional Practice
- ECC 140 Practice Experience I
- ECC 141 Practice Experience II
- ECC 142 Practice Experience III
- ECC 157 Effective Interpersonal Communications
- ECC 163 Child Family and Community
- ECC 168 Health Safety and Nutrition in Childcare Settings

## Completion Requirements

1. Attendance is required in all courses. Students who miss more than 10% of a course may be asked to repeat the course for credit.
2. To complete the program, students must successfully complete all courses with an overall average of 60% and a minimum of 55% in each course. A student who fails any course in the program cannot progress until the course is passed.

In order to repeat a course, the student must reapply to the program in a subsequent offering of the same term in which the failure occurred providing there is an available seat. If in repeating the course, the student fails again, then the student will be removed entirely from the program and can only re-enter by going through the admission process. Please note that the student may be required to begin at Term 1.

A student who has failed a course, re-entered the program and successfully repeated the failed course, and then fails another course, will be removed entirely from the program and can only re-enter by through the admission process. Please note that the student may be required to begin at term one of the academic year.

Re-entering the program under any circumstance is dependent on an available seat and at the discretion of the Early Childhood Care and Education department and in consultation with the Dean. Students who fail a course may be asked to complete a learning assessment prior to being reconsidered for re-admission. These regulations are important to the profession to ensure that graduates have the required skills and knowledge, and are therefore deemed safe to practice.

3. Students are required to adhere to the *Code of Ethics of the Early Childhood Educators of British Columbia*. Failure to adhere to these principles may result in the student being required to leave the program.

# Early Childhood Care & Education Diploma

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## Summary

### Program Length

2 years

### Locations

- Campbell River
- Comox Valley
- Port Alberni
- Port Hardy
- Ucluelet

### Start Date

September, February

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Three-year part-time diploma (post Early Childhood Care & Education certificate)*

## Summary

Build on your ECCE certificate as you specialize your skills in the field of early childhood education. You can choose to concentrate your education in two areas: working collaboratively with families in the care of infants and toddlers and/or with children who require extra support. The three-year, part-time diploma allows you to learn at your own pace while balancing other commitments while you study.

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## Highlights

### Program Highlights

Through workshops, evening classes, online learning components, ITV and practice experience, you will explore advanced theories in child development and examine critical developmental issues of interest. You will look at more challenging child behaviors and how to use creative problem solving to achieve positive results.

You can choose to concentrate your education in two areas: working with infants and toddlers and/or working with children who require extra support. Through 200 hours of supervised practice experience for each stream, you will have opportunities to apply your knowledge and skills while working with children who require additional supports, with infants and toddlers and with their families.

As a diploma student, you will be provided with an overview of professional childcare concepts that prepare you for administrative and leadership responsibilities in early childhood programs.

## Career Opportunities

The Early Childhood Care & Education diploma is designed to prepare you for work with infants and toddlers, children of varying abilities and their families. Graduates practice in a variety of early learning settings.

When applying for your certification in BC, you should forward your official NIC transcript, along with your application, to:

Early Childhood Education Registry  
Ministry of Children and Family Development  
PO Box 9961 STN PROV GOVT  
Victoria BC V8W 9R4  
Toll Free: 1-888-338-6622  
In Greater Victoria: (250) 356-6501  
Email: [eceregistry@gov.bc.ca](mailto:eceregistry@gov.bc.ca)  
Web: [www.gov.bc.ca/earlychildhoodeducators](http://www.gov.bc.ca/earlychildhoodeducators)

If you plan to continue your education, you will find that a number of BC institutions recognize your courses for block transfer credit. The opportunity to continue into degree programs in child and youth care is available at institutions such as the University of Victoria, Vancouver Island University and Capilano University. You should contact an educational advisor at your university of choice for information regarding admission and transfer credit.

## Practice Experience

Practicums are an essential component of the Early Childhood Care & Education program, giving you the opportunity to put your theory and knowledge into practice under the direction of qualified early childhood educators. Before beginning your practicum, you will have opportunity to consult with faculty and your employer (where applicable) to collaboratively plan your practicum placement. Please note, while the majority of practicums occur where you live, it may be necessary to complete a practicum outside of your community. You will be responsible for your own transportation to and from practicum settings.

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## Admission

### Available to international

No

### Before Classes Begin

Once accepted to the program but before classes begin, the student will be required to:

1. Have a clear Criminal Record Clearance with the Solicitor General. As you may already have a current CRC with North Island College, Admissions will advise when a new form is required. Processing costs will be incurred by the student.

### Before First Day of Practicum

2. Complete a Practicum Portfolio which includes a current Child Care First Aid certificate. It is the responsibility of the student to maintain their first aid certification throughout the practicum.
  - A completed Personal Immunization form. This form will be sent to you by the admissions office when you have a seat in the program. It must be validated by a health care professional, ie. a physician or public health nurse at your local health unit.
  - Two (2) character reference letters attesting to your good character, temperament and ability to work with children.

## Admission Requirements

1. Completion of an Early Childhood Care & Education certificate program

## Transfer Credit and Credit for Prior Learning

Students with previous course work from another accredited institution may apply to transfer course credits to NIC. For more information refer to [Steps to University Transfer](#) or contact Student Services.

Your previous life, work or study experience, unassociated with formal education, may qualify for Prior Learning Assessment and Recognition (PLAR). Your knowledge and skills will be evaluated to determine if you meet the objectives for selected courses up to a maximum of 50 per cent of the program. To qualify for PLAR, you must apply to the program and meet all the program requirements, and complete the PLAR before entering the program or one term before the scheduled course(s). The fee for each PLAR course is 75 per cent of the regular course fee. Refer to [NIC policy #4-10: Prior Learning Assessment and Recognition](#). For information about which courses qualify for PLAR please contact the program department chair.

## To Be Successful

Skills required to be successful in the program include but are not limited to the following:

- communicate effectively
  - build relationships
  - work as part of a team as well as work independently
  - maintain confidentiality
  - demonstrate the ability to follow directions
  - display a positive attitude toward attendance and punctuality
  - maintain satisfactory level of academic theory and practical application
  - demonstrate a reasonable attitude toward self-directed learning
  - recognize limitations and seek help appropriately
  - demonstrate accountability, honesty, and reliability
  - demonstrate basic computer literacy
-

# Curriculum

## Program Requirements

### Core Courses

- ECC 204 Developmental Journeys - Part II - Advanced
- ECC 215 Partnerships - Advanced - Part III
- ECC 255 Self & Others - Part III
- ECC 268 Supervising Early Childhood Centres

### Infants & Toddlers

- ECC 224 The Learning Child - Infants & Toddlers - Part III
- ECC 246 Practice Experience - Infants and Toddlers

### Special Needs

- ECC 245 Practice Experience - Special Needs
- ECC 264 Supported Child Care

## Completion Requirements

1. Attendance is required in all courses. Students that miss more than 10% of a class may be asked to repeat the course for credit.
2. To successfully complete the program, students must successfully complete all courses with an overall average of 60% and a minimum of 55% in each course.
3. Students are required to adhere to the *Code of Ethics of the Early Childhood Educators of British Columbia*. Failure to adhere to these principles may result in the student being required to leave the program.

# Electrical Foundation

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## Summary

### Program Length

24 weeks

### Locations

- Campbell River

### Start Date

September

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*24-week certificate*

## Summary

Learn Level 1 electrical theory, develop a solid mastery of applied skills and earn apprenticeship technical training credit and work hours toward your Interprovincial (Red Seal) certification.

*Note: NIC is transitioning to a harmonized Electrician program, beginning in December 2018. Please see the [Electrician Foundation Harmonized](#) page for more information.*

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## Highlights

### Program Highlights

The Electrical Foundation program, consists of two blocks of training, each spread throughout the 24 weeks of the program. The object being to provide you with some of the general skills and knowledge required for any apprentice working in the construction trades and the specific, fundamental skills required of a Year 1 electrical apprentice.

During the 24-week program, you will participate in enhanced Level 1 theoretical training, including lab work which enhances your learning of introductory electrical theory through the application of this new knowledge. You will learn how to correctly and safely use measuring instruments (meters), power supplies and other electrical equipment.

While learning about electrical theory, you will learn how to safely and correctly use common hand and power tools, supplies, electrical components and devices, equipment and specialty tools in a manner that a Year 1 apprentice is expected to know when working in residential and light commercial construction.

You will learn the interpretation of the latest edition of the Canadian Electrical Code and how these modern wiring techniques are being used in the residential and light commercial construction industries.

Upon successful completion of this program, your acquired knowledge and skill will make you eligible to receive technical training credit for Level 1 of the Electrical apprenticeship and 350 hours of work-based credit toward your total apprenticeship hours requirement.

## Career Opportunities

Employment opportunities for Construction and Electrician Red Seal tradespersons exist in residential; commercial and industrial electrical construction; electrical maintenance and service; industrial electrical and electronic process controls; HVAC systems maintenance and installation; marine electrical work; gas and electric utilities and others.

Construction electricians install equipment and wiring in new housing, shopping centres, condominiums, townhouses, office buildings, schools, hospitals, factories, processing plants, mills, mines, manufacturing plants, sub stations, etc.

Industrial electricians perform maintenance, upgrades and process control modifications in all types of heavy and light industrial settings.

Top paying jobs also require knowledge of computer applications and software, PLC systems and electronics (see [Electronics Technician Core](#) and [Industrial Automation Technician](#) programs).

## Supply List

NIC is pleased to make tools available to you in exchange for a \$200 refundable tool deposit, which is not included in your tuition. The deposit will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration office.

You are required to obtain the following supplies:

### Required

- calculator (see instructor)
- HB pencils
- hi-lite marker
- one set, coloured pens or pencils
- plastic rule - 12"
- protractor
- binders
- note paper
- steel-toed above the ankle construction boots (see instructor)
- non-contact voltage tester (see instructor)
- hard hat (see instructor)
- safety glasses
- text books and learning guides - details provided at NIC Bookstore



## Optional

- coveralls
- digital multi-meter CAT III minimum (see instructor)
- 1/4" engineers graph paper (one pad)

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# Admission

## Available to international

Yes

## Admission Requirements

1. C+ in one of English 11, Communications 12, NIC ENG-052, or equivalent; or C+ in ESL-052, ESL-055 and ESL-058, or certified CLB 8; or successful NIC English assessment testing; and
2. C+ in one of Principles of Math 11, Foundations of Math 11, Pre-Calculus 11, NIC MAT-053, NIC MAT-055, or equivalent; or NIC Electrical Foundation Accuplacer assessment for math; and
3. C in Physics 11 or NIC PHY-050; and
4. Successful assessment of mechanical and spatial reasoning.
5. For more information on English, Math and Spatial Reasoning Assessments see the Electrical Foundation Study Guide
6. High School graduation is preferred.

**NOTE:** The Accuplacer assessment covers math skills taught in the following courses: Principles of Math 11, Applications of Math 12, Foundations 11, and pre-Calculus 11.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

## To Be Successful

- You are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program and discuss various career fields and choices.

- The most important key to success is the desire to become a quality trades person. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.
- Trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning along with good math, analytical and communication skills.
- There is also an expectation of physical activities such as working on ladders, scaffolding, automated man lifts, or in confined spaces and under various weather conditions including lifting.
- You will be required to stay focused for prolonged periods.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact a Student Advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition to the stated prerequisites, secondary school equivalent courses in science and drafting are considered an asset.
- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. If you find you need further support, please contact our student services department about upgrading and how to sign up for classes

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## Curriculum

### Program Requirements

- CPA 032 Introduction to Computers for Electrical Trades
- ELE 004 Workplace Safety & Basic Trade Tools
- ELE 005 Introduction to Blueprint Reading
- ELE 101 Electrical Trade Mathematics
- ELE 102 Electrical Trade Science
- ELE 104 Wiring Methods
- ELE 100 Year 1 - Technical Training
- \*OFA 001 WHMIS General
- \*OFA 010 Occupational First Aid Level 1

\*Note: Students not having current, valid First Aid and WHMIS certification are required to take these courses to meet program requirements. Separate fees will be charged for First Aid and WHMIS.

### Completion Requirements

To pass the program you are required to attain a minimum average of 70% based on a weighted average of all courses.

# Electrician Apprenticeship Training

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## Summary

### Program Length

10 weeks/lvl

### Locations

- Campbell River

### Start Date

See schedule below

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Level 1, 2, 3 and 4 Industry Training Authority (ITA) approved apprenticeship training*

## Summary

Build your skills and qualifications in the electrician trade while working toward your Interprovincial (Red Seal) designation. Electricians install, alter, repair and maintain electrical and electronic systems in residential, commercial and industrial operations. They ensure that all electrical connections are safe and meet code requirements. NIC offers all four levels of apprenticeship technical training, following criteria set by the Industry Training Authority (ITA).

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## Highlights

### Electrician Technical Training

All NIC training programs follow the criteria set by the Industry Training Authority (ITA) to ensure your trade qualifications meet current industry standards.

ELA-100, Level 1, 10 weeks - Campbell River  
ELA-200, Level 2, 10 weeks - Campbell River  
ELA-300, Level 3, 10 weeks - Campbell River  
ELA-400, Level 4, 10 weeks - Campbell River

NIC works closely with industry to ensure your apprenticeship training is of the highest quality. For upcoming apprenticeship training schedules view the Schedules tab. For more information on apprenticeships visit the [ITA website](#).

## Supply List

### Required

- calculator - Sharp EL-520WBBK or equivalent
- HB pencils
- hi-liter marker
- one set, coloured pens or pencils
- plastic rule, 12"
- protractor
- binders
- note paper
- safety glasses
- text books and learning guides - details provided at NIC Bookstore

### Optional

- coveralls
- digital multimeter CAT III minimum (see instructor)
- 1/4" engineers graph paper (one pad)

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## Admission

### Available to international

No

### Admission Requirements

1. Applicants must be ITA-registered apprentices.
2. Complete and submit the *NIC Application for Admission* form, writing "Electrical" and the level of training as the program name.
3. Complete and submit the *NIC Apprentice Training Registration* form.

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

### To Be Successful

- You will find greater ease and success in your training if your abilities in mathematics, reading and writing are at a sufficient level. NIC Assessment Services is available to provide math and

English assessments year-round. If you need to refresh your skills or upgrade in a few areas, those classes are available at NIC.

- We encourage you to develop a workplace plan with your employer to make sure you are practicing all related trade skills listed in the handbook program outline.
- School training periods can be very intense, especially because of the quantity of reading you will be required to do. Whenever possible, you are encouraged to complete readings in advance.
- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. Should you find you need further support please contact our student services department about upgrading classes.

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## Curriculum

### Program Requirements

#### Electrician Apprenticeship Training Classes

Dates and classes may change or be cancelled depending on demand.

Note: Apprentices enrolling in technical training must take their training in sequential order, levels 1, then 2, then 3 then 4. You must complete all levels of technical training to be eligible to write the Interprovincial (Red Seal) examination.

#### ELA-100 - Electrical Apprenticeship Level 1

- 2018 Fall: October 9 - December 14

#### ELH-100 - Electrician Apprenticeship Common Core Level 1 Harmonized

- 2019 Spring: May 21 - July 26
- 2020 Winter: January 6 - March 13

#### ELA-200 - Electrical Apprenticeship Level 2

- 2018 Fall: October 9 - December 14

#### ELH-200 - Electrician Apprenticeship Common Core Level 2 Harmonized

- 2019 Winter: January 7 - March 15
- 2019 Fall: October 7 - December 13
- 2020 Winter: March 16 - May 22
- 2020 Spring: May 18 - July 24

#### ELH-201 - Electrician Apprenticeship Harmonized Gap Training A

\*Note: Required prior to Electrician Level 2 Harmonized

\*No Fee

- 2019 Winter: January 3 - 4, 2019

### ELA-300 - Electrical Apprenticeship Level 3

- 2018 Fall: October 9 - December 14
- 2019 Winter: March 4 - May 10
- 2019 Winter: March 18 - May 24
- 2019 Fall: October 7 - December 13
- 2020 Fall: October 13 - December 18

### ELA-400 - Electrical Apprenticeship Level 4

- 2019 Winter: January 7 - March 15
- 2019 Winter: March 4 - May 10
- 2019 Winter: March 18 - May 24
- 2020 Winter: March 2 - May 8
- 2020 Fall: October 13 - December 18

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## FAQ

### Frequently Asked Questions

1. **What is an apprenticeship?**

An apprenticeship is a relationship between an employer and an employee where the employee (the apprentice) commits to learn the trade while working for the employer, and the employer commits to provide on-the-job training, time away from the workplace for the apprentice to attend technical training classes, and to pay the apprentice a certain percentage of the journeyman wage rate, which increases as the apprentice progresses through the training.

2. **What is a journeyman?**

A journeyman is a person who has received a Certification of Qualification in a trade. A journeyman is then entitled to be referred to by the trade name (ie: carpenter, electrician, millwright, heavy duty mechanic, etc.)

3. **What training will I take?**

Apprenticeships normally consist of approximately 80 per cent on the job training and 20 per cent in-school technical training. While working on the job site the apprentice is to learn the trade under the tutelage of a journeyman, who is assigned responsibility for the apprentice's

training. The apprentice is also required to attend technical training classes. The classes are most commonly held in colleges and depending on the trade consist of six to 10 weeks of classroom training during each year of the apprenticeship.

**4. How long does an apprenticeship last?**

An apprenticeship lasts one to five years, depending on the trade, and the rate the apprentice progresses through the training. Most apprenticeships are four years.

**5. How much will I earn?**

The rate of pay depends on the rate being paid a journeyperson in the same trade with the same employer. Although it is dependent on the employer, the rates are often 50 per cent for the first six months and rising through 55 per cent, 60 per cent, 65 per cent, 70 per cent, 75 per cent, 80 per cent, 90 per cent at the end of each six month period. Rates vary by trade and by employer.

**6. What certification will I receive upon completion of my apprenticeship?**

You will receive a Certification of Apprenticeship, and upon completion of the BC exam you will also receive a BC Government Certification of Qualification (C of Q). Apprentices in many trades may also write the Interprovincial (Red-Seal) exam. This certification is recognized across the country and enables Red-Seal qualified journeypersons to work in those trades across Canada. In some trades in BC, the Red-Seal exam is used as the C of Q exam.

# Electrician Foundation Harmonized

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## Summary

### Program Length

24 weeks

### Locations

- Campbell River
- Port Alberni

### Start Date

Jan 2019 (CR, PA); Sept 2019 (CR)

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*24-week certificate*

## Summary

Learn essential work place skills in addition to Level 1 electrical theory and technical skills as you develop applied skills and earn apprenticeship technical training credit and work hours toward your Interprovincial (Red Seal) certification. In this Industry Training Authority (ITA) approved training, you'll learn theory and skills from workplace safety to blueprint reading and wiring methods for residential and light commercial instruction.

*Effective December 2018*

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## Highlights

### Program Highlights

The Electrician Foundation Harmonized program is delivered full-time over 24 weeks.

During the 24-week program, you will participate in enhanced Level 1 theoretical training, including lab work which enhances your learning of introductory electrical theory through the application of this new knowledge. You will learn how to correctly and safely use measuring instruments (meters), power supplies and other electrical equipment.

While learning about electrical theory, you will learn how to safely and correctly use common hand and power tools, supplies, electrical components and devices, equipment and specialty tools in a manner that a Year 1 apprentice is expected to know when working in residential and light commercial construction.



You will learn the interpretation of the latest edition of the Canadian Electrical Code and how these modern wiring techniques are being used in the residential and light commercial construction industries.

Upon successful completion of this program, your acquired knowledge and skill will make you eligible to receive technical training credit for Level 1 of the Electrical apprenticeship and 350 hours of work-based credit toward your total apprenticeship hours requirement.

## Career Opportunities

Employment opportunities for Construction and Electrician Red Seal tradespersons exist in residential; commercial and industrial electrical construction; electrical maintenance and service; industrial electrical and electronic process controls; HVAC systems maintenance and installation; marine electrical work; gas and electric utilities and others.

Construction electricians install equipment and wiring in new housing, shopping centres, condominiums, townhouses, office buildings, schools, hospitals, factories, processing plants, mills, mines, manufacturing plants, sub stations, etc.

Industrial electricians perform maintenance, upgrades and process control modifications in all types of heavy and light industrial settings.

Top paying jobs also require knowledge of computer applications and software, PLC systems and electronics (see [Electronics Technician Core](#) and [Industrial Automation Technician](#) programs).

## Supply List

NIC is pleased to make tools available to you in exchange for a \$200 refundable tool deposit, which is not included in your tuition. The deposit will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration office.

You are required to obtain the following supplies:

### Required

- calculator (see instructor)
- HB pencils
- hi-lite marker
- one set, coloured pens or pencils
- plastic rule - 12"
- protractor
- binders
- note paper
- steel-toed above the ankle construction boots (see instructor)
- non-contact voltage tester (see instructor)
- hard hat (see instructor)
- safety glasses
- text books and learning guides - details provided at NIC Bookstore

## Optional

- coveralls
- digital multi-meter CAT III minimum (see instructor)
- 1/4" engineers graph paper (one pad)

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# Admission

## Available to international

Yes

## Admission Requirements

1. C+ in one of English 11, Composition 11, Creative Writing 11, Literary Studies 11, New Media 11, Spoken Language 11, English First Peoples Literary Studies & Writing 11, English First Peoples Literary Studies & New Media 11, English First Peoples Literary Studies & Spoken Language 11, Communications 12, NIC ENG-052, or equivalent; or C+ in ESL-052, ESL-055 and ESL-058, or certified CLB 8; or successful NIC English assessment testing; and
2. C+ in one of Principles of Math 11, Foundations of Math 11, Pre-Calculus 11, NIC MAT-053, NIC MAT-055, or equivalent; or NIC Electrical Foundation Accuplacer assessment for math; and
3. High School graduation is preferred.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

## To Be Successful

- You are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program and discuss various career fields and choices.
- The most important key to success is the desire to become a quality trades person. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.

- Trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning along with good math, analytical and communication skills.
- There is also an expectation of physical activities such as working on ladders, scaffolding, automated man lifts, or in confined spaces and under various weather conditions including lifting.
- You will be required to stay focused for prolonged periods.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact a Student Advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition to the stated prerequisites, secondary school equivalent courses in science and drafting are considered an asset.
- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. If you find you need further support, please contact our student services department about upgrading and how to sign up for classes

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## Curriculum

### Program Requirements

- EFH 100 Electrical Common Core - Level 1
- EFH 101 Safety, Basic Trade Tools, Fasteners and Fittings
- EFH 102 Electrical Codes, Plans and Specifications
- EFH 103 Applied Mathematics and Sciences for Electrical Trades
- EFH 104 Applied Wiring Methods
- EFH 105 Workplace and Employment Skills
- \*OFA 001 WHMIS General
- \*OFA 010 Occupational First Aid Level 1

\*Note: Students not having current, valid First Aid and WHMIS certification are required to take these courses to meet program requirements. Separate fees will be charged for First Aid and WHMIS.

\*Note: Based on availability of placements with industry, Trades Foundation students may have an opportunity to participate in an optional Work Experience: WXT 100 Work Experience - Trades Foundation.

### Completion Requirements

To pass the program you are required to attain a minimum average of 70% based on a weighted average of all courses.

# Electronics Technician Core Certificate

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## Summary

### Program Length

1 year

### Locations

- Campbell River

### Start Date

September

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*nine-month certificate*

## Summary

Take the first step toward an exciting career in industrial electrical and automation. Learn to troubleshoot, maintain and build electronic circuits including microprocessors and robotics equipment. Approximately 700 hours of lab time gives you hands-on experience in the correct use of tools, testing equipment, troubleshooting procedures and soldering techniques. Graduates may continue on to the second year of the Industrial Automation diploma.

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## Highlights

### Program Highlights

You will learn the required skills to repair, maintain and install electronic circuits and equipment. Hands-on experiments teach you the correct use of tools, test equipment, troubleshooting procedures and soldering techniques. You will accumulate approximately 700 hours of hands-on lab time.

As a student in this program you will be eligible for student membership with the Applied Science Technologists and Technicians of British Columbia (ASTTBC). After two years of practical work experience, you will also be eligible to become a CTech or CET member of the provincial professional association. Benefits of membership in a provincial association include employer recognition and access to the Canadian Technical Employment Network (CTEN) for job hunting.

NIC is a charter member of the International Electronic Technicians Articulation committee. Upon completion of the certificate program, most graduates enter into NIC's Industrial Automation Technician diploma program or transfer to other BC, Canadian or US institutions.

## Career Opportunities

As a graduate of the Electronics Technician Core certificate, you will be qualified to enter the second year of the Industrial Automation Technician diploma at NIC, or to transfer to other Canadian and US institutions.

Second-year specialties lead to a wide range of high-demand career opportunities in industries such as forest products, pulp and paper, chemical processing, oil/gas/petroleum, mining and metal processing, steam generation and utilities, water and waste water treatment, food and beverage, pharmaceuticals, textiles, materials handling and electronics/semi-conductors manufacturing.

## Supply List

You will be required to obtain the following basic supplies and tools:

- scientific calculator (SHARP EL546W recommended)
- pens, pencils, paper, eraser, binder, paper

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## Admission

### Available to international

Yes

### Admission Requirements

1. C+ in one of English 11, Composition 11, Creative Writing 11, Literary Studies 11, New Media 11, Spoken Language 11, English First Peoples Literary Studies & Writing 11, English First Peoples Literary Studies & New Media 11, English First Peoples Literary Studies & Spoken Language 11, Communications 12, NIC ENG-052, or equivalent; or in ESL-052, ESL-055 and ESL-058, or certified CLB 8; or NIC English assessment; and
2. C+ in one of Principles of Math 11, Applications of Math 12, Foundations of Math 11, Pre-Calculus 11, NIC MAT-053, NIC MAT-055 or NIC math assessment.
3. High School graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

### International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

### To Be Successful

- A Minimum C+ in Physics 11 or NIC PHY-050, *and* Mathematics 12 or NIC upgrading MAT-060 is strongly recommended.
- You should discuss your plans first with the instructor and/or department chair. If your math prerequisite is older than five years, you should consider an assessment and/or a refresher course before enrolling. If you have successfully completed Mathematics 12, you may challenge the ELC-090 Mathematics for Electronics course.
- If you are a high school student interested in bridging into NIC's Electronics Technician Core certificate program, you should speak to your high school counsellor.

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## Curriculum

### Program Requirements

- ELC 090 Technical Mathematics
- ELC 105 Technical DC Circuit Analysis
- ELC 106 Technical AC Circuit Analysis
- ELC 108 Technical Soldering & Workshop Practices
- ELC 109 Computer Applications and Design
- ELC 110 Digital Electronics Analysis
- ELC 120 Solid State Devices
- ELC 130 Linear Circuits Analysis
- ELC 140 Programmable Devices
- ENG 159 Professional Writing
- OFA 001\* WHMIS General

\*Note: Students not having current, valid WHMIS certification are required to take this course to meet program requirements. A separate fee will be charged for WHMIS.

### Completion Requirements

To pass the program you are required to attain a minimum of 60% in each course.

# Emily Carr University Guaranteed Admission

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## Summary

### Locations

- Comox Valley

### Start Date

September, January

### Contacts

Educational Advisor  
250-334-5000  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

*Two-year guaranteed admission degree pathway*

### Summary

Create a portfolio of work that showcases the traditional, interdisciplinary and digital art skills developed in NIC's Fine Arts diploma before transferring directly to Year 3 of your degree at Emily Carr University of Art + Design.

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## Highlights

### What is Guaranteed Admission

The [NIC-Emily Carr Articulation Agreement](#) provides NIC students with guaranteed admission and course transfer to many Emily Carr University of Art + Design programs.

Guaranteed admission is a great choice for anyone interested in completing Emily Carr's Bachelor of Fine Arts (visual arts, critical and cultural practices). The agreement bases university admission on your academic performance at NIC rather than your high school transcripts. This creates a previously unavailable admission guarantee for mature students, current NIC students, individuals who may not have previously completed Grade 12 or students whose final high school grades may not have met Emily Carr's competitive first-year entry levels.

**How does it work?** Upon completing the [Fine Arts diploma program](#) with a cumulative GPA of B (3.0 on a 4.0 scale) or higher you will be automatically accepted into Year 3 of the Bachelor of Fine Arts (major in visual arts or critical and cultural practices) degree program at Emily Carr University of Art + Design. [Please book an appointment](#) with an educational advisor to learn more.

### Which Emily Carr Programs Are Eligible?

Through guaranteed admission, Emily Carr offers NIC students with a GPA of 3.0 or higher an opportunity to complete:

Bachelor of Fine Arts Majors include visual arts; and critical and cultural practices Or, if you have a GPA of 2.0 or higher, be considered for admission into Year 3 of following programs on the basis of academic standing and portfolio review:

Bachelor of Fine Arts Majors include visual arts; and critical and cultural practices; film, video + integrated media; photography; and illustration(if you are interested in the illustration major, apply to second year visual arts to access Emily Carr's specialized second-year illustration courses) Bachelor of Design Majors include communication design; industrial design; and interaction design Bachelor of Media. Majors include animation; and interactive + social media arts.

### Make sure your courses count

Each degree pathway has its own unique deadlines, portfolio requirements, course prerequisites and transfer requirements.

- Review Emily Carr's [articulation agreement](#) for transfer details.
- Visit [Emily Carr's](#) website for more information on degree options and academic transfer agreements.
- For more information or to develop a study plan, contact an [NIC educational advisor](#).

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## Admission

### Available to international

Yes

### Admission Requirements

Admission requirements for North Island College's Fine Arts Diploma are available on the program page.

To be eligible for ECUAD Guaranteed Admission, you must:

1. If you are considering transferring to Emily Carr from NIC you should contact their Admissions Advisor, Ms. April Goodwin-Smith at [agoodwinsmith@ecuad.ca](mailto:agoodwinsmith@ecuad.ca)
2. Use the BC Transfer Guide online to check transferability AND meet with an NIC student advisor for guidance BEFORE registering in courses.
3. Admission to programs at ECUAD requires completion of specific English courses.
4. Complete the Fine Arts Diploma at North Island College with a cumulative grade point average (GPA) of B (3.00 on a 4.00 scale) or higher and be automatically accepted into year three (3) of the Bachelor of Fine Arts (BFA) (Visual Arts, Critical and Cultural Practices) degree program at Emily Carr University. If your cumulative GPA is between 2.0 and 2.99 you will be considered for admission to year three of Emily Carr's Bachelor of Fine Arts on the basis of your academic standing and a portfolio review.
5. Complete the Fine Arts Diploma at North Island College with a cumulative grade point average (GPA) of C (2.00 on a 4.00 scale) or higher to be considered for admission to the programs noted below on the basis of their academic standing and a portfolio review. It should be noted that



these programs have competitive entry, and therefore the portfolio should reflect work that is consistent with the intended major

- Bachelor of Fine Arts (Film, Video + Integrated media)
- Bachelor of Fine Arts (Photography)
- Bachelor of Design (Communication Design)
- Bachelor of Design (Industrial Design)
- Bachelor of Design (Interaction Design)
- Bachelor of Media (Animation)
- Bachelor of Media (Interactive + Social Media Arts)
- Bachelor of Fine Arts (Illustration) Note: Apply to second year in order to take Emily Carr's specialized second-year illustration courses

## To Be Successful

- Prepare for transfer to Emily Carr by reviewing their website for information on degree options and academic transfer agreements.
- Fine arts and design students at NIC are dedicated as well as creative. Course work is intense and requires focused effort and commitment.
- If you are in the program full time, you will be in class for 22 hours per week with homework and extra studio time requiring almost that amount of time again. You will be challenged to see the world around you from different perspectives and are invited to interpret those experiences originally and creatively.
- We encourage you to do much more than simply complete assignments. There is an expectation that you will push the limits and bring more to your assignments than is being asked of you.

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# Curriculum

## Program Requirements

Students in the following North Island College program are eligible to apply for transfer to Emily Carr University of Art + Design

- Fine Arts Diploma

# Employment Transition

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## Summary

### Program Length

1 year

### Locations

- Campbell River
- Comox Valley
- Port Alberni

### Start Date

September, January

### Contacts

#### Comox Valley

Neil Holm  
250-334-5000 ext. 4103  
[neil.holm@nic.bc.ca](mailto:neil.holm@nic.bc.ca)

#### Campbell River

Kathy O'Donnell  
250-923-9774  
[kathy.odonnell@nic.bc.ca](mailto:kathy.odonnell@nic.bc.ca)

#### Port Alberni

Brad Jones  
250-724-8764  
[brad.jones@nic.bc.ca](mailto:brad.jones@nic.bc.ca)

*Choose 10 credits of courses designed for individuals with diverse learning needs to receive an Employment Transition certificate of completion.*

## Summary

Gain work, life and social skills in a supported environment. Take part in supervised unpaid work experience and receive skills training that may lead to employment, supported work, volunteer opportunities or further skills training, depending on your goals.

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# Highlights

## Program Highlights

The Employment Transition program is a supportive program that teaches students the work, life, and social skills needed to prepare for employment.

Course offerings for the Employment Transition program change from year to year based on enrolment and community need. The program runs from September to April, with intake and registration in May. Interested students are asked to contact the instructors eight months prior to the start of the program so that the department is aware of your needs and interests.

The program is designed to prepare students for employment, supported work, volunteer positions, or further skills training. Subject to funding availability, students also have the option to participate in unpaid work experience practicums. The type of positions will depend on the students, their areas of interest, their aptitudes, and the types of jobs available in the local community. Total program hours vary.

## Career Opportunities

Depending on your skills, you may exit to competitive employment, supported work, volunteer positions or further specific skills training. Types of employment will range according to your ability, interests and the local labour market.

---

# Admission

## Available to international

No

## Admission Requirements

- Have a genuine desire to work
- Be a minimum of 18 years of age
- Be individuals with documented cognitive or mental health disabilities
- Attend a personal interview with the instructor

**Note:** North Island College staff are available and happy to support unique student needs as well as assist with course planning and the admission process. Please contact the Department of Accessible Learning Services for more information.

## To Be Successful

Students must successfully complete a successful work experience coordinated by North Island College or with an affiliate authorized by the College.

Students should have an interest and motivation to participate in learning about the world of work. They must be able to work successfully in a group setting or be provided appropriate support by the referring agency. As well, they must be able to arrange transportation to and from classes and other resources that are needed for their ongoing support while at college.

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# Curriculum

## Program Requirements

Course offerings for the Employment Transition program change from year to year based on enrolment and community need. Course topics may include, but are not limited to:

- AED 017 Work Experience
- AED 021 Workplace Communications
- AED 022 Goal Planning and Personal Development
- AED 024 Work Search and Interview Skills
- AED 025 Workplace Expectations
- AED 026 Health promotion
- AED 027 Workplace Safety

# Employment Transition Kitchen Assistant

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## Summary

### Program Length

25 weeks

### Locations

- Campbell River
- Port Alberni

### Start Date

January

### Contacts

#### Campbell River

Kathy O'Donnell, department chair  
250-923-9774  
[kathy.odonnell@nic.bc.ca](mailto:kathy.odonnell@nic.bc.ca)

#### Comox Valley & Port Alberni

Neil Holm  
250-724-8764  
[neil.holm@nic.bc.ca](mailto:neil.holm@nic.bc.ca)

#### Port Alberni

Erin Cathro  
250-724-8706  
[erin.cathro@nic.bc.ca](mailto:erin.cathro@nic.bc.ca)

*Choose 10 credits of courses designed for individuals with diverse learning needs to receive an Employment Transition certificate of completion.*

## Summary

Gain essential kitchen and employability skills in a supported environment, with this 25-week program designed for students with diverse learning needs. Take part in employability courses, industry certifications and essential kitchen skill development for work in a professional kitchen. A job shadow and a 4-week work experience placement is included.

---

## Highlights

### Program Highlights

The Employment Transition Kitchen Assistant program is a supportive program that teaches students essential employability and kitchen skills for work in the food service industry.

Students participate in employability courses that teach behaviors that lead to successful access to, and retention of, employment. The targeted skills courses in the kitchen provide industry relevant training. This program also provides an opportunity to gain certificates relevant to the food service field including FoodSafe Level 1, Serving It Right, First Aid, Worker Safety, and WHMIS.

A career exploration /job shadow and a supported 4 work experience placement where students can practice skills in a professional kitchen environment are included in the program.

## Career Opportunities

Depending on your skills, you may exit to competitive employment, supported work, volunteer positions or further specific skills training. Types of employment will range according to your ability, interests and the local labour market, but may include kitchen assistant or prep cook assistant.

---

# Admission

## Available to international

No

## Admission Requirements

- Identified executive functioning challenge, barrier to learning
- Students must have an interest in working in the food service industry
- Attend intake interview and functional assessment in the kitchen with instructional team

**Note:** North Island College staff are available and happy to support unique student needs as well as assist with course planning and the admission process. Please contact the Department of Accessible Learning Services for more information.

## To Be Successful

Students must successfully complete all courses.

Students should have an interest and motivation to participate in learning about the world of work, specifically the food service industry. They must be able to work independently and follow instructions in a group setting in the kitchen and classroom. As well, they must be able to arrange transportation to and from classes and work experience placement.

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# Curriculum

## Program Requirements

Course offerings for the Employment Transition Kitchen Assistant program are:

- ACL 020 Workplace Literacy for Food Service Workers
- ACL 010 Workplace Safety & Health promotion
- ACL 030 Math, Measurement, and Money Skills for Work
- ACL 040 Work Search & Interview Skills

- ACL 042 Career Exploration - Job Shadow Work Experience
- ACL 044 Advanced Work Experience
- ACL 012 Ware Washing & Service
- ACL 014 Kitchen Basics
- ACL 016 Basic Food Preparation

# Engineering Foundations Certificate

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## Summary

### Program Length

1 year

### Locations

- Campbell River
- Comox Valley
- Port Alberni
- Port Hardy

### Start Date

September

### Contacts

Student Services  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

### In the News

[NIC Student Combines Passion for Math and Medicine](#)

[Engineered to Succeed](#)

*One year certificate & UVic engineering pathway*

## Summary

Qualify for guaranteed admission to UVic's engineering degree programs or secure general transfer to UBC, SFU and beyond. Learn strong problem-solving skills to work in design, analysis, project management and gain a solid foundation in computer programming, math, physics and engineering mechanics.

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## Highlights

### Program Highlights

As an NIC Engineering Foundations Certificate student, you will gain the same skills and knowledge that you would receive in your first year at institutions such as UVic and UBC, but with smaller class sizes and personalized instruction in classes and labs.

NIC has offered a one-year study plan in engineering since 2010, allowing students to transfer to UVic and launch their engineering career. This new certificate includes all of the same courses as NIC's UVic



Engineering Pathway, with the added benefit of a credential to add to your résumé and increased access to other post-secondary institutions.

Choose from part-time or full-time studies to manage your workload or complete the program in one academic year. All required courses are available at the Comox Valley campus. Most of the courses are also available at campuses in Port Alberni, Campbell River and Port Hardy.

NIC's guaranteed transfer agreement with UVic ensures that students with a minimum GPA of C+ (UVic 3.0 or NIC 2.33), and no grade less than a C, compete on an equal footing with UVic students entering second year computer, electrical, mechanical, biomedical, civil or software engineering programs. Many of NIC's first-year courses also transfer directly to engineering programs at UBC, SFU and other institutions.

To be eligible for the NIC/UVic dual admission program you must be deemed eligible for admission by both UVic and NIC and submit an NIC/UVic Dual Admission application form. Dual admission is available to both Canadian and international students graduating from high schools in the North Island College region. For more details about this option, please make an appointment with an educational advisor.

Upon graduation, you will be well prepared to communicate your ideas effectively as you learn to solve math and physical science problems at the first-year university level, applying principles of math and science to creative problem solving and design.

## Career Opportunities in Engineering

Engineering opens a world of opportunities in design, analysis, project management and other jobs involving strong problem-solving skills. Engineering graduates are well-prepared for work in design, analysis, information technology, project management, and other careers requiring a combination of strong problem solving and creativity.

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# Admission

## Available to international

Yes

## Admission Requirements

- Grade 12 graduation or provincial equivalent
- C+ in Physics 12 or PHY-060
- C+ in Chemistry 12 or CHE-060
- B in Pre-Calculus 12 or MAT-060
- C+ in English 12 or English Studies 12 or English First Peoples 12, or one of ENG-060, ENG-096, ENG-098, or ESL-090

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

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# Curriculum

## Program Requirements

- CPS 100 Computer Programming I
- CPS 101 Computer Programming II or CHE 152 Engineering Chemistry<sup>1,2,3</sup>
- ENG 115 Essay Writing and Critical Analysis
- ENR 110 Introduction to Engineering Design
- MAT 133 Matrix Algebra
- MAT 181 Calculus I
- MAT 182 Calculus II
- PHY 120 Principles of Physics I
- PHY 121 Principles of Physics II
- PHY 141 Engineering Mechanics I: Statics or PHY 170 Engineering Mechanics I: Statics and Dynamics<sup>2,3,4</sup>
- ENG 160 Effective Organizational Writing or University Transfer Elective<sup>2,3,4</sup>

### Notes:

1. CHE 110 and CHE 111 may be taken in place of CHE 152.
2. Students transferring to UVic for software engineering should take CPS 100, CPS 101, ENG 115, ENG 160, ENR 110, MAT 133, MAT 181, MAT 182, PHY 120, PHY 121, and PHY 141. They may also take CHE 152, but this would normally be taken in second year at UVic.
3. Students transferring into all other engineering disciplines at UVic should take CHE 152, CPS 100, ENG 115, ENG 160, ENR 110, MAT 133, MAT 181, MAT 182, PHY 120, PHY 121, and PHY 141. They may also take CPS 101, but this would normally be taken in second year at UVic.
4. Students transferring to UBC should take CHE 152, CPS 100, ENG 115, ENR 110, MAT 133, MAT 181, MAT 182, PHY 120, PHY 121, PHY 170, and a complimentary studies elective (see UBC calendar and the BC Transfer Guide for options).

## Completion Requirements

Average Grade of C+ or better

Note: Students transferring to UVIC must have a C+ average and no grades less than C

# Enhanced Security Guard

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## Summary

### Program Length

1 month

### Locations

- Campbell River

### Start Date

August 2018

### Contacts

1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

or

Sandy Rose  
[sandra.rose@nic.bc.ca](mailto:sandra.rose@nic.bc.ca)  
250-923-9728

*4-week Employment Skills Access program*

## Summary

This 4-week training series provides the knowledge and practical skills required for entry into the security field, including mandatory training required for provincial licensing under the Security Services Act. Additional modules provide practical application of skills and additional certification in WHMIS, Transportation of Dangerous Goods, Occupational First Aid Level 1 and Traffic Control (Flag Person training).

*Note: this is government-funded training, please see the admissions tab below for eligibility.*

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## Highlights

### Program Highlights

This all-inclusive training series includes the following education, training, and certification:

- Basic Security Training Program Certificate (Justice Institute of BC)
- Traffic Control Flag person (BC Safety Alliance), valid for 3 years
- Security Guard Observation & Documentation
- Transportation of Dangerous Goods
- Workplace and Hazardous Materials Information System (WHMIS)

- Occupational First Aid Level 1, valid for 3 years
- Career Planning and Job Readiness
- Workplace Diversity
- Coaching and Transition to Employment

## FUTURE DATES/LOCATIONS

Employment Skills Access programs will be accessible throughout the North Island College region, and may be offered in collaboration with community and partners. Please keep in mind that start dates and locations may change to accommodate applicant and community demand.

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# Admission

## Available to international

No

## Before Classes Begin

Please call 1-800-715-0914 ext. 4601 or email [questions@nic.bc.ca](mailto:questions@nic.bc.ca)

## Admission Requirements

This Employment Skills Access (ESA) program is designed to assist unemployed or low-skilled individuals to gain employment. All tuition and books are included for participants who meet the specific ESA eligibility criteria (see below). Participants must:

1. Be a minimum of 19 years of age.
2. Be fluent in the English Language (to converse with the public and write and read reports).
3. Have proof of Canadian Citizenship or Residency: Canadian Birth Certificate, Canadian Passport, or Permanent Resident Card.
4. Have Government-issued Photo ID (Driver's License, BC Identification Card, BC Services Card with photo, Native Status Card with photo, or Passport from another country). Note: ID must be valid/not expired. A Social Insurance Number card is not accepted as ID.
5. Participants are required to give consent to a criminal record check, a police information check and a correctional service information check.
6. If being treated or have ever been treated for a mental health condition, a Mental Health Condition form completed by your doctor will be required at the time of license application.

You may be eligible if you are:

1. Unemployed AND not collecting Employment Insurance (EI) AND have not been associated with a regular EI claim in the past three years or maternity/parental claim in the past five years; or,
2. Employed, Low-Skilled (such as those who do not have a high school diploma) or,
3. Employed, Underemployed (such as those who do not have permanent or full-time employment).

North Island College staff will work with you to answer your questions, help determine your eligibility, assist with forms, and complete the application process.

Space is limited. **Apply now!** 1-800-715-0914 ext. 4601 or email [questions@nic.bc.ca](mailto:questions@nic.bc.ca).

### Funding Eligibility

Funding for this program is provided by the Government of Canada through the Canada-British Columbia Workforce Development Agreement. Tuition, textbooks and license application fees are provided at no cost to eligible participants. Sponsorship does not include living expenses. All participants must meet the following funding eligibility criteria:

- Be a Canadian, a permanent resident or protected person legally entitled to work in Canada.
- Currently reside in British Columbia.
- Not a full-time student i.e. not enrolled in high school or taking post-secondary courses at the time of training.
- At the time of training, not be participating in another provincially or federally funded labour market program.

And belong to one of the following employment categories:

1. Unemployed (non-EI eligible); or,
2. Employed, Low-Skilled (such as those who do not have a high school diploma); or,
3. Employed, Underemployed (such as those who do not have permanent or full-time employment).

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

### To Be Successful

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## Curriculum

### Program Requirements

- BST 010 Basic Security Training Level One
- MVF 011 Traffic Control Person
- GENI 5175 Security Guard Observation & Documentation
- MVO 070 Transportation of Dangerous Goods
- OFA 001 WHMIS
- OFA 010 Occupational First Aid Level 1
- CJR 010 Career Planning & Job Readiness

- WSF 041 Workplace Diversity
- CJR 020 Coaching and Transition to Employment

# Fine Arts Diploma

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## Summary

### Program Length

2 years

### Locations

- Comox Valley

### Start Date

September

### Contacts

Student Services  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

### In the News

[NIC and ACAD Announce Fine Arts Degree Partnership](#)

[NIC Unveils Shayne Lloyd Painting](#)

[Complex Exhibit Depicts Paradox \(featuring 2017 NIC Artist-in-Residence\)](#)

*Two-year diploma.*

### Web Summary

Explore printmaking, video, painting, drawing, digital media, ceramics, photography and sculpture in NIC's high-calibre fine arts studios. Develop creative and critical thinking skills as you pursue your career as an artist or transfer to degree programs across Canada.

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## Highlights

### WHY CHOOSE NORTH ISLAND COLLEGE?

#### Program Highlights

NIC's fine arts program offers a career-focused education that fosters strong problem solving, critical thinking, research and studio practice skills. You will develop critical and theoretical skills in a broad range of mediums encompassing traditional, interdisciplinary and digital arts practice.

NIC's well-equipped studios and unique setting has extensive resources, both physical and human, to inspire your imagination, allowing you to experiment with different mediums and express yourself individually.

Study in one of the best facilities in BC. NIC's studios are outfitted with up-to-date equipment and technology and many of the instructors maintain national and international practices. Trees, mountains and beautiful natural settings surround the Comox Valley campus and outdoor activities such as skiing and hiking are easily accessible as you learn to define who you are as an artist.

Beginning with fundamentals, for studio-based practice, you will build a comprehensive knowledge of materials, theory and exhibition for a contemporary visual culture. You will learn creative and critical thinking, as well as the hands-on techniques and skills necessary for artistic expression.

At NIC, you will have many opportunities to diversify your talents and explore a variety of mediums such as ceramics, printmaking, photography, sculpture, digital media, drawing and painting. Through a study of art history, you will explore the evolution of visual culture. NIC's creative environment will motivate you to experiment, explore and discover new methods of personal expression. You will be challenged to see the world around you from different perspectives and interpret those experiences originally and creatively.

If you are interested in taking a fine arts course, but do not want to apply to the fine arts program, there are often spaces available. Although course spaces are first allocated to program registrants, university studies program students are welcome to select fine arts courses and do not need to submit a portfolio of works to do so. Community members can also sign up to enjoy a fine arts course by registering as a part-time university studies student. For more information, contact an [NIC educational advisor](#).

Your Fine Arts diploma will prepare you to launch your career or transfer to degrees at UVic, VIU or at Emily Carr University of Art + Design.

## Career Opportunities

After graduation, you will have conceptual and technical knowledge to apply your skills in a wide range of employment opportunities in the knowledge-based creative economy. You will have a strong contextual understanding of the visual arts across multiple disciplines to successfully pursue a career in painting, sculpture, photography, printmaking, ceramics, curating, art education, art therapy, community arts programming, industrial design, exhibit design, fashion, interior design, illustration, theatre, set design, video, film and more.

## Transfer to a Degree

### Alberta College of Art + Design (ACAD)

*Transfer your NIC fine arts courses for credit in the [ACAD's Bachelor of Fine Arts or Bachelor of Design](#)*

Complete your NIC Fine Arts diploma with an average of C (2.0) or higher) including first and second year liberal studies courses outlined below to be considered for admission to Year 3 of ACAD's Bachelor of Fine Arts degree on the basis of their academic standing and a portfolio review.

As an NIC transfer student you will be given the same priority admission as continuing ACAD students when applying to:

- Bachelor of Fine Arts majors in media arts, sculpture, fibre, painting, drawing, ceramics, print media, glass and jewellery + metals.
- Bachelor of Design majors in photography and visual communication design.



## Emily Carr University of Art + Design

Guarantee your admission to Emily Carr's Bachelor of Fine Arts (Visual Arts) or Bachelor of Fine Arts (Critical and Cultural Practices)

Complete your NIC Fine Arts diploma with a cumulative 3.0 GPA (B average) or higher to be automatically accepted into year three of Emily Carr's Bachelor of Fine Arts (Visual Arts) or Bachelor of Fine Arts (Critical and Cultural Practices) degree. If your cumulative GPA is between 2.0 and 2.99 you will be considered for admission to year three of the BFA on the basis of your academic standing and a portfolio review.

Transfer up to 63 credits. Complete your NIC Fine Arts diploma with a cumulative 2.0 GPA (C average) or higher to be considered for admission to the following programs on the basis of your academic standing and a portfolio review. Note that these programs have competitive entry and therefore your portfolio should reflect work that is consistent with your intended major.

- Bachelor of Fine Arts (Film, Video + Integrated media)
- Bachelor of Fine Arts (Photography)
- Bachelor of Design (Communication Design)
- Bachelor of Design (Industrial Design)
- Bachelor of Design (Interaction Design)
- Bachelor of Media (Animation)
- Bachelor of Media (Interactive + Social Media Arts)
- Bachelor of Fine Arts (Illustration) Note: Apply to second year in order to take Emily Carr's specialized second-year illustration courses.

## University of Victoria (UVIC)

Transfer Seamlessly to UVic's Bachelor of Fine Arts (Visual Arts) or UVic's Bachelor of Arts (Art History and Visual Studies).

With dual admission you can secure a seat in UVic's Bachelor of Fine Arts (Visual Arts) or Bachelor of Arts (Art History and Visual Studies). With dual admission you can study for up to two years at NIC while working toward UVic's BFA in Visual Arts or UVic's BA in Art History and Visual Studies.

## Vancouver Island University (VIU)

Transfer your NIC fine arts courses for guaranteed credit in VIU's Bachelor of Arts (Visual Art)

Complete two years (60 credits) of your NIC Fine Arts Diploma with a cumulative 2.0 GPA (C average) or higher to be considered for admission to year three of VIU's Bachelor of Arts (Visual Arts) on the basis of your academic standing and a portfolio review. As an NIC transfer student, you will be given the same priority registration as continuing VIU students.

### Make sure your courses count.

Each degree pathway has its own unique deadlines, portfolio requirements, course prerequisites and transfer requirements.

- Review ACAD, UVic, VIU and Emily Carr's articulation agreements for transfer details.
- Visit ACAD, UVic, VIU and Emily Carr websites for more information on degree options and academic transfer agreements.

- For more information, or to develop a study plan, contact an [educational advisor](#).

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# Admission

## Available to international

Yes

## Admission Requirements

1. C in Provincial English 12, English Studies 12, English First Peoples 12 or NIC ENG-060, ENG-096, ENG-098, ESL-090, or equivalent; or English assessment.
2. Portfolio of Works
3. Written Statement

## Portfolio Submission Guidelines

- Portfolio Submission deadline is March 1st
- Portfolios will continue to be accepted while seats remain available.
- Portfolios will be assessed by a panel of faculty and may take up to two weeks to complete.
- Portfolios along with your written statement can be dropped off at Student Services at the Comox Valley campus or emailed to [admissions@nic.bc.ca](mailto:admissions@nic.bc.ca). International students will submit electronic portfolios and statements to [study@nic.bc.ca](mailto:study@nic.bc.ca)

## Portfolio Guidelines:

Your portfolio is your opportunity to present yourself to the faculty review panel. There is no perfect portfolio. Each portfolio is unique and represents your abilities, creativity and interests. You should submit your best and most recent work.

1. Select 10 - 15 samples of your artwork. These can be self-initiated works as well as works assigned to you as projects. Selected work may include but is not limited to:

- Working studies, research, or technical explorations.
- Drawings, paintings, printmaking
- Mixed media or collage
- Sculpture, ceramics, installation or assemblage
- Photographic & design work
- Time based work, video, audio, performance
- Digital work

2. Include a portfolio inventory list identifying the works in your portfolio. Number each work to correspond with your inventory list. For each item include the title, media, size and date.

The portfolio panel is looking for an open, exploratory attitude, energy and a commitment that is consistent with the intense nature of this two-year program.

### Written Statement Guidelines:

Complete a written statement answering the following questions. Your written statement should not exceed 500 words.

1. Why do you want to study at North Island College?
2. What will you gain through studying at the School of Fine Art & Design at NIC?
3. Why do you want to study visual art?
4. What mediums or artists inspire you?
5. Which piece in your portfolio is your favorite? Why?

It should be understood that the written statement is not used to determine your suitability for the program, rather it provides the review panel with information that may enhance or contribute to our understanding of your portfolio.

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

### International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

### To Be Successful

Fine arts and design students at NIC are dedicated as well as creative. Course work is intense and requires focused effort and commitment.

If you are in the program full time, you will be in class for 22 hours per week with homework and extra studio time requiring almost that amount of time again. You will be challenged to see the world around you from different perspectives and are invited to interpret those experiences originally and creatively.

We encourage you to do much more than simply complete assignments. There is an expectation that you will push the limits and bring more to your assignments than is being asked of you.

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## Curriculum

### Program Requirements

#### Year 1

- FIN 100 Introduction to Art History and Visual Culture I
- FIN 101 Introduction to Art History and Visual Culture II

- FIN 110 Drawing & 2-Dimensional Language I
- FIN 111 Drawing & 2-Dimensional Language II
- FIN 120 Painting: Colour & Perception
- FIN 121 Painting: Methods & Concepts
- FIN 130 Foundation Studio in 3-D Materials and Design
- FIN 140 Creative Processes

**Note:** FIN 110 is a prerequisite or co-requisite for all 100- and 200-level Fine Arts courses except FIN 100 and FIN 101.

**plus 2** courses from the following list:

- FIN 115 Introduction to Printmaking
- FIN 131 Foundation Studio in 3-D Objects and Space
- FIN 135 Introduction to Ceramics
- FIN 145 Introduction to Photography

## Year 2

**All students will be required to take:**

- FIN 210 Drawing & 2-Dimensional Language III
- FIN 211 Drawing & 2-Dimensional Language IV
- PHI 240 Philosophy of Art
- FIN 250 Modern Art History

**plus 2** courses from:

- FIN 200 Video + Sound 1
- FIN 215 Intaglio Printmaking
- FIN 220 Painting Applications I
- FIN 230 Sculpture and Integrated Art Practices I
- FIN 235 3-Dimensional Applications (Ceramics I)
- FIN 245 Photography II

**plus 2** of the following courses:

- FIN 201 Video + Sound 2
- FIN 217 Serigraph Printmaking
- FIN 221 Painting Applications II
- FIN 231 Sculpture and Integrated Art Practices II
- FIN 236 3-Dimensional Applications (Ceramics II)
- FIN 247 Introduction to Digital Photography

plus 2 English courses from the following:

- ENG 115 Essay Writing and Critical Analysis or ENG 116 Essay Writing and Indigenous Perspectives
- ENG 107 Introduction to Creative Writing: Fiction & Non-Fiction
- ENG 108 Introduction to Creative Writing: Poetry & Drama
- ENG 122 Reading Literature
- ENG 127 Indigenous Literatures in Canada

## Completion Requirements

**As a full-time student:**

A student must complete the program within two years of acceptance.

**As a part-time student:**

A student must complete the program within four years of acceptance.

# First Aid & CPR Training

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## Summary

### Program Length

Varies by course

### Locations

- College Wide

### Start Date

Monthly

### Contacts

250-334-5005  
1-800-715-0914 ext. 5005  
[firstaid@nic.bc.ca](mailto:firstaid@nic.bc.ca)

### Featured Courses

[Marine Basic First Aid & CPR in Ucluelet May 27 & 28](#)

### Web Descriptor

*WorkSafeBC and Red Cross certified education and training*

### Web Summary

Gain the knowledge and skills necessary to respond to first aid emergencies while you earn certifications required for employment, to meet workplace standards or personal needs.

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## Highlights

### Which Course is Right for You?

#### WorkSafeBC

If you require a first aid course that meets WorkSafeBC (WSBC) requirements, refer to the Health and Safety Regulations (Part 3) available at the [WorkSafeBC website](#) to determine first aid requirements pertinent to your workplace. All WSBC courses offered at NIC are listed as Occupational First Aid (OFA) courses. Many of the first aid course prerequisite/corequisite(s) listed for NIC trades, technical, and tourism programs are listed as OFA courses.

If the course you require does not need to meet WSBC specifications, then a first aid and/or cardio-pulmonary resuscitation (CPR) course may be appropriate. Check with your employer to determine their expectations. For example, if you work in the day care field, the Day Care Licensing Board should be able to advise you. First aid courses offered through NIC are listed as FAC courses and CPR courses are listed as HRT courses. Many of the first aid course prerequisite/corequisite(s) listed for NIC health and human services programs and marine training are listed as FAC courses.

### General Interest

If you are looking for a course to take for your own general interest and knowledge, a basic first aid course with CPR such as Standard First Aid (FAC-021), Emergency First Aid (FAC-020), or even a Childcare First Aid (FAC-010) may be appropriate. Should you feel these courses cover more than you are looking for, then one of our CPR courses, such as CPR Level C with AED (HRT-011) may meet your needs.

### BC Ambulance Level

If you are interested in working with the British Columbia Ambulance Service, or would like a higher level of training than OFA Level 3, we offer Emergency Medical Responder (AET-020).

### Still not sure?

If you need more help to determine an appropriate course, contact the First Aid department for assistance in making the choice most suitable for your needs.

**Note:** All first aid and CPR courses include signs, symptoms, and action required for critically ill persons; accessing the Emergency Medical System; breathing and circulatory emergencies; and treatment for conscious and unconscious choking persons. All CPR courses meet the Canadian Heart Foundation Standards.

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## Admission

### Available to international

Yes

### Admission Requirements

1. There are no formal admission requirements for first aid training. However, some courses will have specific entry requirements, called prerequisites, which are listed under each course description.

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## Curriculum

### Courses

#### Browse Schedule & Costs

First Aid and CPR training courses are offered year-round in Ucluelet, Port Alberni, the Comox Valley, Campbell River, and Port Hardy. To browse upcoming courses and schedules click on your chosen course code. For contract training please contact the first aid department at 250-334-5005 or [firstaid@nic.bc.ca](mailto:firstaid@nic.bc.ca).

### First Aid Courses

- AET 020 Emergency Medical Responder
- FAC 010 Child Care First Aid
- FAC 012 Canadian Red Cross Babysitter's Course

- FAC 015 Red Cross First Responder
- FAC 020 Emergency First Aid with CPR Level C
- FAC 021 Standard First Aid
- FAC 023 First Aid Instructors "Recertification" Course
- FAC 024 First Aid Instructors Course
- FAC 026 Standard First Aid - Recertification
- FAC 025 Instructor Transfer Course
- FAC 052 Mental Health First Aid - Frontline Support for Students in Distress
- FAC 055 Psychological First Aid
- FAC 056 Psychological First Aid - Self-Care
- FAC 057 Psychological First Aid - Caring for Others
- FAC 082 Marine Basic First Aid With CPR C
- FAC 084 Marine Advanced First Aid & CPR
- FAC-091 PeopleSavers Level 1
- FAC-092 PeopleSavers Level 2
- FAC-093 PeopleSavers Level 3
- FAC-094 PeopleSavers Level 4
- HRT 010 Heartsaver (CPR Level A)
- HRT 011 CPR Level C with AED
- HRT 015 Health Care Provider (CPR Level HCP)
- HRT 017 CPR Level C and Health Care Provider - Recertification
- HRT 030 CPR Instructors Course
- HRT 031 CPR Instructors "Recertification" Course
- OFA 001 WHMIS General
- OFA 010 Occupational First Aid Level 1
- OFA 015 Transportation Endorsement
- OFA 020 Occupational First Aid Level 2
- OFA 030 Occupational First Aid Level 3
- OFA 031 Occupational First Aid Level 2 or 3 Practice
- OFA 032 Occupational First Aid Level 3 Renewal
- OFA 050 Occupational First Aid Level 1 Instructor Training

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## FAQ

### Frequently Asked Questions



1. **Can anyone take first aid courses or do you need to be a NIC student?**

First aid courses are open to everyone. You do not need to apply to the college or take a placement test to register for first aid courses. [Register online](#) or at any [NIC Student Services office](#).

2. **My employer wants to pay for my first aid course. How do I register?**

It's easy! Once your employer completes and signs a [sponsorship agreement](#) and you complete and sign the [Continuing Education registration form](#), fax them to Registration at the [Student Services office](#) nearest you.

3. **Is the cost of the books extra?**

Book costs are included in the course fees.

4. **Do I need to get my first aid books before the course starts?**

Most first aid courses don't require you to have your materials before class begins. However, pre-reading and homework is required for the following courses:

- OFA Level 2 (OFA-020)
- OFA Level 3 (OFA-030)
- OFA Level 3 Renewal (OFA-032)
- Emergency Medical Responder (AET-020)
- First Responder (FAC-015)
- Marine Advanced (FAC-084)
- OFA Level 1 Instructor School (OFA-050)
- Red Cross Instructor School (FAC-024)
- Course materials can be supplied ahead of time upon request. Once registered, you can arrange to get your books by contacting the First Aid department at 250-334-5092 or 1-800-715-0914 Local 5092.

5. **Do I have to take the whole course or only the part I want?**

You must complete all of the required course hours to receive certification.

6. **How long is the certification good for?**

The certification period for all courses is three years. It is recommended you renew your CPR yearly.

7. **Where are the first aid courses held on the Comox Valley campus?**

First aid courses are held in the Village in classroom "C" ([see campus map](#)).

8. **Which courses are WorksSafe BC certified?**

- OFA Level 1 (OFA-010)
- OFA Transportation Endorsement (OFA-015)
- OFA Level 2 (OFA-020)
- OFA Level 3 (OFA-030)
- OFA Level 3 Renewal (OFA-032)
- OFA Level 1 Instructor School (OFA-050)

9. **Do I need to take OFA Level 1 & 2 courses before I can take OFA Level 3?**

No, OFA Level 3 does not have any prerequisites.

10. **Can I take the Transportation Endorsement course (OFA-015) without OFA Level 1 (OFA-010)?**

In order for your Transportation Endorsement certification to be valid you must hold a valid OFA Level 1 certification. OFA Level 1 holders may take the Transportation Endorsement course at any time without retaking OFA Level 1. However, if your OFA Level 1 expires, your Transportation Endorsement will not be valid until you renew your OFA Level 1 and then it is valid until its expiry date.

11. **Do any first aid courses have training prerequisites?**

Most first aid courses don't have prerequisites, but some courses build on previous certifications or skills. Please check the prerequisite in the course listing to see if previous training is required.

12. **How old do I have to be to take a first aid course?**

The age varies according to course-type. Basic Red Cross first aid courses require a Grade 8 (approximately 13-14 years old) reading ability. Students must be 16 years of age to register for advanced courses like Marine Advanced First Aid & CPR C, Red Cross Emergency Medical Responder - EMR, or any WorkSafe BC OFA courses. Students under 19 years of age must have a parent or guardian sign a participation waiver.

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## Faculty

### Learn from the industry's best

NIC instructors have extensive experience developing and implementing responsive first aid programming. Here's a sample of some of some of our regular team.

#### **Ernie Payne**

*First Aid & CPR Training, Instructor*

Ernie Payne has been instructing first aid for many years with NIC and as a member of the Canadian military firefighting team. When he retired from the military a couple of years ago he decided to dedicate more of his free time to instructing and community outreach for the college. Ernie instructs our first aid courses with an ease and confidence that helps students relax and learn in a less stressful environment. Ernie is a certified Red Cross Instructor Trainer and instructs our Emergency Medical Responder, First Responder, Marine Advanced and OFA Level 3 courses as well as many of the entry level courses.

#### **Kim Nutt**

*First Aid & CPR Training, Instructor*

Kim Nutt has been instructing first aid for 30+ years and many of those with NIC. She is a retired registered nurse who, along with her husband of 35 years, has three children and four lovely grandchildren.

Kim teaches with an ease and confidence that helps students relax and learn in a less stressful environment. She is a very positive and happy person whose main goal as an instructor is to help her

students shine and meet their training goals. Kim is a certified Red Cross Instructor Trainer and teaches our WSBC Level 1 courses and all our entry-level Red Cross courses. She is based at our Campbell River campus, but travels all over Vancouver Island providing custom training for many of our contract clients and students.

### **Melissa Furlotte**

*First Aid & CPR Training, Instructor*

Melissa currently works as the Head Lifeguard for the City of Powell River. She has been teaching lifesaving and water safety for over 15 years. Melissa has recently made the leap to teaching first aid and is loving every second of it. In her spare time, she can be found playing hockey or at the local CrossFit gym. Melissa enjoys creating a fun and relaxed learning environment.

# Flexible Pre-Major

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## Summary

### Program Length

1-2 years

### Locations

- College Wide

### Start Date

September, January

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Required first and second year courses for admission into year three of a major.*

### Web Summary

Transfer directly into the third year of a degree program by completing required first and second year courses in your major. Thanks to a special province-wide collaboration, students can easily transfer first and second year courses to an anthropology, biology, economics, English or sociology major at the third year level. A full list of transfer possibilities is available at [BCCAT](#).

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## Highlights

### Program Highlights

If you are planning to study anthropology, biology, economics, English or sociology at NIC, there is a Flexible Pre-Major established to ensure you have met the lower level program requirements for your major prior to transfer into third year.

While the Flexible Pre-Major is intended to assist you in progression through a major, you should be aware of other majors, double majors, joint majors and minors in your prospective receiving institution. To ensure that you are on track with admission requirements at your chosen university, you should consult with an advisor at that institution.

You can complete the associate degree pathway at the same time, which recognizes successful completion of 60 credits of study, or approximately 20 courses. With full-time study, you can choose to complete an [Associate of Arts](#) or an [Associate of Science](#) degree within two academic years. Part-time study options are also available.

If you plan to transfer between BC post-secondary institutions in order to undertake a major (typically after the second year of study), a Flexible Pre-Major clarifies the transfer agreement and simplifies the process.

If you plan to attend a particular university and end up not doing so, completion of the Flexible Pre-Major for your chosen major will allow you to complete your major at another participating institution.

By working with NIC's educational advisors, you can develop a study plan which allows you to achieve both a flexible pre-major and an associate degree, which truly maximizes your opportunities at BC post-secondary institutions. Read more about Flexible Pre-Majors at [BCCAT](#)

Be competitive. Completion of the flexible pre-major does not guarantee acceptance into degree programs. Acceptance depends on your obtaining a competitive GPA and meeting any other admission requirements specified by the receiving institution.

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## Admission

### Available to international

No

### Admission Requirements

There are no formal admission requirements for Flexible Pre-Majors. However, courses will have specific entry requirements, called prerequisites, which are listed under each course description. To meet prerequisite requirements, submit transcripts or complete English and/or Math assessments. Students should apply to the University Studies Program.

### International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

### To Be Successful

- Your first and most important step as a university transfer or associate degree student is to call, email, or visit an educational advisor at your nearest NIC campus or centre. Educational advisors have extensive knowledge of programs, funding options, career paths and post-secondary transfer agreements and will help you get started on the right track.
- You are responsible for selecting only courses that are eligible for the Flexible Pre-Major. Always review your study plan with an educational advisor before registering in courses.
- If you intend to transfer your flexible pre as credit toward a four-year degree, review the [Steps to University Transfer](#) on the NIC website.

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## Curriculum

### Courses

The following overview describes the general requirements for a Flexible Pre-Major. However, choosing the right combination of courses will depend on a number of factors. NIC's educational advisors can help you develop a study plan to complete a Flexible Pre-Major in one of the following subject areas:

- anthropology
- biology
- economics
- English
- sociology

### Limitations and caveats of Flexible Pre-Majors:

You are responsible for selecting the correct combination of course to complete your Flexible Pre-Major. You can also maximize your options by working toward an Associate of Arts or Associate of Science degree at the same time. It is important that you work with an educational advisor to examine the total program requirements at your university of choice prior to applying for transfer, noting that:

- none of the courses constituting the requirements for a Flexible Pre-Major substitute for upper-level requirements at the institution you transfer to. Completion of your Flexible Pre-Major does not guarantee acceptance into your university of choice.
- acceptance depends on your maintaining a competitive GPA and/or meeting any other admission requirements.
- you may also need to fulfill non-discipline specific requirements, such as English, humanities or science credits.

### Anthropology flexible Pre-Major

The Anthropology Flexible Pre-Major consists of five courses (15 credits), including:

- one lower-level (first or second-year) anthropology course (three credits minimum) in each of these three areas:
  - social/cultural anthropology
  - biological/physical anthropology
  - archaeology
- one second-year general, introductory research methods course (three credits minimum).

If such a course is not available in the anthropology department, a comparable course provided through another discipline such as sociology or psychology may be substituted.

- five or more lower-level (either first or second year) anthropology courses (15 credits minimum) including the courses listed above.

If you plan to transfer into programs with anthropology majors that require six lower-level anthropology courses, you may take the additional course or credits in year three of your program.

**Eligible Flexible Pre-Major courses include:**

**First Year:**

introductory/social/cultural: ANT-150

introductory/biological/physical: ANT-151

**Second Year:**

archaeology: ANT-251

research methods:

Make sure to review [the limits and caveats of your Flexible Pre-Major](#). A full list of transfer possibilities is available at [BCCAT](#).

**Biology Flexible Pre-Major**

The Biology Flexible Pre-Major requires you to successfully complete 14 courses (42 credits), including

- two introductory (first-year) majors biology courses, with labs
- two introductory (first-year) chemistry courses, with labs
- two introductory (first-year) calculus courses
- two introductory (first-year) physics courses, with labs
- one second-year course in genetics
- one second-year or higher level course in cell biology
- one second-year or higher level course in biochemistry
- one second-year course in ecology
- two courses in organic chemistry, with labs

**First Year:**

majors biology: BIO-102, BIO-103

chemistry: CHE-110, CHE-111

calculus: MAT-181, MAT-182 or MAT-102, MAT-151

physics: PHY-100, PHY-101 or PHY-120, PHY-121

**Second Year:**

organic chemistry: CHE-200, CHE-201

cell: BIO-200

genetics: BIO-202

ecology: BIO-230

biochemistry: BIO-201

other: BIO-211 (Inverts), BIO-215 (Micro)

Make sure to review [the limits and caveats of your Flexible Pre-Major](#). A full list of transfer possibilities is available at [BCCAT](#).

**Economics Flexible Pre-Major**

The Economics Flexible Pre-Major consists of six courses (18 credits) or, for UVic, 15 credits or 7.5 units, including:

- one principles of microeconomics course
- one principles of macroeconomics course
- two post-principles of economics courses, i.e., courses for which principles of microeconomics and/or principles of macroeconomics are pre-requisites.
- one calculus course, such as Calculus I or equivalent; or for UBC, two calculus courses, such as Calculus I and Calculus II
- one statistics course, such as Statistics I or equivalent, except at UBC and UVic.

**Eligible Flexible Pre-Major courses include:**

**First Year:**

microeconomics: ECO-110

macroeconomics: ECO-111

calculus I: MAT-102, MAT-181

calculus II: MAT-182

statistics I: MAT-115

**Second Year:**

post principles of economics:

Make sure to review [the limits and caveats of your Flexible Pre-Major](#). A full list of transfer possibilities is available at [BCCAT](#).

**English Flexible Pre-Major**

The English Flexible Pre-major consists of six courses (18 credits), including:

- nine credits from second-year courses;
- one second year historical survey course (three credits) and,
- two other second-year English literature courses (six credits), which could include more survey courses
- one (three credit) creative writing course and one academic (three credit) writing course can also be counted toward the required 18 credits of the English Flexible Pre-Major.

**Eligible Flexible Pre-Major courses include:**

**First Year:**

literature courses: ENG-120, ENG-122, ENG-126

creative writing: ENG-107, ENG-108

academic writing: ENG-115, ENG-116, ENG-117

**Second Year:**

genre/cultural/critical study: ENG-224, ENG-225, ENG-230

historical survey: ENG-202, ENG-203, ENG-212, ENG-213

creative writing: ENG-207, ENG-208, ENG-209, ENG-216



Make sure to review [the limits and caveats of your Flexible Pre-Major](#). A full list of transfer possibilities is available at [BCCAT](#).

## **Sociology Flexible Pre-Major**

The Sociology Flexible Pre-Major consists of six courses (18 credits), including:

- two introductory level (first-year) sociology courses (each three credits minimum) or one introductory level (first-year) sociology course *and* a second year course dealing with Canadian society.
- one lower-level sociology theory course (three credits minimum). An upper-level theory course can be substituted for a lower-level theory course, but the upper-level course will not be permitted to fulfill any upper-level theory course requirement at a receiving institution.
- one second-year (three-credit) general introductory research methods course. In some cases, a similar research methods course from a different department, such as criminology or psychology, may be substituted. A third-year research methods course can be substituted for the second-year research methods course, but the third-year course will not be permitted to fulfill any third-year research methods course requirement at the receiving institution.
- five lower-level (either first or second year) sociology courses (minimum total of 15 credits), including the courses listed above.
- additional lower level course credits can be taken, if your university of choice requires six lower-level sociology courses, and you are transferring into that program with five lower-level sociology courses. It is highly recommended that your Sociology Flexible Pre-Major includes six lower-level sociology courses.
- one, first or second-year introductory (three credit) course in statistics for the social sciences. This course, though necessary, will not count as one of the 15 lower-level sociology credits required for the Sociology Flexible Pre-Major.

### **Eligible Flexible Pre-Major courses include:**

#### **First Year:**

introductory: SOC-110, SOC-111

math/statistics: MAT-115

#### **Second Year:**

research methods: SOC-220

Make sure to review [the limits and caveats of your Flexible Pre-Major](#). A full list of transfer possibilities is available at [BCCAT](#).

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## FAQ

### Frequently Asked Questions

1. **What is a Flexible Pre-major?**

According to BCCAT, a 'pre-major' is defined as the set of first and second year courses in a discipline or subject area which you are required to complete in order to be admitted to a major within a degree program, with admission usually occurring at the end of the second year of a four-year degree.

The intent of a Flexible Pre-Major (FPM) agreement is for programs and institutions to identify and agree upon the set of lower-level courses in a discipline or subject that you will need to complete if you wish to transfer directly into the third year of a degree program, ideally without having to take additional courses at the receiving institution. The FPM is a formal inter-institutional agreement facilitating student transfer into programs offering a major in a discipline or subject. The agreement is usually accompanied by a grid identifying courses at each participating institution that fulfill each component of the first two years of the major. Read more about Flexible Pre-Majors at [BCCAT](#)

## Global Tourism & Hospitality Management Advanced Certificate

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### Summary

#### Program Length

1 year

#### Locations

- Comox Valley

#### Start Date

September, January

#### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Eight-month post graduate program; part-time study options available*

#### Web Summary

Gain management skills for a career in international tourism. Advance your degree or diploma with post-graduate study of accounting, marketing, events management and more.

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### Highlights

#### Program Highlights

Build on your previous education and experience to launch your career in the growing international tourism and hospitality management industry. Gain a solid understanding of hospitality and tourism operations through a global lens, combining practical, hands-on experience in hotel, restaurant and event management with core business skills in accounting and marketing.

This program focuses on the business skills needed for supervisors and managers. You will learn develop strong accounting, marketing, events management, communication and leadership skills enabling you to compete effectively for rewarding positions in the tourism industry.

Tourism is one of the world's fastest growing industries offering a wide variety of career possibilities. It employs over 200,000 people in BC and, according to Statistics Canada, 354,000 job openings are predicted nationwide in the next 10 years. Over 65,000 of those openings are anticipated to be for supervisors and managers. So, whether you are just starting out, looking to advance your current situation, transferring yours skills from another industry or run your own businesses, NIC can put you on a path to a successful career.

Course work for this advanced certificate is entirely at the second and third-year level, and you will complete the program with the advanced skills and knowledge to successfully launch your career, or study toward NIC's Global Tourism and Hospitality Management advanced diploma.

## Career Opportunities

With an advanced certificate in Global Tourism and Hospitality Management, you will be prepared for supervisory and management roles in both domestic and international tourism industries. Depending on previous credentials and work experience, there may be an opportunity for tourism careers in niche markets ranging from the arts to agri-tourism. Career possibilities include, but would not be limited to professional management in resorts, hotels, restaurants, attractions and other special interest tourism operations.

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## Admission

### Available to international

Yes

### Admission Requirements

1. Minimum 2 year Diploma or 3 year Degree from a recognized post-secondary institution. Including the following:
2. C in one of Provincial English 12, English Studies 12, English First Peoples 12, NIC ENG-096, ENG-098 or ESL-090, or equivalent assessment; and
3. C+ in Foundations of Math 11; or C in one of Pre-calculus 11, Principles of Math 11, Applications of Math 12, NIC MAT-053 or MAT-055; or equivalent assessment.

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

### International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

### To Be Successful

- You will be required to use a variety of Microsoft Office software immediately upon entering the program. Refreshing or developing your computer skills before entering the program is encouraged.
- Serving it Right (TFB-011) and FoodSafe Level 1 (TFS-010) may be completed before classes begin, allowing you to get a head start on your program requirements. Separate fees are required for registration in these courses.
- The program uses both an applied and theoretical approach and all courses have an emphasis on hospitality and tourism-related businesses. The more service industry experience you bring to the program, the more relevant the learning will be. You are encouraged to gain as much

tourism industry experience as possible before the program starts, either through work volunteer opportunities.

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## Curriculum

### Program Requirements

- BUS 100 Financial Accounting Fundamentals
- BUS 370 International Marketing
- THM 203 Conventions & Special Events Management
- THM 238 Service Management & Operations
- THM 250 International Hotel Management
- THM 275 Food Fundamentals & Service OR THM 276 Food & Beverage Management
- THM 300 Global Tourism
- Plus 2 electives totaling 6 credits\*

**Note:** ENG 160 is a prerequisite for a number of courses in the program. Students who have not taken a first year college-level English course as part of their undergraduate diploma or degree will be required to use one of their electives to take ENG 160 in the first term.

\*Note: Electives may be chosen from any other NIC tourism courses or any other non-tourism courses that transfer to a degree-granting institution.

### Completion Requirements

The 1 year Global Tourism & Hospitality Management Advanced Certificate must be completed within 5 years of admission to the program.

To successfully complete the program, students must pass all courses and attain an overall average of at least 60%.

# Global Tourism & Hospitality Management Advanced Diploma

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## Summary

### Program Length

2 years

### Locations

- Comox Valley

### Start Date

September, January

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Two-year advanced diploma; part-time study options available*

## Summary

Launch a career in international tourism by combining post-graduate business studies with valuable workplace experience. Qualify for leadership and management opportunities in resorts, hotels, restaurants and other special interest tourism operations.

---

## Highlights

### Program Highlights

Build on your existing diploma or degree credentials to launch a career in the growing international tourism and hospitality management industry. Gain a solid understanding of hospitality and tourism operations through a global lens, combining practical hands-on experience in hotel, restaurant and event management with core business skills in accounting and marketing.

In your first year, you'll develop your management skills through a combination of theory-based and applied courses. Principles of accounting and marketing are quickly put into practice as you hone your skills in the Third Course Bistro and through the creation of special events.

In year two, you will specialize in either hospitality or sustainable tourism and complete a mandatory four-month internship, either locally or internationally depending on your career goals. You have the option to study a foreign language or to pursue a dual specialty in both sustainable tourism and hospitality. These options well-prepare you for transfer into a number of tourism, hospitality or business degree programs across Canada. Either way, you'll gain skills in human resources, strategic and international business management.

**Hospitality Option** Study international hospitality management and develop the skills needed to understand the complexities of managing international hotel and restaurant operations, identify global ownership and management models and learn how different values, attitudes and beliefs affect

employees, clients and cultures. Courses in food and beverage service and general business management will enhance your skills and understanding of this dynamic sector.

**Sustainable Tourism Option** Get an overview of the challenges facing tourism managers and operators in today's environmentally sensitive market and an understanding of cultural sustainability within the field. Explore the relationship between tourism, recreation, and resort management in conjunction with the natural resources they use while hearing directly from industry, stakeholder, and government speakers. Courses in entrepreneurship, special events management and law provide a broader perspective of the industry and an international field trip gives you a chance to see it all in action.

## Career Opportunities

As a graduate, you will qualify for leadership and management opportunities in luxurious hotels and resorts across the tourism and hospitality industry, including hotel and restaurant management, human resources management, sales and marketing management and hotel revenue/ financial management.

Some graduates have chosen to operate their own tourism business, while others choose to work in small or large tourism organizations on Vancouver Island, Whistler, Vancouver and around the world.

## About the Tourism Industry

Tourism is one of the world's fastest growing industries offering a wide variety of career possibilities. It employs over 200,000 people in BC and, according to Statistics Canada, 354,000 job openings are predicted nationwide in the next 10 years. Over 65,000 of those openings are anticipated to be for supervisors and managers. So, whether you are just starting out, looking to advance your current situation, transferring your skills from another industry or dream of running your own businesses, NIC can put you on the path to a successful career.

## Internship

A mandatory component of the advanced diploma program is a four-month internship, either locally or in an international business setting. Internships are either paid or unpaid work terms that integrate academic study and program-related work experience. Hands-on experience will build your confidence, develop your network of contacts, and provide a solid foundation for future employment success. If you are an international student, you may be eligible to apply for a three year work visa on completion of the program.

Internship opportunities are available to choose from, not only on Vancouver Island, but elsewhere in Canada and internationally. Internship staff and program instructors work closely with you to determine how the work terms can best fit your individual interests and career goals.

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# Admission

## Available to international

Yes

## Admission Requirements

1. Minimum 2 year Diploma or 3 year Degree from a recognized post-secondary institution.  
Including the following:
2. C in one of Provincial English 12, English Studies 12, English First Peoples 12, NIC ENG-096, ENG-098 or ESL-090, or equivalent assessment; and
3. C+ in Foundations of Math 11; or C in one of Pre-calculus 11, Principles of Math 11, Applications of Math 12, NIC MAT-053 or MAT-055; or equivalent assessment.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

## Transfer Credit and Credit for Prior Learning

The NIC Tourism and Hospitality program accepts transfer credit from a wide range of post-secondary institutions and professional organizations. Detailed course transfer information for BC institutions may be found by accessing the [BC Transfer Guide](#). Students possessing other applicable prior learning may request prerequisite waivers for selected courses.

## To Be Successful

- Applicants are encouraged to gain as much tourism industry experience as possible before the program starts, either through work experience or volunteering. The more service industry experience you bring to the program, the more relevant your learning will be.
- Serving it Right (TFB-011) and FoodSafe Level 1 (TFS-010) should be completed before classes begin. Separate fees are required for registration in these courses.
- You will be required to use a variety of Microsoft Office software immediately upon entering the program. Refreshing or developing your computer skills before entering the program is encouraged.
- If you wish to apply your diploma toward a university degree, you should book a planning meeting with an educational advisor as early as possible.
- It is strongly recommended that you take ENG-160 in your first semester of studies. This course focuses on the theories and principles of effective business communication and provides foundational skills for students in the tourism and hospitality program.

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# Curriculum

## Program Requirements

### Year 1 - Hospitality Option

- EMP 010 Internship Workshop - Students must complete EMP 010 as a prerequisite to THM 390
- BUS 100 Financial Accounting
- BUS 340 Leadership OR BUS 350 Organizational Behaviour
- BUS 370 International Marketing
- THM 238 Service Management & Operations



- THM 250 International Hotel Management
- THM 275 Food Fundamentals & Service OR THM 276 Food & Beverage Management
- THM 300 Global Tourism

Plus 2 electives totaling 6 credits\*

\*Note: ENG 160 is a prerequisite for a number of courses in the program. Students who have not taken a first year college-level English course as part of their undergraduate diploma or degree will be required to use one of their electives to take ENG 160 in the first term.

## Year 2 - Hospitality Option

- THM 215 Tourism & Hospitality Managerial Accounting OR BUS 217 Management Accounting
- THM 203 Convention & Special Event Management
- BUS 255 Human Resources Management
- BUS 380 Globalization and International Business OR BUS 360 Intercultural Dimensions of International Management
- THM 201 Internal Controls
- THM 275 Food Fundamentals & Services OR THM 276 Food & Beverage Management
- THM 390 Internship

Plus, choose one course (3 credits) from the following:

- BUS 293 Business Simulation
- BUS 264 Professional Selling
- BUS 368 Advertising & Marketing Communication
- THM 212 Tourism & Hospitality Law & Ethics
- THM 219 Tourism & Hospitality - Year 2 Field Trip
- THM 320 Independent Study in Tourism

Plus 2 electives totaling 6 credits at the 200 level or higher\*

\*Note: Electives may be chosen from any other NIC tourism courses or any other non-tourism courses that transfer to a degree-granting institution.

## Year 1 - Sustainable Tourism Option

- EMP 010 Internship Workshop - Students must complete EMP 010 as a prerequisites to THM 390
- BUS 100 Financial Accounting Fundamentals
- BUS 340 Leadership OR BUS 350 Organizational Behaviour
- BUS 370 International Marketing
- THM 238 Services Management & Operations
- THM 225 Cross Cultural Tourism

- THM 300 Global Tourism

Plus choose one course (3 credits) from the following:

- THM 212 Law & Ethics
- THM 219 Tourism & Hospitality - Year 2 Field Trip
- THM 250 International Hotel Management
- THM 275 Food Fundamentals & Service
- THM 276 Food & Beverage Management

Plus 2 electives totaling 6 credits\*

\*Note: ENG 160 is a prerequisite for a number of courses in the program. Students who have not taken a first year college-level English course as part of their undergraduate diploma or degree will be required to use one of their electives to take ENG 160 in the first term.

## Year 2 - Sustainable Tourism Option

- THM 215 Tourism & Hospitality Managerial Accounting OR BUS 217 Management Accounting
- THM 203 Convention & Special Event Management
- BUS 255 Human Resources Management
- BUS 380 Globalization and International Business OR BUS 360 Intercultural Dimensions of International Management
- BUS 452 Advanced Topics in Entrepreneurship OR THM 222 Entrepreneurship in Tourism
- THM 211 Sustainable Tourism
- THM 390 Internship

Plus choose one course (3 credits) from:

- IMG 220 Introduction to Social Media
- BUS 267 Services Marketing
- BUS 293 Business Simulation
- BUS 362 Market Research
- BUS 368 Advertising & Marketing Communications
- ENG 216 Travel Writing
- ENG 260 Advanced Communication & Professional Writing
- THM 320 Independent Studies in Tourism

Plus 2 electives totaling 6 credits at the 200 level or higher\*

\*Note: Electives may be chosen from any other NIC tourism courses or any other non-tourism courses that transfer to a degree-granting institution.

## Completion Requirements

This 2 year Global Tourism & Hospitality Management Advanced Diploma must be completed within 5 years of admission to the program.

To successfully complete the Advanced Diploma program, students must pass all courses and attain an overall average of at least 60%.

# Health Care Assistant Certificate

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## Summary

### Program Length

CV: 7 months, PA: 1 year

### Locations

- Campbell River
- Comox Valley
- Denman Island
- Port Alberni
- Port Hardy

### Start Date

August (CV), September (PA, Denman Island), November (CR, CV), January (CV), February (CR, PH)

### Contacts

Student Services  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

### In the news

[College Grads Look to Opportunities Caring for the Young and Elderly](#)

*27-week certificate in Comox Valley; 36-week certificate in Port Alberni*

## Summary

Experience the rewards of working in a caring profession, supporting older adults and vulnerable members of society as part of a dynamic health care team. As a graduate, you will be qualified to work as a frontline care provider in a variety of settings, including adult day programs, group homes, community care, residential care facilities or acute care hospitals.

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## Highlights

### Program Highlights

NIC's Health Care Assistant certificate gives you the knowledge, skills and understanding to provide frontline personal care and service to individuals unable to care for themselves. As a respected

member of a health care team, you will provide hands-on support while receiving direction and supervision from licensed practical nurses, registered nurses and other health professionals.

You will participate in a range of classroom activities and practice experiences. Working collaboratively with your peers and your instructor, you will master essential critical thinking, problem solving and decision making skills.

The classroom is seen as a microcosm of the workplace where your commitment to personal participation, punctuality and responsibility will carry you effectively into the work force. Classes may be scheduled during the day, in the evening and/or on weekends.

Clinical practice experiences occur outside of the college setting. You will have two clinical courses in residential/complex care, where you will refine your ability to care for clients in a respectful, safe, competent and organized manner. During the community component of your practice experience, you will participate in community home support services that are designed to meet the health needs of older adults and others.

Recent updates were made to the HCA Provincial Curriculum and the 2015 provincial curriculum will be implemented September 2016. This ensures that you receive the most relevant, up-to-date curriculum to prepare you for your career.

Upon graduation, you will qualify for registration with BC Care Aide and Community Health Worker Registry. You will be able to competently carry out the roles and responsibilities of a health care assistant in the community or in care facilities; a role that is in high demand across the health sector.

## Career Opportunities

Upon completion of the program, graduates are qualified to work in a variety of settings. Health care assistants work in community home support agencies, complex care and assisted living facilities, group homes and adult day programs. Program graduates continue to be in high demand.

## Practice Experience

Student practice experiences in health agencies are essential to the program.

You will be placed in complex care facilities that provide residential care and support for a primarily older adult population. In community settings you will provide services and supports to adults living in their own homes. The majority of practice placements are in centres close to NIC campus communities, however it may be necessary to participate in placements in other Vancouver Island communities. You must arrange your own transportation and assume related costs. You may be required to work a variety of shifts; four, six eight and/or 12 hours shifts, including days, evenings, nights, weekends and holidays.

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# Admission

## Available to international

No

## Before Classes Begin

Once accepted to the program but before classes begin, you will be required to:

- hold a current Standard First Aid with CPR C certificate (FAC-021)

Note: If taken at an institution other than North Island College, it is the student's responsibility to ensure compatibility of courses between institutions. Please consult a NIC educational advisor for information on course compatibility with other institutions.

- Submit a Criminal Record Check form, which will be sent to you by Admissions once you are offered a seat in the program.
- Submit a completed immunization form, which will be sent to you by Admissions once you are offered a seat in the program. This form should be validated by the public health nurse at your local health unit and must be presented to the Health Care Assistant program faculty on the first day of classes. Note: If the public health nurse recommends a rubella serologic test, a photocopy of the results of this test will also have to be submitted.
- Hold a Food Safe Level 1 certificate (TFS-010)

You must provide proof of completion of the above to the Health Care Assistant faculty on the first day of class.

## Admission Requirements

A) To be accepted into a recognized BC HCA program, applicants are required to demonstrate proficiency in English. Please complete the following [Declaration of English Language Competency Requirements for Health Care Assistant form](#).

B) Completed [HCA Intake Package](#). Carefully read the Health and Program Information Bulletins. Prospective students must review these bulletins and decide whether they believe the HCA program is suited to them. Prospective students who have questions or concerns should contact an Educational Advisor.

## Native English Speakers

Applicants must provide proof of education in an English-speaking environment (a country with English language systems/institutions) for a minimum of seven years or have been educated in an English-speaking environment for four consecutive years at the secondary or post-secondary level, and submit proof of one of the following:

C+ in one of Provincial English 11, Composition 11, Creative Writing 11, Literary Studies 11, New Media 11, Spoken Language 11, English First Peoples Literary Studies & Writing 11, English First Peoples Literary Studies & New Media 11, English First Peoples Literary Studies & Spoken Language 11, NIC ENG-052 or equivalent, or assessment testing

## Non Native English Speakers

Applicants who have not been educated in an English speaking environment (a country with English language systems/institutions) or who have been educated in an English speaking environment for less than seven years, must submit proof of one of the following:

1. Canadian Language Benchmark Placement Test (CLBPT): test must be within the last six months: scores as follows: Listening 7, Speaking 7, Reading 6, and Writing 6. This test is offered at North Island College in the English Language Program.
2. The Test of English as a Foreign Language (TOEFL): test must be within the last two years, IBT only. Overall score of 76 with no score lower than 20 in Speaking and Listening and no score lower than 18 in Reading and Writing.

3. International English Language Testing System (IELTS): Academic or General—test must be within the last two years: Overall score of 6 with a minimum of 6 in Speaking and Listening and no score lower than 5.5 in Reading and Writing.
4. Canadian English Language Proficiency Index Program (CELPIP) Test must be within the last two years. Academic or General - Aggregate score of 4L or better, with 4L or better in Speaking and Listening and 3H or better in Reading and Writing.
5. Canadian Academic English Language Assessment (CSEL): Test must be within the last two years. Overall score of 60, with no section less than 50.

### Priority Admission for Aboriginal Applicants

The British Columbia Human Rights Tribunal has provided Special Program approval to allow priority admission for a selected number of self-declared Aboriginal applicants to this program beginning in September 2013. For more information please refer to NIC's Aboriginal Education Services program page (<http://www.nic.bc.ca/services/aboriginalservices/programs.aspx>), or contact an Aboriginal Advisor at your local campus.

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

### Transfer Credit and Credit for Prior Learning

Your previous life, work, or study experience, unassociated with formal education, may qualify for Prior Learning Assessment and Recognition (PLAR). Your knowledge and skills will be evaluated to determine if you meet the objectives for selected courses up to a maximum of 50 per cent of the program. To qualify for PLAR, you must apply to the program, meet all the program requirements, and complete the PLAR before entering the program or one term before the scheduled course(s). The fee for each PLAR course is 75 per cent of the regular course fee. Refer to [NIC policy #4-10: Prior Learning Assessment and Recognition](#).

When an applicant meets some, but not all, learning objectives in a course(s), the assessment process may result in an exemption from some portion of the course(s). You will be required to register in the course and pay full tuition but your workload would be reduced. Note that eligibility for this process will be granted on an individual basis by the department. You must apply one semester in advance of the course start date.

For information about which courses qualify for PLAR please contact the department chair in your program.

### To Be Successful

- Basic computer literacy and internet access are necessary. You must access all course manuals via Blackboard Learn, the college's on-line learning platform, and use computer skills to access resources during coursework. Electronic documentation is also used in the practice setting. You are expected to have the ability to:
  - navigate the internet and access online resources

- create word documents,
- attach word documents to emails and submit assignments via email.
- A valid driver's license and access to personal transport is strongly recommended for the HCA-145 Home Support Practicum and other practice experience components. If you are not able to provide your own transport, you may have difficulty meeting the requirements of these clinical practice courses.
- It is an expectation of the Health Care Assistant program that you demonstrate responsible, accountable behaviour in terms of maintaining a pattern of regular attendance and establishing effective working relationships with student colleagues and faculty. You are required to adhere to all college policies and regulations.

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## Curriculum

### Program Requirements

- HCA 100 Health and Healing: Concepts for Practice
- HCA 105 Health I: Interpersonal Communications
- HCA 110 Health 2: Lifestyle and Choices
- HCA 115 Healing I: Caring for Individuals Experiencing Common Health Challenges
- HCA 120 Healing 3: Personal Care and Assistance
- HCA 125 Healing 2: Caring for Individuals Experiencing Cognitive or Mental Challenges
- HCA 130 Work Role: Introduction to HCA

**Includes a minimum of 270 hours of clinical practice experience:**

- HCA 140 Practice Experience I
- HCA 145 Practice Experience II
- HCA 150 Practice Experience III

### Completion Requirements

1. The HCA certificate must be completed within 2 years of admission to the program.
2. To successfully complete the program, students must achieve 70% or better in each course.
3. Successful completion of the appropriate HCA theory courses is required to progress into the practice experience.
4. A student who has failed a course, re-entered the program, repeated it and passed, and then fails another course will be removed entirely from the program and can only re-enter by going through the admission process and beginning at Term 1.



Re-entering the program is dependent on an available seat and at the discretion of the health care assistant department and in consultation with the Dean. Students who fail a required course may be asked to complete a learning assessment prior to being considered for re-admission. These regulations are important to ensure that graduates have the required skills and knowledge and are therefore deemed safe to practice.

5. Students are required to adhere to program professional conduct requirements as outlined in the HCA program manual. Failure to adhere to these program expectations may result in the student being required to leave the program.

## Heavy Duty Apprenticeship Training

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### Summary

#### Program Length

6-10 weeks/lvl

#### Locations

- Campbell River

#### Start Date

See schedule and note below

#### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Level 1, 2, 3 and 4 Industry Training Authority (ITA) approved apprenticeship training*

#### Web Summary

Advance your skills and qualifications in the heavy duty mechanics trade. Develop specialized skills for a career as a heavy duty equipment technician, truck and transport mechanic, transport trailer technician, or diesel engine mechanic. NIC offers all four levels of apprenticeship training in line with the criteria set by the Industry Training Authority (ITA).

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## Highlights

### Heavy Duty Technical Training

All NIC, training programs follow the criteria set by the Industry Training Authority of BC (ITA) to ensure your trade qualifications meet current industry standards. NIC works closely with industry to ensure your apprenticeship training is of the highest quality.

**Note:** The ITA has implemented changes to the heavy duty mechanic trade. For the next few years, NIC will be offering both a new stream and an old stream of technical training levels. To ensure you are enrolling in the appropriate stream, see the schedule tab. Please visit the [ITA website](#) for more detailed trade information:

#### Old Stream

HVA-200 Level 2: six weeks  
HVA-300 Level 3: six weeks  
HVA-400 Level 4: six weeks

#### New Stream

HVA-100 Level 1: 10 weeks  
HVA-200 Level 2: eight weeks  
HVA-300 Level 3: six weeks  
HVA-400 Level 4: four weeks

For more information on apprenticeships visit the [ITA website](#).

## Supply List

NIC is pleased to make tools available to students in exchange for a \$200 refundable tool deposit, which is not included in your tuition. It will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration Office.

You are required to obtain the following basic supplies and tools:

- coveralls
- steel-toed safety boots or shoes (WCB-approved)
- safety glasses (CSA-approved)
- pens, pencils, eraser, paper
- calculator, Sharp EL-520WBBK recommended
- text books and learning guides for your level

All supplies are available for purchase at the NIC Bookstore.

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# Admission

## Admission Requirements

1. Applicants must be ITA registered apprentices.
2. Complete and submit the [NIC Application for Admission](#) form, writing "Heavy Duty" and the level of training as the program name.
3. Complete and submit the [NIC Apprentice Training Registration](#) form.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## To Be Successful

- You will find greater ease and success in your training if your abilities in mathematics, reading and writing are at a sufficient level. NIC Assessment Services is available to provide math and

English assessments year-round. If you need to refresh your skills or upgrade in a few areas, those classes are available at NIC.

- You are encouraged to develop a workplace plan with your employer to make sure you are practicing all related trade skills.
- School training periods can be very intense, especially because of the quantity of reading you will be required to do. Whenever possible, you are encouraged to complete readings in advance.
- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. Should you find you need further support please contact our student services department about upgrading classes.

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## Curriculum

### Heavy Duty Apprenticeship Training Classes

Dates and classes may change or be cancelled depending on demand.

Apprentices enrolling in technical training must take their training in sequential order, Level 1, then 2, then 3, then 4. You must complete all levels of technical training to be eligible to write the Interprovincial (Red Seal) examination.

#### HVA 100 - Heavy Duty Apprenticeship Level 1

- 2019 Winter: February 18 - April 26 \*new stream
- 2019 Fall: October 15 - December 20 \*new stream

#### HVA 200 - Heavy Duty Apprenticeship Level 2

- 2018 Fall: September 10 - November 2 \*new stream
- 2020 Winter: February 3 - March 27 \*new stream

#### HVA 300 - Heavy Duty Apprenticeship Level 3

- 2019 Winter: January 7 - February 15 \*new stream
- 2019 Winter: April 15 - May 24 \*new stream
- 2019 Fall: September 3 - October 11 \*new stream

#### HVA 400 - Heavy Duty Apprenticeship Level 4

- 2018 Fall: November 13 - December 7 \*new stream
- 2020 Winter: January 6 - January 31 \*new stream

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# FAQ

## Frequently Asked Questions

1. **What is an apprenticeship?**

An apprenticeship is a relationship between an employer and an employee where the employee (the apprentice) commits to learn the trade while working for the employer and the employer commits to provide on the job training, time away from the workplace for the apprentice to attend technical training classes and to pay the apprentice a certain percentage of the journeyman wage rate, which increases as the apprentice progresses through the training.

2. **What is a journeyman?**

A journeyman is a person who has received a Certification of Qualification in a trade. A journeyman is then entitled to be referred to by the trade name (ie: carpenter, electrician, millwright, heavy duty mechanic, etc.)

3. **What training will I take?**

Apprenticeships normally consist of approximately 80 per cent on the job training and 20 per cent in-school technical training. While working on the job site, the apprentice is to learn the trade under the tutelage of a journeyman, who is assigned responsibility for the apprentice's training. The apprentice is also required to attend technical training classes. The classes are most commonly held in colleges and depending on the trade consist of six to 10 weeks of classroom training during each year of the apprenticeship.

4. **How long does an apprenticeship last?**

An apprenticeship lasts one to five years, depending on the trade, and the rate the apprentice progresses through the training. Most apprenticeships are four years.

5. **How much will I earn?**

The rate of pay depends on the rate being paid a journeyman in the same trade with the same employer. Although it is dependent on the employer, the rates are often 50 per cent for the first six months and rising through 55 per cent, 60 per cent, 65 per cent, 70 per cent, 75 per cent, 80 per cent, 90 per cent at the end of each six month period. Rates vary by trade and by employer.

6. **What certification will I receive upon completion of my apprenticeship?**

You will receive a Certification of Apprenticeship and upon completion of the BC exam you will also receive a BC Government Certification of Qualification (C of Q). Apprentices in many trades may also write the Interprovincial (Red-Seal) exam. This certification is recognized across the

country and enables Red-Seal qualified journeypersons to work in those trades across the country. In some trades in BC, the Red-Seal exam is used as the C of Q exam.

# Heavy Mechanical Foundation

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## Summary

### Program Length

36 weeks

### Locations

- Campbell River

### Start Date

September, January

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*36-week certificate*

## Summary

Develop specialized skills in four heavy mechanical trades: truck and transport mechanic, transport trailer technician, heavy duty equipment technician (Red Seal) and diesel engine mechanic (Certification of Qualification). This Industry Training Authority (ITA) approved program covers Level 1 Heavy Duty Technician training necessary to secure entry level positions in the heavy mechanical industry in sectors including logging, mining, road building or in commercial repair shops.

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## Highlights

### Program Highlights

The entry-level curriculum is a base of knowledge that is common in the four heavy mechanical trades listed thus allowing you to pursue a career in either of the four trades. To ensure curriculum remains current and relevant for new employees, NIC is advised by an active, local industry advisory committee.

You will gain skills to inspect and determine the extent of service required to repair heavy trucks, commercial trucks, buses, diesel engines, transport trailers, cranes, graders, drills, bulldozers and other heavy equipment for proper performance. You will learn essential skills in shop safety, work habits and caring for tools and equipment. Modules cover rigging, loading blocking and moving loads; using hoses, fasteners and fittings; welding; winches and working attachments; brakes; hydraulics; fuel systems; electrical systems; and internal combustion theory, to name a few. You will also become familiar with record keeping, writing service reports and using trade-specific software.

On successful completion of this program and upon entering into an apprenticeship, you will be eligible to receive technical training credit for Level 1 and 450 hours of work-based credit toward your apprenticeship hours requirement.

## Career Opportunities

After completing the Heavy Mechanical Foundation program, you will be prepared to seek a career and apprenticeship in the heavy mechanical trades.

Prospective employers include heavy duty equipment dealers; truck and bus dealerships; private truck, bus or equipment repair shops; logging; mining; oil and gas; and construction companies.

## Supply List

NIC is pleased to make tools available to you in exchange for a \$200 refundable tool deposit, which is not included in your tuition. It will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration office.

Students are required to acquire the following supplies:

- safety glasses (CSA-approved)
- coveralls
- steel-toed safety boots (WCB-approved)
- welding helmet, goggles, gloves and striker
- padlock or combination lock
- three-ring binder
- loose-leaf paper and graph paper
- pen/pencil/hi-liter
- calculator, recommend Sharp EL-520WBBK
- text books and learning guides

\*Texts and supplies are available for purchase at the NIC Bookstore

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# Admission

## Available to international

Yes

## Admission Requirements

1. C in one of English 11, Composition 11, Creative Writing 11, Literary Studies 11, New Media 11, Spoken Language 11, English First Peoples Literary Studies & Writing 11, English First Peoples Literary Studies & New Media 11, English First Peoples Literary Studies & Spoken Language 11, or NIC ENG-052 or C+ in Communications 12 or equivalent; or C+ in ESL-052, ESL-055 and ESL-058 or certified CLG 8; or successful NIC English assessment; and



2. C+ in one of Principles of Math 10, Applications of Math 11, Apprenticeship and Workplace Math 11, Workplace Math 11, Foundations of Math 11, NIC MAT-033, NIC MAT-055, or equivalent; or successful NIC math assessment.
3. High School graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

## To Be Successful

- You are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program and discuss various career fields and choices.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact an educational advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition to the stated prerequisites secondary school equivalent courses in science, physics, and drafting are considered an asset.
- The most important key to success is the desire to become a quality trades person. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.
- Trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning along with good math and communication skills.
- There is also an expectation of physical activities such as lifting, working on ladders and scaffolding or in confined spaces and under various weather conditions.
- You will be required to stay focused for prolonged periods.

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# Curriculum

## Program Requirements

- HMC 100 Safe Work Practices
- HMC 101 Trade Overview
- HMC 102 Process Technical Information

- HMC 103 Tools & Equipment
- HMC 104 Rigging, Lifting & Moving Loads
- HMC 105 Hoses, Fasteners & Fittings
- HMC 106 Welding
- HMC 107 Operate Equipment
- HMC 108 Wire Ropes
- HMC 109 Air & Hydraulic Brake Systems
- HMC 110 Hydraulics
- HMC 111 Diesel Engine Removal & Installation
- HMC 112 Fluids & Lubricants
- HMC 113 Engines & Support Systems
- HMC 114 Gasoline Fuel Systems
- HMC 115 Diesel Fuel Systems
- HMC 116 Electrical Systems
- HMC 117 Drivelines & Final Drives
- HMC 118 Standard Transmissions & Clutches
- HMC 119 Powershift Transmissions & Torque Converters
- HMC 120 Bearings & Seals
- HMC 121 Protective Structures and Undercarriages
- HMC 122 Steering, Suspension & Trailer Gear
- HMC 123 Heating & Refrigeration Systems
- \*OFA 001 WHMIS General
- \*OFA 010 Occupational First Aid Level 1
- \*FLO 010 Forklift Operator

\*Note: Students not having current, valid First Aid, WHMIS and Forklift certification are required to take these courses to meet program requirements. Separate fees will be charged for First Aid, WHMIS and Forklift courses.

\*Note: Based on availability of placements with industry, Trades Foundation students may have an opportunity to participate in an optional Work Experience: WXT 100 Work Experience - Trades Foundation.

## Completion Requirements

To pass the program you are required to attain a minimum 70% in each course.

Note: Curriculum and certifications may be subject to change as mandated by the ITA. Refer to current bulletins on the ITA website [www.itabc.ca](http://www.itabc.ca)

# Hospital Unit Clerk Certificate

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## Summary

### Program Length

1 year

### Locations

- Campbell River

### Start Date

September

### Contacts

Karen McComber  
250-334-5000 ext 4601  
[Karen.mccomber@nic.bc.ca](mailto:Karen.mccomber@nic.bc.ca)

*Nine-month part-time certificate*

## Summary

Develop practical skills and knowledge for a dynamic career as a unit clerk. You will play a vital role in managing the information flow in hospital nursing units. Learn to provide administrative and clerical support, including applied training in medical terminology and transcription. You will also take part in workplace practicums to gain first-hand experience and applied skills practice.

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## Highlights

### Program Highlights

The nine-month Hospital Unit Clerk certificate is suited for anyone seeking entry-level employment, as well as those currently employed in the health care field wishing to upgrade their skills. The program is offered evenings beginning in the fall term and concluding in the summer term, and involves self-directed home study and practicums. You must complete all of the courses in the program within this time frame.

You will study the role of the unit clerk in the health care team, medical terminology and vocabulary related to body systems, and professional communication in a hospital unit setting. You will learn classification, identification and correct spelling of commonly-used medications.

There is a focus on management techniques and communication in a hospital environment. This includes the transcription and understanding of physicians' orders - the major and most critical function of the hospital unit clerk. You will study dietary information, diagnostic imaging, respiratory care, physical and occupational medicine and medications. You will attend lectures, participate in class discussion and complete assignments, quizzes and tests.

Finally, you will participate in a work practicum, where you will be given the opportunity to put theory into practice. You will have opportunities to integrate and apply skills and knowledge obtained through coursework, and practice your skills in a workplace setting.

## Career Opportunities

As a graduate of NIC's Hospital Unit Clerk certificate, you will be prepared for employment in a variety of health care settings including private and public hospitals, public health offices, long term care facilities, medical offices, specialist's offices, nursing services (scheduling), insurance companies and government offices with medical related departments.

## Schedule

The Hospital Unit Clerk certificate will be held over two semesters, from September to May. Classes are scheduled to take place at the Campbell River Campus on Monday/Wednesday/Thursday, 6:30-9:30 pm.

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# Admission

## Available to international

No

## Before Classes Begin

Once you have been accepted to the program, but before classes begin, you will be required to:

- submit a Criminal Record Check permission form, which will be sent to you by Admissions.
- complete the Immunization form, which will be sent to you by Admissions. This form will be sent to you by Admissions, and must be validated by a public health nurse at your local health unit and must be submitted on the first day of class. The test must indicate Rubella IgG reactive and Varicella immune status.
- have strong essay writing and good computer skills as you are expected to submit well written, word processed assignments and access online resources.

## Admission Requirements

1. C in Provincial English 12, English Studies 12, English First Peoples 12, NIC ENG-060, ENG-096, ENG-098, ESL-090, or equivalent, or successfully complete a Hospital Unit Clerk English assessment; and
2. C in Principles of Math 10, Apprenticeship and Workplace Math 10, Workplace Math 10, Foundations of Math & Pre-calculus 10, Applications of Math 10, MAT-029; or successfully complete a Hospital Unit Clerk Math assessment; and
3. Keyboarding speed minimum of 50 words per minute with three errors or less. Contact the nearest NIC Campus to book your typing test.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## To Be Successful

In addition to the admission requirements, you should:

- have strong word processing skills as computers are used in most health care facilities.
- be motivated to work in a stressful, fast-paced working environment.
- note that TB testing may be required.
- have strong study skills and the ability to maintain a heavy homework load.
- have completed Grade 12. Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact a educational advisor to discuss upgrading or Grade 12 completion options offered at NIC.
- be available for practicum placements that may be scheduled during day shifts. It may be necessary to make arrangements for vacation leave and/or daycare arrangements when your practicum is scheduled.

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# Curriculum

## Program Requirements

- HUC 100 Hospital Unit Clerk Overview
- HUC 101 Anatomy, Physiology & Medical Terminology
- HUC 103 Introduction to Pharmacology
- HUC 104 Non Clinical Management of the Nursing Unit
- HUC 105 Unit Clerk Procedures
- HUC 106 Unit Clerk Practicum

## Completion Requirements

- You must achieve a grade of 75% or better in each course; and pass the practicum course.
  - You must complete the HUC program within two, consecutive terms.
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# Hospitality Distance Learning

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## Summary

### Program Length

Varies

### Locations

- Online

### Start Date

Continuous entry between September and March

### Contacts

#### **Deborah Forsyth**

1-800-715-0914 ext. 4350

[deborah.forsyth@nic.bc.ca](mailto:deborah.forsyth@nic.bc.ca)

*Professional development courses and certificates (offered in partnership with the American Hotel and Lodging Education Institute)*

## Summary

Earn internationally recognized credentials with NIC's wide range of professional development courses and certificates offered in partnership with the American Hotel and Lodging Education Institute.

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## Highlights

### Program Highlights

NIC has partnered with the American Hotel and Lodging Education Institute (AHLEI) to offer distance courses and certificates that lead to internationally-recognized industry certificates. AHLEI is regarded as an industry standard in 60 countries, so credentials earned through these courses can travel with you.

Your progress is also supported by NIC hospitality and tourism management faculty who are available to answer your questions or suggest supplemental readings or materials to suit your specific interests or needs.

Whether you are launching your career or are already employed in the hospitality industry, you can choose from 20 courses, each with a certificate.

If you're interested in honing your management skills, pursuing a promotion or even a new career direction, you can group individual course credentials into one of the following AHLEI specialty certificates:

- Rooms Division Management certificate - five courses

- Food and Beverage Management certificate - five courses
- Marketing and Sales Management certificate - five courses
- Hospitality Fundamentals certificate - six courses
- Hospitality Operations certificate - eight courses
- Hospitality Management diploma - 12 courses

Each course requires 75 to 100 hours of study. Many students complete one course in a few weeks, however, the amount of time you can allocate to studying will dictate your course length. NIC sets a completion date for four months from the date of registration, which includes ample time to receive your textbook and write your final exam. As faculty support is not available during July and August, registering between September and March ensures you can leverage the best support possible.

Courses are a combination of distance-based and online study. Each course has online self-quizzes which will help ensure you are understanding the material and help prepare you for the final exam. An instructor is available online to answer questions and provide any support needed throughout the duration of each course. The final exam can be written at any of NIC's campuses or invigilated at a local campus if you live outside the region.

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## Admission

### Available to international

No

### Admission Requirements

1. While there is no formal admission requirement for English 12, the content of some courses requires a literacy level equal to Grade 12. For more information about specific courses and requirements, please contact the coordinator.

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

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## Curriculum

### Courses

#### Individual Courses

- TMA 059 Food & Beverage Management
- TMA 066 Food & Beverage Cost Control
- TMA 067 Managing Food & Beverage Service
- TMA 068 Supervisory Housekeeping

- TMA 069 Bar & Beverage Management
- TMA 100 Financial Accounting I
- TMA 120 Introduction to Hospitality Management
- TMA 125 Hotel/Motel Security Management
- TMA 130 Hospitality Industry Computer Systems
- TMA 145 Managing Hospitality Human Resources
- TMA 150 Hospitality Sales and Marketing
- TMA 160 Convention Management and Service
- TMA 165 Facilities Management
- TMA 170 Front Office Procedures
- TMA 175 Hospitality Supervision
- TMA 215 Revenue Management
- TMA 270 Quality Leadership and Management
- TMA 275 Basic Financial Accounting for the Hospitality Industry
- TMA 280 Managerial Accounting for the Hospitality Industry
- TMA 285 Contemporary Club Management

#### **Food and Beverage Management Certificate**

- TFS 010 Foodsafe Level 1
- TMA 066 Food & Beverage Cost Control
- TMA 067 Managing Food & Beverage Service
- TMA 175 Hospitality Supervision

and one course from the following:

- TMA 069 Bar & Beverage Management
- TMA 059 Food & Beverage Management

#### **Rooms Division Management Certificate**

- TMA 068 Supervisory Housekeeping
- TMA 125 Hotel/Motel Security Management
- TMA 165 Facilities Management
- TMA 170 Front Office Procedures
- TMA 175 Hospitality Supervision

#### **Marketing and Sales Management Certificate**

- TMA 150 Hospitality Sales and Marketing
- TMA 160 Convention Management and Service



- TMA 175 Hospitality Supervision
- TMA 215 Revenue Management

and one course from the following:

- TMA 100 Financial Accounting 1
- TMA 275 Basic Financial Accounting for the Hospitality Industry

#### **Hospitality Fundamentals Certificate**

- TMA 059 Food & Beverage Management
- TMA 068 Supervisory Housekeeping
- TMA 120 Introduction to Hospitality Management
- TMA 170 Front Office Procedures
- TMA 175 Hospitality Supervision

and one course from the following:

- TMA 067 Managing Food & Beverage Service
- TMA 069 Bar & Beverage Management
- TMA 100 Financial Accounting 1

#### **Hospitality Management Diploma**

- TMA 068 Supervisory Housekeeping
- TMA 120 Introduction to Hospitality Management
- TMA 125 Hotel/Motel Security Management
- TMA 145 Managing Hospitality Human Resources
- TMA 150 Hospitality Sales and Marketing
- TMA 165 Facilities Management
- TMA 170 Front Office Procedures
- TMA 175 Hospitality Supervision
- TMA 270 Quality Leadership and Management

plus one TMA elective course

and one course from the following:

- TMA 059 Food & Beverage Management
- TMA 067 Managing Food & Beverage Service

and one course from the following:

- TMA 275 Basic Financial Accounting for the Hospitality Industry
- TMA 100 Financial Accounting I

### Hospitality Operations Certificate

- TMA 068 Supervisory Housekeeping
- TMA 120 Introduction to Hospitality Management
- TMA 130 Hospitality Industry Computer Systems
- TMA 150 Hospitality Sales and Marketing
- TMA 170 Front Office Procedures
- TMA 175 Hospitality Supervision

and one course from the following:

- TMA 059 Food & Beverage Management
- TMA 067 Managing Food & Beverage Service

and one course from the following:

- TMA 100 Financial Accounting I
- TMA 275 Basic Financial Accounting for the Hospitality Industry

## Completion Requirements

Completion Requirements are a 70% passing grade.

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## FAQ

### Frequently Asked Questions

1. **How long can I take to complete each course?**

This depends entirely upon how many hours you can allocate to studying. As a very rough guideline, if you were working on one TMA course for 25 to 30 hours a week, you would take approximately three to four weeks to finish each course. **A completion date will be set for four months from the date of registration.** This provides for ample time to receive books and materials and to schedule your exam at the end. The four-month time frame would require additional review, so ideally finishing the course more quickly would be the best.

2. **How does it work?**

Courses are a combination of distance-based and online learning. After registering in a course and purchasing your book, you will be given access to NIC's BlackBoard online site where you will find self-quizzes available to help you test your understanding as you prepare for your final exam. You can work on your own or with the course instructor to complete your studies. The

final exam for each course can be written at any NIC campus or invigilated at a local campus if outside the region. The exam is 100 multiple-choice questions and 70 per cent is required to pass and receive a certificate. One retake is permitted under the current policy. Grades are for the final exam only and chapter quizzes are only to prepare. A certificate is issued for each course taken as well as specialized certificates and diplomas for a pre-determined combination of courses, as available in the calendar.

**3. When can I register?**

Registration is available September through March. From the date of registration, four months is given for completion. There is little or no instructor support during July and August so if you register in a new course after April 1, you may not have sufficient time to complete your course before the end of June. (For registration after April 1, please contact the instructor). It is also advisable to register in only one course at a time. Contract dates are not extended for enrolment in multiple courses.

**4. What are the entry requirements?**

As stated under the admission tab, there are no formal entry requirements. However, some courses must be taken in a specific order. For example. Accounting I before Accounting II. Course material should also be considered at Grade 10 level for math and Grade 12 level for English.

# Human Services Certificate - Educational Assistant / Community Support

Alternate title #1: Educational Assistant  
Alternate title #2: Community Support Worker

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## Summary

### Program Length

1 year

### Locations

- Comox Valley

### Start Date

September

### Contacts

Student Services  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

### In the News

[NIC Students Learn to Think Like a Village](#)

*10-month certificate*

## Summary

Prepare to provide support and assist individuals with a broad range of differing abilities. You will make employer connections and gain first-hand experience through workplace practicums and become qualified for a career as an educational assistant or community support in school districts, group homes, employment agencies and community organizations. Or, transfer to NIC's Human Services diploma.

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## Highlights

### Program Highlights

NIC's Human Services department and its programs are part of a provincial network that ensures not only high-quality instruction and programming, as well as transferability throughout the province.

The Educational Assistant/Community Support program is offered over ten months at the Comox Valley campus, and is divided into three terms.

The first term exposes you to an anti-oppressive, feminist framework with which to examine and understand social issues and ethics pertaining to disabilities. Communication skills and critical thinking are highlighted.

