

NORTH ISLAND



COLLEGE



## COURSE CALENDAR 2008/2009

PROGRAMS / COURSES / STUDENT SERVICES  
[WWW.NIC.BC.CA](http://WWW.NIC.BC.CA)



# WELCOME TO NORTH ISLAND COLLEGE

Choosing the right college or university can be a difficult decision. At first glance, all post-secondary institutions may appear very similar, with comparable programs and courses, admission requirements, and promises. However, there are important differences, and at North Island College, our people are the difference.

Whatever your aim, our staff and faculty are dedicated to your success and we stand beside you every step of the way. From your initial enquiry through to graduation or transfer, you can be assured of personal attention and assistance. At North Island College, you aren't just part of a crowd; you're part of a supportive learning community focused on your success. That is our promise to you.

Our advantages are many: small class sizes that allow you one-on-one interaction with your instructor, a dedicated student services staff committed to guiding and informing you throughout your North Island College experience, affordable tuition, a generous financial aid program, and our many programs that prepare you for careers right here in your community.

Your communities are our communities. We live and play in the same communities as you. We know our region. We talk with employers and community leaders every day. We know the job market and employment trends and we adjust our programming accordingly. As North Island College continues to evolve, we draw on a strong legacy of community connectedness. You have our commitment that we will continue to build a college of which we can all be proud and which will continue to contribute to the growth and success of this spectacular region.

On behalf of everyone at North Island College, welcome and thank you for making North Island College your choice. We wish you every success in your studies and trust that your experience here will be both stimulating and rewarding. Remember, we are here for you.



**Dr. Lou Dryden**  
President



*At North Island College, you aren't just part of a crowd; you're part of a supportive learning community focused on your success.  
From all the staff at NIC – from Bella Coola to Vancouver Island's West Coast and everywhere in between – welcome!*

# THE NORTH ISLAND COLLEGE STORY

In 1975, North Island College was established as a result of a collaborative agreement between four school districts and the Ministry of Education. Dr. Dennis Wing was appointed as the College's first Principal. With a small and dispersed population to serve in coastal towns and villages, NIC initially opted for a distance education model with outreach operations that took the college to the people. Delivery methods, in an era before cable and satellite television, as well as before internet communications, included mobile units and a short-lived experiment with a 160 ft ex-whale catcher ship, the Samarinda. The college earned a well-deserved reputation as a leader in open learning.



NIC Mobile Classrooms



Samarinda II, 1981



Port Alberni Campus

Dr. Neil Murphy joined North Island College as its President in 1990, and started the process of building physical campuses to serve the regions. The Comox Valley Campus opened in 1992, followed by Port Alberni's Roger Street Campus in 1995 and the Campbell River Campus in 1997. North Island College's third President, Dr. Lou Dryden also joined the college in 1997.

Programs and services have continued to flourish. While distance education remains one of the course delivery options available to students, the focus has shifted to traditional face-to-face instruction. Trades, technology and vocational programming have also grown. In 2004, North Island College offered its first undergraduate degree in Nursing in collaboration with Malaspina University-College, which was soon followed by a degree in Liberal Studies, also with Malaspina, and a Fine Arts degree, in collaboration with the Emily Carr Institute of Art and Design. In 2006, North Island College was granted approval to offer its own degree – the Bachelor of Business Administration, with an Accounting major – the first rural college in the province to be accorded that privilege.



Graduation, 2001



Welding program

## LEARNING OPTIONS AT NORTH ISLAND COLLEGE

After 30 plus years, North Island College continues to respond to the changing education and training needs of its region, its communities and its population.

### Adult Upgrading

- Finish high school at College
- Prepare for a new career
- FREE tuition
- English, Math, History, Chemistry, etc...

### College/University Programs

- Certificates
- Diplomas
- Trades certification
- Apprenticeships
- University Degrees

### Continuing Education

- Career-oriented courses
- Industry Training
- Personal interest
- Job skills updating
- Customized courses

### Elder College

- Students 55+
- No exams, no grades
- Lively discussions
- From World of Wine to Finance for Seniors

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# PROGRAMS AT A GLANCE

CREDENTIALS					PROGRAM NAME	PAGE NUMBER	TUITION CATEGORY*	LOCATION					
N/A OR (V) VARIES	ASSOCIATE DEGREE	DEGREE	DIPLOMA	CERTIFICATE				COMOX VALLEY	CAMPBELL RIVER	PORT ALBERNI	PORT HARDY	COLLEGE-WIDE	VARIES
N/A					Aboriginal Education	35	\$0					■	
N/A					Access for Students with Disabilities	30	\$0					■	
				■	Access for Students with Disabilities, Horticulture & Customer Service Program	31	\$0			■			
			■	■	Adult Basic Education	32	\$0					■	
			■		Adventure Tourism Diploma	110	V			■			
				■	Aircraft Structures Technician (AME-S)	89	1			■			
				■	Animal Care Aide	71	3	■					
				■	Applied Business Technology - Office Assistant I & II Certificate	67	1			■	■	■	
				■	Applied Business Technology - Office Management Certificate	70	1	■	■	■			
	■				Associate of Arts (AA)	36	1	■					□
	■				Associate of Science (AS)	36	1	■					□
				■	Automotive Service Technician	91	1			■	■		
		■			Bachelor of Arts in Liberal Studies (BA)	48	N/A	■					
		■			Bachelor of Business Administration (BBA) - Accounting Major	56	1	■					
		■			Bachelor of Fine Arts (BFA) - Emily Carr Institute	66	N/A	■					
		■			Bachelor of Science in Nursing (BSN)	83	1	■					
				■	Business Administration Certificate	53	1	■	■				
			■		Business Administration Diploma	54	1	■	■				
			■		Business Administration Post Degree Diploma	57	1	■					
				■	Carpentry & Residential Construction Framing Technician	92	3						■
				■	Coastal Adventure Tourism Certificate	110	4			■			
				■	Computer Information Systems Certificate	59	1	■					
			■		Computer Science Diploma	60	1	■					
N/A					Construction Electrician - Apprenticeship Training	90	4			■			
				■	Culinary Arts	114	1			■	■		
				■	Drafting	93	1			■			
			■	■	Early Childhood Care & Education	72	1	■		■			□
				■	Electrical Entry	94	1			■			
				■	Electronics Technician: Electronics Core	95	1			■			
			■		Electronics Technician: Industrial Electronics Specialty	96	1			■			
N/A					English as a Second Language	34	1	■					
	■				English, Associate of Arts (AA)	43	1	■					□
			■		Fine Arts & Design	63	1	■					
				■	First Aid	74	2					■	
				■	Food & Beverage Management	115	1			■			

# PROGRAMS AT A GLANCE

CREDENTIALS					PROGRAM NAME	LOCATION							
N/A OR (V) VARIES	ASSOCIATE DEGREE	DEGREE	DIPLOMA	CERTIFICATE		PAGE NUMBER	TUITION CATEGORY*	COMOX VALLEY	CAMPBELL RIVER	PORT ALBERNI	PORT HARDY	COLLEGE-WIDE	VARIES
				■	Greenhouse Management	98	3	■					
				■	Heavy Duty & Commercial Transport Mechanics	99	1		■				
N/A					Heavy Duty Mechanic - Apprenticeship Technical Training	90	4		■				
				■	Home Support/Resident Care Attendant	79	1	■		■			
				■	Human Services Certificate	75	1	■		■			
			■		Human Services Diploma	78	1	■				□	
	■				Humanities & Social Sciences, Associate of Arts (AA)	44	1	■				□	
N/A					Industrial Electrician - Apprenticeship Technical Training	90	4		■				
N/A					Industrial Electronics Bridging (Certified Electricians)	97	1		■				
			■		Information Systems Administration Diploma	52	1	■					
				■	Joinery/Cabinetmaking	100	1			■			
				■	Marine Training	101	V	■					■
	■				Mathematics & Sciences, Associate of Science (AS)	50	1	■				□	
				■	Metal Fabrication	104	1		■				
N/A					Millwright - Apprenticeship Technical Training	90	4		■				
N/A					Plumbing - Apprenticeship Technical Training	90	4		■				
				■	Plumbing & Piping Entry	105	1		■				
				■	Practical Nursing	81	1		■	■			
				■	Professional Photography	62	3	■					
				■	Salmon Farm Technician	106	1		■				
				■	Tourism: Short Entry-Level Certificates	119	V		■				■
			■		Tourism & Hospitality Management	120	1		■				
			■	■	Tourism: Distance Based Certificate & Diploma Courses	117	3					■	
				■	Travel Counselling	116	3	■					
				■	Welder Fitting Skills	107	1			■			
N/A					Welding - Apprenticeship Technical Training	90	4		■	■			
				■	Welding (C, B & A Levels)	108	1		■	■			
			■		Women's Studies Diploma	47	1	■				□	

## LEGEND

- Indicates the complete credential offered and location of the program
- Some of the program requirements are offered at the location indicated
- N/A Does not apply to this program, see program pages for details
- V Varies, see program pages for complete details
- \* For tuition category definitions, see Fees on page 17.

# KEY DATES

## For Scheduled, Lock-step Distance, or Lock-step Online Courses\*

### FALL TERM 2008

August 8 2008: Restricted Admissions Programs\*:  
All fees must be paid in full for the Fall 2008 term and all prerequisites met by 4:00pm. Students who do not meet this deadline may be de-registered unless they have made prior arrangements.

### SEPTEMBER 2008

September 1: Labour Day Holiday, College closed.  
September 2: Fall 2008 term begins.  
All fees must be paid in full for the Fall 2008 term and all prerequisites met by 4:00pm. Students who do not meet this deadline may be de-registered unless they have made prior arrangements.  
September 11: Last day to register.  
Last day to apply for refunds.  
Last day to change from credit to audit and last day for audit student to register if space is available.

### OCTOBER 2008

October 10: Flexible Distance Courses:  
Last day to register. Refer to the Flexible Distance Courses sections at the end of Key Dates for further information.  
October 13: Thanksgiving, College closed.  
October 15: Final Exam Schedule posted.  
October 31: Last day to withdraw without academic penalty.

### NOVEMBER 2008

November 11: Remembrance, College closed.

### DECEMBER 2008

December 1-5: Last week of classes.  
December 8-19: Final examination period.  
December 22, 2008 to January 2, 2009: Seasonal Break.  
December 25, 2008 to January 1, 2009: College Closed.

### WINTER TERM 2009

### JANUARY 2009

January 1: New Year Holiday, College closed.  
January 5: Winter 2009 term begins.  
All fees must be paid in full and all prerequisites met by 4:00pm for the Winter 2009 term. Students who do not meet this deadline may be de-registered unless they have made prior arrangements.  
January 14: Last day to register.  
Last day to apply for refunds.  
Last day to change from credit to audit and last day for audit student to register if space is available.

### FEBRUARY 2009

February 13: Flexible Distance Courses:  
Last day to register. Refer to the Flexible Distance Courses sections at the end of Key Dates for further information.  
February 13: Final Exam Schedule posted.  
February 16-20: Reading Break for ABE Advanced and Provincial levels (courses from 040 to 099), Business Administration, Computer Science, Fine Arts, Human Services, Nursing and University Studies.  
February 18-19: Reading Break for Adult Basic Education Fundamental and Intermediate levels (courses from 010 to 039).  
February 19-20: Reading Break for Applied Business Technology.

### MARCH 2009

March 6: Last day to withdraw without academic penalty.  
March 11-12: Reading Break for English as a Second Language.  
March 16-17: Reading Break for Home Support/Resident Care.  
March 16-20: Reading Break for Early Childhood Care & Education.

### APRIL 2009

April 9: Timetables posted for Fall 2009 and Winter 2010 terms.  
April 10 & 13: Good Friday and Easter Monday, College closed.  
April 14-17: Last week of classes.  
April 20-30: Final examination period.

**Key Dates vary for certain programs. Students will be notified by their instructor.**

## KEY DATES

### For Scheduled, Lock-step Distance, or Lock-step Online Courses\*

#### SPRING TERM 2009

##### MAY 2009

- May 4: Spring 2009 term begins.  
All fees must be paid in full and all prerequisites met by 4:00pm for the Spring 2009 term. Students who do not meet this deadline may be de-registered unless they have made prior arrangements.
- May 8: Last day to register.  
Last day to apply for refunds.  
Last day to change from credit to audit and last day for audit student to register if space is available.
- May 11: Continuing student registration begins for next academic year.
- May 18: Victoria Day, College closed.

##### JUNE 2009

**Note:** Award and Graduation Ceremony dates will be posted on the NIC web site.

- June 1: Last day to withdraw without academic penalty.
- June 15-19: Last week of classes.
- June 22-26: Final examination period.

#### SUMMER TERM 2009

##### JULY 2009

- July 1: Canada Day Holiday, College closed.
- July 6: Summer 2009 term begins  
All fees must be paid in full and all prerequisites met by 4:00pm for the Spring 2009 term. Students who do not meet this deadline may be de-registered unless they have made prior arrangements.
- July 10: Last day to register.  
Last day to apply for refunds.  
Last day to change from credit to audit and last day for audit student to register is space is available.

##### AUGUST 2009

- August 3: BC Day, College closed.
- August 4: Last day to withdraw without academic penalty.
- August 10: Restricted Admissions Programs\*:  
All fees must be paid in full and all prerequisites met by 4:00pm for the Fall 2009 term. Students who do not meet this deadline may be de-registered unless they have made prior arrangements.
- August 17-21: Last week of classes.
- August 24-28: Final examination period.

## KEY DATES

### For Distance Courses and Continuous Entry/exit Programs/courses\*

The same as scheduled courses, except for the following:

#### DISTANCE COURSES

##### Vocational Programs/Courses:

- Refund periods vary. Refer to Programs at a Glance for the appropriate fee and refund categories.
- Withdraw without academic penalty: Within first 60% of the course length, calculated on the student start and end dates.
- Exams are scheduled on an individual student basis.

##### Adult Basic Education, University Studies & Career Tech. Programs:

- Last day to register is the Friday of the 6th week of both the fall and winter terms.
- Last day for tuition refunds or to change status (audit/credit) is 30 calendar days after the student start date.
- Last day to withdraw without academic penalty is 108 calendar days after student start date.
- Last day to submit all course requirements is the second Friday of February (fall term) and the second Friday of June (winter term).
- Exams are scheduled on an individual student basis.

#### CONTINUOUS ENTRY/EXIT PROGRAMS/ COURSES

- Last day to register varies by program.
- Refunds and status changes (audit to credit and credit to audit): Within the first 10 days of the student start date.
- Withdraw without academic penalty: Within first 60% of the course length, calculated on the student start and end dates.
- Exams are scheduled on an individual student basis.

\* For definitions see Glossary on page 207

# CAMPUS DIRECTORY

## ALL COMMUNITIES

Information/Registration (toll-free in BC)..... 1-800-715-0914  
 North Island College online..... www.nic.bc.ca  
 NIC Employee Directory..... www.nic.bc.ca/empdir/  
 Inquiries..... questions@nic.bc.ca

## BELLA COOLA

**Bella Coola Centre**  
 Postal: PO Box 154, Bella Coola, BC V0T 1C0  
 Location: 1961 Highway 20, Hagensborg, BC V0T 1H0  
 Information/Registration..... (250) 982-2511  
 Fax..... (250) 982-2565

## CAMPBELL RIVER

**Campbell River Campus**  
 1685 South Dogwood Street, Campbell River BC V9W 8C1  
 Inquiries toll-free in BC..... 1-888-293-3177  
 Student Services/Registration..... (250) 923-9700  
 Fax..... (250) 923-9703  
 Student Advisors (Education & Financial Aid)..... (250) 923-9755  
 Counsellors..... (250) 923-9711  
 Campus Store..... (250) 923-9705  
 Library..... (250) 923-9785  
 Facilities..... (250) 923-9700  
 Forest Circle Childcare..... (250) 923-4440

**Vigar Vocational Centre**  
 2780 Vigar Road, Campbell River, BC V9W 6A3  
 Tel..... (250) 923-9794  
 Fax..... (250) 830-0816

## COMOX VALLEY

**Comox Valley Campus**  
 2300 Ryan Road, Courtenay BC V9N 8N6  
 Inquiries toll-free in BC..... 1-800-715-0914  
 Student Services/Registration..... (250) 334-5000  
 Fax..... (250) 334-5018  
 Student Advisors (Education & Financial Aid)..... (250) 334-5000  
 Counsellors..... (250) 334-5000 ext. 4048  
 Campus Store..... (250) 334-5013  
 Library..... (250) 334-5037  
 Facilities..... (250) 334-5000  
 Comox Valley Aquatic Centre..... (250) 334-9622  
 Beaufort Children's Centre..... (250) 897-1223

## CORTES ISLAND

**Cortes Island Centre**  
 Postal: PO Box 177, Manson's Landing, Cortes Island, BC V0P 1K0  
 Location: Manson's Landing Community Hall, Beasley Road  
 Cortes Island, BC V0P 1K0  
 Information/Registration..... (250) 935-6442  
 Fax..... (250) 935-6442

## GOLD RIVER

**Gold River Centre**  
 PO Box 310, 395 Nimpkish Drive, Gold River BC V0P 1G0  
 Information/Registration..... (250) 283-7213  
 Fax..... (250) 283-7578

## NIC ADMINISTRATION

**Comox Valley Campus**  
 2300 Ryan Road, Courtenay BC V9N 8N6  
 General Inquiries..... (250) 334-5200

## PORT ALBERNI

**Port Alberni Campus**  
 3699 Roger Street, Port Alberni BC V9Y 8E3  
 Inquiries toll-free in BC..... 1-888-414-8242  
 Student Services/Registration..... (250) 724-8711  
 Fax..... (250) 724-8700  
 Student Advisors (Education & Financial Aid)..... (250) 724-8711  
 Counsellors..... (250) 724-8734  
 Campus Store..... (250) 724-8720  
 Library..... (250) 724-8733  
 Facilities..... (250) 724-8711

**Tebo Vocational Centre**  
 4781 Tebo Avenue, Port Alberni, BC V9Y 6X7  
 Tel..... (250) 724-8738  
 Fax..... (250) 723-4573

## PORT HARDY

**Port Hardy Campus**  
 PO Box 901, 9300 Trustee Road Port Hardy BC V0N 2P0  
 Inquiries toll-free in BC..... 1-866-332-1133  
 Student Services/Registration..... (250) 949-7912  
 Fax..... (250) 949-2617  
 Student Advisors (Academic & Financial Aid)..... (250) 949-7912  
 Library..... toll-free 1-866-332-1133 ext. 2863 or (250) 949-2863  
 Facilities..... (250) 949-7912

## UCLUELET

**Ucluelet Centre**  
 PO Box 198, 10 – 1636 Peninsula Road, Ucluelet BC V0R 3A0  
 Information/Registration..... (250) 726-2697  
 Fax..... (250) 726-2698

**Looking for a specific North Island College employee or department?**

Try the NIC Employee Directory online: [www.nic.bc.ca/empdir/](http://www.nic.bc.ca/empdir/)

## SERVICES FOR STUDENTS

### ABORIGINAL EDUCATION

Two Coordinators of Aboriginal Education are available at the college to welcome First Nations students and students of Aboriginal ancestry at the Port Alberni and Port Hardy campuses. While they are not advisors or counsellors, the coordinators will help Aboriginal students to become more comfortable and successful at the college. The coordinators are available on an appointment basis at your local campus.

### ACCESS SERVICES FOR STUDENTS WITH DISABILITIES

#### Access Services

Faculty are available by appointment at the Campbell River, Comox Valley, Port Hardy and Port Alberni campuses to provide confidential support services to students with disabilities. If these services are required, contact the Access for Students with Disabilities Department at the local campus. As funding may depend on outside agencies, we strongly recommend that you contact us at least eight months in advance.

### DIAGNOSTIC ASSESSMENTS

Access for Students with Disabilities Department provides confidential diagnostic educational assessments to clarify the possible learning challenges that may be impacting a student's academic success. Testing will also include suggested compensatory learning strategies and a review of the student's interests and abilities related to employment. Referrals for this type of service come through a faculty member, counsellor, advisor or by self-referral. The service is dependent on the availability of resources.

### ASSESSMENT SERVICES

Assessment Services offers a number of services for North Island College students and the outlying community. Further information regarding Assessment Services can be accessed online at [www.nic.bc.ca/students/](http://www.nic.bc.ca/students/).

#### Placement Testing

For information about placement testing, see Placement Testing in the Admissions - Program and Course Prerequisite section in the calendar.

#### Assessment for Prior Learning

For information about credit for learning acquired elsewhere, see Recognition for Prior Learning in the Admissions - Program and Course Prerequisite section in the calendar.

#### Invigilation Services

North Island College Assessment Services provides exam invigilation for North Island College courses, other educational institutions and outside agencies that have testing needs. Invigilation of the LPI, GED, Pearson VUE IT Certification Exams and August Supplementary Grade 12 Rewrite is provided through North Island College's Assessment Services. Sittings are scheduled and prior booking is required.

### General Education Development Tests

The General Education Development Tests (GED) are provincially administered tests in English, Social Studies, Natural Sciences, Literature and Mathematics. Successful completion of the tests results in a BC General Education Development certificate which may be accepted as a basic educational requirement by some employers and institutions.

GED Testing sessions are held throughout the College region several times each year. Please contact your local campus for the current testing schedule.

Applicants for the tests must:

1. be 19 or older at the time of application
2. have been B.C. residents for at least six months
3. have been out of secondary school for at least one year

**Note:** GED Testing does not provide an equivalent to academic Grade 12 and a GED certificate is not accepted for entry into many College programs.

### CAMPUS STORES

North Island College campus stores are located in the Campbell River, Comox Valley and Port Alberni campuses. In addition to textbooks and other learning resources, the stores sell a selection of trade books, stationery and school supplies, art supplies, greeting cards, gifts, snacks and convenience goods. Gift certificates and NIC logo products are also available.

Hours of operation at the Campbell River and Comox Valley stores are 9:00am - 4:00pm, Monday through Friday. Hours of operation in Port Alberni are 9:30 a.m. - 2:00 p.m. Monday through Thursday (closed 11:30 a.m. - 12:00 p.m.), and 10:30 a.m. - 1:00 p.m. on Friday. From NIC's website, follow the links to the Campus Stores page for contact information, the Campus Stores Refunds & Returns Policy, and current text/price lists.

### Required Learning Materials

North Island College cannot guarantee but tries to ensure that sufficient quantities of required texts and other learning materials will be available to meet demand. Should shortages occur, a reservation request can be made at any campus store, the Port Hardy campus, or an NIC centre. In such cases, delivery can normally be assured within 2 to 14 days, depending on publisher location or the availability of inventory for transfer within the NIC region.

The text/price list is updated daily, reflecting the latest information available on text adoptions. Under normal circumstances, all required course materials will be listed at least two weeks prior to the commencement of classes.

Students are advised to check the current text/price list before purchasing books. Returns cannot be authorized for opened course packages/software, or titles marked or in damaged condition. Refunds and returns are extended through peak periods, in accordance with Campus Store policy.

Learners who reside outside of Campbell River, the Comox Valley and Port Alberni may arrange for purchase of required texts through the Port Hardy Campus or an NIC centre. Distance students may contact any NIC Campus Store, the Port Hardy Campus or an NIC centre.

## SERVICES FOR STUDENTS

### CANADIAN FORCES COMMUNITY COLLEGE NETWORK

North Island College is a charter member of the Canadian Forces Community College Network (CFCCN). This network of colleges provides a special set of services to:

- serving or retired members of the Canadian Forces
- serving or retired members of the Canadian Forces Reserves
- current or retired civilian employees of DND, and
- the immediate families of all of the above

Students who belong to one of the above groups may note this on the application form and identify themselves to the registration office. More information is available through the Base Personnel Selection Office at 19 Wing Comox. CFCCN students must complete at least 25% of the required courses at North Island College for a North Island College credential.

### CAREER PLANNING

NIC campuses and centres are located throughout the College region to provide local learning opportunities and student services.

Each campus has the following career-educational resource materials and research information available:

- calendars and catalogues from other colleges, institutes and universities in Canada
- career decision information, career inventories, and online career planning tools

In addition, professional counsellors are available by appointment at the Campbell River, Comox Valley and Port Alberni campuses to assist students with their career planning.

### CHILD CARE

Accessing adequate childcare services for students who are parents is an important component of student success. The Beaufort Children's Centre is adjacent to the Comox Valley Campus (phone (250) 897-1233). The Forest Circle Childcare is located at the Campbell River Campus. Phone (250) 923-4440 for further information. For information regarding child care services in the Port Alberni region, call (250) 724-3328 or 1-800-565-6510.

### COMPUTERS FOR STUDENT USE

North Island College provides students with access to computers. Students in courses requiring computer access are given priority. General student use of computers for research and preparation of assignments is also provided. Students should inquire at their local campus for availability and scheduling details.

Computers assigned for student use will have word processing and spreadsheet capabilities. Where possible, student computers will allow internet access for research and library catalogue searches.

Wireless network access to the internet is widely available for student use at all North Island College campuses for student-owned computing equipment.

### COOPERATIVE EDUCATION

Cooperative Education is the integration of academic studies with paid periods of relevant work experience. Students alternate between studies and career related employment, giving them the opportunity to be better prepared for the work force. Cooperative Education is currently offered in Applied Business Technology, Business Administration, Computer Science, Information Systems Administration, Adventure Tourism and Tourism/Hospitality Management.

### COUNSELLING

Professionally trained counselling staff are available at our Campbell River, Comox Valley and Port Alberni campuses. They are available to consult with students who are experiencing difficulty with their studies. They will assist students on a short-term basis with issues of a personal nature which may be affecting their ability to be successful in their courses. Crisis Counselling is also available. When appropriate, referral may be made to an outside community agency. Counsellors work with students who are experiencing harassment of any kind. They also assist students with the interpretation of College policies.

Students who are undecided about their career or educational goals may see a counsellor for assistance. Workshops in areas such as study skills, time management, stress management and other topics of relevance to students are offered throughout the year. A schedule of these offerings may be obtained from your local campus.

### EDUCATIONAL ADVISING

Educational advising services are available to North Island College applicants and students at the four main campuses: Campbell River, Comox Valley, Port Alberni and Port Hardy. Educational advisors are available on an appointment basis and may offer limited walk-in service.

Planning your education can be a challenging process. Academic Advisors will help you create an educational plan based on your specific needs and career goals. Advisors have information about educational requirements for many different career areas, college programs, courses, degrees, diplomas and certificates. Advisors will familiarize students with the various tools required to successfully manage their post secondary education. Advisors are also experts in dealing with student loans, awards and other funding options.

### LIBRARY

North Island College has four campus libraries located at Campbell River, Comox Valley, Port Alberni and Port Hardy.

Hours of library service vary from campus to campus and with the time of the year.

The online catalogue lists the library holdings of North Island College, including books, videos, magazines and journals. The library web page at <http://library.nic.bc.ca> provides links to article indexes, library catalogues of BC post-secondary and public libraries, Internet resources, copyright and research guides, and information about the library and its services.

Library materials that are not available within the NIC library system may be borrowed on interlibrary loan from other BC university, college, and public libraries.

Library orientations are provided at scheduled times throughout the year.

## SERVICES FOR STUDENTS

### NIC CONNECT ([HTTPS://NICCONNECT.NIC.BC.CA](https://nicconnect.nic.bc.ca))

NIC CONNECT is an online student service and is available through our website [www.nic.bc.ca](http://www.nic.bc.ca). Students may register, drop classes, view and print class schedules, make payments, check grades and finances, change personal information and more. It is also the best place to check out the timetable. Timetable information may be accessed either via the "Timetable | Search for Classes" link on the NIC homepage or the "search for course offerings" link on the NIC CONNECT homepage.

Help is available on each of the screens from the "Help" button in the top menu bar. Should further assistance be needed, the "Contact Us" link in the bottom menu bar will present a form to submit a NIC CONNECT help request to Student Services.

### NORTH ISLAND STUDENTS' UNION

Formed in 1991, the North Island Students' Union includes all students registered in credit courses at North Island College. Membership in the Union begins at registration upon payment of the membership fees. Membership ceases at the end of the term following the last term of registered study.

The North Island Students' Union is a member of the Canadian Federation of Students, an alliance of over seventy college and university student associations from across Canada.

At the campus level, the Union advocates for the rights and interests of its members within the college and the local community. As part of the Federation, the North Island Students' Union addresses student issues at provincial and national levels.

The work and activities of the Union are coordinated by an Executive that includes appointed representatives from each of the North Island Students' Union's elected campus councils. The campus councils coordinate student activities at individual campuses/centres.

Elections for the campus councils take place between September 15 and October 31 each year. All members of the Union are eligible to run for office and vote in the elections.

For further information about the Union and copies of the Union's constitution and bylaws, contact the local campus council office.

### Students and the North Island College Board & Education Council

North Island College welcomes student representation on both the Education Council and Board of Governors. Students are elected for one-year terms. Elections for these positions are held regularly. Education Council has two main functions:

- to advise the Board on the development of educational policy, and
- to set policy related to programs and services.

The North Island College Board of Governors is responsible for the overall governance of the College. Board members work for the benefit of the College as a whole.

For further information, visit the local campus during September and request Candidate Information and Nomination forms.

### ORIENTATION

At some locations, classes will be cancelled for a designated period for Orientation activities. These are important events that create a sense of community and belonging and that contribute to student success. Students are encouraged to watch for Orientation information and to attend the sessions.

### UST 101 "GET READY"

A workshop for students beginning College and University Studies Planning to attend university or college in the fall? This workshop will help you learn and practice three skills instructors have identified as critical to your success. During this 12 hour course you will learn and practice how to:

- take notes from lectures in a way that helps you to begin studying for tests and exams the first week of classes
- read text books, select key information and make useful notes from this key information
- use your time effectively to ensure papers are in on time and you have the study time you need

We'll also talk about managing the stress that comes with being a postsecondary student. This will include exploring feelings of being overwhelmed, and how to balance work and family commitment with course expectations. This course is taught by one of our College counsellors.

### STUDENT IDENTIFICATION CARDS

Student Cards will be issued to students upon registration in one or more credit courses. The card is used as the identification requirement for borrowing library books and for writing examinations. It may also qualify students for various discounts in the community. There is a replacement fee for lost or damages cards.

### STUDY & READING SKILLS

Study skills options range from credit study skills courses at the College Preparatory level (STS 093) and the Adult Basic Education level (CEP 031), to individual seminars, videotapes available in the library, and specific study skills handouts. Further information may be obtained from local campus offices.

# SERVICES FOR STUDENTS

## WEBSITE

The North Island College home page at [www.nic.bc.ca](http://www.nic.bc.ca) provides students with access to College information and planning tools as well as services and links to relevant educational websites. All students are encouraged to familiarize themselves with the website and to use it to enhance their college experience.

### Important Websites

- North Island College: [www.nic.bc.ca](http://www.nic.bc.ca)
- NIC CONNECT (Online Services for NIC Students): <https://nicconnect.nic.bc.ca>
- North Island College "Apply Online": [www.pas.bc.ca](http://www.pas.bc.ca)
- BC Campus - Online Courses throughout BC: [www.bccampus.ca](http://www.bccampus.ca)
- BC Student Loans Program: [www.bcsap.bc.ca](http://www.bcsap.bc.ca)
- BC Online Transfer Guide: [www.bccat.bc.ca](http://www.bccat.bc.ca)

# APPLICATION

## THERE ARE THREE WAYS TO APPLY:

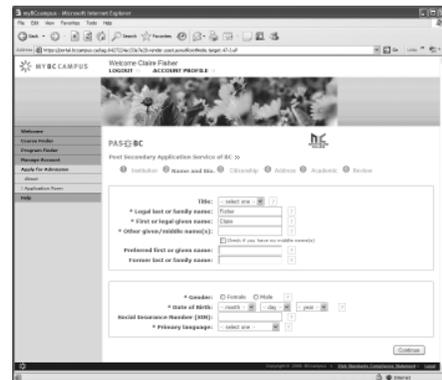
1. Submit an electronic application and a one-time fee payment via the Post Secondary Application Service of BC at [www.pas.bc.ca](http://www.pas.bc.ca)
2. Print an Application for Admission form from North Island College's website at [www.nic.bc.ca](http://www.nic.bc.ca) and submit by mail, fax or in person
3. Obtain an Application for Admission form from any College campus or centre and submit by mail, fax or in person.

### Questions?

Applications must contain complete information and be accompanied by required fees or they will not be processed. Supporting documents (e.g. official transcripts) should accompany applications or be submitted as soon as possible after application. Applications and documents become the property of North Island College. If requested at the time of application, irreplaceable documents may be returned after copies have been made.

Official transcripts must be received by the College either mailed directly from, or in envelopes sealed by, the sending institution.

Continuing and returning students who change programs will only be admitted to the new program after satisfying all relevant admission requirements.



[www.pas.bc.ca](http://www.pas.bc.ca)

APPLICATION FOR ADMISSION	
<p>North Island College                      1000 West Broadway, Victoria, BC V8W 2Y1                      Phone: 250-363-5000                      Fax: 250-363-5001                      Email: <a href="mailto:admission@nic.bc.ca">admission@nic.bc.ca</a></p>	
<p>How do you want to receive your application? (Select one)  <input type="checkbox"/> Online (via PAS:BC) <input type="checkbox"/> Mail <input type="checkbox"/> Fax</p>	
<p><b>PERSONAL INFORMATION</b></p> <p>First Name: _____ Last Name: _____                      Middle Name: _____                      Address: _____                      City: _____ Province: _____ Postal Code: _____                      Phone: _____ Email: _____                      Birth Date: _____ Birth Place: _____                      Marital Status: _____                      Citizenship: _____                      Languages: _____                      Previous Education: _____                      Current Program: _____                      Program Information: _____</p>	
<p><b>PREVIOUS EDUCATION</b></p> <p>Did you complete a previous program? (Select one)  <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>If yes, provide details of your previous education (Name, Dates, Credits, etc.)</p>	
<p><b>RELEASE OF INFORMATION - For assessment (Student's use)</b></p> <p>I hereby release all academic records relating to my admission or education to the following:</p> <p>Name: _____                      Address: _____                      City: _____                      Province: _____                      Postal Code: _____                      Phone: _____                      Email: _____</p>	
<p><b>DECLARATION - Please read the following before signing</b></p> <p>I hereby declare that the information provided in this application is true and correct. I understand that this information will be used for admission purposes and that I agree to the terms and conditions of the application process. I understand that this information will be used for admission purposes and that I agree to the terms and conditions of the application process.</p>	
<p><b>FEES</b></p> <p>Application Fee: \$150 <input type="checkbox"/> Paid <input type="checkbox"/> Not Paid                      Assessment Fee: \$150 <input type="checkbox"/> Paid <input type="checkbox"/> Not Paid                      Total Paid: \$_____</p>	
<p><b>FOR OFFICE USE ONLY</b></p> <p>Processed by: _____ Date: _____</p>	

NIC Application for Admission form (available at back of publication)

# ADMISSION

## GENERAL ADMISSION

Applicants to North Island College must be:

- A Canadian citizen or permanent resident, a landed immigrant or their dependent, or those participating in international reciprocal transfer agreements, such as visiting armed forces personnel based at a Canadian Forces base, and be
- Eighteen (18) years of age or older.

### Underage Qualification for General Admission

NIC may admit applicants who are under 18 years of age as follows.

1. Applicants may be admitted if they turn 18 before the end of the first calendar year of their post-secondary studies and have completed high school.
2. Underage applicants who have not completed high school may request special admission by contacting their local campus and requesting an appointment with a counsellor. Students will:
  - meet with a college counsellor
  - submit a North Island College application form along with appropriate fees
  - if admissions requirements are met, complete the NIC Underage Admissions Readiness form (available at local campuses)

### International Student Admission

North Island College accepts applications from international students. Refer to the section on International Education in this calendar.

## PROGRAM ADMISSION

Most NIC programs have admission requirements listed in the Programs section of the calendar. Applicants must satisfy these requirements before they are admitted to the program.

Admission to an NIC program is a two-step process. Depending on the program, the process may be completed at one time or over several months. To be considered an applicant, individuals must pay a one-time, non-refundable application fee and complete an NIC application form that indicates their chosen program. When an individual completes these steps and the College records the date and time qualified, the College considers the individual as admitted to a program in the requested term or academic year. NIC will inform applicants in writing regarding their progress in the application process. The process includes:

1. Applications are reviewed for general and program admission requirements. Applicants may be:
  - a) **Qualified**, or
  - b) **Conditionally Qualified** [Currently registered in the program prerequisite course(s)], or
  - c) **Not Qualified**: when neither of a) or b) apply.  
*NIC offers a full range of upgrading programs and courses for applicants who do not meet desired program admission requirements.*

2. Qualified and conditionally qualified applicants invited to a program will be required to submit a **non-refundable non-transferable tuition deposit**. Depending on the program, this deposit may be required ahead of time or at the time of registration.

*NIC is unable to offer seats to all qualified applicants in high-demand programs. If there is no space, qualified applicants will keep their qualification date and time and remain on program carry-over lists for the next intake.*

## COURSE PREREQUISITES

A prerequisite course is a course that must be taken before a student can take more advanced courses in the discipline.

Course prerequisites ensure that applicants have the education and experience required for successful course completion. Prerequisites are noted on each course in the Courses section of the calendar. **Unless otherwise specified in the program section of the calendar, prerequisite courses require a letter grade of C or better.**

The following are several ways to meet program admission requirements and course prerequisites:

### High School & Post-Secondary Transcripts

Applicants must submit official transcripts and meet the minimum prerequisite standard as published in the program and course sections of the calendar. Students coming to NIC directly from high school may ask the Ministry of Education to submit their final grades electronically.

Note: Students may use the applicable BC Grade 12 courses with an optional provincial exam to satisfy NIC admission or prerequisite requirements in any one of the following ways:

- a) In cases where the provincial exam is not written: the school mark will be used.
- b) In cases where the provincial exam is written: the higher of the combined school/provincial exam mark or the school mark will be used.

The Provincial Exam is not optional for English 12.

### Advanced Placement Grade Report

The Advanced Placement Grade Report may also be used to apply for transfer credit (see below) towards a NIC credential. Students must submit an Application for Transfer Credit along with the official Grade Report to the Registrar's Office. The Application for Transfer Credit may be downloaded from the NIC website [www.nic.bc.ca/forms/](http://www.nic.bc.ca/forms/).

**Equivalents are listed below:**

Advanced Placement	NIC Course
Biology (APBIO 12)	BIO 102 and 103
Calculus (APCAL 12)	MAT 181
Calculus (APCAL 12A & 12B)	MAT 181 and 182
Chemistry (APCHE 12)	CHE 110 and 111
English Language & Composition (APEN 12)	ENG 115
Physics (APPHY 12)	PHY 100 and 101

## ADMISSION

### Transfer Credit

Transfer credit may be granted to meet admission requirements, course prerequisites and program requirements that lead to a credential.

Students must apply for transfer credit and provide official transcripts directly from, or in sealed envelopes from the sending institution. The Application for Transfer Credit form may be obtained at a local campus or downloaded from the college website.

Refer to the BC Council on Admissions and Transfer website at [www.bccat.bc.ca](http://www.bccat.bc.ca) for information about course transferability. Students are required to provide detailed course outlines for courses other than those listed on the BCCAT website. Time limitations on transfer credit are noted in the program section of the calendar.

Please note that the Office of the Registrar requires time to process transfer credit requests. Articulated BC post-secondary courses are listed on the BCCAT website and are processed quite quickly, while transcripts from out-of-province may take up to 8 weeks from the time the request and all required documents are received. If timelines are short, students are advised to take placement tests in order to register in their desired courses. If official transcript(s) subsequently arrive and are evaluated at a higher level than the placement scores, the transcript evaluation will be accepted.

### Placement Testing

Most NIC programs accept placement testing at the appropriate level as meeting a course or program requirement. Placement testing is available to applicants who do not have access to their high school transcript and would like to demonstrate that they have the academic skill levels required for entrance into a program. Applicants may also use the testing results and recommendations to help them determine other programs or courses that would suit their educational background and abilities. The tests used are not examinations but are reading, writing, and math activities that can help the student plan for success. Please visit our web page to access the Math Review Booklet and the English test review material [www.nic.bc.ca/students/](http://www.nic.bc.ca/students/).

Mathematics placement test results are valid for 18 months following the date of testing.

English placement tests are valid for 36 months following the date of testing.

Testing is offered on a regularly scheduled basis and can be arranged by contacting the local campuses. Testing fees apply and are published in the Other Types of Fees section of the calendar.

### Recognition for Prior Learning (PLA)

North Island College students do not have to repeat learning for which they can demonstrate full equivalent, current learning. Credit may be granted for formal learning acquired at other colleges/institutes and for learning acquired through more informal opportunities such as non-accredited agencies, short courses, employment-based training and unpaid work.

Applicants are advised to read the handbook "How to get Recognition of your Prior Learning" in order to choose the most appropriate procedure. This handbook is available at local campuses and is available on the College website [www.nic.bc.ca/students/](http://www.nic.bc.ca/students/). All Prior Learning procedures require that the student has applied to the College and has met the program prerequisites.

### Instructor Permission (Prerequisite Waiver)

At their discretion, instructors may allow students to register in a course without documented or demonstrated prerequisites. In order to register, students must present an instructor signed Prerequisite Waiver form at the registration office.

### Language Proficiency Index (LPI)

Language Proficiency Index scores may be used where applicable. LPI scores are effective for a period of three years. Minimum scores apply. Applicants must submit an official LPI score report to North Island College Assessment Services. Applicants can arrange for official LPI score reports to be sent directly from LPI Office to Assessment Services at any North Island College campus or they can submit an online score report that has been printed in the presence of North Island College Assessment staff.

### Criminal Records Search

By law (The Criminal Records Review Act of 1996), criminal records searches are required from applicants to program areas that involve working with children or other vulnerable persons. Students will sign a "Consent for Criminal Records Search" form and submit it to the RCMP for completion. North Island College will only accept completed forms that have been sent directly from the RCMP to the Admissions Office. The cost of this search is the responsibility of the applicant. Information revealed in a Criminal Records Search may prevent students from completing their program as it may prevent them from participating in required practicum placements. A Criminal Records Search is valid for a 12-month period and students may have to complete additional forms. Students may be asked for additional Criminal Records Searches prior to field placements or professional registration. Criminal Records Searches are required for the Early Childhood Care & Education, Home Support/Resident Care Attendant, Human Services and Practical Nurse programs. For students in the Bachelor of Nursing Degree program, Criminal Records Searches are done by the College of Registered Nurses of BC (formerly RNABC).

### International Baccalaureate

Students may apply to the Registrar to receive transfer credit from the International Baccalaureate program. Minimum scores apply.

### International Credential Evaluation Service (ICES)

For post-secondary studies completed outside of Canada, North Island College will accept an ICES Comprehensive Evaluation Report to prove acceptable admission requirements and course prerequisites. ICES reports evaluate the credentials earned in other countries and determine comparable levels in British Columbia or Canadian terms. NIC only accepts reports that are mailed directly to the college from ICES. Note that the evaluation at ICES normally takes seven (7) weeks following the receipt of all necessary documentation.

### International Credit Evaluation Service (ICES)

3700 Willingdon Avenue  
Burnaby, British Columbia  
CANADA V5G 3H2

Telephone: 604-432-8800

Facsimile: 604-435-7033

Email: [icesinfo@bcit.ca](mailto:icesinfo@bcit.ca)

Website: [www.bcit.ca/ices](http://www.bcit.ca/ices)

Toll Free within BC: 1-866-434-9197

ICES hours of operation are 8:30 a.m. to 4:00 p.m. Pacific Standard Time, Monday to Friday except Statutory Holidays in Canada and the Province of British Columbia.

# REGISTRATION

Registration timelines and deadlines are published in the Key Dates section of the calendar. If students want a third party to register on their behalf, proxy forms must be signed and submitted. Proxy forms are available at local campuses or on the NIC website.

## STUDENT RESPONSIBILITY

Students enrolled at North Island College and planning to transfer or continue their studies at another institution are responsible for planning a program to suit admission, transfer, and grade point average requirements of the receiving institution. As each institution in Canada has different program and grade point average requirements, students are strongly encouraged to contact each institution to which they wish to transfer well in advance of their planned transfer date and confirm transferability of their NIC courses. NIC offers advising services on each of its campuses to help student access transfer information and plan appropriate programs.

## COURSE DELIVERY METHODS

Credit courses may be offered in a variety of delivery formats. More information on courses with alternative delivery formats is available on the timetable for each campus/centre.

### Scheduled Courses

Many courses offered at the Comox Valley, Campbell River, and Port Alberni campuses are offered as scheduled classroom instruction. Instructors teach course content through lectures, laboratories, seminars and other forms of direct face-to-face contact at regularly set days and times.

### Interactive Television

Scheduled classes may be offered through Interactive Television (ITV). ITV allows students to interact with a scheduled class at another location via live video linkage. ITV classes are listed on the campus/centre timetable.

### Continuous Entry & Exit Courses

These courses are self-paced. Students regularly attend North Island College for instruction, but proceed through course materials at their own pace, subject to completion deadlines.

### Distance Learning

Distance learning information can be found in the Distance Learning Section of this calendar.

## PRIORITY REGISTRATION

Priority registration occurs in May and June for continuing and new students for the next academic year in select programs. In addition to the registration priority assigned to continuing and new students, credit students receive registration priority over audit students.

### For Continuing Students

North Island College gives priority to continuing students (enrolled in the previous Fall or Winter semesters). A student's GPA and the total credit value earned from all courses included in the GPA may be used to assign priority.

### For New Students

New students are assigned registration dates and times according to their "qualified date and time". In the case of a tie, the College uses "application date and time" to determine priority. The new student priority registration follows continuing student priority registration.

## OPEN REGISTRATION

Following continuing and new student priority registration, all students may register for available spaces in courses on a first come, first registered basis.

## AUDIT STUDENTS

The following rules apply to students who register as audit, or wish to change to audit, in credit courses. Students:

- may not audit full programs
- must pay applicable fees
- must meet the course prerequisites
- may only register after the last day for credit registration if space is available
- may only change their status from audit to credit during the refund period

Credit students may change their status from credit to audit only during the refund period and only if there is space available for audit students.

## WAIT LIST

Qualified students may wait list in courses that do not have available spaces. Students may wait list in only one section per course in the same semester and campus. Students may not waitlist for an additional section of a course in which they are already registered. Students are expected to monitor their position on the wait list so that they know when a seat is available for them.

## WITHDRAWING FROM A COURSE

Students may withdraw from a course without academic penalty until the deadlines specified in the Key Dates section of the calendar. Students must officially withdraw from any course(s) that they will not finish by completing the official College withdrawal form and submitting it to the Registration office. If withdrawal forms are presented to registration by the published deadline, students will avoid a "DNC" (Did Not Complete with a '0' grade point) being permanently recorded on their transcripts. Note that withdrawal from courses may jeopardize student loan status and future loan eligibility.

## DE-REGISTRATION

North Island College may de-register students for reasons that may include, but are not limited to, the following:

- Unpaid fees
- Unmet prerequisites
- In some programs, non-participation in a course

## CREDENTIALS & TRANSCRIPTS

### CREDENTIALS

#### Residency Requirement

Generally, at least 50% of program requirements must be completed at North Island College with up to 50% met through transfer credit from other institutions.

#### Certificates, Diplomas and Degrees

When published requirements for a particular program of study are completed successfully, students are awarded the appropriate credential in the form of a certificate, diploma or degree. Students nearing the end of their program must apply for the credential at their local registration office. The credential bears the official seal of North Island College.

#### Dean's Waiver

Some programs must be completed within a specified number of years. The time limits are published in the Programs section of the calendar. In order to request an extension to this period, students must apply to the Dean. The procedures for application may be obtained at local campuses.

### TRANSCRIPTS

Transcripts contain the complete record of students' grades and credits. Students who want official transcripts must submit a signed request and pay applicable fees (see Other Types of Fees) either in person, by mail or by fax to their local registration office.

**Unofficial transcripts** are available at no charge from local campuses and centres provided that the student presents appropriate identification. Grades may also be viewed online via NIC CONNECT provided that the student has personal access to the site.

## GRADING SYSTEM

North Island College uses the following grading system:

### GRADES

Letter	Grade Point	Percent
A+	4.33	95-100
A	4.0	90-94
A-	3.67	85-89
B+	3.33	80-84
B	3.0	75-79
B-	2.67	70-74
C+	2.33	65-69
C	2.0	60-64
C-	1.67	55-59
D	1.0	50-54
F	0 (Fail)	0-49
DNC	0	
P	N/A	
AEG	N/A	
TRF	N/A	
TRD	N/A	

### NIC Grade Point Average (GPA)

- For each course appearing on the transcript, the assigned grade point equivalent to the letter grade is multiplied by the credit value to obtain a weighted grade point value.
- These weighted grade points are summed.
- The credit value of each course is summed.
- The sum of the weighted grade points is divided by the sum of the credit values to obtain the grade point average.

#### Example:

Course	Credits	Grade	Grade Point Equivalent	Grade Point Equivalent x Credit Value	Weighted Grade Point Value
ABT 101	2	B	3.0	2 x 3.0 =	6.0
ENG 115	3	A	4.0	3 x 4.0 =	12.0
MAT 066	3	C-	1.67	3 x 1.67 =	5.01
SOC 110	3	A+	4.33	3 x 4.33 =	12.99
HIS 060	2	DNC	0	2 x 0 =	0.0
PHI 100	3	NGR	N/A	N/A	N/A
<b>TOTAL</b>	<b>13</b>				<b>36.0</b>

$$\text{Grade Point Average (GPA)} = 36.0/13 = 2.77$$

# GRADING SYSTEM

## STANDING

Acronym	Meaning
AUD	Audit
CIP	Course In Progress
CS	Continuing Status
EXM	Exempt
INC	Incomplete
NGR	No Grade Reported
W	Withdrawal (does not appear on transcript)

*Prior Learning Assessment (PLA) is letter graded as above (A+, B, C-, etc.). Grade requirements differ in some programs. For example, 70% may be required to pass in many applied programs. Grade expectations will be communicated in each program.*

## DEFINITIONS

### Course Credit

In general, one (1) course credit is the equivalent of one (1) hour a week of classroom instruction (labs, seminars, etc. not included).

### Grades

A grade is the measure of a student's achievement in a course and is indicated on the transcript upon course completion.

**Primary Grades** are assigned based on the assessment of completed course work by North Island College instructors and include Percentage (%), Letter Grades, Did Not Complete (DNC), and Pass/Fail (P/F).

- **Did Not Complete (DNC)** - The student does not complete required course work and does not formally withdraw from the course by the official withdrawal date. "Did not Complete" constitutes a failing grade.
- **Pass/Fail (P/F)** - A grade of "P" indicates course outcomes have been met and credit has been awarded. A grade of "F" indicates course outcomes have not been met and credit is not awarded.

**Secondary Grades** provide for the assessment of achievement through other processes and include Aegrotat (AEG), Prior Learning Assessment (PLA), Transfer (TRF), and Transfer with "D" (TRD). The secondary grades that may appear on a student transcript are listed and described below.

- **Aegrotat (AEG)** - The student receives course credit based on satisfactory term marks but has been unable to complete all course requirements due to demonstrated exceptional circumstances. All "Aegrotat" grades must be approved by an Instructional Dean.
- **Prior Learning Assessment (PLA)** - Prior learning is assessed, and North Island College course credit is awarded. "Prior Learning Assessment" is indicated on the North Island College transcript with a grade awarded for the equivalent North Island College course. Grades awarded for Prior Learning Assessment will be the same as grades awarded for students who register in and complete course requirements.
- **Transfer (TRF)** - Course credit is transferred from another accredited institution to North Island College. The course can be used as a prerequisite.

- **Transfer with a grade of "D" (TRD)** - Course credit is transferred from another accredited institution to North Island College. The course cannot be used as a prerequisite.

### Standing

Standing is an indication of a student's status in a course. Standings do not carry course credit.

- **Audit (AUD)** - The student satisfies course prerequisites, attends course classes, and completes course readings. "Audit" cannot be used as a prerequisite.
- **Course in Progress (CIP)** - The student is currently enrolled in a course with a future end date. The final grade is to follow.
- **Continuing Status (CS)** - The student is continuing studies in a course for an indefinite period beyond the registered end date of the course section. Final grading for the course has not occurred.
- **Exempt (EXM)** - An exemption is based on documentation of successfully completed course work. Exempted courses allow a student to register in a course for which the exempted course is a prerequisite. Exempted courses do not carry course credit.
- **Incomplete (INC)** - The student is unable to complete a course or program in the scheduled time due to demonstrated, exceptional circumstances. "Incomplete" is a temporary standing applied to a course for a specified period with an extended end-date specified.
- **No Grade Reported (NGR)** - The student has completed the course but the grade is not yet submitted.
- **Withdrawal (W)** - The student formally withdraws from the course by the designated withdrawal date (does not appear on transcript).

## FEES

### TUITION FEES

Adult Basic Education &  
Adult Special Education programs ..... Tuition free

#### University Transfer & Career Technical Programs:

One Course (3-credit course) ..... \$243.30  
One Term (five, 3-credit courses) ..... \$1,216.50  
One year (ten, 3-credit courses) ..... \$2,433.00

#### Vocational programs:

Full year program ..... \$2,433.00

Fees listed in this calendar are in effect at the time of publication and are subject to change without notice.

A student may be denied admission, registration, grades, official transcripts or credentials until all outstanding debt to the college has been paid. Sponsored students are responsible for negotiating support with their sponsoring agency.

### TUITION & REFUND CATEGORIES

#### Category 1 courses or programs

**Tuition** - Typically, these include ABE, ESL, University Studies, Vocational and Career Technical courses or programs that require admission, transcript and/or graduation services. Such courses or programs may require a non-refundable, non-transferable tuition deposit of \$100.00 per instructional term upon registration or earlier. Normally, full fees are due by 4:00 pm on the first day of classes. Exceptions may include limited entry programs which require full fees to be paid three (3) weeks prior to the start of classes.

**Refund** - Students must drop from courses and programs within specific timelines as outlined in the North Island College Calendar in order to receive a refund minus the tuition deposit. Refunds may take as long as three weeks to process.

#### Category 2 courses or programs

**Tuition** - Typically, these include continuing education courses or programs and do not require admissions, transcript or graduation services. Such courses or programs require full tuition payment upon registration and the student pays the majority of the instructional costs.

**Refund** - The College will return tuition to students who drop after the time of registration to seven calendar days before the start date of the course or program. Students who drop with less than 7 calendar days to the course or program start date will not receive a refund.

#### Category 3 courses or programs

**Tuition** - These programs or courses may have non standard tuition fees and require the student to pay a significant portion of the instructional costs. In addition, they require admission, transcript and or graduation services. Such courses or programs require a non-refundable non-transferable tuition deposit as established by the Instructional Division upon admission. These courses and programs have varying deadlines for fees ranging from two (2) to four (4) weeks prior to the first day of classes.

**Refund** - Students who drop after the time of registration to 14 calendar days before the start date of the course or program will receive a refund minus their tuition deposit. Students who drop with less than 14 calendar days to the course or program start date will not receive a refund.

#### Category 4 courses or programs

**Tuition** - Typically, these include apprenticeship training classes or courses that require admission and transcript services. Such courses or programs require a non-refundable non-transferable tuition deposit upon registration or earlier with full fees due 60 days before the course or program commences.

**Refund** - Students who drop after the time of registration to 28 calendar days before the start date will receive a refund minus the tuition deposit. Students who drop with less than 28 days to the course or program start date will not receive a refund.

### OTHER FEES

**Application** ..... \$25.00 One time, non-refundable.  
Contract, Continuing Education & ElderCollege courses are exempt from this fee.

#### Assessment

English or Math Placement ... \$15.00 NIC Applicant  
\$40.00 Non-applicant

Off-Campus Assessment ..... \$20.00 Canadian Applicant  
\$50.00 International Applicant

**Books** ..... Costs vary and may be obtained through NIC Bookstores

**College Calendar** ..... \$5.00 Mail within Canada  
\$10.00 Mail outside of Canada

**Co-operative Education** ..... Costs vary and are available in the Co-op Student Handbook

**Duplicate Document** ..... \$10.00

**International Student** ..... Available from the International Education Office

**Laboratory** ..... Vary

**Prior Learning Assessment** ..... 75% of the normal cost of the course, plus there may be a \$60.00 advising fee.

**Student Society** ..... \$1.82 per credit for academic programs (\$5.46 per 3-credit course)

\$6.83 per month for vocational programs

**Transcript (official)** ..... \$5.00 each

**Transfer Credit Evaluation** ..... No charge for BC post-secondary transcript  
\$20.00 per out-of-province transcript

**Tuition Deposit** ..... Varies by program

These are non-refundable and non-transferable payments at the time of registration or earlier that are applied to tuition.

## FINANCIAL AID

Students may be eligible to receive financial assistance from the following sources: loans, grants, bursaries or scholarships. Students should speak to the Financial Aid Advisor for more information. Students who receive financial assistance should see the Financial Aid Advisor prior to withdrawing from classes. It is important to understand the consequences of withdrawal.

### 1. BRITISH COLUMBIA STUDENT ASSISTANCE PROGRAM (STUDENTAID BC)

StudentAid BC is the major source of funding for full-time students in University Studies, Career and Vocational programs. This government program provides funds for students with proven financial need. StudentAid BC funds are intended to supplement, not replace, a student's own resources. A BCSAP award may consist of a combination of Canada Student Loan, Canada Study Grant (full-time students with dependants), and/or British Columbia Student Loan. Recipients of government loans and grants must maintain at least 60% of a full-time post-secondary course load throughout the entire period for which they have received funding (40% for students with permanent disabilities who have been approved by StudentAid BC to study at the reduced course load level). Loans received under these programs remain interest-free and payment-free during the term of study. Interest begins to accrue the month following your study end date. Repayment begins six months after the borrower ceases to be a full-time student.

#### How to Apply

Students are encouraged to apply online at [www.studentaidbc.ca](http://www.studentaidbc.ca) for faster application processing. Students should submit their applications at least six weeks prior to the start of classes in order to ensure timely processing.

#### Maintaining Loans in Good Standing

Both the Federal and Provincial governments have programs to assist students in maintaining their student loans. Please access the appropriate website for information on the following programs

Provincial Loan Website – ([www.studentaidbc.ca](http://www.studentaidbc.ca))

- B.C. Loan Reduction Program
- B.C. Loan Remission Program
- B.C. Loan Forgiveness Program
- B.C. Interest Relief Program
- B.C. Permanent Disability Benefits Program
- B.C. Debt Reduction in Prepayment Program
- Principal Deferment Program

Federal Loan Website – ([www.canlearn.ca](http://www.canlearn.ca))

- Federal Interest Relief Program
- Federal Debt Reduction Program
- Federal Permanent Disability Benefit Program
- Revision of Terms

### 2. ADULT BASIC EDUCATION STUDENT ASSISTANCE PROGRAM (ABESAP)

ABESAP is a provincially sponsored program providing direct educational costs to students enrolled in recognized Adult Basic Education, Adult Special Education and English as a Second Language courses. Students not receiving financial assistance for educational costs from other sources may apply for funding. For more information, contact a Financial Aid Advisor.

### 3. CANADA STUDY GRANTS FOR HIGH NEED PART-TIME STUDENTS (CSG-HNPT), CANADA ACCESS GRANT & CANADA STUDENT LOANS FOR PART-TIME STUDENTS

This program is designed to provide funding for educational costs (tuition and books) for students who are unable to study on a full-time basis due to: family responsibilities, permanent disabilities, providing care for elderly or disabled dependants. Students must be enrolled in post-secondary certificate or diploma program credit courses which make up less than 60% of a full course load. Students' gross annual income, assets, and size of immediate family are considered to determine eligibility. For more information, contact a Financial Aid Advisor.



**Every gift makes a difference.**

Would you like to create a legacy in honour of a loved one?

By giving to the North Island College Foundation, you are helping local students reach their goals and supporting positive change in your community.

**Call 250-334-5000 ext. 4267 to give today or visit our website at [www.nic.bc.ca](http://www.nic.bc.ca) for more information.**



NIC student Jennifer Wise receiving the Susan Diana Crossley Bursary from Ray Crossley.

## AWARDS

A detailed listing of awards and their criteria may be obtained by contacting the Financial Aid Office at any NIC campus or centre. While every attempt has been made to ensure the accuracy of the content of the following awards listing, it may be amended from time to time. For more information about North Island College Foundation awards, speak to a Financial Aid Officer at one of North Island College's Campuses or visit [www.nic.bc.ca](http://www.nic.bc.ca).

### HOW TO APPLY

Eligibility criteria and application instructions for NIC Foundation scholarships and bursaries are detailed in the North Island College Foundation Awards booklets, which can be picked up at your local Student Services/Registration office or viewed online: [www.nic.bc.ca/foundation/awards\\_booklets.htm](http://www.nic.bc.ca/foundation/awards_booklets.htm).

### DONORS

Through the generosity of donors who contribute to the North Island College Foundation scholarship and bursary program, the Foundation is able to assist financially needy students as well as recognize students who achieve academic excellence. Scholarships and bursaries are listed on the following pages.

### SCHOLARSHIPS

Scholarships are funds awarded to students for high academic achievement. In most cases, applications are not required for scholarships offered through the NIC Foundation.

### BURSARIES

Bursaries are funds designed to assist students who meet specified eligibility criteria and who demonstrate financial need. Applications are required for bursaries offered through the NIC Foundation.

### GOVERNOR GENERAL'S COLLEGIATE BRONZE ACADEMIC MEDAL

The Governor General of Canada annually awards a medal to the top North Island College academic graduate from a two-year or longer program. No application is required.

### LIEUTENANT GOVERNOR'S SILVER MEDAL

The Lieutenant Governor of British Columbia annually awards a medal to a student graduating from a one-year or shorter program at North Island College. The recipient must have an excellent academic record and have contributed positively to the College or to the community at large. Students must apply for this medal. Applications are available from the Financial Aid offices in February. The deadline for applications is April 13th.

### SCHOLARSHIPS FOR NEW STUDENTS

Brian Scott Fine Art Ltd. Scholarship	2 awards of \$600
Comox Valley Rife Volunteer and Resonant Light Technology Scholarship	\$400
Dr. Neil Murphy Entrance Scholarship	\$400
Lyle Wesley Scholarship	\$260
Michael Pallan Memorial Scholarship	4 awards of \$1010
Peter Robinson Award of Excellence – Fine Arts Entrance Scholarship	\$1090
Port Alberni 2004 Winter Games Legacy Scholarship	\$145
Ray Hughes Scholarship	\$1000
Scotiabank Scholarship	5 awards of \$1500

### BURSARIES FOR NEW STUDENTS

Alberni-Clayoquot Innovation Society Bursary	\$300
Andrea W. Rowe Entrance Bursary	\$300
Bob Minkler Memorial Bursary	\$2100
Campbell River Recycling Society Bursary	2 awards of \$1040
Canadian Federation of University Women – Comox Valley Bursary	\$520
Carl O., Margaret & Carl A., "Tubby" Thulin Memorial Bursary	\$590
Coastal Community Credit Union Entrance Bursary	\$920
Comox Valley Recovery Centre Monty Montgomery Memorial Bursary	\$250
Compassionate Heart Award	\$250
Credit Union Foundation of BC Bursary*	2 awards of \$500
CUPE (North Island College) Local 3479 Bursary	\$655
David N. Hudson Bursary*	\$310
Denise Forest Memorial Bursary*	\$440
Dragon Boat Society, Campbell River, Bursary*	\$TBA
Fred Bossom Memorial Bursary	\$1250
Graham & Frame Barristers & Solicitors Bursary	\$910
Grieg Seafood BC Ltd Bursary*	\$500
Highland Grad '85 Reunion Bursary	\$190
IODE Laura Gordon Chapter Bursary	\$500
Jane-Claire Inkster Memorial Men's Bursary	3 awards of \$925
Jane-Claire Inkster Memorial Women's Bursary	6 awards of \$925
John Anderson McLean Memorial Bursary*	\$640
Kinsmen Club of Campbell River Bursary*	\$1000
Lazo Women's Institute Entrance Bursary	2 awards of \$900
Marjorie P Gris Bursary	\$900
Merle Bonnick Bursary	\$580
Minerva Foundation Award for BC Women*	3 awards of \$1250
Muir Family Bursary	\$1000
North Island College Administrators' Bursary	\$900
North Island College Faculty Association Bursary	\$775
North Island College Foundation Entrance Bursary	12 awards of \$1000
North Island College Foundation High School Bursaries	13 awards of \$1000
Old Age Pensioners' Association – North Island Region Bursary	\$500
Optometry Office of Mary Lynn DesRoches Bursary	\$220
Port Alberni Campus Bursary*	\$540
President's Student Success Bursary	\$820
Pythian Order Career, Technical, Vocational Program Bursary	5 awards of \$675
Roberta Glendale Memorial Bursary	\$190
Rotary Club of Port Alberni Bursaries	3 awards of \$500
Stan Mounce Memorial Bursary	\$270
Terry and Phyllis Ryan Trades Bursary	\$255
Tim Fletcher Memorial Bursary	\$270
Women for Women Bursary*	3 awards of \$500

\* denotes awards that are available to either a new or continuing NIC student

## AWARDS

### SCHOLARSHIPS FOR CONTINUING AND GRADUATING STUDENTS

Adult Basic Education Achievement Award .....	\$100
Andrew Sheret Limited Scholarship .....	\$500
BC Hydro Scholarship .....	\$600
Canadian Tire, Courtenay Scholarship .....	\$510
Certified General Accountants Association of BC Academic Excellence Scholarship .....	\$500
Comox Valley Rotary Clubs/Vancouver Foundation Scholarship .....	\$2000
Co-operators Scholarship .....	\$445
David Macaree Award for Improved Dementia Care .....	2 awards of \$320
Keith Wagner Memorial Scholarship .....	\$650
Lazo Women's Institute Scholarship .....	2 awards of \$900
Leslie and Rosina Ball Memorial Scholarship .....	\$380
Marc Hylands Scholarship .....	2 awards of \$1075
Margaret Gracza Scholarship .....	\$2000
Monks Office Supply Scholarship .....	\$500
North Island College Foundation Scholarships .....	25 awards of \$500
North Island College Math/Science Department Scholarship .....	2 awards of \$TBA
Peter Robinson Award of Excellence – Graduating Fine Arts Scholarship .....	2 awards of \$1090
Port Alberni Administrator's Scholarship .....	\$100
Port Alberni Campus Support Staff Scholarship .....	\$TBA
Rhoda Campbell Memorial Early Childhood Education Scholarship .....	\$340
Shirley Wagner Memorial Scholarship .....	\$650
Simo Nurme Memorial Scholarship .....	\$330
Stan Price Scholarship .....	\$200
Umcek Human Resource Development Scholarship .....	\$250

### BURSARIES FOR CONTINUING AND GRADUATING STUDENTS

AB Ball Memorial Bursary .....	\$550
Alberni Valley Lions Club Bursary .....	2 awards of \$350
Alberni Valley Medical Society Bursary .....	\$225
Berwick Retirement Community Bursary .....	\$940
Bite of Campbell River Bursary .....	\$240
Campbell River Altrusa Club Literacy Bursary .....	\$230
Canadian Daughters' Assembly #6 Bursary .....	2 awards of \$700
Canadian Daughters' Memorial Bursary .....	\$445
Canadian Daughters' National Bursary .....	\$510
Canadian Information Processing Society Bursary .....	\$265
Canterbury Food Service Bursary .....	\$TBA
CanWest Global Communications Bursary .....	2 awards of \$1325
Chris Laithwaite Memorial Bursary .....	\$880
Coca-Cola Bursary .....	3 awards of \$TBA
Comox Valley Art Gallery Bursary .....	\$200
Comox Valley ElderCollege Bursary .....	\$1000
Comox Valley Horticultural Society Bursary .....	\$675
Credit Union Foundation of BC Bursary* .....	2 awards of \$500
Daniel Portmann Memorial Bursary .....	\$515
David Clements Family Teacher Bursary .....	\$540
David N. Hudson Bursary* .....	\$310
David Whitworth/Tom Cross Trades Bursary .....	\$200
Denise Forest Memorial Bursary* .....	\$440
Denman Conservancy Association David Fraser Bursary .....	\$545

Dr. Michael Trumper Memorial Bursary .....	\$250
Dragon Boat Society, Campbell River, Bursary* .....	\$TBA
Duncan Sabine Collyer Partners CGA Bursary .....	\$250
Dyer Family Bursary – Campbell River .....	\$450
Dyer Family Bursary – Comox Valley .....	\$450
Elaine and Rob Shelton Bursary .....	\$260
Evergreen Seniors Club Bursary .....	\$500
EW Bickle Memorial Bursary .....	\$455
Federation of Canadian Artists – Comox Valley Chapter Fine Arts Bursary .....	\$590
Gail Kuzma Memorial Bursary .....	\$445
Grieg Seafood BC Ltd Bursary* .....	\$500
Hobson Family Bursary .....	3 awards of \$595
Islands West Manufacturers Ltd Bursary .....	\$TBA
Ivy Power Memorial Bursary .....	\$730
JGM Luckhurst Bursary .....	\$510
John Anderson McLean Memorial Bursary* .....	\$640
John Squire Memorial Bursary .....	\$150
Johnson Diversey Canada Bursary .....	\$TBA
Kinsmen Club of Campbell River Bursary* .....	\$1000
Kinsmen Club of Port Alberni Bursary .....	2 awards of \$500
Kiwanis Club of Port Alberni Bursary .....	\$250
Lazo Women's Institute Bursary .....	2 awards of \$900
Martha Akerly Bursary .....	\$380
Mary Turnham Memorial Bursary .....	\$285
McCain Foods (Canada) Bursary .....	2 awards of \$500
Minerva Foundation Award for BC Women* .....	3 awards of \$1250
Native Sons & Canadian Daughters Bursary .....	3 awards of \$575
North Douglas Distributors' Award .....	\$TBA
North Island College Spirit of Campbell River Bursary .....	\$TBA
NVI Mining Ltd Myra Falls Operations Bursary .....	\$270
Pat Bevan Rural Student Bursary .....	\$850
Pat Bevan Women's Bursary .....	2 awards of \$850
Paul Arbour Memorial Bursary .....	\$300
Perpetual Gratitude Award .....	\$250
Port Alberni Campus Bursary* .....	\$540
Port Alberni Continuing Student Award .....	\$500
Port Hardy Campus Administrator's Award .....	\$202
Port Hardy Campus Adult Basic Education Bursary .....	\$130
Port Hardy Campus and Distance English Bursary .....	\$TBA
Port Hardy Campus Applied Business Technology Bursary .....	\$520
Port Hardy Campus Maths/Science Award .....	\$260
Pythian Order Academic Program Bursary .....	5 awards of \$675
Ray Gailloux Memorial Bursary .....	\$500
Retired Teachers' Association Bursary .....	\$850
Robert Illman Memorial Welding Bursary .....	\$565
Royal Purple of Canada Lodge 158 Bursary .....	\$500
Royston-Cumberland Lions Club Bursaries .....	2 awards of \$250
ScotiaMcLeod Bursary .....	\$645
Soroptimist International Club of Courtenay Bursary .....	8 awards of \$500
Soroptimist International Club of Courtenay Bursary .....	4 awards of \$1000
Stephen Garnet Memorial Bursary .....	\$300
Susan Diana Crossley Bursary .....	\$385
Terry and Phyllis Ryan Humanities Bursary .....	\$510
University Women's Club of Campbell River – Ann Elmore Haig-Brown Memorial Bursary .....	\$1085
Viking Air Bursary .....	\$500
Women for Women Bursary* .....	3 awards of \$500

## POLICIES & REGULATIONS

The following is a selection of policies and regulations that pertain directly to student life at North Island College. Students are encouraged to consult the complete text of North Island College policies. These may be obtained at local campuses and on the web at [www.nic.bc.ca](http://www.nic.bc.ca).

### ACADEMIC PROGRESS, NIC POLICY #3-01

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

### ATTENDANCE & PERFORMANCE IN COURSES & PROGRAMS, NIC POLICY #3-19

Certain courses and programs are intended to enable students to develop behaviours that meet accepted workplace practice. Others require that students work extensively in groups to meet intended learning outcomes. Students in these courses or programs are expected to attend classes regularly, be punctual and to demonstrate a satisfactory level of performance and rate of progress, individually or as a member of a team, within the time guidelines set for the course or program. Failure to meet these expectations may result in failure in the course or program.

### CLEAN AIR, NIC POLICY #7-01

North Island College provides a smoke-free environment for employees, students and visitors. Smoking is prohibited in all College buildings whether rented, leased or owned.

### EXAMINATIONS, NIC POLICY #3-09

To properly respect the student and to maintain the integrity and reputation of the College, all instructor-developed, credit course exams are of a rigour, quality and content appropriate to the level of the course/program. Exams are clearly identified in the Authorized Course Description and developed, stored, scheduled, distributed and invigilated according to the procedures in the policy.

### FIELD TRIPS

Some programs or courses include field trips. Students are responsible for informing all of their instructors of the time and date(s) of any field trip that will require absence from classes. Instructors will inform students of possible negative consequences that will result should they decide not to participate in field trips that are included in course curriculum.

Students may be required to sign a liability waiver. The College does not provide insurance coverage for students on field trips, and is not liable for student illness or accident during a field trip or other College-related travel. It is the students' responsibility to ensure they have valid BC medical insurance coverage. The College recommends that students traveling out of the country on College activities, purchase temporary extended hospital and medical coverage.

### FIRST AID & SAFETY

Each college campus has one or more employees qualified as first aid attendants. Any and all accidents must be reported immediately to reception or front desk staff so that appropriate action may be taken.

All students, faculty and staff are responsible for learning and using proper work procedures and observing all related regulations in accordance with the requirements for Occupational Health and Safety. Any hazardous or unsafe conditions, practices or behaviour should be reported immediately. Copies of the College's Occupational Health & Safety Manual are available for consultation at each campus/centre.

### FREEDOM OF INFORMATION/PROTECTION OF PRIVACY, NIC POLICY #1-01

North Island College keeps information under the authority of the College and Institute Act. North Island College protects and uses student record information in compliance with the BC Freedom of Information and Protection of Privacy Act (1992). Information will be used for the purposes of admission, registration, grade notification, issuing income tax receipts, research, sending follow-up educational information, contacting alumni, special events, advising follow-up, and other fundamental activities related to being a member of the North Island College community and attending a public post-secondary institution in BC. For further information, contact the Office of the Registrar.

The BC government requires the collection of student demographic information during application and registration to accurately assign a unique identifier for everyone accessing publicly funded education in BC. The use of the Personal Education Number (PEN) for this process has been agreed to in principle by the Freedom of Information and Privacy Commissioner. Students are required to supply this information to complete their registration in courses or programs.

### HUMAN RIGHTS, NIC POLICY #2-08

The College is committed to providing a working and learning environment that promotes a climate of understanding and mutual respect where all are equal in dignity and human rights. Discrimination and harassment undermine this commitment and are serious offences that may be subject to a range of disciplinary measures, including, where appropriate, dismissal in the case of an employee and suspension in the case of a student.

The objectives of this Policy are to prevent discrimination and harassment on the grounds protected by the BC Human Rights Code, to provide procedures for handling complaints, to establish the grounds for corrective measures and/or discipline, and to ensure that all members of the College community are aware of their responsibilities under this Policy and the BC Human Rights Code. The College will ensure that this policy and its procedures are interpreted, administered and applied in a fair, reasonable, unbiased and timely manner. It is recognized that academic freedom is an important value of North Island College. This policy will be interpreted in light of our commitment to this value.

Students are encouraged to request assistance from a counsellor or campus director if they think that they are being harassed.

## POLICIES & REGULATIONS

### INSURANCE COVERAGE - STUDENT USE OF PERSONAL VEHICLE

In the event that a student chooses to use their own vehicle for a work-term, practicum placement or college-related activity, it is the responsibility of the owner of the vehicle to make sure that there is sufficient insurance coverage. North Island College is not responsible to ensure that a student's vehicle is properly insured. There is no additional coverage provided by North Island College.

If a student chooses to use their vehicle for a College related activity, they should seek advice from their insurance carrier regarding legal liability and defensive insurance.

### LIABILITY WAIVERS

Some North Island College courses require students to sign a waiver in order to participate in activities that could result in injury. Students must acknowledge the risk involved in the instructional activity and sign these waivers before they are allowed to participate.

### NO SHOW, NIC POLICY #3-05

Where non-participation in a course or program is properly and fairly determined, the College reserves the right to cancel students' enrolment in courses and programs in order to allow other students who are wait-listed or known to be waiting to register.

### REPEATING A CREDIT COURSE, NIC POLICY #3-14

Students may repeat a course for credit to achieve a higher grade once. All grades earned will show on transcripts, but credit will be granted only once. Students who wish to take a course for credit more than twice must obtain permission from the Department Chair. This policy does not apply to courses in Continuing Studies, English as a Second Language, Adult Special Education, and continuous entry/exit vocational programs\* and in courses that require re-certification.

### STUDENT APPEAL, NIC POLICY #4-12

This policy is maintained in order to guide the President in resolving appeals from:

- Student Complaint Resolution Policy #2-09
- Student Conduct Policy #3-06
- Student Final Grade Dispute Resolution Policy #4-03

The College will examine all student appeals in a consistent and thorough manner, ensuring that the rights of both the complainant and the respondent are respected.

### STUDENT FINAL GRADE DISPUTE RESOLUTION, NIC POLICY #4-03

North Island College maintains a student dispute resolution procedure regarding the assignment of final grades. This policy requires students to pursue an informal resolution process before proceeding to a formal appeal.

### STUDENT CONDUCT, NIC POLICY #3-06

North Island College is a place of education, training and academic inquiry. Our professional ethics require us as individuals and as an institution to adhere to principles of academic integrity and of respect for our students, staff and colleagues. North Island College undertakes to review and inquire into allegations of academic or personal misconduct in a timely, impartial and accountable manner and take appropriate action when it finds that academic or personal misconduct has occurred.

The purpose of this policy is to describe a safe working and learning environment that respects academic honesty and defines appropriate personal conduct for students. The policy describes procedures to deal with students who do not conduct themselves in accordance with the guidelines outlined in the policy.

The College reserves the right to take appropriate actions, including legal action or suspension when student behaviour conflicts with these expectations.

### STUDENT COMPLAINT RESOLUTION, NIC POLICY #2-09

This policy is to be followed in the event of a student initiated complaint regarding instruction or services at North Island College. A student may wish to seek advice to ensure that this policy is appropriate to the concern being raised. The goal of the Student Complaint policy is timely and successful resolution of the complaint.

North Island College has a commitment to provide quality education and service to its students. However, in an organization as diverse as a college where personal growth occurs and assumptions are regularly challenged, problems may arise. We are committed to an open, collaborative approach to dealing with student concerns and we will endeavour to resolve complaints at an informal level wherever possible. Should this not be successful, students have the option of initiating a formal complaint.

Lodging a complaint will have no adverse consequences on the status of the complainant in their course or program of studies.

### WORKERS' COMPENSATION BOARD COVERAGE

Provincial Workers' Compensation Board coverage is in place for:

- All students while they are participating in a required practicum at a recognized work site; and
- Student apprentices during classroom/lab/shop instruction only. Provincial Workers' Compensation Board coverage is not in place for any other students.

## DISTANCE LEARNING

Some courses may be taken without attending at a campus or centre. Instructors and students at different locations communicate by telephone, mail, fax and computer. Although students do not attend regularly scheduled classes, some science lab activities may be scheduled and require student attendance.

NIC delivers trades, technical, post-secondary, and upgrading education across a vast area. In order to meet the educational needs of the many communities in our region, we make use of various 'Distance Learning' methods and means. These include Textbook-Based, Online, and Interactive Television (ITV). Sometimes we make use of a combination. As with many face-to-face courses, instructors and students communicate via telephone, mail, fax, and, of course, computer. Like face-to-face courses, some of the Distance Learning courses are regularly scheduled (this is always the case with ITV classes and science labs) and these will require attendance at a designated campus. Some courses may be taken without attending at a campus or centre at all.

You may find that the course you wish to take is only available through some mode of Distance Learning delivery. We hope that the information provided below is useful but please feel free to ask questions about Distance Learning and what we can do to help you succeed as a Distance Learner.

### DISTANCE LEARNING MODES AVAILABLE:

#### Terminology:

- **Lock Step** - Students in Lock Step courses must complete exams and assignments on a fixed four month schedule with fixed deadlines that parallel scheduled classes, Rules for scheduled classes apply to Lock Step distance courses as detailed in the Key Dates section of this calendar. Lock Step works especially well if clear timelines help you get the work done.
- **Flexible** - Students work through the course material at their own pace within a specific timeframe, with two intakes per year (fall and winter semesters). The rules for the flexible distance format may be found at the end of the Key Dates section of this calendar. Flexible – or just Flex – can be helpful if you are returning to education after some time out of school, or if you have significant responsibilities at home or at work that make it impossible for you to complete a course within, say, four months.

#### Textbook-Based Delivery Method

Students work at a distance from texts and student manuals. Textbook ordering information is listed below. Optional online components are available for some courses. Textbook – or Paper-Based courses may be delivered in Flexible or Lock Step modes. Please ensure that you are taking the mode that works best for you.

#### Online Delivery Method

Online Learning is the most rapidly expanding mode of teaching and learning on the planet. Like virtually all North American post-secondary institutions, NIC makes use of Online education in a variety of ways. Online is ideal for students who wish to learn in their own environment using the Internet. Online learning allows students to learn outside of scheduled class time while also connecting with others. (You'll need access to the Internet, obviously.) Course materials are available online and the technology is used to communicate with peers and instructors, and to submit assignments. Online courses may require students to order textbooks. Textbook ordering information is listed below.

It is recommended that students considering online courses take the quiz "Is online learning for you?" at [www.bccampus.ca](http://www.bccampus.ca). The online Learner Success course (ABT 020) is free of charge and students are encouraged to enroll in this course as an introduction to online learning.

Online courses may be Lock Step or Flexible (see definition above). The majority of online courses are offered through BCcampus. BCcampus is an online educational service that connects students and online courses across British Columbia. NIC students, as well as students from other institutions in BC, may register in NIC and other BC post-secondary institution courses through BCcampus ([www.bccampus.ca](http://www.bccampus.ca)).

### APPLICATION

Register as you would for any NIC course:

- Complete the Application for Admission form and submit required fees. The Application for Admission form may be printed from our website ([www.nic.bc.ca](http://www.nic.bc.ca)) and either mailed or faxed to your nearest NIC location, or you may submit your Application electronically through PASBC ([www.pas.bc.ca](http://www.pas.bc.ca)).
- Applicants must satisfy the admission requirements as listed in the calendar. All NIC programs accept official transcripts or completed assessment testing at the appropriate level as meeting a course or program requirement. Assessment testing may be done "off campus". Please contact us for more information.

### REGISTRATION

- Pay applicable term deposit fees
- Register in selected courses
- Provide course pre-requisites
- Pay balance of tuition fees (see Key Dates) and purchase text books

### BOOKS

Books are not included in your registration package nor are they covered by your course fees. They may be ordered toll-free from the following campus bookstores:

- **Port Alberni:** 1-888-414-8242 ext. 8720
- **Comox Valley:** 1-800-715-0914 ext. 5013
- **Campbell River:** 1-888-293-3177 ext. 9705

A book list may be viewed at [www.nic.bc.ca](http://www.nic.bc.ca), click on Follow the link from Campus Stores & Book Search on the NIC home page to Book Search – Distance Learning.

### SERVICES

There are a variety of ways that distance students may access NIC resources and services.

## DISTANCE LEARNING

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### LIBRARY

Visit any NIC campus library either in person or via the library webpage, available through the NIC website at [www.nic.bc.ca](http://www.nic.bc.ca), or call toll free 1-800-715-0914 ext. 5097.

You can access article indexes online through the library webpage as well as contact the reference librarian. Other online links/services are also available through this site. You can request that materials be mailed to you from any NIC library.

### OTHER

- Computer labs are available at all NIC campuses and centers for students taking Distance Learning courses.
- Refer to the calendar section called "Services and Resources" for further information.

### EXAMS

Distance exams can be written at any NIC campus or centre. Students should check their course outlines at the beginning of the semester, and notify the instructor of the date and location desired to sit the exam at least three weeks in advance of the exam. Students must also confirm open testing schedules and confirm the exam has been received by the invigilator. If you do not live near a campus or centre, you must make arrangements for an approved invigilator. Check your student manual and visit our website for more exam information.

### FINANCIAL AID

The Port Hardy Campus Advisor (1-866-332-1133 ext. 2856) is available to work with distance students to discuss financial aid or educational planning.

### COURSE OFFERINGS

For a list of courses offered through Distance Learning, please visit our website and choose Search for Classes, enter the Term required and Course Delivery method of DIS (Distance).

A complete listing of distance courses and their delivery methods is available at the NIC website at the Distance Education link. You can also search for specific distance courses on NIC CONNECT, by specifying the delivery method in the search form.

You can find out more about Distance Learning at NIC through our webpage at [www.nic.bc.ca/programs/courses\\_distance.asp](http://www.nic.bc.ca/programs/courses_distance.asp).

#### For further information, call:

Lyn Barton

Email: [Info\\_DL@nic.bc.ca](mailto:Info_DL@nic.bc.ca)

Phone (toll free): 1-866-332-1133 ext. 2851

## INTERNATIONAL EDUCATION

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North Island College is committed to supporting its students to develop the global competencies needed to live and work in an increasingly more connected world. A key strategy in reaching this goal is providing the opportunity for students to study and learn with international students from around the world.

### PROGRAM CONTACT

North Island College International  
2300 Ryan Road, Courtenay, BC V9N 8N6  
Phone: 1-250-334-5021 Fax: 1-250-334-5018  
Email: [internationale@nic.bc.ca](mailto:internationale@nic.bc.ca)  
Website: [www.nic.bc.ca/ie/](http://www.nic.bc.ca/ie/)

### INTERNATIONAL STUDENT ADMISSION

In general, international students must:

1. be 18 years of age or older,
2. be a high school graduate,
3. meet all program and course prerequisites,
4. meet all Canadian government immigration authorization requirements,
5. have proof of medical insurance coverage in Canada

Admission to specific programs depends on space availability.

Students applying to study English as a Second Language will be assessed and placed at the appropriate level. They do not need to supply a TOEFL or IELTS score. Students applying to all other programs may provide proof of program and course prerequisites with transcripts, assessment or standardized tests including IELTS and TOEFL. The college may grant an applicant conditional admission to a program based on current registration in prerequisite high school or post-secondary courses.

### TUITION FEES

International students are required to pay full-time fees at North Island College. Exceptions to this rule may be approved at the Dean's discretion to accommodate special programs, summer programs, students in their last terms of study and other special cases.

## INTERNATIONAL EDUCATION

All students are required to pay a non-refundable tuition deposit prior to receiving their formal acceptance letter. The remainder of the term tuition is due in full 30 days prior to the start of the semester.

International Education tuition fees are posted on the International Education web pages at [www.nic.bc.ca/ie/](http://www.nic.bc.ca/ie/).

The College will operate within the guidelines laid out by the Ministry of Advanced Education policy on tuition fees for International Students. Programs and services for international students will be on a cost-recovery basis except in those instances where government policy specifically makes allowance for participation under the conditions of a regular Canadian citizen.

### TEXTS, SUPPLIES & LAB FEES

Textbooks, supplies and lab fees are not included in the tuition fees and may be purchased or paid separately.

### TUITION FEE REFUND POLICY

For detailed information, please review the International Education pages on the college website at [www.nic.bc.ca/ie/](http://www.nic.bc.ca/ie/).

### COURSE REGISTRATION AND WITHDRAWALS

International students are required to take a full-time course load (minimum of three courses). Course changes, withdrawals and selection procedures are subject to current policy pertaining to all North Island College students. Assistance is available from the International Education Office. All international education students are subject to Canadian Immigration laws and policies regarding admission, registration and attendance.

### MEDICAL INSURANCE

Medical coverage is the responsibility of the student and evidence of insurance is required upon arrival. Students are eligible for the British Columbia government's Medical Services plan insurance once they have lived in this province for three months. Students staying in B.C. for more than six months must apply for this insurance as soon as they arrive. Students are expected to obtain insurance for their first three months in B.C. through an insurance agency or the college's insurance provider.

### COUNSELLING

Moving to a new country is exciting. It can also be stressful and lonely. Our counsellors are available to help students with personal or career concerns. They will assist students in adjusting to their life in a new country. Counselling offices are located in Student Services. Counselling is private and confidential.

### ACADEMIC ADVISING

International students are encouraged to meet with an academic advisor to discuss their educational plan to ensure it meets graduation requirements. Academic advisors are also available to assist international students preparing to transfer to other post secondary institutions.

### ACCOMMODATION

While attending the college, students may choose to live on their own or live with a family in a homestay.

If students choose homestay, they should review the accommodations information on the International Education pages of the college website at [www.nic.bc.ca/ie/](http://www.nic.bc.ca/ie/). Homestay fees are separate from tuition. A one time placement fee is charged to ensure the home offered to the student is suitable for their needs. Students usually pay fees on a monthly basis directly to the homestay provider. Fees are posted on the international website at [www.nic.bc.ca/ie/](http://www.nic.bc.ca/ie/). Students may choose to make their own housing arrangements. Local papers advertise rental accommodations. Links to local newspapers are provided on the college website at [www.nic.bc.ca](http://www.nic.bc.ca). Housing costs will vary with the type of accommodation.

### WORKING AND VOLUNTEERING

International students are able to apply for on campus work. You may also apply for an Off Campus Work Permit if you have at least 6 months (in the last 12) of successful full-time post-secondary study. Our International Education office will assist international students complete documentation necessary for the Off Campus Work Permit.

International students, especially those studying English as a Second Language, are strongly encouraged to participate in volunteer activities in the community. Volunteering provides opportunities for learning new skills, making friends and developing language skills. Workshops are provided to assist students in finding volunteer opportunities.

### SERVICES AND ACTIVITIES

International students have access to all of the student services available on campus, including student orientation, library, bookstore, counselling, advising, laboratories and cafeteria. We encourage international students to participate in activities on campus and in the community. Information about community recreation and volunteer opportunities is available through Student Services and the North Island Student Union.

## CO-OPERATIVE EDUCATION

### WANT TO END THE “NO EXPERIENCE – NO JOB” CYCLE?

Co-operative Education (often called “Co-op”) integrates your studies with paid periods of relevant work experience in the “real world”. You will have the opportunity to apply academic knowledge, clarify career direction, earn a competitive wage and develop confidence in your skills and abilities. After completing a Co-operative Education designation, your resume will show employers that you are a graduate with the important distinction of having current work experience in your area of study.

As a Co-op student, you will receive friendly, professional and personalized career support throughout your study and work terms. During pre-employment seminars you will learn important work search and employment success skills that remain relevant long after graduation. You will also gain access to jobs that are related to your studies, and break that “no experience, no job” cycle. So, reward yourself by adding Co-op to your NIC experience ... we love helping students succeed in reaching their employment goals!

### PROGRAM HIGHLIGHTS

North Island College is currently offering the following one or two-year programs in the Co-op model:

- Adventure Tourism Diploma (mandatory Co-op)
- Applied Business Technology: Office Assistant II Certificate
- Business Administration Diploma:  
Accounting, Administrative Studies and Marketing/  
Communications Options
- Information Technology and Computer Science Diplomas
- Tourism and Hospitality Management Diploma (mandatory Co-op)

Since Co-op students complete at least half of their course work and have an above average Grade Point Average before they start their first work term, employers can be confident that a Co-op student will bring relevant skills and critical thinking to the workplace. This is why many employers view Co-op students as excellent candidates for short and long term employment.

### WORK TERMS

The Co-operative Education Office works with you to develop appropriate paid career-related work term opportunities. The length of the work term varies from 2-5 months, depending on your program area. Work terms are approved and monitored by the Co-operative Education department. While many work terms occur in the local region, there are opportunities available throughout BC, Canada and the world! If you are willing to commute or relocate, you will have access to a much wider range of opportunities.

### WHAT IT TAKES TO SUCCEED

Want to be better prepared to enter the work force? If you have a positive “can-do” attitude, current training and recent experience, then you are well positioned to find and keep employment in your chosen career. Co-op helps you to promote yourself through effective resumes, cover letters and interviews and supports you every step along the way in your new career journey!



### CAREER OPPORTUNITIES

As a co-op student, your chances of securing career-related employment upon graduation are significantly improved! Graduates with a Co-op designation have been successful in finding work in various small, medium and large businesses, crown corporations, government and the professions.

### ADMISSIONS REQUIREMENTS

As admission requirements vary with each program area, please consult the Co-operative Education office for details. Most students are required to:

1. Submit a completed Co-op application form and participate in an intake interview during the Fall term;
2. Achieve and maintain a GPA of 2.33 or better in the required program courses;
3. Plan to complete all or most course requirements for the fall and winter terms before beginning the first WorkTerm;
4. Maintain a full-time load of at least three courses per term; and be planning to return to school after their work terms;
5. Demonstrate the motivation and potential to pursue a professional career by planning to participate in all aspects of the Work Search Process.

### GENERAL REGULATIONS

Many regulations are unique to Co-op. Please refer to the Co-operative Education Student Handbook available through the Co-operative Education office.

### TUITION & START DATES

Category 1 tuition fees apply. Check with Student Services/Registration for details. Co-op applications are accepted in fall for January Work Terms. Exception: mandatory Co-op for Tourism programs may have different start times. Contact the Co-op Education office for details.

### WORK TERM TRANSFER

If you are planning to continue your studies (within the same discipline) at another institution in BC where Co-op is offered, your Co-op Work Terms are eligible to be considered for transfer, as the Co-op programs at NIC are provincially accredited through the Association for Co-operative Education – BC/Yukon. For more details, consult with the Co-operative Education Department.

## CO-OPERATIVE EDUCATION

### CO-OP COURSES

Course code	Course name	Credits
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#### Seminar and 1st Work Term

EMP 100	Co-op Education Pre-Employment Seminar	3
<b>Plus one of, depending on Program of Study:</b>		
ABT 197	Applied Business Technology Co-op Work Term 1	3
BUS 197	Business Administration Co-op Work Term 1	3
CPS 197	Computer Science Co-op Work Term	3
TRM 197	Co-op Internship Work Term (Tourism)	3

#### 2nd Work Term

One of, depending on Program of Study (where at least 2 Work Terms are required):

BUS 297	Business Administration Co-op Work Term 2	3
CPS 297	Computer Science Co-op Work Term 2	3

#### Optional Work Terms

ABT 198	Applied Business Technology Co-op Work Term 2	3
BUS 298	Business Administration Co-op Work Term 3	3
CPS 298	Computer Science Co-op Work Term 3	3

**Please note:** These courses cannot be used as program electives and have registration fees in addition to the program registration fees.

### LOCATION

If you have any questions or need more information about what Co-op can do for you, please call, drop in or send us an email: [coop@nic.bc.ca](mailto:coop@nic.bc.ca)

#### Co-op Education Offices:

Comox Valley Campus  
Room P-120, Puntledge Hall  
Phone: (250) 334-5076  
Fax: (250) 334-5096

Campbell River Campus  
Room A-255  
Phone: (250) 923-9714  
Fax: (250) 923-9703

## CONTINUING EDUCATION & TRAINING

Each year, the Continuing Education department at North Island College offers a broad spectrum of courses and programs, from short-term training and skills upgrading to personal and professional development. Whether you want to certify your skills or learning something new, Continuing Education offers something for everyone.

Here are just a few of the subjects you can choose from:

- Agriculture
- Arts, history, writing
- Business & management
- Cashier training
- Computer training
- Dance
- Driver training
- ElderCollege
- First aid
- FoodSafe
- Food & beverage
- Forestry, logging
- Health care training & upgrading
- Health & wellness
- Home & garden
- Janitorial
- Languages
- Marine training
- Oil & gas
- Photography
- Retirement planning
- Trades training & upgrading
- WCB Worksafe
- WHMIS
- Woodworking

In January and September, you can drop by your local NIC campus to pick up a printed copy of the Continuing Education Calendar, which lists all Continuing Education courses offered in the Comox Valley, Campbell River and Port Alberni.

For a complete list of Continuing Education courses, visit [www.nic.bc.ca/programs/ce/](http://www.nic.bc.ca/programs/ce/) or contact your local campus.

#### Campbell River Campus:

Karen McComber  
(250) 923-9728  
[karen.mccomber@nic.bc.ca](mailto:karen.mccomber@nic.bc.ca)

#### Comox Valley Campus:

Carolyn Kirk-Albert  
(250) 334-5000 ext 4602  
[carolyn.kirkalbert@nic.bc.ca](mailto:carolyn.kirkalbert@nic.bc.ca)

#### Port Alberni Campus:

Leanne Moore  
(250) 724-8705  
[leanne.moore@nic.bc.ca](mailto:leanne.moore@nic.bc.ca)



# TRAINING SERVICES

Staying competitive in today's changing marketplace means continually updating skills. North Island College works with industry and employers to design, develop, and deliver training. Our solutions bring out the best in your people, increasing productivity and on-the-job performance by tailoring both the delivery and content of courses to suit your needs. NIC has the unique capacity to provide onsite technical training throughout BC using its mobile industrial training classroom. Training is offered when, where, how you need it.

## EXPERIENCE

Education is our business. Our qualified, professional instructors are selected for their excellence in instruction and experience in their field.

## CREDENTIALS

NIC combines applied theory and hands-on skill development leading to NIC certificates and recognized industry credentials.

We provide:

- Needs identification, evaluations, Return on Investment (ROI), and Skills Transfer
- Customized, cost-effective, and relevant courses designed to increase application and performance
- Accessible and flexible training

## CUSTOM TRAINING PROGRAMS & COURSES

Below are just a few of the programs/courses available:

### Management & Supervision:

Leadership and Coaching Skills, Conflict Resolution

### Project Management:

Jump Start, Professional Project Management: Laying the Foundation (PPM), Advanced Project Management: Making Tracks to Success (APM), Project Leadership: The Next Level, PMP Exam Prep

### Forestry:

Log Scaling, Lumber Grading

### Essential Skills:

Test of Workplace Essential Skills (TOWES) testing and upgrading

### Hospital Unit Clerk

### Industrial:

Programmable Logic Controllers (PLC's), Rigging, Scaffolding, Hydraulics, Overhead Crane Operator, Welding, Machining, Cross Connection Control, Air Brakes, Commercial Vehicle Inspector's Course, Ozone Depleting Substance Control, Carpentry Certificate of Qualification

### Occupational Health and Safety:

WCB Occupational First Aid Levels 1, 2, & 3, WHMIS, H2S, TDG, WorkSafe

### Tourism & Hospitality:

FoodSafe, SuperHost, Cashier Training, Service Excellence, Hospitality & Retail Essentials

## OUR CLIENTS INCLUDE:

- Catalyst Paper
- City of Courtenay
- Grieg Seafood
- NVI Mining Ltd
- Island Cogeneration Limited Partnership
- BC Ferries
- BC Hydro
- Marine Harvest Canada

## For more information, contact:

Douglas Campbell, Director  
Industry Training & Continuing Education  
(250) 923-9721  
itce@nic.bc.ca

# ACCESS FOR STUDENTS WITH DISABILITIES

**Credential**  
N/A

**Program length**  
Varies

**Tuition category**  
Tuition free

**Location**  
Comox Valley, Campbell River, Port Alberni and Port Hardy Campuses

**Start date**  
September to May

**Contact**  
Cheryl Kramer  
Department Chair  
(250) 923-9713  
info@nic.bc.ca

**Program Contacts**  
**Comox Valley**  
Sheila Doncaster  
(250) 334-5079  
sheila.doncaster@nic.bc.ca

Catherine Peters  
(250) 334-5078  
catherine.peters@nic.bc.ca

**Campbell River**  
Karen Sale  
(250) 923-9774  
karen.sale@nic.bc.ca

**Port Alberni**  
Nicole Mooney  
(250) 724-8764  
nicole.mooney@nic.bc.ca

The Access for Students with Disabilities department provides programs and courses for students who have a documented cognitive disability or mental health disability.

Courses specific to students who are consumers of Mental Health Services are offered in consultation with students and service providers and may include: AED 061 Discovering Career Paths, AED 060 Contemporary Issues, AED 062 Intro to Peer Support

## EMPLOYMENT TRANSITION PROGRAM

Preparing people with disabilities for employment

### Program Highlights

The Employment Transition program's course offerings 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 in the Spring if they wish to attend classes beginning the following September.

Course topics include but are not limited to:

- AED 025 Workplace Expectations
- AED 021 Workplace Communications
- AED 022 Goal Planning and Personal Development
- AED 024 Work Search and Interview Skills
- AED 027 Workplace Safety
- AED 026 Health promotion

## WHY CHOOSE NORTH ISLAND COLLEGE?

The Employment Transition program is designed to teach students about the work, life, and social skills needed to prepare for employment.

## WORK EXPERIENCE

Employment Transition students may participate in unpaid work experience practicums in keeping with their interests and abilities. The program is designed to prepare students for employment, supported work, volunteer positions, or further skills training. Total program hours vary. 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. This optional work experience is subject to funding availability.

## WHAT IT TAKES TO SUCCEED

An interest to work...

Students should have an interest, and motivation to participate in learning about the world of work. As well, prospective students must be able to arrange transportation to and from classes and other resources that are needed for their ongoing support while at college.

In addition to the Employment Transition program courses, the Access for Students with Disabilities program offers other courses in response to community requests/identified need. Each student will design and follow a program of study to meet individual education needs as they relate to personal development, consumer and vocational skills.

Some examples include:

- AED 038 Literacy for Life
- AED 030 Basic Computer Skills
- AED 028 Relaxation and Stress Management

Courses are designed to teach skills that enhance and /or increase the community inclusion of individuals with disabilities. Students learn through classroom discussion, role-play, video, group activities and individual exercises. Guest speakers and tours are used to support material covered in class.

## ADMISSION REQUIREMENTS

- Have a genuine desire to work
- Be a minimum of 18 years of age
- Be individuals with a cognitive or mental health disability
- Attend a personal interview with the Instructor

**Note:** Services for Students with Disabilities: please refer to this topic in the Services & Resources section of the Calendar.

# ACCESS FOR STUDENTS WITH DISABILITIES HORTICULTURE AND CUSTOMER SERVICE PROGRAM

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**Credential**  
Certificate

**Program length**  
9 months

**Tuition category**  
Tuition free

**Location**  
Port Alberni Campus

**Start date**  
February to October

**Contact**  
Cheryl Kramer  
Department Chair  
(250) 923-9713  
info@nic.bc.ca

## PROGRAM HIGHLIGHTS

The Horticulture and Customer Service program provides training for entry level employment in the horticulture and customer service industry. The classroom learning will be applied and practiced in a horticultural setting, both gardens and at a greenhouse. The program runs from February to October.

Program modules will cover but are not limited to: plant propagation, approaches to and resolution of gardening problems, garden design, customer service, employment opportunities, safety issues and tool use, and business aspects of the horticulture industry. Students who successfully complete all modules of this program will receive a certificate of participation from the Access for students with Disabilities department.

## WHY CHOOSE NORTH ISLAND COLLEGE?

A broad base of horticulture and customer service skills gives students more options upon completion of the program

## WHAT IT TAKES TO SUCCEED

An interest in plants and gardening and a genuine desire to work.

## ADMISSION REQUIREMENTS

- Have a genuine desire to work
- Be a minimum of 18 years of age
- Have a documented cognitive or mental health disability
- Attend a personal interview with the Instructor

# ADULT BASIC EDUCATION

## Credential

Diploma or certificate

## Program length

N/A

## Tuition category

Tuition free

## Location

College-wide

## Start date

May vary depending on course delivery method

## Program contact

### Fundamental & Intermediate English & Math:

Janice Nicklin  
Department Chair  
(250) 334-5000 ext 4083 (CV)  
(250) 923-9770 (CR)

### Advanced & Provincial English:

Steve Schoenhoff  
Department Chair  
(250) 334-5000 ext 5094

### Geography & History:

Paul Whyte  
Department Chair  
(250) 334-5000 ext 4150

### Math/Science:

Helena Higgs  
Department Chair  
(250) 334-5040

info@nic.bc.ca

## Financial awards available!

- Adult Basic Education Achievement Award
- Campbell River Altrusa Club Literacy Bursary
- Perpetual Gratitude Award
- Port Hardy Campus Adult Basic Education Bursary

For all awards see pg 20

## WHY CHOOSE NORTH ISLAND COLLEGE?

Upgrading students have the opportunity to participate in regularly scheduled classes, or enrol in a self-paced class, take distance courses or study on-line. (Not all courses are offered by all of these instructional methods.) Instructional support is offered at each local College centre.

Adult students interested in any of the Adult Basic Education (ABE) program offerings are encouraged to visit their local college centre and discuss their upgrading goals with an instructor or advisor. The student's current level will be assessed so that he/she can begin at the correct level. All required courses in ABE are transferable, so programs started at NIC may be completed at another college/institution or vice versa.

## CAREER OPPORTUNITIES

Students in the ABE program can take a wide range of courses to:

- improve their employability
- achieve their educational goals
- meet career and vocational program requirements
- take the first step towards completing a university degree or professional program

## PROGRAM HIGHLIGHTS

The Adult Basic Education program is a provincially articulated system of programs that enables adult students to progressively upgrade their basic skills. There are four levels:

- Fundamental – College Certificate awarded on completion
- Intermediate – College Certificate awarded on completion
- Advanced – College Certificate awarded on completion
- Provincial – BC Adult Graduation Diploma awarded on completion

Both the Provincial Diploma and the BC Adult Graduation Diploma are recognized as the adult equivalent of Grade 12 graduation.

### Fundamental Level

This is the first level for adults needing to upgrade. The courses in this program will provide students with the reading, study skills, writing, and mathematics they need in order to complete the Fundamental Level and move into the Intermediate Level of upgrading.

The Fundamental program is also good for students who may wish to develop some basic English and mathematics skills for their own personal satisfaction. New students should see an ABE Fundamental Level instructor to find out which courses are best for them.

### Intermediate Level

The Intermediate Level of the ABE program provides upgrading of basic academic skills to meet the requirements of employers or some vocational programs. This program also prepares students for entry into the Advanced Level.

### Advanced Level

This level is for those who wish to achieve an Advanced Certificate or for those who require only a number of subjects at the Advanced (Grade 11) level prior to starting vocational or technical training. The college will award the Adult Basic Education Advanced Level Certificate upon the successful completion of four courses.

### Provincial Level

The Provincial Level ABE program is designed for adults wishing to attain their Grade 12 equivalency. It culminates in the awarding of a BC Adult Graduation Diploma. The BC Ministry of Advanced Education and the BC Ministry of Education have designed the diploma program so that students can combine secondary school courses with ABE/College level courses to achieve their Grade 12 graduation requirements. In the process, students receive a Provincial Diploma to recognize their significant achievement. Students can work toward the BC Graduation Diploma at NIC or can take courses on an individual basis to meet North Island College admission requirements and course prerequisites.

## PROVINCIAL ABE PROGRAM FRAMEWORK

### Admission Requirements

To be eligible for the Adult Graduation Diploma, a person must be 19 years or older. A person who is eighteen and has been out of school for at least a year may be admitted to an Adult program with approval from the enrolling institution.

To be eligible to graduate in the Adult Graduation program, adult students must earn at least 20 credits in the secondary system or complete five courses in the post-secondary system. Courses and credits can be counted from the British Columbia school system and/or the College ABE program.

### Fundamental Courses

#### Beginning Readers

The following course is for students who are beginning to develop their skills in reading, spelling and writing.

Course code	Course name	Credits
ENG 010*	Basic English Skills	3

\*May not be available at all campuses or centres

# ADULT BASIC EDUCATION

## Developing Fundamental Skills

The following courses are designed to prepare students for entry into the Intermediate level ABE program:

CPS 025*	Fundamental Computer Literacy	1
ENG 027	English Fundamentals	1
MAT 023	Fundamental Mathematics Level I	1
MAT 024	Fundamental Mathematics Level 2	2
MAT 025	Fundamental Mathematics Level 3	1

\*May not be available at all campuses or centres

Upon successful completion of ENG 027 and MAT 025, students will be awarded the Adult Basic Education Fundamental Level Certificate.

## Intermediate Level Courses

ENG 032	Intermediate Writing Skills	2
ENG 033	Intermediate Sentence & Grammar Skills	2
ENG 034	Intermediate Reading Skills	2
MAT 033	Intermediate Mathematics I	2
MAT 034	Intermediate Mathematics II	2

plus one additional course chosen from:

ABT 101	Introduction to Computers & the Internet	2
CEP 031	Online Career & Education Preparation & Planning	3

Students reading at or above the Intermediate English Level who need review in spelling may register for English 039

ENG 039*	Spelling	2
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\*May not be available at all campuses or centres

## Advanced Level Courses

ENG 052	Advanced English	3
MAT 046	Advanced Level – Developmental Mathematics II or	3
MAT 053	Advanced Mathematics or	3
MAT 054	Advanced Business and Technical Mathematics	3

**One Science or Computer Studies course plus:**

One other option chosen from Social Sciences, another Science, Trades Training at the occupational level, a language, accounting, educational and career planning, etc. at the advanced level or higher.

**Note:** MAT 046 or MAT 054 are not equivalent to Principles of Math 11, but can meet the requirement for Math at the Advanced Level, either for those students not going on in Math, or if it is MAT 046 for those students preparing to take MAT 053.

Science choices are CHE 051, BIO 051, and PHY 050

## BC ADULT GRADUATION DIPLOMA Admission Requirements

1. must be 19 years or older at the time of completion

## BC Adult Graduation Diploma Requirements

5 courses selected from the following:

1. ENG 060 or ENG 098 or higher level English
2. MAT 046 or MAT 053 or MAT 054 or higher level Mathematics
3. Three courses at the Provincial Level or Higher Level course selected from:

Course code	Course name	Credits
ABT 160/165	Accounting Procedures and Computerized Accounting (both must be taken)	3
ABT 104	Advanced Word Processing	3
ABT 182	Medical Terminology I	3
ABT 183	Medical Terminology II	3
BIO 060	Introducing Biology (College Preparatory Biology II)	3
CHE 060	College Preparatory Chemistry II	3
ENG 060*	Introduction to Literature	3
ENG 062	Provincial Technical English	3
ENG 098*	Essay Writing and Critical Reading	3
GEO 060	Physical & Human Geography	3
HIS 060	Twentieth Century History	3
MAT 060	Provincial ABE Mathematics Online	3
MAT 066/067	College Algebra IIA & IIB	3
PHY 060	College Preparatory Physics II	3

Any Business Administration (BUS) course  
Any Computer Science (CPS) course  
Any Fine Arts (FIN) course  
Any University Studies course

\*Students taking either ENG 060 or ENG 098 may take the other to count towards the requirements in number 3 above.

**Note:** Other courses for credit may also be chosen from other subjects at the Provincial Level or higher as per the current Adult Basic Education Articulation Handbook.

## Academic 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
2. Have completed at least one course through North Island College
3. Complete all required and elective requirements listed under BC Adult Graduation Diploma Requirements.

# ENGLISH AS A SECOND LANGUAGE

**Credential**  
N/A

**Program length**  
Varies

**Tuition category**  
Category 1

**Location**  
Comox Valley Campus

**Start date**  
Year-round

**Contact**  
(250) 334-5000  
info@nic.bc.ca

North Island College offers a full program of courses for English as a Second Language (ESL) students. Courses are offered at locations according to demand across the NIC region, with courses offered year-round at the Comox Valley Campus.

## PROGRAM HIGHLIGHTS

Depending on a student's proficiency in English, NIC offers Intermediate, Advanced, and College Preparatory level courses to prepare students for their educational and employment goals.

## WHY CHOOSE NORTH ISLAND COLLEGE?

Students from around the world choose to attend NIC's ESL program for its small classes and exceptional location. Students are strongly encouraged to become a part of the College community and to use the skills they develop in the classroom in order to access the community.

## BEGINNERS – ELSA (ENGLISH LANGUAGE SERVICES FOR ADULTS)

Program availability is subject to funding.

The ELSA program offers Beginner Level English instruction primarily for landed immigrants and refugees. Other Beginner students are welcome provided space is available. This program is designed to give students the English language and life skills necessary for them to function in Canadian society. The Ministry of Advanced Education, Settlement and Multiculturalism Branch sponsors this program.

### Intermediate Level

Courses at the intermediate level are designed primarily to assist students with the English they need in everyday situations. These courses develop reading, writing, listening and speaking skills while exploring themes and issues related to Canadian living.

Course code	Course name	Credits
ESL 031	Intermediate Reading and Writing 1	4
ESL 032	Intermediate Reading and Writing 2	4
ESL 034	Intermediate Listening & Speaking 1	4
ESL 035	Intermediate Listening & Speaking 2	4
ESL 037	Intermediate Grammar 1	2
ESL 038	Intermediate Grammar 2	3

### Advanced Level

Courses at the advanced level are designed to give students the English skills they need to integrate more fully into Canadian society and to prepare them to enter other college programs.

Advanced level writing and reading courses emphasize writing and academic English skills. Students will develop effective strategies for composing in English, including pre-writing, revising, and editing. These courses will also assist students in reading comprehension and vocabulary building, and give further opportunities to improve spoken English. At the same time Advanced Grammar classes permit students to communicate more fluently and clearly in both languages.

Advanced speaking and listening classes focus on developing higher-level communication skills. By focusing on listening and communication strategies as well as idiomatic use of language, these classes increase students' fluency and comfort in using English.

Course code	Course name	Credits
ESL 051	Advanced Writing & Reading 1	4
ESL 052	Advanced Writing & Reading 2	4
ESL 054	Advanced Speaking & Listening 1	4
ESL 055	Advanced Speaking & Listening 2	4
ELS 057	Advanced Grammar 1	2
ESL 058	Advanced Grammar 2	2

### Electives - Intermediate & Advanced

They allow ESL students to gather basic knowledge and language in a particular area of study, or to work on a specialized language skill.

Course code	Course name
ESL 040	Pronunciation
ESL 041	Canadian Studies

### College Preparatory Level

The College Preparatory level is designed to prepare students for college/university level reading, writing and communication. As ESL 090 is the equivalent of ENG 098, successful completion of this course will allow students to enter many university and career programs.

Course code	Course name	Credits
ESL 089	College Preparatory Reading	6
ESL 090	College Preparatory Writing (equivalent to ENG 098 — Provincial English)	6

**Note:** Financial assistance may be available to individual students based upon demonstrated need.

# ABORIGINAL EDUCATION

**Credential**  
N/A

**Program length**  
Varies

**Tuition category**  
Tuition free

**Location**  
Comox Valley, Campbell River, Port Alberni and Port Hardy Campuses

**Start date**  
September to May

**Program Contact**  
Vivian Hermansen  
Director (CR)  
(250) 923-9749

Wendy Edwards  
Coordinator Aboriginal Education (PA)  
(250) 724-8746  
info@nic.bc.ca

The population served by North Island College is comprised of peoples from the Kwakwaka'wakw, Nuu-chah-nulth, Coast Salish and Métis Nations. The student population comes from various parts of Vancouver Island and from across the country. Welcome to all!

**North Island College is committed** to increasing the participation and success rates of Aboriginal people in post-secondary education and training.

## WHY CHOOSE NORTH ISLAND COLLEGE?

The Coordinator and Director of Aboriginal Education work as a team, in consultation with three Aboriginal Advisory Committees and numerous Aboriginal Agencies. Please contact the Coordinator or Director in your area if you have any questions regarding our programs for Aboriginal people. We are always pleased to provide information and direction to prospective Aboriginal students.

## PROGRAM HIGHLIGHTS

### First Nations Transition

Instructor: Wilma Keitlah  
Phone: (250) 724-8750  
Email: wilma.keitlah@nic.bc.ca

This program, offered at the Port Alberni Campus, is designed to assist Aboriginal students in making a successful transition to the College. The design is based on recommendations identified by the West Coast Advisory Committee. The First Nations Transition instructor, Ms. Wilma Keitlah, welcomes all students of Aboriginal ancestry to the College. She is available to provide educational counselling and advising, study skills courses, cultural traditions, career planning and goal setting for First Nations.

### Aboriginal Education Assistant program

\* Please see program information under Human Services Certificate program in this Calendar.

### Aboriginal Administrative Skills Certificate

Designed for community delivery, the Aboriginal Administrative Skills Certificate (AASC) provides practical, job related skills and competencies for work within Aboriginal organizations. Developed within the Applied Business Technology program, the AASC addresses the shared employability skills common to the various entry-level roles within Aboriginal organizations such as accounts payable, reception, treaty, membership, housing programs or management.

### Associate of Arts First Nations

\*Please see program information under the Associate Degrees and Diplomas section in this Calendar.

## Aboriginal Courses

Course code	Course name	Credits
Courses specifically designed for First Nations students or that include First Nations content are:		
BIO 170	Foundations of Ethnobotany	3
BIO 171	Applied Ethnobotany	3
ENG 052	Advanced English (Aboriginal Administrative Skills Certificate focus)	3
ENG 125	Composition & Indigenous Literature I	3
ENG 126	Composition & Indigenous Literature II	3
FNS 060	First Nations Student Skills I	3
FNS 061	First Nations Student Skills II	3
FNS 065	BC First Nations Studies	3
FNS 100	Fundamentals of Aboriginal Administration	3
FNS 160	History of First Nations Education: Traditional and Contemporary	3
FNS 200	Pre- & Post-Contact First Nations of Canada	3
MAT 190	First Nations Perspective: Math for Elementary Education I	3
MAT 191	First Nations Perspective: Math for Elementary Education II	3
SOC 130	First Nations Sociology	3
WST 110	First Nations Women's Studies	3

# ABOUT ACADEMIC PROGRAMS & TRANSFER OPTIONS

Academic programs at North Island College offer students a wide range of learning opportunities. Students may work toward the completion of certificates, diplomas, associate degrees, and bachelor degrees offered here at North Island College. Others may opt to begin their studies here and transfer up to two full years of coursework (60 credits) to another post-secondary institution. North Island College has excellent transfer agreements with other BC post-secondary institutions, allowing students to transfer course credits both to and from other recognized colleges, university colleges, universities and institutes.

Full Academic programs offered on-site at North Island College include:

## One-Year Post Degree Diploma

- Business Administration

## Four-Year Bachelor Degrees

- Bachelor of Business Administration (Accounting)
- Bachelor of Fine Arts (in partnership with Emily Carr Institute of Art and Design)
- Bachelor of Arts in Liberal Studies (in partnership with Malaspina University College)

## Two-Year Associate Degrees

Students at NIC have the opportunity to complete a two-year Associate of Arts or Associate of Science Degree program. All of BC's universities and university colleges now grant Associate degree holders two years (60 credits) of block transfer credit into four-year Bachelor's degree programs based on courses that transfer to SFU, UBC, UNBC or UVic.

### Associate of Arts Degrees

- Associate of Arts – General Studies
- Associate of Arts – Anthropology
- Associate of Arts – Criminology
- Associate of Arts – Environmental Studies
- Associate of Arts – First Nations
- Associate of Arts – History
- Associate of Arts – Modern Languages
- Associate of Arts – North American Studies
- Associate of Arts – Philosophy
- Associate of Arts – Political Science
- Associate of Arts – Psychology
- Associate of Arts – Sociology
- Associate of Arts – Women's Studies
- Associate of Arts – Creative Writing
- Associate of Arts – Writing

### Associate of Science Degrees

- Associate of Science – General Studies
- Associate of Science – Biology
- Associate of Science – Computer Science
- Associate of Science – Environmental Studies

## Two-Year Diplomas

- Business Administration – Accounting option
- Business Administration – Administrative Studies option
- Business Administration – Marketing & Communications option
- Computer Science
- Fine Arts & Design – Art option
- Fine Arts & Design – Design option
- Information Systems Administration
- Women's Studies

## One-Year Certificates

- Business Administration
- Computer Information Systems
- Professional Photography

## CAREER AND TRANSFER OPPORTUNITIES

The range of courses offered at NIC gives students the opportunity to pursue many university degree and professional programs. Students planning on transferring to other institutions must plan ahead by contacting the university, university college, or institute where they wish to pursue their degree or program and work closely with NIC Student Advisors to plan an appropriate transfer program.

Graduates of Academic programs at NIC have moved on to a number of university and professional programs. Some examples of programs that graduates have transferred to include:

### Degree programs

- Bachelor of Arts
- Bachelor of Science
- Bachelor of Commerce
- Bachelor of Business Administration
- Bachelor of Fine Arts
- Bachelor of Applied Science (Engineering)
- Bachelor of Social Work
- Bachelor of Education

### Professional programs

- Dental Hygiene
- Criminology
- Child & Youth Care
- Law
- Medicine
- Dentistry
- Physical Therapy
- Occupational Therapy
- Teaching (Elementary & Secondary)
- Veterinary Medicine
- Pharmacy

# ABOUT ACADEMIC PROGRAMS & TRANSFER OPTIONS

## WHERE CAN I TRANSFER TO?

If you work closely with Advisors at both your sending and receiving institutions, your options are virtually unlimited. Universities across Canada and around the world will give transfer credit for North Island College courses. The easiest option, however, is to transfer to other colleges, university colleges, universities or institutes in British Columbia. Some examples of institutions that graduates have transferred to include:

- University of Victoria, UVic
- University of British Columbia, UBC
- Simon Fraser University, SFU
- Royal Roads University, RRU
- Thompson Rivers University, TRU
- University of Northern BC, UNBC
- University College of the Fraser Valley, UCFV
- Malaspina University-College
- Kwantlen University College
- British Columbia Institute of Technology, BCIT

## SPECIAL TRANSFER BENEFITS FOR NIC STUDENTS

### Priority Registration at Malaspina University-College

If you are planning to transfer to Malaspina after your first or second year, you may qualify to receive the same registration priority as Malaspina's continuing students. This will give you earlier registration and better course selection. Contact an NIC Student Advisor to find out how.

### Bachelor of Education Degrees at Malaspina University-College

NIC students who have completed an Associate degree or 60 credits of university transfer coursework are eligible for direct admission into the third year of Malaspina's Education program. Speak with an NIC Student Advisor for details.

### Bachelor of Arts in Liberal Studies Degree from Malaspina University-College

Students who have satisfactorily completed an Associate of Arts degree or 60 credits of university transfer credit coursework may be eligible for direct admission into the third year of Malaspina's Liberal Studies program offered at North Island College in the Comox Valley.

### Bachelor of Fine Arts Degree from the Emily Carr Institute

Students who satisfactorily complete the North Island College Fine Arts & Design diploma are eligible for direct admission into the third year of the Bachelor of Fine Arts program offered by the Emily Carr Institute at North Island College in the Comox Valley.

# UNIVERSITY TRANSFER—HOW TO GUIDE

## DID YOU KNOW ...

- In 2007, close to 2,000 students took university transferable courses at North Island College.
- As a transfer student, you will pay much less tuition than students going directly to a university while earning the exact same degree.
- At college, instructors are 100% focused on teaching and getting to know your interests and goals. At university, instructors are often required to divide their attention between teaching, research and hundreds of students per class.

## WHAT IS UNIVERSITY TRANSFER?

University transfer courses are exactly that—college courses that transfer to other colleges, university colleges, universities, and institutes in British Columbia and beyond. At North Island College, you can choose from first- and second-year courses in the arts, sciences, business, and more. You can transfer individual courses or transfer an Associate degree (two-year college degree), which guarantees you two full years of university credit.

## HOW DO I KNOW WHAT TRANSFERS?

- **Ask a Student Advisor.** Transferability of individual North Island College courses varies from institution to institution. Student Advisors can help ensure that you have selected the right courses for your receiving institution. They can also help you investigate the transferability of NIC certificate and diploma programs.
- **Look for the “A” or the “T”.** Browse course descriptions listed in this 2008-09 Calendar or at [www.nic.bc.ca/calendar/courses/](http://www.nic.bc.ca/calendar/courses/). The A symbol indicates a course that is eligible towards an Associate degree as it transfers to at least one BC university: UVic, SFU, UBC, UNBC, while the T symbol indicates a course that is transferable to AT LEAST ONE other BC post-secondary institution. Since transfer agreements change frequently, students are advised to always check with a Student Advisor and visit [www.bctransferguide.ca](http://www.bctransferguide.ca) for complete information.
- **Check the BC transfer guide.** At [www.bctransferguide.ca](http://www.bctransferguide.ca), you can look up individual North Island College courses and see how they transfer to universities throughout the province.
- **All Associate degrees transfer.** Anyone who has successfully completed an Associate degree is guaranteed two years of credit at any university in BC even if the individual courses do not transfer directly to that particular institution.

## HOW TO PLAN YOUR TRANSFER COURSES/ PROGRAM

### Checklist for successful transfer:

If you wish to take courses and apply them to a university degree, please follow these important steps:

- Meet with an NIC Advisor.** Every university transfer student should meet with an NIC Student Advisor to ensure they are on the right track. To book an appointment, call or drop in to Student Services/Registration.
- Choose a university (a.k.a receiving institution).** Contact your desired university as early as possible to find out admission and transfer requirements for not only the university, but also for your desired program and faculty. Consult the university calendar to find out which courses are required or recommended for the degree.

- Use the BC Transfer Guide.** Translate university courses into equivalent courses at North Island College using the BC Transfer Guide online: [www.bctransferguide.ca](http://www.bctransferguide.ca). Ensure that you are meeting the prerequisites for each course.
- Know your deadlines early.** Check NIC’s Key Dates regularly for important deadlines as well as those of your receiving institution
- Apply for credential.** If you are completing an Associate degree, you must fill out a North Island College Application for Credential form; otherwise, you will not receive your degree.

## TOP 10 MOST FREQUENTLY ASKED QUESTIONS:

1. **What is a Bachelor’s degree?**  
Bachelor’s degrees are offered by universities, university colleges and some colleges. They recognize successful completion of a program of studies (120 credits which is usually about 40 courses), often with a specific major. If you study full-time, you should be able to complete a Bachelor’s degree within four academic years.
2. **What is a “sending” and “receiving” institution?**  
Your sending institution is the college where you start taking university transfer courses. Your receiving institution is the university (or university college) which you plan to eventually attend. For example, you are starting at North Island College (your sending institution) and plan to transfer to the University of Victoria (your receiving institution).
3. **What is an Associate degree?**  
Associate of Arts and Associate of Science degrees are offered by most colleges and university colleges. They 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.
4. **Why would I choose an Associate degree?**  
Besides enjoying the lower cost of living and tuition for two full years, here are a few other reasons why students think completing an Associate degree is a smart choice:
  - **It’s easiest to transfer.** Thanks to a special agreement between BC universities and colleges, Associate degree graduates receive two full years of credit at any BC university.
  - **It’s achievable.** Taking a break from academic studies for financial or family reasons is not uncommon. With an Associate degree, you’ll have something to show for your hard work in case you don’t finish your degree right away, not to mention the convenience of guaranteed transfer credit when you’re ready.
  - **It means more.** A completed Associate degree is an achievement that means more on your resume than a list of individual courses from an unfinished degree.
5. **How many courses can I transfer into my Bachelor’s degree?**  
This depends on your program and receiving institution. Usually universities will only accept 20 transfer courses maximum (60 credits), the equivalent of the first two years of your degree.
6. **When do I have to choose a major?**  
Usually in your third year of full-time study. However, it can depend on the institution and program you have chosen, so check with your receiving institution to be sure.

7. **I took some post-secondary courses years ago. Will they still transfer?**

That depends on how many years ago, and on the institution and program you want to transfer to. Many institutions consider that knowledge acquired more than ten or so years ago may no longer be current, but there are plenty of exceptions. Check with your receiving institution to be sure.

8. **How many courses should I take?**

If college is your only commitment and you would like to study full time, taking five courses (15 credits) per term is typical. If you are balancing your studies with work or family commitments, taking one to three courses (3 to 9 credits) might be a more realistic choice. Keep in mind; taking 3 to 5 courses will classify you as a full-time student which may be important for tax purposes or to retain health and funding benefits.

9. **What does “prerequisites” mean?**

Many courses require some form of previous study for success. Entry requirements for a program or individual course are called prerequisites. You will find them listed in the course descriptions.

10. **Which courses should I choose?**

Choosing the right university transfer courses can be tricky. Your decisions not only depend on your academic goals, but also on the unique transfer policies of your receiving institution. That’s why meeting with a Student Advisor is so important. They will help take the confusion out of course selection and ensure that you are on track with your chosen university. Tip: Browse course descriptions for both 100-level and 200-level university transfer courses as indicated by the T. The entry requirements for courses, called prerequisites, may also help guide your choices. For example, if you think you might like to take Abnormal Psychology (PSY 235), the course description will tell you that you must first take two other courses, Introductory Psychology I & II (PSY 130 & 131).

## ESSENTIAL RESOURCES

### Academic Advice

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

Planning your education can be a challenging process. Student Advisors can help you create an educational plan based on your specific needs and career goals. They are also experts in dealing with student loans, application forms and university transfer options. Sign up for an appointment at Student Services/Registration.

### Education Planner

[www.educationplanner.bc.ca](http://www.educationplanner.bc.ca)

Search programs, fields of study, locations, application dates, tuition costs, admission requirements, lengths and much more at 28 of BC’s post-secondary institutions.

### BC Transfer Guide

[www.bctransferguide.ca](http://www.bctransferguide.ca)

Search all your transfer options from North Island College to anywhere else in the province. Find out how transfer credit works, which courses are equivalent and more.

## NEED HELP?

Call or email your local NIC Student Advisor today. For contact details, visit [www.nic.bc.ca/students/services/advising.htm](http://www.nic.bc.ca/students/services/advising.htm) or sign up for an appointment at Student Services/Registration.

## Pursuing an Associate or Bachelor’s degree?

Students pursuing an Associate degree or a Bachelor’s degree must ensure that their chosen courses are transferable to at least one BC University: UVic, UBC, SFU or UNBC. Since transfer agreements change frequently, students are advised to always check with a Student Advisor and visit [www.bctransferguide.ca](http://www.bctransferguide.ca) for complete information.

# UNIVERSITY TRANSFER COURSES

Transferable to AT LEAST ONE other BC post-secondary institution—Check [www.bctransferguide.ca](http://www.bctransferguide.ca) or ask a Student Advisor for details

## BUSINESS ADMINISTRATION COURSES

BUS 112	Introductory Financial Accounting I
BUS 113	Introductory Financial Accounting II
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 211	Intermediate Financial Accounting I
BUS 212	Intermediate Financial Accounting II
BUS 217	Management Accounting
BUS 221	Commercial Law
BUS 223	Taxation 1
BUS 232	Quantitative Methods
BUS 244	Finance
BUS 255	Human Resources Management
BUS 260	Consumer Behaviour
BUS 261	E-Marketing
BUS 262	Marketing Research
BUS 264	Professional Sales
BUS 268	Advertising and Promotion
BUS 280	Globalization and International Business
BUS 290	Management Information Systems
BUS 292	Management Policy
BUS 318	Advanced Cost Accounting
BUS 323	Taxation II
BUS 350	Organizational Behaviour
BUS 352	Advanced Topics in Entrepreneurship
BUS 390	Directed Field Studies I
BUS 419	Advanced Financial Accounting
BUS 420	Introduction to Auditing
BUS 421	Accounting Theory
BUS 490	Directed Field Studies II

## 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 212	Discrete Mathematics & Computer Science

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 255	Information Technology and Its Applications in Criminal Justice
CPS 262	Data Communications & Computer Networks
CPS 268	Systems & Network Security
CPS 270	Software Engineering
CPS 300	Nursing Informatics

## ENGLISH

Course code	Course name
ENG 107	Introduction to Creative Writing: Fiction & Non-Fiction
ENG 108	Introduction to Creative Writing: Poetry & Drama
ENG 115	Essay Writing
ENG 120	Literature and Composition I
ENG 121	Literature and Composition II
ENG 125	Composition & Indigenous Literature I
ENG 126	Composition & Indigenous Literature II
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 (applied for)
ENG 209	Creative Writing: Fiction (applied for)
ENG 212	An Introduction to Canadian Literature I
ENG 213	An Introduction to Canadian Literature II
ENG 215	Advanced Composition
ENG 216	Travel Writing (applied for)
ENG 224	Women's Literature & Theory I
ENG 225	Women's Literature & Theory II
ENG 230	Introduction to Narrative
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: Gender & Culture

## FINE ARTS COURSES

FIN 100	Introduction to Art History and Visual Culture I
FIN 101	Introduction to Art History and Visual Culture II
FIN 102	Modern Art History I
FIN 103	Modern Art History II

# UNIVERSITY TRANSFER COURSES

Transferable to AT LEAST ONE other BC post-secondary institution—Check [www.bctransferguide.ca](http://www.bctransferguide.ca) or ask a Student Advisor for details

FIN 105	Introduction to Graphic Design
FIN 110	Drawing & 2-Dimensional Language I
FIN 111	Drawing & 2-Dimensional Language II
FIN 115	Introduction to Printmaking
FIN 120	Colour & Perception
FIN 121	Colour Applications
FIN 130	3-Dimensional Materials & Form
FIN 131	Introduction to 3-Dimensional Design
FIN 135	Introduction to Ceramics
FIN 140	Creative Processes
FIN 145	Introduction to Photography
FIN 202	Computer Graphics I
FIN 203	Computer Graphics II
FIN 206	Graphic Arts Production
FIN 208	Communication Design I
FIN 209	Communication Design II
FIN 210	Drawing & 2-Dimensional Language III
FIN 211	Drawing & 2-Dimensional Language IV
FIN 212	Typography
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

## HUMANITIES COURSES

(also includes English and Fine Arts courses)

Course code	Course name
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) (applied for)
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	The Contemporary World
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
PHI 100	Introductory Philosophy: Knowledge & Reality
PHI 101	Introductory Philosophy: Values & Society
PHI 150	Critical Thinking
PHI 211	Philosophies of Existence
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

Course code	Course name
BIO 102	Principles of Modern Biology I
BIO 103	Principles of Modern Biology II
BIO 110	Concepts in Biology I
BIO 111	Concepts in Biology II
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 I: Structural Basis
BIO 201	Cell Biology II: Introduction to Biochemistry
BIO 202	Principles of Genetics
BIO 211	Invertebrate Biology
BIO 230	Principles of Ecology
BIO 240	Applied Ecology: Human Impact on the Environment
BIO 241	Traditional Ecological Knowledge (TEK)
BIO 260	Pathobiology I

# UNIVERSITY TRANSFER COURSES

Transferable to AT LEAST ONE other BC post-secondary institution—Check [www.bctransferguide.ca](http://www.bctransferguide.ca) or ask a Student Advisor for details

BIO 261	Pathobiology II
CHE 110	Chemical Principles I
CHE 111	Chemical Principles II
CHE 200	Organic Chemistry I
CHE 201	Organic Chemistry II
MAT 100	Precalculus
MAT 102	Calculus for Biological & Social Sciences
MAT 115	Introduction to Statistics
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
SSA 100	Space Science and Astronomy: Intro. to Solar System Exploration
SSA 101	Space Science and Astronomy: Intro. to Deep Space Astronomy

<b>SOCIAL SCIENCES COURSE</b>		
<b>Course code</b>	<b>Course name</b>	<b>Credits</b>
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 290	Archaeology Field School	
ANT 291	Archaeology Field School	
ANT 292	Archaeology Field School	
ANT 293	Third Rock Archeology (applied for)	
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	
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	Introduction to Human Geography I
GEO 112	Introduction to Human Geography II
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
POL 109	Canadian Government
POL 111	Political Ideologies
POL 119	Canadian Politics
POL 151	Law and Politics (applied for)
POL 200	Introduction to Political Theory
POL 201	Comparative Politics
POL 203	International Relations (applied for)
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
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

# ENGLISH UNIVERSITY STUDIES & ASSOCIATE DEGREE

## Credential

Varies

## Program length

Varies

## Tuition category

Category 1

## Location

Comox Valley Campus,  
limited College-wide

## Start date

September, January  
and May

## Contact

Stephen Schoenhoff  
Department Chair  
(250) 334-5094  
stephen.schoenhoff@  
nic.bc.ca

## Financial awards available!

- Keith Wagner Memorial Scholarship
- Shirley Wagner Memorial Scholarship
- Canadian Federation of University Women – Comox Valley Bursary
- Michael Pallan Memorial Scholarship
- Pythian Order Academic Program Bursary

For all awards see pg 20

## PROGRAM HIGHLIGHTS

The English department offers courses in creative writing, business communications, composition, literature, and media studies. These courses are designed to promote student understanding of both self and society through development of communications abilities including reading, writing, speaking, and critical thinking. Students studying English may take individual courses to meet the needs of other programs of study or may pursue an Associate degree program in Writing or Creative Writing. Associate Degree program students will develop a portfolio of work that may be used towards admission into Bachelor degree programs in Creative Writing and Liberal Studies.

Detailed course descriptions may be found in the Course Descriptions section of the Calendar. The English department offers courses with the following course codes:

- English (ENG)
- Media & Communications Studies (MCS)

## PREREQUISITE REQUIREMENTS

NIC does not require specific courses or course sets for admission to English courses. However, students should be aware that many first and second year English courses have specific prerequisite requirements. Students must refer to the Course Descriptions section of the Calendar for specific course requirements, but can expect that Provincial English 12 or equivalent will be a minimum prerequisite. NIC offers English upgrading courses, providing courses from fundamental through to advanced level adult basic education. More information on ABE offerings may be found in the Adult Upgrading section of the Calendar.

## ASSOCIATE OF ARTS DEGREES IN ENGLISH

Students enrolled in an Associate Degree program are responsible for selecting courses that meet NIC requirements. Students who wish to subsequently transfer to another institution are responsible for meeting the program requirements of that university or university-college. NIC provides advising services on each of its four campuses to help students plan appropriate programs and to encourage success.

### Associate of Arts Degree - General Requirements

- 6 credits in first year English
- 9 credits in Science, including:
  - a) 3 credits in Mathematics, Computer Science or Statistics
  - b) 3 credits in a laboratory science
  - c) 3 additional credits in Science
- 36 credits in Arts (which must include a minimum of 18 credits at the 2nd year level in two or more subject areas) including:
  - a) 6 credits in the Social Sciences
  - b) 6 credit in Humanities (excluding English)
  - c) 24 additional credits in Arts
- 9 credits in Arts, Science or other areas

Students who wish to complete an Associate of Arts degree with a concentration in English should ensure that, as they choose the courses to meet the requirements of the Associate of Arts Degree credential, they include the courses required for their particular area of interest (see below).

**NEW**

### Associate of Arts – Creative Writing

**Required:** ENG 107, ENG 108, ENG 115 and ENG 160. Two of ENG 207, ENG 208, ENG 209 or ENG 214.

### Associate of Arts – Writing

**Required:** ENG 115 or 125, and ENG 160; two of ENG 120, 121 or 126; ENG 107, 108, and 9 credits of 200-level English, which must include ENG 207 and 230.

## UNIVERSITY LEVEL ENGLISH

Course code	Course name	Credits
ENG 107	Introduction to Creative Writing: Fiction & Non-Fiction	3
ENG 108	Introduction to Creative Writing: Poetry & Drama	3
ENG 115	Essay Writing	3
ENG 120	Literature and Composition I	3
ENG 121	Literature and Composition II	3
ENG 125	Composition & Indigenous Literature I	3
ENG 126	Composition & Indigenous Literature II	3
ENG 160	Effective Organizational Writing	3
ENG 202	Survey of English Literature I	3
ENG 203	Survey of English Literature II	3
ENG 207	Creative Non-Fiction	3
ENG 208	Creative Writing: Poetry (applied for)	3
ENG 209	Creative Writing: Fiction (applied for)	3
ENG 212	An Introduction to Canadian Literature I	3
ENG 213	An Introduction to Canadian Literature II	3
ENG 215	Advanced Composition	3
ENG 216	Travel Writing (applied for)	3
ENG 224	Women's Literature & Theory I	3
ENG 225	Women's Literature & Theory II	3
ENG 230	Introduction to Narrative	3
ENG 260	Advanced Communications and Professional Writing	3
MCS 110	Media & Communication Studies	3
MCS 130	Explorations in Mass Communication	3
MCS 200	Digital Video Production	3
MCS 280	Communication: Gender & Culture	3

# HUMANITIES AND SOCIAL SCIENCES UNIVERSITY STUDIES & ASSOCIATE DEGREE

## Credential

Degree

## Program length

Varies

## Tuition category

Category 1

## Location

College-wide

## Start date

September, January  
and May

## Contact

Paul Whyte  
Department Chair  
(250) 334-5000 ext 4150  
paul.whyte@nic.bc.ca

## Financial awards available!

- Simo Nurme Memorial Scholarship
- Canadian Federation of University Women – Comox Valley Bursary
- Michael Pallan Memorial Scholarship
- Pythian Order Academic Program Bursary

*For all awards see pg 20*

## PROGRAM HIGHLIGHTS

The Humanities and Social Sciences department offers a wide range of first and second year courses leading towards Bachelor of Arts degree programs. Students may concentrate on one or more of the Social Sciences or Humanities while at North Island College. Associate of Arts degrees provide direction for those working towards specializations such as psychology, criminology, sociology, etc. Humanities and Social Sciences courses are offered College-wide and by Distance Education, and students have the option of taking courses on a full-time or part-time basis.

The Humanities and Social Sciences department provides courses including:

- Anthropology (ANT)
- Criminology (CRM)
- Economics (ECO)
- Equity & Social Justice (ESJ)
- First Nations' Studies (FNS)
- French (FRE)
- Geography (GEO)
- History (HIS)
- Philosophy (PHI)
- Political Science (POL)
- Psychology (PSY)
- Sociology (SOC)
- Spanish (SPN)
- Women's Studies (WST)

## WHAT IT TAKES TO SUCCEED

Students enrolled in Humanities and Social Sciences courses are recommended to plan a University Transfer or Associate Degree program to suit the transfer requirements of the university or university-college of choice. As each university and university-college in Canada has different course, program, and grade point average requirements, students are strongly encouraged to contact each institution they wish to transfer to in order to gain all the appropriate information. NIC offers advising services on each of its campuses to help students plan appropriate programs and encourage success.

## PREREQUISITE REQUIREMENTS

NIC does not require specific courses or course sets for admission to Humanities and Social Sciences courses. However, students should be aware that many first and second year Humanities and Social Sciences courses have specific prerequisite requirements. Students must refer to the Course Descriptions section of the Calendar for specific course requirements, but can expect a minimum prerequisite of Provincial English 12 or equivalent with a C or better.

## ASSOCIATE OF ARTS DEGREES IN HUMANITIES AND SOCIAL SCIENCES

Students enrolled in an Associate Degree program are responsible for selecting courses that meet NIC requirements. Students who wish to subsequently transfer to another institution are responsible for meeting the program requirements of that university or university-college. NIC provides advising services on each of its four campuses to help students plan appropriate programs and to encourage success.

### Associate of Arts Degree - General Requirements

- 6 credits in first year English
- 9 credits in Science, including:
  - a) 3 credits in Mathematics, Computer Science or Statistics
  - b) 3 credits in a laboratory science
  - c) 3 additional credits in Science
- 36 credits in Arts (which must include a minimum of 18 credits at the 2nd year level in two or more subject areas) including:
  - a) 6 credits in the Social Sciences
  - b) 6 credit in Humanities (excluding English)
  - c) 24 additional credits in Arts
- 9 credits in Arts, Science or other areas

Students who wish to complete an Associate of Arts degree with a concentration in the Humanities or Social Sciences should ensure that, as they choose the courses to meet the requirements of the Associate of Arts Degree credential, they include the courses required for their particular area of interest (see below).

### Associate of Arts – Anthropology

Required: ANT 150,151, and 9 credits of 200-level Anthropology courses.

### Associate of Arts – Criminology

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

### Associate of Arts – Environmental Studies

Required: BIO 240, GEO 215, MAT 115; 6 credits chosen from ECO 110, 111, GEO 111, 112; 6 credits chosen from HIS 111, 112, PHI 100, 101; 6 credits chosen from BIO 102 and 103 or BIO 110 and 111 or BIO 170 and 171; 6 credits chosen from BIO 230, ECO 270, GEO 105 or GEO 105 and 106, POL 200.

### Associate of Arts – First Nations

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

### Associate of Arts – History

Required: 6 credits of 100 – level History courses, and 9 credits of 200-level History courses.

# HUMANITIES AND SOCIAL SCIENCES UNIVERSITY STUDIES & ASSOCIATE DEGREE

## Associate of Arts – Modern Languages

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

## Associate of Arts – North American Studies

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

## Associate of Arts – Philosophy

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

## Associate of Arts – Political Science

Required: 6 credits of 100-level Political Science courses, and 9 credits of 200-level Political Science courses.

## Associate of Arts – Psychology

Required: PSY 130, 131, and 9 credits of 200-level Psychology courses.

## Associate of Arts – Sociology

Required: SOC 110, 111, and 9 credits of 200-level Sociology courses.

## Associate of Arts – Women's Studies

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

## HUMANITIES COURSES

(also includes English and Fine Arts courses)

Course code	Course name	Credits
FNS 160	First Nations Education: Traditional and Contemporary	3
FNS 200	Pre- & Post-Contact First Nations of Canada	3
FRE 100	Motifs I	3
FRE 101	Motifs II	3
FRE 120	Motifs III	3
FRE 121	Motifs IV	3
FRE 145	Intermediate French I	3
FRE 146	Intermediate French II	3
FRE 265	Advanced French I	3
FRE 266	Advanced French II	3
FRE 280	La Traduction: Translation (A) (applied for)	3
HIS 111	Canadian History: Pre-confederation	3
HIS 112	Canadian History: 1867 - Present	3
HIS 120	World History to 1000	3
HIS 121	World History of the Last Millennium, AD 1000-2000	3

HIS 122	The Contemporary World	3
HIS 130	World Religion	3
HIS 135	World Mythology	3
HIS 205	Travels in Time	3
HIS 210	Modern England 1688-1950	3
HIS 215	History of Modern Europe I	3
HIS 216	History of Modern Europe II	3
HIS 220	War, Memory, Myth and History	3
HIS 225	History of British Columbia	3
HIS 231	United States History To 1877	3
HIS 232	United States History Since 1877	3
HIS 250	History of Women in Canada, 1600-1920	3
HIS 251	History of Women in Canada, 1920-Present	3
HIS 260	Historical Reactions to Criminal and Deviant Behaviour	3
PHI 100	Introductory Philosophy: Knowledge & Reality	3
PHI 101	Introductory Philosophy: Values & Society	3
PHI 150	Critical Thinking	3
PHI 211	Philosophies of Existence	3
PHI 230	Contemporary Moral Issues	3
PHI 240	Philosophy of Art	3
PHI 260	Business Ethics	3
SPN 100	Introductory Spanish I	3
SPN 101	Introductory Spanish II	3
SPN 200	Intermediate Spanish I	3
SPN 201	Intermediate Spanish II	3

# HUMANITIES AND SOCIAL SCIENCES UNIVERSITY STUDIES & ASSOCIATE DEGREE

## SOCIAL SCIENCES COURSES

Course code	Course name	Credits
ANT 150	Cultural Anthropology	3
ANT 151	Physical Anthropology & Archaeology	3
ANT 250	Ethnology of North America	3
ANT 251	Principles of Archaeology	3
ANT 252	Northwest Coast Prehistory	3
ANT 253	Seacoasts in Prehistory	3
ANT 290	Archaeology Field School	3
ANT 291	Archaeology Field School	6
ANT 292	Archaeology Field School	9
ANT 293	Third Rock Archeology (applied for)	3
CRM 101	Introduction to Criminology	3
CRM 131	Introduction to the Criminal Justice System	3
CRM 135	Introduction to the Canadian Law & Legal Institutions	3
CRM 230	Criminal Law	3
ECO 110	Principles of Microeconomics	3
ECO 111	Principles of Macroeconomics	3
ECO 245	Money & Banking	3
ECO 270	Environmental Economics	3
ESJ 100	Equity & Social Justice in Contemporary Canada	3
ESJ 101	Global Changes to, and Movements for Social Justice	3
GEO 105	Physical Geography I	3
GEO 106	Physical Geography II	3
GEO 111	Introduction to Human Geography I	3
GEO 112	Introduction to Human Geography II	3
GEO 200	Geography of Canada	3
GEO 205	Geography of British Columbia	3
GEO 206	Introduction to Geomorphology	3
GEO 210	Natural Resources Management I: Introduction	3
GEO 211	Natural Resources Management II: Wildlife	3
GEO 214	Biogeography	3
GEO 215	Society and the Environment	3
POL 109	Canadian Government	3
POL 111	Political Ideologies	3
POL 119	Canadian Politics	3

POL 151	Law and Politics (applied for)	3
POL 200	Introduction to Political Theory	3
POL 201	Comparative Politics	3
POL 203	International Relations (applied for)	3
POL 209	Government in America	3
PSY 130	Introductory Psychology I	3
PSY 131	Introductory Psychology II	3
PSY 202	Health Psychology	3
PSY 204	Research Methods in Psychology	3
PSY 215	Biological Psychology	3
PSY 235	Abnormal Psychology	3
PSY 245	Psychology of Women	3
PSY 250	Human Development from Conception through Childhood	3
PSY 251	Human Development from Adolescence through Adulthood	3
PSY 260	Psychological Explanations of Criminal and Deviant Behaviour	3
SOC 110	Introduction to Sociology I	3
SOC 111	Introduction to Sociology II	3
SOC 130	First Nations Sociology	3
SOC 210	Ethnic Relations	3
SOC 212	Issues in Canadian Society	3
SOC 220	Introduction to Sociological Research Methods	3
SOC 230	Sociological Explanations of Crime & Deviance	3
WST 100	Global Perspectives on Women	3
WST 101	Issues in Women's Health	3
WST 110	First Nations Women's Studies	3
WST 260	Empowered Caring & Feminist Practice	3

# WOMEN'S STUDIES

## Credential

Diploma

## Program length

2 years

## Tuition category

Category 1

## Location

Comox Valley Campus,  
limited College-wide

## Start date

September, January  
and May

## Contact

Paul Whyte  
Department Chair  
(250) 334-5000 ext 4150  
paul.whyte@nic.bc.ca

## Financial awards available!

- Canadian Federation of University Women – Comox Valley Bursary
- Michael Pallan Memorial Scholarship
- Pythian Order Academic Program Bursary

*For all awards see pg 20*

Women's Studies at NIC is an interdisciplinary diploma program built around a group of core courses. The role of gender in day-to-day life, in a Canadian and global context, and in theory and law is explored at various levels. Feminist theory, social justice and evolving concepts of equity are explored. Students will also be introduced to historical experiences of womanhood and to literature written about, by and for women.

Students who would like to obtain a more conventional credential, one that transfers into baccalaureate-level programs at institutions throughout Canada, should explore the Associate of Arts degree in Women's Studies.

## PROGRAM REQUIREMENTS

### 100 Level

Course code	Course name	Credits
WST 100	Global Perspectives on Women	3
WST 101	Issues in Women's Health	3

#### plus 12 credits chosen from the following:

100 Level English courses  
100 Level Psychology courses  
and/or 100 Level Canadian History courses

#### plus 12 credits chosen from the following:

100 Level Arts or Science courses

### 200 Level

HIS 250	History of Women in Canada, 1600-1920	3
HIS 251	History of Women in Canada, 1920 – Present	3

#### plus minimum 6 credits chosen from the following:

ENG 224	Women's Literature & Theory I	3
ENG 225	Women's Literature & Theory II	3
PSY 245	Psychology of Women	3
WST 260	Empowered Caring & Feminist Practice	3

#### plus minimum 18 credits chosen from the following:

200 Level University Transfer Arts or Science courses

# BACHELOR OF ARTS IN LIBERAL STUDIES

Malaspina Liberal Studies Bachelor of Arts program at North Island College

**Credential**  
Degree

**Program length**  
3rd and 4th years of a  
4-year degree

**Tuition category**  
N/A

**Location**  
Comox Valley Campus

**Start date**  
September

**Contact**  
**General Information:**  
Libby McGrattan  
(250) 740-6194  
mcgratnl@mala.ca

**Program Information:**  
John Black  
(250) 740-6495  
black@mala.ca

**Registration Information:**  
Malaspina Registration  
Centre  
(250) 740-6400

North Island College and Malaspina University College formed in 1996 a partnership to offer the Malaspina Liberal Studies BA at the Comox Valley Campus. Students are admitted and pay fees to, and upon completion receive a credential from, Malaspina University College, but take classes at North Island College. Liberal Studies offers a significant alternative to traditional degrees in a single discipline. It draws its rich content from the humanities, arts and sciences, and treats it in a way which brings out the connections between different disciplines. Courses are team taught by professors from both institutions with a wide range of academic backgrounds; the professors form with students a community intent on maximizing the learning of all. In participatory seminars students develop skills in communication and critical thinking so prized in graduate school and in the professions of tomorrow.

## WHAT IS LIBERAL STUDIES?

- A critical and creative exploration of important issues raised by the most influential works of Western culture.
- A vibrant learning community of students and professors, who investigate together alternative conceptions of the universe and our place in it.
- A forum for active learning which does not rely on the work of so-called experts, but challenges students to develop their own understanding.
- An examination of current realities against the fascinating backdrop of the last three thousand years.
- Education of the whole person, through the promotion of crucial skills in communication (oral and written), teamwork, self-reliance, critical analysis and creative expression - skills at a premium in today's workplace.

Further information about the program can be viewed at [www.mala.ca/liberalstudies](http://www.mala.ca/liberalstudies).

## CAREER OPPORTUNITIES

The Liberal Studies Major is not for students who have decided in advance that their educational goal is a career in a single narrow discipline. Even these students, however, have much to gain from the rigorous skill-training and general cultural awareness they will receive by pursuing a Minor in Liberal Studies or by taking some Liberal Studies courses as electives.

The Liberal Studies Major is for you if:

- you do not yet want to confine yourself to a traditional discipline, but want a more general education in which the relationships among various disciplines are explored;
- you want to complement your work in a traditional discipline with a broad understanding of its context and relevance;
- your goal is a career in law, public service, architecture, business, art, the media, education or any of a host of alternative where a broad education is recognized as an important asset.

Many possibilities for graduate study will also be open to those who combine a major in Liberal Studies with one in a specialized discipline. Our students have gone on to postgraduate and professional study in law, architecture, public administration, education, marine archaeology, communications, folklore studies, English, history, women's studies, philosophy and so on, usually without having to complete a qualifying year. A certain number proceed to Post-Degree Programs in elementary or secondary education, and many are working in ESL and adult education.

## PROGRAM HIGHLIGHTS

The Major in Liberal Studies is based around a series of core and companion courses. The 6-credit core courses involve the analysis of interesting and significant works (in literature, philosophy, theology, science, social science, art and music), and all four courses together ensure a varied and deep exposure to the western cultural tradition from ancient times to the present day. The 3-credit companion courses include laboratories, enquiry seminars, art and music workshops, trips to special events and opportunities for travel-study. They support the understanding, gathered in the core courses, of a particular historical period.

The normal route to a Liberal Studies Major involves entering at the start of third year and taking a pair of Liberal Studies courses each semester over two years (one 6-credit core course and one 3-credit companion course) plus 6 additional Liberal Studies credits.

	Core Course (6 credits)	Companion Course (3 credits)	Senior Project (6 credits over 2 semesters)
3 <sup>rd</sup> Year, Fall	LBST 310	LBST 311	
3 <sup>rd</sup> Year, Spring	LBST 320	LBST 321	
4 <sup>th</sup> Year, Fall	LBST 410	LBST 411	LBST 400
4 <sup>th</sup> Year, Spring	LBST 420	LBST 421	LBST 400 (continued)

Please note: variations on this scheme are possible, as allowed by the degree requirements explained below.

# BACHELOR OF ARTS IN LIBERAL STUDIES

Malaspina Liberal Studies Bachelor of Arts program at North Island College

## LIBERAL STUDIES ABROAD

LBST 322, 323, 390, 391, 392, 412, 422, 490 and 491 are offered in Europe during the summer, as part of the Liberal Studies Abroad program. This opportunity for intensive, on-site study of a particular cultural period and place is extended to students within or outside the Liberal Studies B.A. on a cost-recovery basis. Contact the Chair for further details, or visit [www.mala.ca/liberalstudies/lisabroad.asp](http://www.mala.ca/liberalstudies/lisabroad.asp).

## ADMISSION REQUIREMENTS

Students must complete 120 credits in all, fulfill all Malaspina's Institutional B.A. degree requirements, including the Degree English Requirement but with the exception of the normal Residency Requirement (see [www.mala.ca/calendar/UniversityDegreeCompletion/bamajorsminors/index.asp#degreerequirements](http://www.mala.ca/calendar/UniversityDegreeCompletion/bamajorsminors/index.asp#degreerequirements)), and take the courses listed below:

### Years 1 and 2:

Minimum of 54 credits required for entry. Two courses in English recommended.

### Years 3 and 4:

42 upper-level credits in Liberal Studies: 24 credits in core courses LBST 310, 320, 410, 420; 6 credits in companion courses from LBST 311, 321, 411, 421; 12 additional credits which may include: LBST 400 (the Senior Project), LBST 311, 321, 411, 421 (the companion courses), and no more than 6 credits from LBST 322, 323, 390, 391, 392, 412, 422, 490 and 491 (taken as part of a Liberal Studies Abroad program - see below).

- **Note 1:** The core and companion courses are all offered at NIC as evening classes during the period from September to April, over two years.
- **Note 2:** All remaining courses required to complete the 120 credits may be taken as electives, provided the Institutional BA Degree Requirements are met. At least 18 of the elective credits should be taken at North Island College.
- **Note 3:** In exceptional circumstances, deviations from the above regulations may be allowed by permission of the Chair of the Liberal Studies Department.
- **Note 4:** Students who complete the specified 42 credits of third- and fourth-year LBST courses, and at least 18 credits in electives at NIC, do not have to fulfill the normal Malaspina BA Residency Requirement.

## ADMISSION PROCESS

Students must apply for admission to Malaspina University College (see [www.mala.ca/apply/index.asp](http://www.mala.ca/apply/index.asp)) and (as early as possible in the year of intended entry) contact the Chair of the Liberal Studies Department John Black: [black@mala.ca](mailto:black@mala.ca) or (250) 740-6495 for instructions on how to register in the courses offered at NIC.

# MATHEMATICS AND SCIENCES UNIVERSITY STUDIES & ASSOCIATE DEGREE

## Credential

Varies

## Program length

Varies

## Tuition category

Category 1

## Location

College-wide

## Start date

September, January  
and May

## Contact

Helena Higgs  
Department Chair  
(250) 334-5040  
helena.higgs@nic.bc.ca

## PROGRAM HIGHLIGHTS

The Mathematics and Sciences department offers a broad range of first and second year university level courses. Students enrolled in the Associate of Science degree program may earn two full years of credits towards a university degree. Because courses are widely transferable throughout BC, students may take individual courses on a part-time basis or study full time to meet individual learning needs. Some courses are also available by distance.

The Mathematics & Science department provides courses including:

- Biology (BIO)
- Chemistry (CHE)
- Computer Science (CPS)
- Mathematics (MAT)
- Physics (PHY)
- Space Science and Astronomy (SSA)

## Chemistry

- Chemistry 12 or equivalent with a C+ or better
- Principles of Math 12 or equivalent with a C or better
- Physics 11 or equivalent is recommended

## Mathematics

- Principles of Math 11 or 12 with a C or better; or
- Applications of Math 12 with a C+ or better

## Physics

- Principles of Math 12 or equivalent with a C+ or better
- Physics 11 or equivalent with a C or better

## Space Science & Astronomy

- Provincial English 12 or equivalent with a C or better
- Principles of Math 11 or equivalent with a C+ or better

## Financial awards available!

- Bob Minkler Memorial Bursary
- Campbell River Recycling Society Bursary
- Denman Conservancy Association – David Fraser Bursary
- Grieg Seafood BC Ltd Bursary
- Mary Turnham Memorial Bursary
- North Island College – Math/Science Dpt Scholarship
- NVI Mining Ltd Myra Falls Operations Bursary
- Optometry Office of Mary Lynn DesRoches Bursary
- Port Hardy Campus Math/Science Award
- Canadian Federation of University Women – Comox Valley Bursary
- Michael Pallan Memorial Scholarship
- Pythian Order Academic Program Bursary

For all awards see pg 20

## WHAT IT TAKES TO SUCCEED

Students planning to study Mathematics and Sciences are recommended to plan a University Transfer or Associate Degree program to suit the transfer requirements of the university or university-college they wish to transfer to. As each university and university-college in Canada has different course, program, and grade point average requirements, students are strongly encouraged to contact each institution they wish to transfer to in order to gain all the appropriate information. NIC offers advising services on each of its campuses to help students plan appropriate programs and encourage success.

Students with higher grades and recent upgrading in Mathematics and English prerequisite courses will experience greater success in NIC programs. NIC offers several Mathematics and Science upgrading courses, providing courses from fundamental through to advanced level adult basic education. More information on ABE offerings may be found in the Adult Upgrading section of the Calendar.

## PREREQUISITE REQUIREMENTS

NIC does not require specific courses or course sets for admission to take Mathematics and Science courses. However, students should be aware that many first and second year courses have specific prerequisite requirements. Students must refer to the Course Descriptions section of the Calendar for specific course requirements, but can expect the following minimum prerequisites:

### Biology

- Biology 11 or 12, or equivalent with a C or better
- Chemistry 11 or equivalent with a C or better

## ASSOCIATE OF SCIENCE DEGREE

Students at NIC have the opportunity to complete a two-year Associate of Science Degree program. The two-year (60 credits) Associate Degree programs open doors for graduates by providing them with a full two years of transfer credit and a credential that is recognized by many employers and organizations. All of BC's universities and university-colleges now grant Associate Degree holders two years (60 credits) of block transfer credit into four-year Bachelor's Degree programs.

### Associate of Science Degree – General Requirements

- 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 2nd year 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

Students who wish to complete an Associate of Science degree with a concentration in a particular area should ensure that, as they choose the courses to meet the requirements of the Associate of Science Degree credential, they include the courses required for their particular area of interest (see below).

### Associate of Science – Biology

Required: BIO 102/103, BIO 200, 202, 211, and BIO 230.

### Associate of Science – Computer Science

Required: CPS 100, CPS 101, CPS 212, CPS 215, CPS 221, and CPS 236.

**NEW**

# MATHEMATICS AND SCIENCES UNIVERSITY STUDIES & ASSOCIATE DEGREE

## Associate of Science – Environmental Studies

Required: BIO 230, 240, GEO 215;  
18 credits chosen from BIO 102 and 103, CHE 110 and 111, GEO 105 and 106, PHY 100 and 101; 12 credits chosen from BIO 200, 201, 202, 211, CHE 200, 201, CPS 212, 215, 221, 235, 236, 246, 255, 262, 268, 270, MAT 200, 210.

### MATHEMATICS & SCIENCE COURSES

Course code	Course name	Credits
BIO 102	Principles of Modern Biology I	3
BIO 103	Principles of Modern Biology II	3
BIO 110	Concepts in Biology I	3
BIO 111	Concepts in Biology II	3
BIO 160	Human Anatomy & Physiology I	3
BIO 161	Human Anatomy & Physiology II	3
BIO 170	Foundations of Ethnobotany	3
BIO 171	Applied Ethnobotany	3
BIO 200	Cell Biology I: Structural Basis	3
BIO 201	Cell Biology II: Introduction to Biochemistry	3
BIO 202	Principles of Genetics	3
BIO 211	Invertebrate Biology	3
BIO 230	Principles of Ecology	3
BIO 240	Applied Ecology: Human Impact on the Environment	3
BIO 241	Traditional Ecological Knowledge (TEK)	3
BIO 260	Pathobiology I	3
BIO 261	Pathobiology II	3
CHE 110	Chemical Principles I	3
CHE 111	Chemical Principles II	3
CHE 200	Organic Chemistry I	3
CHE 201	Organic Chemistry II	3
MAT 100	Precalculus	3
MAT 102	Calculus for Biological & Social Sciences	3
MAT 115	Introduction to Statistics	3
MAT 151	Finite Mathematics	3
MAT 162	Math for Elementary Education I	3
MAT 163	Math for Elementary Education II	3
MAT 181	Calculus I	3
MAT 182	Calculus II	3
MAT 190	First Nations Perspective: Math for Elementary Education I	3

MAT 191	First Nations Perspective: Math for Elementary Education II	3
MAT 200	Linear Algebra	3
MAT 210	Calculus III	3
PHY 100	Introduction to Physics I	3
PHY 101	Introduction to Physics II	3
PHY 120	Principles of Physics I	3
PHY 121	Principles of Physics II	3
SSA 100	Space Science and Astronomy: Intro. to Solar System Exploration	3
SSA 101	Space Science and Astronomy: Intro. to Deep Space Astronomy	3

# ABOUT BUSINESS ADMINISTRATION

The Business Administration program at North Island College gives students the opportunity to begin in either September or January and to complete either a four year Bachelor of Business Administration degree (BBA), a two-year Business Administration Diploma, a one year Post Degree Diploma (PDD), a one year certificate, or individual courses.

The first year of the degree and diploma programs, the complete Certificate program, and the Co-operative Education Option are offered at the Campbell River Campus, while the full Degree and Diploma programs are available only at the Comox Valley Campus.

## WHY CHOOSE NORTH ISLAND COLLEGE?

Small classes and high quality instruction combine to give students a strong background in Business Administration. BBA and Diploma students have the option of complementing their in-class studies with business-related paid employment terms through NIC's Co-operative Education program. In addition, all BBA students complete two Directed Field Studies courses in which they apply concepts from their studies to real workplace problems. NIC Business Administration graduates are highly employable and qualifications earned through our programs are widely recognized by employers and other post secondary institutions throughout the Province.

## ADMISSION REQUIREMENTS

1. Provincial English 12; or NIC ENG 060 or ENG 098; or equivalent with a grade of C+ or better; or English Assessment; and
2. Principles of Math 11; or Applications of Math 12; or MAT 053 with a grade of C or better; or Math Assessment.
3. Or permission of the department

Post-Degree Diploma – Business Administration Admission Requirements

1. An accredited four year Bachelors degree from a recognized institution.
2. Principles of Math 11; or Applications of Math 12; or MAT 053 with a grade of C or better; or Math Assessment.
3. Individual course prerequisites apply but may be waived based on a student's academic and/or professional background.

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.

Students enrolling in Business Administration programs should possess basic computer skills in word processing and file management. Students with little computing experience should take CPS 143 or an equivalent course during their first term. CPS 143 is not university transferable and may not be used as an elective in Business programs.

Students are encouraged to consult with a Business Administration faculty member if they are unsure of their level of Math preparedness for any of the Business courses.

## COURSE TRANSFER, PRIOR LEARNING ASSESSMENT (PLA), AND RESIDENCY

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 at [www.bccat.bc.ca](http://www.bccat.bc.ca) 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. Students are advised to consult with Business Administration faculty regarding course prerequisite waivers, transfer requests from other institutions, and program advising. To earn an NIC Business Administration credential, a student must complete a minimum of 50% of required program credits at NIC.

### Multiple Diploma Credentials

Students who have completed a two year Business Administration Diploma option may apply up to 75% of the credits from the first diploma towards a second two year Business Administration Diploma. Students completing a two year Business Administration Diploma may not apply credits towards the Post Degree Diploma.