The first semester includes five courses. You will learn a variety of frameworks for analyzing the structure and problems within society and exploring the different models for supporting families and individuals. You will study human development and develop strong research and writing skills through university English.

During the second term, you will continue your study of human development through the lifespan. There will be opportunities to explore in-depth theories, skills and positive behaviour support strategies. You will learn to support the health and wellness of individuals in the community and in school settings through supervised placements in a community agency or school and participation in weekly seminars to discuss ethical issues and reflect on practical experiences.

The third term consists of six weeks of full-time supervised practice experience in a school or community agency. This invaluable experience allows you to use your new skills and knowledge in practice. The final term also provides you with exposure to the field and employment connections. You will attend a weekly seminar to continue learning through reflection, discussion and writing.

## Practice Experience

You will gain extensive practice experience throughout the ten-month program. Practice experience placements are offered to provide you with actual on-the-job training in a school or community service agency. The placements are supervised by teachers, agency personnel and faculty. A weekly seminar provides additional learning and connection of theory with practice. The purpose of the practice experience is to provide you with direct experience. This allows you to learn exactly what the job entails, what skills are required and the opportunity to learn those skills both in theory and in practice.

## Career Opportunities

As a graduate of the Educational Assistant/Community Support program you will be prepared to assist individuals who have physical, cognitive and psychiatric disabilities.

As education assistant, you will qualify to work in schools and, under the supervision of the teacher, provide classroom support.

As a community support worker, you may pursue a career in community-based or government agencies, in departments that assist individuals with special needs.

Some graduates have started their own community support businesses and hold contracts with a variety of government and non-government agencies in departments that assist individuals with developmental or physical disabilities.

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# Admission

## Available to international

Yes

## Before Classes Begin

Once accepted to the program but before classes begin, you will be required to:

- attend a group information session. This mandatory session is designed to assist you in making an informed decision about pursuing a career in human services. The admissions department will send you an invitation with details regarding the date and time of the information session.

- hold a Standard First Aid Certification with CPR Level C that will remain valid through to the end of the program.
- submit a Criminal Record Check Permission form, which will be sent to you by Admissions once you are offered a seat in the program.
- complete a Personal Immunization form which will be sent to you by the admissions office when you have a seat in the program. It must be validated by the public health nurse at your local health unit.

**Note:** Human services students are not required to meet the PSY-130 and PSY-131 prerequisites for registering in PSY-250 and PSY-251. If you choose to work toward a degree, you may be required to complete PSY-130 and PSY-131.

If you wish to reduce your workload, you can take ENG-115 before entering into the program.

## Admission Requirements

1. C+ in one of Provincial English 12, English Studies 12, English First Peoples 12, NIC ENG-060, ENG-096, ENG-098, ESL-090 or equivalent; or English assessment.
2. Completed 20 hours volunteer work and [HSW Professional Reference Information Sheet](#).
3. Signed [Human Services Requisite Skills and Abilities](#) document.
4. 300-word [HSW Letter of Intent](#) for coming into the program and career goals.

## Priority Admission for Aboriginal Applicants

The British Columbia Human Rights Tribunal has provided Special Program approval to allow priority admission for a selected number of self-declared Aboriginal applicants to this program beginning in September 2013. For more information please refer to NIC's [Aboriginal Education Services](#) program page or contact an Aboriginal Advisor at your local campus.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more](#).

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

## Transfer Credit and Credit for Prior Learning

Students with previous course work from another accredited institution may apply to transfer course credits to North Island College. For more information refer to [Steps to University Transfer](#) or contact Student Services.

Your previous life, work, or study experience, unassociated with formal education, may qualify for Prior Learning Assessment and Recognition (PLAR). Your knowledge and skills will be evaluated to determine if you meet the objectives for selected courses up to a maximum of 50 per cent of the program. To qualify for PLAR, you must apply to the program, meet all the program requirements, and

complete the PLAR before entering the program or one term before the scheduled course(s). The fee for each PLAR course is 75 per cent of the regular course fee. Refer to [NIC policy #4-10: Prior Learning Assessment and Recognition](#). For information about which courses qualify for PLAR please contact the program department chair.

When you meet some learning objectives in a course(s) the assessment process may result in an exemption from some portion of the course(s). You will be required to register in the course and pay full tuition but your workload would be reduced. Note that eligibility for this process will be granted on an individual basis by the department. You must apply one semester in advance of the course start date. For more information please contact the program department chair.

## To Be Successful

- You must adhere to the program expectations document and standards outlined in individual human service course guides (ie: attendance, confidentiality, professional conduct, etc). You are encouraged to review this document and decide if you are able to meet the standards outlined. If you have concerns about meeting program expectations, you are encouraged to speak with a human services faculty member or college counselor.
- Strong essay writing and good computer skills are required as you are expected to submit well-written, word-processed assignments and access online resources.
- If you are planning to continue on to a university degree program in education, social work or child and youth care, ensure your elective choices are university transferable.

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# Curriculum

## Program Requirements

- ENG 115 Essay Writing and Critical Analysis or ENG 116 Essay Writing and Indigenous Perspective
- HSW 152 Foundations of Human Service Practice
- HSW 164 Foundations of Community Support
- HSW 136 Holistic Health and Well Being
- HSW 167 Support Strategies for Skill Development
- HSW 170 Education Assistant/Community Support Practice Experience I
- HSW 190 Education Assistant in the Classroom
- PSY 250 Human Development from Conception through Childhood
- PSY 251 Human Development from Adolescence through Adulthood
- SSW 121 Interpersonal Communications
- HSW 174 Human Service Practice Experience II

## Completion Requirements

1. A letter grade of C (60%) or better in all classes.
2. A letter grade of P (Pass) in all Practicum courses.

3. Students must receive a letter grade of C (60%) or better in all certificate courses (HSW, SSW, PSY 250 and PSY 251) to be promoted from one term to the next term. A student who fails any course in the program cannot progress until the course is passed. ENG 115 or ENG 116 courses are not a requirement of progression but must be completed with a grade of C (60%) or better in order to obtain the credential.

In order to repeat a course, you must reapply to the program in a subsequent offering of the same term in which the failure occurred providing there is an available seat. If in repeating the course, you fail again, then you will be removed entirely from the program and can only re-enter by going through the admission process. Please note that you may be required to begin at term one.

If you fail a course, re-enter the program and successfully repeat the failed course, and then fail another course, you will be removed entirely from the program and can only re-enter by going through the admission process. Please note that you may be required to begin at term one.

Re-entering the program under any circumstance is dependent on an available seat and at the discretion of the human services department and in consultation with the Dean. If you fail a course, you may be asked to complete a learning assessment prior to being reconsidered for re-admission. These regulations are important to the profession to ensure that graduates have the required skills and knowledge, and are therefore deemed safe to practice.

4. All students are required to adhere to the program expectations document. Failure to adhere to these standards may result in your being required to leave the program.

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## FAQ

### Frequently Asked Questions

1. **What type of volunteer experience can I use when applying for this program?**  
You are required to complete 20 hours of volunteer service in a human service agency, in direct contact with clients, prior to entering the program. Your supervisor must verify the number of hours completed and confirm that your performance with the volunteer organization was acceptable.
2. **Are class-related activities held in the evenings or on weekends?**  
Some classes are held in the evening, although most are scheduled during the day. You may be required to work evenings or weekends for their practicum placement.
3. **Can I work while taking the program?**  
The program is a full-time commitment. Working in addition to study is not recommended.



**4. What kinds of assignments will we do?**

You will write research papers, contribute to group projects, write tests and participate in many other classroom activities. Because you are expected to complete many essays and research papers, strong writing skills and computer literacy are important.

**5. How much homework can I expect?**

You should expect to spend at least an hour of homework for every hour of class.

**6. What kinds of workplace experience sessions are available?**

Workplace experience sessions are available in group homes, community outreach agencies in areas supporting individuals with special needs, the school district, alternative school-based programs and a variety of other human service or community based agencies.

**7. Do I need a car?**

You will need to have reliable transportation to reach your practicum placements. You can also accept practicum placements located close to public transit or within walking distance.

**8. Can classes be transferred?**

Some classes are transferable to other BC universities and colleges. If you plan to continue into a university degree program in education, social work or child and youth care, ensure that your elective choices are university-transferable. For more information, meet with an educational advisor.

**9. Can I use this qualification in other provinces or countries?**

If you wish to pursue employment outside of BC, it is advisable to check required qualifications for your career in the province or country in which you want to work. Graduates of the Education Assistant/Community Support Worker program have used their qualifications to work in other jurisdictions, but it is important to confirm transferability with agencies ahead of time.

**10. What if I have a lot of experience in human services already?**

If you have worked or volunteered extensively in the human services field, you may be able to receive credit for your work. Prior Learning Assessment & Recognition (PLAR) is a process that allows you to get credit for learning through employment, volunteering, workshops or other life experiences. You are still required to pay a fee and complete some work to demonstrate your knowledge and skill level in the course for which you wish to receive credit. For more information on PLAR, visit Assessment Services.

# Human Services Certificate - Educational Assistant / Community Support, Indigenous Focus

Alternate title #1: Educational Assistant - Indigenous Focus

Alternate title #2: Community Support Worker - Indigenous Focus

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## Summary

### Program Length

1-2 years

### Locations

- Port Alberni

### Start Date

September

### Contacts

Student Services  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

### In the News

[NIC Students Learn to Think Like a Village](#)

*10-month full-time certificate or 20-month part-time certificate*

## Summary

Learn intercultural communication skills and understand contemporary Canadian social and family issues, with a focus on Indigenous populations. As a specialized education assistant or community support worker, you will be prepared to provide support to individuals with a broad range of disabilities, bringing unique skills and training to the workplace to help integrate Aboriginal cultural and curricular content – or transfer to NIC's Human Services diploma.

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## Highlights

### Program Highlights

NIC's Human Services department and its programs are part of a provincial network that ensures not only high-quality instruction and programming, but also transferability throughout the province.

At the Port Alberni campus, the Education Assistant/Community Support, Indigenous Focus certificate is offered in two ways: over 10 months of full-time study, or over 20 months of part-time study. The full time option contains three terms and the part time option contains five.

In the program courses, which provide a base for enhancing communication skills and critical analysis, you will learn a variety of frameworks for analyzing the structure of problems within society and will

explore different models for supporting families and individuals. You will study human development through the lifespan as well as have opportunities to explore in-depth theories, skills and positive behaviour support strategies. You will learn to support the health and wellness of individuals through supervised placements in a community agency and school settings, as well as weekly seminars where you will discuss ethical issues and reflect upon your practice experiences.

You will explore in-depth theories, skills and supports required for education assistance and community support work.

## Practice Experience

You will gain extensive practice experience throughout the program. Practice experience placements are offered to provide you with actual on-the-job training in a school or community service agency. The placements are supervised by teachers, agency personnel and faculty. A weekly seminar provides additional learning and connection of theory with practice. The purpose of the practice experience is to provide you with direct experience. This allows you to learn exactly what the job entails, what skills are required and the opportunity to learn those skills both in theory and in practice.

## Career Opportunities

As a graduate of the Educational Assistant/Community Support, Indigenous Focus program, you will be well-prepared to assist individuals who have physical, cognitive and psychiatric disabilities.

As an education assistant, you will qualify to work in schools and, under the supervision of the teacher, provide classroom support.

As a community support worker, you may pursue career in community-based or government agencies, in departments that assist individuals with diverse needs.

Some graduates have started their own community support businesses and hold contracts with a variety of government and non-government agencies.

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# Admission

## Available to international

Yes

## Before Classes Begin

Once accepted to the program but before classes begin, you will be required to:

- attend a group information session. This mandatory session is designed to assist students in making an informed decision about pursuing a career in Human Services. The admissions department will send you an invitation with details regarding the date and time of the information session.
- hold a current Standard First Aid certification with CPR Level C that will remain valid through to the end of the program.
- submit a Criminal Record Check Permission form, which will be sent to you by Admissions once you have been offered a seat in the program.

- complete a Personal Immunization form. This form will be sent to you by the admissions office when you have a seat in the program. It must be validated by the public health nurse at your local health unit.

**Note:** Human services students are not required to meet the PSY-130 and PSY-131 prerequisites for registering in PSY-250 and PSY-251. If you choose to work toward a degree, you may be required to complete PSY-130 and PSY-131.

HSW-176 and HSW-177 are not university transferable. If you choose to work toward a degree program, you may be required to take PSY-250 and PSY-251.

If you wish to reduce your workload, you can take ENG-116 before entering the program.

## Admission Requirements

1. C+ in one of Provincial English 12, English Studies 12, English First Peoples 12, ENG-096, ENG-098, ESL-090 or equivalent; or English assessment.
2. Completed 20 hours volunteer work and *HSW Professional Reference Information Sheet*.
3. Signed *Human Services Requisite Skills and Abilities* document.
4. 300-word *HSW Letter of Intent* coming into the program and career goals.

## Priority Admission for Aboriginal Applicants

The British Columbia Human Rights Tribunal has provided Special Program approval to allow priority admission for a selected number of self-declared Aboriginal applicants to this program beginning in September 2013. For more information please refer to NIC's [Aboriginal Education Services](#) program page, or contact an Aboriginal Advisor at your local campus.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

## Transfer Credit and Credit for Prior Learning

Students with previous course work from another accredited institution may apply to transfer course credits to North Island College. For more information refer to [Steps to University Transfer](#) or contact Student Services.

Your previous life, work, or study experience, unassociated with formal education, may qualify for Prior Learning Assessment and Recognition (PLAR). Your knowledge and skills will be evaluated to determine if you meet the objectives for selected courses up to a maximum of 50 per cent of the program. To qualify for PLAR, you must apply to the program, meet all the program requirements, and complete the PLAR before entering the program or one term before the scheduled course(s). The fee for each PLAR course is 75 per cent of the regular course fee. Refer to [NIC policy #4-10: Prior Learning](#)

Assessment and Recognition. For information about which courses qualify for PLAR please contact the program department chair.

When you meet some learning objectives in a course(s) the assessment process may result in an exemption from some portion of the course(s). You will be required to register in the course and pay full tuition but your workload would be reduced. Note that eligibility for this process will be granted on an individual basis by the department. You must apply one semester in advance of the course start date. For more information please contact the program department chair.

## To Be Successful

- You must adhere to the program expectations document and the standards outlined in individual human service course guides (ie: attendance, confidentiality, professional conduct, etc). You are encouraged to review these documents and decide if you are able to meet the standards outlined. If you have concerns about meeting program expectations, you are encouraged to speak with a human services faculty member or college counsellor.
- Strong essay writing and good computer skills are required as you are expected to submit well-written, word-processed assignments and access online resources.
- If you are planning to continue into a university degree program in education, social work or child and youth care, ensure your elective choices are university transferable.

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# Curriculum

## Program Requirements

- ENG-116 Essay Writing and Indigenous Perspective
- HSW 130 The Educational Assistant in the Cross-Cultural Classroom
- HSW 131 Cross-Cultural Communication Skills in the Classroom
- HSW 132 Cross-Cultural Social Analysis
- HSW 134 Cross-Cultural Community Support
- HSW 136 Holistic Health and Well Being
- HSW 137 Support Strategies for Skill Development in Cross-Cultural Settings
- HSW 140 Indigenous Focus Human Service Practice Experience I
- FNS 160 First Nations Education: Traditional and Contemporary
- HSW-144 Indigenous Focus Human Service Practice Experience II
- PSY 250 Human Development from Conception through Childhood; **and**  
PSY 251 Human Development from Adolescence through Adulthood  
**OR**  
HSW-176 Human Development: 0-12 Years of Age; **and**  
HSW-177 Human Development: Adolescence Onward

## Completion Requirements

1. A letter grade of C (60%) or better in all classes.
2. A letter grade of P (Pass) in all Practicum courses.
3. You must receive a letter grade of C (60%) or better in all certificate courses (HSW, SSW, PSY-250 and PSY-251) to be promoted from one term to the next term. If you fail any course in the program you cannot progress until the course is passed. ENG-116 is not a requirement of progression but must be completed with a grade of C (60%) or better in order to obtain the credential.

In order to repeat a course, you must reapply to the program in a subsequent offering of the same term in which the failure occurred providing there is an available seat. If in repeating the course, you fail again, then you will be removed entirely from the program and can only re-enter by going through the admission process. Please note that you may be required to begin at term one.

If you failed a course, re-entered the program and successfully repeated the failed course, and then fail another course, you will be removed entirely from the program and can only re-enter by going through the admission process. Please note that you may be required to begin at term one.

Re-entering the program under any circumstance is dependent on an available seat and at the discretion of the human services department and in consultation with the Dean. If you fail a course, you may be asked to complete a learning assessment prior to being reconsidered for re-admission. These regulations are important to the profession to ensure that graduates have the required skills and knowledge, and are therefore deemed safe to practice.

4. All students are required to adhere to the program expectations document. Failure to adhere to these standards may result in your being required to leave the program.

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## FAQ

### Frequently Asked Questions

1. **What type of volunteer experience can I use when applying for this program?**  
You are required to complete 20 hours of volunteer experience in a human service agency, in direct contact with clients, prior to entering the program. Your supervisor must verify the number of hours completed and confirm that your performance with the volunteer organization was acceptable.
2. **Are class-related activities held in the evenings or on weekends?**  
Some classes are held in the evening, although most are scheduled during the day. You may be

required to work evenings or weekends for your practicum placement.

**3. Can I work while taking the program?**

The certificate program can be taken on a full-time or part-time basis, allowing more opportunity to work alongside your studies.

**4. What kinds of assignments will we do?**

You will write research papers, contribute to group projects, write tests and participate in many other classroom activities. Because you are expected to complete many essays and research papers, strong writing skills and computer literacy are important.

**5. How much homework can I expect?**

You should expect to spend at least one hour of homework for every hour of class.

**6. What kinds of work practice experiences are available?**

Workplace experiences are available in group homes, community outreach agencies supporting individuals with special needs, the school district, First Nations community organizations and other human service or community based agencies.

**7. Do I need a car?**

You will need to have reliable transportation to reach your practicum placements. You can also accept practicum placements located close to public transit or within walking distance.

**8. Can classes be transferred?**

Some classes are transferable to other BC universities and colleges. If you plan to continue into a university degree program in social work, child and youth care or education, ensure your elective choices are university-transferable. For more information, meet with an educational advisor

**9. Can I use this qualification in other provinces or countries?**

If you wish to pursue employment outside of BC, it is advisable to check required qualifications for your career in the province or country in which you want to work. Graduates of the Education Assistant/Community Support Worker program have used their qualifications to work in other jurisdictions, but it is important to confirm transferability with agencies ahead of time.

**10. What if I have a lot of experience in human services already?**

If you have worked or volunteered extensively in the human services field, you may be able to receive credit for your work. Prior Learning Assessment & Recognition (PLAR) is a process that allows you to receive credit for learning through employment, volunteering, workshops or other life experiences. You are required to pay a fee and complete some work to demonstrate your

knowledge and skill level in the course for which you wish to receive credit. For more information on PLAR, visit [Assessment Services](#).



# Human Services Diploma

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## Summary

### Program Length

1 year

### Locations

- Comox Valley

### Start Date

September

### Contacts

Student Services  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

### In the News

[NIC Students Learn to Think Like a Village](#)

*One-year diploma (post Education Assistant/Community Support certificate)*

### Summary

Build on your Human Services certificate and gain knowledge and skills to work in human service agencies providing community support, education assistance, social services and behaviour interventionism. You will make employer connections and gain practical skills as you participate in workplace practicums, community-based partnerships and research opportunities.

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## Highlights

### Program Highlights

NIC's human services department and its programs are part of a provincial network that ensures not only high-quality instruction and programming, but also transferability throughout the province. The program has links with Vancouver Island University, Camosun College and the University of Victoria through a Vancouver Island Collaborative Agreement, which fosters collaboration related to post-secondary education and training needs throughout the region. The human services department at NIC also works closely with community agencies to ensure that course content is current, relevant, and valued by employers in the field.

The Human Services diploma has a wide focus which allows you to pursue courses in community support, education assistance, social services or behaviour interventionism. A variety of employment options exist in human service agencies depending on the courses chosen and final practicum focus.

The diploma provides opportunities to enhance the knowledge and skills you developed in your certificate program and can be pursued on a part-time or full-time basis. The program runs from early September until late June and includes human services (HSW) and social services (SSW) courses.

During the diploma program, you can choose from a variety of university transfer courses, including but not limited to criminology, sociology, psychology, women's studies, First Nations studies and equity and social justice.

## Practice Experience

Practicum opportunities are an important component of the program, allowing you to integrate theory with practical experience in the community. You will connect with industry leaders and receive mentorship and guidance as you work directly with vulnerable populations. This could include local community organizations or international opportunities, depending on availability.

Weekly seminars provide additional learning and connections of theory with practice. You will be placed in a variety of settings including, but not limited to, agencies that support families or individuals who are struggling with financial or family challenges, violence, addiction or mental health. This allows you to learn exactly what the job entails and what skills are required. If you are interested in education and community support or behaviour interventionism you will be provided with practice placements relative to those fields.

This is a holistic approach to learning, and many students report that gaining related work experience while pursuing their education is helpful in obtaining employment afterwards.

## Career Opportunities

The Human Services diploma prepares you for employment in human services agencies that require two years of education and training.

If you wish to pursue a bachelor's degree, the Human Services diploma may provide you with transfer credit toward education, social work or child and youth care programs in the province. If you are planning to continue on to a university degree program, speak with an educational advisor to ensure your elective choices are transferable.

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# Admission

## Available to international

Yes

## Before Classes Begin

Attend a group information session. This mandatory session is designed to assist students in making an informed decision about pursuing a career in Human Services. The admissions department will send you an invitation with details regarding the date and time of the information session. Please note: NIC students who have completed their EACSW certificate are not required to attend this session.

Once accepted to the program but before classes begin, you will be required to:

- hold a Standard First Aid Certification with CPR Level C that will remain valid through to the end of the program.
- complete a Personal Immunization form which will be sent to you by the admissions office when you have a seat in the program. It must be validated by the public health nurse at your local

health unit. Please note: For NIC students who have completed their EACSW certificate and previously submitted this form, it is not a requirement.

- submit a Criminal Record Check permission form, which will be sent to you by Admissions once you are offered a seat in the program. Please note: Criminal record checks are valid for five years; previous NIC students may not need to resubmit this form.

## Admission Requirements

1. Completion of an Education Assistant/Community Support Certificate or Education Assistant/Community Support Certificate, Indigenous Focus or equivalent Human Services Certificate within the last 5 years with a minimum C (60%) in each course.
2. Applicants with credentials older than 5 years or from another institution are required to have the following:
  - a) Minimum C (60%) in each course.
  - b) Completed 20 hours volunteer work and *HSW Professional Reference Form*.
  - c) Signed *Human Services Requisite Skills and Abilities* document.
  - d) 300 word *HSW Letter of Intent* for coming into the program and career goals.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

## Transfer Credit and Credit for Prior Learning

Students with previous course work from another accredited institution may apply to transfer course credits to North Island College. For more information refer to [Steps to University Transfer](#) or contact Student Services.

Your previous life, work, or study experience, unassociated with formal education, may qualify for Prior Learning Assessment and Recognition (PLAR). Your knowledge and skills will be evaluated to determine if you meet the objectives for selected courses up to a maximum of 50 per cent of the program. To qualify for PLAR, you must apply to the program, meet all the program requirements, and complete the PLAR before entering the program or one term before the scheduled course(s). The fee for each PLAR course is 75 per cent of the regular course fee. Refer to [NIC policy #4-10: Prior Learning Assessment and Recognition](#). For information about which courses qualify for PLAR please contact the program department chair.

When you meet some learning objectives in a course(s) the assessment process may result in an exemption from some portion of the course(s). You will be required to register in the course and pay full tuition but your workload would be reduced. Note that eligibility for this process will be granted on

an individual basis by the department. You must apply one semester in advance of the course start date. For more information please contact the program department chair.

## To Be Successful

- All diploma students are required to complete a *Human Services Diploma Education Plan Checklist*, which includes a list of all of required courses and their chosen electives, and a timeframe for completion of the diploma program. Consult with an educational advisor or human services instructor to have questions answered and/or to make changes to the plan. You are responsible for ensuring their plan is designed to meet their educational goals. A copy of the plan will be kept on file with the department.
- If you are planning to continue on to a university degree program, consult with an educational advisor to ensure your elective choices are university transferable.
- It is your responsibility to ensure that you have a current criminal record search and updated First Aid prior to going into HSW-250.
- Strong essay writing and good computer skills are important as you are expected to submit well-written, word-processed assignments and access online resources.
- Review the [Human Services Requisite Skills and Abilities document](#) to determine if you are able to meet the standards outlined. If you have concerns about meeting program expectations, human services faculty members and college counsellors are available for guidance.
- You must receive a C or better in all classes in order to be promoted to the next term.

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# Curriculum

## Program Requirements

### Year 1

Completion of the Human Services Education Assistant/Community Support Certificate or Human Services Education Assistant/Community Support Certificate, Indigenous Focus

### Year 2

5 courses totaling 15 credits chosen from:

- SSW 120 Foundations of Social Work Practice
- SSW 122 Social Welfare In Canada
- SSW 201 Family Relationships
- SSW 203 Conflict Management
- SSW 204 Program Planning, Development and Implementation
- SSW 205 Introduction to Group Work Practice
- SSW 206 Self Care in Human Services

- SSW 207 Law and Social Services
- SSW 208 Social Work Practice in Mental Health and Addictions
- SSW 209 Contemporary Perspectives on Substance Abuse
- SSW 210 Community Development
- or any 200 level HSW courses

**Plus**

- HSW 250 Advanced Practice Experience

**Plus** 5 courses totaling 15 credits chosen from: Any English, humanities, or social sciences courses that transfer to BC degree granting institutions.

## Completion Requirements

1. A letter grade of C (60%) or better in all classes.
2. A letter grade of P (Pass) in all Practicum courses.
3. Students must receive a letter grade of C (60%) or better in all core (HSW, SSW and PSY 250 and PSY 251) courses to be promoted from one term to the next term. A student who fails any core course in the program cannot progress until the course is passed. University Transfer and ENG 115 or ENG 125 courses are not a requirement of progression but must be completed with a grade of C (60%) or better in order to obtain the credential.

In order to repeat a core course, you must reapply to the program in a subsequent offering of the same term in which the failure occurred providing there is an available seat. If in repeating the course, you fail again, then you will be removed entirely from the program and can only re-enter by going through the admission process. Please note that you may be required to begin at term one of the diploma year.

If you fail a core course, re-enter the program and successfully repeat the failed core course, and then fail another core course, you will be removed entirely from the program and can only re-enter by through the admission process. Please note that you may be required to begin at term one of the diploma year.

Re-entering the program under any circumstance is dependent on an available seat and at the discretion of the human services department and in consultation with the Dean. If you fail a core course you may be asked to complete a learning assessment prior to being reconsidered for re-admission. These regulations are important to the profession to ensure that graduates have the required skills and knowledge, and are therefore deemed safe to practice.

4. All students are required to adhere to the program expectations document and the Canadian Association of Social Workers Code of Ethics and Guidelines for Ethical Practice. Failure to adhere to these standards may result in your being required to leave the program.

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# FAQ

## Frequently Asked Questions

1. **What type of volunteer hours do I need to qualify for the program?**

You are required to complete 20 volunteer hours in a human service agency, in direct contact with clients, prior to entering program. You must have a supervisor verify the number of hours completed and confirm acceptable performance.

2. **Will I have to go to class-related activities in the evenings or on weekends?**

There are some classes in the evening, although most are scheduled during the day. You may be required to work evenings or weekends for your practicum placement.

3. **Can I work while taking the program?**

The diploma program can be taken on a full-time or part-time basis, allowing more opportunity to work alongside your studies.

4. **What kinds of assignments will we do?**

You will write several research papers, take part in group projects, complete video assignments, write tests and participate in a number of other classroom activities. There are many essays, research papers and written assignments; therefore, strong writing and computer skills are important.

5. **How much homework can I expect?**

You should expect to spend at least one hour on homework for every hour of class.

6. **What kinds of practicums are available?**

Practicums are available in group homes, women's shelters, drug and alcohol recovery centers, the school district, mental health drop-in centres, First Nations community organizations, preventative family based programs, employment agencies and a variety of other human service or community based agencies.

7. **Do I need a car?**

It is an asset to have a vehicle. If you do not, you will need to find alternate transportation to practicum placements or accept practicum placements which are located close to public transit or within walking distance.

8. **Can classes be transferred?**

At this point, some classes transfer to other universities and colleges. However, if you plan to

pursue a degree after the program, some bridging classes may be necessary. For more information, meet with an educational advisor.

**9. Can I use this qualification in other provinces or countries?**

You should check with the province or country in which you want to work. Graduates have used their qualifications to work in other jurisdictions; however, it is important to confirm transferability with agencies ahead of time.

**10. What if I have a lot of experience in human services already?**

If you have worked or volunteered extensively in the human services field, you may be able to receive credit for your work. Prior Learning Assessment and Recognition (PLAR) options exist for courses and practicums, but you still have to pay a fee and carry out some work to demonstrate your knowledge and/or skill level in the course for which you are trying to receive credit. For more information on PLAR, visit [Assessment Services](#).

# Industrial Automation Technician Diploma

Alternate title #1: Instrumentation  
Alternate title #2: Process Control  
Alternate title #3: Electrical Control

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## Summary

### Program Length

1 year

### Locations

- Campbell River

### Start Date

September

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*nine-month diploma (post Electronics Technician Core certificate)*

## Summary

Learn to work on all types of electronic systems including motor controls and programmable logic controllers, data acquisition, process control systems and robotics. You'll work with state-of-the-art equipment and technology, with a combined total of 1,400 hours of practical training, including a capstone project. As a graduate you'll qualify to work in a variety of industries including renewable energy, oil and gas, manufacturing and more.

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## Highlights

### Program Highlights

As an industrial automation technician you will design, install, and maintain electronics equipment used in modern industrial processes. You will work on a wide range of systems, from the simplest fuses and motors to sophisticated electronic computer interface boards, motor drives, programmable logic controllers, solid-state devices and robotics.

You will take three courses in instrumentation and process control, two courses in programmable logic controllers, two courses in electrical power and power electronics and one course in each of AutoCAD, industrial control of chemical processes, fluid power and data acquisition. Each course uses state-of-the-art technology and equipment, including industrial robots. An intensive hands-on lab program is supplemented with industry-relevant field trips.

You will be introduced to the types of specialty equipment typically used in the industrial automation industry. These include instrumentation and process control systems, programmable logic controllers



(PLCs) of all types, variable frequency drives or inverter drives, human machine interfaces (HMIs), fluid systems including hydraulic and pneumatic positioners and drives, robotics and controls and microprocessor-operated equipment of many different types. Computers are used to interface with all of these systems and equipment.

You will accumulate 700 hours of hands-on lab time in the first year core program and 700 hours during the second year of the program, for a total of 1,400 hours of practical training upon completion. In some provinces, this time credit can be applied toward your apprenticeship.

If you hold a Red Seal in an electrical trade, you may be eligible to enter this program through an alternative route. This involves an assessment of your prior learning from your apprenticeship and recommendations for any studies needed. Contact the instructor for further information.

NIC's Industrial Automation Technician program has been accredited by the Canadian Forces and graduates can gain advanced standing as a naval electronics technician. For more information, visit [Paid Education](#).

## Career Opportunities

As an Industrial Automation Technician graduate, you will discover career opportunities in high demand fields such as engineering design, maintenance, industrial control, supervisory control and data acquisition, industrial networking and technical sales. Or, transition into an instrumentation or electrical apprenticeship with advanced standing.

Graduates typically obtain well-paying careers in industries including renewable energy, transportation, forest products, pulp and paper, chemical processing, oil/gas/petroleum, mining and metal processing, steam generation and utilities, water and waste water treatment, food and beverage manufacturing, pharmaceuticals, textiles, materials handling and electronics/semiconductors manufacturing. Due to the increasing use of electronics in all of these fields, opportunities will continue to grow.

## Supply List

You are required to obtain the following basic supplies and tools:

- three-ring binder
- pen, pencil, highlighter
- lined paper and graph paper
- ruler
- scientific calculator

The following is recommended:

- A tablet or laptop capable of displaying PDF files

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# Admission

## Available to international

Yes

## Admission Requirements

1. Successful completion of the Electronics Core Technician program or the "core" electronics course requirements at any college or institute that is a member of the International Electronics Technician Articulation Committee.

OR

2. Submit the following:
  - a) post-Secondary educational transcripts or related training documentation and, if applicable
  - b) documentation of workplace hours in related discipline, and
  - c) interview with instructor, after review of above documents.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

## To Be Successful

- Teamwork, an aptitude for mathematics and good communication and analytic skills are basic to success.
- Enthusiasm, coupled with adaptability, flexibility and good computer skills are also a necessity.

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# Curriculum

## Program Requirements

- ELC 201 Process Measurement
- ELC 205 Process Control Devices
- ELC 206 Process Control Systems
- ELC 215 Programmable Logic Controllers I
- ELC 216 Programmable Logic Controllers II
- ELC 220 AutoCAD for Technicians
- ELC 230 Industrial Power Electronics
- ELC 235 Electrical Power Circuits and Machines
- ELC 240 Industrial Control of Chemical Processes
- ELC 250 Fluid Power Controls

- ELC 260 Data Acquisition and Control Systems
- ELC 270 Control System Project

### Completion Requirements

To pass the program you are required to attain a minimum of 70% in each course.

# Joinery/Cabinetmaking Foundation

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## Summary

### Program Length

39 weeks

### Locations

- Port Alberni

### Start Date

September

### Contacts

#### Questions?

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Nine-month certificate*

## Summary

Learn the art and trade of designing, constructing, finishing and repairing a wide range of high-quality wood products and earn apprenticeship technical training credit toward your Interprovincial (Red Seal) certification. As a graduate, you can pursue a career in furniture restoration or manufacturing, millwork and cabinets, marine joinery, residential finishing carpentry, sales or as a self-employed artisans.

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## Highlights

### Program Highlights

The Joinery/Cabinetmaking Foundation program is a great choice, whether you are starting your first career, changing your career or simply want to pursue your interest and build your skills in an outstanding woodworking program. Some woodworking experience is an asset but there is no previous experience required to take this program. You can expect the following throughout the program:

**Design.** You will learn the principles and elements of design, and apply this knowledge by designing your own shop projects.

**Shop drawing.** A project design requires a shop drawing. You will begin with free-hand sketching, move to drawing by hand, and advance to computer drawing programs.

**Technical woodworking skills.** You will develop skills with hand tools, power tools and larger woodworking machines. You will be well-prepared to work in small shops with limited tools or high-end industrial facilities with machinery, such as:

- one each of: scroll saw, wide belt sander, edge sander, dovetailer, CNC router, flap wheel sander, disk sander, vacuum press, pneumatic cutoff saw and edge bander
- two each of: panel saws, horizontal slot mortisers and router tables
- three each of: jointers, bandsaws and chisel mortisers
- four each of: planers and lathes

**Best in world safety.** NIC's program covers Canadian standard safety practices and provides the opportunity to study higher safety practices in place around the world.

**Sustainable approach.** This program is committed to the use of sustainable building materials and practices. Preference is given to local or Vancouver Island wood products and woods that are indigenous to North America. Sheet goods are selected for low emissions while finishing techniques emphasize natural oils and water-borne technologies.

**Four-day school week.** This is a full-time program starting in September and ending in early June. Classes are Monday to Thursday and allow you to seek part-time work if you so choose. You will spend one-third of your time in lectures and demonstrations, and two-thirds of your time in the joinery shop. Field trips to a variety of woodworking businesses and visits from guest speakers are also scheduled.

Upon completion, you will have the training requirements for the first year of the four-year Joiner apprenticeship to the Interprovincial (Red Seal) standard. Upon entering an apprenticeship, you will be eligible to receive technical training credit for Level 1 and 475 hours of work-based credit toward your apprenticeship hours requirement.

As a graduate, you will earn a certificate in both furniture design/construction and joinery/cabinetmaking.

## Career Opportunities

As a graduate of the Joinery/Cabinetmaking Foundation program, you will be eligible for employment in millwork, furniture, cabinets and marine joinery. The placement rate for program graduates in the joinery industry is high. Job titles can range from residential finishing carpenter to salesperson or woodworking business owner.

## Supply List

**Materials:** You are responsible for the material costs of your projects. These costs will vary from \$500 to \$1000 based on the design of the project and materials selected.

**Texts:** Visit the NIC bookstore for a current list

**Stationery:** Available at the NIC bookstore

- Sharp TI-30Xa (recommended)
- graduated metric 900 mm T-Square

**Drafting Equipment:** Available at the NIC bookstore:

- set square - 30/60/90 degree, Staedtler 964 16-60
- set square - 45/45/90 degree, Staedtler 964 14-45
- scale ruler, Metric, Staedtler 987 18-SI
- good quality white eraser

## Optional

- eraser shield, Staedtler 529-50
- drawing compass, 559-02
- mechanical pencils in: .3mm in 6H lead; .5mm in 2H or 4H lead; .9mm in 2H lead

## Safety Equipment:

- WCB-approved safety glasses
- WCB-approved hearing protection
- closed-toe leather boots or shoes

Tools: all tools are supplied except a tape measure

- flexible tape measure, metric, five metre, good quality

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# Admission

## Available to international

Yes

## Admission Requirements

1. C in one of English 10, Composition 10, Creative Writing 10, Literary Studies 10, New Media 10, Spoken Language 10, English First Peoples Writing 10, English First Peoples Literary Studies 10, English First Peoples New Media 10, English First Peoples Spoken Language 10 or NIC ENG-035; or C+ in Communications 11 or equivalent; C+ in ESL-051, ESL-054 and ESL-057, or certified CLB 7; or successful NIC English assessment; and
2. C in one of Principles of Math 10, Applications of Math 11, Apprenticeship and Workplace Math 11, Workplace Math 11, Foundations of Math 11, NIC MAT-033, NIC MAT-055, or equivalent; or successful NIC math assessment.
3. High school graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

## To Be Successful

- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact an educational advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition to the stated prerequisites, secondary school equivalent courses in science, physics and drafting are considered an asset.
- The most important key to success is the desire to become a quality tradesperson. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.
- Trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning along with good math and communication skills.
- There is also an expectation of physical activities such as lifting, working on ladders and scaffolding or in confined spaces, and under various weather conditions.
- You will be required to stay focused for prolonged periods.

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# Curriculum

## Program Requirements

### 1. Joinery/Cabinetmaking Foundation (26 weeks)

- JNY 100 Introduction to the Joinery Trade and Safety
- JNY 105 Identify Materials
- JNY 110 Identify Woodworking Joints
- JNY 115 Apply Layout Techniques
- JNY 120 Use Hand Tools
- JNY 125 Use Portable Power Tools
- JNY 130 Use Woodworking Machines
- JNY 135 Use Assembly Techniques
- JNY 140 Apply a Finish
- JNY 145 Install Millwork

### 2. Furniture Design & Construction Certificate (13 weeks)

- WJC 100 Drafting for Joinery/Cabinetmaking
- WJC 120 Wood Products Design for Joinery/Cabinetmaking
- WJC 130 Wood Finishing for Joinery/Cabinetmaking
- WJC 150 Marine Joinery
- OFA 001\* WHMIS General

- OFA 010\* Occupational First Aid Level 1

**\*Note:** Students not having current, valid First Aid and WHMIS certification are required to take these courses to meet program requirements. Separate fees will be charged for First Aid and WHMIS.

### Completion Requirements

A minimum average of 70% for each course is required to pass the program. Successful completion of all courses in the program is necessary to receive the Furniture Design/Construction and the Joinery/Cabinetmaking certificates.



# Landscape Horticulture Apprenticeship Training

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## Summary

### Program Length

12 weeks/lvl

### Locations

- Comox Valley

### Start Date

TBD

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

### In the News

[NIC Horticulture program gives students a foot in the door](#)

*Industry Training Authority (ITA) approved*

## Summary

Gain highly sought after landscape maintenance and design skills while you work toward your Interprovincial (Red Seal) certification. NIC works closely with industry professionals to ensure you receive the best and most current training to prepare you for work at landscaping companies, municipal parks, garden centres and horticulture businesses. Sponsorship is available through [HortEducation.ca](http://HortEducation.ca) for Level 1 so you can register as an apprentice.

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## Highlights

### What is Landscape Horticulture?

Landscape horticulture is the art of selecting, handling and utilizing ornamental trees, shrubs, and turf grass for the design, development and maintenance of public and private landscape spaces. A landscape horticulturist prepares soil and cultivates, prunes, and irrigates plants to maintain plant health. They also control plant pests using integrated pest management techniques.

### Landscape Horticulture Technical Training

All NIC training programs follow the criteria set by the Industry Training Authority (ITA) to ensure your trade qualification meet industry standards.

LHA 100, Level 1, 12 weeks - Comox Valley  
LHA 200, Level 2, 12 weeks - Comox Valley

This apprenticeship program is designed for those currently working and those planning to work in landscaping. Level 1 will be of interest whether you are a recreational gardener, looking for a career change or starting out in your career. It is designed for those currently working and those planning to work in landscaping. No experience? No problem. [HortEducation.ca](http://HortEducation.ca) will sponsor you so you can register with the Industry Training Authority (ITA) as an apprentice. Potential employers include landscape companies, municipal parks, golf courses, garden centres, nurseries and horticulture-related businesses. Study part time during the evening and weekends, allowing you to further your education while maintaining employment. Please note that no work experience in landscaping is required to apply to this program.

An apprenticeship is a combination of on-the-job training and classroom learning that leads to a trade credential - or "ticket". An apprenticeship is established when an employer agrees to sponsor an employee, and both employer and employee register with the Industry Training Authority (ITA). If you are already working in the field, you and your employer can register with the ITA to get your ID# and start tracking your work hours. Those who do not already have an employer or experience in the industry may use HortEducation BC as their sponsor for this first level of training.

NIC works closely with industry to ensure your apprenticeship training is of the highest quality, including an enriched curriculum with additional topics on landscape maintenance and design, giving you value-added skills attractive to employers.

For upcoming training schedules view the Schedules tab.

For more information on apprenticeships visit the [ITA website](#), or [HortEducation.ca](http://HortEducation.ca).

Upon completion, you will be prepared to write your Industry Training Authority Level 1 and Level 2 exam toward your Interprovincial Red Seal.

## Grants and Tax Credits

You may be eligible for federal grants and provincial tax credits of \$1,000 or more after completing each level of technical training and the accompanying work-based hours. A completion grant is also available on certification. Visit the [ITA website](#) for additional information.

## Supply List

- CSA-approved, steel-toed footwear
- Calculator
- Safety Glasses
- Secateurs
- Work gloves
- Rainwear
- Notebook, paper, pen and ruler
- Binder for course materials
- Beginner drafting kit - Staedtler 10-piece set or similar

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## Admission

Available to international

No

## Admission Requirements

1. Applicants must be ITA registered apprentices. An Industry Training Authority individual ID number (ITA-ID) is required. If you do not have an ITA-ID, you will need to register with the ITA prior to admission at [www.itabc.ca](http://www.itabc.ca).
2. With no experience contact HortEducation.ca for a sponsorship number to provide the ITA.
3. Complete and submit the *NIC Application for Admission* form, writing "Landscape Horticulture Apprenticeship Training - Level 1 or Level 2" as the program name.
4. Complete and submit the *NIC Apprentice Training Registration* form.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

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# Curriculum

## Program Requirements

Apprentices enrolling in technical training must take their training in sequential order, levels 1, then 2, then 3 then 4. You must complete all levels of technical training to be eligible to write the Interprovincial (Red Seal) examination. NIC is currently only offering Level 1 and Level 2 Landscape Horticulture training.

### LHA 100 - Landscape Horticulture Apprenticeship - Level 1 Enriched

- TBA

### LHA 200 - Landscape Horticulture Apprenticeship - Level 2 Enriched

- TBA

Dates and classes may change or be cancelled depending on demand.

## Landscape Horticulture Fundamentals Certificate

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### Summary

#### Contacts

Student Services  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

#### In the News

[NIC Horticulture program gives students a foot in the door](#)

#### Summary

NIC is currently not accepting applications for the Landscape Horticulture Fundamentals Certificate. If you are interested in this program, you should apply to [Landscape Horticulture Apprenticeship - Level 1 Enriched](#).

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## Highlights

### Program Highlights

Landscape horticulture is the art of selecting, handling and utilizing ornamental trees, shrubs and turf grass for the design, development and maintenance of public and private landscape spaces. The Landscape Horticulture Fundamentals certificate program is an intensive evening/weekend program that is a good starting point for anyone planning to continue their studies in more specialized horticultural disciplines or pursue entry-level work in horticulture. The program is also suitable for the recreational gardener who wants to increase their horticultural knowledge.

The program provides a solid foundation in horticulture while focusing on landscape maintenance skills and introducing landscape design considerations. Courses cover a wide range of topics, including horticulture practices, equipment, and organizational skills; plant identification, health and science; soil; landscape maintenance skills and design fundamentals. You will complete WHMIS certification and spend a good part of the program practicing your new skills on campus.

Already working in the landscaping industry or wanting to start a new career in the field? Work toward your Interprovincial (Red Seal) designation with [Level 1 Landscape Horticulture apprenticeship](#) training at NIC.

### Career Opportunities

As a graduate, you will be well-prepared for entry level positions within the ornamental landscape industry, including private landscape companies, municipal parks, golf courses, garden centres, vegetable farms, orchards and more.

### Supply List

- CSA-approved, steel-toed footwear
- calculator
- secateurs

- work gloves
  - rainwear
  - notebook, paper, pen and ruler
  - binder for course materials
  - beginner's drafting kit - Staedtler 10 piece or similar
- 

## Admission

### Available to international

No

### Admission Requirements

1. C in English 10, NIC ENG-035 or equivalent; or successful NIC English assessment testing.

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

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## Curriculum

### Program Requirements

- LHC 101 Horticulture Practices
- LHC 102 Horticulture Equipment
- LHC 103 Horticulture Organizational Skills
- LHC 120 Plant Identification
- LHC 121 Plant Science for Horticulture
- LHC 122 Plant Health
- LHC 130 Understanding Soil
- LHC 140 Landscape Maintenance Skills
- LHC 141 Landscape Design Fundamentals
- OFA 001 WHMIS General

### Completion Requirements

You must have successfully passed all courses with a minimum of 70% to receive your Landscape Horticulture Fundamentals certificate.

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# Lather: Wall & Ceiling Installer

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## Summary

### Locations

- Campbell River

### Start Date

July 15

### Contacts

Christine Boyer  
Administrative Assistant, Dean of Trades & Technology  
christine.boyer@nic.bc.ca  
250-923-9722

*Industry Training Authority (ITA) approved*

### Summary

- Work toward your Interprovincial (Red Seal) designation
- Advance your skills and qualifications in the building trade

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## Highlights

### Program Highlights

As prescribed by the Industry Training Authority a “Wall and Ceiling Installer” is a person who installs, handles, erects and applies materials that are component parts in the construction of ceilings and walls. Module A and Module B are the first of 4 modules in the program and will focus on introduction to the trade, safety, estimating a job, and basic lather trade skills.

Wall and Ceiling Installers play an important role in the construction industry particularly in commercial, high-rise and residential buildings. Wall and Ceiling installers install, handle, erect and apply materials that are component parts in the construction of ceilings and walls. They install support frameworks for ceiling systems, interior and exterior walls and building partitions to prepare for the installation of drywall or plaster walls and ceilings. They also install curtain walls, perform acoustical installations, and install shielded walls. Wall and Ceiling Installer is designated as Lather (Interior Systems Mechanic) under the Inter-provincial Red Seal program.

The program is delivered over two months, full time and is comprised of theory and hands-on training. Classes run five days a week, 8:30am - 3:30pm, Monday through Friday. The program has limited seating due to the applied nature of the training.

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# Admission

## Available to international

No

## Admission Requirements

1. Applicants must be ITA registered apprentices. Please see [www.itabc.ca](http://www.itabc.ca) for details.
2. Complete and submit the *NIC Application for Admission* form, writing "Lather" and the level of training requested as the program name.
3. Complete and submit the *NIC Apprentice Training Registration* form.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

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# Curriculum

## Program Requirements

### LTA-100 Lather: Wall & Ceiling Installer Module A

- 2015 Spring: June 8 to July 3

### LTA-200 Lather: Wall & Ceiling Installer Module B

- 2015 Summer: July 6 to August 4

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## Supply List

Required Equipment: Students are required to provide the following list of personal protection gear:

- Weather appropriate clothing
- 8 " High Steel Toe Safety Boots (Shoes)
- Safety Glasses
- Hard hat
- Ear Protection
- Gloves

**Personal Tools:** In addition to the personal protective gear, student will be responsible for personalized tools for use during the training which will also be relevant to your future job site. Once students have applied to the training program a detailed list of required tools will be provided.



# Legal Administrative Assistant - Applied Business Technology Certificate

Alternate title #1: Office Administration, Legal Administrative Assistant

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## Summary

### Program Length

1 year

### Locations

- Online

### Start Date

Varies by course. Contact an educational advisor.

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

### Summary

NIC is not currently accepting applications for the Legal Administrative Assistant program due to changes in the province-wide delivery of this credential. Applicants interested in other ABT programs should make an appointment with an educational advisor.

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## Highlights

### Program Highlights

Develop new office administration skills to advance your career with flexible and supportive online classes designed to give you specialized legal administration skills to advance your career in a wide range of businesses and organizations.

This certificate consists of 11 online legal courses, beginning with an introduction to the Canadian legal system. You will be introduced to legal office procedures, litigation, family litigation procedures, conveyance procedures, corporate procedures and wills and estates.

You will participate in hands-on projects that integrate keyboard, computer, transcription, and document formatting skills with your legal knowledge. You are also familiarized with specialized terminology used in corporate procedures and will gain the practical experience necessary for maintaining records of a British Columbia corporation.

By completing these diverse and specialized legal courses, you will discover a variety of employment and career advancement opportunities.

## Career Opportunities

As a Legal Administration Assistant graduate, you will qualify for a wide variety of administrative support positions in law, corporate, government, federal, provincial and municipal government offices, notaries public, insurance and real estate offices.

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## Admission

### Available to international

No

### Admission Requirements

NIC is no longer accepting applications for the Legal Administrative Assistant program due to changes in the province-wide delivery of this credential. Applicants interested in other ABT programs should make an appointment with an educational advisor.

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

### Transfer Credit and Credit for Prior Learning

If you are transferring from other colleges or institutions, you may be given transfer credit for course work upon presentation of transcripts provided the course credit was awarded no more than three years prior to the application for transfer credit to a maximum of 50 per cent of the certificate's required courses.

If you are a recent high school graduate it is recommended you meet with an educational advisor to determine if any of your high school credits are eligible for transfer credit. If you have prior office work experience and wish to enter a certificate program, contact the department chair to determine your eligibility and program planning needs.

### To Be Successful

- Contact an educational advisor to help create an education plan that meets your goals within the available time needed to complete the program.
  - You will need access to a computer (a Mac computer is not recommended), the Internet and access to email. Applied Business Technology programs require a minimum operating system of Windows 7 or higher and a minimum of Office 2013 or higher. Additional software, supplies or equipment may be required for some courses.
-

# Curriculum

## Program Requirements

### First 10 months

- Complete the Applied Business Technology - Office Assistant I certificate

### Next 10 months

- ABT 102 Keyboarding II
- ABT 170 Introduction to the Canadian Legal System
- ABT 171 Legal Office Procedures
- ABT 172 Litigation Procedures I
- ABT 173 Litigation Procedures II
- ABT 174 Family Litigation Procedures
- ABT 175 Conveyancing Procedures I
- ABT 176 Conveyancing Procedures II
- ABT 177 Corporate Procedures I
- ABT 178 Corporate Procedures II
- ABT 179 Wills and Estates

## Completion Requirements

- To be eligible to receive a certificate, you must achieve a minimum of 70% (B-) in each course listed for the certificate; except ABT 102 requires exit speed of 50 wpm.

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## FAQ

### About Online Learning

Online learning is the most rapidly expanding mode of teaching and learning on the planet. Online is ideal for students who wish to learn in their own environment using the Internet. Online learning allows you to learn, while also connecting with others. Applied Business Technology (ABT) course materials are available through the BC Campus portal and the technology is used to communicate with peers and instructors, and to submit assignments. The courses are delivered by a collaborative of North Island College and other post-secondary ABT instructors to students around the province.

Working in an online class in the Applied Business Technology online program is much the same as working in a face-to-face class. Interacting with peers in class discussions, and completing course work are accomplished in your time and place. Online learning provides access to the best course content and to qualified online instructors. Flexibility in the time taken to complete online courses is important to learners. You can attend your virtual classes when and where it is most convenient for you.

Planning and managing your time are keys to success in online learning. It is important to decide how much time you want to spend online and on which days. You must dedicate the required hours per week, but you choose the time (anytime during the day or night - 24 hours a day, seven days a week) to participate in your online course and meet deadlines. If you are a self-motivated, self-disciplined, and organized person - online learning will offer many benefits.

Your online instructor is available to assist you with guiding your learning, reviewing course content and assisting with any learning difficulties. You have the course materials, online instructor resource, online course progress, online web tools and your online class peers available to you for learner-centred activities. Your online instructors are available to answer questions and assist you with assignments through the pager, LiveRoom Chat, discussion, and email components of every course. The ABT online courses may include chat sessions, messaging, course mail, a public bulletin board for class discussions, calendars, study tips, and online assistance, as well as web-based course materials, quizzes, glossaries and links to other websites and resources. Online learning and research enables you to expand your educational experience to advance your career.

# Marine Training

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## Summary

### Program Length

Varies by course

### Locations

- Campbell River

### Start Date

Varies

### Contacts

Agnes Sharkie  
250-923-9750  
agnes.sharkie@nic.bc.ca

*Industry-approved education and training for both experienced and emerging mariners.*

## Summary

NIC provides industry-approved training for both experienced and emerging mariners. Learn boat safety, hazards, emergency response, survival and rescue and more. Prepare to write the certification exams from Transport Canada, Industry Canada and Canadian Power Squadron.

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## Highlights

### FULL LIST OF MARINE COURSES OFFERED AT NIC

*See Courses tab or click course name for details*

- Chartwork and Pilotage Level 2 (NAU-032)
- Marine Basic First Aid & CPR C (FAC-082)
- Marine Advanced First Aid & CPR C (FAC-084)
- Domestic Vessel Safety (DVS) (MED-032)
- Master, Limited/Fishing Master IV (NAU-014)
- Restricted Operator Certificate - Maritime (ROC-M) (NAU-016)
- Restricted Operator Certificate - Maritime Commercial (ROC-MC) (NAU-051)
- Ship Construction & Stability Level 3 (SCS 3) (NAU-023)
- Simulated Electronic Navigation Ltd (SEN-L) (NAU-030)
- Small Non-pleasure Domestic Vessel Basic Safety (SDV-BS) (MED-003)

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

## Course offerings

All our courses are offered throughout the year via 3 options:

1. Scheduled courses on our Campbell River Campus
2. Contracted courses taught at one of our other campuses in Courtenay, Port Alberni, or teaching centres at Ucluelet, Port Hardy or Mount Waddington
3. Contracted courses that we teach in your remote location with our instructor and Marine Training van at your site

If you are looking for contract training, contact [continuingeducation@nic.bc.ca](mailto:continuingeducation@nic.bc.ca) for a quote when you know:

- Which courses you would like
- How many people you would like trained
- Target dates
- Where you would like the training

## Browse Schedules & Costs

Marine training courses are offered year-round in Campbell River or contact us about delivering marine training for your group at the location of your choice. Contact 250-923-9750 or [continuingeducation@nic.bc.ca](mailto:continuingeducation@nic.bc.ca).

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# Admission

## Available to international

No

## Admission Requirements

While we do not require specific academic prerequisites, it is advisable that your skills in Mathematics are to a level of at least Grade 10 (MAT-033). North Island College provides assessment and upgrading services to meet this requirement.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

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# Curriculum

## Courses

### Marine Emergency Duties (MED) - Domestic

Marine Emergency Duty training is required for working on all ships and the course required depends on the size, type and voyage of vessel. The NIC MED courses provide seafarers on small, domestic vessels with an understanding of the hazards associated with the marine environment and with their vessel and provide them with the skills to cope with these hazards to an extent appropriate to their functions on board.

- MED 032 Domestic Vessel Safety (DVS)
- MED 003 Small Non-Pleasure Domestic Vessel Basic Safety (SDV-BS)

### Marine First Aid

If you are looking for employment on commercial ships, fishing vessels, the Canadian Coast Guard, or BC Ferries or perhaps are a pleasure boater who wants to be more prepared, First Aid Certification is key.

- FAC 082 Marine Basic First Aid & CPR C
- FAC 084 Marine Advanced First Aid & CPR C

Marine Basic First Aid is required by:

1. Any person who wants to obtain a rating certificate or endorsement or who wants to obtain a Master or Chief Mate Limited certificate;
2. The person designated to provide first aid on board a vessel engaged on a near coastal voyage, class 2 or sheltered waters voyage

Marine Advanced First Aid is required by

1. Any person who wants to obtain a Master's or Officer's certificate of competency or endorsement;
2. The person designated to provide first aid on board a vessel engaged on a near coastal voyage, class 1 or unlimited voyage.

*This information is summarized from the Transport Canada website. Find more information here <http://www.tc.gc.ca/eng/marinesafety/bulletins-2009-03-eng.htm> or contact Transport Canada directly.*

## Professional Radio Operator Certificates

Radio operator certifications ensure proficiency in marine communication. The *Restricted Operator Certificate - Maritime (ROC-M)* is mainly intended for pleasure boaters and certificates are issued by the Canadian Power and Sail Squadrons. *The Restricted Operator Certificate - maritime Commercial*

(ROC-MC) is intended for mariners serving on compulsorily fitted commercial ships (Global Maritime Distress and Safety Systems or GMDSS) within the North American A1 Sea Area, as defined in [Radio Aids to Marine Navigation](#). ROC-MC is an Industry Canada-issued certificate. Both certificates are good for life.

- NAU 016 Restricted Operator Certificate - Maritime (ROC-M)
- NAU 051 Restricted Operator Certificate - Maritime Commercial (ROC-MC)

### Simulated Electronic Navigation

NIC offers the SEN-L course, which meets the requirements of the Marine Personnel Regulations for the Domestic Fishing, Chief Mate and Master certificate of competency. These competencies will help promote safety of life at sea, protection of marine environment in regards of training of our masters and officers in the application of electronic navigation systems and instruments typically found onboard coastal vessels and maintaining watchkeeping standards.

- NAU-030 Simulated Electronic Navigation Limited (SEN-L)

### Crew Certification - What training do I need?

Certification that shows a crew has the minimum level of training required is mandatory for all non-pleasure vessel crews in three areas: first aid, operator competency and basic safety training. Please see the [Transport Canada website](#) for more information.

### Certificates of Competency

Every vessel operator must be certified at the appropriate level, or higher, for the size and type of vessel and the voyage that is being undertaken. Certificates of Competency (CoC's), or Operator Competency Certificates, are issued by Transport Canada and applicants are only eligible for these certificates once all requirements are met. Requirements usually include several courses, time in sea service, a seafarer's medical exam, and an oral exam with a Transport Canada examiner. Following are some of the CoC's that are available and that NIC offers some coursework for. Note that the marine training offered at NIC may also meet some of the requirements for other CoC's. Be sure to confirm the requirements you need with Transport Canada.

### Small Commercial Vessels - Operator Competency Certificates

#### Small Vessel Operator Proficiency (SVOP)

This course will assist you in safely operating a small, non-pleasure, and power vessel. It was designed by Transport Canada for 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 or a sheltered waters voyage. Topics include basic nautical terminology, vessel hull types and configurations, basic seamanship, collision regulations, stability, safety on the job, marine weather, navigation, distress signaling and rescue. This course is often taken together with MED A3 and ROC-M.

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

#### Master, Limited

This certification is for mariners operating commercial vessels less than 60 gross tonnage. For full certification requirements see the Transport Canada website. NIC offers the following coursework towards this certification:



- NAU 014 Master, Limited/Fishing Master IV (includes Navigation Safety Level 1 and Chartwork & Pilotage Level 1)
- NAU 016 Restricted Operator Certificate - Maritime (ROC-M)
- NAU-030 Simulated Electronic Navigation Limited (SEN-L)
- MED 032 Domestic Vessel Safety (DVS)
- FAC 082 Marine Basic First Aid & CPR C

#### Master 150 Gross Tonnage (Domestic)

This certification is for Masters on board a vessel of not more than 150 gross tonnage engaged on a near coastal voyage, Class 2, and as Master on board a vessel of not more than 500 gross tonnage engaged on a sheltered waters voyage. NIC offers the following coursework towards this certification:

- NAU 014 Master, Limited/Fishing Master IV (includes Navigation Safety Level 1 and Chartwork & Pilotage Level 1)
- NAU 023 Ship Construction & Stability Level 3 (SCS 3)
- NAU-030 Simulated Electronic Navigation Limited (SEN-L)
- NAU 032 Chartwork and Pilotage Level 2
- MED 032 Domestic Vessel Safety (DVS)
- FAC 084 Marine Advanced First Aid & CPR C

### **Fishing Vessels - Operator Competency Certificates**

#### Fishing Master, Fourth Class

This certification is for Masters on board a fishing vessel of not more than 100 gross tonnage engaged on a near coastal or sheltered waters voyage and Officers in charge of the watch of a fishing vessel of any tonnage engaged on near coastal and sheltered waters voyage. NIC offers the following coursework towards this certification:

- NAU 014 Master, Limited/Fishing Master IV (includes Navigation Safety Level 1 and Chartwork & Pilotage Level 1)
- NAU-030 Simulated Electronic Navigation Limited (SEN-L)
- NAU 051 Restricted Operator Certificate - Maritime Commercial (ROC-MC)
- MED 032 Domestic Vessel Safety (DVS)
- FAC 084 Marine Advanced First Aid & CPR C

#### Fishing Master, Third Class

This certification is for Masters on board a fishing vessel of any tonnage engaged on a near coastal or sheltered waters voyage and Officers in charge of the watch of a fishing vessel of any tonnage engaged on an unlimited voyage. NIC offers the following coursework towards this certification:

- NAU-030 Simulated Electronic Navigation Limited (SEN-L)
- NAU 032 Chartwork and Pilotage Level 2

- NAU 051 Restricted Operator Certificate - Maritime Commercial (ROC-MC)
- MED 032 Domestic Vessel Safety (DVS)
- FAC 084 Marine Advanced First Aid & CPR C

Certificate of Service as Master of a Fishing Vessel of not more than 60 Gross Tonnage

This certificate is for Masters on board a fishing vessel of not more than 60 gross tonnage engaged on an unlimited, a near coastal, class 1 or 2 or a sheltered waters voyage (the certificate will specify which type of voyage, in accordance with experience). The coursework requirements may vary according to experience. NIC offers the following coursework towards this certification:

- NAU 005 Small Vessel Operator Proficiency Training Course (SVOP)
- NAU-030 Simulated Electronic Navigation Limited (SEN-L)
- NAU 051 Restricted Operator Certificate - Maritime Commercial (ROC-MC)
- MED 032 Domestic Vessel Safety (DVS)
- FAC 082 Marine Basic First Aid & CPR C

Need to know more about Certificates of Competency?

Visit these Transport Canada pages for further information.

*Marine Personnel Regulations:* <http://laws-lois.justice.gc.ca/eng/regulations/SOR-2007-115/page-1.html>

*The Examination and Certification of Seafarers:* <http://www.tc.gc.ca/publications/EN/TP2293/PDF/HR/TP2293E.PDF>

*List of Certificates of Competency, Training Certificates and other Equivalencies accepted as Proof of Competency:* <https://www.tc.gc.ca/eng/marinesafety/debs-obs-courses-pcoc-list-marine-safety-certif-1323.htm>

## Faculty

Learn from experienced mariners at NIC, who are passionate about the marine industry and have a wealth of experience to share.

### Diana Hay

Although she was raised in Port Alberni, Dianna's love for ships began in Lunenburg, Nova Scotia. After six years there, with a background in construction, trucking and fishing, she joined the Ministry of Transportation as a deckhand on the Alert Bay ferry. For the next 30 years she sailed on many routes working her way up the ladder. Through 10 of those years, she was the designated safety trainer for BC Ferries, helping to develop and teach shepherd boat and evacuation skills.

While living in Vancouver, Dianna was a Search and Rescue volunteer with the Deep Cove Lifeboat Society and operated Charter Vessels out of Coal Harbour. Coming full circle to where she started, Dianna retired as a Captain in Alert Bay. She is truly passionate about her life on the water and readily shares her knowledge and experiences as an instructor at North Island College.

## **Jock Palmer**

Jock grew up in Campbell River and started his marine career commercial fishing, followed by 5 years as seaman and 3rd officer on the Fisheries Research vessel M.V. Tanu. Moving on to work with BC Ferries Corporation, Jock was Master on all routes from Haida Gwaii to Tsawwassen, then Marine Superintendent at BC Ferries for six years.

Along the way, Jock was also involved in hull testing in Austria, Training Master for Staten Island Ferries in New York, and sea trials Master for Ocean Pacific and Allied Shipyards. After retiring from BC Ferries, Jock took his lifetime of knowledge to Way West Coastal Ventures in Campbell River and worked as a Master of Inland Ferries in the Arctic, often working in full ice. He has said he never stops learning from his shipmates.

Jock enjoys sharing his knowledge and experiences with humour in the classroom and hopes his students will have rewarding and fulfilling careers.

## **Clive Quigley**

Clive grew up in Alert Bay and started as a deckhand on the Ministry of Transportation and Highways ferry to Sointula and Port McNeill. He transferred to the Comox-Powell River route and worked in positions from deckhand to bosun, then second officer to chief officer. He also worked as deck officer on the Port Hardy to Bella Coola run. His seafaring experience also includes working as Customer Service Officer and Safety officer for BC Ferries.

Clive started his teaching career instructing in first aid and then delivered workplace harassment awareness training for several forestry companies. His NIC teaching portfolio has included a variety of marine courses, Transportation of Dangerous Goods, WHMIS, Confined Space, and Forklift training. Clive says of his teaching, "I am patient, cheerful, and love maritime history but I am most passionate about mariners receiving the proper safety training for this hazardous industry."

# McDonald's to NIC Degree Pathway

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## Summary

### Locations

- Comox Valley

### Start Date

September, January

### Contacts

Student Services  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

### In the News

[Work at McDonald's, earn college credit](#)

*McDonald's Management Trainees qualify for up to 24 credits toward NIC's [Bachelor of Business Degree \(General Management Major\)](#)*

## Summary

McDonald's Management Trainees qualify for up to 24 credits toward NIC's Bachelor of Business Degree (General Management Major). With your McDonald's Management training, you've already completed 20 per cent of your degree.

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## Highlights

### The McDonald's Advantage

- **Scholarship opportunities.** As a McDonald's Management Trainee, you may qualify for funding to help pay for your education. For more than 25 years, McDonald's has awarded thousands of scholarships recognizing and rewarding restaurant employees for their achievements at work, at school and in their communities. Since the program began, more than 4,000 McDonald's employees have shared in scholarship awards, totaling more than \$2 million. [Learn more.](#)
- **Flexible work hours.** McDonald's will continue to support your professional development and schedule shifts to support your learning needs while you study at NIC.

### Career Opportunities

After graduation, you will be well-prepared for management-related employment opportunities at McDonald's, in private and public sector organizations, or you may opt to pursue your own business ventures. You may also be eligible for membership in the Canadian Institute of Management and the

Human Resources Management Association. If you are interested in earning a CHRP (Certified Human Resources Professional) designation, a degree is a requirement and the general management degree option will help prepare you to write the CHRP examination.

## Co-operative Education

Co-operative education alternates paid, program-related work experience with academic study. The practical experience gained on these supervised, structured work terms is an integral part of the student's education. The result is increased confidence, new employment contacts and practical real-world experience locally, on the Island, provincially or internationally.

If you wish to participate in the co-operative education program, you are encouraged to apply during the first semester of your first year of study in order to have the best options for completing the program. You must complete EMP-100 (Co-operative Education Pre-Employment Seminar) as a prerequisite to BUS-197 (Co-operative Education Internship Work Term).

Applications are also accepted from second and third-year students. Among the eligibility criteria, you must have a GPA of 2.33 or higher in the required business administration program courses and complete a co-op interview. You can be awarded a co-operative education designation on your degree if you successfully complete EMP-100, BUS-197, BUS-297 and BUS-397 (in addition to your program course work). Note: these courses cannot be used as program electives and have registration fees in addition to the program registration fees.

You may choose alternating or consecutive work terms that must not end in the program's last semester. For more information on work terms, eligibility requirements, sample job opportunities and wages contact [Student Employment Services](#).

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## Admission

### Available to international

No

### Credit for training

North Island College accepts course transfer credit from a wide range of post-secondary institutions and professional organizations. Detailed course transfer information for BC institutions may be found by accessing the BC Transfer Guide. Students possessing other applicable prior learning may request prerequisite waivers for selected courses.

### How it Works

North Island College will grant transfer credit for successful completion of McDonalds Management Development Program Levels 1 - 4 (MDP1, MDP2, MDP3 and MDP4) to all applicants who meet NIC's admission requirements (Eng 12 C+, Math (Foundations 11 C+, Principles 11 C, Applications 12 C, or Pre-Calculus 11 C).

Receive up to 24 transferable credits for the following McDonald's modules:

- MDP3 Restaurant Management = NIC BUS 150 Administrative Principles (3 credits)
- MDP2 Systems Management = NIC BUS-152 Entrepreneurship & Small Business Management (3 credits)

- Team Leadership Development Program & Team Leadership Course = First-year NIC business elective (3 credits)
- Effective Management Practices = Second-year NIC business elective (3 credits)
- Business Leadership Practices = Second-year NIC business elective (3 credits)
- MDP4 Business Management = NIC BUS-350, Organizational Behaviour (3 credits)
- Restaurant Operations Leadership Practices = NIC BUS-340, Leadership (3 credits)
- Basic Shift Management & Advanced Shift Management = NIC BUS-265, Retail Management (3 credits)

## How to Apply

**Step 1:** Apply to NIC's Bachelor of Business Degree - General Management Major online at [www.nic.bc.ca/apply](http://www.nic.bc.ca/apply) or talk to an NIC educational advisor if you have questions.

**Step 2:** Once you've met all the admission requirements, you will be offered a seat in NIC's Bachelor of Business Administration program. Next you'll pay a tuition deposit and will be invited to register for classes.

**Step 3:** Submit the following supporting documents to apply for NIC transfer credit:

- McDonald's Canada Training Verification form (signed by your McDonald's Regional Training Manager to verify that training has been completed within three years of application).

# Medical Office Assistant - Applied Business Technology Certificate

Alternate title #1: Office Administration: Medical Office Assistant

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## Summary

### Program Length

1 year

### Locations

- Online

### Start Date

Varies by course. Contact an educational advisor.

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

### Summary

NIC is not currently accepting applications for the Medical Office Assistant program due to changes in the province-wide delivery of this credential. Applicants interested in other ABT programs should make an appointment with an educational advisor.

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## Highlights

### Program Highlights

Develop new office administration skills to advance your career with flexible and supportive online classes designed to give you specialized medical administration skills to advance your career in the busy health care industry.

The online medical courses offer specialized education in medical terminology, anatomy and physiology, medical transcription, medical office procedures, financial recordkeeping and computerized medical billing, pharmacology, clinical procedures, office diagnostic procedures, specimen collection and other duties to assist the physician.

You will receive CD video instruction in medical terminology to ensure that you develop skills in the correct usage, pronunciation and spelling of medical terms and abbreviations. You will focus on Greek and Latin prefixes, suffixes, word roots and combining forms.

### Career Opportunities

As a Medical Office Assistant certificate graduate, you will qualify for positions in physician's offices, group practices, hospitals, clinics, rehabilitation and other health care facilities. The health industry employs many assistants whose support creates efficiencies and enables professionals to see more

patients. Healthcare jobs will continue to increase for many years to come, as the population ages and new technologies provide the opportunity for better health.

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## Admission

### Available to international

No

### Admission Requirements

NIC is no longer accepting applications for the Medical Office Assistant program due to changes in the province-wide delivery of this credential. Applicants interested in other ABT programs should make an appointment with an educational advisor.

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

### Transfer Credit and Credit for Prior Learning

If you are transferring from other colleges or institutions, you may be given transfer credit for course work upon presentation of transcripts provided the course credit was awarded no more than three years prior to the application for transfer credit to a maximum of 50 per cent of the certificate's required courses. If you are a recent high school graduate it is recommended that you meet with an educational advisor to determine if any of your high school credits are eligible for transfer credit. If you have prior office work experience and wish to enter a certificate program, contact the department chair to determine your eligibility and program planning needs.

### To Be Successful

- Contact an educational advisor to help create an education plan that meets your goals within the available time needed to complete the program.
- You will need access to a computer (a Mac computer is not recommended), the Internet and access to email. Applied Business Technology programs require a minimum operating system of Windows 7 or higher and a minimum of Office 2013 or higher. Additional software, supplies or equipment may be required for some courses.

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## Curriculum

### Program Requirements

#### First 10 months

- Complete the Applied Business Technology - Office Assistant I certificate



## Next 10 months

- ABT 102 Keyboarding II
- ABT 120 Job Search
- ABT 182 Medical Terminology I
- ABT 183 Medical Terminology II
- ABT 184 Medical Transcription
- ABT 185 Medical Administrative Procedures
- ABT 186 Medical Terminology III - Pharmacology & Specialties
- ABT 187 Medical Billing Procedures - Manual
- ABT 188 Medical Billing Procedures - Computerized
- ABT 189 Clinical Procedures and Practice

## Completion Requirements

- To be eligible to receive a certificate, you must achieve a minimum of 70% (B-) in each course listed for the certificate; except ABT 102 requires exit speed of 50 wpm.

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## FAQ

### About Online Learning

Online learning is the most rapidly expanding mode of teaching and learning on the planet. Online is ideal for students who wish to learn in their own environment using the Internet. Online learning allows you to learn, while also connecting with others. Applied Business Technology (ABT) course materials are available through the BC Campus portal and the technology is used to communicate with peers and instructors, and to submit assignments. The courses are delivered by a collaborative of North Island College and other post-secondary ABT instructors to students around the province.

Working in an online class in the Applied Business Technology online program is much the same as working in a face-to-face class. Interacting with peers in class discussions, and completing course work are accomplished in your time and place. Online learning provides access to the best course content and to qualified online instructors. Flexibility in the time taken to complete online courses is important to learners. You can attend your virtual classes when and where it is most convenient for you.

Planning and managing your time are keys to success in online learning. It is important to decide how much time you want to spend online and on which days. You must dedicate the required hours per week, but you choose the time (anytime during the day or night - 24 hours a day, seven days a week) to participate in your online course and meet deadlines. If you are a self-motivated, self-disciplined, and organized person - online learning will offer many benefits.

Your online instructor is available to assist you with guiding your learning, reviewing course content and assisting with any learning difficulties. You have the course materials, online instructor resource, online course progress, online web tools and your online class peers available to you for learner-centred activities. Your online instructors are available to answer questions and assist you with assignments through the pager, LiveRoom Chat, discussion, and email components of every course. The ABT online courses may include chat sessions, messaging, course mail, a public bulletin board for class

discussions, calendars, study tips, and online assistance, as well as web-based course materials, quizzes, glossaries and links to other websites and resources. Online learning and research enables you to expand your educational experience to advance your career.

# Metal Fabrication Foundation

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## Summary

### Program Length

5 months

### Locations

- Campbell River

### Start Date

Fall 2020

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*This program follows an accelerated format. Please consult Student Services for exact start and end dates.*

## Summary

Develop advanced skills and qualify for a wide range of job opportunities in the metal work field. Learn to build, assemble and repair products made of steel and aluminum and earn apprenticeship technical training credit toward your Interprovincial (Red Seal) certification. As a graduate, you will find a wide variety of opportunities in metal fabrication shops, construction, mining and boat building.

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## Highlights

### Program Highlights

The Metal Fabrication Foundation program offers pre-apprenticeship training in metal fabrication but is also for welders who wish to broaden their skills for employment in this Red Seal trade. Previous welding experience can be assessed by an instructor before admission to this program.

Metal fabricators build, assemble and repair products made of steel and/or other metals for use in a wide variety of manufacturing and construction industries and must be familiar with the properties of metals and know how to operate specialized metalworking machines.

You will learn the principles, knowledge and skills involved in metal fabrication. During the 23-week program, you will develop advanced skills and acquire the basic knowledge necessary for employment as an entry-level metal fabricator.

Students at the Campbell River campus have the option to complete both the Welder Foundation and Metal Fabrication Foundation certificate consecutively in a 43-week period. Please speak with an educational advisor or instructor if you are exploring this option.

On successful completion of this program and upon entering into an apprenticeship, you will be eligible to receive technical training credit for Level 1 and 450 hours of work-based credit toward your apprenticeship hours requirement.

## Career Opportunities

Upon successful completion of the program, graduates are prepared for a career as a metal fabricator apprentice in industries such as metal fabrication shops, mining, oil and gas, construction, sawmills, boat building and more.

## Supply List

NIC is pleased to make tools available to students in exchange for a \$200 refundable tool deposit. The deposit is not included in your tuition and will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration Office.

You are also responsible for having the following basic supplies:

- full face shield with tinted flip up visor
- clear safety glasses (regular style frame)
- hearing protection (form fitted or disposable earplugs)
- tip cleaners (long sets)
- striker (3 flint style)
- cotton work clothes
- steel-toed boots
- leather jacket and apron (see instructor before purchasing)
- welding gloves (finger style)
- welding Hat
- welding helmet (see instructor before purchasing)
- adjustable wrench (crescent 10")
- vice grips (regular style, 10"),
- C-clamp 10"
- slip joint pliers (10")
- diagonal cutters (9")
- wire feed pliers (optional - replaces slip joint pliers and diagonal cutters)
- wire brush
- chipping hammer
- tape measure 16' x 1" (imperial/metric graduations or separate imperial and metric tapes)

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## Admission

### Available to international

Yes

## Admission Requirements

1. C in one of English 10, Composition 10, Creative Writing 10, Literary Studies 10, New Media 10, Spoken Language 10, English First Peoples Writing 10, English First Peoples Literary Studies 10, English First Peoples New Media 10, English First Peoples Spoken Language 10 or NIC ENG-035, or equivalent; or C+ in ESL-051, ESL-054 and ESL-057, or certified CLB 7; or successful completion of NIC assessment testing in English; and
2. Successful completion of the NIC Metal Trades Assessment with a minimum of 70% in each of the four sections tested.

**Note:** For general information about the Metal Trades Assessment see the [Metal Fabrication Assessment Study Information](#) or speak with an NIC Advisor. To prepare for the Metal Trades Assessment use the [Math Study Guide](#).

3. Registered in Welder Foundation preceding the start of Metal Fabrication Foundation or completion of Welder Foundation, level B, level A, or Apprenticeship Welding training; or
4. Applicants with significant previous welding experience may be considered with instructor approval.
5. High school graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

## To Be Successful

- You are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program and discuss various career fields and choices.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact an educational advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition to the stated prerequisites, secondary school equivalent courses in math, science, physics and drafting are considered an asset.
- The most important key to success is the desire to become a quality trades person. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.

- Prospective students should be aware that trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning along with good math and communication skills.
- There is also an expectation of physical activities such as lifting, working on ladders and scaffolding or in confined spaces and under various weather conditions.
- You will be required to stay focused for prolonged periods.

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## Curriculum

### Program Requirements

- FBR 100 Program Orientation and Introduction
- FBR 101 Trade Math Problems
- FBR 102 Trade Tools and Equipment
- FBR 103 Oxy-Fuel Cutting
- FBR 104 Welding
- FBR 105 Basic Drafting
- FBR 106 Blueprint Reading
- FBR 107 Material Handling Equipment
- FBR 108 Structural Layout and Development Techniques
- FBR 109 Plate and Sheet Development
- FBR 110 Surface Preparation
- FBR 111 Projects

### Completion Requirements

- To pass the program, a minimum average of 70% for all courses is required.

# Metal Jewellery Design Certificate

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## Summary

### Program Length

1 year

### Locations

- Campbell River

### Start Date

September

### Contacts

Julia Peters  
250-923-9724  
[julia.peters@nic.bc.ca](mailto:julia.peters@nic.bc.ca)

### Register for Free Info Session

Thu, Nov. 2. [Learn more.](#)

### In the News

[NIC Metal Jewellery Grad Finds Connection through Creativity](#)

[Life Is Too Short Not To Do Your Own Thing](#)

[The Artistic Spirit](#)

*32-week full-time certificate*

## Summary

Gain the technical skills and industry knowledge to design, create and promote beautiful metal jewellery. Hone your artistry in NIC's studios, then make your designs a reality as you pursue employment in the retail industry or independently selling your work at festivals, galleries or from your own studio.

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## Highlights

### Program Highlights

This unique certificate provides you with the technical skills and industry knowledge needed to conceptualize and create jewellery for artistic expression or as a source of income. It is well-suited to anyone who is interested in beginning or advancing their skills in jewellery making and design - be it for personal enrichment or career interest. No previous experience is required; however, some studio work or hobby experience is advantageous.

During the program, you will explore a wide range of topics and apply professional techniques in

jewellery making through extensive hands-on studio practice as well as demonstrations and lectures from skilled jewellery makers. The program focuses on metal techniques, including student work in base and precious metals. Courses emphasize individual creativity, giving you the opportunity to apply your learning to create your own designs.

In the first semester, you will begin with an overview of the jewellery design process, from how to break down a design to rendering sketches. You will learn basic metalworking skills and techniques, such as soldering and bezel setting, and you will explore a range of both high- and low-tech metal casting techniques. Topics also cover basic hand engraving as well as traditional and modern themes in North West Coast First Nations jewellery art.

In the second semester, you will further advance your skills with metal techniques such as repoussage, and intermediate stone setting, and gain more expertise in a variety of casting techniques. Gemmology is introduced with topics in gem identification and classification. Business practices specific to jewellery artists are covered in both semesters, giving you a varied foundation of skills for self-employment and industry-specific marketing techniques to launch your career.

## Career Opportunities

Upon completion, you will have both the technical skills to produce your own metal jewellery and the business skills to present and promote these designs. Depending on your background and interests, you may seek employment opportunities in the retail jewellery industry or pursue self-employment by marketing your jewellery at festivals, fairs, art galleries or your own studio.

## Schedule

The program will be held over two semesters, from September to April, totalling 32 weeks. Classes are scheduled to take place at Campbell River campus from Monday to Thursday, 9 am to 3 pm (22 hours per week).

## Supply List

You are responsible for purchasing supplies and equipment as per the supply list provided (\$1,300 approximately), ensuring you have ordered in time to have everything for your first day of class.

To see the range of supplies required for this year, please check the [Metal Jewellery Design Supply List](#).

We encourage you to first search out what is at hand before making purchases. The supplies listed are the basics required for the program and by no means limit what you may purchase for your designs.

Budgeted amounts are minimums required for projects. If your work goes beyond project requirements, more supplies will be necessary.

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# Admission

## Available to international

Yes

## Admission Requirements

1. Minimum age requirement of 18 years on the first day of class.
2. C in one of English 10, Composition 10, Creative Writing 10, Literary Studies 10, New Media 10, Spoken Language 10, English First Peoples Writing 10, English First Peoples Literary Studies 10,



English First Peoples New Media 10, English First Peoples Spoken Language 10; or NIC ENG-035; or an English Assessment.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

## To Be Successful

A successful candidate will have:

- Some experience in design or crafts, or completion of NIC's Silver Jewellery Making - Beginner's course or Silver Jewellery Express I workshop.
- Good hand-eye coordination and physical dexterity.

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# Curriculum

## Program Requirements

- MJD 110 Fundamentals of Design I
- MJD 111 Northwest Coast First Nations Art & Engraving I
- MJD 112 Metal Techniques I
- MJD 113 Metal Casting I
- MJD 114 Drawing and Rendering
- MJD 115 Final Project I
- MJD 116 Business Practices for Jewellery Artists I
- MJD 120 Fundamentals of Design II
- MJD 121 Northwest Coast First Nations Art & Engraving II
- MJD 122 Metal Techniques II
- MJD 123 Metal Casting II
- MJD 124 Gemmology
- MJD 125 Final Project II
- MJD 126 Business Practices for Jewellery Artists II

## Completion Requirements

You must have successfully completed all of the required courses to receive the Metal Jewellery Design certificate.

## Faculty

Learn from the industry's best

Our students thrive from exposure to a diverse group of talented instructors, leaders, and designers who are respected for their knowledge, artistry, design skills, and teaching ability. Our instructors are passionate artists, experienced in marketing their jewellery online and across Canada. Here's a sample of some of our regular team:

### Tracey Gibbons

*Metal Jewellery Design Certificate, Instructor/ Studio Workshop Instructor*

Tracey's lifelong interest in jewellery making began with lapidary classes she enrolled in when she was eight years old. This experience fueled a passion that would propel her future career. She is a highly skilled jewellery designer. After participating in a watch and jewellery repair apprenticeship with a local jeweller, she was inspired to pursue a diploma in jewellery art and design at Vancouver Community College. She continued her studies with gemologist certification at the Canadian Institute of Gemmology. She later challenged the exams for advanced diamond grading and advanced gem identification through the Gemological Institute of America. When she is not teaching at NIC, Tracey runs a home-based jewellery gallery and appraisal business. She has sold her limited edition pieces at many high-end craft shows such as Uniquely BC, Out of Hand and Filberg Festival.

### Karen Griffiths

*Metal Jewellery Studio Workshop Instructor*

Karen is a recently retired family business accountant that has been inspired by numerous community college continuing education courses over the years. Experimenting with everything from stained glass, card making and floral arrangement to soap and candle making, Karen has found her niche in jewellery making. It is the one medium that constantly evolves, sparking interest and ingenuity. Her creativity combines wire working and silversmithing to create simple, yet elegant sterling silver pieces that are successfully marketed at craft fairs and home parties. With over 25 years of jewellery design experience, Karen would love to share her talent with you.

### Jan Hellerud

*Metal Jewellery Design Certificate Instructor/ Studio Workshop Instructor*

Jan has worked as an independent jewellery maker since 1992, participating in a variety of art shows and craft fairs, including the Island's Filberg Festival. Her interest in jewellery design was sparked years ago when she found shards of Japanese and Chinese pottery near her Cumberland home. These became the basis for her first jewellery creations. Inspired by this experience, Jan enrolled at the Alberta College of Art and Design for a semester. She continued her studies at Vancouver Community College where, in 1992, she completed an honours diploma in jewellery art & design. In 2004, she went on to complete a bachelor of arts degree. Before assisting with the development of NIC's metal jewellery design program, she taught beginner's silversmithing through NIC's continuing education department.

### Joan Irvin

*Metal Jewellery Design Certificate Instructor/ Studio Workshop Instructor*

Joan Irvin is an interdisciplinary artist, writer, curator, and educator. She has mentored countless students, facilitating workshops across western Canada and has exhibited her jewellery and small-scale mixed media works nationally across North America, Europe, & Asia. In addition to teaching at NIC, she has worked for over a decade as a sessional instructor in the jewellery and metals program at the Alberta College of Art and Design. Joan obtained a BFA in Visual Arts from the University of Calgary, then completed the Banff Centre's Advanced Studio Program in Ceramics. After working as a ceramic

technician, performing with a Flamenco Dance Company, and supervising Calgary's Wildflower Arts Centre for over a decade, she registered in the Alberta College of Art and Design's Jewellery and Metals program, winning numerous awards and graduating with distinction. She continued to develop her metalworking skills at the Penland School of Crafts. Her dedication to teaching is reflected in her multiple nominations for the NICHE Arts Educator of the Year Award. In 2009, Joan was awarded the Alberta Craft Council's Award of Honour, for her "significant contribution to Alberta's Fine Craft Culture."

### **Cheryl Jacobs**

*Metal Jewellery Design Certificate Instructor/ Studio Workshop Instructor*

[www.cheryljacobsdesigns.com](http://www.cheryljacobsdesigns.com)

The opportunity to work with stones and fossils inspired Cheryl to become a jeweller almost twenty years ago. She began her jewellery apprenticeship in San Francisco, California in the early 1980's, attending classes in casting, granulation and stone setting at the Revere Academy of Jewelry Arts, and supplementing her studies at San Francisco State University. In 1987 she started her own business, creating a line of jewellery and teaching from her studio. Teaching is a focal point in her career, and she has been a part of NIC's Metal Jewellery Design program since its inception in 2012. Cheryl has taught at community centres across Vancouver Island. Her work is featured in galleries across Canada and in the United States, including Hawaii, California, Ontario, Alberta, British Columbia, and Prince Edward Island. She finds the creative process invigorating, saying that the most exciting part of making jewellery is that there is no right or wrong way to create a piece of wearable art, as long as the aesthetics are in place and the design process is working.

### **Clive Powsey**

*Metal Jewellery Design Certificate Instructor*

[www.clivepowsey.artsites.ca](http://www.clivepowsey.artsites.ca)

Clive Powsey's distinct watercolour paintings have won awards and been exhibited internationally. He studied drawing, painting and printmaking at The Ontario College of Art, spending the fourth and final year in an off-campus program in Florence, Italy. Prior to teaching at NIC, he taught drawing and painting courses at the Ontario College of Art and Max the Mutt Animation School. He worked in animated film and television for two decades, with screen credits as an art director and background artist and stylist for a range of companies, including Nelvana and Disney. Closer to home, Clive took part in Team Generous in September 2014, volunteering with nine other animation industry artists to create a two minute short movie to promote Habitat for Humanity in Campbell River. He has had three exhibitions of printmaking in 2015 and 2016 in Parksville, Victoria and Courtenay BC.

### **Ernie Smith**

*Metal Jewellery Design Certificate Instructor*

[www.awatinart.com](http://www.awatinart.com) or [www.facebook.com/mowisaht/](https://www.facebook.com/mowisaht/)

Ernie Smith was born in 1966 to the late Francis Smith of Ehattesaht (Nuu-chah-nulth) and Virginia Smith of We Wai Kai (Kwakwaka'wakw). Ernie was given a traditional name from both sides of the family: he carries the name Mowisaht as well as Gwa-gwa-da-kan. His first mentor was Dorie Brochie (his mother's cousin), who taught him how to carve. Next, he met late Russell Kwakseestahla who taught Ernie how to carve and make knives. Ernie also had the opportunity to observe and become influenced by the work of late Art Nicolaye and Ernie's relatives Ron Hamilton and Tim Paul. In 2015 he studied Metal Jewellery Design at North Island College and earned himself a place on the Dean's List. The program provided him the opportunity to learn from Leanne Helin (Tsimshian). Today, he has come full circle and is delighted to be teaching in the program he graduated from. Ernie is a full time jewellery artist who designs unique pieces creating rings, bracelets, pendants and earrings often fusing silver and gold with stones in unusual settings. All of his designs are engraved with Original Native Artwork. You can find Ernie at his family's gallery in Campbell River. Ernie has a studio within the shop where he designs jewelry and accepts custom orders.

## **Kurt Tunkl**

*Metal Jewellery Design Certificate Instructor*  
[acentury.design/](http://acentury.design/)

Careers begin in a variety of ways. When the grant money for a biologist position at the Quinsam River Salmon Hatchery in Campbell River ran out, Kurt Tunkl volunteered as Gallery Gift Shop Manager at the Central Island Arts Alliance in Courtenay [now CVAG]. The board allowed him to set up a small studio in the gift shop where he took the opportunity to begin studies in silver and goldsmithing. This tenure ran from 1978 to 1981, and launched his career as an artist. In 1982, after two semesters as a metalsmith student at the Alberta College of Art and Design, he was offered a position as an educational technician. Over 29 years of teaching, he has travelled to the California College of Art and Design over several summers to study refractory metals. During the 1980's his focus shifted to fashion jewellery, combining silver with niobium and titanium. In the early 1990's his work shifted again as he began producing large one-of-a-kind sculptures in vacuum-formed plastics and anodized refractory metals. Kurt is trained in all aspects of jewellery production technology including laser welding and 3-D prototyping techniques. He continues to produce jewellery and sculpture size pieces, maintaining his focus on refractory metals. In addition to teaching in NIC's Metal Jewellery Design Certificate, he helps maintain the studio and its equipment.

# Mobile Application Development Certificate

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## Summary

### Program Length

1 year

### Locations

- Comox Valley

### Start Date

September

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Eight-month advanced certificate*

## Summary

Advance your previously acquired programming skills for the rapidly changing mobile applications industry. Take your experience to the next level and learn the fundamentals of application development for smartphones, tablets and web.

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## Highlights

### Program Highlights

NIC's Interactive Media programs provide you with the skills you need for today and in the future. Part-time study is available but, because technology changes rapidly, you are encouraged to complete your studies as quickly as you can.

The Mobile Application Development certificate was one of the first in Canada. The certificate is ideally suited to students with previous programming experience, graduates of the [Web Design certificate](#) or programmers looking to expand their industry skills.

The Mobile Application Development certificate program will give you fundamental knowledge in web design and mobile application programming. You will learn front-end web programming and mobile application development.

You will explore new and emerging technologies and their impact on web and mobile application development. Upon graduation, you will possess the skills necessary to succeed in the rapidly developing mobile application industry.

The Mobile Application Development certificate counts as credit toward the [Advanced Communication Design diploma](#), leading to a wide range of knowledge, opportunities and careers.

## Career Opportunities

Mobile application development is a growing field with many career opportunities. With in demand skills added to your resumé, consider pursuing your own business ventures, expanding your career opportunities or continue learning with the Advanced Communication and Interactive Design diploma.

## Supply List

You are required to have sufficient hardware and software for completing coursework. Please review the [supply list document](#) for a complete description of technical requirements.

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# Admission

## Available to international

Yes

## Admission Requirements

1. C in one of Provincial English 12, English Studies 12, English First Peoples 12, NIC ENG-060, ENG-096, ENG-098, ESL-090 or equivalent; or English assessment testing.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

## To Be Successful

Previous programming experience is essential for this advanced certificate. If you are new to mobile application development, you may be interested in the [Web and Mobile Application Development diploma](#).

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# Curriculum

## Program Requirements

- IMG-102 Computer Graphics
- IMG-110 HTML and CSS
- IMG-111 Introduction to JavaScript
- IMG-112 Typography
- CPS-100 Programming I

- CPS-146 Database Fundamentals
- IMG-204 Introduction to Programming in Swift
- IMG-214 iOS Application Development
- IMG-215 Android Application Development
- IMG-240 Emerging Technologies

## Completion Requirements

This program is designed to be completed within 8 months of fulltime study.

# Office Assistant I- Applied Business Technology Certificate

Alternate title #1: Office Administration, Office Assistant I

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## Summary

### Program Length

1 year

### Locations

- Online

### Start Date

Varies by course. Contact an educational advisor.

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*10-month online certificate (part-time options available)*

## Summary

Explore a career in office administration while building skills valued in almost every type of business and industry. Develop core computer skills, basic keyboarding, word processing, records management, organizational, teamwork and interpersonal communication skills to advance your career.

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## Highlights

### Program Highlights

The 11 online courses in the Office Assistant I certificate are offered throughout the year and provide you with the required knowledge, skills and abilities needed to perform effectively in entry-level office support positions.

You begin by taking an Online Learner Success course which provides an essential introduction to the unique challenges of learning online. This course helps you maximize your online learning experience.

You will learn keyboarding skills by participating in skill-building activities which promote effective touch typing. A basic introduction to the Internet provides you with the essential terms, concepts and file management skills required in an office environment. Courses in word processing give you fundamental skills to formatting business documents and proficiency with advanced functions such as merging documents, applying graphics and creating tables, charts and reports.

You will learn essential skills in human relations, interpersonal skills, effective communication and client relations. You will learn administrative procedures and develop efficient office practices such as time management, safety and ergonomics, appointment scheduling and banking procedures. Records management is also explored.



The Business Calculators and Mathematics course provides you with the knowledge to complete computational functions. During Business English, you will receive a comprehensive review of grammar, punctuation, style, business spelling and vocabulary development. In Business Communication, you will learn how to best express yourself in a professional environment. All coursework is applied to current and best Canadian business practices and standards.

## Career Opportunities

As a graduate of the Office Assistant I certificate, you will qualify for employment as a receptionist, office worker, office assistant, computer assistant, general office worker and more.

You may choose to continue your education by enrolling in the Administrative Assistant, Computing Accounting, Legal Administrative Assistant or Medical Office Assistant programs.

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## Admission

### Available to international

No

### Admission Requirements

1. C in one of Provincial English 12, English Studies 12, English First Peoples 12, NIC ENG-060, ENG-096, ENG-098, ESL-090, or equivalent; or English assessment; and
2. C in one of Apprenticeship and Workplace Mathematics 10, Workplace Mathematics 10, Essentials Math 10, Foundations of Math 10, NIC MAT-033, or equivalent; or Math assessment.

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

### Transfer Credit and Credit for Prior Learning

If you are transferring from other colleges or institutions, you may be given transfer credit for course work upon presentation of transcripts provided the course credit was awarded no more than three years prior to the application for transfer credit to a maximum of 50 per cent of the certificate's required courses. If you are a recent high school graduate, it is recommended that you meet with an educational advisor to determine if any of your high school credits are eligible for transfer credit. If you have prior office work experience and wish to enter a certificate program, contact the department chair to determine your eligibility and program planning needs.

### To Be Successful

- Contact an educational advisor to help to create an education plan that meets your goals within the available time needed to complete the program.
- You will need access to a computer (a Mac computer is not recommended), the Internet and access to email. Applied Business Technology programs require a minimum operating system of

Windows 7 or higher and a minimum of Office 2013 or higher. Additional software, supplies or equipment may be required for some courses.

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## Curriculum

### Program Requirements

- ABT 020 Online Learner Success
- ABT 100 Introductory Keyboarding
- ABT 101 Introduction to Computers & the Internet
- ABT 109 Human Relations for Career Success
- ABT 110 Records Management
- ABT 111 Administrative Procedures
- ABT 116 Word Processing Level I
- ABT 117 Word Processing Level II
- ABT 147 Business Calculators & Mathematics
- ABT 148 Business English
- ABT 149 Business Communications

### Completion Requirements

- The keyboarding speed requirement for the Office Assistant I certificate is 40 words per minute with a maximum error rate of 3 errors in at least three 3-minute timings.
- To be eligible to receive a certificate, students must achieve a minimum of 70% (B-) in each course listed for the certificate.

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## FAQ

### About Online Learning

Online learning is the most rapidly expanding mode of teaching and learning on the planet. Online is ideal for students who wish to learn in their own environment using the Internet. Online learning allows you to learn while also connecting with others. Applied Business Technology (ABT) course materials are available through the BC Campus portal and the technology is used to communicate with peers and instructors and to submit assignments. The courses are delivered by a collaborative of North Island College and other post-secondary ABT instructors to students around the province.

Working in an online class in the Applied Business Technology online program is much the same as working in a face-to-face class. Interacting with peers in class discussions, and completing course work are accomplished in your time and place. Online learning provides access to the best course content and to qualified online instructors. Flexibility in the time taken to complete online courses is important to learners. You can attend your virtual classes when and where it is most convenient for you.

Planning and managing your time are keys to success in online learning. It is important to decide how much time you want to spend online and on which days. You must dedicate the required hours per week, but you choose the time (anytime during the day or night - 24 hours a day, seven days a week) to participate in your online course and meet deadlines. If you are a self-motivated, self-disciplined, and organized person - online learning will offer many benefits.

Your online instructor is available to assist you with guiding your learning, reviewing course content and assisting with any learning difficulties. You have the course materials, online instructor resource, online course progress, online web tools and your online class peers available to you for learner-centred activities. Your online instructors are available to answer questions and assist you with assignments through the pager, LiveRoom Chat, discussion and e-mail components of every course. The ABT online courses include chat sessions, messaging, course mail, a public bulletin board for class discussions, calendars, study tips and online assistance, as well as web-based course materials, quizzes, glossaries and links to other websites and resources. Online learning and research enables learners to enhance employability and advancement as well as providing the opportunity to expand your educational experience to advance your career.

# Office Management - Applied Business Technology Certificate

Alternate title #1: Office Administration, Office Management

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## Summary

### Program Length

1 year

### Locations

- Online

### Start Date

September, January

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*30-week full-time certificate (extended part-time options available.)*

## Summary

Gain the business education needed to qualify for supervisory office administration positions and earn credit toward advanced placement in NIC's Business Administration certificate. You will develop valuable technical, interpersonal and leadership skills in NIC's highly interactive, team-oriented online classes.

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## Highlights

### Program Highlights

The Applied Business Technology - Office Management certificate is a full-time program, with extended part-time options available.

Upon successful completion of this certificate, you will have completed 40 per cent of NIC's Business Administration certificate which secures you advanced standing in the program.

You will be well-prepared for employment as a supervisor, office manager, and administrative or executive assistant. You can complete one to five courses during the fall term (September) and one to five courses in the winter term (January), to take a minimum 30 weeks to complete.

Classes are team-oriented and highly interactive. You will participate in online discussion groups, projects and internet research. You are encouraged to draw on your own experiences to help relate theory to practical work situations.

During the program's ten courses, you will learn a range of invaluable skills. You will develop confidence in organizational management, leadership and supervision. You will practice written and

oral business communication and learn how to prepare and deliver a variety of creative, powerful presentations. You will also learn how to effectively plan a business event.

You will be introduced to human resource management, covering topics such as human rights legislation, recruitment, training and performance appraisals. You will also learn interpersonal communication, negotiating skills and conflict resolution.

You will receive an introduction to office systems and essential computer skills, exploring topics such as designing office systems, social and ethical issues involving computers, privacy and security and maintaining effective records management.

## Career Opportunities

As a graduate, you will qualify for positions as a supervisor, office manager, administrative or executive assistant in the following types of organizations: accounting, education, financial, insurance, government, logging and small, medium and large businesses.

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## Admission Tab

### Available to international

No

### Admission Requirements

1. Office or business work experience with a minimum two years, or approval of the department.
2. Letter of reference from a supervisor including the [NIC Office Management skills checklist](#)
3. C+ in one of Provincial English 12, English Studies 12, English First Peoples 12, NIC ENG-060, NIC ENG-096, ENG-098, ESL-090, or equivalent; or English assessment. Or, permission of the department.
4. C+ in Foundations of Math 11, or C in one of Principles of Math 11, Pre-Calculus 11, Applications of Math 12, or NIC MAT-053; or Math assessment. Or, permission of the department.

or

Graduate with Applied Business Technology Office Assistant I Certificate and one of the following certificates: Administrative Assistant, Computing Accounting Assistant, Legal Administrative Assistant, Medical Office Assistant; plus, letter of reference from a supervisor including the [NIC Office Management skills checklist](#).

### Upgrade with us to meet prerequisites

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### Transfer Credit and Credit for Prior Learning

If you are transferring from other colleges or institutions, you may be given transfer credit for course work upon presentation of transcripts provided the course credit was awarded no more than three years prior to the application for transfer credit to a maximum of 50 per cent of the certificate's required courses. If you have prior office work experience and wish to enter a certificate program, contact the department chair to determine your eligibility and program planning needs.

## Curriculum

### Program Requirements

- ABT 200 Organizational Management
- ABT 210 Written Business Communications and Presentations
- ABT 220 Leadership and Supervision
- ABT 230 Human Resource Management
- ABT 240 Interpersonal Relations
- ABT 250 Office Systems & Computer Essentials
- BUS 152 Entrepreneurship & Small Business Management
- BUS 162 Basic Marketing Principles & Practices
- BUS 170 Computer Applications for Business or ABT 145, and ABT 146 and ABT 250 (all 3 ABT courses with a B-/70% min.)
- BUS 100 Financial Accounting Fundamentals or ABT 161 and ABT 162 (both ABT courses with B-/70% min.)

### Completion Requirements

- Students must achieve a minimum of 70% (B-) in each ABT course listed.

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## FAQ

### About Online Learning

Online learning is the most rapidly expanding mode of teaching and learning on the planet. Online is ideal for students who wish to learn in their own environment using the Internet. Online learning allows you to learn, while also connecting with others. Technology is used to communicate with peers and instructors, and to submit assignments.

Working in an online class in the Applied Business Technology online program is much the same as working in a face-to-face class. Interacting with peers in class discussions, and completing course work are accomplished in your time and place. Online learning provides access to the best course content and to qualified online instructors. Flexibility in the time taken to complete online courses is important to learners. You can attend your virtual classes when and where it is most convenient for you.

Planning and managing your time are keys to success in online learning. It is important to decide how much time you want to spend online and on which days. You must dedicate the required hours per week, but you choose the time (anytime during the day or night - 24 hours a day, seven days a week) to

participate in your online course and meet deadlines. If you are a self-motivated, self-disciplined, and organized person - online learning will offer many benefits.

Your online instructor is available to assist you with guiding your learning, reviewing course content and assisting with any learning difficulties. You have the course materials, online instructor resource, online course progress, online web tools and your online class peers available to you for learner-centred activities. Your online instructors are available to answer questions and assist you with assignments through the pager, LiveRoom Chat, discussion, and email components of every course. The ABT online courses may include chat sessions, messaging, course mail, a public bulletin board for class discussions, calendars, study tips and online assistance, as well as web-based course materials, quizzes, glossaries and links to other web-sites and resources. Online learning and research enables you to expand your educational experience to advance your career.

# Plumbing & Piping Foundation

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## Summary

### Program Length

24 weeks

### Locations

- Comox Valley

### Start Date

January

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*25 to 26-week certificate*

## Summary

Develop expertise in plumbing, steamfitting, sprinkler fitting and gasfitting as you work toward your Interprovincial (Red Seal) designation. You will learn theory and complete practical exercises on topics ranging from work site safety to advanced trade-related skills. As a graduate, you will qualify for employment as an apprentice plumber, steamfitter/pipefitter, sprinkler system installer or domestic/commercial gasfitter, along with opportunities in related fields.

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## Highlights

### Program Highlights

During the Plumbing and Piping Foundation program, you will complete many theoretical and practical exercises, from work site safety through advanced trade-related skills. Classroom theory, with a combination of practical exercises, will enable you to reach the skill level needed to work in one of the trade areas mentioned.

Upon graduation, you will be well-prepared for employment in the plumber, steamfitter/pipefitter, sprinkler system installer or domestic/commercial gas fitter trades. On successful completion of this program and upon entering into an apprenticeship, you will be eligible to receive technical training credit for Level 1 and 375 work-based hours credit toward your apprenticeship in any of these trades.

### Career Opportunities

In recent years, graduates have found employment in several different related trades areas, including refrigeration, plumbing, sheet metal, oil burner service, gas fitting, and fire sprinklers. Recent enhancements to the program reflect current requirements of level one piping trades and will provide you with the initial experience required by the majority of employers.



## Supply List

You are required to acquire the following basic supplies and tools:

- steel-toed boots or shoes
- safety glasses, CSA-approved
- gloves
- coveralls
- hard hat
- tape measure (25 foot imperial and eight metre metric)
- metric conversion calculator recommend: EL520-WBBK or EL-520X
- pencils, hi-liter, binder and notepaper
- drafting equipment: available at the NIC bookstore:
  - set square - 30/60/90 degree, Staedtler 964 16-60
  - set square - 45/45/90 degree, Staedtler 964 14-45
  - scale ruler, imperial, architects, Staedtler 987 18-31
  - scale ruler, metric, Staedtler 987 18-SI
  - drawing compass, 559-02
  - good quality white eraser
  - mechanical pencils: .3mm in 6H lead; .5mm in 2H and 4H lead; .9mm in 2H lead
- text books and learning guides for the level - details provided at NIC bookstore

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## Admission

### Available to international

Yes

### Admission Requirements

1. Successful completion of the North Island College Piping Trades Assessment with a minimum of 70%. For more information, check the [Plumbing Assessment Study Information](#).
2. High school graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

### International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

## To Be Successful

- You are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program and discuss various career fields and choices.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact an educational advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition to the stated prerequisites secondary school equivalent courses in math, science, physics and drafting are considered an asset.
- The most important key to success is the desire to become a quality trades person. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.
- Trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning along with good math and communication skills.
- There is also an expectation of physical activities such as lifting, working on ladders and scaffolding or in confined spaces and under various weather conditions.
- You will be required to stay focused for prolonged periods.
- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. Should you find you need further support please contact our student services department about upgrading classes.

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## Curriculum

### Program Requirements

- PPF 101 Use Safe Work Practices
- PPF 102 Use of Tools and Equipment
- PPF 103 Organize Work
- PPF 104 Prepare and Assemble Plumbing Components

\*Note: Based on availability of placements with industry, Trades Foundation students may have an opportunity to participate in an optional Work Experience: WXT 100 Work Experience - Trades Foundation.

### Completion Requirements

To pass the program you are required to attain a minimum of 70% in each course.

# Plumbing Apprenticeship Training

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## Summary

### Program Length

6-8 weeks/lvl

### Locations

- Comox Valley

### Start Date

See schedules below

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Level 1, 2, 3 and 4 Industry Training Authority (ITA) approved apprenticeship training*

## Summary

Advance your skills and qualifications in one of the most specialized and well-paying of the building trades as you work toward your Interprovincial (Red Seal) certification. Develop expertise in plumbing, steamfitting, sprinkler fitting and gasfitting as you work through the four levels of plumbing technical training, following the criteria set by the Industry Training Authority (ITA).

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## Highlights

### Plumbing Technical Training

All NIC training programs follow the criteria set by the Industry Training Authority (ITA) to ensure your trade qualifications meet current industry standards.

PBA-100, Level 1, six weeks  
PBA-200, Level 2, six weeks  
PBA-300, Level 3, six weeks  
PBA-400, Level 4, eight weeks

NIC works closely with industry to ensure your apprenticeship training is of the highest quality. For upcoming apprenticeship training schedules view the Schedules tab. For more information on apprenticeships visit the [ITA website](#).

### Supply List

You are required to obtain the following basic supplies and tools:

- steel-toed boots or shoes

- safety glasses - CSA-approved
- gloves
- coveralls
- hard hat
- tape measure (25-foot imperial and eight-metre metric)
- metric conversion calculator, EL520-WBBK or EL-520X recommended
- pencils, hi-liter, binder and notepaper
- drafting equipment: available at the NIC bookstore:
  - set square - 30/60/90 degree, Staedtler 964 16-60
  - set square - 45/45/90 degree, Staedtler 964 14-45
  - scale ruler, Imperial, Architects, Staedtler 987 18-31
  - scale ruler, Metric, Staedtler 987 18-SI
  - drawing compass, 559-02
  - good quality white eraser
  - mechanical pencils: .3mm in 6H lead; .5mm in 2H and 4H lead; .9mm in 2H lead
- text books and learning guides for your level - details provided at NIC bookstore

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## Admission

### Available to international

No

### Admission Requirements

1. Applicants must be ITA registered apprentices.
2. Complete and submit the [\*NIC Application for Admission\*](#) form, writing "Plumbing and Piping" and level of training as the program name.
3. Complete and submit the [\*NIC Apprenticeship Training Registration\*](#) form.

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

### To Be Successful

- You will find greater ease and success in your training if your abilities in mathematics, reading and writing are at a sufficient level. NIC Assessment Services is available to provide math and English assessments year round. For students who do need to refresh their skills or upgrade in a few areas, those classes are available at NIC.

- Students are encouraged to develop a workplace plan with their employer to make sure they are practicing all related trade skills listed in the handbook program outline.
- school training periods can be very intense, especially because of the quantity of reading you will be required to do. Whenever possible, you are encouraged to complete reading in advance.
- The [math pre-test link](#) is a review exercise and can be used as an indicator of your current math skills. Should you find you need further support please contact our student services department about upgrading classes.

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## Curriculum

### Program Requirements

#### Plumbing Apprenticeship Training Classes

Dates and classes may change or be cancelled depending on demand.

Note: Apprentices enrolling in technical training must take their training in sequential order, levels 1, then 2, then 3 then 4. You must complete all levels of technical training to be eligible to write the Interprovincial (Red Seal) examination.

#### PBA-100 - Plumbing Apprenticeship Level 1

- 2018 Fall: November 13 - December 21
- 2019 Fall: September 23 - November 1
- 2020 Spring: May 11 - June 19

#### PBA-200 - Plumbing Apprenticeship Level 2

- 2019 Fall: November 12 - December 20
- 2020 Fall: September 21 - October 30

#### PBA-300 - Plumbing Apprenticeship Level 3

- 2018 Fall: September 10 - October 19
- 2019 Winter: March 11 - April 19
- 2020 Fall: November 9 - December 18

#### PBA-400 - Plumbing Apprenticeship Level 4

- 2018 Fall: September 10 - November 2
- 2019 Winter: April 29 - June 21
- 2020 Winter: March 9 - May 1

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# FAQ

## Frequently Asked Questions

1. **What is an apprenticeship?**

An apprenticeship is a relationship between an employer and an employee where the employee (the apprentice) commits to learn the trade while working for the employer, and the employer commits to provide on the job training, time away from the workplace for the apprentice to attend technical training classes and to pay the apprentice a certain percentage of the journeyman wage rate, which increases as the apprentice progresses through the training.

2. **What is a journeyman?**

A journeyman is a person who has received a Certification of Qualification in a trade. A journeyman is then entitled to be referred to by the trade name (ie: carpenter, electrician, millwright, heavy duty mechanic, etc.)

3. **What training will I take?**

Apprenticeships normally consist of approximately 80 per cent on the job training and 20 per cent in-school technical training. While working on the job site you will learn the trade under the tutelage of a journeyman, who is assigned responsibility for your training. You are also required to attend technical training classes. The classes are most commonly held in Colleges, and depending on the trade consist of six to 10 weeks of classroom training during each year of the apprenticeship.

4. **How long does an apprenticeship last?**

An apprenticeship lasts one to five years, depending on the trade, and the rate the apprentice progresses through the training. Most apprenticeships are four years.

5. **How much will I earn?**

The rate of pay depends on the rate being paid a journeyman in the same trade with the same employer. Although it is dependent on the employer, the rates are often 50 per cent for the first six months and rising through 55 per cent, 60 per cent, 65 per cent, 70 per cent, 75 per cent, 80 per cent, 90 per cent at the end of each six month period. Rates vary by trade and by employer.

6. **What certification will I receive upon completion of my apprenticeship?**

Once you have completed all levels of technical training and passed the Interprovincial (Red Seal) exam, you will obtain your Certificate of Qualification (C of Q) and Red Seal endorsement.

Apprentices in many trades may also write the Interprovincial (Red Seal) exam. This certification is recognized across the country and enables Red-Seal qualified journeypersons to work on those trades across the country. In some trades in BC, the Red Seal exam is used as the C of Q exam.

# Portland State Guaranteed Transfer

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## Summary

### Locations

- College Wide

### Start Date

September, January

### Contacts

Marilyn Nettleton  
Educational Advisor  
250-334-5000  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

*University Studies at NIC now leads to guaranteed admission at Portland State University (PSU)*

## Summary

Earn an associate degree in Canada and a bachelor's degree from an American university in the heart of downtown Portland. Start at NIC, knowing you'll spend less on tuition while earning the exact same degree as students starting directly at Portland State University.

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## Highlights

### Program Highlights

#### What is Guaranteed Transfer?

The [NIC-PSU Guaranteed Admission for NIC Transfer Students agreement](#) provides NIC students with guaranteed admission and course transfer into their third, or junior, year of Portland State University's general University Studies program.

Guaranteed admission is a great choice for anyone interested in completing a University Studies degree at Portland State University. Start your degree with NIC's personal instruction and commitment to quality undergraduate education before moving on to an American university.

You'll learn in a supportive environment, pay less tuition and living expenses while at NIC, and you'll get the benefits of Portland State University's unique capstone project, where you will have opportunities to team up with local organizations to tackle civic challenges. Portland State University is Oregon's largest and most diverse university, with 30,000 students who come from nearly 100 nations around the world. Study at the university's downtown campus, within walking distance of museums, performing arts venues, commerce, concerts, sports and hiking and biking trails.

When you finish your NIC program, Portland State University's admission and application deadlines allow you to move from college to university without unnecessary delay.



Guaranteed admission also saves you money, without compromising your education. Whether you are a domestic student looking for international opportunities, or an international student looking for an American undergraduate degree, guaranteed admission saves you \$12,000 to \$20,000 in the first two years of study, while getting access to NIC's excellent instruction, small class sizes and commitment to exceptional academic performance.

### How does it work?

Upon entering the University Studies and Transfer program at any NIC campus or centre, you will complete an Associate of Arts or Associate of Science degree. If you maintain a 2.25 GPA. (slightly higher than a C average), you can apply to Portland State University for guaranteed admission to general education programs. See the Admissions tab for complete information.

## Career Opportunities

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# Admission Tab, Education Council Field

## Available to international

Yes

## Before Classes Begin

Make sure your courses count. Admission to Portland State University's general education degree does not guarantee admission to specific majors at PSU. Some majors have specific admission requirements. You should review PSU's Online Calendar to find out and then meet with a student advisor to determine which courses at your local NIC campus will earn you the most transfer credit.

## Admission Requirements

Complete and submit the NIC Application for Admission form, writing PSU Guaranteed Admission as the program name.

There are no formal admission requirements for an associate degree. However, courses will have specific entry requirements, called prerequisites, which are listed under each course description.

To be eligible for PSU Guaranteed Admission, you must:

1. Complete the Associate of Arts or Associate of Science degree with 60 credits. No more than eight credits should be vocational or technical in nature and at least 60 credits must be university transfer courses at the college transfer level. Please meet with an NIC student advisor for guidance BEFORE registering in courses.
2. Achieve a minimum cumulative GPA of 2.25 (slightly higher than a C letter grade) in your associate degree at NIC prior to entering studies at Portland State University.
3. Meet the current international admissions criteria for the requested admission term;
4. Complete ENG-115 at NIC (WR 121) or equivalent with a C- or better grade;
5. Meet PSU English proficiency requirements, as appropriate;
6. Demonstrate proof of financial ability;
7. Submit official copies of all college transcripts;
8. Apply to Portland State University at in a timely manner to allow for processing of application and transcripts.

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

## To Be Successful

- Your first and most important step as a university transfer student is to call, email, or visit an educational advisor at your nearest NIC campus or centre. Educational advisors have extensive knowledge of programs, funding options, career paths and post-secondary transfer agreements, and will help you get started on the right track.
- You are responsible for selecting only courses that are eligible for the Associate of Arts or Science degrees. Always review your study plan with an educational advisor before registering in courses.
- NIC also offers high school-level upgrading options if you need help meeting prerequisites for entry into individual courses.
- If you intend to transfer your associate degree as credit toward a four-year degree, review the Steps to University Transfer on the NIC website.

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## Curriculum

### Courses

Contact a student advisor to help you to choose the right combination of NIC courses to meet your goals.

Students should consider sample study plans and the general requirements for NIC's [Associate of Arts](#) or [Associate of Science](#) degrees when planning for Portland State University Guaranteed Transfer.

### Completion Requirements

Students must achieve a minimum cumulative GPA of 2.25 (slightly higher than a C letter grade) in your associate degree at NIC prior to entering studies at Portland State University.

Students must also meet the degree completion requirements at Portland State University to achieve their four-year undergraduate degree.

# Practical Academics for the Workplace

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## Summary

### Program Length

1 year

### Locations

- Campbell River
- Comox Valley
- Port Alberni

### Start Date

September, January

### Contacts

#### Comox Valley

Neil Holm  
250-334-5000 ext. 4103  
[neil.holm@nic.bc.ca](mailto:neil.holm@nic.bc.ca)

#### Campbell River

Kathy O'Donnell  
250-923-9774  
[kathy.odonnell@nic.bc.ca](mailto:kathy.odonnell@nic.bc.ca)

#### Port Alberni

Brad Jones  
250-724-8764  
[brad.jones@nic.bc.ca](mailto:brad.jones@nic.bc.ca)

Choose 10 credits of courses designed for individuals with diverse learning needs to receive a Practical Academics for the Workplace certificate of completion.

### Summary

Learn skills in a supported environment to be a stronger employee. Gain workplace literacy, numeracy and digital skills that may lead to employment, supported work, volunteer opportunities or further skills training, depending on your goals.

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## Highlights

### Program Highlights

Gain important literacy, numeracy and computer literacy skills for the workplace as you:

- build confidence and independence,

- gain functional skills with technology
- raise your self-esteem and sense of safety.
- apply numeracy with basic math skills such as measurement
- learn to make change, read a clock and manage your time.
- learn how to use the internet safely
- learn how to access a computer for word processing and email.
- produce a learning and career exploration portfolio.

## Career Opportunities

Depending on your skills, you may exit to competitive employment, supported work, volunteer positions or further specific skills training. Types of employment will range according to your ability, interest and the local labour market.

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# Admission

## Available to international

No

## Admission Requirements

- Attend an instructor interview
- Have a documented cognitive or mental health disability

**Note:** North Island College staff are available and happy to support unique student needs as well as assist with course planning and the admission process. Please contact the Department of Accessible Learning Services for more information.

## To Be Successful

Students should have an interest and motivation to participate in learning about the world of work. Student success may depend on the ability to work independently and in a group setting.