# BUSINESS ADMINISTRATION CERTIFICATE

**Credential**  
Certificate

**Program length**  
1 year

**Tuition category**  
Category 1

**Location**  
Campbell River Campus,  
Comox Valley Campus

**Start date**  
September and January

**Program contact**  
Sharon Card  
Department Chair  
(250) 334-5000 ext 4157

## Financial awards available!

- AB Ball Memorial Bursary
- Canadian Tire, Courtenay Scholarship
- Carl O, Margaret & Carl A "Tubby" Thulin Memorial Bursary
- Certified General Accountants Association of BC – Academic Excellence Scholarship
- Coastal Community Credit Union Entrance Bursary
- Co-operators Scholarship
- Elaine and Rob Shelton Bursary
- Fred Bossom Memorial Bursary
- Marc Hylands Scholarship
- Paul Arbour Memorial Bursary
- Scotiabank Scholarship
- ScotiaMcLeod Bursary

*For all awards see pg 20*

The Business Administration Certificate program provides a well rounded introduction to business and administration studies and opens the door to a wide range of entry level positions. The certificate program may be used to complement studies in areas such as Computer Science, Fine Arts, and Trade programs.

## CERTIFICATE PROGRAM REQUIREMENTS

Certificate program students must successfully complete the following 30 credits of course work. The certificate program leads directly into the two year diploma and BBA degree programs.

Course code	Course name	Credits
BUS 112	Introductory Financial Accounting I	3
BUS 113	Introductory Financial Accounting II	3
BUS 132	Mathematics of Finance	3
BUS 150	Administrative Principles	3
BUS 162	Marketing Principles & Practices	3
BUS 170	Computer Applications for Business	3
ECO 110	Principles of Microeconomics	3
ECO 111	Principles of Macroeconomics	3
ENG 160	Effective Organizational Writing	3
<b>plus</b>		
MAT 115	Introduction to Statistics or any Business or Economics course	3

# BUSINESS ADMINISTRATION DIPLOMA

**Credential**  
Diploma

**Program length**  
2 years

**Tuition category**  
Category 1

**Location**  
Comox Valley Campus

**Start date**  
September and January

**Program contact**  
Sharon Card  
Department Chair  
(250) 334-5000 ext 4157



**Financial awards available!**

- AB Ball Memorial Bursary
- Canadian Tire, Courtenay Scholarship
- Carl O, Margaret & Carl A "Tubby" Thulin Memorial Bursary
- Certified General Accountants Association of BC – Academic Excellence Scholarship
- Coastal Community Credit Union Entrance Bursary
- Co-operators Scholarship
- Elaine and Rob Shelton Bursary
- Fred Bossom Memorial Bursary
- Marc Hylands Scholarship
- Paul Arbour Memorial Bursary
- Scotiabank Scholarship
- ScotiaMcLeod Bursary

For all awards see page 20

**BUSINESS ADMINISTRATION DIPLOMA OPTIONS**

Students may choose from three Diploma options:

**Administrative Studies Option**

Those seeking a flexible program of business studies may opt for the Administrative Studies option. Sharing a common first year with other Diploma options, the Administrative Studies option allows students to tailor their second year of studies to meet their learning needs. Courses may be selected from all second year or higher Business Administration courses as well as 9 credits of electives from any courses that transfer to UBC, SFU, UNBC, or UVIC. This option provides students with opportunities to develop a broad range of business and administrative skills and to build a solid foundation for entry into the business world. Graduates of the diploma may find employment in entry-level positions with large and small organizations, in the private or public sector, or may start their own businesses.

**Accounting Option**

Students seeking a focused program in accounting may choose the Accounting option. This option will prepare students for entry level positions in accounting with accounting firms, other businesses, or public sector organizations. Many of the courses within the Accounting Option are recognized by BC's professional accounting bodies and some graduates will go on to earn their Chartered Accountant (CA), Certified General Accountant (CGA), or Certified Management Accountant (CMA) professional accounting designation. Students pursuing the Accounting option may ladder directly into the third year of the BBA.

**Marketing & Communications Option**

The Marketing and Communications option offers a unique interdisciplinary program, drawing from Media and Communications, Fine Arts, and Business Administration studies. The second year of this option focuses on developing core competencies in marketing, graphic arts, media, and communications. Program graduates will be prepared for a wide range of careers in retailing, marketing management, public relations, non-profit activities, government agencies, and international marketing opportunities.

**Work Experience and Co-operative Education**

Qualified Diploma students have the option of participating in the Co-operative Education program. This program provides for the integration of paid, program-related work term experiences with academic study. The practical experience gained on these supervised and structured work terms is an integral part of the student's education. The result is graduates with increased confidence, new employment contacts, and practical work experience.

Eligibility for Co-op requires a GPA of 2.33 or higher in the required program courses, participation in an intake interview, and completion of certain course requirements. Students will be awarded a Co-operative Education designation on their Diploma if they successfully complete EMP 100, BUS 197 and BUS 297 (in addition to their program course work). Please note: these courses cannot be used as program electives and have registration fees in addition to the program registration fees. For details regarding work term sequences, eligibility requirements and sample work opportunities and wages, please contact the Co-operative Education department.

**DIPLOMA PROGRAM REQUIREMENTS**

Course code	Course name	Credits
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**Year 1: All Diploma Options**

BUS 112	Introductory Financial Accounting I	3
BUS 113	Introductory Financial Accounting II	3
BUS 132	Mathematics of Finance	3
BUS 150	Administrative Principles	3
BUS 162	Basic Marketing Principles & Practices	3
BUS 170	Computer Applications for Business	3
ECO 110	Principles of Microeconomics	3
ECO 111	Principles of Macroeconomics	3
ENG 160	Effective Organizational Writing	3
MAT 115	Introduction to Statistics	3

**for Co-op students only:**

EMP 100	Co-op Education Pre-employment Seminar	3
BUS 197	Bus. Admin. Co-op Education Work Term 1	3
BUS 297	Bus. Admin. Co-op Education Work Term 2	3

Co-op students may complete an optional third work term:

BUS 298	Bus. Admin. Co-op Education Work Term 3	3
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**Year 2: Administrative Studies Option**

BUS 292	Management Policy	3
ENG 115	Essay Writing	3

**plus 18 credits chosen from the following:**

BUS 152	Entrepreneurship & Small Business Management	3
BUS 211	Intermediate Financial Accounting I	3
BUS 212	Intermediate Financial Accounting II	3
BUS 217	Management Accounting	3

# BUSINESS ADMINISTRATION DIPLOMA

BUS 221	Commercial Law	3
BUS 223	Taxation 1	3
BUS 232	Quantitative Methods	3
BUS 244	Finance	3
BUS 247	The Canadian Securities Course	3
BUS 255	Human Resources Management	3
BUS 260	Consumer Behaviour	3
BUS 261	E-Marketing	3
BUS 262	Marketing Research	3
BUS 264	Professional Selling	3
BUS 268	Advertising and Promotion	3
BUS 280	Globalization and International Business	3
BUS 290	Management Information Systems	3
BUS 323	Taxation II	3
BUS 350	Organizational Behaviour	3
ECO 245	Money and Banking	3

**plus electives totalling 9 credits, chosen from courses that transfer to UBC, SFU, UNBC or UVIC.**

## Year 2: Accounting Option

BUS 211	Intermediate Financial Accounting I	3
BUS 212	Intermediate Financial Accounting II	3
BUS 217	Management Accounting	3
BUS 221	Commercial Law	3
BUS 223	Taxation 1	3
BUS 232	Quantitative Methods	3
BUS 244	Finance	3
BUS 290	Management Information Systems	3
BUS 292	Management Policy	3
ENG 115	Essay Writing	3

**plus one elective totalling 3 credits, chosen from courses that transfer to UBC, SFU, UNBC or UVIC.**

## Year 2: Marketing and Communications Option

BUS 221	Commercial Law	3
BUS 260	Consumer Behaviour	3
BUS 261	E-Marketing	3
BUS 262	Marketing Research	3
BUS 264	Professional Selling	3
BUS 268	Advertising and Promotion	3
BUS 280	Globalization and International Business	3
BUS 292	Management Policy	3
FIN 105	Introduction to Graphic Design	3
MCS 110	Media and Communication Studies	3
MCS 130	Explorations in Mass Communication	3

# BACHELOR OF BUSINESS ADMINISTRATION - ACCOUNTING MAJOR

**Credential**  
Degree

**Program length**  
4 years

**Tuition category**  
Category 1

**Location**  
Comox Valley Campus

**Start date**  
September and January

**Program contact**  
Sharon Card  
Department Chair  
(250) 334-5000 ext 4157

## Financial awards available!

- AB Ball Memorial Bursary
- Canadian Tire, Courtenay Scholarship
- Carl O, Margaret & Carl A "Tubby" Thulin Memorial Bursary
- Certified General Accountants Association of BC – Academic Excellence Scholarship
- Coastal Community Credit Union Entrance Bursary
- Co-operators Scholarship
- Elaine and Rob Shelton Bursary
- Fred Bossom Memorial Bursary
- Marc Hylands Scholarship
- Paul Arbour Memorial Bursary
- Scotiabank Scholarship
- ScotiaMcLeod Bursary

*For all awards see pg 20*

The 4-year Bachelor Degree in Business Administration - Accounting Major is designed for flexibility. The BBA may be completed on either a full or part-time basis. Qualified students may enter the degree program at any year level. Students may opt for a traditional "two plus two" approach, first completing a two year diploma in Business Administration, plus two years of added study to obtain the Bachelor Degree. Students may also apply previous coursework from a wide range of university level studies or professional accounting programs towards the Bachelor Degree.

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. Students will also complete two directed field study work terms. To qualify for a BBA Degree credential, a student must complete all required program courses and electives (or equivalent transfer credits), and two directed field studies, for a total of 120 credit hours.

## WORK EXPERIENCE

Students working towards the BBA degree will be required to complete two Directed Field Study work terms. These work terms will provide both professional employment experience and a structured learning component. Directed Field Studies must be completed in placements directly related to the BBA program of studies. Directed Field Study courses, BUS 390 and BUS 490, are required credit courses that apply towards BBA completion. They may also be accepted by the professional accounting organizations' in partial fulfillment of their work experience requirements.

## PROFESSIONAL OPPORTUNITIES

BBA graduates may be employed as Public Accountants, Management Accountants, Financial Managers, Corporate Accountants, Controllers, Internal/External Auditors, Business Consultants, Financial Analysts, Financial Planners, Asset Managers and Business Owners. The ultimate employment destinations for graduates include private practice, business, crown corporations, and government agencies.

Graduates will be prepared to move directly into the Chartered Accountant School of Business (CASB), the Certified General Accountant PACE program or (upon successful completion of two additional CMA courses and the CMA entrance exam) the Certified Management Accountant Strategic Leadership program. NIC BBA graduates will also meet the CGA Association's Bachelor Degree requirement.

## DEGREE PROGRAM REQUIREMENTS

The BBA Degree 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. The following is an example of a typical program for a student completing all of his/her studies within the NIC Business Administration program:

Course code	Course name	Credits
<b>Term 1 &amp; 2</b>		
BUS 112	Introductory Financial Accounting I	3
BUS 113	Introductory Financial Accounting II	3
BUS 132	Mathematics of Finance	3
BUS 150	Administrative Principles	3
BUS 162	Basic Marketing Principles & Practices	3
BUS 170	Computer Applications for Business	3
ECO 110	Principles of Microeconomics	3
ECO 111	Principles of Macroeconomics	3
ENG 160	Effective Organizational Writing	3
MAT 115	Introduction to Statistics	3
<b>Terms 3 &amp; 4</b>		
BUS 211	Intermediate Financial Accounting I	3
BUS 212	Intermediate Financial Accounting II	3
BUS 217	Management Accounting	3
BUS 221	Commercial Law	3
BUS 223	Taxation I	3
BUS 232	Quantitative Methods	3
BUS 244	Finance	3
BUS 290	Management Information Systems	3
BUS 292	Management Policy	3
ENG 115	Essay Writing	3
<b>Terms 5 &amp; 6</b>		
PHI 260	Business Ethics	3
BUS 280	Globalization and International Business	3
BUS 318	Advanced Cost Accounting	3
BUS 323	Taxation II	3
BUS 350	Organizational Behaviour	3
BUS 352	Advanced Topics in Entrepreneurship	3
BUS 390	Directed Field Studies I (may be taken Spring/Summer)	3
<b>plus three electives totalling 9 credits*</b>		

# BACHELOR OF BUSINESS ADMINISTRATION - ACCOUNTING MAJOR

## Terms 7 & 8

BUS 419	Advanced Financial Accounting	3
BUS 420	Introduction to Auditing	3
BUS 421	Accounting Theory	3
BUS 490	Directed Field Studies II (may be taken in Spring/Summer)	3

plus six electives totalling 18 credits\*

\*Note: Electives to be chosen from courses that transfer to UBC, SFU, UNBC or UVIC. No more than three elective courses totalling 9 credits may be at the 100 level; 6 elective courses totalling 18 credits must be taken from courses numbered 200 or higher.

## POST DEGREE DIPLOMA IN BUSINESS ADMINISTRATION

### Credential

Diploma

### Program length

1 year

### Tuition category

Category 1

### Location

Comox Valley Campus

### Start date

September and January

### Program contact

Sharon Card  
Department Chair  
(250) 334-5000 ext 4157

The Post Degree Diploma (PDD) offers learners with a four year Bachelor's degree from a recognized institution an opportunity to complete a diploma program in Business Administration in one academic year. Students may select options in Accounting, Administrative Studies, or Marketing and Communications.

This program gives students an opportunity to gain valuable business skills while recognizing past learning. It is also an avenue for students wishing to pursue graduate studies who may need to develop a stronger academic background.

### POST DEGREE DIPLOMA REQUIREMENTS

To meet the requirements for the PDD a student must complete 30 credits selected from North Island College's BUS courses, ECO courses, and PHI 260. Of these 30 credits, 24 must be in courses numbered 200 or higher. Transferring students must complete a minimum 50% of the 30 required credits at North Island College. Courses counted towards the prerequisite degree may not also be counted towards the Post Degree Diploma. Students may choose from the following program options:

#### Administrative Studies

Course code	Course name	Credits
BUS 112	Introductory Financial Accounting I	3
BUS 150	Administrative Principles	3
BUS 221	Commercial Law	3
BUS 244	Finance	3
BUS 255	Human Resource Management	3
BUS 280	Globalization and International Business	3
BUS 290	Management Information Systems	3
BUS 292	Management Policy	3
BUS 350	Organizational Behaviour	3
PHI 260	Business Ethics	3

#### Marketing & Communications

BUS 150 or BUS 152	Administrative Principles or Entrepreneurship & Small Business Management	3
BUS 221	Commercial Law	3
BUS 260	Consumer Behaviour	3
BUS 261	E-Marketing	3
BUS 262	Marketing Research	3
BUS 264	Professional Selling	3
BUS 268	Advertising and Promotion	3
BUS 280	Globalization and International Business	3
BUS 352	Advanced Topics in Entrepreneurship	3
PHI 260	Business Ethics	3

**Note:** Assumes BUS 162 or equivalent has been completed.

#### Accounting

BUS 211	Intermediate Financial Accounting I	3
BUS 212	Intermediate Financial Accounting II	3
BUS 223	Taxation I	3
BUS 244	Finance	3
PHI 260	Business Ethics	3

#### Plus 5 electives taken from:

BUS 150 or BUS 152, BUS 217, BUS 221, BUS 232, BUS 280, BUS 290, BUS 318, BUS 323, BUS 419, BUS 420, or BUS 421

**Note:** Assumes BUS 112/113 or equivalent have been completed.

# ABOUT COMPUTER SCIENCE & INFORMATION TECHNOLOGY

**Note:** This program is currently under review.

North Island College offers a two-year Computer Science (CS) Diploma, a two-year Information Systems Administration (ISA) Diploma, and a one-year Computer Information Systems (CIS) Certificate

## WHY NORTH ISLAND COLLEGE?

NIC's Computer Science & Information Technology department has a reputation for high-quality instruction and cutting-edge programs. It has been one of the leaders in the field in deploying and teaching state-of-the-art software. Class sizes are small and students enjoy the benefits of individual attention and forging strong relationships with their peers.

The Computer Science & Information Technology department offers many different options. Students may complete the certificate program in one year, or choose between the two-year CS or ISA Diplomas. The certificate program ladders easily into either diploma. Some evening and fully-online classes are offered. Professionals looking for specific upgrades may take individual courses (subject to prerequisite approval).

NIC graduates may progress on to other university colleges or universities. NIC has formal and informal transfer agreements with a number of university colleges, universities and technical institutes, allowing students the opportunity to continue their studies within Bachelor of Science and Bachelor of Technology programs.

## WORK EXPERIENCE

Qualified students have the option of participating in the Co-operative Education program. This program provides for the integration of paid, program-related work term experiences with academic study. The practical experience gained on these supervised and structured work terms is an integral part of the student's education. The result is a graduate with increased confidence, new employment contacts, and practical work experience.

Eligibility for Co-op requires a GPA of 2.33 or higher in the required program courses, participation in an intake interview, and completion of certain course requirements. Students will be awarded a Co-operative Education designation on their Diploma if they successfully complete EMP 100, CPS 197, and 297 (in addition to their program course work).

Please Note: these courses cannot be used as program electives and have registration fees in addition to the program registration fees. For details regarding work term sequences, eligibility requirements and sample work opportunities and wages, please contact the Co-operative Education department.

## CAREER OPPORTUNITIES

Employment outcomes indicate that a high percentage of graduates of this program find employment within 6 months of graduation, and enjoy above average starting salaries. Our graduates have found jobs as software developers, database and network administrators, web designers, technicians, educators and IT entrepreneurs. Some students have proceeded from the Computer Science diploma to receive a full two-year's credit at universities, and pursue Bachelors and post-graduate degrees.

## WHAT IT TAKES TO SUCCEED

The following list is a compilation of suggestions from our faculty and graduates identifying some of the key activities that help students succeed in Computer Science & Information Technology courses:

1. Be persistent – Developing problem solving skills is similar to a physical workout. Stay focused on your goals to reap the benefits of the results.
2. Work on your people skills – Create opportunities for yourself to interact with others. Work in public areas like our computer labs, the cafeteria, and the library. Keep in mind that for many IT jobs, employers are looking for team players who have excellent communication skills – this is often more important than technical skills.
3. Plan your studies – Find a good time management tool and use it. A weekly planner can be invaluable for recording all of your important dates, including exams and projects.
4. Attend all your classes – In this field, you can learn much from your peers, as well as your instructor. So it is critical to attend so you can obtain as much additional knowledge as you can.
5. Preview for class – Always survey your textbooks so you know what material is coming. Your instructor will help clarify what is presented in your textbook. Always review your notes from the previous class, so you are ready for new material.
6. Read – Pre-read and re-read your textbooks; Expect to read more than once. For recognition based evaluation like multiple-choice questions, it's helpful to build familiarity by re-reading material. For recall based evaluation like short answer questions, it's helpful to practice summarizing the material you've read. Write your notes in your textbook. If you use the book on the job, then you will have your notes.
7. Practice – Self-validation will help build your confidence and your understanding of the material.
8. Start early on assignments – Understand the requirements, take time to think, research, and plan, then do the assignment.
9. Set priorities – If you fall behind, list everything you need to do, prioritize, and avoid getting hung up on tasks that were incomplete. Talk to your instructor if you are having difficulties.
10. Use available resources – Be proactive and learn what resources are available and how to use them at the start of the term.
11. Balance your life – Make sure that you maintain a proper diet, get regular exercise, and have plenty of rest. The mind depends on the body in order to grow.

## ACADEMIC REQUIREMENTS

1. A student is expected to complete the certificate or diploma programs within five years.
2. The department must evaluate validity of courses more than five years old.

# COMPUTER INFORMATION SYSTEMS CERTIFICATE

**Credential**  
Certificate

**Program length**  
1 year

**Tuition category**  
Category 1

**Location**  
Comox Valley Campus

**Start date**  
September and January

**Program contact**  
Sean Burkholder  
Department Chair  
(250) 334-5287  
info@nic.bc.ca



## Financial awards available!

- Canadian Information Processing Society Bursary
- Coastal Community Credit Union Entrance Bursary
- Dyer Family Bursary – Comox Valley

*For all awards see pg 20*

**Note:** This program is currently under review.

## PROGRAM HIGHLIGHTS

The one-year Computer Information Systems Certificate emphasizes hands-on experience with a variety of software and hardware, and provides an introduction to databases, networks, programming languages and web design tools, coupled with the development of good business communications, and interpersonal skills. Graduates are prepared for entry-level computer and technology positions, such as computer technicians and helpdesk support. Communications, oral presentations, interpersonal, and team-building skills are emphasized.

## ADMISSION REQUIREMENTS

1. Principles of Math 11; or MAT 053; or equivalent with a C or better; or successful Mathematics Placement Testing; and
2. Provincial English 12; or Technical and Professional Communications 12; or NIC ENG 060; or NIC ENG 098; or equivalent with a C+ or better; or successful English Placement Testing

**Note:** Students enrolling in Computer Science & Information Technology programs should possess basic computer skills in word processing and file management. Students with little computing experience should take CPS 143 or an equivalent course during their first term. CPS 143 is not university transferable and may not be used as an elective in Computer Science & Information Technology programs.

## PROGRAM REQUIREMENTS

Course code	Course name	Credits
CPS 100	Computer Programming I	3
CPS 109	Computer & Information Systems	3
CPS 120	Introduction to PC Communications	3
CPS 146	Database Fundamentals	3
CPS 151	Systems Analysis & Design	3
CPS 165	Web Design Tools	3
ENG 160	Effective Organizational Writing	3
<b>and one of</b>		
BUS 132	Mathematics of Finance	3
BUS 170	Computer Applications for Business	3
CPS 160	Integrated Software Tools	3
MAT 115	Introduction to Statistics	3
MAT 181	Calculus I	3

**plus two courses from listed electives (6 credits)**

### Electives

DRT 181	Computer-Assisted Drafting – AutoCAD	3
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Any additional CPS program course numbered 100 or higher (except for CPS 143, 144, 255, or 300)

Any BUS program course numbered 100 or higher

Any University Studies course

# COMPUTER SCIENCE DIPLOMA

**Credential**  
Diploma

**Program length**  
2 years

**Tuition category**  
Category 1

**Location**  
Comox Valley Campus

**Start date**  
September and January

**Program contact**  
Sean Burkholder  
Department Chair  
(250) 334-5287  
info@nic.bc.ca

**Financial awards available!**

- Canadian Information Processing Society Bursary
- Coastal Community Credit Union Entrance Bursary
- Dyer Family Bursary – Comox Valley

*For all awards see pg 20*

**Note:** This program is currently under review

**PROGRAM HIGHLIGHTS**

The two-year Computer Science Diploma provides students with solid background in computing theory and strong programming skills. Students are exposed to a variety of current programming languages and programming methodologies, web programming and design tools, systems analysis and design, and network administration and security. Communications, oral presentations, interpersonal, and team-building skills are emphasized.

**CAREER OPPORTUNITIES**

This two-year program provides students with a solid background in computing (or computer programming), and prepares students for work as software and applications developers, web developers, network specialists, and systems analysts/designers.

Employment outcomes indicate that a high percentage of graduates of this program find employment within six (6) months of graduation, and enjoy above average starting salaries. Some students have proceeded from the Computer Science diploma to receive a full two-year's credit at universities, and pursue Bachelors and post-graduate degrees.

**ADMISSION REQUIREMENTS**

**Year 1**

1. Principles of Math 11; or MAT 053; or equivalent with a C or better; or successful Mathematics Placement Testing; and
2. Provincial English 12; or Technical and Professional Communications 12; or NIC ENG 060; or NIC ENG 098; or equivalent with a C+ or better; or successful English Placement Testing

**Note:** Students enrolling in Computer Science & Information Technology programs should possess basic computer skills in word processing and file management. Students with little computing experience should take CPS 143 or an equivalent course during their first term. CPS 143 is not university transferable and may not be used as an elective in Computer Science & Information Technology programs.

**PROGRAM REQUIREMENTS**

Course code	Course name	Credits
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**Terms 1 & 2**

CPS 100	Computer Programming I	3
CPS 101	Computer Programming II	3
CPS 109	Computer & Information Systems	3
CPS 120	Introduction to PC Communications	3
CPS 146	Database Fundamentals	3
CPS 151	Systems Analysis & Design	3
CPS 165	Web Design Tools	3
CPS 180	PC Hardware and Troubleshooting	3
ENG 160	Effective Organizational Writing	3

**plus one course from listed electives (3 credits)**

**For Co-op students only: Paid Work Term**

EMP 100	Co-op Education Pre-Employment Seminar	3
CPS 197	Computer Science Co-op Education Work Term 1	3
CPS 297	Computer Science Co-op Education Work Term 2	3

**Co-op students may complete an optional third work term:**

CPS 298	Computer Science Co-op Education Work Term 3	3
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**Terms 3 & 4**

CPS 212	Discrete Mathematics & Computer Science	3
CPS 215	Unix Utilities & Unix System Administration	3
CPS 221	Application & .NET Programming in C#	3
CPS 235	Advanced Java Programming	3
CPS 236	Internet Programming	3
CPS 262	Data Communications & Computer Networks	3
CPS 268	Systems & Network Security	3
CPS 270	Software Engineering	3

**and one of**

MAT 115	Introduction to Statistics	3
MAT 181	Calculus I	3

**plus one course from listed electives (3 credits)**

**Electives**

DRT 181	Computer-Assisted Drafting – AutoCAD,	3
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Any additional CPS program course numbered 100 or higher (except for CPS 143, 144, 255, or 300)

Any BUS program course numbered 100 or higher

Any University Studies course

**For Co-op students only: Paid Work Term**

# INFORMATION SYSTEMS ADMINISTRATION DIPLOMA

**Credential**  
Diploma

**Program length**  
2 years

**Tuition category**  
Category 1

**Location**  
Comox Valley Campus

**Start date**  
September and January

**Program contact**  
Sean Burkholder  
Department Chair  
(250) 334-5287  
info@nic.bc.ca



## Financial awards available!

- Canadian Information Processing Society Bursary
- Coastal Community Credit Union Entrance Bursary
- Dyer Family Bursary – Comox Valley

For all awards see pg 20

**Note:** This program is currently under review.

## PROGRAM HIGHLIGHTS

The two-year Information Systems Administration Diploma incorporates a mix of business administration and computing courses designed to prepare individuals for Information System Administration roles. Graduates are able to carry out network administration, web site administration, computer security, and systems troubleshooting functions. They will also be introduced to the principles of business administration, principles of financial accounting, and business application software (to solve common business problems). Communications, oral presentations, interpersonal, and team-building skills are emphasized.

## CAREER OPPORTUNITIES

Employment outcomes indicate that a high percentage of graduates of this program find employment within six (6) months of graduation, and enjoy above average starting salaries. Program graduates are employed as help desk administrator, network administrator, information analyst, web designer, and other technical support positions.

## ADMISSION REQUIREMENTS

### Year 1

1. Principles of Math 11; or MAT 053; or equivalent with a C or better; or successful Mathematics Placement Testing; and
2. Provincial English 12; or Technical and Professional Communications 12; or NIC ENG 060; or NIC ENG 098; or equivalent with a C+ or better; or successful English Placement Testing

**Note:** Students enrolling in Computer Science & Information Technology programs should possess basic computer skills in word processing and file management. Students with little computing experience should take CPS 143 or an equivalent course during their first term. CPS 143 is not university transferable and may not be used as an elective in Computer Science & Information Technology programs.

## PROGRAM REQUIREMENTS

Course code	Course name	Credits
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### Terms 1 & 2

BUS 112	Introductory Financial Accounting I	3
BUS 152	Entrepreneurship & Small Business Management	3
CPS 100	Computer Programming I	3
CPS 109	Computer & Information Systems	3
CPS 120	Introduction to PC Communications	3
CPS 146	Database Fundamentals	3
CPS 151	Systems Analysis & Design	3
CPS 165	Web Design Tools	3
CPS 180	PC Hardware & Troubleshooting	3
ENG 160	Effective Organizational Writing	3

### For Co-op students only: Paid Work Term

EMP 100	Co-op Education Pre-Employment Seminar	3
CPS 197	Computer Science Co-op Education Work Term 1	3
CPS 297	Computer Science Co-op Education Work Term 2	3

### Co-op students may complete an optional third work term

CPS 298	Computer Science Co-op Education Work Term 3	3
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### Terms 3 & 4

BUS 150	Administrative Principles	3
BUS 290	Management Information Systems	3
CPS 208	E-Commerce	3
CPS 215	UNIX Utilities & UNIX System Administration	3
CPS 246	Database Security & Administration	3
CPS 262	Data Communications & Computer Networks	3
CPS 264	Tech Support & Business Software Customization	3
CPS 268	Systems & Network Security	3

**plus two course from listed electives (6 credits)**

### Electives

DRT 181	Computer Assisted Drafting – AutoCAD (3 credits)	3
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Any additional CPS program course numbered 100 or higher (except for CPS 143, 144, 255, or 300)

Any BUS program course numbered 100 or higher

Any University Studies Course

**For Co-op students only: Paid Work Term**

# PROFESSIONAL PHOTOGRAPHY

**Credential**  
Certificate

**Program length**  
10 months

**Tuition category**  
Category 3

**Location**  
Comox Valley Campus

**Start date**  
September

**Contact**  
Paul Bailey  
Department Coordinator  
(250) 334-5051  
info@nic.bc.ca

The Professional Photography Certificate program is designed to train creative photographers who want to either work for themselves or begin an entry-level position in the photography industry. To be awarded the certificate, students must complete 10 months of full-time studies and attain a satisfactory grade point average. They must also have a portfolio of work successfully adjudicated. This is a limited-enrolment Category 3 program as defined under the Tuition & Refunds section of this Calendar.

## PROGRAM HIGHLIGHTS

In the first term, students study the fundamentals of using a digital SLR camera, controlling light, colour theory, design and composition, introductory studio lighting and the basics of black and white darkroom processing. The second and third terms present the use of those skills in specialty applications including portraiture, advertising photography, editorial and photojournalism, landscape, nature photography, and computer photo enhancement.

## CAREER OPPORTUNITIES

Students of the Professional Photography Certificate program have gone on to find employment in photography retail sales, portraiture, wedding photography, photojournalism, fine art photography, and work as professional assistants.

## ADMISSION REQUIREMENTS

General requirements for the Certificate program are:

1. Provincial English 11 with a C+ or equivalent, or an English placement test
2. Minimum C+ in Math 10 or assessment test in Math 033
3. A portfolio of photography
4. 300-word statement of expectations

## PROGRAM REQUIREMENTS

Course code	Course name
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### Term 1 (Fall)

FIN 710	Digital Photography 1
FIN 712	Basic Darkroom
FIN 713	Medium Format Photography
FIN 715	Composition & Design
FIN 716	History of Photography
FIN 717	Architectural Photography
FIN 718	Introduction to Studio Lighting

### Term 2 (Winter)

FIN 720	Digital Photography 2
FIN 721	Creative Explorations
FIN 723	Editorial/Photojournal Photography
FIN 724	Portraiture
FIN 726	Photography Work Experience Practicum
FIN 727	Lifestyles Photography
FIN 728	Fashion Photography
FIN 729	Advertising Photography

### Term 3 (Spring)

FIN 731	Landscape & Nature Photography
FIN 732	Computer Photo Manipulation
FIN 733	Portfolio Project
FIN 734	Business Practices in Photography

# FINE ARTS & DESIGN

**Credential**  
Diploma

**Program length**  
2 years

**Tuition category**  
Category 1

**Location**  
Comox Valley Campus

**Start date**  
September and January

**Contact**  
David MacLean  
Department Chair  
(250) 334-5057  
info@nic.bc.ca

## Financial awards available!

- Brian Scott Fine Art Ltd Scholarship
- Comox Valley Art Gallery Bursary
- Federation of Canadian Artists – Comox Valley Chapter Fine Arts Bursary
- Gail Kuzma Memorial Bursary
- Margaret Gracza Fine Arts Scholarship
- Martha Akerly Bursary
- Merle Bonnick Bursary
- Peter Robinson Award of Excellence – Fine Arts Entrance Scholarship
- Peter Robinson Award of Excellence – Graduating Fine Arts Scholarship
- Ray Gailloux Memorial Bursary
- Stan Price Scholarship

*For all awards see pg 20*

The two-year Fine Art and Design Diploma program at NIC has a growing reputation as a centre of excellence in BC. The staff and students of the College consistently exhibit their work and play a major role in the local arts community. Our courses have been structured to respond to the exciting multi-disciplinary trends of contemporary art and design. Consequently, the broad range of subjects on offer provides great scope for students to specialize or diversify.

## PROGRAM HIGHLIGHTS

NIC Fine Art and Design provides the key to opening doors to this world of creativity. The program develops critical thinking, creativity, problem solving skills, experimentation and encourages individuality. NIC's unique setting and well equipped studios provide students with the resources, both physical and human, that inspire the imagination.

## WHY CHOOSE NORTH ISLAND COLLEGE?

Surrounded by trees, mountains, and fresh air, the Comox Valley Campus provides the Fine Arts students with an idyllic setting. Our Fine Arts department provides one of the best facilities in BC. North Island College Fine Art and Design instructors are all practicing artists and designers, many of whom have international reputations. The Design instructors are all actively engaged in their profession and experience firsthand, the changing trends in the industry. Our design students have gone on to exciting careers in design, animation, new media and web design.

The excellent student-to-faculty ratio gives students more direct contact with their instructors than at other institutions. Because of our well-respected instructional reputation, our courses offer a high degree of transferability to other institutions. Many of our students have gone on to obtain bachelor degrees at universities and art and design institutions throughout Canada and the United States.

We are now also proud to be able to offer, in partnership with the Emily Carr Institute, a Bachelor of Fine Art Degree at North Island College's Comox Valley Campus. The first two years can be completed with North Island College and then an additional two year full-time program involves 15 credits per semester. There is also provision to take graduates from other two-year college programs. When the four years are completed, the students are awarded a Bachelor Degree in General Fine Arts from Emily Carr.

## WHAT IT TAKES TO SUCCEED

Fine Arts and Design students at NIC are dedicated as well as creative. Course work is intense and requires focused effort and commitment. Students are challenged to see the world around them from different perspectives and are invited to interpret those experiences originally and creatively.

## CAREER OPPORTUNITIES

Depending on your interests, you may want to look at opportunities in:

- Graphic Design, Animation, Web Design, Fashion Design, Interior Design or Illustration
- Theatre, Set Design, Video or the Film industry
- Architecture or Industrial Design
- Painting, Sculpture, Photography, Printmaking or Ceramics
- Gallery Curator, Art Critic or Art Education

## ADMISSION REQUIREMENTS

Students wishing to enter the Diploma in Art or Design program are normally required to have completed:

1. Provincial English 12 with a C+ or better, or NIC ENG 060 or ENG 098, or equivalent, or English placement testing
2. Portfolio of works (portfolio presentation details are available at each campus or centre)
3. Three-hundred word statement of expectations

### There are three ways of gaining admission to the Fine Arts program at NIC:

1. As a full-time student: this requires the submission of a portfolio of work. A student should complete the program within two years of acceptance.
2. As a part-time student: this also requires the submission of a portfolio. A student must complete the program within four years of acceptance.
3. As a non-program student: this does not require the submission of a portfolio, but these students will only be admitted once the program students have enrolled and if there are spaces remaining. Students should apply to University Studies. If a non-program student wishes to join the program full- or part-time, submission of a portfolio is required. All prerequisites and co-requisites are still required.

## APPLICATION PROCEDURES

Follow the normal application procedures (see Admissions & Registration section of the NIC Calendar). Portfolios are due by the last week in March. Late applications will be considered, and these portfolios are due by the second week in May. Portfolios can be dropped off directly to the Comox Valley Campus registration office.

Information about portfolio presentations and other application requirements is available at the registration offices of all campuses and centres, from the Fine Arts department or at [www.nic.bc.ca](http://www.nic.bc.ca).

## ACADEMIC REQUIREMENTS

60 credits that must include:

1. 6 credits of Art History;
2. 6 credits of first year English;
3. 12 credits of Drawing;
4. 9 credits of first term studio courses, i.e., FIN 120, 130 & 140
5. 27 additional credits of electives, chosen from Studio courses or additional Art History

## PROGRAM REQUIREMENTS

### 1st Year Art & Design Diploma

#### Term 1 (Fall)

Course code	Course name	Credits
FIN 100	Introduction to Art History and Visual Culture I, <b>or</b>	3
FIN 102	Modern Art History I	3
FIN 110	Drawing & 2-Dimensional Language I	3
FIN 120	Colour & Perception	3
FIN 130	3-Dimensional Materials & Form	3
FIN 140	Creative Processes	3

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

ENG 107	Introduction to Creative Writing: Fiction & Non-Fiction	3
ENG 115	Essay Writing	3
ENG 120	Literature and Composition I	3
ENG 125	Composition & Indigenous Literature I	3

- The required 6 credits of Art History may be met with either FIN 100/101 or FIN 102/103. The combination of Art History courses alternates each year. Students planning on continuing to ECI are encouraged to take both for 12 credits.
- FIN 110 is a prerequisite or co-requisite for all 100 and 200-level Fine Arts courses excepting FIN 100, 101, 102, & 103.

## Term 2 (Winter)

The 2nd term will introduce a wider range of options related to 2nd year courses and will allow a choice of options in either Art or Design.

### All students will be required to take the following courses:

FIN 101	Introduction to Art History and Visual Culture II, or	3
FIN 103	Modern Art History II	3
FIN 111	Drawing & 2-Dimensional Language II	3

### plus two courses from the following list:

FIN 115	Introduction to Printmaking	3
FIN 131	Introduction to 3-Dimensional Design	3
FIN 135	Introduction to Ceramics	3
FIN 145	Introduction to Photography	3

### plus one English course from the following:

ENG 108	Introduction to Creative Writing: Poetry & Drama	3
ENG 121	Literature & Composition II	3
ENG 120	Literature & Composition I	3
ENG 126	Composition & Indigenous Literature II	3

### plus Art Option students must take:

FIN 121	Colour Applications	3
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### Design Option students must take:

FIN 105	Introduction to Graphic Design	3
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# FINE ARTS & DESIGN

2nd Year Art & Design Diploma		
Term 3 (Fall)		
Course code	Course name	Credits
<b>All students will be required to take:</b>		
FIN 210	Drawing & 2-Dimensional Language III	3
<b>plus Art Option — select three courses from:*</b>		
FIN 200	Digital Visual Arts I	3
FIN 215	Intaglio Printmaking	3
FIN 220	Painting Applications I	3
FIN 230	Sculpture I	3
FIN 235	3-Dimensional Applications (Ceramics I)	3
FIN 245	Photography II	3
<b>Design Option — select three courses from:</b>		
FIN 200	Digital Visual Arts I	3
FIN 202	Computer Graphics I	3
FIN 208	Communication Design I	3
FIN 212	Typography	3
FIN 215	Intaglio Printing	3
FIN 245	Photography II	3
*An additional section of Art History in addition to the required 1st year credits can be substituted for a 2nd year studio course.		

Term 4 (Winter)		
<b>All students will be required to take:</b>		
FIN 211	Drawing & 2-Dimensional Language IV	3
<b>plus Art Option — select three courses from:</b>		
FIN 201	Digital Visual Arts II	3
FIN 217	Serigraph Printmaking	3
FIN 221	Painting Applications II	3
FIN 231	Sculpture II	3
FIN 236	3-Dimensional Applications (Ceramics II)	3
FIN 246	Photography III	3
<b>Design Option — select three courses from:*</b>		
FIN 201	Digital Visual Arts II	3
FIN 203	Computer Graphics II	3
FIN 206	Graphic Arts Production	3
FIN 209	Communication Design II	3
FIN 217	Serigraph Printmaking	3
FIN 246	Photography III	3
FIN 247	Introduction to Digital Photography	3
*An additional section of Art History in addition to the required 1st year credits can be substituted for a 2nd year studio course.		

# BACHELOR OF FINE ARTS – EMILY CARR INSTITUTE

Offered in collaboration with North Island College

## Credential

Degree

## Program length

3rd and 4th years of a 4-year degree

## Tuition category

N/A

## Location

Comox Valley Campus

## Start date

September/January

## Contact Information

For information and assistance, call the toll free line: 1-800-832-7788

Please ask for one of the following staff or call their direct lines.

### General Information:

Alan McMillan,  
Director of Student Services and Registrar  
(604) 844-3823

### Admission & Portfolio Information:

Kevin Bird,  
Associate Registrar, Admissions  
(604) 844-3820

### Offerings, Registration and Fees:

Lawrence Lowe,  
Associate Registrar, Registration,  
(604) 844-3844

### Student Loans:

Charise Bryan,  
Financial Awards Officer,  
(604) 844-3844

## PROGRAM HIGHLIGHTS

Emily Carr Institute of Art & Design, in collaboration with North Island College, delivers the third and fourth years of a Bachelor of Fine Arts (General Fine Art major) Degree at North Island College's Comox Valley Campus. This two year program involves 15 credits per semester. Studio courses include Painting, Drawing, Ceramics, Printmaking, Photography and Digital Visual Arts plus there are academic courses in the Humanities, Social Sciences and Art History at the senior level.

## GENERAL ADMISSION REQUIREMENTS

The minimum academic requirement for admission to the BFA program is a two-year diploma (60 semester credits) with a cumulative grade point average of 2.0 (on a 4.0 scale). The two-year diploma must be equivalent to coursework that is recognized for credit in all Emily Carr degree programs. A portfolio of 15-20 pieces representing work in fine art may be required.

## PORTFOLIO

Portfolios may be required of some applicants. The ECI Admission Office will notify those applicants requiring a portfolio, and will provide complete portfolio guidelines.

## PRIORITY ADMISSION

Preference for admission will be given to applicants holding a North Island College Diploma in Fine Arts. The portfolio requirement may be waived for some applicants holding a NIC Diploma.

## REGISTRATION

Accepted students will register for courses accessing the Emily Carr Institute on-line web registration system at <https://inside.eciad.ca>. A web username and password will be issued with the formal acceptance letter along with registration instructions.

## PROGRAM REQUIREMENTS

Course code	Course name	Credits
<b>ECI Year 3</b>		
	Open Studio (Visual Arts/Media/ design) 300 level course/s	21
AHIS	Art History (300/400 level)	3
HUMN 311	Visual Arts Seminar	3
	Open Elective (Studio or Critical Studies)	3
<b>ECI Year 4</b>		
GEVA 410	Senior Studio	12
	Open Elective (Studio or Critical Studies)	9
AHIS	Art History (300/400 level)	3
SOCS	Social Science (300/400 level)	3
HUMN	Humanities	3

# APPLIED BUSINESS TECHNOLOGY – OFFICE ASSISTANT I & II CERTIFICATE

## Credential Certificate

## Program length 37 weeks, varies

## Tuition category Category 1

## Location Campbell River, Port Alberni and Port Hardy Campuses

## Start date Continuous entry, self- paced, online, scheduled.

## Contact Sharon Brady Department Chair (250) 334-5249 info@nic.bc.ca

### Financial awards available!

- Duncan Sabine Collyer Partners CGA Bursary
- Monks Office Supply Scholarship
- Port Alberni Campus Support Staff Scholarship
- Port Hardy Campus – Applied Business Technology Bursary

For all awards see pg 20

**Note:** This program is currently under revision.

The Applied Business Technology (formerly Office Administration) program is designed to prepare students for employment in today's rapidly changing world of business. Emphasis is placed on communication, critical thinking, personal management, interpersonal and technical skills as identified in the Conference Board of Canada's Employability Skills 2000+ Profile.

## PROGRAM HIGHLIGHTS

The program is offered over a 37-week period, from September to May of each year, and may be taken on a full- or part-time basis. Program length varies as most courses in the program are taken in a self-paced format. Admission of qualified students is on a continuous basis subject to availability of space. Students are encouraged to proceed at a rate compatible with their ability and effort.

### Two Certificates are available in a classroom setting:

- Office Assistant I
- Office Assistant II (with options in Accounting, Computing, Legal, Medical, and General)

## APPLIED BUSINESS TECHNOLOGY ON-LINE COURSES

As part of the provincial BCcampus initiative, 30 Applied Business Technology courses are now offered online. Online courses are scheduled throughout the academic year and are led by an instructor who brings the students together in a virtual learning environment. Course descriptions and information regarding the start date for specific courses can be obtained from the provincial website at: [www.bccampus.ca](http://www.bccampus.ca). Students must have access to a computer that is connected to the Internet. Students who do not have this computer access should check to see what is available in their community (e.g., College, Learning Centre, library, etc.)

### The Online certificates are:

- Office Assistant I
- Computing Accounting Assistant
- Legal Administrative Assistant

## WORK EXPERIENCE

Qualified students have the option of participating in the Co-operative Education program option. This program provides for the integration of paid, program-related work term experiences with academic study. The practical experience gained on these supervised and structured work terms is an integral part of the student's education. The result is graduates with increased confidence, new employment contacts, and practical work experience.

Eligibility for Co-op requires a minimum GPA of 2.67 in the required courses for the Office Assistant I certificate and participation in an intake interview. Students will be awarded a Co-operative Education

designation on their Certificate II if they successfully complete EMP 100 and ABT 197 (in addition to their Certificate course work). Please note: these courses cannot be used as program electives and have registration fees in addition to the Certificate program fees. For details regarding work term sequences, eligibility requirements and sample work opportunities and wages, please contact the Co-operative Education department.

## CAREER OPPORTUNITIES

The Applied Business Technology program prepares students for a variety of office employment opportunities. Graduates of the program have been successful in finding employment in the following types of organizations: accounting, education, financial, government, legal, logging, medical, and small, medium, and large businesses.

## ADMISSION REQUIREMENTS

1. A minimum C grade in Provincial English 12, or TPC 12, or NIC ENG 098 (ENG 098 may be taken as a co-requisite), ENG 060 or ESL 090, or equivalent, or successful English placement testing; and,
2. A minimum C grade in Essentials Math 10, or NIC MAT 024, or equivalent, or successful Math placement testing.

### Note:

- It is recommended that applicants attend an Applied Business Technology Group Information Session or meet with an Applied Business Technology instructor for an advising appointment prior to starting classes.
- Students registering in NIC ENG 098 as a co-requisite must complete the course with a minimum of C Grade before registering in ABT 144.
- Students registering in NIC MAT 024 must complete the course with a minimum of C grade before registering in any ABT courses.
- Students registering for one course at a time (to a maximum of 9 credits) with no intention of completing the Office Assistant I Certificate are exempt from admission requirements. Students deciding to take more than 9 credits must meet the admission requirements.
- Students wishing to transfer previous ABT/ Office Administration courses into the Applied Business Technology program must have completed the courses within the last five years and a minimum GPA of 2.67 (B-) or obtain Department Chair approval.

# APPLIED BUSINESS TECHNOLOGY – OFFICE ASSISTANT I & II CERTIFICATE

## Credit for Prior Learning

Students transferring from other colleges or institutions may be given transfer credit for course work upon presentation of transcripts provided the course credit was awarded no more than two years prior to the application for transfer credit to a maximum of 50% of the certificate's required courses. Recent graduates from high school should ensure that they meet with an advising instructor to determine if any of their high school credits are eligible for transfer credit. Students with office work experience wishing to enter a certificate program must contact the Department Chair to determine their eligibility and program planning needs.

## Required Proficiencies of Graduates

1. Keyboarding speed requirement for the Office Assistant I certificate is 40 words per minute with a maximum error rate of three errors in at least three five-minute timings.
2. Keyboarding speed requirement for the Computing Accounting Assistant or the Office Assistant II certificate, with the exception of the Legal Online Option, is over 40 words per minute with a maximum error rate of 3 errors in at least three five-minute timings. Keyboarding speed requirement for the Office Assistant II certificate Legal Online Option is 45 words per minute with a maximum error rate of three errors in at least three five-minute timings.
3. To be eligible to receive a certificate, the student must achieve a minimum of 70% (B-) in each course listed for the certificate.

## PROGRAM REQUIREMENTS

### Applied Business Technology Certificates

Course code	Course name	Credits
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#### Office Assistant I Certificate (14 credits)

ABT 100	Introductory Keyboarding	1
ABT 101	Introduction to Computers & the Internet	2
ABT 102	Speed Development	1
ABT 103	Introductory Word Processing	3
ABT 107	Office Skills	2
ABT 143	Computational Skills	2
ABT 144	Business Communications	3

#### Office Assistant II Certificate (10 credits)

##### Office Assistant I Certificate + following courses:

ABT 104	Advanced Word Processing	3
ABT 108	Office Dynamics	3
ABT 120	Job Search	2
ABT 145	Electronic Spreadsheets	2

#### plus one of the following options:

##### Accounting Option (6 credits):

ABT 160	Accounting Procedures	3
ABT 165	Computerized Accounting	3

##### Computing Option (6 credits):

ABT 105	Machine Transcription	1
ABT 126	Presentation Software	1
ABT 135	Electronic Databases	2
ABT 146	Advanced Electronic Spreadsheets	2

##### Legal Online Option (minimum 6 credits):

ABT 170	Introduction to the Canadian Legal System	1
ABT 171	Legal Office Procedures	2
ABT 172	Litigation Procedures I	2
ABT 173	Litigation Procedures II	2
ABT 174	Family Litigation Procedures	2
ABT 175	Conveyancing Procedures I	2
ABT 176	Conveyancing Procedures II	2
ABT 177	Corporate Procedures I	2
ABT 178	Corporate Procedures II	2
ABT 179	Wills and Estates	2

##### Medical Option:

ABT 182	Medical Terminology I	3
ABT 183	Medical Terminology II	3

##### General Option:

##### Minimum 6 credits from the following courses:

ABT 105	Machine Transcription	1
ABT 126	Presentation Software	1
ABT 135	Electronic Databases	2
ABT 146	Advanced Electronic Spreadsheets	2
ABT 160	Accounting Procedures	3
ABT 182	Medical Terminology I	3

##### For Co-op students only:

EMP 100	Co-op Education Pre-employment Seminar	3
ABT 197	ABT Co-op Education Work Term 1	3

##### Co-op students may complete an optional second work term:

ABT 198	ABT Co-op Education Work Term 2	3
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# APPLIED BUSINESS TECHNOLOGY – OFFICE ASSISTANT I & II CERTIFICATE

<b>Applied Business Technology Online Courses</b>		
<b>Course code</b>	<b>Course name</b>	<b>Credits</b>
<b>Office Assistant I Certificate (14 credits)</b>		
ABT 020	Online Learner Success	-
ABT 100	Introductory Keyboarding	1
ABT 101	Introduction to Computers & the Internet	2
ABT 102	Speed Development	1
ABT 109	Human Relations for Career Success	1
ABT 110	Records Management	1
ABT 111	Administrative Procedures	1
ABT 116	Word Processing Level I	1
ABT 117	Word Processing Level II	1
ABT 147	Business Calculators & Mathematics	1
ABT 148	Business English	2
ABT 149	Business Communications	2
<b>Computing Accounting Assistant Certificate (16 credits)</b>		
<b>Office Assistant I Certificate + the following online courses:</b>		
ABT 120	Job Search	2
ABT 126	Presentation Software	1
ABT 135	Electronic Databases	2
ABT 145	Electronic Spreadsheets	2
ABT 146	Advanced Electronic Spreadsheets	2
ABT 161	Accounting I	2
ABT 162	Accounting II	2
ABT 165	Computerized Accounting	3
<b>Legal Administrative Assistant (19 credits) Online Courses</b>		
ABT 170	Introduction to the Canadian Legal System	1
ABT 171	Legal Office Procedures	2
ABT 172	Litigation Procedures I	2
ABT 173	Litigation Procedures II	2
ABT 174	Family Litigation Procedures	2
ABT 175	Conveyancing Procedures I	2
ABT 176	Conveyancing Procedures II	2
ABT 177	Corporate Procedures I	2
ABT 178	Corporate Procedures II	2
ABT 179	Wills and Estates	2

# APPLIED BUSINESS TECHNOLOGY – OFFICE MANAGEMENT CERTIFICATE

**Credential**  
Certificate

**Program length**  
Part-time (evenings)

**Tuition category**  
Category 1

**Location**  
Comox Valley, Campbell River and Port Alberni Campuses

**Start date**  
September and January

**Contact**  
Sharon Brady  
Department Chair  
(250) 334-5249  
info@nic.bc.ca

**Financial awards available!**

- Duncan Sabine Collyer Partners CGA Bursary
- Monks Office Supply Scholarship
- Port Alberni Campus Support Staff Scholarship
- Port Hardy Campus – Applied Business Technology Bursary

*For all awards see pg 20*

Today's workers need to be adaptable and capable of meeting the challenges of change resulting from advances in technology, increased competition, and changes in the way that work is organized. The Office Management program, designed to prepare students for positions as supervisor, office manager, administrative or executive assistant, addresses these requirements by incorporating a high level of technical and generic skill training into the program curricula. Classes are team oriented and highly interactive, drawing on students' work experience to help relate theory to practical work situations.

**ADMISSION REQUIREMENTS**

1. Resume and letter of application to program
2. Office or business work experience: minimum two years or approval of the department
3. Participation in a Group Information Session and/or interview with instructor
4. Provincial English 12 with a C+ or better or successful completion of English assessment
5. Evidence of word processing proficiency as determined by the department
6. Ability to work in a Windows environment as determined by the department
7. Spreadsheet knowledge recommended  
or  
Graduate with a NIC Applied Business Technology Certificate, and items 1, 2, and 3

**PROGRAM REQUIREMENTS**

Course code	Course name	Credits
<b>Office Management Certificate</b>		
ABT 200	Organizational Management	3
ABT 210	Written and Oral Business Communications	3
ABT 220	Leadership and Supervision	3
ABT 230	Human Resource Management	3
ABT 240	Interpersonal Relations	3
ABT 250	Office Systems & Computer Essentials	3
<b>One course from the list below may be substituted for one of the above courses as an elective to meet the certificate requirements.</b>		
Any BUS (Business Administration) course		3
ENG 115	Essay Writing	3
PSY 130	Introductory Psychology I	3
PSY 131	Introductory Psychology II	3

# ANIMAL CARE AIDE

North Island College in Partnership with Malaspina University College

## Credential

Certificate

## Program length

30 weeks, part-time

## Tuition category

Category 3

## Location

Comox Valley Campus

## Start date

September

## Contact

Carolyn Kirk-Albert  
(250)334-5000 ext 4602  
carolyn.kirkalbert@nic.  
bc.ca

## PROGRAM HIGHLIGHTS

Prepare for work in the fascinating field of animal care. This part-time certificate program provides the knowledge and basic skills needed for entry level employment in animal care facilities. It is intended for individuals with no previous formal training, and for existing staff and volunteers who wish to upgrade their skills. The program emphasizes small animal care in hospital/clinical settings; however the training is valuable and transferable to other animal care settings.

## CAREER OPPORTUNITIES

The program is designed primarily to meet the demands for trained personnel in veterinary hospitals and animal care shelters. Graduates 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.

## COURSE DELIVERY

The program is delivered on a part-time basis, commencing in the Fall term and concluding in the Spring Term. Courses are typically evening classes with some weekend classes and field trips.

## ADMISSION REQUIREMENTS

1. Completion of the following three forms: North Island College Application for Admission, Supplementary Application Form and Personal Profile Checklist.
2. Participation in a mandatory group information session. This is held to provide prospective students with an opportunity to become more familiar with the program in order to make an informed decision on whether to proceed with the application process. Pre-registration is required. No charge.
3. Math: C in any of the following: Principles of Math 11, Introduction to Math 11, Trades Math 11, Consumer Math 11, Accounting 11, or NIC MAT 033, MAT 046, or MAT 053. Students must provide official transcripts.
4. English: C in any of the following: English 11, Communications 11, LPI (level 3 essay), or NIC ENG 052. Students must provide official transcripts.
5. Placement Testing or Instructor permission.

## PROGRAM REQUIREMENTS

Course code	Course name
ANH 100	Anatomy and Physiology of Animals
ANH 101	Radiology
ANH 102	Laboratory Procedures
ANH 103	Medical Nursing
ANH 104	Surgical Procedures
ANH 105	Communicating on the Job
ANH 106	Large Animal Farm
ANH 107	Veterinary Hospitals
ANH 108	Wildlife Rehabilitation Centre
ANH 109	Exotic Animal Centre
ANH 110	Work Experience for Animal Care Aide
ANH 111	Complimentary Medicine
ANH 112	Veterinary Office Procedures

# EARLY CHILDHOOD CARE & EDUCATION

## Credential

Diploma or certificate

## Program length

Certificate : 1 year

Diploma: 2 years

## Tuition category

Category 1

## Location

Comox Valley and Port Alberni Campuses

## Start date

September

## Contact

Kerri Lowey/MacKenzie  
Department Chair  
(250) 334-5084

info@nic.bc.ca

## Financial awards available!

- Dyer Family Bursary – Comox Valley
- Kiwanis Club of Port Alberni Bursary
- Lazo Women's Institute Bursary
- Rhoda Campbell Memorial – Early Childhood Education Scholarship
- Susan Diana Crossley Bursary

*For all awards see pg 20*

**Note:** The curriculum in this program is currently under revision.

North Island College offers an Early Childhood Care and Education Certificate program that leads to a License to Practice from the Community Care Facilities Board (CCFB). The program has been approved by the Community Care Facilities Board (CCFB).

## PROGRAM HIGHLIGHTS

### Certificate program

The ECCE certificate program may be completed in ten months full-time (Sept. to June) or on a part-time daytime basis taking up to four years to complete. Options for part-time study may be discussed with the instructor on an individual basis. As well as scheduled classes there will be practice experiences.

Graduates of the program will receive a Certificate in Early Childhood Care & Education from NIC. After completion of the ECCE program, to qualify as a Licensed Early Childhood Educator with the CCFFB, graduates must complete 500 hours of work experience under the direction of a Licensed Early Childhood Educator.

### Diploma program

The Diploma, which is offered when funding permits, provides opportunities for enhancement of the Certificate program content, as well as knowledge of the administrative process, working with infants and toddlers and/or children with special needs.

Graduates may pursue the Diploma portion of the program on a part-time basis, leading to a North Island College Diploma in Early Childhood Care & Education in either Special Needs and/or Infants and Toddlers. Graduates wishing to study in both disciplines, will be granted a Diploma in both Special Needs and Infant and Toddler specialties.

## WHY CHOOSE NORTH ISLAND COLLEGE?

NIC offers students the opportunity to combine classroom instruction with hands-on practical experience in a variety of childcare settings. The blend of small classes and high quality instruction gives students a program that will help students achieve personal, career, and educational goals.

## WORK EXPERIENCE

Both the Certificate and Diploma options offer extensive practice experiences throughout the program.

## WHAT IT TAKES TO SUCCEED

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 working independently
- Maintain confidentiality
- Demonstrate the ability to follow directions
- Display a positive attitude toward attendance and punctuality
- Maintain satisfactory theory average and practical performance
- Demonstrate a reasonable attitude towards self-directed learning
- Recognize limitations and seek help appropriately
- Demonstrate accountability/honesty/ and reliability

## CAREER OPTIONS

The Early Childhood Care & Education program (ECCE) is designed to prepare graduates to work with young children of varying abilities from 3 to 5 years, in a variety of child care settings.

Completion of the program is the first step in becoming a Licensed Early Childhood Educator in British Columbia. Besides being a licensed Early Childhood Educator this program provides opportunities for graduates to work with children and their families in other related fields.

At the conclusion of the program and the required completion of 500 hours of fieldwork, students should forward their official College transcript to:

### Early Childhood Education Registry Ministry of Community, Aboriginal & Women's Services

PO Box 9965 – STN PROV GOVT  
Victoria, BC V8W 9R4

Phone: (250) 356-0429 or 1-800-663-7867

Email: ECERegistry@gems3.gov.bc.ca

Web: [www.mcf.gov.bc.ca/index.htm](http://www.mcf.gov.bc.ca/index.htm)

Graduates of the ECCE program with either a Certificate or Diploma who wish to continue their education will find that a number of BC institutions will recognize their courses for block transfer credit. The opportunity to ladder into a degree program in Child & Youth Care is available. Graduates should contact an advisor or counsellor at their desired institution for information regarding admission requirements and transfer credit.

# EARLY CHILDHOOD CARE & EDUCATION

## ADMISSION REQUIREMENTS

### Certificate program

1. Provincial English 12 with a C or better, or equivalent English course, or successful English Placement Testing.
2. Completed ECCE Intake Package that Includes the Early Childhood Application form, 2 reference letters

### Diploma program

1. Completion of Early Childhood Care & Education Certificate program

### Credit for Prior Learning

Students who have relevant educational and work experiences may wish to complete a Prior Learning Assessment (PLA) as a way of receiving credit for parts of the certificate and diploma programs. Information about PLA and ECCE is available from campus student services. As the program has undergone significant changes, PLA is currently available for practice experience only.

## BEFORE CLASSES BEGIN

Students will need to assemble a portfolio containing

1. Attend a group information session. This session usually May/June is designed to assist students in making an informed decision about pursuing a career in Early Childhood Care and Education.
2. Completed Consent for Criminal Records Search Form (the forms along with detailed instruction, will be sent to the student during the summer prior to entry in the Fall)
3. Personal Immunization Form (sent to students in the summer)
4. Two personal letters of reference
5. Prior to First Practice Experience, "written opinion of a medical practitioner that the mental and physical health of the person is adequate for the job." (Form will be sent to the student in the mail during the summer)

## ACADEMIC REQUIREMENTS

1. Attendance is required in all ECCE courses. Students that miss more than 10% of a class may be asked to repeat the course for credit.
2. To successfully complete the ECCE program students must successfully complete all courses with an overall average of 60% and a minimum of 55% in each course.
3. Early Childhood Care and Education 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.

## PROGRAM REQUIREMENTS

Course code	Course name	Credits
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### Certificate program

ECC 104	Developmental Journey – Part I	6
ECC 114	Partnerships – Part I – Child Guidance	2
ECC 115	Partnerships – Part II – The Child as Part of the Family	3
ECC 124	The Learning Child – Part I – Play & Curriculum	6
ECC 125	The Learning Child – Part II – Planning for Play & the Environment	6
ECC 134	Foundations of Professional Practice: Part I	2
ECC 135	Foundations of Professional Practice: Part II	2
ECC 140	Practice Experience I	2
ECC 141	Practice Experience II	3
ECC 142	Practice Experience III	4
ECC 155	Self & Others – Part I	3
ECC 156	Self & Others – Part II	2
ENG 159*	Technical Writing	3
FAC 010	Child Care First Aid (or equivalent)	

\* Students who have previously successfully completed any University Transfer English course may be exempt from taking ENG 159.

### Diploma program

ECC 204	Developmental Journeys – Part II – Advanced	4
ECC 215	Partnerships – Advanced – Part III	4
ECC 224	The Learning Child – Infants & Toddlers – Part III	4
ECC 245	Practice Experience – Special Needs	4
ECC 246	Practice Experience – Infants and Toddlers	4
ECC 255	Self & Others – Part III	3
ECC 264	Supported Child Care	4
ECC 268	Supervising Early Childhood Centres	4

# FIRST AID

**Credential**  
Certificates

**Program length**  
Varies

**Tuition category**  
Category 2

**Location**  
College-wide

**Start date**  
Varies

**Contact**  
Paul Gurr,  
Instructor  
(250) 334-5092  
info\_firstaid@nic.bc.ca

## WHY CHOOSE NORTH ISLAND COLLEGE?

North Island College offers a number of First Aid and Cardio-Pulmonary Resuscitation (CPR) courses, as well as WCB Occupational First Aid courses. Courses are offered to the general public on a monthly basis, externally to companies on a contractual basis and included in many of our full time credit programs. In addition to this, we offer WCB Instructor Level First Aid courses. Our First Aid certifications meet Federal Standards and WCB First Aid certifications meet British Columbia Provincial Standards.

## WHAT COURSE IS RIGHT FOR YOU?

If you require a first aid course for your place of employment that meets WCB requirements, please refer to the Health and Safety Regulations (Part 3) available at the WCB WorkSafeBC website at [www.worksafebc.com](http://www.worksafebc.com); click on 'Safety at Work', then under the heading 'Topics' click on 'First Aid'. The detailed information provided here will assist you in determining First Aid requirements pertinent to your workplace. All WCB courses offered through NIC are listed in this calendar as Occupational First Aid (OFA) courses. Many of the first aid course prerequisite/corequisite(s) listed for NIC Trades, Technical and Tourism programs will be listed as OFA courses.

If the course you require for your place of employment does not need to meet WCB specifications, then a First Aid and/or Cardio-Pulmonary Resuscitation course may be appropriate. You should first check with your place of employment 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 in this calendar 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 the Marine Training program will be listed as FAC courses.

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 AET 010 Advanced First Aid and AET 020 Emergency Medical Responder.

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 FAC 010 or FAC 020 may be appropriate. Should you feel these courses cover more than you are looking for, then one of our CPR courses, such as HRT 010 or HRT 012 may meet your needs. If you have had some previous First Aid training, or want a higher level of training, then FAC 021 may be suitable. If you like to hike, fish, mountain bike, or hunt, consider a Wilderness First Aid Training course such as FAC 030.

If you need more help to determine an appropriate course, please contact your local campus or learning centre 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.

## BENEFITS OF FIRST AID TRAINING

Research shows that First Aid training reduces your risk of personal and workplace injury by 40-45%. You can also increase your employment opportunities by being certified in First Aid.

## ADMISSION REQUIREMENTS

Course specific, please refer to Course Descriptions section of the Calendar.

### Courses

Course code	Course name
AET 010	Advanced First Aid
AET 020	Emergency Medical Responder
DVG 013	Oxygen Therapy for Divers
FAC 010	Child Care First Aid
FAC 020	Emergency First Aid
FAC 021	Standard First Aid
FAC 022	Standard First Aid with CPR Level C
FAC 023	First Aid Instructors "Recertification" Course
FAC 024	First Aid Instructors Course
FAC 025	Instructor Transfer Course
FAC 030	Wilderness & Remote First Aid
FAC 031	Wilderness & Remote First Aid – Challenge
FAC 060	First Aid for Care Givers
FAC 061	Combined OFA Level 1 & Standard First Aid
FAC 070	Skills of Survival – Level 1
FAC 071	Skills of Survival – Level 2
FAC 080	Marine Advanced First Aid with Occupational First Aid – Level 1
FAC 081	Marine Advanced First Aid
FAC 082	Marine Basic First Aid
HRT 010	Heartsaver (CPR Level A)
HRT 011	Basic Rescuer (CPR Level C)
HRT 012	Heartsaver Plus (CPR Level B)
HRT 015	Health Care Provider (CPR Level HCP)
HRT 017	CPR Level C and Health Care Provider – Recertification

# FIRST AID

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

## Other Courses

GAS 010	H2S Alive
WSF 010	Occupational Safety & Health Committee Training
WSF 011	Occupational Safety & Health in Small Business
WSF 012	Investigating Sprains & Strains in the Workplace
WSF 013	Hazard Recognition & Control
WSF 014	Preventing Workplace Violence
WSF 015	Supervisor Safety Management

# HUMAN SERVICES CERTIFICATE

**Credential**  
Certificate

**Program length**  
10 months

**Tuition category**  
Category 1

**Location**  
Offered annually at the Comox Valley Campus, and over two years program at Port Alberni.

**Start date**  
Contact your local campus or centre for details

**Contact**  
Kerri Lowey/MacKenzie  
Department Chair  
(250) 334-5084  
info@nic.bc.ca

Applications are accepted all year round. Interviews are conducted in December, February, April and June. Acceptance is based on first come, first qualified, first seated. Completed applications need to be submitted prior to interview. Applications for the Comox Valley Campus should be submitted by May 31st for the final interview session in June. Port Alberni Campus has continuous intake.

The Human Services Certificate program is designed to prepare people for entry-level employment in a variety of Human Services positions that require less than a bachelor's degree as academic preparation. NIC offers a 10-month Certificate program with the choice of four specialties in Community Support for Special Populations, Social Services, or Education Assistant and Aboriginal Education Assistant.

The Certificate program is offered over a two year period in Port Alberni and over a one year period at the Comox Valley Campus.

## PROGRAM HIGHLIGHTS

Individuals registering in the program choose one of the following specialties:

### Community Support for Special Populations

The Community Support for Special Populations graduate will work with adults and children who are challenged by a physical, mental or a psychiatric disability. They will assist these individuals in learning, educational, social, vocational, recreational, and personal life skills.

### Social Services

The Social Services graduate works with children, youth, and adults who are accessing services from a variety of agencies which provide assistance in areas such as financial assistance, parenting, employment, or life-skill acquisition, family violence, youth work, or substance abuse programs.

**Note:** An educational or related work background or further training may be necessary to work in many of these areas. It is recommended that students wishing to work in the area of social services consider the Diploma option, as there is limited work at the Certificate level.

### Education Assistant

The Education Assistant graduate will be prepared to work in the public school system under the direction of teachers, with children of all ages who have special needs, individually, and in groups. They will assist children in learning educational, social, vocational, recreational, and personal life skills, and/or assist with personal care needs.

### Aboriginal Education Assistant program

This program, offered in Port Alberni when there is an expressed community need and available funding, has been designed specifically to meet the unique needs and expectations of First Nations communities and educational demands of support workers. The program provides a range of flexible delivery options such as week-ends, week long cohort session and/or mixed methods alternating between on-line, ITV and face to face instructional sessions. program outcomes include skills and training that is expected to have a positive impact on how educational assistants mediate cultural and curricular content in the classroom. The program is designed for both Aboriginal and non-Aboriginal learners and carries the equivalent credential to the HSW Educational Assistant stream.

# HUMAN SERVICES CERTIFICATE

## Financial awards available!

- Comox Valley Recovery Centre Monty Montgomery Memorial Bursary
- Hobson Family Bursary
- Lazo Women's Institute Bursary
- Stephen Garnet Memorial Bursary

For all awards see pg 20

## WORK EXPERIENCE

The Certificate program offers extensive practice experience throughout the duration of the 10-month program.

## WHY CHOOSE NORTH ISLAND COLLEGE?

Small classes and high quality instruction give students the opportunity to gain strong skills in the Human Services field.

## WHAT IT TAKES TO SUCCEED

All students are required to adhere to the code of conduct specified in the student resource manual. Students wishing to enrol in the 10-month Certificate program are advised to have strong essay writing skills and should have good computer and word processing skills as they are expected to submit well written, word processed assignments. Those students planning on continuing onto the Diploma program and then a university degree program in Social Work or Child & Youth Care are advised to ensure that their elective choices are university transferable and are advised to have a strong background in Math in order to handle the demands of statistical based courses at many universities.

## CAREER OPPORTUNITIES

Graduates of the Community Support Specialty will likely find employment in activity-based day programs, respite care, residential homes, one-to-one contract work and supported work programs. Students from the Social Services Specialty may find work with children, youth, and adults who use a variety of agencies. The Education Assistant will be prepared to work in the public school system.

## ADMISSION REQUIREMENTS

1. Provincial English 12; or ENG 060, ENG 098 or equivalent courses with a grade of C+ or better; or successful English Assessment Testing
2. Completed Human Services Intake Package
3. Completed Resume including all employment, volunteer, and educational experience
4. Completed consent for Criminal Records Search form (see Criminal Records Check under Admissions section of Calendar).
5. Interview with Human Services Instructor

## CREDIT FOR PRIOR LEARNING

Students who have previous educational and work experiences related to Human Services may wish to complete a Prior Learning Assessment. In order to qualify, applicants must have applied to the program, and met all the program requirements (with the exception of the resume and the readiness interview, which may be done after PLA application). Currently, applicants may request PLA credit for up to 75% of the HSW Certificate program. The remaining 25% of the program must be completed at North Island College, and must include a minimum of 2 courses designated HSW. Applicants wishing to receive PLA credit towards the full-time program must normally have completed the process by June 15 of the year they hope to begin the program. Please refer to the HSW PLA information package, available from Student Services.

## BEFORE CLASSES BEGIN

FAC 060 First Aid for Caregivers or current Standard First Aid Certification with CPR Level C.

**Note:** Human Service students are not required to meet the PSY 130/131 prerequisites in order to register in PSY 250/251. If graduates choose to work towards a degree, they may be required to complete PSY 130/131.

## PROGRAM REQUIREMENTS

Course code	Course name	Credits
<b>Term 1: Community Support, Social Services, Education Assistant</b>		
ENG 115	Essay Writing	3
or ENG 125	Composition and Indigenous Literature I	3
HSW 151	Interpersonal Communications	3
HSW 152	Foundations of Human Service Practice	3
HSW 153	Introduction to Practice Experience	3
HSW 157	Family Relationships	3
PSY 250	Human Development from Conception through Childhood	3
<b>Term 1: Aboriginal Education Assistant</b>		
ENG 115	Essay Writing	3
or ENG 125	Composition and Indigenous Literature I	3
HSW 121	Communication Skills in the Classroom	3
HSW 122	Social Analysis in Context	3
HSW 123	Practice Experience Seminar	3
HSW 127	Family and Community	3
PSY 250	Human Development from Conception through Childhood	3

# HUMAN SERVICES CERTIFICATE

## Term 2: Community Support

HSW 164	Foundations of Community Support	3
HSW 166	Health Care Principles	3
HSW 167	Support Strategies for Skill Development	3
HSW 170	Human Service Practice Experience I	3
HSW 191	Ethics in Human Service	3
PSY 251	Human Development from Adolescence through Adulthood	3

## Term 2: Social Services

HSW 160	Foundations of Social Service Practice	3
HSW 161	Interviewing Skills for Human Service Practice	3
HSW 170	Human Service Practice Experience I	3
HSW 191	Ethics in Human Service	3
HSW 192	Social Welfare in Canada	3
PSY 251	Human Development from Adolescence through Adulthood	3

## Term 2: Education Assistant & Aboriginal Education Assistant (AEA)

HSW 164	Foundations of Community Support	3
HSW 166	Health Care Principles	3
HSW 167	Support Strategies for Skill Development	3
HSW 170	Human Service Practice Experience I	3
HSW 190	Education Assistant in the Classroom	3
PSY 251	Human Development from Adolescence Through Adulthood	3
FNS 160*	First Nations Education: Traditional and Contemporary	3

\* (Aboriginal Education Assistant program only)

## Term 3: Community Support

HSW 171	Special Populations Practice Experience II	4
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## Term 3: Social Services

HSW 172	Social Services Practice Experience II	4
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## Term 3: Education Assistant & Aboriginal Education Assistant (AEA)

HSW 174	Education Assistant Practice Experience II	4
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## ACADEMIC REQUIREMENTS

- In order to be promoted from one term to the next students must achieve:
  - A letter grade of C (60%) or better in all classes
  - A letter grade of P (Pass) in all Practicum courses
- Continued certification in FAC 060 throughout the program
- Consistent attendance is important because of the experiential nature of the program.

At some point in the year students will be required to take a "Non-Violent Crisis Intervention Workshop"

# HUMAN SERVICES DIPLOMA

**Credential**  
Diploma

**Program length**  
One-year post certificate

**Tuition category**  
Category 1

**Location**  
Offered on a full and part-time basis at Comox Valley Campus; some electives can be accessed through most campuses and centres.

**Start date**  
Contact your local campus or centre for details

**Contact**  
Kerri Lowey/MacKenzie  
Department Chair  
(250) 334-5084  
info@nic.bc.ca

**Financial awards available!**

- Comox Valley Recovery Centre Monty Montgomery Memorial Bursary
- Hobson Family Bursary
- Lazo Women's Institute Bursary
- Stephen Garnet Memorial Bursary

*For all awards see pg 20*

**Note:** The Social Service Specialty curriculum in this program is currently under revision.

The Diploma in Human Services prepares individuals for employment in human services agencies that require two years of education and training. The Diploma requires successful completion of the Certificate for admission. It is the student's responsibility to meet the first aid requirements as specified in the certificate program.

**PROGRAM HIGHLIGHTS**

Human Services Certificate graduates have the opportunity to continue their education and may pursue the Human Services Diploma program on a part-time or full-time basis. The Diploma program provides opportunities to enhance the student's knowledge and skills developed in the Certificate program.

**WHY CHOOSE NORTH ISLAND COLLEGE?**

Small classes and high quality instruction give students the opportunity to gain strong skills in the Human Services field. The Diploma program provides students with the opportunity to transfer to a university and complete degrees in areas such as Social Work and Child & Youth Care.

**WORK EXPERIENCE**

All students are required to take courses in a specialty other than those taken for the Certificate and are required to complete an Advanced Practice Experience course related to the student's career specialty.

**WHAT IT TAKES TO SUCCEED**

All Diploma students are required to complete a Human Services Diploma Education Plan Checklist that includes a list of all of their required courses and chosen electives, and a timeframe for completion of the diploma. A completed checklist is required for course planning in the program. Students are advised to consult with an advisor or Human Services faculty member to have questions answered and to make changes to the plan. All students are responsible for ensuring the plan forwards their educational goal. A copy of the plan will be kept on file with the instructor. It is the student's responsibility to ensure that they have a current criminal record search and updated First Aid prior to going into HSW 250.

**CAREER OPPORTUNITIES**

The Diploma program prepares graduates for employment in human services agencies that require two years of education and training, as well as preparing students that wish to use the two-year Diploma to continue on to a Bachelor's Degree in areas such as Social Work and Child & Youth Care.

**ADMISSION REQUIREMENTS**

1. Completion of a Human Services Certificate within the last 5 years with a minimum C (60%) in each course or instructor permission.
2. A completed Consent for Criminal Records Search form (see Criminal Records Check under Admissions section of Calendar).

**PROGRAM REQUIREMENTS**

Course code	Course name	Credits
<b>Term 1</b>		
HSW 205	Group Facilitation	3
HSW 209	Contemporary Issues in Addictions: An Overview	3
One (3 credit) University-level English course		
Two (3 credit) University Transferable electives		
<b>Term 2: Education Assistant/Community Support Certificate Graduates</b>		
HSW 160	Foundations of Social Service Practice	3
HSW 161	Interviewing Skills for Human Service Practice	3
HSW 192	Social Welfare in Canada	3
<b>and</b>		
One (3 credit) University Transferable elective		
One (2 to 3 credit) Non-University Transferable Course such as HSW 190 or HSW 191, or another (3 credit) University Transferable elective		
<b>Term 2: Social Services Certificate Graduates</b>		
HSW 164	Foundations of Community Support	3
HSW 166	Health Care Principles	3
HSW 167	Support Strategies for Skill Development	3
<b>and</b>		
One (3 credit) University Transferable elective		
One (2 to 3 credit) Non-University Transferable Course such as HSW 190 or another (3 credit) University Transferable elective		
<b>Term 3</b>		
HSW 250	Advanced Practice Experience (HSW 190 is required for an Education Assistant Practice Placement)	3

# HUMAN SERVICES DIPLOMA

## EXPLANATION OF ELECTIVE REQUIREMENTS

15 credits of Electives chosen from:

- One (3 credit) course in English
- Three (3 credit) University-transfer courses chosen from Humanities, Social Sciences, Social Work or Child and Youth Care
- One (2 to 3 credit) Non-university Transferable course from the field of Health and Human Services or another (3 credit) University-Transferable course from Humanities, Social Sciences, Social Work or Child and Youth Care or an Instructor approved alternative

## ACADEMIC REQUIREMENTS

Students may substitute a university transfer course for either HSW 166 or HSW 192 with department approval.

# HOME SUPPORT/RESIDENT CARE ATTENDANT

**Credential**  
Certificate

**Program length**  
Full-time: 23 weeks  
Part-time: 40 weeks

**Tuition category**  
Category 1

**Location**  
Full-time: Comox Valley  
Part-time: Port Alberni

**Start date**  
Full-time: Sept – Feb,  
Jan – June  
Part-time: Sept – June

**Contact**  
Laurie Bird,  
Department Chair  
info@nic.bc.ca

### Financial awards available!

- David Macaree Award for Improved Dementia Care
- Lazo Women's Institute Bursary
- Old Age Pensioners' Association – North Island Region Bursary

*For all awards see pg 20*

**Note:** The curriculum in this program is currently under revision.

North Island College offers a combined Home Support/Resident Care Attendant program that leads to a certificate recognized in BC.

## PROGRAM HIGHLIGHTS

The dual Certificate program is designed to prepare students for work as front-line care providers under the direction and supervision of a health professional in a variety of work settings. Students are provided with opportunities to develop the basic knowledge, skills, and attitudes necessary to provide assistance to individuals in the community or in care facilities. Graduates are prepared to provide care to older adults experiencing diverse, often complex, but relatively stable health and illness needs.

## WHY CHOOSE NORTH ISLAND COLLEGE?

Our HS/RCA program is well respected in the communities we serve. With our high quality of instruction, small class sizes and dedication to student success, graduates will be able to achieve the high standards required to work in a demanding profession.

## WHAT IT TAKES TO SUCCEED

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

- Communicate clearly in English, both spoken and written
- Read both handwriting and printing well
- Carry out complex skill sequences of 15 or more steps

- Receive and carry out a sequence of 3 or more verbal instructions
- Demonstrate good psychomotor ability
- Provide intimate personal care
- Stand and work on their feet for long periods of time
- Demonstrate good back and muscle flexibility
- Move, position and transfer residents with or without mechanical aids, i.e., from bed to chair
- Work independently as well as in a team
- Demonstrate strong interpersonal skills in various contexts with clients, instructor, staff and classmates
- Cope with a rewarding but often stressful working environment

A valid driver's license and access to personal transport is recommended for the HSR 145 Home Support Practicum. Students who are not able to provide their own transport may have difficulty meeting the requirements of this component.

## CAREER OPPORTUNITIES

Upon completion of the program, graduates are qualified to work in a community home support agency or institutionalized continuing care service, including: adult day programs, personal care, intermediate care (including special care units), extended care units, and group homes.

# HOME SUPPORT/RESIDENT CARE ATTENDANT

## ADMISSION REQUIREMENTS

1. English 11 with a C+ or better, or NIC ENG 052, or ESL 090 with a C or better, or successful English Placement Test.
2. Completed HS/RCA Intake Package
3. Satisfactory Criminal Records Search (see information provided under the Admissions section of this Calendar).
4. Two satisfactory letters of reference:
  - One Professional Letter of Reference focusing on paid or volunteer work (suggested minimum of 20 hours volunteering)
  - One Personal Reference from someone outside the applicant's family

### Credit for Prior Learning

Applicants with prior learning experience will be assessed on an individual basis dependent upon assessor availability. Individuals who have worked as a home support level 2 worker or as a care aide in a facility or in a group home with a minimum of 500 hours may apply for assessment for the HS/RCA Certificate program. Contact the Department Chair for further details. Applicants must have applied to the program and have supplied a positive reference from the employer. A PLA information package is available from Student Services.

### BEFORE CLASSES BEGIN

1. FAC 060 First Aid for Care Givers, which includes HRT 011  
or  
FAC 021 Current Standard First Aid Certification with CPR Level C
2. TFS 010 Food Safe Level 1

## PROGRAM REQUIREMENTS

Course code	Course name	Credits
HSR 105	Human Relations: Interpersonal Communications	2
HSR 110	Health, Lifestyle & Choices	2
HSR 115	Health & Healing: Concepts for Practice	3
HSR 120	Healing: Personal Care Skills for HS/RCA	3
HSR 125	Healing: Special Needs in HS/RCA	3
HSR 130	Work Role: Introduction to HS/RCA	1
HSR 135	Home Management Skills (HSA)	2
<b>Includes 12 weeks of practicum/clinical experience:</b>		
HSR 140	Practice Experience I	4
HSR 145	Practice Experience II	2
HSR 150	Practice Experience III	4

## ACADEMIC REQUIREMENTS

1. The HS/RCA Certificate must be completed within 2 years of Admission to the program.
2. To successfully complete the program, students must maintain an 80% average or better.
3. Current Certification in First Aid.
4. HS/RCA students are required to adhere to relevant College Policies and Regulations. Failure to adhere to these policies and program regulations may result in the student being required to leave the program.
5. Absences in excess of 10% in any theory course will require the writing of a comprehensive final exam. Absences in excess of 10% in any practice courses may jeopardize the successful completion of the course objectives.
6. Successful completion of the appropriate HSR theory courses is required to progress into the practice experience.