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# Curriculum

## Program Requirements

- AED 020 Career Exploration

Plus a total of 8 credits taken from the following courses:

- AED 030 Basic Computer Skills
- AED 032 Math, Money & Managing it all
- AED 036 Intermediate Computer Skills

- AED 037 Exploring the World with Computers
- AED 038 Literacy For Life
- AED 041 Computer Foundations
- AED 042 Budgeting and Managing your Money
- AED 046 Introduction to Inspiration Computer Program
- AED 047 Emergent Literacy
- AED 048 Literacy Book Club
- AED 053 Scheduling, Clock and Calendar Skills
- AED 054 Literacy for Life 2
- AED 055 Literacy for Life 3
- AED 056 Workplace Safety Literacy
- AED 057 Advanced Literacy
- AED 058 Workplace Literacy
- AED 059 Math and Money Basics
- AED 060 Contemporary Issues
- AED 063 Advanced Literacy 2
- AED 064 Advanced Literacy 3
- AED 065 Literacy Book Club 2
- AED 066 Literacy Book Club 3
- AED 067 Adaptive Technology for Communication
- AED 068 Basic Computer Skills 2
- AED 069 Computer Foundations 2
- AED 070 Intermediate Computer Skills 2

**Note: Students are required to take at least one course from each of the academic domains (literacy, numeracy and computer literacy).**

## Completion Requirements

Pass in 10 credits.

# Practical Nursing Diploma

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## Summary

### Program Length

2 years

### Locations

- Campbell River
- Port Alberni

### Start Date

September 2019 (PA)

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Two-year diploma*

## Summary

Develop the knowledge, skills and abilities to become a Licensed Practical Nurse. You'll take part in over 650 hours of hands-on clinical practice hours in communities across the region as you prepare to meet the ever expanding role of LPNs in British Columbia. You'll be a valuable member of a multi-disciplinary health care team in acute, complex or residential care and community settings.

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## Highlights

### Program Highlights

Under a new 2011 provincial curriculum, the Practical Nursing diploma prepares graduates to deliver nursing care that meets the LPN practice standards and entry-level competencies of the British Columbia College of Nursing Professionals. The program emphasizes the concepts of caring, holism, nursing collaboration, self-reflection, lifespan, leadership and safety as well as diversity and Indigenous health.

The curriculum is divided into four levels:

1. **Foundations and development of nursing practice.**

Level 1 provides the foundation for the development of nursing practice and introduces the learner to the healthy adult.

2. **Adults with chronic illness in various settings.**

Level 2 explores the older adult and concepts related to ageing and chronic illness in various settings.

3. **Community health; mental health, maternal and child health.**

Level 3 examines a continuum of care in community care and applies concepts from Level 1, 2 and 3 in the management of stable clients across the lifespan.

4. **Medical/surgical nursing practice in acute care.**

Level 4 integrates knowledge from previous levels and examines concepts related to the care of the client with acute presentation or exacerbation of chronic illness.

The Practical Nursing diploma is held over 24 months (four semesters), and classes may be scheduled during the day, in the evening and on weekends. BIO-159 Human Anatomy & Physiology, a prerequisite for the Practical Nursing Diploma, is offered online beginning each February. Students begin the Practical Nursing Program in the fall, with 10 students at the Campbell River campus and 10 students at the Port Alberni campus. These 20 students make up one cohort.

The program is delivered via a blend of Interactive Television (ITV) and face-to-face classes. You will attend the majority of your classes at your home campus, however, classes or special events may occasionally be scheduled at other NIC campuses throughout the program. In these situations, you will be given advance notice and must arrange your own transportation and assume related costs.

During the program, you will participate in a range of activities, working with each other and with the instructor to master essential skills. Through concept-based, case-based, skill-based, and integrated learning experiences, you will achieve a strong sense of professionalism. The classroom emulates the workplace, where you learn skills, behaviours and attitudes that will carry you effectively into the workforce. You are guided by NIC policies, as well as the LPN standards and competencies of the British Columbia College of Nursing Professionals.

Each of the four levels ends in a consolidated practice experience. At the end of the acute care practice experience, you will work through a 30-hour course that prepares you for the transition to your final practice experience or preceptorship. You will then complete a final preceptorship, which is approximately six weeks, or 180 hours, in length. During this experience, you will be partnered with LPNs and consolidate your learning as you gradually assume 100 per cent of the LPN's workload.

As a successful graduate, you will be an effective, responsible practitioner using critical thinking and a holistic, client-centred approach to plan and implement care for your clients; moreover, you will possess the communication and leadership skills needed to be a collaborative member of a health care team.

## **Career Opportunities**

LPNs are integral members of the health care team, providing nursing care for families and individuals of all ages. LPN practice is governed by the Health Professions Act. Practitioners are regulated by the British Columbia College of Nursing Professionals and are also responsible and accountable for their own nursing practice.

LPNs practice in a variety of settings including acute care hospitals, complex care facilities, community settings, rehabilitation centers, doctors' offices, clinics and correctional facilities. LPNs have a broad scope of practice with many responsibilities and assume a leadership role in residential care facilities. The complexity of client care is increasing for all nurses and there are many post-basic educational opportunities for LPNs. There continues to be a strong demand for LPNs in the province.

## Important Practice Placement Information

Student practice experiences in health agencies are essential to the Practical Nursing program. You will be placed in a variety of community agencies that have services and resources to support the health of different age groups. Residential care facilities provide support for a primarily older adult population and acute care hospitals offer care to clients with episodic health events. While the majority of practice placements are located in NIC campus communities, it may be necessary to utilize agencies in other Vancouver Island communities. You may be scheduled to attend practice experiences in other communities and must arrange your own transportation and assume related costs. During the final preceptorship component you may be required to work eight and/or 12 hour shifts, including days, evenings, nights, weekends and holidays.

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## Admission

### Available to international

No

### Before Classes Begin

1. Submit a Criminal Record Check permission form so that the college can get your criminal record check done. This form will be sent to you when you are offered a seat in the program.
2. Hold a current CPR Health Care provider (HRT-015) certificate or equivalent and have completed a Workplace Hazardous Material Information System (WHMIS) course. A photocopy of these certificates must be presented to the faculty on the first day of classes. It is the responsibility of the students to maintain their CPR Level HCP certification throughout the program.
3. Submit a completed immunization form. This immunization form should be validated by the public health nurse at your local health unit. This form must be presented to the faculty on the first day of class.
4. Attend a group information session. This mandatory session is designed to assist students in making an informed decision about pursuing a career as a licensed practical nurse. The admissions department will send you an invitation with details regarding the date and time of the information session.

## Admission Requirements

Applications are now open for the LPN program starting in Fall 2019.

1. Grade 12 graduation or equivalent.
2. Minimum C+ in Provincial English 12 or English Studies 12 or English First Peoples 12 or NIC ENG-060 or ENG-096 or ENG-098 or ESL-090 or equivalent, or a B+ in Communications 12, or successful assessment testing.
3. Minimum C in Principles of Math 11 or Foundations 11 or Pre-calculus 11 or Applications of Math 12 or Apprenticeship and Workplace Math 12 or Workplace Math 12 or NIC MAT-053 or NIC MAT-055, or successful assessment testing.



4. Minimum C in Biology 12 (Human Biology) or Anatomy and Physiology 12 or NIC BIO-060, or equivalent completed within 10 years.
5. \*Student must also complete BIO-159 Human Anatomy and Physiology for Practical Nursing or equivalent with a C+ or better prior to beginning the full time program.  
\*Students meeting all requirements with the exception of BIO-159 may be conditionally invited to the program prior to registering in BIO 159. Students will however be required to successfully complete BIO-159 prior to starting the full time program.
6. Declaration of English Language Competency Requirements for Practical Nursing form signed and dated.
7. Requisite Skills and Abilities and Program Bulletin signed and dated. These documents provide prospective students with information that may be helpful in deciding if the program is suited to them. Prospective students who have questions or concerns should contact an educational advisor.

### Priority Admission for Aboriginal Applicants

The British Columbia Human Rights Tribunal has provided Special Program approval to allow priority admission for a selected number of self-declared Aboriginal applicants to this program beginning in September 2013. For more information please refer to NIC's Aboriginal Education Services program page, or contact an Aboriginal educational advisor at your local campus.

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. Learn more.

### Transfer Credit and Credit for Prior Learning

Students with previous course work from another accredited institution may apply to transfer course credits to NIC. For more information refer to Steps to University Transfer or contact Student Services. Your previous life, work, or study experience, unassociated with formal education, may qualify for Prior Learning Assessment and Recognition (PLAR). Your knowledge and skills will be evaluated to determine if you meet the objectives for selected courses up to a maximum of 50 per cent of the program. To qualify for PLAR, you must apply to the program, meet all the program requirements, and complete the PLAR before entering the program or one term before the scheduled course(s). The fee for each PLAR course is 75 per cent of the regular course fee. Refer to NIC policy #4-10: Prior Learning Assessment and Recognition. For information about which courses qualify for PLAR please contact the program department chair.

If you meet some, but not all, learning objectives in a course(s) the assessment process may result in an exemption from some portion of the course(s). You will be required to register in the course and pay full tuition but your workload would be reduced. Note that eligibility for this process will be granted on an individual basis by the department. You must apply one semester in advance of the course start date. For more information please contact the program department chair.

### To Be Successful

A number of abilities and skills are required to be successful in the Practical Nursing program. These include, but are not limited to, the following:

- Become familiar with the British Columbia College of Nursing Professionals [Entry-to-Practice Competencies for Licensed Practical Nurses](#).
- Basic computer literacy and internet access are necessary. You must access all course manuals via Blackboard Learn, the college's on-line learning platform, and use computer skills to access resources during coursework. Electronic documentation is also used in the practice setting. You are expected to have the ability to:
  - navigate the internet and access online resources
  - create word documents
  - attach word documents to emails and submit assignments via email
  - a laptop, or similar electronic device, is recommended, but not required
- Accurate math calculations are critical for safe nursing practice. You will be required to complete a math evaluation once you are qualified for admission. The evaluation's intent is to assist you in identifying your learning needs early, allowing you to seek remedial assistance in order to position yourself for success in the math components of the nursing program. The goal for the math evaluation is to achieve 90 per cent and opportunities to rewrite will be provided with the intention of helping students improve your marks. You will not be denied admission to the program if you do not achieve the 90 per cent but it is strongly recommended you obtain immediate remedial help.
- A valid driver's license and access to personal transport is strongly recommended for practice experience components. If you are not able to provide your own transport you may have difficulty meeting the requirements of clinical practice courses.

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## Curriculum

### Program Requirements

#### Level I

- PNS 111 Professional Practice I
- PNS 112 Health Promotion I
- PNS 113 Variations in Health I
- PNS 114 Professional Communications I
- PNS 115 Pharmacology I
- PNS 116 Integrated Nursing Practice I
- PNS 117 Consolidated Practice Experience I

#### Level II

- PNS 121 Professional Practice II
- PNS 122 Health Promotion II

- PNS 123 Variations in Health II
- PNS 124 Professional Communications II
- PNS 125 Pharmacology II
- PNS 126 Integrated Nursing Practice II
- PNS 127 Consolidated Practice Experience II

### Level III

- PNS 231 Professional Practice III
- PNS 232 Health Promotion III
- PNS 233 Variations in Health III
- PNS 234 Professional Communications III
- PNS 236 Integrated Nursing Practice III
- PNS 237 Consolidated Practice Experience III

### Level IV

- PNS 241 Professional Practice IV
- PNS 242 Health Promotion IV
- PNS 243 Variations in Health IV
- PNS 244 Professional Communications IV
- PNS 246 Integrated Nursing Practice IV
- PNS 247 Consolidated Practice Experience IV
  
- PNS 248 Transition to Final Practice Experience
- PNS 249 Final Practice Experience

## Completion Requirements

The Practical Nursing student must achieve a minimum of 60% in each course (except pharmacology)\*, maintain a cumulative grade point average of 65%, and pass each nursing practice experience. Students who miss more than 10% of a practice experience may be asked to repeat the course.

\*In pharmacology courses, students must achieve a 100% on the math portion and an 80% average on the theory portion.

- It is an expectation of the Practical Nursing program that students demonstrate responsible, accountable behaviour in terms of maintaining a pattern of regular attendance, and establishing effective working relationships with student colleagues and faculty.
- Students are required to adhere to the BCCNP Standards of Practice for LPNs. Failure to adhere to these standards may result in the student being required to leave the program.

- If a student is unsuccessful in the Practical Nursing Program, they have one opportunity to re-enter the program. If a student is unsuccessful in the program a second time, they can only re-enter by going through the admission process and beginning at term one.
- Re-entering the program is dependent on an available seat. Students who fail a required course may be asked to complete a learning assessment and/or skills or written exam prior to being considered for re-admission.
- These regulations are important to the profession to ensure that graduates have the required skills and knowledge and are therefore deemed safe to practice.

# Prep Cook Certificate

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## Summary

### Program Length

14 weeks

### Locations

- Port Alberni

### Start Date

October 2018

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*four-month certificate*

## Summary

Develop essential workplace skills, safety knowledge and job readiness to launch a career in the food services industry. You will learn to prepare soups, stocks, sauces, sandwiches, cookies and quick breads from highly-experienced, qualified instructors in modern, fully-equipped training facilities. You will be qualified for employment as a prep cook, porter or food service worker in a commercial kitchen, restaurant or resort.

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## Highlights

### Program Highlights

Be well-prepared for employment. NIC's Prep Cook program is designed to introduce you to the basic skills, safety knowledge and job readiness to launch a career in the food services industry.

The program consists of four months of hands-on training, including industry certifications in Occupational First Aid, FoodSafe and WHMIS. You will learn how to safely operate, clean and maintain common kitchen equipment and become familiar with standard culinary measurements and calculations.

Learn how to prepare basic soups, stocks, sauces, vegetable dishes, salads, sandwiches, cookies and quick breads, applying food safety standards and safe work practices.

The Prep Cook Certificate Program was created in response to demand for entry-level cooks and kitchen workers across the North Island College region and this need is felt in the tourism/hospitality industry across the nation.

The tourism industry is a strong component of the regional and national economy and as it grows so does the demand for cooks, kitchen helpers and other food service workers.

The program includes 358 hours of instruction and 20 hours of industry certifications to ensure you are well-prepared to work in the culinary industry and provides a solid foundation if you choose to further your studies in NIC's Professional Cook (Culinary Arts) program.

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## Admission Tab

### Available to international

No

### Admission Requirements

- Funding criteria must be met in order to participate in this program. To qualify you must be:
  - legally entitled to work in Canada
  - living in BC
  - not a full-time post-secondary student
  - not a high school student
  - not participating in another Canada-British Columbia Job Fund Agreement-funded program

### To Apply

- Complete and submit the NIC application form.
- Satisfactory completion of the Prep Cook Assessment.
- Students can prepare for the Prep Cook Assessment using the Prep Cook Assessment Study Guide.
- Once the assessment is completed, students may be invited to an interview.

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## Curriculum

### Program Requirements

PCK 100 Cooking Fundamentals

\*OFA 010 Occupational First Aid Level 1

\*TFS 010 Foodsafe Level 1

\*WSF 019 Orientation to WHMIS Online

Note: Students not having current, valid First Aid, Foodsafe, and WHMIS are required to take these courses to meet program requirements. Separate fees will be charged.

## Completion Requirements

Students will be required to achieve 70% in PCK 100 in addition to receiving a grade of 'pass' in all industry certificates, to achieve program completion requirements.

# Professional Cook (Culinary Arts)

Alternate title #1: Culinary

Alternate title #2: Chef

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## Summary

### Program Length

6-28 weeks/lvl

### Locations

- Campbell River
- Port Alberni

### Start Date

See schedule below

### Contacts

Student Services

1-800-715-0914

[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

### In the News

[Recipe for Success](#)

[NIC Welcomes Internationally Trained French Chef](#)

*Levels 1, 2 and 3 Industry Training Authority (ITA) approved apprenticeship training*

### Summary

Launch your culinary career and expand your skills in well-equipped training facilities, including the Third Course Bistro in Campbell River or the Roger Street Bistro in Port Alberni. You'll learn from highly-experienced, qualified instructors as you develop core culinary skills in Level 1, advance your skills in Level 2 and prepare to take a leadership role in the kitchen with Level 3.

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## Highlights

### Program Highlights

The culinary program is offered at both NIC's Campbell River and Port Alberni campuses in fully-equipped training facilities. To help ensure future advancement in your career, you will be registered as an apprentice upon entering the program and will gain apprenticeship credit as you proceed through each Certificate of Qualification.

Professional Cook (Culinary Arts) consists of three levels of qualification: Professional Cook 1, Professional Cook 2 and Professional Cook 3, which provide recognized provincial certification on completion of each level. The Interprovincial (Red Seal) for Cook will be affixed to the Professional



Cook 3 certificate. Each qualification level consists of an in-school training program, practical and theoretical examinations and a workplace time requirement.

**Professional Cook 1 (PC1):**  
*28 weeks (840 hours approx.)*

Learn the essentials of cooking in just 28 weeks. From core culinary skills, to preparing and cooking stocks, soups, sauces, vegetables, meat, fish, poultry, sandwiches and desserts, you are well on your way to mastering your new craft. At NIC, hands-on classes ensure you will also be introduced to menu planning, nutrition and human resource management.

Upon successful completion of the program, the PC1 provincial final exams and, an additional 400 hours of documented industry experience, you will receive provincial certification as a Professional Cook 1. You are then eligible to continue your career development as you work toward attaining Professional Cook 2.

**Professional Cook 2 (PC2)**  
*14 weeks (420 hours approx.)*

Enter a more advanced 14-week training program where you continue your culinary skills development by gaining experience with menu creation, à la carte production and presentation, as well as dining room food and beverage service at the Third Course Bistro in Campbell River.

Upon successful completion of Professional Cook 2 program, the PC2 final provincial exams and a further 760 hours of documented industry experience, you are then able to proceed to Professional Cook 3.

**Professional Cook 3 (PC3):**  
*Six weeks (180 hours approx.)*

Advance further with a six-week intensive theory-based program that meets all the requirements of the national Red Seal standard for cooks. You will be competent with all major techniques and principles used in cooking and other aspects of food preparation, preparing you to take a leadership role in the kitchen.

Please note: Professional Cook Levels 1 - 3 can be taken in consecutive order for a total of 1,440 hours over 48 weeks.

Upon successful completion of the Professional Cook 3 program, the PC3 final provincial exams and a further 3,000 hours of documented industry work experience, you will qualify for your Certificate of Qualification with Interprovincial Red Seal endorsement and Professional Cook 3 Certificate of Apprenticeship.

NIC's Professional Cook program has been accredited by the Canadian Forces and graduates can gain advanced standing as a cook (apprentice). For more information, visit [Paid Education](#).

## Career Opportunities

Career opportunities such as pastry cooks and bakers, sous chefs and executive chefs are based on an individual's goals, experience and abilities. Positions in bistros/restaurants, cruise ships, fishing/eco-tourism resorts, catering companies, hospitals, hotels, logging and mining camps, spa and destination resorts, specialty food services, extended care facilities and culinary tourism are examples of the many opportunities available to graduates. Graduates have also gone on to open their own catering and home businesses.

## Related Programs

After five years at the Journey person level, you may enter the Chef de Cuisine certification program available through the Canadian Culinary Federation.

## Supply List

### Mandatory

- four 2" three-ring binders
- paper, pens, pencils, highlighter
- metric conversion calculator, Sharp EL-520WBBK recommend
- texts for the program (available at the NIC Bookstore)

**Note:** The following supplies are also mandatory but do not purchase until after the first day of class upon consultation with the instructor:

- french knife - 10"
- boning knife - 6"
- paring knife - 3" or 4"
- bread knife
- carving knife
- steel - 14"
- vegetable peeler (floater type)
- parisienne scoop
- instant read thermometer
- citrus zester
- carrying case
- digital timer.
- digital scale
- pastry scraper
- WCB-approved footwear - non-slip soles, closed toe shoes
- uniform: chef jacket, black and white check pants, four-way or bib apron (minimum three sets of each)
- black pill box hat
- bar wipes (12)

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# Admission

## Available to international

Yes

## Before Classes Begin

**Professional Cook 1 (PC1):** Once you have been accepted to the program but before classes begin, you are required to complete the following questionnaire. You must bring the completed questionnaire with you to the first day of class. Download the PDF or pick up a copy at Student Services. (Exception: High school students applying through the Dual Credit application process do NOT need to submit the questionnaire.)

- [Culinary Arts Industry Questionnaire](#)

## Admission Requirements

### Professional Cook 1

1. Successful North Island College Culinary Arts program assessment. For more information, check the [Culinary Arts Assessment Study Information](#).
2. Successful completion of [FoodSafe Level 1](#)

Note: High School graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

### Professional Cook 2

1. Professional Cook 1 Certification, which includes successful completion of Professional Cook 1 Technical Training, Certificate of Qualification Examination, Practical Assessment and an additional 400 documented workplace hours for a total of 1,000 hours.

### Professional Cook 3

1. Professional Cook 2 Certification, which includes successful completion of Professional Cook 2 Technical Training, Certificate of Qualification Examination, Practical Assessment and an additional 760 documented workplace hours for a total of 2,000 hours.

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

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# Curriculum

## Program Requirements

### Professional Cook Apprenticeship Training Classes

*(as of April 5, 2018)*

Dates and classes may change or be cancelled depending on demand.

#### PCA 100 Professional Cook Apprenticeship Level 1

- January 28 - August 23, 2019 (Port Alberni)

## Completion Requirements

To pass each training program you must attain a minimum of 70% throughout the program.

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## FAQ

### Frequently Asked Questions

1. **Why should I take this program?**

If you are considering a career as a cook or aspire to be an executive chef, sous chef, pastry cook, restaurant manager or to operate your own restaurant or café, then this program is a perfect start to your career. Do you enjoy creating great meals? Do you like the fast pace of a busy work day? Do you have an artistic talent? Or maybe you haven't discovered it yet. Are you a team player? Are you willing to work hard for personal satisfaction in a job? If you answered yes to any of these questions then you may wish to consider culinary arts as a career.

2. **Why should I take this program?**

Through a supportive and progressive model, you will acquire the skills necessary for success in today's fast paced commercial kitchens. Beginning with fundamental skills development, and away from the pressure of production, you will gain the foundations of your trade. As you progress, emphasis is placed on teamwork, communication skills, food production with speed, kitchen management and culinary artistry. You will gain experience preparing and plating meals for breakfast, lunch, banquet and fine-dining service. To help ensure future advancement in your career you will be registered as an apprentice upon entering the program and gain apprenticeship credit along the way. The demand for qualified professional cooks has never been greater at all levels of qualification.

3. **How long does it take?**

To gain Red Seal certification as a cook, you require 5,000 hours in the workplace, the completion of all three levels of technical training, and successfully pass the Interprovincial (Red Seal) examination. To receive certification as a Professional Cook 1, you are required to

complete 1,000 hours of workplace experience and Professional Cook 1 technical training. To receive certification as a Professional Cook 2, you are required to complete a further 1,000 hours of workplace experience and Professional Cook 2 technical training. By successfully completing your training at NIC, you will receive 600 hours workplace credit toward the completion of Professional Cook 1 and 240 hours credit toward the completion of Professional Cook 2, in addition to receiving the technical training credits for each level.

**Program lengths are:**

- Professional Cook 1 (840 hrs. approx.) - 28 weeks
- Professional Cook 2 (420 hrs. approx.) - 14 weeks
- Professional Cook 3 (180 hrs. approx.) - six weeks
- Each can be taken in consecutive order for a total of 1,440 hours over 48 weeks.

**4. What will I study?**

Equipment operation and safety; receiving and storing of foods; weights and measures; kitchen terminology; salads, dressings, sandwiches, short order (garde manger); vegetables, farinaceous dishes; stocks, soups and sauces (entremetier); meats, poultry, seafood, games dishes and sauces (rotissier); desserts, pastries, cakes, yeast and bakery products (pâtissier); menu planning and design, food costing, recipe writing, inventory, purchasing and receiving and nutrition.

**5. What is a typical day like?**

In Campbell River, your day in Professional Cook 1, during production and food service, begins at 8 am and goes to 2 pm. You'll begin with a briefing of the day's events and then it's into the kitchen. If you are on entremetier station (soups, stocks, vegetables and farinaceous) you will start preparing the days soups and stocks, or vegetables. At service time you will be serving customers directly in the cafeteria (hot entrees, salad bar, market grill, deli stations and desserts.) Once you have had your lunch then it's time to organize for the next day and have a de-briefing and re-cap the day. Theory classes involve preparing you for the module exams and as well as the related practical production for that week. During the evening you will need to study for the station module exams and review necessary theory and recipes for the next day. Professional Cook 2 will start at 2 pm and finish at approximately 9:30 pm. The afternoon and evening's agenda revolves around the special in-house events and dining room, as well as theory, practical workshops.

In Port

Alberni, all classes are 8 am until 3 pm, Monday to Thursday. At service time, you will be serving directly to the customer in the dining room. The day's agenda revolves around special events and dining room, as well as theory, practical workshops and field trips.

**6. How am I evaluated?**

There are three parts to the evaluation process. You are graded on your practical work in the kitchen. The second part is the theory component which is evaluated by assignments and written exams. A good portion of the theory is learned during home study. You are also required to write

an end of level practical and theory exam. You must achieve a minimum of 70 per cent in each course to be successful in the program. You must successfully complete Professional Cook 1, including the 400 workplace hours requirement, before entering Professional Cook 2 and again successfully complete all requirements for Professional Cook 2 before entering Professional Cook 3.

**7. Is there opportunity for advanced placement?**

Yes, if you have significant industry experience you may qualify for challenge exams and placements. If you have completed a career preparation program for cooking in senior secondary you may qualify for advanced placement.

**8. Will I need my own knives and uniforms?**

Yes, you are required to supply a set of knives and uniforms but it is recommended that you wait until classes begin before purchasing, as contacts and quality of knives will be reviewed with the chef instructor.

**9. Is there much homework?**

You should expect approximately 12 to 15 hours of homework/study per week.

**10. Are there any higher levels of certification in cooking?**

Yes. Once you are finished the program you are well on your way to completing your apprenticeship. You will then need to fulfill the practical hours of work and training in industry. At that time you are designated as a journey person. After five years, you may apply to the Canadian Culinary Institute of the Canadian Federation of Chefs and Cooks to enrol in the Chef de Cuisine certification program. This process can be facilitated through the local branch of the Canadian Federation of Chefs and Cooks. Upon successful completion of that program, you will be a Certified Chef du Cuisine. Also see the North Vancouver Island Chef's Association.

# Professional Photography Certificate

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## Summary

### Program Length

10 months

### Locations

- Comox Valley

### Start Date

September

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*10-month certificate over three consecutive semesters*

## Summary

Build an industry-relevant portfolio as you develop core professional photography and media skills to work as a photojournalist, portrait photographer, fine art photographer, advertising photographer or photographer's assistant as you gain hands-on experience and build an industry-evaluated portfolio that showcases your artistic talent and technical skill.

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## Highlights

### Program Highlights

Develop advanced photography and media skills to advance your career as a professional photographer.

You will gain technical expertise in post-production, editing and output, motion capture, digital asset management and presentation platforms to qualify for work in photographic studios, newspapers, magazines, museums and government.

In the fall semester you will learn colour theory, design and composition, introductory studio lighting and digital imaging.

During the winter and spring semesters, you will expand your skills as you learn specialty applications such as portraiture, advertising photography, editorial and photojournalism, post-production and digital asset management.

Gain valuable hands-on experience in the field of photography as you participate in field trips to diverse locations and take part in work experience where you will complete a major client project.

By your final semester, you will have completed an industry-evaluated portfolio project that showcases your photographic talent and technical skill.

## Career Opportunities

As a graduate of NIC's Professional Photography certificate, you will have the advanced technological skills required to work as a photojournalist, fine art photographer, advertising photographer, photographer's assistant, wedding photographer and portrait photographer.

## Supply List

### Supplies Required

Students are required to provide the following list of basic supplies and equipment:

- professional grade digital camera with HD video capable of professional quality image capture.
- professional grade lenses, covering wide angle to telephoto.
- flash meter
- tripod with ball or three-way head
- 500 GB portable hard drive
- CF memory card reader (if applicable)
- colour checker
- Instructors may add additional equipment for specific courses.
- Students must also be prepared to cover the costs of color ink jet printing, field trip expenses and framing for gallery shows.

### Supplies Provided

The program has six medium-format camera systems that students will be able to use on short term loans through the department equipment loan program.

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# Admission

## Available to international

No

## Admission Requirements

1. C in English 11, Composition 11, Creative Writing 11, Literary Studies 11, New Media 11, Spoken Language 11, English First Peoples Literary Studies & Writing 11, English First Peoples Literary Studies & New Media 11, English First Peoples Literary Studies & Spoken Language 11 or equivalent, or an English Assessment;
2. A portfolio of photography, and
3. A 300-word statement of expectations.



## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

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# Curriculum

## Program Requirements

- FIN 710 Digital Photography I
- FIN 737 Digital Imaging I
- FIN 715 Composition & Design
- FIN 716 History of Photography
- FIN 718 Intro to Studio Practices & Lighting
- FIN 720 Digital Photography II
- FIN 738 Digital Imaging II
- FIN 721 Creative Explorations
- FIN 723 Editorial & Photojournalism
- FIN 724 Portraiture
- FIN 739 Videography & Multi Media
- FIN 729 Advertising & Commercial Photography
- FIN 731 Landscape & Nature Photography
- FIN 733 Portfolio Project
- FIN 734 Business Practices & Marketing
- FIN 736 Client Project

## Completion Requirements

Students must achieve a minimum of 55% in all courses.

## Portfolio Guidelines

Your portfolio is your opportunity to present yourself to the faculty review panel. There is no perfect portfolio. Each portfolio is unique and represents your abilities, creativity and interests. The portfolio panel is looking for an open, exploratory attitude, energy and a commitment that is consistent with the intense nature of this one-year program. You should submit your best and most recent work.

1. Include 10 to 15 samples of your strongest photographic work to date.
2. Include a portfolio inventory list identifying the works in your portfolio. Photographs should be submitted as JPEG files, with a largest dimension limit of 500 pixels.
3. Include a one-page, double-spaced written statement detailing:
  - Your photographic experience so far
  - Your goals as a photographer
  - Why you want to study at NIC

Please note that the written statement is not used to determine your suitability for the program, but to provide the review panel with insight into your passion and perspectives on photography.

# Professional Potter Advanced Diploma

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## Summary

### Program Length

1 year

### Locations

- Comox Valley

### Start Date

TBD

### Contacts

Linda Perron  
250-334-5054  
[linda.perron@nic.bc.ca](mailto:linda.perron@nic.bc.ca)

*10-month advanced diploma*

## Summary

Develop advanced-level design skills, production techniques and business knowledge to market your work effectively. Progressively develop design and production skills while integrating technical knowledge of clays, glazes and kiln-firing processes.

---

## Highlights

### Program Highlights

The ten-month Professional Potter advanced diploma is designed to give you the skills to establish your own studio or workshop-based business and make a living as a practicing professional potter. The program allows you to progressively develop your design and production skills, while integrating the technical knowledge of clays, glazes and firing processes. You will also learn how to analyze and evaluate your design and production choices in order to optimize productivity, produce work of quality and character and develop a marketing plan for the work.

During the first term, you will be immersed in studio practice. A series of short, intensive courses allow you to progressively master fundamental to advanced elements. Courses include Throwing for Production, Design and Practice, Clay Technology, Surface Enrichment techniques, Kilns and Firing technology, Mold Making and Hand-building Techniques for Production. In the first term, you will focus on technical skills, best practices, and will define your production preferences and business direction.

In the second term, you will continue to develop your design and technical skills throughout the creative process and you will begin producing work aimed for the market and portfolio development. Business courses provide you with a detailed range of business skills specific to planning, maintaining, and marketing a pottery business. You will learn market research, developing a business plan, legal issues, bookkeeping and accounting procedures and marketing strategy applicable to your

pottery business. A digital media course will give you enough digital photography and computer skills to develop, manage and maintain your own website.

In FIN-348 Kilns and Firing technology IV, a highlight of the second term, you will spend three days on Denman Island, BC, firing a Tozan-style Anagama wood-fired kiln, one of only three in existence in North America.

Before completing the program, you will complete a mandatory two-month practicum with two options:

1. An approved internship with a practicing professional potter, which will be structured as either volunteer or paid and give you invaluable experience.
2. Or, apply for a two-month residency at the Medalta International Residency Program in Medicine Hat, Alberta. If you choose this option, you will have the opportunity to begin developing your work and testing out markets. Residency fees apply.

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## Admission

### Available to international

Yes

### Admission Requirements

1. A portfolio of recent work (minimum of 10 pieces).
2. A two year Diploma in Art & Design with a ceramics component, or a BFA with a ceramics major who can demonstrate significant pottery skills, or permission of the program coordinator.
3. A 300-word statement of expectations.

Transfer Options (in and out of program): Although the aim of this program is to graduate students who will enter the work place or go on to establish a workshop based business, efforts will be made to establish transfer options with other educational institutions.

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

### International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

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# Curriculum

## Program Requirements

### First Term:

- FIN 330 Throwing for Production, Design and Practice I
- FIN 335 Clay Technology I
- FIN 340 Surface Enrichment techniques I
- FIN 345 Kilns and Firing technology I
- FIN 331 Throwing for Production, Design and Practice II
- FIN 336 Clay Technology II
- FIN 341 Surface Enrichment techniques II
- FIN 346 Kiln and Firing technology II
- FIN 350 Mold Making
- FIN 355 Hand-building Techniques for Production I rs
- FIN 337 Clay Technology III
- FIN 342 Surface Enrichment techniques III
- FIN 333 Advanced Throwing, large forms

### Second Term:

- FIN 332 Throwing for Production, Design and Practice III
- FIN 360 Documentation and Digital Media
- FIN 366 Glaze sciences I
- FIN 347 Kilns and Firing technology III
- FIN 356 Hand-building for Production II
- FIN 362 Business Practices for the Potter
- FIN 363 Marketing for the Potter
- FIN 367 Glaze sciences II
- FIN 348 Kilns and Firing technology IV
- FIN 370 Portfolio Development
- FIN 368 Glaze Sciences III
- FIN 364 Professional Practices

### Third Term:

- FIN 371 Professional Pottery Work Experience Practicum OR FIN 372 Pottery Residency at Medalta

**Note:** Total 984 hours to complete the Program. After two terms of courses at North Island College the student will have six months to complete the 240 hours internship with a professional potter (the potter to be approved by NIC) or 240 hours in the Medalta International Residency program.

## Completion Requirements

For successful completion of the program, students must achieve a minimum of 70% in all courses and pass FIN-371 or FIN-372.

# Retail & Hospitality: Customer Service Training

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## Summary

### Locations

- Campbell River
- Port Alberni

### Start Date

November 4 (Campbell River); October 15 (Port Alberni)

### Contacts

1-800-715-0914 ext. 7781  
esa@nic.bc.ca

*8-week Employment Skills Access program*

## Summary

Earn the credentials and develop the customer service skills to make you more competitive in the retail and hospitality industry.

**Career possibilities:** Graduates of the program may seek entry level positions in a wide range of customer service industries, including tourism.

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## Highlights

### Program Highlights

The Retail and Hospitality: Customer Service Training is a WorkStart Essentials program offered under Employment Skills Access. WorkStart Essential programs deliver free introductory skills training to create job readiness in a short period of time.

In eight weeks you can upgrade your essential skills and acquire sector specific skills for entry level employment in the retail and hospitality industry. This program focuses on communication, thinking and problem solving important to the industry, and addresses individual barriers to employment. Program and staff instructors emphasize individual strengths, rather than limitations, and provide support, guidance, collaboration, confidence building and affirmation of abilities. Job coaching and mentoring are also used in helping participants work toward successful, long-term employment.

Participants will develop a personal marketing portfolio, expand their computer skills, and demonstrate understanding of acceptable workplace attitudes and behaviours. External credentials included in the program are: Cashier Training, WorldHost, Serving It Right, Occupational First Aid Level 1 and FoodSafe.

# Admission

## Available to international

No

## Before Classes Begin

Work with us to determine your eligibility and complete your [application](#). Please call 1-800-715-0914 ext. 7781 or email [esa@nic.bc.ca](mailto:esa@nic.bc.ca).

## Admission Requirements

This Employment Skills Access (ESA) program is designed to assist unemployed or low-skilled individuals to gain employment. All tuition and books are included for participants who meet the specific ESA eligibility criteria.

You may be eligible if you are:

- Unemployed AND not collecting Employment Insurance (EI) AND have not been associated with a regular EI claim the past three years or maternity/parental claim in the past five years.

North Island College staff will work with you to answer your questions, help determine your eligibility, assist with forms, and complete the application process.

Space is limited. Apply now! 1-800-715-0914 ext. 7781 or email [esa@nic.bc.ca](mailto:esa@nic.bc.ca).

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

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# Curriculum

## Program Requirements

- COM 069 Management Communication Skills
- COM 060 Essential Communications Skills in Conflict
- CPA 010 Work Level 1
- CPA 011 Excel Level 1
- CPA 013 Introduction to Outlook
- CSV 010 Exceptional Customer Service
- CJR 010 Career Planning and Job Readiness
- CJR 020 Coaching and Transition to Employment
- RTS 015 Retail Industry as a Career



- TCS 010 SuperHost Foundations of Service Quality
- TCS 011 WorldHost (Customers with Disabilities)
- TCS 012 WorldHost Across Cultures
- TFB 011 Serving it Right
- TFS 010 Foodsafe Level 1
- WPT 010 Workplace Training for Retail Sales Associates
- OFA 010 Occupational First Aid Level 1
- OFA 001 WHMIS General

## Completion Requirements

Participants must attend all classes and complete the required course work to receive their certifications.

# RGU Scotland Degree Pathway

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## Summary

### Locations

- Comox Valley

### Start Date

September, January

### Contacts

Marilyn Nettleton  
Educational Advisor  
250-334-5000  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

*One-year degree pathway available to NIC Business Administration students*

### Summary

Complete two years at NIC and then transfer to RGU, in Aberdeen, Scotland for your third year to earn a Bachelor of Arts in Management degree. Then, maximize opportunity by returning to NIC for a final year of study and earn a Bachelor of Business Administration as well.

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## Highlights

### Program Highlights

The RGU Scotland-NIC Transfer Agreement gives NIC business students an opportunity to gain international experience, perspectives and contacts. Once you complete the third year of your UK degree in Scotland, you will have credit for 75 per cent of an NIC four-year business degree.

To qualify for entry to RGU's Bachelor of Arts (Hons) in Management with Marketing degree, you will need to complete 60 credits of NIC's Business Administration diploma (general management or marketing) or NIC's Bachelor of Business Administration degree (general management or marketing) and maintain a cumulative 3.0 GPA (B average) or higher.

- **General Management option:** Choose this option if you are looking for a program that covers a broad base of management functions. Sharing a common first year with other diploma options, you will continue into second year to learn commercial law, consumer behaviour, e-business, management information systems and entrepreneurial and small business management.
- **Marketing option:** Choose this option to gain practical skills and a solid foundation of knowledge for employment in a marketing environment. Second year courses include consumer behaviour, professional selling, retail management, services marketing and entrepreneurship and small business management.

RGU will grant you a degree after you successfully complete the third year of the non-placement route. Upon completion, you can return to NIC for the fourth year of NIC's Bachelor of Business Administration (General Management or Marketing). This allows you to earn a second degree at NIC with just one more year of study. To learn more:

- Review the [Advance Entry Agreement between RGU and NIC](#)
- Find out how to qualify for financial support with [RGU's Merit Scholarships](#) or apply for [Scotland's Saltire Scholarship](#).
- Visit the RGU website for more information on:
  - [RGU International Office Canada Flyer](#)
  - [Bachelor of Arts in Business Management](#)
  - [International students](#)

For more information or to develop your study plan, contact an NIC [educational advisor](#). They have extensive knowledge of programs, funding options, career paths and post-secondary transfer agreements to help you get started on the right track.

## Career Opportunities

As a graduate, you will be prepared to build a successful career in industry or the public sector. You will be qualified to work in management, marketing, international marketing, advertising, promotion, market research, public relations, events management and other related industries.

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# Admission

## Available to international

No

## Admission Requirements

To be eligible for advanced entry to Year 3 of Robert Gordon University's Bachelor of Arts (Honours), Management or Bachelor of Arts (Honours), Management with Marketing, you must:

- complete 60 credits of NIC's Business Administration diploma with general management or marketing specialization
- achieve a minimum GPA of 3.0 or above
- obtain a reference from an NIC program faculty member
- show evidence that you meet English language requirements if your first language is not English
- be eligible to obtain the requisite visa to enter the United Kingdom for study purposes

## Transfer Credit and Credit for Prior Learning

The NIC business administration program accepts course transfer credit from a wide range of post secondary institutions and professional organizations. Detailed course transfer information for BC institutions may be found by accessing the [BC Transfer Guide](#). Students possessing other applicable prior learning may request prerequisite waivers for selected courses.

## To Be Successful

- Basic computer skills in word processing and file management are required.
- Consult with a business administration faculty member if you are unsure of your level of math preparedness for any business courses.

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# Curriculum

## Program Requirements

The following North Island College programs transfer to Robert Gordon University's Bachelor of Arts (Honours), Management or Bachelor of Arts (Honours), Management with Marketing:

- Business Administration Diploma, General Management
- Business Administration Diploma, Marketing
- Bachelor of Business Administration Degree, General Management
- Bachelor of Business Administration Degree, Marketing

# Royal Roads Dual Admission

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## Summary

### Locations

- College Wide

### Start Date

September

### Contacts

Marilyn Nettleton  
Educational Advisor  
250-334-5000  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

*Dual admission degree path available exclusively from NIC*

## Summary

Guarantee your admission to select Royal Roads degree programs, while earning a diploma or associate degree at NIC. Start at NIC and transfer to Royal Roads for your third and final year of a bachelor degree in international hotel management, professional communication, entrepreneurial management, environmental management or environmental sciences.

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## Highlights

### Program Highlights

Be admitted to two great public institutions at the same time with the [North Island College Royal Roads University Dual Admission agreement](#). Take advantage of NIC's quality instruction and small class sizes and Royal Roads University's reputation for engaging learning.

NIC and RRU are offering an easier way to complete a bachelor degree in international hotel management, professional communication, entrepreneurial management, environmental management, and environmental sciences in as little as three years.

Study at an NIC campus for your first two years of classes, taking university transfer courses or focusing your studies by earning a related diploma in business administration, tourism and hospitality management or adventure guiding.

After earning 60 credits at NIC, enjoy a seamless transition into the final year of your degree without having to re-apply, order transcripts or make additional requests. Finish your degree at RRU and graduate in as little as 12 months, depending on when you enter the program.

## Career Opportunities

As a graduate, you will have a broad range of skills and a solid understanding of the concepts, languages, and techniques needed to communicate effectively in your field. Whether you want to be an environmental policy advisor, communications consultant or resort manager, you will have critical thinking and global awareness skills in demand in today's market.

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## Admission

### Available to international

Yes

### Admission Requirements

Apply to Dual Admission at any time in your studies, but know that all students must meet NIC prerequisites upon program entry.

To apply:

1. Make an appointment with our Student Advisor, Kim Kobus by calling 250-334-5000 or 1-800-715-0914 to discuss eligibility, programs, funding options, and potential career paths to help you get started on the right track.
2. Download and complete the NIC Application form, writing Dual Admission RRU as the program name. Forms are available online or pick up a copy at the Student Services/Registration office.
3. Meet NIC's admission requirements for university transfer courses or the diploma program you are interested in.
4. Make sure you maintain Royal Roads GPA requirements for the program you are interested in while you attend NIC.

NIC offers high school-equivalent upgrading options if you need help meeting prerequisites for entry into individual courses. Royal Roads University also considers applicants through its Flexible Assessment Policy, which gives students credit for informal learning with their academic education. Students must contact Royal Roads directly for information and admission advice on the policy.

### International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

### To Be Successful

To qualify for enrolment at RRU, you must meet RRU's program entry requirements by the time classes start at RRU. You will also need to maintain your grade point average and meet RRU's other criteria while at NIC, including:

- maintain a minimum "B" or 3.0 GPA
- satisfactorily complete appropriate prerequisite courses and NIC's related credentials and coursework

- meet any required work experience criteria

## Curriculum

### Program Requirements

Under the NIC-Royal Roads University Dual Admission agreement, the following NIC programs flow directly into specific Royal Roads University degrees.

North Island College	Royal Roads University
<ul style="list-style-type: none"> <li>• Business Administration Diploma</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor of Commerce Degree - Entrepreneurial Management</li> </ul>
<ul style="list-style-type: none"> <li>• Tourism &amp; Hospitality Management Diploma</li> <li>• Business Administration Diploma</li> <li>• Associate of Arts Degree</li> <li>• University Transfer Arts (60 credits)</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor of Arts Degree - International Hotel Management</li> </ul>
<ul style="list-style-type: none"> <li>• Associate of Arts Degree</li> <li>• University Transfer Arts (60 credits)</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor of Arts Degree - Professional Communication</li> </ul>
<ul style="list-style-type: none"> <li>• Associate of Science Degree</li> <li>• University Transfer Science (60 credits)</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor of Science Degree - Environmental Management</li> </ul>
<ul style="list-style-type: none"> <li>• Associate of Science Degree</li> <li>• University Transfer Science (60 credits)</li> </ul>	<ul style="list-style-type: none"> <li>• Bachelor of Science Degree - Environmental Science</li> </ul>

# Social Service Diploma

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## Summary

### Program Length

2 years

### Locations

- Comox Valley

### Start Date

September

### Contacts

Student Services  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

### In the News

[NIC Students Learn to Think Like a Village](#)

*Two-year diploma*

## Summary

Gain insight into social justice to support and empower individuals, families and communities. Community-based partnerships and research opportunities support you to develop an understanding of current and emerging areas of best-practice. You will also take part in workplace practicums to gain hands-on experience in the social service field while also building your professional network.

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## Highlights

### Program Highlights

NIC's Human Services department and its programs are part of the Vancouver Island Collaborative Agreement which ensures high quality instruction, programming and transferability throughout BC. NIC's Social Services diploma links with Vancouver Island University, Camosun College and the University of Victoria. You are able to earn transfer credits toward social work or child and youth care degree programs. NIC's Human Services department also works closely with community agencies to ensure course content is current, relevant and valued by employers in the field.

Social service students at NIC will be exposed to a variety of community agencies that help children, youth and adults access services such as financial assistance, parenting resources, employment support, life skill acquisition or youth justice, as well as services to prevent family violence and/or substance abuse. You will examine issues relating to inequality, social policy, human rights, multiculturalism, conflict management, program development and community development.



Using an anti-oppressive feminist framework, the first year includes a number of specific courses in interpersonal communications, social work practice, social policy and advanced interpersonal communications. It also includes university studies classes which can be chosen from a variety of different areas, including but not limited to, sociology, psychology, criminology, history, women's studies, First Nations' studies, and equity and social justice to name a few.

In the second year, you can choose specialized courses in social services including family relationships; group practice; addictions; conflict resolution; community development; mental health and addictions; program planning and implementation; law; and social services.

## Practice Experience

Practicum opportunities are an important component of the program, allowing you to integrate theory with practical experience in the community. You will connect with industry leaders and receive mentorship and guidance as you work directly with vulnerable populations. This could include local community organizations or international opportunities, depending on availability.

Weekly seminars provide additional learning and connection of theory to practice. You will be placed in a variety of settings, including but not limited to, agencies that support families or individuals who are struggling with financial or family challenges, violence, addiction or mental health. This allows you to learn exactly what the job entails and what skills are required.

This is a holistic approach to learning and many students report that gaining related work experience while pursuing their education is helpful in obtaining employment afterward.

## Career Opportunities

As a graduate, you will be qualified to work with individuals accessing services from agencies in areas such as financial assistance, family support, employment, life-skills acquisition, services to women, youth justice, mental health, substance abuse and a variety of other community-based programs.

Job titles may include, but would not be limited to, family support worker, outreach worker, transition house counsellor, employment counsellor, addictions support worker, youth worker, community development worker, crisis intervention counsellor and mental health worker.

**Note:** Prior experience or further training may be necessary to work in upper level social service positions.

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# Admission

## Available to international

Yes

## Before Classes Begin

Attend a group information session. This mandatory session is designed to assist you in making an informed decision about pursuing a human services career. The admissions department will send you an invitation with details regarding the date and time of the information session.

Once accepted to the program but before classes begin, you will be required to:

- hold a Standard First Aid Certification with CPR Level C that will remain valid through to the end of the program.

- complete a Personal Immunization form which will be sent to you by the admissions office when you have a seat in the program. It must be validated by the public health nurse at your local health unit.
- submit a Criminal Record Check permission form which will be sent to you by Admissions once you are offered a seat in the program.

**Note:** Social Service diploma students are not required to meet the PSY-130 and PSY-131 prerequisites for registering in PSY-250 and PSY-251. If you choose to work toward a degree, you may be required to complete PSY-130 and PSY-131.

## Admission Requirements

1. C+ in one of Provincial English 12, English Studies 12, English First Peoples 12, NIC ENG-060, ENG-096, ENG-098, ESL-090, or equivalent; or English assessment.
2. Completed 20 hours volunteer work and *HSW Professional Reference Form*.
3. Signed *Human Services Requisite Skills and Abilities* document.
4. 300 word *HSW Letter of Intent* for coming into the program and career goals.

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

## Transfer Credit and Credit for Prior Learning

Students with previous course work from another accredited institution may apply to transfer course credits to NIC. For more information refer to [Steps to University Transfer](#) or contact Student Services.

Your previous life, work or study experience, unassociated with formal education, may qualify for Prior Learning Assessment and Recognition (PLAR). Your knowledge and skills will be evaluated to determine if you meet the objectives for selected courses up to a maximum of 50 percent of the program. To qualify for PLAR, you must apply to the program, meet all the program requirements, and complete the PLAR before entering the program or one term before the scheduled course(s). The fee for each PLAR course is 75 per cent of the regular course fee. Refer to [NIC policy #4-10: Prior Learning Assessment and Recognition](#). For information about which courses qualify for PLAR please contact the program department chair.

When you meet some learning objectives in a course(s) the assessment process may result in an exemption from some portion of the course(s). You will be required to register in the course and pay full tuition but your workload would be reduced. Note that eligibility for this process will be granted on an individual basis by the department. You must apply one semester in advance of the course start date. For more information please contact the program department chair.

## To Be Successful

- All students are required to adhere to the program expectations document. Standards are outlined in individual human service course guides (ie: attendance, confidentiality, professional conduct, etc.), and the Canadian Association of Social Workers Code of Ethics and Guidelines for

Ethical Practice. You are encouraged to review these documents to determine if you are able to meet the standards outlined. If you have concerns about meeting program expectations, human services faculty members or college counsellors are available for guidance.

- Strong essay writing and computer skills are important as you will be required to submit well-written, word-processed assignments and access online resources.
- If you are planning to continue on to a university degree program in social work or child and youth care, consult with an educational advisor to ensure your elective choices are university transferable.

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## Curriculum

### Program Requirements

#### Year 1

- ENG 115 Essay Writing and Critical Analysis or ENG 116 Essay Writing and Indigenous Perspective
- SSW 120 Foundations of Social Service Practice
- SSW 121 Interpersonal Communications
- SSW 122 Social Welfare in Canada
- SSW 123 Advanced Interpersonal Skills
- PSY 250 Human Development from Conception through Childhood
- PSY 251 Human Development from Adolescence through Adulthood
- SSW 150 Social Services Practice Experience I

Plus 3 Electives totaling 9 credits\*

#### Year 2

8 courses chosen from:

- SSW 201 Family Relationships
- SSW 203 Conflict Management
- SSW 204 Program Planning, Development and Implementation
- SSW 205 Introduction to Group Work Practice
- SSW 206 Self Care in Human Services
- SSW 207 Law and Social Services
- SSW 208 Social Work Practice in Mental Health and Addictions
- SSW 209 Contemporary Perspectives on Substance Abuse
- SSW 210 Community Development
- or any 200 level SSW courses

## Plus

- SSW 250 Advanced Practice Experience: Social Services

## Plus 2 Electives totaling 6 credits\*

\*Note: Electives to be chosen from English, humanities, or social science courses that transfer to BC degree granting institutions.

## Completion Requirements

1. A letter grade of C (60%) or better in all classes.
2. A letter grade of P (Pass) in all Practicum courses.
3. Students must receive a letter grade of C (60%) or better in all core (SSW and PSY-250 and PSY-251) courses to be promoted from one term to the next term. A student who fails any core course in the program cannot progress until the course is passed. University Transfer and ENG-115 or ENG-116 courses are not a requirement of progression but must be completed with a grade of C (60%) or better in order to obtain the credential.

In order to repeat a core course, you must reapply to the program in a subsequent offering of the same term in which the failure occurred providing there is an available seat. If in repeating the course, you fail again, you will be removed entirely from the program and can only re-enter by going through the admission process. Please note that you may be required to begin at term one.

If you fail a core course, re-entered the program and successfully repeated the failed core course, and then fail another core course, you will be removed entirely from the program and can only re-enter by through the admission process. Please note that you may be required to begin at term one.

Re-entering the program under any circumstance is dependent on an available seat and at the discretion of the human services department and in consultation with the Dean. If you fail a core course you may be asked to complete a learning assessment prior to being reconsidered for re-admission. These regulations are important to the profession to ensure that graduates have the required skills and knowledge, and are therefore deemed safe to practice.

4. All students are required to adhere to the program expectations document and the Canadian Association of Social Workers Code of Ethics and Guidelines for Ethical Practice. Failure to adhere to these standards may result in your being required to leave the program.

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# FAQ

## Frequently Asked Questions

**1. What type of volunteer hours do I need to qualify for the program?**

You will require 20 completed hours before entering the program. Volunteer hours must be carried out in a human service agency where you have direct contact with clients. You must have a supervisor verify the number of hours completed and confirm acceptable performance.

**2. Will I have to go to class-related activities in the evenings or on weekends?**

There are some classes in the evening, although most are scheduled during the day. You may be required to work evenings or weekends for your practicum placement.

**3. Can I work while taking the program?**

The diploma is a full-time commitment. Working in addition to study is not recommended.

**4. What kinds of assignments will I do?**

You will write several research papers, take part in group projects, complete video assignments, write tests and participate in a number of other classroom activities. There are many essays, research papers, and written assignments; therefore, strong writing and computer literacy skills are important.

**5. How much homework can I expect?**

You should expect to spend at least one hour on homework for every hour of class.

**6. What kinds of practicums are available?**

Practicums are available in alternative school-based programs, women's shelters, drug and alcohol recovery centers, mental health drop in centres, First Nations' community organizations, preventative family-based programs, employment agencies and a variety of other human service or community-based agencies.

**7. Do I need a car?**

It is an asset to have a vehicle. If you do not, you will need to find alternate transportation to practicum placements or accept practicum placements which are located close to public transit or within walking distance.

**8. Can classes be transferred?**

Most classes in the Social Service diploma transfer to other universities and colleges. If you plan to pursue a degree after the program, a few bridging classes may be necessary. For more

information, meet with an educational advisor.

**9. Can I use this qualification in other provinces or countries?**

You should check with the province or country in which you want to work. Graduates have used their qualifications to work in other jurisdictions; however, it is important to confirm transferability with agencies ahead of time.

**10. What if I have a lot of experience in human services already?**

If you have worked or volunteered extensively in the human services field, you may be able to receive credit for your work. Prior Learning Assessment and Recognition (PLAR) options exist for courses and practicums, but you will still have to pay a fee and carry out some work to demonstrate your knowledge and/or skill level in the course for which you are trying to receive credit. For more information on PLAR, visit Assessment Services.

# Tourism & Hospitality Management Certificate

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## Summary

### Program Length

1 year

### Locations

- Comox Valley
- Port Hardy

### Start Date

September, January

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Comox Valley: Eight-month certificate. Part-time study option available*

*Mount Waddington: Two-year part-time certificate*

## Summary

Learn industry-specific skills required in tourism sectors such as accommodation, food and beverage, adventure tourism and recreation, events and conferences, transportation, attractions and travel trade.

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## Highlights

### Program Highlights

This program focuses on the specific skills needed for supervisors and managers. Over the span of eight months, you'll develop the business skills necessary to compete effectively in the marketplace. Your learning will include exposure to various tourism sectors, including accommodation, food and beverage, adventure tourism, events and conferences, transportation, attractions, tourism services and travel trade.

NIC's instructors are well-respected for their strong hospitality and tourism work experience, recognized industry connections and strong academic credentials. Each course includes practical applications wherever possible, ensuring you receive many opportunities to practice and perfect your new skills. You will participate in field trips to the top local and regional hotels and resorts and attend lectures from guest speakers. Certificate program instructors work closely with industry professionals to provide connections between you and your future employers in the industry.

You will receive credit toward the Tourism and Hospitality Management diploma program and Business Administration diploma or degree, allowing you the option to further your education.

## Career Opportunities

With a Tourism and Hospitality Management certificate, you'll be prepared to launch a career in restaurants, hotels, resorts, event planning, conferences, fine dining, and casual establishments. If you are currently working in the industry and looking to advance, the skills provided in this program will help you expand your career options. Career possibilities include, but would not be limited to supervisory positions such as restaurant manager, banquet manager, front desk manager and hotel or resort manager.

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## Admission

### Available to international

Yes

### Admission Requirements

1. C in one of Provincial English 12, English Studies 12, English First Peoples 12, ENG-096, ENG-098 or ESL-090; or assessment; and
2. C in one of Applications of Math 11 or Foundations of Math 11; or B in one of Apprenticeship and Workplace Math 11 or Workplace Math 11; or successful completion of MAT-033; or completion of Principles of Math 11 or Pre-calculus 11, or assessment

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

### International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

### To Be Successful

- You will be required to use a variety of Microsoft Office software immediately upon entering the program. Refreshing or developing your computer skills before entering the program is encouraged.
- Serving it Right (TFB-011) and FoodSafe Level 1 (TFS-010) may be completed before classes begin, allowing you to get a head start on your program requirements. Separate fees are required for registration in these courses.
- The program uses both an applied and theoretical approach and all courses have an emphasis on hospitality and tourism-related businesses. The more service industry experience you bring to



the program, the more relevant the learning will be. You are encouraged to gain as much tourism industry experience as possible before the program starts, either through work experience or volunteering.

- It is strongly recommended you take ENG-160 in their first semester of studies. This course focuses on the theories and principles of effective business communication and provides you with foundational skills for the tourism and hospitality program.

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## Curriculum

### Program Requirements

- BUS 100 Financial Accounting Fundamentals
- BUS 162 Basic Marketing Principles & Practices
- ENG 160 Effective Organizational Writing
- THM 100 The Tourism Industry
- THM 107 Accommodating Your Guest
- THM 108 Human Resources Management
- THM 112 Leadership & Management
- THM 119 Tourism & Hospitality - Year 1 Field Trip

Plus two courses (6 credits) to be chosen from the following:

- THM 170 Food & Beverage Service
- THM 175 Mixology & Oenology
- THM 211 Sustainable Tourism

Plus, Open Elective - 3 credits chosen from courses numbered 100 or higher that transfer to a BC degree-granting institution\*

\*Students who are not familiar with Microsoft Office Applications should consider BUS 170 Computer Applications for Business for their elective.

### Completion Requirements

To successfully complete the program, students must pass all courses and attain an overall average of at least 60%.

# Tourism & Hospitality Management Diploma

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## Summary

### Program Length

2 years

### Locations

- Comox Valley

### Start Date

September, January

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Two-year diploma; part-time study options available*

## Summary

Blend a solid business education with tourism industry knowledge. Choose between three diploma specialties – including hospitality, sustainable tourism and adventure guiding – to launch your career in tourism and hospitality management.

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## Highlights

### Program Highlights

Unique in BC, NIC's Tourism and Hospitality Management diploma is designed to be fun and flexible, while maximizing your options and opportunities. You'll get a solid business education as well as the practical experience and knowledge necessary to launch a management career in one of the world's fastest growing industries.

The program offers domestic and international field trips, a solid and far-reaching co-op program and international exchange opportunities that are fun and effective ways to earn academic credit while connecting with the industry and honing your skills while you study.

Tourism is one of the world's fastest growing industries offering a wide variety of career possibilities. It employs over 200,000 people in BC and, according to Statistics Canada, 354,000 job openings are predicted nationwide in the next 10 years. Over 65,000 of those openings are anticipated to be for supervisors and managers. So, whether you are just starting out, looking to advance your current situation, transferring your skills from another industry or run your own businesses, NIC can put you on a path to a successful career.

We recognize that people are central to the success of every tourism business, and your interpersonal development while at NIC will be critical to your professional future. That's why, throughout the program, employability skills such as communication, teamwork, leadership and public speaking are strongly emphasized, giving you a marketable advantage in the workplace.

As a graduate of this two-year diploma, you will have the confidence and knowledge you need to launch your career in this global industry or continue into a degree program, here at NIC or at one of many hospitality, tourism, or business degree programs across Canada.

You'll gain a strong foundation in key management functions such as accounting, marketing, human resource management, leadership and computer skills, have an opportunity to visit one of Canada's top tourism destinations and receive a practical introduction to restaurant and hotel operations. You will be introduced to the major tourism sectors, including accommodation, food and beverage, adventure tourism and recreation, events and conferences, transportation, attractions, tourism services and travel trade.

You will have an opportunity to specialize in hospitality, sustainable tourism, a combination of both or adventure guiding. If you choose hospitality or sustainable tourism options you can use your electives to take more sustainable tourism and hospitality courses, to study a foreign language or prepare for transfer directly into the third year of a number of tourism, hospitality, or business degree programs across Canada.

### **Hospitality Option**

In Hospitality, you will study international hotel management and develop the skills needed to understand the complexities of managing international hotel operations, identify global ownership and management models. You will learn how different values, attitudes and beliefs affect employees, clients and cultures. Courses in food and beverage management, entrepreneurship and special events management will enhance your skills and understanding of this dynamic sector. An international field trip to a top tourism destination gives you a behind-the-scenes understanding of hospitality management.

### **Sustainable Tourism Option**

In the Sustainable Tourism option, you will gain an understanding of the challenges facing tourism managers and operators in today's environmentally sensitive market and an understanding of cultural sustainability within the field. You will explore the relationship between tourism, recreation and resort management in conjunction with the natural resources they use while hearing directly from industry, stakeholder, and government speakers. Courses in entrepreneurship, special events management and law provide a broader perspective of the industry, and an international field trip gives you a chance to see it all in action.

### **Adventure Guiding Pathway Option**

The adventure guiding option is designed for students who wish to have it all - to gain the skills necessary to be an adventure guide working in the outdoors but who also want to gain the business skills necessary to operate or own an adventure business. In your first year, you will receive a balance of hands-on learning and theoretical classroom learning. You will develop essential knowledge for working across cultures, with consideration toward environmental sustainability and risk management. In your second year, you will develop a broader understanding of the tourism sector while further refining your field guiding skills.

## **Career Opportunities**

As a graduate you will be qualified for employment in all areas of the tourism and hospitality industry, including luxury hotels, ski and golf resorts, restaurants, tourism services and the travel trade. Some graduates have chosen to operate their own tourism business, while many others choose to work in small or large tourism organizations on Vancouver Island, Whistler, Vancouver and elsewhere in Canada. The possibilities are endless.

## Field Trips

In each year of the program you will participate in a required field trip as part of your studies. You will receive academic credit for these dynamic courses.

As a first year student, you will travel to major Canadian tourist destinations, such as Vancouver and Whistler, stay in a four or five-star property and experience its daily operation, guest accommodations and services. Lab fees cover the cost of travel.

During year two, you will travel to an international tourist destination where you will experience tourism and/or hospitality operations first hand. Lab fees cover the cost of travelling to destinations such as Vegas, but in previous years students have chosen to participate in fundraising activities to increase field trip options, travelling to popular destinations such as New Orleans, Hawaii, Mexico and Cuba.

## Co-operative Education

A mandatory component of the program, co-operative education alternates paid, program-related work experiences with academic study. The practical experience gained on your supervised and structured work terms is an integral part of your education. The result is increased confidence, new employment contacts and practical work experience.

Co-op staff and program instructors work closely with you to determine how your work term can best fit your individual interests and career goals. You may find work locally, on Vancouver Island, provincially or internationally.

You must complete Co-operative Education Pre-Employment-Seminar (EMP-100) as a prerequisite to Co-operative Education Internship Work Term (THM-197).

## Bridge into NIC's Business Degree

Tourism & Hospitality Management diploma graduates are eligible to bridge directly into NIC's Bachelor of Business Administration degree, Marketing major and General Management major. If you are considering these options, speak with an educational advisor as early as possible about course requirements and admissions details.

## Degree Opportunities

The Tourism & Hospitality Management diploma provides two full years of transfer credit toward a variety of four-year degree programs, including:

- Bachelor of Business Administration, North Island College (NIC)
- Bachelor of Commerce, University of Victoria (UVic)
- Bachelor of Tourism and Hospitality Management, Mount St. Vincent University (MSVU)
- Bachelor of Applied Management in Hospitality and Tourism, University of New Brunswick (UNB)
- Bachelor of Commerce in Entrepreneurial Management, Royal Roads University (RRU)
- Bachelor of Arts in International Hotel Management, Royal Roads University (RRU)
- Bachelor of Hospitality Management, Vancouver Community College (VCC)
- Bachelor of Tourism Management, Capilano University
- Bachelor of Hospitality Management, Vancouver Island University (VIU)
- Bachelor of Outdoor Recreation and Tourism Management, University of Northern British Columbia (UNBC)

Important: Each university has its own unique deadlines and transfer requirements, such as course prerequisites (particularly for math courses) and grade point averages which must be met. Transfer and degree requirements may also change frequently and without notice. If you are interested in pursuing a degree, you should meet with an educational advisor to develop a study plan as early as possible.

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## Admission

### Available to international

Yes

### Admission Requirements

1. C in one of Provincial English 12, English Studies 12, English First Peoples 12, ENG-096, ENG-098 or ESL-090; or assessment; and
2. C in one of Applications of Math 11 or Foundations of Math 11; or B in one of Apprenticeship and Workplace Math 11 or Workplace Math 11; or successful completion of MAT-033; or completion of Principles of Math 11 or Pre-calculus 11, or assessment
3. Adventure Guiding option applicants must also complete the [medical forms](#) and physician's assessment as required for admission to the Adventure Guiding Certificate.

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

### International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

### Transfer Credit and Credit for Prior Learning

The NIC Tourism and Hospitality program accepts transfer credit from a wide range of post-secondary institutions and professional organizations. Detailed course transfer information for BC institutions may be found by accessing the [BC Transfer Guide](#). If you possess other applicable prior learning, you may request prerequisite waivers for selected courses.

### To Be Successful

- You are encouraged to gain as much tourism industry experience as possible before the program starts, either through work experience or volunteering. The more service industry experience you bring to the program, the more relevant your learning will be.
- Serving it Right (TFB-011) and FoodSafe Level 1 (TFS-010) should be completed before classes begin (with the exception of those in the Adventure Guiding Option, which includes FoodSafe

Level 1 (TFS-010) in year 1 of the program). Separate fees are required for registration in these courses.

- For the Adventure Guiding Option we recommend consulting with an Adventure Program Coordinator before selecting your field specialty courses.
- You will be required to use a variety of Microsoft Office software immediately upon entering the program. Refreshing or developing your computer skills before entering the program is encouraged.
- It is strongly recommended you take ENG-160 in your first semester of studies. This course focuses on the theories and principles of effective business communication and provides foundational skills for the tourism and hospitality program.
- If you wish to apply your diploma toward a university degree, you should book a planning meeting with an educational advisor as early as possible.

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## Curriculum

### Program Requirements

#### Year 1 - Hospitality Option

- BUS 100 Financial Accounting Fundamentals
- BUS 162 Basic Marketing Principles & Practices
- ENG 160 Effective Organizational Writing
- THM 100 The Tourism Industry
- THM 107 Accommodating Your Guest
- THM 108 Human Resource Management
- THM 112 Leadership & Management
- THM 119 Tourism & Hospitality - Year 1 Field Trip
- THM 170 Food & Beverage Service
- THM 175 Mixology & Oenology
- Elective - 3 credits chosen from courses at the 100 level or higher that transfer to a B.C. degree-granting institution\*
- Note: Students who are not familiar with Microsoft Office Applications should consider BUS 170 Computer Applications for Business as their elective.

#### Year 2 - Hospitality Option

- THM 201 Internal Controls
- THM 203 Conventions & Special Events Management
- THM 212 Tourism & Hospitality Law & Ethics
- THM 215 Tourism & Hospitality Managerial Accounting OR BUS 217 Management Accounting

- THM 219 Tourism & Hospitality - Year 2 Field Trip
- THM 238 Service Management & Operations
- THM 250 International Hotel Management
- THM 275 Food Fundamentals & Service
- THM 276 Food & Beverage Management
- Plus one English course (3 credits) from the following:

Students who intend to pursue a University degree will select one course (3 credits) from the following:

- ENG 115 Essay Writing & Critical Analysis
- ENG 116 Essay Writing & Indigenous Perspectives

Students who do not intend to pursue a University degree can choose from the above two English courses, OR may choose one course (3 credits) from the following:

- ENG 122 Reading Literature
- ENG 127 Indigenous Literatures in Canada
- ENG 216 Travel Writing
- ENG 260 Advanced Communications and Professional Writing

Plus 1 Elective totaling 3 credits chosen from courses numbered 100 or higher that transfer to a B.C. degree-granting institution.

#### **Co-op - mandatory for all students**

Students must complete EMP 100 in the Fall term as a prerequisite to Co-operative Education Internship Work Term (THM 197) in the Spring. Co-op work terms must be completed between first and second term for full-time students and prior to the last course term for part-time students.

- EMP 100 Co-operative Education Pre-Employment Seminar
- THM 197 Co-operative Education Internship Work Term

#### **Year 1 - Sustainable Tourism Option**

- BUS 100 Financial Accounting Fundamentals
- BUS 162 Basic Marketing Principles & Practices
- ENG 160 Effective Organizational Writing
- THM 100 The Tourism Industry
- THM 108 Human Resource Management
- THM 112 Leadership & Management
- THM 119 Tourism & Hospitality - Year 1 Field Trip
- THM 211 Sustainable Tourism OR THM 225 Cross Cultural Tourism

Plus one course (3 credits) from the following:

- THM 107 Accommodating Your Guest
- THM 170 Food & Beverage Service
- THM 175 Mixology & Oenology

Plus one course (3 credits) from the following:

- ANT 150 Cultural Anthropology
- ECO 110 Principles of Microeconomics
- GEO 111 Environment, Society & Sustainability
- GEO 112 Introduction to Human Geography

Plus one elective (3 credits) chosen from courses at the 100 level or higher than transfer to a degree granting BC institution\*

Note: Students who are not familiar with Microsoft Office applications should consider BUS 170 Computer Applications for Business for their elective.

## **Year 2 - Sustainable Tourism Option**

- THM 203 Conventions & Special Events Management
- THM 212 Tourism & Hospitality Law & Ethics
- THM 215 Tourism & Hospitality Managerial Accounting OR BUS 217 Management Accounting
- THM 219 Tourism & Hospitality - Year 2 Field Trip
- THM 222 Entrepreneurship in Tourism
- THM 225 Cross Cultural Tourism OR THM 211 Sustainable Tourism
- THM 238 Service Management & Operations

Plus choose one course (3 credits) from the following:

- IMG 220 Introduction to Social Media
- BUS 260 Consumer Behaviour
- BUS 264 Professional Selling
- BUS 370 International Marketing
- PHI 260 Business Ethics

Plus choose one English course (3 credits) from the following:

Students who intend to pursue a University Degree must select from:

- ENG 115 Essay Writing & Critical Analysis



- ENG 116 Essay Writing & Indigenous Perspectives

Students who do not intend to pursue a university degree can choose from the above courses, OR may select from:

- ENG 122 Reading Literature
- ENG 127 Indigenous Literatures in Canada
- ENG 216 Travel Writing
- ENG 260 Advanced Communications and Professional Writing

Plus 2 Electives totaling 6 credits chosen from courses numbered 100 or higher that transfer to a BC degree-granting institution.

### Co-op - mandatory for all students

Students must complete EMP 100 in the Fall term as a prerequisite to Co-operative Education Internship Work Term (THM 197) in the Spring. Co-op work terms must be completed between first and second term for full-time students and prior to the last course term for part-time students.

- EMP 100 Co-operative Education Pre-Employment Seminar
- THM 197 Co-operative Education Internship Work Term

### Year 1 - Adventure Guiding Option

The Adventure Guiding option is offered on a cost recovery basis and tuition for the field focused skills reflects the cost of delivery and industry certification for each of the field focused courses.

NOTE: This year of the program is contingent on sufficient student demand.

### Field Focused

#### Core Competencies

- TGA 100 Guiding Skills 1
- TGA 101 Interpretation
- TGA 103 Sea Kayaking 1
- TGA 106 Sea Kayaking 2
- TGA 110 Guiding Skills 2
- TGA 111 Wilderness First Aid
- NAU 016 Restricted Operator Certificate - Maritime
- TCS 010 SuperHost Foundations of Service Quality
- TFS 010 FoodSafe Level 1

#### Field Skill Options

Plus choose a minimum of two from the following 2 credit field courses (4 credits total):

- TGA 102 Wildlife Viewing
- TGA 104 River Rafting 1
- TGA 105 Canoeing
- TGA 107 Sailing
- TGA 108 Mountain Skills 1
- TGA 109 Winter Mountain Travel 1
- TGA 112 Rock Skills 1
- TGA 114 River Rafting 2
- TGA 131 Field Specialty Option 1 (Please discuss with coordinator)
- TGA 132 Field Specialty Option 2 (Please discuss with coordinator)

Note: field skill course availability and delivery model based on enrolment

### Applied Theory

- THM 211 Sustainable Tourism
- THM 212 Tourism & Hospitality Law and Ethics OR THM-100 The Tourism Industry
- THM 225 Cross Cultural Tourism
- ENG 160 Effective Organizational Writing

\*Students wishing to exit at this point must take TGA 700 Work Placement (1 credit) in order to receive the Adventure Guiding Certificate.

### Year 2 - Adventure Guiding Option

- BUS 100 Financial Accounting Fundamentals
- BUS 162 Basic Marketing Principles & Practices
- THM 100 The Tourism Industry OR THM 212 Tourism & Hospitality Law and Ethics
- THM 108 Human Resources Management
- THM 112 Leadership & Management
- THM 215 Tourism & Hospitality Managerial Accounting OR BUS 217 Management Accounting
- THM 222 Entrepreneurship in Tourism

Plus choose one course (3 credits) from the following:

- THM 107 Accommodating Your Guest
- THM 170 Food & Beverage Service
- THM 175 Mixology & Oenology
- THM 219 Tourism & Hospitality - Year 2 Field Trip

Plus choose one course (3 credits) from the following:

- IMG 220 Introduction to Social Media
- ANT 150 Cultural Anthropology
- BUS 170 Computer Applications for Business
- FIN 247 Introduction to Digital Photography
- GEO 111 Environment, Society & Sustainability
- ENG 116 Essay Writing & Indigenous Perspectives
- ENG 127 Indigenous Literatures in Canada
- ENG 216 Travel Writing
- THM 219 Tourism & Hospitality - Year 2 Field Trip

In addition, choose a minimum of three from the following 2 credit field courses (min. of 6 credits total):

- TGA 102 Wildlife Viewing
- TGA 104 River Rafting 1
- TGA 105 Canoeing
- TGA 107 Sailing
- TGA 108 Mountain Skills 1
- TGA 109 Winter Mountain Travel 1
- TGA 112 Rock Skills 1
- TGA 114 River Rafting 2
- TGA 131 Field Specialty Option 1 (Please discuss with coordinator)
- TGA 132 Field Specialty Option 2 (Please discuss with coordinator)

Note: field skill course availability and delivery model based on enrolment

### Co-op - mandatory for all students

Students must complete EMP 100 in the Fall term as a prerequisite to Co-operative Education Internship Work Term (THM 197) in the Spring. Co-op work terms must be completed between first and second term for full-time students and prior to the last course term for part-time students.

- EMP 100 Co-operative Education Pre-Employment Seminar
- THM 197 Co-operative Education Internship Work Term

### Completion Requirements

This is a two year program requiring completion within five years of admission.

To successfully complete the program, students must pass all courses and attain an overall average of 60%.

# TV and Film Crew Training

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## Summary

### Program Length

1 month

### Locations

- Campbell River
- Port Alberni

### Start Date

TBD

### Contacts

filmtraining@nic.bc.ca

### In the News

[CTV Vancouver Island: College trains students for industry jobs](#)

[Campbell River Mirror: NIC's TV and Film Crew training building excitement](#)

[CBC On the Island with NIC Lighting Instructor John Helme](#)

[New Film Studios in Parksville](#)

[Star-struck in Qualicum: film crews transform mid-Island into Qualiwood](#)

*Three to four-week full-time training*

## Summary

Gain essential skills and industry knowledge as you learn about becoming a behind-the-scenes crew member. Study one of four streams of filmmaking: production assistant, lighting technician, set grip and carpentry and set production. You will learn from instructors who work in the industry and forge new connections to get you started in a new career.

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## Highlights

### Program Highlights

Choose from one of four immersive courses:

#### **Production Assistant Training**

Gain essential skills and industry knowledge to pursue entry-level employment as a production assistant on a film set. You will be able to explore career options while learning the requirements of working in

the film industry. Learn fundamental on-set skills, including communication with other crew departments, on-set protocols, radio use, film terminology and more. Preference will be given to applicants with Aboriginal ancestry.

### Lighting Film Training

You'll learn fundamental skills to assist in development and execution of lighting schemes on film and TV sets. This course will prepare you to play a pivotal role in the fast-paced world of film production. Learn to assist, develop and execute lighting schemes, all while ensuring electrical considerations are safely addressed on set. Course material will also cover planning and coordination of work orders, the applied use of fixtures, filters, carts, stands and advanced equipment and tool use. You'll thrive in this program if you enjoy problem solving and teamwork, and have a good level of fitness, an eye for detail, creativity and energy and the ability to work long hours. Having an electrical background is an asset but not required.

### Grip Film Training

Learn how grips work with a director of photography and camera and lighting departments to set up those professional shots. Understand industry protocols and the important role grips play in each and every set-up. Grips are the technical jacks of all trades on set, so if you enjoy hard work, have a technical aptitude, are a team player and have the desire to work in a creative industry, you will be well-suited for this program.

### Carpentry and Set Construction Training

Gain the skills to play an integral role in the design, construction and take-down of sets of all sizes and scopes, from quaint scenes to grand sets involving the reproduction of court buildings, restaurants, spaceships, houses, elaborate staircases, ships, outdoor structures and more. Training includes the essentials of safety, communication and key terminology, interdepartmental relations and protocols, roles and expectations, specialty tool requirements, the unique attributes of set construction materials and more. If you enjoy working as part of a team and combining energy and creativity with the ability to work long hours, this program will give you the skills you need. Experience or interest in carpentry and tools is helpful, but formal training is not required for this program.

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## Admission

### Available to international

No

### Admission Requirements

1. Request a Program Application package by emailing [filmtraining@nic.bc.ca](mailto:filmtraining@nic.bc.ca). Make sure you specify which program application package you need.
  2. Complete and submit your completed Program Application package to [filmtraining@nic.bc.ca](mailto:filmtraining@nic.bc.ca). We highly recommend you apply by September 15th due to limited seating.
  3. Participate in a program intake interview.
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# Curriculum

## Program Requirements

### Carpentry and Set Construction Training

- FLM 018 Carpentry and Set Construction
- OFA 010 Occupational First Aid Level One
- WSF 019 WHMIS
- TRD 016 Aerial Lift Safety
- FLM 011 Film Production Assistant
- WSF 013 Hazard Recognition
- WSF 018 Fall Protection

### Grip Film Training

- FLM 017 Grips: Film and Television Industry
- WSF 019 WHMIS
- TRD 016 Aerial Lift Safety
- FLM 011 Film Production Assistant
- WSF 013 Hazard Recognition
- WSF 018 Fall Protection

### Lighting Film Training

- FLM 016 Lighting: Film and Television Industry
- OFA 010 Occupational First Aid Level One
- WSF 019 WHMIS
- TRD 016 Aerial Lift Safety
- FLM 011 Film Production Assistant
- WSF 013 Hazard Recognition
- WSF 018 Fall Protection

### Production Assistant Training

- FLM 015 Production Assistant Essentials: Film and Television Industry
- OFA 010 Occupational First Aid Level One
- WSF 019 WHMIS
- FLM 011 Film Production Assistant
- TFS 010 Foodsafe
- MVF 011 Traffic Control Person

## Faculty

### **Donna Hains**

*Production Assistant Instructor*

Donna is a specialist in professional career coaching and human resource planning and organizational development, with a focus on personal development, leadership and career development. Her goal is to educate and inspire others to confidently apply new learning that will have a significant and positive impact in their personal and professional lives. As a facilitator, Donna brings a compelling, attention-grabbing style to her learning environment that quickly engages participants. Donna looks forward to sharing her expertise and support to learners who have a vested interest in diversifying their careers in a dynamic industry primed to welcome motivated and inspired production assistants.

### **Mark Voyce**

*Production Assistant Instructor*

Mark has worked on feature films, Imax, documentary and television projects for close to 30 years as an expert production and locations Manager. Mark originally started working in films specializing in alpine logistics and aerial coordination. His early years as a helicopter ski guide, coupled with his medical training, prepared him for the challenges of filming in remote locations. Mark has been involved in projects like the Smithsonian 100th Year Celebration film, which took him to all corners of the world including war torn countries where logistics, security and planning, presented many complex challenges and opportunities for succinct teamwork and ingenuity. Mark has worked throughout the world, including projects in the US, South America, Africa, India, Antarctica, Europe and Asia. He has also worked throughout Canada and on feature films such as War for the Planet of the Apes, Godzilla, The Bourne Legacy, The Claim, Mountain of Fear, Top Gear, Snow Dogs and more.

### **Jeff Smith**

*Grip Instructor*

Jeff is a key grip specialist, industry mentor and experienced trainer. Jeff brings a combined 18 years as a motion picture grip and over 14 years as a key grip and as a certified river rescue/boat rescue and marine instructor. With over 100 key grip credits, Jeff's knowledge, film experience and awareness of safety procedures and protocols have garnered him a solid reputation amongst all of his peers. Jeff's approach to instructing has been referred to as 'infotainment': informative, fun, energetic and leaving his students with long-lasting lessons learned. "I can't be more proud and excited to teach and pass on the experience and knowledge I learned from my mentors and my own 18 years of Gripping," he said. "I can promise each and every student, you will never, ever forget taking this training and the lessons learned will provide you the solid foundation to becoming a motion picture grip technician."

### **John Helme**

*Gaffer/Lighting Instructor*

John is a gaffer/chief lighting technician who was first inspired to pursue a career as a lighting technician when he had the opportunity to tour with a rock and roll band at the age of 18. John's early career involved working in band stage lighting and as a lighting designer for Club Med Resorts. What followed was a dynamic career in film sparked by the convergence of all of his passions - music, video and lighting. John launched into the film industry on Disney's Danger Bay and has since gone on to work on major Hollywood productions, working with actors like John Travolta, Mel Gibson, Jodie Foster and Johnny Depp, to name a few. His career has taken him across the globe and spanned more than 80 productions. From shooting on mountaintops for Ace Ventura to a school yard filled with children for Diary of a Wimpy Kid, John has valued every moment working on feature films, TV series, movies and

mini-series. John is presently expanding his career into instruction and is also advancing his career as a director of photography/cinematographer.

**Hal Keown**

*Carpentry and Set Construction Instructor*

Hal is a journeyman carpenter and master craftsman upholsterer-turned set construction coordinator and foreman. Hal has worked in film and television for more than 28 years. Recent productions include Chesapeake Shores, Reboot, Riverdale and Zoo. His diverse professional background also involves work on national exhibitions, commercials and entrepreneurial work, including building his own sound stage to host commercials, video and still photography projects. As a specialist and mentor in the carpentry trade, Hal is passionate about his profession and is committed to sharing his expertise with the next generation of set and construction crews. Hal looks forward to working with dedicated learners who have a desire to develop specialized skills while honing their trade, all while engaging with a vibrant industry that blends the trades, requires creativity and offers expanded career opportunities.



# UNBC Dual Admission

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## Summary

### Locations

- College Wide

### Start Date

September, January

### Contacts

Marilyn Nettleton  
Educational Advisor  
250-334-5000  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

*Dual admission sciences degree path available exclusively from NIC*

## Summary

Secure your seat at UNBC while you're in high school and take up to two years of classes at NIC to access a direct path into UNBC's four-year Bachelor of Science degree. You will be eligible to apply for the Northern Medical program in Year 3. Choose from five UNBC programs in biochemistry and molecular biology, chemistry, environmental science, mathematics and physics.

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## Highlights

### Program Highlights

Start your education close to home and graduate from one of Canada's best small universities\* with the North Island College - University of Northern British Columbia Dual Admission Agreement.

NIC and UNBC are offering science majors a direct path for completing a four-year bachelor degree in biochemistry and molecular biology, chemistry, environmental science, mathematics or physics. Study at an NIC campus for one or two years, taking approved courses for credit toward your degree at UNBC. Whether you transfer at the end of Year 1 or the end of Year 2 is up to you. Either way, you'll enjoy a seamless transition into your UNBC program. No need to re-apply, order transcripts or make additional requests.

After completing Year 3 of your science program, you will be eligible to apply for the Northern Medical Program, which trains healthcare professionals to meet the needs of under-served rural communities. Or, you may compete for a seat in UNBC's competitive Health Sciences programs once you arrive. The choice is yours.

You must meet NIC and UNBC program requirements to be eligible and timetabling depends on course availability at each NIC campus. Contact educational advisor Kim Kobus at 250-334-5000 or 1-800-715-0914 for program details and eligibility requirements. Limited spaces are available.

*\*MacLean's Magazine University Rankings 2005-2012*

## Career Opportunities

Dual admission with UNBC allows you to choose from a wide range of careers in the natural sciences from environmental and resource management to research. Or, prepare for application to a professional program such as medicine, pharmacy, occupational therapy, dentistry, speech pathology or physiotherapy, including the Northern Medical Program. The opportunities are endless.

## To Be Successful

Students are strongly encouraged to choose elective courses which strengthen their technical and critical language skills.

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# Admission

## Available to international

Yes

## Admission Requirements

To be eligible for the North Island College - University of Northern British Columbia Dual Admission program, students must be deemed eligible for admission by both the University of Northern BC and North Island College. Dual admission program opportunities are available to both Canadian and International Students.

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

## To Be Successful

It is strongly encouraged that you choose elective courses which strengthen your technical and critical thinking skills.

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# Curriculum

## Courses

The following is a list of North Island College courses that qualify for Block Transfer into the UNBC Biochemistry & Molecular Biology, UNBC Mathematics, UNBC Physics, UNBC Environmental Science, and UNBC Chemistry programs as per the North Island College - University of Northern British Columbia Dual Admission agreement.

## Block Transfer into UNBC Biochemistry & Molecular Biology

North Island Courses	Course Title	UNBC Equivalent
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	<b>Year One</b>	
BIO 102 & BIO 103	Principles of Modern Biology II & I	BIOL 101 (4)
BIO 102 & BIO 103	Principles of Modern Biology II & I	BIOL 102 (4)
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 100 (3)
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 101 (3)
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 120 (1)
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 121 (1)
PHY 100	Introduction to Physics I	PHYS 100 (4)
Or PHY 120	Principles of Physics I	Or PHYS 110 (4)
PHY 101	Introduction to Physics II	PHY 101 (4)
Or PHY 121	Principles of Physics II	Or PHY 111 (4)
MAT 181	Calculus I	MATH 100 (3)
MAT 182	Calculus II	MATH 101 (3)
	<b>Year Two</b>	
BIO 215	Introduction to Microbiology	BIOL 203 (3)
BIO 202	Principles of Genetics	BIOL 210 (3)
CHE 200	Organic Chemistry I	CHEM 201 (3)
CHE 201	Organic Chemistry II	CHEM 203 (3)
BIO 201	Introduction to Biochemistry	CHEM 204 (3)
CHE 200	Organic Chemistry I	CHEM 250 (1)
CHE 201	Organic Chemistry II	CHEM 251 (1)
MAT 115	Introduction to Statistics	STAT 240 (3)
	<b>No Equivalent</b>	<b>BCMB 255 (2)*</b>
Three Elective courses	Any course articulated with UNBC in BCCAT	Elective (9)
		<b>Total Credit : 59</b>

\*Note: NIC students will be required to complete BCMB 255 (2 credits) at UNBC.

**Elective courses:** Students are strongly encouraged to choose courses which strengthen their technical and critical language skills.

**Block Transfer into UNBC Mathematics**

North Island Courses	Course Title	UNBC Equivalent
	<b>Year One</b>	
MAT 181	Calculus I	MATH 100 (3)
MAT 182	Calculus II	MATH 101 (3)
	<b>No Equivalent</b>	<b>CPSC 141 (3)*</b>
CPS 100	Computer Programming I	CPSC 100 (4)
ENG 115 or ENG 117	Academic Writing	ENGL 170 (3)
<b>Or</b> ENG 107 or ENG 108	Introcuton to Creative Writing	<b>Or</b> ENGL 270 (3)
Two elective courses	Any course articulated with UNBC in BCCAT	Elective (6)
<b>General Science Requirements</b>		
<b>TWO of:</b>		
BIO 102 & BIO 103	Principles of Modern Biology II & I	BIOL (4)
BIO 102 & BIO 103	Principles of Modern Biology II & I	BIOL (4)
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 100 (3) & CHEM 120 (1)
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 101 (3) & CHEM 121 (1)
PHY 120	Principles of Physics I	PHYS 110 (4)
PHY 121	Principles of Physics II	PHYS 111 (4)
		<b>Total Credits: 30</b>

\*Note: NIC students will be required to complete CPSC 141 at UNBC.

**Additional Note:** The equivalent of PHYS 110 and PHYS 111 are strongly recommended.

**Elective courses:** Students are strongly encouraged to choose courses which strengthen their technical and critical language skills.

### Block Transfer into UNBC Physics

North Island Courses	Course Title	UNBC Equivalent
MAT 181	Calculus I	MATH 100 (3)

MAT 182	Calculus II	MATH 101 (3)
*CHE 110= CHEM 1XX (4)	Principles of Chemistry I (substitute for 100 & 120)	CHEM 100 (3) & CHEM 120 (1)
CSC 100	Computer Programming I	CPSC 100 (4)
ENG 115 or ENG 117	Academic Writing	ENGL 170 (3)
Or ENG 107 or ENG 108	Introduction to Creative Writing	Or ENGL 270 (3)
PHY 120	Principles of Physics I	PHYS 110 (4)
PHY 121	Principles of Physics II	PHYS 111 (4)
Two elective courses	Any course articulated with UNBC in BCCAT	Elective = (6)
		<b>Total Credits: 31</b>

\*Note: As per the BC transfer guide the CHE 110 = UNBC CHEM 1XX (4); for the purpose of this block agreement only. It will be used to substitute the UNBC CHEM 100 and CHEM 120 requirement.

**Elective courses:** Students are strongly encouraged to choose courses which strengthen their technical and critical language skills.

### Block Transfer into UNBC Environmental Science

North Island Courses	Course Title	UNBC Equivalent
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 100 (3) & CHEM 120 (1)
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 101 (3) & CHEM 121 (1)

BIO 102 & BIO 103	Principles of Modern Biology II & I	BIOL (4)
BIO 102 & BIO 103	Principles of Modern Biology II & I	BIOL (4)
PHY 120	Principles of Physics I	PHYS 110 (4)
PHY 121	Principles of Physics II	PHYS 111 (4)
MAT 181	Calculus I	MATH 100 (3)
MAT 182	Calculus II	MATH 101 (3)
Two Elective courses	Any course articulated with UNBC in BCCAT	Elective (6)
		<b>Total Credits: 36</b>

**Elective courses:** Students are strongly encouraged to choose courses which strengthen their technical and critical language skills.

### Block Transfer into UNBC Chemistry

North Island Courses	Course Title	UNBC Equivalent
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 100 (3) & CHEM 120 (1)
CHE 110 & CHE 111	Chemical Principles I & II	CHEM 101 (3) & CHEM 121 (1)
BIO 102 & BIO 103	Principles of Modern Biology II & I	BIOL 101 (4)
BIO 102 & BIO 103	Principles of Modern Biology II & I	BIOL 102 (4)

PHY 120	Principles of Physics I	PHYS 110 (4)
PHY 121	Principles of Physics II	PHYS 111 (4)
MAT 181	Calculus I	MATH 100 (3)
MAT 182	Calculus II	MATH 101 (3)
CPS 100	Computer Programming I	CPSC 100 (4)
One Elective course	Any course articulated with UNBC in BCCAT	Elective (3)
		<b>Total Credits: 37</b>

**Elective courses:** Students are strongly encouraged to choose courses which strengthen their technical and critical language skills.

**Information for North Island College students who may wish to up their credit count in their chosen degree completion route:**

**Chemistry Major: additional required courses and NIC equivalent**

UNBC CHEM 201 (3) & CHEM 250 (1) Organic Chemistry I	NIC CHE 200 (3)
UNBC CHEM 203 (3) & CHEM 251 (1) Organic Chemistry II	NIC CHE 201 (3)
UNBC MATH 220 (3) Linear Algebra	NIC MAT 133 (3)

**Environmental Science Major: additional required courses and NIC equivalent**

UNBC BIOL 201 (3) Ecology	NIC BIO 230 (3)
UNBC BIOL 203 (3) Microbiology	NIC BIO 215 (3)

UNBC ENSC 201 (3) Weather and Climate	NIC GEO 105 (3)
UNBC GEOG 210 (3) Geomorphology	NIC GEO 206 (3)
UNBC STATE 240 (3) Basic Statistics	NIC MAT 115 (3)
UNBC 3 credit hours of any 200-level Chemistry	NIC CHE 200 or 201 (3)

**Physics Major: additional required course and NIC equivalent**

UNBC MATH 220 (3) Linear Algebra	NIC MAT 133 (3)
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**Mathematics Major: additional required courses and NIC equivalent**

UNBC MAT 220 (3) Linear Algebra	NIC MAT 133 (3)
UNBC CPSC 101 (4) Computer Programming II (recommended elective)	NIC CPS 101 (3)

**Biochemistry and Molecular Biology: additional required course and NIC equivalent**

UNBC BIOL 311 (3) Cell and Molecular Biology	NIC BIO 200 (3)
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# Underground Mining Essentials Certificate

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## Summary

### Program Length

4 months

### Locations

- Campbell River

### Start Date

TBD

### Contacts

Student Services

1-800-715-0914

[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

Please call to have your name added to a waitlist.

*14-week full-time certificate*

## Summary

Gain fundamental skills for employment in the mining sector. You will receive instruction and hands-on training, along with industry certifications. The skills you will develop will be directly transferable to entry-level positions in operations specific to underground mining, open pit mining and sand/gravel quarry mining.

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## Highlights

### Program Highlights

The Underground Mining Essentials certificate is designed as an entry point into the mining industry. Training is designed for individuals with limited experience, who have a desire to work in the field and gain the fundamental skills to pursue entry level positions in the mining sector. Skills gained in the program are directly transferable to entry-level positions in operations specific to underground mining, open pit mining and sand/gravel quarry mining.

The program consists of 340 hours of instruction and hands on training, with an additional 61 hours of industry certifications delivered over 14 weeks. Classes are held during the day. You will attend lectures, participate in class discussions and complete assignments, quizzes and tests. You will also have opportunities to tour local mines as an introduction to the workplace atmosphere above and below ground.

### Career Opportunities

As a graduate, you will qualify for entry-level positions in underground mining, open pit mining, and sand/gravel quarry sites. Job titles could include, but would not be limited to, haulage crew worker,

ore truck driver, mine labourer, prep plant worker, mill worker, nipper, supply service worker, blaster helper, hardrock miner apprentice, powderman/woman helper, and entry-level scooptram operator.

## Supply List

You are expected to have the following safety equipment:

- miner hard hat
- safety glasses
- hearing protection
- coveralls
- hi-visibility vest
- CSA approved safety boots and/or muck boots

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## Admission

### Available to international

No

### Admission Requirements

1. C in one of English 10, Composition 10, Creative Writing 10, Literary Studies 10, New Media 10, Spoken Language 10, English First Peoples Writing 10, English First Peoples Literary Studies 10, English First Peoples New Media 10, English First Peoples Spoken Language 10; or NIC ENG-034, ENG-035, or equivalent; or successful NIC English assessment testing.
2. C+ in one of Principles of Math 10, Foundations Math 10, Pre-Calculus Math 10, or NIC MAT-034; or successful NIC math assessment testing.
3. High School graduation is preferred in addition to the stated prerequisites.

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

### To Be Successful

In addition to admission requirements, the following is highly recommended:

- strong word processing and spreadsheet skills are an asset as computers are used in most workplaces.
  - desire to work in a safety-conscious, fast-paced work environment.
  - strong study skills and the ability to complete frequent and regular homework
-

# Curriculum

## Program Requirements

- MIN 100 Introduction to the Mining Industry
- MIN 101 Mining Health and Safety
- MIN 102 Fundamentals of Mining Technologies
- MIN 103 Introduction to Mining Skills
- MIN 104 Emergency Mining Procedures
- MIN 105 Worksite Readiness

## Program Co-Requisites

The following industry certifications will be scheduled within the program cluster and you are required to complete the below co-requisites to achieve the program credential.

- OFA 010 Occupational First Aid Level One (OFA)
- OFA-001 Workplace Hazardous Materials Information System (WHMIS)
- MVO 069 Transportation of Dangerous Goods (TDG)
- CTQ 010 Construction Safety Training Systems - 09 (CSTS)
- FAC 021 Red Cross Standard First Aid with CPR Level C
- GAS 010 H2S Alive
- TRD 016 Aerial Lift Safety

The certificate program is comprised of a total of 340 hours of instruction in addition to 61 hours of industry certification to meet the program requirements.

## Completion Requirements

You must have successfully passed all core mining components with a minimum of 70% and have successfully passed all certification courses to receive the Underground Mining Essentials Certificate.

# University of Manitoba Student Mobility

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## Summary

### Locations

- College Wide

### Start Date

September, January, May, July

### Contacts

Marilyn Nettleton  
Educational/ Military Advisor  
250-334-5000  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

For military students:  
[military@nic.bc.ca](mailto:military@nic.bc.ca)

*Flexible Bachelor of Arts degree path for NIC students, including past and present military members, reservists and their families.*

### Summary

Earn credit for your military training and rank. NIC and University of Manitoba work together to provide you with guaranteed credit for eligible NIC courses toward your university degree. Learn in-person at any NIC campus or via distance. You can complete your University of Manitoba degree online and access local learning support from advisors at both institutions.

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## Highlights

### Program Highlights

Start your degree at NIC and earn a degree faster with NIC's student mobility agreement with the University of Manitoba.

The North Island College-University of Manitoba Supplementary Student Mobility Agreement gives new and current NIC students improved access to Bachelor of Arts general and integrated studies degrees at the University of Manitoba.

Choose from a growing list of approved first and second-year courses, from anthropology, math and biology to English, Spanish, geography, history, psychology, sociology and more. Then, take third and fourth-year courses from the University of Manitoba, on campus or via distance education, to complete your degree.

NIC courses can be taken in-person during the day or evening or via distance, depending on your learning style and schedule.

## Career Opportunities

A Bachelor of Arts degree provides a solid understanding of the concepts and techniques in your academic field. Whether you want to explore your interests for personal development, earn your degree or start a new career, you'll access a widely recognized, mobile degree path at NIC.

## Canadian Forces Benefits

*Canadian Forces members are encouraged to speak to the Personnel Selection Officer at their base to learn more about available educational opportunities.*

- **Credit for rank.** Canadian Forces members can apply to receive up to six 100-level unassigned arts credits toward their degree. When you take courses at the University of Manitoba, they will evaluate your degree credit for rank and for specific evaluated military courses and training. For more information, please see the [University of Manitoba Military Support page](#).
- **Reduced residency.** Canadian Forces members and their families are required to complete only 12 course credits from the University of Manitoba. Contact a University of Manitoba military advisor for details.
- **Seamless transition.** Ready to start University of Manitoba courses? You can [apply online](#). Once requested, NIC will automatically forward your official transcript at no charge to the University of Manitoba.
- **Student support.** NIC's [military advisor](#) can provide program knowledge and personal support to get you started. If military duties interrupt your coursework, advisors can help to arrange extensions on class assignments, authorize withdrawals and provide additional support.

## Paid Education Opportunities

The Canadian Forces encourages all military personnel to consider academic upgrading. Personnel pursuing a college diploma or university degree through NIC or other academic institutions may be eligible to have their tuition fees, books and administrative costs reimbursed if those courses lead to a diploma or baccalaureate and are assessed as being beneficial to their current military occupation.

Individuals interested in pursuing academic upgrading should contact the Wing Personnel Selection Officer at 250-339-8211 ext. 8293 to explore opportunities.

## Programs & Courses for Family Members

- **Degree options**  
Start your education with NIC's wide range of university-level courses and complete your degree via distance education at the University of Manitoba. Or, talk to a student advisor about two-year associate degrees that provide credentials and block transfer to institutions across BC.
- **Employer Connections**  
NIC's industry-recognized business and tourism degrees, diplomas and certificates offer co-op education opportunities and work placements to provide employer connections and hands-on learning needed to begin working in a new community.

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# Admission

## Available to international

No

## Before Classes Begin

Make sure your courses count. The University of Manitoba's Bachelor of Arts degrees have their own list of required courses and electives that count toward graduation. Review your program's first and second-year requirements, and then meet with NIC's military advisor to determine your best study plan.

## Admission Requirements

1. There are no formal admission requirements to enter the North Island College - University of Manitoba Student Mobility agreement. Standard admission requirements to both institutions apply.
2. Submit the [North Island College Application for Admission form](#), writing [University Studies - University of Manitoba degree](#) path as the program name. Forms are also available at NIC's Student Services/Registration office.
3. Make an appointment with North Island College's educational advisor by calling 250-334-5000 or 1-800-715-0914 to discuss eligibility, programs, and funding options to help you get started on the right track.
4. Eligible Canadian Forces Members may apply to receive six unassigned academic credits toward their degree.

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# Curriculum

## Courses

### NIC - University of Manitoba Transfer Courses

The following NIC courses represent a sample of courses which transfer in part or in full toward a Bachelor of Arts General degree OR Bachelor of Arts Integrated Studies degree through the NIC - University of Manitoba Student Mobility Agreement (as of January 2013).

Please visit the [University of Manitoba - Transfer Credit Database](#) for the most up-to-date course information.

North Island College

University of Manitoba Equivalent

Course

Credit Course

Credit

ANT 150 Cultural Anthropology	3	ANTH 1220 Cultural Anthro	3
ANT 151 Physical Anthropology & Archaeology	3	ANTH 1210 Orig&Ant of Man	3
ANT 250 Ethnology of North America	3	ANTH 2040 Native North Am	3
ANT 251 Principles of Archaeology	3	ANTH 2100 Intro Arch	3
ANT 252 Northwest Coast Prehistory	3	ANTH 2930 Arch Sel Area	3
ANT 253 Seacoasts in Prehistory	3	ANTH 2XXX Transfer 2000 Lvl	3
ANT 260 Forensic Anthropology	3	ANTH 3730 Forens Anthro	3
ANT 290 Archeaology Field School	3	ANTH 2XXX Transfer 2000 Lvl	3
ANT 291 Archeaology Field School	6	ANTH 3910 Arch Field Trng	6
ANT 292 Archeaology Field School	9	ANTH 2XXX Transfer 2000 Lvl	9
ANT 293 Third Rock Archaeology	3	ANTH 2XXX Transfer 2000 Lvl	3
BIO 102 Principles of Modern Biology II	3	BIOL 1020 Bioprinciples	3
BIO 103 Principles of Modern Biology I	3	BIOL 1XXX Transfer 1000 Lvl	3
BIO 110 Concepts in Biology I (Inhabiting the Human Body)	3	BIOL 1XXX Transfer 1000 Lvl	3
BIO 110 and BIO 111 Concepts in Biology I & II	6	BIOL 1000 Foundations	3

BIO 110 and BIO 111 Concepts in Biology I & II	6	BIOL 1010 Diverse & Inter	3
BIO 111 Concepts In Biology II (Inhabiting the Earth)	3	BIOL 1XXX Transfer 1000 Lvl	3
BIO 160 Human Anatomy & Physiology I	3	BIOL 1410 Anat Human Body	3
BIO 161 Human Anatomy & Physiology II	3	BIOL 1412 Phys Human Body	3
BIO 170 Foundations of Ethnobotany	3	BIOL 1300 Economic Plants	3
BIO 171 Applied Ethnobotany	3	BIOL 1XXX Transfer 1000 Lvl	3
BIO 200 Cell Biology	3	BIOL 2520 Cell Biology	3
BIO 202 Principles of Genetics	3	BIOL 2500 Genetics 1	3
BIO 211 Invertebrate Biology	3	BIOL 2200 The Invertebrates	3
BIO 215 Introductory Microbiology	3	MBIO 1010 Microbiology I	3
BIO 230 Principles of Ecology	3	BIOL 2390 Introductory Ecology	3
BIO 241 Traditional Ecological Knowledge	3	NATV 1XXX Transfer 1000 Lvl	3
BIO 260 Pathobiology I	3	BIOL 2XXX Transfer 2000 Lvl	3
BIO 261 Pathobiology II	3	BIOL 2XXX Transfer 2000 Lvl	3
BUS 217 Management Accounting	3	ACC 1110 Managerial Acct	3



BUS 223 and BUS 323 Taxation I & II	6	ACC 3050 Tax Accounting	3
BUS 244 Finance	3	FIN 2200 Corp Finance	3
BUS 318 Advanced Cost Accounting	3	ACC 3040 Cost Accounting	3
BUS 421 Accounting Theory	3	ACC 4030 Acctg Theory	3
CHE 152 Engineering Chemistry	3	CHEM 1XXX Transfer 1000 Lvl	3
CPS 100 Computer Programing I	3	COMP 1010 Comp Sci I	3
CPS 101 Computer Programing II	3	COMP 1020 Comp Sci II	3
CRM 101 Intro To Criminology	3	SOC 2510 Criminology	3
CPS 146 Data Base Fundamentals	3	COMP 3380 Databases	3
CPS 160 Integrated Software Tools	3	COMP 1260 Comp Usage I	3
		COMP 2130 Discrete Math	3
CPS 212 Discrete Math & Computer Science	3	MATH 1XXX Transfer 1000 Lvl	3
CPS 268 System & Network Security	3	COMP 2XXX Transfer 2000 Lvl	3
CPS 270 Software Engineering	3	COMP 2XXX Transfer 2000 Lvl	3
ECO 245 Money & Banking	3	ECON 3640 Econ Finan Syst	3

ECO 270 Environmental Economics	3	ECON 2390 Environ Econ	3
ENG 115 Essay Writing & Critical Analysis	3	ENGL 0930 Eng Composition	3
ENG 117 Academic Writing	3	ENGL 0930 Eng Composition	3
ENG 120 Intro to Literature	3	ENGL 1XXX Transfer 1000 Lvl	3
ENG 125 Composition & Indigenous Literature I	3	ENGL 0930 Eng Composition	3
ENG 202 & ENG 203 A Survey of English Literature I & II	6	ENGL 1200 Rep Lit Works	6
ENG 209 Creative Writing: Fiction	3	ENGL 2760 Intro Cr Writg	3
ENG 212 Intro to Canadian Literature I	3	ENGL 2XXX Transfer 2000 Lvl	3
FIN 100 Intro to Art History & Visual Culture I	3	FAAH 1030 Intro Art 1a	3
FIN 101 Intro to Art History & Visual Culture II	3	FAAH 1030 Intro Art 1a	3
FIN 110 Drawing & 2-D Language I	3	STDO 1210 Drawing: Studio 1	3
FIN 250 Modern Art History	3	FAAH 2080 Mod Contemp Art	3
FNS 200 Pre & Post Contact First Nations of Canada	3	NATV 1XXX Transfer 1000 Lvl	3
FRE 100 Motifs I	3	FREN 1150 Intro French	3
FRE 101 Motifs II	3	FREN 1150 Intro French	3

FRE 145 Intermediate French I	3	FREN 1XXX Transfer 1000 Lvl	3
FRE 146 Intermediate French II	3	FREN 1XXX Transfer 1000 Lvl	3
FRE 265 Advanced French I	3	FREN 2XXX Transfer 2000 Lvl	3
FRE 266 Advanced French II	3	FREN 2XXX Transfer 2000 Lvl	3
FRE 280 La Traduction: Translation A	3	FREN 2XXX Transfer 2000 Lvl	3
FRE 281 La Traduction: Translation B	3	FREN 2XXX Transfer 2000 Lvl	3
GEO 105 Physical Geography I	3	GEOG 1290 Intr Phys Geog	3
GEO 106 Physical Geography II	3	GEOG 1290 Intr Phys Geog	3
GEO 111 Environment, Society and Sustainability	3	GEOG 1280 Intr Human Geog	3
HIS 111 Canadian History: Pre-Confederation	3	HIST 1390 Col C 1500-1885	3
HIS 112 Canadian History: 1867-Present	3	HIST 1400 Can Nat Si 1867	3
HIS 215 History of Modern Europe I	3	HIST 1XXX Transfer 1000 Lvl	3
HIS 216 History of Modern Europe II	3	HIST 2370 Eur From Fr Rev	3
HIS 250 History of Woman in Canada 1600-1920	3	WOMN 2XXX Transfer 2000 Lvl	3
HIS 251 History of Woman in Canada 1920-Present	3	WOMN 2XXX Transfer 2000 Lvl	3

LIB 130 Intro to World Religions	3	RLGN 1XXX Transfer 1000 Lvl	3
LIB 131 Eastern & Comparative Religions	3	RLGN 1XXX Transfer 1000 Lvl	3
LIB 210 Topics in World Civilization	3	CLAS 1270 Anc Greek Cult	3
MAT 102 Calculus for the Life Sciences	3	MATH 1520 Calc Man Soc Sc	3
MAT 115 Intro to Statistics	3	STAT 1000 Basic Stats I	3
MAT 133 Matrix Algebra	3	MATH 1300 Vec Geo Lin Alg	3
MAT 151 Finite Mathematics	3	MATH 1XXX Transfer 1000 Lvl	3
MAT 162 Math for Elementary Education I	3	MATH 1XXX Transfer 1000 Lvl	3
MAT 181 Calculus I	3	MATH 1500 Intro Calculus	3
MAT 182 Calculus II	3	MATH 1700 Calculus 2	3
MAT 200 Linear Algebra	3	MATH 2300 Linear Alg 2	3
MAT 210 Calculus III	3	MATH 2720 Multivar Calc	3
MCS 110 Media & Communication Studies	3	FILM 1XXX Transfer 1000 Lvl	3
PHI 100 Intro Philosophy: Knowledge & Reality	3	PHIL 1XXX Transfer 1000 Lvl	3
PHI 100 Introductory Philosophy I	3	PHIL 1XXX Transfer 1000 Lvl	3

PHI 101 Introductory Philosophy II	3	PHIL 1XXX Transfer 1000 Lvl	3
PHI 150 Critical Thinking	3	PHIL 1290 Crit Think 1	3
PHI 230 Contemporary Moral Issues	3	PHIL 2XXX Transfer 2000 Lvl	3
PHI 240 Philosophy of Art	3	PHIL 2XXX Transfer 2000 Lvl	3
PHI 260 Business Ethics	3	PHIL 2830 Business Ethics	3
PHY 100 Intro to Physics I	3	PHYS 1020 Gen Physics I	3
PHY 101 Intro to Physics II	3	PHYS 1030 Gen Physics II	3
PHY 120 Principles of Physics I	3	PHYS 1020 Gen Physics I	3
PHY 121 Principles of Physics II	3	PHYS 1030 Gen Physics II	3
POL 109 Canadian Government	3	POLS 1XXX Transfer 1000 Lvl	3
POL 111 Political Ideologies	3	POLS 2XXX Transfer 2000 Lvl	3
POL 119 Canadian Politics	3	POLS 1XXX Transfer 1000 Lvl	3
POL 151 Law & Politics	3	POLS 1XXX Transfer 1000 Lvl	3
POL 201 Comparative Politics	3	POLS 2XXX Transfer 2000 Lvl	3
POL 203 International Relations	3	POLS 2XXX Transfer 2000 Lvl	3

POL 209 Government In America	3	POLS 2XXX Transfer 2000 Lvl	3
PSY 130 Intro Psychology I	3	PSYC 1XXX Transfer 1000 Lvl	3
PSY 131 Intro Psychology II	3	PSYC 1XXX Transfer 1000 Lvl	3
PSY 202 Health Psychology	3	PSYC 3130 Intro Health Psychology	3
PSY 204 Research Methods In Psychology	3	PSYC 2250 Intro Psych Res	3
PSY 215 Biological Psychology	3	PSYC 2360 Brain & Behav	3
PSY 235 Abnormal Psychology	3	PSYC 3460 Abnormal Psy	3
PSY 245 Psychology of Women	3	PSYC 2XXX Transfer 2000 Lvl	3
PSY 250 Human Dev. from Conception to Childhood	3	PSYC 2290 Child Dev	3
PSY 251 Human Dev. from Adolescence to Adulthood	3	PSYC 2370 Developmtl Psy	3
PSY 260 Psychological Explanations of Criminal and Deviant Behaviour	3	PSYC 2XXX Transfer 2000 Lvl	3
SOC 210 Ethnic Relations	3	SOC 2370 Ethnic Relation	3
SOC 212 Issues in Canadian Society	3	SOC 2320 Cdn Socty & Cul	3
SOC 220 Intro to Sociological Research Methods	3	SOC 2XXX Transfer 2000 Lvl	3
SOC 240 The Sociology of Love and Sex	3	SOC 2XXX Transfer 2000 Lvl	3

SPN 100 Intro to Spanish I	3	SPAN 1180 Intro Spanish	3
SPN 101 Intro to Spanish II	3	SPAN 1180 Intro Spanish	3
SPN 201 Intermediate Spanish II	3	SPAN 1XXX Transfer 1000 Lvl	3
WST 100 Global Perspectives on Women	3	WOMN 1XXX Transfer 1000 Lvl	3
WST 101 Issues in Women's Health	3	WOMN 1XXX Transfer 1000 Lvl	3
WST 110 First Nations Women's Studies	3	NATV 1XXX Transfer 1000 Lvl	3
WST 260 Empowered Caring & Feminist Practice	3	WOMN 2XXX Transfer 2000 Lvl	3

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## FAQ

### Frequently Asked Questions

**1. How do I decide what to take?**

Come talk to us. Educational advisors can connect you with a growing list of courses approved for transfer to the University of Manitoba. Book an appointment to create a transfer plan that suits your interests and needs.

**2. Which distance classes are available?**

Browse available distance education courses by term [online](#). Enter "Distance Education" as the course delivery method in the search window.

**3. Can't find your high school records? No problem.**

NIC's Assessment Services staff can help you determine what courses are best suited to your current skills.

Most university-level courses require previous high school study called prerequisites. If you haven't been to school in a long time or if your education records are unavailable, university transfer courses are still within reach.

If you are a mature student, 23 years of age or older, and believe you have the skills to perform

at the same level as students in the program, you can apply for a mature student declaration. If you don't meet a prerequisite, but feel you have the skill set to be successful, you can meet with the instructor to discuss whether a prerequisite waiver is an option for you. There is no age limitation to apply for a prerequisite waiver but prerequisites are in place to ensure you succeed in the course. Meet with an educational advisor to determine the best options to meet your goals.

**4. Can I take courses at both institutions at the same time?**

Yes. Request a letter of permission from NIC, apply as a visiting student at the University of Manitoba and then register for your courses. When your classes are complete, request a transcript from the University of Manitoba and send it to NIC. We'll apply transfer credit for your courses.

**5. What are credits?**

Credits describe a course's value. A one-term course, normally requiring four months of study (September to December, or January to April), equals three credits. Some courses are also available during the spring and summer sessions in a condensed format.

**6. I'm a military student, can I receive recognition for my rank, military education and training?**

Yes! At NIC, non-commissioned members at or above the Master Corporal/Master Seaman rank and officers at or above the Captain/Lieutenant (Navy) rank receive six unassigned arts credits to allow you to earn your degree faster. When you take courses at the University of Manitoba, they'll evaluate your military education and training to provide you with additional credits.

**7. Can I get reimbursed for my tuition and books?**

Canadian Forces members are encouraged to speak to the Personnel Selection Officer at 250-339-8211 x8293 to learn more about available educational opportunities.

**8. What if military duty or deployment interrupts my studies?**

As a military member, NIC allows you to withdraw from courses and receive a full refund when unexpected military duty interrupts your university study. You must withdraw from your courses as soon as possible and send documentation from a superior officer verifying your military obligations to NIC's Student Services Office.

**9. What if my military duties cause me to submit an assignment late?**

It is up to your instructor to decide to accept a late assignment. Some instructors state their policy in advance while others address student needs on a case-by-case basis. Most instructors are very understanding, but you should contact them as soon as you realize you will be late. If



you are called away on unexpected military duties and can not reach your instructor during their office hours contact an NIC military advisor.

**10. What if my military duties do not allow me to take my exam as planned?**

Late changes to exam locations may be possible. Contact NIC's military advisor or the University of Manitoba's Military Support Office for more information.

# University Studies

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## Summary

### Program Length

4 months/course

### Locations

- College Wide

### Start Date

September, January

### Contacts

Student Services  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

### In the News

[A Lifelong Learner](#)

*University level courses you can take for transfer or general interest*

## Summary

Explore your options with NIC's wide range of courses transferable to universities across BC. Concentrate your studies in one specific area or explore a variety of subjects to meet transfer requirements. Choose a combination of English, humanities and social science, math and science courses to create a custom transfer plan, helping you move seamlessly into the university or program of your choice.

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## Highlights

### Study Options

Explore a full range of first and second-year courses in more than 20 subject areas including anthropology, business, biology, chemistry, criminology, economics, English, equity and social justice, fine arts, First Nations studies, French, geography, history, mathematics, philosophy, physics, political science, psychology, sociology, space science and astronomy, Spanish and women's studies.

University Studies offers a great deal of flexibility and virtually limitless transfer possibilities. You can take as many or as few courses as you want, choosing from a wide range of subjects available on campus or online. Courses transfer in part or in full to other institutions and may be customized as a study plan and/or applied toward diplomas, associate degrees or bachelor's degrees at NIC and beyond. And distance education options are available for some courses, allowing you to start or finish your degree wherever you are.

Associate of Arts and Associate of Science degrees recognize successful completion of 60 credits which is approximately 20 courses. If you study full time, you should be able to complete an associate degree within two academic years.

If you are working toward a specific area of study or degree, you can focus your studies to finish your degree faster. To ensure you are choosing the right courses for your program of study, please speak with an educational advisor or consult the [BC Transfer Guide](#).

NIC's educational advisors can help you customize a study plan for your program or university of choice - potentially minimizing study time and costs. A study plan is a sample list of University Studies courses that can be further customized for transfer to a specific program or university. Educational advisors can develop a study plan with you from NIC to just about anywhere. Choosing a suitable combination of courses, however, may depend on a number of factors. NIC's educational advisors will work with you to personalize an educational or transfer plan to meet your goals.

## Study Plans

Each university and degree has its own list of required courses and electives that count toward graduation. NIC students should review the program's first and second-year requirements as designated by the university, PLUS meet with an advisor to determine which courses are available at your campus.

### Arts Study Plan

Choose up to two years of study, including six credits of 100-level English; Other transferable 100-level courses in your area(s) of interest: this may include anthropology (ANT), biology (BIO), business (BUS), chemistry (CHE), criminology (CRM), economics (ECO), English (ENG), equity and social justice (ESJ), fine arts (FIN), First Nations studies (FNS), French (FRE), geography (GEO), history (HIS), mathematics (MAT), philosophy (PHI), physics (PHY), political science (POL), psychology (PSY), sociology (SOC), space science and astronomy (SSA), or Spanish (SPN).

### Social Work Study Plan

Six credits of 100-level English; SSW 120, SSW 122; Other transferable 100-level courses in your area(s) of interest: this may include anthropology (ANT), biology (BIO), business (BUS), chemistry (CHE), criminology (CRM), economics (ECO), English (ENG), equity and social justice (ESJ), fine arts (FIN), First Nations studies (FNS), French (FRE), geography (GEO), history (HIS), mathematics (MAT), philosophy (PHI), physics (PHY), political science (POL), psychology (PSY), sociology (SOC), space science and astronomy (SSA), or Spanish (SPN).

### Science Study Plans

Six credits of 100-level English; Other transferable 100-level courses in your area(s) of interest: this may include biology (BIO), chemistry (CHE), mathematics (MAT), or physics (PHY). **Please note:** All of the listed NIC courses need to be taken as some are prerequisites for entry and some are prerequisites for other required courses.

- **Biology Study Plan**

Six credits of 100-level English; Other transferable 100-level courses in your area(s) of interest: this may include biology (BIO-102, BIO-103), chemistry (CHE-110, CHE-111), mathematics (MAT-102, MAT-115, MAT-151, MAT-181, MAT-182), physics (PHY-100, PHY-101, PHY-120, PHY-121).

- **Dentistry Study Plan (UBC)**

*Suggested NIC courses for students preparing to enter [UBC's Dentistry program](#).*

Prospective dentistry students are required to complete 90 credits (three or more years of full-

time study with five courses per term), maintain a 70 per cent average, complete the following prerequisites, as well as the Canadian Dental Aptitude Test (DAT)\*. Print the pdf.

- **100-level requirements:** Six credits each of English (ENG-115, ENG-125 or ENG-120), biology (BIO-102, BIO-103) and chemistry (CHE-110, CHE-111).
- **200-level requirements:** Six credits each of Biochemistry (BIO-201)\* and Organic Chemistry (CHE-200, CHE-201).
- **DAT helpers:** Cell Biology (BIO-200), Genetics (BIO-202), and Microbiology (BIO-215).