# PRACTICAL NURSING

**Credential**  
Certificate

**Program length**  
49 weeks

**Tuition category**  
Category 1

**Location**  
Port Alberni Campus:  
12 months

Campbell River Campus:  
15 months - approx.,  
including sessional  
breaks

**Start date**  
Port Alberni and  
Campbell River: January

**Contact**  
Laurie Bird,  
Department Chair  
info@nic.bc.ca

## Financial awards available!

- Berwick Retirement Community Bursary
- Lazo Women's Institute Bursary

*For all awards see pg 20*

**Note:** This program is currently under review.

This 49 week full-time certificate program prepares students to achieve the professional practice requirements of the College of Licensed Practical Nurses of British Columbia (CLPNBC), earn a Practical Nursing Certificate, and on recommendation of the program faculty be eligible to write the Canadian Practical Nursing Registration Exam to become a Licensed Practical Nurse in British Columbia.

## WHAT IT TAKES TO SUCCEED

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:

- An ability to communicate clearly in English, both spoken and written
- 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.
- Students will be required to access on-line resources and to submit typewritten essays and assignments. As a result, basic computer literacy and internet access are necessary.
- Accurate math calculations are critical for safe nursing practice. As a result students will be required to complete a math screening process once they are qualified for admission. The intention of the screening process is for students to identify their learning needs early and to seek remedial assistance in order to position themselves for success in the math components of the nursing courses. The goal for the math screening is to achieve 90% and opportunities to rewrite will be provided with the intention of helping students improve their marks. Students will not be denied admission to the program if they do not achieve the 90% but it is strongly recommended they obtain remedial help immediately.
- An interest in caring and providing service to an ethnically and culturally diverse clientele of people spanning all age groups
- Strong communication and interpersonal skills in the context of their collaborative relationships with clients, instructors, student peers, and multidisciplinary health care team members
- Critical thinking skills - when providing care to clients the student must demonstrate responsible, safe and ethical behaviour and make informed, considered judgments
- An ability to work independently and as a member of a health care team
- The ability to carry out complex skill sequences of 15 or more steps that require psychomotor ability. These skills will include but not be limited to the preparation and administration of medication to clients, wound management, and basic and specialized personal care skills and comfort measures.

- The capacity to maintain their own mental, emotional, physical, and spiritual well-being while working in a rewarding but often stressful working environment
- Access to personal transportation is recommended for the PNP 161, 162, 163, and 173, the Practice Experience and Preceptorship components. Students who are not able to provide their own transport may have difficulty meeting the requirements of these courses.

## IMPORTANT PRACTICE PLACEMENT INFORMATION

Practical Nursing program practice experiences in health agencies in the Central and North Vancouver Island Region are essential to the program. While the majority of clinical placements take place in communities close to the designated campus, i.e. the Port Alberni, Comox Valley and Campbell River areas, it may be necessary to utilize agencies in other Vancouver Island communities. Students may be asked to attend practice experiences in other communities and must arrange their own transportation and assume related costs. During the final Preceptorship component students may be required to work 8 and/or 12 hour shifts, including days/evenings/nights/weekends, and holidays.

## CAREER OPPORTUNITIES

This program provides students with the theory and skills required to practice as a Licensed Practical Nurse in acute care, extended care, intermediate care and community settings. Licensed Practical Nurses are employed in hospitals, nursing homes, rehabilitation centers, doctors' offices, clinics, occupational health units, community nursing services and private homes.

## SEAT AVAILABILITY

The prospective Practical Nursing student, who has met all of the Admission Requirements, will be put on a waiting list for the next available seat in the program. Practical Nursing students who have failed to progress in the program can refer to subsection #2 under ACADEMIC REQUIREMENTS for further information.

Students seeking to transfer into the program to complete their Practical Nursing Certificate will be required to submit official transcripts of Practical Nursing courses completed at other educational institutions. As well the transfer student will be

required to sign a consent authorizing release of confidential information such as student transcripts and program related information including practice experience appraisals. Seat availability for transfer students will be determined by the program faculty. These requirements also apply to any Bachelor of Science in Nursing (BSN) students who wish to transfer to the Practical Nursing program.

## ADMISSION REQUIREMENTS

1. Provincial English 12, ENG 060, ENG 098 or equivalent with a C or better, or successful placement testing.
2. Biology 12 or BIO 060, or BIO 103 completed within 10 years with a C or better.
3. C in Principles of Math 11, or Applications of Math 12, or NIC MAT 053, or successful placement testing.
4. A completed Practical Nursing program Intake Package.

## BEFORE CLASSES BEGIN

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

1. Hold a current Standard First Aid certificate with CPR level C (FAC 021) or equivalent. A photocopy of these certificates must be presented to the Department Chair on the first day of classes. It is the responsibility of the student to maintain First Aid and CPR Level HCP certification throughout the program.
2. Submit a completed Immunization Form on the first day of class.
3. Satisfactory Criminal Records Search Form (see the Admissions section of the NIC calendar for further information).
4. Complete the Practical Nursing program intake process which includes a compulsory orientation seminar and individual appointments as required.

## ACADEMIC REQUIREMENTS

1. In order to receive credit students must:
  - a) Achieve 60% or better in each course
  - b) Maintain a cumulative average of 65% or better
  - c) Pass each Practice Experience.
2. A student who fails any course in the Practical Nursing program cannot progress in the program until the course is passed. If in repeating the course the student passes, then the student will re-enter the program at 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 and beginning at Term One.

A student who has already failed a course, repeated it and passed, re-entered the program 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 One.

Re-entering the program is dependent on an available seat and at the discretion of the Nursing department. 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 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 CLPNBC Standards of Practice and Code of Ethics. Failure to adhere to these standards may result in the student being required to leave the program.
4. Program must be completed within 3 years of entry to Year One.

## PROGRAM REQUIREMENTS

Course code	Course name	Credits
<b>Term 1: Health Promotion and Prevention in Community Care</b>		
PNP 101	Human Anatomy & Physiology	2
PNP 111	Professional Growth	.5
PNP 121	Health I	2
PNP 131	Healing I	1.5
PNP 141	Human Relationships I	1
PNP 151	Nursing Arts/Clinical I	4
PNP 161	Practice Experience I	3
<b>Term 2: Gerontology</b>		
PNP 122	Health II	2
PNP 132	Healing II	2
PNP 142	Human Relationships II	1
PNP 152	Nursing Arts/Clinical II	3.5
PNP 162	Practice Experience II	5
<b>Term 3: Acute Care</b>		
PNP 113	Professional Issues	.5
PNP 123	Health III	1
PNP 133	Healing III	2
PNP 153	Nursing Arts/Clinical III	5
PNP 163	Practice Experience III	5
PNP 173	Preceptorship	4

# BACHELOR OF SCIENCE IN NURSING

## Collaboration for Academic Education in Nursing

**Credential**  
Degree

**Program length**  
4 years

**Tuition category**  
Category 1

**Location**  
Comox Valley Campus

**Start date**  
September

**Contact**  
Betty Tate  
Department Chair  
(250) 334-5066  
or  
Jan Meiers  
BSN Program Academic  
Advisor  
(250) 334-5068  
info@nic.bc.ca

### Financial awards available!

- Compassionate Heart Award
- Dyer Family Bursary – Comox Valley
- Hobson Family Bursary
- IODE Laura Gordon Chapter Bursary
- Ivy Power Memorial Bursary
- Lazo Women's Institute Bursary
- Leslie and Rosina Ball Memorial Scholarship
- Royal Purple of Canada Lodge 158 Bursary

*For all awards see pg 20*

The nursing program at North Island College is part of the Collaboration for Academic Education in Nursing (CAEN), a partnership of nine post-secondary institutions that offer the same nursing curriculum resulting in a Bachelor of Science in Nursing (BSN) degree. Partner sites in British Columbia include the University of Victoria, Camosun College, Malaspina University-College, Thompson Rivers University, UBC Okanagan, Selkirk College, College of the Rockies, and Aurora College in the North West Territories. The CAEN curriculum provides baccalaureate academic education of nurses. At the completion of their education, graduates will be prepared to meet the professional practice requirements, at the entry level, as identified by the College of Registered Nurses of BC. Graduates will meet the Canadian Registered Nurse Examination (CRNE) competencies. Having completed the program, nurses will also be prepared to pursue further academic education at the graduate level. Graduates will achieve a Bachelor of Science in Nursing Degree in partnership with Malaspina University- College.

**Note:** The CAEN BSN curriculum is currently being revised. There will be changes to course offerings in first year in the 2007/08 academic year; second year in the 2008/09 academic year; third year in the 2009/10 academic year and to fourth year in the 2010/11 academic year. If you have any questions about the changes please contact the BSN Program Academic Advisor.

### PROGRAM OPTIONS

The CAEN-BSN program offers students three options. North Island College offers option A and options B and C once access requirements offered at partner sites are completed. Students who graduate from each of these options will receive a BSN degree from Malaspina University-College in collaboration with North Island College.

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

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.

#### 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 four academic terms. Nurses with limited practice experience may be required to complete 2 additional consolidated practice experiences.

**Note:** Applicants who meet the admission requirements for this option will be accepted in the program at NIC depending on seat availability. Students registered at a partner site wanting to take single courses at NIC will be considered depending on seat availability.

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

This option is designed to allow Licensed Practical Nurses to access the Bachelor of Science in Nursing program. This option is currently under review. Contact the BSN Program Academic Advisor for further information about this option.

### RECOGNITION FOR PRIOR LEARNING/TRANSFER CREDIT

Applicants with prior learning experience will be assessed on an individual basis. Students with prior nursing experience may apply for transfer credit or direct assessment of prior learning in selected courses. Contact the BSN Program Academic Advisor for further information.

### SEAT AVAILABILITY

The prospective nursing student will be guaranteed the next available seat in the program once all the Admission Requirements are complete and have been approved by Admissions. Students seeking to transfer from a partner site into the CAEN-BSN program at North Island College are required to submit official transcripts of courses completed and sign a consent authorizing release of confidential information such as Performance Appraisal Summary Sheets and Practice Tracking Records between institutions. Similarly, upon the written consent of the student, transcripts and records are shared with partner sites to which the student is transferring. Transfer to and from any of the CAEN partner sites is dependent upon seat availability and at the discretion of the nursing department. Please refer to University, University-College or College calendars for academic requirements for Baccalaureate preparation at sites offering the CAEN-BSN program.

# BACHELOR OF SCIENCE IN NURSING

## Collaboration for Academic Education in Nursing

### ADMISSION REQUIREMENTS

#### Option A

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 BIO 060, or equivalent completed within 10 years prior to program commencement.
3. C+ in Chemistry 11 or CHE 051, or equivalent completed within 10 years prior to program commencement.
4. C+ in Provincial English 12, ENG 060, ENG 098, ESL 090 or equivalent, or satisfactory performance on an English placement test
5. C+ in Principles of Math 11, or Applications of Math 12, or MAT 053

#### Option B

Prospective students must meet the following academic prerequisites:

1. Transcripts from Diploma School of Nursing and other educational institution attended
2. Verification of nursing registration status from CRNBC
3. Completion of RN access course from a degree-granting CAEN Partner Institution. For example: Malaspina University-College NURS 321 or by distance at the University of Victoria or the Open Learning Agency NURS 325.  
**Note:** RNs who have graduated from the former Collaborative Nursing program of BC are not required to complete the above access course. However, they will need to complete an additional 300 or 400 level nursing or general elective. Please see the BSN Program Academic Advisor.
4. Must see BSN Program Academic Advisor re: program planning
5. Nurses with limited practice experience may be required to complete 2 Consolidated Practice Experiences.

#### Option C

Prospective students must meet the following academic prerequisites:

1. Transcripts from LPN program and other educational institution attended
2. Current registration or eligibility for registration as a LPN in British Columbia  
**Note:** Students must have a valid license with the CLPNBC at the time of program commencement.
3. The prerequisite of Biology 12 is waived for LPNs
4. C+ in Chemistry 11, or CHE 051, or equivalent completed within 10 years prior to program commencement

5. C+ in Provincial English 12, ENG 060, ENG 062, ENG 098, ESL 090 or equivalent, or satisfactory performance on an English placement test
6. C+ in Principles of Math 11, or Applications of Math 12, or MAT 053
7. BIO 160/161 or equivalent approved by NIC's Biology Department
8. English 115 or equivalent
9. One university transferable elective at the 100 or 200 level

### Other Admission Requirements (Options A, B, & C)

In addition to fulfilling the academic admissions requirements listed above, a prospective student must:

1. Complete a CAEN-BSN program Student Information form (Intake Packages with all necessary forms are available at all College campuses, centres, and NIC website)
2. Submit two letters of reference directly to the College; using the reference forms included in the Intake Package (Option B - one of the letters must be from an RN supervisor, Option C - one of the letters must be from an LPN instructor or employer in health care)
3. Upgrading students can apply to North Island College at anytime. Applications are effective for one academic year. Students will be conditionally qualified and placed on the appropriate waitlist when they are registered in their last prerequisite course or courses.
4. The College of Registered Nurses of BC has approved requisite skills and abilities (RSA) to meet entry level RN competencies. These requisite skills and abilities are included in the intake package. Prospective students need to review these and decide whether they believe they are able to meet them. Prospective students who have concerns about being able to meet the RSAs should contact the BSN Program Academic Advisor.

**Note:** 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.

# BACHELOR OF SCIENCE IN NURSING

## Collaboration for Academic Education in Nursing

### BEFORE CLASSES BEGIN

Once the student has been accepted to the program, the student will be required to:

1. Attend a group information session. This mandatory session, usually held in June, is designed to assist students in making an informed decision about pursuing a nursing career.
2. Hold a current Standard First Aid with CPR Level C 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 the responsibility of the student to complete CPR Level HCP certification before beginning Year Two and Year Four of the nursing program.
3. Submit a completed immunization form. This immunization form is available on the website and should be validated by the public health nurse at your local health unit. The test must indicate Rubella IgG reactive and Varicella immune status. 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.

### IMPORTANT PRACTICE PLACEMENT INFORMATION

Nursing practice experiences in a variety of health agencies in the North Island Region are essential to the 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. Students may be asked to attend practice in any of these areas and must arrange their own transportation/accommodation costs. Students may be required to complete their Consolidated Practice Experiences during the month of June, July and/or August, depending on the availability of practice resources. Shift work in the practice areas may include days/evenings/nights/weekends, 8 and/or 12 hour shifts.

### TO BE SUCCESSFUL

Students 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 enrol in BIO160/161, English, and/or elective courses while on a waitlist for the program, students are encouraged to apply concurrently to the University Transfer program and to the Nursing program. College policies regarding advanced standing and transfer credit apply.

Accurate math calculations are critical for safe nursing practice. As a result, students will be required to complete a math assessment with North Island College assessment services while they are waitlisted for admission to the nursing program. The goal for the math assessment is 90%. The intention of the assessment is for students to identify their learning needs early and if they do not achieve 90% it is strongly recommended they seek remedial assistance in order to position themselves for success in the math components of the nursing courses. Students will not be denied admission to the program if they do not achieve the 90%.

### ACADEMIC REQUIREMENTS

1. In order to receive credit for courses required for the CAEN-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%) each semester, and pass each nursing practicum. Students who miss more than 10% of a practice experience may be asked to repeat 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. A student who fails a required nursing course will have to withdraw from the program and may apply to re-enter the program at a subsequent offering in the same term as the failure occurred. When a failure occurs in either a biology or a nursing course and a student is planning to re-enter the program it is recommended that they place their names on the waitlist as soon as possible. Re-entering the program is dependent on an available seat and at the discretion of the nursing department. If in repeating a nursing course the student fails again, or if the student fails another nursing course, then the student will be removed entirely from the program and will be unable to continue in the CAEN-BSN program at any partner site. A student who fails two nursing courses can only re-enter by going through the admission process and beginning at Term One. Students who fail a required course may be asked to complete a learning assessment prior to being considered for readmission. 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. 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.

# BACHELOR OF SCIENCE IN NURSING

Collaboration for Academic Education in Nursing

4. Nursing students are required to maintain active student membership with the College of Registered Nurses of British Columbia (CRNBC) for the duration of the program. Application forms will be made available once classes begin. Membership cost is the student's responsibility. Option C students must enroll as student members of the CRNBC and Option B students must maintain active CRNBC membership. (Student Registration may be discontinued by CRNBC in the 2008/09 year and if so this requirement will not be necessary).
5. **Note:** A mandatory Criminal Record Check is part of the application process for membership to the CRNBC. Some agencies may also require an additional RCMP criminal record check and you will be required to defray this additional cost as a requirement for your practice placement. Please see the Department Chair for Nursing if you have any concerns regarding this requirement.
6. All electives must be university-transferable. Go to [www.bctransferguide.ca](http://www.bctransferguide.ca) to check course UT transferability. With the exception of the approved fourth year nursing elective, electives must be in areas other than nursing.  
**Options A and C:** Students must take two first year university-level English courses: ENG 115 or ENG 125 (or equivalent) and one of ENG 120, 121, or 126. (Note: credit will not be granted for both ENG 115 and 125). In some cases ENG 120 and 121 will be accepted as the required English courses. It is strongly recommended that students complete ENG 115 or ENG 125 by the end of their 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 115 or ENG 121. In this case they are not required to complete a second English and will require 45 credits to graduate instead of 48 credits.
7. The CAEN-BSN program at North Island College and its partner sites 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:** returning RNs need to complete 2 additional 300 or 400 level electives in order to meet 3rd and 4th year graduation requirements. Note: NIC NUR 315 will be accepted as a general elective or nursing elective for these students.

## REVISED PROGRAM STRUCTURE

**Note:** Changes are incremental: changes to courses in year one began in September 2007. Changes to courses in year two will begin in September 2008, year three in September 2009, and year four in September 2010.

## REVISED PROGRAM STRUCTURE (STARTING SEPTEMBER 2007)

Please refer to the list below for details of the CAEN-BSN program's courses and structures.

Course code	Course name	Credits
<b>NIC Term 1: September - December</b>		
BIO 160	Human Anatomy & Physiology I	3
NUR 102	Relational Practice I: Self and Others	3
NUR 103	Professional Practice I: Introduction to the Profession of Nursing	3
NUR 104	Nursing Practice I: Introduction to Nursing Practice	1.5
NUR 105	Health and Healing I: Living Health	6
Elective		
<b>Total credits = 19.5</b>		
<b>NIC Term 2: January - April</b>		
BIO 161	Human Anatomy & Physiology II	3
NUR 113	Professional Practice II: Introduction to the Discipline of Nursing	3
NUR 114	Nursing Practice II: Coming to Know the Client	3
NUR 115	Health and Healing II: Health Indicators	6
Elective		
<b>Total credits = 18</b>		
<b>NIC Spring Term: May</b>		
NUR 175	Consolidated Practice Experience I	6
<b>Total credits = 6</b>		
<b>NIC Term 3: September - December</b>		
BIO 260	Pathobiology I	3
NUR 202	Relational Practice II: Creating Health-Promoting Relationships	3
NUR 204	Nursing Practice III: Promoting Health and Healing	6
NUR 206	Health and Healing III: Health Challenges/ Healing Initiatives	6
<b>Total credits = 18</b>		
<b>NIC Term 4: January - April</b>		
BIO 261	Pathobiology II	3
NUR 213	Professional Practice III: Nursing Ethics	3
NUR 214	Nursing Practice IV: Promoting Health and Healing	6

# BACHELOR OF SCIENCE IN NURSING

## Collaboration for Academic Education in Nursing

NUR 216	Health and Healing IV: Health Challenges/ Healing Initiatives	6
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**Total credits = 18**

### **NIC Spring Term: May**

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

### **NIC Term 5: September - December**

NUR (TBA)	Health and Healing V: Complex Health Challenges/Healing Initiatives	
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NUR (TBA)	Nursing Practice V: Promoting Health and Healing	
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NUR (TBA)	Relational Practice III: Connecting Across Difference	
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Elective

**Total credits = 18**

### **NIC-MUC Term 6 (Option A, B): January - April**

NUR (TBA)	Health and Healing VI: Global Health Issues	
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NUR (TBA)	Health and Healing VII: Promoting Community and Societal Health	
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NUR (TBA)	Professional Practice IV: Nursing Inquiry	
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NUR (TBA)	Nursing Practice VI: Promoting Health of Communities and Society	
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Elective

**Total credits = 16**

### **NIC-MUC Spring Term: May**

NUR (TBA)	Consolidated Practice Experience III	
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**Total credits = 8**

### **NIC-MUC Term 7: September - December**

NUR (TBA)	Professional Practice V: Leadership in Nursing	
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NUR (TBA)	Nursing Practice VII: Engaging in Leadership	
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NUR (TBA)	Professional Practice VI: Nursing Research	
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Nursing Elective (See BSN Program Academic Advisor for options)

**Total credits = 13**

### **NIC-MUC Term 8: January - April**

NUR (TBA)	Nursing Practice VIII	
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**Total credits = 12**

### **June: Convocation & RN Exam**

**Note:** Year One of this structure was offered for the last time in September 2006, Year Two was offered for the last time in September 2007, Year Three will be offered for the last time in September 2008 and Year Four will be offered for the last time in September 2009.

## **PROGRAM STRUCTURE (ENDING 2010)**

Please refer to the list below for details of the CAEN-BSN program's courses and structures.

Course code	Course name	Credits
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### **NIC Term 1: September - December**

BIO 160	Human Anatomy & Physiology I	3
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NUR 101	Health I: Health Styles	3
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NUR 111	Professional Growth I: Theory	3
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NUR 112	Professional Growth: Nursing Practice IA	1.5
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NUR 120	Self & Others I: Self Awareness	3
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Elective

**Total credits = 16.5**

### **NIC Term 2: January - April**

BIO 161	Human Anatomy & Physiology II	3
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NUR 130	Health II: Facilitating Health and Healing in Families	3
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NUR 140	Self & Others II: Creating Health-Promoting Relationships	3
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NUR 150	Nursing Practice IB	3
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Elective

**Total credits = 15**

### **NIC Spring Term: May**

NUR 160	Consolidated Practice Experience I (5 weeks)	6
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**Total credits = 6**

### **NIC Term 3 (Option C access): September - December**

BIO 260	Pathobiology I	3
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NUR 240	Nursing Practice II	6
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NUR 270	Healing I	6
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Elective

**Total credits = 18**

# BACHELOR OF SCIENCE IN NURSING

Collaboration for Academic Education in Nursing

<b>NIC Term 4: January - April</b>		
BIO 261	Pathobiology II	3
NUR 210	Professional Growth II: The Nursing Profession	3
NUR 250	Nursing Practice III	6
NUR 280	Healing II: Complex Episodic Health Challenges	6
<b>Total credits = 18</b>		
<b>NIC Spring Term: May</b>		
NUR 260	Consolidated Practice Experience II (5 weeks)	6
<b>Total credits = 6</b>		
<b>NIC Term 5: September - December</b>		
NUR 300	Health III: Teaching & Learning for Prevention	3
NUR 315	Health Care Ethics	3
NUR 335	Healing/Health Sciences: Advanced Health Challenges	3
NUR 350	Nursing Practice IV	6
<b>Total credits = 15</b>		
<b>NIC-MUC Term 6 (Option A, B): January - April</b>		
NUR 341	Professional Growth III: Nursing Inquiry	3
NUR 353	Self & Others III: Reflection on Caring Practice	3
NUR 355	Health IV: Health Promotion and Community Empowerment	3
NUR 356	Nursing Practice V	3
Elective		
<b>Total credits = 15</b>		
<b>NIC-MUC Spring Term: May</b>		
NUR 357	Consolidated Practice Experience III (5 weeks)	6
<b>Total credits = 6</b>		
<b>NIC-MUC Term 7: September - December</b>		
NUR 430	Professional Growth V: Nurses Influencing Change	3
NUR 431	Nursing Practice VI	3
NUR 460	Professional Growth IV: Research	3
(NUR 410/ NUR 420)	See BSN Program Academic Advisor for options	3
<b>Total credits = 12</b>		

<b>NIC-MUC Term 8: January - May</b>		
NUR 491	Nursing Practice VII	9
NUR 475	Consolidated Practice Experience IV	6
<b>Total credits = 15</b>		
<b>June – Convocation &amp; RN Exam</b>		

# AIRCRAFT STRUCTURES TECHNICIAN (AME-S)

**Credential**  
Certificate

**Program length**  
9 months

**Tuition category**  
Category 1

**Location**  
Campbell River Campus  
(Vigar Road)

**Start date**  
September

**Contact**  
Ruedi Pletscher  
(250) 923-9793  
info@nic.bc.ca

## Financial awards available!

- Viking Air Bursary
- David Whitworth/Tom Cross Trades Bursary
- Michael Pallan Memorial Scholarship
- Pythian Order Career, Technical & Vocational Program Bursary
- Terry & Phyllis Ryan Trades Bursary

*For all awards see pg 20*

A graduate of this full-time program will have the skills required to enter the occupation of Aircraft Structures Technician. Aircraft Structures Technicians are responsible for the assessment, planning and implementation of aircraft structural manufacturing and repair.

## PROGRAM HIGHLIGHTS

This program consists of approximately 1,150 hours of shop and classroom instruction, beginning with the basic theory of flight through aircraft systems and construction and including Transport Canada regulatory requirements. The curriculum includes sheet metal, tubular, composite, wooden, and fabric aircraft structures. The main goal of the program is to develop a strong foundation of skills and knowledge in all aspects of aircraft sheet metal work.

The Aircraft Structures Technician program is fully accredited by Transport Canada. Students successfully completing the program to required standards receive recognition by Transport Canada for all training and technical tests required for the Aircraft Maintenance Engineer-Structures (AME-S) license. Graduates will also receive an 11-month time-credit towards the 3-year requirement to complete the AME-S certification.

## WHY CHOOSE NORTH ISLAND COLLEGE?

With a strong emphasis on the development of practical skills, in a shop that is organized and run to industry standards, you will be well-prepared for entry into the workplace.

## WORK EXPERIENCE

Depending upon their performance, students may complete a one-month work experience session in the field of aircraft structural repairs.

## WHAT IT TAKES TO SUCCEED

Students require good eye-hand coordination, strong abilities in spatial and mechanical reasoning and a commitment to maintain extremely high standards of practice in all their work. Furthermore, it takes determination to learn the extensive technical information and regulatory requirements that guide work practices in the aerospace industry.

## CAREER OPPORTUNITIES

The aerospace industry in BC is currently involved in a comprehensive strategy to address forecasted shortages of trained personnel. This program, with industry input and commitment, is designed to assist in meeting this shortfall. Opportunities are open in the field of aircraft repair manufacturing and servicing.

## ADMISSION REQUIREMENTS

1. Minimum C+ in English 11 or TPC 11 or equivalent; and

2. Minimum C+ in Principles of Math 10, NIC MAT 033, or equivalent; or
3. Successful NIC assessment testing in English and Math; and
4. An interview with the instructor or designate. The purpose of this interview is to provide advice about the program, an opportunity to meet the instructor, to determine the applicant's interest in the career field, and to discuss potential career opportunities. This interview may be completed by telephone.

## PROGRAM REQUIREMENTS

Course code	Course name
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

## ACADEMIC 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 to demonstrate 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.

# APPRENTICESHIP TECHNICAL TRAINING

**Credential**  
N/A

**Program length**  
Varies - see table on right

**Tuition category**  
Category 4

**Location**  
Campbell River and Port Alberni Campuses - see table on right

**Start date**  
Varies

**Contact**  
Admissions & Registration:

Barb Wood (CR)  
(250) 923-9710

Susan Cross (PA)  
(250) 724-8701

info@nic.bc.ca

**Financial awards available!**

- David Whitworth/ Tom Cross Trades Bursary
- Michael Pallan Memorial Scholarship
- Pythian Order Career, Technical & Vocational Program Bursary
- Terry & Phyllis Ryan Trades Bursary

*For all awards see pg 20*

North Island College currently offers Apprenticeship Technical Training for:

- Construction Electrician
- Heavy Duty Mechanics
- Industrial Electrician
- Millwright
- Plumbing
- Welding

Subject to demand we will consider offering apprenticeship technical training in other trades. To become an Apprentice it is currently necessary to find work with an employer in the specific trade. A contract is then signed between you and your employer who indentures you as an apprentice. North Island College works closely with industry to ensure your apprenticeship training is of high quality.

At the time of writing, the Industry Training Authority is in the midst of making changes to industry and apprenticeship training. As these changes continue, feel free to contact any of the program contacts listed above for the latest information about the procedures for either registering as an apprentice or about the assignment of technical training. North Island College is committed to ensure your education is the best possible, and that you are well prepared for your Inter-Provincial examination.

**PROGRAM HIGHLIGHTS**

Apprenticeship technical training is currently scheduled throughout the year. Programs follow the outlines as set out by the Industry Training Authority and meet the requirements of the Inter-Provincial (Red-Seal) programs.

Schedules for course start dates are posted on our website at [www.nic.bc.ca](http://www.nic.bc.ca).

**WHY CHOOSE NORTH ISLAND COLLEGE?**

Our student success rate confirms the quality of instruction at North Island College as our graduates have some of the highest completion rates in the province.

**TECHNICAL TRAINING REQUIREMENTS**

Course code	Level	Length	Location
<b>Construction Electrician</b>			
ELA 100	Level 1	10 weeks	CR
ELA 200	Level 2	10 weeks	CR
ELA 300	Level 3	10 weeks	CR
ELA 400	Level 4	10 weeks	CR
<b>Heavy Duty Mechanic</b>			
HVA 100	Level 1	6 weeks	CR
<b>Industrial Electrician</b>			
IEA 100	Level 1	10 weeks	CR
IEA 200	Level 2	10 weeks	CR
IEA 300	Level 3	10 weeks	CR
IEA 400	Level 4	10 weeks	CR
<b>Millwright</b>			
MWA 100	Level 1	7 weeks	CR
MWA 200	Level 2	7 weeks	CR
MWA 300	Level 3	7 weeks	CR
MWA 400	Level 4	7 weeks	CR
<b>Plumbing</b>			
PBA 100	Level 1	6 weeks	CR
PBA 200	Level 2	6 weeks	CR
PBA 300	Level 3	6 weeks	CR
PBA 400	Level 4	8 weeks	CR
<b>Welding</b>			
WLA 100	Level 1	6 weeks	CR, PA
WLA 200	Level 2	6 weeks	CR, PA
WLA 300	Level 3	6 weeks	CR, PA
WLA 400	Level 4	6 weeks	CR, PA

CR = Campbell River Campus,  
PA = Port Alberni Campus

# AUTOMOTIVE SERVICE TECHNICIAN

**Credential**  
Certificate

**Program length**  
7 months

**Tuition category**  
Category 1

**Location**  
Campbell River and Port  
Alberni Campuses

**Start date**  
September

**Contact**  
Chris Posner (CR)  
(250) 923-9737  
Jerry Pulido (PA)  
(250) 724-8726  
info@nic.bc.ca

## Financial awards available!

- Rotary Club of Port Alberni Bursary
- Tim Fletcher Memorial Bursary
- David Whitworth/Tom Cross Trades Bursary
- Michael Pallan Memorial Scholarship
- Pythian Order Career, Technical & Vocational Program Bursary
- Terry & Phyllis Ryan Trades Bursary

*For all awards see pg 20*

This is a great first step to a career in this exciting industry. The Automotive Service Technician program is an intensive entry-level program that prepares you to enter employment as an Automotive Service Technician Apprentice, or as an entry-level worker in a number of related fields.

## PROGRAM HIGHLIGHTS

During this program you will concentrate your studies in areas that have been identified by the BC automotive industry as being most important for new employees entering the trade. The program follows the outline as set by the Automotive Industry Training Organization. Special emphasis is placed on brake system servicing, suspension service and wheel alignment, scheduled vehicle service, vehicle electrical systems, tune-up procedures, and trouble shooting techniques. To ensure curriculum remains current and relevant for new employees, we are advised by a local industry advisory committee. Business operators and service personnel who sit on this committee are also instrumental in assisting with work experience sessions that will help you further to prepare for employment.

## ARTICULATION/ADVANCED CREDIT

Transfer credit for modules completed in Secondary School Career Preparation and trade programs, and for modules taken at other colleges will be considered.

On successful completion of this program, and upon entering into an apprenticeship, you are eligible to receive Level 1 technical training credit and 450 work-based hours credit toward the completion of the Automotive Service Technician Level 1 apprenticeship program.

## WHY CHOOSE NORTH ISLAND COLLEGE?

The Automotive program at NIC follows the provincial curriculum. The program is organized so that committed students are able to maximize shop time to develop the practical skills desired by employers. The shop is well equipped and successful students are well prepared to move right into the industry.

## WORK EXPERIENCE

Work experience is available to those students who are able to complete the program in due time and have achieved a satisfactory standing. A week of experience at a local shop can and often does lead to employment.

## CAREER OPPORTUNITIES

Some areas of employment for the automotive mechanic might be with a major automotive dealership, local garage or fleet owner. There is a wide range and type of employment opportunities within the mechanics trade such as Automotive Journey person, Service Writer, Service Manager and Parts Technician.

## WHAT IT TAKES TO SUCCEED

Primarily, a positive attitude. Solid math and communication skills and good hand-eye coordination are definitely assets to success in the Automotive program. Many employers require Grade 12 graduation as an employment standard; therefore it is strongly recommended that students have this standing before entering the program or are in the process of completing it.

## ADMISSION REQUIREMENTS

1. English 11 or TPC 12, or NIC ENG 034; and
2. Minimum C grade in Principles of Math 10 or NIC MAT 033, or equivalent; or
3. Successful NIC assessment testing in English and Math
4. Applicants are required to contact the instructor for a personal interview.
5. You are encouraged to have completed Physics 11, or equivalent and Info Tech 11/12 or equivalent, to increase your success in the program

## PROGRAM REQUIREMENTS

Course code	Course name
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

## ACADEMIC REQUIREMENTS

The passing mark for all courses in this program is 70%.

# CARPENTRY & RESIDENTIAL CONSTRUCTION FRAMING TECHNICIAN

**Credential**  
Certificate

**Program length**  
24 weeks

**Tuition category**  
Category 3

**Location**  
Various locations

**Start date**  
Varies

**Contact**  
Douglas Campbell  
(250) 923-9721  
itce@nic.bc.ca

## Financial awards available!

- David Whitworth/ Tom Cross Trades Bursary
- Michael Pallan Memorial Scholarship
- Pythian Order Career, Technical & Vocational Program Bursary
- Terry & Phyllis Ryan Trades Bursary

*For all awards see pg 20*

## PROGRAM HIGHLIGHTS

This 24-week Entry-Level Trades Training (ELTT) program covers the carpentry and framing skills required for employment as an apprentice carpenter 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.

Students who successfully complete the program are eligible for two certificates: a North Island College Residential Construction Framing program Certificate, and the Canadian Home Builders' Association of British Columbia (CHBA) Framer Technician. The NIC certificate provides recognition of Level 1 Carpentry Apprenticeship Technical Training, while the Certificate in Residential Construction Framing Technician demonstrates that the student has met the theory requirements for CHBA certification in Residential Construction.

## CAREER OPPORTUNITIES

This information-packed program is well recognized by the building industry as an excellent introduction to the residential and commercial building industries. The program provides dual accreditation to graduates and opens two career paths within the residential construction industry. One path leads to certification as a Framer Technician and other CHBA certification, while the other leads to apprenticeship in carpentry. While either path can be taken, they both could lead to completion of Inter-Provincial (Red Seal) Certification.

Graduates of this program procure employment in positions such as apprentice carpenters, concrete formers, wood framers, carpenters' helpers, and home renovators. Graduates can also find employment with many other related building industry employers.

## APPRENTICESHIP INFORMATION

Upon securing an apprenticeship, graduates of this program will receive credit for first year apprenticeship technical training and, with support of their employer, a credit towards the time required to complete their apprenticeship. To complete their apprenticeship and to become a journeyman, graduates are required to complete four years of technical training and the equivalent of four years working in the trade.

For more information on apprenticeship training, please visit the website at [www.itabc.ca](http://www.itabc.ca), contact the Industry Training Centre at 1-866-660-6011, or call NIC's Port Alberni campus at (250) 724-8705.

## ADMISSION REQUIREMENTS

1. A minimum C in English 10, or NIC 032, 033 & 034, or equivalent or a successful NIC Assessment testing in English; and
2. A minimum C in Principals of Math 10, NIC MAT 034 or equivalent, or successful NIC Assessment Testing at an NIC MAT 034 level; and

3. Complete a personal interview with the program instructor. The purpose of this interview will be to provide advice about the program, the opportunity to meet the instructor, discuss working in carpentry and other possible career paths in the trades.
4. High school students who are interested in a trade career should complete Science 10, Physics 11 and Drafting 11.

Note: Many employers require Grade 12 graduation as an employment standard, therefore it is strongly recommended that students have this standing, or are working towards its completion, before entering the program.

## WHAT IT TAKES TO SUCCEED

1. Physically fit and able to adapt to working conditions.
2. Good hand/eye coordination.
3. Good health, free of vision, hearing or respiratory ailments.
4. Valid driver's license will be required for vehicle and equipment operation.
5. Enrolment in this program is limited. Students are accepted on a first applied, first qualified basis.

## AGE REQUIREMENT

Age 19 or a high school graduate.

## PROGRAM REQUIREMENTS

Course code	Course name
CRF 100	Residential Construction Career Exploration
CRF 101	Construction Math
CRF 102	Safe Work Practices
CRF 103	Drawings and Specifications
CRF 104	Materials Identification
CRF 105	Hand Tools
CRF 106	Portable Power Tools
CRF 107	Stationary Tools
CRF 108	Survey Instruments
CRF 109	Concrete Form Work
CRF 110	Residential House Framing
CRF 111	Building Science
OFA 001	WHMIS General
OFA 010	Occupational First Aid Level 1

## ACADEMIC REQUIREMENTS

Students will be evaluated throughout the program and will receive letter grades and weighted credits for each of the courses, including applied and theoretical work.

A minimum 70% grade average in theory and practical is required to receive a graduation certificate. Attendance is mandatory.

# DRAFTING

**Credential**  
Certificate

**Program length**  
9 months

**Tuition category**  
Category 1

**Location**  
Campbell River Campus

**Start date**  
September

**Contact**  
Mike Whitmore  
(250) 923-9736  
info@nic.bc.ca

## Financial awards available!

- David Whitworth/ Tom Cross Trades Bursary
- Michael Pallan Memorial Scholarship
- Pythian Order Career, Technical & Vocational Program Bursary
- Terry & Phyllis Ryan Trades Bursary

*For all awards see pg 20*

## PROGRAM HIGHLIGHTS

This program is designed for those with no prior drafting experience as all aspects of drafting are taught, from creating acceptable hand sketches through producing three-dimensional modeling in CAD. The program also includes an Architectural/ Civil drafting special focus. You will learn different drafting disciplines and create drawings to industry standards, in each discipline. This range of experience will broaden your options for employment or continued study. This is a full-time program although some courses may be available on a part-time basis.

## WHY CHOOSE NORTH ISLAND COLLEGE?

The combination of in-class and online delivery of course content allows some flexibility for students who are enrolled in the program full-time. A broad base of disciplines gives students more options upon graduation.

North Island College is a member of a consortium of colleges that share a recognized Common Core of training objectives in drafting. Upon completion of this program, this standard will enable you to easily transfer to other institutions for further study towards a technology diploma.

## WHAT IT TAKES TO SUCCEED

Good visualization skills, attitude and work habits.

## CAREER OPPORTUNITIES

You may find work with any of the following:

- Architects & Building Contractors
- Surveyors
- Municipal Governments
- Engineers
- Forest Companies
- Provincial & Federal Government Agencies

## ADMISSION REQUIREMENTS

1. Minimum C grade English 11, or TPC 12, or NIC ENG 052, or equivalent; and
2. Minimum C grade Principles of Math 11, or NIC MAT 053, or equivalent; or
3. Successfully complete NIC assessment testing in English and Math.

**Note:** Students enrolling in the Drafting Certificate Program should possess basic computer and Internet skills. Students with little computing experience should consider taking ABT 020 (Online Learner Success and/or ABT 101 Introduction to Computers and the Internet) to enhance their computer skills before the start of the program.

## MECHANICAL / INDUSTRIAL CORE

The Core components include the following topics:

- Work habits and attitudes
- Use of equipment and materials
- Traditional drafting skills
- Drawing reproduction methods
- Drawing theory and applications
- Freehand sketching
- Problem solving
- Graphic, written and verbal communication
- Drawing basic structures
- Materials of construction
- Drawing/design office procedures
- Job opportunities and scope

## PROGRAM REQUIREMENTS

Course code	Course name
DRT 100	Introduction to Drafting
DRT 181	Computer Assisted Drafting – AutoCAD
DRT 140	Materials of Construction
ENG 159	Technical Writing
DRT 185	Office Software for Drafting Technologies

## ARCHITECTURAL / CIVIL DRAFTING SPECIALTY

This specialty component includes the following topics:

- Application of technical information including building codes
- Architectural drafting and design standards
- Residential wood-frame building construction
- Topographic drafting
- Mapping systems
- Systems of azimuths & bearings
- Survey systems in Western Canada
- Related calculations
- Subdivision drafting
- Municipal drafting applications
- Structural & related welding drawings
- Sections & profiles
- Cut & fill calculations
- Practical surveying

## PROGRAM REQUIREMENTS

Course code	Course name
DRT 110	Architectural Drafting
DRT 120	Topographic & Civil Drafting
DRT 111	3D Building Information Modeling
DRT 121	Designing with Civil 3D
DRT 160	Practical Surveying

## ACADEMIC REQUIREMENTS

Successful completion of all courses in the program with an overall course average of C+.

# ELECTRICAL ENTRY

**Credential**  
Certificate

**Program length**  
24 weeks

**Tuition category**  
Category 1

**Location**  
Campbell River Campus

**Start date**  
September

**Contact**  
Pat Robey  
(250) 923-9729

Mickey Bliss  
(250) 923-9731

Harold Bigelow  
(250) 923-9719  
info@nic.bc.ca

## Financial awards available!

- David Whitworth/ Tom Cross Trades Bursary
- Michael Pallan Memorial Scholarship
- Pythian Order Career, Technical & Vocational Program Bursary
- Terry & Phyllis Ryan Trades Bursary

*For all awards see pg 20*

This program offers entry-level training in the electrical field and prepares individuals for employment as an Electrical Apprentice, Tradesperson's Helper or for other electrical related occupations. Most employers will give preference to those who have completed this training. On securing an apprenticeship, program graduates receive credit for the first year of their apprenticeship technical training. In addition a time credit is granted toward the required time to complete the apprenticeship.

Completion of an Electrical Apprenticeship and obtaining an Inter Provincial (IP) certification opens many doors and is the first step to a rewarding career. Obtaining additional certification in electronics will open doors to even higher paying positions.

## PROGRAM HIGHLIGHTS

This program is designed to give students strong theoretical technical training while also developing a good mastery of the fundamental practical skills required of Electrical Workers. The program consists of two blocks of training.

During the first 8-week block you will develop generic trade skills and knowledge that prepares you for further study in Electrical Work. The second block, an Enhanced Year I Electrical Apprenticeship training session of 16 weeks allows you to learn both the theoretical and practical skills required of a first year apprentice.

The practical and theoretical skills learned include the safe and correct use of common hand and power tools, and other equipment used in the trades, with particular emphasis on use in the electrical trade, basic theoretical and practical knowledge of residential and commercial wiring techniques and electrical codes and a comprehensive knowledge of many of the electrical components used in the trade. You will gain a good theoretical understanding of electricity and many of its residential, commercial and industrial applications.

## CAREER OPPORTUNITIES

Opportunities for employment exist in a growing number of areas for the Electrical Apprentice. These include residential, commercial and industrial electrical construction, electrical maintenance and service, industrial electrical and electronic process controls, marine electrical work, utilities and others. Top paying jobs also require knowledge of computer applications and software, PLC systems and electronics (see Industrial Electronics program).

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. They are also required to have a good knowledge of computer applications and software, PLC systems and electronics.

The average starting salary for Electrical Workers entering the trade is about \$2300 per month. This rises quickly with experience to Journey person level of about \$60,000 per year and up depending upon qualifications, experience and the type of industry.

Overtime pay can increase the amounts of pay significantly.

There is currently a large demand for tradespersons in BC and Alberta. Over the last three years, this demand has made it possible for all of the graduates to find employment.

## ADMISSION REQUIREMENTS

1. A minimum C+ grade in English 11 or NIC ENG 052 or equivalent, or successfully complete North Island College Placement testing in English; and
2. A minimum C+ grade in Principles of Math 11 or NIC MAT 053 or equivalent, or successfully complete NIC Placement testing in Math; and
3. A minimum C grade in Chemistry 11 or NIC CHE 051 or Physics 11 or NIC PHY 050; and
4. An assessment of mechanical and spatial reasoning.

**Note:** Most employers request Grade 12 graduation as an employment standard. It is strongly recommended that students have this standing before entering the program or are in the process of completing it.

## PROGRAM REQUIREMENTS

Course code	Course name
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
ELA 100	Year 1 – Technical Training

## ACADEMIC REQUIREMENTS

Passing mark for each course in the program is 70%.

# ELECTRONICS TECHNICIAN: ELECTRONICS CORE

**Credential**  
Certificate

**Program length**  
9 months

**Tuition category**  
Category 1

**Location**  
Campbell River Campus

**Start date**  
September

**Contact**  
Cory Batch  
(250) 923-9733  
info@nic.bc.ca

## Financial awards available!

- David Whitworth/ Tom Cross Trades Bursary
- Michael Pallan Memorial Scholarship
- Pythian Order Career, Technical & Vocational Program Bursary
- Terry & Phyllis Ryan Trades Bursary

*For all awards see pg 20*

The Electronics Core program is the first year of a two-year International Standard Electronics Technician program. North Island College is a charter member of the International Electronic Technicians Articulation Committee. All of the Electronics "Core" training credits are transferable to other BC institutions and to a growing number of out-of-province institutions.

## PROGRAM HIGHLIGHTS

Core Electronics training will provide graduates with the skills to repair, maintain, and install electronic circuits and equipment. Through a series of hands on experiments, students will learn the correct use of tools, test equipment, troubleshooting procedures, and soldering techniques, as supported by theoretical components of the electronics training.

## WHY CHOOSE NORTH ISLAND COLLEGE?

The high tech facilities and quality instruction offered at North Island College lead to proven success for graduates. Twice in recent years, students from the program have won the gold medal at the National Skills Canada Competition.

Small class size, state of the art equipment, low cost of living, and a great climate, all combine to give the best possible learning environment.

Second year specialty options available include Industrial Electronics, Automated Business Equipment, Broadcast, Computer Automated Systems, Computer Maintenance, Computer Hardware, Consumer Electronics, Railway Signalman, Telecommunications, and others. Graduation in one of these specialty programs leads to a diploma and full qualification as an Electronics Technician.

## CAREER OPPORTUNITIES

Graduates of the North Island College first year Electronics program are eligible to apply for placement in any of many second-year specialty options offered at other BC and Canadian Colleges and Institutes. Direct entry into industry in the PC computer service, installation, and maintenance field, at a junior level, is also an option.

## RELATED PROGRAMS

Electronics Technician: Industrial Specialty

## ADMISSION REQUIREMENTS

1. Minimum C+ in Principles of Math 11, or NIC MAT 053, or equivalent; and Minimum C+ English 11, or TPC 12, or NIC ENG 052, or equivalent; or
2. Successful NIC assessment testing in English and Math
3. Minimum C+ Physics 11, or NIC PHY 050 and Mathematics 12, or NIC MAT 066 and 067 are strongly recommended.

Students must discuss their plans first with the instructor and/or the Department Chair, and may be assessed for English and Mathematics skills before registering for courses in the Electronics Technician program. Students with a math prerequisite older than 5 years should consider an assessment and/or a refresher course before enrolling. Students with Mathematics 12 may challenge the ELC 090, Mathematics for Electronics course.

## PROGRAM REQUIREMENTS

Course code	Course name
CPS 144	Introduction to Microcomputers for Electronics Technicians
ELC 090	Mathematics for Electronics
ELC 105	DC Circuit Analysis for Technicians
ELC 106	AC Circuit Analysis for Technicians
ELC 108	Soldering & Workshop Practices for Technicians
ELC 110	Digital Electronics Techniques for Technicians
ELC 120	Transistors for Technicians
ELC 130	Linear Circuits for Technicians
ELC 140	Basic Microprocessors for Technicians
ENG 159	Technical Writing

## ACADEMIC REQUIREMENTS

Passing mark for each course in the program is 70%.

# ELECTRONICS TECHNICIAN: INDUSTRIAL ELECTRONICS SPECIALTY

**Credential**  
Diploma

**Program length**  
9 months - see Admission Requirements

**Tuition category**  
Category 1

**Location**  
Campbell River Campus

**Start date**  
September

**Contact**  
Andrew Marr  
(250) 923-9732  
info@nic.bc.ca

## Financial awards available!

- David Whitworth/ Tom Cross Trades Bursary
- Michael Pallan Memorial Scholarship
- Pythian Order Career, Technical & Vocational Program Bursary
- Terry & Phyllis Ryan Trades Bursary

*For all awards see pg 20*

Industrial Electronics is the field of electronics concerned with the design, installation, and maintenance of electronics equipment used in all aspects of automation of modern industrial processes, both electrical and electro-mechanical. The Industrial Electronics Technician is expected to work on every type of system from the simplest electrical systems using fuses and motors, to the most complex electronic systems using sophisticated electronic computer interface boards, motor drives, programmable logic controllers, solid-state devices and robotics. The types of specialty equipment used in these industries 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.

## PROGRAM HIGHLIGHTS

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 Auto-Cad, Industrial Control of Chemical Processes, Fluid Power and Data Acquisition. Each course uses state of the art technology and equipment. An intensive hands-on lab program is backed up by interesting field trips.

## WHY CHOOSE NORTH ISLAND COLLEGE?

Small class size, state of the art equipment, low cost of living, great climate, all combined to give the best possible learning environment.

**National Accreditation** – The Industrial Electronics Technician program has received accreditation through the Canadian Technology Accreditation Board (CTAB). CTAB verifies that the program has a proper balance of academic and theoretical portions, suitably reinforced by laboratory and practical experience amounting to approximately one half of the total program. Students are eligible to become Student Members of ASTTBC and on completion of two years practical work experience become a CTech or CET member of any of the 10 Provincial Technician and Technologies Associations. At present, CTAB accreditation is recognized internationally in at least 12 countries. Benefits of membership in a Provincial Association include employer recognition and access to the Canadian Technical Employment Network (CTEN) for job hunting.

## WORK EXPERIENCE

Although this is not a co-op program, you will accumulate 700 hours of hands-on lab time in each of the first year core program, and this electronics specialty program, for a total of 1,400 hours of practical training. In some provinces, this time can be counted against work experience in apprenticeships.

## WHAT IT TAKES TO SUCCEED

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.

## CAREER OPPORTUNITIES

Career opportunities can be found in the following areas: 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/Semiconductors Manufacturing. Opportunities are continuing to grow in this field due to the increasing use of electronics in industry.

## ADMISSION REQUIREMENTS

1. Students wishing to enter the Industrial Electronics Technician Specialty must have successfully completed the first year 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.
2. Certified Electricians: See Bridging program.

## PROGRAM REQUIREMENTS

Course code	Course name
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

## ACADEMIC REQUIREMENTS

Passing mark for each course in the program is 70%.

# CERTIFIED ELECTRICIANS: INDUSTRIAL ELECTRONICS BRIDGING

## Credential

N/A

## Program length

N/A

## Tuition category

Category 1

## Location

Campbell River Campus

## Start date

Varies

## Contact

Andrew Marr  
(250) 923-9732

info@nic.bc.ca

**Note:** Program is currently suspended, pending re-development.

If you hold an IP or TQ in Electrical Work you may be eligible to enter this program through an alternative program of study. This involves an assessment and crediting of the learning you have acquired during your apprenticeship and the completion of an Industrial Electronics Bridging Program. This program is offered online through Web-CT with support from the Campbell River Campus, and is designed to accommodate those desiring to study part-time and at home. Students enrolling in the Bridging Program require access to a computer capable of running the course software, and access to the Internet.

## PROGRAM REQUIREMENTS

Course code	Course name
ELC 111	Digital Electronics for Electrical Workers
ELC 121	Transistors for Electrical Workers
ELC 131	Linear Op Amps for Electrical Workers
ELC 141	Basic Microprocessors for Electrical Workers

## Financial awards available!

- David Whitworth/  
Tom Cross Trades  
Bursary
- Michael Pallan  
Memorial  
Scholarship
- Pythian Order  
Career, Technical &  
Vocational Program  
Bursary
- Terry & Phyllis Ryan  
Trades Bursary

*For all awards see pg 20*

## ACADEMIC REQUIREMENTS

Passing mark for each course in the program is 70%.

# GREENHOUSE MANAGEMENT

**Credential**  
Certificate

**Program length**  
8 months

**Tuition category**  
Category 3

**Location**  
Comox Valley Campus

**Start date**  
On Demand

**Contact**  
Carolyn Kirk-Albert  
(250) 334-5000 ext 4602  
carolyn.kirkalbert@nic.  
bc.ca

Are you looking for a unique, hands-on, 'growing' career? North Island College's Greenhouse Management Certificate program may be your answer.

This eight month, six-course program was developed in consultation with the greenhouse industry and business owners. It is a solid, from-the-ground-up curriculum providing a foundation on which to build opportunities, whether you have an existing greenhouse, are considering building one, wish to work in one, or want to start your own business.

## PROGRAM HIGHLIGHTS

The greenhouse industry on Vancouver Island is a dynamic and diverse sector, with large high tech automated and hydroponic greenhouses operating beside smaller but successful low-input and organic greenhouse businesses. They represent the perfect business for the Comox Valley according to a recent study conducted for the Comox-Strathcona Regional District. Demand for hothouse vegetables and flowers is on the increase and the industry will soon literally soar. A cargo facility under construction at the Comox Valley Airport will open up national and international markets for local greenhouse flowers and produce. Employment opportunities for skilled workers are also excellent, with demand exceeding supply.

The NIC program delves into all aspects of greenhouse science, including design and construction, controlling heat, moisture, ventilation and pests, the study of plants, diseases and propagation, and crop production and marketing. Students will attend lectures, go on field trips, conduct lab work, grow plants in a greenhouse, create a business plan and test their skills in a practicum.

Students will participate in lectures, laboratory exercises and field trips. Evaluation will be made on written assignments, laboratory assignments, and exams.

Students will also complete a project and practicum in order to complete this certificate.

## WHY CHOOSE NORTH ISLAND COLLEGE?

The NIC Greenhouse Management Certificate program is the only one of its kind in BC, and covers all aspects of greenhouse management including basic plant science, greenhouse systems design and operation, plant propagation and nursery production, vegetable production, and business planning, and how to sell your product.

## WHAT IT TAKES TO SUCCEED

Do you have a strong desire to see your challenges bear fruit? Can you multi-task? These are the qualities most needed in the Greenhouse Management Certificate program. You will need to be able to work as part of a team, have excellent interpersonal skills, enjoy hands-on work and be able to think creatively as well as analytically. Your knowledge of fundamental laboratory and in-the-field technology will be a definite asset.

## CAREER OPPORTUNITIES

Upon completion students will have the necessary skills to manage a modern, high-tech, organic, or low input greenhouse operation, or be prepared to operate their own greenhouse business.

## ADMISSION REQUIREMENTS

1. Grade 10 English and Math, or equivalent
2. NIC MAT 034 and ENG 034, or
3. Placement Testing, or
4. Instructor Permission

## PROGRAM REQUIREMENTS

Course code	Course name
<b>Term 1</b>	
AGR 110	Introduction to Plant Science for Greenhouse Growers
AGR 111	Greenhouse Design and Operation
<b>Term 2</b>	
AGR 112	Propagation and Nursery Production
AGR 113	Greenhouse Vegetable Production
AGR 114	Planning for a Greenhouse Business
AGR 115	Greenhouse Project and Practicum

# HEAVY DUTY & COMMERCIAL TRANSPORT MECHANICS

**Credential**  
Certificate

**Program length**  
8 months

**Tuition category**  
Category 1

**Location**  
Campbell River Campus  
(Vigar Road)

**Start date**  
September

**Contact**  
Glen Roberts  
(250) 923-9796  
info\_trades@nic.bc.ca

## Financial awards available!

- David Whitworth/  
Tom Cross Trades  
Bursary
- Michael Pallan  
Memorial  
Scholarship
- Pythian Order  
Career, Technical &  
Vocational Program  
Bursary
- Terry & Phyllis Ryan  
Trades Bursary

*For all awards see pg 20*

The Heavy Duty/Commercial Transport program is an intensive eight month, entry-level program that prepares you to enter employment as either a Heavy Duty Mechanic Apprentice, as a Commercial Transport Mechanic Apprentice, or as an entry-level worker in a number of related fields. The entry-level curriculum for both these trades will be covered in detail, thus enabling you to enter either trade. To ensure curriculum remains current and relevant for new employees, we are advised by an active local industry advisory committee.

## ARTICULATION/ADVANCED CREDIT

North Island College will consider transfer credit for modules completed in Secondary School Career Preparation and trade programs, and for modules taken at other colleges. On successful completion of this program, the student is prepared for an Apprenticeship in Heavy Duty or Commercial Transport Mechanics.

## CAREER OPPORTUNITIES

After completing the entry level Heavy Duty/ Commercial Transport program, you are prepared to seek an apprenticeship in the Heavy Duty or Commercial Transport Trade. Prospective employers include: heavy duty equipment, truck and bus dealerships; private truck, bus or equipment repair shops; or logging, mining and construction companies.

## WHAT IT TAKES TO SUCCEED

Applicants are advised that employers generally require Grade 12 graduation as a standard for entry-level employment. It is strongly recommended that applicants have this standing before entering the program. Students are also encouraged to have completed Math 11, Physics 11 or equivalent, and Info Tech 11/12, or equivalent, to increase their success in the program.

## ADMISSION REQUIREMENTS

1. Minimum C grade in English 11 or TPC 12 or NIC ENG 052 or equivalent; and
2. Minimum C grade in Principles of Math 10, NIC MAT 033, or equivalent; or
3. Successful NIC assessment testing in English and Math
4. Applicants are required to contact the instructor for a personal interview. The purpose of this interview is to provide advice about the program, an opportunity to meet the instructor, and to discuss the applicant's interest in the trade and intended career path. This interview may be completed by telephone.

## PROGRAM REQUIREMENTS

Course code	Course name
MEH 100	Introduction to Shop Safety
MEH 101	Describe the Mechanics Trade
MEH 102	Process Technical Information
MEH 103	Tools & Equipment
MEH 104	Rigging, Lifting, Blocking, & Moving Loads
MEH 105	Use Hoses, Fasteners & Fittings
MEH 106	Welding
MEH 107	Operate Equipment
MEH 108	Winches & Working Attachments
MEH 109	Brakes
MEH 110	Hydraulics
MEH 111	Internal Combustion Theory
MEH 112	Fluids & Lubricants
MEH 113	Engine Support Systems
MEH 114	Gasoline & Alternate Fuels
MEH 115	Diesel Fuel Systems
MEH 116	Electrical Systems
MEH 117	Drive Lines & Drive Axles
MEH 118	Power Transmission Systems
MEH 119	Torque Converters & Powershift Transmissions
MEH 120	Bearings & Seals
MEH 121	Service Track Type Equipment
MEH 122	Service Wheel Type Equipment
MEH 123	Work Habits
MEH 124	Final Comprehensive Exam
MEH 125	Final Assessment

## ACADEMIC REQUIREMENTS

The passing mark overall for this program is 70%.

# JOINERY/CABINETMAKING

**Credential**  
Certificate

**Program length**  
9 months

**Tuition category**  
Category 1

**Location**  
Port Alberni Campus

**Start date**  
September

**Contact**  
Russ Ramsden  
(250) 724-8771  
info@nic.bc.ca

## Financial awards available!

- Rotary Club of Port Alberni Bursary
- David Whitworth/Tom Cross Trades Bursary
- Michael Pallan Memorial Scholarship
- Pythian Order Career, Technical & Vocational Program Bursary
- Terry & Phyllis Ryan Trades Bursary

*For all awards see pg 20*

The Joinery/Cabinetmaking Trades Training Program is designed for people who are interested in designing and creating wood products. A Joiner or Cabinetmaker uses their knowledge of wood and other materials and tools to design, construct, finish, repair, and refinish cabinets, furniture, fixtures and related products for residential, commercial and industrial uses.

Graduates have found employment as furniture, millwork, and kitchen cabinet builders as well as yacht interior finishers, residential finish carpenters, and salespeople. A number of graduates have started their own businesses. Program graduates are well prepared for working in the joinery industry as confirmed by the high work placement rate.

## PROGRAM HIGHLIGHTS

Each year the Joinery/Cabinetmaking Program enters eligible student(s) in the B.C. Skills Cabinetmaking Competition where North Island College entrants have always placed in the top three. In 2006 and 2007, our student competitors won the gold medal and went on to the Canada Skills Competition in Halifax where he placed fourth in Canada.

In the first 26 weeks of the Joinery/Cabinetmaking Program students will complete the training requirements for the first year of the four year Joiner Apprenticeship to the Red Seal (Interprovincial) standard. As well, graduates who enter apprenticeships may be able to negotiate with their employer for up to 6 months time served credit towards the first year of apprenticeship.

Students will spend one third of their time in lectures and demonstrations and two thirds of their time in the joinery shop using knowledge of tools and materials to construct wood products. Field trips to a variety of woodworking businesses are also scheduled.

During the remaining 13 weeks students will study Computer Aided Drafting, Wood Product Design, and Wood Finishing and will have time to build projects of their own design (students are required to pay for materials used). Graduates will be awarded with a Certificate in Furniture Design and Construction as well as a Certificate in Joinery/Cabinetmaking.

The Program is full time and starts in September and ends in early June. Classes are Monday to Thursday which enable students to seek part time work.

## WHY CHOOSE NORTH ISLAND COLLEGE?

The Joinery/Cabinetmaking shop is well equipped with a wide range of up to date woodworking equipment including kitchen cabinet machinery, spray finishing equipment, computer controlled (CNC) router, and a computer aided design (CAD) lab.

The N.I.C. Joinery/Cabinetmaking Program is located in Port Alberni, B.C. on the west coast of Vancouver Island where the cost of living is less than in larger centres. Program costs are low and because the curriculum is accepted by many funding agencies, retraining subsidies may be available through those agencies.

North Island College is a public institution offering a wide range of services available to students to help them succeed. Graduates' certificates are recognized by the Provincial government and by industry.

## WHAT IT TAKES TO SUCCEED

The joinery/cabinetmaking industry requires people who are flexible, creative, who understand tools, techniques, and materials, and who can develop and implement solutions to design problems. Good eye/hand coordination and mechanical aptitude are assets. No previous experience in wood working is required but would be helpful.

A one week compulsory practicum in March will enable students to gain on the job skills. Many students are able to obtain a position with their work experience employer.

Prospective students are encouraged to contact the instructor to arrange a shop visit and to discuss the Program.

## ADMISSION REQUIREMENTS

1. Minimum C grade in English 10, or equivalent; and
2. Minimum C grade in Principles of Math 10, or equivalent; or
3. Successful NIC assessment testing in English and Math.

## PROGRAM REQUIREMENTS

Course code	Course name
<b>1. Certificate in Joinery/Cabinetmaking (first 26 weeks)</b>	
JNY100	Introduction to the Joinery Trade and Safety
JNY 105	Identify Materials
JNY110	Identify Woodworking Joints
JNY115	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

# JOINERY/CABINETMAKING

## 2. Certificate in Furniture Design & Construction (13 weeks)

WJC 100	Drafting for Joinery/Cabinetmaking
WJC 120	Wood Products Design for Joinery/Cabinetmaking
WJC 130	Wood Finishing for Joinery/Cabinetmaking
OFA 001*	WHMIS General
OFA 010*	Occupational First Aid Level 1

\*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.

## ACADEMIC REQUIREMENTS

The passing mark for all courses in this program is 70%.

# MARINE TRAINING

**Credential**  
Certificate

**Program length**  
Varies

**Tuition category**  
Varies

**Location**  
Comox Valley Campus  
Courses may be offered at other locations depending on demand.

**Start date**  
Varies

**Contact**  
Claire Marchand  
(250) 334-5005  
claire.marchand@nic.bc.ca

The Marine Training Centre at North Island College offers marine programs and courses for commercial and recreational mariners. Most of the offerings require previous experience on the water under the provisions of STCW 95 (Standards of Training, Certification and Watchkeeping). It is our intention to aid mariners throughout the Central and North Island by making marine training courses convenient and accessible and designed to help assist you in preparing for Transport Canada Marine Safety examinations. Prior to enrolling in a program of study, it is advisable to verify with Transport Canada your personal requirements/prerequisites for age limitations, seetime, certificates, voyage descriptions, area of operation, vessel size and type. Transport Canada Examination Centre is in Nanaimo BC, Telephone: (250) 754-0244.

## ADMISSIONS REQUIREMENT

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. In order to sit Transport Canada examinations, you must meet additional requirements as set by Transport Canada. These requirements are described under the program areas following.

## PROGRAMS OF STUDY

Commercial Merchant Marine\*

### Watchkeeping Mate programs

\*Not currently scheduled. Please contact Claire Marchand at (250) 334-5005 to express your interest in the full program or in preparation for individual examinations.

**Small Commercial Vessel programs** include the following:

1. Master Limited less than 60 Ton;
2. Small Non-Pleasure Craft Operator

### Commercial Fishing

1. Fishing Master Class IV

## MARINE EMERGENCY DUTIES COURSES

These Transport Canada, Ship Safety approved Marine Emergency Duties courses are requirements for persons working on the water. These courses provide mariners with basic understanding of fire and fire prevention, dealing with emergencies and abandonment, survival and rescue. MED 032 ensures that crew members are able to maintain the safety of passengers.

- MED 031 Marine Emergency Duties A1
- MED 032 Marine Emergency Duties A1 & A2
- MED 003 Small Non-pleasure Craft Marine Emergency Duties (A3) – 20 Miles

## GMDSS RESTRICTED OPERATOR CERTIFICATE – MARITIME COMMERCIAL

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).

Please note existing ROC certificate holders who bring a valid certificate to class, issued prior to February 1, 1999, from Industry Canada only, are required to attend the last 2 days of class. The certificate must be presented when registering. Persons without an existing ROC certificate must attend 4 days of class.

NAU 051 Restricted Operator Certificate – Maritime Commercial (GMDSS ROC-MC) (4 days)

NAU 041 Restricted Operator Certificate – Maritime Commercial (abridged) (GMDSS ROC-MC) (2 days)

## SMALL VESSEL OPERATOR PROFICIENCY

This course applies to small vessel operator proficiency engaged on “inshore voyages” (within 20 miles offshore) and is based on Transport Canada syllabus. Topics include: basic nautical terminology, vessel hull types and configuration, basic seamanship, collision regulations, stability, safety on the job, marine weather, navigation, distress signalling and rescue. This course will assist the student in safely operating a small, non-pleasure, and power vessel.

NAU 005 Small Vessel Operator Proficiency

**Note:** Students taking the NAU 005 prerequisite courses at a later date will not be issued the certificate for NAU 005 until prerequisites are met.

## SMALL COMMERCIAL VESSELS

### Master Limited Certificate

This program is for mariners who operate, or who wish to operate, small commercial vessels. This course will help the participant prepare to write for Master Limited Certification as regulated by Transport Canada, Marine Safety. Examinations are based on as much of the syllabus as determined by the examiner and deemed appropriate to the area of operation, type of craft, and equipment carried on board, for which the certificate is valid. The examination is oral and practical, and may include written papers. Eligibility to write the exam is provided through application to Transport Canada, Marine Safety. This course may be of particular interest to charter boat operators, or to those wanting to increase their knowledge of navigation.

### Sea Service Requirements

**Note:** Eligibility to write the Transport Canada examination requires the individual to apply to Marine Safety. The examiner will request information regarding the applicant’s seetime, the particulars of the vessel to be operated, and the area of operation. With candidates wishing to operate vessels over 60 gross tons, or vessels carrying passengers, the requirements are more stringent. Seetime requirements are determined by Marine Safety in all cases.

### Examination Requirements

TC Requirement	NIC Course	Notes:
Marine Medical	N/A	Obtain from TC approved doctor
Marine Advanced First Aid with Occupational First Aid Level 1	FAC 080	Part of Master Limited program
Restricted Operator Certificate, Maritime Commercial	NAU 051	Part of Master Limited program
Marine Emergency Duties – A1	MED 031	Part of Master Limited program
Master Limited	NAU 014	Part of Master Limited program

## Small Non-Pleasure Craft Operator

This program is for operators of non-pleasure craft engaged in inshore voyages (within 20 miles of shore).

TC Requirement	NIC Course
Marine Advanced First Aid with Occupational First Aid Level 1	FAC 080
Small Non-Pleasure Craft Marine Emergency Duties (A3) – 20 miles	MED 003
Small Vessel Operator Proficiency	NAU 005

## Fishing Master IV – Certificate of Service as Master of a Fishing Vessel of Not More than 100 Tons Gross Tonnage

### Certification

Master of a fishing vessel or a vessel engaged in transferring to shore the unprocessed catch of a fishing vessel not exceeding 100 gross tonnage on voyages within the limits specified in the certificate.

### Sea Service Requirements

Complete 12 months service as Master of a Fishing Vessel of not less than 60 gross tons, performed:

- before July 30, 1997; and
- during the six-year period immediately preceding the date of application.

### Examination Requirements

TC Requirement	NIC Course	Notes:
Marine Medical	N/A	Obtain from TC approved doctor
Fishing Master IV/ Certificate of Service	NAU 050	Offered on demand
Restricted Operator Certificate, Maritime Commercial	NAU 051	Additional course requirement
Marine Advanced First Aid with Occupational First Aid Level 1	FAC 080	Additional course requirement
Marine Emergency Duties A1	MED 031	Additional course requirement

## Fishing Master – Class IV

### Sea Service Requirements

12 months seetime on ships equal to or more than 5 Ton on voyages beyond Partially Smooth Water (PSW).

TC Requirement	NIC Course	Notes:
Marine Medical	N/A	Obtain from TC approved doctor
020 Navigation Instruments	FMC 020	Part of FM IV program
040 Chartwork & Pilotage	FMC 040	Part of FM IV program
060 Navigation Safety	FMC 061	Part of FM IV program
166 General Seamanship	FMC 166	Part of FM IV program
Restricted Operator Certificate, Maritime Commercial	NAU 051	Additional course requirement
Marine Advanced First Aid with Occupational First Aid Level 1	FAC 080	Additional course requirement
Marine Emergency Duties A1	MED 031	Additional course requirement

# METAL FABRICATION

**Credential**  
Certificate

**Program length**  
5 months

**Tuition category**  
Category 1

**Location**  
Campbell River Campus

**Start date**  
January

**Contact**  
Bill McPherson  
(250) 923-9734  
info@nic.bc.ca

### Financial awards available!

- David Whitworth/ Tom Cross Trades Bursary
- Michael Pallan Memorial Scholarship
- Pythian Order Career, Technical & Vocational Program Bursary
- Terry & Phyllis Ryan Trades Bursary

*For all awards see pg 20*

The Metal Fabrication program is designed primarily for those seeking employment in the Metal Fabrication and Welding Industry. 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. They must be familiar with the properties of metals and know how to operate specialized metalworking machines. The program is designed to provide a broad basic knowledge and skill and in the principles involved in metal fabrication. The program adheres to the standards used in the industry and prepares graduates for seamless entry as an apprentice in the Metal Fabrication trade. Metal Fabricator is a designated traded under the Interprovincial Red Seal program.

### PROGRAM HIGHLIGHTS

This entry-level certificate program provides students with the opportunity to develop advanced skills and acquire the basic knowledge necessary for employment opportunities as an entry level Metal Fabricator. The intent of this program is to stream students toward the metal fabrication trade and/or enhance their welding trade. This program will also benefit level B, A and journey person welders who are looking to advance their fabrication skills. Upon successful completion of this program students will receive Technical Training credit for Year 1 as a Metal Fabricator.

### WHAT IT TAKES TO SUCCEED

Mechanical aptitude and the ability to stay focused for prolonged periods as well as the ability to work with your hands are important elements for success in this program. Consistent and regular attendance is a mandatory requirement.

### CAREER OPPORTUNITIES

Upon successful completion of the program the graduate will be prepared for a career as a Metal Fabricator in industries such as Metal Fabrication shops, mining, construction, sawmills, boat building, etc.

### ADMISSION REQUIREMENTS

1. Minimum of C in English 10 or NIC ENG 032, 033 & 034 or equivalent or successful NIC assessment testing in English; and
2. Successful completion of the NIC Metal Fabrication Assessment.

### PROGRAM REQUIREMENTS

Course code	Course name
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

### ACADEMIC REQUIREMENTS

Assessment is based on the following: All theoretical and practical examinations require a minimum grade of 70% to pass, with an exception being that 100% is required for examinations pertaining to the safe operation of the Press Brake.

# PLUMBING & PIPING ENTRY

**Credential**  
Certificate

**Program length**  
26 weeks

**Tuition category**  
Category 1

**Location**  
Campbell River Campus

**Start date**  
September

**Contact**  
Rob Hughes  
(250) 923-9730  
info@nic.bc.ca

## Financial awards available!

- Andrew Sheret Limited Scholarship
- David Whitworth/ Tom Cross Trades Bursary
- Michael Pallan Memorial Scholarship
- Pythian Order Career, Technical & Vocational Program Bursary
- Terry & Phyllis Ryan Trades Bursary

*For all awards see pg 20*

The Plumbing & Piping program will prepare students for an apprenticeship in the plumbing or piping trades.

## PROGRAM HIGHLIGHTS

Upon graduation, students are prepared for employment as an apprentice Plumber, Steamfitter/ Pipefitter, Sprinkler System Installer or Domestic/ Commercial Gas Fitter. In addition, the graduate is eligible to receive first year apprenticeship technical training credit for their chosen trade area.

During this 26 week program, students 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 students to reach a skill level needed to work as an apprentice in one of the trades areas mentioned.

## CAREER OPPORTUNITIES

In recent years, students have found employment in several different related trades areas including: refrigeration; plumbing; sheet metal; oil burner service; gas fitting and fire sprinklers. The recent changes to the program are intended to address the requirements of Level one piping trades and will provide you with the initial experience required by most employers.

## ADMISSION REQUIREMENTS

1. A minimum C in English 10, or NIC ENG 032, 033, & 034, or equivalent or successful NIC assessment testing in English; and
2. NIC assessment testing in math at an NIC MAT 034 level; and
3. Completion of the North Island College Piping programs Skills Assessment; and
4. Complete a personal interview with the program instructor. The purpose of this interview will be to provide advice about the program, the opportunity to meet the instructor, see the facility and discuss possible career paths in the trades.

**Note:** Many employers require Grade 12 graduation as an employment standard, therefore it is strongly recommended that students have this standing before entering the program or are in the process of completing it. High school students that are interested in a trade career should complete Science 10, Physics 11 and Drafting 11.

## PROGRAM REQUIREMENTS

Course code	Course name
PPE 101	Pipe Trades Safety
PPE 102	Pipe Trades Math
PPE 103	Pipe Trades Science
PPE 104	Pipe Trades Tools
PPE 105	Piping Materials, Valves and Fittings
PPE 106	Rigging
PPE 107	Soldering and Brazing
PPE 108	Drafting and Blueprint Reading
PPE 109	Employability Skills
PPE 110	Introduction to Automatic Sprinklers
PPE 111	Pumps
PPE 112	Electricity
PPE 113	BC Gas Safety Act and Regulations
PPE 114	Gas Properties and Supply Systems
PPE 115	Gas Piping and Pipe Sizing
PPE 116	Gas Burners
PPE 117	Oxy-Acetylene Welding and Burning

## COMPLETION REQUIREMENTS

The passing mark for all courses in this program is 70%.

# SALMON FARM TECHNICIAN

**Credential**  
Certificate

**Program length**  
8 months

**Tuition category**  
Category 1

**Location**  
Campbell River Campus

**Start date**  
TBA

**Contact**  
Barbara Wood  
(250) 923-9710  
info@nic.bc.ca

**Note:** This program has been suspended for 2008/2009.

Over the past decade, farmed salmon has become the number one agricultural export from the province. Salmon farming has created over 4000 direct and indirect jobs in the coastal communities of BC. With two thirds of the direct jobs on the marine sites, the Salmon Farm Technician program is designed primarily to train individuals in the practical skills required for the raising of salmon at sea cage sites.

## PROGRAM HIGHLIGHTS

The Salmon Farm Technician program consists of two distinct levels of training.

The three-month Level One program is designed for those who have no prior experience in the field and are interested in a career in salmon farming, or those who are employed and have an opportunity to receive this training through their employment. Courses in the program focus on the skills, knowledge and certificates required for employment as a Salmon Farm Technician.

The Level Two program is available upon successful completion of the Level One program. In the Level Two program you will build on the foundations of Level One to enhance skills and employment opportunities, via distance education. Courses may be taken in any order, on a flexible schedule while working in the industry.

## WHY CHOOSE NORTH ISLAND COLLEGE?

North Island College offers the only program in BC designed specifically to train individuals in the practical skills and knowledge required in salmon farming. In a 2004 BC government survey, one hundred percent of our graduates rated the program "very useful" in getting the job they were trained to do, with 86% employed within two months of program completion.

## WHAT IT TAKES TO SUCCEED

You should be in good physical condition, enjoy working outdoors, and be able to deal with the rigours of an active outdoor environment involving shift-work in a camp situation.

## CAREER OPPORTUNITIES

The Salmon Farm Technician program will prepare you for employment on sea cage sites, raising salmon for international markets. While the majority of graduates are employed on marine farms, others have gone on to work in commercial hatcheries, in salmon enhancement, in fish health labs, in broodstock programs and on special project crews involved in anchoring, net management, grading, etc.

## ADMISSION REQUIREMENTS

### Level I program:

1. Successful completion of ENG 027, or equivalent; and
2. Minimum C grade in MAT 025, or equivalent; or
3. Successful completion of NIC assessment testing in English and Math.

### Level II program:

1. Salmon Farm Technician Level One program or equivalent; and
2. Minimum C grade in English 10, or NIC ENG 032, 033 & 034, or equivalent; and
3. Minimum C grade in Principles of Math 10, Applications of Math 11, Essentials of Math 11, or NIC MAT 033, or equivalent; or
4. Successful completion of NIC assessment testing in English and Math

## PROGRAM REQUIREMENTS

Course code	Course name
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### Salmon Farm Technician Level I program

SFP 100	Introduction to Salmon Farming
SFP 101	Salmon Production
SFP 102	Introduction to Fish Husbandry
SFP 103	Introduction to Fish Feeding
SFP 105	Workplace Skills and Safety Practicum
NAU 005	Small Vessel Operator Proficiency
MED 003	Small Non-Pleasure Craft Marine Emergency Duties (A3) – 20 miles
FAC 080	Marine Advanced First Aid with Occupational First Aid Level 1
OFA 015	WCB Transportation Endorsement
OFA 001	WHMIS General

### Salmon Farm Technician Level II program

SFP 110	Working Environment
SFP 112	Fish Health and Husbandry
SFP 113	Fish Feeding
SFP 114	Fish Handling
SFP 115	Farm Operations
SFP 120	Salmon Farm Practicum
CPA 031	Basic Computer Skills for Salmon Farm Technician program
ELS 010	Electrical Systems
MEM 003	Small Engine Maintenance

# WELDER FITTING SKILLS

## Credential

Certificate

## Program length

3 months

## Tuition category

Category 1

## Location

Port Alberni Campus

## Start date

September to January

## Contact

Gordon Gallacher

(250) 724-8727

info@nic.bc.ca

## PROGRAM HIGHLIGHTS

On successful completion of the Welder Fitting Skills program you will gain a basic knowledge of fitting skills. Following the provincial curriculum, areas of study include safe work practices, trade math, blueprint reading, materials handling and introductions to the use of fabrication equipment, layout and fabrication. Once you have completed the Level 'C' welding and welder fitting programs, you may receive credit for the first year of the fabrication apprenticeship.

## ADMISSION REQUIREMENTS

1. To enter this program you must have successfully completed the Level "C" welding program.  
WFS 100 Welder Fitting Skills

## PROGRAM REQUIREMENTS

WFS 100 Welder Fitting Skills

## ACADEMIC REQUIREMENTS

The passing mark for this course/program is 70%.

## Financial awards available!

- David Whitworth/  
Tom Cross Trades  
Bursary
- Michael Pallan  
Memorial  
Scholarship
- Pythian Order  
Career, Technical &  
Vocational Program  
Bursary
- Terry & Phyllis Ryan  
Trades Bursary

*For all awards see pg 20*

# WELDING (LEVELS C, B & A)

## Credential Certificate

### Program length

Level C: 7 months training + 5 months work experience

Level B: 4 months training + 8 months work experience

Level A: 2 months training + 10 months work experience

### Tuition category

Category 1

### Location

Campbell River and Port Alberni Campuses

### Start date

Continuous entry

### Contact

Fred Berg (CR)  
(250) 923-9734

Chris Udy (CR)  
(250) 923-9735

Gordon Gallacher (PA)  
(250) 724-8727

info@nic.bc.ca

### Financial awards available!

- Robert Illman Memorial Welding Bursary
- Rotary Club of Port Alberni Bursary
- David Whitworth/Tom Cross Trades Bursary
- Michael Pallan Memorial Scholarship
- Pythian Order Career, Technical & Vocational Program Bursary
- Terry & Phyllis Ryan Trades Bursary

For all awards see pg 20

**Note:** At the time of publication, the content of this program was under review by the Industry Training Authority (ITA).

All indications point to a skilled trades person shortage across Canada as the “baby boomers” head for retirement. Along with this exodus, goes the loss of many lifetimes of experience and knowledge that is not easily replaced. This will create an unprecedented opportunity for those journeymen and journeywomen with the ability to fill this void. The challenge for industry will be to find enough talented people with the motivation to try to fill this void as quickly as possible – before this knowledge base is lost forever. If you are interested in trying to meet this challenge, check out the NIC Welding program today!

## PROGRAM HIGHLIGHTS

North Island College offers welding training in the C, B and A modular program, as well as Levels 1 through 4 of the regular welding apprenticeship training program.

## WHY CHOOSE NORTH ISLAND COLLEGE?

The NIC Welding program has one of the most modern, well-equipped shops in BC and very experienced highly-qualified instructors. Graduates have a very high success rate and are working as welders across Canada, and around the world.

## WHAT IT TAKES TO SUCCEED

The single most important key to success in the Welding program is the desire to become a quality trades person who takes pride in his/her work. The traditional values of hard work, reliability, true trade expertise and the desire to do quality work are essential to succeed in the program and in the trade.

## 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.

Welder Performance Qualification Testing

## ADMISSION REQUIREMENTS

1. Attend an interview with the instructor; and
2. Pass a mathematics assessment
3. Prospective students should be aware that welding requires dexterity and good binocular vision, including depth perception. If these abilities are in doubt, students should speak with the instructor.

Upgrading courses in communication and mathematics may be required of students.

## WELDER PERFORMANCE QUALIFICATION TESTING

The NIC 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.

## CHALLENGE TESTING

Experienced welders meeting the Ministry's criteria may attempt the Level C, B or A - Challenge Tests:

- WCT, the "C" Level Challenge Test
- WBT, the "B" Level Challenge Test
- WAT, the "A" Level Challenge Test

and, if successful, become Registered at the level they successfully challenged.