\*NIC offers one term of biochemistry, cell biology (BIO-200) is a prerequisite for biochemistry.

\*\*The Canadian DAT includes a manual dexterity component but doesn't test organic chemistry and mathematics, whereas American DAT tests for organic chemistry and mathematics but not manual dexterity.

- **Medical Doctor Study Plan (UBC)**

*Suggested NIC courses for students preparing to enter*

UBC's Medical Doctor program.

Prospective students are required to complete 90 credits (at least three years of full-time study with five courses per term), maintain a 75 per cent average, complete the following prerequisites, as well as the Medical College Admission Test (MCAT). Print the pdf.

- **100-level requirements:** Six credits each of English (ENG-115, ENG-125 or ENG-120), biology (BIO-102, BIO-103) and chemistry (CHE-110, CHE-111).
- **MCAT Helpers:** Six credits each of physics (PHY-100, PHY-101) and mathematics (MAT-102, MAT-115 or MAT-151)
- **200-level requirements:** Six credits each of Biochemistry (BIO-201)\* and Organic Chemistry (CHE-200, CHE-201).
- **MCAT Helpers:** Cell Biology (BIO-200), Genetics (BIO-202) and Microbiology (BIO-215).

\*NIC offers one term of biochemistry, cell biology (BIO-200) is a prerequisite for biochemistry.

- **Doctor of Optometry Study Plan (University of Waterloo)**

*Suggested NIC courses for students preparing to enter the*

University of Waterloo's Doctor of Optometry program.

Prospective students must complete three or more years of full-time study (five courses per term) in a BSc, maintain a 75 per cent or higher average, complete the following prerequisites, and the Optometry Admissions Test (OAT). Print the pdf.

- **100-level requirements:** Three credits of English, Introductory Ethics (PHI-101), Introductory Psychology (PSY-130), Calculus (MAT-102), Statistics (MAT-115), and six credits each of biology (BIO-102, BIO-103), chemistry (CHE-110, CHE-111), physics (PHY-100, PHY-101) and physiology (BIO-160, BIO-161).
- **200-level requirements:** Biochemistry (BIO-201)\*, Microbiology (BIO-215), and Organic Chemistry (CHE-200, CHE-201).

\* Cell biology (BIO-200) is a prerequisite for biochemistry.

- **Veterinary Medicine Study Plan (University of Saskatchewan)**

*Suggested NIC courses for students preparing to enter the University of Saskatchewan's Veterinary Medicine program.*

Prospective students are required to have completed 60 credits (at least two full years of full-time university study with five courses per term) of required and elective courses, maintain a 75 per cent or higher average, and complete the following prerequisites. Print the [pdf](#).

- **100-level requirements:** Six credits each of English (ENG-115, ENG-125 or ENG-120), biology (BIO-102, BIO-103), chemistry (CHE-110, CHE-111), and mathematics (MAT-102 and MAT-115 or MAT-151); three physics credits (PHY-100).
- **200-level requirements:** Biochemistry (BIO-201)\*, Organic Chemistry (CHE-200), Genetics (BIO-202), Microbiology (BIO-215).

\* *Cell biology (BIO-200) is a prerequisite for biochemistry.*

## Pathways & Partners

### Dual and Guaranteed Admission

Start at NIC while receiving exclusive admission benefits at designated universities:

- University of Victoria (dual admission or guaranteed admission)
- University of Northern British Columbia (dual admission)
- Vancouver Island University (dual admission)
- Royal Roads University (guaranteed admission)
- University of Manitoba (student mobility agreement)

### Flexible Pre-Major

To maximize your options at BC universities, complete a Flexible Pre-Major and an Associate of Arts or Associate of Science degree. Since Flexible Pre-Majors transfer to institutions throughout BC, you can expect full credit for your coursework no matter where you choose to continue your studies. A pre-major is a set of first and second-year courses in a discipline or subject area which you are required to complete in order to be admitted to a major within a degree program, with admission usually occurring at the end of the second year of a four-year degree.

### General Transfer

Receive transfer credit from NIC to any institution or program in BC and across Canada, including:

- University of British Columbia
- Simon Fraser University
- And more

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# Admission

## Available to international

Yes

## Admission Requirements

1. There are no formal admission requirements for University Studies. However, courses will have specific entry requirements, called prerequisites, which are listed under each course description. To meet prerequisite requirements, submit transcripts or complete English and/or Math assessments.

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

## To Be Successful

- If you plan to use your courses as transfer credit toward another program or degree, please review the [Steps to University Transfer](#) and contact an [educational advisor](#). They have extensive knowledge of programs, funding options, career paths and post-secondary transfer agreements to help you get started on the right track.
- NIC also offers high school-equivalent upgrading if you need help meeting prerequisites for entry into individual courses.

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# Curriculum

## Courses

### How to Search Courses

1. [Search courses online](#) under the following areas of study as 100 (first year) and 200 (second year) course levels: anthropology (ANT), business (BUS), biology (BIO), chemistry (CHE), criminology (CRM), economics (ECO), English (ENG), fine arts (FIN), First Nations studies (FNS), French (FRE), geography (GEO), history (HIS), mathematics (MAT), philosophy (PHI), physics (PHY), political science (POL), psychology (PSY), sociology (SOC), space science and astronomy (SSA), Spanish (SPN). Search courses by subject, level, keyword, or by transferability, and check the BC Transfers link under course descriptions

AND

2. Have a student advisor at NIC and your receiving institution check your study plan before registering in courses.

### Transferable Courses

The following University Studies courses were transferable to AT LEAST ONE other BC post-secondary institution at the time of publishing. Since post-secondary transfer agreements and degree requirements change frequently, students are strongly encouraged to check [www.bctransferguide.ca](http://www.bctransferguide.ca) AND speak to an advisor before registering in classes.

#### BUSINESS ADMINISTRATION COURSES

BUS 100 Financial Accounting Fundamentals  
BUS 132 Mathematics of Finance  
BUS 150 Administrative Principles  
BUS 152 Entrepreneurship & Small Business Management  
BUS 162 Basic Marketing Principles & Practices  
BUS 170 Computer Applications for Business  
BUS 200 Financial Accounting Fundamentals II  
BUS 211 Intermediate Financial Accounting I  
BUS 217 Management Accounting  
BUS 221 Commercial Law  
BUS 223 Taxation 1  
BUS 244 Finance  
BUS 255 Human Resources Management  
BUS 260 Consumer Behaviour  
BUS 264 Professional Selling  
BUS 290 Management Information Systems  
BUS 293 Business Simulation  
BUS 312 Intermediate Financial Accounting II  
BUS 318 Advanced Cost Accounting  
BUS 323 Taxation II  
BUS 335 Quantitative Methods  
BUS 350 Organizational Behaviour  
BUS 355 Managing Public Sector Organizations  
BUS 362 Market Research  
BUS 368 Advertising and Marketing Communications  
BUS 380 Globalization and International Business  
BUS 390 Directed Field Studies I  
BUS 419 Advanced Financial Accounting  
BUS 420 Introduction to Auditing  
BUS 421 Accounting Theory  
BUS 430 Business-to-Business Marketing  
BUS 450 Project Management  
BUS 452 Advanced Topics in Entrepreneurship  
BUS 490 Directed Field Studies II  
BUS 492 Strategic Management

#### COMPUTER SCIENCE AND INFORMATION TECHNOLOGY COURSES

CPS 100 Computer Programming I  
CPS 101 Computer Programming II  
CPS 109 Computer & Information Systems  
CPS 146 Database Fundamentals  
CPS 151 Systems Analysis & Design

CPS 160 Integrated Software Tools  
CPS 165 Web Design Tools  
CPS 208 E-Commerce  
CPS 215 Unix Utilities & Unix System Administration  
CPS 221 Application & .NET Programming in C#  
CPS 235 Advanced Java Programming  
CPS 236 Internet Programming  
CPS 246 Database Security & Administration  
CPS 262 Data Communications & Computer Networks  
CPS 268 Systems & Network Security  
CPS 270 Software Engineering  
CPS 300 Nursing Informatics

## **ENGLISH**

ENG 107 Introduction to Creative Writing: Fiction & Non-Fiction  
ENG 108 Introduction to Creative Writing: Poetry & Drama  
ENG 109 Introduction to Creative Writing: Journalism  
ENG 115 Essay Writing and Critical Analysis  
ENG 116 Essay Writing And Indigenous Perspectives  
ENG 117 Academic Writing  
ENG 120 Introduction to Literature: Short Stories and the Novel  
ENG 121 Introduction to Literature: Poetry and Drama  
ENG 122 Reading Literature  
ENG 125 Composition & Indigenous Literature I  
ENG 126 Composition & Indigenous Literature II  
ENG 127 Indigenous Literatures in Canada  
ENG 160 Effective Organizational Writing  
ENG 202 Survey of English Literature I  
ENG 203 Survey of English Literature II  
ENG 207 Creative Non-Fiction  
ENG 208 Creative Writing: Poetry  
ENG 209 Creative Writing: Fiction  
ENG 212 An Introduction to Canadian Literature I  
ENG 213 An Introduction to Canadian Literature II  
ENG 214 Scriptwriting Workshop  
ENG 215 Advanced Composition  
ENG 216 Travel Writing  
ENG 224 Women's Literature & Theory I  
ENG 225 Women's Literature & Theory II  
ENG 230 Selected Topics in Literature  
ENG 260 Advanced Communications and Professional Writing  
MCS 110 Media & Communication Studies  
MCS 130 Explorations in Mass Communication  
MCS 200 Digital Video Production  
MCS 280 Communication and Culture

## **FINE ARTS COURSES and INTERACTIVE MEDIA & GRAPHIC DESIGN**

FIN 100 Introduction to Art History and Visual Culture I  
FIN 101 Introduction to Art History and Visual Culture II  
FIN 110 Drawing & 2-Dimensional Language I  
FIN 111 Drawing & 2-Dimensional Language II  
FIN 115 Introduction to Printmaking



FIN 120 Painting: Colour & Perception  
FIN 121 Painting: Methods & Concepts  
FIN 130 Foundation Studio in 3-D Materials and Design  
FIN 131 Foundation Studio in 3-D Objects and Space  
FIN 135 Introduction to Ceramics  
FIN 140 Creative Processes  
FIN 145 Introduction to Photography  
FIN 206 Graphic Arts Production  
FIN 210 Drawing & 2-Dimensional Language III  
FIN 211 Drawing & 2-Dimensional Language IV  
FIN 215 Intaglio Printmaking  
FIN 217 Serigraph Printmaking  
FIN 220 Painting Applications I  
FIN 221 Painting Applications II  
FIN 235 3-Dimensional Applications (Ceramics I)  
FIN 236 3-Dimensional Applications (Ceramics II)  
FIN 245 Photography II  
FIN 246 Photography III  
FIN 247 Introduction to Digital Photography  
FIN 250 Modern Art History

#### **HUMANITIES COURSES**

EDU 101 Teaching: The Human Interaction  
EDU 102 Teaching: Making an Informed Decision  
FNS 160 First Nations Education: Traditional and Contemporary  
FNS 200 Pre- & Post-Contact First Nations of Canada  
FRE 100 Motifs I  
FRE 101 Motifs II  
FRE 120 Motifs III  
FRE 121 Motifs IV  
FRE 145 Intermediate French I  
FRE 146 Intermediate French II  
FRE 265 Advanced French I  
FRE 266 Advanced French II  
FRE 280 La Traduction: Translation (A)  
FRE 281 La Traduction: Translation (B)  
HIS 111 Canadian History: Pre-Confederation  
HIS 112 Canadian History: 1867 - Present  
HIS 120 World History to 1000  
HIS 121 World History of the Last Millennium, AD 1000-2000  
HIS 122 World History Since 1945  
HIS 130 World Religion  
HIS 135 World Mythology  
HIS 205 Travels in Time  
HIS 210 Modern England 1688-1950  
HIS 215 History of Modern Europe I  
HIS 216 History of Modern Europe II  
HIS 220 War, Memory, Myth and History  
HIS 225 History of British Columbia  
HIS 231 United States History To 1877  
HIS 232 United States History Since 1877  
HIS 250 History of Women in Canada, 1600-1920  
HIS 251 History of Women in Canada, 1920-Present  
HIS 260 Historical Reactions to Criminal and Deviant Behaviour

LIB 130 Introduction to World Religions  
LIB 131 Eastern and Comparative Religions  
LIB 210 Topics in World Civilization  
LIB 250 Wisdom of the Ancients  
PHI 100 Introductory Philosophy: Knowledge & Reality  
PHI 101 Introductory Philosophy: Values & Society  
PHI 150 Critical Thinking  
PHI 211 Philosophies of Existence  
PHI 220 Philosophy of Love and Sex  
PHI 230 Contemporary Moral Issues  
PHI 240 Philosophy of Art  
PHI 260 Business Ethics  
SPN 100 Introductory Spanish I  
SPN 101 Introductory Spanish II  
SPN 200 Intermediate Spanish I  
SPN 201 Intermediate Spanish II

### **MATHEMATICS & SCIENCE COURSES**

BIO 102 Principles of Modern Biology II  
BIO 103 Principles of Modern Biology I  
BIO 110 Concepts in Biology I (Inhabiting the Human Body)  
BIO 111 Concepts in Biology II (Inhabiting the Earth)  
BIO 160 Human Anatomy & Physiology I  
BIO 161 Human Anatomy & Physiology II  
BIO 170 Foundations of Ethnobotany  
BIO 171 Applied Ethnobotany  
BIO 200 Cell Biology  
BIO 201 Introduction to Biochemistry  
BIO 202 Principles of Genetics  
BIO 211 Invertebrate Biology  
BIO 215 Introductory Microbiology  
BIO 230 Principles of Ecology  
BIO 240 Applied Ecology: Human Impact on the Environment  
BIO 241 Traditional Ecological Knowledge (TEK)  
BIO 260 Pathobiology I  
BIO 261 Pathobiology II  
CHE 110 Chemical Principles I  
CHE 111 Chemical Principles II  
CHE 200 Organic Chemistry I  
CHE 201 Organic Chemistry II  
GEO 105 Physical Geography I  
GEO 106 Physical Geography II  
GEO 206 Introduction to Geomorphology  
MAT 100 Pre-Calculus  
MAT 102 Calculus for Life Sciences  
MAT 115 Introduction to Statistics  
MAT 133 Matrix Algebra  
MAT 151 Finite Mathematics  
MAT 162 Math for Elementary Education I  
MAT 163 Math for Elementary Education II  
MAT 181 Calculus I  
MAT 182 Calculus II  
MAT 190 First Nations Perspective: Math for Elementary Education I  
MAT 191 First Nations Perspective: Math for Elementary Education II

MAT 200 Linear Algebra  
MAT 210 Calculus III  
PHY 100 Introduction to Physics I  
PHY 101 Introduction to Physics II  
PHY 120 Principles of Physics I  
PHY 121 Principles of Physics II  
PHY 141 Mechanics I (Statics)  
SSA 100 Introduction to the Solar System and Space Exploration  
SSA 101 Space Science and Astronomy: Introduction to Deep Space Astronomy

## **SOCIAL SCIENCES COURSES**

ANT 150 Cultural Anthropology  
ANT 151 Physical Anthropology & Archaeology  
ANT 250 Ethnology of North America  
ANT 251 Principles of Archaeology  
ANT 252 Northwest Coast Prehistory  
ANT 253 Seacoasts in Prehistory  
ANT 260 Forensic Anthropology  
ANT 290 Archaeology Field School  
ANT 291 Archaeology Field School  
ANT 292 Archaeology Field School  
ANT 293 Third Rock Archeology  
CRM 101 Introduction to Criminology  
CRM 131 Introduction to the Criminal Justice System  
CRM 135 Introduction to the Canadian Law & Legal Institutions  
CRM 230 Criminal Law  
CRM 220 Research Methods in Criminology  
CRM 241 Introduction to Corrections  
CRM 251 Introduction to Policing  
ECO 110 Principles of Microeconomics  
ECO 111 Principles of Macroeconomics  
ECO 245 Money & Banking  
ECO 270 Environmental Economics  
ESJ 100 Equity & Social Justice in Contemporary Canada  
ESJ 101 Global Changes to, and Movements for, Social Justice  
GEO 105 Physical Geography I  
GEO 106 Physical Geography II  
GEO 111 Environment, Society and Sustainability  
GEO 112 Introduction to Human Geography  
GEO 200 Geography of Canada  
GEO 205 Geography of British Columbia  
GEO 206 Introduction to Geomorphology  
GEO 210 Natural Resources Management I: Introduction  
GEO 211 Natural Resources Management II: Wildlife  
GEO 214 Biogeography  
GEO 215 Society and the Environment  
GEO 220 Introduction to Climate Change: Human and Ecological Dimensions  
POL 109 Canadian Government  
POL 111 Political Ideologies  
POL 119 Canadian Politics  
POL 151 Law and Politics  
POL 200 Introduction to Political Theory  
POL 201 Comparative Politics  
POL 203 International Relations

POL 209 Government in America  
PSY 130 Introductory Psychology I  
PSY 131 Introductory Psychology II  
PSY 202 Health Psychology  
PSY 204 Research Methods in Psychology  
PSY 215 Biological Psychology  
PSY 235 Abnormal Psychology  
PSY 245 Psychology of Women  
PSY 250 Human Development from Conception through Childhood  
PSY 251 Human Development from Adolescence through Adulthood  
PSY 260 Psychological Explanations of Criminal and Deviant Behaviour  
SOC 110 Introduction to Sociology I  
SOC 111 Introduction to Sociology II  
SOC 130 First Nations Sociology  
SOC 210 Ethnic Relations  
SOC 212 Issues in Canadian Society  
SOC 220 Introduction to Sociological Research Methods  
SOC 230 Sociological Explanations of Crime & Deviance  
SOC 240 The Sociology of Love and Sex  
SSW 120 Foundations of Social Service Practice  
SSW 122 Social Welfare in Canada  
WST 100 Global Perspectives on Women  
WST 101 Issues in Women's Health  
WST 110 First Nations Women's Studies  
WST 260 Empowered Caring & Feminist Practice

# UVic Dual Admission

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## Summary

### Locations

- College Wide

### Start Date

September. Apply by Feb 28 for early admission.

### Contacts

Marilyn Nettleton  
Educational Advisor  
250-334-5000  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

### In the News

[NIC Student Earns \\$28,500 in Scholarships from UVic and NIC](#)

[Start Here. Grad There. NIC and UVic Strengthen Partnership](#)

[Comox Valley Student Earns 23,000 from UVic and NIC](#)

*Dual admission degree path available exclusively through NIC*

### Summary

Secure your seat at UVic while you're in high school and take up to two years of classes at NIC. Develop university-level research skills in NIC's discussion friendly classes, pay less tuition and qualify for entrance awards at both institutions. Choose from eight UVic degrees in humanities, social science, art history and visual studies, computer science, science, engineering, child and youth care and visual arts.

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## Highlights

### Program Highlights

Be admitted to UVic while you study at NIC and take advantage of the benefits both schools have to offer. You will save money by paying NIC's application fees and tuition while at NIC. We will make sure your transcripts get to UVic so you won't have to pay transcript fees when transferring. If you qualify for a UVic entrance scholarship, it will be waiting for you when you're ready

### How does it work?

- Apply once by filling out the special UVic dual admission application at NIC. Meet UVic's program requirements and take advantage of NIC's lower tuition while taking classes here.

- To be eligible for the dual admission program, students must be deemed eligible for admission by both the University of Victoria and North Island College. Dual admission program opportunities are available to both Canadian and International students currently attending local high schools in their graduating year in the North Island College geographical region.
- Each March, NIC will send you a self declaration letter that asks if you will be attending UVic the upcoming September. Once you return this letter indicating you will be attending UVic, NIC will send your transcripts, at no charge to you, to UVic Admissions. This will let them know that they can start sending UVic registration information directly to you.
- If you do not intend to start at UVic the following September, NIC will continue sending you a self declaration letter until you transfer to UVic, or up to three years, whichever comes first.
- As a dual admission student, you can transfer up to two years (60 credits) of study. You must transfer within three years of UVic's dual admission offer.

To be considered for early admission, you must submit application forms for UVic programs to NIC by Feb 28. Limited spaces are available.

Students must meet NIC and [UVic program requirements](#) to be eligible. Contact educational advisor, Marilyn Nettleton at 250-334-5000 or 1-800-715-0914 for program details and eligibility requirements. UVic programs eligible for dual admission are:

- Art History and Visual Studies
- Child and Youth Care
- Computer Science
- Engineering
- Humanities
- Sciences
- Social Sciences
- Visual Arts

## Career Opportunities

Dual Admission with UVic allows you to choose from a wide range of careers from engineering and computer science technician to a career in humanities.

## Scholarship Opportunities

Get access to UVic entrance awards while maintaining your eligibility to more than \$220,000 in scholarships and bursaries available at NIC.

With UVic Dual Admission you start your degree at NIC, knowing you are eligible for the following awards:

- **NIC Foundation awards:** The North Island College annually recognizes new and continuing students with financial need and students who achieve academic excellence with scholarships and bursaries. View NIC's [Awards](#) online or visit any NIC campus or centre to pick up a booklet.

- **Entrance awards:** Apply to UVic Dual Admission at NIC, and you will be eligible for \$1,000 to \$20,000 in UVic entrance awards, available over four years to Grade 12 students who meet UVic's GPA requirements. Your scholarship will be deferred until you've registered in 12 units in two consecutive terms of study at UVic. See UVic's [Entrance Scholarships for Undergraduates](#) for details.
- **General and specific scholarships and bursaries:** Let UVic Dual Admission open the door to the many scholarships and bursaries available to UVic students. The university offers scholarships based on your grades, named awards based on your extra-curricular activities or field of study, and bursaries to students with demonstrated financial need. See UVic's [Scholarships, Medals, and Prizes](#) for details.

Read the [NIC-UVic Dual Admission Agreement](#) for more information on student awards and financial aid available to UVic Dual Admission students.

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## Admission

### Available to international

No

### Admission Requirements

1. Must be entering directly from high school. All other applicants, please see [UVic Guaranteed Admission](#).
2. Download and complete the [NIC/UVic Dual Admission Application](#) form online or pick up a copy at the Student Services/Registration office. UVIC Early Admission Deadline is February 28.
3. Submit your interim or final high school transcripts.
4. Make sure you meet the UVic requirements for the program you are interested in.
5. Make an appointment with our educational advisor, Kim Kobus by calling 250-334-5000 or 1-800-715-0914.

### To Be Successful

Your first and most important step as a UVic dual admission student is to call, email or visit an educational advisor at your nearest NIC campus or centre. Educational advisors have extensive knowledge of programs, funding options, career paths and post-secondary transfer agreements and will help you get started on the right track.

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## Curriculum

### Courses

#### NIC-UVic Transfer Courses

The following NIC courses are eligible for transfer credit through UVic Dual Admission (as of Nov 9, 2011).

### Humanities

- ENG-107, ENG-108, ENG-115, ENG-117, ENG-120, ENG-121, ENG-125, ENG-160, ENG-202, ENG-203, ENG-207, ENG-208, ENG-209, ENG-212, ENG-213, ENG-216, ENG-224, ENG-225, ENG-230, ENG-260
- FIN-100, FIN-101, FIN-110, FIN-111, FIN-115, FIN-120, FIN-121, FIN-130, FIN-131, FIN-135, FIN-140, FIN-145, FIN-210, FIN-211, FIN-215, FIN-217, FIN-220, FIN-221, FIN-235, FIN-236, FIN-245, FIN-250
- FNS-160
- FRE-100, FRE-101, FRE-120, FRE-121, FRE-145, FRE-146, FRE-265, FRE-266, FRE-280, FRE-281
- HIS-111, HIS-112, HIS-120, HIS-121, HIS-122, HIS-135, HIS-205, HIS-215, HIS-216, HIS-220, HIS-225, HIS-232, HIS-251, HIS-260
- PHI-100, PHI-101, PHI-150, PHI-211, PHI-220, PHI-230, PHI-240, PHI-260
- SPN-100, SPN-101, SPN-200, SPN-201
- WST-100, WST-101

### Social Sciences

- ANT-150, ANT-151, ANT-250, ANT-251, ANT-260
- CRM-230
- ECO-110, ECO-111
- GEO-111, GEO-112, GEO-205, GEO-210, GEO-211, GEO-214, GEO-215, GEO-220
- POL-119, POL-151, POL-203
- PSY-130, PSY-131, PSY-202, PSY-204, PSY-215, PSY-235, PSY-250, PSY-251, PSY-260
- SOC-110, SOC-111, SOC-130, SOC-210, SOC-220, SOC-230, SOC-240
- SSW-120, SSW-122

### Sciences

- BIO-102 LAB, BIO-103 LAB, BIO-110 LAB, BIO-111 LAB, BIO-160 LAB, BIO-161 LAB, BIO-200 LAB, BIO-201, BIO-202, BIO-211 LAB, BIO-215, BIO-230 LAB, BIO-241, BIO-260, BIO-261
- CHE-110 LAB, CHE-111 LAB, CHE-200 LAB, CHE-201 LAB
- CPS-100, CPS-101
- MAT-102, MAT-115, MAT-133, MAT-151, MAT-162, MAT-163, MAT-181, MAT-182, MAT-200
- PHY-100 LAB, PHY-101 LAB, PHY-120 LAB, PHY-121 LAB, PHY-141
- SSA-100 LAB, SSA-101 LAB

### Business



- BUS-100, BUS-152, BUS-162, BUS-170, BUS 200, BUS-211, BUS-217, BUS-221, BUS-244, BUS-248, BUS 312, BUS-255, BUS-260, BUS-264, BUS-267, BUS-290, BUS-335, BUS-350, BUS-355, BUS-360, BUS-362, BUS-368, BUS-370, BUS-380, BUS-430, BUS-452, BUS-492

## Sample UVic Dual Admission Plans

Each UVic degree and major has its own list of required courses and electives that count toward graduation. NIC students should review [UVic's Online Calendar](#) to find out their program's first- and/or second-year requirements, PLUS meet with a student advisor to determine which courses are available at your local NIC campus.

### **Bachelor of Arts - Anthropology**

Consider including: ENG 115 or ENG 117, ANT 150, ANT 151, ANT 251, ANT 250, ANT 260, and up to eleven ELECTIVES

\*At least 1 first year and 1 second year Anthropology courses will need to be completed at UVic

### **Bachelor of Science - Astronomy**

Consider including: ENG 115 or ENG 117, CPS 100, CPS 101, MAT 181, MAT 182, PHY 120, PHY 121, CHE 110, CHE 111, MAT 133 or MAT 200

\*At least 1 first year astronomy course and 8 second year courses in Astronomy, Physics and Mathematics will need to be completed at UVic

### **Bachelor of Science - BIOCHEMISTRY or MICROBIOLOGY**

Consider including: ENG 115 or ENG 117, BIO 102, BIO 103, CHE 110, CHE 111, MAT 181 and MAT 182 or MAT 102 and MAT 151, PHY 100 and PHY 101 or PHY 120 and PHY 121, BIO 200, BIO 202, CHE 200, BIO 215, MAT 115 and up to 3 ELECTIVES

\*at least 2 second year courses would need to be completed at UVIC

### **Bachelor of Science - Biology**

Consider including: ENG 115 or ENG 117, BIO 102, BIO 103, CHE 110, CHE 111, MAT 181 and MAT 182 or MAT 102 and MAT 151, PHY 100 and PHY 101 or PHY 120 and PHY 121, BIO 201, BIO 230, BIO 200, BIO 202, CHE 200, CHE 201, MAT 115, SCIENCE ELECTIVE, 3 GENERAL ELECTIVES

\*Full two years can be completed at NIC

### **Bachelor of Science - Chemistry**

Consider including: ENG 115 or ENG 117, CHE 110, CHE 111, MAT 181, MAT 182, PHY 120, PHY 121, CHE 200, CHE 201, MAT 133 or MAT 200, SCIENCE ELECTIVE, up to 4 GENERAL ELECTIVES

\*At least 4 second year Chemistry courses will need to be completed at UVic

### **Bachelor of Science - Computer Science**

Consider including: ENG 115 or ENG 117, CPS 100, CPS 101, MAT 181, MAT 182, MAT 133 or MAT 200, ENG 160 or ENG 260, MAT 115 and up to five ELECTIVES

\*At least 2 first year courses and 5 second year courses will need to be completed at UVic

### **Bachelor of Science - Earth and Ocean Science**

Consider including: ENG 115 or ENG 117, BIO 102 and BIO 103 or BIO 110 and BIO 111, CHE 110, CHE 111, MAT 181, MAT 182, PHY 120, PHY 121, MAT 115

\*At least 2 first year Earth and Ocean Science courses and 8 second year courses would need to be completed at UVic

### **Bachelor of Arts - Economics**

Consider including: ENG 115 or ENG 117, ECO 110, ECO 111, MAT 181 or MAT 102, one SOCIAL SCIENCE

ELECTIVE, one first year ENGLISH course and up to eight ELECTIVES

\*At least 1 Computer Science courses and 5 second year Economics courses will need to be completed at UVic

### **Bachelor of Arts - English**

Consider including: NIC's English flexible pre-major (see NIC website for more information)  
18 credits (six courses) of first and second year English, nine (9) of which must be second year

At least one second year historical survey course

Two other second year English literature courses

fourteen elective courses

\*Full two years can be completed at NIC

### **Bachelor of Arts - Geography**

Consider including: ENG 115 or ENG 117, GEO 111, GEO 112, GEO 210, GEO 214, three SOCIAL SCIENCE ELECTIVES, and up to seven ELECTIVES

\*At least 3 second year Geography courses will need to be completed at UVic

### **Fine Arts - History in Art**

Consider including: ENG 115 or ENG 117, FIN 100, FIN 101, and up to fourteen ELECTIVES

\*At least one first year Fine Arts course and two second year History of Art courses will need to be completed at UVic.

### **Bachelor of Arts - History**

Consider including: ENG 115 or ENG 117, and a minimum of 4 History courses chosen from HIS 111, HIS 112, HIS 120, HIS 121, HIS 205, HIS 215, HIS 216, HIS 220, HIS 225, HIS 232, HIS 251, HIS 260, and up to fifteen ELECTIVES

\*Full two years can be completed at NIC

### **Bachelor of Science - Mathematics**

Consider including: ENG 115 or ENG 117, MAT 181, MAT 182, CPS 100, CPS 101, MAT 133 or MAT 200, and up to six ELECTIVES

\*At least 1 first year Mathematics course and 6 second year Mathematics courses will need to be completed at UVic

### **Bachelor of Arts - Philosophy**

Consider including: ENG 115 or ENG 117, PHI 100, PHI 101, PHI 150, PHI 220, PHI 230, PHI 240, PHI 260, and up to eleven ELECTIVES

\*At least one required 200 level Philosophy course will need to be completed at UVic.

### **Bachelor of Science - Combined Major in Physics and Biochemistry**

Consider including: ENG 115 or ENG 117, CHE 110, CHE 111, CPS 100, MAT 181, MAT 182, PHY 120, PHY 121, BIO 110 and BIO 111 or BIO 102 and BIO 103, BIO 200, CHE 200, CHE 201, MAT 133 or MAT 200, and BIO 215

\*At least 5 second year courses in Physics, Mathematics will need to be completed at UVic

### **Bachelor of Science - Physics**

Consider including: ENG 115 or ENG 117, CHE 110, CHE 111, CPS 100, CPS 101, MAT 181, MAT 182, PHY 120, PHY 121, MAT 133 or MAT 200, and up to one ELECTIVE

\*At least 8 second year courses in Physics and Mathematics will need to be completed at UVic

### **Bachelor of Arts - Political Science Major**

Consider including: ENG 115 or ENG 117, POL 119, POL 151, POL 203, and up to thirteen ELECTIVES

\*Full two years could be completed at NIC (note: POL courses are not always offered on a regular basis)

### **Bachelor of Arts - Psychology**

Consider including: ENG 115 or ENG 117, PSY 130, PSY 131, CPS 100 or CPS 101 or BUS 170, PHI 100 or

PHI 101, BIO 102 and BIO 103 or BIO 110 and BIO 111, PSY 204, PSY 215, MAT 181 or MAT 102 or MAT 151 or PHI 150, additional ENG course, two SOCIAL SCIENCE ELECTIVES, six HUMANITIES ELECTIVES  
\*At least 1 second year Psychology course will need to be completed at UVic

#### **Bachelor of Science - Psychology**

Consider including: ENG 115 or ENG 117, PSY 130, PSY 131, CPS 100 or CPS 101 or BUS 170, PHI 100 or PHI 101, BIO 102, BIO 103, PSY 204, PSY 215, MAT 181 or MAT 102 or MAT 151, additional ENG course, two SOCIAL SCIENCE ELECTIVES, six SCIENCE ELECTIVES (at least 4 of which must come from a single department)

\*At least 1 second year Psychology course will need to be completed at UVic

#### **Bachelor of Arts - Psychology/Biology**

Consider including: ENG 115 or ENG 117, BIO 102, BIO 103, PSY 130, PSY 131, MAT 181 or MAT 102 or MAT 151, CHE 110, CHE 111, BUS 170, additional ENG course, BIO 200, BIO 201, PSY 204, PSY 215, CHE 200, CHE 201, PHY 100 and PHY 101 or PHY 120 and PHY 121, and up to two ELECTIVES

\*At least 1 second year Psychology course will need to be completed at UVic

#### **Bachelor of Arts - Sociology**

Consider including: ENG 115 or ENG 117, SOC 110, SOC 111, SOC 220, SOC 230, and up to thirteen ELECTIVES

\*At least 2 second year Sociology courses will need to be completed at UVic

#### **Bachelor of Arts - Women Studies**

Consider including: ENG 115 or ENG 117, WST 100, WST 101, ENG 224, ENG 225, HIS 251, and up to twelve ELECTIVES

\*At least one required 200 level Women Studies course will need to be completed at UVic.

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## FAQ

### Frequently Asked Questions

#### 1. What is Dual Admission?

Dual Admission is a new way for high school students to be admitted to UVic while studying at NIC. It's designed for students who want the best of both worlds—smaller classrooms, less cost, and admission to UVic right out of high school.

#### 2. How does it work?

Apply once by filling out the special UVic dual admission application at NIC. Meet UVic's program requirements and take advantage of NIC's lower tuition while taking classes here. Each March, NIC will send you a self declaration letter that asks if you will be attending UVic the upcoming September. Once you return this letter indicating you will be attending UVic, NIC will send your transcripts, at no charge to you, to UVic Admissions. This will let them know that they can start sending UVic registration information directly to you. If you do not intend to start at UVic the following September, NIC will continue sending you a self declaration letter until you transfer to UVic, or up to three years, whichever comes first.

**3. Why should I apply for Dual Admission?**

With dual admission you'll be a UVic student, guaranteed. There's no uncertainty about where you're going or whether your courses will transfer. You also get to start your UVic degree at home, giving you time to save more money, get used to university level courses, and then move to UVic when you're ready.

**4. What programs can I take?**

UVic has made eight programs available to match a broad range of interests. Choose from:

- Art History and Visual Studies
- Child and Youth Care
- Computer Sciences
- Engineering
- Humanities
- Sciences
- Social Sciences
- Visual Arts

**5. As a UVic Dual Admission Student, will I pay tuition to NIC or UVic?**

Pay NIC tuition while you attend classes here. UVic tuition applies for all classes taken at UVic. You save money by paying one application fee and NIC's lower tuition. There are no transcript fees and you skip costly rent and living expenses while here. See the costs tab for up to date tuition.

**6. How do I know if I'm qualified?**

To be eligible for the dual admission program, you must be deemed eligible for admission by both the University of Victoria and NIC. Dual admission program opportunities are available to both Canadian and International students currently attending local high schools in their graduating year in the NIC geographical region. Talk to NIC's educational advisor, Kim Kobus at 1-800-715-0914 to discuss the program requirements or check UVic's website to see the admission requirements for each program.

**7. Do I need to do anything else?**

You'll need to submit your interim high school transcripts as part of the application process. Contact Kim Kobus, NIC's educational advisor specialist on Dual Admission to discuss getting your records in before the deadline.

**8. What about while I'm at NIC?**

As a Dual Admission student, you will need to keep your grades up to meet UVic's GPA requirements, just like all of UVic's other first year students. Eventually, you'll also need to tell

us when you want to register at UVic.

**9. When do I need to decide?**

As soon as possible. UVic's early admission deadline is Feb. 28. Limited spaces are available.

**10. I still have more questions. Who can I talk to?**

Make an appointment with Kim Kobus by calling 250-334-5000 or 1-800-715-0914 today.

# UVic Guaranteed Admission

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## Summary

### Locations

- College Wide

### Start Date

September, January

### Contacts

Marilyn Nettleton  
Educational Advisor  
250-334-5000  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

*University Studies at NIC now leads to guaranteed admission at UVic*

## Summary

Whether you concentrate your university studies in one specific area or explore a variety of subjects, NIC's fully transferable English, math, science, humanities and social science courses will equip you for success. After completing eight or more eligible transfer courses with a 2.0 GPA or higher, you will be eligible for entrance to select UVic programs with full credit for your NIC coursework.

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## Highlights

### What is Guaranteed Admission?

The [NIC-UVic Guaranteed Admission for NIC Transfer Students Agreement](#) provides NIC students with guaranteed admission and course transfer to many UVic programs.

Guaranteed admission is a great choice for anyone interested in completing a UVic degree in one of the eligible programs listed below. The agreement bases university admission on your academic performance at NIC rather than your high school transcripts. This creates a previously unavailable admission guarantee for mature students, current NIC students, individuals who may not have previously completed Grade 12 or students whose final high school grades may not have met UVic's competitive first-year entry levels.

**How does it work?** Upon entering the [University Studies](#) program at any NIC campus or centre, you will complete at least 24 credits (eight courses) of UVic transfer courses, chosen with help from an NIC educational advisor. [Please book an appointment](#). With a 2.0 GPA. (C letter grade) average, you can apply to UVic for guaranteed admission to eligible programs in your final semester at NIC. See the Admissions tab for complete information.

## Which UVic Programs Are Eligible?

Through guaranteed admission, UVic offers majors in humanities, social science, computer science, science or art history and visual studies including:

- **Social Sciences**

*Bachelor of Arts or Bachelor of Science*

Majors include anthropology, economics, environmental studies, geography, political science, psychology and sociology.

- **Humanities**

*Bachelor of Arts or Bachelor of Science*

Majors include English, French, Germanic and Slavic studies, Greek and Roman studies, Hispanic and Italian studies, history, Latin American studies, linguistics, medieval studies, Pacific & Asian Studies, philosophy, religious studies, women's studies, arts of Canada, European studies, film studies, Indigenous studies and social justice studies.

- **Science**

*Bachelor of Science*

Majors include astronomy, biochemistry, biology, chemistry, earth and ocean sciences, mathematics, microbiology, physics and statistics.

- **Computer Science**

*Bachelor of Science or Bachelor of Arts, Co-op*

Major in computer science with options in bioinformatics, business, computer communications and networks, computer graphics & gaming, software engineering, mechatronics and embedded systems & theory.

- **Engineering**

*Bachelor of Engineering*

Major in computer, electrical, mechanical, biomedical, civil or software engineering.

## Didn't find what you were looking for?

Not all UVic programs are eligible for guaranteed admission (i.e. commerce, nursing, etc) but are still available for transfer through our general university transfer agreement. Contact NIC's educational advisors to have a customized study plan created for transfer to any UVic program.

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## Admission

### Available to international

Yes

### Before Classes Begin

**Make sure your courses count.** Each UVic degree and major has its own list of required courses and electives that count toward graduation. You should review [UVic's Online Calendar](#) to find out your program's first and/or second-year requirements, then meet with an [educational advisor](#) to determine

which courses at your local NIC campus will earn you the most transfer credit toward your chosen UVic program.

## Admission Requirements

Apply to the North Island College [University Studies program](#). There are no formal admission requirements for the University Studies program; however, courses will have specific entry requirements, called prerequisites, which are listed under each course description. A minimum C letter grade in English 12 is often required.

To be eligible for UVic Guaranteed Admission, you must:

1. Complete at least 24 credits (8 courses) of university transfer courses that are eligible for transfer to UVic. Students are responsible for ensuring that their chosen courses transfer to their intended program of study at the university. Please use the [BC Transfer Guide](#) online to check transferability AND meet with an NIC student advisor for guidance BEFORE registering in courses.
2. Achieve a minimum G.P.A. of 2.0 (C letter grade) average on your most recent 24 credits of NIC coursework prior to entering studies at the University of Victoria.
3. Admission to programs within UVic's Faculty of Science requires completion of specific math and science courses at the high school or post secondary level.
4. When you are ready to transfer to UVic, submit your admission request to UVic by completing and sending it with your NIC transcripts to [UVic Undergraduate Admissions](#).

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

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# Curriculum

## Courses

### NIC-UVic Transfer Courses

The following NIC courses are eligible for transfer credit through the NIC-UVic Guaranteed Admission Agreement (as of Nov 9, 2011).

#### Humanities

- ENG-107, ENG-108, ENG-109, ENG-115, ENG-117, ENG-120, ENG-121, ENG-125, ENG-126, ENG-160, ENG-202, ENG-203, ENG-207, ENG-208, ENG-209, ENG-212, ENG-213, ENG-214, ENG-215, ENG-216, ENG-224, ENG-225, ENG-230, ENG-260
- FIN-100, FIN-101, FIN-110, FIN-111, FIN-115, FIN-120, FIN-121, FIN-130, FIN-131, FIN-135, FIN-140, FIN-145, FIN-205, FIN-206, FIN-210, FIN-211, FIN-215, FIN-217, FIN-220, FIN-221, FIN-235, FIN-236, FIN-245, FIN-246, FIN-250
- FNS-160, FNS-200



- FRE-100, FRE-101, FRE-120, FRE-121, FRE-145, FRE-146, FRE-265, FRE-266, FRE-280, FRE-281
- HIS-111, HIS-112, HIS-120, HIS-121, HIS-122, HIS-130, HIS-135, HIS-205, HIS-215, HIS-216, HIS-220, HIS-225, HIS-231, HIS-232, HIS-250, HIS-251, HIS-260
- LIB 130, LIB 131 and LIB 210
- PHI-100, PHI-101, PHI-150, PHI-211, PHI-220, PHI-230, PHI-240, PHI-260
- SPN-100, SPN-101, SPN-200, SPN-201
- WST-100, WST-101, WST-110, WST-260

### Social Sciences

- ANT-150, ANT-151, ANT-250, ANT-251, ANT-252, ANT-253, ANT-260, ANT-290, ANT-291, ANT-292
- CRM-230
- ECO-110, ECO-111, ECO-245, ECO-270
- ESJ-100, ESJ-101
- GEO-105 LAB, GEO-106 LAB, GEO-111, GEO-112, GEO-205, GEO-206 LAB, GEO-210, GEO-211, GEO-214, GEO-215
- SSW-120, SSW-122
- POL-109, POL-111, POL-119, POL-151, POL-200, POL-201, POL-203, POL-209
- PSY-130, PSY-131, PSY-202, PSY-204, PSY-215, PSY-235, PSY-245, PSY-250, PSY-251, PSY-260
- SOC-110, SOC-111, SOC-130, SOC-210, SOC-212, SOC-220, SOC-230, SOC-240

### Sciences

- BIO-102 LAB, BIO-103 LAB, BIO-110 LAB, BIO-111 LAB, BIO-160 LAB, BIO-161 LAB, BIO-170 LAB, BIO-171 LAB, BIO-200 LAB, BIO-201, BIO-202, BIO-211 LAB, BIO-215, BIO-230 LAB, BIO-240 LAB, BIO-241, BIO-260, BIO-261
- CHE-110 LAB, CHE-111 LAB, CHE-200 LAB, CHE-201 LAB
- CPS-100, CPS-101
- GEO-105 LAB, GEO-106 LAB, GEO-206 LAB
- MAT-100, MAT-102, MAT-115, MAT-122, MAT-133, MAT-151, MAT-162, MAT-163, MAT-181, MAT-182, MAT-190, MAT-191, MAT-200, MAT-210
- PHY-100 LAB, PHY-101 LAB, PHY-120 LAB, PHY-121 LAB, PHY-141
- SSA-100 LAB, SSA-101 LAB

### Business

- BUS-100, BUS-118 & BUS-119 (must take both, credit will not be granted for individual courses), BUS-152, BUS-162, BUS-170, BUS-200, BUS-211, BUS-217, BUS-221, BUS-244, BUS-248, BUS-255, BUS-260, BUS-264, BUS-267, BUS-290, BUS-292, BUS-310, BUS-312, BUS-335, BUS 340, BUS-350,

BUS-355, BUS-360, BUS-362, BUS-368, BUS-370, BUS-380, BUS-410, BUS-418, BUS-430, BUS-450,  
BUS-452, BUS-492

### Sample UVic Study Plans

Each UVic degree and major has its own list of required courses and electives that count toward graduation. NIC students should review [UVic's Online Calendar](#) to find out their program's first- and/or second-year requirements, PLUS meet with a student advisor to determine which courses are available at your local NIC campus.

#### **Bachelor of Arts - Anthropology**

Consider including: ENG 115 or ENG 117, ANT 150, ANT 151, ANT 251, ANT 250, ANT 260, and up to eleven ELECTIVES

\*At least 1 first year and 1 second year Anthropology courses will need to be completed at UVic

#### **Bachelor of Science - Astronomy**

Consider including: ENG 115 or ENG 117, CPS 100, CPS 101, MAT 181, MAT 182, PHY 120, PHY 121, CHE 110, CHE 111, MAT 210, MAT 133 or MAT 200

\*At least 1 first year astronomy course and 8 second year courses in Astronomy, Physics and Mathematics will need to be completed at UVic

#### **Bachelor of Science - BIOCHEMISTRY or MICROBIOLOGY**

Consider including: ENG 115 or ENG 117, BIO 102, BIO 103, CHE 110, CHE 111, MAT 181 and MAT 182 or MAT 102 and MAT 151, PHY 100 and PHY 101 or PHY 120 and PHY 121, BIO 200, BIO 202, CHE 200, BIO 215, MAT 115 and up to 3 ELECTIVES

\*at least 2 second year courses would need to be completed at UVIC

#### **Bachelor of Science - Biology**

Consider including: ENG 115 or ENG 117, BIO 102, BIO 103, CHE 110, CHE 111, MAT 181 and MAT 182 or MAT 102 and MAT 151, PHY 100 and PHY 101 or PHY 120 and PHY 121, BIO 201, BIO 230, BIO 200, BIO 202, CHE 200, CHE 201, MAT 115, SCIENCE ELECTIVE, 3 GENERAL ELECTIVES

\*Full two years can be completed at NIC

#### **Bachelor of Science - Chemistry**

Consider including: ENG 115 or ENG 117, CHE 110, CHE 111, MAT 181, MAT 182, PHY 120, PHY 121, CHE 200, CHE 201, MAT 210, MAT 133 or MAT 200, SCIENCE ELECTIVE, up to 4 GENERAL ELECTIVES

\*At least 4 second year Chemistry courses will need to be completed at UVic

#### **Bachelor of Science - Computer Science**

Consider including: ENG 115 or ENG 117, CPS 100, CPS 101, MAT 181, MAT 182, MAT 133 or MAT 200, ENG 160 or ENG 260, MAT 115 and up to five ELECTIVES

\*At least 2 first year courses and 5 second year courses will need to be completed at UVic

#### **Bachelor of Science - Earth and Ocean Science**

Consider including: ENG 115 or ENG 117, BIO 102 and BIO 103 or BIO 110 and BIO 111, CHE 110, CHE 111, MAT 181, MAT 182, PHY 120, PHY 121, MAT 115

\*At least 2 first year Earth and Ocean Science courses and 8 second year courses would need to be completed at UVic

#### **Bachelor of Arts - Economics**

Consider including: ENG 115 or ENG 117, ECO 110, ECO 111, MAT 181 or MAT 102, one SOCIAL SCIENCE ELECTIVE, one first year ENGLISH course and up to eight ELECTIVES

\*At least 1 Computer Science courses and 5 second year Economics courses will need to be completed at UVic

### **Bachelor of Arts - English**

Consider including: NIC's English flexible pre-major (see NIC website for more information)  
18 credits (six courses) of first and second year English, nine (9) of which must be second year  
At least one second year historical survey course  
Two other second year English literature courses  
fourteen elective courses  
\*Full two years can be completed at NIC

### **Bachelor of Arts - Geography**

Consider including: ENG 115 or ENG 117, GEO 105, GEO 106, GEO 111, GEO 112, GEO 210, GEO 214, three SOCIAL SCIENCE ELECTIVES, and up to seven ELECTIVES  
\*At least 3 second year Geography courses will need to be completed at UVic

### **Fine Arts - History in Art**

Consider including: ENG 115 or ENG 117, FIN 100, FIN 101, and up to fourteen ELECTIVES  
\*At least one first year Fine Arts course and two second year History of Art courses will need to be completed at UVIC.

### **Bachelor of Arts - History**

Consider including: ENG 115 or ENG 117, and a minimum of 4 History courses chosen from HIS 111, HIS 112, HIS 120, HIS 121, HIS 205, HIS 215, HIS 216, HIS 220, HIS 225, HIS 231, HIS 232, HIS 250, HIS 251, HIS 260, and up to fifteen ELECTIVES  
\*Full two years can be completed at NIC

### **Bachelor of Science - Mathematics**

Consider including: ENG 115 or ENG 117, MAT 181, MAT 182, CPS 100, CPS 101, MAT 210, MAT 133 or MAT 200, and up to six ELECTIVES  
\*At least 1 first year Mathematics course and 6 second year Mathematics courses will need to be completed at UVic

### **Bachelor of Arts - Philosophy**

Consider including: ENG 115 or ENG 117, PHI 100, PHI 101, PHI 150, PHI 220, PHI 230, PHI 240, PHI 260, and up to eleven ELECTIVES  
\*At least one required 200 level Philosophy course will need to be completed at UVic.

### **Bachelor of Science - Combined Major in Physics and Biochemistry**

Consider including: ENG 115 or ENG 117, CHE 110, CHE 111, CPS 100, MAT 181, MAT 182, PHY 120, PHY 121, BIO 110 and BIO 111 or BIO 102 and BIO 103, BIO 200, CHE 200, CHE 201, MAT 210, MAT 133 or MAT 200, and BIO 215  
\*At least 5 second year courses in Physics, Mathematics will need to be completed at UVic

### **Bachelor of Science - Physics**

Consider including: ENG 115 or ENG 117, CHE 110, CHE 111, CPS 100, CPS 101, MAT 181, MAT 182, PHY 120, PHY 121, MAT 210, MAT 133 or MAT 200, and up to one ELECTIVE  
\*At least 8 second year courses in Physics and Mathematics will need to be completed at UVic

### **Bachelor of Arts - Political Science Major**

Consider including: ENG 115 or ENG 117, POL 109, POL 119, POL 151, POL 200, POL 201, POL 203, and up to thirteen ELECTIVES  
\*Full two years could be completed at NIC (note: POL courses are not always offered on a regular basis)

### **Bachelor of Arts - Psychology**

Consider including: ENG 115 or ENG 117, PSY 130, PSY 131, CPS 100 or CPS 101 or BUS 170, PHI 100 or PHI 101, BIO 102 and BIO 103 or BIO 110 and BIO 111, PSY 204, PSY 215, MAT 181 or MAT 102 or MAT 151 or PHI 150, additional ENG course, two SOCIAL SCIENCE ELECTIVES, six HUMANITIES ELECTIVES  
\*At least 1 second year Psychology course will need to be completed at UVic

**Bachelor of Science - Psychology**

Consider including: ENG 115 or ENG 117, PSY 130, PSY 131, CPS 100 or CPS 101 or BUS 170, PHI 100 or PHI 101, BIO 102, BIO 103, PSY 204, PSY 215, MAT 181 or MAT 102 or MAT 151, additional ENG course, two SOCIAL SCIENCE ELECTIVES, six SCIENCE ELECTIVES (at least 4 of which must come from a single department)

\*At least 1 second year Psychology course will need to be completed at UVic

**Bachelor of Arts - Psychology/Biology**

Consider including: ENG 115 or ENG 117, BIO 102, BIO 103, PSY 130, PSY 131, MAT 181 or MAT 102 or MAT 151, CHE 110, CHE 111, BUS 170, additional ENG course, BIO 200, BIO 201, PSY 204, PSY 215, CHE 200, CHE 201, PHY 100 and PHY 101 or PHY 120 and PHY 121, and up to two ELECTIVES

\*At least 1 second year Psychology course will need to be completed at UVic

**Bachelor of Arts - Sociology**

Consider including: ENG 115 or ENG 117, SOC 110, SOC 111, SOC 220, SOC 230, and up to thirteen ELECTIVES

\*At least 2 second year Sociology courses will need to be completed at UVic

**Bachelor of Arts - Women Studies**

Consider including: ENG 115 or ENG 117, WST 100, WST 101, ENG 224, ENG 225, HIS 250, HIS 251, and up to twelve ELECTIVES

\*At least one required 200 level Women Studies course will need to be completed at UVic.

# VIU Dual Admission

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## Summary

### Locations

- College Wide

### Start Date

September, January, May

### Contacts

Marilyn Nettleton  
Educational Advisor  
250-334-5000  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

*Dual admission degree path available exclusively through NIC*

## Summary

Earn your undergraduate degree close to home. Take up to two years of classes at NIC before completing your Bachelor of Arts or Bachelor of Science at VIU. Develop university-level research skills in NIC's discussion friendly classes, pay less tuition and qualify for entrance awards at both institutions.

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## Highlights

### Program Highlights

Study at North Island College, Vancouver Island University, or both with dual admission. In any given semester, within year one or two of your degree, the [North Island College / Vancouver Island University Dual Admission Agreement](#) allows you to move freely and easily between both institutions to complete your Bachelor of Arts or Bachelor of Science degree with minimal administrative inconveniences.

As a dual admission student, you will have access to educational advisors and support at both institutions and BC student loan funding is based on your combined credits at both institutions. At the end of each semester, your transcripts are automatically passed along to the other partner school. Courses are assessed and transfer credit is awarded. There is no need for you to order transcripts or make any additional requests.

### Career Opportunities

A Bachelor of Arts or Bachelor of Science degree provides you with the training needed for a variety of disciplines. The rigorous skill-training and general cultural awareness that you receive while pursuing an arts or science degree prepares you for careers in education, business, science, law, architecture, art, the media, public service and more. You will also be prepared to move into further educational opportunities, such as post-degree diplomas or graduate study.

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# Admission

## Available to international

No

## Admission Requirements

Dual Admission students must meet VIU's general admission requirements. Applicants can apply to either VIU or NIC and must identify that they wish to apply to the NIC-VIU Dual Admission/Co-Admission option.

In addition,

### Bachelor of Arts:

- General admission requirements include an option for mature students who were unable to complete secondary school.

### Bachelor of Science:

- Principles of Mathematics 12 with a minimum "B" grade is a prerequisite for the required Math courses.
- Other high school science courses may be required for the different Majors and Minors.
- No more than 60 credits can be transferred from elsewhere toward a VIU degree.
- Application deadline for Bachelor of Science admission is March 31.

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

## To Be Successful

- Your first and most important step as a VIU dual admission student is to call, email, or visit a Student Advisor at your nearest NIC campus or centre. Educational advisors have extensive knowledge of programs, funding options, career paths and post-secondary transfer agreements to help you get started on the right track.
- NIC also offers high school-equivalent Upgrading options if you need help meeting prerequisites for entry into individual courses.

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# Curriculum

## Courses

### NIC-VIU Transfer Courses

The following NIC courses are eligible for transfer credit through VIU Dual Admission (as of Feb 20, 2012).

### Humanities

- EDU-101,EDU-102
- ENG-107,ENG-108,ENG-109,ENG-115,ENG-117,ENG-120,ENG-121,ENG-125,ENG-126,ENG-159,ENG-160,ENG-202,ENG-203,ENG-207,ENG-208,ENG-209,ENG-212,ENG-213,ENG-214,ENG-215,ENG-216,ENG-224,ENG-225,ENG-230,ENG-260
- FIN-100,FIN-101,FIN-110,FIN-111,FIN-115,FIN-120,FIN-121,FIN-130,FIN-131,FIN-135,FIN-140,FIN-145,FIN-204,FIN-210,FIN-211,FIN-215,FIN-217,FIN-220,FIN-221,FIN-230,FIN-231,FIN-235,FIN-236,FIN-245,FIN-246,FIN-247,FIN-250
- FNS-160,FNS-200
- FRE-100,FRE-101,FRE-120,FRE-121,FRE-145,FRE-146,FRE-265,FRE-266,FRE-280
- HIS-111,HIS-112,HIS-120,HIS-121,HIS-122,HIS-130,HIS-135,HIS-205,HIS-215,HIS-216,HIS-220,HIS-225,HIS-231,HIS-232,HIS-250,HIS-251,HIS-260
- IMG-102,IMG-103,IMG-105,IMG-120,IMG-130,IMG-202
- PHI-100,PHI-101,PHI-150,PHI-211,PHI-220,PHI-230,PHI-240,PHI-260
- SPN-100,SPN-101,SPN-200,SPN-201
- WST-100,WST-101,WST-110,WST-260

### Social Sciences

- ANT-150,ANT-151,ANT-250,ANT-251,ANT-252,ANT-253,ANT-260,ANT-290,ANT-291,ANT-292,ANT-293
- CRM-101,CRM-131,CRM-135,CRM-220,CRM-230,CRM-241,CRM-251
- ECO-110,ECO-111,ECO-245
- ESJ-100,ESJ-101
- GEO-106,GEO-111,GEO-112,GEO-200,GEO-210,GEO-214,GEO-215
- POL-109,POL-111,POL-151,POL-200,POL-201,POL-203,POL-209
- PSY-130,PSY-131,PSY-202,PSY-204,PSY-215,PSY-220,PSY-221,PSY-222,PSY-235,PSY-245,PSY-250,PSY-251,PSY-260
- SOC-110,SOC-111,SOC-130,SOC-210,SOC-212,SOC-220,SOC-230,SOC-240

## Sciences

- BIO-102,BIO-103,BIO-110,BIO-111,BIO-160,BIO-161,BIO-170,BIO-171,BIO-200,BIO-201,BIO-202,BIO-211,BIO-215,BIO-230,BIO-240,BIO-241,BIO-260,BIO-261,
- CHE-110,CHE-111,CHE-200,CHE-201
- CPS-100,CPS-101,CPS-109,CPS-111,CPS-120,CPS-143,CPS-146,CPS-151,CPS-235,CPS-236,CPS-246,CPS-262
- MAT-102,MAT-115,MAT-151,MAT-162,MAT-163,MAT-181,MAT-182,MAT-190,MAT-191,MAT-200
- PHY-100,PHY-101,PHY-120,PHY-121
- SSA-100,SSA-101

## Business

- BUS-100,BUS-132,BUS-150,BUS-162,BUS-170,BUS-200,BUS-211,BUS-217,BUS-221,BUS-223,BUS-244,BUS-247,BUS-248,BUS-255,BUS-260,BUS-264,BUS-265,BUS-267,BUS-290,BUS-292,BUS-312,BUS-323,BUS-335,BUS-350,BUS-362,BUS-368,BUS-380,BUS-421,BUS-452

## Tourism

- THM-100,THM-108,TRM-109,THM-112,THM-211,THM-212,THM-225

## Health

- HSW-151,HSW-153,HSW-164,HSW-167,HSW-190,HSW-211

### VIU Sample Study Plans

#### Bachelor of Arts - Anthropology

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, ANT 150, ANT 151, ANT 251, ANT 250, ANT 260, and up to eleven ELECTIVES

\*At least 2 second year Anthropology courses will need to be completed at VIU

\*You will only receive credit for one of ENG 115, ENG 117, ENG 125

#### Bachelor of Science - Biology

Consider including: two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, BIO 102, BIO 103, CHE 110, CHE 110, MAT 181/ MAT 182 or MAT 102/ MAT 151, PHY 100/ PHY 101 or PHY 120/ PHY 121, BIO 201, BIO 230, BIO 200, BIO 215, BIO 202, CHE 200, CHE 201, MAT 115, SCIENCE ELECTIVE, 3 GENERAL ELECTIVES

\*You will only receive credit for one of ENG 115, ENG 117, ENG 125

#### Bachelor of Science - Computer Science

Consider including: ENG 115, ENG 160, CPS 100, CPS 101, MAT 181, MAT 182 AND up to six ELECTIVES.

\*At least 2 first year courses and 6 second year courses will need to be completed at VIU

#### Bachelor of Arts -Creative Writing

Years 1 and 2: Minimum of 21 credits (7 courses) of first and second-year courses, including three courses from the five following genres: journalism/non-fiction, poetry, fiction, scriptwriting/drama, or publishing and at least one course at the 200-level; students must attain a minimum grade of "B-" in the 200 level course in order to progress to a senior-level course in the same genre at VIU.



Consider Including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126 AND ENG 107, ENG 108, ENG 109 AND one of ENG 207, ENG 208, ENG 209, ENG 212 AND up to thirteen ELECTIVES.  
\*Students will only receive credit at VIU for one of ENG 115, ENG 117, ENG 125

#### Bachelor of Arts Criminology

Complete a two year Criminology diploma at NIC and apply to year 3 at VIU. Degree English requirements must be met. Please ensure all courses transfer to VIU.

#### Bachelor of Arts - Economics

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, ECO 110, ECO 111, MAT 181 or MAT 102, MAT 115, and up to fourteen ELECTIVES  
\*You will only receive credit for one of Eng 115, ENG 117, ENG 125

#### Bachelor of Arts - English

Consider including: NIC's English flexible pre-major (see NIC website for more information)

- 18 credits (six courses) of first and second year English, nine (9) of which must be second year
- At least one second year historical survey course
- Two other second year English literature courses
- fourteen elective courses
- example: ENG 135, ENG 120, ENG 202, ENG 203, ENG 212, ENG 213 plus electives

\*Full two years can be completed at NIC

\*Students will only receive credit at VIU for one of ENG 115, ENG 117, ENG 125

#### Bachelor of Arts - First Nations Studies

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, FNS 160, FNS 200, ANT 150, HIS 111, HIS 112, and up to eleven ELECTIVES (must be approved by VIU faculty)

\*At least 2 first or second year First Nations courses will need to be completed at VIU

\*You will only receive credit for one of ENG 115, ENG 117, ENG 125

#### Bachelor of Arts - Geography - Natural Resource Management Stream

Consider including: two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, GEO 111, GEO 112, GEO 105, GEO 106, GEO 200 as well as a variety of elective courses

\*At least 5 lower level Geography courses will need to be completed at VIU.

\*You will only receive credit for one of ENG 115, ENG 117, ENG 125

#### Bachelor of Arts - Global Studies

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126 AND ECO 110, ECO 111, POL 203, SOC 110, SOC111, SOC 220, AND three courses of post-secondary language and/or cultural studies Consider including SPN, FRE 100 AND FRE 200 level AND up to six ELECTIVES. Other recommended courses include HIS 121 and HIS 122.

\*At least two GLST and one POLI course will need to be completed at VIU

\*SOC 110 and SOC 111 are prerequisites for SOC 220

\*You will only receive credit for one of ENG 115, ENG 117, ENG 125

#### Bachelor of Arts - History

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126 and a minimum of 6 History courses chosen from HIS 111, HIS 112, HIS, 120, HIS 121, HIS 122, HIS 215, HIS 216, HIS 220, HIS 225, HIS 231, HIS 232, HIS 250, HIS 251, and up to twelve ELECTIVES

\*You will only receive credit for one of Eng 115, ENG 117, ENG 125

#### Bachelor of Arts Liberal Studies

Complete an Associate of Arts degree or a minimum of 54 credits at NIC.

#### Bachelor of Arts - Philosophy Major

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126 and PHI 150, PHI

100 and PHI 101, plus up to 13 Electives.

\*At least two required 200 level Philosophy courses will need to be completed at VIU

\*You will only receive credit for one of ENG 115, ENG 117, ENG 125

#### Bachelor of Arts - Physical Education

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126 and up to seven ELECTIVES

\*At least 33 credits of PHED first and second year courses will need to be completed at VIU

\*You will only receive credit for one of ENG 115, ENG 117, ENG 125

#### Bachelor of Arts - Political Studies Major

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, AND POL 151, POL 203, POL 201, AND two of POL 109, POL 111, POL 200, POL 209 AND SOC 111 and SOC 112 and SOC 220 OR CRM 101 AND CRM 220 and up to nine ELECTIVES

\*At least one second year PHIL or FNAT course will need to be complete at VIU

\*SOC 111 and SOC 112 are prerequisites for SOC 220, while CRM 101 is a prerequisite for CRM 220. Only one of SOC 220 OR CRM 220 is needed.

\*You will only receive credit for one of ENG 115, ENG 117, ENG 125

#### Bachelor of Arts - Psychology

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, and PSY 130, PSY 131, PSY 204 and PSY 205. One of MAT 102, MAT 151 or MAT 181. One of PHI 100, PHI 101 or PHI 150, and up to ten ELECTIVES.

\*At least 2 second year Psychology courses will need to be completed at VIU

\*You will only receive credit for one of ENG 115, ENG 117, ENG 125

#### Bachelor of Arts - Sociology

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, ENG 126, SOC 110, SOC 111, SOC 220 and one additional lower level Sociology and up to thirteen ELECTIVES.

\*At least 1 second year Sociology courses will need to be completed at VIU

\*You will only receive credit for one of ENG 115, ENG 117, ENG 125

#### Bachelor of Arts - Women's Studies

Consider including: Two of ENG 115, ENG 117, ENG 120, ENG 121, ENG 125, or ENG 126, and WST 100, WST 101, WST 110, WST 260, HIS 250, HIS 251, ENG 224, ENG 225, SOC 240 and up to eight ELECTIVES

\*At least 2 second year Women's Studies courses will need to be completed at VIU

\*You will only receive credit for one of ENG 115, ENG 117, ENG 125

#### Bachelor of Science - Psychology

Consider including: TWO of: ENG 115, ENG 117, ENG 120, ENG 121, ENG 125 or ENG 126 AND BIO 102, BIO 103, CHE 110, CHE 111, MAT 181, MAT 182, PSY 130, PSY 131, BIO 200, BIO 201, CHE 200, CHE 201, PHY 100 OR CPS 100, AND PSY 204, PSY 215 and up to one SCIENCE ELECTIVE.

\*At least 1 second year Psychology course will need to be completed at VIU

\*You will only receive credit for one of ENG 115, ENG 117, ENG 125

\*BIO 102 AND 103 are prerequisite course for BIO 200, BIO 201 AND PHY 100 is a prerequisite for PHY 101.

\*NIC does not offer VIU PSYC 210 which is recommended by VIU

# VIU Education Pathway

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## Summary

### Locations

- College Wide

### Start Date

September, January

### Contacts

Marilyn Nettleton  
Educational Advisor  
250-334-5000  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

*NIC offers 17 courses (51 credits) toward VIU's Bachelor of Education degree*

## Summary

Start your teaching degree at NIC. Complete first and second-year English, math and science courses at NIC before transferring to Year 3 of VIU's Bachelor of Education. Develop university-level research skills in NIC's discussion friendly classes. Gain leadership skills and boost your résumé by participating in college committees, becoming a peer tutor or joining NIC's student leadership team.

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## Highlights

### What is a study plan?

A study plan is a list of University Studies courses that can be further customized for transfer to a specific program or university of choice. NIC's educational advisors can develop a study plan with you from NIC to just about anywhere.

The Education pathway is designed to meet the general first-year course requirements of degree programs province-wide. NIC's educational advisors will work with you to personalize this plan to meet your personal interests, goals and university of choice.

Study plans offer a great deal of flexibility. You can choose your preferred courses, making it possible to concentrate studies in one specific area or explore a variety of subjects to meet the requirements of your university of choice.

Course subjects may include: anthropology, biology, business, chemistry, criminology, economics, English, equity and social justice, fine arts, First Nations studies, French, geography, history, mathematics, philosophy, physics, political science, psychology, sociology, space science and astronomy, Spanish and women's studies.

To qualify as a transfer student, many universities require a minimum of eight courses (24 credits) and a specific grade point average. The Bachelor of Education transfer plan usually outlines 30 course credits, which may be taken on a full or part-time basis.

Options are also available for completing a second year of university transfer coursework at NIC. Thanks to a unique transfer agreement between NIC and VIU, when you complete an NIC Associate of Arts degree (or 60 credits of university transfer coursework), you may be eligible for direct admission into third year of the Bachelor of Education program at VIU. Ask an educational advisors for details.

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## Admission

### Available to international

Yes

### Admission Requirements

There are no formal admission requirements for the University Studies program. However, courses will have specific entry requirements, called prerequisites, which are listed under each course description. To meet prerequisite requirements, submit transcripts or complete English and/or Math assessments.

Recommended courses include: English 12 with a C or better and Math 12 (Principles 11, Applications 12, Foundations 11, or Pre-Calculus 12) with a C or better.

### International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

### To Be Successful

- Your first and most important step as a university transfer student is to call, email, or visit an educational advisor at your nearest NIC campus or centre. Educational advisors have extensive knowledge of programs, funding options, career paths, and post-secondary transfer agreements to help you get started on the right track.
  - Each university has its own unique transfer requirements and deadlines that must be met. Familiarize yourself with the university transfer process and how transfer credit works.
  - Transfer and degree requirements may change frequently and without notice. Always review your study plan with an educational advisor to make sure you're registered in the best courses to reach your goals.
  - Use the online [BC Transfer Guide](#) to confirm the transferability of your chosen courses.
  - To qualify as a transfer student, many universities require eight courses (24 credits) as well as a specific grade point average.
  - NIC also offers high school-equivalent upgrading options if you need help meeting prerequisites for entry into individual courses.
-

# Curriculum

## Courses

### Sample Study Plan

Educational Advisors are here to answer all your questions about programs, provide information about funding options, and help you create an educational plan based on your specific needs and interests. Choose from the following courses to transfer to Year 3 of VIU's Bachelor of Education degree:

- One of ENG-115, ENG-116 or ENG-117
  
- One of ENG-120, ENG-121, ENG-122, ENG-125 or ENG-126
  
- 3 credits of Canadian studies. Canadian history or politics are recommended (HIS-111, HIS-112 or POL-151)
  
- 3 credits of 100-level math. Math for Elementary Education 1 and II (MAT-162 and MAT-163) are recommended when available.
  
- 3 credits of transferrable 100-level science. This may include biology, chemistry, geography, physics or space science and astronomy.
  
- up to 36 credits of transferable 100 and/or 200-level courses. Choose from anthropology, biology, business, chemistry, criminology, economics, English, fine arts, French, geography, history, mathematics, philosophy, physics, political science, psychology, sociology, space science and astronomy, Spanish and women's studies.

Important: Post-secondary transfer agreements and degree requirements change frequently. Before registering for courses, check the BC Transfer Guide and meet with one of NIC's educational advisor to confirm your study plan.

# VIU Graphic Design & Visual Art Pathway

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## Summary

### Locations

- Comox Valley

### Start Date

September

### Summary

Expand your creative potential and art making skills in NIC's high calibre fine arts studios. After completing your NIC Fine Arts diploma, transfer your credits towards a BA in visual arts from VIU. Or, earn your Communication Design diploma at NIC, then complete your BA in graphic design.

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## Admission

### Available to international

No

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### Start here, Grad there

This pathway is a great choice for anyone interested in completing a degree in visual arts or graphic design. North Island College's agreement with VIU guarantees our diploma graduates receive credit towards a degree at VIU.

The transfer credit agreements allow NIC students to gain admission to VIU based on completion of first and second-year credits at NIC. This means a better chance of admission for mature students, people who may not have completed their Grade 12 year, or students who may not have met admission requirements to VIU prior to studying at NIC.

### Requirements

- Graduates of NIC's Fine Arts Diploma who have completed 60 credits with an average of C (2.0) or higher will be considered for admission to Year 3 of the VIU's Bachelor of Arts (Visual Art major) with the same registration priority as continuing VIU students. Admission is conditional based on available seats.
- Graduates of NIC's Communication Design Interactive Media Diploma who have completed 60 credits with an average of C (2.0) or higher, and a minimum grade of C or higher in each individual course completed in their diploma will be considered for admission to Year 3 of the

VIU's Bachelor of Arts (Graphic Design major) with the same registration priority as continuing VIU students. Admission is conditional based on available seats.

### Make sure your courses count

Read the full text of the transfer credit agreement for each degree pathway.

- [VIU Bachelor of Arts, Graphic Design](#)
- [VIU Bachelor of Arts, Visual Art](#)

Visit VIU [online](#) for more information on degree options and academic transfer agreements.

For more information or to develop a study plan, contact an [NIC educational advisor](#).

# VIU MBA/MScIB Guaranteed Admission

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## Summary

### Locations

- College Wide

### Start Date

September

### Contacts

Marilyn Nettleton  
Educational Advisor  
250-334-5000  
1-800-715-0914  
[questions@nic.bc.ca](mailto:questions@nic.bc.ca)

*Master's degree pathway available exclusively through NIC*

## Summary

Your NIC BBA degree or post-degree diploma gives you guaranteed admission to the Master of Business Administration at VIU. This dual British/Canadian program also earns you a Master of Science in International Business from the University of Hertfordshire.

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## Highlights

### Program Highlights

In partnership with NIC, VIU now offers NIC business degree (BBA) or post degree diploma (PDD) graduates guaranteed admission and the opportunity to earn a Master of Business Administration (MBA) and University of Hertfordshire (UH) Master of Science in International Business (MScIB) at the same time.

This dual Canadian/British program is designed to give you an opportunity to combine new knowledge and practical experience through the integration of theory, research and practice that can be applied at regional, national and international levels.

The University of Hertfordshire (UH) recognizes this program as fulfilling the requirements of the UH MScIB degree. As a result, on completion of the program, candidates will receive a Canadian MBA and a UK MScIB from two public universities, opening up a world of opportunities.

Visit the [MBA Program website](#) for full program details.



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## Admission Tab, Education Council Field

Available to international

Yes

### Admission Requirements

#### Eligibility:

1. Students must have completed or be in the process of completing their final 15 credits of a Bachelor of Business Administration (BBA) degree or Post Degree Diploma (PDD) in Business Administration, Accounting, Human Resources Management, International Management, Management or Global Business Management at NIC.
2. Students must have achieved a minimum GPA of 3.0 in their NIC BBA degree or NIC PDD in business-related programs as noted above to qualify for Guaranteed Admission and Priority Registration.
3. Students completing an NIC Bachelor of Business Administration degree or NIC one year PDD (Business Administration, Accounting, Human Resources Management, International Management, Management, or Marketing) must show evidence of one year of work experience in Canada or in their home country. For BBA students, an amalgamation of two successfully completed Co-op terms will be considered as achieving this requirement. For PDD Global Business Management graduates, successful completion of this program and minimum GPA, as noted above, will constitute meeting the admission requirements.

#### How to Apply:

- Please visit Vancouver Island University [MBA Admissions](#) for details.

### International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

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## Curriculum

### Program Requirements

The following North Island College programs lead to guaranteed admission to Vancouver Island University's dual MBA/MScIB degree:

#### Undergraduate Degrees

- Bachelor of Business Administration Degree - Accounting major
- Bachelor of Business Administration Degree - General Management major
- Bachelor of Business Administration Degree - Marketing major

### Post Degree Diplomas

- Business Administration Post Degree Diploma (1 Year) - Accounting, Marketing, General Management, International Management, or Human Resource Management
- Business Administration Post Degree Diploma (2 Years) - Global Business Management

# Web and Mobile Application Development - Interactive Media Diploma

---

## Summary

### Program Length

2 years

### Locations

- Comox Valley

### Start Date

September

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Two-year diploma*

## Summary

Develop design skills for print and web, programming, mobile and web development and project management. Take part in optional workplace practicums to expand your professional experience and industry connections.

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## Highlights

### Program Highlights

NIC's interactive media programs provide you with the skills you need for today and in the future. Part-time study is available but, because technology changes rapidly, you are encouraged to complete your studies as quickly as you can.

The Web and Mobile Application Development diploma gives you a thorough education in application design and development for the web, smart phones and tablets. You will receive the same fundamental knowledge as students in our web design certificate and will continue into more advanced design techniques and technologies included in the Mobile Application Development certificate. The program also introduces web game development, project management and other emerging technologies.

An optional work term of four weeks gives you valuable on-the-job experience, resulting in increased confidence and professional contacts.

## Career Opportunities

Web and mobile application development graduates qualify for a wide range of positions in interactive media design and development. Career positions may include, but would not be limited to, web applications designer/developer, e-commerce site developer, mobile application development, web analytics specialist and more.

## Supply List

You are required to have sufficient hardware and software for completing coursework. Please review the [supply list document](#) for a complete description of technical requirements.

---

# Admission

## Available to international

Yes

## Admission Requirements

1. C in one of Provincial English 12, English Studies 12, English First Peoples 12, NIC ENG-096, ENG-098, ESL-090, or equivalent; or English assessment.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

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# Curriculum

## Program Requirements

### Year 1

- IMG 102 Computer Graphics I
- IMG 105 Communication Design I
- IMG 110 HTML and CSS
- IMG 111 Introduction to JavaScript
- IMG 112 Typography
- BUS 152 Entrepreneurship & Small Business Management  
or BUS 162 Basic Marketing Principles & Practices

- CPS 100 Computer Programming I
- CPS 146 Database Fundamentals
- IMG 220 Introduction to Social Media

plus one English course from the following:

- ENG 107 Introduction to Creative Writing: Fiction & Non-Fiction
- ENG 108 Introduction to Creative Writing: Poetry & Drama
- ENG 115 Essay Writing and Critical Analysis or ENG 116 Essay Writing and Indigenous Perspectives
- ENG 122 Reading Literature
- ENG 127 Indigenous Literatures in Canada
- ENG 160 Effective Organizational Writing

## Year 2

- IMG 100 Introduction to PHP
- IMG 130 Project Management
- IMG 204 Introduction to Programming in Swift
- IMG 210 Content Management Systems
- IMG 214 iOS Application Development
- IMG 215 Android Application Development
- IMG 240 Emerging Technologies
- IMG 250 Applied JavaScript
- IMG 212 Advanced CSS
- IMG 290 Portfolio Project I
- Optional Work term (4 weeks non-credit)

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## FAQ

### Frequently Asked Questions

**1. What is the ideal time-frame to complete this program in?**

Because technology changes rapidly, you are encouraged to complete your studies as quickly as you can. Full time students typically complete the program within two years of acceptance. Part time students typically complete the program within four years of acceptance.

**2. Can I register for individual courses without enrolling in the full program?**

Yes. Non-program students can access courses one at a time without committing to the program. On the NIC Application for Admission form, you should choose University Studies as your program name. You will only be admitted to individual courses after program students have enrolled and if there are spaces remaining. In the meantime, you will be wait listed and will be admitted on a

first-come, first-served basis. If you wish to join the program at a later date, the courses you have taken may be counted toward your program completion as long as there has not been too long a gap in your studies. All pre-requisites and co-requisites will still be required.

# Web Design - Interactive Media Certificate

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## Summary

### Program Length

1 year

### Locations

- Comox Valley

### Start Date

September

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Eight-month certificate*

## Summary

Get your web design career started in just eight months. Gain skills in HTML, CSS, Java Script, PHP and Database. Explore web analytics and social media and learn the fundamentals of effective design, web tools and graphics, basic marketing, business foundations and more.

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## Highlights

### Program Highlights

NIC's interactive media programs provide you with the skills you need today and in the future. Part-time study is available but, because technology changes rapidly, you are encouraged to complete your studies as quickly as you can.

The web design certificate is the technical foundation for NIC's interactive media web programs and introduces you to the design of web applications. The program is suited to anyone exploring a career in web design and web applications, whether you are a high school graduate or seeking a second/alternate career.

You will graduate with fundamental knowledge in design for print and web, programming, social media marketing and typography. With accompanying courses in effective organizational writing, basic marketing principles, entrepreneurship and small business management.

### Career Opportunities

Graduates qualify for a wide variety of entry-level, front-end web design positions. You may also choose to keep studying toward NIC's Mobile Application Development certificate or Web and Mobile Application Development diploma.

## Supply List

You are required to have sufficient hardware and software for completing coursework. Please review the [supply list document](#) for a complete description of technical requirements.

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## Admission

### Available to international

Yes

### Admission Requirements

1. C in one of Provincial English 12, English Studies 12, English First Peoples 12, NIC ENG-096, ENG-098, ESL-090, or equivalent; or English assessment.

### Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

### International Language Requirements

For international language requirements click [here](#).

International students must meet NIC international admission requirements.

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## Curriculum

### Program Requirements

- IMG 100 Introduction to PHP
- IMG 102 Computer Graphics
- IMG 105 Communication Design I
- IMG 110 HTML and CSS
- IMG 111 Introduction to JavaScript
- IMG 112 Typography
- BUS 152 Entrepreneurship & Small Business Management  
or BUS 162 Basic Marketing Principles & Practices
- One elective to be chosen from: CPS 146, CPS 100, FIN 110, FIN 200 and
- One elective to be chosen from: IMG 103, IMG 220, FIN 111, FIN 247

plus one English course from the following:

- ENG 107 Introduction to Creative Writing: Fiction & Non-Fiction



- ENG 108 Introduction to Creative Writing: Poetry & Drama
  - ENG 115 Essay Writing and Critical Analysis or ENG 116 Essay Writing and Indigenous Perspectives
  - ENG 122 Reading Literature
  - ENG 127 Indigenous Literatures in Canada
  - ENG 160 Effective Organizational Writing
- 

## FAQ

### Frequently Asked Questions

1. **What is the ideal time-frame to complete this program in?**

Because technology changes rapidly, you are encouraged to complete your studies as quickly as you can. Full time students typically complete the program within eight months of acceptance. Part time students typically complete the program within two years of acceptance.

2. **Can I register for individual courses without enrolling in the full program?**

Yes. Non-program students can access courses one at a time without committing to the program. On the NIC Application for Admission form, you should choose University Studies as your program name. You will only be admitted to individual courses after program students have enrolled and if there are spaces remaining. In the meantime, you will be wait listed and will be admitted on a first-come, first-served basis. If you wish to join the program at a later date, the courses you have taken may be counted toward your program completion as long as there has not been too long a gap in your studies. All pre-requisites and co-requisites will still be required.

# Welder Apprenticeship Harmonized

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## Summary

### Program Length

8-16 weeks/lvl

### Locations

- Campbell River
- Port Alberni

### Start Date

Continuous entry

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Levels 1, 2, and 3 Industry Training Authority (ITA) approved apprenticeship training*

## Summary

Advance your skills and qualifications in the welding trade while working toward your Interprovincial (Red Seal) designation. Learn a variety of welding techniques as you work through Levels 1, 2 and 3 of the Industry Training Authority-approved apprenticeship training. NIC's welding programs provide students with access to impressive well-equipped shops, combined with experienced, highly qualified instructors.

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## Highlights

### Program Highlights

NIC's welding apprenticeship aligns with the ITA's Harmonized Welder Apprenticeship program, allowing students to move across Canada without having to restart training.

Learn a variety of welding techniques, layout and fabrication, basic metallurgy, drawing for welding, occupational skills and more in NIC's well-equipped trades facilities.

In Level 1 you will learn occupational skills such as how to use and maintain measuring and layout tools, hand tools and power tools as well as how to apply lifting hoisting and rigging procedures. You will gain hands-on experience with oxy-fuel cutting, fusion and braze welding, shielded metal arc welding, semi-automatic and automatic welding processes.

In Level 2 you will advance your occupational skills and knowledge, furthering your ability in shielded metal arc welding, semi-automatic and automatic welding. You will also learn gas tungsten arc

welding, basic metallurgy, how read and interpret welding drawings, perform basic drafting, fabricate weldments and estimate costs.

In Level 3 you will further advance your shielded metal arc welding, semi-automatic welding, gas tungsten arc welding, basic metallurgy welding drawings, layout and fabrication knowledge and skills. You will also gain the skills and knowledge in quality control, inspection, standards, codes and specifications to qualify for work as a welder.

## Supply List

NIC is pleased to make tools available to you in exchange for a \$100 refundable tool deposit.

The deposit is not included in your tuition and will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration office.

You are responsible for providing basic personal protective equipment and tools. Your instructor will provide a list of requirements.

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# Admission

## Available to international

No

## Admission Requirements

1. Applicants must be ITA registered apprentices.
2. Complete and submit the [NIC Application for Admission](#) form, writing "Welding" and level of training as the program name.
3. Complete and submit the [NIC Apprenticeship Training Registration](#) form.

## To Be Successful

- You will find greater ease and success in your training if your abilities in mathematics, reading and writing are at a sufficient level. NIC Assessment Services is available to provide math and English assessments year-round. If you need to refresh your skills or upgrade in a few areas, those classes are available at NIC.
- You are encouraged to develop a workplace plan with your employer to make sure you are practicing all related trade skills.
- School training periods can be very intense, especially because of the quantity of reading you will be required to do. Whenever possible, you are encouraged to complete readings in advance.

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# Curriculum

## Courses

North Island College works closely with industry to ensure your apprenticeship training is of the highest quality. Our curriculum follows the Industry Training Authority's new provincial Welding training program, which currently runs in parallel with the modular format, Welder Foundation, B, and A level welding programs. For full information the trades training system and apprenticeships, please visit the [Industry Training Authority](#) website.

North Island College offers the following apprenticeship technical training levels:

- WDH 100 Welder Apprenticeship Harmonized Level 1, 8 weeks - Campbell River, Port Alberni
- WDH 200 Welder Apprenticeship Harmonized Level 2, 8 weeks - Campbell River, Port Alberni
- WDH 300 Welder Apprenticeship Harmonized Level 3, 11 weeks - Campbell River, Port Alberni

Optional: Multi-Process Alloy Welding (MPAW) is the former Specialty Metals Endorsement program. The MPAW Endorsement enables a welder to weld specialized alloys, by any manual welding process, in any position, and such other work as is usually done by a Red Seal Certified Welder.

- WLA 110 Multi-Process Alloy Welding (MPAW) Endorsement, 5 weeks Campbell River, Port Alberni

**To register for the WLA 110 course you must hold either a Welder - Certificate of Qualification with Interprovincial Red Seal Endorsement OR a Welder B - Certificate of Qualification with Interprovincial Red Seal Endorsement. This advanced level of training will appear as an endorsement on the original Welder Certificate of Qualification.**

Ongoing start dates: Welder apprenticeship training follows an ongoing entry format from September to June. As welders complete their training, qualified applicants are offered the next available start date based on shop space. For upcoming availability, please call 1-800-715-0914 or email [questions@nic.bc.ca](mailto:questions@nic.bc.ca).

## Other Welding Training

North Island College offers Welding Skills Development courses to qualified welders.

- WSR-010 Welding Skills Development - 1 Day
  - WSR-050 Welding Skills Development - 3 Days
  - WSR-060 Welding Skills Development - 1 Week
  - WSR-065 Welding Skills Development - Stainless Steel and/or Aluminum - 1 Week
  - WSR-070 Welding Skills Development - 4 Weeks
  - WSR-080 Welding Skills Development - Theory - 4 Weeks
-

# FAQ

## Frequently Asked Questions

1. **What is an apprenticeship?**

An apprenticeship is a relationship between an employer and an employee where the employee (the apprentice) commits to learn the trade while working for the employer, and the employer commits to provide on the job training, time away from the workplace for the apprentice to attend technical training classes, and to pay the apprentice a certain percentage of the journeyman wage rate, which increases as the apprentice progresses through the training.

2. **What is a journeyman?**

A journeyman is a person who has received a 'Certification of Qualification' in a trade. A journeyman is then entitled to be referred to by the trade name (ie: carpenter, electrician, welder, heavy duty mechanic, etc.)

3. **What training will I take?**

Apprenticeships normally consist of approximately 80 per cent on the job training and 20 per cent in-school technical training. While working on the job site you will learn the trade under the tutelage of a journeyman who is assigned responsibility for your training. You will also be required to attend technical training classes. The classes are most commonly held in Colleges and depending on the trade consist of six to 10 weeks of classroom training during each year of your apprenticeship.

4. **How long does an apprenticeship last?**

An apprenticeship lasts one to five years, depending on the trade and the rate the apprentice progresses through the training. Most apprenticeships are four years.

5. **How much will I earn?**

The rate of pay depends on the rate being paid a journeyman in the same trade with the same employer. Although it is dependent on the employer, the rates are often 50 per cent for the first six months and rising through 55 per cent, 60 per cent, 65 per cent, 70 per cent, 75 per cent, 80 per cent, 90 per cent at the end of each six month period. Rates vary by trade and by employer.

6. **What certification will I receive upon completion of my apprenticeship?**

You will receive a Certification of Apprenticeship, and upon completion of the BC exam you will also receive a BC Government Certification of Qualification. Apprentices in many trades may also write the Inter-provincial (Red-Seal) exam. This certification is recognized across the

country and enables Red-Seal qualified journeypersons to work in those trades across the country. In some trades in BC, the Red-Seal exam is used as the C of Q exam.

# Welder Apprenticeship Training

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## Summary

### Locations

- Campbell River
- Port Alberni

### Start Date

Continuous entry

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Levels 1, 2, 3 and 4 Industry Training Authority (ITA) approved apprenticeship training*

### Summary

- Advance your skills and qualifications in the welding trade
- Be in demand. The [BC 2025 Labour Economic Outlook](#) predicts welders will be among the most in demand occupational groups requiring post-secondary training in BC, with more than 3,300 job openings available to 2024.
- Work toward your Interprovincial (Red Seal) designation
- Just getting started in welding? See [Welder Foundation](#).

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## Highlights

### Welder Technical Training

**NOTE:** *The Industry Training Authority has reinstated the B level Welder (16 weeks) and A level Welder (eight weeks) module pathway for a limited time to facilitate the transition to the new Welder Apprenticeship pathway. Please see the [ITA website](#) for further details.*

All NIC training programs follow the criteria set by the Industry Training Authority (ITA) to ensure your trade qualifications meet current industry standards.

NIC offers the following apprenticeship technical training levels:

- [WLA-100](#), Level 1, eight weeks - Campbell River, Port Alberni
- [WLA-200](#), Level 2, eight weeks - Campbell River, Port Alberni
- [WLA-300](#), Level 3, eight weeks - Campbell River, Port Alberni

- [WSM-400](#), Specialty Metals Endorsement, five weeks - Campbell River, Port Alberni

NIC works closely with industry to ensure your apprenticeship training is of the highest quality. For upcoming training schedules view the Courses tab.

## Supply List

NIC is pleased to make tools available to you in exchange for a \$100 refundable tool deposit.

The deposit is not included in your tuition and will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration office.

You are responsible for providing basic personal protective equipment and tools. Your instructor will provide a list of requirements.

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# Admission

## Available to international

No

## Admission Requirements

1. Applicants must be ITA registered apprentices. **NOTE:** The Industry Training Authority has reinstated the B level Welder, (16 weeks), and A level Welder, (8 weeks), module pathway for a limited time to facilitate the transition to the new Welder Apprenticeship pathway. Please see the ITA website for further details.
2. Complete and submit the [NIC Application for Admission](#) form, writing "Welding" and level of training as the program name.
3. Complete and submit the [NIC Apprenticeship Training Registration](#) form.

## To Be Successful

- You will find greater ease and success in your training if your abilities in mathematics, reading and writing are at a sufficient level. NIC Assessment Services is available to provide math and English assessments year-round. If you need to refresh your skills or upgrade in a few areas, those classes are available at NIC.
- You are encouraged to develop a workplace plan with your employer to make sure you are practicing all related trade skills.
- School training periods can be very intense, especially because of the quantity of reading you will be required to do. Whenever possible, you are encouraged to complete readings in advance.



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# Curriculum

## Courses

### Welding Apprenticeship Technical Training

North Island College works closely with industry to ensure your apprenticeship training is of the highest quality. Our curriculum follows the Industry Training Authority's new provincial Welding training program, which currently runs in parallel with the modular format, Welder Foundation, B, and A level welding programs. For full information the trades training system and apprenticeships, please visit the [Industry Training Authority](#) website.

North Island College offers the following apprenticeship technical training levels:

- WLA 100, Level 1, 8 weeks - Campbell River, Port Alberni
- WLA 200, Level 2, 8 weeks - Campbell River, Port Alberni
- WLA 300, Level 3, 8 weeks - Campbell River, Port Alberni
- WSM 400, Specialty Metals Endorsement, 5 weeks - Campbell River, Port Alberni

**Ongoing start dates:** Welder apprenticeship training follows an ongoing entry format from September to June. As welders complete their training, qualified applicants are offered the next available start

date based on shop space. For upcoming availability, please call 1-800-715-0914  or email [questions@nic.bc.ca](mailto:questions@nic.bc.ca).

### Other Welding Training

North Island College offers Welding Skills Development courses to qualified welders.

- WSR 010 Welding Skills Development - 1 Day
- WSR 050 Welding Skills Development - 3 Days
- WSR 060 Welding Skills Development - 1 Week
- WSR 065 Welding Skills Development - Stainless Steel and/or Aluminum - 1 Week
- WSR 070 Welding Skills Development - 4 Weeks
- WSR 080 Welding Skills Development - Theory - 4 Weeks

## FAQ

### Frequently Asked Questions

#### 1. What is an apprenticeship?

An apprenticeship is a relationship between an employer and an employee where the employee (the apprentice) commits to learn the trade while working for the employer, and the employer commits to provide on the job training, time away from the workplace for the apprentice to attend technical training classes, and to pay the apprentice a certain percentage of the

journey person wage rate, which increases as the apprentice progresses through the training.

**2. What is a journey person?**

A journey person is a person who has received a 'Certification of Qualification' in a trade. A journey person is then entitled to be referred to by the trade name (ie: carpenter, electrician, welder, heavy duty mechanic, etc.)

**3. What training will I take?**

Apprenticeships normally consist of approximately 80 per cent on the job training and 20 per cent in-school technical training. While working on the job site you will learn the trade under the tutelage of a journey person who is assigned responsibility for your training. You will also be required to attend technical training classes. The classes are most commonly held in Colleges and depending on the trade consist of six to 10 weeks of classroom training during each year of your apprenticeship.

**4. How long does an apprenticeship last?**

An apprenticeship lasts one to five years, depending on the trade and the rate the apprentice progresses through the training. Most apprenticeships are four years.

**5. How much will I earn?**

The rate of pay depends on the rate being paid a journey person in the same trade with the same employer. Although it is dependent on the employer, the rates are often 50 per cent for the first six months and rising through 55 per cent, 60 per cent, 65 per cent, 70 per cent, 75 per cent, 80 per cent, 90 per cent at the end of each six month period. Rates vary by trade and by employer.

**6. What certification will I receive upon completion of my apprenticeship?**

You will receive a Certification of Apprenticeship, and upon completion of the BC exam you will also receive a BC Government Certification of Qualification. Apprentices in many trades may also write the Inter-provincial (Red-Seal) exam. This certification is recognized across the country and enables Red-Seal qualified journey persons to work in those trades across the country. In some trades in BC, the Red-Seal exam is used as the C of Q exam.

# Welder Foundation

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## Summary

### Locations

- Campbell River
- Port Alberni

### Start Date

Continuous entry (September is advised if you are continuing into NIC's Metal Fabrication program. Consult with an educational advisor)

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*28-week certificate*

## Summary

- Industry Training Authority (ITA) approved.
- Learn the core welding skills, processes and techniques needed to enter the welding trade.
- Earn technical training credit toward Year 1 and 2 of welder apprenticeship training.

**Career possibilities:** Qualify for welding positions within the forestry, fishing, aquaculture, agriculture, oil and gas, manufacturing, construction and maintenance industries across Canada.

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## Highlights

### Program Highlights

NIC follows the new provincial welding training program introduced by the ITA as of January 2014.

The 28-week Welder Foundation program covers Level 1 and Level 2 apprenticeship technical training. On completion, you will write the ITA standardized level exam for a certificate of completion. Successful students will also receive an NIC Welder Foundation certificate.

The Welder Foundation program prepares you for entry-level employment in industrial manufacturing, welding and fabrication shops. You will be introduced to a variety of welding techniques, layout and fabrication, basic metallurgy, drawing for welding and occupational skills.

Following successful completion of this program and upon entering an apprenticeship, you will be eligible to receive technical training credit for Levels 1 and Level 2, plus 300 work-based hours toward your welding apprenticeship requirements.

## Career Opportunities

The welding trade is found in a wide variety of industries, which results in many potential career paths and opportunities.

Welding is essential to the forest, fishing, aquaculture, agriculture, oil and gas, manufacturing, construction and maintenance industries in every part of the country. There is tremendous potential for career advancement for bright, motivated and talented trades persons.

## ASME Welder Performance Qualification Testing

NIC's welding centres are authorized testing stations for the Boiler Branch. Qualified welders may challenge Welder Performance Qualification tests in accordance with the Power Engineers and Boiler and Pressure Vessels Safety Act regulations and directives, subject to available space.

Welding Performance tests are incorporated in the following courses: WPW-007 and WPW-010.

## Supply List

NIC is pleased to make tools available to students in exchange for a \$200 refundable tool deposit. The deposit is not included in your tuition, and will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration office.

Students are also responsible for providing basic personal protective equipment and tools. Contact the instructors at 250-923-9735 or 250-724-8727 for a complete list.

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# Admission

## Available to international

No

## Admission Requirements

1. C in one of Provincial English 10, NIC ENG-035, or equivalent; or C+ in ESL-051, ESL-054 and ESL-057, or certified CLB 7; or successful completion of NIC assessment testing in English; and
2. Successful completion of the Applied Math section (first of 4 sections) of the NIC Metal Trades Assessment with a minimum of 70%.

Note: For general information about the Metal Trades Assessment see the [Welding Assessment Study Information](#) or speak with an NIC educational advisor. To prepare for the Metal Trades Assessment use the [Math Study Guide](#).

3. High school graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

## Upgrade with us to meet prerequisites

Upgrade your English, math and science courses for entry into the program of your choice. Succeed with the help of NIC's supportive instructors. Courses are flexible and start several times a year so you can learn at your own pace. We offer daytime and evening options. [Learn more.](#)

## To Be Successful

- You are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program and discuss various career fields and choices.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact an educational advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition to the stated prerequisites secondary school equivalent courses in math, science, physics and drafting are considered an asset.
- The most important key to success is the desire to become a quality trades person. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.
- Trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning along with good math and communication skills.
- There is also an expectation of physical activities such as lifting, working on ladders and scaffolding or in confined spaces and under various weather conditions.
- You will be required to stay focused for prolonged periods.

## Challenge Testing

See the [Industry Training Authority](#) website for the challenge testing process.

## Other Welding Training

NIC offers Welding Skills Development courses to qualified welders. Contact Welding Admissions at the Campbell River or Port Alberni campuses for scheduling and fees.

- WSR 010 Welding Skills Development - 1 Day
- WSR 050 Welding Skills Development - 3 Days
- WSR 060 Welding Skills Development - 1 Week
- WSR 065 Welding Skills Development - Stainless Steel and/or Aluminum - 1 Week
- WSR 070 Welding Skills Development - 4 Weeks
- WSR 080 Welding Skills Development - Theory - 4 Weeks

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# Curriculum

## Program Requirements

The Welder Foundation program at North Island College is open entry/open exit. Completion time for a person attending full-time is maximum 28 weeks.

After successful completion of Welder Foundation, and once employed as a registered Welder Apprentice, the candidate will receive credit for Level 1 and Level 2 technical training and 300 work

based training hours. It is important that all apprentices have a minimum of 3000 work-based training hours prior to entering Level 3 technical training.

The following is a list of the courses for Welder Foundation:

- WFN 100 Occupational Skills
- WFN 101 Oxy-Fuel Cutting and Gouging
- WFN 102 Fusion and Braze Welding
- WFN 103 Shielded Metal Arc Welding (SMAW)
- WFN 104 Electric Arc Cutting and Gouging
- WFN 105 Semi-Automatic Welding
- WFN 106 Basic Metallurgy
- WFN 107 Welding Drawings
- WFN 108 Layout and Fabricate Components
- WFN 109 Submerged Arc Welding (SAW)

## Completion Requirements

Students must attain competency in each module.

Note: Curriculum, certification and completion requirements may be subject to change as mandated by the ITA. Refer to current bulletins on the [ITA website](#).

# Welder Foundation Harmonized Certificate

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## Summary

### Program Length

28 weeks

### Locations

- Campbell River
- Port Alberni

### Start Date

Continuous entry

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*28-week certificate*

## Summary

Earn technical training credit toward Year 1 and 2 of your welder apprenticeship and prepare for employment in industrial manufacturing, welding and fabrication shops across Canada. Learn a variety of welding techniques, layout and fabrication, basic metallurgy, drawing for welding, and occupational skills from very experienced, highly qualified instructors in well-equipped shops.

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## Highlights

### Program Highlights

NIC follows the new provincial welding training program introduced by the ITA as of January 2014.

The 28-week Welder Foundation Harmonized Certificate covers Level 1 and Level 2 apprenticeship technical training. On completion, you will write the ITA standardized level exam for a certificate of completion. Successful students will also receive an NIC Welder Foundation Harmonized certificate.

The Welder Foundation Harmonized Certificate prepares you for entry-level employment in industrial manufacturing, welding and fabrication shops. You will be introduced to a variety of welding techniques, layout and fabrication, basic metallurgy, drawing for welding and occupational skills.

Following successful completion of this program and upon entering an apprenticeship, you will be eligible to receive technical training credit for Levels 1 and Level 2, plus 300 work-based hours toward your welding apprenticeship requirements.

## Career Opportunities

The welding trade is found in a wide variety of industries, which results in many potential career paths and opportunities. Welding is essential to the forest, fishing, aquaculture, agriculture, oil and gas, manufacturing, construction and maintenance industries in every part of the country. There is tremendous potential for career advancement for bright, motivated and talented trades persons.

## ASME Welder Performance Qualification Testing

NIC's welding centres are authorized testing stations for the Boiler Branch. Qualified welders may challenge Welder Performance Qualification tests in accordance with the Power Engineers and Boiler and Pressure Vessels Safety Act regulations and directives, subject to available space. Welding Performance tests are incorporated in the following courses: WPW-007 and WPW-010.

## Challenge Testing

See the [Industry Training Authority](#) website for the challenge testing process.

## Supply List

NIC is pleased to make tools available to students in exchange for a \$100 refundable tool deposit. The deposit is not included in your tuition, and will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration office. Students are also responsible for providing basic personal protective equipment and tools. Contact the instructors at 250-923-9735 or 250-724-8727 for a complete list.

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# Admission

## Available to international

No

## Admission Requirements

1. C in one of Provincial English 10, Composition 10, Creative Writing 10, Literary Studies 10, New Media 10, Spoken Language 10, English First Peoples Writing 10, English First Peoples Literary Studies 10, English First Peoples New Media 10, English First Peoples Spoken Language 10, NIC ENG-035, or equivalent; or C+ in ESL-051, ESL-054 and ESL-057, or certified CLB 7; or successful completion of NIC assessment testing in English; and
2. C in one of Principles of Math 10, Applications of Math 11, Apprenticeship and Workplace Math 11, Workplace Math 11, Foundation of Math 11, NIC MAT-033, or equivalent; or successful NIC math assessment.
3. High school graduation is preferred provided the applicant meets or exceeds the stated prerequisites.



## To Be Successful

- You are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program and discuss various career fields and choices.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact an educational advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition to the stated prerequisites secondary school equivalent courses in math, science, physics and drafting are considered an asset.
- The most important key to success is the desire to become a quality trades person. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.
- Trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning along with good math and communication skills.
- There is also an expectation of physical activities such as lifting, working on ladders and scaffolding or in confined spaces and under various weather conditions.
- You will be required to stay focused for prolonged periods.

## Other Welding Training

NIC offers Welding Skills Development courses to qualified welders. Contact Welding Admissions at the Campbell River or Port Alberni campuses for scheduling and fees.

- WSR 010 Welding Skills Development - 1 Day
- WSR 050 Welding Skills Development - 3 Days
- WSR 060 Welding Skills Development - 1 Week
- WSR 065 Welding Skills Development - Stainless Steel and/or Aluminum - 1 Week
- WSR 070 Welding Skills Development - 4 Weeks
- WSR 080 Welding Skills Development - Theory - 4 Weeks

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# Curriculum

## Program Requirements

The Welder Foundation Harmonized program at North Island College is open entry/open exit. Completion time for a person attending full-time is maximum 28 weeks.

After successful completion of Welder Foundation Harmonized, and once employed as a registered Welder Apprentice, the candidate will receive credit for Level 1 and Level 2 technical training and 300 work based training hours. It is important that all apprentices have a minimum of 3000 work-based training hours prior to entering Level 3 technical training.

The following is a list of the courses for Welder Foundation Harmonized:

- WFH 100 Occupational Skills
- WFH 101 Oxy-Fuel Cutting and Gouging Processes
- WFH 102 Fusion and Braze Welding (TB) using the Oxy-Fuel (OFW) Process
- WFH 103 Shielded Metal Arc Welding (SMAW)
- WFH 105 Semi-Automatic and Automatic Welding
- WFH 106 Basic Metallurgy
- WFH 107 Welding Drawings Layout and Fabrication
- WFH 110 Gas Tungsten Arc Welding (GTAW)

### Completion Requirements

Students must attain competency in each module.

Note: Curriculum, certification and completion requirements may be subject to change as mandated by the ITA. Refer to current bulletins on the [ITA website](#).

# Welding Levels B & A

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## Summary

### Program Length

Level B: 16 weeks, Level A: 8 weeks

### Locations

- Campbell River
- Port Alberni

### Start Date

Continuous entry

### Contacts

Student Services  
1-800-715-0914  
questions@nic.bc.ca

*Level B: 16-weeks*  
*Level A: eight-weeks*

## Summary

Advance your welding skills through this Industry Training Authority approved program. For students who have completed the Welder Foundation Harmonized Certificate, Level B allows you to expand your skills and prepares you for your Interprovincial (Red Seal) designation. Level A allows you to further your skills with more advanced practical and theoretical training.

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## Highlights

### Program Highlights

NIC follows the new provincial Welding training program introduced in January of 2014. This is a progressive credentialing model, whereby individuals can exit with a Certificate of Qualification upon completion of Levels 1 to 3, and the Welders Endorsement. The Interprovincial (Red Seal) examination is attached to the completion of the Welders Endorsement.

The Welding Foundation program prepares you for entry-level employment in industrial manufacturing, welding and fabrication shops. You will be introduced to a variety of welding techniques, layout and fabrication, basic metallurgy, drawing for welding and occupational skills.

Following successful completion of this program and upon entering an apprenticeship, you will be eligible to receive technical training credit for Levels 1 and 2, plus 300 work-based hours toward your welding apprenticeship requirements.

## Career Opportunities

The welding trade is relevant in a wide variety of industries, opening doors for many potential career paths and opportunities. Welding is essential to the forest, fishing, aquaculture, agriculture, oil and gas, manufacturing, construction and maintenance industries in every part of the country. There is tremendous potential for career advancement for bright, motivated and talented trades persons.

## ASME Welder Performance Qualification Testing

NIC's welding centres are authorized testing stations for the Boiler Branch. Qualified welders may challenge Welder Performance Qualification tests in accordance with the Power Engineers and Boiler and Pressure Vessels Safety Act regulations and directives, subject to available space.

Welding Performance tests are incorporated in the following courses: WP-007 and WPW-010.

## Supply List

NIC is pleased to make tools available to you in exchange for a \$100 refundable tool deposit. The deposit is not included in your tuition, and will be returned at the end of the term if all tools and tags are returned in an acceptable condition. Tools will not be distributed without proof of payment from the Registration office.

You are also responsible for providing basic personal protective equipment and tools. Contact the instructors at 250-923-9735 or 250-724-8727 for a complete list.

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# Admission

## Available to international

No

## Admission Requirements

### Level B

1. Must have successfully completed Welding Level C or Foundation, plus minimum work-based hours as prescribed by the ITA (OPSN 2015 029 - hours are recommended at 1,000).

### Level A

1. Must have successfully completed Welding Level B, plus minimum work-based hours as prescribed by the ITA (OPSN 2015 029 - hours are a minimum of 1,950).

**Note:** High school graduation is preferred provided the applicant meets or exceeds the stated prerequisites.

Note: Curriculum, certification and completion requirements may be subject to change as mandated by the ITA and minimum work-based hours are updated periodically.

## To Be Successful

- You are encouraged to contact the instructor for an in-person or telephone interview. The purpose of the interview is to provide advice, answer questions about the program and discuss various career fields and choices.
- Many employers require Grade 12 completion as an employment standard. If you do not meet this requirement we encourage you to contact an educational advisor to discuss upgrading or Grade 12 completion options offered at NIC. In addition to the stated prerequisites secondary school equivalent courses in math, science, physics, and drafting are considered an asset.
- The most important key to success is the desire to become a quality trades person. The traditional values of hard work, reliability, positive attitude and the desire to do quality work are essential to succeed in the program.
- Trades programs require good hand-eye coordination, good binocular vision, strong abilities in spatial and mechanical reasoning along with good math and communication skills.
- There is also an expectation of physical activities such as lifting, working on ladders and scaffolding or in confined spaces and under various weather conditions.
- You will be required to stay focused for prolonged periods.

## Other Welding Training

NIC offers Welding Skills Development courses to qualified welders. Contact Welding Admissions at the Campbell River or Port Alberni campuses for scheduling and fees.

- WSR 010 Welding Skills Development - 1 Day
- WSR 050 Welding Skills Development - 3 Days
- WSR 060 Welding Skills Development - 1 Week
- WSR 065 Welding Skills Development - Stainless Steel and/or Aluminum - 1 Week
- WSR 070 Welding Skills Development - 4 Weeks
- WSR 080 Welding Skills Development - Theory - 4 Weeks

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# Curriculum

## Program Requirements

### Level B

The Level B program will involve approximately 16 weeks of full-time training at the College, followed by eight months of work experience in the industry. The four practical and four welding-related courses in Level B are listed below.

- WPR 107 Shielded Metal Arc Welding II (P7)
- WPR 108 Gas-Metal Arc Welding II (P8)
- WPR 109 Flux-Cored Arc Welding II (P9)

- WPR 110 Gas-Tungsten Arc Welding I (P10)
- WRK 104 Welding Quality & Control (RK4)
- WRK 105 Welding Codes, Standards & Specifications (RK5)
- WRK 106 Blueprint Reading II (RK6)
- WRK 107 Metallurgy II (RK7)

## Level A

The Level A program will involve approximately 8 weeks of training and 10 months of work experience.

- WPR 111 Shielded Metal Arc Welding III (P11)
- WPR 112 Gas-Tungsten Arc Welding II (P12)
- WRK 108 Metallurgy III (RK8)
- WRK 109 Blueprint Reading III (RK9)

## Completion Requirements

You must attain competency in each module.

Note: Curriculum, certification and completion requirements may be subject to change as mandated by the ITA and minimum work-based hours are updated periodically.

# Wildfire Crew Member Training Program

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## Summary

### Locations

- Campbell River
- Port Alberni

### Start Date

February, 2018 (PA)

### Contacts

Sandy Rose  
250-923-9728 Call: 250-923-9728  
[sandra.rose@nic.bc.ca](mailto:sandra.rose@nic.bc.ca)

### In the News

[Port Alberni NIC Students Learn Wildfire Suppression](#)

*Four-week training & certification for wildland firefighting in BC and Alberta*

### Summary

Prepare for employment as a wildland firefighter. You will develop essential theory and practical skills in wildfire preparedness and operations, along with BC Forest Service certifications in fire suppression and entrapment avoidance. As a graduate, you will have the skills, knowledge and certifications required for entry-level employment as a BC wildland fire crew member.

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## Highlights

### Program Highlights

The Wildfire Crew Member Training program is designed to give you the introductory theory and practical skills needed to become a wildland firefighter.

During this two-week intensive program, you will complete the following modules:

- Wildfire Crew Member (Firetack)
- Radio Operator Certificate (ROC-A)
- Introduction to Incident Command
- WHMIS (online)
- Transportation of Dangerous Goods

Additional sessions of the Enform Power Saw certification and required first aid courses are available on campus for those that need to acquire certification or re-certify to meet employment requirements.

## Industry Certification

Upon successful completion of the program, you will receive the following industry certifications:

- British Columbia certificates for:
  - S100 Basic Fire Suppression
  - S185 Fire Entrapment Avoidance
  - S232 Portable Pumps and Water Use
  - S212 Fire Communications
- Industry Canada Radio Operator certificate (ROC-A)
- Transportation of Dangerous Goods, Ground and Air
- ICS Certification (Incident Command)
- Alberta Wildfire Crew Member (Firetack) certificate

## Supply List

You are required to come equipped with:

- hard hat
- CSA approved safety boots or caulk boots
- hearing protection
- eye protection
- gloves
- rain gear, if required

## Schedule

The program is delivered over two consecutive weeks and is comprised of instructor-led theory and practical application. Classes run five days a week, 8 am to 5 pm, Monday through Friday.

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# Admission

## Available to international

No

## Admission Requirements

Like all firefighters, applicants for the program must be physically fit and willing to participate in a structured fitness plan.

## How to Apply

Register by mail or in person:

- Complete the [Continuing Education Registration Form](#),



- Call 250-923-9728 if you have any questions,
- Drop off or mail the form to the [Student Services](#) office at your local campus, along with payment for your course fees.

Learn more about our [Registration and Refund](#) policies.

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## Curriculum

### Courses

#### Wildfire Crew Member Training Program

- WFO 030 Wildfire Crew Member
- FAC 021 Standard First Aid with CPR Level C
- OFA 010 Occupational First Aid
- OFA 015 Transportation Endorsement
- WSF 019 WHMIS Online
- MVO 069 Transportation of Dangerous Goods - Ground and Air
- WFO 023 Power Saw
- WFO 019 Introduction to Incident Command
- GAS 010 H2S Alive
- CTQ 010 Construction Safety Training Systems Online
- FOR 012 Fire Suppression
- WFO 015 Wildfire Entrapment Avoidance
- WFO 016 Fire Communications
- WFO 017 Introduction to Pumps and Water Delivery Systems
- ROC 010 Restricted Operator Certificate - Aeronautical (ROC-A)

### Completion Requirements

You must complete all courses in the program with a passing grade.

# Workplace Professionalism: Skills for Employment Retention

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## Summary

### Program Length

1 year

### Locations

- Campbell River
- Comox Valley
- Port Alberni

### Start Date

September, January

### Contacts

#### Comox Valley

Neil Holm  
250-334-5000 ext. 4103  
neil.holm@nic.bc.ca

#### Campbell River

Kathy O'Donnell  
250-923-9774  
kathy.odonnell@nic.bc.ca

#### Port Alberni

Brad Jones  
250-724-8764  
brad.jones@nic.bc.ca

*Choose 10 credits of courses designed for individuals with diverse learning needs to receive a Workplace Professionalism, Skills for Employment Retention certificate of completion.*

## Summary

Learn skills in a supported environment to be a stronger employee. Develop interpersonal skills and problem solving strategies as you identify avenues for success and produce a learning and career exploration portfolio.

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## Highlights

### Program Highlights

Develop your communication skills, people skills and social skills. These soft skills are important for career success.

Learn how to identify and demonstrate a positive customer service experience, attitudes for success, effective workplace interpersonal skills and workplace safety practices. Gain decision making, goal setting and problem solving strategies.

You will gain awareness of community resources, set health management goals (nutrition, fitness and stress management) and produce a portfolio of your learning, career interests and goals.

## Career Opportunities

Depending on your skills, you may exit to competitive employment, supported work, volunteer positions or further specific skills training. Types of employment will range according to your ability, interests and the local labour market.

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# Admission

## Available to international

No

## Admission Requirements

- Attend an instructor interview
- Have a documented cognitive or mental health disability

**Note:** North Island College staff are available and happy to support unique student needs as well as assist with course planning and the admission process. Please contact the Department of Accessible Learning Services for more information.

## To Be Successful

Students should have an interest and motivation to participate in learning about the world of work. Student success may depend on the ability to work independently and in a group setting.

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# Curriculum

## Program Requirements

- AED 020 Career Exploration

Plus a total of 8 credits taken from the following courses:

- AED 026 Health Promotion
- AED 028 Relaxation and Stress Management
- AED 029 Working Relationships
- AED 031 Working with the Environment
- AED 033 Emergency Preparation
- AED 034 Interpersonal Skills

- AED 035 Self-Employment Skills
- AED 043 Customer Service
- AED 044 Workplace Organization Skills
- AED 045 Basics of Emergency First Aid
- AED 050 Preparation for Food Safe
- AED 052 Anger Management
- AED 060 Contemporary Issues
- AED 061 Discovering Career Paths
- AED 062 Introduction to Peer Support
- AED 067 Adaptive Technology for Communication

## Completion Requirements

Pass in 10 credits.

# ABG-100 Histories And Impacts of Colonization

3 credits

This course provides an exploration of the historical relationships, colonial contexts, and social, economic and political influences that have impacted Aboriginal peoples and communities. Students will examine pre-contact ways of knowing, grounded in local teachings, while exploring the ramifications of the process of colonization, including treaties, the Indian Act, residential schools, and other legislative attempts to assimilate Aboriginal peoples into Euro-Canadian socio-political paradigm.

## **Prerequisite(s):**

- Admission into the Aboriginal Leadership Certificate Program, or C in Provincial English 12, English First Peoples 12, ENG 096, ENG 098 or ESL 090, or English Assessment.

For more information visit our [timetable](#)

# ABG-102 Governance And Organizational Structures

3 credits

This course will provide an overview of traditional and contemporary Aboriginal governance models and organizational structures with a view to understanding how governance and organizational structures inform, shape and support the nation building process in Aboriginal communities.

## **Prerequisite(s):**

- Admission into the Aboriginal Leadership Certificate Program or C in Provincial English 12, English First Peoples 12, ENG 096, ENG 098 or ESL 090, or English Assessment.
- Take ENG-160;
- Take ABG-100;

For more information visit our [timetable](#)

# ABG-103 Vision, Values, Philosophies And Ethics

3 credits

In this course, students will explore and examine leadership's role in the development of organizational vision, philosophies, values and ethics statements within the larger context of nation building and strengthening existing organizational structures.

## **Prerequisite(s):**

- Admission into the Aboriginal Leadership Certificate, or C in Provincial English 12, English First Peoples 12, ENG 096, ENG 098 or ESL 090, or English Assessment.

For more information visit our [timetable](#)

# ABG-105 Politics, Policy and Practice

3 credits

This course investigates the early development of Aboriginal political organizations, policies and practices that have shaped the current regime of political response, resistance and renewal in Aboriginal communities. Students will gain a more thorough understanding of the function of contemporary political organizations, the policies they have shaped, and how this translates to practice in the roles of leadership and management in today's Aboriginal organizations.

## **Prerequisite(s):**

- Take ABG 100.

For more information visit our [timetable](#)

# ABG-110 Community Development & Planning

3 credits

Examining case studies and examples of successful community development models, students will gain the skills and knowledge required to contribute to current and future community growth. Students will explore current trends toward community growth and stability within the context of nation building.

**Prerequisite(s):**

- C in Provincial English 12, English First Peoples 12, ENG 096, ENG 098 or ESL 090, or English Assessment.

For more information visit our [timetable](#)

## ABG-111 Economic Development

3 credits

The purpose of this course is to assist students in developing tools for planning and implementing economic development initiatives that align with their respective community's short, mid and long term economic goals and visions. Topics include an introduction to relevant economic concepts and resources available to support strategic planning for economic development in Aboriginal Communities.

**Prerequisite(s):**

- Admission into the Aboriginal Leadership Certificate Program, or C in Provincial English 12, English First Peoples 12, ENG 096, ENG 098 or ESL 090, or English Assessment.

For more information visit our [timetable](#)

## ABG-115 Human Resources

3 credits

In this course students will gain an understanding of the fundamental human resources theories and practices necessary to create value and direction in Aboriginal organizations. Students will analyze and balance strategic leadership practices, grounded in traditional practices, with an understanding of how Western human resources laws, systems and practices are used within Aboriginal organizations.

**Prerequisite(s):**

- Admission into the Aboriginal Leadership Certificate Program, or C in Provincial English 12, English First Peoples 12, ENG 096, ENG 098 or ESL 090, or English Assessment.

For more information visit our [timetable](#)

# ABG-120 Communications

3 credits

Through this course, students will examine best practices in effective communications for organizations, including written and oral communications, balanced with traditional practices and protocols relating to effective and honourable ways of communicating in various contexts. Guided by fluent speakers, students will research and gain a greater understanding of ways in which traditional languages are used in modern contexts of leadership and management.

## **Prerequisite(s):**

- Admission into the Aboriginal Leadership Certificate Program or C in Provincial English 12, English First Peoples 12, ENG 096, ENG 098 or ESL 090, or English Assessment.
- Take ENG-160;

For more information visit our [timetable](#)

# ABG-125 Finance

3 credits

This course strengthens students' core skills, knowledge and understanding of systems used in the financial management of various types of contemporary Aboriginal organizations. This includes understanding the unique, historic fiduciary obligations and responsibilities of Canadian governments to Aboriginal peoples.

## **Prerequisite(s):**

- Admission into the Aboriginal Leadership Certificate Program or C in Provincial English 12, English First Peoples 12, ENG 096, ENG 098 or ESL 090, or English Assessment.

For more information visit our [timetable](#)

# ABT-020 Online Learner Success

Online, .5 credit

This course is designed to introduce the learner to the skills necessary to be successful in the online learning environment. Students are encouraged to enroll in this course to find out if online



learning is for them. This course is also the prerequisite or co-requisite for all other online Applied Business Technology courses.