Welding Performance/Challenge tests are incorporated in the following courses: WPW 007, WPW 010, WCT 010, WBT 010 and WAT 010.

## OTHER WELDING TRAINING

This is a three day refresher course for students wishing to brush up their skills for a qualification or job test.

WSR 030 Welding Skills Development (3 days)

WSR 020 Welding Skills Development (1 month)

## RELATED PROGRAMS

Metal Fabricator and Welder Fitting Certificates

# WELDING (LEVELS C, B & A)

## LEVEL C WELDER

The Provincial C Level Welding program is self-paced using a combination of audiovisual and printed resources, up-to-date shop facilities and qualified instructors. Completion time for a person attending full-time is 7 months.

After graduation in C Level Welding, the student requires work experience before receiving registration as a C Level Welder. Currently, as defined by the Ministry, in order to qualify for this registration, a student must (a) graduate as a C Level Welder, and (b) get approved work experience. The combined training time and work experience time must total a minimum of 12 months.

The College will endorse a trainee's or a welder's logbook on completion of the minimum program required for the C certificate consisting of the following Modules or courses:

Course code	Course name
WPR 101	Introduction to Welding (P1)
WPR 102	Oxy-Fuel Cutting (P2)
WPR 103	Gas Welding & Braze Welding (P3)
WPR 104	Shielded Metal Arc Welding (P4)
WPR 105	Air Carbon Arc Cutting & Plasma Arc Cutting (P5)
WPR 106	Basic Gas Metal & Flux Core Arc Welding (P6)
WRK 101	Rigging & Material Handling (RK1)
WRK 102	Blueprint Interpretations (RK2)
WRK 103	Metallurgy I (RK3)

## LEVEL B WELDER

The Level B program will involve approximately 4 months of full-time training at the College, followed by eight months of work experience in industry. The four practical and four welding-related courses in Level B are listed below. Students may choose to complete all eight courses through full-time study in one 4-month session or they may enrol course by course over a longer period of time.

**Prerequisite: Level C Welder**

Course code	Course name
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 WELDER

The Level A program will involve approximately two months of training and 10 months of work experience.

**Prerequisite: Level B Welder**

Course code	Course name
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)

## ACADEMIC REQUIREMENTS

Students must attain competency in each module.

# ABOUT ADVENTURE/COASTAL ADVENTURE TOURISM

**Note:** At the time of publication, the content of this program was under review. North Island College anticipates that the new format for this program will be in place for September 2008.

NIC offers a 5-month Coastal Adventure Tourism Certificate (CAT Certificate) and a 2-year Adventure Tourism Diploma (AT Diploma). The CAT Certificate is a required component of the Diploma.

## WHY CHOOSE NORTH ISLAND COLLEGE?

Vancouver Island is Canada's hub for marine-based, eco- and adventure tourism. We have quick access to the central, north, and west coasts of the island — places renowned for a rich and complex interplay between ocean, land and people. Our marine focus, Aboriginal integration, diverse courses and industry-leading instructors provide a well-rounded and intensive education for immediate employment as an entry-level guide. Diploma students are further prepared with entrepreneurial and management training and more advanced guiding skills.

## WHAT IT TAKES TO SUCCEED

Success in these programs and the industry requires much more than simply liking the outdoors, steering a boat or paddling a kayak! Successful guides and operators learn from everything they encounter. Successful students are the same—they are hungry to learn from an intense mix of classroom and field experiences. Guides must care for themselves and others. Guides help people to learn and be comfortable in unfamiliar and sometimes challenging situations. Guiding needs a “service” attitude where you shape, meet, and exceed client expectations by creatively, knowledgeably and cheerfully adapting to constantly changing dynamics (weather, sea conditions, personalities, equipment limitations, etc.). Owning or managing a company requires these same principles to be applied in your full-cycle relationship with clients/guests. From the moment they learn about your company until after their trip or experience, all communications count! Similarly, successful students will pay attention to details, deadlines, and the quality of all of their interactions. Come ready to learn, practice, have fun, and refine these same skills with your classmates and instructors!

## COASTAL ADVENTURE TOURISM CERTIFICATE

**Credential**  
Certificate

**Program length**  
5 months

**Tuition category**  
Category 4

**Location**  
Campbell River Campus

**Start date**  
September or January

**Contact**  
David Pinel  
(250) 923-9798  
info@nic.bc.ca

The Coastal Adventure Tourism Certificate is an exciting opportunity to train for work as a guide in one of British Columbia's prominent resource and service industries—Adventure Tourism. If you are a highly motivated person who enjoys working with people, and can picture yourself leading inspiring coastal experiences, then this program is your next step. This Certificate training is also the foundation field skills component of the AT Diploma.

### PROGRAM HIGHLIGHTS

We emphasize marine-based guiding skills that can be applied throughout the recreation, adventure, and tourism sectors, or which can lead toward further studies.

Guiding requires strong leadership, interpersonal, and interpretative skills as well as a high level of expertise and knowledge in specific skill areas. The program is highly experiential with relevant training in sea kayaking, canoeing, sailing, sport fishing, powerboat operations, and wilderness first aid. Other classes provide a more comprehensive view of the Adventure Tourism industry, service sector, and employment opportunities. We divide our time between the classroom and the field. Outings include multi-day trips on the west coast of Vancouver Island, and exploring the uniqueness of the Discovery Islands, the Gulf Islands, and other areas. You are exposed to a variety of leadership decisions, trip dynamics, and ocean and weather conditions that a guide regularly experiences. Students frequently take turns co-leading with classmates while instructors provide support, direction, and feedback.

Formal and informal evaluation is ongoing throughout this program. In addition to achieving recognized industry certifications, you receive college grades and credit based on participation, contributions to group learning, presentations, assignments, and quizzes.

### WORK EXPERIENCE

A practical two-week work placement further prepares students for entering the industry and working in their chosen field and location.

### CAREER OPPORTUNITIES

Graduates can seek employment in entry-level leadership and guiding positions with sea kayaking companies, sport fishing operators and resorts, sail and power boat charters, whale and wildlife tour operators, outdoor centres, youth wilderness programs, interpretative centres, and other rewarding settings.

# COASTAL ADVENTURE TOURISM CERTIFICATE

## RELATED PROGRAMS

This five-month, full-time certificate program, can be the first step in our AT Diploma program which has University Transfer opportunities.

## ADMISSION REQUIREMENTS CAT CERTIFICATE

1. Minimum age requirement of 19 years on the first day of class
2. A minimum C grade in Principles of Math 10 and English 10 (or equivalent assessment)
3. Completed Applicant Questionnaire, Outdoor Experience Summary, and work/education resume
4. Completed Medical Forms and suitable fitness level
5. Personal interview with the program coordinator or a program representative to demonstrate good interpersonal skills, to clarify college and student expectations, and to discuss appropriateness with the applicant's career path.

## PROGRAM REQUIREMENTS

Course code	Course name
<b>CAT certificate - Guiding 1 (Jan – May)</b>	
MED 003	Small Non-Pleasure Craft Marine Emergency Duties (A3) – 20 miles
NAU 051	Restricted Operator Certificate – Maritime Commercial
TCA 101	Interpretation: Coastal Ecology & Culture
TCA 102	Conservation & Stewardship
TCA 104	Introduction to Adventure Tourism
TCA 105	Introduction to Canoeing
TCA 106	Sea Kayaking
TCA 107	Introduction to Sailing
TCA 108	Introduction to Sport Fishing
TCA 109	Trip Management
TCA 111	Wilderness First Aid
TCA 112	Small Engine Repair
TCA 117	Risk Management & Emergency Procedures
TCA 118	Leadership & Customer Service
TCA 120	Powerboat Operations
TCA 122	Coastal Navigation
TCA 700	Work Placement
TCS 010	SuperHost (Fundamental)
TFS 010	FoodSafe Level 1

Industry recognized certificates are earned throughout the program. However, students must attend and pass all components of the program to successfully graduate with the Coastal Adventure Tourism Certificate.

# ADVENTURE TOURISM DIPLOMA

**Credential**  
Diploma

**Program length**  
2 years

**Tuition category**  
Varies

**Location**  
Campbell River Campus

**Start date**  
September or January

**Contact**  
David Pinel  
(250) 923-9798  
info@nic.bc.ca

Our Adventure Tourism Diploma provides the necessary training for taking leadership and management roles in the fastest growing sector of the tourism industry by combining the Coastal Adventure Tourism Certificate with selected courses from NIC's Tourism & Hospitality program.

## PROGRAM HIGHLIGHTS

The program builds on the marine-based guiding skills developed in the CAT Certificate program, with a focus on building entrepreneurial tourism-based management skills. After completing entry-level field skills training (CAT Certificate), more advanced guiding skills objectives and training are tailored with each student to ensure maximum personal relevance.

Formal and informal evaluation is ongoing throughout the diploma. In addition to achieving recognized industry certifications, you receive college grades and credit based on participation, contributions to group learning, presentations, assignments, quizzes, and exams.

## WORK EXPERIENCE

A Co-operative Education Work Term is a mandatory component of the program and takes place during the third term between May and October. The Co-operative Education program provides for the integration of paid, program-related work term experiences with academic study. The practical experience gained on these supervised and structured work terms is an integral part of the student's education. The result is graduates with increased confidence, new employment contacts, and practical work experience.

The Co-op staff and program faculty work closely with students to determine how the work term can best fit their needs. There are a wide range of Co-op opportunities, not only on Vancouver Island, but elsewhere in Canada and internationally. Students are strongly encouraged to maximize this unique opportunity and to consider placements outside of the region.

## CAREER OPPORTUNITIES

Graduates of the AT Diploma program will be prepared to take more accountable field, management, or ownership roles with additional year-round employment possibilities. Graduates can seek employment in entry-level positions or more advanced positions such as assistant or lead guides with sea kayaking companies, sport fishing resorts, sail and power boat charters, whale and wildlife tour operators, outdoor centres, youth wilderness programs, interpretative centres, and other rewarding settings. Graduates will be poised for more significant involvement in all aspects of company operations and industry associations.

## ADMISSION REQUIREMENTS

1. Minimum age requirement of 19 years on the first day of class
2. Students applying to the diploma program must meet the admission requirements of both the diploma and certificate programs in order to be admitted to the diploma program
3. CAT Applicant Questionnaire, Outdoor Experience Summary, and work/education resume (as per CAT entry)
4. Completed and current CAT Medical Forms and suitable fitness level
5. Provincial English 12, or NIC ENG 060, 098 or ESL 090, with a minimum C grade, or TPC 12 with a minimum B grade, or equivalent or assessment; and
6. Introduction to Math 11, or Applications of Math 11, or Accounting 11, or NIC MAT 034, with a minimum C grade, or equivalent; or Math 11A with a minimum B grade or equivalent; or assessment; and
7. Personal Interview with a program representative to demonstrate good communication skills and discuss the conditions for success in the program, interests and career path.

## RELATED PROGRAMS

The AT Diploma is designed to allow transfer credit and advanced standing in Adventure Tourism Degree programs elsewhere in the province. There is an articulation agreement for students wishing to continue into a Bachelor of Tourism Management at Capilano College. Similar articulation discussions are currently underway with Thompson Rivers University, and Malaspina University College tourism degree programs.



# ADVENTURE TOURISM DIPLOMA

## PROGRAMS REQUIREMENTS

The Adventure Tourism Diploma includes:

- The regular CAT Certificate courses (Guiding 1);
- Three individualized Professional Guide Development Courses (Guiding 2);
- Specific core academic courses taken together with NIC's Tourism and Hospitality Management Diploma program students (Academic 1, 2, & 3);
- A co-op work term; and
- With a personal Advisory Committee, each student establishes a Guide Development Contract to specify advanced field skills training suitable for his/her background (previous certifications and experience) and work objectives.

**Note:** The order in which the Academic 1, 2, & 3 courses are offered may vary slightly each year, but the courses will remain the same.

Course code	Course name
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### Academic 1 (Available Sept – Dec)

EMP 100	Co-operative Education Pre-Employment Seminar
TRM 100	The Tourism Industry
TRM 112	Leadership and Management
TRM 115	Tourism and Hospitality Financial Accounting
TRM 116	Computer Applications for the Hospitality Industry
TRM 124	Employability Skills 1
ENG 160	Effective Organizational Writing

### Guiding 1 (Jan – May)

Courses are as per Coastal Adventure program, Guiding 1 (Jan – May)

### Co-op (Available May – Oct)

TRM 197	Co-op Education Internship Work Term
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### Academic 2 (Available Oct – Dec)

ENG 115	Essay Writing
TRM 109	Marketing in Tourism
TRM 211	Environmental Issues in the Tourism Industry
TRM 224	Employability Skills 2
TRM 225	Cross Cultural Tourism

### Academic 3 (Available Jan – Apr)

TRM 108	Human Resource Management
TRM 203	Conventions and Special Events Management
TRM 208	Applied Sales and Advertising
TRM 212	Tourism and Hospitality Law and Ethics
TRM 222	Entrepreneurship in Tourism
TRM 224	Employability Skills 2

### Guiding 2 (Individual Guide Development Contracts)

TCA 201	Guiding Specialty I
TCA 202	Guiding Specialty II
TCA 210	Interactive Guiding Specialty I

# CULINARY ARTS

## Credential

Certificate

## Program length

10 months

## Tuition category

Category 1

## Location

Campbell River and Port Alberni Campuses

## Start date

CR: September and February  
PA: September

## Contact

Chris Hansen (CR)  
(250) 923-9746

Rick Barnum (PA)  
(250) 723-1106

info@nic.bc.ca

## Financial awards available!

- Bite of Campbell River Bursary
- Canterbury Food Service Bursary
- Coca-Cola Bursary
- Islands West Manufacturers Ltd Bursary
- Johnson Diversey Canada Bursary
- McCain Foods (Canada) Bursary
- North Douglas Distributors' Award

For all awards see pg 20

This program will benefit any person who is considering a career in the Hospitality Industry as a cook, sous chef, chef, pastry cook, baker, manager, owner/operator or any of the multitude of varied career paths that Culinary Arts can lead into. It will also benefit those who may be responsible for purchasing and receiving, planning menus and cost controls. Individuals with some experience, little or no formal training and wanting to begin or further their career and acquire certification are potential candidates for this program.

## PROGRAM LENGTH

The program consists of three terms of training which are offered in different formats at the Campbell River and Port Alberni campuses.

## START DATE & APPLICATION DEADLINE

Campbell River: two intakes per year (September and February).

Port Alberni: one intake per year (September). Applications are accepted throughout the year. It is advised to plan ahead and prepare for financial needs and the assessment process.

## PROGRAM HIGHLIGHTS

The Culinary Arts Training Program consists of three semesters of training. This, combined with Industry work experience, enhances the training, skills acquired and work opportunities for the students. Classes take place in fully equipped training facilities and include theory and practical food production using provincial standardized curriculum and modules. Students will have the opportunity to acquire the skills necessary to be successful in today's fast paced commercial kitchens. Emphasis is placed on teamwork, communication skills, food production with speed, kitchen management and culinary artistry. Direct entry into semester 2 or 3 is a possibility for students meeting prerequisite criteria or secondary school articulation agreements. Students sign on as an apprentice upon registering in the program and gain apprenticeship credit upon successful completion of the program. The demand has never been greater for those entering the Hospitality Industry and the opportunities are numerous as we approach the 2010 Winter Games.

## CAREER OPPORTUNITIES

Career opportunities such as pastry cooks and bakers, sous chefs and executive chefs are based on an individual's goals, needs, experience and abilities. Positions in bistros/restaurants, cruise ships, fishing/eco-tourism resorts, catering companies, hospitals, hotels, logging & mining camps, spa and destination resorts, specialty food services, extended care facilities and agri-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 Journeyman/woman level a person may enter the Chef de Cuisine Certification Program available through the Canadian Culinary Federation.

## ADMISSION REQUIREMENTS

1. Minimum C grade English 10, or NIC ENG 034, or equivalent; and
2. Minimum C grade Principles of Math 10, or Intro Math 11, or Applications Math 11, or NIC MAT 024 and 025; or
3. Successful NIC assessment testing in English and Math; and
4. Successful completion of FoodSafe Level 1

## PROGRAM REQUIREMENTS

Course code	Course name
TCK 101	Culinary Arts 1 – Core Skills & Short Order Cooking
TCK 102	Culinary Arts 2 – Advanced Cooking
TCK 103	Culinary Arts 3 – Specialty Cooking (includes Bistro/Dining Room operations and in-house catering)
TCK 195*	On the Job Training

TCK 195\* is an industry work experience component providing students with hands-on practical, valuable networking with graduate students, cooks and chefs and potential future work placement opportunities.

## ACADEMIC REQUIREMENTS

Successful completion of all courses with a minimum of 70% on all theoretical and practical assignments and exams.

# FOOD AND BEVERAGE MANAGEMENT

**Credential**  
Certificate

**Program length**  
8 months

**Tuition category**  
Category 1

**Location**  
Campbell River Campus

**Start date**  
September: part-time  
and full-time  
January: part-time only

**Contact**  
Harley Elias  
(250) 923-9764  
info@nic.bc.ca

Approximately 50% of all jobs in the tourism industry are in the field of Food and Beverage. If you are currently working in a food and/or beverage operation and wish to gain new, or hone existing, supervisory skills, this program will provide you with the skills and knowledge to advance your career.

## PROGRAM HIGHLIGHTS

This program focuses on the specific skills needed for food and beverage supervisors and managers. In this one year program, students learn the business skills necessary to compete effectively in the marketplace practice their applied skills in a formal dining room and cafeteria setting. The program also allows for interaction with the Culinary Arts program in a real working environment. All courses receive credit towards the Tourism and Hospitality Management Diploma program should you wish to further your education.

## WHY CHOOSE NORTH ISLAND COLLEGE?

North Island College provides a practical learning environment in the form of a fine dining room "The Third Course" and cafeteria, both of which are open to the public for meals and catering functions. Working with the culinary arts students, hospitality program students are responsible for the operation of the dining room including sales and marketing, scheduling, service and supervision, budgeting and cost control. This provides the opportunity to practice in a safe yet very real working environment. Our instructors are noted for their strong hospitality/tourism work experience, recognized connections with industry, and strong academic credentials. Each instructor works to design courses that include practical applications wherever possible so students get an opportunity to practice and perfect new skills. The program works closely with industry professionals, as guest speakers and through field trips, to provide connections between students and future employers in the industry.

## TO BE SUCCESSFUL

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. Applicants are encouraged to gain as much tourism industry experience as possible before the start of the program, either through work experience or volunteering.

## CAREER OPPORTUNITIES

There are a wide range of career opportunities in the food and beverage sector such as restaurant management in a whole range of establishments including hotels, resorts, fine dining, casual and fast food. Other opportunities include contract food services, banquet management and catering sales and operations. If you are currently working in the industry and looking to advance then the skills provided in this program will help you to move up.

## TO GET STARTED

In order to maximize your time during the program, it is advisable to improve your computer skills as much as possible before entering the program. Students will be required to utilize a variety of Microsoft Office software immediately upon entering the program. The more prepared you are the easier it will be and the more time you will have to focus on other coursework.

There are a number of courses that are co-requisites – required during the program. It is advantageous to complete these before entering the program or immediately after starting. They are WCB Occupational First Aid Level I (OFA 010), Squirrel Server Training (TSQ 010), Serving It Right Licensees (TFB 017), FoodSafe: Level 1 (TFS 010), and FoodSafe: Level 2 (TFS 145). Separate fees are required for registration in these courses.

## ADMISSION REQUIREMENTS

See Admission Requirements to the Tourism & Hospitality Diploma program.

Successful completion of FoodSafe: Level 1 (TFS 010), WCB Occupation First Aid Level I (OFA 010), Squirrel Server Training (TSQ 010), Serving It Right Licensee (TFB 017), and FoodSafe: Level 2 (TFS 145) as co-requisites. Separate fees are required for registration in these courses.

## PROGRAM REQUIREMENTS

Course code	Course name
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### Term One

ENG 160	Effective Organizational Writing
TRM 112	Leadership & Management
TRM 113	Food & Beverage Service I (Lab)
TRM 115	Tourism & Hospitality Financial Accounting
TRM 116	Computer Applications for the Hospitality Industry

### Term Two

TRM 108	Human Resources Management
TRM 109	Marketing in Tourism
TRM 114	Food Production Principles
TRM 117	Food & Beverage Service II (Lab)
TRM 155	Hospitality Managerial Accounting

**Note:** TFS 101 FoodSafe: Level 1 and TFS 145 FoodSafe: Level 2 are both co-requisites and must be completed before the end of the program.

**Note:** Co-requisite graduation requirements are under review and may change. Check with the Department Chair.

# TRAVEL COUNSELLING

**Credential**  
Certificate

**Program length**  
6 months

**Tuition category**  
Category 3

**Location**  
Comox Valley Campus

**Start date**  
September

**Contact**  
(250) 334-5000  
info@nic.bc.ca

**Note:** This program has been suspended for 2008/2009.

Do you love history, learning about different cultures and sharing your experiences with others? Travel careers often begin with the desire to travel throughout the world.

## PROGRAM HIGHLIGHTS

This CITC (Canadian Institute of Travel Counsellors) endorsed Level II Travel Counselling program has been specifically developed to meet the educational standards that are based on the nationally validated occupational standards for travel counselling.

The Canadian Institute of Travel Counsellors is the national association that certifies and designates travel professionals across Canada. On completion of this twenty-seven week program, students are well prepared for initial employment as travel counsellors.

## WHY CHOOSE NORTH ISLAND COLLEGE?

This program offers a strong focus on customer service, and communications and sales. Students learn about popular world destinations, to accurately calculate costs for all the travel components, to make computer-based reservations, and other skills to improve their job readiness. The CITC endorsement of your training is the preferred standard of most employers.

## CAREER OPPORTUNITIES

There are career opportunities for the creative job seeker in related travel industry such as Airlines, Attractions, Consolidators, Convention Services, Corporate Travel Counselling, Cruise Lines, Destination Representatives, Education, Industry Administration, Marketing Divisions, Motorcoach Tours, Personnel Agencies, Scheduling, Tour Escort, Tour Operators, Tourist Boards, Travel Insurance, Travel Photographer, Travel Web Site Designer and Travel Stories/Reports Writers.

## ADMISSION REQUIREMENTS

1. Effective communications skills in both spoken and written English.
2. Complete an interview to discuss the future of the industry, job opportunities, wages, and course workload.
3. Following the interview, successfully complete the placement test.

## PROGRAM REQUIREMENTS

Course code	Course name
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### Level One

TTC 110	World Geography I
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TTC 111	Introduction to Travel
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TTC 112	Travel Fundamentals
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TTC 113	Travel Components
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### Level Two

TTC 120	World Geography II
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TTC 121	Tariff & Ticketing I - Domestic
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TTC 122	Cruise & Tours
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### Level Three

TTC 130	World Geography III
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TTC 131	Tariff & Ticketing II - International
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TTC 132	Automation
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TTC 133	Sales & Communications
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TTC 700	Practicum
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## ACADEMIC REQUIREMENTS

The passing mark for all courses in this program is 70%. Students must also successfully complete the Practicum course: TTC 700.

# TOURISM: DISTANCE BASED CERTIFICATE & DIPLOMA COURSES

## Credential

Diploma or certificate

## Program length

September through June  
(4 months maximum to complete each course)

## Tuition category

Category 3

## Location

Distance

## Start date

Varies

## Contact

Jonelle Knowles  
(250) 923-9779  
info@nic.bc.ca

## PROGRAM HIGHLIGHTS

All courses use the American Hotel & Lodging Educational Institute materials and you will receive a world-recognized AH&LA certificate upon successful completion of each course. Students may also group a number of certificates together and achieve specialty certificates in the following:

## CERTIFICATION

Room Division Management	5 courses
Food and Beverage Management	5 courses
Human Resources Management	5 courses
Marketing and Sales Management	5 courses
Accounting and Financial Management	5 courses
Hospitality Operations Certificate	8 courses
Hospitality Management Diploma	12 courses
Club Management	5 courses

## INDIVIDUAL CERTIFICATE COURSES

Course code	Course name
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 110	Financial Accounting II
TMA 115	Quality Sanitation Management
TMA 125	Hotel/Motel Security Management
TMA 130	Hospitality Industry Computer Systems
TMA 135	Tourism & the Hospitality Industry
TMA 145	Managing Hospitality Human Resources
TMA 150	Hospitality Sales & Marketing
TMA 155	Marketing in the Hospitality Industry
TMA 160	Convention Management and Service
TMA 165	Facilities Management
TMA 170	Front Office Procedures
TMA 175	Hospitality Supervision
TMA 220	Food Production Principles
TMA 240	International Hotel Management
TMA 265	Hospitality Industry Training
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
TMA 366	Accounting for Club Operations

## AHLA PROGRAM CERTIFICATES

Course code Course name

### Food and Beverage Management

TMA 066	Food & Beverage Cost Control
TMA 067	Managing Food & Beverage Service
TMA 115	Quality Sanitation Management
TMA 175	Hospitality Supervision

and one course from the following:

TMA 069	Bar & Beverage Management
TMA 220	Food Production Principles

### Rooms Division Management

TMA 068	Supervisory Housekeeping
TMA 125	Hotel/Motel Security Management
TMA 130	Hospitality Industry Computer Systems
TMA 170	Front Office Procedures
TMA 175	Hospitality Supervision

### Marketing & Sales Management

TMA 135	Tourism and the Hospitality Industry
TMA 150	Hospitality Sales and Marketing
TMA 155	Marketing in the Hospitality Industry
TMA 160	Convention Management and Service
TMA 175	Hospitality Supervision

### Human Resources Management

TMA 145	Managing Hospitality Human Resources
TMA 175	Hospitality Supervision
TMA 265	Hospitality Industry Training
TMA 270	Quality Leadership Management

plus one TMA elective course

### Accounting & Financial Management

TMA 130	Hospitality Industry Computer Systems
TMA 175	Hospitality Supervision
TMA 275	Basic Financial Accounting for the Hospitality Industry
TMA 280	Managerial Accounting for the Hospitality Industry

and one course from the following:

TMA 066	Food & Beverage Cost Control
TMA 170	Front Office Procedures

# TOURISM: DISTANCE BASED CERTIFICATE & DIPLOMA COURSES

## Club Management

- TMA 066 Food & Beverage Cost Controls
  - TMA 145 Managing Hospitality Human Resources
  - TMA 175 Hospitality Supervision
  - TMA 285 Contemporary Club Management
- and one course from the following:**
- TMA 068 Supervisory Housekeeping
  - TMA 165 Facilities Management

## Hospitality Management Diploma (12 courses)

- TMA 068 Supervisory Housekeeping
  - TMA 125 Hotel/Motel Security Management
  - TMA 135 Tourism and Hospitality Industry
  - TMA 145 Managing Hospitality Human Resources
  - TMA 165 Facilities Management
  - TMA 170 Front Office Procedures
  - TMA 175 Hospitality Supervision
  - TMA 275 Basic Financial Accounting for the Hospitality Industry
- and one course from the following:**
- TMA 240 International Hotel Management
  - TMA 270 Quality Leadership Management
- and one course from the following:**
- TMA 059 Food & Beverage Management
  - TMA 067 Managing Food & Beverage Service
- and one course from the following:**
- TMA 150 Hospitality Sales and Marketing
  - TMA 155 Marketing in the Hospitality Industry
- plus one TMA elective course**

## Hospitality Operations (8 courses)

- TMA 135 Tourism and the Hospitality Industry
  - TMA 170 Front Office Procedures
  - TMA 175 Hospitality Supervision
- and two courses from the following:**
- TMA 059 Food & Beverage Management
  - TMA 067 Managing Food & Beverage Service
- TMA 220 Food Production Principles
- and one course from the following:**
- TMA 150 Hospitality Sales and Marketing
  - TMA 155 Marketing in the Hospitality Industry
- and one course from the following:**
- TMA 100 Financial Accounting I
  - TMA 275 Basic Financial Accounting for the Hospitality Industry
- and one course from the following:**
- TMA 066 Food & Beverage Cost Control
  - TMA 068 Supervisory Housekeeping
  - TMA 115 Quality Sanitation Management

# TOURISM: SHORT ENTRY-LEVEL CERTIFICATES

## Program length

Varies, certificates

## Tuition category

Varies

## Location

Campbell River Campus  
Varies: College-wide

## Start date

Varies

**Note:** These courses run as required and students are encouraged to use the contact information below if interested in taking a course.

## Contact

Karen McComber (CR)  
(250) 923-9728  
karen.mccomber@nic.bc.ca

Carolyn Kirk-Albert (CV)  
(250) 334-5000 ext 4602  
carolyn.kirkalbert@nic.bc.ca

Leanne Moore (PA)  
(250) 724-8705  
leanne.moore@nic.bc.ca

## CUSTOMER SERVICE EXCELLENCE CERTIFICATE

When surveyed, managers and business owners listed SuperHost, FoodSafe and a customer service attitude as the top three things they are looking for in employees. The Customer Service Excellence Certificate delivers all of these and more in a compact program that provides students with a competitive edge in the job market.

Course code	Course name
TCS 010	Module 1 - SuperHost (Fundamental)
TFS 010	Module 2 - FoodSafe Level 1
TCS 020	Module 3 - Communication
TCS 015	Module 4 - SuperHost (Japanese Service Expectations)
TCS 011	Module 5 - SuperHost (Customers with Disabilities)
TCS 021	Module 6 - Conflict Resolution
OFA 010	Module 7 - WCB Occupational First Aid 1
TCS 031	Module 8 - Sales Techniques & Upselling
TFB 011	Module 9 - Serving it Right
TCS 022	Module 10 - Time & Stress Management
TFB 012	Module 11 - Cash Handling
TCS 012	Module 12 - SuperHost Across Cultures

**Note:** TCS 014: FirstHost may be substituted for TCS 010 SuperHost (Fundamental).

## FOODSAFE

The proper handling of food is essential for the prevention of food borne illnesses. North Island College has Level I and Level II Ministry of Health certificate courses available as scheduled classes.

Course code	Course name
TFS 010	FoodSafe Level 1
TFS 145	FoodSafe Level 2

## PROFESSIONAL BAR SERVICE

This program includes practical training and the opportunity to learn the knowledge and skills needed for an entry level position in the hospitality industry. This program includes a 30 hour work experience component.

Course code	Course name
TBT 024	Professional Bar Service
TCS 010	SuperHost (Fundamental)
TFB 011	Serving it Right
TFS 010	FoodSafe Level 1

## PROFESSIONAL DINING ROOM SERVICE

This full-time 5-week program will give you the opportunity to learn skills required of a food and beverage server in a restaurant or lounge, and includes a practical component.

Course code	Course name
TCS 010	SuperHost (Fundamental)
TFB 010	Professional Dining Room Service
TFB 011	Serving it Right
TFS 010	FoodSafe: Level 1
TSQ 010	Squirrel Server Training

## SQUIRREL CERTIFICATE

The Squirrel Point of Sale system is a touch-screen restaurant system that is widely used in food service and hotel operations. During this course you will learn the concept behind Squirrel and spend time using the system, moving from screen to screen, ordering, printing cheques and cashing out.

Course code	Course name
TSQ 010	Squirrel Server Training

# TOURISM & HOSPITALITY MANAGEMENT

## Credential

Diploma

## Program length

Full-time: 2 years

Part-time: varies

## Tuition category

Category 1

## Location

Campbell River Campus

## Start date

September: part-time and full-time

January: part-time only

## Contact

Harley Elias

(250) 923-9764

info@nic.bc.ca



Tourism is one of the world's fastest growing industries, employs over 200,000 people in British Columbia, and offers a dramatic variety of career possibilities. According to Statistics Canada, 354,000 job openings are predicted Canada wide in the next 10 years and 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 or transferring your skills from another industry, North Island College can put you on a path to a successful career in tourism.

## PROGRAM HIGHLIGHTS

Our program is the only provincially supported program that offers a "Dual Diploma" in Tourism and Hospitality. While our program emphasizes our regional characteristics and Coastal Tourism strengths, it provides specific skills in both Tourism (consider this leisure based activities) and Hospitality (consider this the businesses that support tourism). When comparing courses and course load we provide a broader range of courses that enable us to offer the dual diploma. You can view our course descriptions online in the calendar.

The "Dual Diploma" is special since it provides students with the widest range of options upon completion of the program – immediate employment or further education to the degree level. Graduates are qualified for most tourism or hospitality employment opportunities up to the supervisory level and some at the management level. In addition, if academically successful, graduates can continue their studies by enrolling in the third year of a university degree in either Tourism or Hospitality Degree programs at several universities with which our program is articulated – this means they recognize and accept your training at NIC. With all other diploma programs in the province students can only go forward with a tourism or hospitality focus, not both. Many applicants don't know what their focus or strength will be until they are exposed to both. A knowledge of both builds greater knowledge and networking opportunities within this service sector.

If your goal is to become a supervisor/manager of a full service resort, hotel, restaurant, adventure business or one of dozens of linked hospitality businesses or if your plan is to own or operate one of these businesses, then this program is for you. Demand for skilled trained hospitality and tourism supervisors and managers are excellent, not only in our college region, but provincially and nationally as well. Currently, we have a greater demand for qualified graduates than we can meet.

During year one of the program you will learn the key components of the manager/supervisor's role, gain hands-on, practical experience in a formal dining room setting, and become familiar with an operating kitchen. This first year will provide you with a solid foundation in key management areas such as accounting, marketing, computers, and human resource management as well as introduce you to practical applications in food and beverage and rooms division. Unique features of this program include a foundation in tourism as well as hospitality, and a strong emphasis on employability skills—those skills that will provide graduates with an advantage

in the workplace. Throughout the program students monitor their progress in developing strong interpersonal, communication, team and leadership skills. Upon completion of year one, students are eligible for a Certificate in Tourism and Hospitality Management.

In year two of our program you will have an opportunity to supervise and manage staff in a variety of hospitality settings. You will direct staff in the dining room, take the lead role in planning, organizing, marketing and operating a special event, direct a catering function, and visit an international tourist destination (past students have visited Las Vegas, New Orleans and Cuba). You will also learn about key sales and advertising techniques, the economics of tourism businesses, and refine your account management skills. In the last term, students will have the opportunity to create a business plan for the business of their choice. Enhancing your employability skills will continue to be a strong focus of the program, assessing progress in not only supervisory skills but also in the areas of communication, conflict resolution, public speaking and computer use. Our courses will round out your knowledge of the industry to make you a sought after employee and give you the confidence to meet the challenges of the rapidly growing tourism hospitality industry.

## WHY CHOOSE NORTH ISLAND COLLEGE?

North Island College is the only institution in British Columbia offering a dual diploma in hospitality and tourism. This unique opportunity provides graduates with career opportunities in the field of hospitality, including hotels, resorts and restaurants, as well as in tourism businesses including adventure and recreation, transportation, government and other business services. Not only are there more work opportunities, but the choices for furthering your education is also enhanced. The dual diploma provides access to year three of degree programs in both the fields of hospitality and tourism.

Our instructors are noted for their strong hospitality/tourism work experience, recognized connections with industry, and strong academic credentials. Each instructor works to design courses that include practical applications wherever possible so students get an opportunity to practice and perfect new skills. Wherever possible the program works closely with industry professionals, as guest speakers and through field trips, to provide connections between students and future employers in the industry. Positions held by our graduates include: resort sales manager, assistant restaurant manager,

guest services manager, front desk manager, ski hill supervisor, fishing resort manager, adventure resort manager, and bed and breakfast owner.

## WORK EXPERIENCE

A Co-operative Education Work Term is a mandatory component of the program and takes place during the third term between May and October. The Co-operative Education program provides for the integration of paid, program-related work term experiences with academic study. The practical experience gained on these supervised and structured work terms is an integral part of the student's education. The result is graduates with increased confidence, new employment contacts, and practical work experience.

The Co-op staff and program faculty work closely with students to determine how the work term can best fit their needs. There are a wide range of Co-op opportunities, not only on Vancouver Island, but elsewhere in Canada and internationally. Students are strongly encouraged to maximize this unique opportunity and to consider placements outside of the region.

## TO BE SUCCESSFUL

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. Applicants are encouraged to gain as much industry experience as possible before the start of the program, either through work experience or volunteering.

As this program articulates into a number of degree programs, including those at the University of Victoria, Royal Roads University, Vancouver Community College and the University of Calgary, students wishing to pursue this option should make this known as soon as possible. As each university and university-college in Canada has different academic and entrance requirements, students are encouraged to contact each institution they wish to transfer to in order to gain all the appropriate information. Faculty will work with students to ensure appropriate courses are included in their program.

## TO GET STARTED

In order to maximize your time during the program, it is advisable to improve your computer skills as much as possible before entering the program. Students will be required to utilize a variety of Office 2003 software immediately upon entering the program. The more prepared you are the easier it will be and the more time you will have to focus on other coursework.

**There are a number of courses that are pre-requisites – required to be current at the point of completion for either the certificate or diploma programs.** It is advantageous to complete these before entering the program or immediately after starting. They are WCB Occupational First Aid Level 1 (OFA 010), Squirrel Server Training (TSQ 010), Serving It Right Licensees (TFB 017) and FoodSafe (TFS 010). Separate fees are required for registration in these courses.

## CAREER OPPORTUNITIES

Our graduates are employed in all areas of the tourism and hospitality industry, including hotels, skiing resorts, adventure tourism businesses, wilderness and fishing 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 opportunities are endless. Other graduates choose to continue their education through one of the many ladder opportunities that exist with university programs in British Columbia and elsewhere in Canada.

## ADMISSION REQUIREMENTS

1. Provincial English 12, or NIC ENG 060, 098 or ESL 090, with a minimum C grade, or TPC 12 with a minimum B grade, or equivalent or assessment; and
2. Applications of Math 11, or Accounting 11, or NIC MAT 034, with a minimum C grade, or equivalent; or Math 11A with a minimum of B grade or equivalent; or assessment; and
3. Complete a personal interview with a program faculty member. The interview provides an opportunity to clarify program expectations as well as discuss the applicant's expectations, interest in the industry as well as his/her intended career path.

# TOURISM & HOSPITALITY MANAGEMENT

## PROGRAM REQUIREMENTS

Course code	Course name
<b>Year One - Term One (Sept – Dec)</b>	
EMP 100	Co-operative Education Pre-employment Seminar
ENG 160	Effective Organizational Writing
TRM 100	The Tourism Industry
TRM 112	Leadership and Management
TRM 113	Food & Beverage Service I
TRM 115	Tourism & Hospitality Financial Accounting
TRM 116	Computer Applications for the Hospitality Industry
TRM 124	Employability Skills I
<b>Year One - Term Two (Jan – Apr)</b>	
TRM 107	Rooms Division Management
TRM 108	Human Resources Management
TRM 109	Marketing in Tourism
TRM 114	Food Production Principles
TRM 117	Food & Beverage Service II
TRM 119	Tourism & Hospitality - Year 1 Field Trip
TRM 124	Employability Skills I
TRM 155	Hospitality Managerial Accounting
<b>Year One - Term Three (May – Sept)</b>	
TRM 197	Co-op Education Internship Work Term

## Year Two - Term Four (Sept – Jan)

ENG 115	Essay Writing
TRM 201	Internal Controls
TRM 207	Hotel Operations Management
TRM 211	Environmental Issues in the Tourism Industry
TRM 213	Food & Beverage Management
TRM 224	Employability Skills 2
TRM 225	Cross Cultural Issues

## Year Two - Term Five (Feb – May)

TRM 202	Tourism and Economics
TRM 203	Convention & Special Events Management
TRM 208	Applied Sales and Advertising
TRM 212	Tourism & Hospitality Law and Ethics
TRM 213	Food & Beverage Management
TRM 219	Tourism & Hospitality - Year 2 Field Trip
TRM 222	Entrepreneurship in Tourism
TRM 224	Employability Skills 2
TRM 228	Tourism & Hospitality Operations Simulation

**Note:** Co-requisite graduation requirements are under review and may change. Check with the Department Chair.

# COURSE DESCRIPTIONS

This section presents information available at the time of compilation. The College reserves the right to change its course offerings at any time. Some courses described here may not be available for registration during the period for which this Calendar information is effective. In particular, 2nd year University Studies courses may only be available at specific locations. Check your local Campus or Centre for current information about where courses are offered.

## COURSE PREREQUISITES & COREQUISITES

- Prerequisites and corequisites are stated at the end of each course description. The College endeavours to place students in courses where they can succeed. To assist this aim, the College reserves the right to change prerequisites of specific courses, although a year's notice of an increase will normally be given in the Calendar.
- Many departments have stipulations around time limits (five or ten years).
- Unless otherwise specified, a letter grade of C or better is required for prerequisites.
- A corequisite is a course that must be taken at the same time as the course listed (if not already completed successfully). Knowledge gained in the corequisite course is considered essential to success in the companion course.

## TRANSFERABILITY

Since transfer agreements change quickly, students are advised to always check with a Student Advisor and visit [www.bctransferguide.ca](http://www.bctransferguide.ca) for complete information. The T symbol noted throughout the Course Descriptions section of this Calendar indicates a course that is transferable to AT LEAST ONE BC post-secondary institution. The A symbol indicates a course that is eligible towards an Associate degree as it transfers to at least one BC university: UVic, SFU, UBC, UNBC

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### HOW TO READ A COURSE DESCRIPTION

Course code and title	<b>FRE 145 Intermediate French I<sup>PLA</sup></b>	PLA = Prior Learning Assessment available
Scheduled contact time per week,	4 hours lecture, or distance (D), 3 credits <b>A</b>	
(D) = course available at a distance,	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.	Course description
Number of credits,		
<b>A</b> = a course that is eligible towards an Associate Degree as it transfers to at least one BC university: UVic, SFU, UBC, UNBC. Check <a href="http://www.bctransferguide.ca">www.bctransferguide.ca</a> or ask a Student Advisor for details.	<b>Prerequisite(s):</b> FRE 121 or French 12	Prerequisite(s) or corequisite(s)
<b>T</b> = transferable to AT LEAST ONE BC post-secondary institution. Check <a href="http://www.bctransferguide.ca">www.bctransferguide.ca</a> or ask a Student Advisor for details.		

**ABT 020 Online Learner Success**

Online, 15 hours

This course is designed to introduce the learner to the skills necessary to be a successful learner in the online learning environment. Online Learner Success is free of charge and students are encouraged to enrol 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

**ABT 100 Introductory Keyboarding**

Self-paced, distance (D), online, 1 credit

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):** None

**ABT 101 Introduction to Computers & the Internet<sup>PLA</sup>**

Self-paced, distance (D), \*scheduled (\*subject to funding), online, 2 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):** Basic keyboarding skills and English prerequisite for Applied Business Technology program

**ABT 102 Speed Development<sup>PLA</sup>**

Self-paced, distance (D), 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 100

**ABT 103 Introductory Word Processing<sup>PLA</sup>**

Self-paced, distance (D), 3 credits

This course introduces students to formatting documents such as business letters, memos, and tables using Microsoft Word. Students will learn how to merge and add graphics to documents.

**Prerequisite(s):** ABT 100, ABT 101, and English prerequisite for Applied Business Technology program

**ABT 104 Advanced Word Processing**

Self-paced, distance (D), 3 credits

In this course students learn how to set up outlines, indexes, tables of contents, and graphics as well as working with shared documents and security.

**Prerequisite(s):** ABT 103 and English prerequisite for Applied Business Technology program

**ABT 105 Machine Transcription**

Self-paced; 1 credit

This course introduces students to machine transcription and the skills required to transcribe a variety of business documents.

**Prerequisite(s):** ABT 103 and English prerequisite for Applied Business Technology

**ABT 107 Office Skills<sup>PLA</sup>**

Self-paced, distance (D) and \*scheduled (\*subject to funding), 2 credits

This course covers goal setting, interpersonal skills, team building, communication skills and media, and records management.

**Prerequisite(s):** ABT 103 and English prerequisite for Applied Business Technology program

**ABT 108 Office Dynamics<sup>PLA</sup>**

Self-paced, distance (D), 3 credits

This course is a continuation of ABT 107. Topics include team skills, conflict resolution, ethical standards, time management, stress management, changes in the workplace, ergonomics, meetings, and presentations. Problem solving, critical thinking and decision making skill development are incorporated into this course.

**Prerequisite(s):** ABT 107 and English prerequisite for Applied Business Technology program

**ABT 109 Human Relations for Career Success**

Online, 1 credit

This course concentrates on personal and professional development 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 and English prerequisite for Applied Business Technology program

**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 116, ABT 148, and English prerequisite for Applied Business Technology program

**ABT 111 Administrative Procedures**

Online, 1 credit

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

**ABT 116 Word Processing Level I**

Online, \*scheduled (\*subject to funding), 1 credit

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

**ABT 117 Word Processing Level II**

Online, 1 credit

This course is a continuation of ABT 116 and provides additional instruction in letter styles, tables, charts, and reports. As well it 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

**ABT 120 Job Search<sup>PLA</sup>**

*Self-paced, distance (D), online, 2 credits*

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 103 and English prerequisite for Applied Business Technology program

**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

**ABT 135 Electronic Databases**

*Online, 2 credits*

This course introduces you to the Microsoft Access 2003 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.

**ABT 143 Computational Skills<sup>PLA</sup>**

*Self-paced, distance (D), 2 credits*

This course provides an introduction to applying the use of electronic printing calculators, and computation. Students will learn the touch method, common features of the calculator and solve business mathematics problems using accurate techniques.

**Prerequisite(s):** English and Math prerequisites for Applied Business Technology program

**ABT 144 Business Communications<sup>PLA</sup>**

*Self-paced, distance (D), 3 credits*

This course covers the basic skills of English grammar and spelling required for successful communications in the business world.

The essentials of the correct use of parts of speech, punctuation, and abbreviations are presented and illustrated through written and proofreading exercises. This course also covers planning; organizing and writing effective letters and inter-office communications; report writing; and electronic communications.

**Prerequisite(s):** English prerequisite for Applied Business Technology program

**ABT 145 Electronic Spreadsheets**

*Self-paced, distance (D), online, and \*scheduled (\*subject to funding), 2 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 101, and English & Math prerequisites for Applied Business Technology program

**ABT 146 Advanced Electronic Spreadsheets**

*Online, 2 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 Mailmerge, and developing a custom Excel application.

**Prerequisite(s):** ABT 020, ABT 101, ABT 145, and English and Math prerequisites for Applied Business Technology program

**ABT 147 Business Calculators & Mathematics**

*Online, 1 credit*

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):** ABT 020, and English and Math prerequisites for Applied Business Technology program

**ABT 148 Business English**

*Online, 2 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):** ABT 020, ABT 100, and English prerequisite for Applied Business Technology program

**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

**ABT 150 GroupWare Using Outlook<sup>PLA</sup>**

*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):** Successful completion of ABT 117 and ABT 102

**ABT 151 Desktop Publishing<sup>PLA</sup>**

*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):** Successful completion of ABT 117 and ABT 102

**ABT 152 Office Simulation For Administrative Assistants<sup>PLA</sup>**

*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):** Successful completion of ABT 148, ABT 149, ABT 111, ABT 117, ABT 126, ABT 135, ABT 151 and ABT 102.

**ABT 160 Accounting Procedures<sup>PLA</sup>**

*Lecture, self-paced, distance (D), 3 credits*

This course is an introduction to basic accounting concepts, principles, and procedures for students with no bookkeeping or accounting background or experience. Students are instructed to: analyze and record business transactions using the general journal and ledgers, and special journals and subsidiary ledgers. Business transactions are recorded and accounting procedures include: general journal entries, accounts payable, accounts receivable, payroll, banking procedures, petty cash and financial statements. **Prerequisite(s):** English and Math prerequisites for Applied Business Technology program, or instructor permission

**ABT 161 Accounting I**

*Online, 2 credits*

This course provides you with an introduction to manual accounting. Emphasis will be 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 Applied Business Technology program, or instructor permission

**ABT 162 Accounting II**

*Online, 2 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

**ABT 165 Computerized Accounting**

*Self-paced, online, scheduled; 3 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 101, ABT 160, and English and Math prerequisites for Applied Business Technology program

**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, 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 100, ABT 102 (45 wpm), ABT 116, ABT 117, ABT 144, or equivalents

**ABT 171 Legal Office Procedures**

*Online, 2 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 100, ABT 102 (45 wpm), ABT 116, ABT 117, ABT 143, ABT 144, or equivalents

**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 100, ABT 102 (45 wpm), ABT 116, ABT 117, ABT 144, or equivalents, and Co-requisite(s): ABT 170 & ABT 171 (may be taken as prerequisites)

**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 100, ABT 102 (45 wpm), ABT 116, ABT 117, ABT 144, ABT 147, or equivalents. ABT 170, ABT 171, ABT 172

**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 100, ABT 101, ABT 102 (45 wpm), ABT 116, ABT 117, ABT 144, ABT 147 or equivalents. ABT 170, ABT 171, ABT 172  
Co-requisite(s): ABT 173

**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 100, ABT 101, ABT 102 (45 wpm), ABT 144, ABT 116, ABT 117, ABT 170, ABT 171, or equivalents.

**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 100, ABT 101, ABT 102 (45 wpm), ABT 144, ABT 116, ABT 117, ABT 170, ABT 171, ABT 175, or equivalents.

**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 100, ABT 101, ABT 102 (45 wpm), ABT 144, ABT 116, ABT 117, ABT 170, ABT 171, or equivalents.

**ABT 178 Corporate Procedures II**

Online, 2 credits

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 100, ABT 101, ABT 102 (45 wpm), ABT 144, ABT 116, ABT 117, ABT 170, ABT 171, ABT 177, or equivalents.

**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 ABT program, ABT 020, ABT 100, ABT 101, ABT 102 (45 wpm), ABT 144, ABT 116, ABT 117, ABT 170, ABT 171, or equivalents.

**ABT 182 Medical Terminology I<sup>PLA</sup>**

Self-paced, distance (D), 3 credits

Video-taped 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 Applied Business Technology program

**ABT 183 Medical Terminology II<sup>PLA</sup>**

Self-paced, distance (D), 3 credits

This course takes a systems approach to understanding and using medical terminology. Video-taped 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

**ABT 197 Applied Business Technology 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.

**Prerequisite(s):** Enrolment in EMP 100

**ABT 198 Applied Business Technology 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-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):** ABT 197

**ABT 200 Organizational Management***3 hours lecture; 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, the budget process, and health and safety in the workplace.

**Prerequisite(s):** Acceptance into Office Management program

**ABT 210 Written & Oral Business Communications***3 hours lecture; 3 credits*

This course is divided into two modules: (1) Oral Communications and (2) Written Communications. In Module 1 of this business communications course, students learn the theory and the practical skills that are necessary to write effective, concise business letters, memos, and reports in today's workplace. In Module 2, students learn how to prepare and deliver a variety of creative and powerful oral presentations and to plan a business event.

**Prerequisite(s):** Acceptance into Office Management program

**ABT 220 Leadership & Supervision***3 hours lecture; 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):** Acceptance into Office Management program

**ABT 230 Human Resource Management***3 hours lecture; 3 credits*

This course is divided into two modules: (1) staffing, and (2) time management, stress management. In the first module, students are introduced to human resource management. Topics include Human Rights legislation, equal employment opportunity, planning, recruitment, selection, training and performance appraisals. In the second module, students learn how to improve time and stress management skills when working in business and personal situations.

**Prerequisite(s):** Acceptance into Office Management program

**ABT 240 Interpersonal Relations***3 hours lecture; 3 credits*

This course is divided into two modules: Interpersonal Communications and Negotiating Skills, Conflict Resolution and Ethics. In Module 1 of this course, students will learn how to improve personal effectiveness, positive perceptions, motivation, attitudes and values that influence personal goals and outcomes. In Module 2 students will learn how to employ a variety of methods to resolve conflict, negotiate solutions, and mediate disputes. They will also evaluate ethical issues and practice decision making.

**Prerequisite(s):** Acceptance into Office Management program

**ABT 250 Office Systems and Computer Essentials***3 credits*

This 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):** Acceptance into Office Management program

**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):** documented Cognitive/Mental Health Disability; intake interview

**AED 011 Intro to Workplace Communications***2 hours lecture/one-on-one liaison with student and support staff; 72 hours*

Students practice skills necessary to communicate effectively with employers and fellow employees.

**Prerequisite(s):** Documented Cognitive/Mental Health Disability; Intake interview

**AED 012 Intro to Goal Planning & Personal Development***2 hours lecture/one-on-one liaison with student 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):** Documented Cognitive/Mental Health Disability; Intake interview

**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.

**Prerequisite(s):** Documented Cognitive/Mental Health Disability; Intake interview

**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):** Documented Cognitive/Mental Health Disability; Intake interview

**AED 016 Intro to Workplace Safety and Health Promotion***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):** Documented Cognitive/Mental Health Disability; Intake interview

**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):** Documented Cognitive/Mental Health Disability. Successful completion of AED 027 (Workplace Safety) or AED 027 as a co-requisite. In class/on campus demonstration of work readiness by consistently showing understanding of appropriate workplace expectations including time management, on task behaviour, appropriate grooming, and interpersonal and communication skills. Willingness to participate in un-paid work experience

**AED 020 Career Exploration & 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):** Documented Cognitive/Mental Health Disability; Intake interview

**AED 021 Workplace Communications**

4 hours lecture/one-on-one liaison with student and support staff; up to a maximum of 144 hours

Students learn the skills necessary to communicate effectively with employers and fellow employees.

**Prerequisite(s):** Documented Cognitive/Mental Health Disability; Intake interview

**AED 022 Goal Planning and Personal Development**

4 hours lecture/one-on-one liaison with student and support staff; up to a maximum of 144 hours

Students learn the skills necessary to set personal goals.

**Prerequisite(s):** Documented Cognitive/Mental Health Disability; Intake interview

**AED 023 Understanding Employment**

4 hours lecture; up to a maximum of 144 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):** Documented Cognitive/Mental Health Disability; Intake interview

**AED 024 Work Search and Interview Skills**

144 hours (maximum) lecture, continuous 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):** Documented Cognitive/Mental Health Disability; Intake interview

**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):** Documented Cognitive/Mental Health Disability; Intake interview

**AED 026 Health Promotion**

144 hours (maximum), 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):** Documented Cognitive/Mental Health Disability; Intake interview

**AED 027 Workplace Safety**

144 hours (maximum) seminar, continuous entry/exit

Students will learn and practice skills necessary for safe involvement in the workplace.

**Prerequisite(s):** Documented Cognitive/Mental Health Disability; Intake interview

**AED 028 Relaxation and Stress Management**

144 hours (maximum) 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):** Documented Cognitive/Mental Health Disability; Intake interview

**AED 029 Working Relationships**

144 hours (maximum) lecture, continuous entry/exit

Students will learn and practice skills necessary to build healthy safe relationships in work, social and community environments.

**Prerequisite(s):** Documented Cognitive/Mental Health Disability; Intake interview

**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):** Documented Cognitive/Mental Health Disability; Intake interview

**AED 031 Working with the Environment**

2 hours lecture/one-on-one liaison with student 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):** Documented Cognitive/Mental Health Disability; Intake interview

**AED 032 Math, Money, and Managing It All!**

Lecture/one-on-one liaison with student and support, 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):** Documented Cognitive/Mental Health Disability; Intake interview

**AED 035 Self Employment Skills**

108 hours

Students will plan and participate in small profit generating activities.

**Prerequisite(s):** Documented Cognitive/Mental Health Disability; Intake interview

**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):** Documented Cognitive/Mental Health Disability; Intake interview

**AED 040 Horticulture and Customer Service**

3 hours lecture, 9 hours lab; 432 hours (max)

This course provides training for entry level employment in the horticulture and customer service industry. The classroom learning will be applied and practiced in a horticultural setting (garden and greenhouse) Students who successfully complete all modules of this course will receive a Certificate of Participation from the Access for Students With Disabilities Department. The program modules will cover plant production, approaches to and resolution of gardening problems, garden design, customer service, employment opportunities, safety issues and tool use, and business aspects of the horticulture industry.

**Prerequisite(s):** Documented Cognitive/Mental Health Disability; Intake interview

**AED 050 Preparation for Foodsafe Certificate**

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):** Documented Cognitive/Mental Health Disability; Intake interview

**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):** Documented Cognitive/Mental Health Disability; Intake interview

**AED 061 Discovering Career Paths**

2 hours lecture/one-on-one liaison with student and support staff; 108 hours

The course is designed to assist students in exploring their career options by clarifying their goals and examining their skills, talents and interests. Students will also examine their barriers to employment and develop strategies for overcoming them.

**Prerequisite(s):** Documented Cognitive/Mental Health Disability; Intake interview

**AED 062 Intro to Peer Support**

2 hours lecture/one-on-one liaison with student 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):** Documented Cognitive/Mental Health Disability; Intake interview

**AET 010 Advanced First Aid**

88 hours

The Academy of Emergency Training Advanced First Aid (AFA) course has received recognition in meeting OFA Level 3 in BC and in Alberta Advanced First Aid. The Advanced First Aid program gives the students the knowledge of how to react in an emergency medical situation. The AFA program integrates the latest medical assessments including advanced protocols such as blood pressure and chest auscultation. The course includes more advanced techniques and equipment for immobilizing, including traction splints, keds, speed straps and sager splints, CPR to Level C and Automated External Defibrillator (AED).

**Prerequisite(s):** 16 years of age before course starts; strongly recommend Standard First Aid, CPR C, AED, and pre-reading of material; WCB Medical Certificate of Fitness required before final exam.

**AET 020 Emergency Medical Responder**

120 hours

The Academy of Emergency Training Emergency Medical Responder (EMR) course has received recognition in meeting OFA Level 3 in BC and more in Alberta Advanced First Aid. The Emergency Medical Responder program gives the students the knowledge of how to react in an emergency medical situation. The EMR program integrates the latest medical assessments including advanced protocols such as blood pressure, pharmacology, tube maintenance, nasal airways and chest auscultation. The course includes more advanced techniques and equipment for immobilizing, including traction splints, keds, speed straps and sager splints, CPR to Level C and Automated External Defibrillator (AED).

**Prerequisite(s):** 16 years of age before course starts, Strongly Standard First Aid, CPR C, and AED, also pre-reading of material , WCB Medical Certificates of Fitness before final exam.

**AGR 110 Introduction to Plant Science for Greenhouse Growers**

Lecture/lab; 33 hours

This course will cover all of the necessary basics of Plant Science for greenhouse growers. Basic plant anatomy, physiology, and pathology will be covered, with an emphasis on how plant growth is optimized in a greenhouse environment. Laboratory exercises will complement the lecture material.

**Prerequisite(s):** MAT 033/034 or Principles of Math 10 (or equivalent, or by assessment) and ENG 034 or English 10 (or equivalent, or by assessment)

**AGR 111 Greenhouse Design & Operation***Lecture/lab; 45 hours*

This course will cover the basics of greenhouse design and operation, and how the greenhouse environment can be optimized for plant growth. Site selection and preparation, structural components, heat, ventilation, irrigation, hydroponic growing systems, evaporative cooling, carbon dioxide enrichment, and lighting will all be covered. Throughout this course, the high cost, automated and intensively managed greenhouse systems (hydroponic, radiant heating, carbon dioxide enriched, computer controlled environment) will be contrasted with lower cost, low input greenhouse systems (soil based, natural ventilation, solar heat, etc.). Laboratory exercises and field trips have been designed to compliment the lecture material.

**Prerequisite(s):** MAT 033/034 or Principles of Math 10 (or equivalent, or by assessment) and ENG 034 or English 10 (or equivalent, or by assessment)

**AGR 112 Propagation & Nursery Production***Lecture/lab; 33 hours*

This course will cover the basics of plant propagation and the growing of seedlings for transplanting or sale. Methods of propagation, including seeding, division, cuttings, and tissue culture will be covered. The particular environmental conditions required for propagation of different crops using different methods, and for growing seedlings will be taught. Specific diseases and pests of young plants, their control and prevention, will also be covered. Laboratory exercises and field trips have been designed to compliment the lecture material.

**Prerequisite(s):** MAT 033/034 or Principles of Math 10 (or equivalent, or by assessment) and ENG 034 or English 10 (or equivalent, or by assessment)

**AGR 113 Greenhouse Vegetable Production***Lecture/lab; 45 hours*

This course will cover the cultural practices for growing common greenhouse crops. Intensive, low-input, and organic production methods will be compared and contrasted for each crop. Varieties, propagation, timing, environmental requirements, plant support, pruning, training, harvest, post-harvest handling, common pests and diseases will be discussed for tomatoes, cucumbers, peppers, lettuce, and other crops. Laboratory exercises and field trips have been designed to compliment the lecture material.

**Prerequisite(s):** MAT 033/034 or Principles of Math 10 (or equivalent, or by assessment) and ENG 034 or English 10 (or equivalent, or by assessment)

**AGR 114 Planning for a Greenhouse Business***Lecture/lab; 36 hours*

This course will cover the basics of preparing a business plan for a greenhouse based business. Students will learn how to prepare the different components of a business plan: marketing plan, human resources plan, production plan, and financial plan. The course will also cover business organization, environmental planning, record keeping, long-term planning, and reasons for preparing (and following) a good business plan. Laboratory exercises and a term project (completed business plan) will compliment the lecture material.

**Prerequisite(s):** MAT 033/034 or Principles of Math 10 (or equivalent, or by assessment) and ENG 034 or English 10 (or equivalent, or by assessment)

**AGR 115 Greenhouse Project and Practicum***Shop/practicum; 110 hours*

Practicum and project for Greenhouse Management Certificate.

**Prerequisite(s):** AGR 110, AGR 111, AGR 112, AGR 113 & AGR 114

**AIR 020 Air Brakes Operating Skills***20 hours*

Airbrakes Operating Skills is an ICBC approved course that has to be completed if you wish to place an air brake endorsement your present class of driver's license or to add an airbrake endorsement in order to acquire a higher class of driver's license to operate air brake equipped vehicles on public highways. The course consists of 16 hours of theory plus 4 hours of practical training. Practical training is given to groups of 5 students and will be scheduled with the instructor on the first night of class. This course allows North Island College to conduct practical air brake testing, on behalf of ICBC. On successful completion, a certificate is issued that must be converted to an endorsement within 30 days by applying at a ICBC examination center/BC to write the official air brake test.

**Prerequisite(s):** Valid BC driver's licence

**AMV 100 Safety***45 hours*

This module introduces students to basic safety practices and operations within the workshop environment. It includes familiarity with WCB and WHMIS regulations.

**Prerequisite(s):** Acceptance into the Automotive Service Technician program

**AMV 101 Employability Skills***45 hours*

This module introduces students to workplace skills including: using personal computers, communication skills and employment readiness skills.

**Prerequisite(s):** Acceptance into the Automotive Service Technician program

**AMV 102 Tools and Equipment***45 hours*

This module introduces the student to the tools used in the automotive service trade. It covers hand, power and measuring tools. Safe use and maintenance of tools is emphasized.

**Prerequisite(s):** Acceptance into the Automotive Service Technician program

**AMV 103 General Automotive Maintenance***135 hours*

This module introduces students to the processes of general automotive maintenance including: inspecting tires and wheels, servicing filters, belts and hoses, selecting lubricants and fluids, cooling systems, exhaust systems, transmission service.

**Prerequisite(s):** Acceptance into the Automotive Service Technician program

**AMV 104 General Automotive Practices***135 hours*

This module introduces the student to servicing and diagnostic procedures including: servicing gaskets and seals, tubing and fittings and bearings and bushings. Use of fasteners and welding techniques is also covered. Introduction to principles of engine operation, fuel systems and emission controls.

**Prerequisite(s):** Acceptance into the Automotive Service Technician program

**AMV 105 Brakes***135 hours*

This module introduces students to hydraulic, drum and disc brakes, power assist systems and ABS systems.

**Prerequisite(s):** Acceptance into the Automotive Service Technician program

**AMV 106 Steering Systems***90 hours*

This module introduces the student to servicing steering gears, steering columns, steering linkage and steering systems. Wheel alignment and four wheel steering systems will also be covered.

**Prerequisite(s):** Acceptance into the Automotive Service Technician program

**AMV 107 Suspension Systems***90 hours*

This module introduces suspension systems and their servicing.

**Prerequisite(s):** Acceptance into the Automotive Service Technician program

**AMV 108 Electrical/ Electronic Systems***180 hours*

This module introduces the student to automotive electrical systems. Basic principles of electricity, batteries, electronics, engine management, ignition systems, vehicle restraint systems and wiring harnesses are studied.

**Prerequisite(s):** Acceptance into the Automotive Service Technician program

**AMV 109 Work Habits***15 hours*

The student will be trained and evaluated throughout the Automotive Service Technician program on work habits that are required for success in the Automotive Service trade.

**Prerequisite(s):** Acceptance into the Automotive Service Technician program

**ANH 100 Anatomy and Physiology of Animals***32 hours*

This course provides a basic background in the structure and functions of the major body parts of both small and large animals. Students will become familiar with medical terminology. Format includes lectures, videos, assignments, readings, presentations and exams. Students will be required to present short written and oral assignments.

**Prerequisite(s):** Admission to the Animal Care Aid program

**ANH 101 Radiology***10 hours*

This course will familiarize the student with the basic principles of radiology. The course will cover the physiology and structure of an x-ray machine, and concentrate on safety, darkroom procedures, following instructions, and assisting the Veterinarian or Animal Health Technician (AHT).

**Prerequisite(s):** Admission to the Animal Care Aid program

**ANH 102 Laboratory Procedures***16 hours*

Learn the proper use and care of the microscope. Covers: simple lab tests; preparing tests for the Veterinarian or Animal Health Technician; common parasites, including lifecycles and identification of eggs. Microscopes and test kits provided.

**Prerequisite(s):** Admission to the Animal Care Aid program

**ANH 103 Medical Nursing***48 hours*

This course covers a broad range of topics including: restraint and handling, sanitation, nutrition, breeds, behaviour, care of ill animals, administration of medicines, emergency care, diseases, immunology, grooming, vaccines, bandaging and dental care. Discussion of ethical issues, confidentiality, animal rights welfare and the law.

**Prerequisite(s):** Admission to the Animal Care Aid program

**ANH 104 Surgical Procedures***18 hours*

This course provides an introduction to all aspects of surgery involving animals. A basic understanding of anaesthetics, proper sterile techniques, identification of surgical instruments, surgery room clean up, and post operative care of the patient will be covered. Lab time will be provided to allow students practice time in preparing surgical packs, gowning and gloving. Common surgeries will be discussed.

**Prerequisite(s):** Admission to the Animal Care Aid program

**ANH 105 Communicating on the Job***9 hours*

Communicating with others is one of the most important skills required for successful day-to-day management of your job. Learn about good and effective communication skills with the public, clients and coworkers. Emphasizes telephone answering skills, taking clear, concise messages and communicating with the public. Understanding the grieving process and providing help and sympathy during the loss of a pet are covered.

**Prerequisite(s):** Admission to the Animal Care Aid program

**ANH 106 Large Animal Farm***Field trip*

A tour of two different commercial animal facilities: a horse breeding farm and a research dairy farm, depending on availability in the area. You will observe the management, breeding and general stable care involved in these businesses. Attendance is mandatory.

**Prerequisite(s):** Admission to the Animal Care Aide program

**ANH 107 Veterinary Hospitals***Field trip*

Tour of a large veterinary hospital, which serves the North Island College area. This is an opportunity to observe the many activities of a major commercial facility, which operates as an emergency clinic on the weekends, including: surgery, lab work, x-ray room, plus handling and care of a wide variety of animals. Attendance is mandatory.

**Prerequisite(s):** Admission to the Animal Care Aide program

**ANH 108 Wildlife Rehabilitation Centre***Field trip*

Students will have the opportunity to tour a facility for the rehabilitation of wildlife.

**Prerequisite(s):** Admission to the Animal Care Aide program

**ANH 109 Exotic Animal Centre***Field trip*

Visit a centre specializing in the care of exotic animals, most of whom have been abandoned. Observe the care and handling of primates and other rare and endangered species.

**Prerequisite(s):** Admission to the Animal Care Aide program

**ANH 110 Work Experience for Animal Care Aide**

20 hours

Twenty hours of work experience in the related field of animal health care.

Requirements: Mandatory completion. Prior volunteer and work experience will be considered in lieu of this placement.

**Prerequisite(s):** Admission to the Animal Care Aide program

**ANH 111 Complimentary Medicine**

5 hours

Learn the use of herbal and homeopathic remedies for pets and how to prepare and administer these remedies. Nutrition, skin problems, allergies, flea control and health related problems will also be addressed.

**Prerequisite(s):** Admission to the Animal Care Aid program

**ANH 112 Veterinary Office Procedures**

9 hours

This course covers keeping proper records and logs in each area of a hospital. It will include booking appointments and surgeries; prescription writing; taking and ordering hospital inventory using the AVP catalogue; and admitting and discharging patients.

**Prerequisite(s):** Admission to the Animal Care Aid program

**ANT 150 Cultural Anthropology**

3 hours lecture/tutorial, or distance (D), 3 credits **A**

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 ENG 098, ENG 060 or Provincial English 12, or placement testing

**ANT 151 Physical Anthropology & Archaeology**

3 hours lecture/tutorial, or distance (D), 3 credits **A**

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 098, ENG 060 or Provincial English 12, or placement testing

**ANT 250 Ethnology of North America**

3 hours lecture/tutorial, 3 credits **A**

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):** ANT 150

**ANT 251 Principles of Archaeology**

3 hours lecture/tutorial, 3 credits **A**

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):** ANT 150

**ANT 252 Northwest Coast Prehistory**

3 hours lecture, 3 credits **A**

Northwest Coast Prehistory is an overview of the last 11,000 years of human occupation of the Pacific Northwest region, from Alaska to Oregon, with an emphasis on Vancouver Island. Particular attention will be paid to the archaeology of the Comox Valley and the North Island area, and the principle of cultural resource management. Ethnographic and linguistic evidence will also be used to explore the rich culture history of this region.

**Prerequisite(s):** ANT 150 or ANT 151

**ANT 253 Seacoasts in Prehistory**

3 hours lecture, 3 credits **A**

Seacoasts in Prehistory is a 3-credit, 15-week multimedia course surveying prehistoric human adaptation to maritime environments in the Arctic, Pacific Rim, North and South America, Oceania, Asia, Africa, and Europe. The antiquity and cultural significance of maritime adaptations will be addressed, as well as the particular problems and methods of archaeological research in coastal environments, including coastal geomorphology and underwater archaeology.

**Prerequisite(s):** ANT 150 or ANT 151

**ANT 290 Archaeology Field School**

3 Week archaeological excavation, 3 credits **A**

Techniques of archaeological excavation and analysis. This course is a learning experience derived from participation in an archaeological field excavation project. The main content of the course will be the practical aspects of archaeological field work and will include excavation procedure, artifact recognition, recording archaeological field data, cataloguing archaeological field data, field and museum treatment of artifacts, and archaeological theory as applicable to field excavation.

**Prerequisite(s):** ANT 151 and permission of the instructor; medical certificate; signed liability waiver; attendance at initial orientation meeting

**ANT 291 Archaeology Field School**

6 Week archaeological excavation, 6 credits **A**

Techniques of archaeological excavation and analysis. This course is a learning experience derived from participation in an archaeological field excavation project. The main content of the course will be the practical aspects of archaeological field work and will include excavation procedure, artifact recognition, recording archaeological field data, cataloguing archaeological field data, field and museum treatment of artifacts, and archaeological theory as applicable to field excavation.

**Prerequisite(s):** ANT 151 and permission of the instructor; medical certificate; signed liability waiver; attendance at initial orientation meeting

**ANT 292 Archaeology Field School**

12 hours lecture, 486 hours practicum, 9 credits **A**

Techniques of archaeological excavation and analysis. This course is a learning experience derived from participation in an archaeological field excavation project. Four weeks prior to leaving for the excavation, students will learn through lectures and student presentations a wide variety of subject areas relevant to the archaeological site under investigation. Once on excavation, students will learn through practical application archaeological fieldwork, including excavation procedure, artifact recognition, and recording archaeological field data, over a period of six weeks. Two weeks in "post-excavation" will be spent first preparing the archaeological site for the off-season, and then classifying and analyzing artifacts, as well as museum treatment of artifacts.

**Prerequisite(s):** ANT 151 or equivalent and permission of the instructor; medical certificate; signed liability waiver; attendance at initial orientation meeting

**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 would be offered only in the Spring or Summer semester, and will feature a series of preparatory and follow-up lectures and seminars.

**Prerequisite(s):** ENG 060, ENG 098, ESL 090, or Provincial English 12; signed liability waiver.

**ASM 100 Program Orientation & Workshop Safety**

28 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 Aircraft Structures Technician program

**ASM 101 Regulation, Documentation & Technical Information**

42 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 Aircraft Structures Technician program

**ASM 102 Structural Materials & Heat Treatment**

36 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 Aircraft Structures Technician program

**ASM 103 Tools & Equipment**

293 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 AST program.

**Prerequisite(s):** Admission to Aircraft Structures Technician program

**ASM 104 Sheet Metal Fabrication**

101 hours

During this course you will manufacture aircraft components in sheet metal to specifications, while following industry standard procedures and processes.

**Prerequisite(s):** Admission to Aircraft Structures Technician program

**ASM 105 Standard & Special Fastener Identification & Installation**

109.5 hours

The correct use of fasteners is fundamental to the work of aircraft structural repair. During this course you 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 Aircraft Structures Technician program

**ASM 106 Sheet Metal Repairs & Damage Assessment**

257 hours

Much of the work of an Aircraft Structures Technician involves assessing damage to structures and undertaking correct repairs. During this course you 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 Aircraft Structures Technician program

**ASM 107 Surface Preparation & Corrosion Control**

52 hours

During this course you 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 Aircraft Structures Technician program

**ASM 108 Fluid Lines & Conduits**

14 hours

During this course you 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 Aircraft Structures Technician program

**ASM 109 Aircraft Systems, Structures & Designs**

232.5 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 Aircraft Structures Technician program

**ASM 110 Composite Repairs & Fabrication**

79 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 Aircraft Structures Technician program

**ASM 111 Tubular Repairs (Welding Excluded)**

52 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 Aircraft Structures Technician program

**ASM 112 Wood Structure & Repair**

56 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 Aircraft Structures Technician program

**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 Aircraft Structures Technician program

**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 Aircraft Structures Technician program

**ASM 115 Human Factors***4 hours lecture, 12 hours shop*

ASM 115 will provide the student with the training on the topic of Human factors in aviation maintenance as required by Transport Canada.

**Prerequisite(s):** Admission to Aircraft Structures Technician program

**BED 024 Employment Skills Review***24 hours/week*

This course may be offered occasionally as community need arises. It will be offered to students who have taken the employment transition or other similar program in the past and who need a short term review of skills previously acquired. This course does not include a work experience component.

**Prerequisite(s):** Interview with the instructor

**BED 025 Competitive Employment Skills***24 hours/week*

This course covers the material presented in the employment transition course and is offered for students who will be entering competitive employment following the course. Students will participate in work experience in an employment setting.

**Prerequisite(s):** Interview with the instructor

**BED 040 Vocational Skills***Hours vary according to need*

This course assists students who wish to learn introductory work skills. Topics may include basic computer skills, work place literacy, independent reading, consumer math, workplace safety, working with the environment, and the work place. Topics vary according to learner needs and interests.

**Prerequisite(s):** Interview with the instructor

**BIO 051 College Preparatory Biology I***3 hours lecture + 3 hours lab, online, or distance (D) with attendance at a Campus lab required, 3 credits*

Students in BIO 051 will study the scientific method, and apply these concepts to laboratory procedures. The theory of evolution is introduced, along with general studies of microorganisms, plants, and animals, leading to knowledge of the organization of the biosphere. Major principles of ecology are introduced using examples from local ecosystems. This course is equivalent to BC Biology 11. It is highly recommended that students enrol in Bio 051 before Bio 060, particularly if it has been several years since the last biology course was completed.

**Prerequisite(s):** C+ in ENG 032, 033 & 034, or English 10, or placement testing. Science at the Grade 10 level is recommended, but not required

**BIO 060 Introducing Biology  
(College Preparatory Biology II)***3 hours lecture + 3 hours lab, online, or distance (D) with attendance at a Campus lab required, 3 credits*

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

**Prerequisite(s):** C+ in English 11, Math 10 or MAT 034, or placement testing. Provincial English 12 highly recommended. It is recommended students have BIO 051 or Biology 11 and CHE 051 or Chemistry 11, with a "C" grade, although this is not required.

**BIO 102 Principles of Modern Biology I***3 hours lecture + 3 hours lab, 3 credits* **A**

This science major 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):** One of BIO 051, BIO 060, Biology 11, or Biology 12, and one of CHE 051 or Chemistry 11

**BIO 103 Principles of Modern Biology II***3 hours lecture + 3 hours lab, 3 credits* **A**

This science major course 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 extensive laboratory components.

**Prerequisite(s):** One of BIO 051, BIO 060, Biology 11, Biology 12, or equivalent, and one of CHE 051, Chemistry 11 or equivalent

**BIO 110 Concepts in Biology I***3 hours lecture + 3 hours lab, 3 credits* **A**

Designed for non-science majors who require a science elective, or science students without the necessary prerequisites for Biology 102 and 103. Topics include an introduction to concepts in cell biology beginning with basic concepts in chemistry, cell structure, cell energetics and cell division. The second half of the course will look at genetics and then explore topics in evolutionary biology.

**Prerequisite(s):** C in one of ENG 060, ENG 098 or Provincial English 12, or placement testing

**BIO 111 Concepts in Biology II***3 hours lecture + 3 hours lab, 3 credits* **A**

Designed for non-science students who need a science elective or science students without the necessary pre-requisites for Biology 102 and 103. Topics include an introduction to the diversity of life with investigations into plant structure and function and animal structure and function.

**Prerequisite(s):** C in one of ENG 060, ENG 098 or Provincial English 12, or placement testing

**BIO 160 Human Anatomy & Physiology I***3 hours lecture + 3 hours lab, 3 credits* **A**

This course is the first half of a comprehensive survey of human structures and functions. Gross and microscopic human anatomy and basic physiological principles are emphasized and an extensive laboratory component is included.

**Prerequisite(s):** C+ in BIO 060 or Biology 12, and CHE 051 or Chemistry 11. Effective Fall 2002 the Biology and Chemistry prerequisites must have been completed within the last 10 years.

**BIO 161 Human Anatomy & Physiology II**

3 hours lecture + 3 hours lab, 3 credits **A**

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):** BIO 160

**BIO 170 Foundations of Ethnobotany**

3 hours lecture + 3 hours lab, 3 credits **A**

Foundations of Ethnobotany provides students with a broad survey of the major areas of study within the discipline of ethnobotany. Topics include: folk taxonomy, plant identification and ecology, origins of agriculture, traditional foodways, phytomedicinals, fibre technologies, and plants and community. Global indigenous experiences will be used to illustrate course material and when possible, examples from Pacific Northwest cultures will be included. The laboratory component of this course illustrates and further explores lecture topics.

**Prerequisite(s):** C in Provincial English 12 or ENG 098 or equivalent

**BIO 171 Applied Ethnobotany**

3 hour lecture, 3 credits **A**

Applied Ethnobotany explores practical applications of topics covered in BIO170. Areas of focus include: resource management, herbarium studies, ethnopharmacognosy, NTFPs and community development, TEK and cultural revitalisation, Intellectual Property Rights. Global indigenous experiences will be used to illustrate course material and when possible, examples from Pacific Northwest cultures will be included. The laboratory component of this course illustrates and further explores lecture topics.

**Prerequisite(s):** BIO 170

**BIO 200 Cell Biology I: Structural Basis**

3 hours lecture + 3 hours lab, 3 credits **A**

A study of the ultrastructure and function of cell organelles and membranes, DNA and chromosomes, cellular movements and cellular reproduction.

**Prerequisite(s):** BIO 102 & 103 and CHE 110 & 111

**BIO 201 Cell Biology II: Introduction to Biochemistry**

3 hours lecture + 1.5 hours tutorial, 3 credits **A**

(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 & 103 and CHE 200 & 201 (which may be taken concurrently)

**BIO 202 Principles of Genetics**

3 hours lecture + 1.5 hours tutorial, 3 credits **A**

(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):** BIO 200 and CHE 110 & 111

**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 **A**

(may be offered in alternate years)

An introduction to the major invertebrate taxa from sponges to chordates with emphasis on functional anatomy, life cycles, diversity and ecology. A compulsory 3-day field trip to the Bamfield Marine Station 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 & 103 or BIO 110 & 111

**BIO 230 Principles of Ecology**

3 hours lecture + 3 hours lab, 3 credits **A**

An introduction to the basic principles of ecology. The lecture series explores the physical components of the environment, adaptations of organisms to the physical environment, energy balance in ecosystems, and the levels of organization in ecology: population, community and biome. The lab series explores several sampling techniques used in the study of ecology. Two or three field trips are a compulsory component of this course

**Prerequisite(s):** BIO 102 & 103 or BIO 110 & 111, and Chemistry 12. MAT 115 strongly recommended

**BIO 240 Applied Ecology: Human Impact on the Environment**

3 hours lecture/lab, 3 credits **A**

This course reviews the ecological principles underlying environmental issues, including the concept of the biosphere, the nutrient and water cycles, and how ecosystems function interdependently. These skills are then applied in an objective analysis of several environmental issues; students will be encouraged to evaluate different courses of action in terms of sustainability. Emphasis of the course is on environmental issues that exist in British Columbia, and particularly in the Vancouver Island region.

**Note:** Students cannot receive credit for this course and ENV 210. This course may be offered in alternate years.

**Prerequisite(s):** BIO 102 & 103 or BIO 110 & 111, and Chemistry 12. ECO 110 & 111, MAT 115 and BIO 230 are strongly recommended

**BIO 241 Traditional Ecological Knowledge (TEK)**

3 hours lecture, 3 credits **A**

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):** BIO170 & 171 or BIO102 & 103 or BIO110 & 111

**BIO 260 Pathobiology I<sup>PLA</sup>**

3 hours lecture, 3 credits **A**

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 160 & 161 and enrolment in the 2nd year Nursing program

**BIO 261 Pathobiology II<sup>PLA</sup>**

3 hours lecture, 3 credits **A**

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 2nd year Nursing program

**BUS 112 Introductory Financial Accounting I**

3 hours lecture, or distance (D), 3 credits **A**

An introduction to general concepts of financial accounting, preparation of financial statements, and the use of accounting information in decision-making. It covers the principles and procedures for recording, classifying, summarizing, reporting, and analyzing financial information. Topics include the accounting process and assets. Simply Accounting is introduced with emphasis placed on developing the general ledger and integrating accounts receivable and accounts payable.

**Prerequisite(s):** Principles of Math 11

**BUS 113 Introductory Financial Accounting II**

3 hours lecture, or distance (D), 3 credits **A**

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

**Prerequisite(s):** BUS 112

**BUS 132 Mathematics of Finance**

3 hours lecture, 3 credits **A**

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 rather than on theoretical derivations.

**Prerequisite(s):** MAT 053, Principles of Math 11, or Algebra 11

**BUS 150 Administrative Principles**

3 hours lecture, or distance (D), 3 credits **A**

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 organization.

**Prerequisite(s):** C+ in one of ENG 060, ENG 098 or Provincial English 12, or placement testing

**BUS 152 Entrepreneurship & Small Business Management**

3 hours lecture, 3 credits **A**

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):** One of MAT 053 or Principles of Math 11, and C+ in one of ENG 060, ENG 098 or Provincial English 12, or placement testing

**BUS 162 Basic Marketing Principles & Practices**

3 hours lecture, or distance (D), 3 credits **A**

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+ in one of ENG 060, ENG 098 or Provincial English 12, or placement testing

**BUS 170 Computer Applications for Business**

4 hours lecture/lab, 3 credits **A**

This course introduces students to computing concepts and skills using industry standard business application software in a hands-on environment. Students will learn to use 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.

**Note:** Basic computing skills are assumed. Students with little computer experience should take CPS 143 or an equivalent course before taking BUS 170.

**Prerequisite(s):** BUS 112 and Principles of Math 11

**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.

**Prerequisite(s):** Enrolment in EMP 100

**BUS 211 Intermediate Financial Accounting I**

3 hours lecture, 3 credits **A**

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):** BUS 113 and Principles of Math 11

**BUS 212 Intermediate Financial Accounting II**

3 hours lecture, 3 credits **A**

BUS 212 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.

**Prerequisite(s):** BUS 211 and Principles of Math 11

**BUS 217 Management Accounting**

3 hours lecture, 3 credits **A**

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):** BUS 113 and Principles of Math 11

**BUS 221 Commercial Law**

3 hours lecture, 3 credits **A**

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 ENG 060, ENG 098 or Provincial English 12, or placement testing

**BUS 223 Taxation 1**

3 hours lecture, 3 credits **A**

(Please Note: credits will not be given for both BUS 222 and BUS 223)

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):** BUS 113

**BUS 232 Quantitative Methods**

3 hours lecture, 3 credits **A**

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.

**Prerequisite(s):** MAT 115

**BUS 244 Finance**

3 hours lecture, 3 credits **A**

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):** BUS 113, BUS 132 & MAT 115

**BUS 247 The Canadian Securities Course**

3 hours lecture, 3 credits

This course is modeled on the Canadian Securities course offered by the Canadian Securities Institute. Topics include financial statements and their interpretation, money markets, government and corporate bonds, preferred and common shares, the stock exchanges, buying and selling equities, portfolio management, securities regulations and investor protection. This is a cost recovery course; special tuition fees apply.

**Prerequisite(s):** none

**BUS 255 Human Resources Management**

3 hours lecture, 3 credits **A**

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

**BUS 260 Consumer Behaviour**

3 hours lecture, 3 credits **A**

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

**BUS 261 E-Marketing**

3 hours lecture/1 hour lab, 3 credits **A**

This course examines the model of Electronic Business as it exists today and how marketing fits into it. It also examines how financial transactions occur in E-Commerce. Students will learn how to apply conventional marketing tactics to the Internet. Through hands-on application in a computer lab, they will create an on-line marketing communications piece for their portfolio. They will also develop a marketing plan for an Electronic based business. The course ends with a look at the future for Electronic Marketing.

**Prerequisite(s):** BUS 162 & BUS 170

**BUS 262 Marketing Research**

3 hours lecture/1 hour lab, 3 credits **A**

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):** MAT 115 & BUS 162

**BUS 264 Professional Selling**

3 hours lecture, 3 credits **A**

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

**BUS 268 Advertising and Promotion**

3 hours lecture, 3 credits **A**

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

**BUS 280 Globalization and International Business**

3 hours lecture, 3 credits **A**

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):** C+ in one of ENG 060, ENG098, or Provincial English 12

**BUS 290 Management Information Systems**

3 hours lecture, 3 credits **A**

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 and C+ in one of ENG 060, ENG 098 or Provincial English 12, or placement testing

**BUS 292 Management Policy**

3 hours seminar, 3 credits **A**

This 'capstone' course provides students with the tools to analyze organizational operations and develop strategic plans to deal with common business problems. Using simulations and comprehensive case studies, students will gain experience in strategic analysis, plan development, and presentation necessary to the planning and policy making process of an organization.

**Prerequisite(s):** Completion of the 1st year of the Business Administration Diploma program, and Principles of Math 11, and C+ in one of ENG 060, ENG 098 or Provincial English 12; or placement testing

**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

**BUS 298 Business Administration Co-operative Education Work Term 3**

Full-time work term, 3 credits

This provides students with a third 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 297

**BUS 318 Advanced Cost Accounting**

3 hours lecture, 3 credits **T**

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

**BUS 323 Taxation II**

3 hours lecture, 3 credits **A**

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 222 or 223

**BUS 350 Organizational Behaviour**

3 hours lecture, 3 credits **T**

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

**BUS 352 Advanced Topics in Entrepreneurship**

3 hours lecture, 3 credits **A**

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):** BUS 150, BUS 162, BUS 217 and BUS 244.

**BUS 390 Directed Field Studies I**

15 hours seminar + directed work term, 3 credits

As the first of two required 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 accounting or 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 Year 1 and Year 2 of the BBA program.

**BUS 419 Advanced Financial Accounting**

3 hours lecture, 3 credits **T**

This course examines the accounting for long-term investments, business combinations, partnerships, not-for-profit organizations and foreign currency transactions and translations.

**Prerequisite(s):** BUS 211 and BUS 212

**BUS 420 Introduction to Auditing**

3 hours lecture, 3 credits **T**

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. This is a cost recovery course; special tuition fees apply.

**Prerequisite(s):** BUS 212 and 217

**BUS 421 Accounting Theory***3 hours lecture, 3 credits* ▲

This advanced course offers a critical examination of the theoretical underpinnings of accounting concepts and focuses on current issues and problems in the field. Topics include the process and issues of standard setting, an examination of specific accounting models as well as a critical assessment of current accounting theories and practices related to specific industries or sectors of the economy.

**Prerequisite(s):** BUS 211 and BUS 212

**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 work placement in accounting or a related field, 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.

**Prerequisite(s):** Successful completion of Year 1 and Year 2 of the BBA program, BUS 350, 352, and 390

**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

**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

**CEP 031 Online Career & Education Preparation and Planning***WebCT based/continuous delivery; 3 credits (90 hours)*

This course is designed to assist and prepare adults for returning to school, re-entering the workforce and/or preparing for the changing world of work. The course is divided into modules which allows students to complete all modules for credit, or specific modules, that would assist in education and career planning can be accessed for specific student groups. (For example, a contract may require using only one or two of the modules and not the entire course.) credit will be given to students who complete all modules successfully, participate in on-line discussions, and submit an education/career portfolio.

**Prerequisite(s):** ENG 027 or assessment, On-Line Learner Success course (ABT 020) through BC Campus (10 to 15 hour course, no cost to student), basic keyboarding skills, email and Internet skills recommended.

**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 BC Chemistry 11 and the two courses can be regarded as equivalent for most purposes.

**Note:** The distance course requires one 1-day lab session at commencement, and one 1-day lab session at end (both compulsory), plus labkits for use in local College centres. 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 MAT 034 or Principles of Math 10

**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 BC Chemistry 12. CHE 060 builds on the foundations laid in Chemistry 11 and includes gas laws, solids and solutions, reaction rates, chemical equilibrium, acids and bases, redox reactions and electrochemistry, and nuclear chemistry.

**Prerequisite(s):** C+ in CHE 051, Chemistry 11, or equivalent, and C+ in one of MAT 053, Principles of Math 11 or Applications of Math 12, or equivalent

**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 CHE 060 or Chemistry 12, C minimum in MAT 066/067, or Principles of Math 12; PHY 050 or Physics 11 is strongly recommended.

**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

**CHE 200 Organic Chemistry I***3 hours lecture + 4 hours lab, 3 credits* ▲

A second year level 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

### **CHE 201 Organic Chemistry II**

3 hours lecture + 4 hours lab, 3 credits **A**

A second year level 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

### **CPA 031 Basic Computer Skills for Salmon Farm Technician Program**

30 hours

This course is intended to provide basic competency in the use of the computer for students with little or no experience with computers and as a refresher for those who have not recently used the computer. It will introduce students to an overview of Computers, Windows 98, Excel 2000, Word 2000, Internet Explorer, and specialized software developed for Salmon Farm Recordkeeping.

**Prerequisite(s):** Admission to the Salmon Farm program

### **CPA 032 Introduction to Computers for Electrical Trades**

24 hours

This course is intended to provide basic competency in the use of the computer for students with 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

### **CPA 100 Computer Applications I**

60 hours

Upon completion of this course the participants will be able to identify various parts of the computer and their functions, learn to set up, launch, and manage programs, create simple documents, manage files, learn efficient methods of browsing the Internet, and create professional documents using Microsoft Word. This course will introduce the learner to a variety of computer applications applicable to the wood products industry. These include Introduction to Computers/Windows, the Internet and Word.

**Prerequisite(s):** None

### **CPA 141 MS-Windows, the Internet & Productivity Applications – Part 1**

2 hours lecture + 1 hour lab; 1.5 credits

An introduction to MS Windows and the Internet. The Windows component includes such topics as: communicating, customizing and effective use of the Windows GUI environment; working with applications and documents; managing files, folders and disks; understanding the Boot process, Windows Registry, OLE and basic networking; and how to maintain your computer system using administrative tools and system-related utilities. The Internet is an integral part of this course, covering the basic principles and search skills for the purpose of communication & information research.

**Prerequisite(s):** None (English 11 or equivalent strongly recommended)

### **CPA 142 MS-Windows, the Internet & Productivity Applications – Part 2**

2 hours lecture + 1 hour lab; 1.5 credits

This course offers an introduction to office productivity tools and webpage creation and maintenance. The student is expected to possess a solid foundation in operating system management, as well as a good understanding of the Internet and its uses. The course will introduce word processing, simple spreadsheet formulas, database management, presentation software and the integration of all of the above. In addition, the course will teach the student how to create a simple website, and upload, download and maintain the files for the website.

**Prerequisite(s):** None (English 11, CPA 141, or equivalent strongly recommended)

### **CPA 178 PC Hardware & Troubleshooting – Part 1**

2 hours lecture + 1 hour lab; 1.5 credits

This course will provide an opportunity for students to obtain the knowledge and skills necessary to service microcomputer hardware and supported peripherals and build a computer from parts. Upon conclusion of this course, students will be able to identify all parts of a PC, discuss the functions and interaction of all PC subsystems, identify and troubleshoot common PC hardware problems, select quality PCs and constituent components based on performance and cost, install, replace, and upgrade PC hardware components, and install and troubleshoot PC peripherals such as printers and modems.

**Prerequisite(s):** CPS 109 & CPS143, and C+ in Principles of Math 11, or equivalent and Provincial English 12, or possesses equivalent knowledge, before taking this course

### **CPA 179 PC Hardware & Troubleshooting – Part 2**

2 hours lecture + 1 hour lab; 1.5 credits

The goal of this course is to provide a thorough, step-by-step process for learning the fundamentals of supporting and troubleshooting computer operating systems. This course covers a wide range of material about operating systems, from using the different Windows operating systems to demonstrating how the boot process works, as well as installing, supporting, and troubleshooting the different Windows operating systems. The course begins with a general overview of how software and hardware actually relate to each other on a computer. Other topics include supporting hard drives from a software point of view, supporting and troubleshooting Windows on networks and the Internet. The course takes a hands-on approach to learning the steps to installing, troubleshooting and supporting the most common operating systems in use on the personal computer. In addition to explaining concepts, the course uses a multitude of real world examples of problems and issues related to operating systems, making it a practical preparation for the real world.

**Prerequisite(s):** CPS 109 & CPS143, and C+ in Principles of Math 11, or equivalent and Provincial English 12, or possesses equivalent knowledge, before taking this course

### **CPS 015 Fundamental Introduction to Computers**

Hours vary according to need, with 3 hours lab, 1 credit

This course is part of the Career Planning for Workers with Disabilities program, and provides students with little or no computer experience with the basic skills needed to access college courses. This individualized tutorial features a hands-on approach that will enable the student to become familiar with the computer, keyboard, mouse, basic Windows word processing and Internet communication. Support services for individuals accessing assistive technology to facilitate learning will also be provided.

**Prerequisite(s):** CED 060

**CPS 025 Fundamental Computer Literacy***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.

**Co-requisite:** registration in Adult Basic Education English or Math

**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. Students with little computer experience should take CPS 143 or an equivalent course before taking CPS 100.

**Prerequisite(s):** Principles of Math 11 or equivalent, and Provincial English 12 or equivalent

**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

**CPS 109 Computer & Information Systems***3 hours lecture + 1 hour lab, 3 credits* 

This course provides a survey of electronic data processing, computer hardware and software systems, and their use in information processing. Students are provided with an overview of computers and are familiarized with the terminology of data processing. Topics include computer hardware and software, data communications, systems analysis and design, programming languages, and information age implications. The course includes an introduction to DOS commands and the creation of DOS batch files.

Note: Basic computing skills are assumed. Students with little computer experience should take CPS 143 or an equivalent course before taking CPS 109.

**Prerequisite(s):** Provincial English 12 or equivalent.

**CPS 120 Introduction to PC Communications<sup>PLA</sup>***3 hours lecture + 1 hour lab, 3 credits* 

This course introduces students to the basics of computer networking. Topics will include the OSI model, communications basics, network hardware, cabling, common protocols, server hardware, binary conversion and an introduction to wide area communications. Networking concepts will be reinforced with hands-on LAN-building labs. Networking server software will be used to illustrate networking principles.

Note: Basic computing skills are assumed. Students with little computer experience should take CPS 143 or an equivalent course before taking CPS 120.

**Prerequisite(s):** Provincial English 12 or equivalent

**CPS 143 MS-Windows, the Internet & Productivity Applications<sup>PLA</sup>***3 hours lecture + 1 hour lab, or distance (D), 3 credits* 

This course covers the essential parts of MS-Windows, the Internet, office productivity software and creating webpages. The Windows component includes such topics as: communicating, customizing and effective use of the Windows GUI environment; working with applications and documents; managing files, folders and disks; understanding Windows Registry, OLE and basic networking; and how to maintain your computer system using administrative tools and system-related utilities. The Internet is an integral part of this course, covering the basic principles and search skills for the purpose of communication and information research. Word processing, spreadsheets, databases and presentation software will be taught at the introductory level, and students will use an HTML editor to create and maintain a simple webpage.

**Prerequisite(s):** None (English 11 or equivalent strongly recommended)

**CPS 144 Introduction to Microcomputers for Electronics Technicians***3 hours lecture/lab per week, 3 credits*

This course introduces students in North Island College's Electronics Technician program to the basics of microcomputers. It is similar in content to CPS 143, but is more technically oriented, particularly as regards the architecture and operating systems of microcomputers. It covers an introduction to computer systems hardware and software, the internal architecture of PC compatible machines, the MS-DOS, Windows operating systems and applications, and an introduction to Internet e-mail and World Wide Web services.

**Prerequisite(s):** None

**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 database issues, Web databases, and advanced database concepts such as transaction control, distributed databases, and data warehouses. A popular PC-based database management system is used to complete a term-long development project.

Note: Basic computing skills are assumed. Students with little computer experience should take CPS 143 or an equivalent course before taking CPS 146.

**Prerequisite(s):** Provincial English 12 or equivalent.

**CPS 151 Systems Analysis & Design***3 hours lecture + 1 hour lab, 3 credits* **A**

This course introduces students to the concepts of systems analysis and design. The system development life cycle is demonstrated through the completion of a term-long, closely supervised case study and simulation of a real-world based group project. The course emphasizes user-centred design and explores the field of human-computer interaction. Current PC-oriented products for prototyping and/or CASE tools are used for the final written and oral presentation.

Note: Basic computing skills are assumed. Students with little computer experience should take CPS 143 or an equivalent course before taking CPS 151.

**Prerequisite(s):** Provincial English 12 or equivalent

**CPS 160 Integrated Software Tools***3 hours lecture + 2 hours lab, 3 credits* **A**

This course provides students with practical knowledge and skills in the use of popular microcomputer software tools. It covers advanced word processing, spreadsheets, database management, presentation graphics, and web oriented graphic tools. File integration and software customization will be emphasized.

Note: Basic computing skills are assumed. Students with little computer experience should take CPS 143 or an equivalent course before taking CPS 160.

**Prerequisite(s):** Provincial English 12 or equivalent

**CPS 165 Web Design Tools***3 hours lecture + 1 hour lab, 3 credits* **A**

This course introduces students to the skills needed to build the front-end of a website, including the creation of dynamic content using state-of-the-art markup and data-description languages. Animation and graphics software are also introduced. Course tools are XHTML, DHTML, XML, CSS, SVG and Flash, with an introduction to ActionScript. This course leads into more advanced Web Design courses, in which back-end website development technologies are addressed.

Note: Basic computing skills are assumed. Students with little computer experience should take CPS 143 or an equivalent course before taking CPS 165.

**Prerequisite(s):** Provincial English 12 or equivalent

**CPS 180 PC Hardware & Troubleshooting<sup>PLA</sup>***3 hours lecture + 1 hour lab, 3 credits* **T**

This course will introduce the architecture and organization of the modern personal computer, based upon Intel compatible systems. Students will learn the operation of, and perform basic troubleshooting on, the various components of the PC. Topics include processors, memory, bus systems, BIOS, power supplies, display systems and video adapters, interface ports, modems, printers, hard drives, floppy drives, CD-ROM drives, interface cards and the motherboard. In the lab, students will apply theoretical principles and techniques to a modern computer.

Note: Basic computing skills are assumed. Students with little computer experience should take CPS 143 or an equivalent course before taking CPS 180.

**Prerequisite(s):** Provincial English 12 or equivalent

**CPS 197 Computer Science 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.

**Prerequisite(s):** Enrolment in EMP 100

**CPS 208 E-Commerce***3 hours lecture + 1 hour lab, 3 credits* **A**

This course introduces the design and implementation of Electronic Commerce systems. Emphasis will be on the technology involved in creating a Web-based E-Commerce system. Topics include E-Commerce introduction, Web database design and administration issues, electronic payments system, 3-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 current technology and tools.

**Prerequisite(s):** CPS 146 and CPS 165

**CPS 212 Discrete Mathematics & Computer Science***3 hours lecture, 3 credits* **A**

This is an introduction to theoretical and practical aspects of computer science. Topics include: program design, Boolean algebra and logic design, basic computer organization, system software, non-procedural language, theory of computation, and applications of computers.

**Prerequisite(s):** CPS 100

**CPS 215 UNIX Utilities & UNIX\* System Administration***3 hours lecture + 1 hour lab, 3 credits* **A**

This course gives an in-depth knowledge of the UNIX operating system. Students learn to use a visual editor, the "sh" and "bash" command interfaces, "make", Perl, and other UNIX utilities. The course provides a practical introduction to UNIX networking. The concluding part of the course covers basic system administration with Linux versions of UNIX operating system.

**Prerequisite(s):** CPS 100

**CPS 221 Application & .NET Programming in C#***3 hours lecture + 1 hour lab, 3 credits* **A**

In this course, students learn advanced concepts of the object-oriented paradigm using C# programming language. Topics include inheritance, polymorphism and regular expressions, exception handling, interfaces, multithreading and web applications. The course is geared towards using .NET framework for event-driven Windows and Internet programming. UML and software design patterns are emphasized in this course.

**Prerequisite(s):** CPS 100

**CPS 234 Computer Game Development**

3 hours lecture + 1 hour lab, 3 credits

In the world of computers, games are serious business. This course will use a full-term, team-based game project to illustrate key aspects of software design and development. General topics will include requirements analysis, project planning, software modeling, multi-layer software design, user interface design, prototyping, and change management. The course will also include an introduction to modern game design theory.

Prerequisite(s): CPS 101

**CPS 235 Advanced Java Programming**

3 hours lecture + 1 hour lab, 3 credits **A**

This course focuses on the Java programming language, including Java applet programming. Topics include Java basic syntax rules, overview of classes and packages, the Java object model, Java exceptions, threads and synchronization, applets, JDBC, JSP, Java struts, servlets, JFC and Swing, animation, Java file I/O classes, and Java network programming.

Prerequisite(s): CPS 101

**CPS 236 Internet Programming**

3 hours lecture + 1 hour lab, 3 credits **A**

This course introduces students to several methods and programming languages used for development of Internet applications. The course emphasizes development of both client and server applications. Students will gain knowledge and practical experience in XML, PHP, JavaScript, XSLT. Database-driven web pages will be used in this course.

Prerequisite(s): CPS 215

**CPS 246 Database Security & Administration**

3 hours lecture + 1 hour lab, 3 credits **A**

This course introduces enterprise database system architectures, security, and administration. Topics include enterprise database system architectures and administration, advanced SQL, database security, performance tuning, database backup and recovery, and database administration tools and techniques. A popular enterprise DBMS will be used in the course.

Prerequisite(s): CPS 146

**CPS 255 Information Technology and Its Applications in Criminal Justice**

3 hours lecture + 1 hour lab, 3 credits

This is an IT foundation course for students who may pursue a career in criminal justice or a related area. It provides an introduction of computer hardware and software, networking, the Internet, security, and their applications in criminal justice system. Computer crime, investigative techniques, and forensic basics will also be introduced. In this course Students will acquire IT knowledge and skills necessary for more advanced courses in computer crime investigation and forensics.

Prerequisite(s): Provincial English 12

**CPS 262 Data Communications & Computer Networks**

3 hours lecture + 1 hour lab, 3 credits **A**

This course is a continuation of the material covered in CPS 120. The focus is on enterprise networking. Topics include enterprise network infrastructures, IP subnetting, router configurations and operations, routing protocols, server environment, installation, configuration, and administration. The TCP/IP protocol and OSI model will be discussed in more depth. Cisco routers, switches, IOS, and up-to-date Windows Server operating systems will be used in this course. Interoperability of different network operating systems will be explored.

Prerequisite(s): CPS 120

**CPS 264 Tech Support & Business Software Customization**

3 hours lecture + 1 hour lab, 3 credits **T**

This course covers the processes and associated technologies needed to provide effective customer/employee service and support in a technical environment. This course emphasizes Help Desk tools, technology and techniques. Through lectures and hands-on projects, such topics as troubleshooting, software customization, problem solving, performance measurement, customer service, and self-management will provide the student with knowledge and skills necessary to take on a technical support role.

Prerequisite(s): CPS 180 or CPS 120

**CPS 268 Systems & Network Security**

3 hours lecture + 1 hour lab, 3 credits **A**

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

**CPS 270 Software Engineering**

3 hours lecture + 1 hour lab, 3 credits **A**

This course examines a comprehensive range of software engineering techniques and tools. Emphasis is placed on the structured and formal specification of software requirements, the use of well-defined design techniques, and the systematic verification and validation of software products. Practical experience in the application of the concepts discussed in class is acquired through a significant phased group project.

Prerequisite(s): CPS 235

**CPS 297 Computer Science 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): CPS 197

**CPS 298 Computer Science Co-operative Education Work Term 3**

*Full-time work term, 3 credits*

This provides students with a third 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):** CPS 297

**CPS 300 Nursing Informatics**

*3 hours lecture, 1 hour lab, 3 credits*

This course introduces nursing students to practical and theoretical aspects of nursing informatics. The course covers use of health information systems, portable devices, databases, computer applications, telehealth, Internet, decision making applications, and research to deliver more effective health care.

**Prerequisite(s):** Successful completion of Term 4 of the Nursing Program, Admission to Option B in the Nursing Program or Instructor permission

**CRF 100 Residential Construction Career Exploration**

*30 hours*

During this course you will learn about career paths in the trades of Carpenter and Residential Framing Technician. The full range of job types and opportunities will be explored.

**Prerequisite(s):** Admission to Carpentry and Residential Construction Framing Technician program

**CRF 101 Construction Math**

*30 hours*

This course builds on foundation math skills by providing applied practice related to those tasks required to be undertaken by a carpenter. Areas of study include fractions, decimals, percentages, area and volume, ratio & proportion, and board measure calculations, and in using both Imperial and SI measurement systems.

**Prerequisite(s):** Admission to Carpentry and Residential Construction Framing Technician program

**CRF 102 Safe Work Practices**

*60 hours*

During this course you will develop the skills and work habits required to work safely on construction sites. You will learn relevant sections of the Occupational Health and Safety Regulations, particularly as they apply to the work of a carpenter, and about other conditions that may affect personal safety on the job site.

**Prerequisite(s):** Admission to Carpentry and Residential Construction Framing Technician program

**CRF 103 Drawings and Specifications**

*60 hours*

To perform the work of a carpenter you must be able to read and understand building plans and specifications. During this course you will learn about types of drawings, scales, symbols, and conventions, especially as they apply to the carpentry trade.

**Prerequisite(s):** Admission to Carpentry and Residential Construction Framing Technician program

**CRF 104 Materials Identification**

*30 hours*

During this course you will learn about the materials used in residential carpentry. This includes solid wood, panel products, adhesives and a broad range of fasteners.

**Prerequisite(s):** Admission to Carpentry and Residential Construction Framing Technician program

**CRF 105 Hand Tools**

*30 hours*

During this course you will learn how to safely use and maintain hand tools.

**Prerequisite(s):** Admission to Carpentry and Residential Construction Framing Technician program

**CRF 106 Portable Power Tools**

*30 hours*

During this course you will learn how to safely use and maintain portable power tools.

**Prerequisite(s):** Admission to Carpentry and Residential Construction Framing Technician program

**CRF 107 Stationary Tools**

*60 hours*

During this course you will learn how to safely use and maintain stationary woodwork equipment.

**Prerequisite(s):** Admission to Carpentry and Residential Construction Framing Technician program

**CRF 108 Survey Instruments**

*60 hours*

During this course you will learn to use the builder's level to site and set elevations, and how to lay out buildings.

**Prerequisite(s):** Admission to Carpentry and Residential Construction Framing Technician program

**CRF 109 Concrete Form Work**

*60 hours*

Concrete is used extensively in building construction. During this course you will learn about concrete, how to place it correctly, and how to form footings, foundations, slabs and wall systems as required in normal residential construction.

**Prerequisite(s):** Admission to Carpentry and Residential Construction Framing Technician program

**CRF 110 Residential House Framing**

*240 hours*

During this course you will learn to correctly layout and frame walls, floors, ceilings, stairs and roofs, using Western Platform framing techniques, and as required by current building codes.

**Prerequisite(s):** Admission to Carpentry and Residential Construction Framing Technician program

**CRF 111 Building Science**

*30 hours*

A building is subject to many conditions which must be accommodated for in the way the building is designed and built. Examples of these influences include heat, sound, air and moisture movement. During this course you will learn about these influences and how they are attended to during construction.

**Prerequisite(s):** Admission to Carpentry and Residential Construction Framing Technician program

**CFN 100 Introduction to the Carpentry Trade & Apprenticeship**

16 hours

During this course you will learn about the BC apprenticeship system and its requirements for certification in the trade of Carpenter. You will learn about the apprenticeship process and how to look after your apprenticeship, about career paths and options as an apprentice and as a carpenter, and about the expectations of a carpenter especially when working on construction sites with other trades people.

**Prerequisite(s):** Admission into the Carpentry Foundation program

**CFN 101 Introduction to Essential Workplace Skills for Trades**

18 hours

In addition to technical trade skills an effective employee requires a broad set of essential workplace skills to be successful in the workplace. During this course you will continue to develop your interpersonal, teamwork, critical thinking listening, problem solving, communication and decision making skills.

**Prerequisite(s):** Admission into the Carpentry Foundation program

**CFN 102 Introduction to Worksite Safety**

20 hours

Working safely is fundamental to your career in the trades. During this course you will learn and practice work processes and habits required to work safely with woodworking tools and on a construction site. You will learn about the OHS Regulations and WorkSafe BC regulations for construction, use personal protective equipment and other safety gear, and learn techniques to protect yourself from injury.

**Prerequisite(s):** Admission into the Carpentry Foundation program

**CFN 103 Documentation, Codes & Drawings**

105 hours

This course introduces you to the regulatory requirements and standards that control the construction of wood-frame housing in BC. To perform the work of a carpenter you are required to read and understand construction drawings. During this course you will learn to interpret construction drawings, sketch, extract information from drawings, work with building codes and government bylaws, and to know the purpose and expectations concerning all inspections required during the construction of a house.

**Prerequisite(s):** Admission into the Carpentry Foundation program

**CFN 104 Carpentry Tools & Equipment – 1**

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 you will learn the hand, portable power, and stationary power tools as prescribed within Year 1 of the Carpentry Apprenticeship program.

**Prerequisite(s):** Admission into the Carpentry Foundation program

**CFN 105 Site Layout & Survey Instruments**

60 hours

During this course you will learn to use optical levels as used in residential applications and to determine and record elevations. You will then apply this knowledge to laying out a building site, while meeting regulatory and safety requirements.

**Prerequisite(s):** Admission into the Carpentry Foundation program

**CFN 106 Footing & Wall Forming**

90 hours

The ability to build forms for concrete is an important part of the carpentry trade. During this course you will learn to form footings and walls using methods that are normally used during wood-frame residential housing.

**Prerequisite(s):** Admission into the Carpentry Foundation program

**CFN 107 Residential Framing**

309 hours

During this course you will learn about wood framing systems used in British Columbia, and about the materials used in residential construction. You will learn to build floors and their supporting systems, walls and partitions, ceiling joists, gable and hip roofs, and stairs, which meet the standards of the BC Building Code.

**Prerequisite(s):** Admission into the Carpentry Foundation program

**CFN 108 Building Science**

30 hours

A building is subject to many conditions which must be accommodated for in the way the building is designed and built. Examples of these influences include heat, sound, air and moisture movement. During this course you will learn about these influences and how they are attended to during construction.

**Prerequisite(s):** Admission to Carpentry and Residential Construction Framing Technician program

**CRM 101 Introduction to Criminology**

3 hours lecture, 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+ minimum in one of ENG 060, ENG 098, ESL 090, or Provincial English 12, or placement testing

**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+ minimum in one of ENG 060, ENG 098, ESL 090, or Provincial English 12, or placement testing

### CRM 135 Introduction to Canadian Law & Legal Institutions

3 hours lecture, 3 credits **A**

An introduction to the fundamental principles or 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+ minimum in one of ENG 060, ENG 098, ESL 090, or Provincial English 12, or placement testing

### CRM 230 Criminal Law

3 hours lecture, 3 credits **A**

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 bases 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; C+ in one of ENG 060, ENG 098, ESL 090, or Provincial English 12

### CTQ 150 Carpentry Certificate of Qualification

60 hours lecture/lab

This course is designed for carpenters with at least six years of trade experience who wish to broaden and refresh their theoretical knowledge in order to challenge the provincial qualification exam. The course covers trade mathematics, tools and safety, blueprint reading, layout, materials, formwork and foundations, framing, roof framing, residential standards and finishing.

**Prerequisite(s):** Principles of Math 10 and English recommended. Students planning to challenge the Trades Qualification exam must check their own candidacy by contacting the Industry Training & Apprenticeship Commission, Victoria, at 1-866-576-3771

### DRT 100 Introduction to Drafting

297 hours

Introduction to Drafting starts preparing you for entry into the drafting/design field as a junior drafter by introducing you to the basic concepts of drafting. Your training will be based on the Provincial Drafting Common Core. The training will be done mainly on the latest CADD programs used in industry, with a lesser emphasis put on traditional board drafting. Content: Use of equipment (manual and CADD), geometric construction, orthographic drawing, auxiliary views, sections and conventions, pictorial drawing, dimensioning, working drawings, descriptive geometry, surface development and intersections, inking, graphs and charts, and drafting media and reproduction.

**Co-requisite:** DRT 181

### DRT 110 Architectural Drafting

266 hours

An introduction to architectural drawing practices, with emphasis on the principles of wood-frame construction. Topics include: basic residential design theory; the design process; architectural working drawings; wood-frame construction; masonry veneer wall assemblies; roofing materials and systems; stairs, ramps, handrails and guards; references to BC Building Code Part 9 (Housing and Small Buildings). The project will involve basic planning, working drawings and detailing of a single-family residence, with studies and applications of the BC Building Code and Campbell River Zoning By-laws.

**Prerequisite(s):** DRT 100 & DRT 181

### DRT 111 3D Building Information Modeling

160 hours

This course will introduce the student to the basics of creating architectural drawings using Autodesk software. The student will become proficient at creating basic floor plans, sections and elevations. Using the current architectural software, the student will create custom door and window objects. The course will allow the student to design a 3D building model and generate the 2D plans that the construction industry requires.

**Prerequisite(s):** Admission to the Drafting Certificate Program and completion of DRT 181

### DRT 120 Topographic & Civil Drafting

120 hours

This course will build on your basic drafting skills to prepare you to pursue further studies, or enter the workforce as junior drafter in civil drafting. This course introduces you to the systems of mapping in Canada and specifically British Columbia. Survey systems, map plotting, subdivision design, municipal applications, contours, and cut and fill are covered in the course

**Prerequisite(s):** DRT 100 & DRT 181

### DRT 121 Designing with Civil 3D

130 hours

The primary focus of the course is performing typical civil design tasks such as creating site boundaries, surfaces, road alignments, corridor design, pipe design, site grading and volume calculations. These tasks are performed using data and situations drawn from actual civil engineering projects. Students learn the software capabilities, operations and techniques within the context of typical civil design work.

**Prerequisite(s):** Admission to the Drafting Certificate Program and completion of DRT 181

### DRT 130 Introduction to Welding & Structural Drafting

134 hours

This course is divided into two parts. Welding Drafting will introduce you to the standard welding symbols used in industry today and show how they relate to weld types. You will learn the different methods of preparing metal for welding, welding methods, and weld finishes. In the Structural Drafting portion of the course you will learn the basics of steel and concrete structural drafting. You will learn to draw the simple structures using standard notation and conventions. The use of welding symbols will be included in this section.

**Prerequisite(s):** DRT 100 & DRT 181

### DRT 140 Materials of Construction

80 hours

This course will introduce you to a wide range of materials that are used in construction today. This knowledge will assist you when selecting the proper materials for architectural or structural design. The lab component consists of field trips to various locations where use / manufacture of materials are illustrated.

**Prerequisite(s):** None

### DRT 160 Practical Surveying

105 hours

Practical Surveying is designed to introduce you to the basic plane surveying methods and theory. You will use survey equipment such as the level, transit and theodolite to produce field data and sketches. The data that you create will be used to produce engineering, survey, and topographical drawings. This is a scheduled course that will be given in the spring of the year.

**Prerequisite(s):** DRT 181

**DRT 181 Computer Assisted Drafting – AutoCAD***217 hours*

This course will enhance your drafting skills by teaching you how to use the latest release of AutoCAD. You will be shown how to use AutoCAD's electronic drawing tools to produce and plot engineering and fabrication drawings in 2D and 3D. When you have completed this course you will have an understanding of the strengths and limitations of using CADD for drafting, and computers in general. Emphasis will be placed on the installation, operation, and configuration, of the software to suit the different drafting disciplines. The CADD software will be installed and run on networked workstations.

**Prerequisite(s):** DRT 100 & MAT 053

**DRT 185 Office Software for Drafting Technologies***1 hour lecture/1Hour Lab, 2 credits*

This course is designed to enhance the general office software knowledge of students enrolled in the Drafting Certificate program. After successfully completing this course, students will be able to produce standard office documents and incorporate them into AutoCAD drawings.

**Prerequisite(s):** Enrolment in the Drafting Certificate program

**DVG 013 Oxygen Therapy for Divers***4 hours*

You will learn the Priority Action Approach including identifying scene conditions, which can endanger the rescuer or patient, transport decisions and critical interventions. Topics also include airway management involving anatomy, airway assessment, causes of obstruction and basic airway management for conscious and unconscious patients. Respiration, Ventilation and Oxygenation are covered with anatomy and physiology of respiration, ventilation techniques, complications and concerns with oxygen cylinders, regulators, accessories, operating procedures, patient application and signs of the beneficial effects of oxygen. This course is required by WCB regulations for Diver's, Dive Supervisors or Divers' Tenders. An NIC Waiver will be required to be filled out at class. If you need a Transportation Endorsement course, it is preferred to be taken prior to this Oxygen Therapy for Divers course.

**Prerequisite(s):** (WCB) OFA 010 or Equivalents: (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. Please bring proof of required certification to class

**ECC 104 Developmental Journey – Part I***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):** Acceptance into the Early Childhood Care & Education program

**ECC 114 Partnerships – Part I – Child Guidance***30 hours lecture, 2 credits*

This course will overview 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

**ECC 115 Partnerships – Part II  
The Child as Part of the Family***45 hours lecture, 3 credits*

This course will expand on the foundational knowledge, skills and values discussed in Part I and 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):** ECC 114

**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), 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

**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, science 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

**ECC 134 Foundations of Professional Practice  
– Part I***30 hours lecture, 2 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, an introduction to the National Child Care Policy and the BC child care regulations. Students will also explore the roles and responsibilities of the early childhood educator; take a first look at parent's options in child care as well as exploration of personal attitudes and values.

**Prerequisite(s):** ECC 104, may be taken as a co-requisite

**ECC 135 Foundations of Professional Practice  
– Part II***30 hours lecture, 2 credits*

Building on Part I, this course will provide opportunities to explore the personal and professional development of the early childhood educator, current trends and professional issues in child care, and a brief overview of the process and procedures involved in opening a center. Exploring child abuse.

**Prerequisite(s):** ECC 134

**ECC 140 Practice Experience I <sup>PLA</sup>***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, ECC 124, ECC 134, & ECC 155, may be taken as co-requisites

**ECC 141 Practice Experience II<sup>PLA</sup>**

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 140, ECC 115, ECC 125, ECC 135, & ECC 156, may be taken as co-requisites

**ECC 142 Practice Experience III<sup>PLA</sup>**

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

**ECC 155 Self & Others – Part I**

45 hours lecture, 3 credits

This course looks at personal wellness and gives an introduction to interpersonal communication and group dynamics. Experiential approach is used to develop self-awareness and increase understanding of others.

**Prerequisite(s):** ECC 104 may be taken as a co-requisite

**ECC 156 Self & Others – Part II**

30 hours lecture, 2 credits

Following on from Part I, students will continue to enhance their communication skills and apply them in the community.

**Prerequisite(s):** ECC 155

**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

**ECC 215 Partnerships – Advanced – Part III**

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

**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

**ECC 245 Practice Experience – Special Needs<sup>PLA</sup>**

187.5 hours 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 ECC 264.

**Prerequisite(s):** ECC 264, ECC 204, ECC 215, & ECC 255, may be taken as co-requisites

**ECC 246 Practice Experience – Infants and Toddlers<sup>PLA</sup>**

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 ECC 224.

**Prerequisite(s):** ECC 224, ECC 204, ECC 215, & ECC 255, may be taken as co-requisites

**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

**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):** ECC 204

**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 Care & Education Certificate, or equivalent

**ECO 110 Principles of Microeconomics**

3 hours lecture, or distance (D), 3 credits **A**

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):** One of MAT 053 or Principles of Math 11 (Algebra), and C+ in one of ENG 060, ENG 098 or Provincial English 12

**ECO 111 Principles of Macroeconomics**

3 hours lecture, or distance (D), 3 credits **A**

This course analyses 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

**ECO 245 Money & Banking**

3 hours lecture, 3 credits **A**

This course examines the economics of money, banking, and financial markets. Topics include the organization, operation, and regulation of the banking industry. Also, considered are central banking, the conduct of monetary policy, and the determination of interest rates and exchange rates.

**Prerequisite(s):** ECO 110 & ECO 111

**ECO 270 Environmental Economics**

3 hours lecture, or distance (D), 3 credits **A**

This course deals with the economic analysis of environmental issues. Topics include the economic consequences of externalities, the measurement of environmental costs and benefits, and the environmental implications of the exploitation of renewable and nonrenewable natural resources. A wide range of pollution control instruments (including legal liability, standards, taxes, subsidies, and tradable emission permits) will be described and analyzed.

**Prerequisite(s):** ECO 110

**ELC 090 Mathematics for Electronics<sup>PLA</sup>**

Lecture/practice

You 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):** Acceptance into the Electronics Technician: Electronics Core program

**ELC 105 DC Circuit Analysis for Technicians<sup>PLA</sup>**

Lecture/lab

This course is designed for students enrolling in the Electronics Technician program with little or no training or experience in electronics. You 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 "Electronics Workbench" simulation software will also allow you to compare and learn the operation of basic circuits.

**Prerequisite(s):** Admission to the Electronics Technician: Electronics Core program

**ELC 106 AC Circuit Analysis for Technicians<sup>PLA</sup>**

Lecture/lab

This course is a continuation of ELC 105, the study of basic electronics circuits. You 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 "Electronics Workbench" simulation software, are extensively used which reinforces theoretical studies and provides you with more 'hands-on' experience in the proper use of advanced laboratory equipment, such as the oscilloscope, function generator, and frequency counter.

**Prerequisite(s):** Admission to the Electronics Technician: Electronics Core program

**ELC 108 Soldering & Workshop Practices for Technicians<sup>PLA</sup>**

Lecture/lab

You will gain practical experience in electronic circuit construction methods. You will be instructed in and required to demonstrate the mastery of soldering and wire-wrap techniques, cable preparation, along with the care and use of basic hand tools and electronic test equipment. You will be required to assemble and test an electronics kit.

**Prerequisite(s):** Admission to the Electronics Technician: Electronics Core program

**ELC 110 Digital Electronics Techniques for Technicians<sup>PLA</sup>**

Lecture/lab

You 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, you will use "Electronics Workbench" to verify the operation of digital circuits, which you 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: Electronics Core program

**ELC 111 Digital Electronics for Electrical Workers**

Distance (D)

In this course you will gain a theoretical understanding of digital electronics. Topics include number systems and codes; logic elements; Boolean algebra, DeMorgan's theorem and Karnaugh maps; clocks, latches and flip-flops; D/A and A/D conversions; and digital memory techniques. You will use electronic simulation software to verify digital circuits to gain a better understanding of the theoretical principles.

**Prerequisite(s):** Journeyman/woman Electrical Worker

**ELC 120 Transistors for Technicians<sup>PLA</sup>**

Lecture/lab

You will be introduced to basic semiconductor theory and active solid state devices. You will learn about PN junctions and diode theory, bipolar junction transistors, JFET's 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. You 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: Electronics Core program

**ELC 121 Transistors for Electrical Workers***Distance*

You will learn about basic semiconductor theory, active solid state devices, 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. You will use electronic simulation software to investigate device characteristics and to reinforce your understanding of theory.

**Prerequisite(s):** Journeyman/woman status in Electrical Work

**ELC 130 Linear Circuits for Technicians<sup>PLA</sup>***Lecture/lab*

You will be given an introduction to linear integrated circuits and analog signal processing. More specifically, you 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. You 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: Electronics Core program

**ELC 131 Linear Op Amps for Electrical Workers***Distance (D)*

During this course you will learn about linear integrated circuits and analog signal processing. This will include operational amplifiers (op-amps) and how the op-amp can be configured to provide a variety of circuit functions including amplifiers, differentiators and integrators, filters, and oscillators. You will use electronic simulation software to investigate op-amp characteristics and to reinforce your theoretical learning.

**Prerequisite(s):** ELC 121 with 70%

**ELC 140 Basic Microprocessors for Technicians<sup>PLA</sup>***Lecture/lab*

You will be introduced to basic microprocessor operation. You will learn about the Motorola 6800 series 8-bit microprocessor and the Motorola 6811 microcontroller. Topics include terminology and conventions, microprocessor arithmetic, program execution and machine level programming, interfacing principles and techniques. In the lab you will investigate microprocessor/microcontroller operation, reinforce theoretical instruction, and demonstrate programming applications and techniques.

**Prerequisite(s):** Admission to the Electronics Technician: Electronics Core program

Note: This course has been revised to include the widely used Motorola 6811 microcontroller chip.

**ELC 141 Basic Microprocessors for Electrical Workers***Distance (D)*

During this course you will learn about basic microprocessor operation. Topics include terminology and conventions; microprocessor arithmetic; program execution, and interfacing principles and techniques.

**Prerequisite(s):** ELC 111 with 70%

**ELC 201 Process Measurement***Lecture/lab*

You 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. You 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. The course will be 50 % lecture and 50 % lab.

**Prerequisite(s):** Electronics Technician "Core" training, or equivalent

**ELC 205 Process Control Devices***Lecture/lab*

You will learn about the typical elements found in modern industrial control systems and then apply these devices to closed loop control of processes, including: pressure, flow, level, temperature, analytic and electro-mechanical systems. Control concepts examined, include: on-off, batch, proportional, integral, derivative, feedback, feedforward, cascade, ratio, multi element and open vs. closed loop tuning. You will also learn the characteristics of typical process variables and trouble shooting techniques for closed loop systems. The course is 40 % lecture and 60 % lab.

**Prerequisite(s):** Electronics Technician "Core" training, or equivalent, and ELC 201

**ELC 206 Process Control Systems***Lecture/lab*

This course builds upon "Process Control Devices" (ELC 205). You will learn about basic control systems in pressure, flow, level, temperature, analytic and mechanical processes, using NIC custom designed process stations. You 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. Advanced process control systems, in the form of Plant Loops typical of regional industry, will be modeled through lab simulations and observed through plant visits. Regional industrial processes studied will include: Pulp and Paper, Steam Generation, Water Treatment, Mining, Chemical, Petro-chemical, Food Processing and Hydro-electric Power Generation. This course will be 30 % lecture, 10 % field trips and 60 % lab.

**Prerequisite(s):** Electronics Technician "Core" training, or equivalent, and ELC 205, ELC 230, & ELC 240

**ELC 215 Programmable Logic Controllers I***Lecture/lab*

You will be introduced to the basic principles of operation and programming of PLC's, with emphasis on Allen -Bradley series hardware and software. You will apply a PLC to: relay replacement, analog and digital interfacing, and on-off pressure/level/temperature/mechanical control. PLC operation will include: CPU, memory, I/O, branch and latching instructions, timers, counters, sequencers, registers and data files. You will use both computer based PLC simulation and real PLC's for programming practice. The course will be 40 % lecture and 60 % lab.

**Prerequisite(s):** Electronics Technician "Core" training, or equivalent

**ELC 216 Programmable Logic Controllers II***Lecture/lab*

You will apply the programming knowledge gained in PLC I (ELC 215) to typical industrial operations. You will interface process instruments using Allen-Bradley SLC 5/03 PLC's, 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.

**Prerequisite(s):** Electronics Technician "Core" training, or equivalent, and ELC 215

**ELC 220 AutoCAD for Technicians***Lecture/Computer lab*

You will gain the necessary background required to work with the Human Machine Interface (HMI/MMI) control software used in the Data Acquisition and Control course, ELC 260. You will also learn the basics of AutoCAD, the most widely used computer aided drafting program in industry and be able to use CAD to prepare shop Piping and Instrument Diagrams (P&ID's), Bill of Material, and to import/export graphics files. This course is 90% CAD lab.

**Prerequisite(s):** High School Drafting recommended

**ELC 230 Industrial Power Electronics***Lecture/lab*

You will gain practical experience in working with power control devices (Thyristor, Mosfets) and control circuits, including: rectifiers, inverters, choppers and V/f PWM. You 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. Applications of commercial industrial drives will be studied in ELC 206 Process Control Systems. This course is 40 % lecture and 60 % lab.

**Prerequisite(s):** Electronics Technician "Core" training or equivalent

**ELC 235 Electrical Power Circuits and Machines***Lecture/lab*

This course studies single, two, and three phase power systems, circuit elements, AC and DC motors and generators, transformers, and controls. The course includes working with high 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 is a prerequisite for both ELC 215 and ELC 230.

**Prerequisite(s):** Electronics Technician "Core" training or equivalent

**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. Reactions such as soda lime water treatment, chlorine, sodium hydroxide, sodium hypochlorite, sodium sulphite, sulphuric and other acids/bases. You 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

**ELC 250 Fluid Power Controls***Lecture/lab*

You will examine typical electronic controls used to position pneumatic and hydraulic cylinders found in many mechanical processes. You will focus on the control aspect, not the mechanisms. However, 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. This course is 30 % lecture and 70 % lab.

**Prerequisite(s):** Electronics Technician "Core" training or equivalent, ELC 215

**ELC 260 Data Acquisition and Control Systems***Lecture/lab*

You will gain practical experience in working with two of the most popular Human Machine Interface (HMI/MMI) computer software programs used in industry today; "Wonderware's" Factory Suite, and "Rockwell's" RSView Works. 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. This course is 30 % lecture and 70 % lab.

**Prerequisite(s):** Electronics Technician "Core" training or equivalent, and ELC 215 & ELC 220

**ELC 270 Control System Project***Lab/shop*

This project allows you 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 an operating model of a typical industrial control system. You will work in teams, conducting research to select and define a project. You will design and build the system using the existing lab hardware, then demonstrate and explain the operation to the instructor and the other students. This course is 100% lab.

**Prerequisite(s):** All courses in the Industrial Electronics program must be successfully completed before ELC 270 can be attempted

**ELE 004 Work Place Safety & Basic Trade Tools***36 hours*

You will be introduced to the general safety requirements for working in any construction trade as outlined by the Worker's Compensation Board of BC. You will be expected to learn the proper use of and identify common hand and power tools used in the general construction trades. You will complete several lab projects that will allow you to apply and practice with hand tools and common measuring and layout tools.

**Prerequisite(s):** Admission into the Electrical entry program

**ELE 005 Introduction to Blueprint Reading***20 hours*

You 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. You will examine some commercial drawings and blueprints and will identify details of the drawings. You will complete a drawing project.

**Prerequisite(s):** Admission into the Electrical entry program

**ELE 101 Electrical Trade Mathematics***80 hours (includes a minimum of 20 hours of self-study)*

You 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

**ELE 102 Electrical Trade Science***30 hours*

You will be introduced to many of the basic properties of thermal energy including heat transfer in solids, liquids and gases with emphasis on applications to the electrical and other construction trades. Included is heat transfer in building and an explanation of how electric heating is designed in residential buildings.

**Prerequisite(s):** Admission to the Electrical entry program

**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 and use of electrical 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

**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.

**Prerequisite(s):** Acceptance into Co-operative Education program

**ENG 010 Basic English Skills***Hours vary, lecture/tutorial, 1 credit*

This course is for students who are beginning to develop their skills in reading, spelling, writing, listening, and speaking. Each student receives individualized instruction within a small classroom setting. Where possible, students may be matched with a tutor.

**Prerequisite(s):** English placement testing

**ENG 027 English Fundamentals***6 – 7.5 hours scheduled class – continuous entry, 2 credits*

This course provides the reading, vocabulary, spelling, writing, studying, listening and speaking skills required for completing the Fundamental Level program. Students work within a group setting at the campuses. At the outlying centres, Eng 027 is a continuous entry course, and students work at their own pace; the centre instructor will set up a program of course work for the student on an individual basis.

**Prerequisite(s):** English placement testing

**ENG 032 Intermediate Writing Skills***3 hours lecture/tutorial, online, or continuous entry, 2 credits*

The Intermediate Writing Skills course is designed to help students learn the skills involved in the writing process and apply these skills to everyday writing. Together with ENG 033, Intermediate Grammar Skills, and ENG 034, Intermediate Reading Skills, it fulfills the current English requirements for ABE, Intermediate Level.

If taken in the scheduled format, English 032/033 will be done together. If taken in the open format, students will take English 033 first and then English 032.

**Prerequisite(s):** ENG 027 or English placement testing

**ENG 033 Intermediate Sentence & Grammar Skills***3 hours lecture/tutorial, online, or continuous entry, 2 credits*

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

**Prerequisite(s):** ENG 027 or English placement testing

**ENG 034 Intermediate Reading Skills***4 hours lecture/tutorial, online, or continuous entry, 2 credits*

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

**Prerequisite(s):** ENG 032 & ENG 033, or English skills assessment

**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

**ENG 052 Advanced English***3 hours lecture, or distance (D), 3 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 programme.

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

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

**ENG 062 Provincial Technical English**

Online, 3 credits

This course develops knowledge, skills processes, strategies, attitudes, and behaviours relevant to the world of academic, technical, and professional reading, writing, speaking, and listening.

**Prerequisite(s):** ENG 052 or placement testing, basic keyboarding skills, ABT 020

**ENG 098 Essay Writing and Critical Reading**

3 hours lecture, or distance (D), 3 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.

**Prerequisite(s):** C+ in ENG 052, or equivalent articulated BC College course, or placement testing

**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 ENG 098, ENG 060 or Provincial English 12, or by English assessment or portfolio

**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 ENG 098, ENG 060 or Provincial English 12, or by English assessment or portfolio

**ENG 115 Essay Writing<sup>PLA</sup>**

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.

**Prerequisite(s):** C in Provincial English 12 or ENG 098 or equivalent, or C in ENG 160 or English assessment, or LPI-Level 4 (minimum [SS] 50%, [EU] 50%, [RC] 65% on the sub-scores). Students with less than a "B" grade in Provincial English 12 are strongly recommended to complete ENG 060 or 098 before attempting ENG 115. <sup>PLA</sup> is available through an English Department administered challenge procedure

**ENG 120 Literature & Composition I**

3 hours lecture, or distance (D), 3 credits 

ENG 120 introduces the student to the short story and novel genres. The reading list will include a selection of works which are representative of fiction written over the last 100 years. As well, students will be introduced to basic literary theory through critical essays that focus on writers and their craft. Although the course includes a review of essay-writing strategies, it is assumed that students will have the writing and research skills necessary to produce their own critical essays based on the works they have read.

**Prerequisite(s):** ENG 115, or C+ in ENG 060 or 098, or B in Provincial English 12 or English assessment or LPI-Level 5 (minimum [SS] 50%, [EU] 50%, [RC] 65% in the sub-scores). Students taking a literature/composition combination of courses are encouraged to enrol in ENG 115 before ENG 120 or 121

**ENG 121 Literature & Composition II**

3 hours lecture, or distance (D), 3 credits 

English 121 introduces students to poetry and drama using twentieth century examples. The major features of poetry are examined, leading to a consideration of organization, thematic patterns, and style. Drama is studied in the second half of the course with consideration given to dramatic structure, theme, comedy and tragedy. Students will receive instruction in writing about poetry and drama.

**Prerequisite(s):** ENG 115 or ENG 120, or C+ in ENG 060 or 098, or B in Provincial English 12 or English placement test, or LPI-Level 5 (and minimum [SS] 50%, [EU] 50%, [RC] 65% sub-scores). Students taking a literature/composition combination of courses are encouraged to enrol in ENG 115 before ENG 120 or 121

**ENG 125 Composition & Indigenous Literature I**

Distance (D), 3 credits 

ENG 125 provides a review of grammar, instruction in essay writing, and an introduction to literature written by First Nations authors. This course offers an alternative to the traditional first year English course. The materials include stories from the oral tradition, personal narratives, audio-taped interviews, and modern short stories. Like other first year courses, the assignments focus on analyzing material, organizing ideas, and expressing them in clear prose following correct procedures for documenting and presenting research.

**Prerequisite(s):** C+ in ENG 060 or ENG 098, or B in Provincial English 12, or placement testing, or LPI-Level 4 (& minimum [SS] 50%, [EU] 50%, [RC] 65% sub-scores)

**ENG 126 Composition & Indigenous Literature II***Distance (D), 3 credits* **A**

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

**Prerequisite(s):** One of ENG 115, ENG 120 or ENG 125

**ENG 159 Technical Writing***3 hours lecture, or distance (D), 3 credits*

English 159 is an applied writing course which recognizes the importance of effective communication in the modern workplace. This course focuses on the study and application of the theories and principles of effective technical/professional communication.

**Prerequisite(s):** C minimum in one of ENG 060, ENG 098, Provincial English 12 or TPC 12, or placement testing, or LPI-Level 4 (and minimum [SS] 50%, [EU] 50%, [RC] 65% sub-scores). An exception to these prerequisites is made for NIC Drafting and Electronics students.

**ENG 160 Effective Organizational Writing***3 hours lecture, or distance (D), 3 credits* **A**

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

**Prerequisite(s):** C in one of ENG 060, ENG 098 or ESL 090 or C+ in Provincial English 12 or assessment testing, or LPI-Level 4 (and minimum [SS] 50%, [EU] 50%, [RC] 65% sub-scores).

**ENG 202 A Survey of English Literature I***3 hours lecture, or distance (D), 3 credits* **A**

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):** C minimum grade in two 1st year English courses or their equivalent. At least ONE of the courses must be a literature course

**ENG 203 A Survey of English Literature II***3 hours lecture, or distance (D), 3 credits* **A**

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):** C grade in two 1st year English courses or equivalent. At least ONE of the courses must be a literature course

**ENG 207 Creative Non-Fiction***3 hours seminar, 3 credits* **A**

Eng 207 is a second year university studies writing workshop that focuses on the method and craft of creative non-fiction, which will include creative essay writing, documentary, 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

**ENG 208 Creative Writing: Poetry***3 hours lecture, 3 credits* **A**

Eng 208 is a second year poetry writing workshop focusing on peer critiquing. 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 Eng 108 or by portfolio.

**ENG 209 Creative Writing: Fiction***3 hours lab, 3 credits* **A**

Eng 209 is a second year university studies fiction writing workshop that examines the work of successful fiction authors and nurtures the fiction writing skills of students through the workshop method. Students will create a portfolio of stories.

**Prerequisite(s):** C+ in English 107 or by portfolio with instructor permission.

**ENG 212 An Introduction to Canadian Literature I***3 hours lecture, or distance (D), 3 credits* **A**

ENG 212 is a survey of Canadian literature from Colonial to modern times. This course includes an examination of the important themes in Canadian literature in the genres of poetry and prose. Works studied are mainly from English-Canadian authors, although some French-Canadian prose works are studied in translation.

**Prerequisite(s):** C grade in two 1st year English courses or equivalent. At least ONE of the courses must be a literature course

**ENG 213 An Introduction to Canadian Literature II***3 hours lecture, or distance (D), 3 credits* **A**

This course introduces students to contemporary Canadian literary genres, including novels, plays, and poetry. There may be some differences between the distance and scheduled formats.

**Prerequisite(s):** C grade in two 1st year English courses or equivalent. At least ONE of the courses must be a literature course.

**ENG 215 Advanced Composition***3 hours lecture, 3 credits* **A**

This course provides instruction and practice in reading and writing a variety of prose forms for the purpose of building on the skills learned in English 115 (or other equivalent 1st year writing course). Students will increase their ability to select and write in appropriate forms. This is a writing intensive course, and students can expect frequent writing assignments.

**Prerequisite(s):** C+ in two of English 115, 120, 121, 125, 126 or MCS110.

**ENG 216 Travel Writing***18 hours lecture, 12-21 days travel, 3 credits* **T**

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):** *English 115*

**ENG 224 Women's Literature & Theory I***3 hours lecture, 3 credits* **A**

English 224 is a survey of literature written in English by women from medieval times to the 19th century. The focus is on poetry and feminist literary theory and history.

**Prerequisite(s):** C grade in two 1st year English courses, or equivalent. At least ONE of the courses must be a literature course

**ENG 225 Women's Literature & Theory II***3 hours lecture, 3 credits* 

English 225 is a survey of literature written in English by women from the 19th century to the present. The focus is on fiction and feminist literary theory and history.

**Prerequisite(s):** C grade in two 1st year English courses, or equivalent. At least ONE of the courses must be a literature course

**ENG 230 Introduction to Narrative***3 hours lecture, 3 credits* 

This course introduces students to the function of narrative in a variety of genres and may include study of the following genres: detective fiction, westerns, science fiction, gothic fiction, magic realism, graphic novel, horror, romance, fantasy, biography and autobiography. Texts studied may include biographies, autobiographies, novels, short stories, films, & documentaries. Discussions focus on narrative methods and techniques used in various genres. Students will be introduced to narratology.

**Prerequisite(s):** Two of Eng 115, 120, 121, 160, 125, 126, MCS 110.

**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 one of the following: ENG 115, ENG 120, ENG 121, ENG 125, ENG 126, ENG 160 or instructor permission.

**ESJ 100 The Equity & Social Justice in Contemporary Canada***3 hours lecture, 3 credits* 

This course provides and interdisciplinary introduction to issues of discrimination, marginalization, oppression, liberation and diversity movements in 21st century society. The roots of oppression will be explored through Psychological, Sociological, Economic and Political theories, and each of these perspectives will be evaluated for its effectiveness in addressing the problem. Students will learn about current and historical expressions of racism, sexism, homophobia, and able-ism. Students will learn about liberation movements, multiculturalism and diversity in Canadian society, and will explore the "effectiveness" of political ideologies in address the needs to a diverse and complex society.

**Prerequisite(s):** C+ in Provincial English 12

**ESJ 101 Global Changes to, and Movements for Social Justice***3 hours lecture, 3 credits* 

This course provides an interdisciplinary overview of 21st century social challenges in a rapidly globalized society. Students will begin to learn about anti-oppressive theoretical frameworks, human rights and globalization. Students will also examine historical and contemporary social issues in order to better understand more about structural and systemic oppression. Traditional tools of political and economic theories will be explored and critiqued for their "effectiveness" in addressing these complex issues. Students will learn about liberation movements, the positive value of diversity and ethical dilemmas posed by current issues.

**Prerequisite(s):** C+ in Provincial English 12

**ESL 001 English Language Services for Adults (ELSA)**

This is a three-level beginner ESL course of 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 new comers to Canada with the basic language and life skills necessary for them 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 Assessment

**ESL 031 Intermediate Reading and Writing 1***4 credits*

This course enables students to improve their speaking skills and to learn the language necessary to confidently participate in community life, improve employment opportunities, and prepare for further education and training. Reading and writing skills are given more emphasis.

**Prerequisite(s):** ESL English skills assessment

**ESL 032 Intermediate Reading and Writing 2***4 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):** ESL 031 or ESL English skills assessment

**ESL 034 Intermediate Listening and Speaking 1***4 credits*

ESL 034 is a lower intermediate listening & speaking course (Canadian Language Benchmarks 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 ESL 001. 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):** ESL English skills assessment

**ESL 035 Intermediate Listening & Speaking 2***4 credits*

ESL 035 is an intermediate listening & 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):** ESL 034 or ESL English skills assessment

**ESL 037 Intermediate Grammar 1***2 credits*

ESL 037 is a lower intermediate grammar course (Canadian Benchmark 4-5). It continues from ESL 001. 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):** ESL English skills assessment

**ESL 038 Intermediate Grammar 2***3 hours classroom, 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):** ESL 037 or ESL English skills assessment

**ESL 040 Pronunciation***3 hours classroom*

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

**ESL 041 Canadian Studies***3 hours classroom*

This course will give students an understanding of Canada and Canadian society. Students will learn the salient points of the geography, history, government, political culture, and social makeup of Canada. They will explore the meaning of Canadian citizenship and the role of multiculturalism in Canada. At the same time, they will develop an understanding of Canadian Cultural and behavioural norms. In addition, they will explore current issues of importance to Canadians.

**Prerequisite(s):** ESL English skills assessment

**ESL 051 Advanced Writing & Reading 1***4 credits*

This highly interactive writing workshop is designed to introduce students to Academic English and writing as a process. This may be of interest to students who are reasonably comfortable speakers but wish to refine their writing and reading skills and/or prepare for further education and training. Writing will begin at the sentence level, moving into paragraphs and ending with a short essay. Students learn the skills of pre-writing, revising, and editing as they write free compositions, guided compositions and journals. Emphasis will be on correct usage of grammatical structures as well as effective strategies for composition. Vocabulary and reading skills will also be developed, while speaking and listening skills will be promoted through group work, discussions, debates, and presentations.

**Prerequisite(s):** ESL 032 or ESL English skills assessment

**ESL 052 Advanced Writing & Reading 2***4 credits*

This is a continuation of ESL 051. Writing will begin with a review of paragraphs, moving quickly into short essays.

**Prerequisite(s):** ESL 051 or ESL English skills assessment.

**ESL 054 Advanced Speaking & Listening 1***4 credits*

ESL 054 is a lower advanced speaking and listening course (Canadian Language Benchmark 7/8) and is intended to complement ESL 051, a lower advanced academic writing course that focuses on academic reading and writing and advanced grammar. 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):** ESL 035 or ESL English skills assessment

**ESL 055 Advanced Speaking & Listening 2***4 credits*

ESL 055 is an advanced speaking and listening course (Canadian Language Benchmark 8) and is intended to complement ESL 052, an advanced academic writing course that focuses on academic reading and writing and advanced grammar. 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 by learning and practicing 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):** ESL 054 or ESL English skills assessment

**ESL 057 Advanced Grammar 1***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):** ESL 038 or ESL English skills assessment

**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):** ESL 057 or ESL English skills assessment

**ESL 089 College Preparatory Reading***6 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):** C+ in ESL 052 & ELS 054, or ESL English skills assessment, or referral by English Department

**ESL 090 College Preparatory Writing***6 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):** C+ in ESL 089 and ESL 055, or assessment by ESL Department, or referral by English Department.

**FAC 010 Child Care First Aid***8 hours*

A course designed for parents and care givers of mainly children up to eight years of age. It includes 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 recommended yearly recertification in CPR Level B, see HRT 012.)

**Prerequisite(s):** None

**FAC 020 Emergency First Aid***8 hours*

This is an active course that covers the basic skills necessary to deal with time priority emergencies. It includes initial assessment, respiratory distress, CPR, AED, bleeding, unconsciousness, shock, poisons, and secondary assessment. The course leads to certification for Emergency First Aid and CPR Level B. (Certification period is three years, but recommended yearly recertification in CPR Level B, see HRT 012.)

**Prerequisite(s):** some previous knowledge of First Aid/CPR is advised

**FAC 021 Standard First Aid***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. This course will improve your life skills and your personal marketing potential. (Certification period is three years, but recommended yearly recertification in CPR Level A, B or C, see HRT 010, HRT 012 or HRT 011.)

**Prerequisite(s):** some previous knowledge of First Aid/CPR is advised

**FAC 022 Standard First Aid with CPR Level C***18 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. This course will improve your life skills and your personal marketing potential. (Certification period is three years, but recommended yearly recertification in CPR Level C, see HRT 011.)

**Prerequisite(s):** Previous knowledge of First Aid/CPR is advised

**FAC 023 First Aid Instructors “Recertification” Course***8 hours*

This course is designed to maintain instructor level qualifications for the delivery and evaluation of CPR, Emergency First Aid and Standard First Aid courses using standardized Curriculum and Learning Outcomes. (First Aid Instructor certification with an expiry date 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 Registration as follows: 18 years of age or older; Current First Aid Instructor or CPR Instructor award; Must have taught a minimum of 3 First Aid courses during the 3 year certification or recertification period. One of these courses MUST be a Standard First Aid.

**FAC 024 First Aid Instructors Course***48 hours*

This course is designed to qualify instructors for delivery of CPR and AED, Child Care First Aid (CCFA), Emergency First Aid (EFA) and Standard First Aid (SFA) courses using standardized Curriculum and Learning Outcomes. Course content follows the First Aid Instructor’s Manual and includes First Aid program philosophy, skill assessment, leadership styles, teacher/learner methodology, evaluation, communication, organizing the first aid course, lesson planning and course outlines, instructional techniques, practice teaching and knowledge assessment. Upon completion Instructors will be qualified to prepare, deliver and evaluate CPR, EFA and SFA 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. (First Aid 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 First Aid Department prior to Registration as follows: 18 years of age or older at the start of the course; Standard First Aid (SFA) or equivalent (SFA, WCB OFA Level 2 or 3, Canadian Ski Patrol Certification, Lifesaving Aquatic Emergency Care, EMA Level 1 or 2, EMR, EMT) with a current CPR Level HCP (Health Care Provider). Practical First Aid and public speaking experience is desirable but not mandatory.

**Post Requisites:** Co-teach a minimum of 16 hours and a maximum of 18 hours in any of the following approved courses (SFA, EFA, CPR Level C (Basic Rescuer). Co-teaching must be done within 1 year of completing the Instructor course, with a current FAI who has 2 years or more of teaching experience or IT.

**FAC 025 Instructor Transfer Course***30 hours*

This course is designed to qualify instructors from other agencies for delivery of CPR and AED, Emergency First Aid (EFA) and Standard First Aid (SFA) courses using standardized Curriculum and Learning Outcomes. Course content follows the First Aid Instructor’s Manual and includes the First Aid program philosophy, skill assessment, leadership styles, teacher/learner methodology, evaluation, communication, organizing the first aid course, lesson planning and course outlines, instructional techniques, practice teaching and knowledge assessment. Upon completion Instructors will be qualified to prepare, deliver and evaluate CPR, EFA and SFA students. (First Aid 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 First Aid Department prior to Registration as follows: 18 years of age or older at the start of the course; Current First Aid Instructor with one of the Nationally recognized training agencies (Canadian Ski Patrol, Heart and Stroke Foundation, St. John Ambulance, AmCross SFAI, LSS Aquatic Emergency Care Instructor, LSS IT with SFA, WS IT with

SFA). \*Current CPR Instructor with current SFA. Expired Vital Link Instructor certification (since 1992) with a current SFA.

**Post Requisites:** Co-teach a minimum of 16 hours and a maximum of 18 hours in any of the following approved courses (SFA, EFA, CPR Level C (Basic Rescuer). Co-teaching must be done within 1 year of completing the Instructor course, with a current FAI who has 2 years or more of teaching experience or IT.

**FAC 030 Wilderness & Remote First Aid***36 hours*

This course is a course 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

**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.

**FAC 060 First Aid for Care Givers***18 hours*

This course is specifically designed for Continuing Care Aides (Resident Care/Home Support Attendants), Human Service Workers and others who care for the elderly and persons with special needs. In this course the student will receive a HRT 011 Basic Rescuer CPR Level C certificate and a North Island College FAC 060 First Aid for Care Givers certificate with a certification period of 3 years.

**Prerequisite(s):** None

**FAC 061 Combined OFA Level I & Standard First Aid***16 hours*

In this course we combined the Standard First Aid (FAC 021) and the WCB OFA Level I (OFA 010) for individuals or groups. Please contact the College if interested. FAC 021 has a 3 year certification, and OFA 010 has a 2 year certification. CPR Level C.

**Prerequisite(s):** Minimum 16 years of age. CPR Level A minimum recommended

**FAC 070 Skills of Survival – Level 1***6 hours*

In this course students are introduced to basic survival theory though 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).

**FAC 071 Skills of Survival – Level 2***8 hours*

This course advances knowledge acquired in Level 1 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

**FAC 080 Marine Advanced First Aid with Occupational First Aid – Level 1***16 hours*

This is a combined OFA 010 & FAC 081; including contents in Marine Supplement: First Aid Kits, Oxygen Administration including Intubation, Medical Care of Rescued Persons, Pharmacology, Radio Medical Advise, Toxicological Hazards. FAC 081 has a 3 year certification. OFA 010 is a WCB course and has a 2 year certification. NIC recommends taking this combined course as it meets both the Federal Transport Canada Marine Safety Training Standards for Marine First Aid (FAC 081) and Provincial WCB standards (OFA 010).

**Prerequisite(s):** 16 years of age, CPR Level A recommended.

**FAC 081 Marine Advanced First Aid***16 hours*

This course is the same as the Standard First Aid (FAC 021) including contents of the Marine Supplement: First Aid Kits, Oxygen Administration including Intubation, Medical Care of Rescued Persons, Pharmacology, Radio Medical Advise, Toxicological Hazards. (Certification period is three years). NIC recommends taking the FAC 080 combined course as it meets both the Federal Transport Canada Marine Safety Training Standards for Marine First Aid (FAC 081) and Provincial WCB standards (OFA 010).

**Prerequisite(s):** some previous knowledge of First Aid/CPR is advised

**FAC 082 Marine Basic First Aid***8 hours*

This course is the same as the Emergency First Aid (FAC 020) with specific requirements for marine environments; including knowledge of burn management. (Certification period is three years).

NIC recommends taking the FAC 080 combined course as it meets both the Federal Transport Canada Marine Safety Training Standards for Marine First Aid (FAC 081) and Provincial WCB standards (OFA 010).

**Prerequisite(s):** some previous knowledge of First Aid/CPR is advised

**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):** Acceptance into the Metal Fabrication program

**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):** Acceptance into the Metal Fabrication program

**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):** Acceptance into the Metal Fabrication program

**FBR 103 Oxy-Fuel Cutting<sup>PLA</sup>***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):** Acceptance into the Metal Fabrication program

**FBR 104 Welding<sup>PLA</sup>***75 hours*

This course is designed to teach welding safety, 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):** Acceptance into the Metal Fabrication program

**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 develop an understanding of how drawings made with the intent to understand blueprint reading.

**Prerequisite(s):** Acceptance into the Metal Fabrication program

**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, also, development of all 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):** Acceptance into the Metal Fabrication program

**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. Calculate mass for safe lifting; also load carrying capacity of rope, chains, cable and synthetic slings. This course also teaches safe rigging and disconnecting.

**Prerequisite(s):** Acceptance into the Metal Fabrication program

**FBR 108 Structural Layout and Development Techniques***20 hours*

This course is designed to teach identification 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, fitting techniques. Interpretation of engineer data sheets such as clip placement, hole pitch, hole gauge and edge distance. Interpretation of abbreviations and symbols as used on structural drawings (Blueprints).

**Prerequisite(s):** Acceptance into the Metal Fabrication program

**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):** Acceptance into the Metal Fabrication program

**FBR 110 Surface Preparation***10 hours*

This course is designed to teach the student the common method of metal preparation such as brushing, grinding, sand blasting, scraping, chemical etc. Methods of finishing after the metal has been prepared, such as: galvanizing, spray painting, anodizing, electroplating etc. and the safety, environmental considerations and property damage.

**Prerequisite(s):** Acceptance into the Metal Fabrication program

**FBR 111 Projects***386 hours*

This course is designed to apply common fitting practices used in the metal fabrication industry. Fabricate project that allow the student to apply knowledge and develop fitting skills as well as reinforcement of material learned in the previous courses.

**Prerequisite(s):** Acceptance into the Metal Fabrication program

**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 ENG 098 or Provincial English 12, 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 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

**FIN 102 Modern Art History I***3 hours lecture, 3 credits* 

This course, together with FIN 103, 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.

**Prerequisite(s):** C+ in one of ENG 098 or Provincial English 12, 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 103 Modern Art History II***3 hours lecture, 3 credits* 

This course is a second term continuation of FIN 102.

**Prerequisite(s):** FIN 102

**FIN 105 Introduction to Graphic Design<sup>PLA</sup>***4 hours, includes lecture + studio time, 3 credits* 

The elements of graphic design will be introduced in this course. Design principles and their applications will be explored. Topics such as advertising, design, display ads, typography, logotypes, visual perception and graphic art production will be covered, as well as historical and contemporary concepts and ideas.

**Prerequisite(s):** FIN 110

**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 ENG 098 or Provincial English 12, 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 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

**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

**FIN 120 Colour & Perception**

4 hours, includes lecture + studio time, 3 credits 

An introductory course intended to provide students with an overview of colour theories. 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.

**Prerequisite(s):** C+ in one of ENG 098 or Provincial English 12, or placement testing, and FIN 110 (may be taken as a co-requisite). Students with less than C+ in Provincial English 12 (or equivalent) may be admitted with the approval of the Instructor/Department Chair.

**FIN 121 Colour Applications**

4 hours, includes lecture + studio time, 3 credits 

This is a studio course in which the student explores and experiments with colour usage mostly through painting, expanding upon and developing the knowledge and understanding of colour begun in FIN 120.

**Prerequisite(s):** FIN 110 and FIN 120

**FIN 130 3-Dimensional Materials & Form**

4 hours, includes lecture + studio time, 3 credits 

This course is concerned with the introduction to and the exploration of 3-dimensional art materials and form. Historical as well as contemporary concepts and applications and their relationship to art and design will be covered with emphasis on the 20th century.

**Prerequisite(s):** C+ in one of ENG 098 or Provincial English 12, or placement testing, and FIN 110 (may be taken as a co-requisite). Students with less than C+ in Provincial English 12 (or equivalent) may be admitted with the approval of the Instructor/Department Chair.

**FIN 131 Introduction to 3-Dimensional Design**

4 hours, includes lecture + studio time, 3 credits 

This studio course provides students with the opportunity to develop a fundamental attitude of research and experiment in approaching, exploring, and creating 3-dimensional design using a wide range of materials.

**Prerequisite(s):** FIN 110

**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

**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 ENG 098 or Provincial English 12, or placement testing, and FIN 110 (may be taken as a co-requisite). Students with less than C+ in Provincial English 12 (or equivalent) may be admitted with the approval of the Instructor/Department Chair.

**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.

**Prerequisite(s):** C+ in one of ENG 098 or Provincial English 12, or placement testing, and FIN 110 (may be taken as a co-requisite). Students with less than C+ in Provincial English 12 (or equivalent) may be admitted with the approval of the Instructor/Department Chair. Students must provide a single lens reflex camera.

**FIN 200 Digital Visual Arts I**

4 hours, includes lecture + studio time, 3 credits

This studio course introduces students to digital visual arts fundamentals. Through a series of demonstrations, assignments and projects, students will learn the basics of software applications and explore various methods and strategies for art making. With both technical and aesthetic instruction, students will complete a series of related assignments which focus on technical processes such as scanning, digital photography and digital manipulation of photographs, graphics and type. Students will develop a critical vocabulary and analytical skills through readings, presentations and critiques.

**Prerequisite(s):** FIN 110

**FIN 201 Digital Visual Arts II**

4 hours, includes lecture + studio time, 3 credits

This studio course continues to develop digital visual arts fundamentals. Through a series of demonstrations, assignments and projects, students will learn the basics of software applications and explore various methods and strategies for art making. With both technical and aesthetic instruction, students will complete a series of related assignments which focus on technical processes such as developing imagery for the web and video editing. Students will continue to develop their critical vocabulary and analytical skills through readings, presentations and critiques.

**Prerequisite(s):** FIN 200

**FIN 202 Computer Graphics I<sup>PLA</sup>**

4 hours, includes lecture + studio time, 3 credits 

This course provides students with a working knowledge of the Macintosh system of computer-aided design and with 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 graphic design. Students will apply design principles and their own creative skills to page layout, typography and illustration in studio assignments using QuarkXPress, and Adobe Illustrator. Students may also access Photoshop, Fractal Painter, Dabbler, Macro-Media Director and the Internet.

**Prerequisite(s):** FIN 105 & FIN 110

**FIN 203 Computer Graphics II<sup>PLA</sup>**

4 hours, includes lecture + studio time, 3 credits 

This course is designed to further develop concepts and skills introduced in FIN 202. In this course Adobe Photoshop will be added to the students' software repertoire. Electronic 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 pay layout for newspapers, magazines and further their illustration skills.

**Prerequisite(s):** FIN 105, FIN 110 & FIN 202

**FIN 206 Graphic Arts Production<sup>PLA</sup>**

4 hours, includes lecture + studio time, 3 credits 

This studio course will familiarize students with contemporary methods of reprographics and print production from concept to the printed piece. Students will gain the ability to complete well executed digital documents for single colour, multi-colour and 4-colour process printing. Students will learn techniques for: computer-based typesetting; photo and image selection, correction and manipulation; digital page layout and artwork, with an emphasis on selecting and specifying images for reproduction in both spot and process colour; specifying inks, paper stocks (and their relative printing characteristics), imposition, folding, binding and a variety of commercial printing processes; reading and evaluating proofs; evaluating and selecting photographic images; communicating effectively with other professionals in the print industry, including illustrators, photographers, service bureaus and printers; storing and archiving digital artwork; legal, ethical and business considerations relating to the print trade.

Students will gain an understanding of the various conventional and digital print processes available to them, and the technical requirements required for each.

**Prerequisite(s):** FIN 105, FIN 110 & FIN 202

**FIN 208 Communication Design I<sup>PLA</sup>**

4 hours, includes lecture + studio time, 3 credits 

Skills and experience gained in the first year of study find coordinated application to increasingly complex design problems. This course concentrates on the design of visual communications for print and display. Design principles, hand skills, presentation, concept development and marketing theory will be addressed and applied to studio assignments. This course to include: identity design, advertising, editorial design, and packaging design.

Students will learn to interpret and develop concepts with directed research and thought and translate these into visual form. Students will also gain the ability to complete well-executed, precise visuals. This course is essential for the development of a working portfolio.

**Prerequisite(s):** FIN 105 & FIN 110, and FIN 202 as a pre- or co-requisite

**FIN 209 Communication Design II<sup>PLA</sup>**

4 hours, includes lecture + studio time, 3 credits 

This course further develops the theory and skills gained in FIN 208. Assignments will require conceptual and visual development that is obtainable only through focused application of the creative process, research and hard work.

**Prerequisite(s):** FIN 105, FIN 110 and FIN 208

**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

**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

**FIN 212 Typography<sup>PLA</sup>**

4 hours, includes lecture + 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):** FIN 105 & FIN 110. [Note: While not a prerequisite, it is strongly advised that students taking FIN 202 and/or FIN 208 take FIN 212 as a co-requisite]

**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

**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

**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

**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

**FIN 230 Sculpture I**

4 hours, includes lecture + studio time, 3 credits

This course investigates modes of expression through a variety of contemporary and traditional methods. These will include construction and welding, modelling and casting.

**Prerequisite(s):** FIN 110 & FIN 131

**FIN 231 Sculpture II**

4 hours, includes lecture + studio time, 3 credits

A continuation of FIN 231 investigating materials and methods of a contemporary nature. Emphasis will be placed on an individual form of study. Imagination, skill and language are essential components in the development of concepts and their application.

**Prerequisite(s):** FIN 110 and FIN 230

**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

**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

**FIN 245 Photography II**

4 hours, includes lecture + lab time, 3 credits 

This intermediate course serves to expand the student's appreciation of, and control over the photographic medium as an expressive, interpretive and metaphorical medium. It acquaints the students with the use of studio lighting and advanced darkroom techniques.

Students must provide or have access to both digital and film cameras.

**Prerequisite(s):** FIN 110 & FIN 145

**FIN 246 Photography III**

4 hours, includes lecture + lab, 3 credits 

This course extends concepts, ideas and skills introduced in FIN 245. Exploration of high contrast imagery, constructed photography through tableaux and narrative approach, as well as, darkroom and computer manipulation applications are presented. The creation of a body of work for public display will be assigned. Students must provide digital and film cameras.

**Prerequisite(s):** FIN 110 & FIN 245

**FIN 247 Introduction to Digital Photography**

4 hours, includes lecture + lab, 3 credits

This course will introduce students to the use of digital cameras and how to transfer images to a computer. Instruction in the use of software to do basic image enhancement, output to inkjet print and CD storage will also be covered. Students must supply their own point and shoot or SLR digital camera.

**Prerequisite(s):** C+ in FIN 110 & FIN 145

**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.

**Prerequisite(s):** FIN 135, FIN 235 & FIN 236, and instructor permission

**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.

**Prerequisite(s):** FIN 110 & FIN 111 and FIN 210 & FIN 211, and instructor permission

**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.

**Prerequisite(s):** FIN 120 & FIN 121 and FIN 220 & 221, and instructor permission

**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.

**Prerequisite(s):** FIN 115 & FIN 215 or FIN 115 & FIN 217, and instructor permission

**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.

**Prerequisite(s):** FIN 203 & FIN 206 & FIN 209, and instructor permission

**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.

**Prerequisite(s):** FIN 145, FIN 245 & FIN 246, and instructor permission

**FIN 297 Directed Independent Study (Sculpture)**

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.

**Prerequisite(s):** FIN 130 & FIN 131 and FIN 230 & FIN 231, and instructor permission

**FIN 298 Directed Independent Study (Mixed Media)**

4 hours, includes lecture + studio time, 3 credits

This course provides the student an opportunity to make use of more than one medium. They should have a minimum of 6 credits prior course work in each of the media they choose for a total of no less than twelve credits. The student will have an opportunity to investigate one of several areas: alternate forms and materials, portfolio or exhibition, preparation and research.

**Prerequisite(s):** Instructor Permission

**THE ONE-YEAR PROFESSIONAL PHOTOGRAPHY PROGRAM COURSES MUST BE TAKEN TOGETHER (FIN 710 TO FIN 734).**

**FOR INFORMATION ON APPLICATIONS PROCEDURES FOR THIS PROGRAM, SEE PG XX**

**THESE COURSES CANNOT BE TAKEN FOR CREDIT IN THE TWO-YEAR FINE ART AND DESIGN DIPLOMA PROGRAM.**

**FIN 710 Digital Photography 1**

*3 hours lab*

An introduction to the basics of digital photographic equipment, techniques and digital image workflow.

*Prerequisite(s): Acceptance into Pro Photo Program*

**FIN 712 Basic Darkroom**

*3 hours lab*

An introduction to black and white materials and processes. Hands-on instruction is given in film development, contact printing, contrast control and projection printing on RC paper.