**Prerequisite(s):**

- None

For more information visit our [timetable](#)

## ABT-100 Introductory Keyboarding

Online, 1.5 credits

This introductory course is designed to promote effective keyboarding skills. Students learn to operate alphabetic, numeric and symbol keys by touch. Through skill building activities, students build keyboarding speed and accuracy.

**Prerequisite(s):**

- Take ABT 020.

For more information visit our [timetable](#)

## ABT-101 Introduction to Computers & the Internet

Online, 1.5 credits

This course is designed to give the learner a basic introduction to computers, the Internet, and an operating system. Students will learn essential terms and concepts, file and disk management for Windows, and the Web browser.

**Prerequisite(s):**

- Take ABT 020.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## ABT-102 Keyboarding II

Online, 1 credit

This course is designed to help students improve their keyboarding speed. The software program used for this course analyzes students' keyboarding techniques and prescribes practice that helps them to key faster.

**Prerequisite(s):**

- ABT 020 and ABT 100

For more information visit our [timetable](#)

## ABT-109 Human Relations for Career Success

Online, 1 credit

This course concentrates on personal and professional skills needed by workers in today's workplace. These skills include self-examination and assessment, development of effective communication skills, interpersonal skills, client relations, teamwork, problem solving, and an understanding of business ethics.

**Prerequisite(s):**

- ABT 020, ABT-116, ABT-148 and English prerequisite for Applied Business Technology Program

For more information visit our [timetable](#)

## ABT-110 Records Management

Online, 1 credit

In today's office, maintaining the integrity of the records system means that all office workers need to be aware of the importance of correct creation, storage, use, retrieval, protection, control, and disposition of records. Technology continues to change the role played by today's office worker. This course will provide the student with the knowledge, skills and abilities to face these challenges and new responsibilities in dealing with both manual and electronic files.

**Prerequisite(s):**

- ABT 020, ABT 100, ABT 148, and English prerequisite for Applied Business Technology Program

For more information visit our [timetable](#)

## ABT-111 Administrative Procedures

Online, 1.5 credits

This course enables students to develop essential organizational skills and efficient office practices for today's dynamic offices. Topics include time management, safety and ergonomics, information resources, mail services, travel arrangements, meeting coordination, office technologies, telephone practices, appointment scheduling, and banking procedures.

### Prerequisite(s):

- ABT 020, ABT 100, ABT 116, ABT 148, and English prerequisite for Applied Business Technology Program

For more information visit our [timetable](#)

## ABT-116 Word Processing Level I

Online, 1.5 credits

Word Processing Level I is designed to teach students the basic functions of a word processing program as well as how to properly format business documents such as letters and memoranda.

### Prerequisite(s):

- ABT 020, ABT 100, ABT 101, and English prerequisite for Applied Business Technology Program

For more information visit our [timetable](#)

## ABT-117 Word Processing Level II

Online, 1.5 credits

This course is a continuation of ABT 116 and provides additional instruction in letter styles, tables, charts, and reports. It also covers advanced word processing features such as merge, macros, outlines, graphics, and styles.

**Prerequisite(s):**

- ABT 020, ABT 100, ABT 101, ABT 116, and English prerequisite for Applied Business Technology Program

For more information visit our [timetable](#)

## ABT-120 Job Search

Online, 1 credit

This course is designed to help students develop effective job search skills for today's competitive and changing job market. Topics include self-assessment, employability skills, networking, resumes, cover letters, applications, interviews, portfolios, and using the Internet for job search and career planning.

**Prerequisite(s):**

- ABT 020, ABT 116 and ABT 148.

For more information visit our [timetable](#)

## ABT-126 Presentation Software

Online, 1 credit

Using PowerPoint presentation software, students will apply appropriate design concepts to present data and information in a colourful and well-organized format. Students will learn how to use design templates, apply various attributes and include a variety of objects to create, modify, save, and deliver presentations.

**Prerequisite(s):**

- ABT 020, ABT 101, and English prerequisite for Applied Business Technology Program

For more information visit our [timetable](#)

## ABT-135 Electronic Databases

Online, 1.5 credits

This course introduces you to the Microsoft Access data management system. It will focus on planning, designing, and creating a database to meet the information management needs of today's workplace. You will learn terminology, database concepts, and features of relational databases, and will use various commands and features to create tables, queries, forms and reports. You will enter data, work with calculations, extract information, generate, and print reports.

**Prerequisite(s):**

- ABT 020 and ABT 101 or equivalent.

For more information visit our [timetable](#)

## ABT-145 Electronic Spreadsheets

Online, 1.5 credits

This course is designed to introduce students to many of the features available in Microsoft Excel, together with some of the numerous uses to which a spreadsheet can be put in the workplace.

**Prerequisite(s):**

- ABT 020, ABT 101 and ABT 147.

For more information visit our [timetable](#)

## ABT-146 Advanced Electronic Spreadsheets

Online, 1.5 credits

This course provides an advanced knowledge of electronic spreadsheets using Microsoft Excel. Students will learn to use spreadsheets for advanced applications in today's workplace. Exercises include using advanced formulas and functions to perform calculations, filter and format data, linking to Excel data for Mail merge, and developing a custom Excel application.

**Prerequisite(s):**

- ABT 020, ABT 101, ABT 145, and English and Math prerequisites for Applied Business Technology Program

For more information visit our [timetable](#)

## ABT-147 Business Calculators & Mathematics

Online, 1.5 credits

This course teaches computational skills using the electronic calculator. Students will learn the touch method, common features of the calculator, and solve basic business mathematics problems using the most efficient and accurate techniques possible.

### Prerequisite(s):

- Take ABT 020.

For more information visit our [timetable](#)

## ABT-148 Business English

Online, 3 credits

This course focuses on correct English usage in a business environment and provides a comprehensive review of grammar, punctuation, and style as well as business spelling and vocabulary development.

### Prerequisite(s):

- Take ABT 020.
- Take ABT-100.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## ABT-149 Business Communications

Online, 2 credits

Business Communications teaches you how to plan, organize, and write correct and effective "reader friendly" business documents. You will learn how to write business letters, memos, reports, and electronic messages.

### Prerequisite(s):

- ABT 020, ABT 100, ABT 116, & ABT 148, and English prerequisite for Applied Business Technology Program

For more information visit our [timetable](#)

## ABT-150 GroupWare Using Outlook

Online, 1 credit

An introduction to Outlook, including hands-on training in the use of email for online communications, calendar for managing important dates and appointments, and contacts for the creation and maintenance of an address database.

### **Prerequisite(s):**

- ABT 020 and ABT 117.

For more information visit our [timetable](#)

## ABT-151 Desktop Publishing

Online, 1.5 credits

A study of desktop publishing functions; elements of page design and organizational tools; and the planning, design, and production process. Includes applications on computers, and using desktop publishing software. Students will produce publications such as letterheads, flyers, brochures, business forms, and newsletters.

### **Prerequisite(s):**

- ABT 020 and ABT 117.

For more information visit our [timetable](#)

## ABT-152 Integrated Project - Administrative

Online, 1.5 credits

The simulation assists learners in extending their word processing, spreadsheet, database, desktop publishing and presentation software knowledge by completing a variety of practical, integrated projects. Learners will also develop decision-making, prioritizing, and other administrative skills.

**Prerequisite(s):**

- ABT 020, ABT 148, ABT 149, ABT 111, ABT 117, ABT 126, ABT 135, ABT 146 and ABT 151.

For more information visit our [timetable](#)

## ABT-161 Accounting I

Online, 2 credits

This course provides an introduction to manual accounting. Emphasis is placed on fundamental accounting principles and their application in day-to-day business situations. This course is based on a service business organized as a sole proprietorship.

**Prerequisite(s):**

- ABT 020, ABT 147 and English and Math prerequisites for Office Administration Program, or instructor permission.

For more information visit our [timetable](#)

## ABT-162 Accounting II

Online, 3 credits

This course is a continuation of Accounting I and is designed to provide additional knowledge in common accounting systems including sales, purchases, taxes, inventory, and payroll. The concepts are presented in the context of a merchandising business.

**Prerequisite(s):**

- B- in ABT 147 & ABT 161, ABT 020, and Math and English prerequisite for Applied Business Technology Program

For more information visit our [timetable](#)

## ABT-165 Computerized Accounting

Online, 2.5 credits



This course complements the manual accounting course. Using Simply Accounting software for Windows, Computerized Accounting provides the student with hands-on practice at converting a manual accounting system to a computerized one. The course covers recording transactions in the General Ledger, Accounts Payable, Accounts Receivable, financial statements, payroll, project costing, inventory, reporting and graphing, and account reconciliation.

**Prerequisite(s):**

- ABT 020, ABT 101, ABT 161 and ABT 162.

For more information visit our [timetable](#)

## ABT-170 Introduction to the Canadian Legal System

Online, 1 credit

This course provides the student with a general understanding and a working knowledge of the Canadian legal system. Course topics include an introduction to the Constitution and The Charter of Rights and Freedoms, federal and provincial jurisdiction, an overview of the Canadian court structure, an introduction to tort law, contract law, and legal ethics.

**Prerequisite(s):**

- English prerequisites for Applied Business Technology Program, ABT 020, ABT 101, ABT 117, ABT 148, or equivalents.

For more information visit our [timetable](#)

## ABT-171 Legal Office Procedures

Online, 1.5 credits

This course introduces the student to the legal profession, including the functions and duties of the legal administrative assistant in British Columbia. Course topics include legal terminology, legal office procedures, precedents, preparation of correspondence and basic legal documents, legal record keeping and billing, and citations and references to Acts.

**Prerequisite(s):**

- English prerequisites for Applied Business Technology Program, ABT 020, ABT 101, ABT 117, ABT 147, ABT 148, or equivalents

For more information visit our [timetable](#)

## ABT-172 Litigation Procedures I

Online, 2 credits

This course introduces the student to the functions and duties of a legal administrative assistant working in civil litigation in BC. Topics include terminology and rules relating to preparing and handling legal correspondence and documents in civil litigation actions and matters in the Supreme Court of BC. The course also introduces students to the legal concepts necessary for a basic understanding of the functioning of the courts and the professional environment that graduates will be entering. This is primarily a hands-on course in which students integrate keyboard, computer, transcription and document formatting skills with a knowledge of civil law.

### **Prerequisite(s):**

- English prerequisites for Applied Business Technology Program, ABT 020, ABT 101, ABT 117, ABT 148 or equivalents, and Co-requisite(s): ABT 170 & ABT 171 (may be taken as prerequisites)

For more information visit our [timetable](#)

## ABT-173 Litigation Procedures II

Online, 2 credits

Litigation Procedures II builds on skills and knowledge from Litigation Procedures I. The course deals with documents and procedures from the discovery process to preparation and attendance at trial and post trial procedures, including bills of costs and enforcement procedures. This is primarily a hands-on course in which students integrate keyboard, computer, transcription and document formatting skills with a knowledge of civil law.

### **Prerequisite(s):**

- English prerequisites for Applied Business Technology Program, ABT 020, ABT 101, ABT 117, ABT 147, ABT 148, or equivalents. ABT 170, ABT 171 and ABT 172

For more information visit our [timetable](#)

# ABT-174 Family Litigation Procedures

Online, 2 credits

This course introduces the student to the functions and duties of a legal administrative office assistant working in a family law practice in BC. Topics include legal terminology, the applicable provincial and federal statutes, the court system, and the theory and practical application of preparation of legal correspondence, undefended and defended divorces, and separation and marriage agreements.

## **Prerequisite(s):**

- English prerequisite for Applied Business Technology Program, ABT 020, ABT 101, ABT 117, ABT 147, ABT 148, or equivalents. ABT 170, ABT 171, and ABT 172. Co-requisite(s): ABT 173.

For more information visit our [timetable](#)

# ABT-175 Conveyancing Procedures I

Online, 2 credits

This course introduces the student to the roles and responsibilities of a legal administrative assistant employed in the field of conveyancing in British Columbia. Topics include systems of land registration, land title searches, contracts of purchase and sale, statements of adjustments, and the execution and registration of electronic documents filed in Land Title Offices. The course focuses on the purchaser's procedures for a simple conveyance not involving financing.

## **Prerequisite(s):**

- English prerequisite for ABT Program, ABT 020, ABT 101, ABT 117, ABT 148, ABT 170, ABT 171, or equivalents.

For more information visit our [timetable](#)

# ABT-176 Conveyancing Procedures II

Online, 2 credits

This course is a continuation of ABT 175. It introduces the student to additional roles and responsibilities of a legal administrative assistant employed in the field of conveyancing in

British Columbia. Topics include methods of conveying interests in land involving purchaser financing, strata property considerations, builder's liens, acting for the vendor, acting for mortgage lenders, additional adjustments for statements of adjustments, authorities to pay, the execution and registration of electronic documents filed in Land Title Offices, acting for both the purchaser and mortgagee, and documents for the transfer of manufactured homes.

**Prerequisite(s):**

- English prerequisite for ABT Program, ABT 020, ABT 101, ABT 117, ABT 148, ABT 170, ABT 171, ABT 175, or equivalents.

For more information visit our [timetable](#)

## ABT-177 Corporate Procedures I

Online, 2 credits

This course introduces the student to the roles and responsibilities of a legal administrative assistant employed in the field of corporate law. The course will cover corporate structure including Sole Proprietorship, Partnership (General and Limited), and Corporations (Private: Non-Reporting, and Public: Reporting) Corporate Registry, incorporation procedures, post corporate procedures and annual maintenance. Students will acquire a basic knowledge of the Business Corporations Act, learn specialized terminology, and gain practical experience in document preparation necessary for maintaining records of a British Columbia Corporation.

**Prerequisite(s):**

- English prerequisite for ABT Program, ABT 020, ABT 101, ABT 117, ABT 148, ABT 170, ABT 171, or equivalents.

For more information visit our [timetable](#)

## ABT-178 Corporate Procedures II

Online, 1 credit

This course is a continuation of ABT 177. It covers corporate structure and completion of filing forms as it relates to Sole Proprietorship, Partnership, Limited Partnerships, Societies, Cooperatives, Non-Reporting companies and Extra-Provincial Non-Reporting companies. The

course also introduces the student to Securities and to BC Online (an Internet access to government services and information about BC companies).

**Prerequisite(s):**

- English prerequisite for ABT Program, ABT 020, ABT 101, ABT 102, ABT 148, ABT 117, ABT 170, ABT 171, ABT 177, or equivalents.

For more information visit our [timetable](#)

## ABT-179 Wills and Estates

Online, 2 credits

This course introduces the student to the roles and responsibilities of a legal administrative assistant employed in the field of wills and estates in British Columbia. Students will gain knowledge and experience in preparation of wills and codicils and the documents necessary to apply grants of Letters Probate and Letters of Administration (with and without a Will), Administration Bonds, to transfer assets of the deceased, and wind up estates.

**Prerequisite(s):**

- English prerequisite for Applied Business Technology Program, ABT 020, ABT 101, ABT 117, ABT 148, ABT 170, ABT 171, or equivalents.

For more information visit our [timetable](#)

## ABT-182 Medical Terminology I

Online, 1 credit

CD-Video instruction and a programmed text are used in this course to introduce students to medical terminology. The course enables the student to develop skills in the correct use, spelling and pronunciation of medical terms and abbreviations. It focuses on the construction of medical terms from their Greek and Latin prefixes, suffixes, word roots, and combining forms.

**Prerequisite(s):**

- English prerequisite for Office Assistant 1 Certificate or instructor permission. And Pre-Requisite of ABT 020

For more information visit our [timetable](#)

## ABT-183 Medical Terminology II

Online, 3 credits

This course takes a systems approach to understanding and using medical terminology. CD-Video instruction and supporting printed materials provide the student with the opportunity to develop skills in the correct spelling and use of medical terms applicable to administrative and office environments.

### **Prerequisite(s):**

- ABT 182 and English prerequisite for Applied Business Technology Program

For more information visit our [timetable](#)

## ABT-184 Medical Transcription

Online, 2 credits

Medical Transcription is an introductory course which will familiarize students with transcribing from oral dictation, medical documents with accurate content applying correct formats, grammar and punctuation. The main objective is to provide the students with knowledge of the content and formats of medical reports typically dictated in clinics and hospitals.

### **Prerequisite(s):**

- English prerequisite for Applied Business Technology Program Successful completion of Office Assistant 1 Certificate ABT 182 ABT 183

For more information visit our [timetable](#)

## ABT-185 Medical Administrative Procedures

Online, 2 credits

This 12-week course is designed to introduce the student to the administrative duties and procedures required in a medical office/hospital setting. Topics covered include reception skills, appointment scheduling, telephone techniques, interpersonal skills, stress management, inventory

control, mail processing, records management procedures, financial records, privacy and confidentiality issues, and medical ethics.

**Prerequisite(s):**

- English prerequisite for Applied Business Technology Program

For more information visit our [timetable](#)

## ABT-186 Medical Terminology III - Pharmacology and Specialties

Online, 1 credit

Medical Terminology III is a complete study of the construction of medical terms including root words, suffixes and prefixes relating to pharmacology and the specialties of oncology, radiology and nuclear medicine and psychiatry.

**Prerequisite(s):**

- Successful completion of Office Assistant I Certificate, ABT 182, ABT 183

For more information visit our [timetable](#)

## ABT-187 Medical Billing Procedures - Manual

Online, 1 credit

Medical Billing Procedures - Manual course will provide students with the theory for billing of medical services to MSP, ICBC, WCB, and other private insurers.

**Prerequisite(s):**

- Successful completion of Office Assistant I Certificate

For more information visit our [timetable](#)

## ABT-188 Medical Billing Procedures - Computerized

Online, 1 credit

Medical Billing - Computerized course will provide students with the use of specialized computer software for the billing of medical services to MSP, ICBC, WCB as well as other private insurers.

**Prerequisite(s):**

- Successful completion of Office Assistant I Certificate, ABT 187

For more information visit our [timetable](#)

## ABT-189 Clinical Procedures and Practice

Online, 2 credits

Clinical Procedures and Practice is designed to enable the Medical Office Assistant to perform basic clinical procedures including the use and management of medical equipment. The student will learn to perform basic laboratory tests and assist the physician with specific examinations and procedures. Emphasis is placed on the role of the medical assistant as a link between the doctor and external medical testing and treatment facilities. Students will be required to attend a skills assessment session at North Island College or attend a 2 day skills assessment in Vancouver, BC (all costs paid by student).

**Prerequisite(s):**

- English pre-requisite for the Applied Business Technology program, and ABT 020

For more information visit our [timetable](#)

## ABT-200 Organizational Management

Online; 3 credits

This course is an introduction to organizational management. Topics covered include administrative office management, principles and functions of management, planning and decision making, organizational behaviour, and health and safety in the workplace.

**Prerequisite(s):**

- Admission to the Office Management Program



For more information visit our [timetable](#)

## ABT-210 Written Business Communications and Presentations

Online; 3 credits

This online course is designed to introduce students to the theory and practical skills of writing effective and concise business letters, memoranda, and reports in today's workplace. Students also learn how to prepare and deliver a variety of creative and powerful presentations.

### **Prerequisite(s):**

- Admission to the Office Management Program

For more information visit our [timetable](#)

## ABT-220 Leadership & Supervision

Online; 3 credits

This course is designed to assist students to develop leadership and supervisory skills. Topics include the transition from employee to supervisor, supervisory competencies, managing and leading work teams, planning and leading meetings, leadership styles and skills, motivating employees, and leading change.

### **Prerequisite(s):**

- Admission to the Office Management Program

For more information visit our [timetable](#)

## ABT-230 Human Resource Management

Online; 3 credits

This online course covers the role of supervisors and human resource managers in staffing, time management, and stress management. Students are introduced to human resource management and a variety of related topics: human rights legislation, equal employment opportunity,

planning, recruitment, selection, training and performance appraisals. Students also learn how to improve time and stress management skills when working in business and personal situations.

**Prerequisite(s):**

- Admission to the Office Management Program

For more information visit our [timetable](#)

## ABT-240 Interpersonal Relations

Online; 3 credits

This online course is designed to introduce students to the importance of interpersonal communication in managing working relationships. Basic concepts are introduced to enhance the understanding of becoming more effective communicators and leaders. Students also learn how to discover constructive solutions to differences of opinion and disputes with others.

**Prerequisite(s):**

- Admission to the Office Management Program

For more information visit our [timetable](#)

## ABT-250 Office Systems and Computer Essentials

Online, 3 credits

This online course is an introduction to Office Systems and Computer Essentials. Topics include designing office systems, using the Internet as a business tool, social and ethical issues involving computers, computer privacy and security, managing file storage and secondary storage, evaluating computer systems for your office, maintaining effective records management and effective reprographics service.

**Prerequisite(s):**

- Admission to the Office Management Program

For more information visit our [timetable](#)

# ACL-010 Workplace Safety & Health Promotion

1 credit

Students will learn and practice workplace and personal safety, learn skills necessary for healthy living.

**Prerequisite(s):**

- Admission to Employment Transition/Culinary Assist. Program

For more information visit our [timetable](#)

# ACL-012 Ware Washing & Service

1 credit

This course will focus on proper procedures for ware washing and sanitizing of all kitchen equipment, bussing and serving techniques. Instruction will include mechanical and 3-sink ware washing, correct methods of sanitizing for each, cleaning and sanitizing "in-place" equipment and correct storage of sanitized dishes, cutlery & equipment. You will also learn proper customer interaction and dealing with minor complaints.

**Prerequisite(s):**

- Admission to Employment Transition/Culinary Assist. Program

For more information visit our [timetable](#)

# ACL-014 Kitchen Basics

2 credits

This course provides instruction in procedures for receiving and storing food, knife skills and cutting techniques, portioning and measuring, safe handling and operation of industrial and small kitchen equipment, kitchen organization and roles and responsibilities.

**Prerequisite(s):**

- Admission to Employment Transition/Culinary Assist. Program

For more information visit our [timetable](#)

## ACL-016 Basic Food Preparation

3 credits

Learners will develop a set of basic cooking skills for the professional kitchen. Skills include cooking methods, stocks, thickening agents, soups, basic sauces, sandwiches, salads and dressings, breakfast cookery, vegetable and starch cooking, quick breads, cookies, pies and pastries. Students will practice herb gardening for kitchen use and will be able to identify and recognize quality traits of common herbs and spices and correctly use them in cooking.

### **Prerequisite(s):**

- Admission to Employment Transition/Culinary Assist. Program

For more information visit our [timetable](#)

## ACL-020 Workplace Literacy for Food Service Workers

1 credit

Provides students with the opportunity to develop literacy and thinking skills specific to employment in the food services field. Students will receive instruction in preparation for certifications including FoodSafe; Serving it Right; First Aid; WHMIS; Worker Safety; Class 5 Learners Licence.

### **Prerequisite(s):**

- Admission to Employment Transition/Culinary Assist. Program

For more information visit our [timetable](#)

## ACL-030 Math Measurement & Money Skills for Work

1 credit

This course is designed to introduce learners to math, measurement, and portioning skills used in the kitchen. Budgeting, money management, and purchasing food items are also covered.

**Prerequisite(s):**

- Admission to Employment Transition/Culinary Assist. Program

For more information visit our [timetable](#)

## ACL-040 Work Search & Interview Skills

1 credit

In this course, learners will practice work search techniques, resume development, and interviewing skills.

**Prerequisite(s):**

- Admission to Employment Transition/Culinary Assist. Program

For more information visit our [timetable](#)

## ACL-042 Career Explorations/Job Shadow Work

1 credit

This course will give students the opportunity to participate in career exploration through industry tours, informational interviews, and a job shadow work experience placement. Students will identify possible job shadow work experience locations, participate in self-evaluation, work-site evaluation, specific safety assessment, and demonstrate specific skills at one or more work sites.

**Prerequisite(s):**

- Admission to Employment Transition/Culinary Assist. Program

For more information visit our [timetable](#)

## ACL-044 Advanced Work Experience

4 credits

This course gives students the opportunity to participate in full-time, hands-on, learning opportunity in the food service industry. In consultation with program staff, the student will identify possible work experience settings, participate in self-evaluation, work-site evaluation, site specific safety assessment, and specific skill training.

**Prerequisite(s):**

- Admission to Employment Transition/Culinary Assist. Program

For more information visit our [timetable](#)

## ACN-010 Concrete Placement

40 hrs, 1 credit

Designed to teach the proper placement, consolidation, vibration and curing of various types of concrete. The class will cover proper compaction equipment for different types of soil and simple form work.

**Prerequisite(s):**

- Admission to the Employment Transition/Construction Access Program

For more information visit our [timetable](#)

## ACN-030 Introduction to Construction 1

120 hrs, 3 credits

Students will learn procedures for handling equipment and tools safely and for handling and distributing construction materials on-site. These practical skills will be applied to various shop projects.

**Prerequisite(s):**

- Admission to the Employment Transition/Construction Access Program

For more information visit our [timetable](#)

## ACN-031 Introduction to Construction 2

120 hrs, 3 credits

This course teaches some of the basic skills that every construction laborer should have. It covers new constructions and demolition. The class is mostly hands-on learning with an emphasis on safety.

### **Prerequisite(s):**

- Admission to Employment Transition/Construction Access Program

For more information visit our [timetable](#)

## ACN-032 Construction Workplace Safety

120 hrs, 3 credits

This course is designed to inform new construction workers in and around construction sites of the potential hazards and safe work practices associated with the construction industry. The content in this course is designed to comply with the intent of the applicable WorkSafe BC regulatory requirements - recognize hazards commonly found at construction sites and recall safe construction work practices.

### **Prerequisite(s):**

- Admission to Employment Transition/Construction Access Program

For more information visit our [timetable](#)

## ACN-FT Employment Transition/ Construction Access Program

RSVD for Employment Transition/ Construction Access Program

For more information visit our [timetable](#)

# AED-010 Intro to Career Exploration & Assessment

2 hours lecture/ one-on-one liaison with student and support staff, 72 hours.

Students will be introduced to various career options and will learn about their interests and barriers to employment. They will also learn about current labour market trends and the potential for employment in their local community.

## **Prerequisite(s):**

- Admission interview with ASD instructor.

For more information visit our [timetable](#)

# AED-011 Intro to Wrkplace Communications

2 hours lecture/ one-on-one liason with students and support staff, 72 hours.

Students practice skills necessary to communicate effectively with employers and fellow employees.

## **Prerequisite(s):**

- Admission interview with ASD instructor.

For more information visit our [timetable](#)

# AED-012 Intro to Goal Planning & Personal Development

2 hours lecture/ one-on-one liaison with students and support staff, 72 hours

Students will be introduced to the skills necessary to set personal goals and will be assisted to plan steps to achieve their goals.

## **Prerequisite(s):**

- Admission interview with ASD instructor.



For more information visit our [timetable](#)

## AED-013 Understanding Employment Fundamentals

2 hours lecture. 72 hours.

Students will learn about reasons for working as well as identifying personal reasons for working, as well as becoming familiar with work terminology and forms.

For more information visit our [timetable](#)

## AED-014 Intro to Job Search, Interviewing & Workplace Expectations

2 hours lecture, 72 hours

Students will visit potential employers, conduct interviews and practice skills necessary to interview for a job. Students will learn about work place rights and responsibilities, as well as appropriate work interactions and roles.

### **Prerequisite(s):**

- Admission interview with ASD instructor.

For more information visit our [timetable](#)

## AED-015 Introduction to Sign Language

60 hrs, 2 credits

Students in the Introduction to Sign Language course will learn and practice basic signs for greetings, feelings, asking questions and communicating wants and needs. The skills they learn facilitates communications access in the workplace, at home and in the community. Students will be provided an introduction to Deaf culture, and the history of sign language.

### **Prerequisite(s):**

- Meeting with Instructor

For more information visit our [timetable](#)

## AED-016 Intro to Workplace Safety and Health

2 hours lecture/ one-on-one liaison with student and support staff; 72 hours

Students will be introduced to skills necessary for healthy living and safe involvement in the workplace.

### **Prerequisite(s):**

- Admission interview with ASD instructor.

For more information visit our [timetable](#)

## AED-017 Work Experience

40 hours (maximum), Practicum

This course provides students with the opportunity for specific skill development, career exploration/decision making and the opportunity to generalize class content to the workplace.

### **Prerequisite(s):**

- Admission interview with ASD instructor.

For more information visit our [timetable](#)

## AED-018 Advanced Work Experience I

60 hrs, 2 credits

Advanced Work Experience I or II is required for successful completion of the Construction Labourer program. The courses provide an opportunity for the student to enhance the skills learned in classes and to demonstrate them to the workplace.

### **Prerequisite(s):**

- Successful completion of the Construction Labourer Program courses. (TRD 120, TRD 122, TRD 124, TRD 126, OFA 001, AED 017 and AED 051)

For more information visit our [timetable](#)

# AED-019 Advanced Work Experience II

82.5 hrs, 4 credits

This course provides an opportunity for proficient students, designated by the program instructors, to practice the skills learned in their classes and to demonstrate them in a full-time work experience placement.

## **Prerequisite(s):**

- In order to take this course the student must successfully complete all courses in the Employment Transition/Construction Access Program.

For more information visit our [timetable](#)

# AED-020 Career Exploration and Assessment

4 hours lecture/ one-on-one liaison with student and support staff. 64 hours.

Students will learn about various career options and identify their skills, strengths and work interests, as well as any limitation or barriers to employment. Students will also learn about current labour market trends and potential for employment in their local community.

## **Prerequisite(s):**

- Admission interview with ASD instructor

For more information visit our [timetable](#)

# AED-021 Workplace Communications

4 hours lecture/ one-on-one with student and support staff up to a maximum of 108 hours

Students learn the skills necessary to communicate effectively with employers and fellow employees.

## **Prerequisite(s):**

- Admission interview with ASD instructor

For more information visit our [timetable](#)

# AED-022 Goal Planning and Personal Development

4 hours lecture/ one-on-one liason with students and support staff up to a maximum of 144 hours.

Students learn the skills necessary to set personal goals.

## **Prerequisite(s):**

- Admission interview with the ASD Instructor

For more information visit our [timetable](#)

# AED-023 Understanding Employment

4 hours lecture; up to a maximum of 108 hours

Students will learn about reasons for working as well as identifying personal reasons for working, as well as becoming familiar with work terminology and forms.

## **Prerequisite(s):**

- Admission interview with ASD instructor

For more information visit our [timetable](#)

# AED-024 Work Search and Interview Skills

108 hours lecture, countinuous entry/ exit

In this course students will participate in self and formal assessment to determine appropriate areas of employment interest as well as learn and practice work search techniques, resume development and interviewing skills. Students should be prepared to take part in discussions and role plays as well as group and individual assignments.

## **Prerequisite(s):**

- Admission interview with ASD instructor

For more information visit our [timetable](#)

## AED-025 Workplace Expectations

2 hours lecture; up to a maximum of 144 hours

Students will learn about the meaning of work, identify reasons for work and learn and practice work place rights and responsibilities, as well as interactions and roles.

### **Prerequisite(s):**

- Admission interview with ASD Instructor.

For more information visit our [timetable](#)

## AED-026 Health Promotion

108 hours lecture/ one-on-one liaison with student and support staff.

Students will learn and practice skills necessary for healthy living. They will establish goals for themselves and work on a health promotion plan.

### **Prerequisite(s):**

- Admission interview with ASD instructor

For more information visit our [timetable](#)

## AED-027 Workplace Safety

108 hours seminar, continuous entry/ exit

Students will learn and practice skills necessary for safe involvement in the workplace.

### **Prerequisite(s):**

- Admission Interview with an ASD instructor.

For more information visit our [timetable](#)

## AED-028 Relax and Stress Management

108 hours lecture, continuous entry/ exit

Students will learn to identify causes and reactions to stress as well as to practice stress management techniques to reduce the effects of stress.

**Prerequisite(s):**

- Admission interview with ASD Instructor.

For more information visit our [timetable](#)

## AED-029 Working Relationships

108 hours lecture, continuous entry/ exit

Students will learn and practice skills necessary to build healthy, safe relationships in work, social and community environments.

**Prerequisite(s):**

- Admission interview with ASD interview.

For more information visit our [timetable](#)

## AED-030 Basic Computer Skills

2 hours lecture/ one-on-one liaison with student and support staff; 72 hours

This course is designed to address both computer skills and writing skills. It will provide the student with some basic familiarity with the components of a computer system and how to use it. The course will also teach basic word processing and facilitate improved writing skills.

**Prerequisite(s):**

- Admission interview with ASD instructor

For more information visit our [timetable](#)

## AED-031 Working with the Environment

2 hours lecture/ one-on-one liaison with students and support staff; 72 hours

Students will be introduced to information regarding our environment and how to protect and sustain it. They will also learn about potential volunteer and employment opportunities in their local community.

**Prerequisite(s):**

- Admission interview with ASD instructor

For more information visit our [timetable](#)

## AED-032 Math, Money & Managing It All

Lecture/ one-on-one liaison with student and support staff, up to 144 hours

This course is designed to introduce students to money management strategies and skills. This will assist students in becoming more independent in their personal lives as well as provide them with skills that they can utilize in employment situations.

**Prerequisite(s):**

- Admission Interview with ASD Interview

For more information visit our [timetable](#)

## AED-033 Emergency Preparation

2.5 hours lecture

Learn about basic first aid and how to prepare for unexpected situations such as an earthquake, extreme weather and violence in the workplace.

**Prerequisite(s):**

- Admission interview with ASD Instructor

For more information visit our [timetable](#)

## AED-034 Interpersonal Skills

3 hours lecture

Students will be introduced to interpersonal skills necessary to function effectively on the job, in the community and in their personal life. students will explore communication skills such as active listening, expressing feelings, giving and receiving feedback non-defensively, conflict management and assertiveness.

**Prerequisite(s):**

- Admission interview with an ASD Instructor.

For more information visit our [timetable](#)

## AED-035 Self Employment Skills

108 hours

Students will plan and participate in small profit generating activities.

**Prerequisite(s):**

- Admission interview with an ASD Instructor.

For more information visit our [timetable](#)

## AED-036 Intermediate Computer Skills

3 hours lecture

The Intermediate Computer Skills course will provide students with existing basic computer skills the opportunity to continue computer skill development in advanced computer use e.g. utilizing the internet, communicating with e-mail, etc. Students enrolled in this course should be prepared to work independently and cooperatively on team projects.

**Prerequisite(s):**

- Admission interview with an ASD instructor

For more information visit our [timetable](#)

## AED-037 Exploring the World with Computers

108 hours lecture/ one-on-liasion with student and support staff.



The Exploring the World with Computers course will provide students who have existing basic computer skills the opportunity to practice and continue computer and literacy skill development while using the internet to research countries, cultures and geography of the world. Students should be prepared to work independently and cooperatively on projects and to make presentations to the class.

**Prerequisite(s):**

- Admission interview with instructor

For more information visit our [timetable](#)

## AED-038 Literacy for Life

Seminar, max of 192 hours

This course is designed to increase literacy skills, and to aid in useful and relevant integration of new or previously acquired skills into work and everyday life. The course is learner centered. Students are involved in determining the content, and their individual goals, and they assist in the evaluation process through ongoing self assessment. The course instructor integrates the individual learning goals /information with informal and formal assessments.

**Prerequisite(s):**

- Admission interview with ASD instructor

For more information visit our [timetable](#)

## AED-041 Computer Foundations

30 hrs, 1 credit

Students enrolled in this course will be introduced to topics that will enhance their capacity to utilize computers at work, at home and in the community.

**Prerequisite(s):**

- Documented mental health disability or cognitive disability, and intake interview.

For more information visit our [timetable](#)

# AED-042 Budgeting and Managing Your Money

30 hrs, 1 credit

Students enrolled in this course will be offered the opportunity to enhance their budgeting and money management skills with emphasis on frugal living and money saving.

## **Prerequisite(s):**

- Documented cognitive or mental health disability and intake interview.

For more information visit our [timetable](#)

# AED-043 Customer Service

30 hrs, 1 credit

This course enhances students' knowledge of customer service skills. Students who take this course will be better prepared to work in the customer service industry.

## **Prerequisite(s):**

- Documented cognitive or mental health disability and intake interview.

For more information visit our [timetable](#)

# AED-044 Workplace Organizational Skills

30 hrs, 1 credit

This course will provide students with the opportunity to learn how to organize work and personal success. Skills taught may include prioritizing, recognizing procrastination, identifying task steps, sorting/ categorizing items for home and work place, and exercising time management.

## **Prerequisite(s):**

- Documented cognitive/ mental health disability and intake interview.

For more information visit our [timetable](#)

## AED-045 Basics of Emergency First Aid

30 hrs, 1 credit

This course is designed to introduce students to basic first aid practices for emergency situations. It can prepare students who wish to take a certificate course in Emergency First Aid.

### **Prerequisite(s):**

- Documented cognitive or mental health disability and intake interview.

For more information visit our [timetable](#)

## AED-046 Introduction to Inspiration Computers

60 hrs, 2 credits

This course will enable students to learn to use the Inspiration Computer Program tools such as graphic organization and outlines, and to apply their use in research, goal planning, literacy, and other practical purposes.

### **Prerequisite(s):**

- Documented cognitive or mental health disability and intake interview.

For more information visit our [timetable](#)

## AED-047 Emergent Literacy

30 hrs, 1 credit

This course is designed to increase literacy skills for emergent learners. It will teach useful and relevant language that is used in work and everyday life. The course is learner centered. The course involves learning the Dolch sight words and integrating those words with work based vocabulary. Learners will be exposed to reading, writing, listening, speaking and critical thinking.

### **Prerequisite(s):**

- Documented cognitive/ mental health disability; intake interview.

For more information visit our [timetable](#)

## AED-048 Literacy: Book Club

90 hours lecture, 2 credits

Students will participate in reading, listening, discussing and writing about a variety of literature which may include fiction and non-fiction novels and short stories, poetry, and plays.

### **Prerequisite(s):**

- Admission interview with ASD instructor

For more information visit our [timetable](#)

## AED-050 Preparation for FoodSafe

2 hours lecture/ one-on-one liaison with student and support staff; 32 hours

Students who take this course will be introduced to Foodsafe Certificate course information. They will participate in a variety of pre-test and practice exercises that will help to prepare them for certification. Students who wish to complete the Foodsafe certificate must take the actual test upon completion of this preparatory course. There will be an additional charge for the actual Foodsafe course testing.

### **Prerequisite(s):**

- Admission Interview with an ASD Instructor

For more information visit our [timetable](#)

## AED-051 Work Experience Extension

60 hrs, 2 credits

The student will identify possible work experience settings, participate in self-evaluation, work site evaluation, site specific safety assessment, and demonstrate specific skills at one or more work sites.

### **Prerequisite(s):**

- Interview with Instructor.

For more information visit our [timetable](#)

## AED-052 Anger Management

2 hours lecture

This course will enable students to learn about anger and what anger looks like, sounds like and feels like in themselves and others. Students will be exposed to and practice anger management strategies.

### **Prerequisite(s):**

- Admission interview with ASD instructor

For more information visit our [timetable](#)

## AED-053 Schedule, Clock and Calendar Skills

1 credit

This course will provide students with the opportunity to enhance understanding and use of time & clocks, calendars, and various schedules.

For more information visit our [timetable](#)

## AED-054 Literacy for Life 2

60 hrs, 2 credits

This course is designed to build literacy skills already developed in Literacy For Life (AED 038), and to aid in useful and relevant integration of new or previously acquired skills into work and everyday life. The course is learner centered. Students are involved in determining the content, and their individual goals, and they assist in the evaluation process through ongoing self-assessment. The course instructor integrates the individual learning goals with informal and formal assessments.

### **Prerequisite(s):**

- AED 038 and meeting with Instructor

For more information visit our [timetable](#)

# AED-055 Literacy for Life 3

60 hrs, 2 credits

This course is designed to build literacy skills already developed in Literacy for Life (AED 038) and Literacy for Life 2 (AED 054), and to aid in useful and relevant intergration of new or previously acquired skills into work and everyday life. The course is learner centered. Students are involved in determining the content, and their individual goals, and they assist in the evaluation process through ongoing self-assesment. The course instructor integrates the individual learning goals with informal and formal assessments.

## **Prerequisite(s):**

- AED 054 (Literacy for Life 2) and meeting with Instructor

For more information visit our [timetable](#)

# AED-056 Workplace Safety Literacy

60 hrs, 2 credits

This course will enhance workplace safety. Connecting information from Employment Transition courses, personal knowledge and workplace experiences will be the basis to building workplace safety literacy skills. This course will aid in useful and relevant integration of literacy skills into work.

## **Prerequisite(s):**

- Meeting with Instructor

For more information visit our [timetable](#)

# AED-057 Advanced Literacy

75 hours, 2 credits

This course is designed to provide an opportunity for students with higher levels of literacy in the ASD program to study English at a level that will encourage a development of more literacy skills. Students will be exposed to reading and writing at their literacy level. Students will practice writing grammatically correct sentences and paragraphs. Students will read passages and

demonstrate comprehension of what they read. Students are involved in determining the content of the course, based on their individual goals. Students assist in the evaluation process through ongoing self-assessment. The course instructor integrates the individual learning goals with the informal and formal assessments.

**Prerequisite(s):**

- Documented Cognitive/ Mental health disability; intake interview

For more information visit our [timetable](#)

## AED-058 Workplace Literacy

108 hours lecture, 2 credits

The Workplace Literacy course is offered alongside Employment Transition Courses: Workplace Expectations, Workplace Safety, Workplace Communication, Goal Planning and Personal Development, and Work Search and Interview Skills in order to provide students with the opportunity to develop literacy skills specific to the course content of the ET program courses.

**Prerequisite(s):**

- Admission interview with ASD instructor.

For more information visit our [timetable](#)

## AED-059 Math and Money Basics

30 hrs, 1 credit

This course will teach the basics of numeracy skills (addition, subtraction, multiplication, and division). Students will develop skills of working with money such as taking a payment and making change.

**Prerequisite(s):**

- Meeting with Instructor

For more information visit our [timetable](#)

## AED-060 Contemporary Issues

3 hours lecture; 108 hours

General topics and workshops are presented on employment skills, personal development, daily living, and community access. Specific topics are determined in consultation with students and support agency personnel and may include assertiveness skills, anger management, information sessions with support agencies, goal setting, budgeting/money management, employer contact skills, public speaking, drug and alcohol awareness, medical and augmentative medical issues, etc.

**Prerequisite(s):**

- Admission interview with an ASD instructor

For more information visit our [timetable](#)

## AED-062 Introduction to Peer Support

2 hours lecture/ one-on-one liaison with students and support staff; 32 hours

Students who take this course will be introduced to peer support concepts and practice them within the context of the class. Depending on funding within their community they may have an opportunity to practice the skills in a community peer support program.

**Prerequisite(s):**

- Admission Interview with ASD Instructor

For more information visit our [timetable](#)

## AED-063 Advanced Literacy 2

60 hrs, 2 credits

This course is designed to build on literacy skills already developed in Advanced Literacy (AED 057), and to aid in useful and relevant integration of new or previously acquired skills into work and everyday life. The course is learner centered. Students will practice writing, reading and responding to employment based and interest based materials. Students will write sentences of increasing complexity and meaning as well as read passages and demonstrate comprehension of what they have read through discussion and written responses.



**Prerequisite(s):**

- AED 057 (Advanced Literacy) and meeting with Instructor

For more information visit our [timetable](#)

## AED-064 Advanced Literacy 3

60 hrs. 2 credits

This course is designed to build on literacy skills already developed in Advanced Literacy 2 (AED 063), and to aid in useful and relevant integration of new or previously acquired skills into work and everyday life. The course is learner centered. Students will practice writing, reading and responding to employment based and interest based materials. Students will write sentences of increasing complexity and meaning as well as read passages and demonstrate comprehension of what they have read through discussion and written responses.

**Prerequisite(s):**

- AED 063 (Advanced Literacy 2) and meeting with Instructor

For more information visit our [timetable](#)

## AED-065 Literacy Book Club 2

60 hrs, 2 credits

Students will participate in reading, listening, discussing and writing about a variety of literature which may include fiction and non-fiction novels and short stories, poetry and plays.

**Prerequisite(s):**

- AED 048 Literacy Book Club and meeting with Instructor

For more information visit our [timetable](#)

## AED-066 Literacy Book Club 3

60 hrs, 2 credits

Students will participate in reading, listening, discussing and writing about a variety of literature which may include fiction and non-fiction novels and short stories, poetry and plays.

**Prerequisite(s):**

- AED 065 (Literacy Book Club 2) and meeting with Instructor

For more information visit our [timetable](#)

## AED-067 Adaptive Technology for Communication

30 hrs, 1 credit

This course will teach students how to use new and existing technology to enhance communication and literacy skills.

**Prerequisite(s):**

- Meeting with Instructor

For more information visit our [timetable](#)

## AED-068 Basic Computer Skills 2

1 credit

This course is designed to address both computer and literacy skills. It will provide students with basic knowledge of components of a computer system and how to use it. The course will teach word processing, an improvement in typing fluency, use of the internet with support, formatting of small slide show and poster projects and literacy skills.

**Prerequisite(s):**

- AED 030, documented cognitive/mental health disability, and intake interview

For more information visit our [timetable](#)

## AED-069 Computer Foundations 2

1 credit

This course is designed to address computer skill development for beginning computer users. It will provide students with practice using the components of a computer system. The course will teach word processing, an improvement in typing fluency, use of the internet with support, and formatting of small slide show and poster projects.

**Prerequisite(s):**

- AED 041, documented cognitive/mental health disability, and intake interview

For more information visit our [timetable](#)

## AED-070 Intermediate Computer Skills 2

2 credits

This second Intermediate Computer Skills course will provide students who have taken the first Intermediate Computer Skills course to continue developing their skills. Students will use the internet to do research, gather information and images to create projects on a variety of topics. Students will communicate with email, messenger, share documents, work concurrently on web-based projects and create projects independently. Students should be prepared to work independently and cooperatively.

**Prerequisite(s):**

- AED 036, documented cognitive/mental health disability, and intake interview

For more information visit our [timetable](#)

## AET-020 Red Cross Emergency Medical Responder - EMR

80 hours

The EMR course provides the knowledge and skills necessary in an emergency to help sustain life, reduce pain, and minimize the consequences of injury or sudden illness in a pre-hospital setting and includes CPR level HCP and AED. The certification is valid for three years. Being a certified EMR opens the doors to a variety of employment opportunities including BC Ambulance Services, private ambulance services (ie LifeSupport Transport), fire departments,

law enforcement, ski-patrol and rescue, and industry employers in remote locations in BC / Alberta.

**Prerequisite(s):**

- Participants must be certified in Standard First Aid with CPR level C or higher. Pre-reading and homework required, contact First Aid Dept at 250-334-5092 to arrange to get course materials. Minimum of 16 years of age. Students under 19 require a parent / guardian signed waiver.

For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

## AET-021 Emergency Medical Responder - Refresher

32 hours

This course is for students who hold a valid Emergency Medical Responder Certification who would like to join an existing course for practical refresher.

**Prerequisite(s):**

- This training must be pre-approved by the First Aid Program Regional Training Officer at NIC. Participants must hold a current EMR certificate. Minimum of 19 years of age.

For more information visit our [timetable](#)

## AMH-100 Workplace Safety

33 hours

This course encompasses instruction on personal safety, shop and equipment operations and safe worksite practices within the automotive worksite environment. Instruction also encompasses Worksafe BC and WHMIS regulations.

**Prerequisite(s):**

- Admission to the Automotive Service Technician Harmonized Program

For more information visit our [timetable](#)

# AMH-101 Employability Skills

27 hours

This course introduces essential workplace skills including: using electronic service information, communication skills, computer applications and employment readiness skills.

## **Prerequisite(s):**

- Admission to the Automotive Service Technician Harmonized Program

For more information visit our [timetable](#)

# AMH-102 Tools and Equipment

90 hours

This course encompasses tool usage and safety in the automotive service trade. Instruction includes hand, power, measuring tools, electronic service and automotive shop equipment. Safe use and maintenance of tools is emphasized.

## **Prerequisite(s):**

- Admission to the Automotive Service Technician Harmonized Program

For more information visit our [timetable](#)

# AMH-103 General Automotive Maintenance

150 hours

This course introduces the processes of general automotive maintenance including: inspecting tires and wheels, servicing filters, belts and hoses, selecting lubricants and fluids, servicing cooling systems, exhaust systems, transmissions, and drive line repair.

## **Prerequisite(s):**

- Admission to the Automotive Service Technician Harmonized Program

For more information visit our [timetable](#)

# AMH-104 General Automotive Practices

90 hours

The course introduces principles of engine operation, fuel systems, emission controls, and hybrid and electric vehicle theory and safety protocols; assessing leaks and servicing gaskets and seals; and learning basic welding techniques.

## **Prerequisite(s):**

- Admission to the Automotive Service Technician Harmonized Program

For more information visit our [timetable](#)

# AMH-105 Brake Systems

135 hours

This course encompasses theoretical and practical instruction on brake systems to include: hydraulic, drum and disc brakes, power assist systems and anti-lock brake systems.

## **Prerequisite(s):**

- Admission to the Automotive Service Technician Harmonized Program

For more information visit our [timetable](#)

# AMH-106 Steering Systems

144 hours

This course encompasses servicing steering gears, steering columns (including air bags), linkage and power steering systems. Wheel alignment and four wheel steering systems will also be covered.

## **Prerequisite(s):**

- Admission to the Automotive Service Technician Harmonized Program

For more information visit our [timetable](#)

# AMH-107 Suspension Systems

90 hours

This course introduces suspension systems, frame types, suspension geometry, components, shocks, and servicing requirements and standards.

## **Prerequisite(s):**

- Admission to the Automotive Service Technician Harmonized Program

For more information visit our [timetable](#)

# AMH-108 Basic Electrical Systems

126 hours

This course places emphasis on automotive electrical systems. Instruction includes basic principles of electricity, batteries, electronics, engine management, ignition systems, vehicle restraint systems and wiring harnesses; their uses and services requirements.

## **Prerequisite(s):**

- Admission to the Automotive Service Technician Harmonized Program

For more information visit our [timetable](#)

# AMH-109 Work Habits

15 hours

This course encompasses essential workplace habits as required by the Automotive Service Industry. Instruction encompasses safety, teamwork and leadership at the worksite, workplace etiquette and attitude, document use, awareness of procedures and awareness of workplace requirements.

## **Prerequisite(s):**

- Admission to the Automotive Service Technician Harmonized Program

For more information visit our [timetable](#)

# ANH-100 Domestic Animal Anatomy and Physiology

33 hours

This course will provide information on the structure and function of the major parts of dogs and cats. Topics include basic terminology, identification of animal body systems, and understanding structure and functions related to each body system.

## **Prerequisite(s):**

- Admission to the Animal Care Aid Program

For more information visit our [timetable](#)

# ANH-101 Introduction to Radiology

9 hours

This course introduces students to the basic principles of radiology. Topics include components and function of the x-ray machine, the formation of x-ray beams, and radiation safety. Students learn to assist the Animal Health Technician or Veterinarian in producing a radiograph and image through digital, automatic processor, or dip tank technology.

## **Prerequisite(s):**

- Admission to the Animal Care Aid Program

For more information visit our [timetable](#)

# ANH-102 Basic Laboratory Procedures

18 hours

This course covers the use and care of basic equipment such as microscopes, centrifuges, and in-house serum analysers. You will learn how to prepare simple lab tests and learn about parasitology.

## **Prerequisite(s):**



- Admission to the Animal Care Aid Program

For more information visit our [timetable](#)

## ANH-103 Hospital Care

48 hours

This course covers a wide range of issues and topics including: vaccines, immunology, bandaging, nutrition, common diseases, dental care, sanitation, grieving, euthanasia, restraint and handling, administration of medications, breeds and behavior. Participants examine current animal welfare issues from a veterinary perspective.

### **Prerequisite(s):**

- Admission to the Animal Care Aid Program

For more information visit our [timetable](#)

## ANH-104 Basic Surgical Procedures

18 hours

Students will learn basic surgical care involving animals including anesthesia, common surgeries, sterile techniques, and postoperative care. Identification and care of surgical instruments will be introduced within a lab component.

### **Prerequisite(s):**

- Admission to the Animal Care Aid Program

For more information visit our [timetable](#)

## ANH-110 Work Experience for Animal Care Aide

20 hours (Practicum)

The twenty hours of mandatory work experience provides an opportunity for students to integrate and apply skills and knowledge obtained through coursework and to practice these skills in a workplace setting. A minimum of 15 hours must take place in a veterinary facility,

with a maximum of 5 hours in an animal care facility, i.e. animal shelter or rehabilitation/recovery facility to be approved by the instructor. Previous documented work experience may be considered in lieu of this placement.

**Prerequisite(s):**

- Admission to the Animal Care Aid Program

For more information visit our [timetable](#)

## ANH-112 Veterinary Reception

9 hours

This course is designed to help students learn how to effectively work in the reception area by keeping proper records and logs, admitting/discharging, booking appointments, and managing hospital inventory. Personal and professional skills include the development of effective communication, interpersonal relations, client relations, teamwork and problem solving.

**Prerequisite(s):**

- Admission to the Animal Care Aid Program

For more information visit our [timetable](#)

## ANT-150 Cultural Anthropology

3 hours lecture/tutorial, or distance (D), 3 credits

This audio-visual course focuses on the cross-cultural study of human diversity. Topics include patterns of subsistence, linguistics, social, political and economic organization, religion, aesthetics, and the future of humanity.

**Prerequisite(s):**

- C in one of Provincial English 12, English First Peoples 12, ENG 060, ENG 096, ENG 098 or ESL 090; or assessment.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](http://BCTransferGuide.ca)

# ANT-151 Physical Anthropology & Archaeology

3 hours lecture/tutorial, or distance (D), 3 credits

This course is an introduction to the sub-fields of anthropology: physical anthropology and archaeology. Through readings and audio-visual material, the origins and development of humans and their cultures are explored, including the development of the civilizations of the Old and New World.

## Prerequisite(s):

- C in one of ENG 060, ENG 096, ENG 098 or ESL 090, or Provincial English 12, English First Peoples 12, or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# ANT-250 Ethnology of North America

3 hours lecture/tutorial, 3 credits

An examination of traditional and post-contact aboriginal societies using a culture area approach. This background will lead to consideration of the status of Aboriginal People in contemporary Canadian Society.

## Prerequisite(s):

- C in one of Provincial English 12, English First Peoples 12, ENG 060, ENG 096, ENG098, or ESL 090; or assessment.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# ANT-251 Principles of Archaeology

3 hours lecture/tutorial, 3 credits

This course surveys the methods and theoretical conceptions which archaeologists use to interpret world prehistory using selected sites from throughout the world. Weather permitting, location and excavation of a contemporary site may be attempted.

**Prerequisite(s):**

- C in one of Provincial English 12, English First Peoples 12, ENG 060, ENG 096, ENG 098, or ESL 090; or assessment.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## ANT-260 Forensic Anthropology

1.5 hours lecture, 1.5 hours lab, 3 credits

This is an introductory course of forensic anthropology, a branch of physical anthropology. Forensic anthropology involves human osteology, and is directed towards identifying human remains for legal purposes. Students will learn to assess through physical remains the sex, stature, and 'age at death' of human specimens, as well as the validity of determining 'genetic heritage'. Students will learn to understand how teeth and bones can give evidence of behavioural patterns, trauma and disease, and how to assess cause and manner of death, and the effect of a postmortem interval on determining the above.

**Prerequisite(s):**

- C in one of Provincial English 12, English First Peoples 12, ENG 060, ENG 096, ENG098, or ESL 090; or assessment.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## ANT-293 Third Rock Archaeology

18 hours lecture, 12-21 days travel, 3 credits

This archaeology course combines academic study with first person experience of archaeological sites as part of a tour group. This course is only offered in the Spring or Summer semester, and will feature a series of preparatory and follow-up lectures and seminars.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090; and signed liability waiver.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](http://BCTransferGuide.ca)

## AQT-100 Introduction to Aquaculture

3 credits

This course will put regional aquaculture into a global context. The importance of aquaculture in addressing growing seafood security issues will be outlined and the production approaches and future trends will be reviewed. As an overview course, students will examine various aquaculture production approaches with a focus on those of other regions - tropical, marine, freshwater, etc. A regular component of this course will be a review and discussion of current events, developments and innovations as they relate to aquaculture.

### **Prerequisite(s):**

- Admission to the Aquaculture Technician Certificate program.

For more information visit our [timetable](#)

## AQT-105 Shellfish and Algal Production

3 credits

This course provides an overview of the production approaches used in the shellfish aquaculture sector. Topics include seed transport, juvenile rearing systems (e.g., Floating Upweller System (FLUPSY) design and function), production systems (raft, longlines, beach), containment structures (nets, trays), farm siting, production planning, growing water and product quality monitoring and husbandry protocols such as grading, tumbling, beach hardening, predator protection, and gear fouling management. In addition, system maintenance is covered, including anchoring, materials use/life cycle, and other Standard Operating Protocols (SOP's) will be reviewed. Algal production of seaweeds and microalgae will be discussed.

### **Prerequisite(s):**

- Admission to the Aquaculture Technician Certificate program.

For more information visit our [timetable](#)

# AQT-110 Finfish Husbandry

3 credits

This course provides an overview of the production approaches used in the finfish aquaculture sector. Following a review of the various production systems used for finfish production and the environmental conditions appropriate for farm siting, topics associated with farm operations will include feeding systems and protocols, production planning, finfish health practices, stocking density, grading, weight samples, harvest procedures, finfish transport, and fish processing.

## **Prerequisite(s):**

- Admission to the Aquaculture Technician Certificate Program.

For more information visit our [timetable](#)

# AQT-115 Aquaculture Health & Safety

3 credits

Students will be introduced to the specifics of aquaculture safe workplace practices and systems. The purpose and correct methodology behind hazard recognition and emergency preparedness will be explored as well as information relating to personal protective equipment requirements and specifications.

## **Prerequisite(s):**

- Admission to the Aquaculture Technician Certificate program.

For more information visit our [timetable](#)

# AQT-120 Strategies for Success

3 credits

Students will participate in applied skills training to prepare for transition into the aquaculture industry. Instruction and applied learning will encompass computer skills, leadership skills, site organization, effective communications, teambuilding, dealing with conflict, workplace respect, and working cooperatively in a diverse work environment. Instruction also includes applied practical hands on skills specific to the worksite.

**Prerequisite(s):**

- =Admission into the Aquaculture Tech Certificate program

For more information visit our [timetable](#)

## AQT-125 Aquaculture Field School

3 credits

This course will provide each student with the of fish culture in a mock up facility. Students will gain hands-on experience in fish culture that includes incubating fertilized eggs, culturing larvae, feeding juveniles, monitoring development and growth rate, calibrating scientific equipment and meters, measuring important water parameters, managing a system and communicating with team members, and performing daily system checks. Students will also have the opportunity to visit aquaculture facilities of collaborating aquaculture industry partners and government agencies including Fisheries and Oceans Canada.

**Prerequisite(s):**

- Admission to the Aquaculture Technician Certificate program.

For more information visit our [timetable](#)

## AQT-130 Aquaculture Practicum

3 credits

This course will provide each student with the opportunity to apply their learning with an industry employer at an aquaculture facility. With supervision, the students will learn to apply their knowledge and skills in the husbandry of finfish or shellfish in either freshwater or seawater production sites. In particular, the participant will have the opportunity to perform specific tasks such as water quality monitoring and record keeping, fish handling, feeding and health management of fish, disinfection/biosecurity, mortality removal and coding, emergency response, including health and safety, the equipment and site infrastructure operation, and maintenance and other activities common in daily routine of a commercial aquaculture facility.

**Prerequisite(s):**

- Admission to the Aquaculture Technician Certificate Program.

For more information visit our [timetable](#)

## AQT-200 Sustainable Aquaculture

3 credits

This course discusses important issues related to the effect of aquaculture to the environment, economy and society. The scope encompasses ecological interactions between aquaculture and the environment from local to ecosystem scales, including current issues, comparison of systems, species, production methods, environments, and socioeconomics. In addition, a variety of Canadian aquaculture sustainability approaches will be discussed including regulations, permits, certifications, and fish health management plans.

### **Prerequisite(s):**

- Admission to Aquaculture Technician Diploma program.

For more information visit our [timetable](#)

## AQT-201 Biology of Cultured Finfish

3 credits

This course provides an overview of several major biological concepts, with an emphasis on the biology of salmonid species utilized in the aquaculture industry. The course covers topics on taxonomy and diversity, anatomy, organ systems, reproduction, life cycle, life history and migration patten, physiology, ecology, and genetics as they relate to aquaculture.

### **Prerequisite(s):**

- Admission to Aquaculture Technician Diploma program.

For more information visit our [timetable](#)

## AQT-202 Aquaculture Equipment and Facility Maintenance

3 credits



This course will introduce students to the operation and maintenance of aquaculture facilities and equipment. This course also includes technical mathematical skills and use of MS Excel as applied to physical, chemical and biological aspects of the daily operations in an aquaculture farm site. Basic concepts in aquaculture engineering will be introduced as related to operations and management of specific hatchery facilities and farm sites such as basic systems including electrical, plumbing, water supply, drainage, aeration, and recirculating aquaculture systems. Knowledge and skills on the use of "Fishtalk" and "AquaManager" for data entry and analysis of data in the day to day farm site operations will be introduced. Aquaculture safety and health will be reviewed and student will gain hands on experience with operation and maintenance of equipment used at aquaculture facilities.

**Prerequisite(s):**

- Admission to Aquaculture Technician Diploma program.

For more information visit our [timetable](#)

## AQT-203 Aquaculture Technical Communication

3 credits

This course encompasses business communication, technical writing, and presentation methods that are applicable in aquaculture industry operations. Students will learn and practice skills in how to prepare a technical report, memo, internal business email, and other relevant communications. Computer skills in word processing and presentation will be reviewed. Students will also be introduced to project management, teamwork and team building, coaching and mentoring, creative problem solving, workplace diversity, workplace harassment, stress management, interpersonal skills, and conflict resolution.

**Prerequisite(s):**

- Admission to Aquaculture Technician Diploma program.

For more information visit our [timetable](#)

## AQT-204 Finfish Grow-out Production

4 credits

This course focuses on salmonid husbandry techniques and principles that include feeds and feeding (nutrition), fish health and biosecurity, development and growth, physiological requirements, fish handling, environmental monitoring, and culture facilities. Management of salmonids from smolt to marketable size and harvesting procedures will be emphasized. Advances in salmonid culture and application of biotechnology to improve production will be discussed.

**Prerequisite(s):**

- Admission to Aquaculture Technician Diploma program.

For more information visit our [timetable](#)

## AQT-205 Finfish Hatchery Production

4 credits

This course focuses on general salmonid hatchery production techniques and principles. Broodstock development, salmonid reproduction, egg incubation, alevin rearing, parr culture, smoltification, vaccination, and sea site transfer are examined in this context including the control of hatchery conditions to maintain optimal fish health at early life stages. Salmonid hatchery production system and management are highlighted.

**Prerequisite(s):**

- Admission to Aquaculture Technician Diploma program.

For more information visit our [timetable](#)

## AQT-206 Fish Diseases and Health

This course covers health and diseases of salmonids from the perspective of the cultured fish, the pathogen, and the environment. Major viral, bacterial, fungal, and parasitic diseases of aquatic species are studied; and pathogen characteristics, epidemiology, prevention, control and management are investigated. Biosecurity protocols are emphasized. Also included are: sea lice identification and monitoring; and advanced Harmful Algal Monitoring Program (HAMP) training.

**Prerequisite(s):**

- Admission to Aquaculture Technician Diploma program.

For more information visit our [timetable](#)

## AQT-207 Directed Research Project

6 credits

In this Directed Research Project course, students are required to design and complete an independent research project in finfish aquaculture. In consultation with the instructor and industry partners, students will choose a project that will focus on a specific industry issue or problem (i.e., siting, environmental interaction, feeding, predator control, diseases, facility design, new technologies, etc.). The project will include the preparation of a project proposal, review of literature, rationale, objectives, methodology, analyses of results, conclusion and recommendations. After completion of the research project, students will present their results in a class presentation and a written report.

**Prerequisite(s):**

- Admission to Aquaculture Technician Diploma program.

For more information visit our [timetable](#)

## AQT-208 Directed Applied Aquaculture Project

6 credits

In consultation with the instructor, students will choose to complete a Directed Applied Aquaculture Project. Each student is required to design and complete an independent applied project in finfish aquaculture. The proposed study must focus on applied aquaculture, for example: improving production in a freshwater or sea-water site; improving operational management; supporting environmental protection related to sustainable aquaculture practices; or an alternate topic of interest to students. After completion of the applied aquaculture project, students will present results and provide a written report.

**Prerequisite(s):**

- Admission to Aquaculture Technician Diploma program.

For more information visit our [timetable](#)

## ARTS-5121 Printmaking - Open Studio

Open Studio in Printmaking will be held for six weeks. This is non-instructional course for current and former students to have access to the Printmaking studio and equipment.

Printmaking: Open studio is for the continuation of exploratory work and testing for the purpose of learning as initiated in School of Fine Art and Design printmaking courses. A limited amount of materials are included. Students will be required to provide all of their own paper. Screens, registration pins, etching and woodblock tools can be rented through Fine Arts Department.

Please request an information sheet from the Fine Art Studio technician for a full description of materials and studio access information. Students must have successfully completed FIN 115 in order to register for the open studio.

### **Prerequisite(s):**

- Successful Completion of FIN 115.

For more information visit our [timetable](#)

## ARTS-5122 Ceramics - Open Studio

Open Studio in ceramics will be held for six weeks. This is a non-instructional course for current and former students to have access to the ceramics studio and equipment. Ceramics: Open studio is for the continuation of exploratory work and testing for the purpose of learning as initiated in School of Fine Art and Design Ceramic courses. A limited amount of materials are included.

Please request an information sheet from the Fine Art Studio technician for a full description of materials and studio access information. Student must have successfully completed FIN 135 in order to register for the open studio.

### **Prerequisite(s):**

- Successful completion of FIN 135.

For more information visit our [timetable](#)

## ARTS-5123 Darkroom - Open Studio

Open Studio in Darkroom is a six week non-instructional program for current and former students to have access to darkroom equipment. Darkroom: Open Studio is for the continuation of exploratory work and testing for the purpose of learning as initiated in School of Fine Art & Design photography courses. Students are required to provide all of their own paper, film and negative sleeves. Please request an information sheet from the Fine Art Studio technician for a full description of materials and studio access information. Students must have successfully completed FIN 145 in order to register for the open studio.

**Prerequisite(s):**

- Successful completion of FIN 145.

For more information visit our [timetable](#)

## ASM-100 Program Orientation & Workshop Safety

26 hours

This course provides an introduction to the Aircraft Structures Program, to Transport Canada expectations of performance, and to acceptable and safe workplace practices. Topics include acceptable shop practices, WHMIS training, and First Aid training.

**Prerequisite(s):**

- Admission to the Aircraft Structures Technician Program

For more information visit our [timetable](#)

## ASM-101 Regulation, Documentation & Technical Information

22 hours

This provides an introduction to the terminology used in Aircraft Structures Repair (sheet metal) and to the Regulations, Documentation and Technical information used in the control of structural repair of aircraft.

**Prerequisite(s):**

- Admission to the Aircraft Structures Technician Program

For more information visit our [timetable](#)

## ASM-102 Structural Materials & Heat Treatment

32 hours

This course provides an introduction to the technology of materials. Content includes the chemical and physical nature of matter, the types of materials used in aircraft structures and their identification, and how to evaluate their condition. Also included is an introduction to treatments of metals including heat treatment, annealing and hardening.

### **Prerequisite(s):**

- Admission to the Aircraft Structures Technician Program

For more information visit our [timetable](#)

## ASM-103 Tools & Equipment

291hours

This course provides an introduction to the selection, safe and correct use, and maintenance of hand tools, power tools, and shop equipment used to repair aircraft structures. In addition to this introduction specific operating and safety procedures will be learned as students select and use individual tools and equipment throughout the AST Program.

### **Prerequisite(s):**

- Admission to the Aircraft Structures Technician Program

For more information visit our [timetable](#)

## ASM-104 Sheet Metal Fabrication

68 hours

During this course students will manufacture aircraft components in sheet metal to specifications, while following industry standard procedures and processes.

**Prerequisite(s):**

- Admission to the Aircraft Structures Technician Program

For more information visit our [timetable](#)

## ASM-105 Standard & Special Fastener Identification & Installation

66.5 hours

The correct use of fasteners is fundamental to the work of aircraft structural repair. During this course students will learn about the types of fasteners used in aircraft construction, to prepare materials for the installation of a range of fasteners, and to correctly install fasteners.

**Prerequisite(s):**

- Admission to the Aircraft Structures Technician Program

For more information visit our [timetable](#)

## ASM-106 Sheet Metal Repairs & Damage Assessment

107 hours

Much of the work of an Aircraft Structures Technician involves assessing damage to structures and undertaking correct repairs. During this course students will learn a variety of techniques and procedures used to assess damage and then to undertake repairs to acceptable standards as guided by industry accepted techniques and procedures.

**Prerequisite(s):**

- Admission to the Aircraft Structures Technician Program

For more information visit our [timetable](#)

# ASM-107 Surface Preparation & Corrosion Control

12 hours

During this course students will learn about the types of corrosion on metals, how to assess corrosion, methods for its removal, and how to prevent the corrosion of aircraft structures.

## **Prerequisite(s):**

- Admission to the Aircraft Structures Technician Program

For more information visit our [timetable](#)

# ASM-108 Fluid Lines & Conduits

14 hours

During this course students will learn the basic principles of hydraulic systems, how to form tubing, how to install tubing and components, how to flush fluid systems and how to pressure test systems.

## **Prerequisite(s):**

- Admission to the Aircraft Structures Technician Program

For more information visit our [timetable](#)

# ASM-109 Aircraft Systems, Structures & Designs

223.5 hours

In order to conduct repairs the technician should be familiar with aircraft structures, designs and on-board systems. This course provides a comprehensive overview of aircraft from the theory of flight, through the forces acting on aircraft and consequently fundamental design considerations and types of aircraft construction, to aircraft propulsion and operating systems.

## **Prerequisite(s):**



- Admission to the Aircraft Structures Technician Program

For more information visit our [timetable](#)

## ASM-110 Composite Repairs & Fabrication

78 hours

Composite materials are used extensively in modern aircraft. During this course you will learn to safely manufacture and repair composite structures and components. Activities include the construction of moulds and completing repairs using a variety of composite materials.

### **Prerequisite(s):**

- Admission to the Aircraft Structures Technician Program

For more information visit our [timetable](#)

## ASM-111 Tubular Repairs (Welding Excluded)

51 hours

During this course you will learn to undertake repairs in tubular structures. Operations include the assessment, removal and repair or replacement of damaged tubing. Operations include the forming, fitting, splicing and alignment of tubing, and preparing tubular structures for welding.

### **Prerequisite(s):**

- Admission to the Aircraft Structures Technician Program

For more information visit our [timetable](#)

## ASM-112 Wood Structure & Repair

55 hours

Wood remains an integral part of many aircraft. During this course you will learn to inspect and repair wooden structures. Content includes the properties and strength characteristics of wood, assessment of defects and their influence on strength, decay, joining wood, and the manufacturing of wooden structures.

### **Prerequisite(s):**

- Admission to the Aircraft Structures Technician Program

For more information visit our [timetable](#)

## ASM-113 Fabric Repairs

60 hours

During this course you will learn to use fabric coverings and to conduct repairs in the same. Topics include the testing of fabric coverings, installation of fabrics, patch and panel repairs, shrinking, reinforcing, and the installation of grommets and inspection rings.

### **Prerequisite(s):**

- Admission to the Aircraft Structures Technician Program

For more information visit our [timetable](#)

## ASM-114 Thermoplastics

30 hours

During this course you will learn about the thermoplastic materials used in aircraft, and how to identify, select, store, handle, form and repair these materials.

### **Prerequisite(s):**

- Admission to the Aircraft Structures Technician Program

For more information visit our [timetable](#)

## ASM-115 Human Factors

4 hours lecture, 12 hours shop

ASM 115 will provide students with training on the topic of Human factors in aviation maintenance as required by Transport Canada.

### **Prerequisite(s):**

- Admission to the Aircraft Structures Technician Program

For more information visit our [timetable](#)

## ASM-123 Tools and Equipment

120 hours

This course provides an introduction to the selection, safe and correct use, and maintenance of hand tools, power tools, and shop equipment used to repair aircraft structures. In addition to this introduction specific operating and safety procedures will be learned as students select and use individual tools and equipment throughout the Aircraft Sheet Metal Program.

### **Prerequisite(s):**

- Admission to the Aircraft Sheet Metal Technician Program

For more information visit our [timetable](#)

## ASM-125 Strd & Spcl Fastnrs- ID & Installations

27 hours

The correct use of fasteners is fundamental to the work of aircraft structural repair. During this course students will learn about the types of fasteners used in aircraft construction, to prepare materials for the installation of a range of fasteners, and to correctly install fasteners.

### **Prerequisite(s):**

- Admission to the Aircraft Sheet Metal Technician Program

For more information visit our [timetable](#)

## ASM-129 Arcrft Syst, Strctrs & Design

140 hours

In order to conduct repairs the technician should be familiar with aircraft structures, designs and on-board systems. This course provides a comprehensive overview of aircraft from the theory of flight, through the forces acting on aircraft and consequently fundamental design considerations and types of aircraft construction, to aircraft propulsion and operating systems.

**Prerequisite(s):**

- Admission to the Aircraft Sheet Metal Technician Program

For more information visit our [timetable](#)

## BIO-060 Concepts in Biology I (Inhabiting the Human Body)

3 hours lecture and 3 hours lab, online, or distance (D) with attendance at a Campus Lab is required.

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

**Prerequisite(s):**

- C+ in English 11, ENG 052. English 12 is highly recommended. It is also recommended students have CHE 051 or Chemistry 11, although this is not required.
- Take BIO-060L

For more information visit our [timetable](#)

## BIO-060L Concepts of Biology 1 (Inhabiting the Human Body)

**Prerequisite(s):**

- Take BIO 060

For more information visit our [timetable](#)

## BIO-102 Principles of Modern Biology II

3 hours lecture and 3 hours lab, 3 credits

This is one of a pair of biology courses for science majors that introduce students to the biological concepts necessary to continue into second-year biology. This course is designed to

provide students with a general survey of major areas of biology. Topics include ecology, evolution, cell division, genetics, DNA and genes, classification and diversity. The course includes extensive laboratory components.

**Prerequisite(s):**

- C in one of Biology 11, Biology 12, BIO 051, BIO 060 or BIO 110.
- C in one of Chemistry 11 or CHE 051
- Take BIO 102L

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BIO-103 Principles of Modern Biology 1

3 hours lecture + 3 hour lab, 3 credits

This is one of a pair of biology course for science majors that introduce students to the biological concepts necessary to continue into secondary-year biology. This is designed to provide students with a general survey of major areas of biology. Topics include biological chemistry, cellular organization and respiration, photosynthesis, and plant and animal structure and function. The course includes an extensive laboratory component.

**Prerequisite(s):**

- C in one of Biology 11, Biology 12, BIO 060 or BIO 110.
- C in one of Chemistry 11 or CHE 051.
- Take BIO 103L

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BIO-110 Concepts of Biology I (Inhabiting the Human Body)

3 hours lecture + 3 hours lab, 3 credits

This course, containing similar material to that of BC Biology 12 and meeting the same requirements of BIO 060, is designed for non-science majors who require a science elective, or science students without the necessary prerequisites for BIO 102/BIO 103 and/ or BIO 160/161. Topics include an introduction to concepts in cell biology beginning with basic concepts in

chemistry, cell structure, cell energetics, cell division and genetics. The last part of the course will focus on human anatomy and physiology. Throughout the course the connection between topics covered and human health will be emphasized.

**Prerequisite(s):**

- C+ in English 11, ENG 052 or placement testing. English 12 highly recommended. It is also recommended students have CHE 051 or Chemistry 11, although this is not required.
- Take BIO 110L

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BIO-110L Concepts in Biology I

**Prerequisite(s):**

- Take BIO 110

For more information visit our [timetable](#)

## BIO-111 Concepts in Biology II (Inhabiting the Earth)

3 hours lecture + 3 hours lab, 3 credits

This course is designed for non-science students who require a science elective, or science students without the necessary prerequisites for Biology 102 and 103. Topics include a brief review of cell division and genetics to provide a grounding for the discussion of evolution. The course will also provide an introduction to the diversity of life with investigations into the evolution of plant and animal structure and function. Finally, basic concepts in ecology will be introduced to provide a grounding for the discussion of current environmental issues.

**Prerequisite(s):**

- C in one of Provincial English 12, English First Peoples 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.
- Take BIO-111L

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## BIO-159 Human Anatomy & Physiology for Practicing Nurses

lecture, 5 credits

This course gives an overview of the structure and function of 10 body systems. It also discusses various health promotion strategies that work toward optimal function of these systems.

### **Prerequisite(s):**

- C in Biology 12 or BIO 060 or equivalent completed within 10 years.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## BIO-160 Human Anatomy & Physiology I

3 hours lecture + 3 hours lab, 3 credits

This course is the first half of a comprehensive survey of human structure and functions. Topics include: biochemistry, cell biology, genetics, and the anatomy and physiology of the integumentary musculoskeletal, nervous and endocrine systems. An extensive laboratory component is included.

### **Prerequisite(s):**

- C+ in Biology 12, BIO 060 or BIO-110.
- C+ in Chemistry 11 or CHE 051. Biology and Chemistry prerequisites must have been completed within the last 10 years.
- Take BIO-160L

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## BIO-161 Human Anatomy & Physiology II

3 hours lecture + 3 hours lab, 3 credits

This course is the continuation and completion of the comprehensive survey of human structures and functions started in Human Anatomy and Physiology I. It includes an extensive laboratory component.

**Prerequisite(s):**

- C in BIO 160
- Take BIO-161L

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BIO-200 Cell Biology

3 hours lecture + 3 hours lab, 3 credits

A study of the ultrastructure and function of cell organelles and membranes, DNA and chromosomes, cellular movements and cellular reproduction.

**Prerequisite(s):**

- BIO 102, BIO 103, CHE 110 and CHE 111 Minimum Grade C
- Take BIO-200L

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BIO-201 Introduction to Biochemistry

3 hours lecture + 1.5 hours tutorial, 3 credits (may be offered in alternate years)

This course provides an introduction to structural and functional aspects of cell chemistry.

Topics include biological molecules and their relationships, protein structure, enzyme action, energy transfer, metabolic processes and control mechanisms.

**Prerequisite(s):**

- BIO 102/BIO 103 and CHE 200/201 (which may be taken concurrently) Minimum Grade C
- Take CHE-201

For more information visit our [timetable](#)



For information about transferability: [BCTransferGuide.ca](https://www.bctransferguide.ca)

## BIO-202 Principles of Genetics

3 hours lecture + 1.5 hours tutorial, 3 credits(may be offered in alternate years)

A study of the principles and mechanisms of inheritance, including an analysis of transmission genetics, the nature and function of the genetic material, molecular genetics and population genetics.

### Prerequisite(s):

- C in BIO 102 and BIO 103.
- C in CHE 110 and CHE 111.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](https://www.bctransferguide.ca)

## BIO-211 Invertebrate Biology

Scheduled lecture and Lab (3 hours/week) or distance (1.5 hours tutorial via MITV) with lab sessions arranged with instructor, 3 credits(may be offered in alternate years)

An introduction to the major invertebrate taxa from sponges to chordates with emphasis on functional anatomy, life-cycles, evolution, diversity and ecology. A compulsory 3-day field trip to the West Coast of Vancouver Island is an integral part of this course. Lab work involves first hand and microscopic observations of living animals with some dissections. Field work involves observations of intertidal and subtidal invertebrate individuals and their community ecology.

### Prerequisite(s):

- BIO 102 and 103 or BIO 110 and 111 Minimum Grade C
- Take BIO-211L

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](https://www.bctransferguide.ca)

## BIO-215 Introductory Microbiology

3 hours lecture,3 hours lab, 3 credits

This is an introduction to the field of microbiology. Topics covered include: prokaryotic cell structure and function; microbial growth, factors affecting growth, and control of growth; microbial metabolism; prokaryotic genetics and gene regulation; microbial classification and diversity; and, viruses. Specific skills learned in the laboratory include: sterile technique, bacterial culture, microscopy and staining, serial dilution, bacterial metabolism, fecal coliform testing, and antimicrobial agents in the control of microbial growth.

**Prerequisite(s):**

- Bio 102/103 or Bio 160/161 or Bio 110/111 Minimum Grade C
- Take BIO-215L

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BIO-230 Principles of Ecology

3 hours lecture , 3 hours lab, 3 credits

An introduction to the basic principles of ecology. BIO 230 explores the physical components of the environment, adaptations of organisms to the physical environment and how elements of the environment influence the distribution and abundance of organisms. Community structure and dynamics, ecosystem energetics, nutrient cycles, and biological interactions at the population, community, and ecosystem levels are examined. The lab series offers students hands-on opportunities to study natural systems and practice several sampling techniques. The majority of the labs take place in an outdoor setting and may include a 2-day field trip during a weekend.

**Prerequisite(s):**

- BIO 102 & BIO 103 or BIO 110 & BIO 111. Minimum Grade C MAT 115 is strongly recommended
- Take BIO-230L

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BIO-241 Traditional Ecological Knowledge (TEK)

3 hours lecture, 3 credits

This course will explore Traditional Ecological Knowledge (TEK) as it relates to contemporary health and environmental issues with particular emphasis on topics relevant to First Nations people of Vancouver Island and the adjacent mainland. Students who do not meet course prerequisites but have life or work experience that would qualify them to enrol in this course are encouraged to contact the instructor.

**Prerequisite(s):**

- BIO 102 and BIO 103 or BIO 110 and BIO 111 or BIO 170 and BIO 171 Minimum Grade C

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## BIO-250 Directed Independent Studies in Biology<sup>PLA</sup>

3 credits

This course provides the student with an opportunity to carry out independent research under supervision of a Departmental faculty member. The course is designed for students who have completed 1st year Biology. The main content of the study will be the practical aspects of carrying out independent research and may include three or more of the following activities, mutually agreed upon by both student and faculty supervisor: formulate a research question; collect relevant background literature; write a literature review; prepare a grant question; carry out research independently; collate and interpret results; formulate logical and reasonable conclusions regarding the experiment. The student may choose to work on a project or research topic that relates to research currently ongoing at the College.

**Prerequisite(s):**

- BIO 102 and BIO 103 or BIO 110 and 111; CHE 110 and 111; MAT 115 Minimum Grade C

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## BIO-260 Pathobiology I

3 hours lecture, 3 credits

This course is the first half of an overview of basic health science. It provides an introduction to the principles of pathophysiology, microbiology, immunology, pharmacology, and nutrition relevant to nursing. The focus is on concepts and mechanisms, with prototype diseases and prototype drugs given as examples. A series of assignments provides opportunities to investigate other diseases that may be encountered in the clinical area.

**Prerequisite(s):**

- BIO 161 and enrolment in the 2nd year Nursing Program Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BIO-261 Pathobiology II

3 hours lecture, 3 credits

This course is the continuation and completion of the introduction to the principles of pathophysiology, microbiology, immunology, pharmacology, and nutrition started in Pathobiology I. Again, the focus is on concepts and mechanisms, with prototype diseases and prototype drugs given as examples.

**Prerequisite(s):**

- BIO 260 and enrolment in the 2nd year Nursing Program Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BUS-100 Financial Accounting Fundamentals

3 Hours lecture, 3 credits

This course presents a balanced and integrated introductory view of financial accounting. Students will be introduced to financial statement preparation procedures and techniques as well as to the fundamental analysis of financial statements for decision makers. The concepts and principles (Generally Accepted Accounting Principles) that link preparation and use are given explicit attention. Credit will only be granted for either BUS 100 or BUS 112.

**Prerequisite(s):**

- C in one of Principles of Math 11, Pre Calculus 11 or MAT 053; or C+ in Foundations of Math 11 or MAT 055; or by assessment; or by admission to either the Tourism and Hospitality Management Certificate or Tourism and Hospitality Management Diploma programs.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BUS-132 Mathematics of Finance

3 hours lecture, or distance (D), 3 credits

This course will provide the student with the skills necessary to solve common, practical business problems that employ the mathematics of finance. Topics covered include linear applications for business, simple interest and discount, compound interest, amortization, general annuities, bonds, and capital decision models. Emphasis is on practical problem solving in business.

**Prerequisite(s):**

- C in one of Principles of Math 11, Pre Calculus 11, MAT 053, Applications of Math 12; or C+ in Foundations of Math 11 or MAT 055; or assessment.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BUS-150 Administrative Principles

3 hours lecture, or distance (D), 3 credits

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.

**Prerequisite(s):**

- C+ in one of Provincial English 12, English First Peoples 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## BUS-152 Entrepreneurship & Small Business Management

3 hours lecture, or Distance (D), 3 credits

This course provides students with a broad range of basic business skills. Topics include business plan development, legal issues of business start-up and management, financing, marketing, and basic record keeping for a small business venture.

### Prerequisite(s):

- C+ in one of Provincial English 12, English First Peoples 12, ENG 060, ENG 096, ENG 098, or ESL 090; or assessment.
- C in one of Principles of Math 11, Pre Calculus 11, MAT-053, Applications of Math 12; or C+ in Foundations of Math 11 or MAT 055; or assessment.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## BUS-162 Basic Marketing Principles & Practices

3 hours lecture, or distance (D), 3 credits

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.

### Prerequisite(s):

- C+ one of Provincial English 12, English First Peoples 12, NIC ENG 060, ENG 096, ENG 098 or ESL-090; or by assessment; or by admission to either of the Tourism and Hospitality Management Certificate or Tourism and Hospitality Management Diploma programs.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

# BUS-170 Computer Applications for Business

3 hours lecture/lab, 3 credits

This course introduces students to computing concepts and skills using industry standard business application software in a hands-on Windows environment. Students will learn to use word processing, spreadsheet, database and presentation software applications and be able to apply them to various organizational functions. This course provides a practical base for developing sound analytical computing skills necessary in today's business world.

## **Prerequisite(s):**

- C in one of Principles of Math 11, Pre Calculus 11 or MAT 053; or C+ in Foundations of Math 11 or MAT 055; or by assessment; or by admission to either of the Tourism and Hospitality Management Certificate or Tourism and Hospitality Management Diploma programs.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# BUS-197 Business Administration Co-operative Education Work Term 1

Full-time work term, 3 credits

This course consists of full-time paid employment in positions related to the student's program of study. Students learn to transfer their learning from the classroom and previous life/work experience to the Co-operative Education (Co-op) Work Term setting. They also learn new skills to enhance their future academic study and post-graduation employment success. Students set learning goals with their employers and then assess and report their progress through assignments, the onsite visit and the Work Term report. The course provides an opportunity for students to 'test-drive' their new skills, evaluate their employment goals and gain valuable employer contacts and references. Students must complete Co-Operative Education Pre-Employment-Seminar (EMP 100) in the Fall term as a prerequisite to this course in the spring.

## **Prerequisite(s):**

- Enrollment in EMP 100.

For more information visit our [timetable](#)

## BUS-200 Financial Accounting Fundamentals II

3 hours lecture, 3 credits

This course is intended for students who plan to pursue further accounting courses. It provides additional depth to the concepts introduced in BUS 100 with a focus on financial statement concepts, preparation and adjusting entries.

### **Prerequisite(s):**

- C in one of BUS-100 or BUS-112.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BUS-211 Intermediate Financial Accounting I

3 hours lecture, 3 credits

This course studies accounting from the viewpoint of the manager as a decision-maker. The emphasis is on analysis of accounting theory and the means available to the manager to use accounting information for planning and control of business activities. Balance sheet accounts are explored in further detail and disclosure requirements are dealt with.

### **Prerequisite(s):**

- C in BUS 200 or BUS 113.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BUS-217 Management Accounting

3 hours lecture, 3 credits

Studies the role of the management accountant, cost concepts and terminology, cost flows, cost allocation, job and process costing, service departments, standard costs and variances, joint products, relevant costs and pricing.

### **Prerequisite(s):**



- C in BUS 100 or BUS 113

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BUS-221 Commercial Law

3 hours lecture, 3 credits

This course introduces students to relevant legal issues in business environments. Course topics include an introduction to torts, contracts and appropriate legislation regarding specialized forms of contractual relationships.

### **Prerequisite(s):**

- C+ in one of Provincial English 12, English First Peoples 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BUS-223 Taxation I

3 hours lecture, 3 credits\*

This course is the first course in a two-part series that provides an introduction to the Canadian Income Tax system. It will introduce the basic principles and practices of individual taxation. Topics include residency, employment, business and property income, capital gains and losses, calculation of personal taxes payable and administration of the tax system.

### **Prerequisite(s):**

- C in BUS 100 or BUS 113

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BUS-244 Finance

3 hours lecture, 3 credits

This course provides students with a general framework for financial decision-making. Topics include financial markets, valuation, portfolio theory, the risk-return tradeoff, the firm's required rate of return, capital budgeting, capital structure, and working capital management. Note: The ability to work with spreadsheets is an advantage, but is not required.

**Prerequisite(s):**

- C in BUS 113 or BUS 100; and BUS 132 and MAT 115.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BUS-248 Introduction to Non-Profit Management

3 hours lecture, 3 credits

The Introduction to Non-Profit Management is a comprehensive course designed for existing volunteers and executives working within the non-profit sector. The course is intended to provide a broad overview of relevant skills that can be applied immediately in the workplace. Topics include board governance, strategic management, financial management, fundraising, marketing, public relations, program evaluation, leadership and management in the non-profit environment and best practices for volunteer management.

**Prerequisite(s):**

- None

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BUS-255 Human Resources Management

3 hours lecture, 3 credits

This course provides an introduction to the functions of Human Resource Management and takes the perspective that Human Resource Management plays an important role in the ability of organizations to achieve productivity and effectiveness while attaining individual and societal objectives. Topics include planning, recruitment and selection, job analysis and job evaluation,

compensation management, performance appraisals, motivation, and employee/employer relationships.

**Prerequisite(s):**

- BUS 150 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BUS-260 Consumer Behaviour

3 hours lecture, 3 credits

This course introduces students to the study of concepts that contribute to an understanding of, and the ability to predict, consumer behaviour. Students will consider both from a theoretical and practical point of view, the influence of social, cultural, and psychological factors on the consumer decision-making process. Other topics will include market segmentation and consumer research.

**Prerequisite(s):**

- BUS 162 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BUS-264 Professional Selling

3 hours lecture, 3 credits

Professional selling skills are central to the success of any marketing professional. This course provides learners with an understanding of modern concepts in professional selling, and basic selling techniques relevant to today's Canadian and Global business environments.

**Prerequisite(s):**

- BUS 162 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# BUS-265 Retail Management

3 hours lecture, 3 credits

This topic is approached from a strategic perspective and examines several types of retail institutions and strategy options. Other topics include trading area analysis and management functions related to human resources, operations management, merchandising, retail image, and financial and pricing management.

## **Prerequisite(s):**

- BUS 162 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# BUS-267 Services Marketing

3 hours lecture, 3 credits

This course examines the differences between product and services marketing and the marketing strategies employed in the service sector. Topics will include the development of a services business model in the context of a competitive market, management of the customer interface, and implementation of profitable service strategies.

## **Prerequisite(s):**

- BUS 162 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# BUS-270 Software for Accounting Professionals

3 hours lecture, 3 credits

This course is intended to introduce accounting students to bookkeeping, audit and taxation software. It is intended for diploma and degree students with advanced knowledge of accounting.

**Prerequisite(s):**

- C in one of BUS 200 or BUS 113. BUS 200 may be taken as a co-requisite.
- Take BUS-200

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BUS-290 Management Information Systems

3 hours lecture, 3 credits

This course examines the use of information and the role of information technology within organizations. Topics include: evaluation of organizations and the use of information technology; computer communications and basic conversational capacity with computer systems; designing information systems; problem analysis; office and professional work system administration; ethical and organizational issues.

**Prerequisite(s):**

- BUS 150 & BUS 170 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BUS-293 Business Simulation

3 hours lecture, 3 credits

This course will give students the opportunity to apply knowledge gained from several business disciplines to manage a company in an industry environment. Using an online business simulation, students will be part of management teams who make strategic business decisions in an effort to achieve a competitive advantage in their industry.

**Prerequisite(s):**

- Completion of the 1st year of the Business Administration Program

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# BUS-297 Business Administration Co-operative Education Work Term 2

Full-time work term, 3 credits

This provides students with a second opportunity for full-time paid employment in positions related to the student's program of study. Students learn to transfer their learning from the classroom and previous life/work experience to the Co-operative Education (Co-op) Work Term setting. They also learn new skills to enhance their future academic study and post-graduation employment success. Students set learning goals with their employers and then assess and report their progress through assignments, the onsite visit and the Work Term report. The course provides an opportunity for students to 'test-drive' their new skills, evaluate their employment goals and gain valuable employer contacts and references.

## **Prerequisite(s):**

- BUS 197 Minimum Grade P

For more information visit our [timetable](#)

# BUS-310 Recruitment and Selection

3 hours lecture, 3 credits

This course is a study of the recruitment, selection, and placement of talented employees in organizations, many of which operate in a competitive environment. A strategic perspective is employed in the analysis of each stage of the staffing process from the development and execution of Human Resource plans to an audit of the process.

## **Prerequisite(s):**

- BUS 255 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# BUS-312 Intermediate Financial Accounting II

3 hours lecture, 3 credits

BUS 312 is an extension of BUS 211 and examines the liability and capital aspects of accounting for businesses. Topics include stocks, bonds, retained earnings, dividends, future income taxes and pensions. Credit will only be granted for BUS 212 or BUS 312.

**Prerequisite(s):**

- C in BUS 211

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BUS-318 Advanced Cost Accounting

3 hours lecture, 3 credits

This course is a continuation of BUS 217. It provides an advanced discussion of topics such as cost behaviour, relevance and the decision process, pricing decisions, management control systems, cost allocation including joint products/by-products, profit planning in uncertainty and the use of decision models, regression and variance analysis. This is a cost recovery course; special tuition fees apply.

**Prerequisite(s):**

- BUS 217 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BUS-320 Compensation and Benefits

3 hours lecture, 3 credits

This course will provide knowledge about the art and science of compensation management in a competitive environment. Through the use of a project, students will have the opportunity to acquire knowledge and skills of compensation plan development.

**Prerequisite(s):**

- BUS 255 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](http://BCTransferGuide.ca)

## BUS-323 Taxation II

3 hours lecture, 3 credits

This course is the second course in a two part series that provides an introduction to the Canadian Income Tax system. It will introduce the basic principles and practices of corporate taxation. Additional topics include partnerships, trusts, international taxation and administration of the tax system.

### **Prerequisite(s):**

- BUS 223 or BUS 222 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](http://BCTransferGuide.ca)

## BUS-335 Quantitative Methods

3 hours lecture, 3 credits

This is a course in the application of selected statistical techniques to business problem solving. Topics include simple and multiple regression, time series analysis, index numbers, Bayesian decision analysis, and an introduction to linear programming. Credit will only be granted for either BUS 232 or BUS 335.

### **Prerequisite(s):**

- C in MAT 115

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](http://BCTransferGuide.ca)

## BUS-340 Leadership

3 Hours lecture, 3 credits

This course will consider the importance of high quality leadership and review evolving theory, practice and skill development in connection with this important topic. Topics will include leadership traits, behaviours and the situational aspects of leadership as well as self-leadership, team leadership, transformational leadership, charismatic leadership, crisis leadership, inter-



cultural leadership, servant and authentic leadership and leadership abuse and ethics, among others. Students will be provided opportunities to reflect on their leadership philosophy and plans and related skill development in areas such as communication and emotional intelligence, as well as the opportunity to explore leadership from an experiential perspective.

**Prerequisite(s):**

- Completion of 30 academic credits

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BUS-350 Organizational Behaviour

3 hours lecture, 3 credits

This course examines behavioural concepts and tools developed to aid the manager in understanding the behaviour in organizations and improving organizational effectiveness. Topics include individual motivation, perception and communication, management roles, decision-making, group dynamics and teamwork, leadership, conflict resolution, and organizational structure, process, and culture.

**Prerequisite(s):**

- BUS 150 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BUS-355 Managing Public Sector Organizations

3 hours lecture, 3 credits

This course provides administrative skills required for effective management of public sector, government sponsored, and not-for-profit agencies. Topics include discussion of public policy, public services, organizational theory and the machinery of government. Students will gain skills in strategic planning and implementation within the organizational and communicative contexts prevalent in current legislative and government structures in B.C.

**Prerequisite(s):**

- Completion of 30 credits of University Transfer or Business courses, including 3 credits of 1st year English.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BUS-360 Intercultural Dimensions of International Business

3 hours lecture, 3 credits

This course will provide students with the knowledge and skills that will enable them to better understand the impact of culture in the workplace. They will learn how business communications are impacted by various cultural dimensions, laws and corporate structure. They will also learn about strategies to effectively manage business communications in intercultural settings, whether in Canada or other countries.

**Prerequisite(s):**

- 30 credits of course work at the 100 level or higher, or acceptance to the PDD Program, or instructor permission.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BUS-362 Market Research

3 hour lecture, 1 hour lab, 3 credits

This course is about providing quality information upon which managers can act. Market research is the set of tools that have been developed to allow managers to collect and analyze information, primarily information about customers. This course is designed for people who will be using rather than for those who will be specializing in market research. However, for someone to be an intelligent user of market research, he or she needs a solid general understanding of market research techniques.

**Prerequisite(s):**

- C in MAT 115 and BUS 162.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## BUS-368 Advertising and Marketing Communications

3 hours lecture, 3 credits

This course adopts an integrated marketing perspective that requires students to consider the myriad of media choices available and to select those that will most effectively communicate with consumers. Topics include developing a strategic integrated marketing plan, articulating and delivering the message, and implementing, controlling and monitoring the Integrated Marketing Communications plan.

### **Prerequisite(s):**

- BUS 162 Minimum Grade C

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## BUS-370 International Marketing

3 hours lecture, 3 credits

This course introduces students to international marketing concepts. They will learn to assess the dynamic environment of international markets and identify opportunities in various international market segments, including those of emerging markets. They will also learn about international marketing strategies and ways to create a marketing mix that supports business strategy. Finally, they will learn about negotiation and management strategies in the international context.

### **Prerequisite(s):**

- 30 credits of course work at the 100 level or higher, or acceptance to the PDD Program, or instructor permission.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

# BUS-375 International Financial Management Business

3 hours lecture, 3 credits

This course deals with international finance from a Canadian perspective. Students will learn about international financial markets and institutions as well as issues related to foreign exchange markets, exchange rate risk, and sovereign risk. They will also gain an understanding of different corporate governance practices in different parts of the world.

## Prerequisite(s):

- 30 credits of course work at the 100 level or higher, or acceptance to the PDD Program, or instructor permission.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# BUS-380 Globalization and International Business

3 hours lecture, 3 credits

This course begins by examining the environment in which international business operates, including the causes and consequences of globalization. It then looks at how international business is actually conducted, with emphasis on international marketing by small and medium sized Canadian businesses. Topics include finding and servicing prospects in other countries, international payment options, exchange rate risk, and intellectual property issues.

## Prerequisite(s):

- 30 credits of course work at the 100 level or higher, or instructor permission.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# BUS-390 Directed Field Studies I

15 hours seminar + directed work term, 3 credits

As the first of two field study courses in the Bachelor of Business Administration Program, the primary goal of this course is to give students an opportunity to apply theories and methods learned in the classroom to the analysis of actual business problems encountered within the context of a supervised related work placement. While employed, students will complete assigned readings, applied research assignments, and a work-related field study project carried out under the supervision of an academic advisor.

**Prerequisite(s):**

- Successful completion of 30 credits of business or university transfer courses, including 3 credits of first year English.
- Must have a position - paid or non-paid - with a faculty-approved employer prior to the start date.

For more information visit our [timetable](#)

## BUS-397 Business Administration Co-operative Education Work Term 3

Full-time work term, 3 credits

This course provides students with a third opportunity for full-time paid employment in positions related to the student's program of study and is required for the student to receive a Co-operative Education Designation on their Degree. Students learn to transfer their learning from the classroom and previous life/work experience to the Co-operative Education (Co-op) Work Term setting. They also learn new skills to enhance their future academic study and post-graduation success. Students set learning goals with their employers and then assess and report their progress through assignments, the onsite visit, the Work Term report and Power Point Presentation. The course provides an opportunity for students to "test-drive" their new skills, evaluate their employment goals and gain valuable employer contacts and references. Students may choose to have work terms with three different employers or environments, maximizing their experiences for future employment.

**Prerequisite(s):**

- BUS 197 BUS 297 Minimum Grade P

For more information visit our [timetable](#)

# BUS-410 Labour Relations

3 hours lecture, 3 credits

This course serves as an introduction to the field of labour relations in both the private and public sectors. Aspects of the union-management relationship such as the establishment of union bargaining rights, the negotiation process, and the administration of a collective agreement will be examined.

## **Prerequisite(s):**

- BUS 255 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# BUS-418 Advanced Managerial Accounting

3 hrs lecture, 1 hr lab, 3 credits

This course is designed to help students understand the conceptual, ethical and analytical issues in management accounting. Students, working in teams on real life case studies, learn how to perform analysis to support managerial decisions, design and implement management control systems, and to develop an awareness of the moral responsibilities of management accountants.

## **Prerequisite(s):**

- BUS 318 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# BUS-419 Advanced Financial Accounting

3 hours lecture, 3 credits

This course examines the accounting for long-term investments, business combinations, partnerships, not-for-profit organizations and foreign currency transactions and translations. Accounting methods will be analyzed using both Generally Accepted Accounting Principles (Canadian GAAP) and International Financial Reporting Standards (IFRS).

**Prerequisite(s):**

- C in BUS 211 and BUS 312

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](http://BCTransferGuide.ca)

## BUS-420 Introduction to Auditing

3 hours lecture, 3 credits

Provides an introduction to the practice of auditing in a business environment. It will include coverage of the theory of auditing, transaction processing, internal controls, substantive procedures and audit reports. Introduction to Auditing provides the student with a life like audit simulation using Caseware.

**Prerequisite(s):**

- C in BUS 312 and BUS 217

For more information visit our [timetable](#)

## BUS-430 Business-To-Business Marketing

3 hour lecture, 3 credits

This course introduces students to the unique nature of marketing management in the business-to-business environment. Students will learn how to apply strategic marketing concepts to this environment, with a specific focus on customer relationship and knowledge management.

**Prerequisite(s):**

- BUS 162 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](http://BCTransferGuide.ca)

## BUS-450 Project Management

3/wk lecture, 9hr/term, 3 credits

This course will prepare students to develop and manage project plans that will be delivered on time and within the specified budget. Students will learn to use various planning and budgeting tools as well as organizational mechanisms throughout the project life cycle that will contribute to the success of project management.

**Prerequisite(s):**

- 30 credits of BBA program course work at the 100 level or higher.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BUS-452 Advanced Topics in Entrepreneurship

3 hours lecture, 3 credits

This course aims to develop advanced problem solving skills that are required for the management of small and medium enterprises (SME's). A topical approach offers an analytical framework for the study of the entrepreneurial process, creativity and competitive strategy, troubleshooting, problem solving, and growth strategy. This course provides an opportunity to help students integrate their knowledge of disparate topics, to think strategically, and to act in a consultative capacity for a new and growing enterprise.

**Prerequisite(s):**

- Completion of Business Administration Certificate coursework and completion of 9 credits of Business Administration Diploma coursework

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BUS-490 Directed Field Studies II

15 hours seminar + directed work term, 3 credits

This, the second of two directed field study courses, gives students an opportunity to further develop their professional skills in the workplace. After obtaining a suitable work placement, students will perform independent research and prepare a comprehensive report on one or more issues in their work environment. This report will be presented to both the academic advisor and



employer. In addition, the student will be expected to attend seminars and to maintain a journal about the work experience.

**Prerequisite(s):**

- BUS 350, BUS 390 and BUS 452; Minimum Grade C Must be employed by an approved employer prior to start date

For more information visit our [timetable](#)

## BUS-492 Strategic Management

3 hour lecture, 3 credits

This capstone course provides students with the tools to analyze organizational operations and develop strategic plans to deal with various contingencies. Using comprehensive case studies, students will gain experience in strategic analysis and problem solving relating to strategy planning and implementation issues.

**Prerequisite(s):**

- Successful completion of the first two years of the BBA program

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## BUS-500 Internship - Applied Business

3 credits

This course consists of one semester full or part-time, paid or unpaid employment in a position related to business management studies. Students will have the opportunity to apply theories and methods learned in the classroom to the analysis of actual business problems encountered in the workplace. They will also learn new skills to enhance their future employment success and/or to prepare them for further academic study.

**Prerequisite(s):**

- 24 Credits of PDD - Global Business Management courses, minimum GPA 2.33; student must be registered in this program ENG 160 and EMP 010. Student must secure placement with an employer.

For more information visit our [timetable](#)

## CED-051 Career and Educational Planning

One to one liaison, seminar, workshop; 10 hours per student

CED 051 provides confidential educational planning to students who have disabilities. Services may include assistance with the application process, guidance in accessing appropriate disability documentation, support with admission testing, individualized educational planning for courses/program. Registering in this course will allow for appropriate referrals to other disability support services both within the college and the community.

### **Prerequisite(s):**

- Must be a student with a documented disability

For more information visit our [timetable](#)

## CED-061 Career and Educational Planning Support

48 hours per year

This course provides support to students with disabilities in order to facilitate success in their chosen field of study. Students may have access to technical aids, financial support, transition services, agency liaison, tutorial and attendant care, taped materials, exam invigilation, and other specialized accommodations as required and when available funding allows.

### **Prerequisite(s):**

- Must be a student with a documented disability

For more information visit our [timetable](#)

## CFH-100 Introduction to Carpentry Trade & App

16 hours

During this course, students will learn about the apprenticeship system and requirements pertaining to certification in the trade of Carpenter. Students will be introduced to the apprenticeship process, apprenticeship requirements, career paths and options for apprentices and carpenters. Industry and employer expectations will also be discussed while preparing students for transition into employment.

**Prerequisite(s):**

- Admission to the Carpentry Foundation Harmonized Program

For more information visit our [timetable](#)

## CFH-101 Intro to Essential Wrkplc Skills for Tr

18 hours

The course provides theoretical and practical essential workplace skills to support students as they successfully transition into the workforce. Course instruction includes interpersonal, teamwork, critical thinking, listening, problem solving, communication and decision making skills.

**Prerequisite(s):**

- Admission to the Carpentry Foundation Harmonized Program

For more information visit our [timetable](#)

## CFH-102 Introduction to Worksite Safety

20 hours

This course provides theoretical and applied instruction specific to safety and workplace requirements for individuals pursuing a career in the trade. The course encompasses work procedures, processes and habits required when working independently and with teams. Workplace safety is of paramount consideration when working with equipment and tools in the shop environments and at any given construction site. Instruction includes OHS and WorkSafeBC regulations; use of personal protective equipment and safety gear; safe equipment and tool usage; and techniques to prevent worksite injuries.

**Prerequisite(s):**

- Admission to the Carpentry Foundation Harmonized Program

For more information visit our [timetable](#)

## CFH-103 Documentation, Codes & Drawings

105 hours

This course provides an introduction to regulatory requirements and standards specific to the construction of wood-frame housing in Canada. To perform the work of a carpenter trades professionals are required to read and understand construction drawings. During this course students will learn to interpret construction drawings, sketch, extract information from drawings, work with building codes, and government bylaws, and will be introduced to the purpose and expectations concerning all inspections required during the construction of a house.

### **Prerequisite(s):**

- Admission to the Carpentry Foundation Harmonized Program

For more information visit our [timetable](#)

## CFH-104 Carpentry Tools And Equipment

60 hours

An effective carpenter must know how to correctly and safely select, use and maintain the tools used in the trade. During this course students will learn essential techniques for the use of hand, portable power, and stationary power tools as prescribed within Year 1 of the Carpentry Apprenticeship Program.

### **Prerequisite(s):**

- Admission to the Carpentry Foundation Harmonized Program

For more information visit our [timetable](#)

## CFH-105 Site Layout and Survey Instruments

60 hours

This course provides instruction on the use of optical levels and how to determine and record elevations in residential construction. Students will apply theory and techniques as they lay out a building site while meeting regulatory and safety requirements.

**Prerequisite(s):**

- Admission to the Carpentry Foundation Harmonized Program

For more information visit our [timetable](#)

## CFH-106 Footing & Wall Forming

90 hours

The course encompasses identifying and selecting concrete types, materials, additives and treatments; selecting concrete forming systems; building footings and vertical framework. Students will build slab-on grade forms and suspended slab forms, install reinforcement and embedded items and place and finish concrete.

**Prerequisite(s):**

- Admission to the Carpentry Foundation Harmonized Program

For more information visit our [timetable](#)

## CFH-107 Residential Framing

309 hours

During this course students learn theory and applied techniques of wood framing systems and industry recommended materials used in residential construction. Instruction encompasses the application of building floors and their supporting systems, walls and partitions, ceiling joists, gable and hip roofs, and stairs, while meeting the standards of the BC Building Code.

**Prerequisite(s):**

- Admission to the Carpentry Foundation Harmonized Program

For more information visit our [timetable](#)

## CFH-109 Building Science

30 hours

This course encompasses the theory specific to building sciences, sound, heat, air and moisture transfer and movement. Instruction also includes methods of controlling forces acting on a building and heat, air, moisture and sound flow and transmission.

**Prerequisite(s):**

- Admission to the Carpentry Foundation Harmonized Program

For more information visit our [timetable](#)

## CHE-051 College Preparatory Chemistry I

3 hours lecture + 3 hours lab, online, or distance (D) with website support, 3 credits

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 B.C. 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.

**Prerequisite(s):**

- C+ in one of Math 10, Foundations of Math 10 or MAT 034.
- Take CHE-051L

For more information visit our [timetable](#)

## CHE-060 College Preparatory Chemistry II

3 hours lecture + 3 hours lab, 3 credits

This course is designed for students requiring a second high school level chemistry course and will transfer as equivalent to B.C. Chemistry 12. Students need a working knowledge of Chemistry 11 before they attempt CHE 060. In CHE 060 students learn gas laws, solutions, reaction rates, chemical equilibrium, acids and bases, redox reactions and electrochemistry.

**Prerequisite(s):**

- C+ in one of Principles of Math 11, Pre Calculus 11, Applications of Math 12 or MAT 053.
- C+ in one of Chemistry 11 or CHE 051.
- Take CHE-060L

For more information visit our [timetable](#)

## CHE-110 Chemical Principles I

3 hours lecture + 3 hours lab, 3 credits

CHE 110 and 111, Chemical Principles I and II, are 1st-year university-level foundation courses in chemistry designed as essential prerequisites to further courses in chemistry. CHE 110 includes an introduction to chemical reactions and equations, energy in chemical systems, and the structures and properties of atoms, molecules, gases, liquids, solids, and solutions.

### Prerequisite(s):

- C+ in Chemistry 12 or CHE 060. Physics 11 and PHY 050 is strongly recommended.
- C in one of Principles of Math 12, Pre Calculus 12, MAT 067 or MAT 060.
- Take CHE-110L

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## CHE-111 Chemical Principles II

3 hours lecture + 3 hours lab, 3 credits

CHE 111 deals with chemical kinetics, gaseous and aqueous equilibria, chemical thermodynamics, electrochemistry and organic chemistry (structure, nomenclature, functional groups, stereochemistry, substitution reactions). Laboratory work illustrates theoretical concepts and develops laboratory skills and techniques.

### Prerequisite(s):

- CHE 110 Minimum Grade C
- Take CHE-111L

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# CHE-152 Engineering Chemistry

3 hours lecture + 3 hours lab, 3 credits

1st year University level foundation course in Chemistry designed as an essential prerequisite required by UT engineering departments. CHE 152 includes thermochemistry; atomic and molecular structure; chemical bonding; gases, liquids, and solids; equilibrium; acids-bases; chemical thermodynamics; electrochemistry. Laboratory work illustrates theoretical concepts and develops laboratory skills and techniques.

## Prerequisite(s):

- C in one of Principles of Math 12, Pre Calculus 12, MAT 067 or MAT 060.
- C+ in Chemistry 12 or CHE 060. Physics 11 or PHY 050 is strongly recommended.
- Take CHE-152L

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# CHE-200 Organic Chemistry I

3 hours lecture + 4 hours lab, 3 credits

A second-year course covering the chemistry of carbon compounds. The course begins the systematic study of the structure, nomenclature, properties and reactions of aliphatic hydrocarbons and their derivatives. Spectroscopy of MNR and IR will also be studied. The laboratory sessions include techniques in the purification, synthesis and identification of organic compounds. The course fulfills program requirements for the Associate of Science Diploma and also for students majoring in Chemistry, Biochemistry, Biology and Health Sciences.

## Prerequisite(s):

- C+ in CHE 110 & CHE 111
- Take CHE-200L

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# CHE-201 Organic Chemistry II

3 hours lecture + 4 hours lab, 3 credits



A second-year course covering the chemistry of carbon compounds. The course continues the systematic study begun in CHE 200, of the structure, nomenclature, properties and reactions of aliphatic and aromatic hydrocarbons and their derivatives. The laboratory sessions include techniques in the purification, synthesis and identification of organic compounds. The course fulfills program requirements for the Associate of Science Degree and also for students majoring in Chemistry, Biochemistry, Biology and Health Sciences.

**Prerequisite(s):**

- C+ in CHE 200
- Take CHE-201L

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## CHN-101 Introduction to Chinese 1

3 Hours lecture, 1 Hour Lab, 3 credits

This is a Chinese language course designed for beginners. Chinese pronunciation and phonetic system, as well as approximately 200 Chinese characters in Simplified form will be introduced in this course. Students will engage in basic daily conversations such as self-introduction and making phone calls, and be able to write short notes in Chinese at the end of the semester. Students will also explore contemporary culture through "Culture Notes" in each lesson.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## CHN-102 Introduction to Chinese 2

3 Hours lecture, 1Hour lab, 3 credits

This is the second course of introductory Chinese designed for beginning learners. More Chinese expressions and grammar, as well as approximately 200 Chinese characters in simplified form will be introduced in this course. Students will be able to engage in conversations on various topics and write longer paragraphs in Chinese by the end of the semester. Students will also explore traditional and contemporary culture through "Culture Notes" in each lesson.

**Prerequisite(s):**

- CHN 101 or equivalent

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## CMH-150 Concepts for Mental Health Practice

### 1

3 hours lecture, 1 hour lab

This course will prepare students for admission into the Community Mental Health Worker Certificate. Students who have not completed a recognized Health Care Assistant or Human Services Certificate will need to complete this course for admission into the CMHW Certificate. It will provide students with the basic theoretical concepts related to changes in mental functioning, an introduction to physiological disorders seen in the mental health population, basic communication skills, and basic job search skills. It will also include a lab practice component that will provide opportunities to acquire and apply personal care-giving skills in an organized and safe manner.

#### **Prerequisite(s):**

- C+ in English 11 or ENG 052, or assessment

For more information visit our [timetable](#)

## CMH-160 Cultural Dimensions of Community Wellness

3 credits

This specialized course is grounded in the history and culture of the local community. This course is designed to support the health and recovery of persons experiencing mental health challenges within that community.

#### **Prerequisite(s):**

- Admission into the Community Mental Health Worker Program

For more information visit our [timetable](#)

# CMH-165 Concepts for Mental Health Practice II

4 credits

This course will introduce the learner to the role of the Community Mental Health Worker in the delivery of mental health service. The Mental Health Act, ethical issues, and the history of mental illness will be discussed. The course focuses on the various concepts related to common mental health issues, including neurobiology, the DSM-5, various mental disorders, treatment modalities, and addictions. Assessment tools will also be discussed as well as intervention techniques.

## **Prerequisite(s):**

- Admission into the Community Mental Health Worker Program

For more information visit our [timetable](#)

# CMH-170 Recovery in Mental Health

4 credits

This course will focus on the concepts and principles of Recovery and Psychosocial Rehabilitation (PSR). The mission statements, philosophies, values and beliefs of various agencies will be discussed. Maslow's hierarchy of needs will be discussed in relation to the prioritization of needs. Principles of advocacy and the role of the CMHW will be addressed. The role of the CMHW in relation to goal planning and implementation are included.

## **Prerequisite(s):**

- Admission into the Community Mental Health Worker Program

For more information visit our [timetable](#)

# CMH-175 Therapeutic Relationships in Mental Hlth

4 credits

This course will help prepare the student to develop advanced therapeutic relationships in the mental health field through the use of communication skills. It will focus on developing and expressing empathy, warmth, and respect. Communication simulation through role play will be used to develop these skills. Students will practice a range of communication skills to interact with clients experiencing mental health issues.

**Prerequisite(s):**

- Admission into the Community Mental Health Worker Program

For more information visit our [timetable](#)

## CMH-180 Clinical Practice I for CMHW's

1 credit

This course introduces the students to the mental health clinical practice setting. Learning opportunities will encourage students to use the CMHW concepts and therapeutic communication skills learned thus far in the program to assist individuals with mental health issues to maximize their independence. Students will identify the resources available in the community and methods for accessing these. Emphasis will be on the role of the CMHW as a member of the community health team. The principles of Recovery using Psychosocial Rehabilitation will be the focus of this workplace practice.

**Prerequisite(s):**

- 1. C+ in CMH 165, CMH 170, and CMH 175, and a Pass in CHM 160 2. Standard First Aid and CPR Level C-certificate 3. Non-Violence Crisis Intervention (NVCi) Certificate 4. Criminal Record Check form, which will be sent to you by Admissions once you are offered a seat in the program. 5. Completed immunization form. This form should be validated by the public health nurse at your local health unit and must be presented to the Health Care Assistant program faculty on the first day of practicum. Note: If the public health nurse recommends a rubella serologic test, a photocopy of the results of this test will also have to be submitted.

For more information visit our [timetable](#)

## CMH-185 Clinical Practice II for CMHW's

4 credits

This course provides students with further experience in the mental health clinical practice setting. Learning opportunities will encourage students to use the CMHW concepts and therapeutic communication skills learned throughout the program to assist individuals with mental health issues to maximize their independence. Students will identify the resources available in the community and methods for accessing these. Emphasis will be on the role of the CMHW a member of the community health team. The principles of Recovery using Psychosocial Rehabilitation will be the focus of this workplace practice.

For more information visit our [timetable](#)

## COM-051 Effective Communication

7 hours

In today's competitive business world and difficult economy, effective communication is more essential than ever before. Successful communication has the potential to engage others, strengthen relationships, achieve results, save time and reduce confusion and frustration. Developing an engaging and responsive communication style will lead to positive results for you, your team and your business. This unique, innovative workshop is designed to take your communication skills to the next level.

For more information visit our [timetable](#)

## CPA-032 Introduction to Computers for Electrical Trades

24 hours RSVD for Electrical Foundation Program Students

This course is intended to provide basic competency in the use of the computer if the student has little or no experience with computers and as a refresher for those who have not recently used the computer. It will introduce the student to the basics of Windows, Word, Excel, Internet Explorer, email, Microsoft Visio and Multisym software that you will use, in general, and throughout the electrical programs.

### **Prerequisite(s):**

- Admission to the Electrical Program

For more information visit our [timetable](#)

# CPS-025 Fundamental Computer Literacy

100 hours/ 1 credit

Students in this course will be introduced to the use of the computer as a tool so they can gain enough confidence to function with a computer at a very basic level in limited situations. The course will include an introduction to computers, accessing the Internet, keyboarding, word processing, printing documents and saving documents to disk drives.

## **Prerequisite(s):**

- None

For more information visit our [timetable](#)

# CPS-100 Computer Programming I

3 hours lecture + 1 hour lab, 3 credits

This course is an introduction to computer programming. Students will be introduced to problem solving methods and algorithm development using the object-oriented programming paradigm. The students will learn how to apply problem analysis, program design, and program implementation while using the top-down and stepwise refinement design methods. The course also provides an introduction to the object-oriented programming paradigm and recursive functions. This course will provide a sound basis for later courses in computer science. Note: Basic computing skills are assumed.

## **Prerequisite(s):**

- C in one of Principles of Math 11 or MAT 053.
- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or assessment.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](http://BCTransferGuide.ca)

# CPS-101 Computer Programming II

3 hours lecture + 1 hour lab, 3 credits

This course continues with the techniques and tools introduced in CPS 100 for development and maintenance of software systems and documentation. The main emphasis is on classic structures and basic algorithms in the object-oriented programming paradigm. The introduced object-oriented data structures include strings, vectors, lists, stacks, queues, trees, and hash tables. Several searching and sorting algorithms are introduced in the context of applicable data structures. Topics also include data abstraction, information hiding, encapsulation, layers of abstractions, program design, separate compilations, component re-use, software libraries, and techniques for development of professional quality software components.

**Prerequisite(s):**

- CPS 100 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## CPS-104 Introduction to Computer Science

3 hours lecture + 1 hour lab, 3 credits

This course introduces Computer Science and its applications. Topics include hardware and software design including logic design, basic computer organization and system software; programming paradigms; external storage, sequential file processing and elementary relational databases; networks and electronic information services; artificial intelligence; ethical and societal considerations.

**Prerequisite(s):**

- C in one of Principles of Math 11, Pre Calculus 11, Applications of Math 12 or MAT 053; or C+ in Foundations of Math 11; or assessment.
- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or assessment.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## CPS-146 Database Fundamentals

3 hours lecture + 1 hour lab, 3 credits

This course introduces fundamental database concepts and database systems development methods with an emphasis on relational database design and implementation. Topics include DBMS concepts, data modeling, data normalization, database implementation, Structured Query Language, client-server databases, web database applications, and database administration issues. A popular database management system will be used to learn the concepts and to complete the assignments/projects. Note: Basic computer skills are assumed. Students with little computer experience should take CPS 143 or an equivalent course before taking CPS 146.

**Prerequisite(s):**

- C in one of Provincial English 12; English First Peoples 12, or ENG 098, ENG 096, ENG 060 or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## CPS-268 Systems & Network Security

3 hours lecture + 1 hour lab, 3 credits

This course introduces main topics of system and network security. The topics will cover general security concepts, data security, social engineering, essential applied cryptography, data communication security, authentication, network security, and introduction to computer forensics. Students will learn important elements of security management practices, security policies, security trends, security models, physical security, web security, wireless security, security laws and ethics. Principles and methodologies used in computer attacks will be explained. Practical hands-on exercises with Linux servers, Windows servers and workstations, services and daemons, and security tools will be emphasized in the course.

**Prerequisite(s):**

- CPS 120 and CPS 215 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## CRA-300 Carpentry Apprenticeship - Level 3

210 hours, including 115 hours lecture and 95 hours shop



This 6 week course is the standard apprenticeship technical training course that meets the Level 3 outcomes as described within the BC Provincial Outline for Carpentry, and as established by the Industry Training Authority.

**Prerequisite(s):**

- ITA Registered Apprentice

For more information visit our [timetable](#)

## CRA-400 Carpentry Apprenticeship - Level 4

210 hours, includes 120 hours lecture and 90 hours shop

This 6 week course is the standard apprenticeship technical training course that meets the Level 4 outcomes as described within the BC Provincial Outline for Carpentry, and as established by the Industry Training Authority.

**Prerequisite(s):**

- ITA Registered Apprentice

For more information visit our [timetable](#)

## CRH-100 Carpentry Apprentice Hrmnzd - Lvl 1

210 hours

This course is the standard apprenticeship technical training course that meets the Level 1 (Harmonized) outcomes as described within the BC Provincial Program Outline for Carpentry, and as developed by the Industry Training Authority.

**Prerequisite(s):**

- ITA Registered Apprentice

For more information visit our [timetable](#)

## CRH-200 Carpentry Apprentice Hmnzd - Lvl 2

210 hours, including 120 hours lecture and 90 hours shop

This course is the standard apprenticeship technical training course that meets the Level 2 (Harmonized) outcomes as described within the BC Provincial Program Outline for Carpentry, and as developed by the Industry Training Authority.

**Prerequisite(s):**

- ITA Registered Apprentice

For more information visit our [timetable](#)

## CRH-201 Carpentry Apprentice Hrmnzd Gap Trng A

30 hours

This course is designed for carpentry apprentices who are transitioning into Harmonized Carpentry Level 2 from non-harmonized Level 1 or Carpentry Foundation non-harmonized.

**Prerequisite(s):**

- Carpentry Foundation or Carpentry Apprentice Level 1

For more information visit our [timetable](#)

## CRH-300 Carpentry Apprentice Hmnzd - Lvl 3

210 hours, including 115 hours lecture and 95 hours shop

This course is the standard apprenticeship technical training course that meets the Level 3 (Harmonized) outcomes as described within the BC Provincial Program Outline for Carpentry, and as developed by the Industry Training Authority.

**Prerequisite(s):**

- ITA Registered Apprentice

For more information visit our [timetable](#)

## CRH-400 Carpentry Apprentice Hrmnzd - Lvl 4

210 hours, including 120 hours lecture and 90 hours shop

This course is the standard apprenticeship technical training course that meets the Level 4 (Harmonized) outcomes as described within the BC Provincial Program Outline for Carpentry, and as developed by the Industry Training Authority.

**Prerequisite(s):**

- ITA Registered Apprentice

For more information visit our [timetable](#)

## CRM-101 Introduction to Criminology

3 hours lecture, or distance (D), 3 credits

An introduction to the core concepts, basic data sources, and general research findings in the field of Criminology. A key focus is on elements of continuity and discontinuity between traditional and contemporary theories of crime, deviance, criminality, and social control. Particular attention is paid to the Canadian context.

**Prerequisite(s):**

- C in one of Provincial English 12, English First Peoples 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## CRM-131 Introduction to the Criminal Justice System

3 hours lecture, 3 credits

An introduction to the structure and operation of the Canadian criminal justice system, including the police, courts, and corrections. Analysis of the patterns of crime and victimization, police discretion and decision-making; criminal sentencing; correctional institutions and community-based models; and the youth justice system. Patterns of contact and conflict between various social groups and the criminal justice system are also examined.

**Prerequisite(s):**

- C in one of Provincial English 12, English First Peoples 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## CRM-135 Introduction to Canadian Law & Legal Institutions

3 hours lecture, 3 credits

An introduction to the fundamental principles of jurisprudence and the basic legal institutions of Canada. An examination of the history of Canadian law, the development of the Canadian constitution, the system of Canadian courts, and the roles and responsibilities of members of the legal profession. In addition, an analysis of the nature of legal reasoning, the doctrine of precedent, and the principles of statutory interpretation. Also introduces the fields of contract, torts, administrative law, and family law.

### **Prerequisite(s):**

- C in one of Provincial English 12, English First Peoples 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## CRM-220 Research Methods in Criminology

3 Hours lecture, 3 credits

An introduction to criminological research. Topics include the purpose of scientific inquiry, research ethics, measurement of crime, survey research and experimental designs, data gathering, and a brief introduction to data analysis and reporting.

### **Prerequisite(s):**

- CRM 101 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# CRM-230 Criminal Law

3 hours lecture, 3 credits

This course offers an intensive introduction to the nature, purpose, sources and basic principles of Canadian criminal law. It will include analysis of what constitutes a crime, the basis of criminal responsibility, and the common defences used in criminal law. Fundamental legal concepts will be highlighted. The course includes a short community practicum designed to help students to apply their developing understanding of criminal law to that which occurs in local area courts.

## **Prerequisite(s):**

- CRM 135 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# CRM-241 Introduction to Corrections

3 Hours lecture, 3 credits

An introduction to the development and operation of correctional systems in Canada. Topics include the history of corrections, contemporary correctional institutions, relationships between inmates and staff, case management and treatment, community-based corrections, and life after prison.

## **Prerequisite(s):**

- C in Provincial English 12, English First Peoples 12, NIC ENG 060, ENG 096, ENG 098, ESL 090 or assessment.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# CRM-251 Introduction to Policing

3 Hours lecture, 3 credits

An introduction to the history, organization, structure, and operation of contemporary law enforcement agencies in Canada. Topics include the emergence of community policing, crime prevention, the recruitment and training of police officers, and occupational subculture.

**Prerequisite(s):**

- CRM 131 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## CTQ-010 Construction Safety Training Systems

8 hours

The Construction Safety Training System (CSTS) is a web-based course developed by the Alberta Construction Safety Association (ACSA). This online training system uses interactive multimedia including full-motion video and sound. CSTS training is a requirement on most job sites in Alberta and British Columbia. Participants will receive instruction on various health and safety topics and will complete testing to ensure 100% mastery. The entire offering is completed online. Certificates will be issued by the BCCSA.

**Prerequisite(s):**

- None

For more information visit our [timetable](#)

## CTQ-150 Carpentry Inter-Provincial Trade Qual.

60 hours lecture/lab

Are you doing all of the work of a Journey-person Carpenter but lack the 'ticket'? Join us for this 60 hour course that will delve into the fundamentals and explain the theoretical concepts and practices of the trade. This course will assist carpenters that meet the ITA's criteria to challenge the Certificate of Qualification examination in the trade of Carpenter. The course covers trade mathematics, tools and safety, blueprint reading, layout, materials, formwork and foundations, framing, roof framing, residential standards and finishing. Candidates to challenge the

examination require documentation of at least 9,720 hours working in the trade. Details of the ITA's challenge process and its requirements can be found at <http://www.itabc.ca/AssetFactory.aspx?did=1837>. It is time to put your Red Seal on display!

**Prerequisite(s):**

- 

For more information visit our [timetable](#)

## ECC-104 Developmental Journey - Part 1

90 hours lecture, 6 credits

This course examines growth and development of children from conception to 12 years of life. Developmental principles and process are examined as well as the major theories in relation to the development of the whole child as well as examining cultural influences and variations in development. As an integral part of knowing the whole child, students will understand and demonstrate the importance of observing each child's growth, development and experiences.

**Prerequisite(s):**

- Admission to the Early Childhood Care & Education Program

For more information visit our [timetable](#)

## ECC-114 Partnerships - Part I - Child Guidance

30 hours lecture, 2 credits

This course offers an overview of philosophical and theoretical orientations that have influenced specific approaches to child guidance. Concepts related to these approaches will be discussed and students will be able to apply guidance strategies in their practice experiences. There will be a focus on encouragement and prevention.

**Prerequisite(s):**

- ECC 104; may be taken as a co-requisite. Minimum Grade C.

For more information visit our [timetable](#)

# ECC-116 Partnerships II - Advanced Guiding And Caring

30 hours lecture, 2 credits

This course will expand on the foundational knowledge, skill and values discussed in ECC 114 Partnerships I - Child Guidance.

## **Prerequisite(s):**

- ECC 114 Minimum grade C

For more information visit our [timetable](#)

# ECC-124 The Learning Child - Part I - Play & Curriculum

90 hours hand on experience + lecture, 6 credits

Using the knowledge gained in Developmental Journeys, this course focuses on play-based curriculum. It discusses play in the total context of the literature related to early childhood programs. Using an integrated approach to the creative arts (art, music, and language and literature) and science, students will examine the role of the early childhood educator in providing quality environments, which facilitate the development of the whole child through play.

## **Prerequisite(s):**

- ECC 104; may be taken as a co-requisite. Minimum Grade C.

For more information visit our [timetable](#)

# ECC-125 The Learning Child - Part II - Planning for Play & the Environment

90 hours hands-on experience + lecture, 6 credits



Part II of this course will expand on the development of responsive physical environments taking into account all the elements that contribute to a positive learning environment for young children. Students will apply knowledge of cognitive development by designing and implementing curriculum ideas around math, music and movement, and social studies. Students will incorporate all aspects of curriculum planning with the actual designing of play spaces for all children.

**Prerequisite(s):**

- ECC 124 Minimum Grade C

For more information visit our [timetable](#)

## ECC-136 Foundations of Professional Practice

45 hours lecture, 3 credits

This course provides an introduction to the commitment and responsibility involved in being an early childhood educator. Included are the history and philosophy of ECCE and the BC Child Care Regulations. The later part of the course provides opportunities to explore the personal and professional development of the early childhood educator, current trends and professional issues in child care.

**Prerequisite(s):**

- Admission to the Early Childhood Care & Education Program

For more information visit our [timetable](#)

## ECC-140 Practice Experience I

90 hours field work + seminars, 2 credits

This first practice experience provides an introduction to the role of the early childhood educator and the early childhood program. There will be a focus on direct observations of the children and the program. Students will be gradually introduced to the program and direct work with the children.

**Prerequisite(s):**

- ECC 104, ECC 114 and ECC 124; may be taken as co-requisites.

For more information visit our [timetable](#)

## ECC-141 Practice Experience II

165 hours practice experience, 3 credits

A continuation of Practice Experience I with more practical experience in working directly with young children and a beginning involvement in program planning.

### **Prerequisite(s):**

- ECC-114, ECC 140, ECC 124, & ECC 125. May be taken as corequisites

For more information visit our [timetable](#)

## ECC-142 Practice Experience III

210 hours practice experience, 4 credits

In this practice experience students are expected to take a leadership role, becoming involved in all aspects of the child care program and assume the roles and responsibilities of an early childhood educator.

### **Prerequisite(s):**

- ECC 141

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](http://BCTransferGuide.ca)

## ECC-157 Effective Interpersonal Communications

45 hours lecture, 3 credits

This course provides an introduction to interpersonal communications and group dynamics. An experiential approach is used to develop self awareness, increase communication skills and work well in a team.

**Prerequisite(s):**

- Admission to the Early Childhood Care & Education Program

For more information visit our [timetable](#)

## ECC-163 Child, Family And Community

30 hours lecture, 2 credits

This course will provide an introduction to understanding the changing roles of families in contemporary society. Central to this concept, addressing the knowledge, skills and values necessary to establish partnerships with the family, respect their diversity and help them access community resources.

**Prerequisite(s):**

- Admission to the Early Childhood Care & Education Program

For more information visit our [timetable](#)

## ECC-168 Health Safety And Nutrition in Childcare Settings

30 hours lecture, 2 credits

This course provides opportunities for students to examine overall health, safety and nutritional practice in early childhood settings. Emphasis will be placed on studying policies and practices that promote health, safety and well-being of children. Attention will also be given to educator's reflection on personal wellness, modeling and promoting healthy and safe environment for young children.

**Prerequisite(s):**

- C in one of Provincial English 12, English First Peoples 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

# ECC-204 Developmental Journeys - Part II - Advanced

60 hours lecture, 4 credits

This course will build on knowledge from Developmental Journey, Part I, and integrate developmental theory at a more advanced level. It will include a review of the principles and theories of development, as well as provide opportunities to examine themes that recur throughout the life cycle (e.g. attachment, separation, autonomy). Students will be given opportunities to explore critical developmental issues of interest as well as those related specifically to children under three and children with supported child care needs.

## **Prerequisite(s):**

- Early Childhood Care & Education Certificate or equivalent

For more information visit our [timetable](#)

# ECC-215 Partnerships - Advanced

60 hours lecture, 4 credits

This course will expand on the foundational knowledge, skills and values discussed in Part II with more emphasis on application of both guiding and caring and working effectively as part of a team with colleagues, families and community. This will include looking at more challenging behaviours and how to use observation and creative problem solving as part of a team to plan effective intervention. Students will take a closer look at what it means to include families in a meaningful way.

## **Prerequisite(s):**

- Early Childhood Care & Education Certificate or equivalent

For more information visit our [timetable](#)

# ECC-224 The Learning Child - Infants & Toddlers -Part III

60 hours lecture, 4 credits

This course is designed to build on the knowledge gained from earlier courses. This is a more in-depth look at adapting to the diverse needs of infants and toddlers and their families within a group setting. A study of developmentally appropriate practices and play-based curriculum planning for this age group will be addressed. Specific developmental issues such as attachment and separation and the needs of infants and toddlers with supported child care needs will also be explored.

**Prerequisite(s):**

- Early Childhood Care & Education Certificate or equivalent

For more information visit our [timetable](#)

## ECC-245 Practice Experience - Special Needs

187.5 hours practice experience + 12.5 hours seminar, 4 credits

This practice experience is designed to provide the student with supervised opportunities to apply and consolidate knowledge and skills from core courses in the 2nd year of the Early Childhood Care and Education program and particularly from ECCE Certificate or equivalent.

**Prerequisite(s):**

- ECCE Certificate or equivalent

For more information visit our [timetable](#)

## ECC-246 Practice Experience - Infants and Toddler

187.5 Practice Experience + 12.5 hours seminar, 4 credits

This practice experience is designed to provide the student with opportunities, under supervision, to apply and consolidate knowledge and skills from core courses in the 2nd year of the Early Childhood Care and Education program and particularly from ECCE Certificate or equivalent.

**Prerequisite(s):**

- ECCE Certificate or equivalent

For more information visit our [timetable](#)

## ECC-255 Self & Others - Part III

45 hours lecture, 3 credits

This course encourages students to explore communication from a professional standpoint, including their role in advocacy, professional associations and groups, and working with community partners.

### **Prerequisite(s):**

- Early Childhood Care & Education Certificate or equivalent

For more information visit our [timetable](#)

## ECC-264 Supported Child Care

60 hours lecture, 4 credits

This course is designed to prepare the student to work as an early childhood educator with children who require extra support. Knowledge of typical and atypical child growth and development will precede examination of the nature of conditions leading to and resulting in various factors that put children at risk. The knowledge, attitudes and skill necessary to assist the child and his/her family will be emphasized, along with the utilization of specialized community resources. An observation practicum is integral to this course.

### **Prerequisite(s):**

- Early Childhood Care Certificate or equivalent

For more information visit our [timetable](#)

## ECC-268 Supervising Early Childhood Centers

60 hours lecture, 4 credits

This course is designed to prepare students for the administration and supervisory responsibilities in an early childhood care and education facility. In addition to an overview of broad concepts and principles related to administration, specific roles and responsibilities of the administrator

will be addressed. Discussion of current trends and issues within the ECCE profession will be included.

**Prerequisite(s):**

- Early Childhood & Education Program Certificate

For more information visit our [timetable](#)

## ECO-110 Principles of Microeconomics

3 hours lecture, or distance (D), 3 credits

This course introduces the principles of microeconomics and demonstrates how these principles apply to current Canadian economic issues. Topics include supply and demand analysis, consumer behaviour, production and cost, market structure, trade, and the economic role of government.

**Prerequisite(s):**

- C in one of Provincial English 12, English First Peoples 12, ENG 060, ENG 096, ENG 098, or ESL 090; or assessment.
- C in one of Principles of Math 11, Pre Calculus 11, Applications of Math 12 or MAT 053; or C+ in Foundation of Math 11 or MAT 055; or assessment.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## ECO-111 Principles of Macroeconomics

3 hours lecture, or distance (D), 3 credits

This course analyzes the determination of national income, employment, and the price level. Topics include business cycles, fiscal and monetary policy, and economic growth.

**Prerequisite(s):**

- ECO 110 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# EFH-100 Electrician Common Core - Level 1 Harmonized

300 hours

Students will expand their knowledge of electrical theories, electrical circuits, including DC circuits, electronics and AC generation. Students will also learn the regulatory requirements of electrical installations, alterations and repair work through a more in depth study of the Canadian Electrical Code book. This course provides the equivalency of the 10 week ITA Apprenticeship Level 1 course.

## **Prerequisite(s):**

- Admission to the Electrician Foundation Harmonized Program

For more information visit our [timetable](#)

# EFH-101 Safety, Basic Trade Tools, Fasteners And Fittings

32 hours

This course provides an introduction to the general safety requirements for working in any construction trade as outline by WorkSafeBC. Instruction includes identification and appropriate use of common hand and power tools, in the general construction trades. Students will be able to identify and use common fastening devices and within a lab setting, practice safe and effective uses of power tools.

## **Prerequisite(s):**

- Admission to the Electrician Foundation Harmonized Program

For more information visit our [timetable](#)

# EFH-102 Electrical Codes, Plans & Specifications

34 hours



This course provides an introduction to basic processes and applications pertaining to the planning of construction projects through the use of the Canadian Electrical Code (CED), print reading, and development and use of specifications sheets. Students will be introduced to the Canadian Electrical Code (CEC), and its importance within the construction process. Instruction provides an essential introduction to blueprint reading, identification and use of symbols and lines and techniques commonly used in manufacturing and construction drawings. Students will examine typical residential and commercial drawings and blueprints and identify details of the drawings while learning of specifications and alteration considerations.

**Prerequisite(s):**

- Admission to the Electrician Foundation Harmonized Program

For more information visit our [timetable](#)

## EFH-103 Applied Mathematics and Sciences for the Electrical Trade

34 hours lecture, 5 hours shop

This course encompasses a review of algebra and trigonometry, with and without calculators, as it pertains to electrical applications. The curriculum is presented in the context of electrical applications in the field and are required of industry. In addition, instruction encompasses an introduction to the basic properties of thermal energy including heat transfer in solids, liquids and gases with the goal of performing heat loss calculations in residential buildings in order to size electric heating.

**Prerequisite(s):**

- Admission to the Electrician Foundation Harmonized Program

For more information visit our [timetable](#)

## EFH-104 Applied Wiring Methods

28 hours lecture, 214 hours shop

This course encompasses generally accepted methods used in modern residential and commercial construction to include: the proper and safe use of electrical hand and power tools and equipment, types of conductors, grounding and bonding, electrical services, branch circuit and feeder wiring, the installation of data and communication cabling, and the interpretation and application of the Canadian Electrical Code. Students will apply their learning in a wiring lab, as per regulatory specifications.

**Prerequisite(s):**

- Admission to the Electrician Foundation Harmonized Program

For more information visit our [timetable](#)

## EFH-105 Workplace And Employment Skills

28 hours lecture, 40 hours lab

This course provides an introduction to the electrical industry, the apprenticeship system and essential workplace skills. Instruction encompasses computer applications, essentials of employability skills, expectations and responsibilities of employers and employees, interpersonal communication skills and worksite readiness.

**Prerequisite(s):**

- Admission to the Electrician Foundation Harmonized Program

For more information visit our [timetable](#)

## ELA-100 Electrical Apprenticeship Level I

300 hours

As prescribed by ITA

**Prerequisite(s):**

- ITA Registered Apprentice

For more information visit our [timetable](#)

## ELA-200 Electrical Apprenticeship Level II

300 hours

As prescribed by ITA

**Prerequisite(s):**

- ITA Registered Apprentice

For more information visit our [timetable](#)

## ELA-300 Electrical Apprenticeship Level III

300 hours

As prescribed by ITA

**Prerequisite(s):**

- ITA Registered Apprentice

For more information visit our [timetable](#)

## ELA-400 Electrical Apprenticeship Level IV

300 hours

As prescribed by ITA

**Prerequisite(s):**

- ITA Registered Apprentice

For more information visit our [timetable](#)

## ELC-090 Technical Mathematics

20 hours Lecture, 25 hours Lab

Students will review high school math as it applies to the courses in the Electronics Technician Program. Topics include basic arithmetic and algebra, number systems, complex numbers, linear and quadratic equations, determinants, graphing, trigonometry and logarithms. The principle

emphasis is on problem solving using an electronic calculator. All example problems used are typical of those encountered in the study of electronics.

**Prerequisite(s):**

- Admission to the Electronics Technician Core Program

For more information visit our [timetable](#)

## ELC-105 Technical DC Circuit Analysis

90 hours Lecture, 90 hours Lab

Students will learn the full range of DC theory including atomic structure, current flow, resistance, Ohm's Law, series circuits, parallel circuits, series-parallel circuits, Kirchhoff's Laws, advanced circuit theorems, WYE and delta networks, and DC circuit analysis. Extensive laboratory exercises are used to reinforce and prove theoretical studies, and to provide 'hands-on' experience in the care and use of basic test equipment. The use of simulation software will also allow students to compare and learn the operation of basic circuits.

**Prerequisite(s):**

- ELC 090 Technical Mathematics

For more information visit our [timetable](#)

## ELC-106 Technical AC Circuit Analysis

90 hours Lecture, 90 hours Lab

This course is a continuation of ELC 105, the study of basic electronics circuits. Students will continue with basic topics including sine waves and phasor algebra, inductive circuits, capacitive circuits, resonance, passive filters, integrators and differentiators, advanced circuit analysis, along with polyphase power generation and distribution. Laboratory experiments, including simulation software, are extensively used which reinforces theoretical studies and provides a more 'hands-on' experience in the proper use of advanced laboratory equipment, such as the oscilloscope, function generator, and frequency counter

**Prerequisite(s):**

- ELC 105

For more information visit our [timetable](#)

## ELC-108 Technical Soldering & Workshop Practices

6 hours Lecture, 20 hours Lab

Students will gain practical experience in electronic circuit construction methods. Students will be required to demonstrate proper soldering techniques and cable preparation. Common care and use of basic hand tools, power tools and electronic test equipment will be covered.

### **Prerequisite(s):**

- WHMIS OFA 001

For more information visit our [timetable](#)

## ELC-109 Computer Applications and Design

15 hours Lab

This course introduces students to the basics of terminology, operating systems, and directories. It also introduces common software packages for technical documentation and simulation software used in the design and troubleshooting of electrical/electronic circuitry.

### **Prerequisite(s):**

- Admission to the Electronics Technician Core Program

For more information visit our [timetable](#)

## ELC-110 Digital Electronics Analysis

90 hours Lecture, 90 hours Lab

Students will gain a theoretical and practical introduction to digital electronic techniques. Topics include number systems and codes; logic elements; Boolean algebra, De Morgan's theorem and Karnaugh maps; clocks, latches and flip-flops; D/A and A/D conversions; and digital memory techniques. In the lab, students will use Multisim to verify the operation of digital circuits,

which they will build, thus gaining a better understanding of the theoretical principles introduced. All students are required to demonstrate their mastery of these topics by designing and constructing a digital project.

**Prerequisite(s):**

- Admission to the Electronics Technician Core Program

For more information visit our [timetable](#)

## ELC-120 Solid State Devices

90 hours Lecture, 90 hours Lab

Students will be introduced to basic semiconductor theory and active solid state devices and will learn about PN junctions and diode theory, bipolar junction transistors, JFETs and MOSFET transistor operation and circuit configurations. DC bias methods, along with small signal AC operation for each device, are thoroughly investigated, leading to power amplifiers and multi-stage amplifiers. Students will use the electronics lab facilities to investigate device characteristics, reinforce theoretical instruction, demonstrate applications, and gain "hands-on" experience working with linear solid state devices.

**Prerequisite(s):**

- Admission to the Electronics Technician Core Program

For more information visit our [timetable](#)

## ELC-130 Linear Circuit Analysis

60 hours Lecture, 60 hours lab

Students will be given an introduction to linear integrated circuits and analog signal processing. More specifically, they will learn about the operational amplifier (op-amp) and how the op-amp can be configured to provide a variety of circuit functions including amplifiers, differentiators and integrators, filters, oscillators, voltage regulators and timers. Students will use "Electronic Workbench" and the electronics lab facilities to investigate op-amp characteristics, reinforce theoretical instruction, demonstrate applications and gain "hands-on" experience with op-amps.

**Prerequisite(s):**

- Admission to the Electronics Technician Core Program

For more information visit our [timetable](#)

## ELC-140 Programmable Devices

30 hours Lecture, 90 hours Lab

Students will be introduced to basic microcontroller operation. The course will include lectures on software with exercises and laboratory experiments to explore programming and operation of popular open-source platform microcontrollers. There will also be discussions on the general architecture of a microcomputer. Students will use a physical programmable circuit board, and integrated development environment (IDE) software to write and upload computer code. The research, design and construction of a student lead project will form a portion of the final mark.

### **Prerequisite(s):**

- Admission to the Electronics Technician Core Program

For more information visit our [timetable](#)

## ELC-201 Process Measurement

55 hours lecture, 55 hours lab

Students will be introduced to basic process measurement and instrument calibration. Topics covered include terminology, sources of error, standards, operation and calibration of typical instruments used in the measurement of: pressure, flow, level, temperature, analytic [pH] and electro-mechanical processes. Students will learn the physics of each process variable and the theory behind related measuring devices then apply and calibrate selected instruments to the measurement of those process variables, in the lab.

### **Prerequisite(s):**

- Admission to the Industrial Automation Program, or instructor permission.

For more information visit our [timetable](#)

## ELC-205 Process Control Devices

55 hours lecture, 55 hours lab

Students will learn about the typical elements found in modern industrial control systems and then apply these elements to open and closed loop control of processes, including: pressure, flow, level, temperature, analytic and electro-mechanical systems. They will also learn the characteristics of typical process variables and trouble-shooting techniques for multiple types of open and closed loop systems.

For more information visit our [timetable](#)

## ELC-206 Process Control Systems<sup>PLA</sup>

55 hours lecture 55 hours lab

This course builds upon "Process Control Devices" (ELC 205). Students will learn about basic control systems in pressure, flow, level, temperature, analytic and mechanical processes.. They will also learn about system elements, including: pumps, valves, indicators, switches, recorders, transmitters, signal conditioners, drives and PID control of typical loops utilizing these elements. Regional industrial processes studied will include: Pulp and Paper, Steam Generation, Water Treatment, Mining, Food Processing and Hydro-electric Power Generation.

For more information visit our [timetable](#)

## ELC-215 Programmable Logic Controllers I

35 hours lecture, 55 hours lab

Students will be introduced to the basic principles of operation and programming of PLCs. You will apply a PLC to: relay replacement, analog and digital interfacing PLC operation will include: CPU, memory, I/O, branch and latching instructions, timers, counters, sequencers, registers and data files. They will use both computer based PLC simulation and real PLCs for programming practice.

### **Prerequisite(s):**

- Admission to the Industrial Automation Program, or instructor permission.

For more information visit our [timetable](#)

## ELC-216 Programmable Logic Controllers



Students will apply the programming knowledge gained in PLC I (ELC 215) to typical industrial operations. They will interface process instruments using Allen-Bradley SLC 5/03 PLCs, equipment from multiple manufactures to measure and control both on-off and analog PID systems. PLC control techniques will be applied to: pressure, flow, level, temperature, analytic and electro-mechanical systems. This course is 30 % lecture and 70 % lab. Included is introduction to the concepts involved with project definition, tasks and management of a project.

For more information visit our [timetable](#)

## ELC-220 Autocad for Technicians

Lecture/Computer lab

Students will also learn the basics of AutoCAD and AutoCAD Electrical; the most widely used computer aided drafting program in industry. They will be able to use CAD to prepare schematic layouts, circuit and instrument diagrams, bill of material, and to import/export graphics files. This course is 90% CAD lab, 42 hours of immersion in AutoCAD and 19 hours developing CAD drawings as a component of other courses within the program.

### Prerequisite(s):

- None, High School Drafting recommended and familiarity with MS Windows applications and computers is strongly recommended.

For more information visit our [timetable](#)

## ELC-230 Industrial Power Electronics

55 hours lecture, 55 hours lab

Students will gain practical experience in working with power control devices (Thyristor, Mosfets) and control circuits, including: rectifiers, inverters, choppers, CSI, VSI, and PWM drives. Students will "construct" modular AC and DC Motor drives, using power Thyristor and Mosfets, then test, operate and troubleshoot the control circuits. Variable speed motor control will be examined with and without feedback. Concept, analysis, and applications of commercial industrial drives will be introduced.

### Prerequisite(s):

- Admission to the Industrial Automation Program, or instructor permission.

For more information visit our [timetable](#)

## ELC-235 Electrical Power Circuits and Machines

55 hours lecture, 55 hours lab

This course studies single, two, and three phase power systems, circuit elements, AC & DC motors and generators, transformers, and controls. The course includes working with voltages and currents commonly used in Industry and not studied in the common core program. Emphasis is placed on three phase machines and electro-mechanical motor controls. This course is hands-on and includes instruction on personal protective equipment, care and control around live circuits and equipment, and workplace safety. Appropriate use of protective equipment and safety awareness is necessary to continue in the program.

### **Prerequisite(s):**

- This course studies single, two, and three phase power systems, circuit elements, AC & DC motors and generators, transformers, and controls. The course includes working with voltages and currents commonly used in Industry and not studied in the common core program. Emphasis is placed on three phase machines and electro-mechanical motor controls. This course is hands-on and includes instruction on personal protective equipment, care and control around live circuits and equipment, and workplace safety. Appropriate use of protective equipment and safety awareness is necessary to continue in the program.

For more information visit our [timetable](#)

## ELC-240 Industrial Control of Chemical Processes

Lecture/lab

The Industrial Electronics Technician must have a good basic understanding of the processes, upon which he or she will be working. It is often necessary to communicate with engineers, operators, and chemists, as well as perform tasks safely. Many industrial processes including Water Treatment, Mining, Pulp and Paper and Combustion Emission systems, involve complex electronic controls and complex chemical reactions such as soda lime water treatment, chlorine, sodium hydroxide, sodium hypochlorite, sodium sulphite, sulphuric and other acids/bases.

Students will review basic chemical reactions and learn an overview of chemical processes found in regional industries. This course is 60% lecture and 40% lab.

**Prerequisite(s):**

- Electronics Technician Core training or equivalent

For more information visit our [timetable](#)

## ELC-250 Fluid Power Controls

15 hours lecture, 45 hours lab

Students will examine typical electronic controls used to position pneumatic and hydraulic cylinders found in many mechanical processes. The basics of cylinder and valve operation will be covered. Topics will include actuators, servo valves, for both pressure and position, and an Electro-pneumatic Automation Station.

For more information visit our [timetable](#)

## ELC-260 Data Acquisition And Control Systems

18 hours lecture, 42 hours lab

Students will gain practical experience in working with multiple Human Machine Interface (HMI/MMI) computer software programs used in industry today. Topics of study will include, PC hardware interfacing, PC communications, data acquisition and display, Supervisory Control And Data Acquisition (SCADA), Distributed Control System (DCS) and data highways.

**Prerequisite(s):**

- ELC 215 and ELC 220

For more information visit our [timetable](#)

## ELC-270 Control System Project

90 hours lab

This project allows students to apply and consolidate the skills and knowledge previously learned in the Process Control, PLC, Data Acquisition and CAD courses through the design, construction and demonstration of a typical industrial control system. Students will consult with a local industry representative to select and define the scope of the project. They will design and build the system then test and evaluate it based on previously established criteria.

**Prerequisite(s):**

- Completion of all other courses in the Industrial Automation Program

For more information visit our [timetable](#)

## ELE-004 Work Place Safety & Basic Trade Tools

36 hours

Students will be introduced to the general safety requirements for working in any construction trade as outlined by the Worker's Compensation Board of BC. They will be expected to identify and learn the proper use of common hand and power tools used in the general construction trades. Students will complete several lab projects that will allow them to apply and practice with hand tools and common measuring and layout tools.

**Prerequisite(s):**

- Admission into the Electrical Entry Program

For more information visit our [timetable](#)

## ELE-005 Introduction to Blueprint Reading

20 hours

Students will be introduced to basic blueprint reading that includes the identification and use of symbols, lines and techniques commonly used in manufacturing and construction drawings. They will examine some commercial drawings and blueprints and will identify details of the drawings. Students will complete a drawing project.

**Prerequisite(s):**

- Admission into the Electrical Entry Program

For more information visit our [timetable](#)

## ELE-010 Solar Photovoltaic Systems and The Canadian Electrical Code<sup>PLA</sup>

8 hours Lecture

This course is for electricians, technologists and engineers with previous education or experience in solar photovoltaic system design who wish to understand the portions of the most recent edition of the Canadian Electrical Code that apply to both utility-tie and off-grid photovoltaic installations. This class covers Section 50, Section 64 and other applicable sections of the CEC. Topics will be introduced through case studies of photovoltaic system designs.

### **Prerequisite(s):**

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For more information visit our [timetable](#)

## ELE-100 Year 1 - Technical Training

300 hours

For more information visit our [timetable](#)

## ELE-101 Electrical Trade Mathematics

60 hours

Students will review the curriculum taught in secondary school from grade 8 levels to algebra and trigonometry with and without calculators. The curriculum is presented in the context of electrical applications. Many of the symbols, formulae and concepts introduced are found in later courses in the electrical program.

### **Prerequisite(s):**

- Admission to the Electrical Entry Program

For more information visit our [timetable](#)

## ELE-102 Electrical Trade Science

25 lecture, 5 other hours

Students will be introduced to the basic properties of thermal energy including heat transfer in solids, liquids and gases with the goal of performing heat loss calculations in residential buildings in order to size electric heating.

### **Prerequisite(s):**

- Admission to the Electrical Entry Program

For more information visit our [timetable](#)

## ELE-104 Wiring Methods

250 hours

You will learn the generally accepted methods used in modern residential and commercial construction. Topics covered include: the proper and safe use of electrical hand and power tools and equipment, types of conductors, grounding and bonding, electrical services, branch circuit and feeder wiring, the installation and use of electrical conduit and armoured cable, the installation of data and communication cabling and the interpretation and application of the Canadian Electrical Code. You will be issued a complete set of electrical hand tools to practice actual construction techniques in the wood frame wiring lab. You will complete the entire wiring lab set to "Code" specifications. External wiring projects will be completed when available.

### **Prerequisite(s):**

- Admission to the Electrical Entry Program

For more information visit our [timetable](#)

## ELH-100 Electrician Apprenticeship Common Core - Level 1 Harmonized

Students will learn electrical theories, and electrical circuits, including DC circuits, electronics and AC generation. Students will also learn the regulatory requirements of electrical installations, alterations and repair work through a more in depth study of the Canadian Electrical Code book. This course follows the requirements of ITA Electrical Apprenticeship training, Level 1.

**Prerequisite(s):**

- ITA Registered Apprentice

For more information visit our [timetable](#)

## ELH-200 Electrician Apprenticeship Common Core - Level 2 Harmonized

Students will learn electrical theories, and electrical circuits, including single-phase AC and electronics. Students will also learn the regulatory requirements of electrical installations, alterations and repair work through a more in depth study of the Canadian Electrical Code book. Motors, motor controllers, HVAC systems, and renewable energy will be covered in this course. This course follows the requirements of ITA Electrical Apprenticeship training, Level 2.

**Prerequisite(s):**

- Registered Apprentice with the ITA

For more information visit our [timetable](#)

## ELH-201 Electrician Apprenticeship Harmonized - Gap Training A

This course is designed for Electrical apprentices who are transitioning into Electrician Apprenticeship Common Core Level 2 Harmonized from non-Harmonized Level 1 or Electrical Foundation non-Harmonized.

**Prerequisite(s):**

- Electrical Foundation or Electrical Apprenticeship Level 1;

For more information visit our [timetable](#)

## EMP-010 Internship Workshop

15 hours online

This pre-placement online course prepares students for success in identifying, securing and keeping work that is related to their long-term career goals. This is a highly interactive seminar in which students will learn about the principles of transferring skills and knowledge from the academic environment to the practical work environment. Topics include: self-assessment of employability skills, interviews, work search techniques, goal setting, and workplace success skills. In addition to the online assignments and readings, students can meet individually on a regular basis with Co-operative Education faculty and staff to work towards their short and long term employment goals.

### **Prerequisite(s):**

- Must be enrolled in one of the following post degree diploma programs: Global Tourism and Hospitality Advanced Diploma Global Business Management Pre-Professional Accountant

For more information visit our [timetable](#)

## EMP-100 Co-Operative Education Pre-Employment Seminar

30 hours seminar/15 hours Directed Study; 3 credits

This pre-employment course prepares students for success in identifying, securing and keeping work that is related to their long-term career goals. This is a highly interactive seminar in which students will learn about the principles of transferring skills and knowledge from the academic environment to the practical work environment. Topics include: self-assessment of employability skills, values and attitudes, resume writing, interview practice, skill transfer theory, work search techniques, goal setting, and workplace success skills. In addition to the classroom component, students meet individually on a regular basis with Co-operative Education faculty and staff to work towards their short and long term employment goals. Students must complete this course in the Fall term as a prerequisite to Co-operative Education Internship Work Term THM-197 or BUS 197 in the spring.



**Prerequisite(s):**

- Acceptance into Co-operative Education Program

For more information visit our [timetable](#)

## ENG-013 Fundamental English Level I

4 - 6 hours lecture, 3 credits

This course teaches skills in pre-reading and reading, pre-writing and writing, spelling, listening and speaking. Students will have individualized instruction in a classroom setting. Students may be matched with a tutor, based on tutor availability and student interest.

**Prerequisite(s):**

- English placement testing

For more information visit our [timetable](#)

## ENG-014 Fundamental English Level 2

4 - 6 hours lecture, 3 credits

This course teaches skills in reading, writing, spelling, listening and speaking. Students will have individualized instruction in a classroom setting. Students may be matched with a tutor, based on tutor availability and student interest.

**Prerequisite(s):**

- English placement testing

For more information visit our [timetable](#)

## ENG-015 Fundamental English Level 3

4 - 6 hours lecture, 3 credits

This course teaches skills in reading, writing, spelling, listening and speaking. Students will have individualized instruction in a classroom setting. After completing English 015, students will enroll in Fundamental English 025. Students may be matched with a tutor, based on tutor availability and student interest.

**Prerequisite(s):**

- English placement testing

For more information visit our [timetable](#)

## ENG-025 Fundamental English Level 4

6 - 7.5 hours lecture, 3 credits

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.

**Prerequisite(s):**

- English placement testing

For more information visit our [timetable](#)

## ENG-026 Fundamental English Level 5

6 - 7.5 hours lecture, 3 credits

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.

**Prerequisite(s):**

- English placement testing

For more information visit our [timetable](#)

## ENG-027 Fundamental English Level 6

6 - 7.5 hours lecture, 3 credits

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

**Prerequisite(s):**

- English placement testing

For more information visit our [timetable](#)

## ENG-035 Intermediate English

2 credits

This Intermediate English course is designed to help students learn the skills involved in the writing process, applied grammar, and reading comprehension, and apply these skills to everyday English. Students will gain initial competence in writing a variety of sentence types, paragraphs, and a very basic essay, as well as in reading proficiently at an intermediate level in an academic setting. Students will gain confidence, acquire knowledge, think critically, and upgrade their skills in the three content areas to increase their success in future college courses.

**Prerequisite(s):**

- ENG 027 or assessment

For more information visit our [timetable](#)

## ENG-038 Directed Essential English Studies

1 credit

This seminar/workshop course is designed for students who are upgrading their Essential English skills in order to enter various workplaces or college programs. Students will update their skills via individualized, direct instruction, thus obtaining the English skills that are necessary for success.

**Prerequisite(s):**

- Assessment and instructor Permission.

For more information visit our [timetable](#)

## ENG-039 Spelling

4 hours lecture/tutorial, 2 credits

English 039 may be taken by students at or above the Intermediate ABE English level who wish to review and learn basic spelling rules and patterns. The course focuses on learning morphographic (core word) spelling, rules and patterns, and develops basic strategies for improving spelling.

### **Prerequisite(s):**

- Successful completion of ENG 027 or English placement testing

For more information visit our [timetable](#)

## ENG-052 Advanced English

3 hours lecture, or distance (D), 2 credits

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.

### **Prerequisite(s):**

- C+ minimum in one of Provincial English 10, English 10 First Peoples, NIC ENG 032/033/034, ENG-035, or equivalent articulated BC college course, or placement testing. It is strongly recommended that students consider placement testing if prerequisite courses were completed more than five years ago.

For more information visit our [timetable](#)

## ENG-060 Introduction to Literature

3 hours lecture, or distance (D), 3 credits

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.

**Prerequisite(s):**

- C minimum in Provincial English 11 or English First People 11, or ENG 052, or placement testing. It is strongly recommended that students consider placement testing if prerequisite courses were completed more than five years ago.

For more information visit our [timetable](#)

## ENG-096 First Peoples Literature And Composition

3 hours lecture, or distance (D), 2 credits

Through the study of oral and written texts by Indigenous authors, First Peoples Literature and Composition develops critical thinking skills, reading skills, speaking skills, and writing skills to prepare students for the demands of either the workplace, college programs, or university-level courses. Students will write several essays, deliver oral presentations, and complete a research essay or assignment at the conclusion of the course. Students will also explore elements of First People history and culture through the readings and assignments in the course. Credit will only be granted for either ENG 096 or ENG 098.

**Prerequisite(s):**

- C in one of Provincial English 11, English 11 First Peoples, ENG 052, or equivalent articulated BC college course, or placement testing. It is strongly recommended that students consider placement testing if prerequisite courses were completed more than five years ago.

For more information visit our [timetable](#)

## ENG-098 Essay Writing And Critical Reading

3 hours lecture, or distance (D), 2 credits

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. The course assists students to develop reading, research and reference skills and write effective sentences, paragraphs, and a variety of essays. A research essay or a research assignment will also be produced. They will also apply critical thinking skills to situations ranging from problem solving to media literacy. This course satisfies the requirements for English in the ABE Provincial Level Diploma Program. Credit will only be granted for either ENG 096 or ENG 098.

**Prerequisite(s):**

- C in one of Provincial English 11, English 11 First Peoples, ENG 052, or equivalent articulated BC college course, or placement testing. It is strongly recommended that students consider placement testing if prerequisite course were completed more than five years ago.

For more information visit our [timetable](#)

## ENG-104 Foundations of Academic Writing

3 credits

This course prepares students for the writing, reading, studying, and research demands of post-secondary academic courses. The course will provide instruction in the following: academic language development; the writing of paragraphs; how and why to avoid plagiarism; achieving clarity and coherence in writing ; planning, researching, drafting, and revising written work; and selecting the appropriate documentation style for research projects. Note that this course is intended to help students build foundational academic skills and does not meet the first-year English requirement for University Transfer.

**Prerequisite(s):**

- C in Provincial English 12, English First Peoples 12, ENG-098, ENG-096, ESL-090; or English Assessment; or Academic IELTS overall score of 6.0 with no band less than 5.5.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## ENG-107 Introduction to Creative Writing: Fiction & Non-Fiction

3 hours/week, 3 credits

ENG 107 is a first year writing seminar focusing on method and craft in fiction and creative non-fiction. Fiction writing may include short stories or novel writing. Non-fiction may include creative essay writing, documentary, life-writing or biography. Students create a portfolio of work including both fiction and creative non-fiction. This seminar focuses on the practice of writing with an emphasis on learning the craft of writing through discussions, exercises and peer critiquing.

**Prerequisite(s):**

- C in one of Provincial English 12, English First Peoples 12, ENG 096, ENG 098, or ESL 090; or placement testing; or portfolio.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## ENG-108 Introduction to Creative Writing: Poetry & Drama

3 hours/week, 3 credits

ENG 108 is a first year writing seminar focusing on method and craft in poetry drama and screenplays. This seminar focuses on the practice of writing with an emphasis on learning the craft of writing through discussions, exercises, and peer critiquing. Students create a portfolio of work including both poetry and a play or screenplay.

**Prerequisite(s):**

- C in one of Provincial English 12, English First Peoples 12, ENG 096, ENG 098, or ESL 090; or placement testing; or portfolio.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## ENG-115 Essay Writing and Critical Analysis

3 hours lecture, or distance (D), 3 credits

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. A variety of rhetorical models are studied and practiced. Emphasis is placed on research, documentation and the writing of a research paper. Students may not receive credit for ENG 115 if they have previously completed ENG 116 or ENG 117.

**Prerequisite(s):**

- C in Provincial English 12, English First Peoples 12, or ENG 096, ENG 098, ESL 090, or ENG 160; or English Assessment; or Academic IELTS overall score of 6.0 with band scores of 6.0 in Writing and Reading (Effective for the 2018/19 academic year); or completion of ENG 104.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## ENG-115 Essay Writing and Critical Analysis

3 hours lecture, or distance (D), 3 credits

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. A variety of rhetorical models are studied and practiced. Emphasis is placed on research, documentation and the writing of a research paper. Students may not receive credit for ENG 115 if they have previously completed ENG 116 or ENG 117.

**Prerequisite(s):**

- C in Provincial English 12, English First Peoples 12, ENG 096, ENG 098, ESL 090, or ENG 160; or English assessment; or Academic IELTS overall score of 6.0 with band scores of 6.0 in Writing and Reading; or completion of ENG 104.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## ENG-116 Essay Writing And Indigenous Perspective

3 hours lecture, or distance (D), 3 credits



ENG 116 introduces university-level research and writing in the humanities and social sciences and/or natural sciences with a specific focus on contemporary Indigenous issues in Canada. Students will critically analyze and study the writing, oral and aural practices of Indigenous scholars and teachers in a variety of disciplines and settings. Emphasis is placed on respecting and interweaving non-Indigenous and Indigenous ways of knowing and research methodologies in writing a post-secondary research paper. Students may not receive credit for ENG 116 if they have previously completed ENG 115, ENG 117 or ENG 125.

**Prerequisite(s):**

- C in Provincial English 12, English First Peoples 12, ENG 098, ENG 096, ESL 090 or ENG 160; or English Assessment; or Academic IELTS overall score of 6.0 with band scores of 6.0 in Writing and Reading (Effective for the 2018/19 academic year); or completion of ENG 104.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## ENG-117 Academic Writing

3 hours lecture, or distance (D), 3 credits

This course is an introduction to university-level research and writing in the humanities and social sciences and/or natural sciences. It is designed to help students acquire the research skills and understand the writing practices used by scholars in a variety of academic disciplines. As a way of focusing discussion, students will examine different disciplinary approaches to a single research topic. Note: Credit will only be granted for ENG 115 or ENG 117 or ENG 125.

**Prerequisite(s):**

- B in one of Provincial English 12, English First Peoples 12, NIC ENG 098, ENG 096, ENG 060 or ESL 090, or C or better in any University-transferable English course, or English assessment.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## ENG-122 Reading Literature

3 hours lecture, or distance (D), 3 credits

In this course, you will become familiar with selected writers and their works and themes; develop and understanding of literary terms, techniques, and styles, and analyze fiction, drama, poetry and literary non-fiction using a range of critical approaches. The long-term objective of this course is to gain a greater understanding of yourself and others. You will, as Frederick Nietzsche commands, "Read...your own life and from this understanding the hieroglyphs of universal life!" Students may not receive credit for ENG 122 if they have previously taken ENG 120, ENG 121 or ENG 126.

**Prerequisite(s):**

- C+ in Provincial English 12, English First Peoples 12, ENG 096, ENG 098, or ESL 090; or C in ENG 115, ENG 116, or ENG 117; or English Assessment; or Academic IELTS overall score of 6.0 with band scores of 6.5 in Writing and Reading (Effective for the 2018/19 academic year); or completion of ENG 104.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## ENG-122 Reading Literature

3 hours lecture, or distance (D), 3 credits

In this course, you will become familiar with selected writers and their works and themes; develop and understanding of literary terms, techniques, and styles, and analyze fiction, drama, poetry and literary non-fiction using a range of critical approaches. The long-term objective of this course is to gain a greater understanding of yourself and others. You will, as Frederick Nietzsche commands, "Read...your own life and from this understanding the hieroglyphs of universal life!" Students may not receive credit for ENG 122 if they have previously taken ENG 120, ENG 121 or ENG 126.

**Prerequisite(s):**

- C+ in Provincial English 12, English First Peoples 12, ENG 096, ENG 098 or ESL 090; or C in ENG 115, ENG 116, or ENG 117; or English Assessment; or Academic IELTS overall score of 6.0 with band scores of 6.5 in Writing and Reading; or completion of ENG 104.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## ENG-127 Indigenous Literatures in Canada

3 hours lecture, or distance (D), 3 credits

English 127 introduces students to Indigenous literatures in Canada with emphasis on their historical, political, and cultural contexts. Students will study works selected from various genres, including story-telling, both oral and written, non-fiction writing, novels, short stories, drama, and poetry, as well as art, film, and digital media. They will learn to write reflective and scholarly analysis by interweaving Indigenous and Western approaches to textual interpretation and literary criticism. Students may not receive credit for ENG 127 if they have previously completed ENG 120, ENG 121 or ENG 126.

**Prerequisite(s):**

- C+ in Provincial English 12, First Peoples English 12, ENG 060, ENG 096, ENG 098, ESL 090; or C in ENG 115, ENG 116, or ENG 117; or English Assessment; Academic IELTS overall score of 6.0 with band scores of 6.5 in Writing and Reading (Effective for the 2018/19 academic year); or completion of ENG 104.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## ENG-159 Professional Writing

3 hours lecture, or distance (D), 3 credits

English 159 is an applied writing course that recognizes the importance of effective communication in the modern workplace. This course focuses on the study and application of the principles of effective technical and professional communication.

**Prerequisite(s):**

- C in one of Provincial English 12, English First Peoples 12, 12, ENG 096, ENG 098, or ESL 090, or English Assessment, or Admission to Electronics Technician program.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## ENG-160 Effective Organizational Writing

3 hours lecture, or distance (D), 3 credits

English 160 is an applied writing course that focuses on communication skills required in professional and business fields. Students will learn how to use language effectively, produce general correspondence, synthesize research for formal report and proposal writing, and design effective documents.

**Prerequisite(s):**

- C in Provincial English 12, English First Peoples 12, ENG 096, ENG 098 or ESL 090; or English Assessment; or Academic IELTS overall score of 6.0 with band scores of 6.0 in Writing and Reading (Effective for the 2018/19 academic year); or completion of ENG 104.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## ENG-160 Effective Organizational Writing

3 hours lecture, or distance (D), 3 credits

English 160 is an applied writing course that focuses on communication skills required in professional and business fields. Students will learn how to use language effectively, produce general correspondence, synthesize research for formal report and proposal writing, and design effective documents.

**Prerequisite(s):**

- C in Provincial English 12, English First Peoples 12, ENG 096, ENG 098, or ESL 090; or English Assessment; or Academic IELTS overall score of 6.0 with band scores of 6.0 in Writing and Reading; or completion of ENG 104.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## ENG-166 Effective Organizational Communications

3 credits

ENG 166 focuses on the oral and written communication skills required to function in administrator and leadership positions within Aboriginal organizations and communities. Students will examine and practice the writing process in various capacities specific, but not

always limited, to Aboriginal organizations, including email etiquette, minute-taking, briefing notes, and professional letter writing. Students will also learn reporting processes, both written and electronic, with a particular focus in INAC and other provincial and national Aboriginal funding organizations. Finally, students will gain research skills necessary to access and apply to funding sources, and to write formal reports that will include a proposal, executive summary, and formal report with appropriate APA formatting and references. Students may not receive credit for ENG 166 if they have successfully completed ENG 160.

**Prerequisite(s):**

- Admission into the Aboriginal Leadership Certificate, or C in ENG 12, English First Peoples 12, ENG 096, ENG 098, or ESL 090; or placement testing; or Academic IELTS overall score of 6.0 with bandscores of 6.0 in Writing and Reading; or completion of ENG 104.

For more information visit our [timetable](#)

## ENG-202 Survey of English Literature I

3 hours lecture or distance (D), 3 credits

This course surveys the significant works of English literature from the late Medieval and Renaissance periods, focusing on major authors: Chaucer, Spenser, Shakespeare, Jonson, Donne, and Milton. Major works discussed are *The Canterbury Tales*, *Antony and Cleopatra*, and *Paradise Lost*. Elizabethan and Jacobean lyric verse is also examined. The works are studied within the context of the philosophical, social, religious and political thought and conditions of the times.

**Prerequisite(s):**

- B in English 12, ENG 096, ENG 098, ESL 090, or C in one first-year university transfer English.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## ENG-203 A Survey of English Literature II

3 hours lecture or distance (D), 3 credits

The student will survey English Literature of the 18th and 19th centuries, focusing on the works of major authors: Swift, Pope, Blake, Coleridge, Wordsworth, Keats, Emily Bronte, Arnold, Tennyson and Browning. The student will also examine the philosophical, social and religious aspects of life in the Neo-Classical, Romantic and Victorian Periods.

**Prerequisite(s):**

- B in English 12, ENG 096, ENG 098, ESL 090, or C in one first-year university transfer English.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## ENG-207 Creative Non-Fiction

3 hours seminar, 3 credits

ENG 207 is a second year university studies writing workshop that explores the method and craft of creative writing with a focus on creative non-fiction, including creative essay writing, documentary writing, travel writing, life-writing and biography. Students will create a portfolio of work.

**Prerequisite(s):**

- C+ in one of the following: English 107, 108, 115, 120, 121, 125, 126, or by portfolio with instructor permission

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## ENG-208 Creative Writing: Poetry

3 hours lecture, 3 credits

ENG 208 is a second year university studies writing workshop that focuses on the method and craft of poetry. Students will be encouraged to explore a variety of styles and structures in their work and will create a portfolio of polished poetry.

**Prerequisite(s):**

- C+ in English 108 or by portfolio.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## ENG-209 Creative Writing: Fiction

3 hours lab, 3 credits

ENG 209 is a second year university studies writing workshop that focuses on the method and craft of fiction. Students will examine the work of successful fiction authors and nurture their fiction writing skills through the workshop method. Students will create a portfolio of stories.

### **Prerequisite(s):**

- C+ in English 107 or by portfolio with the instructor permission.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## ENG-212 Introduction to Canadian Literature I

3 hours lecture or distance (D), 3 credits

This course is a chronological survey of English-Canadian poetry, fiction, and nonfiction from the sixteenth century to the early twentieth century. It focuses on narratives of exploration and encounter, emigration and settlement, and the emergence of Canada as a nation on the world stage. The course explores the questions surrounding the relationship between Canadian literature and national identity. It seeks to include a range of voices and examines works that are representative, not only of the dominant literary culture, but of different regions, ethnicities, histories and gender identities

### **Prerequisite(s):**

- B in English 12, First Peoples English 12, ENG 096, ENG 098, ESL 090, or C in one first-year university transfer English.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## ENG-213 An Introduction to Canadian Literature

3 hours lecture or distance; 3 credits

This course introduces students to contemporary Canadian literature including poetry, short fiction and the novel. Key topics may include nationality, regional identity, ethnicity, gender, postcolonial theory, and wilderness vs. urban influences.

**Prerequisite(s):**

- B in English 12, First Peoples English 12, ENG 096, ENG 098, ESL 090, or C in one first-year university transfer English.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## ENG-216 Travel Writing

18 hours lecture, 12-21 days travel, 3 credits

This course combines intensive study of the contemporary and historical travel writing about one country or civilization with a two-to-three week international tour of that location. Typically Travel Writing will only be offered in the Spring or the Summer semester and will feature a short series of preparatory and follow-up lectures and seminars. The academic demands of Travel Writing are significant, but accentuate and focus the travel experience.

**Prerequisite(s):**

- B in English 12, ENG 096, ENG 098, ESL 090, or C in one first-year university transfer English.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## ENG-224 Women's Literature I

3 credits

English 224 is a survey of literature written in English by women from medieval times to the turn of the 20th century. The focus is on works in a variety of genres, including poetry, short and long fiction, and non-fiction, and on the history of women's writing and the contribution made by women to the English literary tradition.



**Prerequisite(s):**

- B in English 12, First People's English 12, ENG 096, ENG 098, ESL 090, or C in one first-year university transfer English.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## ENG-225 Women's Literature II

3 credits

English 225 is a survey of literature written in English by women from the early 20th century to the present. The course will focus on works in a variety of genres, including poetry, short and long fiction, and non-fiction, on the history of modern women's writing, and how the female voice has helped to shape the modern English literary tradition.

**Prerequisite(s):**

- B in English 12, First Peoples English 12, ENG 096, ENG 098, ESL 090, or C in one first-year university transfer English.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## ENG-230 Selected Topics in Literature

3 hours lecture, 3 credits

This course introduces the function of narrative and examines narrative method in a variety of genres such as poetry, fiction, drama, biography, autobiography, essay, film, and textbook. The focus of study will vary according to instructor interest and may include themes such as love and sex, war, crime, death, family, or social justice. Students will be introduced to narratology and will examine the ways in which narrative structures shape understanding of the self and the world.

**Prerequisite(s):**

- B in English 12, English First Peoples 12, ENG 096, ENG 098, ESL 090, or C in one first-year university transfer English.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](https://www.bctransferguide.ca)

# ENG-260 Advanced Communications And Professional Writing

3 hours lecture, 3 credits

English 260 will give students the opportunity to study the theory and practice of professional writing. Combining readings from the field of professional writing with discipline-specific applications, the course will emphasize the analytical, persuasive, and research skills required to produce effective client-based longer documents, such as analytical reports, persuasive proposals, technical manuals, and case studies. Students will work individually and collaboratively, both in class and on assignments.

## Prerequisite(s):

- C+ in any of one of the following: ENG 115, ENG 120, ENG 121, ENG 125, ENG 160 or permission of instructor

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](https://www.bctransferguide.ca)

# ENR-110 Introduction to Engineering Design

2 hours lecture, 4 hours lab, 4 credits

As part of a complete first-year transfer into UVic's Faculty of Engineering, this course will cover introductory principles of engineering design concepts through practical projects to be undertaken by teams of students. The projects and exercises will give students experience with the entire design process, from needs-assessment to final testing and documentation. The final project will involve design, construction and programming of an autonomous robot to perform an assigned task.

## Prerequisite(s):

- C in ENG 115.
- C in CPS 100.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](https://www.bctransferguide.ca)

# ENR-151 Engineering Graphics with CAD

3 hours lecture, 3 hours lab, 3 credits

This course is intended for students in first-year engineering. The course covers the fundamentals of orthographic projection, technical sketching, schematic diagrams, engineering graphic standards and conventions, computer representation of data and problem solving with engineering graphical techniques. Drafting is taught through sketched assignments and assignments performed on computer using CAD software.

## Prerequisite(s):

- C in MAT 133 and PHY 120
- Take ENR-151L

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# ENR-151L Engineering Graphics Lab

3 hours lecture, 3 hours lab, 3 credits

## Prerequisite(s):

- C in MAT 133 and PHY 120
- Take ENR-151

For more information visit our [timetable](#)

# ESA-030 English Language Services for Adults CLB Lit - 3

The ELSA Program offers beginner-level English instruction for landed immigrants and refugees or those applying to become landed immigrants. This program is designed to give students the English language and life skills necessary for them to function in Canadian society.

## Prerequisite(s):

- ESL English skills assessment

For more information visit our [timetable](#)

## ESA-045 English Language Services for Adults CLB 4 -5

ELSA offers intermediate level English instruction for landed immigrants and refugees or those applying for landing. This program is designed to give students the English language and life skills necessary for them to function in Canadian society.

### **Prerequisite(s):**

- Completed ESA 030 or CLB placement test.

For more information visit our [timetable](#)

## ESA-067 English Language Services for Adults CLB 6-7

ELSA offers intermediate level English instruction for landed immigrants and refugees or those applying for landing. This program is designed to give students the English language and life skills necessary for them to function in Canadian society.

### **Prerequisite(s):**

- Completed ESA 045 or CLB placement test.

For more information visit our [timetable](#)

## ESL-001 English Language Services for Adults (ESLA)

This is a three-level beginner ESL course for landed immigrants and refugees. Canadian citizens who are at the beginner level are not usually eligible for this program, but may be so in some instances. After an initial assessment, students may be eligible for 350 to 1,000 hours of beginner level English language instruction. This instruction provides newcomers to Canada with the basic language and life skills necessary to function in Canadian society and participate in their

communities. ESLA is offered in Campbell River and Courtenay. Availability is subject to funding. The program is funded by the Ministry of Community, Aboriginal, and Women's Services.

**Prerequisite(s):**

- ESL English skills assessment

For more information visit our [timetable](#)

## ESL-031 Intermediate Reading & Writing 1

3 credits

ESL 031 is a lower intermediate reading and writing course (Canadian Benchmark 4-5). It continues from ESL 003 or ESA 030. It is intended to complement 034, although it can be taken independently. The focus of the course is to give the student the ability to read and write a variety of materials in informal, predictable settings. This includes reading such as graded readers at the elementary level, pamphlets and brochures, questionnaires, and news articles at the appropriate level. Students will learn to read for pleasure and information, while increasing vocabulary and written skills. Students will also develop skills to write a basic paragraph and personal letters.

**Prerequisite(s):**

- Certified CLB 4, or ESL 003, or Assessment by ESL Department

For more information visit our [timetable](#)

## ESL-032 Intermediate Reading & Writing 2

3 credits

ESL 032 is an intermediate reading and writing course (Canadian Benchmark 5-6) continuing from ESL 031. It is intended to complement 035, although it can be taken independently. The focus of the course is to give the student the ability to read and write a wide selection of materials in formal and informal situations, inside and outside the class. This may include readings such as graded readers, essays, graphs and charts, and news articles at the appropriate level. Students will learn to read for pleasure and information while increasing vocabulary and

reading skills. Students will also develop skills to write a well developed paragraph, take notes and write business letters.

**Prerequisite(s):**

- Certified CLB 5, or C+ in ESL 031 and ESL 037, or Assessment by ESL Department

For more information visit our [timetable](#)

## ESL-034 Intermediate Listening & Speaking 1

3 credits

ESL 034 is a lower intermediate listening and speaking course (Canadian Language Benchmarks 4- 5). It is intended to complement ESL 031, the focus of which is reading, writing and grammar. The course is designed for students exiting from ESA 030 or ESL 008. Listening skills progress from understanding the gist to starting to comprehend key words and details in extended exchanges or spoken texts. Speaking skills focus on participating in a variety of complex activities or situations involving multiple purposes and participants (e.g. group work, discussions and debates), and participating outside ESL classes in informal, predictable social contacts. The course concentrates on the process of communication and stresses the importance of communicative strategies and the functional use of English. It provides learners with functional phrases that they can incorporate into their active language as they interact with their classmates in pair or group work, as well as outside the classroom in daily life. Themes are relevant to the learners' personal experience, like family life and adjusting to a new country, as well as to present classroom experience, such as study skills.

**Prerequisite(s):**

- Certified CLB 4, or ESL 008, or Assessment by ESL Department.

For more information visit our [timetable](#)

## ESL-035 Intermediate Listening & Speaking 2

3 credits

ESL 035 is an intermediate listening and speaking course (Canadian Language Benchmarks 6), continuing on from ESL 034 and intended to complement ESL 032, although it can be taken independently if reading and writing is not a perceived student need or if the student has time

constraints. The focus of the course is the comprehension of key words and details in extended exchanges or spoken texts as well as participation in a variety of complex activities or situations involving multiple purposes and participants (e.g. group work, discussions, debates) in the classroom and in informal, predictable social contacts outside the ESL class. The course concentrates on the process of communication and stresses the importance of communicative strategies and the functional use of English. It provides learners with functional phrases that they can incorporate into their active language as they interact with their classmates in pair or group work, as well as outside the classroom in daily life. Themes are relevant to the learners' personal lives as well as reflective of broader issues, such as communication, health and fitness, media, advertising and the environment.

**Prerequisite(s):**

- Certified CLB 5, or ESL 034, or Assessment by ESL Department.

For more information visit our [timetable](#)

## ESL-037 Intermediate Grammar 1

3 hrs lecture/seminar, 2 credits

ESL 037 is a lower intermediate grammar course (Canadian Benchmark 4-5). It continues from ESL 003 or ESA 030. It is intended to complement ESL 031 and 034, although it can be taken independently. The focus of the course is to give the student the ability to identify and apply the rules of grammar to a variety of both spoken and written communications in informal and predictable settings.

**Prerequisite(s):**

- Certified CLB 4, or ESL 003, or Assessment by ESL Department

For more information visit our [timetable](#)

## ESL-038 Intermediate Grammar 2

3 hrs lecture/seminar, 2 credits

ESL 038 is an intermediate grammar course (Canadian Benchmark 5-6) continuing from ESL 037. It is intended to complement ESL 032 and ESL 035 although it can be taken independently. The focus of the course is to increase the student's knowledge of grammatical rules so that they

may be applied to a variety of spoken and written communications in both formal and informal predictable settings.

**Prerequisite(s):**

- Certified CLB 5, or ESL 037, or Assessment by ESL Department

For more information visit our [timetable](#)

## ESL-040 Pronunciation

3 hours lecture, 2 credits

This course will use a number of approaches and techniques to increase students' awareness of the English sound system and their ability to speak English clearly.

**Prerequisite(s):**

- ESL English skills assessment

For more information visit our [timetable](#)

## ESL-051 Advanced Writing & Reading 1

9 hrs lecture, group work, & seminar; 3 credits

This highly interactive writing and reading course(Canadian Language Benchmarks 7) is of interest to students who wish to refine their writing and reading skills and/or prepare for further education and training. Students will develop their ability to clearly communicate in a variety of academic and non-academic contexts. To help develop effective written expression, students will study points of sentence structure, grammar, punctuation, style, and usage. Special emphasis being given to areas of particular difficulty for ESL students. Reading, vocabulary, and academic skills will be developed through the study of authentic readings and focussed vocabulary work, while speaking skills will be promoted through discussions and presentations.

**Prerequisite(s):**

- Certified CLB 6, or C+ in ESL 032 and ESL 038, or Assessment by ESL Department.

For more information visit our [timetable](#)



# ESL-052 Advanced Writing & Reading 2

9 hrs lecture, group work, & seminar; 3 credits

This is a continuation of ESL 051. Writing will begin with a review of the paragraph, moving quickly into essays. The focus will be on academic English.

## **Prerequisite(s):**

- Certified CLB 7, or C+ in ESL 051 and ESL 057, or Assessment by ESL Department

For more information visit our [timetable](#)

# ESL-054 Advanced Listening & Speaking 1

3 credits

ESL 054 is a lower advanced speaking and listening course (Canadian Language Benchmark 7) and is intended to complement ESL 051. ESL 054 is intended to improve students' overall communication skills. Besides increasing their fluency in English, students will develop higher-level listening and communication strategies as well as critical thinking and note-taking skills. Students will learn to comprehend authentic language from a variety of contexts, including short lectures. They will learn effective use of a variety of language structures and will increase their vocabulary skills and use of idiomatic language. Students will be expected to participate in class discussions and give oral presentations. They will also improve their pronunciation by learning and practicing the sound, rhythm and stress patterns of English. In addition, students will use basic computer and internet skills for informal research and communication.

## **Prerequisite(s):**

- Certified CLB 6, or ESL 035, or Assessment by ESL Department.

For more information visit our [timetable](#)

# ESL-055 Advanced Listening & Speaking 2

3 credits

ESL 055 is an advanced speaking and listening course (Canadian Language Benchmark 8) and is intended to complement ESL 052. ESL 055 is intended to further improve students' overall

communication skills. Besides increasing their fluency in English, students will develop higher-level listening and communication strategies as well as critical thinking and note-taking skills. Students will learn to comprehend authentic language from a variety of contexts, including short lectures. They will learn effective use of a variety of language structures and will increase their vocabulary skills and use of idiomatic language. Students will be expected to participate in class discussions and give formal oral presentations. They will also improve their pronunciation of the sound, rhythm and stress patterns of English. In addition, students will use basic computer and Internet skills for communication and informal and formal research.

**Prerequisite(s):**

- Certified CLB 7, or C+ in ESL 054, or Assessment by ESL Department.

For more information visit our [timetable](#)

## ESL-057 Advanced Grammar 1

3 hours classroom, 2 credits

The primary focus of this course is the development of grammatical accuracy in written and spoken communication. The following will facilitate the development of effective expression: grammar structure, meaning and usage. Special emphasis will be given to areas of difficulty for ESL students. In addition, speaking and listening skills will be furthered through communicative drills, discussions, and presentations.

**Prerequisite(s):**

- Certified CLB 6, or ESL 038, or Assessment by the ESL Department.

For more information visit our [timetable](#)

## ESL-058 Advanced Grammar 2

2 credits

The primary focus of this course is the development of grammatical accuracy in written and spoken communication. The following will facilitate the development of effective expression: grammar structure, meaning and usage. Special emphasis will be given to areas of difficulty for ESL students. Students will use particular grammar structures to write paragraphs. In addition,

speaking and listening skills will be furthered through communicative drills, discussions, and presentation.

**Prerequisite(s):**

- Certified CLB 7, C+ in ESL 057, or Assessment by ESL Department

For more information visit our [timetable](#)

## ESL-071 Directed English Language Studies 1

3 hours seminar, 2 credits

This course is a seminar/ workshop that develops and deepens students' English language skills through personalized, directed language instruction/ learning. Students work on and develop the language and academic skills that are essential for their success. The course is intended for students who have learned or are learning English as an additional language.

**Prerequisite(s):**

- Must be registered in ESL 031 or higher.
- Take ESL-031, ESL-032, ESL-033, ESL-034, ESL-035, ESL-036, ESL-037, ESL-038, ESL-040, ESL-041, ESL-042, ESL-043, ESL-051, ESL-052, ESL-054, ESL-055, ESL-057 and ESL-058

For more information visit our [timetable](#)

## ESL-072 Directed English Language Studies 2

3 hours seminar, 2 credits

This course is a seminar/ workshop that develops and deepens students' English language skills through personalized, directed language instruction/ learning. Students work on and develop the language and academic skills that are essential for their success. The course is intended for students who have learned or are learning English as an additional language.

**Prerequisite(s):**

- Must be registered in ESL 031 or higher.
- Take ESL-031, ESL-032, ESL-034, ESL-035, ESL-037, ESL-038, ESL-040, ESL-041, ESL-042, ESL-043, ESL-051, ESL-052, ESL-053, ESL-054, ESL-055, ESL-057 and ESL-058

For more information visit our [timetable](#)

## ESL-073 Directed English Language Studies 3

3 hours seminar, 2 credits

This course is a seminar/ workshop that develops and deepens students' English language skills through personalized, directed language instruction/ learning. Students work on and develop the language and academic skills that are essential for their success. The course is intended for students who have learned or are learning English as an additional language.

### **Prerequisite(s):**

- Must be registered in ESL 031 or higher.
- Take ESL-031, ESL-032, ESL-034, ESL-035, ESL-036, ESL-037, ESL-038, ESL-040, ESL-041, ESL-042, ESL-043, ESL-051, ESL-052, ESL-054, ESL-055, ESL-057 and ESL-058

For more information visit our [timetable](#)

## ESL-089 University & College Preparatory Reading

3 credits

ESL 089 is a college preparatory level course designed to give students the reading and vocabulary skills required to function at the college/university level. It is of interest to students who can already communicate comfortably in English and wish to develop their reading skills and vocabulary to the level required for entry into college and university courses. ESL 089 focuses on the development of reading and vocabulary strategies that will enable students to read and understand a wide variety of complex college-level texts written in a number of different forms and styles.

### **Prerequisite(s):**

- Certified CLB 8, or C+ in ESL 052, ESL 054, and ESL 058, or Assessment by ESL Department

For more information visit our [timetable](#)

# ESL-090 University & College Preparatory Writing

3 credits

ESL 090 is designed to prepare students for college/university level writing and communication. ESL 090 is equivalent to ENG 098 and meets the English prerequisite requirements of the majority of College and University Transfer programs. ESL 090 is of interest to students who can already communicate comfortably in English but who need to enhance and refine their writing and reading skills in English to the level required for entry into college or university courses. ESL 090 focuses on the development of sentence skills, on paragraph and summary writing, and on methods of essay and report development. In addition, emphasis will be placed on the development of higher level reading and vocabulary skills, while oral/aural skills will be addressed through listening, note taking, discussions, presentations and debates. Points of grammar, syntax, style and usage particular to ESL learners at the college entrance level will be given special attention.

## **Prerequisite(s):**

- Certified CLB 8 or, C+ in ESL 055 and ESL 089, or Assessment by ESL Department, or referral by English Department.

For more information visit our [timetable](#)

# ESL-094 Speaking & Pronunciation for University

3 hours lecture, 2 credits

ESL 094 is a university and college level speaking and pronunciation course (Canadian Language Benchmarks 8/9). It is meant to complement ESL 089 and ESL 090, but may be taken separately. Students will learn and apply conversational, discussion and presentation strategies that will allow them to effectively participate in academic and work settings. In addition, students will learn and apply pronunciation strategies that will increase the comprehensibility and effectiveness of their speech, as well as their ability to understand higher level discourse.

## **Prerequisite(s):**

- Certified CLB 8, or C in ESL 055, or assessment by ESL department.

For more information visit our [timetable](#)

## FAC-010 Emergency Child Care First Aid With CPR Level B

8 hours

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.

### **Prerequisite(s):**

- 

For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

## FAC-011 Blood Pressure Monitoring

2.5 hours

This course is designed to educate the students with crucial information on translating blood pressure numbers and how to physically use stethoscopes, blood pressure cuffs and machines.

### **Prerequisite(s):**

- 16 years of age before course starts

For more information visit our [timetable](#)

## FAC-012 Canadian Red Cross Babysitter's Course

8 hours

This course is designed in compliance with the Canadian Red Cross to help children learn child care, injury prevention, and basic first aid skills. They will learn important child care skills; safety tips for children of all ages; how to cope with common problems, like tantrums and crying; what to do if anything makes the babysitter uncomfortable; some great games and other ideas for having fun with the children while babysitting; how to make the children's environment safe and enjoyable and how to handle emergencies and basic first aid. Note: Students will need to bring a baby sized doll or stuffed animal to class for practice. Please bring a bag lunch and snacks.

**Prerequisite(s):**

- This course is for children 11 years and older. An emergency first aid course would be beneficial, but is not required.

For more information visit our [timetable](#)

## FAC-015 Red Cross First Responder

40 hours

Pre-hospital care and CPR skills for professional first responders or those wanting to become first responders. Course teaches techniques for sustaining life, preventing further injuries, and caring for illnesses and injuries until the next level of medical personnel arrives. Includes CPR level HCP and AED. The certification is valid for three years.

**Prerequisite(s):**

- Participants must be certified in CPR Level C. Pre-reading and homework required, contact First Aid Dept at 250-334-5092 to arrange to pick-up course materials. Minimum of 16 years of age and students under 19 years of age require a parent/ guardian signed waiver.

For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

## FAC-019 CPR Level Basic Life Support (CPR BLS)

6 Hours

The CPR Level Basic Life Support (CPR BLS) is training in the recognition of, and initial intervention or treatment given by pre-hospital or in-facility responders to, a patient suffering from cardiac arrest or respiratory arrest. The BLS curriculum supports the delivery of high performance, team-based professional-level resuscitation. The BLS course is industry -driven, designed as a robust resuscitation training program geared toward high quality CPR in a team environment, and recognizes the nuances of multidisciplinary teams with varied experiences. The BLS Course covers content from standard BLS training, as well as Airway Management and Oxygen Therapy. This course is for people in or entering health care field including nurses, doctors, first responders and other health care professionals.

**Prerequisite(s):**

- Students 18 years of age (recommended)

For more information visit our [timetable](#)

## FAC-020 Emergency First Aid with CPR Level C

The emergency first aid course covers the basic skills necessary to deal with time priority emergencies. The RC Emergency First Aid course is now recognized by WorkSafe BC as a valid equivalent certification for the Occupational First Aid Level 1. Certification is transferable between provinces and recognized nationally for workplace requirements. It includes initial assessment, respiratory distress, CPR, AED, bleeding, unconsciousness, shock, poisons, and secondary assessment. Certification is by the Red Cross and is valid for a period of three years, but yearly recertification in CPR Level C is recommended.

**Prerequisite(s):**

- None

For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

## FAC-021 Red Cross Standard First Aid with CPR Level C



14 hours

This is a comprehensive first aid course for those who require the skills and knowledge necessary to deal with life-threatening situations and to give assistance to people in physical distress. The RC Standard First Aid course is now recognized by WorkSafe BC as a valid equivalent certification for the Occupational First Aid Level 1. Certification is transferable between provinces and recognized nationally for workplace requirements. Includes all of the content of the Emergency First Aid course (FAC 020) plus injuries due to heat and cold, medical conditions, bone and joint injuries, head and spinal injuries. Certification is by the Red Cross and is valid for a period of three years, but yearly recertification in CPR Level C is recommended.

**Prerequisite(s):**

- None

For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

## FAC-023 Red Cross Instructor First Aid & CPR Recertification Course

7 hours

This course is for current Red Cross Instructor Trainers to recertify in First Aid & CPR program (CPRIT, FAIT). Certification is valid for 3 years. All prerequisites must be met.

**Prerequisite(s):**

- A current CRC First Aid Program Instructor certification. -Have taught a minimum of three Canadian Red Cross First Aid Program courses during the three-year certification period. -One course must have been taught in each Instructor designation seeking recertification (to the highest level of certification with each program area, recertification courses qualify) Courses which were taught in combination (example: Standard First Aid and CPR C) do not count as separate courses for the purpose of recertification prerequisites.

For more information visit our [timetable](#)

# FAC-024 Red Cross Instructor First Aid & CPR Course

This course is for individuals wishing to become certified as a Red Cross First Aid & CPR - Basic Level program instructors (CPRIT, FAIT). Certification is valid for 3 years. All prerequisites must be met.

## **Prerequisite(s):**

- Must be 18 years or older. Successfully complete the Fundamentals of Instruction - First Aid Programs online component (approx. 8 hours)

For more information visit our [timetable](#)

# FAC-025 Red Cross First-Aid Instructor Transfer (Option #2)

The Red Cross First-Aid Instructor Transfer (Option #2) course is for Red Cross Water Safety Instructors or educators (elementary or secondary level) who want to become certified as a Red Cross First-Aid Instructor. This course provides candidates with the knowledge and skills necessary to teach Canadian Red Cross first aid and CPR courses. The candidates are expected to have finely tuned first aid and CPR technical skills, therefore this course focuses on how to teach and facilitate first aid and CPR skills. With this certification you would be able to teach the Canadian Red Cross Standard First-Aid, Emergency First-Aid, Marine Basic First-Aid, Babysitting Emergency Childcare First-Aid, AED, CPR HCP, CPR C and CPR A as well as the recertification for all of these course. In order to complete certification, all instructor candidates must complete teaching experience with a Teaching Experience Supervisor.

## **Prerequisite(s):**

- Must be 18 years or older. This course is for Red Cross Water Safety Instructors or educators (elementary or secondary level) who want to become certified as a Red Cross First-Aid Instructor. First Aid Certification (a valid participant certificate for the program you wish to teach)

For more information visit our [timetable](#)

# FAC-026 Standard First Aid & Cpr C Recertification

7 hours.

Comprehensive recertification course offering first aid and cardiopulmonary resuscitation (CPR) skills for those who need training for work requirements or who want more knowledge to respond to emergencies at home. Course covers a variety of topics from basic (circulation & breathing emergencies, and prevention of disease transmission) to in-depth (sudden medical emergencies and injuries to the head and/or spine).

## **Prerequisite(s):**

- Take proof of current SFA certification to class.

For more information visit our [timetable](#)

# FAC-030 Wilderness & Remote First Aid

36 hours

This course is designed for when 911 is not available, e.g., for hiking, boating, hunting, fishing, and farming. Certification period is 3 years. Students will be required to complete an NIC waiver.

## **Prerequisite(s):**

- Minimum 13 years of age, CPR Level A recommended and pre-read both books

For more information visit our [timetable](#)

# FAC-031 Wilderness & Remote First Aid - Challenge

24 hours

This course is the same course as FAC 030, but with higher prerequisites for those who already have solid First Aid skills and therefore require less class time. Students will be required to complete an NIC waiver. (Certification period is three years).

**Prerequisite(s):**

- Minimum 13 years of age; current CPR Level C certification with Red Cross Standard First Aid, or WCB OFA Level 2 or 3, or EMT 77 Hour Advanced Workplace Level 3 within 6 months prior to course start date, and pre read both books

For more information visit our [timetable](#)

## FAC-051 Mental Health First Aid - Basic

15 hours

Mental Health First Aid - Basic is intended for adults interacting with adults (18 years and older). This course focuses on the four most common mental health disorders including substance related, mood related, anxiety and trauma related, and psychotic disorders. Participants who take this course are well prepared to interact confidently about mental health with their family, friends, communities, and workplaces.

**Prerequisite(s):**

- Students 19 years of age

For more information visit our [timetable](#)

## FAC-052 Mental Health First Aid - Frontline Support for Students in Distress

Mental Health First Aid helps frontline staff and faculty recognize the symptoms of mental health problems or crises. The course will provide tools and support for initial response in a crisis situation. You will cover the four most common disorders: anxiety & trauma related disorders, psychotic disorder, mood related disorders and substance related disorder plus eating disorders and deliberate self-injury. Participants who take this course will be well-prepared to respond and interact confidently, when faced with mental health situations at work and in their personal lives. Who should train in MHFA Adults Who Interact With Youth? ? Frontline / Reception Staff ? Faculty / Teachers ? Social workers ? Counsellors ? Law enforcement ? Parents and family members ? Coaches ? Babysitters ? First responders ? Healthcare providers ? Community leaders

STATS: - Over 44% of Canadian Post-Secondary students report feeling so depressed within the last 12 months that it was difficult to function. - In Canada, suicide is the

second leading cause of death among those aged 15 - 34. - 1 in 4 young people aged 9-19 report experiencing mental illness.

**Prerequisite(s):**

- Students 16 years of age.

For more information visit our [timetable](#)

## FAC-052 Mental Health FA Adults who Interact

Mental Health First Aid helps frontline staff and faculty recognize the symptoms of mental health problems or crises. The course will provide tools and support for initial response in a crisis situation. You will cover the four most common disorders: anxiety & trauma related disorders, psychotic disorder, mood related disorders and substance related disorder plus eating disorders and deliberate self-injury. Participants who take this course will be well-prepared to respond and interact confidently, when faced with mental health situations at work and in their personal lives. Who should train in MHFA Adults Who Interact With Youth? . Frontline / Reception Staff . Faculty / Teachers . Social workers . Counsellors . Law enforcement . Parents and family members . Coaches . Babysitters . First responders . Healthcare providers . Community leaders

STATS 1. Over 44% of Canadian postsecondary students report feeling so depressed within the last 12 months that it was difficult to function. 2. In Canada, suicide is the second leading cause of death among those aged 15 - 34. 3. 1 in 4 young people aged 9-19 report experiencing mental illness.

**Prerequisite(s):**

- Students 16 years of age

For more information visit our [timetable](#)

## FAC-055 Psychological First Aid

This exciting program teaches everyone how to help others experiencing loss, grief and stress, and also self-care. Learners will come away with coping strategies to prevent, identify and deal with stressful events, and they will better understand what supports are available to them and how they can access or help others to access specialized support. This program uses the Red Cross Look, Listen, Link, Live model. The course consists of 3 components: There are two

online components you MUST complete before doing the in class portion. The two online portions are Self-Care and Caring for Others which are approximately 45 - 90 minutes each to complete. Then the in class session which is 8 hours in length. PFA is built on the latest evidence-based research from the international community and was developed in response to a growing need within our communities and to address a gap in wellness program options with a focus on resiliency.

**Prerequisite(s):**

- Students 18 years of age (recommended)

For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

## FAC-056 Psychological First Aid - Self-Care

This exciting online program assists learners from youth to seniors in developing a personal understanding of the effects of stress, loss, grief and trauma, with an emphasis on self-care and personal protection. Learners will be introduced to the Red Cross Look, Listen, Link, Live model and will learn how to cope with the effects of various types of stress. This course can be taken as a stand-alone course or in combination with the Psychological First Aid - Caring for Others online course to supplement and strengthen an overall wellness program. We also provide a full program which includes the two online courses and the in class training session. PFA is built on the latest evidence-based research from the international community and was developed in response to a growing need within our communities and to address a gap in wellness program options with a focus on resiliency.

**Prerequisite(s):**

- Students 14 years of age (recommended)

For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

## FAC-057 Psych First Aid-Caring for Others

This exciting online program assists learners from youth to seniors in developing a personal understanding of the effects of stress, loss, grief and trauma on others, with an emphasis on self-

care and personal protection. Learners will be introduced to the Red Cross Look, Listen, Link, Live model and will learn how to support others to cope with the effects of various types of stress. This course can be taken as a stand-alone course or in combination with the Psychological First Aid - Self-Care online course to supplement and strengthen an overall wellness program. We also provide a full program which includes the two online courses and the in class training session. PFA is built on the latest evidence-based research from the international community and was developed in response to a growing need within our communities and to address a gap in wellness program options with a focus on resiliency.

**Prerequisite(s):**

- Students 16 years of age (recommended)

For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

## FAC-062 Red Cross Standard First Aid with CPR Level HCP

16 hours

This is a comprehensive first aid course for those who require the skills and knowledge necessary to deal with life-threatening situations and to give assistance to people in physical distress. Includes all of the content of the Emergency First Aid course (FAC 020) plus injuries due to heat and cold, medical conditions, bone and joint injuries, head and spinal injuries, and moving and transportation. Adult, child and infant CPR techniques for health care providers and other professional rescuers. Skills taught and practiced include one and two-rescuer CPR with pulse checks, bag valve mask, respiratory arrest, AED, and management of the obstructed airway in the adult, child and infant. Certification is by the Red Cross and is valid for a period of three years, but yearly recertification in CPR Level HCP is recommended.

For more information visit our [timetable](#)

## FAC-070 Skills of Survival - Level 1

6 hours

In this course students are introduced to basic survival theory through lecture, discussion, and demonstrations in the skills of wilderness crafts and tools. Topics include the seven enemies of survival, survival philosophy, theory of survival, and preparation of a First Aid kit to suit personal needs. Food and water requirements, as well as the option of fasting, will be covered. Students will appreciate the need for water and understand the dangers of exposure. They will have opportunity to develop skills such as cordage making, flint and steel fire lighting, construction of a buddy burner and making a willow whistle. Upon completion, students should have a comprehensive understanding of Basic Wilderness Survival Skill concepts, and be ready for advancement to Level 2 (FAC 071). An NIC waiver will be required.

**Prerequisite(s):**

- At least an 8-hour First Aid course is recommended. FAC 030 or equivalent (other Wilderness courses).

For more information visit our [timetable](#)

## FAC-071 Skills of Survival - Level 2

8 hours

This course advances knowledge acquired in Level I by applying skills in a day of hands-on activities. Focus will be on shelter and bough bed construction, fire skills, cooking over open fire with varied suspension systems and knife skills via wilderness crafting. On completion, students will have the practical skills to survive in the wilderness for up to four days, the skills necessary to combat West Coast weather extremes, and competency in fire skills. An NIC waiver will be required.

**Prerequisite(s):**

- FAC 070 - Skills of Survival Level 1

For more information visit our [timetable](#)

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

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 five years.

**Prerequisite(s):**

- Some previous knowledge of First Aid/ CPR is recommended, but not required.

For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

## FAC-084 Marine Advanced First Aid & CPR C

40 hours

An overview of Red Cross advanced first aid techniques and scenarios. Topics covered include; first aid kit; body structure and function; toxicological hazards; examination of person or patient (oxygen administration); spinal injuries; burns, scalds and effects of cold and heat; fractures, dislocations and muscular injuries; medical care of rescued persons; radio medical advice; pharmacology; sterilization and cardiac arrest, drowning and asphyxia. Certification is by Canadian Red Cross and the Marine Transport Canada and is valid for five years.

**Prerequisite(s):**

- Minimum of 16 years of age. Some previous knowledge of First Aid/ CPR is recommended, but not required.

For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

## FBR-100 Program Orientation And Introduction

6 hours

This course provides an overview of the trade, the organization and goals of the program and the expectations and requirements to successfully complete the program of study. In addition, expectations concerning safe work practices in the shop will be introduced.

**Prerequisite(s):**

- Admission to the Metal Fabrication Program

For more information visit our [timetable](#)

## FBR-101 Trade Math Problems

40 hours

During this course you will learn to apply math to solve problems as they relate to the metal fabrication trade.

### **Prerequisite(s):**

- Admission to the Metal Fabrication Program

For more information visit our [timetable](#)

## FBR-102 Trade Tools And Equipment

20 hours

This course is designed to teach the correct and safe use of hand tools, power tools and trade equipment, and the ability to apply knowledge in a confident and competent manner. This course will also teach the student to calculate and apply safe working tonnages when they are required to use a press brake. Press brake testing will be without prior notice and the learner will be expected to apply and demonstrate knowledge in a safe and competent manner.

### **Prerequisite(s):**

- Admission to the Metal Fabrication Program

For more information visit our [timetable](#)

## FBR-103 Oxy-Fuel Cutting

45 hours

This course is designed to teach all safety aspects of oxy-fuel equipment cylinders and their use. This course will also teach the student to operate the oxy-fuel equipment and cylinders in a confident, safe and competent manner.

### **Prerequisite(s):**

- Admission to the Metal Fabrication Program

For more information visit our [timetable](#)

## FBR-104 Welding

75 hours

This course is designed to teach welding safety, and welding machine fundamentals such as the different types and their intended use. The student will be taught the different types of electrodes and their application. This course is designed to also allow the student to safely use welding machines and electrodes, and apply distortion control.

### **Prerequisite(s):**

- Admission to the Metal Fabrication Program

For more information visit our [timetable](#)

## FBR-105 Basic Drafting

18 hours

This course is designed to teach basic sketching, drafting and the views and lines used, with the intent to allow sketching as an alternative method of communication. Also to develop an understanding of how drawings are made with the intent to understand blueprint reading.

### **Prerequisite(s):**

- Admission to the Metal Fabrication Program

For more information visit our [timetable](#)

## FBR-106 Blueprint Reading

30 hours

This course is designed to teach student how to read blueprints of varying types with the intent to fabricate the object or objects that are on the blueprint and to develop a necessary bill of materials and/or cut list and the need for item numbers and their application. The interpretation of standard welding symbols is also a part of this course.

### **Prerequisite(s):**

- Admission to the Metal Fabrication Program

For more information visit our [timetable](#)

## FBR-107 Material Handling Equipment

10 hours

This course is designed to teach the reason for correct material handling procedures and methods, also to operate material handling equipment. Students will learn how to calculate mass for safe lifting; and load carrying capacity of rope, chains, cable and synthetic slings. This course also teaches safe rigging and disconnecting.

### **Prerequisite(s):**

- Admission to the Metal Fabrication Program

For more information visit our [timetable](#)

## FBR-108 Structural Layout and Development Techniques

20 hours

This course is designed to teach identification of the structural shape used in the structural steel industry, how structural shapes are made at the steel mill and why mill tolerance would need to be taken into consideration. This course also teaches the student the fundamentals of structural template development, and fitting techniques. Also taught are the interpretation of engineer data sheets such as clip placement, hole pitch, hole gauge and edge distance, as well as the interpretation of abbreviations and symbols as used on structural drawings (Blueprints).

### **Prerequisite(s):**

- Admission to the Metal Fabrication Program

For more information visit our [timetable](#)

## FBR-109 Plate And Sheet Development

30 hours

This course is designed to teach plate and sheet pattern development, with emphasis placed on layout terms, line development; bend allowance, tolerances and nesting. This course also will allow the student to perform shop layout and processing.

**Prerequisite(s):**

- Admission to the Metal Fabrication Program

For more information visit our [timetable](#)

## FBR-110 Surface Preparation

10 hours

This course is designed to teach the student the common methods of metal preparation such as brushing, grinding, sand blasting, scraping, chemical, etc. Also covered are the methods of finishing after the metal has been prepared, such as: galvanizing, spray painting, anodizing, electroplating, etc. and the safety, and environmental considerations and property damage.

**Prerequisite(s):**

- Admission to the Metal Fabrication Program

For more information visit our [timetable](#)

## FBR-111 Projects

386 hours

This course is designed to apply common fitting practices used in the metal fabrication industry. Students will fabricate a project that will allow them to apply knowledge and develop fitting skills, as well as, reinforce material learned in the previous courses.

**Prerequisite(s):**

- Admission to the Metal Fabrication Program

For more information visit our [timetable](#)

# FIN-100 Introduction to Art History and Visual Culture I

3 hours lecture, 3 credits

This course is an Introduction to the History of Art that serves both as a chronology and as a primer to developing the visual and verbal skills that are essential to communicating effectively about visual culture. In conjunction with Introduction to Art History and Visual Culture II/ FIN 101, it attempts to build an understanding of the various methodologies employed in understanding the social, political and historical context in which art making takes place. Delivery is by lecture. It covers the time period between the cave paintings of prehistory to the 14th century.

## Prerequisite(s):

- C+ in one of Provincial English 12, ENG 098, ENG 060, ENG-096, or ESL 090; or placement testing. Students with less than C+ in Provincial English 12 (or equivalent) may be admitted with the approval of the Instructor/Department Chair.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

# FIN-101 Introduction to Art History and Visual Culture II

3 hours lecture, 3 credits

This course is a continuation of the Introduction to the History of Art that began with Introduction to Art History and Visual Culture I/ FIN 100. It should serve both as a chronology and as a primer to developing the visual and verbal skills that are essential to communicating effectively about visual culture. It also attempts to build an understanding of the new methodologies employed in understanding the social, political and historical context in which art making takes place. Delivery is by lecture and seminar. It covers the time period from the fourteenth century to the mid-nineteenth century.

## Prerequisite(s):

- FIN 100

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## FIN-110 Drawing & 2-Dimensional Language I

4 hours, includes lecture + studio time, 3 credits

This course is an exploration of drawing and mark-making in its broadest sense. It is intended to provide students with a visual vocabulary that will enable them to express themselves more easily. An emphasis will be put on comprehension, analysis, and ability to make artistic decisions.

### Prerequisite(s):

- C+ in one of Provincial English 12, NIC ENG 096, ENG 098, or ESL 090; or placement testing. Students with less than C+ in Provincial English 12 (or equivalent) may be admitted with the approval of the Instructor/Department Chair.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## FIN-111 Drawing & 2-Dimensional Language II

4 hours, includes lecture + studio time, 3 credits

This course is a continuation of FIN 110. It is intended to provide students with an ability to expand on the base they received in FIN 110. Further opportunity to expand their visual vocabulary and extend their comprehension of mark-making will be provided through an extended exposure to various media and concepts.

### Prerequisite(s):

- FIN 110 Minimum grade C

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## FIN-115 Introduction to Printmaking

4 hours, includes lecture + studio time, 3 credits

Various disciplines of printmaking are explored in this course, including relief (wood and linocut), intaglio (etching and aquatint), and serigraph (silkscreen printing). An introduction will be made to materials and studio tools. An open and expressive use of techniques will be emphasized.

**Prerequisite(s):**

- FIN 110 Minimum grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## FIN-120 Painting: Colour & Perception

4 hours, includes lecture and studio time, 3 credits

An introductory course intended to provide students with an overview of colour theories relating to design and fine art practices. Historical contexts and social and psychological implications will give the direction of study of the perception of colour in the visual arts of the 20th century. This class explores a variety of exercises from colour mixing to painting sessions with live models and still life subjects.

**Prerequisite(s):**

- C+ in one of Provincial English 12, NIC ENG 096, ENG 098, ESL 090, or placement testing. Students with less than C+ in Provincial English 12 (or equivalent) may be admitted with the approval of the Instructor/Department Chair.
- FIN 110 (may be taken as a co-requisite).

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## FIN-121 Painting: Methods & Concepts

4 hours, includes lecture and studio time, 3 credits

This is a studio course in which the student explores and experiments with colour usage, expanding upon and developing the knowledge and understanding of colour begun in FIN 120.

**Prerequisite(s):**

- FIN 120 and FIN 110 Minimum Grade C



For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## FIN-130 Fdn Studio in 3-D Materials & Design

4 hours, includes lecture and studio time, 3 credits

This course is an introduction to three-dimensional art and design. Relationships between concepts, materials, technical approaches and context will be emphasized throughout. Elements and principals of three-dimensional art and design will be presented. Historical and contemporary concepts will be explored along with their applications and relationship to three-dimensional form, with an emphasis on the 20th and 21st centuries.

### Prerequisite(s):

- C+ in one of Provincial English 12, NIC ENG 060, ENG-096, ENG-098 or ESL-090; or placement testing. Students with less than C+ in Provincial English 12 (or equivalent) may be admitted with the approval of the Instructor/Department Chair.
- FIN 110 (may be taken as a co-requisite).

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## FIN-131 Fdn Studio in 3D Objects & Space

4 hours, includes lecture & studio time, 3 credits

This studio art course expands upon 3-D materials and design fundamentals explored in FIN 130 Foundation Studio. Through hands-on projects, research, readings, presentations and critiques, students will develop three-dimensional studio projects using a wide range of materials and processes. Students will have the opportunity to gain an appreciation and expand their awareness of historical and contemporary artists working with three-dimensional art and design, as part of class presentations, discussions and independent research.

### Prerequisite(s):

- FIN 110 & FIN 130 Minimum Grade C

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## FIN-135 Introduction to Ceramics

4 hours, includes lecture + studio time, 3 credits

This studio course explores clay as an expressive medium for utilitarian and aesthetic purposes. It covers the techniques of hand construction and an introduction to the potter's wheel as well as various glazing and decorating methods.

**Prerequisite(s):**

- FIN 110 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## FIN-140 Creative Processes

4 hours, includes lecture + studio time, 3 credits

This academic course deals with the concepts and ideas of artists, how they think and work, and provides students with a serious introduction to the important principles and philosophies of 20-century art and design.

**Prerequisite(s):**

- C+ in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098 or ESL 090; or placement testing. Students with less than C+ in Provincial English 12 (or equivalent) may be admitted with the approval of the Instructor/Department Chair.
- FIN 110 (may be taken as a co-requisite).

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## FIN-145 Introduction to Photography

4 hours, includes lecture + lab time, 3 credits

This studio course introduces the student to the basic use of photographic equipment and techniques, and the application of design techniques in the creation of photographic images. Basic darkroom and print development techniques are covered. Single lens reflex cameras are available through the Fine Arts Department for students to use in this course.

**Prerequisite(s):**

- C+ one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098 or ESL-090; or placement testing

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## FIN-200 Video + Sound 1

4 hours, includes lecture and studio time, 3 credits

Video + Sound 1 introduces students to media arts practice through an exploration of time-based media: sound, video and installation. This will be achieved through a combination of lectures, technical workshops and directed projects. The aim of this course is to enable students to develop core competency in the use and operation of digital applications and an understanding of digital fundamentals so as to expand their creative range.

### Prerequisite(s):

- C+ in one of Provincial English 12, ENG 096, ENG 098, ESL 090 or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## FIN-201 Video + Sound 2

4 hours, includes lecture + studio time, 3 credits

Video + Sound 2 introduces students to media arts through an exploration of photo-based practice (including photo-documentation of artwork), animation and expanded media. This will be achieved through a combination of lectures, technical workshops and directed projects. The aim of the course is to enable students to develop core competency in the use and operation of digital applications and an understanding of digital fundamentals so as to expand their creative range.

### Prerequisite(s):

- C+ in one of Provincial English 12, ENG 096, ENG 098, ESL 090 or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# FIN-210 Drawing & 2-Dimensional Language III

4 hours, includes lecture + studio time, 3 credits

This course offers drawing as a direct means of expression and experimentation. Multimedia and non-conventional approaches to drawing are developed, while researching new ideas and broadening the student's visual vocabulary. An emphasis will be put on comprehension, analysis, and ability to resolve artistic problems.

## **Prerequisite(s):**

- FIN 110 & FIN 111 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# FIN-211 Drawing & 2-Dimensional Language IV

4 hours, includes lecture + studio time, 3 credits

The theme of exploration and experimentation began in FIN 210 will continue in this course. Cross-disciplinary possibilities will be developed, and attention focused on individual interpretation of the medium.

## **Prerequisite(s):**

- FIN 110, FIN 111 & FIN 210 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# FIN-215 Intaglio Printmaking

4 hours, includes lecture + studio time, 3 credits

This course is a more in-depth study of the materials and techniques of intaglio printmaking. Multi-colour printing and collograph will be taught. The storage, marketing and presentation of prints will also be covered.

**Prerequisite(s):**

- FIN 110 and FIN 115 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## FIN-217 Serigraph Printmaking

4 hours, includes lecture + studio time, 3 credits

Various methods and techniques of screen printing will be explored including photographic stencil making. An extensive study of studio practices relating to equipment and tools will be undertaken. Exploration of the medium as an artistic method of expression will be part of this course. The printing of editions and monoprints will be considered.

**Prerequisite(s):**

- FIN 110 & FIN 115 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## FIN-220 Painting Applications I

4 hours, includes lecture + studio time, 3 credits

This course develops awareness of painting in relation to Art in the 20th century. Concepts of visual language within the discipline of painting will be explored and developed using a wide variety of materials, surfaces and forms. Students will be encouraged to develop as individuals and to be self-motivated.

**Prerequisite(s):**

- FIN 110 & FIN 121 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](https://www.bctransferguide.ca)

## FIN-221 Painting Applications II

4 hours, includes lecture + studio time, 3 credits

This course is a continuation of FIN 220 developing and expanding the concepts of individuality. The focus will be on developing the students' awareness of painting in relation to 20th century art in general.

### **Prerequisite(s):**

- FIN 110, FIN 121 & FIN 220 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](https://www.bctransferguide.ca)

## FIN-230 Sculpture & Integrated Art Practices I

4 hours, includes lecture + studio time, 3 credits

This studio course provides students with an introduction to diverse technical, aesthetic, and theoretical considerations for approaching, exploring and creating contemporary sculpture.

### **Prerequisite(s):**

- FIN 131 & FIN 110 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](https://www.bctransferguide.ca)

## FIN-231 Sculpture & Integrated Art Practices II

4 hours, includes lecture and studio time, 3 credits

A continuation of FIN 230, this course provides students with a more in-depth approach to the development and creation of contemporary sculpture. Emphasis will be placed on developing and sustaining individual research and studio practice, incorporating diverse technical, aesthetic, conceptual and theoretical considerations.

### **Prerequisite(s):**

- FIN 110 and FIN 230 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## FIN-235 3-Dimensional Applications (Ceramics I)

4 hours, includes lecture + studio time, 3 credits

Clay will be explored as an expressive and functional medium, relating to 20th century ideas and concepts. The forming techniques employed will include: throwing, slip casting, press molding, coil and slab construction. Surface enrichment and colour will be developed using slips, terra sigillata, and glazing techniques. Firing processes will include electric kilns, pit firing, raku and high fire reduction.

### Prerequisite(s):

- FIN 110, and one of FIN 135 or FIN 131 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## FIN-236 3-Dimensional Applications (Ceramics II)

4 hours, includes lecture + studio time, 3 credits

This course is a continuation of FIN 235. It is intended to expand on the concepts and techniques explored in FIN 235.

### Prerequisite(s):

- FIN 110 & FIN 235 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## FIN-245 Photography II

4 hours, includes lecture + lab time, 3 credits

This course will serve to expand the appreciation of and control over the photographic medium as an expressive, interpretive and metaphorical art form. FIN 245 is a studio class emphasizing learning through experience. Experimental approaches to the use of photographic images, ideas and content are emphasized. Students are encouraged to develop their own area of research and to build their artistic identity. Single Lens reflex film cameras are available through the department for students to use in this course.

**Prerequisite(s):**

- FIN 145 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## FIN-247 Introduction to Digital Photography

4 hours, includes lecture + lab, 3 credits

This course offers an introduction to the fundamentals of digital photographic equipment, camera techniques, colour management and the establishment of an effective image workflow using Adobe Lightroom and Photoshop for cataloguing, editing and output to print and electronic media.

**Prerequisite(s):**

- C+ in FIN 110

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## FIN-250 Modern Art History

3 hours lecture, 3 credits

This course explores the changing nature of art in the 19th and 20th centuries. It attempts to look at the cultural and technological changes that have occurred over this time period and consider their effects on the development of modern art. It also continues to build an understanding of the new methodologies employed in understanding the social, political and historical context in which art making takes place, that began in FIN 100/101, the History of Art and Visual Culture.



Delivery is by lecture. It covers the time period from the mid nineteenth century to approximately 1980. Together with PHIL 240 it fulfills the second year academic requirement for the Fine Arts Diploma. The course will be delivered primarily in a lecture mode, accompanied by slides of the relevant material. From time to time course material available on video may be used as a supplement. An attempt will be made through the lectures to show a diversity of approaches to the History of Modern Art other than just a chronological recount. Lectures, weekly reviews, assigned readings, essays, assignments and exams are the fundamental components of this course. Discussion sessions are inserted through out and at the beginning and end of each class.

**Prerequisite(s):**

- FIN-101 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## FIN-291 Directed Independent Study (Ceramics)

4 hours, includes lecture + studio time, 3 credits

This course provides the student with an opportunity to investigate in depth one of five areas in ceramics and modeling. The areas are clay, glaze, firing, studio administration, and research. This course is designed for students who have completed 9.0 credits of ceramics courses. Credit for this course cannot be used towards the completion of the Fine Arts Diploma, nor can these credits be transferred to any other University or College.

**Prerequisite(s):**

- FIN 135, FIN 235 & FIN 236, and instructor permission Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## FIN-292 Directed Independent Study (Drawing)

4 hours, includes lecture + studio time, 3 credits

This course provides the student who has already completed twelve credits of drawing an opportunity to investigate one of several areas in drawing: portfolio preparation, exhibition preparation, research, drawing as a finished product, and material experimentation. Credit for this course cannot be used towards the completion of the Fine Arts Diploma, nor can these credits be transferred to any other University or College.

**Prerequisite(s):**

- FIN 110 & FIN 111 and FIN 210 & FIN 211, and instructor permission Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## FIN-293 Directed Independent Study (Painting)

4 hours, includes lecture + studio time, 3 credits

This course provides the student who has already completed twelve credits of painting an opportunity to investigate one of several areas in painting: alternate forms and materials, portfolio preparation, exhibition preparation, and research. Credit for this course cannot be used towards the completion of the Fine Arts Diploma, nor can these credits be transferred to any other University or College.

**Prerequisite(s):**

- FIN 120 & FIN 121 and FIN 220 & 221, and instructor permission Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## FIN-294 Directed Independent Study (Printmaking)

4 hours, includes lecture + studio time, 3 credits

This course provides the student who has already completed nine credits of printmaking an opportunity to investigate one of several areas in printmaking: studio administration, alternate forms and materials, portfolio preparation, and research. Credit for this course cannot be used

towards the completion of the Fine Arts Diploma, nor can these credits be transferred to any other University or College.

**Prerequisite(s):**

- FIN 115 & FIN 215 or FIN 115 & FIN 217, and instructor permission

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## FIN-295 Directed Independent Study (Graphics)

4 hours, includes lecture + studio time, 3 credits

This course provides the student who has already completed nine credits of graphics courses an opportunity to investigate one of several areas of graphics: computer software, portfolio preparation, and research. Credit for this course cannot be used towards the completion of the Fine Arts Diploma, nor can these credits be transferred to any other University or College.

**Prerequisite(s):**

- FIN 203 & FIN 206 & FIN 209, and instructor permission Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## FIN-296 Directed Independent Study (Photography)

4 hours, includes lecture + studio time, 3 credits

This course provides the student who has already completed nine credits of photography courses an opportunity to investigate one of several areas of photography: studio lighting, darkroom techniques, portfolio preparation, and research. Credit for this course cannot be used towards the completion of the Fine Arts Diploma, nor can these credits be transferred to any other University or College.

**Prerequisite(s):**

- FIN 145, FIN 245 & FIN 246, and instructor permission Minimum Grade C

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## FIN-297 Directed Independent Study (Sculpture)

4 hours, includes lecture + studio time, 3 credits

This course provides the student who has already completed 6 units of 3D and Sculpture an opportunity to investigate several areas in sculpture: alternative forms or materials, portfolio or exhibition preparation, or research. Credit for this course cannot be used towards the completion of the Fine Arts Diploma, nor can these credits be transferred to any other University or College.

### **Prerequisite(s):**

- FIN 130 and FIN 231, and Instructor permission Minimum Grade C

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## FIN-298 Directed Independent Study (Mixed Media)

4 hours, includes lecture + studio time, 3 credits

This course provides the student who has already completed twelve credits of 3D and sculpture an opportunity to investigate one of several areas of sculpture: alternate forms and material, portfolio or exhibition preparation or research. Credit for this course cannot be used towards the completion of the Fine Arts Diploma, nor can these credits be transferred to any other University or College.

### **Prerequisite(s):**

- Instructor Permission

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

# FIN-330 Throwing for Production, Design And Practice 1

48 hours, includes Lecture and Studio Time

This course will cover workspace design and ergonomics. There will be an assessment of specialist tools and equipment for pottery production. The course will cover the suitability of different clays for production purposes. There will be an examination of throwing styles and techniques for speed and accuracy. Turning and finishing thrown work will be covered. Test clays developed in FIN 335.

## **Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

# FIN-331 Throwing for Production, Design And Practice 2

36 hours, includes Lecture and Studio Time

This course will cover design and making of pots with multiple parts. The different components of the design will be thoroughly investigated. The making of lids, lid fittings, handles and spouts will all be evaluated for their design attributes and technical difficulties or production. Pots will be designed for single firing and multiple firing techniques.

## **Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

# FIN-332 Throwing for Production, Design And Practice 3

36 credits, includes Lecture and Studio Time

This course compares the differences in production techniques for Porcelain, Stoneware, cone 6 Stoneware, and Earthenware. Tests will be made to determine suitable clays for the production of functional ware in each of the above categories. Design will be an important consideration in this course.

**Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

## FIN-335 Clay Technology 1

16 hours, Includes Lecture and Studio Time

In this course, students will study and test the different characteristics of the major types of clay, and learn how to blend them together to create clay bodies for various firing temperatures. We will cover the different materials that can be added to increase plasticity, lower or raise firing temperature, and improve glaze fit. Focusing on higher temperature clay bodies, this course will tie in with work being produced in FIN 330, FIN 340, FIN 345 and FIN 346.

**Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

## FIN-336 Clay Technology 2

12 hours, Includes Lecture and Studio Time

In this course, students will study the many different types of clay slips, from simple engobes used in many types of decoration, to slip glazes appropriate for once fired soda or salt glazed ware. This course will tie into the techniques developed in FIN 340, FIN 341 and FIN 346.

**Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

# FIN-337 Clay Technology 3

12 hours, Includes Lecture and Studio Time

In this course, students will study how to modify clay bodies to mature at mid range temperatures, such as cone 6. Topics covered will include earthenware bodies, both terra cotta and white talc bodies, as well as vitreous ware. Colourant for clay and decorative applications will be covered, as well as terra sigillata. Course work will be coordinated with FIN 332 and FIN 347.

## **Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

# FIN-340 Surface Enrichment 1

16 hours, Includes Lecture and Studio Time

This course will consider historical and contemporary examples of surface enrichment. The course will cover wet clay, leather hard and green-ware techniques as well as surface altering processes.

## **Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

# FIN-341 Surface Enrichment 2

12 hours, Includes Lecture and Studio Time

This course will be concerned with the application of slips for surface enrichment and colour. Students will learn slip decorating techniques used on historical and contemporary ceramic pieces. Consideration will be given to developing designs and their application to the work.

## **Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

## FIN-342 Surface Enrichment 3

16 hours, Includes Lecture and Studio Time

This course will cover the application of glaze as a surface enrichment technique. Application methodologies will be considered and demonstrated. Multiple layering of glazes and resist techniques will be covered. Under-glaze and over-glaze techniques will form part of the surface enrichment process. Printmaking techniques and the transfer of images of pots will be part of this course.

### **Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

## FIN-345 Kilns and Firing Technology 1

30 hours, Includes Lecture and Studio Time

This course will cover the evolution of kiln design from ancient to contemporary and the advantages of different types of kilns. We will cover refractory materials available and strengths and weaknesses of each, and construction techniques for gas and wood fired kilns. Topics also included will be comparative fuel economy of electricity, gas and wood, and commercially built kilns compared with artist-built kilns.

### **Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

## FIN-346 Kilns and Firing Technology 2

30 hours, Includes Lecture and Studio Time

This course will focus on Soda firing and Raku firing. We will be loading and once firing the Soda kiln with green ware, slip decorated and interiors slip glazed, following work done in FIN 335 and FIN 341. A second Soda firing will be done with bisque ware. Several different ways of



introducing Soda compounds will be demonstrated. While kilns are being fired and cooling, we will be able to do Raku firings.

**Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

## FIN-347 Kilns and Firing Technology 3

30 hours, Includes Lecture and Studio Time

In this course, we will explore several different types of firings at high, mid, and low temperatures. We begin with a cone 10 reduction firing in the car kiln, followed by cone 6 electric firing utilizing a controlled cooling, and a cone 6 reduction. Low temperature firings at cone 01 will also be covered. We will do these in both oxidation and reduction atmospheres and reduction cooling.

**Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

## FIN-348 Kilns and Firing Technology 4

30 hours, Includes Lecture and Studio Time

This course will focus on wood firing and will give the students a rare opportunity to fire a traditional Japanese style anagama at Gordon Hutchens' studio on Denman Island. We will cover special loading and firing considerations for this type of kiln, such as, allowing pathways for flames through the ware, dry compared with wet wood, utilizing natural fly ash to create unique glaze surfaces.

**Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

# FIN-350 Mold Making

60 hours, Includes Lecture and Studio Time

This course will give students a good understanding of plaster and its many applications in the production of pottery. Students will learn about plaster types, mixing, consistency, pouring, and making plaster prototypes. The course will cover the making of plaster mold from simple on-piece molds to the more complex multiple-piece molds. Slip casting techniques will also be demonstrated in this course.

## **Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

# FIN-355 Hand-building for Production 1

36 hours, Includes Lecture and Studio Time

This course will include processes for the development of hand-built components being included in the design process. Using information from FIN 350, students will develop press-molded elements these will include spouts, handles and feet. Press-molding techniques for the production of dishes and platters will also be covered. The extruder and die making for handles will also be included in this course.

## **Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

# FIN-356 Hand-Building for Production 2

36 hours, Includes Lecture and Studio Time

This course is focused on the clay extruder and its versatility as a clay forming piece of equipment. The course will cover simple extruded forms such as coils and handles to more complex forms of boxes and lids. Designing and making dies to be used in the extruder will be covered in this course, as well as designing clay extrusions to be used in the production of pots.

**Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

## FIN-360 Documentation and Digital Media

48 hours, Includes Lecture and Studio Time

This course covers the documentation of the potter's work with an introduction to the digital camera, lighting techniques for the photographic cube, image capture and processing with computer software.

**Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

## FIN-362 Business Practices for the Potter

24 hours, Includes Lecture and Studio Time

This course provides students with a detailed range of basic business skills specific to Planning and maintaining a pottery business. Topics include market research, developing a business plan, legal issues concerning business start-up and contract law, financing, bookkeeping and accounting procedures as they apply to a pottery business.

**Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

## FIN-363 Marketing for the Potter

24 hours, Includes Lecture and Studio Time

This course looks at developing a marketing strategy for the professional potter. Topics include market research, product placement in the market place, pricing of product, promotion and the internet.

**Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

## FIN-364 Professional Practices

40 hours, Includes Lecture and Studio Time

This course uses knowledge and skills developed in the Business Practices, Marketing and Documentation and Digital Media Courses. The final project is to organize an Exhibition featuring the work for students produced in FIN 370.

**Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

## FIN-366 Glaze Sciences 1

12 hours, Includes Lecture and Studio Time

In this course we will study the many different minerals and metallic oxides that go into glazes, and the roll each can play. Topics covered will include material comparison tests, line blends, triaxial blends, flux variations to raise or lower melting temperature, colour possibilities with different metals, and creating shiny, satin or matte surfaces. The emphasis will be on high temperature glazes and it will tie in with FIN 347.

**Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

## FIN-367 Glaze Sciences 2

12 hours, Includes Lecture and Studio Time

This course will build upon FIN 366 and will focus on mid range and low temperature glazes. Topics covered will include the different balance of materials needed for lowering melting temperatures, colours possibilities with different metals, and creating shiny, satin or matte surfaces. Glaze calculation software will be covered, and colour development explored.

**Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

## FIN-368 Glaze Sciences 3

20 hours, Includes Lecture and Studio Time

This course will build on FIN 367 and tie in with FIN 370. The course will further explore glaze calculation software and its usefulness in material substitutions, glaze recipe organization, and batch pricing. Emphasis will be placed on colour development and each student will create a personal pallet of glazes, and begin to specialize on a firing technique.

**Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

## FIN-370 Portfolio Development

72 hours, Includes Lecture and Studio Time

This course will bring together the knowledge and skill development gained in previous courses. The aim is to design and develop a line of work of a high enough quality to enter the market place. Students will be challenged to produce good designs, consider the technical requirements for production and finally to make and fire the work.

**Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

## FIN-371 Professional Pottery Work Experience Practicum

240 Hours, Practicum

This practicum-based course offers students the opportunity to participate in the day to day operations of a pottery business. Students will experience firsthand the organization of a workshop and the many skills needed to successfully operate a professional pottery business.

### **Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

## FIN-372 Pottery Residency at Medalta

240 Hours, Practicum

This course requires the student to register in the International Residency Program at Medalta. During the residency students can develop and expand their portfolio of ceramic work, develop new ideas and learn new production techniques. The spacious facilities and well-equipped workshops at Medalta attract many professional potters to the residency program.

### **Prerequisite(s):**

- Admission to the Professional Potter Advanced Diploma Program

For more information visit our [timetable](#)

## FIN-710 Digital Photography 1

3 credits

An introduction to the basics of digital photographic equipment, techniques and digital image workflow.

### **Prerequisite(s):**

- Admission to the Professional Photography Program

For more information visit our [timetable](#)

## FIN-715 Composition & Design

3 credits

The elements and principles of design along with the application of colour theory and colour relationships are explored through lecture and assignments. Design in nature (spirals and helixes, spheres and explosions, packing and cracking, meanders and ripples, branching, fractals) is also included.

### **Prerequisite(s):**

- Admission to the Professional Photography Program

For more information visit our [timetable](#)

## FIN-716 History of Photography

3 credits

An introductory survey of the history of photography designed to develop an understanding and appreciation for the historical development of the medium. Students will apply theories and techniques discussed in class through hands on experience with B&W films and silver gelatin papers.

### **Prerequisite(s):**

- Admission to the Professional Photography Program

For more information visit our [timetable](#)

## FIN-718 Introduction to Studio Practices & Lighting

3 credits

Students will learn to work with lighting equipment including continuous and electronic flash lighting systems. Single and multiple light set-ups, calculation of light ratios and colour balance

will be applied to photographing two and three-dimensional subjects, models and still life objects.

**Prerequisite(s):**

- Admission to the Professional Photography Program

For more information visit our [timetable](#)

## FIN-720 Digital Photography II

3 credits

An intermediate course incorporating advanced digital camera operation, functions and techniques along with optimizing image workflow.

**Prerequisite(s):**

- Admission to the Professional Photography Program

For more information visit our [timetable](#)

## FIN-721 Creative Explorations

3 credits

Through the use of digital imaging and analogue photographic processes, students explore photography as a narrative/metaphorical medium. A survey of historic and contemporary photographic styles is designed to help students recognize and begin to establish a unique personal style.

**Prerequisite(s):**

- Admission to the Professional Photography Program

For more information visit our [timetable](#)

## FIN-723 Editorial/Photojournal Photography

3 credits



Illustrating magazine articles and shooting for publishers as a freelance editorial photographer or photojournalist is the emphasis of this course. Equipment, film, planning shoots, working for photo editors, selling photo rights, contracts and payment schedules, marketing, photo editing, packaging and shipping assignments are included.

**Prerequisite(s):**

- Admission to the Professional Photography Program

For more information visit our [timetable](#)

## FIN-724 Portraiture

This course emphasizes the basics of commercial and wedding portraiture including studio design and equipment, marketing, public relations, print finishing and presentation. Students will use professional photographic lighting, posing and directing techniques to produce portraits of individuals and families in studio and location settings.

**Prerequisite(s):**

- Admission to the Professional Photography Program

For more information visit our [timetable](#)

## FIN-726 Photography Work Experience Practicum

40 hours practicum

This practicum-based course offers the student a hands-on job experience in the diverse field of photography. For two weeks in late April, students in the Pro Photo Program will work for employers based either on Vancouver Island or elsewhere, if practical. Placements may be with portrait, wedding or commercial photographers, newspapers, photo retail stores, processing labs or graphic designers.