*Prerequisite(s): Admission to the Professional Photography program*

**FIN 713 Medium Format Photography**

*3 hours lecture + 3 hours location work*

This course emphasizes the advantages of working with 120 and 220 films. A survey of specific camera format variations and their applications is balanced with location and studio assignments.

*Prerequisite(s): Admission to the Professional Photography program*

**FIN 715 Composition & Design**

*3 hours lecture + 2 hours location work*

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*

**FIN 716 History of Photography**

*3 hours lecture*

An introductory survey of the history of photography designed to develop an understanding and appreciation for the historical development of the medium.

*Prerequisite(s): Admission to the Professional Photography program*

**FIN 717 Architectural Photography**

*3 hours lecture/3 hours lab*

This course introduces the basics of photographing the exterior and interior of buildings. Camera and lighting equipment, color balance and mixed lighting, perspective control and composition are presented through lecture, demonstration and location shooting.

*Prerequisite(s): Admission to the Professional Photography program*

**FIN 718 Introduction to Studio Lighting**

*3 hours lecture + 3 hours lab*

Students will learn to work with lighting equipment including hot lights and electronic flash. Single and multiple light set-ups, calculation of light ratios and colour balance will be applied to photographing two and three dimensional art work, models and still life subjects.

*Prerequisite(s): Admission to the Professional Photography program*

**FIN 720 Digital Photography 2**

*3 hours lab*

An intermediate course incorporating advanced digital camera operation, functions and techniques along with optimizing image workflow.

*Prerequisite(s): Admission into Professional Photography program*

**FIN 721 Creative Explorations**

*3 hours lecture*

Through the use of digital imaging and non-silver 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*

**FIN 723 Editorial/Photojournal Photography**

*3 hours lecture*

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*

**FIN 724 Portraiture**

*4.5 hours lecture*

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*

**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*

**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*

**FIN 728 Fashion Photography**

3 hours lecture/3 hours lab

Studio glamour/beauty shots and studio/location fashion photography are the emphasis of this introductory course. Casting, directing, propping and lighting are presented along with trends and styles in fashion photography including editorial and catalogue application.

**Prerequisite(s):** Admission to the Professional Photography program

**FIN 729 Advertising Photography**

3 hours lecture + 3 hours lab

The fundamentals of commercial photography will be presented through studio and location shooting. Students will work with business clients, graphic artists and models, shoot to layouts, work to deadlines, learn invoicing and record keeping as well as promotional techniques.

**Prerequisite(s):** Admission to the Professional Photography program

**FIN 731 Landscape & Nature Photography**

6 hours lecture

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

**FIN 732 Computer Photo Manipulation**

3 hours lecture + 3 hours lab

This course extends skills and techniques presented in FIN 710 and FIN 720 leading to personalized instruction in additional computer image manipulation and enhancement. Students will alter and retouch digital files using imaging software. Output to hard copy will be assigned.

**Prerequisite(s):** Admission to the Professional Photography program

**FIN 733 Portfolio Project**

3 hours lecture

As part of the final evaluation, students must 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 how to present it to prospective clients.

**Prerequisite(s):** Admission to the Professional Photography program

**FIN 734 Business Practices in Photography**

3 hours lecture

This course provides students with a detailed range of basic business skills specific to planning, establishing and maintaining a photography business. Topics include market research, business plan development, legal issues of business start-up, financing, marketing, accounting and invoicing procedures.

**Prerequisite(s):** Admission to the Professional Photography program

**FMC 011 Communications (FM III)**

40 hours

This course will prepare you to write the Transport Canada, Ship Safety examination #011. Topics include the International Code of Signals, recognition of code flags, Morse and voice procedure, use of Radio Aids to Navigation publication.

**Prerequisite(s):** None

**FMC 012 Marine Communications**

40 hours

Students learn to: recognize code flags, Morse and voice procedure and use of Radio Aids to Navigation.

**Prerequisite(s):** 18 years of age

**FMC 020 Navigation Instruments**

60 hours

This course is designed to assist students in preparation to challenge Transport Canada examination Navigation Safety 020. Students learn proper use of radar, radar plotting, position fixing using Loran C equipment, charts and echo sounder.

**Prerequisite(s):** Acceptance into the program and meets Transport Canada requirements

**FMC 040 Chartwork & Pilotage**

80 hours

Also part of the program in preparation for Fishing Master class IV certification, during this course you will learn to use charts, recognize lights and buoys, and become familiar with position fixing, speed-time-distance problems and navigation tools. This course is in preparation for Examination #040.

**Prerequisite(s):** 12 months sea time

**FMC 041 Chartwork & Pilotage (FM III)**

120 hours

This course is taken in preparation for Ship Safety Examination #041, which is required for the Fishing Master II and III, and Watchkeeping Mates Certificates. During this course you will learn to use charts in all major projections; to fix or estimate a vessel's position by various means; to lay off courses allowing for wind and tide; to convert true courses to compass; to calculate distance-speed-time relationships; about the range of visibility of lights; tide and current calculations; to use publications used by coastal mariners, and to keep an accurate record of a vessel's progress.

**Prerequisite(s):** None

**FMC 061 Navigation Safety**

60 hours

This course is taken in preparation for Ship Safety Examination #061. During this course you will study the Rules of the Road and the International Collision Regulations.

**Prerequisite(s):** None

**FMC 157 General Ship Knowledge**

120 hours

This course will help you to prepare to write Ship Safety Examination #157, which is required for Fishing Master III Certification. Using various publications you will gain an appreciation for accident prevention and precautions to be taken for fishing operations. You will also learn about oil and garbage pollution regulations, elementary considerations of the construction of different types of fishing vessels, fishing vessel stability, fishing vessel machinery, standing and running gear, and measurement of the strength of ropes wire and chain.

**Prerequisite(s):** None

**FMC 166 General Seamanship**

60 hours

Another part of the program in preparation for Fishing Master class IV, during this course you will become ready for the oral portion of the Fishing Master IV examinations and will learn the responsibilities and duties of the master and officer of the watch during the normal operation of a vessel and in emergency situations. You will also study the practical considerations of boat handling in heavy weather.

**Prerequisite(s):** FMC 020, FMC 040 & FMC 061

**FMC 167 General Seamanship (FM III)***60 hours*

This course will help you to prepare for Ship Safety Examination #167 (orals). Required for Fishing Master III Certification, all other exams must have been successfully completed before #167 may be attempted. Topics of study include master's duties; ship handling under all conditions, preparing vessels for inspections and surveys; weather reports and their use; meteorology; Rules of the Road and Collision Regulations.

**Prerequisite(s):** FMC 011, FMC 020, FMC 041, FMC 061, & FMC 157

**FNS 060 First Nations Student Skills I***3 hours lecture, 2.5 hours lab, 3 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):** ENG 052 with a C or placement testing

**FNS 061 First Nations Student Skills II***3 hours lecture, 2.5 hours lab, 3 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):** FNS 060 or placement testing

**FNS 065 BC First Nations Studies***4 hours lecture, 3 credits*

This course is designed to help the student understand the issues facing First Nations communities in British Columbia today. These issues have their roots in the initial contact between European and Aboriginal cultures and the subsequent conflict over land and resources.

**Prerequisite(s):** English 052 or English 11

**FNS 100 Fundamentals of Aboriginal Administration***2 hours lecture/1 hour seminar, 3 credits*

An orientation to, and exploration of, the traditions and practices of Aboriginal organizations. The course covers First Nations cultural traditions in the administration of current programs that include issues such as roles and responsibilities of various positions, funding sources, budgets and accountability, the nature of organizational structures, and treaty making.

**Prerequisite(s):** Admission to ASSC program, ENG 052 as pre or co-requisite

**FNS 160 First Nations Education: Traditional and Contemporary***3 credits* **A**

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 English 098, or Provincial English 12, or equivalent articulated BC College course, as pre- or co-requisite or placement testing.

**FNS 200 Pre- & Post-Contact First Nations of Canada***3 hours lecture/lab, or distance (D), 3 credits* **A**

This survey course about Canadian Aboriginals is designed to introduce students to first Nations, Inuit and Métis people in a historical perspective. Students have opportunity to explore the effects of Western European influence on Aboriginal life in the post-contact period. Recent advances in treaty making, legal rights, education, land claims, and self governance are examined. Units on Kwakwaka'wakw and Nuu-chah-nulth are culturally engaging and current to promote understanding of local issues and interests.

**Prerequisite(s):** C+ in one of ENG 060, ENG 098 or Provincial English 12, or placement testing

**FOR 020 Log Residue & Waste Measurement Surveying***5 days*

A comprehensive review of scaling and log grading to prepare the participants for writing the examination for BC Forest Service Certification in Waste Surveys. The mixed classroom and field program covers waste classification, utilization standards, block survey plans, plot establishment, field mapping and stratification, completion of forms and administration procedures. Survey accuracy and efficiency are stressed. The final day is the certification exam.

**Prerequisite(s):** None

**STUDENTS SHOULD CONSULT WITH A FRENCH INSTRUCTOR FOR PLACEMENT PRIOR TO REGISTERING IN A FRENCH COURSE.****FRE 100 Motifs I<sup>PLA</sup>***4 hours lecture, or distance (D), 3 credits* **A**

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

**FRE 101 Motifs II<sup>PLA</sup>**

4 hours lecture, or distance (D), 3 credits 

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

**Prerequisite(s):** FRE 100

**FRE 120 Motifs III<sup>PLA</sup>**

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

**FRE 121 Motifs IV<sup>PLA</sup>**

4 hours lecture, or distance (D), 3 credits 

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

**Prerequisite(s):** FRE 120

**FRE 145 Intermediate French I<sup>PLA</sup>**

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 121 or French 12

**FRE 146 Intermediate French II<sup>PLA</sup>**

4 hours lecture, or distance (D), 3 credits 

The second of the pair of courses: Intermediate French I and II.

**Prerequisite(s):** FRE 145

**FRE 265 Advanced French I<sup>PLA</sup>**

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 146, or equivalent, or C+ in français langue

**FRE 266 Advanced French II<sup>PLA</sup>**

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

**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):** Provincial English 12 or one of ENG 060, ENG 098 or ESL 090 or placement testing and FRE 266.

**GAS 010 H2S Alive**

7 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 slacks 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.

**Prerequisite(s):** None

**GEO 060 Physical & Human Geography**

Distance (D), 3 credits

This course introduces students to six major areas of human and physical geography. It covers such topics as population, natural resources, rocks, weathering, erosion and deposition, the weather in terms of earth-sun relationships and moisture and motion in the atmosphere and geophysical hazards. A global as well as local (BC or Canadian) perspective is taken in this course.

**Prerequisite(s):** ENG 052 or English 11, MAT 033/034 or Principles of Math 10, or placement testing

**GEO 105 Physical Geography I**

3 hours lecture + 3 hours lab, 3 credits 

Geography 105 is the first of two 1st-year level physical geography courses that include laboratory components. This course introduces the student to the world of earth science and the interaction of solar radiation, the atmosphere, and the earth's surface. Topics include: the radiation balance; atmospheric and oceanic circulation; moisture, air masses and storms; climate; surface water; and, biogeography. Students will acquire the knowledge necessary to deal with more advanced courses in geography, and gain enhanced knowledge of the geography of the planet and their local areas.

**Prerequisite(s):** C in one of ENG 098 ENG 060 or Provincial English 12, or placement testing

**GEO 106 Physical Geography II**

3 hours lecture + 3 hours lab, 3 credits 

Geography 106 is the second of two 1st-year level physical geography courses. This course continues the student's introduction to earth sciences by studying landforms and the processes at work at or near the earth's surface. Topics include: rocks and minerals, tectonic and gradational forces, and soils and soil formation. Students will acquire the knowledge necessary to deal with more advanced courses in geography, and gain enhanced knowledge of the geography of the planet and their local areas.

**Prerequisite(s):** C in GEO 105

**GEO 111 Introduction to Human Geography I**

Distance (D), 3 credits 

This course focuses on the complex relationships between people and the environment. With emphasis on the ecosystems approach, it looks at the impacts of human activities, population growth and resource exploitation on the environment.

**Prerequisite(s):** C in one of ENG 060, ENG 098 or Provincial English 12, or placement testing

**GEO 112 Introduction to Human Geography II***Distance (D), 3 credits* **A**

This is a course in urban and economic geography, examining the concepts and theories used to describe and analyze the patterns and systems which can be recognized in the distribution and structures of economic activities and urban settlements.

**Prerequisite(s):** C in one of ENG 060, ENG 098 or Provincial English 12, or placement testing

**GEO 200 Geography of Canada<sup>PLA</sup>***3 hours lecture, 3 credits* **A**

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):** GEO 105 & 106

**GEO 205 Geography of British Columbia***3 hours lecture, 3 credits* **A**

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):** GEO 105 & 106

**GEO 206 Introduction to Geomorphology***3 hours lecture, 3 hours lab, 3 credits* **A**

This course involves the examination of landforms and the associated morphological processes, ideas, laws and theories of their development, type and distribution. The interpretation of the historical and process approaches to geomorphology allows the student to fully appreciate the whole landscape in identifying and analyzing the various features and relationships involved.

**Prerequisite(s):** GEO 105 & GEO 106

**GEO 210 Natural Resources Management I: Introduction<sup>PLA</sup>***3 hours lecture, 3 credits* **A**

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):** GEO 105 & 106

**GEO 211 Natural Resources Management II: Wildlife<sup>PLA</sup>***3 hours lecture, 3 credits* **A**

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):** GEO 105 & 106

**GEO 214 Biogeography<sup>PLA</sup>***3 hours lecture, 3 credits* **A**

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 & 106

**GEO 215 Society and the Environment***3 hours lecture, 3 credits* **A**

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):** GEO 105 & GEO 106

**HIS 060 Twentieth Century History***3 hours lecture, or online, 3 credits*

This course presents a survey of twentieth-century world history. It is the equivalent of History 12 in the British Columbia secondary school system. Students will be introduced to the study of the past century through a combination of factually-based textbook exercises, moderated on-line discussion forums, and interpretive research and writing projects. Provincial English 12, ENG 098, ENG 060 or ESL 090 is a recommended co-requisite or prerequisite for students who take this class, while completion of the On-Line Learner Success course is also recommended for those who take the course on-line.

**Prerequisite(s):** Grade 11 English or English 052

**HIS 111 Canadian History: Pre-Confederation***3 hours lecture, or distance (D); online; Hybrid online + tutorial, 3 credits* **A**

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 ENG 060, ENG 098 or Provincial English 12, or placement testing

**HIS 112 Canadian History: 1867 – Present***3 hours lecture, or distance (D); online; Hybrid online + tutorial; 3 credits* **A**

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 ENG 060, ENG 098 or Provincial English 12, or placement testing. HIS 111 recommended.

**HIS 120 World History to 1000***3 hours lecture, 3 credits* **A**

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 ENG 060, ENG 098, Provincial English 12, or placement testing

**HIS 121 World History of the Last Millennium, AD 1000-2000***3 hours lecture, 3 credits* **A**

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 ENG 060, ENG 098, ESL 090, or Provincial English 12.

**HIS 122 The Contemporary World***3 hours lecture, 3 credits* **A**

This course seeks to place contemporary international issues within a broader historical and analytical perspective. The goals are to provide students with a working knowledge of world affairs and to help them both to critically examine specific problems and to imagine how they might become actively engaged global citizens. The Contemporary World will highlight historical context, but will also draw upon such disciplines as international relations, political science, comparative religions and economics. Intensive out-of-class attention to current events will be expected. An on-going student journal will be the main method of evaluation.

**Prerequisite(s):** C+ in one of ENG 060, ENG 098, ESL 090, or Provincial English 12.

**HIS 130 World Religion***3 hours lecture, 3 credits* **A**

This course is designed as an introduction to the world's major living faiths. Although the focus will be upon Judaism, Christianity, Islam, Hinduism and Buddhism, other religions will be briefly discussed. We will examine the origins and historical development, the sacred texts, the central tenets, the institutions and the rituals of each religion. The framework will be explicitly comparative as we assess how the different traditions have responded to a basic set of questions. Is there a god or gods and, if so, what is her/his/its/their nature? What is the relationship between the human and the divine? What is the purpose of life and how should it be lived? Is there an afterlife and what is the connection between this life and the next? Instruction will combine lecture, video and group presentations; class discussion and textual analysis; intensive reading; and individual student research and writing projects.

**Prerequisite(s):** C in one of ENG 060, ENG 098, Provincial English 12, or placement testing.

**HIS 135 World Mythology***3 hours lecture, 3 credits* **A**

The secret of life, explains Utnapishtim 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 ENG 060, ENG 098, Provincial English 12, or placement testing.

**HIS 205 Travels in Time***200 hours = 9 hrs. lecture, 9 hrs. seminar, plus 12-21 days travel, 3 credits* **A**

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 minimum in one of ENG 060, ENG 098, ESL 090, or Provincial English 12.

**HIS 210 Modern England 1688-1950***3 hours lecture, or distance (D), 3 credits* **A**

Modern England 1688-1950 is a survey course in modern English history. Political and constitutional developments represent the main focus of this course. Minor themes for study include economic change and the emergence of new social groups. During the course of the period studied, England underwent fundamental political, economic and social transformations: changing from an aristocratic, rural and agricultural based society to one that was democratic, urban and industrial. This transformation also forms a minor theme in Modern England 1688-1950.

**Prerequisite(s):** C in one of ENG 060, ENG 098, or Provincial English 12, or placement testing

**HIS 215 History of Modern Europe I***3 hours lecture, online, or Hybrid online/tutorial, 3 credits* **A**

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 ENG 060, ENG 098 or Provincial English 12, or placement testing

**HIS 216 History of Modern Europe II***3 hours lecture, online, or Hybrid online/tutorial, 3 credits* **A**

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 ENG 060, ENG 098 or Provincial English 12, or placement testing

**HIS 220 War, Memory, Myth and History***3 hours lecture, 3 credits* **A**

"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 ENG 060, ENG 098, Provincial English 12, or placement testing

**HIS 225 History of British Columbia***3 hours lecture, or distance (D), 3 credits* **A**

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 ENG 060, ENG 098 or Provincial English 12, or placement testing

**HIS 231 United States History To 1877***3 hours lecture, 3 credits* **A**

This course addresses the political, economic and social development of the American republic from the period prior to first contact between Natives and Europeans to the end of Reconstruction.

**Prerequisite(s):** C in one of ENG 060, ENG 098 or Provincial English 12, or placement testing

**HIS 232 United States History Since 1877***3 hours lecture, 3 credits* **A**

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 ENG 060, ENG 098 or Provincial English 12, or placement testing

**HIS 250 History of Women in Canada, 1600-1920***3 hours lecture, or distance (D), 3 credits* **A**

This course examines the historical experiences of Canadian women prior to 1920. Topics covered will include native women after contact, immigrant women and the pioneer experience, women as wives and mothers, women and reform, women's growing entry into the labour force, and the changing attitude of society towards the role of women.

**Prerequisite(s):** C in one of ENG 060, ENG 098 or Provincial English 12, or placement testing. 1st year Canadian History recommended but not required.

**HIS 251 History of Women in Canada, 1920 – Present***3 hours lecture, or distance (D), 3 credits* **A**

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 ENG 060, ENG 098 or Provincial English 12, or placement testing

**HIS 260 Historical Reactions to Criminal and Deviant Behaviour***3 hours lecture, 3 credits* **A**

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 ENG 060, ENG 098, ESL 090, or Provincial English 12

**HRT 010 Heartsaver (CPR Level A)***4 hours*

A four hour course for persons with no previous CPR and AED training. Skills taught and practiced in this course include Adult CPR one-rescuer, and management of conscious and unconscious adult choking victims. (Certification period is three years, but recommended for one year.)

**Prerequisite(s):** None

**HRT 011 Basic Rescuer (CPR Level C)***6 hours*

Adult, child, and infant CPR techniques for health care providers and other professional rescuers. Skills taught and practiced include one and two-rescuer CPR and AED, and management of the obstructed airway in the adult, child, and infant. This course is a prerequisite for the First Aid Instructor Level. (Certification period is three years, but recommended for one year.)

**Prerequisite(s):** None

**HRT 012 Heartsaver Plus (CPR Level B)***5 hours*

A five hour course for lay people to be able to handle adults, children and infants in an emergency. This is a combination of Adult, Child, Baby CPR and AED. (Certification period is three years, but recommended for one year.)

**Prerequisite(s):** None

**HRT 015 Health Care Provider (CPR Level HCP)***6 hours*

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. This course is a prerequisite for the First Aid Instructor Level. (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 WCB, AET, Red Cross, EMP or St. John Ambulance.

**HRT 017 CPR Level C and CPR Health Care Provider – Recertification***4 hours*

Refresher training for those needing to re-certify their CPR Level C or CPR Level HCP. (Certification period is three years, but recommended for one year. Some workplaces require one year.)

**Prerequisite(s):** Proof of current CPR Level C is required.

**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 First Aid Department prior to Registration as follows: 18 years of age or older at the start of the course; CPR Level HCP.

**Post Requisite(s):** 8 hours co-teach (recommended to co-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.

**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 Registration as follows: 18 years of age or older at the start of the course; current CPR Instructor First Aid Instructor 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 the 3 courses must be a Level "C".

**Post Requisite(s):** None (unless specified by the Instructor Trainer).

**HSR 105 Human Relations: Interpersonal Communications***Total 80 hours classroom, 2 credits*

This course focuses on the development of self-awareness and increases understanding of others. Participants will explore basic communication concepts and practical skills that contribute to effective and caring interpersonal relationships.

**Prerequisite(s):** 1 of the following: C in ENG 052 or ESL 090, higher level English, C+ in English 11, or successful placement testing

**HSR 110 Health, Lifestyle & Choices***Total 80 hours classroom, 2 credits*

This course provides an introduction to the concept of health and the components of a health-enhancing lifestyle. Participants 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.

**Prerequisite(s):** 1 of the following: C in ENG 052 or ESL 090, higher level English, C+ in English 11, or successful placement testing

**HSR 115 Health and Healing: Concepts for Practice***Total 120 hours classroom, 3 credits*

This course provides the opportunity to develop a theoretical framework for practice. Participants will examine the significant philosophical beliefs and theoretical understandings underlying competent practice.

**Prerequisite(s):** one of the following: C in ENG 052 or ESL 090, or higher level English, or C+ in English 11 or successful placement testing

**HSR 120 Healing: Personal Care Skills for HS/RCA***Total 100 hours lab, 3 credits*

This practical course offers participants the opportunity to acquire personal care skills aimed at maintaining and promoting the comfort, safety and independence of older adults in continuing care settings and to acquire the basic personal assistance skills (in line with the Personal Assistance Guidelines) required of the Home Support Attendant.

**Prerequisite(s):** one of the following: C in ENG 052 or ESL 090, or higher level English, or C+ in English 11 or successful placement testing

**HSR 125 Healing: Special Needs for HS/RCA**

Total 80 hours classroom, 3 credits

This course builds upon content in other RCA courses to assist participants to explore concepts and approaches applicable to the care of residents experiencing changes in mental functioning.

**Prerequisite(s):** one of the following: ENG 052 or ESL 090, or higher level English, or C+ in English 11 or successful placement testing

**HSR 130 Work Role: Introduction to HS/RCA**

Total 40 hours classroom, 1 credit

This course builds upon content in other courses to further develop the knowledge, attitude and values required for practice as a Resident Care Attendant.

**Prerequisite(s):** one of the following: ENG 052 or ESL 090, or higher level English, or C+ in English 11 or successful placement testing

**HSR 135 Home Management Skills (HSA)**

Total 22-26 hours lab, 2 credits

This course offers the opportunity to acquire the basic home management skills necessary for beginning home support practice.

**Prerequisite(s):** one of the following: ENG 052 or ESL 090, or higher level English, or C+ in English 11 or successful placement testing

**HSR 140 Practice Experience I**

Total 170 hours lab/practicum, 4 credits

This practice course provides an opportunity to apply the caring philosophy with older adults in an intermediate and/or extended care facility. Select, supervised experiences will emphasize the application and integration of knowledge and skills learned in all other courses.

**Prerequisite(s):** 1 of the following: ENG 052 or ESL 090, or higher level English, or C+ in English 11 or successful placement testing. Successful completion of the appropriate HSR theory courses is required to progress into the Practice Experience.

**HSR 145 Practice Experience II**

Total 80 hours practicum, 2 credits

This practice course provides an opportunity to apply the caring philosophy with individuals and families at various stages of the life cycle. Experience may be obtained in community and institutional settings with an emphasis on the application and integration of knowledge and skills learned in all other courses.

**Prerequisite(s):** one of the following: ENG 052 or ESL 090, or higher level English, or C+ in English 11 or successful placement testing. Successful completion of the appropriate HSR theory courses is required to progress into the Practice Experience.

**HSR 150 Practice Experience III**

Total 145 hours seminar/practicum, 4 credits

This final practice course provides an opportunity for the learner to become better prepared to take on the role of the Resident Care Attendant/Home Support Attendant. Opportunities will be provided for the learner to gain increased self-confidence in work settings and to become socialized into the work role.

**Prerequisite(s):** one of the following: ENG 052 or ESL 090, or higher level English, or C+ in English 11 or successful placement testing. Successful completion of the appropriate HSR theory courses is required to progress into the Practice Experience.

**HSW 121 Communication Skills in the classroom**

3 hours lecture, 3 credits

HSW 121 will focus on the enhancement of communication skills necessary to become more effective Aboriginal Education Assistants. Students will practice and demonstrate communication skills such as active listening, clarification and giving and receiving feedback non-defensively. Students will also learn to strategize and analyze situations involving conflict management, intercultural communication and working in small groups.

**Prerequisite(s):** Acceptance into the Human Service Certificate – Aboriginal Education Assistant program

**HSW 122 Social Analysis in Context**

3 hours lecture/workshop, 3 credits

This course introduces students to a wide range of social issues starting with the experience of the learner and the local environment and making links nationally and globally. The students will review a variety of viewpoints and using a critical thinking and participatory approach will analyze the historical, political and social factors affecting the issues discussed.

HSW 122 is designed to include Aboriginal perspectives on social issues at the local, national and global levels. This is facilitated by using social analysis to orient and analyze the experience of the learners in relation to issues discussed. The voice and experience of the Aboriginal learner is a significant component of discussions, lectures, textual resources and guest lecturers. Group work and cooperative learning activities will be used. This course is designed for both Aboriginal and non-Aboriginal students.

**Prerequisite(s):** C+ in Provincial English 12, ENG 060, ENG 098 or equivalent courses or Assessment.

**HSW 123 Practice Experience Seminar**

3 hours seminar, 3 credits

HSW 123 provides the opportunity for students to learn about, discuss and network with Aboriginal Teaching Assistants and other educational practitioners from a range of different school systems. Students will be introduced to a variety of educational roles, responsibilities, policies and resources available to them. Students will apply key human service professional values and demonstrate ethical behaviours in classroom practice, in case study activities, student learning journal, in the twenty hour practicum, and in class discussions. Students will also be responsible for compiling an annotated list of resources that will be useful in their work as Aboriginal Teaching Assistants.

**Prerequisite(s):** C+ in either Provincial English 12, ENG 060, ENG 098 or equivalent courses or Assessment.

**HSW 127 Family and Community**

3 hours lecture, 3 credits

This course provides an overview of the family experience from an Aboriginal and diversity perspective. Students will learn about and discuss different cultural perspectives on family structure, functions, demographics and Aboriginal family experience. Issues of current concern to Aboriginal and non-Aboriginal families will be discussed. Emphasis will be placed on the factors that have influenced major changes in family structures and values from an Aboriginal perspective and the connections between healthy families and healthy communities.

**Prerequisite(s):** Acceptance into the Human Service Worker Certificate program

**HSW 151 Interpersonal Communications<sup>PLA</sup>***3 hours lecture, 3 credits* **T**

The focus of this course is enhancement of communication skills to become more effective communicators. Students will practice and demonstrate skills of active listening, clarification, giving and receiving feedback non-defensively, and conflict management. Effective communication skills are essential for competent human service practice.

**Prerequisite(s):** Acceptance into Human Service Certificate program

**HSW 152 Foundations of Human Service Practice<sup>PLA</sup>***3 hours lecture, 3 credits* **T**

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

**HSW 153 Introduction to Practice Experience<sup>PLA</sup>***3 hours lecture & practicum, 3 credits*

This course introduces students to human service agencies in the community where they are receiving instruction. On campus presentations will be made by agency representatives to help familiarize students with human services and policies. Students will also take part in classroom and a practicum placement focusing on professional values, attitudes, ethics, observation and communication skills.

**Prerequisite(s):** Acceptance into the Human Service Certificate program

**HSW 157 Family Relationships<sup>PLA</sup>***3 hours lecture, 3 credits* **T**

This course provides an overview of the family experience, using a diversity model. You will learn a family dynamics model and how the emotional health of individual family members is affected by the experiences the individual has in the family throughout the life cycle. You will be introduced to a variety of "problem situations" in family relationships and to basic strategies for assisting families to function in a manner that promotes psychological well-being.

**Prerequisite(s):** Acceptance into the Human Service Certificate program

**HSW 160 Foundations of Social Service Practice***3 hours lecture, 3 credits* **T**

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):** C in all 1st term HSW courses.

**HSW 161 Interviewing Skills for Human Service Practice<sup>PLA</sup>***3 hours lecture, 3 credits* **T**

This course introduces students to the arts of counselling and interviewing. Students will develop basic counselling skills, as well as the skills to facilitate a problem-solving approach. Theory and practice in working with difficult client situations will be introduced. The course will include lecture, discussion, role-plays, and videotaped practice of simulated sessions.

**Prerequisite(s):** C in all 1st term HSW courses.

**HSW 164 Foundations of Community Support<sup>PLA</sup>***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 1st term HSW courses.

**HSW 166 Health Care Principles<sup>PLA</sup>***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.

**HSW 167 Support Strategies for Skill Development<sup>PLA</sup>***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.

**HSW 170 Human Service Practice Experience I<sup>PLA</sup>**

*6 – 8 hours/week practicum + 2 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):** Completion of HSW 151, 152, 153, & 157, ENG 115, & PSY 250

**HSW 171 Special Populations Practice Experience II<sup>PLA</sup>***30 hours/week practicum placement for 6 weeks + 2 hours seminar/week, 4 credits*

This full-time, six week practicum completes the final component of the Community Support Worker for Special Populations training. Students work in an agency, facility or educational setting serving individuals with a physical, cognitive, or psychiatric disability. Students must successfully complete this practicum at an employment readiness level in order to receive their certificate.

**Prerequisite(s):** C in all 2nd term HSW courses.

**HSW 172 Social Service Practice Experience II<sup>PLA</sup>***30 hours/week practicum placement for 6 weeks + 2 hour seminar/week, 4 credits*

This full-time, six week practicum completes the final component of the 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 receive their Certificate.

**Prerequisite(s):** C in all 2nd term HSW courses.

**HSW 174 Education Assistant Practice Experience II<sup>PLA</sup>**

30 hours/week practicum placement for 6 weeks + 2 hours seminar, 4 credits

A full-time (30 hours/week), six-week practicum completes the final component of the Education Assistant training. Students are required to work 30 hours/week in a school setting, serving individuals with a physical, intellectual, and/or psychiatric disability. Students must successfully complete this practicum at an employment readiness level in order to receive their certificate.

**Prerequisite(s):** C in all 2nd term HSW courses.

**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.

**HSW 191 Ethics in Human Service<sup>PLA</sup>**

3 hours lecture, 3 credits **T**

This course introduces students to ethical issues and professional responsibilities in human services. Students explore philosophical principles, practice and legal standards, plus frameworks for ethical decision-making, within the context of professional, cultural, and personal values. Focus is on fostering comprehension and application of ethical principles and commitment to human service values.

**Prerequisite(s):** C in all 1st term HSW courses.

**HSW 192 Social Welfare in Canada<sup>PLA</sup>**

3 hours lecture, 3 credits **T**

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):** C in all 1st term HSW courses.

**HSW 205 Group Facilitation**

3 hours lecture, 3 credits **T**

The Group Facilitation course offers an introduction to the subject of group process. This course provides opportunity to learn and practice techniques for designing and facilitation workshops and groups. Group facilitation is explored through a life skills model, which provides an opportunity for group members to increase skills, knowledge, and self-awareness to support self-sufficiency in five areas of living: self, family, community, leisure, and employment.

**Prerequisite(s):** Graduate of Certificate program within the past 5 years

**HSW 209 Contemporary Issues in Addictions: An Overview**

3 hours lecture, 3 credits

This course introduces students to some of the contemporary issues surrounding substance misuse and addiction through the exploration of definitions, causation, consequences, and intervention. The student will be introduced to a variety of viewpoints generally held about addictions, and will be expected to articulate and support their own beliefs.

**Prerequisite(s):** Graduate of Certificate program within the past 5 years

**HSW 211 Supporting Communication and Curriculum in the classroom**

30 hours lecture & lab, 2 credits

The goal of HW 211 is to provide background information to help Education Assistants in implementing augmentative and alternative communication (AAC) and special education programs in the classroom under the direction of teachers, speech language pathologists and other professionals. Some of the topics to be covered in this course include: picture/symbol materials and voice output communication aids used to help students to communicate more effectively, internet resources and computer programs, instructional strategies for literacy and numeracy, modifying and adapting curriculum and team member's roles and responsibilities.

**Prerequisite(s):** Instructor Permission

**HSW 212 Introduction to Autism: Supporting Students on the Autism Spectrum in the classroom**

3 hours lecture, 1 credit

The goal of HSW 212 is to provide Education Assistants with an understanding of the nature of autism spectrum disorder and the strategies to support students on the autism spectrum in classrooms under the direction of teachers and other professionals. Some of the topics to be covered include instructional strategies, behaviour management strategies, communication and social skill strategies used to support students on the autism spectrum in the classroom setting and team member's roles and responsibilities.

**Prerequisite(s):** Teacher or Education Assistant certification, or enrolled in the HSW program or a graduate of the HSW program

**HSW 250 Advanced Practice Experience<sup>PLA</sup>**

30 – 40 hours/week for 8 Weeks + 2 hours seminar, 5 credits

It is expected that the student enrolling in HSW 250, Advanced Practicum in Human Services, is proficient in basic human service worker skills and is ready to move to a more challenging experience. The Advanced Practicum is eight weeks in length and 30-40 hours/week. As each practicum 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 practicum at a meeting between the student, the practicum supervisor, and the classroom instructor. The student will be supported in her/his learning through weekly seminars.

**Prerequisite(s):** Graduate of Certificate program within past 5 years

**JNY 100 Introduction to the Joinery Trade & Safety<sup>PLA</sup>**

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):** Acceptance into the Joinery/Cabinetmaking program

**JNY 105 Identify Materials<sup>PLA</sup>**

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):** Acceptance into the Joinery/Cabinetmaking program

**JNY 110 Identify Woodworking Joints<sup>PLA</sup>***16 hours*

This course describes the basic methods of joining pieces of wood together for different applications.

**Prerequisite(s):** Acceptance into the Joinery/Cabinetmaking program

**JNY 115 Apply Layout Techniques<sup>PLA</sup>***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):** Acceptance into the Joinery/Cabinetmaking program

**JNY 120 Use Hand Tools<sup>PLA</sup>***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):** Acceptance into the Joinery/Cabinetmaking program

**JNY 125 Use Portable Power Tools<sup>PLA</sup>***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):** Acceptance into the Joinery/Cabinetmaking program

**JNY 130 Use Woodworking Machines<sup>PLA</sup>***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):** Acceptance into the Joinery/Cabinetmaking program

**JNY 135 Use Assembly Techniques<sup>PLA</sup>***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):** Acceptance into the Joinery/Cabinetmaking program

**JNY 140 Apply a Finish<sup>PLA</sup>***23 hours*

This course describes the tools, materials, and methods used to prepare and repair a wood surface for finishing.

**Prerequisite(s):** Acceptance into the Joinery/Cabinetmaking program

**JNY 145 Install Millwork<sup>PLA</sup>***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):** Acceptance into the Joinery/Cabinetmaking program

**LOG 013 Lumber Grading***45 hours*

This course will be of interest to employees in the lumber/sawmill industry and individuals looking to enter this industry in the future. Students will receive instruction in: NLGA Boards, Light Framing, Joists and Planks, British Standard R List Clears window stock, NLGA Clears, Factory Fletch Doorstock and Flat Grain Shop. Upon completion of the program, there will be a certification examination.

**Prerequisite(s):** None

**LOG 015 Provincial Certificate Log Scaling***16 Weeks*

This 16-week course provides the theory training and practical experience that prepares students for the completion of the Provincial Log Scaling Examination. Includes familiarization with the industry, theory of log measurements, review of necessary 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. (This course will be revised to meet new directions from the Log Scalers Association)

**Prerequisite(s):** Mathematics assessment and satisfactory interview with the instructor [a math review package is available – please call (250) 923-9790 for details]

**MAT 023 Fundamental Mathematics Level I***3-4 hours scheduled class, online or continuous entry, 1 credit*

This is a self-paced course that teaches the number system and how to add, subtract, multiply, and divide with whole numbers.

**Prerequisite(s):** Mathematics skills assessment

**MAT 024 Fundamental Mathematics Level 2***3-4 hours lecture, online or continuous entry, 2 credit*

MAT 024 is the second course at this level and teaches decimals, common fractions, ratios and percents. It is a self-paced course.

**Prerequisite(s):** MAT 023 or mathematics skills assessment

**MAT 025 Fundamental Mathematics Level 3***3-4 hours lecture, online or open continuous entry/exit, 1 credit*

MAT 025 is the third course at this level and teaches metric measurement, geometry, and graphs. It is a self-paced course.

**Prerequisite(s):** MAT 024 or mathematics skills assessment

**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 seven modules, which cover Arithmetic, Measurement, Signed numbers, Algebra, Perimeter, Area and Volume, Ratio and Proportion, and Percent within seven modules.

**Prerequisite(s):** MAT 025 or mathematics skills assessment

**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 Geometry; Statistics; Powers, Roots, and Scientific Notation; Graphing; Trigonometry.

**Prerequisite(s):** MAT 033 or mathematics skills assessment

**MAT 046 Advanced Level – Developmental Mathematics II<sup>PLA</sup>***4.5 hours lecture, scheduled or distance (D), 3 credits*

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

**Prerequisite(s):** C+ in one of MAT 033/MAT 034, or Introductory Math 11, or placement testing

**MAT 053 Advanced Mathematics<sup>PLA</sup>***4.5 hours lecture, distance (D), or online, 3 credits*

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

**Prerequisite(s):** C+ in one of MAT 033/034 or Principles of Math 10, or B in Introductory Math 11, or placement testing. It is recommended that students with less than an “A” in MAT 034 take MAT 046 prior to this course

**MAT 054 Advanced Business/Technical Mathematics***Online, 3 credits*

The goal of Advanced Business/Technical Mathematics is to provide the student with practical applications useful in future vocational training, careers, or personal life. The student will complete four core topics (Operations with Real Numbers, First Degree Equations and Inequalities, Equations and their Graphs, and Systems of Equations) and must then complete three of six optional topics (Consumer Mathematics, Finance, Data Analysis, Measurement, Geometry, or Trigonometry). The first three options are designed for a student with an interest in business, and the last three for a student who is planning to enter a trades course, but they can be studied in any combination and in any order. This course can be used as the Math requirement for the BC Adult Graduation Diploma.

**Prerequisite(s):** MAT 034 with an 80% or placement testing, ABT 020, basic keyboarding skills recommended

**MAT 060 Provincial ABE Mathematics online<sup>PLA</sup>***Online, 6 credits*

This on-line course is designed for the student requiring BC Algebra 12 or ABE Provincial level mathematics for entry to academic, technical and vocational programs. The content of MAT 060 covers: review of basic concepts in algebra; equations; relations, functions and transformations; linear and quadratic functions and inequalities; imaginary and complex numbers; polynomials and rational functions; inverse functions, exponential functions and logarithmic functions; trigonometric functions; trigonometric identities, inverse trigonometric functions and equations; triangles and applications; systems of linear equations and inequalities; equations of second degree and their graphs; sequences and series; applications.

**Prerequisite(s):** Mat 053 or Math 11 with a C+ or placement testing (all within the last year), ABT 020

**MAT 066 College Algebra IIA***3 hours lecture, or distance (D), 3 credits*

The first of the two courses, MAT 066 & MAT 067, designed for the student requiring BC Algebra 12 or ABE Provincial level mathematics for entry to academic, technical and vocational programs. Both courses must be completed to achieve a level of algebra skills equivalent to Algebra 12 or Provincial level mathematics. The content of MAT 066 covers: review of basic concepts in algebra; equations; relations, functions and transformations; linear and quadratic functions and inequalities; polynomials and rational functions; inverse functions, exponential functions and logarithmic functions; applications.

**Prerequisite(s):** C+ in one of Mat 053, Principles of Math 11 or Applications of Math 12.

**MAT 067 College Algebra IIB***3 hours lecture, or distance (D), 3 credits*

The second of the two courses, MAT 066 and 067, designed for the student requiring BC Algebra 12 or ABE Provincial level mathematics, MAT 067 covers: trigonometric functions; trigonometric identities, inverse trigonometric functions and equations; triangles and applications; systems of linear equations and inequalities; equations of second degree and their graphs; sequences and series; applications.

**Prerequisite(s):** C in MAT 066

**MAT 100 Precalculus***3 hours lecture, 3 credits* 

This course presents topics that are necessary for the study of calculus. Topics include: Functions and their Graphs, Polynomial and Rational Functions, Exponential and Logarithmic Functions, Trigonometric Functions and Applications, Analytic Trigonometry, Conic Sections, Arithmetic and Geometric Sequences, Binomial Theorem.

**Prerequisite(s):** C- in Principles of Math 12 or C+ on Applications of Math12 (all within last 2 years) or placement test

**MAT 102 Calculus for Biological & Social Sciences***3 hours lecture, or online, 3 credits* 

This course covers calculus of one variable with applications to the social and biological sciences and to business. The content includes differentiation of polynomial, rational and radical functions; applications of differentiation – graphing and optimization problems; exponential and logarithmic functions, exponential growth and decay; integration and areas — techniques, exponential models, probability and volume; introduction to differential equations.

**Prerequisite(s):** C in Mat 066 and 067 or MAT 060 or MAT 100 or Mathematics 12

**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 such diverse fields such as the biological and social sciences, business and engineering. Topics include: descriptive statistics, probability distributions, estimation, hypothesis testing, and bivariate analysis.

**Prerequisite(s):** MAT 053, Principles of Math 11 or Applications of Math 12

**MAT 151 Finite Mathematics**

3 hours lecture or web-based distance, 3 credits **A**

This course satisfies some of the mathematics requirements for students of business, biological and social sciences, computer science and technology, and computer information systems. It consists of instruction in linear systems, linear programming, matrices, set theory, permutations and combinations, symbolic logic and switching networks, discrete probability and probability distributions, Markov chains and games theory, compound interest, annuities, amortization, arithmetic and geometric progressions.

**Prerequisite(s):** C in MAT 066/067 or Mathematics 12

**MAT 162 Mathematics for Elementary Education I**

3 hours lecture, or distance (D), 3 credits **A**

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):** MAT 053, Principles of Math 11 or Applications of Math 12

**MAT 163 Mathematics for Elementary Education II**

3 hours lecture, or distance (D), 3 credits **A**

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):** MAT 053, Principles of Math 11, or Applications of Math 12

**MAT 181 Calculus I**

3 hours lecture + 2 hours lab, 3 credits **A**

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. Maple V software is used in the labs.

**Prerequisite(s):** C+ in MAT 067 or Principles of Math 12 or MAT 100 or MAT 102

**MAT 182 Calculus II**

3 hours lecture + 2 hours lab, or distance (D), 3 credits **A**

Calculus I and II together comprise a 1st year course in calculus. MAT 182 – Integral calculus. Topics include: the Fundamental Theorem and area (review); integration of logarithmic, exponential and inverse trigonometric functions; introduction to differential equations; applications of integration – volume, arc length and surface area; techniques of integration; L'Hopital's rule and improper integrals; Taylor polynomials and series, approximations; Parametric equations and polar coordinates. Maple V software is used in the labs.

**Prerequisite(s):** MAT 181 with a minimum of D

**MAT 190 First Nations Perspective: Math for Elementary Education I**

3 hours lecture, 3 credits **A**

Mat 190 is the first of two courses which together equal a first year university mathematics course. The courses, developed for students entering an elementary education program, were designed with a First Nations focus, utilizing culturally relevant readings, examples and problems. Topics covered in Mat 190 which will accommodate the First Nation's perspective include sets, whole numbers and numeration, whole numbers: operations, properties and computation, systems of numeration, number theory, fractions, decimals & percentages, integers, rational Numbers.

**Prerequisite(s):** C in Mat 053 or Principles of Math 11 or Applications of Math 12 or equivalent

**MAT 191 First Nations Perspective: Math for Elementary Education II**

3 hours lecture, 1 hour seminar, 3 credits **A**

Mat 191 is the second of two courses which together equal a first year university mathematics course. The courses, developed for students entering an elementary education program, were designed with a First Nations focus, utilizing culturally relevant readings, examples and problems. Topics covered in Mat 191 which will accommodate the First Nation's perspective include measurement, statistics, probability, geometry (shapes, coordinate plane, transformations).

**Prerequisite(s):** C in Mat 053 or Principles of Math 11 or Applications of Math 12 or equivalent

**MAT 200 Linear Algebra**

3 hours lecture, 3 credits **A**

This course covers systems of linear equations; matrices; determinants; Euclidian vector spaces; general vector spaces, Gram-Schmidt Process, eigenvalues and eigenvectors, and quadratic forms.

**Prerequisite(s):** MAT 181; a student who received a grade of A in MAT 066/067 or Math 12 may apply for instructor permission

**MAT 210 Calculus III**

3 hours lecture, 3 credits **A**

This course covers vectors and geometry of space, vector functions; cylindrical and spherical coordinates; functions of several variables, maximum and minimum values; multiple integrals and applications; vector fields; line integrals, Green's Theorem.

**Prerequisite(s):** MAT 182

**MCS 110 Media & Communication Studies**

3 hours lecture, 3 credits **A**

Media and Communication Studies is a one- term course that will introduce students to theories of human communication, verbal and non-verbal communication, the contribution of Canadian communication theorist, communication technologies as extensions of human senses, historical development of the print medium, methods of media analysis, and the role of media in shaping both perception and culture.

**Prerequisite(s):** C+ one of ENG 060, ENG 098, Provincial English 12, or placement testing, or LPI Level 4 (minimum 50% in all sub-scores)

**MCS 130 Explorations in Mass Communication***3 hours lecture, 3 credits* 

Explorations in Mass Communication is a one-term, 14 week course that will be introduced to the students in the following areas: the range and dimensions of Mass Communication; the structure of mass communication as a political, social, and cultural force; the specific dimensions of mass communication in Canada; methods of critical analysis of media texts; the role of mass communication, especially the electronic media, in shaping the information environment and constructing social and psychological realities.

**Prerequisite(s):** C+ one of ENG 060, ENG 098, Provincial English 12, or MCS 110, or placement testing, or- LPI-Level 4 (minimum 50% in all sub-scores)

**MCS 200 Digital Video Production***3 hours lecture +3 hours lab; 3 credits* 

This course provides entry level learning experience, introducing students to a variety of approaches to non-broadcast documentary applications of video, including educational, promotional, advocacy, training, and community development. The course also introduces students to the whole range of design and management tasks involved in non-broadcast video production, including proposal writing, story boarding, scripting, shooting, digitizing, editing, packaging, and presenting their work.

**Prerequisite(s):** C+ MCS 110, MCS 130, ENG 115, ENG 160, or FIN 110

**MCS 280 Communication: Gender & Culture***3 hours lecture, 3 credits* 

This 14 week interdisciplinary course focuses on how gender is constructed and communicated through media processes. The course examines political economy debates and how the market creates a variety of inequalities. Students examine how they consent to or resist gendered expectations and cultural norms. Emphasis will be placed on learning to critically examine how gender and "other" is represented in the media. In assignments, students will examine the media of their choice and how globalization intersects with course themes.

**Prerequisite(s):** any one of the following: ENG 120, ENG 115, MCS 130, MCS 110, SOC 111, SOC 110, WST 101, or WST 100

**MED 003 Small Non-Pleasure Craft Marine Emergency Duties (A3) – 20 miles***8 hours*

This course fills the requirement for Marine Emergency Duties on small, non-pleasure vessels operating within 20 miles of shore (MED A3). Topics include maritime hazards and emergencies, emergency response, firefighting, lifesaving equipment, abandonment, personal survival, signalling devices and rescue response. The goal of the course is to assist you in responding to marine emergencies in the coastal area.

**Prerequisite(s):** None

**MED 031 Marine Emergency Duties A1***19.5 hours*

This course is designed for new entrants to the marine industry and for those personnel who have no formal training in marine emergency situations. Upon completion of this course the student will understand 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, to ensure that all seafarers are able to provide assistance in fire and abandonment emergency situations, and to assist in their own survival and rescue.

**Prerequisite(s):** None

**MED 032 Marine Emergency Duties A1 & A2***28 hours*

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

**Prerequisite(s):** None

**MEH 100 Introduction to Shop Safety***45 hours*

This module introduces students to basic safety and hazard recognition within the workshop environment. It includes the identification and handling of hazardous materials, personal safety, the safe operation of equipment, safe forklift operation, fire prevention and First Aid.

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program

**MEH 101 Describe the Mechanics Trade***15 hours*

This module introduces the student to the mechanics trade. It explains the expectations of employers, relations with other employees, government regulations, and an overview of apprenticeship. It includes one week of work experience within the industry.

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program

**MEH 102 Process Technical Information***30 hours*

This module introduces the student to locating parts and service information, record keeping, writing service reports, using trades specific computer software, and basic principles of drafting.

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program

**MEH 103 Tools & Equipment***48 hours*

This module introduces the student to the various tools used in the mechanics trade. It covers hand, electric, air, hydraulic and measuring tools. The correct usage, care and maintenance of the tools will be emphasized.

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program

**MEH 104 Rigging, Lifting, Blocking, & Moving Loads***30 hours*

This module introduces the student to safe lifting, rigging, jacking, blocking, and moving of loads. The types of equipment, procedures, and safety will be covered.

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program

**MEH 105 Use Hoses, Fasteners & Fittings***30 hours*

This module introduces students to the various hoses, fasteners, fittings and tubing used in the mechanics trade. It includes the correct identification and installation procedures.

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program

**MEH 106 Welding***30 hours*

This module introduces the student to basic shielded metal arc welding (SMAW), wire feed, arc air, and gas welding. It covers basic welding and cutting procedures for mild steel, temperature control, and the selection of welding rods and gases. Also, safety is a major emphasis of this module.

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program

**MEH 107 Operate Equipment***29 hours*

This module teaches the student how to safely start, move, stop, and shut down heavy equipment and heavy duty trucks. Also, the safe procedures for securing the machine or truck before servicing are emphasized.

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program

**MEH 108 Winches & Working Attachments***35 hours*

This module introduces the student to winches and working attachments. Removal and replacement, as well as general servicing will be covered.

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program

**MEH 109 Brakes***90 hours*

This module introduces the student to hydraulic brakes, air brakes, and specialty brakes. It covers fundamentals, systems operations, applications, components, servicing, and troubleshooting. Safe work practices are emphasized throughout the module.

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program

**MEH 110 Hydraulics***48 hours*

This module introduces the student to basic mobile hydraulics. It covers fundamentals, basic operations, maintenance and trouble shooting. Good work habits and safety are emphasized in this module.

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program

**MEH 111 Internal Combustion Theory***10 hours*

This module introduces the student to the basic theory of combustion pertaining to internal combustion engines.

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program

**MEH 112 Fluids & Lubricants***15 hours*

This module introduces the student to the fuels and lubricants used with mobile equipment. Correct servicing procedures are stressed.

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program

**MEH 113 Engine Support Systems***65 hours*

This module introduces the student to the various engine support systems. The cooling, lubrication and air induction systems will be studied. The operation, maintenance, and safety will be emphasized.

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program

**MEH 114 Gasoline & Alternate Fuels***35 hours*

This module introduces the student to gasoline and alternate fuel systems for internal combustion engines. The operation, maintenance and safety of these systems are thoroughly examined.

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program

**MEH 115 Diesel Fuel Systems***20 hours*

This module introduces the student to diesel fuel systems. The different types of systems will be discussed, with emphasis on good maintenance practices.

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program

**MEH 116 Electrical Systems***90 hours*

This module introduces the student to mobile equipment electrical systems. Basic electricity, batteries, charging systems, cranking systems, and ignition systems are studied.

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program

**MEH 117 Drive Lines & Drive Axles***45 hours*

This module introduces the student to the design, operation, and servicing of drive axles and drivelines.

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program

**MEH 118 Power Transmission Systems***45 hours*

This module introduces the student to basic power transmission with emphasis on clutches and standard transmissions.

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program

**MEH 119 Torque Converters & Powershift Transmissions***35 hours*

This module introduces the student to torque converters and powershift transmissions. The operation, testing and servicing will be studied.

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program

**MEH 120 Bearings & Seals***20 hours*

This module introduces the student to bearings and seals. The proper handling, installation, removal, operation, maintenance of bearings and seals will be examined.

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program

**MEH 121 Service Track Type Equipment***90 hours*

This module will introduce the student to track type equipment undercarriage, steering systems, and final drives. A thorough examination of these systems will be studied. Also, a large component of this module will be spent in the shop on practical exercises.

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program

**MEH 122 Service Wheel Type Equipment***120 hours*

This module introduces the student to wheel machine steering, suspension, floatation, and final drive systems. Both trucks and heavy equipment systems will be covered.

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program

**MEH 123 Work Habits***10 hours*

This student will be trained and evaluated throughout the Heavy Duty/Commercial Transport Mechanics program on work habits that are required for success in the Heavy Duty/Commercial Transport Mechanics trade.

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program

**MEH 124 Final Comprehensive Exam***18 hours*

This module prepares the student for the final comprehensive exam for the entry Level Heavy Duty/Commercial Transport Mechanics program.

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program

**MEH 125 Final Assessment***2 hours*

An assessment of the entire HD/CT ELTT program

**Prerequisite(s):** Acceptance into the Heavy Duty/Commercial Transport Mechanics program and Occupational First Aid Level 1

**MNA 100 General Ship Knowledge***120 hours*

A part of the Watchkeeping Mate program, this course will prepare you for the Transport Canada, Ship Safety Examination #151.

During this course you will gain practical knowledge of the rigging of ships, bridge disciplines, emergencies at sea, duties of the officer of the watch, ship construction, ship stability, and CSA regulations.

**Prerequisite(s):** None

**MNA 101 General Seamanship***60 hours*

This course will help you to prepare for the Ship Safety General Oral Examination for Watchkeeping Mate Certification. Topics of study include the responsibilities and duties of the officer of the watch during normal operation and emergency situations.

**Prerequisite(s):** None

**MNA 105 Meteorology***100 hours*

During this course you will become familiar with the influences of weather on marine operations and on the interpretation and use of weather information.

**Prerequisite(s):** Watchkeeping Mate certification

**MNA 106 Shipmaster Business***100 hours*

During this course you will gain understanding of the Master's responsibilities, the Canada Shipping Act, shipping regulations, and the business aspects of running a vessel.

**Prerequisite(s):** Watchkeeping Mate certification

**MNA 111 Stability III (TC#111)***120 hours*

This course is taken in preparation for Transport Canada Examination #111 Stability. Course content includes ship's draft; terms related to displacement and deadweight, buoyancy, reserve buoyancy and center of gravity; stability data and the use of such data supplied to fishing vessels.

**Prerequisite(s):** 12 months qualifying sea service

**MNA 120 Stability (CNII- 112)***100 hours*

A part of the Coastal Navigator II training program, this course will prepare you for the Ship Safety Examination #112. Your studies will include elements of stability, loadline rules, container and bulk cargo stability data, flooding and bilging, permeability.

**Prerequisite(s):** Watchkeeping Mate certification

**MNA 122 Ship Construction & Cargo***150 hours*

During this course you will become familiar with the construction and maintenance of the steel ship, including the arrangement of the main hull monitors, construction of the bow and stern, loading carriage and discharge of cargo, cargo codes and storage plans, compilation of defect lists; and preparation for day docking and surveys. This course is designed to prepare you for ON II Examination #122.

**Prerequisite(s):** Watchkeeping Mate certification

**MNA 132 Mechanical Engineering***60 hours*

During this course you will become more familiar with the arrangement of bilge, ballast and cargo piping systems, the arrangement and operation of fire detection and extinguishing systems, tank content and draught measurement, arrangement and operation of deck machinery, and with reciprocating and rotary pumps. This course is in preparation for Ship Safety Examination ON II #132.

**Prerequisite(s):** Watchkeeping Mate certification

**MNA 135 Ship Management (ON II/CN II – 091)***100 hours*

This course is used in preparation for the ON II / CN II Examination #091. Topics of study include industrial safety, and ship management, comprising regulations, Canada Shipping Act, and official documentation and records.

**Prerequisite(s):** Watchkeeping Mate certification

**MNA 140 Communications (ON II – 012)***60 hours*

A part of the program of study in preparation for ON II Certification, this course is in preparation for Ship Safety Examination #012.

During your studies you will learn to recognize letters and numerals in Morse flashing light or sound, all International Code flags and their single letter meanings, to use the International Code in coding and decoding messages, and to use radio wave broadcasts in marine navigation.

**Prerequisite(s):** Watchkeeping Mate certification

**MNA 141 Astro-Navigation (ON II – 051)***150 hours*

This course is taken in preparation for Ship Safety Examination ON II – #051. Your studies will include basic nautical astronomy, Plane, Mercator and Great Circle sailings, and astro-navigation by the sun, stars and moon.

**Prerequisite(s):** Watchkeeping Mate certification

**MNA 142 Stability (ON II – 113)***150 hours*

This course is taken in preparation for Ship Safety Examination ON II – #113. Course content includes elements of stability, loadline rules, Simpson's Rules, container and bulk cargo stability data, flooding and bilging, and permeability.

**Prerequisite(s):** Watchkeeping Mate certification

**MNA 145 Ship Management (ON I/CN I – 092)***100 hours*

Taken in preparation for the ON I/ CN I – #091 Examination, you will broaden your understanding of the Canada Shipping Act relating to seamen, discipline, port wardens, customs, immigration, charter parties, salvage, safety certification, ports of refuge, and marine insurance.

**Prerequisite(s):** Watchkeeping Mate certification

**MNA 146 Cargo Work (ON I/CN I – 123)***100 hours*

Part of the Ocean Navigator 1 or Coastal Navigator 1 program, this course will prepare you for the Ship Safety Examination #123. Your studies will include the application of cargo codes, stowage of grain and timber cargoes, carriage of containers, refrigerated cargoes, bulk liquids and gases, and loading major types of ships.

**Prerequisite(s):** Watchkeeping Mate certification

**MNA 150 Meteorology (ON I – 073)***120 hours*

In preparation for Ship Safety ON I Examination #073, you will review all topics previously studied in MNA 105 and gain further knowledge on the routing of ships, and experience in the analysis and plotting of weather information.

**Prerequisite(s):** Watchkeeping Mate certification

**MNA 160 General Seamanship***Hours as required*

Module to master a ship of not more than 350 Tons Gross Tonnage, or Tug, Local Voyage. The student will demonstrate, orally and with models, ship handling in routine, exceptional and unusual circumstances. Also procedures and precautions when dry-docking. Also duties and responsibilities for the Master, the basics of Naval Architecture, and a through knowledge of the Collision Regulations with Canadian Modifications 1983, the Code of Nautical Procedures and Practices, and the Canadian Bouyage System.

Note: The examination is oral and practical

**MNA 201 Simulated Electronic Navigation (SEN 1-A)***120 hours*

As per Transport Canada Marine Safety requirements as outlined in TP495B, SEN 1-A is Simulated Electronic Navigation 1A, and is a prerequisite for SEN 1-B. The course goal is to understand and appreciate the basic theory and hands-on operation of electronic navigational aids and to acquire the knowledge required to become fully proficient in the use of radar as an effective aid in navigation and collision avoidance. Note: North Island College has an approved SEN equipment laboratory including operational radar, other NAVAIDS and an Electronic Charting System.

**Prerequisite(s):** Acceptance into the program; meets Transport Canada requirements; FMC 041; with 18 months sea-time

**MVI 010 Commercial Vehicle Inspector's Course***20 hours*

The Commercial Vehicle Inspector's course prepares students to perform inspections according to the specifications printed in the Commercial Vehicle Act and Regulations. You will learn to locate and apply specific regulations of the Motor Vehicle Act as they apply to inspections, in order to comply with the regulations governing the administration of the Commercial Private Vehicle Inspection program, including general duties of the facilities Inspector.

**Prerequisite(s):** Students must have a BC T.Q. or Inter-provincial certification to become an inspector. BC trades accepted are Automotive, Heavy Duty and Commercial Transport.

**NAU 005 Small Vessel Operator Proficiency Training Course***26 hours*

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

**Co-requisite(s):** FAC 080 Marine Advanced First Aid and MED 003 Small Non-Pleasure Craft MED

**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):** FAC 080 & MED 003

**NAU 014 Master Limited***60 hours*

This course is designed for mariners who operate small commercial vessels (not towing or more than 65 feet in length) or small passenger vessels of not more than 40 passengers. This course will help you prepare to write for Master Limited Certification by Ship Safety. Examinations are based on the syllabus for Master, minor waters as the examiner deems appropriate to the area of operation and the type of craft for which the certificate is to be valid. This course is of particular interest to charter boat operators.

**Prerequisite(s):** Experience to the satisfaction of the examiner

**NAU 016 Marine Radio Telephone Operator Restricted Certificate***6 hours*

This six hour course will prepare you for the Department of Communications examination for the Radiotelephone Operators' Restricted Certificate (Maritime Voluntary).

**Prerequisite(s):** None

**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):** Radiotelephone Operator's Certificate (ROC-C) Maritime issued by Industry Canada prior to February 1, 1999, minimum of 18 years of age.

**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.

**Prerequisite(s):** None

**NAU 051 Restricted Operator Certificate – Maritime Commercial***32 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):** None

**NUR 102 Relational Practice I: Self and Others<sup>PLA</sup>***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):** Acceptance into the Nursing program

**NUR 103 Professional Practice I: Introduction to the Profession of Nursing<sup>PLA</sup>***3 hours lecture, 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):** Acceptance into the Nursing program

**NUR 104 Nursing Practice I: Introduction to Nursing Practice<sup>PLA</sup>***1 hour seminar + 5 hours practice bi-weekly, 1.5 credits*

This course is an opportunity for participants to integrate their learning from other Semester One courses with their beginning understanding of nursing practice. Participants are engaged with healthy families in the community and with nurses in practice to explore the breadth of nursing practice.

**Prerequisite(s):** Acceptance into the Nursing program

**NUR 105 Health and Healing I: Living Health<sup>PLA</sup>***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):** Acceptance into the Nursing program

**NUR 113 Professional Practice II: Introduction to the Discipline of Nursing<sup>PLA</sup>***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

**NUR 114 Nursing Practice II: Coming to Know the Client<sup>PLA</sup>***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

**NUR 115 Health and Healing II: Health Indicators<sup>PLA</sup>***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

**NUR 175 Consolidated Practice Experience I<sup>PLA</sup>**

*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

**NUR 202 Relational Practice II: Creating Health-Promoting Relationships<sup>PLA</sup>**

*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

**NUR 204 Nursing Practice III: Promoting Health and Healing**

*2 hours seminar + 10 hours clinical, 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

**NUR 206 Health and Healing III: Health Challenges/Healing Initiatives**

*3 hours theory, 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

**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

**NUR 214 Nursing Practice IV: Promoting Health and Healing**

*2 hours seminar + 10 hours clinical, 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

**NUR 216 Health and Healing IV: Health Challenges/Healing Initiatives**

*3 hours theory, 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

**NUR 276 Consolidated Practice Experience II**

*192 hours clinical, 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

**NUR 300 Health III: Teaching & Learning for Prevention**

*3 hours seminar, 3 credits*

The major emphasis of this course is on health teaching for prevention. Participants examine a variety of teaching/learning theories, perspectives and strategies that underlie meaningful interactions with individuals, families and groups. They explore and critique primary, secondary and tertiary prevention programs and basic concepts of epidemiology. They examine the nurse's role in prevention and the significance of interdisciplinary collaboration within a variety of contexts.

**Prerequisite(s):** Successful completion of Year 2

**NUR 315 Health Care Ethics***3 hours seminar, 3 credits*

This course builds upon the basic introduction to ethics that has occurred in previous nursing courses. The health care system is strained by funding limitations, greater expectations from health care professionals and the public and a renewed demand for reform. Nurses, working in this system frequently experience moral uncertainty and moral distress. Students will have an opportunity to explore current issues and ethical dilemmas, reflect upon their own values and beliefs and relate these to their clinical experiences. This course will also offer students principles, decision-making frameworks and other tools to use during times of moral uncertainty and distress.

**Prerequisite(s):** Successful completion of Year 2 or admission to Option B

**NUR 335 Healing/Health Sciences: Advanced Health Challenges***3 hours seminar, 3 credits*

This course provides opportunities for participants to build on their nursing knowledge and understanding of health and natural sciences 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

**NUR 341 Professional Growth III: Nursing Inquiry***3 hours seminar, 3 credits*

In this course, various modes of nursing inquiry are addressed. Relationships between practice, theory, and research are explored. Past and present contributions to nursing knowledge are discussed.

**Prerequisite(s):** Successful completion of Term 5 or admission to Option B

**NUR 350 Nursing Practice IV***4 hours seminar + 12 hours clinical, 6 credits*

This nursing practice experience provides opportunities to develop caring relationships with individuals, families and groups with an emphasis on prevention. The integration of the practice of teaching/learning is an essential element. In addition, participants have opportunities to broaden their experience of nurses' collaborative roles within an interdisciplinary team.

**Prerequisite(s):** Successful completion of Year 2

**NUR 353 Self & Others III: Reflection on Caring Practice***3 hours seminar, 3 credits*

Building upon theories and concepts from Self and Others, I and II, this course focuses on enhancing participants' everyday relational practice with individuals, families, and groups.

**Prerequisite(s):** Successful completion of Term 5 or admission to Option B

**NUR 355 Health IV: Health Promotion & Community Empowerment***3 hours seminar, 3 credits*

This course focuses on community as client from a health promotion perspective. The underlying principles of health promotion, including the social determinants of health, participation, capacity, and empowerment, are emphasized. Community development as a pattern of community health promotion practice is explored.

**Prerequisite(s):** Successful completion of Term 5 or admission to Option B

**NUR 356 Nursing Practice V – Term Six***3 hours seminar + 6 hours x 13 Weeks practicum; 3 credits*

This nursing practice experience provides opportunities to develop caring relationships with families, groups, and communities and/or populations with emphasis on health promotion and community empowerment. Participants have opportunities to work with a community on an identified health issue.

**Prerequisite(s):** Successful completion of Term 5 or admission to Option B

**NUR 357 Consolidated Practice Experience III***6 Weeks practicum, 6 credits*

This consolidated practice experience is designed to provide opportunities for participants to integrate learning from previous terms, and to advance their professional nursing practice.

Participants have opportunities to consolidate learning and advance their clinical decision making in a variety of settings.

**Prerequisite(s):** Successful completion of Term 6

**NUR 410 Aboriginal Health***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.

**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

**NUR 430 Professional Growth V: Nurses Influencing Change***3 hours seminar, 3 credits*

This course explores the ways nurses can influence and create change for the promotion of societal health. Emphasis is placed on selected strategies for enhancing nursing influence on the evolving Canadian health care system.

**Prerequisite(s):** Successful completion of Term 6 or admission to Option B

**NUR 431 Nursing Practice VI**

3 hours seminar, 3 credits

This nursing practice experience provides opportunities for participants to engage in influencing change for the promotion of societal health within the Canadian health care system. The nursing practice experience focuses on participants' growth in their practice as professional nurses. They have opportunities to bring about change on a specific health or nursing practice issue.

**Prerequisite(s):** Successful completion of Term 6 or admission to Option B

**NUR 460 Professional Growth IV: Research**

3 hours seminar, 3 credits

The intent of this course is to enhance participants' abilities to comprehend, critique, and utilize nursing research. Participants critically reflect on various research methodologies. Participants experience ways to critically examine their practice in relation to nursing research and to pose researchable questions to inform evidence-based practice.

**Prerequisite(s):** Successful completion of Term 6 or admission to Option B

**NUR 475 Consolidated Practice Experience IV**

216 hours practicum, 6 credits

This consolidated practice experience is designed to provide opportunities for participants to integrate learning from previous terms, and to advance their professional nursing practice. Participants have opportunities to consolidate learning and advance their decision making for nursing practice skills in a variety of settings.

**Prerequisite(s):** Successful completion of Term 8 or admission to Option B

**NUR 491 Nursing Practice VII**

468 hours combined seminar/practicum; 9 credits

This nursing practice experience provides opportunities for participants to consolidate their learning and explore the transition to professional nursing as a BSN graduate. Participants also explore transitions in the health care system and the workplace that affect nurses. Participants develop their practice and enhance their knowledge 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

**ODS 008 Ozone Depleting Substance Control**

6 hours

This course is offered on behalf of the Heating, Refrigeration and Air Conditioning Institute of Canada. Since July 1, 1993, any person servicing or repairing refrigeration or air conditioning equipment must have successfully completed the Ozone Depleting Substance Control course. This certification, along with proof of ownership of a refrigerant recovery device, is necessary in order to purchase refrigerants. The content of this course is based on Environment Canada's Code of Practice for reducing CFC emissions in refrigeration and air conditioning equipment.

**Prerequisite(s):** This course is for technicians working in the residential, commercial, industrial, domestic appliance, automotive, and mobile equipment sectors of the industry

**OFA 001 WHMIS General**

4 hours

This course is an introduction to the Workplace Hazardous Material Information System. Material will cover a background to WHMIS, the Material Safety Data Sheet, Labelling, and Worker Education and Training. This course can be done online if you cannot make it to classes.

**Prerequisite(s):** None

**OFA 010 Occupational First Aid Level 1**

8 hours

This is a Workers' Compensation Board course; it includes an introduction to CPR, choking and hemorrhage control, and minor wound care according to WCB Regulations Part 3 Guidelines (3.14 – 3.21). The course is excellent for forestry and other industrial applications, and required by many employers. (Certification is by W.C.B. and the certification period is for two years.)

**Prerequisite(s):** Students must be at least 16 years of age; some previous knowledge of First Aid/CPR is advised. Picture ID is required, please bring ID to first class.

**OFA 015 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 WCB Regulations Part 3 Guidelines (3.14 – 3.21). An NIC Waiver form will be required to be filled out at class. (Certification is by W.C.B. and will expire on the expiry date of your OFA Level 1 or 2 certification).

**Prerequisite(s):** Please bring proof of (WCB) OFA Level 1 or equivalent certificate listed below, as well as Picture ID to first class. Equivalents: (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.

**OFA 020 Occupational First Aid Level 2**

43 hours

This is a Workers' Compensation Board course for work environments that require the Occupational First Aid Level 2 according to WCB Regulations Part 3 Guidelines (3.14 – 3.21). An NIC Waiver form will be required to be filled out at class. (Certification is by W.C.B and the certification period is for two years).

**Prerequisite(s):** Students must be at least 16 years of age to enrol. A current First Aid or CPR certificate is strongly recommended. Students are required to have their Medical Certificate of Fitness form completed and provided to their NIC First Aid Instructor before the final examination date. Advance reading of books is advised.

**OFA 030 Occupational First Aid Level 3**

77 hours

This course is designed in compliance with the Workers' Compensation Board requirements for First Aid Attendants in BC and according to WCB Regulations Part 3 Guidelines (3.14 – 3.21). The Occupational First Aid 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 W.C.B and the certification period is for two years).

**Prerequisite(s):** Students must be at least 16 years of age to enroll. A current First Aid or CPR certificate is strongly recommended. Students are required to have their Medical Certificate of Fitness form completed and provided to their NIC First Aid Instructor before the final examination date. Advance reading of book is advised.

### **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. An NIC Waiver form will be required to be filled out at class.

**Prerequisite(s):** Students must have a current (WCB) Occupational First Aid Level 2 or 3 or equivalent certification: (EMP) 76 Hour Advanced WorkPlace Level 3 Supplement ticket.

### **OFA 032 Occupational First Aid Level 3 Renewal**

*42 hours*

This course is for Occupational First Aid Level 3 first aiders who prefer to not take the full OFA 030 course but would like to have some refresher class time before challenging the Level 3 Exam again. Registration and purchase of books takes place two weeks before the class start-date and homework must be done before the class starts. Please note that this course is offered in accordance to WCB Regulations Part 3 Guidelines (3.14 – 3.21). An NIC Waiver form will be required to be filled out at class. (Certification is by W.C.B and the certification period is for two years).

**Prerequisite(s):** Students must have or had an (WCB) Occupational First Aid Level 3 ticket or equivalent certification: (EMP) 76 Hour Advanced WorkPlace Level 3 Supplement ticket.

### **PHI 100 Introductory Philosophy: Knowledge & Reality**

*3 hours lecture/tutorial, 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 ENG 060, ENG 098 or Provincial English 12, or placement testing. PHI 100 may be taken before or after PHI 101.

### **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 ENG 060, ENG 098 or Provincial English 12, or placement testing. PHI 101 may be taken before or after PHI 100.

### **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 ENG 060, ENG 098, Provincial English 12, or placement testing

### **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

### **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 ENG 060, ENG 098 or Provincial English 12, or placement testing

### **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 ENG 060, ENG 098 or Provincial English 12, or placement testing

### **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 minimum in one of ENG 060, ENG 098, or Provincial English 12, or placement testing

**PHY 050 College Preparatory Physics I<sup>PLA</sup>**

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 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):** one of MAT 046, MAT 053 or Principles of Math 11 preferred; however, students may take this course with a C+ in MAT 033/034 or Principles of Math 10 and must take MAT 046 or MAT 053 concurrently

**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 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):** MAT 053 or Principles of Math 11 (Algebra), and PHY 050 or Physics 11; MAT 066 and 067 recommended to be taken concurrently

**PHY 100 Introduction to Physics I**

3 hours lecture + 3 hours lab, 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):** PHY 050 or Physics 11, and C+ in MAT 066 and 067, or Principles of Math 12

**Co-requisite(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 101 Introduction to Physics II**

3 hours lecture + 3 hours lab, 3 credits **▲**

This is the second of the Introduction to Physics courses. PHY 101 deals with geometrical and wave optics, Coulomb's Law, electric fields, electric energy and potential, capacitance, current resistance, magnetism, inductance, LC oscillations, transformers, AC circuits, modern physics, nuclear physics, and radioactivity. Laboratory work is used to reinforce theoretical concepts and develop laboratory skills and concepts.

**Prerequisite(s):** PHY 100

**Co-requisite(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)

**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 foundation courses in physics designed as essential prerequisites to further courses in the physical sciences. PHY 120 includes mechanics and dynamics of particles and rigid bodies, wave motion, solids and fluids, thermal physics, and sound. This course includes extensive laboratory work intended to illustrate theoretical concepts and to develop laboratory skills.

**Prerequisite(s):** C+ in PHY 060 or Physics 12, and C+ in MAT 066/067, or Principles of Math 12. MAT 181 must be taken concurrently, if not already completed

**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 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):** PHY 120 & MAT 181. MAT 182 must be taken concurrently, if not already completed

**PNP 101 Human Anatomy & Physiology**

lecture, 2 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):** Admission to Practical Nursing program

**PNP 111 Professional Growth**

Seminar, .5 credit

This course introduces the learner to the evolution and position of practical nursing as a health profession within the health care system. It focuses on the legal, ethical, and philosophical bases for practice. The PN role, inter-disciplinary team, partnership, delegation, reporting and documenting are discussed. This course also explores reflective writing, practice and critical thinking skills.

**Prerequisite(s):** Admission to Practical Nursing program

**PNP 113 Professional Issues**

Seminar, .5 credit

This course is intended to prepare the student for the role of a licensed practical nurse. It further explores his/her role as an advocate and partner. Issues such as Standards of Practice and professional and union affiliations in practical nursing are discussed. Being an effective team member, change theory and lifelong learning are explored.

**Prerequisite(s):** Successful completion of PNP Terms 1 & 2

**PNP 121 Health I**

Lecture, 2 credits

This course introduces the learner to the concept of health as a dynamic, non-static process, rather than a goal. Viewed within the context of the Canadian society, health is seen as a holistic process on which our daily choices have a significant effect. The integration of body, mind and spirit will be examined in order to develop an appreciation for the idea that everything we do, think, feel, and believe has an impact on our state of health, and that health is comprised of six dimensions, each of which impacts well-being. Health promotion will be examined throughout the lifespan.

**Prerequisite(s):** Admission to Practical Nursing program

**PNP 122 Health II**

Seminar, 2 credits

Society is bombarded with a variety of myths, stereotypes, and prejudices related to aging. To gain a more factual picture of aging, we will explore the process and theories of aging. In particular, we will examine the demographic profile of the older adult, along with issues such as the aging family, personal adjustments required by the aging individual, and community resources available for the aging person. Health promotion and wellness in the older adult is a major theme.

**Prerequisite(s):** Successful completion of PNP Term 1

**PNP 123 Health III***Seminar, 1 credit*

This course focuses on the promotion of health for individuals across the lifespan in acute care. Health promotion programs will be examined. The role of the practical nurse in supporting and assisting clients in acquiring information is explored to include the maternal and child client group. The responsibilities of accurate reporting and documenting will be discussed. The nurse also needs to understand the collaboration between various health sectors in order to ease transition when clients enter or leave acute care. Opportunities for client teaching and learning will be stressed.

**Prerequisite(s):** Successful completion of PNP Terms 1 & 2

**PNP 131 Healing I***Seminar, 1.5 credits*

This course will provide the learner with the opportunity to explore healing as a holistic process.

**Prerequisite(s):** Admission to Practical Nursing program

**PNP 132 Healing II***Seminar, 2 credits*

This course introduces the learner to gerontology, gerontological nursing, and the legal and ethical considerations related to caring for the older adult. It examines the age-related diseases in all body systems including psychogeriatric disorders and associated nursing interventions.

**Prerequisite(s):** Successful completion of PNP Term 1

**PNP 133 Healing III***Seminar, 2 credits*

This course emphasizes the promotion of healing of individuals across the lifespan in acute care with acute and chronic diseases. The practical nurse must understand the pathophysiology, clinical manifestations and the appropriate nursing interventions to plan and deliver care for clients.

**Prerequisite(s):** Successful completion of PNP Terms 1 & 2

**PNP 141 Human Relationships I***Seminar, 1 credit*

This course focuses on effective communication. The nurse needs to learn not only to communicate effectively, but also needs to understand the benefits of group communication for the psychosocial well being of clients. In addition, this course emphasizes the importance of effective communication and leadership skills with co-workers.

**Prerequisite(s):** Admission to Practical Nursing program

**PNP 142 Human Relationships II***Seminar, 1 credit*

This course focuses on effective communication with the older adult. While it is generally agreed that the ability to communicate is an essential ingredient of being with others, age-related changes often interfere with the process. The nurse needs to learn not only to communicate effectively with the older adult on a one to one basis, but also needs to understand the benefits of group communications to the psychosocial well being of the older adult. In addition, this course emphasizes the importance of effective communication and leadership skills with co-workers in long term care settings.

**Prerequisite(s):** Successful completion of PNP Term 1

**PNP 151 Nursing Arts/Clinical I***Lab, 4 credits*

This course emphasizes the development of basic nursing skills that support health promotion. The classroom and laboratory components will assist the learner in acquiring the basic knowledge and skills of nursing assessment of health and environment, promotion of independence, activity, comfort, and personal care skills. This course is intended to help learners integrate theory from other courses with selected clients. Organizational skills, safety to practice and therapeutic communication are underlying themes of Nursing Arts.

**Prerequisite(s):** Admission to Practical Nursing program

**PNP 152 Nursing Arts/Clinical II***Lab, 3.5 credits*

This course emphasizes the development of practical nursing competencies in order to promote health and healing when caring for the older adult. Clients are viewed from a holistic perspective based on an accurate and comprehensive assessment of their unique needs. Laboratory and clinical experience component will promote integration of theory to practice.

**Prerequisite(s):** Successful completion of PNP Term 1

**PNP 153 Nursing Arts/Clinical III***Lab, 5 credits*

This course emphasizes the development of nursing skills in the promotion of health and healing when caring for individuals who require acute nursing interventions. Building on the theory and practice from terms I & II, a nursing process approach to the management of care is reinforced while integrating new knowledge and technical skills relevant in an acute care setting. The focus is on performing accurate, comprehensive nursing assessments and using the nursing process to determine care for clients requiring acute care across the lifespan. Opportunities for client teaching and learning will be stressed. The laboratory setting as well as the hospital setting will provide the opportunity for integration of theory to practice.

**Prerequisite(s):** Successful completion of PNP Terms 1 & 2

**PNP 161 Practice Experience I***Clinical Practice Experience, 3 credits*

This three week community clinical practice experience provides the learner with an opportunity to integrate the theory from term 1 into practice. It offers the learner experience in working with individuals who are disabled in a variety of community settings including residential care, community care, palliative care, ambulatory care, daycare, and respite care.

**Prerequisite(s):** Admission to Practical Nursing program

**PNP 162 Practice Experience II***Clinical Practice Experience, 5 credits*

This six week clinical practice experience is intended to provide the student with a supervised experience which will enhance the learner's ability to integrate theory to practice in caring for the older adult in diverse care settings. Some examples include adult day centers, intermediate care, extended care, special needs units/psychogeriatric care.

**Prerequisite(s):** Successful completion of PNP Term 1

**PNP 163 Practice Experience III***Clinical Practice Experience, 5 credits*

This five week clinical practice experience provides the student with experiences which will enhance his/her ability to integrate and build on theory and practice in caring for individuals across the lifespan who require acute nursing interventions. The selection of learning experiences should be based client acuity and complexity. The distinct role of the practical nurse as a partner, collaborator and advocate with the health care team and the client needs to be emphasized.

**Prerequisite(s):** Successful completion of PNP Terms 1 & 2

**PNP 173 Preceptorship***Practicum, 4 Credits*

The intent of the preceptorship is to provide transition for the learner from student to graduate. During this time, the student will work closely with a preceptor who will guide the student as a facilitator, teacher, and as a mentor to help the student gain further insights, awareness and knowledge through the realities of the work setting. Program instructors will collaborate with the preceptor and learner to facilitate the preceptorship.

**Prerequisite(s):** Successful completion of PNP Terms 1 & 2

**POL 109 Canadian Government<sup>PLA</sup>***3 hours lecture, 3 credits* 

An introduction to the structure and functions of the principle institutions of the Canadian government. Major topics include Canada's constitutional history and contemporary challenges, the Prime Minister and Cabinet, Parliament, the Courts and the public service.

**Prerequisite(s):** C in one of ENG 060, ENG 098 or Provincial English 12, or Prior Learning Assessment

**POL 111 Political Ideologies***3 hours lecture/tutorial or online, 3 credits* 

A critical examination of the major systems of political ideas which have shaped our modern world. Ideologies studied include conservatism, liberalism, nationalism, fascism, socialism, Marxism, and anarchism.

**Prerequisite(s):** C in one of ENG 060, ENG 098 or Provincial English 12, or placement testing

**POL 119 Canadian Politics<sup>PLA</sup>***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 ENG 060, ENG 098 or Provincial English 12, or Prior Learning Assessment

**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 ENG 060, ENG 098, ESL 090, or Provincial English 12

**POL 200 Introduction to Political Theory***3 hours lecture/tutorial, 3 credits* 

This course will examine some of the major contributions to western political thought through an analysis of selected political philosophers, such as Plato, Machiavelli, Locke, Rousseau, and Marx. Several concepts will be scrutinized, such as power and authority, rights and obligations, freedom and justice, the role of the individual and the role of the state.