**Prerequisite(s):**

- Admission to the Professional Photography Program

For more information visit our [timetable](#)

## FIN-727 Lifestyles Photography

3 hours lecture/3 hours lab

Designing and shooting outdoor adventure activities for advertising and stock markets is the emphasis of this course. Location shoots include snowboarding, alpine and cross country skiing along with mountain biking and water sports.

### **Prerequisite(s):**

- Admission to the Professional Photography Program

For more information visit our [timetable](#)

## FIN-729 Advertising & Commercial Photography

3 credits

The fundamentals of commercial photography will be presented through studio and location shooting. Students will work to deadlines; learn invoicing and record keeping as well as promotional techniques.

### **Prerequisite(s):**

- Admission to the Professional Photography Program

For more information visit our [timetable](#)

## FIN-731 Landscape & Nature Photography

3 credits

Through lecture and field work, students will be instructed in the principles and ethics of landscape and nature photography. Landscape composition (framing, relationship, perspective, continuity, light), natural history photography (wildlife and wildflowers), practical techniques, and photographic equipment will be surveyed and demonstrated.

### **Prerequisite(s):**

- Admission to the Professional Photography Program

For more information visit our [timetable](#)

## FIN-733 Portfolio Project

3 credits

Students will assemble a body of work representative of their photographic talent and technical skills. Instruction will be given on how to prepare a professional portfolio and publicly display photographic and media work.

### **Prerequisite(s):**

- Admission to the Professional Photography Program

For more information visit our [timetable](#)

## FIN-734 Business Practices in Photography

3 credits

This course provides students with a detailed range of basic business skills specific to planning, establishing and maintaining a photography business. Topics include marketing, business plan development, legal issues of business start-up, financing, accounting and invoicing/billing procedures as applied to photography.

### **Prerequisite(s):**

- Admission to the Professional Photography Program

For more information visit our [timetable](#)

## FIN-735 Design of Marketing Media

3 hour lecture, 3 hour lab

Students will learn to produce branding and promotions in order to advertise their photographic services.

### **Prerequisite(s):**

- Admission to the Professional Photography Program

For more information visit our [timetable](#)

## FIN-736 Client Project

3 credits

This course provides students with the opportunity to successfully plan and execute photography and media projects as required for a client.

### **Prerequisite(s):**

- Admission to the Professional Photography Program

For more information visit our [timetable](#)

## FIN-737 Digital Imaging I

This course will cover the manipulation and enhancement of photographic images using industry standard image processing software and plug-ins. Digital file formats, capture, importing and cataloging will also be covered.

### **Prerequisite(s):**

- Admission to the Professional Photography Program

For more information visit our [timetable](#)

## FIN-738 Digital Imaging II

This course will build on technical skills introduced in Digital Imaging I. Students will expand their knowledge of software tools used to create professional grade images. Students will also set up a Digital Asset Management System including backup strategies.

### **Prerequisite(s):**

- Admission to the Professional Photography Program

For more information visit our [timetable](#)

# FIN-739 Videography & Multimedia

This course will introduce students to techniques of capturing and editing professional quality digital camera video and audio. Interviewing techniques with a focus on storytelling will be included.

## Prerequisite(s):

- Admission to the Professional Photography Program

For more information visit our [timetable](#)

# FLM-011 Motion Picture Industry Orientation

THIS course was designed to introduce the position of PA and give an extensive overview. It will cover types of PA's and what their various job duties include from both the Assistant Director's and the Location Department's point of view. An instructor from each of these departments will be in class at all times. In addition to the knowledge necessary to work as a Production Assistant the course will include information on the preparation of a resume and the interview process as well as tips on how to get and keep a job as a PA.

For more information visit our [timetable](#)

# FLM-015 Production Assistant Essentials: F & Tv

The course encompasses essential skills along with basic industry knowledge to support success. While the Production Assistant is an entry-level crew position in the industry, it can be one of the most demanding and diversified positions to hold. Production Assistants must be able to communicate and work well with others in teams; apply critical and resourceful thinking to solve problems and adapt to new situations; and be able to read, understand and use industry documentation. Through a variety of interactive instructional techniques, students learn the fundamentals of essential workplace skills, as well as what a typical day entails; how other crew departments function and interact; do's and don'ts of set and set protocols, production terminology, radio use, and more.

For more information visit our [timetable](#)

## FLM-016 Lighting: Film & Tv Industry

The course provides individuals with an opportunity to explore the industry while learning of the requirements of working in a fast-paced environment. Lighting and Electrical team members hold a pivotal role in all productions being responsible for the planning, development and execution of lighting schemes while ensuring that all electrical considerations are safely addressed. Instruction encompasses introduction to the industry; orientation to safety and site protocols; planning and coordination of work orders; applied learning with fixtures, filters, carts, stands and the various applications of sophisticated equipment and tools. Instruction encompasses valued insight into how best to support the execution of film or television shots with professionalism and accuracy.

For more information visit our [timetable](#)

## FLM-017 Grips: Film & Tv Industry

The course provides individuals with an opportunity to explore career opportunities while learning of the requirements of working in a fast-paced environment. Grips are essential to each production and are responsible for working with the camera department to provide camera support while configuring the camera and lighting equipment set-up as required to achieve the anticipated film or television shot. Instruction encompasses an introduction to the industry; orientation to the process of infusing creativity with core grip requirements; industry protocols; application of the sophisticated equipment and tools; and planning and executing film or television shots with professionalism and accuracy.

For more information visit our [timetable](#)

## FLM-018 Carpentry & Set Construction

This course provides an introduction to the role of the carpentry and set construction crew who are responsible for the design, construction and take down of each set with the scope and scale varying from quaint scenes to grand sets involving the reproduction of court buildings, restaurants, spaceships, houses, elaborate staircases, ships, outdoor structures and more. The course encompasses the essentials of safety; communications and key terminology; interdepartmental relations and protocols; roles and expectations; specialty tool requirements; the

unique attributes of set construction materials and handling; and the fundamentals of set planning, design, construction and take down.

For more information visit our [timetable](#)

## FLM-019 Motion Picture Safety Awareness

This informative course provides an essential orientation to safety considerations and is designed specifically for the motion picture and television industry. This course is a requirement to become an associate member with the Directors Guild of Canada as well as a permittee with the International Alliance of Theatrical Stage Employees Local 669 (IATSE 669), the International Alliance of Theatrical Stage Employees Local 891 (IATSE 891) and the Teamsters Local 155. Great for beginners and veterans alike.

For more information visit our [timetable](#)

## FNS-060 First Nations Student Skills 1

3 hours lecture, 2.5 hours lab, 2 credits

FNS 060 and 061 focus on skill development for First Nations students. Topics of instruction will include: goal setting; time management; personal growth and development; student stress management; college services; educational planning; financial coping; study groups and study skills. There will be an emphasis on development of group and individual support systems.

### **Prerequisite(s):**

- C in English 034 or ENG 035 or assessment.

For more information visit our [timetable](#)

## FNS-061 First Nations Student Skills II

3 hours lecture, 2.5 hours lab, 2 credits

FNS 060 and 061 focus on skill development for First Nations students. Topics of instruction will include: goal setting; time management; personal growth and development; student stress management; college services; educational planning; financial coping; study groups and study skills. There will be an emphasis on development of group and individual support systems.

**Prerequisite(s):**

- C in ENG 034 or ENG 035 or assessment.

For more information visit our [timetable](#)

## FNS-096 BC First Peoples Studies

3 hours lecture, or distance (D), 2 credits

FNS 096 is designed to help the student appreciate the unique situation of First Nations and Metis communities in British Columbia today. The course will provide a timely view of the history and present day context of BC's First People with specific focus on the Indigenous communities of Vancouver Island and the outlying coastal communities. Writing, reading and critical thinking skills at the advanced level of upgrading will be reinforced and practiced throughout the course.

**Prerequisite(s):**

- C in Provincial English 11 or NIC ENG 052 or placement testing.

For more information visit our [timetable](#)

## FNS-160 First Nations Education: Traditional and Contemporary

3 credits

First Nations Studies 160: First Nations Traditional and Contemporary Education was developed by North Island College to meet the needs and demands for a culturally relevant First Nations course about education with credits that transfer to other post secondary institutions. In the context of the Human Service Worker Teaching Assistant Certificate program this course will provide core content about aboriginal education, which permits students to explore and critically examine traditional, historical and contemporary ideas, processes, development, and issues in the field in which they practice. First Nations Studies 160 is designed to address historical and contemporary issues that include First Nations perspectives about the content and process of education. This is facilitated by using and reflecting on First Nations teaching and learning techniques and bringing First Nations voices into the discussions and lectures through text, audio-visual resources and visitors. Instruction is based in a dialogical approach that permits



students to use their knowledge in interaction with the instructor about the readings, videos, and presentations they experience. The class format will be a seminar/talking circle in which the instructor serves as a facilitator to mediate dialogue and manage curricular progression. The format will include group work and cooperative learning activities that includes orientation to WEBCT, the Internet, oral and textual resources for networking, research and knowledge production. First Nations Studies is designed for both Aboriginal and non-Aboriginal students.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 096, ENG 098, ESL 090, or equivalent articulated BC College course, as pre- or co-requisite; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## FOR-100 Introduction Forest Resource Management

This is an introduction to forest resource management, the role of foresters, and the importance of industry-specific knowledge, teamwork, and workplace skills. The course includes an overview of historical and present day practices, key resource management considerations for professionals in the field, characteristics of forest resources, an introduction to managing yield, and an overview of the social and economic environment and influences of forestry in today's economy.

**Prerequisite(s):**

- Admission to the Coastal Forest Resource program.

For more information visit our [timetable](#)

## FOR-105 Forest Resources Health And Safety

This applied course encompasses theory and practical exercises specific to an introduction to workplace and forestry practices in British Columbia. The role of Occupational Health and Safety in the workplace, as well as key safety measures standard to the Forest industry, will be introduced.

**Prerequisite(s):**

- Admission to the Coastal Forest Resource program.

For more information visit our [timetable](#)

## FOR-110 Essential Field Skills

This course consists of classroom and applied field skills training for individuals working in the natural resource sector. It includes forestry tool usage, fire suppression, outdoor awareness, orienteering, and safety. The course also provides training in the guidelines and usage of GPS as it relates to navigations, radio use and knowledge of safety principles in the forest industry.

**Prerequisite(s):**

- Admission to the Coastal Forest Resource program.

For more information visit our [timetable](#)

## FOR-115 Introduction to Forest Ecology

This course provides an introduction to the geography of British Columbia and gives an overview of Vancouver Island and Provincial ecosystems. The course encompasses coastal tree identification, essential wildlife identification skills, and soil identification, assessment and texturing techniques.

**Prerequisite(s):**

- Admission to the Coastal Forest Resource program.

For more information visit our [timetable](#)

## FOR-120 Coastal Harvesting Systems

This is an introduction to the safety standards of coastal harvesting systems plus investigation of silviculture systems. Instruction includes an overview of log handling and sorting and correlation to product pricing, market demand, and overall impact on business operations.

**Prerequisite(s):**

- Admission to the Coastal Forest Resource program.

For more information visit our [timetable](#)

## FOR-125 Intro Timber Cruising, Grading & Scaling

This course provides an introduction to the fundamentals of timber cruising concepts, practical and applied measurement techniques and field applications. Instruction also includes options and methods of obtaining information, discussion of cruising methodologies, including fixed area plot measurement and point sampling. Students will be introduced to basic Log Scaling rules and the use of specific tools in this field.

### **Prerequisite(s):**

- Admission to the Coastal Forest Resource program.

For more information visit our [timetable](#)

## FOR-130 Worksite Readiness Skills

Students will engage in activities fostering the principles of Workplace Diversity and explore conflict, conflict avoidance, and resolution. Career development strategies such as worksite expectation, verbal and non-verbal communication, active listening and team building will be introduced and practiced. The development of computer literacy skills, including word processing, spreadsheet applications and internet search will be a focus of this component.

### **Prerequisite(s):**

- Admission to the Coastal Forest Resource program.

For more information visit our [timetable](#)

## FOR-135 Applied Worksite Skills - Practicum

Applied tasks will be carried out practicing the skills learned in the classroom and lab portions of training. Students will work side-by-side with forestry workers to hone their skills. Focus will be

on Timber Cruising, Coastal Forest Log Grading & Scaling, and Silviculture, although all aspects of forestry work will be practiced.

**Prerequisite(s):**

- Admission to the Coastal Forest Resource program.

For more information visit our [timetable](#)

## FRE-100 Motifs I

4 hours lecture, or distance (D), 3 credits

Motifs I and II together make up a complete introductory French program at the university level. With an emphasis on communicative proficiency, and based on the popular French in Action materials, the courses make use of video, audio and print material in order to develop the four language skills (listening, speaking, reading, and writing) and to introduce students to the diversity of the Francophone world.

**Prerequisite(s):**

- None

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## FRE-101 Motifs II

4 hours lecture, or distance (D), 3 credits

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

**Prerequisite(s):**

- C minimum in FRE 100

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## FRE-120 Motifs III

4 hours lecture, or distance (D), 3 credits

Motifs III and IV continue the development of the four language skills, self-expression, and cultural insight begun in FRE 100 and 101. Completion of French to this level is the prerequisite for entry into standard 1st-year university French.

**Prerequisite(s):**

- FRE 101 or French 11 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## FRE-121 Motifs IV

4 hours lecture, or distance (D), 3 credits

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

**Prerequisite(s):**

- C minimum in FRE 120

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## FRE-145 Intermediate French I

4 hours lecture, or distance (D), 3 credits

This course provides a complete review of French grammar presented within a cultural context. A study of selected literary readings will develop the student's ability to understand and compose short passages, together with typical and provocative articles that will promote active and critical in-class discussions of contemporary issues. Intermediate French I and II are strongly recommended for students who have taken French as a second language.

**Prerequisite(s):**

- FRE 120 & 121 or French 12 (or permission of the instructor) Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# FRE-146 Intermediate French II

4 hours lecture, or distance (D), 3 credits

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

## **Prerequisite(s):**

- FRE 145 or permission of the instructor Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# FRE-265 Advanced French I

4 hours lecture, or distance (D), 3 credits

This course provides a continuation of the study of French grammar at an advanced level. A study of selected literary readings (French and French-Canadian), together with a variety of up-to-date and provocative articles and texts will allow the student to further improve both written and spoken French through practice in conversation, comprehension and composition. Advanced French I and II are strongly recommended for students who have taken the French immersion program.

## **Prerequisite(s):**

- FRE 145 and FRE 146 minimum C or French 100 level university transfer credit.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# FRE-266 Advanced French II

4 hours lecture, or distance (D), 3 credits

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

## **Prerequisite(s):**

- FRE 265 Minimum Grade C

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## FRE-280 La Traduction: Translation (A)

3 hours lecture, 3 credits

This course is an introduction to the practice and theory of translation. Through a comparative analysis of the various structures in both French and English, the course will focus on different techniques and strategies to overcome the problems typically encountered when translating from one language to the other. The focus will be particularly placed on grammar, style and syntax.

### Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.
- C in FRE-266.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## FRE-281 La Traduction: Translation (B)

3 hours lecture, 3 credits

This course is a continuation to the practice and theory of translation as well as an introduction to the practice of interpreting (simultaneous, consecutive and liaison). Through a comparative analysis of the various structures in both French and English, the course will focus on different techniques and strategies to overcome the problems typically encountered when translating from one language to the other. The focus will be particularly placed on grammar, style and syntax.

### Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.
- C in FRE-266.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## GAS-010 H2S Alive

8 hours

This one-day course is intended for all workers in the petroleum industry who could be exposed to hydrogen sulphide (H<sub>2</sub>S). The course covers the physical properties and health hazards of H<sub>2</sub>S, how to protect oneself and basic rescue techniques. Each student is required to operate self-contained breathing apparatus, a detector tube device, and perform rescue breathing on a mannequin. It is recommended that women wear pants or jeans. Upon successful completion of a written examination and demonstration of the required skills an industry standard certificate, valid for three years, will be issued.

For more information visit our [timetable](#)

## GEO-111 Environment, Society and Sustainability

Distance (D), 3 credits

GEO 111 focuses on the complex relationships between people and the environment. With emphasis on the ecosystems approach, it looks at the impacts on human activity and resource exploitation on the environment, and considers the potential for a sustainable society. Topics covered include; energy flow, biogeochemical cycles, ecosystem structure and dynamics, climate change, water resources, marine resources, biodiversity loss, protected areas and endangered species, human population growth, Ecological Footprint Analysis, and environmental world views.

### **Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or assessment.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## GEO-112 Introduction to Human Geography

Distance (D), 3 credits

GEO 112 critically examines the complex relations between people and places through key themes and concepts in the cultural, urban and economic fields of human geography. Topics to



be studied include: local and popular cultures and landscapes, disappearing peoples, concepts of nature, the agricultural revolutions, global agricultural restructuring, agribusiness, food security, urban and suburban processes, development issues in the less developed world, barriers to and the costs of economic development, globalization, deindustrialization, and social change in the world system.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or assessment.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## GEO-200 Geography of Canada

3 hours lecture, 3 credits

This course takes a wholistic approach in examining the dynamic relationships between the physical and cultural environments associated with the people and places in Canada. The focus is on relationships, location and the resulting ever- changing geographic patterns that create the diversity, issues and opportunities facing Canada and Canadians. Some of the topics covered are: the physical setting, settlement patterns and growth, urbanization and politics, environmental regions, regional disparities and Canada's place on the international stage.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## GEO-205 Geography of British Columbia

3 hours lecture, 3 credits

GEO 205 explores the physical and human landscapes that are British Columbia. The course is a blend of the regional and wholistic systems approaches to the relationships between physiography, climate, resources and people. Basic geomorphology, natural hazards and other constraints on land use in British Columbia are examined.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## GEO-210 Natural Resources Management I: Introduction

3 hours lecture, 3 credits

The course examines the major natural resources management issues on the global, national, provincial and local scales. Questions and concepts associated with the double-edged sword of conservation versus economic development are examined from the contrasting scientific and philosophical views. The emphasis is on solutions through public policy. Some of the topics covered are: renewable and non-renewable resources, resources and economics, terrestrial, marine and atmospheric resources, energy, minerals, options for the future and the role of non-government organizations.

**Prerequisite(s):**

- Any first year GEO course Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## GEO-211 Natural Resources Management II: Wildlife

3 hours lecture, 3 credits

The course introduces students to the world of wildlife. Then, the issues associated with wildlife utilization are examined. Wildlife management policies, programs, and practices are reviewed with particular emphasis on Canada and BC. Some of the topics covered include: animal behaviour, inventory methods, population monitoring, land use and wildlife, approaches to management, the conservation of wildlife and wildlife management in the Comox Valley.

**Prerequisite(s):**

- Any first year GEO Course Minimum grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## GEO-214 Biogeography

3 hours lecture, 3 credits

This course examines the changes in the geographic distribution patterns of plants and animals over geologic time. The attributes of the life layer involved in these shifting relationships are investigated from the geographic perspective. Sampling concepts, methods and tools of analysis are introduced. Some of the topics covered are: the basics of a functioning life layer, feedback in natural systems, disturbance and succession, interpreting distribution patterns, changing continents and climate, colonization, dispersal and invasion, genetic modification, extinctions, conservation and conservation planning.

**Prerequisite(s):**

- GEO 105 or GEO 106 or GEO 111 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## GEO-215 Society and the Environment

3 hours lecture, 3 credits

Global, national and regional perspectives on current environmental issues are the subject matter of this course. The social perspectives and rationale for the study of the natural and human environments are introduced. Topics include human effects on land and ocean environments, living natural communities, the human environment, the character of civilizations and planet management. A wholistic systems approach is used in examining the broad range of topics and issues involved. The academic and practical skills emphasized in the course include various types of research, oral communications and an awareness of and appreciation for a range of views on controversial issues.

**Prerequisite(s):**

- Any first year GEO Course Minimum grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## GEO-220 Intro to Climate Change: Human And Ecological Dimensions

This course takes an interdisciplinary approach to examining climate change and includes scientific, social, economic, political, and ethical perspectives. Some key areas of focus include climate science, vulnerability of human and ecological systems, observed and projected impacts, climate change adaptation and mitigation, policy debates, and current and future challenges.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, ESL 090, or assessment.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## GPS-020 Advanced GPS

This course is designed to provide GPS users with advanced skills suitable for outdoor recreation trip planning and industry applications for field projects. Students will explore advanced features of handheld GPS use and discover new methods of using GPS data including, overlays on Google Earth, integration into internet mapping applications, and other ways to utilize the data collected. Students should be familiar with use of GPS and be able to mark and navigate to waypoints and operate various functions on the GPS unit. Techniques that will be covered include collecting field GPS data such as waypoints, routes and tracks, and GPS photo tagging. Additional time inside will be used to explore various online mapping tools and plotting field data into different internet mapping applications.

For more information visit our [timetable](#)

# HCA-100 Health and Healing: Concepts for Practice

70 hours lecture, 3 credits

This course provides students with the opportunity to develop a theoretical framework for practice. Students will be introduced to the philosophical values and theoretical understandings that provide a foundation for competent practice as a HCA. The course focuses on concepts of caring and person- centred care; basic human needs and human development; family, culture and diversity as they relate to health and healing. Students will also be introduced to a problem-solving model that will be critical to their practice.

## **Prerequisite(s):**

- Admission to the Health Care Assistant Program

For more information visit our [timetable](#)

# HCA-105 Health I: Interpersonal Communications

50 hours lecture, 3 credits

This course focuses on the development of self-awareness and increases understanding of others, and development of effective interpersonal communications skills that can be used in a variety of caregiving contexts. Students will be encouraged to become more aware of the impact of their own communication choices and patterns. They will have opportunity to develop and use communication techniques that demonstrate personal awareness, respect and active listening skills.

## **Prerequisite(s):**

- Admission to the Health Care Assistant Program

For more information visit our [timetable](#)

# HCA-110 Health II: Lifestyle & Choices

30 hours lecture, 2 credits

This course provides an introduction to the holistic concept of health and the components of a health-enhancing lifestyle. Students will be invited to reflect on their own experience of health, recognizing challenges and resources that may impact on their lifestyle choices and, consequently, their health. Students will be introduced to a model that can be applied in other courses to understand the multifaceted aspects of health and healing.

**Prerequisite(s):**

- Admission to the Health Care Assistant Program

For more information visit our [timetable](#)

## HCA-115 Healing I: Caring for Individuals Experiencing Common Health Challenges

115 hours lecture, 4 credits

This course introduces students to the normal structure and function of the human body and normal bodily changes associated with aging. Students will explore common challenges to health and healing in relation to each body system. Students will also be encouraged to explore person-centred practice as it relates to the common challenges to health and, in particular, to end-of-life care.

**Prerequisite(s):**

- Admission to the Health Care Assistant Program

For more information visit our [timetable](#)

## HCA-120 Healing 3: Personal Care and Assistance

120 hours lab, 3 credits

This practical course offers students the opportunity to acquire personal care and assistance skills within the parameters of the HCA role. The course is comprised of class and supervised laboratory experiences that assist the student to integrate theory from other courses to develop

caregiver skills that maintain and promote the comfort, safety and independence of individuals in community and facility contexts.

**Prerequisite(s):**

- Admission to the Health Care Assistant Program

For more information visit our [timetable](#)

## HCA-125 Healing 2: Caring for Individuals experiencing Cognitive or Mental Challenges

60 hours lecture, 3 credits

This course builds on content from other courses to assist students to explore concepts and caregiving approaches that will allow them to work effectively with individuals experiencing cognitive or mental challenges. The emphasis in this course supporting clients with dementia, recognizing responsive behaviours and identifying person-centred intervention strategies.

**Prerequisite(s):**

- Admission to the Health Care Assistant Program

For more information visit our [timetable](#)

## HCA-130 Work Role: Introduction to HCA

30 hours lecture, 2 credit

This course provides an introduction to the role of the HCA within the British Columbia healthcare system. Students will be introduced to the healthcare team and the roles and functions of HCA within the team. Students will also have opportunities to develop self-reflective skills required for competent practice and will be introduced to effective job-finding approaches.

**Prerequisite(s):**

- Admission to the Health Care Assistant Program

For more information visit our [timetable](#)

# HCA-140 Practice Experience I

90 hrs practicum, 4 credits

This supervised practice experience provides students with an opportunity to apply knowledge and skills from all other courses in the program with individuals in a multi-level or complex care setting. A portion of this clinical experience will be devoted to working with individuals experiencing cognitive challenges. Opportunity will be provided for students to gain expertise and confidence with the role of the HCA within a residential care facility.

## **Prerequisite(s):**

- Admission to the Health Care Assistant Program

For more information visit our [timetable](#)

# HCA-145 Practice Experience II

60 hours practicum, 2 credits

This practice course provides students with an opportunity to apply knowledge and skills from all other courses with individuals and families in a community setting. Opportunity will be provided for students to become more familiar with the role of the HCA within a Home Support Agency, Assisted Living Facility, and/or a Group Home and to gain abilities that will prepare graduates for employment in these settings. It is important that students understand the philosophy of community care settings and its emphasis on client choice and independence.

## **Prerequisite(s):**

- Admission to Health Care Assistant Program. Successful completion of the appropriate HCA theory courses is required to progress into the Practice Experience.

For more information visit our [timetable](#)

# HCA-150 Practice Experience III

120 hrs practicum, 4 credits

This final supervised practice experience provides an opportunity for the learner to become better prepared to take on the role of the Health Care Assistant. This course provides students



with a further opportunity to apply knowledge and skills from all other courses in the program with individuals in a multi-level or complex care setting. A portion of this clinical experience will be devoted to working with individuals experiencing cognitive challenges. Opportunity will be provided for students to gain expertise and confidence with the role of the HCA within a residential care facility.

**Prerequisite(s):**

- Admission to Health Care Assistant Program. Successful completion of the appropriate HCA theory courses is required to progress into the Practice Experience.

For more information visit our [timetable](#)

## HIS-111 Canadian History: Pre-Confederation

3 hours lecture, or distance (D); online; Hybrid online + tutorial, 3 credits

This course provides a general chronological overview of Canadian history in the pre-Confederation era. It introduces some of the major political, social and economic events that shaped early Canadian development.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## HIS-112 Canadian History: 1867 - Present

3 hours lecture, or distance (D); online; Hybrid online + tutorial; 3 credits

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.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing. HIS 111 recommended.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## HIS-120 World History to 1000

3 hours lecture, 3 credits

This course surveys world civilizations from ancient times to the beginning of the Medieval era. It will include study of such areas of history as ancient Mesopotamia, Egypt, China, Japan and India; classical Greece and Rome; Africa and pre-contact America; and Islam, Byzantium, Western Christendom. The focus will be upon identifying broad themes, issues and patterns in world history, and upon accounting for political, social, cultural, intellectual, religious and economic change.

### **Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## HIS-121 World History of the Last Millennium, AD 1000-2000

3 hours lecture, 3 credits

This course surveys world history from the early Medieval period to contemporary times. The focus will be upon identifying broad themes, issues and patterns in world history, and upon accounting for political, social, cultural, intellectual, religious and economic change. The approach will combine sweeping analytical overviews with recurrent intensive investigation of selected societies and topics. Class time will be divided between lecture and slide show presentation, video documentaries, and discussion based upon common course readings and a series of student research exercises.

### **Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## HIS-122 The Contemporary World

3 hours lecture, 3 credits

HIS 122 seeks to place contemporary international affairs within a broad historical and analytical perspective. The course highlights a number of events, trends and themes that have shaped the history of both individual nations and the international system since the end of World War II. Topics to be studied will include the history of the Cold War; decolonization and the struggle of developing nations to gain political and economic stability; the 'rise' of Asia; the Arab-Israeli Conflict; the Islamic resurgence; the collapse of Soviet-style communism and the nature of conflict in the post-Cold War world; the development of the global economy since Bretton Woods; and the relationship between the history of international institutions and world issues since 1945.

### **Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## HIS-135 World Mythology

3 hours lecture, 3 credits

The secret of life, explains the sacred tavern-keeper Siduri in an ancient Sumerian epic, is that there is no secret. "When the gods created man they allotted to him death, but life they retained in their own keeping", he tells the king Gilgamesh. "Fill your belly with good things, dance and be merry, feast and rejoice. Let your clothes be fresh, bathe yourself in water, cherish the little child that holds your hand, and make your wife happy in your embrace; for this too is the lot of man." This course will in some ways defy the strictures of Utnapishtim in returning to the questions that rest at the centre of world mythology. Who are we? Where do we come from? Where are we going? What is the nature of the cosmos? What is the relationship between the

individual, the family, the community and the transcendent? How are life and death intertwined? We will discuss such questions in a philosophical context but the thrust of the course will be to use an historical and comparative framework that analyzes particular mythic traditions. Rather than attempt to encompass all of world mythology within a one-term course, we will focus upon the myths of Babylonia, Egypt, Greece, Rome, Northern Europe, Mesoamerica and the Pacific Northwest as case studies.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## HIS-205 Travels in Time

200 hours = 9 hrs. lecture, 9 hrs. seminar, plus 12-21 days travel, 3 credits

Those who would dare are invited to step into the North Island College time machine. Walk the streets of ancient Pompeii. Contemplate the accomplishments of Incan Civilization from the heights of Machu Picchu. Listen for the sound of the Minotaur below as you stand in the palace at Knossos. This course combines intensive study of one historical theme or civilization with a two-to-three-week international tour. Typically, Travels in Time will only be offered in the Spring semester and will feature a short series of preparatory lectures and seminars followed by the trip. The class will conclude with a couple of meetings upon the group's return. The academic demands in HIS 205 will be significant but are meant to accentuate rather than to detract from the travel experience.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## HIS-215 History of Modern Europe I

3 hours lecture, online, or Hybrid online/tutorial, 3 credits

This course surveys the world of early modern Europe from the flowering of the Renaissance in Italy and northern Europe, through the age of the religious wars in the seventeenth century, the eighteenth century Age of Enlightenment, and developments in eastern Europe and Russia, culminating in the great watershed of the French Revolution. In addition to covering military and political developments, the course also describes the changes wrought in the social and economic lives of the people of the emerging nation states of Europe.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## HIS-216 History of Modern Europe II

3 hours lecture, online, or Hybrid online/tutorial, 3 credits

After a brief exploration of earlier 18th Century events, this course begins with the causes, course and consequences of the French Revolution. This survey course will then examine the major events of the 19th and 20th Centuries. Particular emphasis will be placed on industrialization, the growth of the nation state and imperialism. Social change will also be examined.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## HIS-220 War, Memory, Myth and History

3 hours lecture, 3 credits

"Since wars begin in the minds of men," reads the UNESCO charter, "it is in the minds of men that we have to erect the ramparts of peace." This course explores how humans have struggled to understand, memorialize, and learn from war. Although the course uses a comparative thematic approach, there is a heavy emphasis upon twentieth-century wars, since this will both provide

focus and allow us to probe the politicized relationship between lived memory and history. "War," notes the journalist Chris Hedges, "is a force that gives us meaning." This course will use monuments, memorials, museums, myths, paintings, photographs, weapons, flags, cartoons, family stories, novels, and movies as sources for thinking about the ways in which war is remembered and defined.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## HIS-225 History of British Columbia

3 hours lecture, or distance (D), 3 credits

Major historical events are discussed, and their significance analyzed, in this survey course on British Columbia's history. The roles played by economics, geography, politics and social factors in shaping the province's development will also be examined.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## HIS-232 United States History Since 1877

3 hours lecture, 3 credits

This course addresses the political, economic and social development of the American republic from the end of Reconstruction to the present day. Major themes will include urbanization, industrialization, western settlement, Progressivism, World War One, the Great Depression, World War Two, the Cold War and rise to Super Power Status, and civil rights.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## HIS-251 History of Women in Canada, 1920 - Present

3 hours lecture, or distance (D), 3 credits

This course examines the major issues in women's lives after 1920. Particular attention will be paid to the changing roles and expectations of women in the home, in society and in the workplace, and to the forces that brought about these changes.

### **Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## HIS-260 Historical Reactions to Criminal and Deviant Behaviour

3 hours lecture, 3 credits

Once upon a time, a shipwrecked sailor washed up upon distant shores. He wondered about where he was. Then he saw a scaffold and gallows. "Thank god," he exhaled, "I am in a civilized country." What is the relationship between civilization, crime and punishment? Why have dead bodies been the symbol of law at some times and places but not at others? Why did criminal trials begin? How can we account for the replacement of torture and the "bloody scaffold" with the rise of the penitentiary? This course will ask such questions as it provides an historical perspective on changing definitions of deviancy, societal reactions to violent or criminal activity, and public policies to counteract prohibited behaviour. The time span and geographical range will be vast; we will range from the Mesopotamia of 3,000 BCE to 21st-century North America. To provide focus, the curriculum will be organized around four intensive case studies: Crime and Punishment in the Ancient Near East and Mediterranean; Early Modern and Industrial Britain;

American Justice from Colonial Times to Court T.V.; and Reactions to Crime and Deviance in 19th and 20th Century Canada and British Columbia.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## HMC-100 Safe Work Practices

15 Hours

Apply safety procedures and hazard recognition within the shop environment.

**Prerequisite(s):**

- Acceptance into the Heavy Mechanical Foundation program

For more information visit our [timetable](#)

## HMC-101 Trade Overview

Introduction to the Heavy Duty trades and an overview of employer expectations, employee responsibilities, customer relations and communication within a work team. In this course you will also study job searches including resume writing and the interview process.

**Prerequisite(s):**

- Acceptance into the Heavy Mechanical Foundation program

For more information visit our [timetable](#)

## HMC-102 Process Technical Information

7 Hours Lecture, 5 Hours shop

Introduction to record keeping, report writing and using various resources to course information such as parts and servicing documents.



**Prerequisite(s):**

- Acceptance into the Heavy Mechanical Foundation program

For more information visit our [timetable](#)

## HMC-103 Tools and Equipment

26 Hours Lecture, 37 Hours Shop

Introduces students to various hand tools, power tools and shop equipment.

**Prerequisite(s):**

- Acceptance into the Heavy Mechanical Foundation program

For more information visit our [timetable](#)

## HMC-104 Rigging, Lifting & Moving Loads

14 hours lecture, 17 hours shop

Introduction to safe lifting, rigging, jacking, blocking and moving of loads.

**Prerequisite(s):**

- Acceptance into the Heavy Mechanical Foundation program

For more information visit our [timetable](#)

## HMC-105 Hoses, Fasteners & Fittings

13 hours lecture, 16 hours shop

Introduction to various hoses, fasteners, fittings and tubing used in the mechanics trade.

**Prerequisite(s):**

- Admission to the Heavy Mechanical Foundation program

For more information visit our [timetable](#)

## HMC-106 Welding

16 hours lecture, 39 hours shop.

Introduction to basic welding and cutting procedures for mild steel processes.

**Prerequisite(s):**

- Admission to the Heavy Mechanical Foundation program

For more information visit our [timetable](#)

## HMC-107 Equipment Operations

10 hours lecture, 20 hours shop

Introduces best practices for starting, moving, stopping and shutting down heavy equipment and operating forklifts.

**Prerequisite(s):**

- Admission to the Heavy Mechanical Foundation program

For more information visit our [timetable](#)

## HMC-108 Wire Ropes

4 hours lecture, 2 hours shop

Service wire rope used in winches and various applications.

**Prerequisite(s):**

- Admission to the Heavy Mechanical Foundation program

For more information visit our [timetable](#)

## HMC-109 Air & Hydraulic Brake Systems

60 hours lecture, 70 hours shop

Introduces students to air, hydraulic and specialty braking systems.

**Prerequisite(s):**

- Admission to the Heavy Mechanical Foundation program

For more information visit our [timetable](#)

## HMC-110 Hydraulics

50 hours lecture, 19 hours shop

Introduces students to basic hydraulics systems, operations maintenance and troubleshooting.

### **Prerequisite(s):**

- Admission to the Heavy Mechanical Foundation program.

For more information visit our [timetable](#)

## HMC-111 Diesel Engine Removal & Installation

4 hours lecture, 50 hours shop

Introduces students to proper procedures for removal and installation of diesel engines.

### **Prerequisite(s):**

- Admission to the Heavy Mechanical Foundation program

For more information visit our [timetable](#)

## HMC-112 Fluids & Lubricants

7 hours lecture, 3 hours shop

Introduction to fuels and lubricants used in the heavy mechanical trades.

### **Prerequisite(s):**

- Admission to the Heavy Mechanical Foundation program;

For more information visit our [timetable](#)

## HMC-113 Engines & Supporting Systems

8 hours lecture, 9.5 hours shop

Introduction to the various engine support systems including cooling, lubrication and air induction systems.

**Prerequisite(s):**

- Admission to the Heavy Mechanical Foundation program;

For more information visit our [timetable](#)

## HMC-114 Gasoline Fuel Systems

5 hours lecture, 1 hour shop

Introduction to gasoline fuel systems for internal combustion engines.

**Prerequisite(s):**

- Admission to the Heavy Mechanical Foundation program;

For more information visit our [timetable](#)

## HMC-115 Diesel Fuel Systems

6 hours lecture, 2 hours shop

Introduction to diesel fuel systems including maintenance.

**Prerequisite(s):**

- Admission to the Heavy Mechanical Foundation program;

For more information visit our [timetable](#)

## HMC-116 Electrical Systems

82 hours lecture, 44 hours shop

Introduces students to heavy equipment electrical systems.

**Prerequisite(s):**

- Admission to the Heavy Mechanical Foundation program;

For more information visit our [timetable](#)

## HMC-117 Drivelines & Final Drives

14 hours lecture, 29 hours shop

Introduces students to drive line and final drives systems including operation and servicing.

### **Prerequisite(s):**

- Admission to the Heavy Mechanical Foundation program;

For more information visit our [timetable](#)

## HMC-118 Standard Transmissions & Clutche

13 hours lecture, 24 hours shop

Introduces students to basic power transmissions and clutches.

### **Prerequisite(s):**

- Admission to the Heavy Mechanical Foundation program;

For more information visit our [timetable](#)

## HMC-119 Powershft Trnsmssions & Torque Convertrs

7 hours lecture, 5 hours shop

Introduces student to powershift transmissions and torque converters including operation testing and servicing.

### **Prerequisite(s):**

- Admission to the Heavy Mechanical Foundation program;

For more information visit our [timetable](#)

# HMC-120 Bearings and Seals

6 hours lecture, 6 hours shop

Introduces student to bearings and seal removal, installation and maintenance.

**Prerequisite(s):**

- Admission to the Heavy Mechanical Foundation program;

For more information visit our [timetable](#)

# HMC-121 Protective Structures & Undercarriages

20 hours lecture, 37 hours shop

Introduces student to identifying protective structures and undercarriages including diagnosing and servicing.

**Prerequisite(s):**

- Admission to the Heavy Mechanical Foundation program;

For more information visit our [timetable](#)

# HMC-122 Steering Suspension & Trailer Gear

81 hours lecture, 81 hours shop

Introduces student to diagnosing and repairing steering, suspension and trailer systems.

**Prerequisite(s):**

- Admission to the Heavy Mechanical Foundation program;

For more information visit our [timetable](#)

# HMC-123 Heating & Refrigeration Systems

28 hours lecture, 17 hours shop

Introduces student to diagnose, service and repair heating and refrigeration systems.

**Prerequisite(s):**

- Admission to the Heavy Mechanical Foundation program;

For more information visit our [timetable](#)

## HRT-010 CPR Level A with AED

4 hours

This course covers skills needed to recognize and respond to cardiovascular emergencies for adults. Topics include choking, airway and breathing emergencies, prevention of disease transmission, Automated External Defibrillation (AED).

**Prerequisite(s):**

- 16 years of age before course starts

For more information visit our [timetable](#)

## HRT-011 CPR Level C with AED

6 hours

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

**Prerequisite(s):**

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For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

# HRT-015 Health Care Provider (CPR Level HCP)

6 hours

Learn adult, child and infant CPR techniques for health care providers and other professional rescuers. CPR Level A or equivalent is recommended prior to attending this course. Skills taught and practiced include one and two-rescuer CPR with pulse checks, bag valve mask, respiratory arrest, AED, and management of the obstructed airway in the adult, child and infant.

(Certification period is three years, but recommended for one year.)

## **Prerequisite(s):**

- Strongly recommend previous certification in CPR Level A, B, C or any First Aid training provided by WSCB, Red Cross, EMP or St. John's Ambulance.

For more information visit our [timetable](#)

# HRT-019 Red Cross CPR C Recertification

4 hours

Refresher training for those needing to re-certify their CPR Level C.

## **Prerequisite(s):**

- Proof of current CPR C

For more information visit our [timetable](#)

# HRT-025 Automated External Defibrillator - AED

4 hours

This course is designed to teach the general public and first aid attendants how to use an automated External Defibrillator (AED). Certification is by the Red Cross and is valid for three years.



**Prerequisite(s):**

- Minimum of 16 years of age. Must have current CPR or Occupational First Aid certification.

For more information visit our [timetable](#)

## HRT-030 CPR Instructors Course

28 hours

This course is designed to qualify instructors for delivery of all CPR and AED level courses using standardized Curriculum and Learning Outcomes. Course content follows the First Aid Instructor's Manual and includes skill assessment, Facilitation philosophy, Administration, PDT, CPR course outlines. Upon completion Instructors will be qualified to prepare, deliver and evaluate CPR students. NOTE: Skill testing in the course is not a relearning opportunity. Candidates whose skills are not up to standard will not be permitted to attend the remainder of the course. (CPR Instructor certification with an expiry date of three years from the last day of the month the course was completed.)

**Prerequisite(s):**

- All Instructor & Instructor Recertification courses must be reviewed by the NIC Department prior to Registration as follows: 18 years of age or older at the start of the course; CPR Level HCP. Post Requisites(s)8 hours co-teach (recommended to c0-teach a Level "C") unless specified by the Instructor Trainer, Co-teaching MUST be done within 1 year of completing the Instructor course, with a current FAI or CPRI who has 2 years or more of teaching experience or IT.

For more information visit our [timetable](#)

## HRT-031 CPR Instructors Recertification Course

8 hours

This course is designed to maintain Instructor level qualifications for delivery and evaluation of all CPR level courses using standardized Curriculum and Learning Outcomes. (CPR and AED Instructor certification with an expiry date of three years from the last day of the month the recertification course was completed.)

**Prerequisite(s):**

- All Instructor & Instructor recertification courses must be reviewed by the NIC First aid Department prior to registrations as follows: 18 years of age or older at the start of the course; current CPR Instructor First Aid award; Must have taught a minimum of 3 CPR courses during the 3 year period since obtaining the Instructor designation or recertification. Any CPR courses may be considered. At least one of 3 courses must be a Level "C".

For more information visit our [timetable](#)

## HSR-160 Activity Assist- Framework for Practice

2 credits

This course assists students in understanding their role as an Activity Assistant. The students are introduced to the concept of activity and how it influences and is influenced by the components of health, age, interests, values and environment.

**Prerequisite(s):**

- Admission into the Activity Assistant Program.

For more information visit our [timetable](#)

## HSR-161 Activity for Well-Being

2 credits

Students will enhance their knowledge of dementia, especially Alzheimer's disease. This course provides strategies for activity involvement with the cognitively impaired client.

**Prerequisite(s):**

- Admission to the Activity Assistant Certificate Program

For more information visit our [timetable](#)

## HSR-162 Programming for Individuals with Cognitive Impairments

3 credits

Students will enhance their knowledge of dementia, especially Alzheimer's disease. This course provides strategies for activity involvement with the cognitively impaired client.

**Prerequisite(s):**

- Admission into the Activity Assistant Program

For more information visit our [timetable](#)

## HSR-170 Practice Experience 1

30 hours, Practicum, 2 credits

This course provides students with an opportunity to apply the knowledge and skills gained from theory courses while working with adults in a variety of settings. The focus will include the use of creative problem-solving processes in the provision of activities that maintain or enhance clients' well-being.

**Prerequisite(s):**

- Admission into the Activity Assistant Program

For more information visit our [timetable](#)

## HSR-171 Practice Experience 2

6 credits

This practicum provides the students with the opportunity to integrate the theory and skills learned during the Activity Assistant Program. It consists of 90 hours of supervised practice in a variety of case settings. The student will use creative, client-centered processes for planning and implementing activities that maintain or enhance client well-being.

**Prerequisite(s):**

- Admission into the Activity Assistant Program.

For more information visit our [timetable](#)

# HSW-130 Ed Assist in Cross-Cultural Classroom

3 hours lecture, 3 credits

This course is designed to provide Education Assistants with background knowledge and understanding of the administration and organization of schools, including working with diverse cultures. The roles of Education Assistants in the schools, and their relationships with other professional groups, parents and the local community are covered through various methods. Indigenous ways of knowing and an understanding of differing world views are woven throughout the academic material.

## **Prerequisite(s):**

- Admission to the Human Services Certificate- Educational Assistant/Community Support, Indigenous Focus program. C in HSW 131, HSW 132, HSW 164, FNS 160, ENG 115 or ENG 116, and PSY 250.
- Corequisites: HSW 166, HSW 137, HSW 170, PSY 251

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# HSW-131 Cross-Cultural Comm Skills in Classroom

3 hours lecture, 3 credits

HSW 131 focuses on the enhancement of cross-cultural communication skills necessary to become more effective Education Assistants and Community Support Workers working in Aboriginal settings. Students will practice and demonstrate communication skills such as active listening, clarification and giving and receiving feedback non-defensively. Students will also learn cultural awareness skills to help them strategize and analyze situations involving cross-cultural communication, conflict management and working in teams.

## **Prerequisite(s):**

- Admission to the Human Services Certificate - Educational Assistant/Community Support, Indigenous Focus Program

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## HSW-132 Cross-Cultural Social Analysis

3 hours lecture, 3 credits

HSW 132 is designed to investigate Indigenous perspectives on social issues at the local, national, and global levels. This course introduces students to a wide range of social issues, starting with the student's own experiences with social justice and cultural awareness. Using critical thinking and a participatory approach, learners will analyze the historical, political and social factors affecting the issues discussed. An Indigenous lens will be utilized through the use of guest speakers, videos, and supplementary material. Group works and cooperative learning activities will be used. This course is designed for both Aboriginal and non-Aboriginal students.

### **Prerequisite(s):**

- Admission to the Human Services Certificate - Educational Assistant/Community Support, Indigenous Focus program

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## HSW-134 Cross-Cultural Community Support

3 hours lecture, 3 credits

This course introduces students to a culturally appropriate approach to working with persons with disabilities. Supports and services that empower persons with disabilities are presented and the strengths of persons with disabilities are emphasized. Issues of devaluation and discrimination towards individuals with disabilities will be identified and discussed. Specific issues surrounding individuals of diverse cultural backgrounds will be discussed. There is a focus on person-centred practice and a strengths perspective.

### **Prerequisite(s):**

- Admission to the Human Services Certificate - Educational Assistant/Community Support, Indigenous Focus program

For more information visit our [timetable](#)

# HSW-136 Holistic Health And Well Being<sup>PLA</sup>

3 hours lecture/lab, 3 credits

This course is designed to examine and incorporate holistic perspectives in the health of both clients and caregivers. Topics will include self-care and awareness, trauma-informed care and ethical and legal issues related to health care. It will also provide instruction in the basics of personal care for clients. Community resources for health information and support will be explored.

## **Prerequisite(s):**

- C in one of English 11, English 11 First Peoples, ENG 052, or assessment.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# HSW-137 Sup Strat for Skills Dev Cross-Cultural

3 hours lecture, 3 credits

HSW 137 introduces students to the principles of culturally responsible behavior support. Students will investigate current positive behavioral interventions and support (PBIS) strategies and compare and contrast these with traditional Indigenous approaches to behavior support and intervention. Culturally responsive support strategies for skill development and enhancement of quality of life will also be included.

## **Prerequisite(s):**

- Admission to the Human Services Certificate- Educational Assistant/Community Support, Indigenous Focus program. C in HSW 131, HSW 132, HSW 164, FNS 160, ENG 115 or ENG 117, and PSY 250.
- Corequisites: HSW 130, HSW 166, HSW 170, PSY 251.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# HSW-140 Indigenous Focus Human Service Practice Experience 1

6 - 8 hours/week practicum + 3 hours per week

Students complete a part-time practice placement of 6 to 8 hours per week in an agency, facility, or educational setting for a total of 90 hours. The practice placement site is chosen to complement the course selection and certificate designation, and should take place in a multi-cultural setting. This experience emphasizes a generic approach with a focus on the establishment of a knowledge base, cultural awareness, initial skill development and an understanding of professional expectations. Weekly seminars assist students to make a connection between theory and their practice while building proficiency at self-evaluation.

## **Prerequisite(s):**

- C in ENG-116 and C in all 1st term courses
- Admittance to the Educational Assistant / Community Support, Indigenous Focus Certificate program.

For more information visit our [timetable](#)

# HSW-144 Indigenous Focus Human Service Practice Experience 2

30 hours/week practicum placement + 3 hours seminar/week, 4 credits

Students complete a full-time practice placement of 30 hours per week in an agency, facility or educational setting for a total of 180 hours. The practice placement site is chosen to complement the course selection and certificate designation, and should take place in a multi-cultural setting. This experience emphasizes a generic approach with a focus on the establishment of a knowledge base, cultural awareness, initial skill development and an understanding of professional expectations. Weekly seminars assist students to make a connection between theory and their practice while building proficiency at self-evaluation.

## **Prerequisite(s):**

- C in ENG-116 and C in all 1st term courses

- Admittance to the Educational Assistant / Community Support, Indigenous Focus Certificate program.

For more information visit our [timetable](#)

## HSW-152 Foundations of Human Service Practice

3 hours lecture, 3 credits

This course introduces students to a wide range of social problems through exploration of definition, evidence, causation, consequences, values and intervention. The student will be introduced to a variety of viewpoints, with an emphasis on a critical thinking approach.

### Prerequisite(s):

- Acceptance into the Human Service Certificate Program

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## HSW-164 Foundations of Community Support

3 hours lecture, 3 credits

This course introduces students to a diversity model approach regarding persons with disabilities. Supports and services that empower persons with disabilities are presented and the strengths of person with disabilities are emphasized. Issues of devaluation and discrimination of individuals with disabilities will be identified and discussed. There is a focus on person-centered practice and a strengths perspective.

### Prerequisite(s):

- C in all first term HSW courses.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## HSW-166 Health Care Principles

3 hours lecture/lab, 3 credits



This course gives an introduction to physical care planning with emphasis on developing physical care skills. Areas of study include basic anatomy and physiology of body systems, basic assessment and physical care skills, common health challenges among persons with physical disabilities, nutrition and food handling, body mechanics. Ethics and legal issues related to health care will also be explored. Community resources for health information and support will be introduced.

**Prerequisite(s):**

- C in all 1st term HSW courses

For more information visit our [timetable](#)

## HSW-167 Support Strategies for Skill Development

3 hours lecture, 3 credits

This course introduces students to the principles of positive behaviour support. Students will learn methods for identifying, observing, measuring, and reporting behaviour and skills. Support strategies for skill development and enhancement of quality of life will also be included.

**Prerequisite(s):**

- C in all 1st term HSW courses

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## HSW-170 Education Assistant/Community Support Practice Experience I

6 - 8 hours/week practicum + 3 hours seminar/week at NIC, 3 credits

Students complete a practicum of six to eight hours per week in an agency, facility or school setting. The practicum site is chosen to complement the course selection and certificate designation. This experience emphasizes a generic approach with a focus on the establishment of a knowledge base, initial skill development, and an understanding of professional expectations.

Weekly seminars assist students to make a connection between theory and their practice while building proficiency at self evaluation.

**Prerequisite(s):**

- C in all 1st term courses

For more information visit our [timetable](#)

## HSW-174 Human Service Practice Exp II

30 hours/week practicum placement for 6 weeks + 3 hours seminar/week, 4 credits

This full-time, six week practice experience completes the final component of the Community Support Worker and Education Assistant training. Students are placed in an agency, facility or educational setting, supporting individuals with a physical, cognitive, or psychiatric disability. Students must successfully complete this practice experience at an employment readiness level in order to receive their certificate.

**Prerequisite(s):**

- C in all 2nd term HSW courses

For more information visit our [timetable](#)

## HSW-176 Human Development: 0-12 Years of Age

3 credits

**Prerequisite(s):**

- Acceptance into the Human Service Educational Assistant/ Community Support, Indigenous Focus Program.

For more information visit our [timetable](#)

## HSW-177 Human Development: Adolescence Onward

3 credits

**Prerequisite(s):**

- Acceptance into the Human Service Educational Assistant/ Community Support, Indigenous Focus Program.

For more information visit our [timetable](#)

## HSW-190 Education Assistant in the Classroom

3 hours lecture, 3 credits

This course is designed to provide Education Assistants with background knowledge and understanding of the administration and organization of schools. The roles of the Education Assistant in the classroom and the relationship of the Education Assistant with other professional groups in the school and the community are also focal points of study. In order to promote understanding of issues associated with students with special needs, a study of controversial issues in education is undertaken.

**Prerequisite(s):**

- C in all 1st term HSW courses

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## HSW-250 Advanced Practice Experience

30 hrs/week practicum & 3 hrs/week seminar for 8 weeks, 5 credits

It is expected that the student enrolling in HSW 250: Advanced Practice Experience, is proficient in basic human service worker skills and is ready to move to a more challenging experience. As each practice placement site is unique and may require knowledge and skills specific to its mandate and client population, a contract of learning outcome expectations will be established at the beginning of the practice placement at a meeting between the student, the practice placement supervisor, and the classroom instructor. The student will be supported in her/his learning through weekly seminars.

**Prerequisite(s):**

- C in all fall Human Services Diploma courses and co-requisite full time enrollment in winter theory courses.

For more information visit our [timetable](#)

## HUC-100 Hospital Unit Clerk - Overview

9 hours lecture, .5 credit

This course is designed to give an overview of the program and the skills needed to work in this field. Course outlines will be reviewed.

### **Prerequisite(s):**

- Admission to the Hospital Unit Clerk Certificate Program

For more information visit our [timetable](#)

## HUC-101 Anatomy, Physiology & Medical Terminology

72 hrs lecture, 2.5 credits

Acquire a medical terminology vocabulary related to body systems necessary to communicate information in a medical office or hospital environment. Learn and practice the principles of medical words formation, including the basic rules of building medical words, identifying suffixes, prefixes, and combining forms related to the structures and functions of the associated systems of the body.

### **Prerequisite(s):**

- Admission to the Hospital Unit Clerk Program

For more information visit our [timetable](#)

## HUC-103 Introduction to Pharmacology

30 hrs Lecture, 1 credit

This course discusses fundamental information Unit Clerks must know about medications. The main focus is on names and classifications of commonly used medications, the twenty-four hour

clock, pharmacology vocabulary, the Compendium of Pharmaceuticals and Specialties (CPS) and other references.

**Prerequisite(s):**

- Admission to the Hospital Unit Clerk Program

For more information visit our [timetable](#)

## HUC-104 Non-Clinical Management of the Nursing Unit

3 hours lecture, .5 credit

An introduction to professional communication in a hospital unit setting. Topics include: perception of self and others, verbal and nonverbal communication, appropriate professional conversation, listening skills, self-disclosure and feedback, telephone skills, patient confidentiality. Examines communication methods and tools used by the Hospital Unit Clerk, and communication devices used in the hospital.

**Prerequisite(s):**

- Admission to the Hospital Unit Clerk Program

For more information visit our [timetable](#)

## HUC-105 Unit Clerk Procedures

3 credits

This course is designed to introduce the student to management techniques and communication in a hospital environment. It deals with the transcription and understanding of physicians' orders - the major and most critical function of the Unit Clerk. This would include dietary, laboratory, diagnostic imaging, respiratory care, physical and occupational medicine and medications.

**Prerequisite(s):**

- Admission to the Hospital Unit Clerk Program. Take HUC-104

For more information visit our [timetable](#)

# HUC-106 Unit Clerk Practicum

2.5 credits

The practicum provides an opportunity for the student to integrate and apply skills and knowledge obtained through coursework, and practice skills in a workplace setting. The student will be expected to work the days that the instructor assigns, which could involve day, evening, or weekend schedules.

## **Prerequisite(s):**

- Admission to the Hospital Unit Clerk Program

For more information visit our [timetable](#)

# HVA-100 Heavy Duty Equipment Tech Appr - Lv 1

300 hours

This is the Level One of the four year Heavy Duty Equipment Technician Apprenticeship. This 10 week course covers the following occupational skills Brakes, Hydraulics, Electrical, Frames, Steering and Suspension. Trailers, Heating and Air-conditioning and Structural components as it relates to heavy equipment.

## **Prerequisite(s):**

- ITA Registered Apprentice and successful completion of Module One or Foundation Program.

For more information visit our [timetable](#)

# HVA-200 Heavy Duty Equipment Tech Appr - Lv 2

240 hours

NOTE: Effective start date January 2015. This is the Level Two of the four year Heavy Duty Equipment Technician Apprenticeship. This 8 week program covers the following occupational skills; Electrical, Engines and Supporting Systems as it relates to heavy equipment.

**Prerequisite(s):**

- ITA Registered Apprentice and successful completion of Module One or Foundation Program. (HVA 100)

For more information visit our [timetable](#)

## HVA-300 Heavy Duty Equipment Tech Appr - Lv 3

180 hours

Note: This course is effective September 2015. This is the Level Three of the four year Heavy Duty Equipment Technician Apprenticeship. This 6 week program covers the following occupational skills; Power Trains and Power Transfer systems as it relates to heavy equipment.

**Prerequisite(s):**

- ITA Registered Apprentice and successful completion of Level 2 Heavy Duty Apprenticeship Training. (HVA 200)

For more information visit our [timetable](#)

## HVA-400 Heavy Duty Equipment Tech Appr - Lv 4

120 hours

NOTE: This course is effective May 2015. This is the Level Four of the four year Heavy Duty Equipment Technician Apprenticeship. This 4 week program covers the following occupational skills; Hydraulics, Electrical, Frames, Steering, Suspension and Structural Component systems as it relates to heavy equipment.

**Prerequisite(s):**

- Apprentices enrolling in technical training must take their training in sequential order, beginning with level 1, then 2, then 3, then level 4. Students must complete all levels of technical training in order to be eligible to write the Interprovincial (Red Seal) examination.

For more information visit our [timetable](#)

## IMG-100 Introduction to PHP

3 hours lecture, 1 hour lab, 3 credits

This practical course introduces students to the development of database-driven web-server applications. PHP (PHP: Hypertext Preprocessor) scripting is used to define the logic and behaviour of student-developed web applications while SQL (Structured Query Language) is used to communicate with the underlying relational database engine. Students will install a development environment to learn and practice essential programming skills and elements of database design and usage.

### **Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090; or placement testing

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## IMG-102 Computer Graphics I<sup>PLA</sup>

4 hours, lecture and studio time, 3 credits

This course provides students with a working knowledge of industry standard hardware and software for communication design and basic instruction in computer technology. Computers as a design tool will be discussed in terms of context, historical developments and impact on the field of communication design. Students will apply design principles and their own creative skills to illustration and photo editing for design applications, focusing on Adobe Illustrator and Photoshop.

### **Prerequisite(s):**

- C in one of Provincial English 12, English 12 First Peoples, ENG 096, ENG 098, ESL 090 or placement testing.



For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## IMG-103 Computer Graphics II

4 hours, lecture and studio time, 3 credits

This course is designed to further develop concepts and skills introduced in IMG 102. In this course Adobe In-Design will be added to the students' software repertoire. Pre-press and the computer as a production tool will be emphasized and colour management will be addressed. Students will develop practical skills in applying software programs to page layout for newspapers, magazines and further their illustration and image editing skills.

### Prerequisite(s):

- IMG 102 Minimum Grade C

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## IMG-105 Communication Design I

4 hours, lecture and studio time, 3 credits

This course provides a general overview of contemporary practices in Communication Design. Design principles and theories of visual perception are integrated into projects that cover identity design, advertising, web design and the design process. Students discuss historical and contemporary concepts and ideas.

### Prerequisite(s):

- None

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## IMG-110 HTML and CSS

3 hours lecture, 1 hour lab, 3 credits

In this course students will learn the concepts and develop skills needed to build the front-end of a standards-compliant website. Topics covered include concepts of the Internet and World Wide

Web, HTML, and CSS. A popular HTML/CSS editor will be used as the development tool throughout the course. Web usability and accessibility will be introduced. A web site development project is an important component of the course. A student may receive credits for either IMG 110 or CPS 165 but not both.

**Prerequisite(s):**

- C in Provincial English 12 or one of ENG 060, ENG 096, ENG 098, ESL 090; or placement testing.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## IMG-111 Introduction to JavaScript

3 hours lecture, 1 hour lab, 3 credits

This course will continue on the web skills development started with IMG 110. Topics covered include JavaScript and jQuery. A course project is a required component of the course.

**Prerequisite(s):**

- IMG-110 Minimum Grade C

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## IMG-112 Typography

4 hours, lecture and studio time, 3 credits

Graphic design exists to enhance communication, and language (written or oral) is our primary means of communicating. This studio course develops aesthetic and conceptual skills for visual communication problems in which type is the primary element. Historical reference gives context to the evolution of written communication. Students learn to relate the elements and principles of design to typography and projects facilitate students in identifying, classifying, and creating letter forms. Students will analyse form and content issues, typographic emphasis, composition, organization and clarification of information and grid systems.

**Prerequisite(s):**

- IMG 105 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## IMG-120 Web Animation

3 hours lecture, 1 hour lab, 3 credits

This course introduces principles of motion graphics design and teaches students to develop skills needed to build the graphic and web animations. Topics covered include concepts and basic techniques of bitmap and vector graphics animation, animation with multimedia, animated website, ActionScripts, and an introduction to Scalable Vector Graphics (SVG). Flash will be used as the main tool in the course. An animation project is a required component of the course.

### Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## IMG-130 Project Management

3 hours lecture, 1 hour lab, 3 credits

This course introduces principles and methods of project development and management. Students will use up-to-date tools to manage a Website project. Web analytics concepts, methods, and tools will be explored to evaluate website business effectiveness. A student may receive credits for either IMG 130 or CPS 151 but not both.

### Prerequisite(s):

- IMG 100, IMG 110 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## IMG-204 Introduction to Programming in Swift

3 Hours Lecture, 1 Hour Lab, 3 credits

This course provides an introduction to essential skills for development of iPhone, iPad, and iPod applications using the Swift programming language. Principles of a correct object-oriented design and implementation will be emphasized to develop tested and reusable high quality code. The course will also cover elements of the Cocoa and Foundation Framework.

**Prerequisite(s):**

- C in one of Provincial English 12, NIC ENG 060, ENG 098, ESL 090 or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## IMG-208 Communications Design II

4 hours, lecture and studio time, 3 credits

Skills and experience gained in the first year of study find coordinated application to increasingly complex design projects. This course concentrates on the design of visual communications for print and display. Concept development, design principles, computer skills, presentation, print production and marketing theory will be addressed and applied to studio assignments.

Assignments take the form of a range of projects in various media. This course is essential for the development of a working portfolio.

**Prerequisite(s):**

- IMG 103 and IMG 112 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## IMG-209 User Experience and Interface Design

4 hours, lecture and studio time, 3 credits

This course further develops the theory and skills gained in IMG 208 with focus on website design projects. Assignments will require conceptual and visual development that challenges students' creativity and ability to think 'outside the box' while addressing real world applications. Students design for systems that entail specific client objectives, audience profiles, budgets, and production plans while developing a workflow that will be adaptable to real life work situations.

Assignments take the form of a range of web design projects. This course is essential for the development of a working portfolio.

**Prerequisite(s):**

- Completion of 1st year Communication Design Diploma and IMG 208 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## IMG-210 Content Management Systems

3 hours lecture, 1 hour lab, 3 credits

The goal of this course is to integrate student web development skills into a large dynamic CMS. Students will learn to set up CMS user access levels, sections, categories, plug-ins, and components. Students will acquire knowledge to activate existing CMS templates as well as to develop their own CMS templates. CMS installation, deployment, backup, and security will be covered. Search engine optimization will be practiced in the context of a course long project.

**Prerequisite(s):**

- IMG-110 and IMG-111;

For more information visit our [timetable](#)

## IMG-212 Advanced CSS

3 hours lecture, 1 hour lab, 3 credits

Building on the skills and knowledge acquired in the first courses on HTML, CSS and JavaScript, this course introduces more advanced CSS features and their applications on website and application development. Topics include advanced layout with CSS, CSS preprocessors, PostCSS basics, and CSS frameworks. A course project is a required component.

**Prerequisite(s):**

- IMG 110, IMG 111 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](http://BCTransferGuide.ca)

## IMG-214 iOS Application Development

This course introduces iOS application development for iPhone, iPod and iPad. Topics covered include iOS application development environment, MVC concepts, use of storyboard in build multiple-scene user interfaces, programming of user interactions, accessing device resources and external services. It also includes debugging and testing applications on a simulator and on real devices. . An iOS application development project is an important component of the course.

### Prerequisite(s):

- C in IMG 204

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](http://BCTransferGuide.ca)

## IMG-215 Android Application Development

This course introduces Android application development for mobile Android devices. Installation and configuration of Android Studio IDE for Android application development will be covered. Android activities, intents, and an application life cycle will be used together with the model-view-controller in implementing mobile applications. Applications developed in this course will be tested and debugged using both Android emulator and a real Android mobile device. A final course project and its demonstration are important parts of this course.

### Prerequisite(s):

- C in CPS 100

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](http://BCTransferGuide.ca)

## IMG-220 Introduction to Social Media

The adoption of social media by both individuals and organizations has triggered a shift in marketing practices globally. This introductory course will present current channels, tools and technologies that are used in social media. It will look at marketing, monetization, strategies, monitoring, metrics and governance. This course aims to provide students with the knowledge

and skills to effectively explore the opportunities and challenges associated with the use of social media channels and platforms - including those associated with enriched business communication, marketing strategies, and enhanced brand experience.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## IMG-240 Emerging Technologies

3 hours lecture, 1 hour lab, 3 credits

This course will cover new and emerging technologies that have a profound impact on development of web applications. The current offering of this course will focus on Ruby programming language and Ruby on Rails framework for agile development of web applications. Students will learn to design and implement web server applications with Model-View-Controller architecture using components of Ruby on Rails including Active Record, Action Controller, and Action View. GIT software version control system will be used. Other selected emerging web development technologies may also be explored.

**Prerequisite(s):**

- IMG-110 and IMG-111; minimum grade C;

For more information visit our [timetable](#)

## IMG-250 Applied JavaScript

3 hours lecture, 1 hour lab, 3 credits

Built on the skills and knowledge acquired in the first JavaScript course, this application driven course further explores the advanced features of JavaScript, jQuery, and their practical use in website and web application development. Topics include special effects, Ajax applications, Web animations, and simple web game development. A web site/app development project is an important part of the course.

**Prerequisite(s):**

- C in IMG 111

For more information visit our [timetable](#)

## IMG-260 E-Commerce

3 hours lecture, 1 hour lab, 3 credits

This course introduces the design and implementation of Web-based Electronic Commerce systems. Topics covered include E-Commerce introduction, electronic payments system, multi-tier architecture and its implementation, security, privacy, and legal issues. During the course students will work in groups to develop a Web based transaction processing system using up-to-date technologies and tools. Students may receive credit for either IMG260 or CPS208 but not both.

**Prerequisite(s):**

- IMG 100, IMG 110 Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## IMG-290 Portfolio Project I

4 hour lab, 3 credits

Students will create a project in their chosen area of specialization. This capstone project challenges students to synthesize the applied and theoretical aspects of their accumulated education. The project builds on the students' core coursework and allows the student to target their area of expertise. Students submit a study plan for the project's realization which is initially reviewed by the instructor for scope and challenge. This project will provide the student with an example of their best work in a format that may be adapted as part of a job search. Additionally this project will foster time and project management skills.

**Prerequisite(s):**

- Prerequisite: Successful completion of all courses offered in the first three semesters of the student's specific program, either Web Development or Communication Design.



Corequisite: Student must be enrolled in or finished all other courses offered in the fourth semester of their specific program.

For more information visit our [timetable](#)

## IMG-390 Portfolio Project 11

Students will create a significant final project in their chosen area of specialization. This capstone project challenges students to synthesize the applied and theoretical aspects of their accumulated education. The project builds on the students' core coursework and allows the student to target their area of expertise. Students submit a study plan for the project's realisation which is initially reviewed by the instructor for scope and challenge. This project will provide the student with an example of their best work in a format that may be adapted as part of a job search. Additionally this project will foster time and project management skills.

### **Prerequisite(s):**

- Students must be enrolled in the last term of the Advanced Communication Design Diploma

For more information visit our [timetable](#)

## INT-171 Directed Academic/ Career English Studies

3 credits, 45 hours Lec

This course is a seminar/ workshop that develops and deepens students' English language and academic skills through personalized, directed instruction/ learning. Working within a group setting, students develop the linguistic, cultural, and academic skills that they personally need to succeed in their other courses. Each student will work on projects within his or her own area(s) of academic interest.

### **Prerequisite(s):**

- Students must have English as a second or additional language. Students must be registered in other courses at the UT/ Career Program level.

For more information visit our [timetable](#)

# INT-172 Directed Academic/ Career English 2 Studies

3 credits, 45 hours Lec

This course is a seminar/ workshop that develops and deepens students' English language and academic skills through personalized, directed instruction/ learning. Working within a group setting, students develop the linguistic, cultural, and academic skills that they personally need to succeed in their other courses. Each student will work on projects within his or her own area(s) of academic interest. This course is appropriate for students who speak and use English as an additional language.

**Prerequisite(s):**

- 

For more information visit our [timetable](#)

# INT-173 Directed Academic/ Career English 3 Studies

3 credits, 45 hours Lec

This course is a seminar/ workshop that develops and deepens students' English language and academic skills through personalized, directed instruction/ learning. Working within a group setting, students develop the linguistic, cultural, and academic skills that they personally need to succeed in their other courses. Each student will work on projects within his or her own area(s) of academic interest. This course is appropriate for students who speak and use English as an additional language.

**Prerequisite(s):**

- 

For more information visit our [timetable](#)

# JNY-100 Introduction to the Joinery Trade & Safety

23 hours

This course describes the Joinery trade, the role of the apprentice, and employer-employee relations. As well, safe work practices, fire prevention, safe material handling, and WorkSafeBC regulations are included.

## **Prerequisite(s):**

- Admission to the Joinery/Cabinetmaking Program

For more information visit our [timetable](#)

# JNY-105 Identify Materials

125 hours

This course describes the materials and their applications in the Joinery Trade including solid wood, panel products, plastic laminates, glass, specialty materials, adhesives and hardware.

## **Prerequisite(s):**

- Admission to the Joinery/Cabinetmaking Program

For more information visit our [timetable](#)

# JNY-110 Identify Woodworking Joints

16 hours

This course describes the basic methods of joining pieces of wood together for different applications.

## **Prerequisite(s):**

- Admission to the Joinery/Cabinetmaking Program

For more information visit our [timetable](#)

# JNY-115 Apply Layout Techniques

117 hours

This course describes the different methods of sketching and drafting of wood objects used in the Joinery Trade. Students will apply these methods in producing sketches and drawings.

## **Prerequisite(s):**

- Admission to the Joinery/Cabinetmaking Program

For more information visit our [timetable](#)

# JNY-120 Use Hand Tools

140 hours

This course will enable the student to identify, describe, and use basic hand tools for measuring, sawing, planing, edge cutting, boring, fastening, and metalworking operations.

## **Prerequisite(s):**

- Admission to the Joinery/Cabinetmaking Program

For more information visit our [timetable](#)

# JNY-125 Use Portable Power Tools

78 hours

This course will enable the student to describe, use, and maintain electric and air power sources, saws, drills, power planes, routers, biscuit joiners, sanders, staplers, and nailers.

## **Prerequisite(s):**

- Admission to the Joinery/Cabinetmaking Program

For more information visit our [timetable](#)

# JNY-130 Use Woodworking Machines

203 hours

This course will enable the student to identify and describe the methods and tools to machine wood to specific sizes as well as to use and maintain stationary sawing machines, jointers, planers, drilling machines, sanding machines and the lathe.

**Prerequisite(s):**

- Admission to the Joinery/Cabinetmaking Program

For more information visit our [timetable](#)

## JNY-135 Use Assembly Techniques

47 hours

This course describes the types and uses of clamps used for holding wood joints together while adhesives set. Assembly techniques for wood products and plastic laminate application are also included.

**Prerequisite(s):**

- Admission to the Joinery/Cabinetmaking Program

For more information visit our [timetable](#)

## JNY-140 Apply a Finish

23 hours

This course describes the tools, materials, and methods used to prepare and repair a wood surface for finishing.

**Prerequisite(s):**

- Admission to the Joinery/Cabinetmaking Program

For more information visit our [timetable](#)

## JNY-145 Install Millwork

8 hours

This course describes methods used in a cabinet or millwork shop to identify and mark millwork for installation, procedures to protect millwork, and procedures to document the manufacture, installation, and invoicing of millwork.

**Prerequisite(s):**

- Admission to the Joinery/Cabinetmaking Program

For more information visit our [timetable](#)

## KWA-096 Introduction to Kwak'wala

3 hour lecture, 2 credits

Students will learn basic conversation, structure, and pronunciation in a Kwak'wala language immersion setting with a focus on listening and speaking. The units cover a wide variety of themes including greetings, social interaction, household activities, community, environment, wildlife, food harvesting and preparation and cultural activities. Combined, these encompass our way of life, as Kwakwaka'wakw, and give insight on how our language is essential to who we are. This will also provide students with a basic understanding of several learner strategies and methods that are advantageous for Indigenous language acquisition including Total Physical Response the Dr. Greymorning method, and comprehensible language acquisition methods.

**Prerequisite(s):**

- None

For more information visit our [timetable](#)

## KWA-097 Introduction to Kwak'wala II

45 hrs lecture, 2 credits

Students will learn basic conversation, structure, and pronunciation in a Kwak'wala language immersion setting with a focus on listening and speaking. The units cover a wide variety of themes, including greetings, social interaction, household activities, community, environment, wildlife, place names, food harvesting and preparation and cultural activities. Combined, these encompass the way of life of the Kwakwaka'wakw and give insight to how Kwak'wala is essential to who the Kwakwaka'wakw are and how Kwak'wala ties Kwakwaka'wakw to land, sea and place. This will also provide students with a basic understanding of several learner strategies

and methods that are advantageous for Indigenous language acquisition including Total Physical Response, the Dr. Greymorning method, and comprehensible language acquisition methods.

For more information visit our [timetable](#)

## LHA-100 Landscape Horticulture Apprenticeship - Level 1 Enriched

240 hours

This apprenticeship program is designed for those currently working and those planning to work in landscaping. Potential employers include landscape companies, municipal parks, golf courses, garden centres, nurseries, and horticulture-related businesses. Study part time during the evening and weekends, allowing you to further your education while maintaining employment. Please note that no work experience in landscaping is required to apply to this program. An apprenticeship is a combination of on-the-job training and classroom learning that leads to a trade credential - or "ticket". An apprenticeship is established when an employer agrees to sponsor an employee, and both employer and employee register with the Industry Training Authority (ITA). If you are already working in the field, you and your employer can register with the ITA to get your ID# and start tracking your work hours. Those who do not already have an employer or experience in the industry may use HortEducation BC as their sponsor for this first level of training. North Island College works closely with industry to ensure your apprenticeship training is of the highest quality. North Island College provides an enriched curriculum with additional topics on landscape maintenance and design, giving students value-added skills attractive to employers. Upon completion, students will be prepared to write their Industry Training Authority Level 1 exam towards their Interprovincial Red Seal.

### **Prerequisite(s):**

- C in English 10, or ENG 034, or assessment.

For more information visit our [timetable](#)

## LHA-200 Landscape Horticulture Apprenticeship - Level 2 Enriched

240 hours

This apprenticeship program is designed for people employed at landscape companies, municipal parks, golf courses, garden centres, nurseries, and other related horticulture businesses. Horticulture Apprenticeship links learning and employment by providing apprentices the opportunity to further their education, while maintaining employment in the horticulture industry. Registrants must have a sponsor in the field, an ITA ID#, and have successfully completed the Level 1 training. The ITA curriculum has been developed and approved by the horticulture industry and NIC has enriched the curriculum with additional topics on landscape maintenance and design, putting you a step ahead with extra skills that are attractive to employers. This program prepares you to take the ITA Level 2 exam towards the Landscape Horticulture Red Seal Certification.

**Prerequisite(s):**

- LHA 100

For more information visit our [timetable](#)

## LHC-101 Horticulture Practices

Students will learn about personal safety in the workplace including how to select and use personal protective equipment and how to identify fire types and extinguishing methods. Potential work hazards including electrical, chemical, environmental and behavioural risks will be discussed. Students will practice safe and effective work habits required to maintain landscapes according to the appropriate level as specified in the BC Landscape Standard.

**Prerequisite(s):**

- Admission to the Landscape Horticulture Fundamentals Certificate Program

For more information visit our [timetable](#)

## LHC-102 Horticulture Equipment

Students will be introduced to hand tools, power tools and measuring equipment used in horticulture. They will learn to identify engine components and practice procedures for identifying, selecting, using and maintaining tools and equipment. Safe operation of common power equipment and the use of personal protective equipment will be practiced.



**Prerequisite(s):**

- Admission to the Landscape Horticulture Fundamentals Certificate Program

For more information visit our [timetable](#)

## LHC-103 Horticulture Organizational Skills

Students will learn about communicating effectively with co-workers and clients. Skills for managing time, stress, and ethical responsibility will be covered. Students will also examine organizational structure and the characteristics of an effective team. Relevant legislation and regulation in the horticulture industry will be presented. Considerations for running an effective horticulture business will be introduced through discussions with local landscapers and horticulturists.

**Prerequisite(s):**

- Admission to the Landscape Horticulture Fundamentals Certificate Program

For more information visit our [timetable](#)

## LHC-120 Plant Identification

Students will learn to identify a wide range of plants; their morphological characteristics, growing requirements, use and availability. Correct plant naming and identification terminology will be reviewed and students will learn how to use a dichotomous key to identify plants.

**Prerequisite(s):**

- Admission to the Landscape Horticulture Fundamentals Certificate Program

For more information visit our [timetable](#)

## LHC-121 Plant Science for Horticulture

Students will learn plant morphological characteristics, life cycles, and adaptations as they apply to plant identification, plant propagation, arboriculture and turf maintenance. Students will work with fresh and preserved plant material to learn how basic botany relates to landscaping and the use of ornamental plants.

**Prerequisite(s):**

- Admission to the Landscape Horticulture Fundamentals Certificate Program

For more information visit our [timetable](#)

## LHC-122 Plant Health

Students will learn about plant stress, pests, diseases and weeds. Established methods for controlling pests will be discussed.

**Prerequisite(s):**

- Admission to the Landscape Horticulture Fundamentals Certificate Program

For more information visit our [timetable](#)

## LHC-130 Understanding Soil

Horticulturists need to understand physical, biological and chemical properties of soils and their effects on plant growth. Students in this course will examine soil and soil-less media samples to learn about their qualities, profiles and chemical characteristics.

**Prerequisite(s):**

- Admission to the Landscape Horticulture Fundamentals Certificate Program

For more information visit our [timetable](#)

## LHC-140 Landscape Maintenance Skills

Students in this course will receive a broad overview of landscape maintenance skills while learning to maintain a mixed shrub and perennial border. Students will learn basic planting, pruning and transplanting skills and how to perform a site analysis. Seasonal and environmental variables will be assessed when practicing learned skills and equipment choice and safe work practices will be reviewed.

**Prerequisite(s):**

- Admission to the Landscape Horticulture Fundamentals Certificate Program

For more information visit our [timetable](#)

## LHC-141 Landscape Design Fundamentals

Students will be introduced to the various aspects of landscape design, including basic site surveys, and identifying pleasing and functional designs. Students will analyse and interpret landscape plans and the symbols. The course will cover the use of trees, shrubs and perennials. Students will then practice drafting a planting plan, using the plants they have learned in the program.

### **Prerequisite(s):**

- Admission to the Landscape Horticulture Fundamentals Certificate Program

For more information visit our [timetable](#)

## LIB-130 Intro to World Religions

1.5 hr Lecture + 1.5 hr Seminar, 3 credits

This course is designed as an introduction to the world's major religions, with an emphasis upon those of the Abrahamic tradition: Judaism, Islam and Christianity. It combines an intensive focus upon individual living faiths with study of the different scholarly approaches to understanding religion. Instruction will combine intensive reading, seminar discussion and lecture presentations. Students who have previously earned credit in NIC's HIS 130 are not eligible for credit in LIB 130.

### **Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## LIB-131 Eastern and Comparative Religions

1.5 hr Lecture + 1.5 hr Seminar, 3 credits

This course combines an introduction to the religions of Asia with comparative analysis of some key organizing themes for the study of all world religions. It examines the origins and historical development, the sacred texts, the central tenets, the institutions and rituals of Hinduism, Buddhism, Jainism, Sikhism, Confucianism, Taoism and Shinto. It also explores selected core concepts such as sacred space, sacred time, sacred rituals and sacred symbols in a comparative context that uses not only these seven eastern religions but also the Abrahamic tradition and other world religions as reference points. Instruction will combine intensive reading, seminar discussion and lecture presentations.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## LIB-160 Culture, Comm & Global Citizenship

3 hours lecture, 3 credits

This course will provide students with the opportunity to explore what it means to be both a human being and a global citizen within the context of complex intercultural interactions that are either face-to-face or in a virtual environment. Students will be challenged to reconsider their views on what is considered to be legitimate knowledge, "appropriate" ways of being and what it means to communicate well with others. Through critical reflection on historical and current world events, as well as their own values and beliefs, students will be encouraged to develop compassion and empathy for others, a greater appreciation for and understanding of diversity, and a curiosity about other ways of being.

**Prerequisite(s):**

- C in one of Provincial English 12, English 12 First Peoples, ENG 096, ENG 098, ESL 090, or assessment

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## LIB-210 Topics in World Civilization

1.5 hr Lecture + 1.5 hr Seminar, 3 credits

The topic for Winter 2015 will be Rome From Romulus To The Renaissance. Provides an intensive introduction to the culture and history of a particular world region or to a comparative global theme. Although the topics will vary from year to year, an integrated interdisciplinary approach, core readings of primary texts and student learning through participatory seminars and extensive critical written analyses will be recurring constants. Open to all students as an elective, the course may be coordinated with upcoming Spring Study-Abroad Field Schools.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or assessment.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## LIB-250 Wisdom of the Ancients

1.5 hr Lecture + 1.5 hr Seminar, 3 credits

A rigorous exploration of ideas from Israelite and Greek religion, philosophy, poetry, drama, art and history. We will examine key texts not only in an effort to understand the ancients on their own terms and to assess their legacy to our own world, but also to provide a focus for discussion about such topics as human nature, justice, love, war, faith and reason.

**Prerequisite(s):**

- C in Provincial English 12, English First Peoples 12, ENG 096, ENG 098, ESL 090, or assessment

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## LIB-251 From Romulus to The Renaissance

1.5 hour Lecture + 1.5 hour Seminar, 3 credits

An exploration of the rich world of ancient and Medieval Roman thought and its modern legacy. In seminars students and faculty examine such topics as Livy, Vergil, The New Testament, Augustine, Dante and Machiavelli.

**Prerequisite(s):**

- C in Provincial English 12, English First Peoples 12, ENG 096, ENG 098, ESL 090 or assessment

For more information visit our [timetable](#)

## LOG-010 Introduction to Coastal Log Scaling

RSVD for Coastal Log Scaling students

Coastal Log Scaling is a science as well as an art. This course has been designed to provide students with an introduction to the technical aspects of log scaling, including the administrative side of the industry and the various rules and regulations that govern log scaling in the province of British Columbia.

For more information visit our [timetable](#)

## LOG-015 Coastal Log Scaling - Theory

Reserved for students of the Coastal Log Scaling program.

The program prepares the participant for the Ministry of Forests theoretical Coastal Log Scaling Examination. It includes familiarization with the industry, theory of log measurement, review of necessary math skills, use of scale sticks and recording scale sheets or slips, maintenance of equipment, identification of commercial log species and scaler safety.

**Prerequisite(s):**

- The minimum age to acquire a Scaling License is 16 and student must be a Canadian resident. Students must complete the Customized Log Scaling Assessment.

For more information visit our [timetable](#)

## LOG-016 Coastal Log Scaling - Practical

Reserved for students of the Coastal Log Scaling program.

This full-time course is comprised of fieldwork with the majority of time being spent in the field and at log sort locations. The course prepares participant for the Ministry of Forests practical Log Scaling Examination. Includes application of the theory of log measurement, application of math

skills, use of scale sticks and recording scale sheets or slips, maintenance of equipment, identification of commercial log species, scaler safety, and the practical application of the BC Grading Rules.

**Prerequisite(s):**

- The minimum age to acquire a Scaling License is 16 and student must be a Canadian resident. Students must complete the Customized Log Scaling Assessment.

For more information visit our [timetable](#)

## MAT-017 Fundamental Math Level 1

3-4 hours per week, 100 hours, 1 credit

This is a self-paced course that teaches the number system, addition and, subtraction of whole numbers, estimations, time, and shapes.

**Prerequisite(s):**

- No Prerequisites Required

For more information visit our [timetable](#)

## MAT-018 Fundamental Math Level 2

150 hours, 3 credit

This is a self-paced course that teaches the number system and how to add, subtract, and multiply. Students also learn how to make change, tell time, add and subtract units of time, and how to find the perimeter of square and rectangles.

**Prerequisite(s):**

- Math 017 or mathematics skills assessment

For more information visit our [timetable](#)

## MAT-019 Fundamental Math Level 3

150 hours, 3 credit

This is a self-paced course that teaches students how to multiply and divide. Students also learn how to make change, and convert units of time by adding and subtracting. They are also introduced to the metric system and learn how to measure length, volume, and mass, as well as how to figure out the area of rectangles and squares.

**Prerequisite(s):**

- Math 018 or mathematics skills assessment

For more information visit our [timetable](#)

## MAT-027 Fundamental Math Level 4

150 hours, 3 credits

This is a self-paced course that teaches how to add, subtract, multiply, and divide decimals, as well as how to use decimals in real life. Students also learn the metric system.

**Prerequisite(s):**

- Math 019 or mathematics skills assessment

For more information visit our [timetable](#)

## MAT-028 Fundamental Math Level 5

150 hours, 3 credits

This is a self-paced course that teaches students common fractions and decimals, equivalent fractions, and how to multiply, divide, add, and subtract fractions.

**Prerequisite(s):**

- Math 027 or mathematics skills assessment

For more information visit our [timetable](#)

## MAT-029 Fundamental Math Level 6

150 hours, 3 credits



This is a self-paced course that teaches students the basics of ratios, rates & proportion, percents, and introductory statistics.

**Prerequisite(s):**

- Math 028 or mathematics skills assessment

For more information visit our [timetable](#)

## MAT-033 Intermediate Mathematics I

4-4.5 hours lecture/lab, online or continuous entry, 2 credits

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 six modules, which cover Arithmetic and Estimation, Signed (Rational) numbers, Ratio and Proportion, Percent, Measurement and Perimeter, Area and Volume within six modules.

**Prerequisite(s):**

- MAT 029 or mathematics skills assessment

For more information visit our [timetable](#)

## MAT-034 Intermediate Mathematics II

4-4.5 hours lecture/lab, online or continuous entry, 2 credits

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 Polynomials, Factoring, Equations, Linear Equations and Graphing; Powers, Roots, and Scientific Notations; Trigonometry.

**Prerequisite(s):**

- MAT 033 or mathematics skills assessment

For more information visit our [timetable](#)

## MAT-053 Advanced Mathematics

4.5 hours lecture, or distance (D), continuous entry, or online, 2 credits

Effective September 2015. Advanced Mathematics is the equivalent of B.C. 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).

**Prerequisite(s):**

- C+ in Principles of Math 10, Foundations and Pre-Calculus Math 10 or MAT 034; or placement testing.

For more information visit our [timetable](#)

## MAT-055 Foundations of Mathematics

3 hrs lecture or distance or continuous entry; 2 credits

Foundations of Mathematics includes rates, systems of linear equations, quadratic functions, geometry, statistics, trigonometry, measurement, and logical reasoning.

**Prerequisite(s):**

- C+ in Principles of Math 10, Foundations and Pre-Calculus Math 10 or MAT 034; or assessment.

For more information visit our [timetable](#)

## MAT-060 Provincial ABE Mathematics

6 hrs lecture or distance or continuous entry; 3 credits

The goals of the Provincial Algebra and Trigonometry are to prepare adult learners with the knowledge and skills in algebra and trigonometry necessary for entry to technical, vocational and career programs that require Math 12 equivalency as a prerequisite and for future study in higher-level math courses at college/university.

**Prerequisite(s):**

- C+ in one of Precalculus 11, MAT 053 or Principles of Math 11; or placement testing. A review of the concepts of algebra (e.g. order of operations, factoring, rational expressions, exponents and equation solving) is strongly recommended before beginning the course.

For more information visit our [timetable](#)

## MAT-102 Calculus for Life Sciences

3 hours lecture, or online, 3 credits

This course covers calculus of one variable with applications to the life sciences. The content includes limits, differentiation of polynomial, rational, radical, exponential, logarithmic, and trigonometric functions; applications of differentiation - graphing and optimization problems; exponential growth and decay; integration and areas - techniques, exponential models; Taylor polynomials; introduction to differential equations.

### Prerequisite(s):

- C in one of Principles of Mathematics 12, Pre Calculus 12, MAT 067, MAT 060 or MAT 100.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## MAT-115 Introduction to Statistics

3 hours lecture, or distance (D), 3 credits

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 diverse fields such as the biological and social sciences and business. Topics include: descriptive statistics, data collection, probability theory, probability distributions, sampling distribution of a statistic, estimation of a parameter and test of hypotheses for one population, estimation and test of hypotheses for two or more populations, and bivariate analysis.

### Prerequisite(s):

- C minimum in one of MAT 053, Principles of Mathematics 11, Applications of Mathematics 12, Foundations of Mathematics 11, or Pre-calculus 11.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## MAT-122 Logic and Foundations

3 hours lecture, 3 credits

This course primarily targets mathematics and computer science students. It presents foundational topics in mathematics, including methods of argument. Topics include proofs and logic, sets and relations, functions, integers, induction and recursion and principles of counting.

**Prerequisite(s):**

- MAT 181 or MAT 102 or MAT 151. Minimum Grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## MAT-133 Matrix Algebra

3 hours lecture, 1.5 hours tutorial, 3 credits

MAT 133 is an introduction to matrix algebra. It is a required course for students planning to transfer into a University engineering program. Topics include complex numbers, systems of linear equations, matrix operations, determinants, linear transformations, independence, eigenvalues and eigenvectors. Credit will normally be granted for only one of MAT 133 or MAT 200.

**Prerequisite(s):**

- C+ in one of Principles of Math 12, Pre Calculus 12, MAT 067 or MAT 060.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## MAT-151 Finite Mathematics

3 hours lecture or web-based distance, 3 credits

This course covers linear systems and Gauss-Jordan elimination, geometric linear programming, matrices and matrix operations, symbolic logic, set theory, permutations and combinations, discrete probability, including conditional probability and Bayes' formula, random variables and their distributions, expectation, Markov chains.

**Prerequisite(s):**

- C in one of Principles of Math 11, Pre Calculus 11, Foundations of Math 12 or MAT 053.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## MAT-162 Mathematics for Elementary Education I

3 hours lecture, or distance (D), 3 credits

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.

### Prerequisite(s):

- C in one of Principles of Math 11, Foundations of Math 11, Pre-Calculus Math 11, Applications of Math 12 or MAT 053.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## MAT-163 Mathematics for Elementary Education II

3 hours lecture, or distance (D), 3 credits

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.

### Prerequisite(s):

- C in one of Principles of Math 11, Foundations of Math 11, Pre Calculus 11, Applications of Math 12 or MAT 053.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](https://www.bctransferguide.ca)

## MAT-181 Calculus I

3 hours lecture + 2 hours. lab, 3 credits

Calculus I and II together comprise a 1st-year course in calculus. MAT 181 - Differential calculus of both algebraic and transcendental functions. Topics include: limits and continuity, the derivative - definition, rules, implicit differentiation; applications - curve sketching, maximum-minimum and related rates problems; differentials; antiderivatives. Students will learn how to use a computer algebra system in the lab to enhance their understanding of calculus concepts.

### Prerequisite(s):

- C+ in one of Principles of Math 12, Pre Calculus 12, MAT 067, MAT 060, MAT 100 or MAT 102.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](https://www.bctransferguide.ca)

## MAT-182 Calculus II

3 hours lecture + 2 hours lab, or distance (D), 3 credits

This course covers: a review of the Fundamental Theorem and area; methods of integration - substitution, integration by parts, trigonometric integrals, trigonometric substitution, partial fractions, and trapezoidal rule; introduction to differential equations; applications of integration - volume, arc length; L'Hospital's rule and improper integrals; infinite sequences and series, tests of convergence for infinite series, Taylor polynomials and series, and applications. Students will use a computer algebra system in the lab to improve their conceptual understanding, aid visualization, and to solve problems.

### Prerequisite(s):

- MAT 181 with a minimum of Grade D

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](https://www.bctransferguide.ca)

## MAT-200 Linear Algebra

3 hrs lecture plus 1.5 hrs tutorial, 3 credits

This course covers systems of linear equations; matrices; determinants; Euclidian vector spaces; general vector spaces, Gram-Schmidt Process, eigenvalues and eigenvectors, and quadratic forms. Credit will normally be granted for only one of MAT 133 or Mat 200.

**Prerequisite(s):**

- A in Principles of Math 12, Pre-calculus 12, or MAT 060; or a passing grade in MAT 102 or MAT 181.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## MEC-015 Small Engine Maintenance

36 Hours

Learn theory, uses and operation of 2 and 4 stroke gas engines. Learn proper tool use and explore mechanical, electrical and fuel systems of small engines.

For more information visit our [timetable](#)

## MED-003 Small Non-Pleasure Domestic Vessel Basic Safety (SDV-BS)

Gain the knowledge and skills required to operate small, non-pleasure vessels operating within 25 miles of shore (formerly MED A3). Topics include maritime hazards and emergencies, emergency response, firefighting, 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.

**Prerequisite(s):**

- 

For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

# MED-031 Marine Emergency Duties Basic Safety (Med A1)

19.5 hours

New entrants to the marine industry and personnel who have no formal training in marine emergency situations will benefit from this course. Students will learn the hazards associated with the marine environment and their vessel, and the prevention of shipboard incidents, including fire. They will be able to raise and react to alarms and other emergencies, ensure that all seafarers are able to provide assistance in fire and abandonment emergency situations, and assist in their own survival and rescue. Note: Bring a towel and bathing suit for pool exercises.

## Prerequisite(s):

- 

For more information visit our [timetable](#)

# MED-032 Domestic Vessel Safety (DVS)

In addition to topics covered by the Basic Safety (SDV-BS) 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. Note: Bring a towel and bathing suit for pool exercises.

## Prerequisite(s):

- 

For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

# MIN-100 Introduction to the Mining Industry

31 hour lecture



This course will introduce students to the mining sector. They will gain an understanding of the history of mining in Canada, the industries effect on the economy, current day mine operations, exploration opportunities, the methods of mining, and general mining terminology. Students will learn how the mining cycle is governed by the Health, Safety and Reclamation Code for Mines in British Columbia. They will gain knowledge of the definitions, duties and responsibilities, work refusal rights, discrimination, inspector rights and duties, as well as environmental regulations in the Health, Safety and Reclamation Code for Mines in British Columbia.

**Prerequisite(s):**

- Admission to the Underground Mining Essentials Certificate Program.

For more information visit our [timetable](#)

## MIN-101 Mining Health and Safety

33 hour lecture

Students will gain knowledge of safe workplace practices and systems, learn the purpose and correct methodology behind Hazard Recognition and Emergency Preparedness, and will learn about Personal Protective equipment requirements and specifications.

**Prerequisite(s):**

- Admission to the Underground Mining Essentials Certificate Program.

For more information visit our [timetable](#)

## MIN-102 Fundamentals of Mining Technologies

50 hours lecture/ 8 hours lab

Students will learn about the various ventilations systems and how they work, the types of gases that are encountered in a mining operation and the various detection methods used to provide a safe work environment. Students will also gain knowledge of the various ground control processes and support systems in today's mining world, learn about the geology of the earth and how it is impacted by the mining process, and develop an understanding of the basic elements of hydrology and the various water issues that are common in today's mining operations.

**Prerequisite(s):**

- Admission to the Underground Mining Essentials Certificate Program.

For more information visit our [timetable](#)

## MIN-103 Introduction to Mining Skills

38 hours lecture/ 70 hours lab

Students will gain knowledge and develop skills necessary to perform work operations in a mining setting. Guidelines, rules and regulations will be learned in the areas of Rigging, Blasting, Manual Drilling, Diamond drilling, the installation of mine services, staging and muck handling. Students will develop skills in the practical application for the various tasks performed at a simulated worksite or an underground mining worksite.

**Prerequisite(s):**

- Admission to the Underground Mining Essentials Certificate Program.

For more information visit our [timetable](#)

## MIN-104 Emergency Mining Procedures

55 hours lecture/ 5 hours lab

Students will learn the steps necessary to react in the correct manner in an emergency situation. Students will gain knowledge of the processes and procedures for self rescue, the steps necessary to be safe during an evacuation, and to identify types of fire-fighting equipment and methods of fire-fighting in a mining environment. Students will gain industry certification in Surface Mine Rescue.

**Prerequisite(s):**

- Admission to the Underground Mining Essentials Certificate Program.

For more information visit our [timetable](#)

## MIN-105 Worksite Readiness

50 hours lecture

Students will gain the knowledge necessary to apply for work in the mining industry, learn skills to deal with conflict, practice workplace respect principles, and work co-operatively in a culturally diverse industry. Students will learn skills that are necessary to work in a mechanized mining environment.

**Prerequisite(s):**

- Admission to the Underground Mining Essentials Certificate Program.

For more information visit our [timetable](#)

## MJD-110 Fundamentals of Design I

The goal of this course is to facilitate an understanding of the various processes involved in designing a piece of jewellery. Principles of design are explored and discussed and many tools for creative thinking will be examined. Students will be required to keep a sketch book of their ideas, including a work flow of how designs can be turned into reality. This course will be heavily related to projects assigned for the entire program.

**Prerequisite(s):**

- Admission to the Metal Jewellery Design Certificate Program

For more information visit our [timetable](#)

## MJD-111 Northwest Coast First Nations Art & Engraving I

This course will focus on students learning the traditional skill of engraving precious metals to produce either First Nations or contemporary-themed work. Students will learn to prepare their own engraving tools, practice hand engraving, and even try their hand on the Gravermax engraving system. Students will have the opportunity to explore the history of Indigenous design and the nature of Northwest Coast First Nations art. The use of First Nations designs and the political and cultural aspects of "appropriation" as it relates to Indigenous culture will be discussed.

**Prerequisite(s):**

- Admission to the Metal Jewellery Design Certificate Program.

For more information visit our [timetable](#)

## MJD-112 Metal Techniques I

Students will first learn studio basics, including workbench set up and design, how to use the foredom effectively, and tips on the safe use of equipment and supplies. The course will then introduce the basic characteristics of metal used in jewellery making and a variety of tools and techniques used in working with metal. Specific metal techniques covered will include piercing and riveting, surface treatments, soldering, bezel setting, and band rings. Finishing and polishing metal pieces will also be covered. Assignments will be given under each technique learned.

### **Prerequisite(s):**

- Admission to the Metal Jewellery Design Certificate Program

For more information visit our [timetable](#)

## MJD-113 Metal Casting I

Students will learn about several casting methods including the vacuum casting process and some low-tech casting techniques. They will be introduced to the equipment used to produce a rubber mold and practice metal pouring. Finally, students will learn how to carve a wax ring in preparation for lost-wax casting in term 2.

### **Prerequisite(s):**

- Admission to the Metal Jewellery Design Certificate Program

For more information visit our [timetable](#)

## MJD-114 Drawing and Rendering

45 hours

Students will explore basic drawing techniques and apply them to the design of jewellery. The focus is on providing students with skills required for design, in order to produce coherent and

expressive rendering/ illustrations of their own unique pieces of jewellery, in both black and white, and in colour.

**Prerequisite(s):**

- Admission into the Metal Jewellery Design Certificate Program.

For more information visit our [timetable](#)

## MJD-115 Final Project I

The student will complete a project that he/she has designed using at least three techniques. Each student will be given time with the instructor to discuss the design, its concept and ultimately its creation. This project will give the students a chance for some freedom in showcasing the techniques and skills learned in the program. Students will start to assemble a digital or pictorial portfolio, using the in-studio photo booth. The working logbook, as a project time-management tool, will be introduced.

**Prerequisite(s):**

- Admission to the Metal Jewellery Design Certificate Program

For more information visit our [timetable](#)

## MJD-116 Business Practices for Jewellery Artists I

Students will begin to create their digital portfolios with an introduction to small scale photography. This course will be further enhanced by an introduction to marketing including social media, web sales, exhibition entries and other promotional opportunities. The students will learn to design and create their own business card for business and promotional purposes.

**Prerequisite(s):**

- Admission into the Metal Jewellery Design Certificate

For more information visit our [timetable](#)

# MJD-120 Fundamentals of Design II

This course will take the design concepts learned in Fundamentals of Design 1 and expand on them, giving students the chance to think about their design in different ways. It will continue to focus on individual creativity through the use of their sketchbooks. Students will learn how to break down a design into various components, how to do presentation drawings, and how to produce jewellery designs for specific jewellery projects. There will also be an historical overview of jewellery designs included in this course.

## **Prerequisite(s):**

- Take MJD 110 - Fundamentals of Design I.

For more information visit our [timetable](#)

# MJD-121 NW Coast First Nations Art & Engraving II

This course will be a continuation of Northwest Coast First Nations Art & Engraving I. Students will learn more about the history of Indigenous design and continue to work on engraving techniques in either traditional or contemporary designs.

## **Prerequisite(s):**

- Take MJD-111 - First Nations Art & Engraving I.

For more information visit our [timetable](#)

# MJD-122 Metal Techniques II

This course is a continuation of Metal Techniques I. Students will learn more about tools and techniques used in working with metal. Metal techniques covered will include repoussage and tool making, intermediate stone setting, and additional ring styles. There will be an opportunity to explore electrolytic colouring of titanium and niobium. Students will also be introduced to other materials used in the production of jewellery.

## **Prerequisite(s):**

- Take MJD-112 - Metal Techniques I;

For more information visit our [timetable](#)

## MJD-123 Metal Casting II

This course, as a continuation of Metal Casting I, will allow students to further explore casting techniques. Emphasis will be on lost-wax casting and mold-making for production. Students will gain a clearer understanding of the vacuum casting process and, through practice, learn to work independently and with precision. Also covered in term 2 are alternative wax techniques, wax injection, and investing. Students will also learn about different alloys used in jewellery and how to roll out a prepared ingot into sheet or wire.

### **Prerequisite(s):**

- Take MJD-113 - Metal Casting I.

For more information visit our [timetable](#)

## MJD-124 Introduction to Gemmology

38 hours

Gemstones are an intrinsic part of making jewellery and in this course students will learn about the crystal structure and classification of the most commonly used stones, as well as the difference between natural and synthetic stones. Students will study the various lo-tech methods for identifying precious stones, both mineral and organic. Participants will have the opportunity to do some in-depth research into a gemstone of their choice.

### **Prerequisite(s):**

- Admission into the Metal Jewellery Design Certificate Program.

For more information visit our [timetable](#)

## MJD-125 Final Project II

As this is the final project for the program, students will be required to design and make a piece of finished jewellery using the skills they have learned over the program. Students will also learn

how to display and present their work professionally, and the course will culminate in an event where students will have the opportunity to display their work from the entire program to the public.

**Prerequisite(s):**

- Take MJD-115 - Final Project I;

For more information visit our [timetable](#)

## MJD-126 Business Practices for Jewellery Artists II

Students will review the business side of jewellery making including tips for those who wish to be self-employed, legal and ethical considerations when dealing with precious metals and stones, marketing techniques, and business administrative skills. Opportunities in the field will also be discussed.

**Prerequisite(s):**

- Take MJD-116 - Business Practices for Jewellery Artists I.

For more information visit our [timetable](#)

## MPD-015 Propane Safety Awareness

Learn to work safely with and around propane. This awareness course is designed for those responsible for coordinating, using and /or lighting propane fired heaters or other propane related equipment or vehicles. Learn about the appropriate use and associated risks of propane, including safe handling, storing, transporting and installation of propane cylinders as well as safe use of direct and indirect fired portable heaters. In addition, this course includes information for field personnel who are responsible for the handling, offering for transport and transporting of propane and liquefied petroleum gas products. Guidelines include updated information to the Transportation of Dangerous Goods Act and Regulations. Learn how to keep yourself and others safe!

For more information visit our [timetable](#)



# MVF-011 Traffic Control Person

Traffic Control Persons are responsible for construction traffic safety and make the greatest number of public contacts of all construction maintenance personnel. Learn about the Industrial Health and Safety Regulations. After successful completion of the course a photo ID Certification, valid for three years, is issued by the British Columbia Construction Safety Alliance. Requirements: Minimum age is 16. Students must wear CSA approved construction safety boots with a minimum 6" on the ankle (not a shoe or hiking boot). Please dress appropriately for working outdoors (rain gear may be needed). Ask for an information sheet when registering.

For more information visit our [timetable](#)

# MVO-069 Trans of Dangerous Goods- Comprehensive

This course is designed to provide comprehensive training for all people involved in the handling and/or transportation of dangerous goods. Students will study the Transportation of Dangerous Goods Act and Regulations, study the information needed to effectively complete shipping documents and perform duties as consigners, transporters and handlers of dangerous goods. Using the TDG Clear Language Regulation the students will participate in hands on completion of shipping documents and effective search of the regulations to determine shipping requirements. Students will be tested in each of the eight areas of the Regulations. A certificate of training will be issued.

For more information visit our [timetable](#)

# MVO-070 Transportation of Dangerous Goods

This workshop is an excellent introduction to the Transportation of Dangerous Goods Act for any person who is involved in the shipping and handling or the transportation of items under the Act. Participants will gain an awareness of important policies and procedures under the Act including classification, safety marks, shipping documents, dangerous occurrence reporting and emergency measures. A certificate of training will be issued.

For more information visit our [timetable](#)

## MVO-071 Transport of Dangerous Goods - Online

This course provides shippers, handlers and drivers with a 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.

For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

## NAU-005 Small Vessel Operator Proficiency Training Course

26 hours

Gain the knowledge and skills required to operate small commercial vessels, other than tugs and fishing vessels, up to five 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.

### **Prerequisite(s):**

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For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

## NAU-006 Small Vessel Operator Practical

8 hours

Upon successful completion of this course the student will be able to apply the practical knowledge and skills necessary to operate a small commercial vessel.

**Prerequisite(s):**

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For more information visit our [timetable](#)

## NAU-010 Safe Boating (theory)

8 hours

Forthcoming Coast Guard regulations will require operators of power driven vessels to carry operator proficiency certification. On successful completion of this Coast Guard approved eight-hour course and exam, the participant will be issued with a "Pleasure Craft Operator Card". Topics include: rules of the road, aids to navigation, marine weather, boating legalities, safety equipment, preparing your boat, getting underway, dealing with emergencies, seamanship and nautical terminology.

**Prerequisite(s):**

- None

For more information visit our [timetable](#)

## NAU-013 Oral Exam on General Seamanship - Preparation

35 hours

This course provides preparation and guidance for those applying to Transport Canada for an Oral Examination on General Seamanship. Topics will include the competencies and proficiencies expected of Master Limited, Master 150Ton and Fishing Master IV mariners. This course teaches students about the responsibilities of a Master under the Canada Shipping Act and applicable regulations. At the end of the course, students will be able to confidently communicate the vessel safety and prudent seamanship techniques applicable to their vessel and area of operation. Note: upon completion of the course, students are responsible for booking their Oral Exam directly with a Transport Canada examination centre.

**Prerequisite(s):**

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For more information visit our [timetable](#)

## NAU-014 Master, Limited/ Fishing Master IV

105 hours

This course is for those working towards their Master, Limited or Fishing Master, IV Class certification. The Master Limited certificate is required by masters of vessels up to 60 gross tonnage and is valid on passenger carrying vessels, work boats, and tugs of less than 60 gross tons. The Fishing Master, IV Class certificate is for masters of fishing vessels of not more than 100 gross tons engaged on near-coastal or sheltered waters voyages; or officer in charge of the watch of a fishing vessel of any tonnage engaged on near-coastal and sheltered waters voyages. This comprehensive course prepares mariners for writing two core Transport Canada exams, Navigation Safety Level 1 and Chartwork & Pilotage Level 1.

### Prerequisite(s):

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For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

## NAU-016 Restricted Operator Certificate - Maritime

7 hours

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

### Prerequisite(s):

- None

For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

## NAU-021 Ship Construction & Stability Level 1

60 hours

This course is designed for Commercial Fishermen seeking Fishing Master Class IV (FMIV) certification and who require preparation for the Ship Construction and Stability Level 1 exam. Upon completion, a student will be able to: describe aspects of ship construction that can ensure the seaworthiness of a Fishing Vessel, identify how fishing operations can compromise the stability of a vessel, know what is Centre of Gravity, Centre of Buoyancy, Metacentre, righting arms, the effect of water density on displacement. Candidates book their final examinations directly with a Transport Canada examination centre. Note: Those needing preparation for all of their core FMIV Transport Canada written exams should take the more comprehensive "Master, Limited/Fishing Master IV" course, which includes: Chartwork and Pilotage Level 1, Navigation Safety Level 1, Ship Construction and Stability Level 1. Additional courses such as Marine Emergency Duties (MED), Restricted Operator Certificate Maritime (ROC-M/MC), Marine First Aid, Simulated Electronic Navigation- Limited (SEN-L) and Oral Examination on General Seamanship- Preparation, are offered separately and not included in this course fee.

**Prerequisite(s):**

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For more information visit our [timetable](#)

## NAU-022 Ship Construction & Stability Level 2

60 hours

This course prepares fishermen applying to Transport Canada for Examinations on Ship Construction and Stability Level 2, as required for Fishing Master Class I, II and III certification. This course teaches aspects of ship construction that can ensure the seaworthiness of a Fishing Vessel, how fishing operations can compromise the stability of a vessel, Centre of Gravity, Centre of Buoyancy, Metacentre, righting arms and the effect of water density on displacement. Students will also learn how to conduct practical calculations based on a vessel's stability data booklet. Candidates book their final examination directly with a Transport Canada examination centre.

**Prerequisite(s):**

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For more information visit our [timetable](#)

## NAU-023 Ship Construction & Stability Level 3 (SCS 3)

160 hours

This course prepares students for Transport Canada examination on Ship Construction and Stability Level 3, as required towards Master 150 and 500 Gross Tonnage certification. Students will learn about the design and construction of various types of vessels and be able to perform stability calculations and interpret data from hydrostatic tables and curves. The course covers topics such as stability and construction terminology; transverse stability and trim calculations, stability data for vessels and tugs; survivability of the vessel in case of flooding and damage control; and maintaining watertight integrity.

### **Prerequisite(s):**

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For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

## NAU-030 Simulated Electronic Navigation Ltd

30 hours

This course is designed to provide the student with a practical knowledge of the application of the Collision Regulations and principles to be observed in keeping a navigational watch while using Radar, Loran-C, GPS, Echo Sounder, a compass, and an Electronic Charting System. Each course participant must attend a minimum of 90% of lecture classes and 100% attendance is required during simulation exercises and evaluation. Participants must have prior training in topics such as basic Chart Work and Navigations Safety in order to have background knowledge required for the navigation of a vessel under simulated conditions.

### **Prerequisite(s):**

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For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

## NAU-031 Meteorology Level 1

30 hours

This course provides preparation and guidance for students applying to Transport Canada for Examinations on Meteorology Level 1 for Fishing Master Class 2 and 3, Watchkeeping Mate, Chief Mate, Master 150 Ton, and Master 500 Ton.

### Prerequisite(s):

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For more information visit our [timetable](#)

## NAU-032 Chartwork and Pilotage 2

30 hours

This course prepares mariners for writing their Transport Canada Chartwork and Pilotage Level 2 exam, as required for Master 150Ton Domestic, Fishing Master 3rd Class, Chief Mate 500T Domestic and Watchkeeping Mate certifications. This course provides skills and practical application in subjects such as determining the ship's position by use of landmarks, Aids to Navigation, the Buoyage System, dead reckoning, winds, tides, currents, estimated speed, plotting running fixes, keeping records and logs.

### Prerequisite(s):

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For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

## NAU-033 General Ship Knowledge Level 3

30 hours

This course provides preparation and guidance for students applying to Transport Canada for Examination on General Ship Knowledge 3. Students will become proficient in the reference and use of maritime legislation such as the Canada Shipping Act 2001, relevant regulations for

safety of life and the environment, the Canadian Labour Code and related International Conventions and standards. Candidates book their final examinations directly with a Transport Canada examination centre.

**Prerequisite(s):**

- 

For more information visit our [timetable](#)

## NAU-041 Restricted Operator Certificate - Maritime Commercial (abridged)

16 hours

The Restricted Operator Certificate - Maritime Commercial (ROC-MC) is intended for mariners serving on compulsorily fitted commercial ships (Global Maritime Distress and Safety Systems or GMDSS) within the North American A1 sea areas. It is compliant with the International Convention of Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended in 1995 (STCW 95 Regulation IV/2).

**Prerequisite(s):**

- Minimum 18 years of age. This 2 day course is limited to those presenting an existing and valid ROC certificate (1999 and earlier). Canadian Power & Sail Squadron certificates do not meet this requirement. Persons without an existing ROC certificate must attend all three days of classes (NAU 051).

For more information visit our [timetable](#)

## NAU-050 Fishing Master Iv/Certificate of Service

120 hours

Every person serving as a Master of a Fishing Vessel between 60 and 100 grt is now required to hold a Fishing Master Certificate of Service, or Fishing Master IV Certificate of Competency. It is the stated intention of Transport Canada that all Master of vessels over 15 grt will be required to hold this certificate within the foreseeable future. This course, along with NAU 051 -



Restricted Operator Certificate - Maritime Commercial, MED 031 - Marine Emergency Duties A1 and FAC 061 - Marine First Aid will enable participants to meet the full certification.

For more information visit our [timetable](#)

## NAU-051 Restricted Operator Certificate - Maritime Commercial

24 hours

Mariners serving on compulsorily-fitted commercial ships (Global Maritime Distress and Safety Systems or GMDSS) within the North American A1 sea areas require this course for compliance with the International Convention of Standards of Training, Certification and Watchkeeping for Seafarers, 1978, as amended in 1995 (STCW 95 Regulation IV/2). Note: Existing ROC certificate holders who take a valid (1999 or earlier) certificate to class, are required to attend the last two days of classes only (NAU 041). Canadian Power & Sail Squadron certificates do not meet this requirement. You must present this certificate when registering. Persons without an existing ROC certificate must attend all three days of classes.

### **Prerequisite(s):**

- Minimum 18 years of age.

For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

## NCN-096 Introduction to Nuu-chah-nulth Language

Introduction to Nuu-chah-nulth Language will focus on: listening techniques, comparing and contrasting Nuu-chah-nulth and English sound patterns and pronunciation, which will lead to words, phrases and sentence-building exercises for conversational Nuu-chah-nulth for various topics: greetings, weather, elders, around the classroom, around the house, and learning songs. Students will also be introduced to electronic learning resources for self-practice.

### **Prerequisite(s):**

- None

For more information visit our [timetable](#)

## NCN-097 Introductory Nuu-chah-nulth Language 2

Introduction to Nuu-chah-nulth Language II will focus on advancing skills learned in Nuu-chah-nulth I: listening techniques, comparing and contrasting Nuu-chah-nulth and English sounds, patterns and pronunciation which will lead to words, phrases and sentence building exercises for conversational Nuu-chah-nulth for various topics. In addition, there will be an introduction to Nuu-chah-nulth cultural protocols. Students will explore any new electronic learning resources for self-practice.

### **Prerequisite(s):**

- Take NCN-096 Introduction to Nuu-chah-nulth Language;

For more information visit our [timetable](#)

## NUR-102 Relational Practice I: Self and Others

3 hours seminar, 3 credits

The premise underlying this course is that nursing is an experience lived between people (Paterson & Zderad, 1976). Students explore the multiple factors that influence their own capacity to be in caring relation to others (individual, family, groups, populations, communities). They learn to question personal perspectives of experience; to uncover attitudes, beliefs and values; and to share and acknowledge differences. Emphasis is placed on a phenomenological attitude to view the structure and experiences that make up their own and other people's lives (Hartrick, 1997).

### **Prerequisite(s):**

- Admission to the Nursing Program

For more information visit our [timetable](#)

## NUR-103 Professional Practice I: Introduction to the Profession of Nursing

3 hours seminar, 3 credits

This course is an introduction to the profession of nursing. Participants examine the foundational concepts of the curriculum and how the concepts relate to nursing practice. Participants also explore the history of the profession of nursing and have the opportunity to explore and critically reflect upon the political and socioeconomic forces that have shaped the status of women in society and the evolution of the nursing profession. Standards of nursing practice and responsibility for safe and ethical nursing practice are also explored.

**Prerequisite(s):**

- Admission to the Nursing Program

For more information visit our [timetable](#)

## NUR-104 Nursing Practice I: Introduction to Nursing Practice

1 hour seminar + 5 hours practice bi-weekly, 1.5 credits

This course is an introduction to the profession of nursing. Participants examine the foundational concepts of the curriculum and how the concepts relate to nursing practice. Participants also explore the history of the profession of nursing and have the opportunity to explore and critically reflect upon the political and socioeconomic forces that have shaped the status of women in society and the evolution of the nursing profession. Standards of nursing practice and responsibility for safe and ethical nursing practice are also explored.

**Prerequisite(s):**

- Admission to the Nursing Program

For more information visit our [timetable](#)

## NUR-105 Health and Healing I: Living Health

3 hours seminar +3 hours learning center, 6 credits

This course is an introduction to the meaning of health including personal health, family health, community health and societal health. Participants examine significant theoretical and

conceptual frameworks of health including health promotion, primary health care, prevention and determinants of health. By reflecting on personal experiences, participants have the opportunity to identify personal resources and/or challenges that impact health as well as recognize the diversity of beliefs, values and perceptions of health held by others. Opportunities to learn basic health assessment skills are included in this course.

**Prerequisite(s):**

- Admission to the Nursing Program

For more information visit our [timetable](#)

## NUR-113 Professional Practice II: Introduction to the Discipline of Nursing

3 hours seminar, 3 credits

This course is an introduction to the discipline of nursing. Participants explore the historical development of nursing knowledge and theory as well as contemporary understandings of nursing as a discipline and the body of knowledge that defines it. Relationships between practice, theory and research are explored.

**Prerequisite(s):**

- Successful completion of Term 1

For more information visit our [timetable](#)

## NUR-114 Nursing Practice II: Coming to Know the Client

1 hour seminar + 12 hours practice bi-weekly, 3 credits

This nursing practice experience provides opportunities to develop caring relationships with groups, families and individuals across the lifespan. Emphasis will be placed on health assessment and coming to know how clients understand and promote their health, and the role of the nurse in partnering with the client in this process. Participants work with groups, families and individuals in the home and community, in agencies, and in care facilities to incorporate concepts and learning from all the courses in this semester into their nursing practice.

**Prerequisite(s):**

- Successful completion of Term 1

For more information visit our [timetable](#)

## NUR-115 Health and Healing II: Health Indicators

3 hours seminar + 3 hours learning center, 6 credits

Building on Health I, this course focuses on individual, family and community health assessment. Participants will have opportunities to explore and critique various theoretical and conceptual frameworks in relation to health assessment including early childhood development, family development, healthy aging and community development. The concept of assessment within the context of decision making is explored. Opportunities to learn basic health assessment skills are included in this course.

**Prerequisite(s):**

- Successful completion of Term 1

For more information visit our [timetable](#)

## NUR-170 Health and Healing Bridge - In

3 credits

This course is an introduction to the meaning of health including personal health, family health, community health and societal health. Participants examine significant theoretical and conceptual frameworks of health including health promotion, primary health care, prevention and determinants of health. Participants have the opportunity to identify personal resources and/or challenges that impact health as well as recognize the diversity of beliefs, values and perceptions of health held by family and community health assessment. Participants will have opportunities to explore and critique various theoretical and conceptual frameworks in relation to health assessment including early childhood development, family development, healthy aging and community development. The concept of assessment within the context of decision making is explored.

**Prerequisite(s):**

- Practical Nursing Diploma or Practical Nursing Certificate and 900 hours of practice within the past five years. Current and active registration as an LPN in British Columbia or the Northwest Territories.
- Take NUR-173

For more information visit our [timetable](#)

## NUR-173 Professional Practice Bridge - In

3 credits

This course is an introduction to the profession and discipline of nursing. Participants examine the foundational concepts of the curriculum and how the concepts relate to nursing practice. Participants explore the historical development of nursing knowledge and theory as well as contemporary understandings of nursing as a discipline and the body of knowledge that defines it. Relationships between practice, theory and research are explored. Participants have the opportunity to explore and critically reflect upon the political and socioeconomic forces that have shaped the status of women in society and the evolution of the nursing profession. Standards of nursing practice and responsibility for safe and ethical nursing practice are also explored.

**Prerequisite(s):**

- Current registration as a LPN in British Columbia or Northwest Territories. NUR 170 can be taken as a Co-requisite.
- Take NUR-170

For more information visit our [timetable](#)

## NUR-175 Consolidated Practice Experience I

Practice and Learning Center, 6 credits

The transitional practice experience is designed to assist students to move forward with the health focus of year one towards the focus on health challenges in year two. Hence this practice experience consists of two parts: two weeks in the nursing learning centre to practice skills that are foundational to providing personal care, and two weeks in a practice setting where students

will have the opportunity to practice personal care while furthering the development of their assessment skills and their understanding of health and health promotion.

**Prerequisite(s):**

- Successful completion of Term 2

For more information visit our [timetable](#)

## NUR-202 Relational Practice II: Creating Health- Promoting Relationships

3 hours seminar, 3 credits

Building on Relational Practice I, in this course participants move beyond personal discovery to a focus on relational caring. The major emphasis of the course is relational practice with individuals, families, and groups from diverse backgrounds of age, culture, and experience. This is an experiential course designed to deepen the participants' understanding of caring and how the connection between caring and relationship provides the context for health and healing. Participants explore theories and processes of caring, relational identity development of self as nurse, and relational practice as enacted across a range of settings and contexts.

**Prerequisite(s):**

- Successful completion of year 1

For more information visit our [timetable](#)

## NUR-204 Nursing Practice III: Promoting Health And Healing

2 hours seminar + 10 hours practice, 6 credits

This nursing practice experience provides opportunities to develop caring relationships with individuals and families for the purpose of health promotion while coming to understand their unique health and healing processes. Participants will have opportunities to practice nursing approaches that accompany this understanding. Participants work with families and individuals experiencing common health challenges (both episodic and chronic) in the home and community, in agencies, and in care facilities to incorporate concepts and learning from all the

courses in this semester into their nursing practice. The community and society are considered as contextual influences on the promotion of health and healing for the individual and the family.

**Prerequisite(s):**

- Successful completion of year 1

For more information visit our [timetable](#)

## NUR-206 Health And Healing III: Health Challenges/Healing Initiatives

3 hours seminar, 3 hours learning centre, 6 credits

Building on the learners' understanding of health, the focus of this course is on people's experience with healing for both chronic and episodic health challenges. Participants integrate theory and concepts of health as they relate to healing. This course is complementary to Health Sciences III and provides opportunities for learners to integrate pathophysiology with their understanding of health and healing and the nursing approaches that accompany this understanding.

**Prerequisite(s):**

- Successful completion of year 1

For more information visit our [timetable](#)

## NUR-213 Professional Practice III: Nursing Ethics

3 hours seminar, 3 credits

Building on previous Relational Practice and Professional Practice courses, this course focuses on the growing body of knowledge related to nursing ethics. Beginning with an understanding of bio-medical ethics that have dominated nursing ethics in the past and moving to an understanding of developing ethical theory related to nursing and nursing issues, participants will have opportunities to explore nursing ethics in the context of their nursing practice.

**Prerequisite(s):**



- Successful completion of Term 3

For more information visit our [timetable](#)

## NUR-214 Nursing Practice IV: Promoting Health and Healing

2 hours seminar +10 hours practice, 6 credits

This nursing practice experience continues to provide opportunities for learners to develop caring relationships with individuals and families for the purpose of health promotion while coming to understand their health and healing processes when experiencing more complex health challenges, both episodic and chronic. Participants will have opportunities to practice nursing approaches that accompany this understanding. Participants work with families and individuals in the home and community, in agencies, and in care facilities to incorporate concepts and learning from all the courses in this semester into their nursing practice. The community and society are considered as contextual influences on the promotion of health for the individual and the family.

### **Prerequisite(s):**

- Successful completion of Term 3

For more information visit our [timetable](#)

## NUR-216 Health and Healing IV: Health Challenges/Healing Initiatives

3 hours seminar,3 hours learning centre, 6 credits

Participants in this course continue to develop an understanding of people's experience with healing related to a variety of increasingly complex chronic and episodic health challenges within a variety of practice contexts. This course is complementary to Health Sciences IV and provides opportunities for learners to integrate pathophysiology with their understanding of health and healing and the nursing approaches that accompany this understanding.

### **Prerequisite(s):**

- Successful completion of Term 3

For more information visit our [timetable](#)

## NUR-276 Consolidated Practice Experience II

8 weeks (192 hours) practice, 8 credits

In this consolidated practice experience, opportunities are provided to develop caring relationships for the purpose of healing and health promotion with individuals and families experiencing increasingly complex chronic and episodic health challenges. The community and society are considered as contextual influences on the promotion of health for the individual and the family. Participants have opportunities to consolidate learning from the first and second year of the program in a variety of settings.

### **Prerequisite(s):**

- Successful completion of Term 4

For more information visit our [timetable](#)

## NUR-302 Relational Practice III: Connecting Across Difference

3 hours seminar, 3 credits

Building on the concepts introduced in Relational Practice I and II and other previous courses, Relational Practice III provides a synthesis of knowledge that is the basis of critical analysis. This course focuses on enhancing participants' everyday relational practice with individuals, families, and groups. The emphasis is on engaging with the complexities of difference in everyday nursing practice and the challenges these complexities might pose for being in-relation with clients.

### **Prerequisite(s):**

- Successful completion of Year 2

For more information visit our [timetable](#)

## NUR-304 Nursing Practice V: Promoting Health and Healing

2 hours seminar + 10 hours practice, 6 credits

This nursing practice experience continues to provide opportunities for learners to develop caring relationships with individuals and families while coming to understand their health and healing processes. Participants will have opportunities to practice nursing approaches that accompany this understanding. Participants work with families and individuals in the home and community, in agencies, and in care facilities to incorporate concepts and learning from all the courses in this semester into their nursing practice.

**Prerequisite(s):**

- Successful completion of Year 2

For more information visit our [timetable](#)

## NUR-306 Health and Healing V: Complex Health Challenges/Healing Initiatives

3 hours seminar, 3 hours learning center, 6 credits

This course builds on Health and Healing I and II and Health Sciences III and IV and provides opportunities for participants to build on their nursing knowledge and understanding of health and healing in relation to complex episodic and chronic health challenges. This advanced course will focus on current topics and emerging knowledge related to a variety of health care contexts.

**Prerequisite(s):**

- Successful completion of Year 2

For more information visit our [timetable](#)

## NUR-313 Professional Practice IV: Nursing Inquiry

3 hours seminar, 3 credits

Building upon concepts introduced in Professional Practice I, II, and III. In this course, participants will explore the historical and philosophical approaches to the development

of nursing knowledge and inquiry. Relationships between practice, theory, and research are explored.

**Prerequisite(s):**

- Successful completion of Term 5 or admission to Option B

For more information visit our [timetable](#)

## NUR-314 Nursing Practice VI: Promoting Health of Communities and Society

1 hour seminar, 8 hours practice, 4 credits

This nursing practice experience provides opportunities to develop caring relationships with families, groups, and communities within a societal and global context with emphasis on health promotion and community empowerment. Participants have opportunities to work with a community (geographical, self-identified, population based, institutionally based, etc.) on a particular health issue.

**Prerequisite(s):**

- Successful completion of Term 5 or admission to Option B

For more information visit our [timetable](#)

## NUR-316 Health And Healing VII: Promoting Community and Societal Health

3 hours seminar, 3 credits

This course focuses on the role of the nurse in the promotion of community and societal health. It is intended to be a companion course with Health and Healing VI. Participants will continue to develop their competencies in relational practice with a focus on community and society as client. The political role of the nurse is explored as the emphasis is placed upon working with communities from a social justice and equity perspective. Community development and capacity building, as a pattern of community health promotion practice, is explored. In addition students will further develop their understanding of teaching and learning focusing on transformative and emancipatory approaches.

**Prerequisite(s):**

- Successful completion of Term 5 or admission to Option B

For more information visit our [timetable](#)

## NUR-318 Health And Healing VI: Global Health Issues

3 hours seminar, 3 credits

Participants in this course continue to develop an understanding of people's experience with health and healing related to a variety of increasingly complex chronic and episodic global health challenges and issues. Emphasis is placed on the role of the nurse as care provider, community organizer/facilitator, educator and advocate within the context of the global society and the changing health care environment. Participants examine a variety of emerging health issues and trends using these as a context for further developing their personal understanding of nursing practice that supports meaningful interactions with individuals, families, groups, communities and society.

**Prerequisite(s):**

- Successful completion of Term 5 or admission to Option B

For more information visit our [timetable](#)

## NUR-375 Consolidated Practice Experience (CPE) III

8 weeks practice (280 hours), 8 credits

This Consolidated Practice Experience is designed to provide opportunities for participants to integrate, consolidate and expand concepts from previous learning. Participants have opportunities to consolidate learning from the first, second and third years of the program in a variety of settings and with any of age or type of client.

**Prerequisite(s):**

- Successful completion of Term 6

For more information visit our [timetable](#)

## NUR-403 Professional Practice VI: Nursing Research

3 hours seminar, 3 credits

Building on Professional Practice II, III, and IV, the intent of this course is to enhance participants' understanding of nursing scholarship and enhance their abilities to comprehend, critique, and utilize nursing research. Participants critically reflect on various scholarly works and research methodologies. Participants experience ways to critically examine their practice in relation to nursing research and to pose research questions for evidence-informed practice.

### **Prerequisite(s):**

- Successful completion of Term 6 or admission to Option B

For more information visit our [timetable](#)

## NUR-404 Nursing Practice VI: Engaging in Leadership

1 hour seminar, 8 hours practice, 4 credits

This nursing practice experience provides opportunities for participants to further develop their competencies in the areas of leadership, influencing and managing change, and the utilization of research for the purpose of promoting the health of individuals, families, communities and society, within the context of the Canadian health care system. This nursing practice experience focuses on participants' growth in their practice as professional nurses. They have opportunities to explore inter-professional practice and nursing leadership in the context of emerging Canadian and global health issues and trends.

### **Prerequisite(s):**

- Successful completion of Term 6 or admission to Option B

For more information visit our [timetable](#)

# NUR-405 Professional Practice V: Leadership in Nursing

3 hours seminar, 3 credits

This course explores the ways nurses can provide leadership, influence, create and manage change for the promotion of health for individuals, families, groups and communities within the context of society and the world. Emphasis is placed on leadership roles of the nurse within practice contexts. The role of the nurse within the current and evolving Canadian health care system is explored including considerations of the impact of global trends and issues. Issues facing nurses in the current work environment will be discussed. Collaborative and ethical approaches for working within institutional philosophies and frameworks will be explored.

## **Prerequisite(s):**

- Successful completion of Term 6 or admission to Option B

For more information visit our [timetable](#)

# NUR-410 Health & Wellness in Aboriginal Communities

30 hours seminar + 12 hours online, 3 credits

This course will examine concepts of Aboriginal health and healing using Aboriginal processes and ways of knowing for curriculum construction and delivery. It will include pre and post assignments and 5 consecutive days learning in an Aboriginal Community within the college region. Students will explore the Aboriginal world view of health and wellness and will examine the historical and contemporary significance of health issues for Aboriginal communities through interaction with local elders and community representatives. This course will also examine the nurse's role with individuals, families and communities from social justice and cultural safety perspectives. Participants will have the opportunity to explore their own relational practice through reflection on their own ethnocentricities and personal meanings and through active engagement with Aboriginal community members and processes.

## **Prerequisite(s):**

- Successful completion of Term 6 of the BSN Program or admission to Option B of the BSN Program or 3rd Year standing in the BSN Program with Instructor permission. The course is also open to Registered Nurses who are employed by an Aboriginal Health Authority.

For more information visit our [timetable](#)

## NUR-414 Nursing Practice VIII: Transitioning to BSN Graduate

18 hours seminar, 16 weeks practice (560 hours) , 12 credits

This nursing practice experience provides opportunities for participants to consolidate their learning and prepare for assuming the role of BSN graduate. Participants also explore and critique changes and issues in the health care system, and the workplace, that affect nurses. Participants develop their nursing competencies and enhance their nursing knowledge so that they may practice in a variety of settings at a novice level. Participants may choose to focus their practice within a specific area, for example, a particular setting of practice, a certain client population, or a specific health challenge.

### **Prerequisite(s):**

- Successful completion of Term 7 or admission to Option B

For more information visit our [timetable](#)

## NUR-420 Advanced Pharmacology in Nursing Practice

3 hours seminar, 3 credits

This pharmacology course provides the opportunity for students to consolidate their learning of the medications used in the management of common acute and chronic health challenges across the life-spans. An overview of alternative medicine as a complement to conventional medicine is included. Pharmacokinetic and pharmacodynamic principles, as well as the nurse's role in drug therapy, are integrated as a means to maximize therapeutic efficacy and minimize adverse drug reactions. Ethical, economic and legal issues, regarding medications are addressed.

### **Prerequisite(s):**



- Successful completion of Term 6 or admission to Option B or 3rd Year standing with Instructor Permission

For more information visit our [timetable](#)

## OFA-001 WHMIS 2015

4 hours

This course is an introduction to the Workplace Hazardous Material Information System. The course includes the Globally Harmonized System of Classification and Labelling for chemicals (GHS) as well as WHMIS legislation introduced in 1988. Participants must attend and participate in 100% of the course.

For more information visit our [timetable](#)

## OFA-010 Occupational First Aid Level 1

8 hours

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

### **Prerequisite(s):**

- Students must be at least 16 years of age. Students under 19 require a parent/ guardian signed waiver. Picture identification must be brought to the 1st class.

For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

## OFA-015 Occupational First Aid Transportation Endorsement

8 hours

This course is for OFA 010 or OFA 020 certified first aid attendants that work in environments requiring Transportation Endorsement in addition to their Occupational First Aid Level 1 or 2, according to WSBC Regulations Part 3 Guidelines (3.14 to 3.21). Students will be required to

complete an NIC Waiver form at the first class. Certificate is by WSBC and is valid for three years.

**Prerequisite(s):**

- Students must be at least 16 years of age. Students under 19 require a parent/ guardian signed waiver. Picture identification and current OFA Level 1 or 2 Certificate must be brought to class.

For more information visit our [timetable](#)

## OFA-020 Occupational First Aid Level 2

43 hours

This is a WorkSafeBC course for work environments that require the Occupational First Aid Level 2 according to WSBC Regulations Part 3 Guidelines (3.14 to 3.21). Students will be required to complete a NIC Waiver form at the first class. Certification is by WSBC and is valid for three years.

**Prerequisite(s):**

- Students must be at least 16 years of age. Students under 19 years of age require a parent/ guardian signed waiver. Pre-reading and homework required, contact First Aid Dept at 250-334-5092 to arrange to get course materials.

For more information visit our [timetable](#)

## OFA-030 Occupational First Aid Level 3

77 hours

This course meets WorkSafe BC requirements for FirstAid Attendants in BC and according to WSBC Regulations Part 3 Guidelines (3.14 - 3.21). The Occupational FirstAid Level 3 course is offered with the objective of qualifying candidates for certification as Level 3 First Aid Attendants in industry. Instruction includes: anatomy and physiology; injury and body response; resuscitation- oxygen therapy; wounds and bleeding; thermal, joint, spinal and eye injuries; fractures, bandaging; immobilization; transportation; recording and reporting accidents and injuries. An NIC waiver form will be required to be filled out at class. Certification is by WSBC and is valid for three years.

**Prerequisite(s):**

- Students must be 16 years of age. Students under 19 require a parent / guardian signed waiver. Pre-reading and homework required, contact First Aid Dept at 250-334-5092 to arrange to get course materials.

For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

## OFA-031 Occupational First Aid Level 2 or 3 Practice

6 hours

This is a refresher course for Occupational First Aid Level 2 or 3 ticket holders, which prepares students for Level 2 or 3 examinations.

**Prerequisite(s):**

- Students must have a current WSBC Occupational First Aid Level 2 or 3 or equivalent certification: (EMP) 76 hour Advanced WorkPlace Level 3 Supplement ticket.

For more information visit our [timetable](#)

## OFA-032 Occupational First Aid Level 3 Renewal

42 hours

This course is for Occupational First Aid Level 3 First Aid attendants who prefer not to take the full OFA 030 course, but would like to attend a few classes as a refresher before challenging the Level 3 exam. Homework assignments must be completed before the first class. Note: This course is offered in accordance with WSBC Regulations Part 3 Guidelines (3.14 - 3.21) All students will be required to complete an NIC waiver form. Certification is by WSBC for a period of three years.

**Prerequisite(s):**

- Students must have or have had a WSBC Occupational First Aid Level 3 ticket or equivalent certification (i.e.: EMP 76 Hour Advanced WorkPlace Level 3 Supplement

ticket). Students under 19 years of age require a parent/ guardian signed waiver. Pre-reading and homework required, contact First Aid Dept at 250-334-5092 to arrange to get course materials.

For more information visit our [timetable](#)

## OFA-050 Occupational First Aid Level 1 Instructor Training

40 hours

The course follows WSBC Level 1 Instructor curriculum and provides participants with the knowledge, skills and hands-on experience in the preparation and successful delivery of lesson plans. They will learn the effective use of multi-media equipment, and practice the basic instructional skills required to present the OFA Level 1 course. The instructor course will also prepare participants to evaluate the knowledge and skills required for their students.

(Certification as a Level 1 instructor will be issued by the agency and will be renewed in accordance with Worksafe BC. It is expected that candidates meet the course objectives before certification is issued. Instructors must maintain their current level of certification or higher. Certification period is three years)

### **Prerequisite(s):**

- 1.Hold an OFA level 2 certificate (or a nationally recognized Standard First Aid certificate or higher); 2.Be at least 19 years of age before course starts; 3.Provide evidence of having participated in or observed a complete Level 1 course prior to instructor training.

For more information visit our [timetable](#)

## OPS-010 Basic Office Procedures And Systems

14 hours

Create efficient office work habits through exploring common office tasks, procedures and tools used in tourism and hospitality businesses. Learn best practices for telephone and email communication, file and record management, and time and task management.

For more information visit our [timetable](#)

## PBA-100 Plumbing Apprenticeship Level 1

180 hours

As prescribed by ITA

**Prerequisite(s):**

- ITA Registered Apprentice

For more information visit our [timetable](#)

## PBA-200 Plumbing Apprenticeship Level 2

180 hours

As prescribed by ITA

**Prerequisite(s):**

- ITA Registered Apprentice

For more information visit our [timetable](#)

## PBA-300 Plumbing Apprenticeship Level 3

180 hours

As prescribed by ITA

**Prerequisite(s):**

- ITA Registered Apprentice

For more information visit our [timetable](#)

## PBA-400 Plumbing Apprenticeship Level 4

180 hours

As prescribed by ITA

**Prerequisite(s):**

- ITA Registered Apprentice

For more information visit our [timetable](#)

## PCA-100 Professional Cook 1

840 hours

During Professional Cook 1 training, you'll gain the basic knowledge needed for a career in food preparation. Learn safety and sanitary standards, production procedures, menu planning, and the ordering and inventory of supplies. Gain knowledge of ingredients and nutritional properties, and how to prepare stocks, soups, sauces, vegetables, fruit, potatoes, pastas and farinaceous products. You'll learn to prepare dressings, salads, sandwiches, egg dishes and breakfast cookery, dairy products and cheeses, principles of baking, pastries, desserts, quick breads, cookies, yeast products and beverages. You'll also learn how to cut, process, and prepare meats, poultry, fish and shellfish.

### **Prerequisite(s):**

- Admission to the Culinary Arts Program

For more information visit our [timetable](#)

## PCA-101 Occup Skills & Ind Stndrs Essentials Standards Essentials

6 credits

This course introduces students to the building blocks that construct the world of Professional Culinary Arts. Students will be introduced to trade knowledge, kitchen safety, food safety, the use of industrial equipment, production procedures, ordering, inventory, cost management, menu planning and knife skills. Course content will encompass culinary terms, best practices for professional hygiene and industry safety requirements. Students will develop strong kitchen workplace, organization and management skills. In addition, students will have the opportunity to develop their knife skills specific to basic vegetable cuts, fish fileting techniques, and butchery basics.

### **Prerequisite(s):**

- Acceptance into the program.

For more information visit our [timetable](#)

## PCA-102 Short Order

3 credits

This course introduces students to the principles and preparation methods of egg dishes, dairy products and cheeses, sandwiches, salads, dressings and condiments. The principles and methods of different types of sandwiches and salads and their ingredients will be introduced, and consideration to regional based sources of protein, produce and dairy products will be reviewed.

### **Prerequisite(s):**

- Acceptance into the program.

For more information visit our [timetable](#)

## PCA-103 Soup and Sauce Essentials

2 credits

Students will learn the characteristics of a variety of stocks and soups; types of thickeners and binding agents and their characteristics; and the components of sauces while being introduced to how each may complement any given dish.

### **Prerequisite(s):**

- Acceptance into the program.

For more information visit our [timetable](#)

## PCA-104 Vegetables, Starches, and Fruits

2 credits

Students will acquire the skills and knowledge of selecting, cutting, storing, and cooking vegetables and fruits. This course also encompasses principles and methods of selecting, and cooking potatoes, pastas, including rice, grains, and legumes, for service to customers.

### **Prerequisite(s):**

- Acceptance into the program.

For more information visit our [timetable](#)

## PCA-105 Protein Cookery Essentials

2 credits

This course provides theoretical and applied learning for future Chefs as they learn the essential elements of proteins. Instruction encompasses types of proteins, muscle and bone structure, grading, and storage of beef, pork, lamb, veal, poultry, seafood, and shellfish. Students will process and prepare the meat, poultry, and seafood with a variety of short order cooking methods.

### **Prerequisite(s):**

- Acceptance into the program.

For more information visit our [timetable](#)

## PCA-106 Fundamentals of Baked Goods And Desserts

2 credits

This course introduces students to the fundamentals of baking to include pastry, fruit desserts, custards, puddings, quick breads, cookies and yeast products. Students will hone their theoretical understanding of the preparation, customization and service of muffins, scones, biscuits and fresh breads.

### **Prerequisite(s):**

- Acceptance into the program.

For more information visit our [timetable](#)

## PCA-107 The Lab

3 credits

In this course, The Lab, students will practice the preparation of products aligned with Garde Manger, Breakfast, Butchery, and Short Order. Students will prepare a variety of soups, salads,



dressings, assorted cold platters, in addition to classic and specialty hot and cold sandwiches. Students will also learn basic butchery techniques, preparation of meats, poultry, and seafood associated to Garde Manger and Short Order.

**Prerequisite(s):**

- Acceptance into the program.

For more information visit our [timetable](#)

## PCA-108 The Café

3 credits

In The Café students will prepare products aligned with Garde Manger, Breakfast, Butchery, Short Order, while participating in the day-to-day foodservice operations of the Café. Students will prepare a variety of salads, dressings, assorted cold platters, classic and specialty hot and cold sandwiches, desserts and specialty non-alcoholic beverages.

**Prerequisite(s):**

- Acceptance into the program.

For more information visit our [timetable](#)

## PCA-109 The Bistro

3 credits

In The Bistro students will prepare advanced products aligned with Garde Manger and Bistro culinary delights. While honing culinary skills students will participate in the day-to-day running of the Bistro in a formal foodservice setting. During Bistro service students will prepare a variety of soups, salads, dressings, assorted hot and cold dishes, complemented with desserts and beverages.

**Prerequisite(s):**

- Acceptance into the program.

For more information visit our [timetable](#)

# PCA-110 Culinary Co-op Education Work Term

3 credits

This course consists of paid employment in positions related to the student's program of study. Students learn to transfer their learning from the classroom and previous life/work experience to the Co-operative Education Work Term setting. The course provides an opportunity for students to apply their new skills, evaluate their employment goals and gain valuable employer contacts and references. The course involves students setting learning goals with their employers, and following through with ongoing assessments and assignments while being supported by College staff through onsite visit/s and reporting.

## **Prerequisite(s):**

- Acceptance into the program.

For more information visit our [timetable](#)

# PCA-200 Professional Cook 2

420 hours

In addition to continued training in menu planning, ordering and inventory, Professional Cook 2 students gain valuable human resource and leadership skills, and learn about cost management and front of house procedures. Your training will include soups, sauces, vegetables and vegetarian dishes, potatoes, pastas and farinaceous products, meats, poultry, fish and shellfish, dressings, condiments, and salads. You'll also learn about hors d'oeuvres and appetizers, presentation platters, pastries, yeast products, cakes and tortes

## **Prerequisite(s):**

- PCA100

For more information visit our [timetable](#)

# PCA-201 Occupational Skills and Industry Standards Intermediate

3 credits

This course will provide students with the opportunity to expand their food service and operational skills as required for industry. Instruction encompasses nutrition, menu planning and development, costing, inventory control, human resources, working in teams, effective communications, food service and front of house operations and industry best practices. Students will have the opportunity to demonstrate skills and core competencies in a working Café, Bistro and Restaurant.

**Prerequisite(s):**

- Acceptance into the program.

For more information visit our [timetable](#)

## PCA-202 Fine Dining Apps & Hors D'Oeuvres d'oeuvres

2 credits

Students will receive instruction on the principles of specialty appetizer and hors d'oeuvre preparation with instruction encompassing salads, dressings, condiments, accompaniments, and platter presentation. Students will engage in the preparation of elegant appetizers and hors d'oeuvres during their lab, and for special events and Café service.

**Prerequisite(s):**

- Acceptance into the program.

For more information visit our [timetable](#)

## PCA-203 Specialty Soups and Sauces

2 credits

In this course, students will further refine their skills and culinary techniques specific to soups and sauces as they learn to cater to a diverse customer base. Students will learn of ingredients, principles, and methods essential to the production of specialty soups and sauces.

**Prerequisite(s):**

- Acceptance into the program.

For more information visit our [timetable](#)

## PCA-204 Vegetables, Starches, and Fresh Pasta

2 credits

Students will receive instruction on advanced techniques of vegetable selection, storing and preparation. Students will be introduced to regional specialty products which may complement planned menus and may be well suited to vegetarian meal planning and preparation. Instruction also includes fresh stuffed pasta.

### **Prerequisite(s):**

- Acceptance into the program.

For more information visit our [timetable](#)

## PCA-205 Protein Cookery Intermediate

2 credits

This course includes instruction on advanced techniques in preparation of specialty meats, poultry, and seafood. Students will learn of essential techniques specific to cleaning, deboning, and cutting beef, pork, lamb, poultry, and seafood.

### **Prerequisite(s):**

- Acceptance into the program.

For more information visit our [timetable](#)

## PCA-206 Fine Dining Desserts and Breads

2 credits

This course provides students with theoretical skills required to advance core culinary competencies associated with the preparation of bread, yeast dough products, puff pastry, choux paste, meringue production and more. Students will showcase their skills through dessert and bread production associated with the Café, Bistro and Restaurant.

**Prerequisite(s):**

- Acceptance into the program.

For more information visit our [timetable](#)

## PCA-207 Regional Products and Procurements

1.5 credits

In this course students will be introduced to regional products while identifying local sources for produce and protein to include a range of vegetables, cheeses, meats, and seafood. Students will gain knowledge of the benefits of accessing regionally-based products and the impact on food quality and production whilst reviewing the value of regional based purchasing in support of the regional economy. Students will participate in field trips to regional farms while learning procurement processes.

**Prerequisite(s):**

- Acceptance into the program.

For more information visit our [timetable](#)

## PCA-208 Front of House And Technology

2 credits

Students will learn common types and service styles of table settings, front-of-house best practices, and service procedures specific to wines and spirits.

**Prerequisite(s):**

- Acceptance into the program.

For more information visit our [timetable](#)

## PCA-209 The Restaurant

3 credits

Working in a team environment students will be responsible for the back-of-house preparation of fine dining meals for The Restaurant to encompass an array of specialty menus comprised of fine

dining appetizers, salads, soups, sauces, vegetables, starches, proteins, and desserts. Students will also be responsible for front-of-house service while continuously applying their skills in The Restaurant as they refine their food service and quality management skills.

**Prerequisite(s):**

- Acceptance into the program.

For more information visit our [timetable](#)

## PCA-300 Professional Cook 3

180 hours

During Professional Cook 3 training you will be prepared to write the Inter-Provincial (Red Seal) examination. During your studies you'll learn advanced production procedures, menu planning, and sanitary standards. You'll also gain greater confidence in cost management, human resources and leadership. You will also study advanced meat, poultry, fish and shellfish preparations, sauces, dressings, presentations, pates, terrines, charcuterie, desserts, cakes, tortes, frozen desserts, chocolate, sugar, garnishes and beverages.

**Prerequisite(s):**

- PCA 200

For more information visit our [timetable](#)

## PCK-100 Cooking Fundamentals

358 hrs

Learn the basic skills of cooking to prepare you for an entry level position in the food service industry, or prepare your skills for the Professional Cook program. Explore food safety and sanitation, as well as fundamental skills in preparing and cooking food such as: stocks, soups, vegetables, salads, sandwiches, meat, poultry and baked goods.

**Prerequisite(s):**

- Admission into the Prep Cook Program

For more information visit our [timetable](#)

# PHI-100 Introductory Philosophy: Knowledge & Reality

3 hours lecture, 3 credits

An introduction to selected problems in the philosophy of religion, metaphysics (theory of reality), and epistemology (theory of knowledge). Topics include the existence of God; the nature of mind and its relation to body; computers and consciousness; personal identity and mortality; freewill and determinism; the nature and sources of knowledge; and the justification of scientific beliefs.

## Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing. PHI 100 may be taken before or after PHI 101.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](http://BCTransferGuide.ca)

# PHI-101 Introductory Philosophy: Values & Society

3 hours lecture, 3 credits

An introduction to selected problems in philosophical ethics and social-political philosophy. Topics include the relativity or objectivity of values; egoism and altruism; the nature of right and wrong action; classical and contemporary ethical theories; applied ethical problems; the nature of justice; the relation between individuals and society; and approaches to the meaning of life.

## Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing. PHI 101 may be taken before or after PHI 100.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](http://BCTransferGuide.ca)

# PHI-150 Critical Thinking

3 hours lecture, 3 credits

The course is designed to improve a fundamental ability needed for success in any discipline: the ability to think critically. The focus is on acquiring and sharpening the skills required for identifying, analyzing, and evaluating arguments. The emphasis is on reading and responding to a variety of real academic texts from across the curriculum. No specialized knowledge is presupposed. The course should make students more careful readers and more cogent writers.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## PHI-211 Philosophies of Existence

3 hours lecture, 3 credits

An examination of the 19th-century forerunners of contemporary existentialism, concentrating principally on the themes and methods of theistic and atheistic existential thought that emerge in the writings of Dostoevsky, Kierkegaard, and Nietzsche. The course is organized around various attempts to reinterpret the Judeo-Christian God. Particular attention will be paid to how and why existential thinkers have set themselves in opposition to the mainstream philosophical tradition.

**Prerequisite(s):**

- C in any first or second year Philosophy course, or instructor permission

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## PHI-220 Philosophy of Love and Sex

3 hours lecture, 3 credits

An exploration of conceptual and normative issues in the areas of human love and sex. The course examines classical works of philosophy in an effort to understand the changing significance of intimate human relationships in Western history. The aim is to recognize and



critically reflect on traces of these historical ideas in our contemporary views about love and sex. Topics include desire, romance, identity, repression, perversion, and power.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## PHI-230 Contemporary Moral Issues

3 hours lecture, 3 credits

An examination of moral and social issues facing the contemporary world. Topics include animal and environmental ethics; conception and death in the medical context; hate literature and pornography; the ethics of violence. The principal aim is to teach students to think critically about their own views. To this end, philosophical attempts to apply various moral theories to these concrete problems will be assessed.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## PHI-240 Philosophy of Art

3 hours lecture, 3 credits

An introduction to philosophical attempts to understand the nature and value of art. The course surveys influential Western theories of art from the ancient to the contemporary period. Issues discussed include attempts to define art, the social value of art, censorship, the nature of aesthetic experience, artistic creativity, problems surrounding interpretation, and the relation of art to political and gender issues.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## PHI-260 Business Ethics

3 hours lecture, 3 credits

An examination of ethical issues arising in the contemporary business context. A number of classical ethical theories are introduced and applied to a variety of concrete problems such as whistle-blowing, product safety, employee rights, discrimination, international business, the environment, and investing. Emphasis is on mastery of the key ethical concepts and their application to real-life situations.

### Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## PHY-050 College Preparatory Physics I

4 hours lecture + 2 hours lab, or distance (D) with attendance at a Campus lab required, 3 credits

College Preparatory Physics I is designed to provide students with the equivalent of ABE Advanced Level Physics or 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.

### Prerequisite(s):

- C in one of Principles of Math 11, Foundations of Math 11, Pre Calculus 11, MAT 046 or MAT 053 preferred; however, students may take this course with a C+ in one of Principles of Math 10, Foundations of Math 10 or MAT 033/034.
- Take PHY-050L

For more information visit our [timetable](#)

# PHY-060 College Preparatory Physics II

4 hours lecture + 2 hours lab, or distance (D) with attendance at a Campus lab required, or online, 3 credits

College Preparatory Physics II is designed to provide students with the equivalent of ABE Provincial Level Physics or 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.

## Prerequisite(s):

- C in one of Principles of Math 11 (Algebra), Pre Calculus 11 or MAT 053. MAT 060 recommended to be taken concurrently.
- C in PHY 050 or Physics 11.
- Take PHY-060L

For more information visit our [timetable](#)

# PHY-100 Introduction to Physics I

3 hours lecture + 3 hours lab, or Web-Based Distance, 3 credits

Introduction to Physics I and II are first year algebra-based courses. They are designed for those students that have a relatively weak background in physics. PHY 100 includes vectors, and scalars, kinematics, dynamics, energy, momentum, rotational motion, thermodynamics, fluids and wave motion. Laboratory work illustrates theoretical concepts and develops laboratory skills and techniques.

## Prerequisite(s):

- C in Physics 11 or PHY 050.
- C+ in one of Principles of Math 12, Pre Calculus 12, MAT 060 or MAT 067.  
Corequisite(s): MAT 102 or MAT 181 (MAT 181 is recommended for most students; however, students continuing on to life sciences at the University of Victoria could take MAT 102).
- PHY-100L

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# PHY-101 Introduction to Physics II

3 hours lecture + 3 hours lab, or Web-Based Distance, 3 credits

This is the second of the Introduction to Physics courses. PHY 101 includes light and optics, electricity and magnetism, and special relativity. Laboratory work is used to reinforce theoretical concepts and develop laboratory skills and concepts.

## Prerequisite(s):

- C in PHY 100.
- Corequisite(s): MAT 151 or MAT 182 (MAT 182 is recommended for most students; however, students continuing on to life sciences at the University of Victoria could take MAT 151).
- Take PHY-101L

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# PHY-120 Principles of Physics I

3 hours lecture + 3 hours lab, 3 credits

Principles of Physics I and II are first year university level (calculus based) foundation courses in physics designed as essential prerequisites to further courses in the physical sciences. PHY 120 includes statics, kinematics and dynamics of particles and rigid bodies; conservation of energy and momentum; vibration, waves, and sound; heat and thermodynamics. This course includes extensive laboratory work intended to illustrate theoretical concepts and to develop laboratory skills.

## Prerequisite(s):

- C+ in Physics in 12 or PHY 060.
- C+ in Physics 12 or PHY 060; C+ in one of Principles of Math 12, PreCalculus 12, MAT 060 or MAT 067.
- Corequisite: MAT 181 must be taken concurrently, if not already completed.
- PHY-120L

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# PHY-121 Principles of Physics II

3 hours lecture + 3 hours lab, 3 credits

Principles of Physics I and II are first year university level (calculus based) foundation courses in physics designed as essential prerequisites to further courses in the physical sciences. PHY 121 includes electricity and magnetism, light, optics and modern physics. This course includes extensive laboratory work intended to illustrate theoretical concepts and to develop laboratory skills.

## Prerequisite(s):

- C in PHY 120
- C in MAT 181
- MAT 182 must be taken concurrently, if not already completed

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# PHY-141 Mechanics I (Statics)

3 hours lecture, 1.5 hours tutorial, 3 credits

This course is an introduction to engineering mechanics for students planning to transfer into a University engineering program. The course introduces a methodology for analysis of forces and moments acting on, or within, rigid bodies, structures and machines that are in static equilibrium. Topics include conditions of equilibrium and applications to particles and rigid bodies; analysis of structures, including beams, trusses and arches; bending moment and shear force diagrams for beams; dry friction.

## Prerequisite(s):

- C in MAT 181 and MAT 133.
- Corequisite: MAT 182.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# PHY-170 Engineering Mechanics 1: Statics and Dynamics

3 hours lecture, 1.5 hours tutorial, 3 credits

This course is an introduction to engineering mechanics for students planning to transfer into engineering at UBC. Students will study the statics, kinematics and dynamics of particles and rigid bodies. They will apply vector analysis to three-dimensional static-equilibrium problems, and differential and integral calculus to dynamics problems, as well as make use of Newton's laws and the concepts of impulse, momentum, work and energy. Students will focus on the analysis of practical mechanics problems in two and three dimensions.

**Prerequisite(s):**

- C in MAT 181 and MAT 133.
- Corequisite: MAT-182.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## PNS-111 Professional Practice 1

Lecture, 1.5 credits

This theory course introduces the profession of practical nursing. Legislation that informs PN practice within British Columbia will be introduced. The history of nursing and specifically, the evolution of Practical Nursing within the Canadian health care system will be discussed. The philosophy and foundational concepts of the provincial Practical Nursing Program are explored.

**Prerequisite(s):**

- Admission to the Practical Nursing Diploma Program

For more information visit our [timetable](#)

## PNS-112 Health Promotion 1

Lecture, 2 credits

This course introduces the learner to the concepts of health promotion, discusses the determinants of health inequities and develops a beginning knowledge of normal growth and development.

**Prerequisite(s):**

- Admission to the Practical Nursing Diploma Program

For more information visit our [timetable](#)

## PNS-113 Health Promotion 1

Lecture, 2.5 credits

This introductory course provides the learner with the foundations of disease and illness across the lifespan. Learners will gain an understanding of pathophysiological alterations of body systems. Nursing management of disease and illness across the lifespan with an emphasis on interventions and treatment is also discussed. Cultural diversity in healing practices will be explored as well as the incorporation of evidenced informed practice.

### **Prerequisite(s):**

- Admission to the Practical Nursing Diploma Program

For more information visit our [timetable](#)

## PNS-114 Professional Communications 1

Lecture, 2 credits

This course provides learners with the foundational knowledge for caring and professional communication in nursing. It uses an experiential and self-reflective approach to develop self-awareness and interpersonal communication skills in the context of safe, competent, and collaborative nursing practice.

### **Prerequisite(s):**

- Admission to the Practical Nursing Diploma Program

For more information visit our [timetable](#)

## PNS-115 Pharmacology 1

Lecture, 2 credits

This introductory course examines the principles of pharmacology required to administer medications in a safe and professional manner. Medication administration requires the

application of the nursing process for clinical decision-making. Various routes of medication administration are introduced and complementary, Indigenous, alternative remedies, and polypharmacy across the lifespan are also explored.

**Prerequisite(s):**

- Admission to the Practical Nursing Diploma Program

For more information visit our [timetable](#)

## PNS-116 Integrated Nursing Practice 1

Lecture + Lab, 4 credits

This course emphasizes the art and science of nursing, focusing on the development of basic nursing care and assessment. Learners will apply nursing knowledge through the practice of clinical decision-making, nursing assessment skills, and nursing interventions aimed at the promotion of health, independence, and comfort. Classroom, laboratory, simulation, and other practice experiences will assist learners to integrate theory from other Level One courses.

**Prerequisite(s):**

- Admission to the Practical Nursing Diploma Program

For more information visit our [timetable](#)

## PNS-117 Consolidated Practice Experience 1

Clinical Practice, 2 credits

This first clinical experience provides the learner with an opportunity to integrate theory from level one coursework into practice. Learners will gain experience in various settings with a focus on the healthy adult client. Learning the role of the Practical Nurse, personal care skills, organization of care, focused assessment, beginning medication administration and professional communication are emphasized in this course.

For more information visit our [timetable](#)

## PNS-121 Professional Practice 2

Lecture, 1.5 credits



This course examines the legislation influencing PN practice with clients experiencing chronic illness and those in residential care settings. Specific professional issues such as responsibility, accountability, ethical practice, and leadership relevant to the PN role in residential care will be explored. Critical thinking and decision making specific to the care of the chronically ill and inter-professional practice will also be addressed.

**Prerequisite(s):**

- Successful completion of PNS Level 1 Courses

For more information visit our [timetable](#)

## PNS-122 Health Promotion 2

Lecture, 2 credits

This course focuses on health promotion as it relates to the aging process. Health promotion activities are aimed at supporting clients in maintaining their health. The concepts of health promotion, physical and mental wellness, normal aging changes and continued independence are examined.

**Prerequisite(s):**

- Successful completion of PNS Level 1 Courses

For more information visit our [timetable](#)

## PNS-123 Variations in Health 2

Lecture, 3 credits

This course will increase the learner's understanding of pathophysiology as it relates to the ageing process and selected chronic illness. The main focus of this course is on the care of the older adult experiencing a health challenge. Cultural diversity in healing practices will be explored as well as evidence informed research and practice.

**Prerequisite(s):**

- Successful completion of PNS Level 1 Courses

For more information visit our [timetable](#)

## PNS-124 Professional Communications 2

Lecture, 2 credits

This course provides the learner with an opportunity to develop professional communication skills with the older adult, and clients requiring end of life care. Interprofessional communication is further developed.

### **Prerequisite(s):**

- Successful completion of PNS Level 1 Courses

For more information visit our [timetable](#)

## PNS-125 Pharmacology 2

Lecture, 2 credits

This course builds on Pharmacology 1 to increase the learner's understanding of pharmacotherapeutics prescribed for variations in health to clients across the lifespan.

### **Prerequisite(s):**

- Successful completion of PNS Level 1 Courses

For more information visit our [timetable](#)

## PNS-126 Integrated Nursing Practice 2

Lecture + Lab, 5 credits

This practical course builds on the foundation of Level One and emphasizes the development of clinical decision-making, nursing assessments, and interventions to promote the health of older adults. Classroom, laboratory, simulation, and other practice experiences will help learners to integrate theory from Level One and Level Two courses to provide safe, competent, and ethical nursing care with older adults.

### **Prerequisite(s):**

- Successful completion of PNS Level 1 Courses

For more information visit our [timetable](#)

## PNS-127 Consolidated Practice Experience 2

Clinical Practice, 3 credits

The focus is on the ageing adult and clients experiencing chronic illness. The learner will encounter clients with more complex health challenges requiring comprehensive health assessment, medication administration and chronic wound management. This faculty supervised experience is 120 hours in Residential or Complex Care

For more information visit our [timetable](#)

## PNS-231 Professional Practice 3

Lecture, 1.5 credits

This course integrates the concepts from previous professional practice courses and introduces the learner to practice in the community. The role of the practical nurse as leader is emphasized in interactions with clients, families and other health care providers.

### **Prerequisite(s):**

- Successful complete of PNS Level 2 courses

For more information visit our [timetable](#)

## PNS-232 Health Promotion 3

Lecture, 2 credits

This course is focused on health promotion as it relates to the continuum of care across the lifespan. Health promotion in the context of mental illness, physical and developmental disabilities and Maternal /Child health is highlighted. Normal growth and development from conception to middle adulthood is addressed.

### **Prerequisite(s):**

- Successful completion of PNS Level 2 Courses

For more information visit our [timetable](#)

## PNS-233 Variations in Health 3

Lecture, 3 credits

This course focuses on the continuum of care and the development of knowledge related to health challenges managed in the community setting. Pathophysiology and nursing management of clients requiring home health care, rehabilitation, and supportive services such as community living and disabilities will be explored. Cultural diversity in healing approaches will be explored as well as the incorporation of evidence informed research and practice.

### **Prerequisite(s):**

- Successful completion of PNS Level 2 Courses

For more information visit our [timetable](#)

## PNS-234 Professional Communications 3

Lecture, 1.5 credits

This course focuses on specific professional communication skills used with clients and care providers across the lifespan requiring care in the community.

### **Prerequisite(s):**

- Successful completion of PNS Level 2 Courses

For more information visit our [timetable](#)

## PNS-236 Integrated Nursing Practice 3

Lecture + Lab, 4 credits

This practical course builds on the theory and practice from Level One and Level Two. Through classroom, laboratory, simulation, and other practice experiences, learners will continue to develop and practice comprehensive nursing assessment, planning and develop knowledge and interventions for clients experiencing multiple health challenges.

### **Prerequisite(s):**

- Successful completion of PNS Level 2 Courses

For more information visit our [timetable](#)

## PNS-237 Consolidated Practice Experience 3

Clinical Practice, 2 credits

This clinical experience will introduce learners to community practice and an opportunity to apply and adapt knowledge gained in level 1, 2, and 3 within a continuum of care for clients across the lifespan. The focus is on the role of the Practical Nurse within a continuum of care in a variety of community settings. The continuum of care will provide the learner with an opportunity to integrate and apply previous knowledge in community based settings including home health care, rehabilitation agencies, and supportive services such as community living and disabilities. This is a faculty supervised or monitored experience.

For more information visit our [timetable](#)

## PNS-241 Professional Practice 4

Lecture, 1.5 credits

This course is intended to prepare the learner for the role of the practical nurse in managing clients with acute presentation of illness. Legislation influencing PN practice, specific professional practice issues and ethical practice pertinent to PN practice in acute care environments will be explored. Practice issues that occur across the lifespan will be considered. Collaborative practice with other health care team members and specifically the working partnership with RN's in the acute care setting will be explored.

### **Prerequisite(s):**

- Successful complete of PNS Level 3 courses

For more information visit our [timetable](#)

## PNS-242 Health Promotion 4

Lecture, 1.5 credits

This course focuses on health promotion for the client experiencing an acute exacerbation of chronic illness or an acute episode of illness. Learners will focus on preparing clients for discharge, through teaching and learning of health promoting strategies.

**Prerequisite(s):**

- Successful completion of PNS Level 3 Courses

For more information visit our [timetable](#)

## PNS-243 Variations in Health 4

Lecture, 4 credits

This course will increase the learners understanding of pathophysiology as it relates to acute disease and illness for clients across the lifespan. The focus is on the care of the client experiencing acute illness including, nursing interventions and treatment options. Acute disease and illness often occurs in individuals with existing chronic illnesses - the implications of these complexities will be addressed. Cultural diversity in healing practices will be explored as well as evidenced informed research and practice.

**Prerequisite(s):**

- Successful completion of PNS Level 3 Courses

For more information visit our [timetable](#)

## PNS-244 Professional Communications 4

Lecture, 1.5 credits

The focus of this course will be on the advancement of professional communication skills for the practical nurse within the acute care setting with clients across the lifespan. The practice of collaboration with health care team members and clients will be further developed.

**Prerequisite(s):**

- Successful completion of PNS Level 3 Courses

For more information visit our [timetable](#)

## PNS-246 Integrated Nursing Practice 4

Lecture + Lab, 4 credits

This practical course emphasizes the development of nursing skills aimed at promoting health and healing with individuals experiencing acute health challenges across the lifespan. Classroom, laboratory, simulation, and integrated practice experiences will help learners build on theory and practice from Levels One, Two, and Three to integrate new knowledge and skills relevant to the acute care setting.

**Prerequisite(s):**

- Successful completion of PNS Level 3 Courses

For more information visit our [timetable](#)

## PNS-247 Consolidation Practice Experience 4

Clinical Practice, 5 credits

This clinical experience provides learners with the opportunity to integrate theory from all levels into the role of the practical nurse in the acute care setting and other clinical areas as appropriate. This is a faculty supervised experience.

For more information visit our [timetable](#)

## PNS-248 Transition of Final Practice Experience

.5 credits

Transition to Preceptorship will prepare the learner for the final practice experience. A combination of faculty led simulation experiences and self directed learning will provide the learner with increased competence and confidence in their final practice experience.

**Prerequisite(s):**

- Successful completion of Level 4

For more information visit our [timetable](#)

## PNS-249 Final Practice Experience

Clinical Practice, 3.5 credits

This faculty monitored experience may occur through a variety of practice experience models, including the preceptorship model, under the immediate supervision of a single, fully qualified and experienced LPN or RN or RPN and/or within the context of a collaborative learning environment as a participating team member.

**Prerequisite(s):**

- Successful completion of all PNS Level 4 Courses and PNS 248

For more information visit our [timetable](#)

## POL-119 Canadian Politics

3 hours lecture, 3 credits

An introduction to the study of Canadian politics at the federal and provincial levels. This course will introduce students to Canadian political cultures and ideologies; political socialization and participation; political parties; the electoral process; leadership issues; interest group articulation and the role of the mass media.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## POL-151 Law And Politics

3 hours lecture, 3 credits

This course is designed to provide an introduction to law, politics, public policy and the administration of justice in Canada. The study of the judicial system as a branch of government will be emphasized. The course will examine key provisions of the Canadian Charter of Rights and Freedoms as interpreted by the courts, with a particular focus upon those cases most directly connected to the administration of justice.

**Prerequisite(s):**



- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## POL-203 International Relations

3 hours lecture, 3 credits

An introductory course designed to acquaint students with some of the fundamental concepts, theories, perspectives and debates in the International Relations field. Topics will include such issues as international security (war, peace, military force; international organizations, international law and human rights; North-South politics; global environment crises; and the growth of a global political economy. Although it is not a course in current affairs per se, integration of contemporary world events and issues will be used to enhance critical understanding.

### **Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## PPF-101 Use Safe Work Practices

48 hours lecture and 112 hours shop

This course introduces students to the common construction-related hazards in the plumbing and piping trades. Students will learn how to apply Worksafe regulations and demonstrate correct safe work procedures during practical assessment.

### **Prerequisite(s):**

- Admission to Plumbing and Piping Foundation Program

For more information visit our [timetable](#)

## PPF-102 Use of Tools & Equipment

95 hours lecture and 115 hours shop

This course introduces students to the common piping trade tools and equipment. Students will be taught how to select the correct tool for given tasks, safely use and maintain tools, and demonstrate the correct use of tools and equipment during practical assessments.

**Prerequisite(s):**

- Admission to Plumbing and Piping Foundation Program

For more information visit our [timetable](#)

## PPF-103 Organize Work

203 hours lecture & 49 hours shop

**Prerequisite(s):**

- Admission to Plumbing and Piping Foundation Program

For more information visit our [timetable](#)

## PPF-104 Prepare & Assemble Plumbing Components

48 hours lecture and 84 hours shop

This course introduces students to all the common piping system materials used on the job. Students will learn the advantages and limitations of the various fittings and the pipe, valves, and support systems for pipe installations. Students will also learn installation methods during their practical assignments.

**Prerequisite(s):**

- Admission to Plumbing and Piping Foundation Program

For more information visit our [timetable](#)

## PSY-130 Introductory Psychology I

3 hours lecture, or distance (D), 3 credits

The course covers the following topics: research methods; biological bases of behaviour; consciousness; nature, nurture and diversity; development; sensation and perception; learning; and memory. Students are introduced to relevant psychological principles, theories and research findings, and are encouraged to develop an appreciation of the value of psychological research.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## PSY-131 Introductory Psychology II

3 hours lecture, or distance (D), 3 credits

The course covers the following topics: research methods; thinking and language; intelligence; what drives us; emotions, stress and health; social psychology; personality; psychological disorders; therapy. Students are introduced to relevant psychological principles, theories and research findings, and are encouraged to develop an appreciation of the value of psychological research.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing. PSY 130 is not a prerequisite.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## PSY-202 Health Psychology

3 hours lecture, 3 credits

This course studies a variety of factors involving health and illness from a bio-psychosocial perspective. Topics include behaviours that affect health such as diet, exercise, stress and substance abuse. The impact of chronic and acute illness on the individual and the social support systems are also covered.

**Prerequisite(s):**

- C+ in 1st year English and PSY 130 & 131

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## PSY-204 Research Methods in Psychology

3 hours lecture, 3 credits

PSY 204 provides an introduction to basic research techniques in psychology; emphasis on the conceptual rather than the statistical rationale underlying various research strategies. Areas include the nature of variables, types of measurement, how to generate and test hypotheses, types of validity, and how to interpret and report results. Laboratory exercises and class demonstrations on the processes involved in conducting empirical research. Research process (theory, models, hypotheses, predictions); research ethics; experimental methods; non-experimental methods; validity; reliability; sampling; descriptive statistics; central tendency; variability; inferential statistics; and experimental design.

**Prerequisite(s):**

- C+ in PSY 130 & PSY 131

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## PSY-215 Biological Psychology

3 hours lecture, 3 credits

An introduction to the biological bases of behaviour and mental functioning. Topics include neural structure, neural communication, motor and sensory processes, brain structure and function, rhythms and sleep, and regulation of internal body states. The biological basis for emotions, learning, and memory will be covered.

**Prerequisite(s):**

- PSY 130 & PSY 131 with minimum Grade C or an introductory college level biology course is strongly recommended but not required.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## PSY-218 Intro to Data Analysis in Psychology

3 hours lecture, 3 credits

The course is an introduction to quantitative data analysis. Both descriptive and inferential statistical techniques will be explored. Students will be introduced to probability theory as well as hypothesis testing. Students will be given a conceptual and practical understanding of data analysis techniques used in experimental research psychology.

### Prerequisite(s):

- C in one of Principles of Math 11, Applications of Math 12, Foundations of Math 11, Pre-Calculus 11 or MAT 053; or math assessment.
- C in one of PSY 204, CRM 220, or SOC 220.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## PSY-235 Abnormal Psychology

3 hours lecture, or distance (D), 3 credits

The course covers selected disorders listed in the current version of the Diagnostic and Statistical Manual of Mental Disorders (DSM), focusing on the nature of each disorder, biopsychosocial explanations of each disorder, and relevant treatments. Legal and ethical issues are also addressed. Students are introduced to relevant psychological theories and research findings, and are encouraged to develop an appreciation of the value of psychological research.

### Prerequisite(s):

- PSY 130 & 131 Minimum Grade C

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## PSY-250 Human Development From Conception Through Childhood

3 hours lecture, 3 credits

This course provides an overview of child development up to, but not including adolescence. The impact of genetics and environment, major theories of human development, methods for studying child development, cultural diversity, and development in the physical, cognitive, emotional and social spheres are included.

**Prerequisite(s):**

- PSY 130 & 131 Minimum grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## PSY-251 Human Development From Adolescence Through Adulthood

3 hours lecture, 3 credits

This course provides an overview of human development from adolescence through old age. Topics include the impact of genetics and environment, development in adolescence and adulthood, cultural diversity, change and development in the physical, cognitive, emotional and social spheres, and death, dying and grieving.

**Prerequisite(s):**

- PSY 130 & PSY 131. Students may take PSY 251 without PSY 250 but must read Chapters 1 and 2 in the text before starting PSY 251 Minimum grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## PSY-260 Psychological Explanations of Criminal and Deviant Behaviour

3 hours lecture, 3 credits

The course introduces psychological perspectives on criminal behaviour, emphasizing theoretical and developmental issues, before considering specific crimes (e.g., white collar, domestic

violence), and specific offender populations (e.g., sexual offenders, mentally disordered offenders). Students are introduced to relevant theories and research findings, and are encouraged to develop an appreciation of the value of psychological research. CRM 101, PSY 130 and PSY 131 are recommended.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## PYR-010 Basic Payroll

Learn all aspects of payroll including setting up and calculating payroll, benefits and deductions, T-4 forms, the implications of the Employment Standards Act, and Records of Employment. Emphasis is on practical skills. This course is beneficial for those in administrative positions or business owner/operators. Required: Previous bookkeeping knowledge.

For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

## ROC-010 Restricted Operator Certificate- Aeronautical (Roc-A)

This 7 hour course will prepare you for the Department of Communications examination for the Restricted Operator Certificate - Aeronautical (ROC-A).

For more information visit our [timetable](#)

## SCR-010 Screen Printing Basics

14 hours

Learn and apply the basic steps in the screen printing process, making films and photo-stencils, mixing inks, setting up and printing simple jobs on paper, textiles and other materials.

Participants will apply their learning through the completion of an in-class print project under the guidance of the instructor. Note: Request a supply list at time of registration.

For more information visit our [timetable](#)

## SCR-011 Screen Printing - Posters

16 hours

This course is designed to provide an applied introduction to the production of a multi-colour poster. Participants will be introduced to film making, multi-colour registration, printing fine detail, plus a variety of production skills designed to increase confidence as a screen printer. The course includes an applied project providing participants with the opportunity to complete a production run of a multi-colour poster. Note: Request a supply list.

For more information visit our [timetable](#)

## SCR-012 Screen Printing - T-Shirt And Textiles

14 hours

Building on skills from the Screen Printing Basics course, individuals interested in printing shirts or textiles can take a fabric oriented course. Learn to design for T-shirts, mesh selection, stencil-making for durability and preregistration, colour mixing & ink types, printing on a carousel and step and repeat techniques. Participants will be encouraged to complete production runs of prototype products. Note: Request a supply list at time of registration.

### **Prerequisite(s):**

- Screen Printing Basics is recommended.

For more information visit our [timetable](#)

## SOC-110 Introduction to Sociology I

3 hours lecture or online, 3 credits

Introduction to Sociology I introduces the student to some of the major concepts and issues in the discipline of sociology, including culture, socialization, deviance, gender, suicide and discrimination. The course is designed to encourage the student to think more deeply about the relationship between personal troubles and public issues.



**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or assessment.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## SOC-111 Introduction to Sociology II

3 hours lecture, or online, 3 credits

SOC 111 is the second course in a full 1st-year university level introductory sociology course. It addresses specific social institutions such as the family and education, work and politics as well as social problems such as social change and inequality. The course is based on a critical evaluation of the major institutions of modern capitalism.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing. SOC 110 strongly recommended

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## SOC-130 First Nations Sociology

3 hours lecture, 3 credits

First Nations Sociology 130 introduces the student to some of the major concepts and issues in the discipline of Sociology through a unique and significantly different format. Within the course content we will address such complex issues as Cultural Racism / Socialization, Inequality & Stratification, and Racism in the Mass Media. Your instructors will collaborate to present an interactive and thought-provoking course through a balance of Western Sociological and Aboriginal perspectives. This course is designed to encourage students to think inter-culturally, beyond their own World View.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or placement testing.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## SOC-210 Sociology of Race, Ethnicity & Nation

3 hours lecture, 3 credits

This course provides a critical examination of the relations between ethnic groups and cultures emphasizing discrimination, the dynamics of global inequality, racism, colonialism and imperialism, assimilation and anti-racist resistance. The emphasis of the course may vary to respond to contemporary issues, although the experience of the racialized peoples and indigenous peoples in Canada will remain a key focus. Students are encouraged to consider the Canadian experience in a global comparative context.

### **Prerequisite(s):**

- Take SOC-110, SOC-111, or ANT-150 Minimum grade C

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## SOC-220 Introduction to Sociological Research Methods

3 hours lecture, 3 credits

This course introduces the student to the full range of sociological research methods. Students will learn basic qualitative and quantitative techniques, how to design research projects, conduct field research and surveys, apply basic statistical techniques and how to write a research report.

### **Prerequisite(s):**

- C+ in SOC 110 and SOC 111.
- C+ in Principles of Math 11 or Pre-Calculus 11 or equivalent.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

# SOC-230 Sociological Explanations of Crime & Deviance

3 hours lecture, 3 credits

This course surveys a full range of sociological perspectives on crime and deviance including the social disorganization perspective, functionalist and strain perspectives, subcultural and learning theories, interactionist and social control theories as well as conflict and critical theories.

## Prerequisite(s):

- C+ in SOC 110

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# SOC-240 The Sociology of Love and Sex

3 hours lecture, 3 credits

This course is designed to allow students to explore gender socialization, sexual orientation, the intersexed, courtship, marriage and other institutions based on our sexual relations including patriarchy, organizational arrangements and aspects of sexual relations and politics. The course explores 'normal' sex and sexuality, but also addresses many forms of sexual 'deviance'.

## Prerequisite(s):

- SOC 110 or 111 or instructor permission Minimum grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# SPN-100 Introductory Spanish I

4 hours lecture, or distance (D), 3 credits

Introductory Spanish I is a complete introductory Spanish program that provides the students with a solid foundation to communicate proficiently in Spanish as well as to function effectively within the culture in real life situations. Besides emphasizing language acquisition by providing a complete grammar scope, the content of Introductory Spanish I also presents important aspects

of culture, customs and values of the Spanish-speaking world providing students with a deeper insight into its diversity while exposing them to authentic language.

**Prerequisite(s):**

- None

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## SPN-101 Introductory Spanish II

4 hours lecture, or distance (D), 3 credits

Introductory Spanish II is a complete introductory Spanish program that provides the students with a solid foundation to communicate proficiently in Spanish as well as to function effectively within the culture in real life situations. Besides emphasizing language acquisition by providing a complete grammar scope, the content of also presents important aspects of culture, customs and values of the Spanish-speaking world providing students with a deeper insight into its diversity while exposing them to authentic language.

**Prerequisite(s):**

- SPN 100 Minimum grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## SPN-200 Intermediate Spanish I

3 hours lecture + 1 hour lab, 3 credits

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.

**Prerequisite(s):**

- C+ in SPN 101 or instructor determined equivalent.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## SPN-201 Intermediate Spanish II

3 hours lecture + 1 hour lab, 3 credits

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.

### Prerequisite(s):

- C+ in SPN 200

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## SSA-100 Introduction to the Solar System & Space Exploration

3 hours lecture + 3 hours lab, 3 credits

This is a multi-disciplinary lab science course that will introduce topics in astronomy and space science, including the Solar System and its planets, the space environment, gravitational theory, how to navigate the night sky, as well as current and future space explorations.

### Prerequisite(s):

- C in one of Provincial English 11, First Peoples English 11, or ENG 052. C+ in one of Principles of Math 11, Foundations of Math 11, Pre-Calculus, MAT 053 or MAT 055; or appropriate levels of Math and English placement testing.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## SSA-101 Introduction to Deep Space Astronomy

3 hours lecture + 3 hours lab, 3 credits

This is a lab science course that will introduce topics in deep space astronomy including: observational astronomy, stars and stellar evolution, galaxies and galactic evolution, neutron stars, black holes, gravitational waves, extra-solar planets, the Big Bang, dark matter, dark energy, and the possibility of life in the universe. This course will also explore related topics in physics and chemistry such as: light and the electromagnetic spectrum, optics, gravity, relativity, cosmology, and the origin of the chemical elements.

**Prerequisite(s):**

- C in one of Provincial English 11, First Peoples English 11, or ENG 052.
- C+ in one of Principles of Math 11, Foundations of Math 11, Pre-Calculus, MAT 053 or MAT 055; or appropriate levels of Math and English placement testing.
- Take SSA-101L;

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## SSW-120 Foundations of Social Service Practice

3 hours lecture, 3 credits

This course examines the theories and skills specific to the helping roles assumed by social service workers in non-metropolitan and rural communities. Topics include: assessment and case management, the community, natural helping systems and self-help groups, empowerment and change, and problem solving approaches for working effectively with people within a human service framework.

**Prerequisite(s):**

- Admission into the Social Services Diploma or Human Services Diploma or University Transfer students require a C+ or better in Grade 12 English or equivalent, instructor permission and a letter of intent.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## SSW-121 Interpersonal Communications

3 hours lecture, 3 credits

With a focus on developing effective communication skills in Human Service Work, this course will promote the students understanding of using communication for relationship development in a variety of Human Service settings, and as well, foster an enhancement of self-awareness and functioning in relationships with others.

**Prerequisite(s):**

- Admission into the Social Services Diploma or EA/CS Certificate or University Transfer students require a C+ or better in Grade 12 English or equivalent, instructor permission and a letter of intent.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## SSW-122 Social Welfare in Canada

3 hours lecture, 3 credits

This course is an introduction to the history and development of social welfare policy in Canada with particular emphasis on British Columbia. Students also examine some current provincial and federal legislation relevant to income security, family and poverty.

**Prerequisite(s):**

- Admission to the Social Services Diploma or Human Services Diploma or University Transfer students require a C+ or better in Grade 12 English or equivalent, instructor permission and a letter of intent.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## SSW-123 Advanced Interpersonal Skills Practice

3 hours lecture, 3 credits

Building on the content of SSW 121, this course will continue to explore relationship based help in the Human Services using a strengths based approach to promote positive growth and change with individuals. Students will develop advanced communication strategies including skills

necessary to promote problem solving, working with difficult clients, and further student self-awareness as communicators.

**Prerequisite(s):**

- C minimum in SSW 121

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## SSW-150 Social Services Practice Experience I

30 hrs/week practicum placement for 7 weeks + 3 hr seminar/week, 5 credits

This 210 hour practicum completes the first year of Social Services training. This course enables the student to combine theory and practice in a social services work setting. Students must successfully complete this practicum at an employment readiness level in order to continue with the second year of the Social Services Diploma. As each practice placement site is unique and may require knowledge and skills specific to its mandate and client population, a contract of learning outcome expectations will be established at the beginning of the practice placement at a meeting between the student, the practice placement supervisor, and the classroom instructor. The student will be supported in her/his learning through weekly seminars.

**Prerequisite(s):**

- Admission to the Social Services diploma program; C minimum in all first year SSW diploma courses and co-requisite enrollment in winter theory courses.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## SSW-201 Family Relationships

3 hours lecture, 3 credits

This course provides an overview of the family experience in contemporary Canadian society. It provides a foundation which will assist the student in understanding and working with families or individuals within a family unit. Students will be introduced to various theories about family structure and function, stages of family development, impact of a rapidly changing society on families, problem situations, family relationships, and basic strategies for assisting families to



function using a strengths based approach that promotes psychological well-being. Further, students will explore the importance of family in their own and the lives of others and will appreciate how family experiences effect emottional and social functioning.

**Prerequisite(s):**

- SSW 150 or EA/CS Certificate or equivalent

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## SSW-203 Conflict Management

3 hours lecture, 3 credits

This course focuses on the development of communication skills for the purpose of effective mediation, negotiation and resolution of interpersonal conflict. Participants will be taught conflict theory and provided with the necessary information to be able to move forward into resolution. Coaching and role play opportunities are provided in order to experience success in this important area.

**Prerequisite(s):**

- SSW 150 or EA/CS Certificate or equivalent

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## SSW-204 Program Planning, Development And Implementation

3 hours lecture, 3 credits

This course introduces students to the methods and considerations in contemporary program development, planning, implementation and evaluation in human services. Various internal and external needs assessments, evaluation strategies and ethical issues will be explored. Research and evaluation are presented as integral service improvement strategies.

**Prerequisite(s):**

- SSW 150 or EA/CS Certificate or equivalent

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## SSW-205 Introduction to Group Work Practice

3 hours lecture, 3 credits

The Introduction to Group Work course explores various theoretical foundations and applied approaches to working with a variety of groups and populations. Effective group leadership will be examined along with a focus on relationships which effect group dynamics.

### **Prerequisite(s):**

- SSW 150 or EA/CS Certificate or equivalent

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## SSW-206 Self Care in Human Services

3 hours lecture, 3 credits

This course will focus on the importance of self care as a primary tool in the tool kit of the human service practitioner. Students will learn why burn out is such a large issue facing human service practitioners and identify and develop personalized self care strategies to identify and manage symptoms of burn out.

### **Prerequisite(s):**

- SSW 150 or EA/CS Certificate or equivalent

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## SSW-207 Law And Social Service

3 hours lecture, 3 credits

This course provides students with a beginning knowledge in the area of the law as it pertains to social service practice. The wide range of roles performed by social workers in helping and

advocacy requires social workers to have an increasing knowledge of the law especially regarding the legal implications of their actions. Further, this course will critically examine the role of law in our society and the myths and realities of concepts such as justice and equality as well as the implications for reform.

**Prerequisite(s):**

- SSW 150 or EA/CS Certificate or equivalent

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## SSW-208 Social Work Practice in Mental Health And Addictions

3 hours lecture, 3 credits

This course provides an introduction to the practice of social work with concurrent disordered populations.

**Prerequisite(s):**

- SSW 150 or EA/CS Certificate or equivalent

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## SSW-209 Contemporary Perspectives on Substance Abuse

3 hours lecture, 3 credits

This course prepares students to work with clients who have addictions problems. Skills and knowledge related to the management and understanding of addiction related problems and explores the biopsychosocial spiritual theory of addiction. Further, this course examines the transtheoretical model of change, history of substance abuse, pattern of use and the impact of addictions on society and selected populations.

**Prerequisite(s):**

- SSW 150 or EA/CS Certificate or equivalent

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## SSW-210 Community Development

3 hours lecture, 3 credits

This course focuses on the values and skills required for macro level community based human service practice. Students will examine and practice the application of approaches to social change with a focus on preventing, reducing, altering, or eliminating aspects of community life that hinder community development.

### **Prerequisite(s):**

- SSW 150 or EA/CS Certificate or equivalent

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## SSW-250 Advanced Practice Experience Social Services

30 hrs/week practicum & 3 hrs/week seminar for 8 weeks, 5 credits

It is expected that the student enrolling in SSW 250: Advanced Practice Experience in Social Services is proficient in basic social service worker skills and is ready to move to a more challenging experience. As each practice placement site is unique and may require knowledge and skills specific to its mandate and client population, a contract of learning outcome expectations will be established at the beginning of the practice placement at a meeting between the student, the practice placement supervisor, and the classroom instructor. The student will be supported in her/his learning through weekly seminars.

### **Prerequisite(s):**

- C minimum in all second year Social Services Diploma courses with co-requisite enrollment in all second year winter theory courses.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

# STS-101 Citing and Referencing Seminar Citing and Referencing Seminar

The focus of this seminar is Canadian post-secondary academic culture, in particular the expectations and rules of citation and reference. Students will acquire a better understanding of what constitutes plagiarism and cheating. They will learn the principles of proper documentation, and will apply these principles during the seminar while working on their academic assignments from other courses.

## Prerequisite(s):

- Student must be registered in post-secondary course/ program.

For more information visit our [timetable](#)

## TCS-010 Worldhost (Fundamentals)

6 hours

Worldhost was developed by the BC Ministry of Tourism and offers a fun workshop full of activity. Anyone whose job puts them face-to-face with the customer will benefit from Superhost and the communication tips offered.

For more information visit our [timetable](#)

## TCS-010 SuperHost Foundations of Service Quality

SuperHost introduces the principles of providing a quality service experience in the workplace and an understanding of the importance of exceptional customer service. You will learn about workplace communication, problem solving, customer and employer expectations, and more.

For more information visit our [timetable](#)

## TCS-011 Worldhost (Customers With Disabilities)

3 hours

WorldHost Training prepares individuals to provide effective customer service to specific target markets. It is critical to understand the service needs of today's emerging travel markets and maintain a customer care approach extending beyond cultural norms. This Worldhost workshop will help you understand how to deal with customers with disabilities.

For more information visit our [timetable](#)

## TFB-011 Serving It Right

3 hours

This is a mandatory provincial course for servers of alcoholic beverages.

### **Prerequisite(s):**

- Acceptance into a full-time Tourism Professional program (Students) wishing to take this course only should call 604-930-9770)

For more information visit our [timetable](#)

## TFS-010 FoodSafe Level I

8 hours

Obtain the necessary certification to work in the food service industry. This course covers important food safety and worker safety information including food borne illness, receiving and storing food, preparing food, serving food, cleaning and sanitizing. Certificates will be valid for 5 years from the date of issue. Note: Bring a packed lunch, beverage and government-issued picture ID to class.

For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

## TFS-030 MarketSafe

8 hours

MarketSafe is a food safety training program for farmers and producers who make, bake or grow products to sell at local farmers' markets, farm gates or other types of temporary food markets.

MarketSafe was developed by the BC FOODSAFE Secretariat in partnership with the BC Association of Farmers' Markets, and is supported by the Regional Health Authorities, the BC Centre for Disease Control, and the BC Ministry of Agriculture and Lands.

For more information visit our [timetable](#)

## TGA-100 Guiding Skills 1

3 credits

This course introduces tools for establishing and maintaining physical and psychological safety considerations for effective outdoor guiding leadership, and further prepares students with the practical skills specific to field training experiences and industry expectations for risk and trip management.

### **Prerequisite(s):**

- Admission to the Adventure Tourism Certificate Program

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## TGA-101 Interpretation Culture

3 credits

The Interpretation course introduces the principles and skills for providing quality interpretation programs. Through a variety of in-class and in-the-field experiences, students develop their own style of interpretation along with a broad understanding of the rich natural and cultural heritage of coastal British Columbia.

### **Prerequisite(s):**

- Admission to the Adventure Tourism Certificate Program

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## TGA-102 Wildlife Viewing

2 credits

This course is delivered in two parts, terrestrial and marine. The first half prepares students with the foundations for working as an assistant bear viewing guide through training course standards established by the Commercial Bear Viewing Association of BC (CBVABC) or equivalent, with an opportunity to achieve certification. The second half focuses on marine mammal viewing skills, knowledge, and regulations as promoted through the Marine Education and Research Society (MERS) or equivalent. This course builds on the foundations provided in TGA 101 Interpretation.

**Prerequisite(s):**

- Admission to the Adventure Guiding Certificate Program

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## TGA-103 Sea Kayaking 1

2 credits

This course introduces introductory skills and knowledge for sea kayak touring as a platform for further training and certification associated with becoming an instructor and/or guide in the sea kayaking industry. This prepares students with basic recreational paddling skills for organizing personal day trips and overnight outings and experiences in SKGABC Class 1 & 2 waters.

**Prerequisite(s):**

- Admission to the Adventure Tourism Certificate Program

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## TGA-104 River Rafting 1

2 credits

This course introduces skills and knowledge for commercial white water rafting as a platform for further training and certification associated with becoming a guide in the rafting industry. This prepares students with basic recreational paddling skills for organizing personal day trips and overnight outings on Class 1-3 rivers. Students will have the opportunity to achieve Swiftwater Rescue Technician certification.



**Prerequisite(s):**

- Admission to the Adventure Guiding Certificate Program

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## TGA-105 Canoeing

2 credits

The course is designed to develop tandem-paddling and tripping skills for flatwater and lake canoeing as per industry standards. This course provides a foundation for next pursuing instructor certification, and prepares students with a solid foundation for understanding and effectively managing these craft in camp and wilderness settings. Students are exposed to the rich history and modern use of canoes in Canada.

**Prerequisite(s):**

- Admission to the Adventure Tourism Certificate Program

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## TGA-106 Sea Kayaking 2

3 credits

This course advances learning from TGA 103 toward becoming an assistant sea kayaking guide on the rugged BC Coast. A multi-day expedition allows students to apply and refine guiding skills learned elsewhere in the AG program. This is an approved guide training course with the Sea Kayak Guides Alliance of BC (SKGABC).

**Prerequisite(s):**

- Admission to the Adventure Tourism Certificate Program

For more information visit our [timetable](#)

## TGA-107 Sailing

2 credits

This course introduces students to sailing and to the role of the crew and guide in providing an enjoyable and safe sailing trip. The course is structured to teach you the skills needed for safe day-cruising in familiar waters as both skipper and crew of a sloop-rigged keelboat of six to 10 meters in moderate wind and sea conditions. Successful participants will receive their Canadian Yachting Association Basic Cruising Standard or equivalent ISPA certification.

**Prerequisite(s):**

- Admission to the Adventure Tourism Certificate Program

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## TGA-108 Mountain Skills 1

2 credits

This course covers the basics of mountaineering from movement on snow, rock and ice to anchoring and belaying in all these mediums, glacier travel, route finding and much more. Recommend previous experience working with ropes, or having done Rock Skills 1.

**Prerequisite(s):**

- Admission to the Adventure Guiding Certificate Program

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## TGA-109 Winter Mountain Travel 1

2 credits

This field-focused course includes an introduction to avalanche awareness and winter mountain backcountry touring skills, including one night of winter camping. Students have the opportunity to achieve Avalanche Skills Training One (AST 1).

**Prerequisite(s):**

- Admission to the Adventure Guiding Certificate Program

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## TGA-110 Guiding Skills 2

3 credits

This course builds on the foundations of Guiding Skills 1 while further integrating leadership techniques and considerations with environmental and navigational considerations when planning and managing outdoor adventure activities to industry standards.

### **Prerequisite(s):**

- Admission to the Adventure Guiding Certificate Program

For more information visit our [timetable](#)

## TGA-111 Wilderness First Aid

2 credits

This course and certification is a core field requirement for most adventure tourism sectors and entry-level guide positions. This course includes CPR "C" and provides comprehensive training and certification for wilderness guides operating remote from immediate emergency medical assistance. Leadership and client pre-trip preparation with respect to contingency planning is emphasized.

### **Prerequisite(s):**

- Admission to the Adventure Guiding Certificate Program.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## TGA-112 Rock Skills 1

2 credits

This course covers rock climbing and lead climbing skills including movement on rock, belaying, rappelling, simple anchor building, complex anchors, using removable protection and advanced movement skills. Lead climbing skill development will include leading safe pitches

with protection placement and planning your ascents to station management, plus some self-rescue techniques. On completion of this course students will feel comfortable going top-rope climbing and beginning to lead climbs on their own in a consistent, safe and confidence inspiring manner.

**Prerequisite(s):**

- Admission to the Adventure Guiding Certificate Program

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## TGA-114 River Rafting 2

2 credits

This course builds on skills and knowledge attained in TGA 104. It will further train and certify students to work as a guide in the rafting industry. This prepares students with intermediate and advanced paddling skills for organizing personal and commercial day trips and overnight expeditions in Class 1-3 rivers. Students will have the opportunity to achieve British Columbia River Outfitters Association (BCROA) Guide certification.

**Prerequisite(s):**

- Admission to the Adventure Guiding Certificate Program and TGA 104.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## TGA-131 Field Specialty Option 1

2 credits, 40 hours

This course provides credits for field skills training and/or recognized industry certification specific to an adventure guiding related discipline as described in the BC Provincial Adventure Tourism Certificate Program Standardized Core Curriculum.

**Prerequisite(s):**

- Admission to the Adventure Guiding Certificate Program.

For more information visit our [timetable](#)

## TGA-132 Field Specialty Option 2

2 credits, 40 hours

This course provides credits for field skills training and/or recognized industry certification specific to an adventure guiding related discipline as described in the BC Provincial Adventure Tourism Certificate Program Standardized Core Curriculum.

### **Prerequisite(s):**

- Admission to the Adventure Guiding Certificate Program.

For more information visit our [timetable](#)

## TGA-700 Work Placement

1 credits

This is a two-week opportunity to show and refine abilities in a working environment while learning from seasoned professionals in the industry. In preparing for work placements, students receive guidance and feedback for fine-tuning resumes, and for ways of presenting yourself to prospective employers. Students will have the opportunity to work as an assistant guide or apprentice in a meaningful on-the-job experience

### **Prerequisite(s):**

- Admission to the Adventure Tourism Certificate Program

For more information visit our [timetable](#)

## THM-100 The Tourism Industry

3 credits

An introduction to the tourism industry and its role in the economy; its scale and impact, major sectors, tourism products in BC, development potential, language and terminology, industry structure and organization, revenue and costs in various sectors, case studies and applications. Students will learn key legal issues in the industry, and will identify educational and professional career path opportunities in various sectors in the province.

**Prerequisite(s):**

- C in one of Provincial English 12, NIC ENG 060, ENG 096, ENG 098 or ESL-090 or English assessment;

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## THM-107 Accommodating Your Guest

3 credits

In this course we explore the challenges of successfully accommodating our guests in a complex and changing set of tourism environments with ever increasing guest expectations of quality and comfort. Using hotel operations as a foundation we explore the needs of accommodating guests in various other contexts including resorts, cruise ships, B&B's, campgrounds, overnight tours and base camps. Using the "Guest Cycle" as our framework we then review the needs of the guest and their relationship with the accommodation provider before, during and after their stay. This includes the reservations process, check-in, interactions during the stay, accounting and billing, check-out and follow-up. As part of the course students are introduced to one or more scheduling/ rooming systems (Property Management Systems, PMS) used to assist in scheduling guest activities, rooming the guest, billing and guest history.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, ESL 090; or assessment.
- Completion of PREC-11 or Principles of Math 11; or C in Foundations of Math 11, Applications of Math 11 or MAT-033; or assessment.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## THM-108 Human Resource Management

3 credits

The key to the success of any tourism or hospitality organization is its ability to recruit and retain the right people at the right time. In Canada's current competitive labour market having the knowledge, skills and ability to maximize your human resources is critical for every manager. In

this course you will gain an understanding of the fundamental human resources theory and practices necessary to ensure you are maximizing the potential of your staff and your business. Course topics include employment standards, the employment relationship, human resource development as well as the process of recruiting, selecting, training and evaluation your workforce.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090; or english assessment.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## THM-112 Leadership and Management

3 credits

This course is a mix of theory and practical applications. Students will learn about the characteristics and dynamics of modern business organizations and the role of managers and leaders. The use of leadership and management theory, the development of management tools to achieve goals, and learning how to convey information effectively will provide the foundation of this course. The role of leaders and personal approaches to leadership will be explored as a starting point for the students' own leadership development.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098, or ESL 090; or English assessment.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## THM-119 Tourism & Hospitality - Yr 1 Field Trip

1 credit

This field trip is specifically designed to expose students to a wide variety of operational situations encountered in an urban four or five star rated accommodation property. Students are

required to stay at the property, to experience its daily operation, and to dine in a four or five star rated restaurant. In addition, students visit and tour 3 to 6 relevant urban businesses and services within the eight sectors of the tourism and hospitality industry. They are required to contrast these urban businesses and services with comparable regional/ local services and with the relevant tourism and hospitality theory studied in the classroom.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090; or assessment.

For more information visit our [timetable](#)

## THM-170 Food & Beverage Service

3 credits

This course focuses on the philosophy and psychology of service as well as the technical skills (or the mechanics) of service. Students will experience a combination of service theory reinforced by the actual practice of the concepts learned. Emphasis on the concept of customer relations, from its broadest perspective, and the ways it impacts on the customer and on the interpersonal skills needed to manage situations. Students will understand and appreciate the areas of service that are important and critical from a guest and management point of view.

**Prerequisite(s):**

- C in Applications of Math 11 or Foundations of Math 11, or B in Apprenticeship and Workplace Math 11, or successful completion of MAT-033, or completion of Principles of Math 11 or Pre-calculus 11, or assessment.
- C in one of Provincial English 12, English 12 First Peoples, ENG 096, ENG 098, or ESL 090; or English assessment.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## THM-175 Mixology & Oenology

3 credits

This course is a combination of theory, demonstration and practical experience in the classroom, bar lab and through field trips and guest speakers. The course includes general product & service



knowledge of alcoholic & non-alcoholic beverages. It also provides the students with the ability to prepare standard classic cocktail recipes, apply basic bar operating procedures, and learn skills to properly engage the guest at a beverage establishment. Students also increase their industry regulatory knowledge through a detailed understanding of responsible alcohol service - Serving It Right certification.

For more information visit our [timetable](#)

## THM-197 Co-operative Ed Internship Work Term

3 credits

This course gives students an opportunity to apply and extend academic knowledge and practical skills while employed with qualified co-op employers. The full-time five-month work experience is facilitated and supervised by the College and includes assignments, based on career development and the work experience, to meet individual educational goals and objectives. Students must complete Co-Operative Education Pre-Employment Seminar (EMP-100) in the Fall term as a prerequisite to this course which is scheduled in the spring term.

### **Prerequisite(s):**

- EMP 100 plus Completion of a minimum of 24 credits towards the Tourism and Hospitality Management Diploma.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## THM-201 Internal Controls

3 credits

This is an introductory course designed to provide an understanding of management's requirements for effective internal controls in the tourism and hospitality industry. Topics included are basic internal controls for prime costs and other operating expenses as well as revenues, pricing, break-even analysis, budgeting, standard and other types of costs and variances. This course will utilize spreadsheet software like EXCEL and a POS system like Squirrel.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090; or assessment.
- C in Foundations of Math 11, Applications of Math 11 or MAT-033; or completion of PREC-11 or Principles of Math 11; or assessment.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## THM-203 Convention & Special Events Management

3 credits

Topics you will cover in this course include the coordination of special events, programs, festivals and conferences, the development and implementation of action plans, and working with volunteers and the community. You will also gain an understanding of convention business, providing an understanding of the scope of the meetings, convention and incentive markets, what they look for, how to sell and how to manage them once on site.

**Prerequisite(s):**

- 15 credits in THM or BUS

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## THM-211 Sustainable Tourism Industry

3 credits

This specialized course provides an overview of the challenges facing tourism managers and operators in today's environmentally sensitive marketplace. We explore the relationship between tourism, recreation, and the management of tourism business in conjunction with the natural resources being utilized and the participants and managers of that resource. Industry, stakeholder, and government speakers representing their organizations' perspective will represent a large portion of the class.

**Prerequisite(s):**

- C in one of ENG 115, ENG 160 or ENG 117. May be taken as corequisites.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## THM-212 Tourism and Hospitality Law and Ethics

3 credits

This course deals with a summary of Canadian Law in general and specific areas applicable to the tourism and hospitality industry. Topics include sources of law, common law, statute law, forms of business, the sale of goods, human rights, working conditions, crime, labour relations, methods of securing debt, liquor, health and other licensing, sale of food, alcohol and non-alcoholic beverages, safety of guests and guest's property and environmental issues.

### Prerequisite(s):

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090; or English assessment.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## THM-215 Tourism & Hospitality Managerial Accounting

3 credits

This course is designed to provide an understanding of financial practices and information used by management in the tourism and hospitality industry. Topics included are financial analysis, working capital and cash-flow management, debt and equity financing, labour costs, forms of business, risk and insurance, income and other taxes, operational budgeting, capital budgeting, purchasing vs. leasing, pricing, R.O.I., investment decisions, contribution margin and breakeven analysis, feasibility studies and tax issues and planning. The course will expand on the use of computerized accounting software and spreadsheet software.

### Prerequisite(s):

- BUS 100

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## THM-219 Tourism & Hospitality - Year 2 Field Tri

75 hours lab/field trip + group work 3 credits

This specialized international field trip builds on student learning from the first and second year of the program by exposing students to a wide variety of Tourism and Hospitality operations in an international setting. Students are required to stay in and tour a four or five star rated accommodation property, dine in and tour a four or five star rated restaurant, and attend a theme event or performance. In addition, students visit and tour several relevant businesses and services within the eight sectors of the tourism and hospitality industry. They are required to contrast these businesses and services with comparable regional/local services and with the relevant tourism and hospitality theory studied in the classroom.

### **Prerequisite(s):**

- 15 credits in THM or BUS.

For more information visit our [timetable](#)

## THM-222 Entrepreneurship in Tourism

Lecture, 3 credits

This course deals with a broad range of business skills. Drawing on prior course knowledge from planning & research, business writing, marketing, accounting, human resources, and sales and promotion students will evaluate a new or existing business idea or concept and formulate a formal business plan for the concept. Topics cover the research, development and business planning for a tourism and hospitality related business. This course will also utilize a wide variety of Microsoft Office 2003 programs including word, excel, and publisher.

### **Prerequisite(s):**

- Completion of BUS 162, and one of BUS 100, BUS 112 or TRM 115.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## THM-225 Cross Cultural Tourism

3 credits

This course is aimed at increasing participant's awareness of and sensitivity toward their own and other cultures and challenging participants to view themselves as cultural beings. This course develops knowledge and demonstrable skills competence in cross-cultural settings and increases participant's knowledge of issues related to cultural sustainability within the context of tourism activity.

### **Prerequisite(s):**

- ENG 115, ENG 160 or ENG 117. May be taken as corequisites. Minimum Grade C

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## THM-238 Service Management and Operations

45 hrs, 3 credits

This Services Management and Operations course will explore the nature of services in general and the unique dynamics of Tourism, Hospitality and Recreation services in particular. A primary focus of this course will be on management's role in creating a quality customer service experience by developing a successful service delivery system.

### **Prerequisite(s):**

- C in one of ENG 160, ENG 115 or ENG 117; and THM 112 or BUS 150; or admission into the GLocal Tourism and Hospitality Advanced Certificate or Diploma.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## THM-250 International Hotel Management

3 credits

The scope of the international hospitality industry provides future managers with both opportunities and challenges. Students in this course will gain an appreciation of the complexities of managing and leading international operations - from how operations are structured to how culture impacts all facets of the business environment.

**Prerequisite(s):**

- ENG 160, ENG 115 or ENG 117 and THM 112 or BUS 150. Minimum grade C

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## THM-275 Food Fundamentals and Service

3 credits

This course is designed to expose students to the inner workings of a commercial kitchen. Students will develop basic cooking skills as well as learn the necessary safety and sanitation considerations that are key to a professional kitchen. In teams, students will have an opportunity to create menus that are both aesthetically pleasing as well as profitable and deliver on those menus in a public setting.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090; or assessment.
- Completion of Pre-Calculus 11 or Principles of Math 11; or C in one of Foundation of Math 11, Application of Math 11, or MAT 033; or assessment.
- Foodsafe Level 1

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## THM-276 Food & Beverage Management

3 credits

Food and Beverage (F&B) managers are responsible for coordinating and controlling F&B operations. The objectives are maximizing sales, profit, staff development and overall customer experience, while embracing social responsibility. Managing means designing organization's goals, nurturing teams that align with those and running the entire operating process. This course

will help to build the theoretical, practical skills and knowledge necessary to become an effective food and beverage manager. It also provides students with an opportunity to apply their learning in a student run dining room and/or special event.

**Prerequisite(s):**

- C in THM 170 or THM 175 or Admission into the Global Tourism and Hospitality Management Advanced Certificate or Admission into the Global Tourism and Hospitality Management Advanced Diploma

For more information visit our [timetable](#)

## THM-300 Global Tourism

3 hours lecture, 3 credits

Tourism is considered to be one of the world's largest industries with the potential to contribute significantly to the development of most economies. Given the pace of globalization, it is essential to understand how the global tourism system is evolving as stakeholders grapple with a wide range of opportunities, issues and constraints. Students will evaluate the policies, planning and processes needed to balance supply and demand while managing the economic, socio-cultural and environmental impacts of tourism on a destination. Through the examination of best practices of various international destinations, students will explore the tourism system and its sub-sectors including transportation, food and beverage, accommodation, attractions and entertainment.

**Prerequisite(s):**

- Admission into the Advanced Global Tourism and Hospitality Management Diploma/ Certificate or minimum 30 credits for non-program students. ENG 115, ENG 117 or ENG 160 must be taken in the first semester, if not already taken.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## THM-320 Directed Independent Studies in Tourism

3 credits

This course provides students with an opportunity to engage in independent research or study outside of the traditional classroom environment. Working under the supervision of a Tourism faculty member students can develop research skills and integrate theoretical knowledge with practical experience in an applied setting. Once a project has been agreed upon, the student is responsible for developing an independent work plan which will include timelines, outcomes that fall within criteria established by the Dept. and agreed upon evaluation tools. This course is unique in that students have the flexibility to pursue projects of personal interest or to participate in existing regional or international projects and receive credit for their work.

**Prerequisite(s):**

- Permission of the Department; Minimum of 15 credits in either the Tourism and Hospitality Management Diploma or Global Tourism and Hospitality Management Advanced Diploma; C in either ENG 115 Essay Writing and Critical Analysis or ENG 160 Effective Organization Writing.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## THM-340 Field School - Tourism

3 credits, 90 hours

Travel the world and earn credit towards your diploma at the same time. The field school will provide students with an opportunity to integrate classroom theory in a practical, field based setting. The theme and location of the field school will vary from year to year but the overall goal of gaining in depth knowledge of a particular facet of the tourism industry in an international setting will remain constant. Students will have an opportunity to explore a country's culture and experience a "behind the scenes" look at how its tourism industry operates.

**Prerequisite(s):**

- Submission of an application to the Department. Successful completion of a year one English Course. Minimum of 24 credits in a Tourism and Hospitality Program.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## THM-390 Internship - Tourism and Hospitality

3 credit, 360 hours



Tourism is one of the fastest growing global industries with career opportunities in a range of sectors including food and beverage, hotels, adventure, conferences and government agencies. This 360 hour internship will provide students with an opportunity to take what they have learned in the classroom and apply it to the hospitality or tourism business. Internships take place during the summer between year one and year two of the program and students can chose to work regionally, nationally or internationally. A great first step in your career.

**Prerequisite(s):**

- Must be enrolled in Global Tourism and Hospitality Advanced Diploma and have successfully completed a minimum of 21 credits. Minimum GPA of 2.33. EMP 010.

For more information visit our [timetable](#)  
For information about transferability: [BCTransferGuide.ca](#)

## TMA-059 Food & Beverage Management

Distance (D), 1.5 credits

This certificate course was designed by the American Hotel and Motel Association. The course shows how a profitable food service operation is managed in order to satisfy customer needs and expectations.

For more information visit our [timetable](#)

## TMA-066 Food & Beverage Cost Control

Distance (D), 1.5 credits

This certificate course was designed by the American Hotel and Motel Association. Participants in this course will learn effective control of food and beverage operations, including standards determination, the operating budget, income and cost control, control systems and computer applications to planning and control functions.

For more information visit our [timetable](#)

## TMA-067 Managing Food & Beverage Service

Distance (D), 1.5 credits

This certificate course helps supervisors and managers plan for and manage the different types of food and beverage operations in a hotel or motel, including coffee shops, gourmet dining rooms, room service, banquets, lounges, entertainment/show rooms and more.

For more information visit our [timetable](#)

## TMA-068 Supervisory Housekeeping

Distance (D), 1.5 credits

This certificate course was designed by the American Hotel and Motel Association. Key staff can learn how to manage the housekeeping department, including supervisory training, purchasing and cleaning procedures.

For more information visit our [timetable](#)

## TMA-069 Bar & Beverage Management

Distance (D), 1.5 credits

Provides information on compliance with government regulations, establishing purchasing guidelines, practicing control systems and procedures, conducting in-house merchandising and supervising bar personnel.

### **Prerequisite(s):**

- TBT 024 or six months bartending experience

For more information visit our [timetable](#)

## TMA-100 Financial Accounting I

Distance (D), 1.5 credits

This certificate course was designed by the American Hotel and Motel Association. The main objective is to present financial accounting concepts and to explain how they apply to specific operations within the hospitality industry.

For more information visit our [timetable](#)

# TMA-120 Introduction to Hospitality Management

Distance (D), 1.5 credits

This course takes a management perspective in explaining the organization and structure of hotels, restaurants, casinos, cruise lines and clubs. Students will gain insight into ownership models including franchising and management contracts as well as into current topics such as service management, business ethics, human resources and marketing.

For more information visit our [timetable](#)

# TMA-125 Hotel/Motel Security Management

Distance (D), 1.5 credits

Course content includes setting up a security program, security equipment, guest and asset protection, emergency procedures, management responsibility and security procedures covering guest concerns.

For more information visit our [timetable](#)

# TMA-130 Hospitality Industry Computer Systems

Distance (D), 1.5 credits

Course content includes software and hardware applications used in the various departments of a hospitality operation. Departments covered include food and beverage, front desk, reservations, accounting and others.

For more information visit our [timetable](#)

# TMA-145 Managing Hospitality Human Resources

Distance (D), 1.5 credits

No matter what department supervisors work in, they must be prepared to manage the industry's most precious resources, people. This course covers recruiting, selecting, compensation administration, interviewing, labour relations and all other issues with respect to the management of people.

For more information visit our [timetable](#)

## TMA-150 Hospitality Sales & Marketing

Distance (D), 1.5 credits

Course content includes how to identify and sell to the most appropriate markets, develop and implement effective marketing plans and how to plan, select, write, and produce profitable advertising and public relations projects.

For more information visit our [timetable](#)

## TMA-160 Convention Management & Service

Distance (D), 1.5 credits

This course helps students understand the complex jobs of meeting planners and convention service managers, the details that make or break conventions and meetings, and techniques for reaching target markets and making the sale.

For more information visit our [timetable](#)

## TMA-165 Facilities Management

Distance (D), 1.5 credits

This course provides the student with an understanding of basic electrical, plumbing, heating and air conditioning methods, also computing utility costs, efficiency evaluation, preventive maintenance, strategies for energy management, guest safety, employee awareness, and security measures.

For more information visit our [timetable](#)

## TMA-170 Front Office Procedures

Distance (D), 1.5 credits

In this course you will learn all the steps to receiving reservations, registrations, front office responsibilities and the secrets to keeping the front office profitable while providing top-notch service.

For more information visit our [timetable](#)

## TMA-175 Hospitality Supervision

Distance (D), 1.5 credits

The material in this course will help you hit the ground running. You will learn proven ways to get maximum results by directing and leading. You will learn how to juggle the expectations of management, guests, employees, and governmental agencies. You will also learn creative strategies for effectively managing change and resolving conflict.

For more information visit our [timetable](#)

## TMA-215 Revenue Management

Distance (D), 1.5 credits

This course focuses on the critical role that revenue management plays in ensuring profitability in hotels and other hospitality operations. Students will learn the difference between strategic and tactical revenue management and why this distinction is critical to business success. The course covers tools and the broad range of information available to revenue managers as well as vital issues to consider when implementing revenue management tactics.

### **Prerequisite(s):**

- TMA 150 plus either TMA 100 or TMA 275

For more information visit our [timetable](#)

# TMA-270 Quality Leadership and Management

Distance (D), 1.5 credits

In this course you will learn how to improve your leadership abilities and develop an understanding of high-performance teams and employee empowerment.

For more information visit our [timetable](#)

# TMA-275 Basic Financial Accounting for the Hospitality Industry

Distance (D), 1.5 credits

In this course you will learn the fundamentals of financial accounting through real-life examples from hotels, restaurants, and clubs. Even those who aren't "numbers people" will understand how to apply accounting principles to hospitality-specific systems and how to produce an accurate picture of a property's revenue, expenses, and net income.

## **Prerequisite(s):**

- TMA 110

For more information visit our [timetable](#)

# TMA-280 Managerial Accounting for the Hospitality Industry

Distance (D), 1.5 credits

In this course you will learn how to become smart decision makers by practicing with managerial accounting information. You will learn how to make effective business choices based on the numbers that affect daily operations. You will learn to develop on-target budgets and control cash flow, and reach profit goals with the help of financial reports and other tools.

For more information visit our [timetable](#)

## TMA-285 Contemporary Club Management

1.5 credits

In this course students will be introduced to the unique world of club management. Students will learn to work effectively with boards, committees, and members to identify, attract, and maintain a dedicated staff. Marketing and managing food and beverage operations as well as the recreation side of club operations are two primary operational areas.

For more information visit our [timetable](#)

## TRAD-0100 Trades Sampler

Students will be given an introduction to a range of core trades including Welding and Fabrication, Plumbing, Heavy Mechanical and Automotive.

For more information visit our [timetable](#)

## TRD-CE Trades Discovery

For more information visit our [timetable](#)

## TTS-010 Tutoring Strategies for ESL

This course provides a fundamental framework and practical benchmarks for experienced and inexperienced tutors. The training is comprised of theory, applied learning, mock and real world tutoring sessions. The course is designed to provide a structured set of lessons, supporting by applied learning as tutors increase their comfort level in the role of tutor. The training provides

structured tracking processes and practices for tutor activities, strategies to support learners as they achieve progressive skill development in the classroom and in their personal and professional lives. The training methodology follows the well documented model of "Instructional Theory In Practice" (ITIP).

**Prerequisite(s):**

- 

For more information visit our [timetable](#)

## TWK-010 Teamwork and Teambuilding

12 hours

Great organizations are home to great teams, whom align themselves toward a common objective. This teamwork and team building workshop introduces the theory of teamwork and teambuilding in the context of contemporary workplaces on the North Island.

**Prerequisite(s):**

- 

For more information visit our [timetable](#)

## WDH-100 Welder Apprentice Hrmnzd Lvl 1

240 hours

This course is the standard apprenticeship technical training which meets the Level 1 (Harmonized) outcomes as described within the BC Provincial Program Outline for Welder, and as developed by the Industry Training Authority. Welder Apprenticeship Harmonized Level 1 is the first of three levels of apprenticeship training leading up to the Red Seal certification. This level focuses on safety, hand and power tools, oxy-fuel cutting, and fusion and braze welding and shielded metal arc welding processes, in addition to semi-automatic welding processes and welding drawing, layout and fabrication.



**Prerequisite(s):**

- Registered Apprentice with the ITA

For more information visit our [timetable](#)

## WDH-200 Welder Apprentice Hrmnzd Lvl 2

240 hours

This course is the standard apprenticeship technical training which meets the Level 2 (Harmonized) outcomes as described within the BC Provincial Program Outline for Welder, and as developed by the Industry Training Authority. Welder Apprenticeship Harmonized Level 2 is the second of three levels of apprenticeship training leading up to the Red Seal certification. This level focuses on safe material handling, shielded metal arc welding, semi-automatic welding, basic metallurgy, submerged arc welding, trade related math, basic drafting and blueprint reading, layout and fabrication of components.

**Prerequisite(s):**

- Registered Apprentice with the ITA

For more information visit our [timetable](#)

## WDH-300 Welder Apprentice Hrmnzd Lvl 3

330 hours

This course is the standard apprenticeship technical training which meets the Level 3 (Harmonized) outcomes as described within the BC Provincial Program Outline for Welder, and as developed by the Industry Training Authority. Welder Apprenticeship Harmonized Level 3 is the final level of apprenticeship training leading to the Red Seal certification. This level focuses on safety, hand and power tools, oxy-fuel cutting, fusion and braze welding and shielded metal arc welding processes.

**Prerequisite(s):**

- Registered Apprentice with the ITA

For more information visit our [timetable](#)

## WFH-100 Occupational Skills

50 hours

The course encompasses tool safety and maintenance to include measurement and layout tools, electric and pneumatic power tools. Material handling and specialized mathematical concepts pertaining to volume, area and weight of materials are infused throughout theory and applied lessons. Instruction also includes the safe hands-on use of lifting, hoisting, and rigging equipment calculation of load center of gravity and the working load limits, while working as a team member in hoisting operation.

**Prerequisite(s):**

- Admission to the Welding Foundation Harmonized Program

For more information visit our [timetable](#)

## WFH-101 Cutting and Gouging Processes

58 hours

The course introduces Oxy-Fuel Cutting (OFC), Carbon Arc Cutting and Gouging (CAC-A) and Plasma Arc Cutting (PAC).processes and their applications with both hand held and automatic equipment. Instruction includes a thorough grounding of safe uses and applications and equipment arrangements, in shop applications of various fuel gases, methodology of cutting and coping of common steel material shapes and edge preparation techniques

**Prerequisite(s):**

- Admission to the Welding Foundation Harmonized Program

For more information visit our [timetable](#)

## WFH-102 Fusion, Braze And Braze Welding (TB) using the Oxy-Fuel (OFW) Process

25 hours

This course introduces welding and brazing using an oxygen/acetylene process. A thorough explanation of the process, safety, equipment used and its purpose in the welding trade is explored. Topics covered include fusion welding of carbon steel to cast iron brazing repairs to silver soldering dissimilar metals.

### **Prerequisite(s):**

- Admission to the Welding Foundation Harmonized Program

For more information visit our [timetable](#)

## WFH-103 Shielded Metal Arc Welding (SMAW)

353 hours

This course introduces the Shielded Metal Arc Welding (SMAW) process, safety, power sources and their operation, electrodes, joint design, weld faults and distortion prevention. Applied lessons encompass developing the hands-on welding skills using various electrodes and procedures designed to produce competency in a range of welding skills consistent with employer expectations. The use of SMAW on carbon steel with cast iron and stainless steel and hard surfacing electrode use are key components to the course.

### **Prerequisite(s):**

- Admission to the Welding Foundation Harmonized Program

For more information visit our [timetable](#)

# WFH-105 Semi-Automatic and Automatic Welding

252 hours

This course encompasses fundamental and intermediate levels of instruction in the use of the most common semi-automatic and automatic wire feed processes. These processes include Gas Metal Arc Welding (GMAW) including Pulse transfer, Flux Cored Arc Welding (FCAW) including Gas and Self-shielded, Metal Cored Arc Welding (MCAW), and Submerged Arc Welding (SAW). Students will be exposed to the operation of these processes as they relate to carbon steel, stainless steel, and aluminum. The theory component of this course includes the design and operation of various power sources and wire feed mechanisms as well as the different types of transfer modes commonly used. Instruction also includes shielding gases and their effect on weld metal transfer, weld metal chemistry, composition of electrode wires and associated fluxes.

## **Prerequisite(s):**

- Admission to the Welding Foundation Harmonized Program

For more information visit our [timetable](#)

# WFH-106 Basic Metallurgy

9 hours

This course encompasses instruction on the production of iron and steel and its transformation into useable structural shapes or castings. Also covered are common metal classification systems, the mechanical and physical properties of common metals, the identification of metals by various means along with weldability and pre and post heat treatment.

## **Prerequisite(s):**

- Admission to the Welding Foundation Harmonized Program

For more information visit our [timetable](#)

## WFH-107 Welding Drawings Layout and Fabrication

59 hours

This course introduces welding symbols and bolted connections, the fundamentals of drawing interpretation, drawing production and the layout and fit-up of fabricated parts. Instruction encompasses basic drafting principles, types of drawings, isometric and orthographic styles of drawings, line types used on drawings, basic, auxiliary and sectional views and techniques for dimensioning of drawings. Mathematical calculations involving angles, triangles and geometric construction as they apply to layout work will also be covered. Applications specific to concepts of planning, cost estimating, workspace preparation, material traceability, template development, use of measuring, layout and fitting tools and material preparation are employed.

### **Prerequisite(s):**

- Admission to the Welding Foundation Harmonized Program

For more information visit our [timetable](#)

## WFH-110 Gas Tungsten Arc Welding (Gtaw)

34 hours

This course introduces students to the fundamentals of the Gas Tungsten Arc Welding (GTAW) processes. Instruction encompasses GTAW processes on carbon and stainless steel sheet metal, principles

### **Prerequisite(s):**

- Admission to the Welding Foundation Harmonized Program

For more information visit our [timetable](#)

# WFO-030 Wildfire Crew Member

The Wildfire Crew Member training course is an introductory course designed to give you the fundamental theory necessary to prepare for the role of a Wildfire Crew Member. Topics will include Wildfire and Wildfire Management Branch guidelines, Wildfire Preparedness and Wildfire Operations.

For more information visit our [timetable](#)

## WJC-100 Drafting for Joinery/Cabinetmaking

80 hours

This course will prepare you to produce hand drawn sketches, mechanical drawings, and computer aided drawings used in the design and construction of wood products such as cabinetry, furniture, and kitchen cabinets.

### **Prerequisite(s):**

- Admission to the Joinery/Cabinetmaking Program

For more information visit our [timetable](#)

## WJC-120 Wood Products Design for Joinery /Cabinetmaking

110 hours

This course will provide students with the problem solving tools needed to solve wood products design problems. These tools include needs analysis, form and function analysis, ergonomic considerations, properties of materials, and types and applications of hardware.

### **Prerequisite(s):**

- Admission to the Joinery/Cabinetmaking Program

For more information visit our [timetable](#)

## WJC-130 Wood Finishing for Joinery/Cabinetmaking

77 hours

This course will enable students to safely prepare a solid wood or composite surface for finishing using edge tools and abrasives, colour wood using stains and chemicals, to select and apply topcoats by hand and by spraying, and touch up and repair damaged finishes.

### **Prerequisite(s):**

- Admission to the Joinery/Cabinetmaking Program

For more information visit our [timetable](#)

## WJC-150 Marine Joinery

63 hours

This course will apply the knowledge used in the design and building of furniture and cabinets to marine joinery. Design for the marine environment, material selection, joinery, and structural consideration will be covered. This course focuses primarily on interior construction with the addition of select exterior wooden components.

### **Prerequisite(s):**

- Admission to the Joinery/ Cabinet Making Foundation Program.

For more information visit our [timetable](#)

## WLA-110 Multi-Process Alloy Welding (MPAW) Endorsement

Red Seal certified welders may pursue an additional level of specialty training in low alloy and stainless steel welding. Training encompasses shielded metal arc and gas tungsten welding, basic metallurgy, welding drawings and specialized processes. This additional level of training is optional and upon successful completion of technical training, an ITA standardized exam, and work-based hours, a Multi-Process Alloy Welding Endorsement will be affixed to the welder's existing Certificate of Qualification.

**Prerequisite(s):**

- Welder-Certificate of qualification w/ Red Seal Endorsement or Welder B Certificate of qualification with Red Seal Endorsement.

For more information visit our [timetable](#)

## WLA-200 Welding Apprenticeship Technical Training - Level 2

240 hours

The Welder Level Two program is the second of three levels of apprenticeship training leading up to the Red Seal certification. The program focuses on safe material handling, shielded metal arc welding, semi-automatic welding, basic metallurgy, submerged arc welding, trade related math, basic drafting and blueprint reading, layout and fabrication of components.

**Prerequisite(s):**

- Registered Apprentice with the ITA

For more information visit our [timetable](#)

## WLA-300 Welder Apprenticeship Technical Training - Level 3

240 hours



The Welder Level Three program is the final level of apprenticeship training leading to the Red Seal certification. The program focuses on safety, hand and power tools, oxy-fuel cutting, fusion and braze welding and shielded metal arc welding processes.

For more information visit our [timetable](#)

## WLD-200 Welder Apprentice Hrmnzd Lvl 2

240 hours

This course is the standard apprenticeship technical training which meets the Level 2 (Harmonized) outcomes as described within the BC Provincial Program Outline for Welder, and as developed by the Industry Training Authority. Welder Apprenticeship Harmonized Level 2 is the second of three levels of apprenticeship training leading up to the Red Seal certification. This level focuses on safe material handling, shielded metal arc welding, semi-automatic welding, basic metallurgy, submerged arc welding, trade related math, basic drafting and blueprint reading, layout and fabrication of components.

### **Prerequisite(s):**

- Registered Apprentice with the ITA

For more information visit our [timetable](#)

## WPR-107 Shielded Metal Arc Welding II (P7)

240 hours

This module develops student competence in shielded metal arc welding of pipe.

### **Prerequisite(s):**

- "C" Level

For more information visit our [timetable](#)

# WPR-108 Gas-Metal Arc Welding II (P8)

90 hours

This module develops student competence in gas-metal arc welding using steel and aluminum in all positions. Gas-metal arc welding of pipe is included.

## **Prerequisite(s):**

- "C" Level

For more information visit our [timetable](#)

# WPR-109 Flux-Cored Arc Welding II (P9)

36 hours

Flux-cored arc welding skills in all positions are developed to "B" level competencies in this Module. Hard surfacing is also covered.

## **Prerequisite(s):**

- "C" Level

For more information visit our [timetable](#)

# WPR-110 Gas-Tungsten Arc Welding II (P10)

90 hours

This module teaches the student to become competent in gas-tungsten arc welding (TIG) of low carbon steel, stainless steel and aluminum in all positions.

## **Prerequisite(s):**

- "C" Level

For more information visit our [timetable](#)

## WPR-111 Shielded Metal Arc Welding III (P11)

114 hours

This module teaches the student to extend his knowledge and competency in SMAW covering arc welding and testing of welds on low alloy and stainless steel pipe in all positions.

### **Prerequisite(s):**

- "B" Level

For more information visit our [timetable](#)

## WPR-112 Gas-Tungsten Arc Welding III (P12)

120 hours

This module develops the student's ability and competency in gas-tungsten arc welding (TIG). The course covers welding of low carbon steel and stainless steel pipe in all positions

### **Prerequisite(s):**

- "B" Level

For more information visit our [timetable](#)

## WRK-104 Welding Quality & Control (RK4)

6 hours

This is a theory module covering the use and understanding of different types and methods of destructive and non-destructive testing of welds.

### **Prerequisite(s):**

- "C" Level

For more information visit our [timetable](#)

## WRK-105 Welding Codes, Standards & Specifications (RK5)

6 hours

This theory module deals with the interpretation and use of national standards, codes and specifications used in welding practice.

### **Prerequisite(s):**

- "C" Level

For more information visit our [timetable](#)

## WRK-106 Blueprint Reading II (RK6)

6 hours

This module reviews blueprint reading and covers template development and pipe layouts.

### **Prerequisite(s):**

- "C" Level

For more information visit our [timetable](#)

## WRK-107 Metallurgy II (RK7)

6 hours

This theory module extends the welding student's knowledge of metallurgy to the intermediate level.

**Prerequisite(s):**

- "C" Level

For more information visit our [timetable](#)

## WRK-108 Metallurgy III (rk8)

3 hours

This theory module further develops the welding student's knowledge of metallurgy to that required at the "A" level.

**Prerequisite(s):**

- "B" Level

For more information visit our [timetable](#)

## WRK-109 Blueprint Reading III (rk9)

3 hours

This module further reviews blueprint reading and template development and pipe layouts. Layouts for pipe assemblies and other fabrications are covered.

**Prerequisite(s):**

- "B" Level

For more information visit our [timetable](#)

## WSF-010 Responsibilities of Joint Health and Safety Committees

8 hours

During this course students will be introduced to the Occupational Health and Safety Regulations in British Columbia. Information will be provided detailing the requirements to implement an Occupational Health and Safety program, set up Joint Health and Safety Committees, conduct safety inspections, perform accident investigations with correct reporting, review Right to Refuse Unsafe Work legislation and implement strategies for the prevention of musculoskeletal injuries.

**Prerequisite(s):**

- None

For more information visit our [timetable](#)

## WSF-011 Occupational Health and Safety in Small Business

8 hours

This course will introduce the participants to Occupational Health and Safety program requirements and provide specific employer information regarding the requirements and responsibilities for accident investigation and reporting, management of assessment and claim costs and describes the role of the WorkSafeBC officer.

**Prerequisite(s):**

- None

For more information visit our [timetable](#)

## WSF-012 Preventing And Investigating Musculoskeletal Injury (MSI)

8 hours

Musculoskeletal Injury (MSI) can be prevented. This course will introduce you to the causes and effects of MSI and provide you with the tools to investigate and mitigate further injury.

**Prerequisite(s):**

- None

For more information visit our [timetable](#)

## WSF-013 Hazard Recognition & Control

8 hours

Hazard Recognition and Control aims at helping participants identify hazards and apply effective strategies to control them in their workplace. The course will be of interest to workers, new supervisors, joint health and safety committee members, worker health and safety representatives, and business owners or operators who wish to improve health and safety knowledge in their workplace.

**Prerequisite(s):**

- None

For more information visit our [timetable](#)

## WSF-014 Preventing Workplace Violence

8 hours

In today's fast paced work atmosphere stress has become a major factor, sometimes leading to violence in the workplace. Learn to spot the signs of workplace violence before it erupts. Students will develop skills to assess for the risks of violence, identify and implement preventative procedures and design a workplace violence prevention workshop. This course would be suitable for any industry of business that wants to set up a workplace prevention program.

**Prerequisite(s):**

- None

For more information visit our [timetable](#)

## WSF-015 Supervisor Safety Management

8 hours

All workers are responsible for their safety on the job. Supervisory personnel have specific responsibilities and require skills to effectively ensure a safe work site. Learn the functions of the WorkSafeBC Officer, learn how to conduct risk assessment and control in the workplace; communicate effectively with your crew; perform safety inspections and perform accident investigations as part of your job responsibilities.

**Prerequisite(s):**

- None

For more information visit our [timetable](#)

## WSF-016 Confined Space Entry

Many workers are injured and killed each year while working in confined spaces. In this four-hour workshop you will learn how to identify a confined space, how to assess the risks involved, learn how to eliminate or minimize the hazard of confined spaces for yourself and others and communicate/apply emergency exit and rescue procedures.

For more information visit our [timetable](#)

## WSF-019 Orientation to WHMIS Online

Orientation to Workplace Hazardous Materials Information System (WHMIS) is a comprehensive on-line program that covers all major topics relevant for new hires. The online



material will cover the fundamental information for worker education, including material safety and training. You must complete the course within 30 days. A valid email address is required.

For more information visit our [timetable](#)

## WSF-021 How to Reduce Your Wcb Claims Using the Health & Safety Regulations

8 hours

An 8-hour course designed for current OFA Level 1, 2 & 3 ticket holders. This course will help you become a more effective Occupational First Aid Attendant. The course will cover such topics as ASTD's, MSI's, Assessments and Documentation, Return to Work programs, Disability Prevention/Management and Blood borne Pathogens. A new course to enhance your current Occupational First Aid program.

### **Prerequisite(s):**

- (WCB) OFA Level 1, 2 or 3 Ticket or equivalent certification: (EMP) WorkPlace for BC Level 1, (Red Cross) Workplace Emergency First Aid, (St John's) Safety Oriented First Aid Emergency Level - Industry, (Academy of Emergency Training) Emergency First Aid - Workplace, (EMP) 76 hour Advanced Work Place Level 3 Supplement.

For more information visit our [timetable](#)

## WSF-022 New WCB First Aid Regulations & Risk Assessment

8 hours

This 8-hour course was developed to assist employers, health and safety committee members and safety supervisors in becoming acquainted with the new Occupational First Aid Regulations according to WCB Regulations Part 3 Guidelines (3.14 - 3.21). See how these new regulations may have far reaching effects on your health and safety program. Learn whom this will affect, what this will mean to your company and what is involved with risk assessment. You will learn how to maintain first aid records, perform facility audits, and how to form an effective OH & S

Committee using structured practical activities. At the end of this course you will have a better understanding of the Occupational Health and Safety Regulations, claims cost statements, and how to develop a working relationship with WCB.

**Prerequisite(s):**

- None

For more information visit our [timetable](#)

## WSF-024 Confined Space Pre-Entry - Online

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

Please note: You must complete this course within 30 days. Email address required.

For more information visit our [timetable](#)

Online registration is available for this course. [View upcoming start dates and register.](#)

## WSF-025 Hazard Recognition & Emergency Response

8 hours

This introductory course designed to provide the tools to new forest workers to identify hazards in the field. This course also investigates the emergency response planning process and provides students with the necessary knowledge to plan for emergencies while working in isolated areas.

**Prerequisite(s):**

- None

For more information visit our [timetable](#)

# WSF-026 Intro to Occup Health and Safety Guide

8 hours

This course will introduce participants to the WorkSafeBC mandate and regulations affecting practices in the workplace. Occupational Health and Safety guidelines will be explored. Various safety management systems will be investigated, safe work practices will be studied, including the BC Forest Safety Council certification of companies, and the various aspects of emergency planning and response will be investigated. Students will be introduced to the concepts surrounding dispute resolution and cultural awareness.

## Prerequisite(s):

- None

For more information visit our [timetable](#)

# WSM-400 Welder Specialty Metals Endorsement

The Specialty Metals Endorsement is an optional 5 week program that Red Seal certified welders may pursue as an additional level of specialty training in low alloy and stainless steel welding. Upon successful completion of this technical training, an ITA exam and 900 work-based hours a "Specialty Metals Endorsement" will be affixed to the welders existing Certificate of Qualification.

For more information visit our [timetable](#)

# WSR-010 Welding Skills Development - 1 Day

6 hours

This one day course is for previously certified welders who are seeking time to upgrade their skills or to practice specific welding procedures.

**Prerequisite(s):**

- Completion of welding apprenticeship or C Level and Instructor Permission

For more information visit our [timetable](#)

## WSR-050 Welding Skills Development - 3 Day

18 hours

This three day course is for previously certified welders who are seeking time to upgrade their skills or to practice specific welding procedures.

**Prerequisite(s):**

- Completion of welding apprenticeship or C Level and Instructor Permission

For more information visit our [timetable](#)

## WSR-060 Welding Skills Development - 1 Week

30 hours

This one week course is for previously certified welders who are seeking time to upgrade their skills or to practice specific welding procedures.

**Prerequisite(s):**

- Completion of welding apprenticeship or C-Level, and Instructor Permission

For more information visit our [timetable](#)

# WSR-065 Welding Skills Development -1 Week Stainless Steel And/Or Aluminum

30 hours

+This one week course is for previously certified welders who are seeking time to upgrade their skills or to practice specific welding procedures in welding techniques which use stainless steel and/or aluminum.

## **Prerequisite(s):**

- Completion of welding apprenticeship or C-Level, and Instructor Permission

For more information visit our [timetable](#)

# WSR-070 Welding Skills Development - 4 Weeks

120 hours

This four week course is for previously certified welders who are seeking time to upgrade their skills or to practice specific welding procedures.

## **Prerequisite(s):**

- Completion of welding apprenticeship or C Level and Instructor Permission

For more information visit our [timetable](#)

# WSR-080 Welding Skills Development Theory - 4 Weeks

120 hours

This four week course is for welders who require additional classroom time to complete theoretical assignments or examinations in order to complete their C, B or A Level studies. This course does not provide opportunity to engage in practical activities in the welding shop.

**Prerequisite(s):**

- Registered in welding and instructor permission

For more information visit our [timetable](#)

## WST-100 Global Perspectives on Women

3 hours lecture, or distance (D), 3 credits

This first year level introductory course explores through feminist thought, where women are situated with regard to the political, economic and socio-cultural constraints that impact their lives. Core foundational concepts include the acquisition of gender identity, power and oppressive relationships as well as an introduction to a variety of "feminisms" through feminist theory.

**Prerequisite(s):**

- C in one of Provincial English 12, ENG 060, ENG 096, ENG 098 or ESL 090; or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](#)

## WST-101 Issues in Women's Health

3 hours lecture, online, or distance (D), 3 credits

The first year level course provides an introduction to women's health issues from a feminist perspective. Some historical perspectives and the underlying socio-political and economic context of health, as well specific health issues that impact women are explored. Relationships are drawn between patriarchy, capitalism, the medicalization of women's health issues and the impact on women's reproductive and human rights.

**Prerequisite(s):**

- C in one of ENG 060, ENG 096, ENG 098, or ESL 090, or Provincial English 12, or placement testing.

For more information visit our [timetable](#)

For information about transferability: [BCTransferGuide.ca](http://BCTransferGuide.ca)