**Prerequisite(s):** C in one of ENG 060, ENG 098 or Provincial English 12, or placement testing. POL 111 recommended

**POL 201 Comparative Politics***3 hours lecture/tutorial, 3 credits* 

An introduction to the study of government and domestic politics from a comparative perspective. The course will examine the formal and informal political structures and processes in each country. Choice of political systems to be studied may vary from year to year.

**Prerequisite(s):** C in one of ENG 060, ENG 098 or Provincial English 12, or Prior Learning Assessment. POL 109 recommended

**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):** Provincial English 12, ENG 060, ENG 098, ESL 090 or Assessment.

**POL 209 Government in America<sup>PLA</sup>***3 hours lecture, 3 credits* 

An introduction to the study of principally federal institutions and policy processes. This course will introduce students to American government covering such topics as the Presidency, Congress, federalism, judiciary, political parties and the electoral system; bureaucracy.

**Prerequisite(s):** C in ENG 060, ENG 098 or Provincial English 12, or Prior Learning Assessment

**PPE 101 Pipe Trades Safety<sup>PLA</sup>***48 hours lecture + 112 hours shop*

Students will learn and apply safe work practices as they relate to construction work.

**Prerequisite(s):** Acceptance into the Plumbing and Piping entry program

**PPE 102 Pipe Trades Math<sup>PLA</sup>***30 hours lecture*

Students will learn to apply and solve math problems as they relate to the Plumbing and Piping Trades.

**Prerequisite(s):** Acceptance into the Plumbing and Piping entry program

**PPE 103 Pipe Trades Science<sup>PLA</sup>***60 hours lecture*

Students will learn to apply and solve science problems as they relate to the Plumbing and Piping Trades.

**Prerequisite(s):** Acceptance into the Plumbing and Piping entry program

**PPE 104 Pipe Trades Tools<sup>PLA</sup>**

30 hours lecture + 30 hours shop

Students will identify, select, use and repair piping trades related tools.

**Prerequisite(s):** Acceptance into the Plumbing and Piping entry program

**PPE 105 Piping Materials, Valves and Fittings<sup>PLA</sup>**

36 hours lecture + 84 hours shop

Students will correctly select common piping materials, fittings and valves used in Plumbing and Piping systems. Common joining techniques will be used to construct and test simple piping projects.

**Prerequisite(s):** Acceptance into the Plumbing and Piping entry program

**PPE 106 Rigging<sup>PLA</sup>**

10 hours lecture + 30 hours shop

Students will study the theory and safety aspects of rigging and hoisting simple objects, then complete several practical projects involving rigging and hoisting simple objects.

**Prerequisite(s):** Acceptance into the Plumbing and Piping entry program

**PPE 107 Soldering and Brazing<sup>PLA</sup>**

10 hours lecture + 30 hours shop

Students will identify, select and use various solders and brazing materials to complete practical projects.

**Prerequisite(s):** Acceptance into the Plumbing and Piping entry program

**PPE 108 Drafting and Blueprint Reading<sup>PLA</sup>**

90 hours shop

Students develop the skills to produce drawings of simple objects and piping systems, learn to identify fitting symbols used on piping drawings and gather information from blueprints.

**Prerequisite(s):** Acceptance into the Plumbing and Piping entry program

**PPE 109 Employability Skills<sup>PLA</sup>**

30 hours lecture

Students will develop their employability skills by gaining knowledge of the Apprenticeship system and worksite requirements of the Plumbing and Piping Trades.

**Prerequisite(s):** Acceptance into the Plumbing and Piping entry program

**PPE 110 Introduction to Automatic Sprinklers<sup>PLA</sup>**

12 hours lecture

This course will introduce students to the operation of the three common types of automatic sprinkler systems.

**Prerequisite(s):** Acceptance into the Plumbing and Piping entry program

**PPE 111 Pumps<sup>PLA</sup>**

15 hours lecture + 3 hours shop

Students will gain a basic understanding of pumps and their operation.

**Prerequisite(s):** Acceptance into the Plumbing and Piping entry program

**PPE 112 Electricity<sup>PLA</sup>**

8 hours lecture + 16 hours shop

The basic fundamentals of electricity will be covered as they relate to the piping trades.

**Prerequisite(s):** Acceptance into the Plumbing and Piping entry program

**PPE 113 BC Gas Safety Act and Regulations<sup>PLA</sup>**

6 hours lecture

Students will learn the B.C Gas safety act as it pertains to working as a Gasfitter or Gas contractor in the province of BC

**Prerequisite(s):** Acceptance into the Plumbing and Piping entry program

**PPE 114 Gas Properties and Supply Systems<sup>PLA</sup>**

12 hours lecture

This course will introduce students to the properties of common fuel gases and the distribution of the gas from its source to the end user.

**Prerequisite(s):** Acceptance into the Plumbing and Piping entry program

**PPE 115 Gas Piping and Pipe Sizing<sup>PLA</sup>**

30 hours lecture

Students will learn the skills required to identify, select and join materials to install a gas piping system to code.

**Prerequisite(s):** Acceptance into the Plumbing and Piping entry program

**PPE 116 Gas Burners<sup>PLA</sup>**

12 hours lecture + 6 hours shop

The theory of gas burner operation and gas burner types will enable students to better understand and identify gas burner problems.

**Prerequisite(s):** Acceptance into the Plumbing and Piping entry program

**PPE 117 Oxy – Acetylene Welding and Burning<sup>PLA</sup>**

6 hours lecture + 24 hours shop

The safe use of Oxy-Acetylene torches for pipe fitting work will benefit students wishing to work as an industrial or commercial Plumber or Pipe fitter.

**Prerequisite(s):** Acceptance into the Plumbing and Piping entry program

**PSY 130 Introductory Psychology I**

3 hours lecture, or distance (D), 3 credits 

This course covers the first half of Introductory Psychology. Topics include Critical Thinking, Neuroscience and Behaviour, Nature vs. Nurture, The Developing Person, Perception, States of Consciousness, Learning and Memory.

**Prerequisite(s):** C in one of ENG 060, ENG 098 or Provincial English 12, or placement testing

**PSY 131 Introductory Psychology II**

3 hours lecture, or distance (D), 3 credits 

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

**Prerequisite(s):** C in one of ENG 060, ENG 098 or Provincial English 12 or placement testing. PSY 130 is not a prerequisite

**PSY 202 Health Psychology***3 hours lecture, 3 credits* [A]

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

**PSY 204 Research Methods in Psychology***3 hours lecture, 3 credits* [A]

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

**PSY 215 Biological Psychology***3 hours lecture, 3 credits* [A]

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. Biology 12, or an introductory college level biology course, is strongly recommended but not required.

**PSY 235 Abnormal Psychology***3 hours lecture, or distance (D), 3 credits* [A]

An introduction to abnormal psychology, including mental disorders, assessment and treatment, the DSM-IV, and social, cultural and ethical issues.

**Prerequisite(s):** PSY 130 & 131

**PSY 245 Psychology of Women***3 hours lecture, 3 credits* [A]

This course provides an introduction to women's development and mental health. The course content includes gender bias in psychology, some major feminist theorists, current controversies in the psychology of women, and contextual issues in women's lives (including abuse, fear and economic vulnerability). Discussion and assignments will encourage critical thinking in integration theory, research, personal experience and reflection.

**Prerequisite(s):** One of: ESJ 100, ESJ 101, HSW 127, NUR 102, WST 100 or WST 101; plus, one of: PSY 130, PSY 131, PSY 250 or PSY 251.

**PSY 250 Human Development from Conception through Childhood***3 hours lecture, 3 credits* [A]

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

**PSY 251 Human Development from Adolescence through Adulthood***3 hours lecture, 3 credits* [A]

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

**PSY 260 Psychological Explanations of Criminal and Deviant Behaviour***3 hours lecture, 3 credits* [A]

An introduction to the psychology of crime, including the application of psychological theories to the understanding and treatment of criminal and deviant behaviour. Students will examine factors that might help to account for antisocial action such as recurring violence and sexual offences. Biological, psychiatric, psychological and social/environmental explanations of deviant behaviour will be highlighted. CRM 101, PSY 130 and PSY 131 are recommended.

**Prerequisite(s):** C+ in one of ENG 060, ENG 098, ESL 090, or Provincial English 12

**SFP 100 Introduction to Salmon Farming***60 hours*

This course will examine the global development of salmon farming in the socio-economic, and environmental issues of BC's coastal communities and resource users. You will apply the coastal geography and oceanography of BC to the salmon farm environment, and the basic biology and characteristics of the salmonid species.

**Prerequisite(s):** Admission to the Salmon Farm Technician Level I program

**SFP 101 Salmon Production***60 hours*

This course will examine the fundamentals of salmon production from the freshwater hatchery cycle through smolt transport and early rearing, to saltwater grow-out and harvest. Emphasis will be placed on husbandry practices and salmonid physiology. You will gain an appreciation of the factors affecting Chinook and Atlantic production cycles, product quality and cost of production.

**Prerequisite(s):** SFP 100

**SFP 102 Introduction to Fish Husbandry<sup>PLA</sup>***60 hours lecture + 10 hours lab*

This course examines the influence of culture conditions on the performance of farm fish populations and the health and husbandry protocols that are required to raise healthy fish to harvest. You will learn to apply oceanographic principles to the water quality monitoring procedures, and to apply basic principles of salmonid physiology/behaviour to the identification of fish health issues.

**Prerequisite(s):** Student must be enrolled in Salmon Farm Technician Level One program.

**SFP 103 Introduction to Fish Feeding<sup>PLA</sup>***60 hours lecture*

During this course you will examine the nutritional requirements of salmonids through the saltwater rearing period, and the feeding equipment and monitoring systems utilized to optimize FCR and growth. You will learn the strategies utilized for year round production, and will learn to feed fish with an awareness of the influence that feeding technique, environmental conditions and population dynamics have on feeding behaviour.

**Prerequisite(s):** Student must be enrolled in Salmon Farm Technician Level One program

**SFP 105 Workplace Skills & Safety Practicum***110 hours*

During this course you will learn the basic farm skills necessary for introductory practicum work on a marine farm site or freshwater hatchery. You will apply the skills learned while working on a salmon farm during a two week practicum. Skills developed will include water quality monitoring, basic knots and rigging, workplace safety practices/emergency procedures, and keeping a site journal.

**Prerequisite(s):** SFP 100 & SFP 101 as co-requisites

**SFP 110 Working Environment***66 hours, open*

During this course you will learn the requirements of farm site communications and recordkeeping in the areas of stock management, environmental management, and site safety. You will learn to apply ecological principles to environmental management, how to calculate and analyze stock performance indicators, and how to collect and document the information necessary for regulatory compliance.

**Prerequisite(s):** Admission to Salmon Farm Technician Level II program

**SFP 112 Fish Health & Husbandry***40 hours, open*

This course examines the influence of culture conditions on the performance of the fish and the health and husbandry protocols that are required by industry and regulatory agencies to preserve fish health status. You will become proficient in phytoplankton identification and quantification, the characteristics of the common salmonid diseases and the implementation of the therapeutic treatments.

**Prerequisite(s):** Admission to Salmon Farm Technician Level II program

**SFP 113 Fish Feeding***40 hours, open*

This course examines the factors which influence appetite, growth, and feed conversion efficiency in salmonids. You will learn to calculate growth rates and feed conversion ratios, and analyze their effect on the cost of production. You will also study the objectives of different feeding regimes in order to implement the appropriate feeding techniques and strategies.

**Prerequisite(s):** Admission to Salmon Farm Technician Level II program

**SFP 114 Fish Handling***66 hours, open*

During this course you will evaluate the basic fish handling procedures on a technical step-by-step basis. General handling rules and procedures will be emphasized as well as the specific husbandry skills required in seining, taking weight samples, inventories, grading operations, net changes and harvesting.

**Prerequisite(s):** Admission to Salmon Farm Technician Level II program

**SFP 115 Farm Operations***66 hours, open*

This course examines the operational aspects of a marine cage site. You will learn the basic rigging of the anchoring systems, cages, nets and weighting systems, and will develop skills in anchor line assembly, knots, splices and net mending techniques. You will also investigate the behaviour of farm predators, the current technologies available for predator deterrence and the statutory requirements of predator control.

**Prerequisite(s):** Admission to Salmon Farm Technician Level II program

**SFP 120 Salmon Farm Practicum***282 hours*

Students will apply the skills developed in the program through practical work experience on three different salmon farm sites in the Vancouver Island region. Farm placements will focus on both Chinook and Atlantic salmon culture and will cover a variety of farm systems and practices. Practicums will be completed in October, January and April.

**Prerequisite(s):** SFP 100 & SFP 101

**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 ENG 060, ENG 098 or Provincial English 12, or placement testing

**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 ENG 060, ENG 098 or Provincial English 12, or placement testing. SOC 110 strongly recommended

**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 ENG 060, ENG 098, ESL 098 or Provincial English 12, or placement testing

**SOC 210 Ethnic Relations***3 hours lecture, 3 credits* 

A critical look at the relations between ethnic groups and cultures around the world emphasizing discrimination, the dynamics of global inequality, racism, tutelage, and assimilation. The emphasis of the course may change from year to year although the experience of the First Nations in Canada will always provide a basic focus. Students are encouraged to consider the Canadian experience in a global comparative context.

**Prerequisite(s):** SOC 110, SOC 111, or ANT 150

**SOC 212 Issues in Canadian Society***1.5 hours lecture/1.5 hours tutorial, 3 credits* 

An examination of a selection of major issues facing Canadians today including, among others, gender relations, unemployment and the changing labour market, national unity, free trade, Aboriginal rights, the uses and abuses of the criminal justice system, and health care. The emphasis of the course and the topics covered may change from year to year.

**Prerequisite(s):** SOC 110 or SOC 111

**SOC 220 Introduction to Sociological Research Methods**

3 hours lecture, 3 credits [A]

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 & SOC 111 and Principles of Math 11, or equivalent

**SOC 230 Sociological Explanations of Crime & Deviance**

3 hours lecture, 3 credits [A]

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 & SOC 111

**SPN 100 Introductory Spanish I<sup>PLA</sup>**

4 hours lecture, or distance (D), 3 credits [A]

Así es I and II together make a complete introductory Spanish program at the university transfer level. With an emphasis on communicative proficiency, the courses use the video series Destinos, audiotapes and print material to develop the four language skills (listening, speaking, reading and writing), as well as to introduce students to the diversity of the Hispanic world.

**Prerequisite(s):** None

**SPN 101 Introductory Spanish II<sup>PLA</sup>**

4 hours lecture, or distance (D), 3 credits [A]

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

**Prerequisite(s):** SPN 100

**SPN 200 Intermediate Spanish I**

3 hours lecture + 1 hour lab, 3 credits [A]

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.

**SPN 201 Intermediate Spanish II**

3 hours lecture + 1 hour lab, 3 credits [A]

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

**SSA 100 Space Science and Astronomy: Introduction to Solar System Exploration**

Distance (D), web-based, 3 credits [A]

This is an open/web based multi-disciplinary lab science course that will introduce topics in space science and astronomy, including gravitational theory, the Solar System, the space environment, extraterrestrial resources, spacecraft, and space colonies. The lab component will utilize locally available materials as well as resources available from local learning centers and on the Internet.

**Prerequisite(s):** C in ENG 060 or ENG 098 or Provincial English 12, and C+ Principles of Math 11 or Math 053, or appropriate levels of Math and English placement testing. Some knowledge of high school physics will be a definite asset, and basic computer skills are assumed as defined in the course material

**SSA 101 Space Science and Astronomy: Introduction to Deep Space Astronomy**

Web-based, 3 credits [A]

This is an open/web based lab science course that will introduce topics in deep space astronomy, including observational astronomy, stars and stellar evolution, extra-solar planets, the interstellar medium, galaxies, nebulae, clusters, EM spectrum; cosmology, relativity, dark matter and energy; life in the universe, SETI, and interstellar exploration. The lab component will utilize locally available materials as well as resources available from local learning centres and on the Internet such as an on-line observatory. It is preferred that students entering this course have SSA 100 and some basic knowledge of high school physics, but this is not required. Students will need certain computer skills. These include knowledge of the operating system (Windows 95 or later), the ability to manipulate files and folders (create, move, cut, copy, delete, paste), do Internet searches, use e-mail with attachments, and use a word processor.

**Prerequisite(s):** C in ENG 060 or ENG 098 or Provincial English 12, and C+ MAT 053 or Principles of Math 11, or successful Math and English placement testing

**STS 093 Critical Reading & Study Methodologies**

3 hours lecture/seminars, 3 credits

STS 093 is a reading and study skills course aimed at students entering 1st year university or career/technical programs. Its purpose is to assist students to become more effective learners by assisting them to identify their learning strengths and weaknesses and teaching them to: process written and spoken information more efficiently and effectively, research information using both traditional and electronic search methods; use effective listening and reading note-taking and summarizing strategies and prepare efficiently and confidently for exams. The format is lecture/lab and the course requirements are assignment intensive. Students are encouraged to take the course concurrently with other courses so that skills can be applied immediately. The distance version of STS 093 is designed for students who are completing courses at a distance. It is managed via text, an accompanying manual, and student-instructor contact.

**Prerequisite(s):** Completion of ABE Advanced level English, or ENG 052, or Academic Grade 11 as a minimum, or on the recommendation of the assessor. Some familiarity with computers is recommended

**TBT 024 Professional Bar Service**

99 hours

There is more to being a professional bartender than mixing drinks. You will learn product knowledge, liquor laws, cash and credit card handling and customer relations. An industry placed practicum is included whenever possible.

**Prerequisite(s):** 19 years of age (as per Provincial Liquor Laws).

**TCA 101 Interpretation: Coastal Ecology & Culture***3 credits*

Sharing knowledge and insight into the spectacular natural beauty, ecological systems, and rich and diverse human history of the BC coast takes passion, skill, and experience. Whether it is stepping lightly through the intertidal zone or explaining the historic Aboriginal use of local plants, a guide is always teaching. This course requires you to research topics you know little about, or to take a topic you know well, and shape it into a clear, concise, understandable, and memorable presentation. Throughout the course you will give mini-classes that teach others the skills and knowledge needed to be successful interpreters and group speakers. This also involves practicing techniques for giving and receiving feedback from teachers and peers.

**Prerequisite(s):** Acceptance into the Adventure Tourism Diploma or Coastal Adventure Tourism Certificate programs

**TCA 102 Conservation & Stewardship***3 credits*

This course examines the impact of adventure tourism on natural settings. Through a variety of readings, discussions and field experiences, you will develop a perspective on the ethical issues related to environmental stewardship, and will develop an inventory of sustainable tourism practices. You will explore the role that humans and tourism play in the ecosystem, and will consider the role of adventure guides in educating the public about the value of natural settings. You will develop practical applications for the concepts, participate in local stewardship volunteerism, and develop a personal code of ethics for leading groups in natural settings.

**Prerequisite(s):** Acceptance into the Adventure Tourism Diploma or Coastal Adventure Tourism Certificate programs

**TCA 104 Introduction to Adventure Tourism***3 credits*

This class studies the history, sectors, trends, challenges, and ethical dilemmas of the adventure/eco-tourism industry today. In the classroom, through readings and assignments, and through field experiences, you will discover the many factors that influence adventure tourism, including the key features of an adventure tourism experience. This will build your background understanding about the motivations and expectations of your clients, and about future directions for adventure tourism within the broader context of the tourism sector.

**Prerequisite(s):** Acceptance into the Adventure Tourism Diploma or Coastal Adventure Tourism Certificate programs

**TCA 105 Introduction to Canoeing***6 days*

Canoes have a long and rich history in the culture of Aboriginal peoples and early European explorers across Canada. Canoeing remains one of the most popular water-based outdoor recreation activities in Canada, and is having a modern resurgence among coastal First Nations. Though coastal canoeing currently has a limited presence in the Adventure Tourism market on the west coast of BC, it is nevertheless an important activity at cultural events, summer camps, outdoor education centres, and correctional institutes. The course is taught to meet the Advanced Tandem Paddling (Basic Flatwater 3) and Basic Solo Paddler 2 standards of the Recreational Canoeing Association of BC (RCABC). This course provides a foundation for the RCABC Coastal Canoeing and Flatwater Instructor courses.

**Prerequisite(s):** Acceptance into the Adventure Tourism Diploma or Coastal Adventure Tourism Certificate programs

**TCA 106 Sea Kayaking***5 credits/18 days*

Sea kayaking provides the ideal activity for learning how to be a guide on the rugged BC Coast. This course provides a foundation for the Coastal Adventure Tourism program. Through kayak outings, you will learn, practice, and refine the many skills from group leadership, to cooking for groups, to practical paddling, rescue and teaching skills. Instruction is in the pool, on lakes, and during expeditions to some of the spectacular and beautiful destinations on our coast. You will be exposed to a variety of leadership decisions, and ocean and weather conditions that a guide experiences every working day. This course is endorsed by the Sea Kayak Guides Alliance of BC (SKGABC) for assistant guide training. With additional field time, participants may be eligible for and prepared to sit industry exams to obtain Assistant Guide certification.

**Prerequisite(s):** Acceptance into the Adventure Tourism Diploma or Coastal Adventure Tourism Certificate programs

**TCA 107 Introduction to Sailing***5 days*

The protected waters of the Inside Passage and the exquisite sheltered waterways found on the west coast provide some of the best sailing opportunities in the world. The future of sailing is assured with its distinctive ability to provide the comforts of larger vessels with the tranquility not found on powerboats. This course introduces you 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 certification.

**Prerequisite(s):** Acceptance into the Adventure Tourism Diploma or Coastal Adventure Tourism Certificate programs

**TCA 108 Introduction to Sport Fishing***4 days*

Sport fishing is a significant sector within the tourism industry. This sector includes guiding, boat rental, equipment sales and other tourism services. This introduction to sport fishing prepares you with the skills expected of an entry-level salt water fishing guide, including equipment familiarity, fish identification and handling, and current fishing techniques.

**Prerequisite(s):** Acceptance into the Adventure Tourism Diploma or Coastal Adventure Tourism Certificate programs

**TCA 109 Trip Management***2 credits*

Trip preparation is vital for risk management, smooth trip logistics, credible leadership, and meeting client expectations. The fundamentals of trip preparation and logistics are introduced in class then practiced and assessed throughout all field components of the program. Skills include strategies for gear organization and maintenance, route and campsite selection, campsite management, and aspects of planning and preparing meals and menus for groups.

**Prerequisite(s):** Acceptance into the Adventure Tourism Diploma or Coastal Adventure Tourism Certificate programs

**TCA 111 Wilderness First Aid***6 days*

The Wilderness First Aid course provides comprehensive training and certification for wilderness guides operating within 12 hours of emergency medical assistance. For an entry-level guide in the Adventure Tourism Industry, it is the required first aid ticket, and includes CPR level "C" training. The course is suitable for guides or educators who require basic proficiency in the management of injuries caused by force in addition to common environmental injuries and illness such as hypothermia, frostbite, hyperthermia and dehydration. Students learn to use medical supplies available to a prepared leader. Leadership and client pre-trip preparation with respect to contingency planning is emphasized.

**Prerequisite(s):** Acceptance into the Adventure Tourism Diploma or Coastal Adventure Tourism Certificate programs

**TCA 112 Small Engine Repair***4 days*

As a guide in the marine wildlife watching and sport fishing industries, you depend on your boat. This course is taught in the classroom and our small engine workshop, and gives you the basic skills to maintain and troubleshoot problems with outboard engines. You learn to maintain the fuel, electrical, cooling and drive systems and how to do basic preventative maintenance.

**Prerequisite(s):** Acceptance into the Adventure Tourism Diploma or Coastal Adventure Tourism Certificate programs

**TCA 117 Risk Management & Emergency Procedures***30 hours*

How do we have adventure and keep the clients safe? In this part of the course you learn to balance the "real risk" with "perceived risk" to meet customer expectations while remaining accident free. Safety, risk assessment, and emergency procedures are stressed through classroom learning, case study review, and in all field aspects of the program. You will be evaluated on an ongoing basis for your ability to assess and respond to both real and perceived risk.

**Prerequisite(s):** Acceptance into the Adventure Tourism Diploma or Coastal Adventure Tourism Certificate programs

**TCA 118 Leadership & Customer Service***60 hours*

Technical skills and strong leadership qualities are essential for providing a quality adventure tourism experience. Leadership is taught on an ongoing basis through classes, workshops, and practical experience. Through co-leading with your classmates, you learn to understand different leadership styles and to learn through exercising judgment and practicing your own leadership style. This course is designed to give you a practical understanding of the role that leadership plays in having satisfied and healthy customers enjoying a positive trip dynamic. Communication skills, self-evaluation, conflict resolution and group building are stressed.

**Prerequisite(s):** Acceptance into the Adventure Tourism Diploma or Coastal Adventure Tourism Certificate programs

**TCA 120 Powerboat Operations***24 hours*

This course is designed for the operator of any small commercial vessel such as a charter boat, crew boat, sportfishing boat, or water taxi. Through a mix of classroom theory and time in boats you gain an understanding of chart work and pilotage, navigation, instruments, small vessel equipment and terminology, collision regulations and boat handling.

**Prerequisite(s):** Acceptance into the Adventure Tourism Diploma or Coastal Adventure Tourism Certificate programs

**TCA 122 Coastal Navigation***40 hours*

Navigation is an art and a science. It is a fundamental skill for any outdoor pursuit. You will become familiar with using nautical charts, topographical maps, different navigational techniques, various compasses, and other tools like GPS. You will also be introduced to tide and current theory, wind and wave dynamics, weather interpretation and collision regulations. During expedition and practical training components, this knowledge will be put into the broader contexts of sail plans, route planning, client safety, and campsite selection.

**Prerequisite(s):** Acceptance into the Adventure Tourism Diploma or Coastal Adventure Tourism Certificate programs

**TCA 201 Guiding Specialty I***Practicum, 6 credits*

During this course the student and the advisory committee will identify overall learning outcomes and necessary skill areas to act as a lead guide or equivalent in the chosen specialty. This would include certifications, courses, or independent study; tailored to the student's background and current industry/employer requirements. The specialty will maintain a coastal or marine emphasis, but may also accommodate student requests for river, lake, alpine or snow-based training, recognizing complementary skill-sets and year-round employment opportunities in the Adventure Tourism sector.

**Prerequisite(s):** Acceptance into Adventure Tourism Diploma program

**TCA 202 Guiding Specialty II***Practicum, 3 credits*

During this course the student and the advisory committee will identify overall learning outcomes and necessary skill areas to act as an assistant guide or equivalent in the chosen specialty. This would include certifications, courses, or independent study; tailored to the student's background and current industry/employer requirements. The specialty will maintain a coastal or marine emphasis, but may also accommodate student requests for river, lake, alpine or snow-based training, recognizing complementary skill-sets and year-round employment opportunities in the Adventure Tourism sector.

**Prerequisite(s):** Acceptance into the Adventure Tourism Diploma program

**TCA 210 Interactive Guiding Specialty I***Practicum, 3 credits*

During this course the student will develop a set of interactive skills that will be used to engage or inform their customers about the locations, culture, history, human dynamics, etc. related to the experiences on the trip. Study topics of particular interest to the student and relating directly to their selected areas of guiding will be chosen.

**Prerequisite(s):** Acceptance into the Adventure Tourism Diploma program

**TCA 700 Work Placement***2 Weeks*

This is a two-week opportunity to show and refine your abilities in a working environment while learning from seasoned professionals in the industry. In preparing for your work placement you will receive guidance and feedback for fine-tuning your resume, and for ways of presenting yourself to prospective employers. You will have the opportunity to work as an assistant guide or apprentice in a meaningful on-the-job experience.

**Prerequisite(s):** Acceptance into the Adventure Tourism or Coastal Adventure Tourism program

**TCK 101 Culinary Arts 1 – Core Skills & Short Order Cooking<sup>PLA</sup>**

570 hours

This entry-level course is designed for people with little or no experience in the commercial cooking industry. The 13 week course will train students to safely and efficiently use knife handling techniques, select, receive and store ingredients, prepare and cook stocks, soups, sauces, vegetables, meat, fish and poultry, sandwiches and desserts.

**Prerequisite(s):** Acceptance into the Culinary Arts Program

**TCK 102 Culinary Arts 2 – Advanced Cooking<sup>PLA</sup>**

300 hours

This course expands on Level I Culinary Arts. The emphasis is on quality cooking with speed, buffet and elementary kitchen management. TCK 101 may be challenged allowing entrance into TCK 102.

**Prerequisite(s):** Successful Completion of TCK 101

**TCK 103 Culinary Arts 3 – Specialty Cooking**

420 hours

A further extension of the Culinary Arts program, Level III explores the finer points of operating our A La Carte Dining Room. Students have hands on experience with A La Carte menu production and presentation, as well as dining room Food and Beverage service.

**Prerequisite(s):** Successful Completion of TCK 102

**TCK 195 On the Job Training**

30 hours

This course will provide students with an opportunity to further develop their practical skills and enhance future work placement opportunities. Combined with program training, introducing students to on the job training will provide the students with the insight into industry expectations in terms of skill level, speed, organizational, and communication skills required to be both successful and a valued employee in industry.

**Prerequisite(s):** Acceptance into the Culinary Arts Training program

**TCS 010 SuperHost (Fundamental)**

6 hours

Superhost 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.

**Prerequisite(s):** None

**TCS 011 SuperHost (Customers with Disabilities)**

3 hours

This Superhost workshop will help you understand how to deal with customers with disabilities.

**Prerequisite(s):** None

**TCS 012 SuperHost Across Cultures**

3 hours

As more and more people travel internationally, employees are constantly meeting tourists from all over the world. In this workshop you will explore some of the interesting cultural differences in the world today.

**Prerequisite(s):** None

**TCS 015 SuperHost (Japanese Service Expectations)**

6 hours

This Superhost workshop will help you explore the Japanese culture and how to meet Japanese tourist expectations effectively.

**Prerequisite(s):** None

**TCS 020 Communication**

6 hours

This module will introduce you to the basics of effective communication and include topics such as active listening, verbal and non-verbal communication, how to provide constructive feedback and work well in a team environment.

**Prerequisite(s):** None

**TCS 021 Conflict Resolution**

12 hours

In this workshop you will explore how to recognize conflict, gain an understanding of conflict resolution styles and know the principles for facilitation and resolution of conflict styles.

**Prerequisite(s):** None

**TCS 022 Time & Stress Management**

3 hours

This workshop will provide you with useful tips on how to best manage your time and cope with a busy lifestyle.

**Prerequisite(s):** None

**TCS 031 Sales Techniques & Upselling**

3 hours

This workshop will provide you with some tips on how to improve your sales revenue whether it be in a restaurant or in a gift shop.

**Prerequisite(s):** None

**TFB 010 Professional Dining Room Service**

51 hours

This certificate course follows the provincial occupational standards and provides the skills needed by waiters and waitresses in the food service industry. Service techniques, safety, customer relations, cash and credit card handling, wine service techniques and bar service are some of the skills offered in this comprehensive course. A practicum in industry is included.

**Prerequisite(s):** Grade 10 and an interview with the instructor

**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 604.633.9798. This program is also accessible online at [www.servingitright.com](http://www.servingitright.com). Queries can be sent to [info@servingitright.com](mailto:info@servingitright.com).

**TFB 012 Cash Handling**

3 hours

Learn the basics on how to make change in a busy environment. The course will include how to make change in foreign currencies.

**Prerequisite(s):** None

**TFS 010 FoodSafe Level 1**

8 hours

This short course, designed for employees of the food service industry, has been recently updated to include a new section funded by the Workers' Compensation Board of BC. Topics also include microbiology, types of food-borne illness, receiving and storing food safely, preparing food, serving food, personal hygiene, ware washing and cleaning.

**Prerequisite(s):** None

**TFS 145 FoodSafe Level 2**

10 hours

Designed for managers, chefs and supervisors, this 10-hour covers food poisoning/food protection, facilities and equipment, housekeeping and pest control, and managing the sanitary practices of a food service operation.

**Prerequisite(s):** TFS 010 FoodSafe Level 1

**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.

**Prerequisite(s):** None

**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.

**Prerequisite(s):** None

**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.

**Prerequisite(s):** None

**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.

**Prerequisite(s):** None

**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

**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.

**Prerequisite(s):** None

**TMA 110 Financial Accounting II**

Distance (D), 1.5 credits

Designed by the American Hotel and Motel Association, Financial Accounting II offers an advanced treatment of the accounting function and addresses the unique needs of the hospitality industry.

**Prerequisite(s):** TMA 100

**TMA 115 Quality Sanitation Management**

Distance (D), 1.5 credits

This course covers ways of keeping your food and beverage operation's profits high through effective quality and cost-control management. Students will learn how to reduce risk while improving satisfaction for guests, staff members and owners. Course content includes menu planning, the receiving cycle, cleaning and maintenance.

**Prerequisite(s):** None

**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.

**Prerequisite(s):** None

**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.

**Prerequisite(s):** None

**TMA 135 Tourism & the Hospitality Industry**

Distance (D), 1.5 credits

Course content includes dimensions of tourism: historical, psychological, social and cultural, international, economic and environmental; services for the traveler; tourism planning and development; marketing perspectives and planning, research and measurement and tourism policy.

**Prerequisite(s):** None

**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.

**Prerequisite(s):** None

**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.

**Prerequisite(s):** None

**TMA 155 Marketing in the Hospitality Industry**

Distance (D), 1.5 credits

This course focuses on how hotels and resorts can compete effectively in today's marketplace. Course content includes distinctive aspects of service marketing; strategic marketing planning; analysing the environment, product, competition and markets; integrating the marketing concept, merchandising, marketing plan, strategic planning and growth.

**Prerequisite(s):** None

**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.

**Prerequisite(s):** None

**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.

**Prerequisite(s):** None

**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.

**Prerequisite(s):** None

**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.

**Prerequisite(s):** None

**TMA 220 Food Production Principles***Distance (D), 1.5 credits*

This course will help students master quality food production techniques and standard recipes. Course content includes baking, sanitation, and creative food presentation.

**Prerequisite(s):** TMA 115

**TMA 240 International Hotel Management***Distance (D), 1.5 credits*

How to plan, develop and manage hotels in the international arena. Course content includes emergence of international hotels, political aspects, financing international hotels, developing an international hotel, managing international hotels, international contracts and agreements, cultural diversity, sales and marketing, international hotel classifications and standards.

**Prerequisite(s):** None

**TMA 265 Hospitality Industry Training***Distance (D), 1.5 credits*

Training plays a critical part of a supervisor's role. In this course you will learn the skills you will need to develop and maintain a competent staff. You will learn how to apply an easy, four-step training method to all hospitality functions.

**Prerequisite(s):** None

**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.

**Prerequisite(s):** None

**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

**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.

**Prerequisite(s):** None

**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.

**Prerequisite(s):** None

**TMA 366 Accounting for Club Operations***60 hours*

In this course students will be introduced to the unique world of club accounting. Topics covered include: introduction to club accounting, statement of financial positions, statement of activities, statement of cash flows, ratio analysis, understanding and applying cost concepts, operations budgeting, current asset management, internal controls, capital budgeting, property, equipment and other fixed assets, accounting for payroll-related liabilities, club technology applications, lease accounting, and taxes.

**Prerequisite(s):** None

**TRM 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 industry sectors in the province.

**Prerequisite(s):** ENG 060, ENG 098, or Provincial English 12, or minimum B in TPC 12

**TRM 107 Rooms Division Management***3 credits*

In the first portion of the course we will review the front office operations within the context of hotel operations and the industry as a whole. Later we will focus on a comprehensive examination of the "Guest Cycle" during their stay including: reservations, check-in, postings night audit and hotel accounting and check-out. Lab time will include an introduction to a front office computer system similar in make-up to industry-standard systems and used extensively in regional resorts. Finally we will learn how to effectively utilize available tools and resources in managing the front office including planning and evaluation, yield management, and human resources management.

**Prerequisite(s):** Acceptance into the Tourism and Hospitality Management program

**TRM 108 Human Resource Management***3 credits*

In this course, the students will learn recruitment, interviewing techniques, human rights guidelines, training on the job, climate setting, staff counselling interviews, non-verbal cues, positive guidance methods and employee appraisal systems.

**Prerequisite(s):** Acceptance into the Food and Beverage, Adventure Tourism or Tourism & Hospitality Management programs

**TRM 109 Marketing in Tourism***3 credits*

Learners gain an understanding of the principles of marketing using a tourism/hospitality industry perspective including: Tourism/hospitality service as the Product; Pricing of tourism/hospitality services; Place (tourism/hospitality business location and distribution channels as factors of success), Promotion and Advertising for tourism/hospitality services, and how Process of hospitality delivery, Participants, and Property design influence marketing decisions. Students will also advance their knowledge in the fundamentals of hospitality market research, market segmentation, target marketing and positioning as a market strategy.

**Prerequisite(s):** Acceptance into the Tourism and Hospitality Management program

**TRM 112 Leadership & 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):** Acceptance into the Food and Beverage, Adventure Tourism or Tourism & Hospitality Management programs

**TRM 113 Food & Beverage Service I***3 credits*

This 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.

**Prerequisite(s):** Acceptance into the Tourism and Hospitality Management program or the Food and Beverage Certificate program

**TRM 114 Food Production Principles***3 credits*

This applied course will provide students with an opportunity to experience a dining room and commercial kitchen in operation. During this course students will learn about the managerial and service relationships required within a fine dining operation, in addition to fundamental food composition and properties, food products and preparation, and food safety and sanitation. (Food Safe Level I certification).

**Prerequisite(s):** Acceptance into the Tourism and Hospitality Management program or the Food and Beverage Certificate program

**TRM 115 Tourism & Hospitality Financial Accounting***3 credits*

In this introductory Hospitality Financial Accounting course, students will learn the scope of financial statements used by an organization by understanding how individual hospitality departments are structured and measured and how these statements are used to measure the overall performance of the operation.

**Prerequisite(s):** Acceptance into the Food and Beverage, Adventure Tourism or Tourism & Hospitality Management programs

**TRM 116 Computer Applications for the Hospitality Industry***3 credits*

This course introduces students to spreadsheets and their utilization in a variety of hospitality settings. Students will learn to create and utilize spreadsheet to support management functions in budgeting, cost control, menu engineering, labour control and gain an understanding of how spreadsheet programs work in conjunction with a variety of hospitality specific software.

**Prerequisite(s):** Acceptance into the Food and Beverage, Adventure Tourism or Tourism & Hospitality Management programs

**TRM 117 Food & Beverage Service II***3 credits*

In this course, learners will build upon the skills they acquired in TRM 113, Food and Beverage Service I. Along with continued practical experience in both food and beverage service, there will be an emphasis on beverage management and operational controls.

**Prerequisite(s):** TRM 113

**TRM 119 Tourism & Hospitality – Year 1 Field trip***30 hours lab/field trip and group work, 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):** Acceptance into the Tourism and Hospitality Management program

**TRM 122 Financial Analysis for the Non-accountant I: Income Statement and Balance Sheet***1.5 credits*

This is an introductory non-technical course designed to provide an understanding of the accounting cycle and accounting or financial information for any type of or any size of business operation. It is concerned with identifying, recording, classifying, and summarizing business transactions and preparing and understanding financial statements and financial information to allow for you to analyze what has happened, with special emphasis upon the Balance Sheet and Income Statement.

**Prerequisite(s):** Provincial English 12 or NIC 060 or 098 with a C grade or TPC 12 with a B grade or equivalent and Principles of Math 11 or Accounting 11 or NIC MAT 034, with a C grade or equivalent or successfully complete NIC assessment testing in English and Math or Acceptance into the Tourism Hospitality Management Diploma

**TRM 123 Financial Analysis for the Non-accountant II: Cash Flow***1.5 credits*

This is an introductory non-technical course designed to provide an understanding of the accounting cycle and accounting or financial information for any type of or any size of business operation. It is concerned with identifying, recording, classifying, and summarizing business transactions and preparing and understanding financial statements and financial information to allow for you to analyse what has happened, with specific emphasis upon cash flow analysis and the Cash Flow Statement.

**Prerequisite(s):** Provincial English 12 or NIC 060 or 098 with a C grade or TPC 12 with a B grade or equivalent and Principles of Math 11 or Accounting 11 or NIC MAT 034, with a C grade or equivalent or successfully complete NIC assessment testing in English and Math or Acceptance into the Tourism Hospitality Management Diploma

**TRM 124 Employability Skills 1***Workshop and one-on-one sessions, 3 credits*

This course is designed to ensure students enrolled in the first year of the diploma programs are acquiring the practical skills necessary to achieve both personal and career success. The course will consist of workshops as well as one on one sessions that will measure the knowledge and skills that have been acquired through the program courses. Students will measure their progress through a series of self, peer and faculty assessments. Upon completion of the course students will have a clearer understanding of themselves, their strengths and weaknesses, skills and abilities and have the confidence and resources to use them effectively to move forward in their career and/or education.

**Prerequisite(s):** Acceptance into either the Tourism & Hospitality Management or the Adventure Tourism program.

**Co-requisite:** TRM 112.

**TRM 155 Hospitality Managerial Accounting***45 hours lecture, 3 credits*

This is an introductory course 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. This course will expand on the use of computerized accounting software and spreadsheet software.

**Prerequisite(s):** Successful completion of TRM 115

**TRM 197 Co-operative Education Internship Work Term<sup>PLA</sup>***30 hours seminar + 525 hours career-related work*

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.

**Prerequisite(s):** EMP 100 plus Completion of a minimum of 24 credits of first year courses in the Tourism/Hospitality or Adventure Tourism Diploma program

**TRM 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 hospitality industry. Topic included are basic internal controls, food, beverage and labour costs and controls, 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):** TRM 115

**TRM 202 Tourism & Economics***3 credits*

This course is for people planning careers, which require an understanding and interpretation of the relationships between economic issues and the resort industry. It will provide students with the basic tools and concepts for approaching business problems related to costs, prices, revenues, profits and competitive strategies. The course will utilize examples and case studies from the industry in order to see how theory applies to real-world business problems. The course will be of particular interest to persons who wish to pursue careers in the planning and forecasting of business development in the resort industry. It will also be of interest to persons who wish careers in the operations side of the industry and want to understand the relationship between supply, demand, prices, employment and the value of money as they apply to the daily operation of a resort. Note: credit will be given for TRM 202 or ECO 110.

**Prerequisite(s):** Successful completion of the 1st year of the Tourism and Hospitality Management Diploma program

**TRM 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):** Acceptance into Year Two of the Tourism & Hospitality Management program or Adventure Tourism Diploma program

**TRM 205 Investigating the Market***1.5 credits*

This course, in combination with TRM 206, covers a broad range of business skills in the development of a formal business plan. This course covers the research of a business idea by examining existing industry trends and factors in the business environment. The course emphasizes research, writing and presentation skills.

**Prerequisite(s):** Provincial English 12 or NIC 060 or 098 with a C grade or TPC 12 with a B grade or equivalent and Principles of Math 11 or Accounting 11 or NIC MAT 034, with a C grade or equivalent or successfully complete NIC assessment testing in English and Math or Acceptance into the Tourism Hospitality Management Diploma

### **TRM 206 Business Planning**

*1.5 credits*

This course, in combination with TRM 205, covers a broad range of business skills in the development of a formal business plan. This course covers the development of a business idea into a formal business plan. Discussion and analysis will involve marketing, accounting, administration, financing, tax concepts and operational aspects of a business plans.

**Prerequisite(s):** Provincial English 12 or NIC 060 or 098 with a C grade or TPC 12 with a B grade or equivalent and Principles of Math 11 or Accounting 11 or NIC MAT 034, with a C grade or equivalent or successfully complete NIC assessment testing in English and Math or Acceptance into the Tourism Hospitality Management Diploma

### **TRM 207 Hotel Operations Management**

*3 credits*

Operations management builds on the student's knowledge of the working operations and management of small and medium sized resorts and hotels in the areas of Housekeeping, Security, and Facilities maintenance. In addition, students explore traditional and non-traditional lodging operations, organization, and management, as well as build on their existing knowledge of hospitality software applications.

**Prerequisite(s):** TRM 107 or completion of the 1st year of the Tourism & Hospitality Management Diploma program

### **TRM 208 Applied Sales & Advertising**

*3 credits*

Practical skills in sales techniques, advertising, and internal and external promotions for hotels, restaurants and tourist destinations as part of an overall marketing plan and strategy are the focus of this class. These skills are particularly attractive to many of today's tourism operators and employers since they give the ability to provide immediate benefit to a resort or tourism business. The course focuses on the distinctive aspects of hospitality promotion principles, strategies, techniques, and their practical application in business situations.

**Prerequisite(s):** TRM 109 or successful completion of the 1st year of the Tourism & Hospitality Management Diploma program

### **TRM 211 Environmental Issues in the Tourism Industry**

*3 credits*

This specialized course provides an overview of the challenges facing resort managers and operators in today's environmentally sensitive marketplace. We explore the relationship between tourism, recreation, and the management of resort properties 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):** Acceptance into Year Two of the Tourism & Hospitality Management Diploma or Adventure Tourism Diploma program

### **TRM 212 Tourism & 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, alcoholic and non-alcoholic beverages, safety of guests and guest's property and environmental issues.

**Prerequisite(s):** Acceptance into Year Two of the Tourism & Hospitality Management Diploma or Adventure Tourism Diploma program

### **TRM 213 Food and Beverage Management**

*6 credits*

Students develop comprehensive competencies in restaurant management and design. Students will be responsible to manage and supervise; create and modify menus; be responsible for purchasing and payroll systems; create merchandising and promotional strategies; and analyze performance, all for an operating restaurant.

**Prerequisite(s):** TRM 113, 114, 115, 117, and 201, or successful completion of the 1st year of the Tourism & Hospitality Management program

### **TRM 219 Tourism & Hospitality – Year 2 Field trip**

*30 hours lab/field trip + group work, 1 credit*

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 3 to 6 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):** Acceptance into the second year of the Tourism & Hospitality Management program

### **TRM 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):** Acceptance into second year of the Tourism & Hospitality Management Diploma, Adventure Tourism Diploma programs, or Aviation Tourism Certificate and completion of TRM 116, TRM 108, TRM 109, and TRM 115

**TRM 224 Employability Skills 2***Workshop and one-on-one sessions, 2 credits*

This course is designed to ensure students enrolled in the second year of the diploma programs are acquiring the practical skills necessary to achieve both personal and career success. The course will build on skills, knowledge and abilities acquired, reinforced and measured in year one with a particular emphasis on continued development of those skills required in supervisory and management positions. The course consists of workshops as well as one on one sessions. Students will measure their progress through a series of self, peer and faculty assessments. Upon completion of the course students will have a clearer understanding of themselves, their strengths and weaknesses, skills and abilities and have the confidence and resources to use them effectively to move forward in their career and/or education.

**Prerequisite(s):** Acceptance into Year Two of the Hospitality and Tourism Diploma program or year two of the Adventure Diploma. Successful completion of TRM 124 Employability Skills 11

**TRM 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):** Acceptance into Year Two of the Tourism & Hospitality Management Diploma or Adventure Tourism Diploma program

**TRM 228 Tourism & Hospitality Operations Simulations***Lecture/labs, 1 credit*

This course is designed to deliver by simulation the experience of managing the operations of a Food & Beverage Establishment or an Accommodation Property within a competitive environment. Decision making for all aspects of the establishment/property will be made and financial operating results as well as customer feedback will be evaluated. Students will be part of an Executive Committee responsible for directing and operating the establishment/property.

**Prerequisite(s):** Acceptance into the Tourism & Hospitality Management Diploma

**TSQ 010 Squirrel Server Training***5 hours*

This workshop will give you the basic knowledge to operate the most popular touch screen point of sale system.

**Prerequisite(s):** None

**TTC 110 World Geography I***60 hours*

This course is designed to introduce the students to World Geography. Students will learn how to utilize an atlas, sourcing specific locations worldwide. The geography of Canada, the United States of America, Mexico, Central and South American will be covered as they relate to tourism. Primary and secondary tourist attractions are identified.

**Prerequisite(s):** Acceptance into the Travel Counselling program

**TTC 111 Introduction to Travel***40 hours*

Students will be introduced to the role of airlines in the travel industry. Areas of study will include: terminology, interpreting OAG Flight Guides, aircraft statistics, itineraries, minimum connecting times, baggage allowance, credit card acceptance, frequent flyer programs, elapsed time, and the Special Needs Traveller. Relevant areas including time zones, the 24-hour clock, equivalent time and current affairs will be covered.

**Prerequisite(s):** Acceptance into the Travel Counselling program

**TTC 112 Travel Fundamentals***65 hours*

Instruction will encompass the completion of business letters, banking procedures, currency conversion, general office duties such as filing, and several accounting documents. This subject also covers worldwide travel documents (passports and visas) and regulations covering health, currency, and customs. Laws pertaining to the travel industry and agency service charges are studied. Students will be instructed on the application of the Internet for researching and sourcing information.

**Prerequisite(s):** Acceptance into the Travel Counselling program

**TTC 113 Travel Components***70 hours*

The student will be introduced to the products and services offered by car rental companies, passenger rail providers, travel insurance companies, and worldwide accommodations. Terminology, bookings, and accounting procedures will be studied using industry-wide manuals, brochures and rate sheets.

**Prerequisite(s):** Acceptance into the Travel Counselling program

**TTC 120 World Geography II***25 hours*

The student will continue to study the areas of the world to include the Caribbean, Central and South America, and Europe.

**Prerequisite(s):** Successful completion of Level I

**TTC 121 Tariff & Ticketing I – Domestic***90 hours*

The student will receive instruction covering the basic skills required to calculate domestic airfares, interpret fare rules, apply the correct taxes and complete airline tickets according to the industry standards. Airline tickets, standard administrative forms and a BSP Report will be completed.

**Prerequisite(s):** Successful completion of Level I

**TTC 122 Cruise & Tours***100 hours*

The cruise industry will be covered in depth with additional study regarding ferries, freighters, and other marine vessels. The student will analyse a given situation and compare a cruise to a land tour. The student will become familiar with various types of tour packages, learning to match a suitable product to the clients' needs and expectations, correctly interpreting the "Terms and Conditions" and completing accurate calculations. Complete arrangements from first contact with the client to the welcome home follow-up will be covered.

**Prerequisite(s):** Successful completion of Level I

**TTC 130 World Geography III***25 hours*

The student will continue to study the areas of the world to include Asia, Africa and the South Pacific.

**Prerequisite(s):** Successful completion of Level II

**TTC 131 Tariff & Ticketing II – International***25 hours*

This subject is a continuation of Domestic Tariff and Ticketing. Fares and tariffs to several international cities (gateways) are covered. The role of the consolidator and the selling of net airfares is studied.

**Prerequisite(s):** Successful completion of Level II

**TTC 132 Automation***140 hours*

The student will use a computerized system to become familiar with the basic Apollo airline reservation system. Conversion to Sabre (from Apollo) will follow completion of the Apollo sections. Areas covered are source and display information, basic airline bookings, sourcing rules, car rental, and accommodation information.

**Prerequisite(s):** Successful completion of Level II

**TTC 133 Sales & Communications***110 hours*

The steps of selling will be studied. The student will recognize the consultative process applied by travel counsellors. Role play in various client/counsellor situations will be practiced.

**Prerequisite(s):** Successful completion of Level II

**TTC 700 Practicum***60 hours*

A two-week work experience will follow successful completion of the travel program. The average grade of 70% must be achieved to be placed with a travel agency. The travel agency's manager or supervisor will complete an assessment of the student's performance.

**Prerequisite(s):** Acceptance into the Travel Counselling program

**WFS 100 Welder Fitting skills***480 hours*

This program of study enables students to gain a working knowledge of fitting skills. Topics include safe work practices, trade math, blueprint reading, materials handling, use of fabrication equipment, layout and build projects.

**Prerequisite(s):** Successful completion of 'C' Level Welding program

**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):** Acceptance to the Joinery/Cabinetmaking program

**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):** Acceptance to the Joinery/Cabinetmaking program

**WJC 130 Wood Finishing for Joinery/Cabinetmaking***140 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):** Acceptance to the Joinery/Cabinetmaking program

**WPR 101 Introduction to Welding (P1)***32 hours, 1 credit*

This module is aimed at a trainee who is new to the workforce. It follows the history of welding, general safety in the welding shop, safe handling of hand and power tools and materials handling.

**Prerequisite(s):** Acceptance into the Welding program

**WPR 102 Oxy-Fuel Cutting (P2)***58 hours, 1 credit*

This module defines the oxy-fuel cutting process and its application. It covers safety procedures, maintenance and repair of oxy-fuel gas apparatus and requires students to perform cuts on a variety of materials.

**Prerequisite(s):** Acceptance into the Welding program

**WPR 103 Gas Welding & Braze Welding (P3)***91 hours, 3 credits*

In this module, the student learns to become competent in oxy-acetylene fusion welding on basic joints in all positions. In addition, the student must be competent in braze welding of low carbon steel sheet, plate, and cast iron in various positions using all possible joint configurations.

**Prerequisite(s):** Acceptance into the Welding program

**WPR 104 Shielded Metal Arc Welding (P4-A)***508 hours, 4 credits*

This module teaches the student the ability to use arc welding equipment to weld various thicknesses of metal using different weld positions.

**Prerequisite(s):** Acceptance into the Welding program

**WPR 105 Air Carbon Arc Cutting & Plasma Arc Cutting (P5)***27 hours, 0.5 credit*

This short module teaches the student to become competent in air carbon arc gouging on plain carbon steels and cast irons. Plasma arc cutting and gouging are also covered.

**Prerequisite(s):** Acceptance into the Welding program

**WPR 106 Basic Gas Metal Arc & Flux Core Arc Welding (P6)***262 hours, 2 credits*

This module teaches the student the safe operation of gas metal arc welding equipment. The student is also taught competence in solid wire and flux core wire welding.

**Prerequisite(s):** Prerequisites for this module are all previous modules, especially P4-A

**WPR 107 Shielded Metal Arc Welding II (P7)***253 hours, 2 credits*

This module develops student competence in shielded metal arc welding of pipe.

**Prerequisite(s):** "C" Level

**WPR 108 Gas-Metal Arc Welding II (P8)***87 hours, 2 credits*

This module develops student competence in gas-metal arc welding using steel and aluminium in all positions. Gas-metal arc welding of pipe is included.

**Prerequisite(s):** "C" Level

**WPR 109 Flux-Cored Arc Welding II (P9)***42 hours, 1 credit*

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

**WPR 110 Gas-Tungsten Arc Welding II (P10)***87 hours, 2 credits*

This module teaches the student to become competent in gas-tungsten arc welding (TIG) of low carbon steel, stainless steel and aluminium in all positions.

**Prerequisite(s):** "C" Level

**WPR 111 Shielded Metal Arc Welding III (P11)***129 hours, 3 credits*

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

**WPR 112 Gas-Tungsten Arc Welding III (P12)***129 hours, 3 credits*

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

**WRK 101 Rigging & Material Handling (RK1)***20 hours, 0.5 credit*

This is a theory module instructing the student in safety attitudes and regulations in BC with respect to material handling practices and equipment, hoisting devices, slings (rope, wire), chains, care and use, and general rigging practices. Thus it complements the content of the first introductory module.

**Prerequisite(s):** Acceptance into the Welding program

**WRK 102 Blueprint Interpretations (RK2)***37 hours, 1 credit*

This module is a theory module that introduces the student to the basics of blueprint reading for welders and the interpretation of welding symbols.

**Prerequisite(s):** Acceptance into the Welding program

**WRK 103 Metallurgy 1***26 hours, 1 credit*

This module introduces the student to the basics of welding metallurgy; it covers identification of metals and steels, the production of iron and steel and the effects of heat-treatments and the effects of elements on weldability of steel.

**Prerequisite(s):** Acceptance into the Welding program

**WRK 104 Welding Quality & Control (RK4)***14 hours, 0.5 credit*

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

**WRK 105 Welding Codes, Standards & Specifications (RK5)***17 hours, 0.5 credit*

This theory module deals with the interpretation and use of national standards, codes and specifications used in welding practice.

**Prerequisite(s):** "C" Level

**WRK 106 Blueprint Reading II (RK6)***17 hours, 0.5 credit*

This module reviews blueprint reading and covers template development and pipe layouts.

**Prerequisite(s):** "C" Level

**WRK 107 Metallurgy II (RK7)***17 hours, 0.5 credit*

This theory module extends the welding student's knowledge of metallurgy to the intermediate level.

**Prerequisite(s):** "C" Level

**WRK 108 Metallurgy III (RK8)***15 hours, 0.5 credit*

This theory module further develops the welding student's knowledge of metallurgy to that required at the "A" level.

**Prerequisite(s):** "B" Level

**WRK 109 Blueprint Reading III (RK9)***15 hours, 0.5 credit*

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

**THE FOLLOWING WSF COURSES MEET  
EMPLOYEE SAFETY TRAINING  
REQUIREMENTS OUTLINED IN WCB  
REGULATIONS AND PER BILL 14.****WSF 010 Occupational Safety & Health  
Committee Training***8 hours*

The purpose of the Occupational Safety and Health Committee Training program is to help participants identify and interpret committee member responsibilities and duties under the Workers' Compensation Act, and to carry them out in ways that promote reduction and prevention of injury and disease, through improving and maintaining standards in the workplace.

**Prerequisite(s):** None

**WSF 011 Occupational Safety & Health  
in Small Business***8 hours*

The purpose of the small business program is to help business owners and operators learn their responsibilities under the Workers' Compensation Act and to practice due diligence in carrying them out in their workplace. It is important for business owners and operators to know their legal responsibilities and liabilities for employee safety and health and to know how to manage workers' compensation costs.

**Prerequisite(s):** None

**WSF 012 Investigating Sprains & Strains in the Workplace**

8 hours

Prevention of musculoskeletal injuries and diseases, such as repetitive strain, presents one of the greatest challenges facing BC industry today. For many firms, such injuries and diseases account for more than one third of their claims. The purpose of this WCB WorkSafe program is to assist workers, safety committee members and employers to recognize risks and find effective solutions to musculoskeletal disorders in the workplace.

**Prerequisite(s):** None

**WSF 013 Hazard Recognition & Control**

8 hours

The purpose of the Hazard Recognition and Control program is to help participants make informed decisions through identification of hazards and risks to workers, and application of effective strategies to control hazards in the workplace. This program will be of interest to individual workers, new supervisors, safety committee members, safety stewards and business owners or operators who wish to improve safety and health performance in the workplace.

**Prerequisite(s):** None

**WSF 014 Preventing Workplace Violence**

8 hours

Workplace violence has increasingly become a concern among employers and workers. In a number of occupational sectors, including health care, social services and retail, there is a tremendous need for protection of workers from violence. This course will enable participants to explain regulatory requirements relevant to preventing workplace violence, conduct a violence risk assessment, establish violence prevention measures and procedures, and develop a workplace violence prevention program.

**Prerequisite(s):** None

**WSF 015 Supervisor Safety Management**

8 hours

It is essential for supervisors to know their safety responsibilities and liabilities under the Workers' Compensation Act in order to practice due diligence relative to the regulations, and to ensure hazards are identified and safe practices implemented in the workplace. The purpose of the Supervisor Safety Management program is to help supervisors identify and interpret their safety and health responsibilities and to carry them out in the workplace.

**Prerequisite(s):** None

**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 Workplace Level 3 Supplement.

**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

**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 ENG 060, ENG 098, or Provincial English 12, or placement testing

**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 098 or Provincial English 12, or placement testing

**WST 110 First Nations Women's Studies**

3 hours lecture, 3 credits 

Through a historical overview, First Nations Women's Studies examines the role of First Nation women politically and socially, commencing from pre-contract to present times. The course highlights issues such as the roles of First Nations women during early contact, stereotyping, and roles and placement in society in light of contemporary patterns of colonialism.

**Prerequisite(s):** C in one of ENG 060, ENG 098, ESL 090 or Provincial English, or placement testing

**WST 260 Empowered Caring & Feminist Practice**

3 hours lecture or distance (D), 3 credits 

This second year level course provides an introduction to how feminist ideas and practice lead to and enhance women's empowerment in the caring professions, such as nursing, social work, education, eldercare and childcare. Central course themes include: the construction of caring; feminist theory as well as relationships of power, oppression and empowerment in caring work.

**Prerequisite(s):** WST 100 and 101, or enrolment in the Nursing program

# GLOSSARY

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## A

**Academic program:** A program of study, usually involving theoretical knowledge and research, and usually leading to a certificate, diploma, associate degree or bachelor's degree.

**Admission Requirement(s):** Prerequisites that must be complete to qualify for admission to a program.

**Application:** The formal way of notifying a post-secondary institution that you want to be a student there.

**Apprenticeship:** paid, work-based training, usually combined with post-secondary education. Typically, about 80-85% of an apprenticeship is made up from work-based training and the other 15-20% is made up from technical training taken in a classroom and shop setting. The length of an apprenticeship can range from one to five years, but most require four years to complete.

**Assessment:** An evaluation of a student's ability in a particular area.

**Articulation:** The system used by post-secondary institutions to determine which courses at one institution are effectively the same as those offered at another. This helps students move throughout the BC post-secondary system. (For example, NIC's English 212 articulates with UVic's English 202.)

**Audit:** Taking a course for interest, and not for credit. Auditing students usually don't do assignments or exams, and don't get a grade. Full fees must be paid and college admission requirements and course prerequisites must be met.

**Awards:** Financial entrance awards, bursaries and scholarships.

## B

**BCcampus:** BCcampus is an online educational service that connects students and online courses across British Columbia. NIC students, as well as students from other institutions in BC, may register in NIC and other BC post-secondary institution courses through BCcampus.

**BCCAT:** The British Columbia Council on Admissions and Transfer, who is responsible for the management of BC Transfer Guide and Education Planner. [www.bccat.bc.ca](http://www.bccat.bc.ca)

**Bursary:** Funds designed to assist students who meet specific eligibility criteria and demonstrate financial need.

## C

**Calendar:** The book of rules, regulations, policies, programs (and requirements), and courses for a particular post-secondary institution.

**Certificate:** Recognition of successful completion of a program of study, of varying lengths, often one year.

**Continuous Entry/Exit:** These courses and programs are self-paced. Students regularly attend North Island College for instruction, but proceed through course materials at their own pace, subject to completion deadlines.

**Co-op Education:** Cooperative Education is the integration of academic studies with paid periods of relevant work experience.

**Co-requisite:** A course that must be taken at the same time as the course listed (if not already completed successfully). Knowledge gained in the co-requisite course is considered essential to success in the companion course.

**Course:** A formal, organized learning experience, usually taught by an instructor from a prepared outline of content and learning outcomes.

**Credential:** The official document acknowledging completion of a program or course of study.

**Credit:** The value assigned to a course. For example, many NIC courses are valued at 3 credits.

## D

**Dean:** The educational leader of one of the education program areas at the college.

**Degree:** Recognition of successful completion of a program of studies (usually about 40 courses or 120 credits), often with a specific Major, Minor or Concentration.

**Department:** Faculty and administrators associated with a particular discipline or program (e.g. the English Department).

**Department Chair:** The head of a program or department. "Coordinator" is sometimes used synonymously with "Chair."

**Deposit:** A non-refundable fee that is applied to tuition and is due at or prior to registration to affirm the student's intent to attend the College.

**Diploma:** Recognition of successful completion of a program of study, usually two years in length. Post-degree diplomas are often one year in length.

**Distance Courses:** Courses where curriculum is offered through one or more of a variety of media, including online and correspondence. Some components may be offered on campus. Typically the autonomy of the individual learner is what distinguishes "distance" learning from "distributed" learning.

**Distributed Education:** Learning opportunities that extend the reach of the traditional classroom. Typically, this involves one or more kinds of electronic delivery, including Interactive Television (ITV), online discussions, and streaming videos. Distributed Learning allows us to simultaneously teach, study, and interact with groups of individuals on one or more other campuses.

## E

**Education Planner:** Managed by BCCAT, Education Planner provides information on programs, admission requirements, tuition fees and application dates for all of BC's 27 public post-secondary institutions.

**Elective:** An elective is normally a university transfer course that students select outside of their major area of study, to fulfill program graduation requirements.

# GLOSSARY

**Entrance Awards:** Funds awarded to first-time NIC students that are applied toward tuition fees.

## F

**Faculty:** The teachers at a post-secondary institution. In many institutions, “faculty” also refers to a grouping of departments and programs in a similar area (e.g., Faculty of Arts).

**Full-Time:** Enrollment in at least a 60% course load for their program of studies. Some external agencies may set different requirements and guidelines.

## G

**Grade Point Average (GPA):** A weighted average of a student’s performance in credit courses. “Weighted” means that the calculated average puts proportionately more “weight” on courses with more credits.

**Graduation:** The process of receiving formal recognition, usually by the granting of a credential (certificate, diploma, associate degree or bachelor’s degree) for having completed a program of study.

## I

**Industry Training Authority (ITA):** the government agency that governs and develops the BC industry training system, including Inter-Provincial Red Seal (Accredited) Training Programs. [www.itabc.ca](http://www.itabc.ca)

**Informal Appeal:** An informal appeal process that provides the student with steps to resolve the academic concern.

**Institution:** A college, university or university-college established for the purposes of delivering higher education and authorized to confer recognized credentials.

**Interactive Television:** Scheduled classes may be offered through Interactive Television (ITV). ITV allows students to interact with a scheduled class at another location via live video linkage. ITV classes are listed on the campus/centre timetable.

## L

**Laddering:** A process which allows you to build upon previously earned credits or credentials, either from secondary or post-secondary institutions.

**Lock Step:** Students in Lock Step courses must complete exams and assignments on a fixed four month schedule with fixed deadlines that parallel scheduled classes, Rules for scheduled classes apply to Lock Step distance courses as detailed in the Key Dates section of this calendar. Lock Step works especially well if clear timelines help you get the work done.

## M

**Minimum Course Load:** Required number of credits or courses to be eligible for a student loan (usually 60% of a full course load).

## O

**Online Learning:** Online learning is an option for students who wish to learn in their own environment using technology and/or the Internet.

## P

**Part-time:** Attending less than full-time. In the case of university transfer, usually fewer than three courses.

**PASBC:** Post-secondary Application Service of British Columbia, which provides students the opportunity to apply for admission over the Internet ([www.pas.bc.ca](http://www.pas.bc.ca)) to BC public post-secondary institutions.

**Placement Testing:** Testing English and/or Math skills that allows the institution to accurately place students in courses.

**Plagiarism:** The presentation of another person’s or source’s words and/or ideas as one’s own. Plagiarism ranges from an entire assignment that is not the student’s own work to specific passages within an assignment taken from a source without acknowledgment.

**Practicum:** Practice experience in the community that is related to students’ program of study.

**Preceptor:** An individual approved by the College who provides daily, on-site supervision for students participating in a Preceptorship.

**Preceptorship:** a period of field experience in which the student performs actual clinical or other professional procedures under the direct supervision of a preceptor.

**Prerequisite:** A prerequisite is an educational level that must be achieved in order to register in a higher level. A prerequisite course is a course that must be taken before a student can take more advanced courses in the discipline.

**Prior Learning Assessment:** Prior Learning Assessment (PLA) is a process that enables people to gain recognition and credit for what they already know and can do. It involves the identification, documentation and assessment of learning acquired through informal or independent study, work experience, volunteering, non-credit courses and other life experiences.

**Program:** A program is a definite plan of studies that may result in a certificate, diploma or degree.

**Academic Requirements:** Requirements that must be met before the credential will be awarded.

## R

**Receiving Institution:** The institution to which you are transferring.

**Registration:** The process of enrolling in individual courses after completion of all required admission procedures.

**Residency:** The number of courses or credits (or percentage of the program) that must be completed at the institution granting a credential.

# GLOSSARY

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## S

**Scheduled Courses:** Many courses offered at NIC campuses are offered as scheduled classroom instruction. Instructors teach course content through lectures, laboratories, seminars and other forms of direct face-to-face contact at regularly set days and times.

**Scholarships:** Funds awarded to students for high academic achievement.

**Section:** A specific offering of a particular course.

**Self-paced Courses:** Delivery of course curriculum in a manner suited to the students learning needs.

**Sending Institution:** The institution from which you are transferring.

**Student Services/Registration:** The department that is responsible for maintaining all student records, admitting all students, maintaining the registration system, administering financial assistance, etc.

## T

**Term:** A period of study during which all course material is covered and exams are completed.

**Timetable:** Published several times each year, the timetable lists all the courses and labs offered each academic term or session. Includes the course code, name, time, location and instructor for each course and lab offered.

**Transcript:** The formal document provided by the post-secondary institution that verifies the student's enrolment and achievement in the institution. The transcript records course titles and numbers, dates of enrolment, grades, and any credential(s) received.

**Transfer:** Consists of the granting of credit (transfer credit) toward a credential by one institution, for programs or courses completed at another.

**Tuition:** Instructional fees.

# GOVERNANCE AND ADMINISTRATION

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**Petter, Martin**, B.A. (UBC), M.A., D. Phil. (Oxford); Vice-President,  
Education - CV

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Student Services/Registrar - CV

**Campbell, Douglas**, Director, Industry Training & Continuing  
Education - CR

**Gillingham, Don**, BCTQ Carpenter, B.Ed., M.Ed (UBC); Dean, Trades,  
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**Latty, Gladys**, Bus. Ed. Diploma (Royal Society of Arts), M.Ed. (SFU),  
Instructors Diploma (VCC); Director, Port Hardy Campus - PH

**O'Sullivan, Maggie**, B.Ed., M.Ed. (SFU), B.C. Teaching Cert., T.E.S.L.  
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**Stride, Richard**, B.Sc., B.Ed., M.B.A. (UBC); Dean, Academic Programs - CV

**Van Neste-Kenny, Jocelyne**, B.Sc.N. (U of Ottawa), M.Sc.N.  
(Syracuse U), Ph.D.N. (McGill U); Dean, Health, Human Services &  
Applied Business Technology - CR

**Weegar, Tom**, M.Environmental Studies (YorkU.Toronto),  
B.A.Psychology (UVic); Campus Principal - PA

**Goudy, Denise**, Manager, Educational Planning and Operations - CV

## EDUCATION COUNCIL

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Sylvia Aiello	Faculty
Catherine Blackman	Student
Lori Boray	Student Records System Assistant
Ron Evans	General Faculty-Academic
Sandra Faust	Instructor, Adult Basic Education - Fundamental
Paul Gaudette	Director, Student Services & Registrar
Jollette Holland	Recording Secretary
Judy Johnson	Faculty
Leslyann Komljenovic	Student Recruitment Officer
Joyce Lewis	Faculty
Theresa-Anne Murdock	Student
Maggie O'Sullivan	Dean Developmental, Aboriginal, International Education
Martin Petter	Vice President, Education
Marian Pickton	Faculty
Ruedi Pletscher	Faculty
Richard Stride	Dean, Academic Programs
Betty Tate	Instructor, Nursing
Michael Whitmore	Faculty
Barbara Wood	Admissions Advisor

# FACULTY DIRECTORY

BC = Bella Coola Centre  
CR = Campbell River Campus  
CV = Comox Valley Campus  
CZ = Cortes Island Centre

GR = Gold River Centre  
PA = Port Alberni Campus  
PH = Port Hardy Campus  
UC = Ucluelet Centre

## ABORIGINAL EDUCATION

**Edwards, Wendy**, B.A. (Malaspina), I.E.&T. (UVic), M.Ed. Curriculum Studies (UVic) - PA

**Hermansen, Vivian**, B.Ed. (Malaspina University College), Special Education Teaching Diploma (Malaspina University College), M.Ed. in progress (UBC) - CR

## ACADEMIC PROGRAMS

### Business

**Card, Sharon**, B.Ed., M.B.A. (U of Regina) - CV/CR **Gibson, Kimberly**, MSc (SDSU), B.A. (UC) - CV

**Jay, Linda**, B.Comm. (U.Sask.), M.Ed. (SFU) - CV/CR

**Parkinson, William**, B.Comm (UBC), M.A. Integrated Studies (Athabasca U), Instructors Diploma (VCC) - CV

**Pelletier, Norma G.**, Dip. T. (BCIT), C.G.A., Instructors Diploma (VCC), M.B.A. (Asia Pacific Int.) - CV

**Robinson, Nicholas F.**, B.Sc., M.B.A., M.A. (UBC) - CV/CR

### Computers

**Burkholder, Sean**, B. Sc., BFA. - CV

**Lu, Frank**, B. Engineering (Beijing), M.Sc. (UBC) - CV

**Niemi, Kevin**, B.Sc. (SFU) - CV

**Nisack, Frank**, M.Sc. (U of Prague), Ph.D. (U of Alta) - CV

### English

**Cumming, Anne**, B.A., M.A. (U of Calgary) - CV

**Hanebury, Derek**, B.A. (UVic), M.F.A. (UBC) - PA

**Johnson, Judy**, B.A., B.Ed., M.A. (UBC) - CV

**Lake, Clara**, B.A.(Hon.), M.A.(UWO) - CR

**Lewis, Joyce**, B.A. (Mary Baldwin), M.A. (UVic) - PH

**O'Neill, Michael**, N., B.A., M.A. (UVic) - CV

**Powsey, Sheree-Lee**, M.A. (U of Sussex), B.A. (Trent U), B.Ed. (U of Toronto) - CV/CR

**Schoenhoff, Steve**, Dip. Creative Writing (David Thompson), B.A. (Open U), M.A. (UVic) - CV/CR

### Fine Arts

**Bailey, Paul**, B.Ed. (UBC), M.A. (UBC) - CV

**Burgess, Alan**, B.A. Honours (Cumberwell School of Fine Arts & Crafts) - CV

**Hooley, John**, B.A. (Leeds Polytechnic), M.F.A. (Chelsea), Cert. Education (Crewe & Alsager) - CV

**Johnson, Michael** - CV

**Maclean, David**, B.F.A. (Calgary) - CV

**Perron, Linda**, B.F.A. (OU, Emily Carr) - CV

**Sampson, Susanne**, B.G.S. (SFU) - CV

**Senft, Doug** - CV

## Humanities & Social Sciences

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**Carrel, Alix**, B.Sc., M.A.Linguistics (U of Calgary); Ph.D.Complit (UParis,FR) - CV

**Catchpole, Michael**, B.A., M.A., Ph.D. (UBC), R.Psych. - PA

**Chow, Yiling**, B.A. (McGill); M.A. (UBC) - PA

**Hinman-Smith, Dan**, Ph.D. History (University of N.Carolina) - CV

**Lawrence, Jeff**, B.A. (UVic), M.A. (McMaster U) - CV/CR

**McConnell, Bill**, B.Sc., M.App.Sc. (Glasgow), Ph.D. (Calgary) - CR/CV

**McIntosh, H. Brent**, B.A., M.A. (S. F.U.) - CV/CR

**Marion, John**, M.A., Ph.D. (UVic) - CR

**Morton, Jamie**, B.A. (SFU), M.A. (UVic), Ph.D. (UVic) - PA

**Patterson, Serena**, M.A., Ph.D. (SFU) - CV

**Plant, Michael**, M.Sc. Human Biology (U of Oxford) - CV

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**NORTH ISLAND  
COLLEGE**

# APPLICATION FOR ADMISSION

**www.nic.bc.ca — admissions@nic.bc.ca**

**Comox Valley Campus** 2300 Ryan Rd, Courtenay, BC V9N 8N6 — Tel (250) 334-5000/Fax (250) 334-5018  
**Campbell River Campus** 1685 South Dogwood St, Campbell River, BC V9W 8C1 — Tel (250) 923-9700/Fax (250) 923-9703  
**Port Alberni Campus** 3699 Roger St, Port Alberni, BC V9Y 3E3 — Tel (250)724-8711/Fax (250) 724-8700  
**Port Hardy Campus** Box 901, 9300 Trustee Rd, Port Hardy, BC V0N 2P0 — Tel (250) 949-7912/Fax (250) 949-2617

Have you ever attended North Island College? Yes <input type="checkbox"/> No <input type="checkbox"/>	North Island College Student Number:	Personal Education Number (PEN):
--	--------------------------------------	----------------------------------

## PERSONAL INFORMATION

Legal last name:	First name:	Middle name:	Former last name: Preferred first name:
Mailing address (street number and name):		City/Province/Country/Postal code:	
Phone (home):	Phone (work):	Email address:	
Birthdate (YY/MM/DD):	Gender: M <input type="checkbox"/> F <input type="checkbox"/>	Social Insurance N°:	First Nations (voluntary disclosure): Status <input type="checkbox"/> Non-status <input type="checkbox"/> Metis <input type="checkbox"/> Inuit <input type="checkbox"/> Other <input type="checkbox"/>
Emergency contact name:	Phone (home):	Phone (work):	Disability/medical condition (voluntary disclosure): <input type="checkbox"/> NIC will provide you with information on support/services.
Canadian citizen: <input type="checkbox"/>	Landed immigrant: <input type="checkbox"/> (IMM1000 documentation required) Country of origin: _____	Canadian Forces Community College Network? <input type="checkbox"/>	

## PROGRAM INFORMATION

Program name (use FULL program name as listed in the North Island College Calendar):			
Start term (choose which session by entering the year beside the term)			
Fall (Sep-Dec):	Winter (Jan-Apr):	Spring (May-Jun):	Summer (Jul-Aug):
Campus/centre:		Intended load: Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Single course <input type="checkbox"/>	

## PREVIOUS EDUCATION

Official transcripts are required as proof of meeting prerequisites for your specific program and/or individual courses (faxes and photocopies **not** acceptable).  
 If no transcripts are available, check here to take placement testing for English  and/or Math .

Secondary School:	Location:	Post-secondary education:	Location:
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## RELEASE OF INFORMATION – For sponsored students only

I, \_\_\_\_\_ hereby release all academic records relating to my admission or education to the following:  
 (print your full name)

\_\_\_\_\_ for the \_\_\_\_\_ term or course(s) \_\_\_\_\_  
 (print sponsor name) (term/year) (course codes)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## DECLARATION – Please read the following before signing

I declare that the information I have submitted on the application is true and correct. Falsifying any document or information submitted will result in the immediate cancellation of admission or registration at the College.  
 I understand that this information along with subsequent information is collected under the authority of the College and Institute Act. This information will be protected and used in compliance with the BC Freedom of Information and Protection of Privacy Act for the purpose of admission, registration, research, and other purposes consistent with the mandate of the institution.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## FEES

Application fee: \$25.00	<input type="checkbox"/> Visa	Card N°:	Expiry date:
Assessment fee: \$15.00	<input type="checkbox"/> Mastercard		
Total paid: \$_____	<input type="checkbox"/> Cheque or money order		

## FOR OFFICE USE ONLY

Received by:	Date and time received:
--------------	-------------------------

# HOW TO APPLY

## Applying to North Island College is as easy as:

1

### Completing an Application for Admission form.

Fill out an Application form and pay your \$25 Application Fee. You can do this on-campus at NIC Student Services/Registration or on-line at [www.nic.bc.ca](http://www.nic.bc.ca).

2

### Submitting supporting documentation.

Usually you need to submit a copy of past school records (transcripts) or sign-up for an assessment to show that you have the right pre-requisites. Ask NIC Student Services/Registration what paperwork is required for your program or course. Send it in as early as possible!

3

### Paying a deposit and registering in your courses.

Once you have met all of the pre-requisite requirements, you will be asked to pay a non-refundable Registration Deposit to hold your space in the program or course. Then you will be invited to register in your courses.

Don't wait to apply. Many of our popular programs fill quickly!

For more information or for help with your application,  
call a Student Advisor at **1-800-715-0914**

 **ANCIENT FOREST FRIENDLY**

**100**  
trees were saved  
for our forests

**Preserving our environment**  
North Island College chose to use recycled paper to print this book and saved these resources<sup>1</sup>:

energy	water	greenhouse gases	solid waste
69 million BTUs	137,445 L	3970 kgs	2116 kg

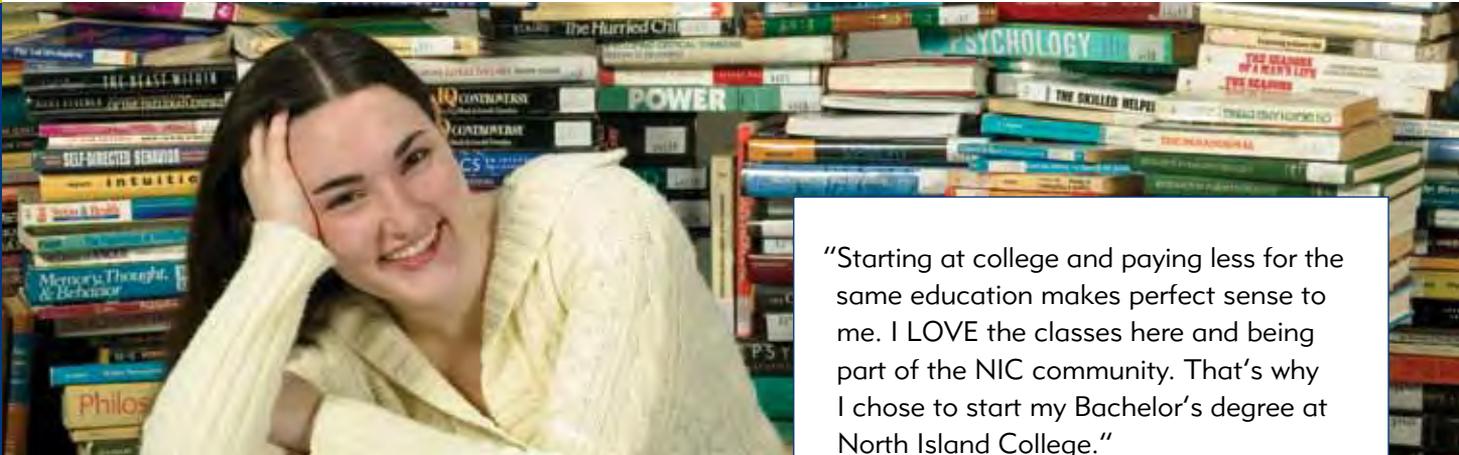
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<sup>1</sup>Estimates were made using the Environmental Defense Paper Calculator.

# UNIVERSITY TRANSFER

## at North Island College



“Starting at college and paying less for the same education makes perfect sense to me. I LOVE the classes here and being part of the NIC community. That’s why I chose to start my Bachelor’s degree at North Island College.”

Megan Fletcher, NIC student 2008  
Criminology major, University Transfer

### Why transfer?

Every student has their own personal goals and reasons for choosing college first.

Many start at college because the **lower tuition fees and cost of living** make it a smart financial choice. Transfer students ultimately graduate with less student debt than a non-transfer student.

Most students prefer **smaller classes**, where they can feel at ease asking questions and offering ideas. They say the one-to-one attention they receive from their instructors makes the switch easier not only from high school to college, but also from college to university.

Some students want to start their university degree but don’t want to have to leave their **friends and family**. They say that transferring after two years fits their lifestyle better.

Others choose college because they have no idea what they want to do with their life. They like being part of the college community and want to **figure out their interests before starting university**.

**For more information ...  
see page 36 in this book.**

**Speak to a Student Advisor  
to find out all your options.**

**Call 1-800-715-0914 today!**



-  Campus Locations
-  Centre Locations

**Comox Valley Campus** 1-800-715-0914  
(250) 334-5000

**Campbell River Campus** 1-888-293-3177  
(250) 923-9700

**Port Alberni Campus** 1-888-414-8242  
(250) 724-8711

**Port Hardy Campus** 1-866-332-1133  
(250) 949-7912

**Bella Coola Centre** (250) 982-2511

**Cortes Island Centre** (250) 935-6442

**Gold River Centre** (250) 283-7213

**Ucluelet Centre** (250) 726-2697

**1-800-715-0914**

**WWW.NIC.BC.CA**